

Attachment 6 - Inventory/Audit Checklist

Inventory/Audit Checklist

Use this checklist to ensure all areas are covered in performing the annual inventory. This checklist is also useful in preparing for a CAP-USAF Audit. It will assist in reconciling CAP and Federally-owned property records. For best results, perform this checklist in conjunction with the annual inventory or at least once within a 12 month period.

Note: Asterisked items are required to be performed at wing level only.

1. Annual inventory (S-3):

- a. Have new calendar year S-3 reports been run?
- b. Perform a physical inventory of non-expendable items. Use the following guidance:
 - Reconcile documents filed in Part III with S-3
 - Reconcile documents in Part VI with S-3
 - Note non-expendable items not on S-3 report
 - Note non-expendable items not accounted for on S-3
 - Note damaged/unserviceable non-expendable items on S-3
 - Sign and forward to wing for processing
 - File copy in Part I of Property File
- c. Has the investigation been performed and results forwarded with recommendations to the Wing/CC for comment?
- d. Is all CAP non-expendable property is properly tagged?

2. Wing headquarters annual inventory responsibilities*:

- a. Have subordinate unit's S-3 reports with supporting documentation been received and reviewed?
- b. Have all add, transfer, and retirement transactions been processed, as applicable?
- c. Has an investigating official been appointed for RoS action on lost items?
- d. Have the Wing CCs comments and recommendations on the investigation been forwarded to the CAP-USAF LR for approval? (DoD excess/funded and FoB only)
- e. Has a wing-wide search been conducted on items noted as on hand and not on the reporting unit's property report?
- f. If not located in the wing inventory, has it been added?
- g. Has the completed S-3 with transaction documentation been filed in Unit Account File?

N/A

3. Property file records review:

Part I

- a. Is a current year CAPF 38 on file?
- b. Are all documents annotated on the Form 38?
- c. Are all documents annotated on the Form 38 on file?
- d. Are there any documents ready to be processed into CATS?

NOTE: Contents of this folder include: purchase receipts, receipt and disposal DD Forms 1348-1A, receipt and disposal Standard Forms 122, receipt and transfer F 37Es, bills of sale, Donation receipts, and completed Reports of Survey.

Part II

- a. Are CAPFs 111 being used to record all expendable property issues and transfers?
- b. Have the CAPFs 111 been reviewed for completeness?

Part III

Have follow ups been performed on suspense documents for completion and subsequent filing in Part I as applicable?

Part IV

Have all other property inventory lists been revalidated as required?

Part V

If a new LG has been appointed, is a handover S-3 Report on file?

Part VI

- a. Are individuals issued property current members of the unit?
- b. Have any recovery procedures on inactive members been initiated?
- c. Have issues to non-CAP organizations been re-accomplished as applicable?
- d. Have items been recovered if no longer required?
- e. Have files been closed out in accordance with CAPR 10-2?

4. Housekeeping in storage areas:

- a. Are storage areas clean?
- b. Is property stored in an orderly fashion?
- c. Has a safety inspection been accomplished? (e.g., no flammables intermingled with clothing items, electrical outlet usage, etc.)
- d. Is the property secure from theft and damage from the elements?
- e. Is the unit stockpiling items?
- f. Has the wing been notified of excess items for possible redistribution or disposal?

5. Are logistics regulations, including region/wing supplements, current?

6. Unit Account File Review *

- a. Is there a current DRMO screener authorization letter on file (if applicable)?
- b. Has a suspense file been established for subordinate unit transactions?
- c. Does each unit's file contain a current subordinate unit's S-3s and supporting documentation? (if unit has property on hand)?
- d. If a unit has been deactivated, has the affected unit's file been annotated as deactivated?
- e. Has all property been reassigned?

N/A

7. Has the file been closed out in accordance with CAPR 10-2?

Unit Name: _____

Unit ID#: _____ **Date:** _____

Signature: _____