

D-7 SUPPLY

Summary

Benchmarks Commendables Discrepancies AoCs HHQ

Mission Rating

Control, maintenance of, and disposal of CAP property

Staffing

Position - Logistics Officer (LG) position held: Year(s) Month(s)

Logistics 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	Did the unit complete an annual inventory between 1 October and 31 December?	Verify using onsite and eServices report.	(A-Discrepancy): [xx] (Question 1) Unit failed to complete its annual inventory between 1 October and 31 December, IAW CAPR 174-1 para 2-16.	
2	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.	(A-Discrepancy): [xx] (Question 2) Not all unit non-expendable property has been properly entered into the ORMS database IAW CAPR 174-1 para 2-16d(4).	

3	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.	(A-Discrepancy): [xx] (Question 3) The missing/damaged item -----, property number XXXXXXXXX, was not properly reported in the ORMS database IAW CAPR 174-1 para 2-16d(5). NOTE: List each occurrence as a separate discrepancy.
4	Are issue and return of non-expendable property completed IAW CAP regulations?	Compliance is determined through a review of records by the Supply inspector.	(A-Discrepancy): [xx] (Question 4) 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.
5	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.	(A-Discrepancy): [xx] (Question 5) A Report of Survey to determine the cause of the loss [damage] to a -----, property number XXXXXXXXX, was not initiated and uploaded into ORMS IAW CAPR 174-1 para 2-25 & 2-26. NOTE: List each occurrence as a separate discrepancy.
6	Are property storage areas safe, secure, and protected from the elements?	Compliance is determined a review of the property storage area.	(A-Discrepancy): [xx] (Question 6) Unit property storage area is not secure [safe/protected from the elements] IAW CAPR 174-1 para 2-18.
7	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.	(A-Discrepancy): [xx] (Question 7) Unit failed to include real property in its annual inventory between 1 October and 31 December IAW CAPR 174-1 para 6-10.

