

## D-4 ADMINISTRATION

### Summary

Discrepancies      Repeats

### Staffing

Position - Director of Administration (DA) held position:

Year(s)

Month(s)

Administration Specialty Track:

### Mission and Staffing Notes

<u>Y/N/R/NA</u>	<u>Topic/ Detailed Question</u>	<u>How to verify compliance</u>	<u>Discrepancy Write up</u>	<u>Notes</u>
06	Are cut-off instruction followed IAW CAP regulations?	Compliance can be determined for electronic files if electronic files are accessible. Otherwise on-site Inspector will review electronic and hard copy files at the wing.	(Discrepancy): [xx] (D4 Question 06) The wing does not follow cut-off instructions IAW CAPR 10-2 para 6 and Attachment 1.	
12	Are Supplements and OIs processed and maintained IAW CAPRs? a) Have all supplements and OIs been approved by the NHQ OPR? In the anniversary month of each supplement or OI, has the OPR certified it is still current and essential?	a) Review the "Approved Supplement and OIs by Region" located in <a href="https://www.gocivilairpatrol.com/members/publications/approved-supplements-and-ois-by-region">https://www.gocivilairpatrol.com/members/publications/approved-supplements-and-ois-by-region</a> .  b) Review the posted Recertification Date in	(Discrepancy): [xx] (D4 Question 12a) Wing/Region failed to have the supplement or OI approved by the NHQ OPR IAW CAPR 1-2 para 8.3.3. NOTE: List supplements and OIs below.  (Discrepancy): [xx] (D4 Question 12b) Wing/Region failed to	

<p>c) Are wing/Region supplements and OIs revised and re-approved or rescinded within 6 months of the parent regulation revision?</p> <p>d) Are all documents that direct requirements or procedures either a supplement or OI?</p>	<p>"Approved Supplement and OIs by Region".</p> <p>Note: NHQ does not remove Supplements or OIs that have not been re-certified. Any publication that has not been re-certified is no longer an approved publication; recertified dates are posted.</p> <p>c) Review the "Approved Supplement and OIs by Region". Identify all CAPRs released within the year. Review any wing supplements or OIs that should have been reapproved.</p> <p>d) Review Wing/Region documents such as memorandums, policy letters or other such documents to ensure they are not directive in nature.</p>	<p>supplements and OIs were certified by the OPR in the anniversary month of the supplement or OI IAW CAPR 1- 2 para 8.3.4.</p> <p>NOTE: List supplements and OIs below.</p> <p>Discrepancy): [xx] (D4 Question 12c) Wing/Region failed to ensure supplement or OI was revised and re-approved or rescinded within 6 months of the parent regulation's revision IAW CAPR 1-2 para 8.3.2.2. NOTE: List supplements and OIs below.</p> <p>(Discrepancy): [xx] (Question 12d) Wing/Region failed to provide a supplement or OI for documents directing requirements or procedures IAW CAPR 1-2 para 8.3.1. NOTE: List documents below.</p>
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<p>13 Have pamphlets been forwarded to the next higher headquarters?</p>	<p>Review documentation provided by the Wing/Region that supports this coordination was accomplished.</p>	<p>(Discrepancy): [xx] (D4 Question 13) Wing/Region failed to forward a copy of its pamphlet to the next higher headquarters IAW CAPR 1-2 para 9.</p>
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<p>15 Are Wing/Region forms properly published in a wing supplement?</p>	<p>Verify compliance by ensuring that all forms are noted in a Supplement or OI.</p>	<p>(A-Discrepancy): [xx] (D4 Question 15) Wing/Region failed to properly publish forms IAW CAPR 1-2 para 8.4.</p> <p>NOTE: Use sub-bullets to specify the forms in question</p>
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