

Continuous Compliance Guidance

D5 – Personnel

This document is to be used as guidance only. You need to make the decisions for your wing to ensure you are compliant. I have included items that you can use to help, that list is as follows:

- Guidance on filling out the D5 Worksheet
- Guidance on how to answer each question

There is no provided sample report to be uploaded, but let me know directly if you need a sample or help in completing your wing’s D5 worksheet at sjewell@cap.gov.

D5 – Personnel Worksheet Guidance

D-4 ADMINISTRATION

Summary

Commendables Discrepancies
 0 0

Staffing

Position - Director of Administration (DA) held position: **1** **2**
 0 Year(s) 0 Month(s)

Administration Specialty Track: **3**

Mission and Staffing Notes

4	5	6	7	8
<u>Y/N/NA</u>	<u>Topic/ Detailed Question</u>	<u>How to verify compliance</u>	<u>Discrepancy Write up</u>	<u>Notes</u>

- 1.) Enter # Years you have held the Director of Personnel position.
- 2.) Enter # Months you have held the Director of Personnel position
- 3.) Click the down arrow and select YOUR CURRENT Personnel Specialty Track Rating:
 - a. Not Enrolled
 - b. Enrolled – No Rating
 - c. Technician
 - d. Senior
 - e. Master
- 4.) Column 1 – Contains the inspectors compliance answer (Yes, No, N/A) to the inspection question in column 2.
- 5.) Column 2 – Contains the question(s) to be answered.
- 6.) Column 3 – Important to read and understand this column. This will tell you what will be reviewed in order to determine your compliance with this section. You should try to ensure there is a document for each validation item, this is what should be uploaded to the IG→Documentation→D5 Section for your wing.

- 7.) Column 4 – This is for the inspector. If you are not compliant based on the evaluation of the items in Column 3, then this is the exact text that will appear in the Inspection Report
- 8.) Column 5 – Your notes regarding this question. See below for examples.

D5 – Personnel Question Guidance

Question 1: Are wing positions updated in eServices/CAPFs 2A upon appointment by the Wing/CC?

All wing positions will be inspected by the Duty Assignment Report in eServices OR CAPF 2As for each individual position. I would encourage the use of eServices Duty Assignment report for the inspector to use. Cross-check this report with your Wing Headquarters Staff Assignment Personnel Authorization, produced by the Wing/DA, for accuracy.

Question 2: Are all subordinate unit organizational changes of command promptly reported to NHQ on a CAPF 27? (Reference CAPR 20-3, para 3)

Compare the CAPF 27s commander dates to the eServices Commander listing to ensure accuracy. Keep a current copy of the CAPF 27 on file until the form is superseded by any changes or the unit is closed.

Question 3: Is NHQ advised no later than 31 March of which units should be continued and which should be discontinued? (Reference CAPR 20-3, para 10b.; applies to wings with units below required membership levels. NHQ sends a report to the Wing Commander annually)

Upload a copy of the documentation or screenshot that NHQ has received the submission from the wing with date stamp.

Question 4: Has a personnel record been established for each member of the headquarters unit? (Reference CAPR 39-2, para 1.8)

Compliance is determined through on-site or online inspection.

Question 5: Are inactive personnel records maintained for 5 years unless otherwise directed by NHQ? CAPR 39-2, para 1.8)

Compliance is determined through on-site or online inspection. Ensure all inactive records follow the disposition instructions (i.e. they are removed and destroyed appropriately after 5 years of inactive membership)