

D-5 PERSONNEL

Summary

Discrepancies Repeats

Staffing

Position - Personnel Officer (DP) held position:

Year(s)

Month(s)

Personnel 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>
01	Are unit positions updated in eServices/CAPFs 2A upon appointment by Unit CC?	Compliance is determined by reviewing the Duty Assignment Report from eServices and the personnel records during the on-site interview.	(Discrepancy): [xx] (D5 Question 01) Duty appointments for the unit's staff are not being accomplished in accordance with CAPR 35-1 para 1-3. NOTE: Add sub-bullets listing who/what positions were not properly appointed.	
02	Has a personnel record been established for each member of the unit?	Compliance is determined through on-site inspection.	(Discrepancy): [xx] (D5 Question 02) Personnel records for unit personnel are not maintained IAW CAPR 39-2 para 1.7.	

03 Are inactive personnel records maintained for 5 years unless otherwise directed IAW CAP regulations?

Compliance is determined through on-site inspection.

(Discrepancy): [xx] (D5 Question 03) Inactive personnel records for unit HQ personnel are not maintained [disposed of] IAW CAPR 39-2 para 1.8.
NOTE: Use sub-bullets to give details.

04 For all duty positions, is the Primary Member enrolled in the appropriate Specialty Track?
Note: Unit commanders are exempt for 1 year after completion of level 1, to give them time to complete level 2.

Compliance is determined by reviewing the Duty Assignment Report, and comparing the Professional Development report from eServices

(Discrepancy): [xx] (D5 Question 04) Specialty Track enrollment for the unit's staff are not being accomplished in accordance with CAPR 35-1 para 1-2 (b).
NOTE: Add sub-bullets listing who/what positions were not properly enrolled.

