

D-7 SUPPLY

Summary

Discrepancies Repeats

Staffing

Position - Logistics Officer (LG) held position:

Year(s)

Month(s)

Logistics 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	Did the unit complete an annual inventory between 1 October and 31 December?	Verify using onsite and eServices report.	(Discrepancy): [xx] (D7 Question 01) Unit failed to complete its annual inventory between 1 October and 31 December, IAW CAPR 174-1 para 2-16.	
02	Are all non-expendable items on hand accurately reflected in ORMS and do they have a property tag?	Compliance is determined through on-site inspection.	(Discrepancy): [xx] (D7 Question 02) Not all unit non-expendable property has been properly entered into the ORMS database IAW CAPR 174-1 para 2-16d(4).	

03 Have items that cannot be located been recorded as “missing” in the condition field in ORMS?	Compliance is determined through a review of records by the Supply inspector.	(Discrepancy): [xx] (D7 Question 03) The missing/damaged item -----, property number XXXXXXXX, was not properly reported in the ORMS database IAW CAPR 174-1 para 2-16d(5). NOTE: List each occurrence as a separate discrepancy.
04 Are issue and return of non- expendable property completed IAW CAP regulations?	Compliance is determined through a review of records by the Supply inspector.	(Discrepancy): [xx] (D7 Question 04) The transfer [issuance/receipt] of non-expendable property within the unit is not being properly documented in the ORMS database IAW CAPR 174-1 para 2-15b. NOTE: List each occurrence as a separate discrepancy.
05 Are Reports of Survey (ROS) properly initiated, conducted, and documented in IAW CAP regulations?	Compliance is determined through a review of records by the Supply inspector.	(Discrepancy): [xx] (D7 Question 05) A Report of Survey to determine the cause of the loss [damage] to a -----, property number XXXXXXXX, was not initiated and uploaded into ORMS IAW CAPR 174-1 para 2-25 & 2-26. NOTE: List each occurrence as a separate discrepancy.
06 Are property storage areas safe secure, and protected from the elements?,	Compliance is determined a review of the property storage area.	(Discrepancy): [xx] (D7 Question 06) Unit property storage area is not secure [safe/protected from the elements] IAW CAPR 174-1 para 2-18.
07 Is the real property inventory conducted concurrently with the annual physical inventory between 1 October and 31 December?	Compliance is determined through a review of records by the Supply inspector.	(Discrepancy): [xx] (D7 Question 07) Unit failed to include real property in its annual inventory between 1 October and 31 December IAW CAPR 174-1 para 6-10.

