

D-5 PERSONNEL

Summary

Benchmarks Commendables Discrepancies AoCs HHQ

Mission Rating

Records of Assignment and Duty Status

Staffing

Position - Personnel Officer (DP) position held: Year(s) Month(s)
Personnel Specialty Track:

Mission and Staffing Notes

<u>Y/N</u>	<u>Topic/ Detailed Question</u>	<u>How to verify compliance</u>	<u>Discrepancy Write up</u>	<u>Notes</u>
1	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.	(A-Discrepancy): [xx] (Question 1) 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.	
2	Has a personnel record been established for each member of the unit?	Compliance is determined through on-site inspection.	(A-Discrepancy): [xx] (Question 2) Personnel records for unit personnel are not maintained IAW CAPR 39-2 para 1-7.	
3	Are inactive personnel records maintained for 5 years unless otherwise directed IAW CAP regulations?	Compliance is determined through on-site inspection.	(A-Discrepancy): [xx] (Question 3) 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.	

4	Is the PO maintaining CAPFs 45 IAW CAP regulations (N/A if delegated to PDO)? Is professional development training recorded on the CAPFs 45 for each of the members of the unit?	Compliance is determined through on-site inspection.	(A-Discrepancy): [xx] (Question 4) CAPFs 45 are not maintained IAW CAPR 50-17 para 2-4a & b.
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