

Continuous Compliance Guidance

D7 – Supply

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 D7 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 D7 worksheet at ttaylor@cap.org.

D7 – Supply Worksheet Guidance

D-7 SUPPLY

Summary

Commendables Discrepancies

0

0

1

2

Staffing

Position - Director of Logistics (LG) held position:

0

Year(s)

0

Month(s)

Logistics Specialty Track:

3

Mission and Staffing Notes

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

- 1.) Enter # Years you have held the Supply Officer position.
- 2.) Enter # Months you have held the Supply Officer position
- 3.) Click the down arrow and select YOUR CURRENT Logistics 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→D7 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.

D7 – Supply Question Guidance

Question 1: Did the wing complete an annual inventory between 1 October and 31 December?

All parts of inventories (supplies, vehicles, aircraft, communications, real property) must be completed no later than 31 December, unless directed by an earlier date by Region or Wing. The inventories are completed online in eServices. It is recommended to complete the inventory worksheets (found under Reports in ORMS) prior to 1 October to determine if there are any issues such as missing items.

All issued items must be validated to still be in the possession of the assignee and as to operational status prior to the inventory being completed.

If there are missing items, complete a Report of Survey for the item. This will allow you to finalize the inventory. If items are found at a later date, the RoS can be amended to indicate the item was found.

When completing the inventory, verify the location of the item as indicated in the Master Record. Make changes if needed.

Question 2: Are all non-expendable items on hand accurately reflected in ORMS and do they have a property tag?

Every item in possession of a CAP unit must have a property tag. If an item is not required to have a property tag number, it must still have a CAP property tag on the item to indicate it is a resource of CAP.

Question 3: Have items that cannot be located been recorded as “missing” in the condition field in ORMS?

Initiate a Report of Survey and mark "missing" in ORMS for any item that cannot be physically located.

Question 4: Are issue and return of non- expendable property completed IAW CAP regulations?

Ensure that every item issued to a person or assigned to an aircraft or vehicle (either temporarily or permanently) must have documentation. This can be done through ORMS or on printed out CAPF 37, Temporary Issue Receipt.

Question 6: Are property storage areas safe, secure, and protected from the elements?

All CAP assets must be secured in ways that protect the items from being taken without permission from unit command/logistics personnel. High value and/or high interest items should be secured in a locked vault, room or cabinet.

Question 7: Are all real property requirements accomplished IAW CAP requirements?

Documentation for all real property items (including tie-downs and hangars) needs to be uploaded into ORMS. The Wing Commander needs to approve of all real property, with lease/license contracts signed by NHQ.

Question 8: Is the real property inventory conducted annually?

Real Property inventory is conducted in ORMS and needs to be done at the same time as the other types of resources.

Question 9: Has a lease/license/MFR been uploaded to ORMS for each real property being used?

Every piece of Real Property used on an on-going basis requires that a lease/license or MFR (Memorandum For Record) be maintained and uploaded to ORMS. An MFR is for those facilities where it is not possible to obtain a written lease/license.