



DEPARTMENT OF THE AIR FORCE
HEADQUARTERS FIRST AIR FORCE (AIR FORCES NORTHERN) (ACC)

signed date ## Month 201#

MEMORANDUM FOR COMMANDER TENNESSEE WING CAP

FROM: CAP/IG and CAP-USAF/IG

SUBJECT: Compliance Inspection Report Tennessee Wing CAP, 08 APR - 23 MAY 21

1. The Compliance Inspection is a value-added process intended to evaluate and help improve mission accomplishment. The CI focused on the following elements:

- a. How effectively, efficiently and safely the Wing accomplishes its assigned missions and responsibilities.
- b. The wing's compliance with laws, instructions, regulations and technical orders.
- c. The degree to which wing leadership has enhanced its mission and made improvements.
- d. The emphasis wing leadership has placed on the detection and prevention of fraud, waste and abuse.

2. The Wing Commander will review the attached report and submit the corrective actions for all discrepancies in the eServices Inspector General module no later than 90 days after the inspection out brief. Progress reports will be entered into the system as specified in CAPR 20-3 Table 8.1 until all discrepancies are closed.

3. Any correspondence that indicates direct quotes, identifiable paraphrasing or observations extracted from this report must be marked with the following statement: "This is a PRIVILEGED DOCUMENT that cannot be released in whole or part to any persons or agencies outside of the Civil Air Patrol or USAF, nor can it be republished in whole or part in any publication not containing this statement, including the Civil Air Patrol magazines and general use pamphlets, without the express approval of the National Commander of Civil Air Patrol and the Commander of CAP-USAF."

4. It was a pleasure to work with your professional team of volunteers. If you have any comments or concerns, feel free to contact the CAP-USAF/IG at (334) 953-4286 or the CAP/IGC at (877) 227-9142, ext 223.

CHERYL FIELITZ-SCARBROUGH, Col, CAP
Inspector General

NORMA MORENO, CAP-USAF
Deputy Inspector General

Attachment:
CI Report

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SECTION 1 – INSPECTION SUMMARY

Purpose and Scope

The purpose of this inspection was to (1) determine how effectively, efficiently, and safely the unit accomplished its mission(s) and responsibilities; (2) identify obstacles which impacted mission accomplishments; (3) eliminate waste, improve morale and increase readiness; (4) assess the degree to which your leadership has enhanced the wing and (5) provide information to other units for use in improving their operations. The inspection included an examination of leadership and management procedures at all levels and in all functions to determine the unit's ability to (1) accomplish its assigned missions and responsibilities efficiently, effectively and safely; (2) comply with laws, instructions, regulations, etc.; (3) determine the degree to which your leadership has enhanced the Wing and made improvements; and (4) place emphasis on the detection and prevention of fraud, waste and abuse.

Overall Inspection

Compliance Inspection (CI): **EFFECTIVE**

Executive Summary

1. This was the sixth inspection in the CAP and CAP-USAF joint Compliance Inspection Program's sixth cycle.

2. The overall rating for the Tennessee Wing Compliance Inspection is **EFFECTIVE/INEFFECTIVE**.

[Performance or operation **meets** mission requirements. Procedures and activities are carried out in an effective and competent manner. Resources and programs are efficiently managed. Minor deficiencies may exist but do not impede or limit mission accomplishment.]

[Performance or operation **does not meet** mission requirements. Procedures and activities are not carried out in an adequate manner. Resources and programs are not adequately managed or endanger personnel or resources. Significant deficiencies exist that preclude or seriously limit mission accomplishment.]

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TAB GRADES

Area	Grade	Discrepancies	Repeats
A-1 Aerospace Education	Effective	0	0
B-1 Cadet Programs	Effective	1	0
C-1 Operational Msn Management	Effective	2	0
C-2 Communications		0	0
C-3 Flight Management	Effective	0	0
C-4 Aircraft Management		0	0
D-1 Professional Development	Effective	0	0
D-4 Administration	Effective	0	0
D-5 Personnel	Effective	0	0
D-6 Public Affairs	Effective	0	0
D-7 Supply		0	0
D-8 Transportation		0	0
D-9 Information Technology Security	Effective	0	0
E-1 Commander	Effective	0	0
E-2 Safety	Effective	1	0
E-3 Inspector General	Ineffective	2	1
	TOTALS	6	1

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Key Personnel

<u>Position</u>	<u>Name</u>	<u>Date Assigned</u>
Commander	Col Dent W. Young	02 Sep 2017
Vice Commander	Lt Col William A. Renaud	30 Mar 2021
Chief of Staff	Maj Jeffery D. Gebhart	29 Mar 2015

Team Composition

Team Chief

Lt Col Craig Gallagher, CAP/IGI
Ms Norma Moreno, CAP-USAF/DIG

Team Members

Col Sheila Waldorf, CAP/IGIA
Lt Col Kyle Fransdal, CAP-USAF/NELR/CC
Maj Craig Newton, CAP/CAWG/IG
Maj Scott Graves, CAP-USAF/GLLR/PELO
MSgt Rhonda Hollinger, CAP-USAF/SELR/LG
Mr Brad Oliver, CAP-USAF/SWLR/ROD

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Reply Instructions

1. Definitions:

a. **Commendable.** A Commendable indicates a highly effective process implemented over a sufficient period of time that results in exceeding mission requirements. Commendables must apply directly to a mission critical compliance question. A commendable must be process oriented; it should save money, manpower and have a benefit for the members and/or mission. The unit must provide supporting documentation to verify that their process does in fact save money, man-hours and present benefits to members and/or mission.

b. **Discrepancy.** A Discrepancy is any deficiency that is a violation of a CAP directive that results or could result in significant mission impact or widespread mission impact or failure. Discrepancies will include all repeat discrepancies, potential Fraud, Waste and Abuse (FWA) discrepancies and Safety discrepancies. A-Discrepancies require a written response submitted describing the corrective action(s) taken to correct the deficiency and prevent recurrence.

- **(Discrepancy – Repeat)** A discrepancy reported in the wing's previous compliance inspection that exists again during the current inspection. Repeat Discrepancies are highly undesirable and may indicate a systemic problem with leadership in the wing, in addition to the area under inspection.
- **(Discrepancy – Potential FWA)** A significant deficiency that may reveal fraud, waste and/or abuse of CAP resources.

2. The Wing will enter replies to all Discrepancies in the appropriate place in the eServices Inspector General Discrepancy Tracking System (DTS) module at the intervals shown in the table below:

<u>1st Response is Due</u>	<u>2nd Response is Due</u>	<u>All Remaining Responses are Due</u>
90 Days after Out-Brief	60 Days after 1 st Response	60 Days after previous

- Progress updates will continue until all open discrepancies are closed by the CAP/IG and CAP-USAF/IG.
- In accordance with CAPR 123-3 Table 8.1, all inspection discrepancies are to be closed within 10 months of the date of the inspection out brief.

3. Since primary functional responsibilities within the Wing have not been identified in this report, the Wing Commander will establish the responsible function/person and include that information in the reply. Replies should provide specific actions taken to correct causes of each discrepancy and prevent recurrence, and documentation of compliance, when appropriate.

SECTION II – INSPECTION DETAILS

A-1 AEROSPACE EDUCATION

Effective

Summary

Discrepancies

0

Repeats

0

Staffing

Position - Director of Aerospace Education (DAE) position held:

12 Year(s)

6 Month(s)

Aerospace Education Specialty Track: Master

Y,N,N/A # Question

Yes 03 Did the wing complete an AE activity report?

Yes 05 Are AEOs assigned to the duty position enrolled in the AE specialty track?

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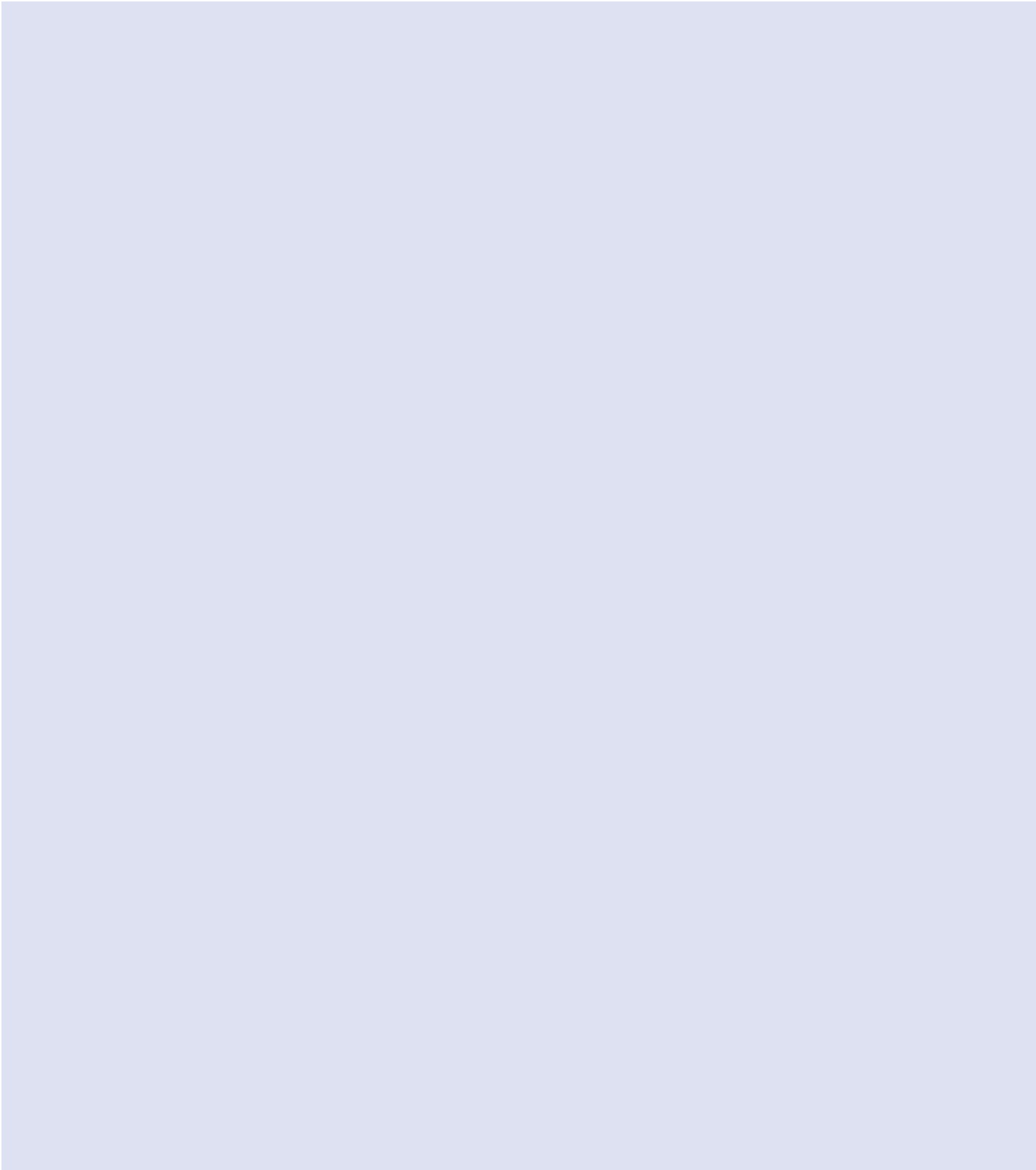
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B-1 CADET PROGRAMS

Effective

Summary

Discrepancies Repeats
1 0

Staffing

Position - Deputy Cmdr for Cadets position held: 0 Year(s) 1 Month(s)

Cadet Programs Specialty Track: Master

Y,N,N/A # Question

Yes 05 Has the wing established a Cadet Advisory Council?

No 07 Do each of the wing's cadet and composite squadrons have two or more graduates of the Training Leaders of Cadets course assigned?

Yes 09 Has the wing adopted a set of annual goals?

Yes 10 Does the wing offer at least one cadet-focused "Saturday" activity per quarter?

Yes 11 Does the wing have a written plan for providing orientation flights to all units with cadets?

Yes 12 If the wing conducted an encampment, did it file an Encampment Operations Report?

Yes 13 Have all senior members who are assigned to wing headquarters completed cadet protection training?

(Discrepancy): [xx] (B1 Question 7) Units in the wing do not have at least two graduates of the Training Leaders of Cadets program IAW CAPR 60-1 para 2.4.1.4.

- Units without two TLC graduates: TN-014, TN-093, TN-160, TN-170, TN-176, TN-195

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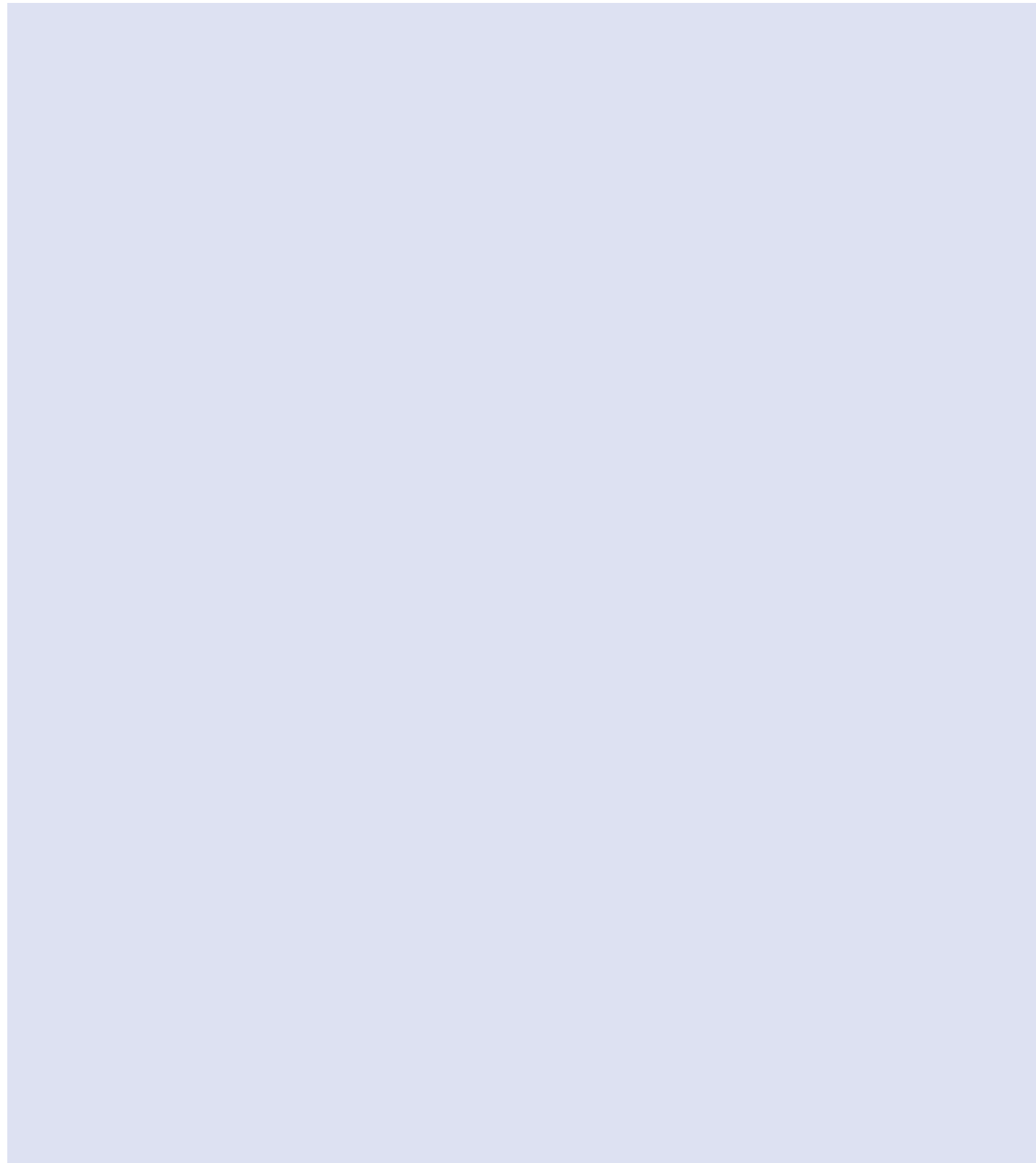
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C-1 MISSION MANAGEMENT

Effective

Summary

Discrepancies Repeats
2 0

Staffing

Position - Director of Operations (DO) held position: 0 Year(s) 2 Month(s)

Operations Specialty Track: Enrolled no rating

Position - Director of Emergency Services (DOS) held position: 1 Year(s) 1 Month(s)

Emergency Services Specialty Track: Master

Y,N,N/A # Question

N/A 01 Has the wing/region published any supplements or operating instructions, or granted/requested any waiver?

No 02 Does the wing maintain a current wing alert roster?

Yes 03 Are all records pertaining to each authorized mission loaded into WMIRS?

Yes 05 Has the wing/region developed a comprehensive annual Operations Training Plan?

No 06 Has the wing assessed the need for a Critical Incident Stress Management (CISM) Team to help implement the CAP CISM program? (Not Applicable to regions).

N/A 07 If the Wing/Region participates in Counterdrug missions, are all personnel supporting law enforcement sensitive missions properly screened and current?

(Discrepancy): [xx] (C1 Question 2) Wing failed to ensure personnel listed on the Wing Alert Roster are qualified incident commanders IAW CAPR 60-3 para 1-5b(1)(a).

- Two of the members listed in the Alert Roster are IC Trainees and not fully qualified.

(Discrepancy): [xx] (C1 Question 6) Wing failed to complete an assessment of the need for a Critical Incident Stress Team (CIST) IAW CAPR 60-5 para 3g.

- Wing failed to produce and documentation show an assessment was done.

(Observation): Mission 19-1-5276TN did not have and ICS 201 or an IAP.

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C-2 COMMUNICATIONS

Summary

Discrepancies

0

Repeats

0

Staffing

Position - Director of Communications (DC) held position:

0 Year(s)

0 Month(s)

Communications Specialty Track:

Y,N,N/A # Question

01 Were supplements, OIs or waivers approved by NHQ/DOK prior to issuance?

02 Did the wing/region submit an annual communications plan?

03 Does the wing/region conduct an annual radio communications effectiveness evaluation?

06 Does the wing/region have at least one HF/ALE station on duty, attended and operated IAW the National Communications Plan?

07 Does the wing/region conduct at least one conventional HF voice net each week?

09 Has the required annual inventory of communications equipment been performed IAW CAP regulations?

10 Did the wing/region issue all Air Force funded communications equipment IAW the Table of Allowances (TA)?

Questions above can be answered Yes, No, N/A or Rpt.

Transfer Discrepancies, Repeat Discrepancies and Commendables here. For discrepancies that are closed on site, add the verbiage:

- This discrepancy was verified corrected - discrepancy closed, no further action required.

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C-3 FLIGHT MANAGEMENT

Effective

Summary

Discrepancies Repeats
0 0

Staffing

Position - Director of Operations (DO) held position: 0 Year(s) 3 Month(s)
Operations Specialty Track: Enrolled no rating

Y,N,N/A # Question

N/A 01 Has the wing/region published any supplements or operating instructions, or requested and been granted any waivers? If "No" then "N/A"

Yes 02 Are non-CAP passengers approved and documented?

Yes 03 Does the wing/region make necessary corrections to aircraft flying time totals each month in WMIRS?

Yes 04 Does the Wing/Region have an effective process for validation and correction to ensure that all sortie data?

Yes 05 Are all flight releases accomplished using eFlight Release in WMIRS, and documented properly with the exception of authorized proof-of-concepts?

Yes 06 Are flight privilege suspension procedures followed?

Yes 07 Does the wing/region ensure all eServices Ops Quals data is recorded properly?

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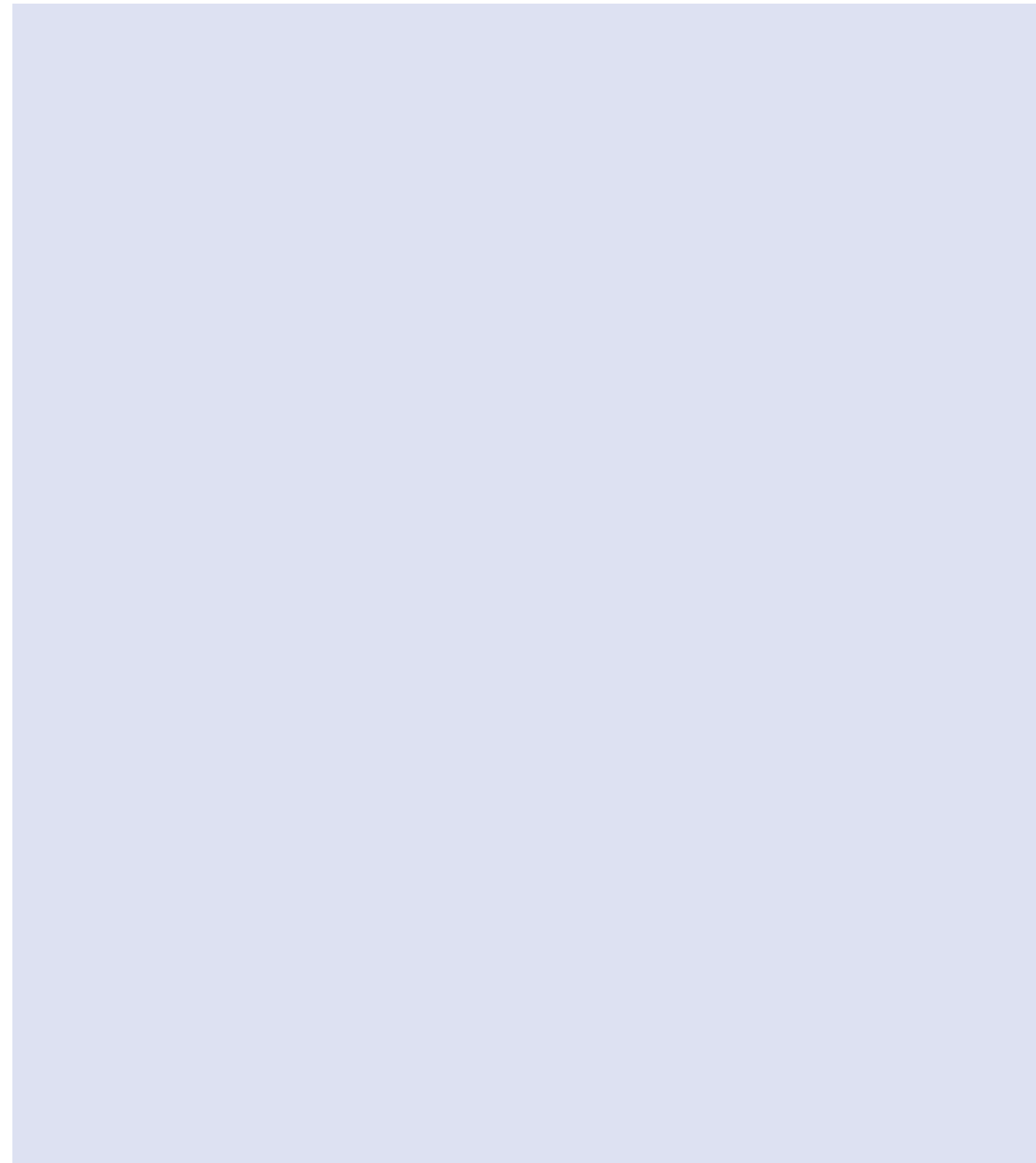
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C-4 AIRCRAFT MANAGEMENT

Summary

Discrepancies

0

Repeats

0

Staffing

Position - Aircraft Maintenance Officer (AMO) held position:

7 Year(s)

8 Month(s)

Logistics Specialty Track: Technician

Y,N,N/A # Question

Yes 01 Has the wing/region published a supplement to CAPR 66-1?

Yes 02 Does the Wing/Region AMO or his/her representative inspect each corporate aircraft at least annually?

Yes 03 Does the wing/region utilize the online eAircraft Discrepancy System located in WMIRS IAW CAP regulations?

Yes 04 Does the wing/region have a current certificate of insurance on file identifying the liability insurance coverage for all facilities performing maintenance on wing/region-assigned aircraft?

05 Is CAP aircraft documentation maintained IAW applicable 14CFRs and CAP regulations?

06 Are CAP aircraft maintained IAW applicable 14CFRs and CAP regulations?

(Observation): The Supplement to CAPR 66-1 was submitted to SER in February 2021

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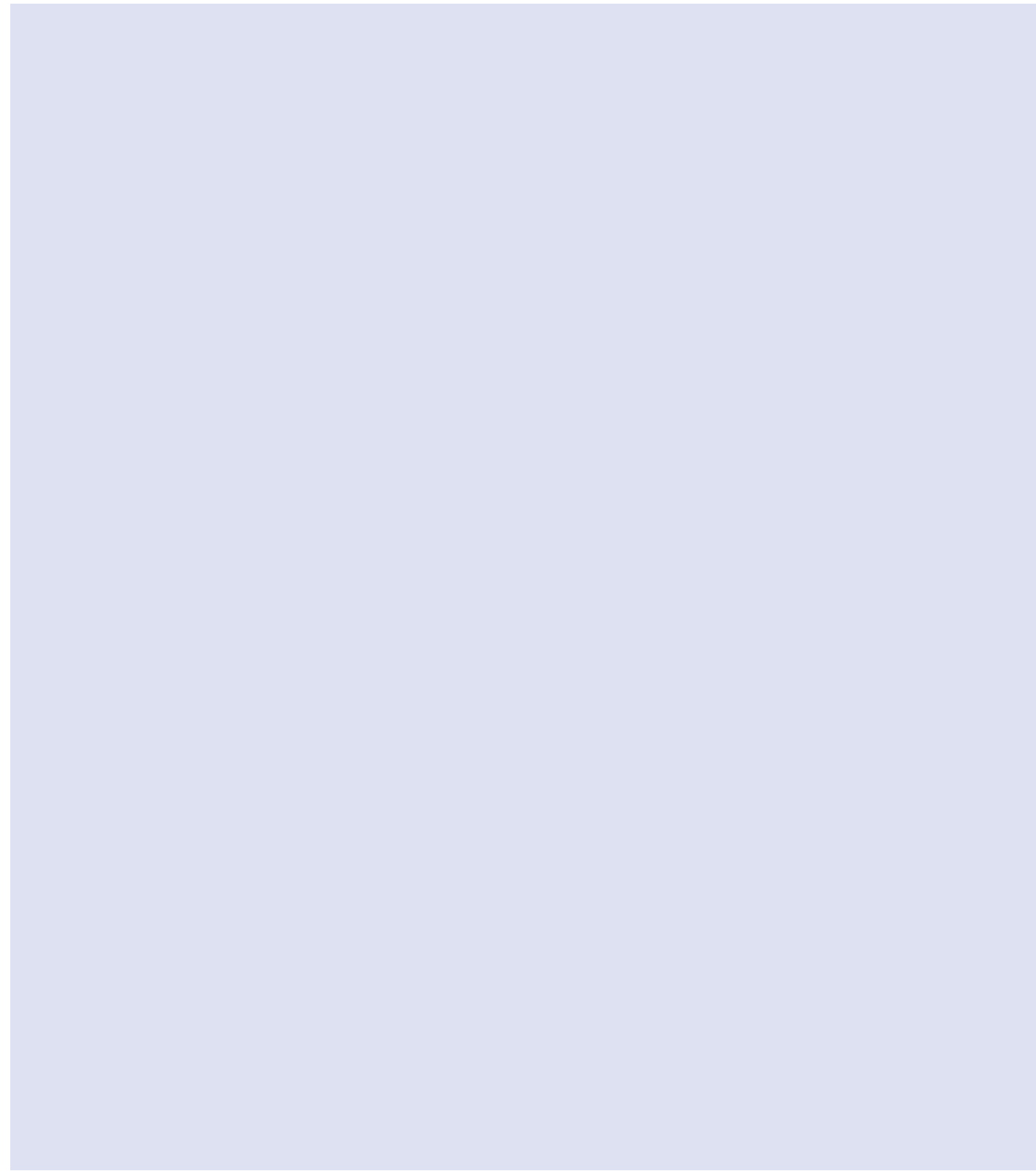
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D-1 PROFESSIONAL DEVELOPMENT

Effective

Summary

Discrepancies

0

Repeats

0

Staffing

Position - Director of Professional Development (DPD) held position:

0

Year(s)

7

Month(s)

Professional Development Specialty Track: Master

Y,N,N/A # Question

Yes 04 Has the Wing Commander appointed a TO for test security and administration?

Yes 06 Does the wing ensure subordinate commanders are not appointed as Testing Officers (though they may be appointed as assistant TOs)?

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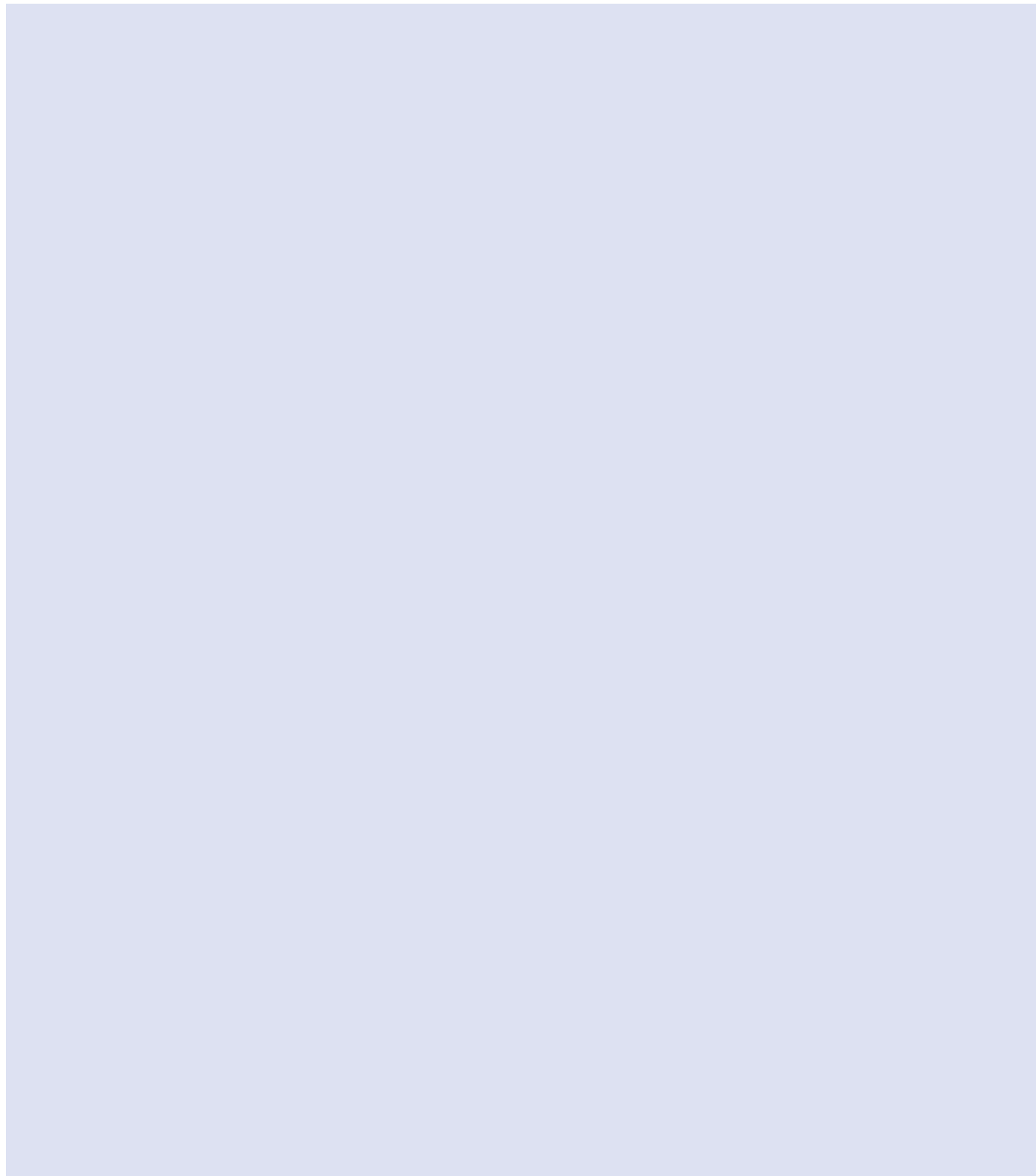
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D-4 ADMINISTRATION

Effective

Summary

Discrepancies	Repeats
0	0

Staffing

Position - Director of Administration (DA) held position: 4 Year(s) 3 Month(s)
Administration Specialty Track Master

Y,N,N/A # Question

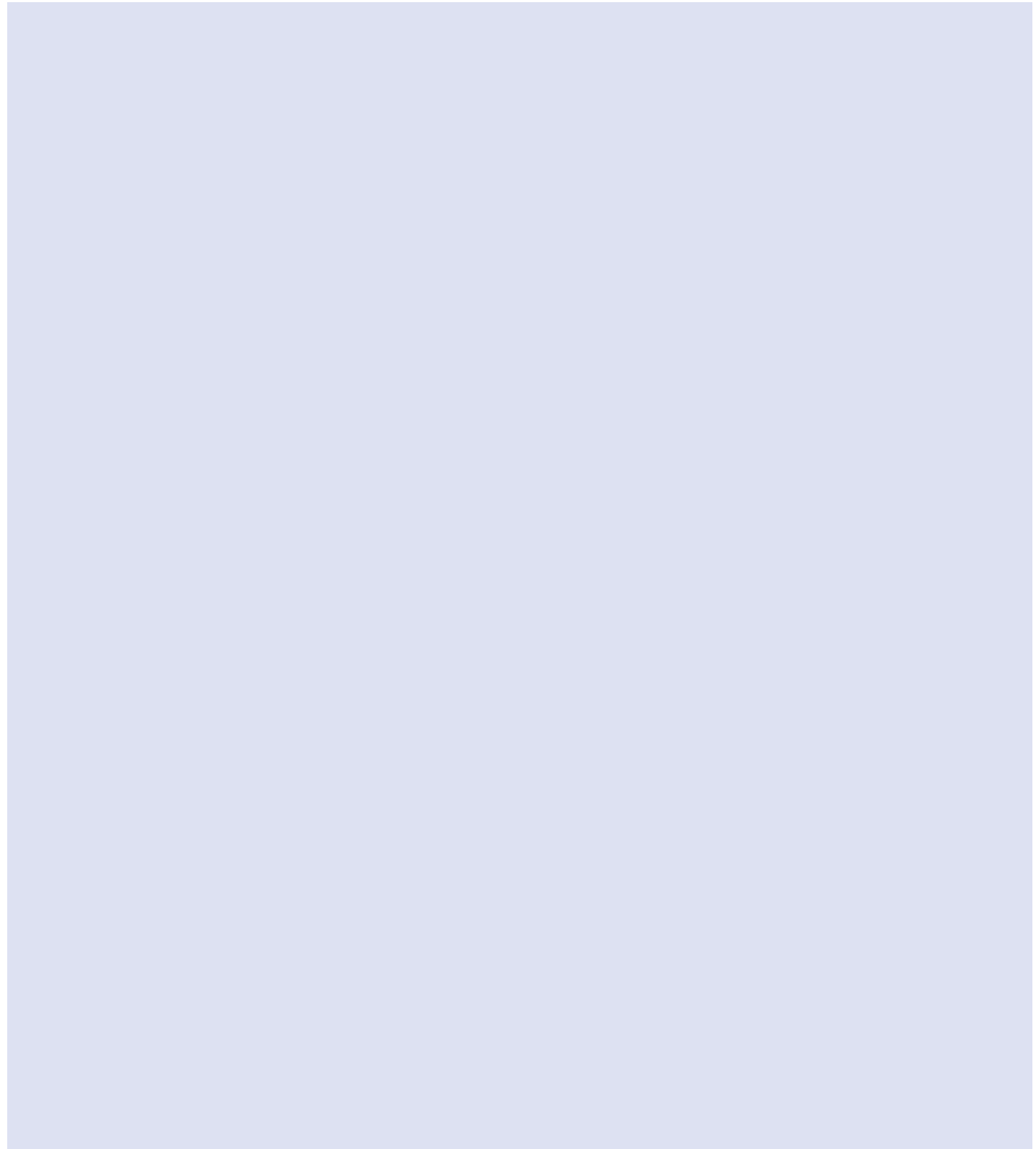
Yes 06 Are cut-off instruction followed IAW CAP regulations?

No 12 Are Supplements and OIs processed and maintained IAW CAPRs?

N/A 13 Have pamphlets been forwarded to the next higher headquarters?

Yes 15 Are wing forms properly published in a wing supplement?

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D-5 PERSONNEL

Effective

Summary

Discrepancies Repeats
0 **0**

Staffing

Position - Director of Personnel (DP) held position: **4** Year(s) **3** Month(s)

Personnel Specialty Track: **Master**

Y,N,N/A # Question

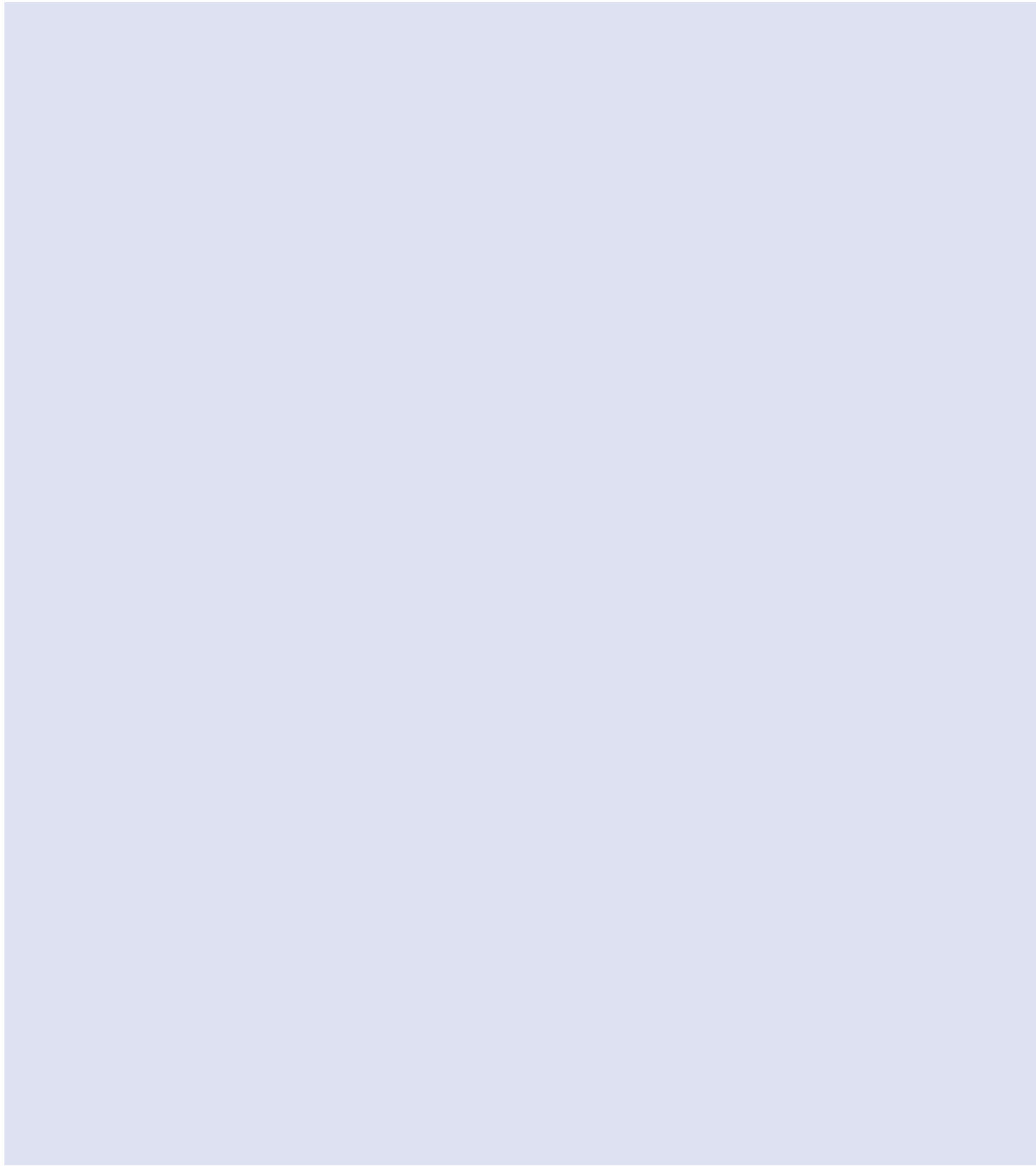
Yes **04** Has a personnel record been established for each member of the headquarters unit?

Yes **05** Are inactive personnel records maintained for 5 years unless otherwise directed by NHQ?

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D-6 PUBLIC AFFAIRS

Effective

Summary

Discrepancies

0

Repeats

0

Staffing

Position - Public Affairs Officer (PAO) held position:

2

Year(s)

0

Month(s)

Public Affairs Specialty Track: Enrolled no rating

Y,N,N/A # Question

Yes 06 Does the public access wing website comply with CAP regulations?

Yes 07 Has the Wing PAO produced Public Affairs and Crisis Communications plans?

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D-7 SUPPLY

Summary

Discrepancies

0

Repeats

0

Staffing

Position - Director of Logistics (LG) held position:

0

Year(s)

0

Month(s)

Logistics Specialty Track:

Y,N,N/A # Question

01 Did the wing/region complete an annual inventory between 1 October and 31 December?

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

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

04 Are issue and return of non-expendable property completed IAW CAP regulations?

06 Are property storage areas safe, secure, and protected from the elements?

07 Are all real property requirements accomplished IAW CAP requirements?

08 Is the real property inventory conducted annually?

Questions above can be answered Yes, No, N/A or Rpt.

Transfer Discrepancies, Repeat Discrepancies and Commendables here. For discrepancies that are closed on site, add the verbiage:

- This discrepancy was verified corrected - discrepancy closed, no further action required.

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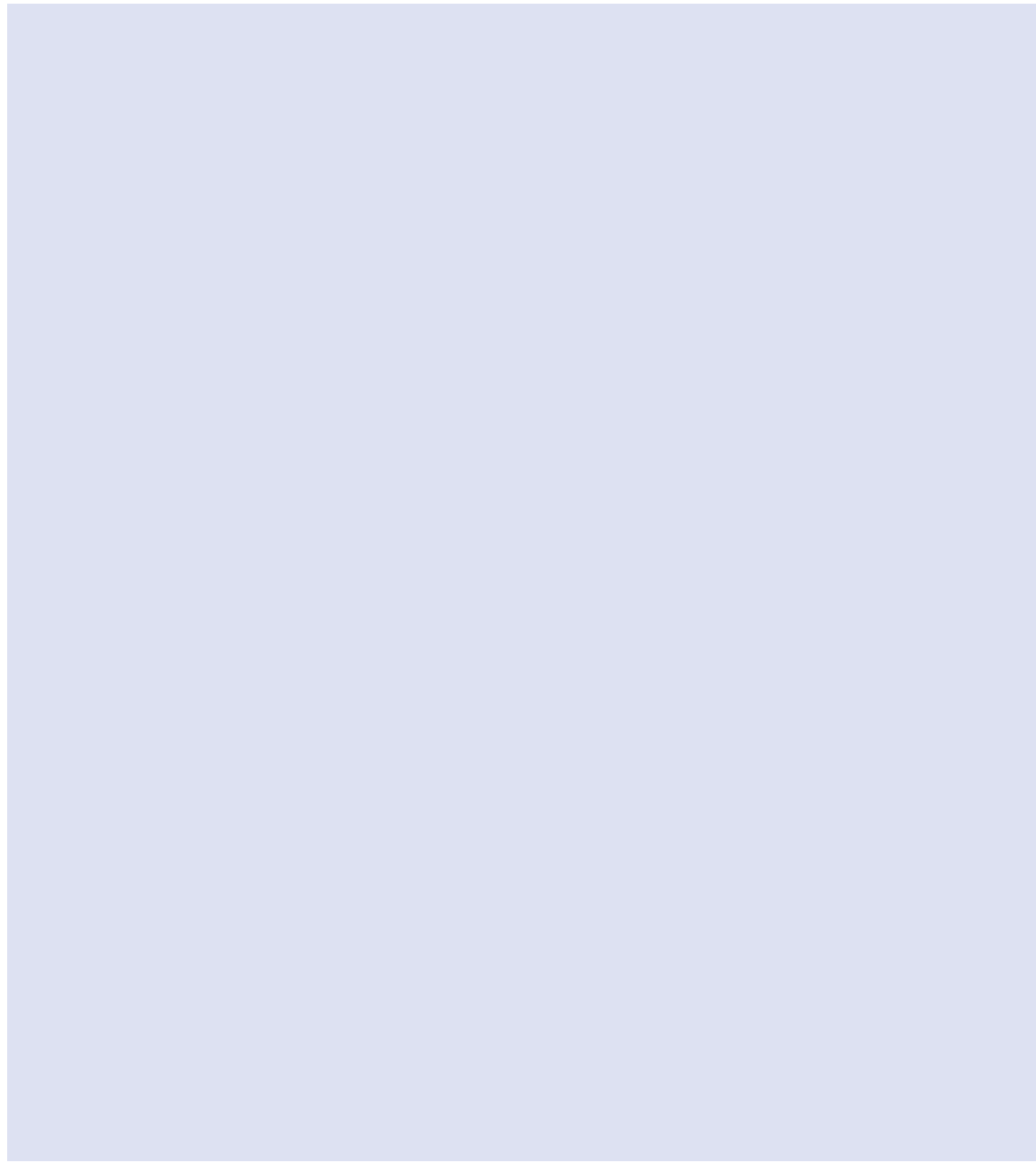
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D-8 TRANSPORTATION

Summary

Discrepancies Repeats
0 0

Staffing

Position - Transportation Officer (LGT) held position: 0 Year(s) 0 Month(s)
Logistics Specialty Track:

Y,N,N/A # Question

- | | |
|----|---|
| 01 | Are vehicle folders established for each vehicle? |
| 02 | Do the vehicle folders contain all required documentation? |
| 03 | Are original vehicle titles kept in a secure location at the region or wing/region headquarters? |
| 04 | Are copies of the original vehicle titles uploaded to ORMS? |
| 05 | Are vehicle driving privileges approved/revalidated and uploaded into Ops Quals as required? |
| 06 | Are CAPFs 73 completed on all COVs in accordance with CAP regulations? |
| 08 | Are all COVs appearance, identification, and markings maintained IAW with CAP regulation? |
| 09 | Is maintenance on CAP vehicles performed IAW the vehicle owner's manual or CAP regulations? |
| 10 | When a corporate owned vehicle is involved in a mishap does the wing/region submit the required items to NHQ/LGT immediately upon completion of the mishap investigation? |

Questions above can be answered Yes, No, N/A or Rpt.

Transfer Discrepancies, Repeat Discrepancies and Commendables here. For discrepancies that are closed on site, add the verbiage:

- This discrepancy was verified corrected - discrepancy closed, no further action required.

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D-9 INFORMATION TECHNOLOGY

Effective

Summary

Discrepancies

0

Repeats

0

Staffing

Position - Information Technology Officer (IT) held position:

6

Year(s)

0

Month(s)

Information Technology Specialty Track Senior

Y,N,N/A # Question

Yes 01 Has the wing been operating under any supplements, operating instructions (OI) or waivers to CAPR 120-1? If not, answer "N/A".

Yes 02 Does the Wing have an assigned Director of IT or IT Officer responsible for maintenance, upkeep and compliance with regard to use of all CAP IT assets within their respective units?

Yes 03 Are all wing-level CAP Internet Operations records current?

Yes 04 Are locally developed web pages dealing with confidential information clearly marked with the warning required?

Yes 05 Are full backups of CAP-owned IT assets completed at least once a month and incremental backups weekly?

Yes 06 Are the default anti-virus protections enabled on locally available CAP issued computers?

Questions above can be answered Yes, No, N/A or Rpt.

Transfer Discrepancies, Repeat Discrepancies and Commendables here. For discrepancies that are closed on site, add the verbiage:

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E-1 COMMAND

Effective

Summary

Discrepancies

0

Repeats

0

Staffing

Position - Commander (CC) position held: 3 Year(s) 8 Month(s)

Commander Specialty Track: Technician

Y,N,N/A # Question

Yes 02 Is the wing MOU with the state current and approved?

Yes 04 Does the wing ensure compliance with the sexual/physical abuse policy?

Yes 05 Have all wing staff members completed Equal Opportunity Training?

Yes 08 Does the Wing CC approve all fundraising events within the wing?

Rpt 09 Are Sub-Unit compliance inspections accomplished IAW CAP regulations?

Yes 11 Did the CC ensure at least two "Approved" Senior members were present at all cadet activities?

Yes 13 Are all members assigned to an authorized duty position enrolled in the appropriate specialty track?

Yes 14 Are Reports of Survey properly initiated, conducted, and documented in IAW CAP regulations?

Yes 15 Has the Wing commander completed required IG Annual Refresher training?

Yes 16 Are all CI worksheets, unit details and data and other deliverables provided IAW CAP regulations?

(Discrepancy): [xx] (E1 Question 9) Subordinate unit exceeded the 27-month limit between Sub-Unit compliance inspections and was not suspended

IAW CAPR 20-3 para 9.5.

- SER-TN-218 went 32 months between SUIs (4-29-17 to 12-31-19) and was not suspended.

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E-2 SAFETY

Effective

Summary

Discrepancies Repeats
1 0

Staffing

Position - Safety Officer (SE) held position: 7 Year(s) 6 Month(s)

Safety Officer Specialty Track: Master

Y,N,N/A # Question

Yes 09 Is the Wing SE a graduate of NSOC?

Yes 10 Did the Wing SE possess the Technician rating or higher in the Safety Specialty Track?

Yes 11 Is the Wing SE or Assistant SE a pilot?

Yes 12 Did Wing complete an Annual SMS Program Review for the previous year.

N/A 13 Was a deliberate RM CAPF 160 used in planning the most recent Wing encampment.

No 14 Did all active units (not including Flights) in the Wing conduct the Annual Safety RM Day during the months of January, February, or March?

Yes 15 Did Wing SE have an up-to-date annual plan for providing assistance to SEs in subordinate units for the current year?

Yes 16 Was the Wing SE knowledgeable in the use of the Hazard Reporting / Safety Suggestion portion of SIRS?

(Discrepancy): [xx] (E2 Question 142) Not all units in the Wing held an Annual Safety RM Day at some point during the month January, February, or March as required by CAPR 160-1 para 5.2.1.4.

- Units that did not complete Safety Day:

-- 2019 - 1 unit, (SER-TN-080)

-- 2020 - 2 units, (SER-TN-004, SER-TN-193)

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E-3 INSPECTOR GENERAL

Ineffective

Summary

Discrepancies Repeats
2 1

Staffing

Position - Inspector General (IG) held position: 0 Year(s) 0 Month(s)

Inspector General Specialty Track: Senior

Y,N,N/A # Question

Yes 01 Has the Wing IG completed required training?

Yes 03 Is the Wing IG single billeted?

No 05 Are Sub-Unit compliance inspections conducted within the maximum 27 months as required?

Rpt 07 Are Sub-Unit compliance inspections completed IAW CAP regulations?

No 09 Are Sub-Unit compliance inspection discrepancies closed within 5 months as required?

Yes 10 Were IGAs and IOs billeted correctly?

(Discrepancy): [xx] (E3 Question 5) Wing failed to ensure Sub-Unit compliance inspections were conducted within the maximum 27 months as required IAW CAPR 20-3 para 9.5.

- TN-218 went 32 months between inspections (4-29-17 to 12-31-19).

(Discrepancy-Repeat): [xx] (E3 Question 7) Subordinate unit graded Ineffective did not receive a re-inspection IAW CAPR 20-3 para 9.13.

- TN-080 3/21/20 (I) - NSD 3/31/22 (24 months)

(Discrepancy): [xx] (E3 Question 9) Wing failed to ensure DTS items were closed within 5 months as required IAW CAPR 20-3 para 9.11.

- TN-014 has taken 11 months to date (6-25-20 to 4/27/21) with 12 DTS items still Open.

- TN-080 has taken 13 months to date (3/21/20 to 4/27/21) with 14 DTS items still Open.

- TN-119 has taken 12 months to date (4/25/20 to 4/27/21) with 21 DTS items Still Open.

(Observation): TN-080 did not have a SUI report uploaded for 2-23-18, it was just a bunch of Attendance Sheets

(Observation): TN-119, TN-128, TN-153 and TN-173 all had discrepancies in their previous SUI reports, but the discrepancies were not loaded into DTS, which means they are still open.

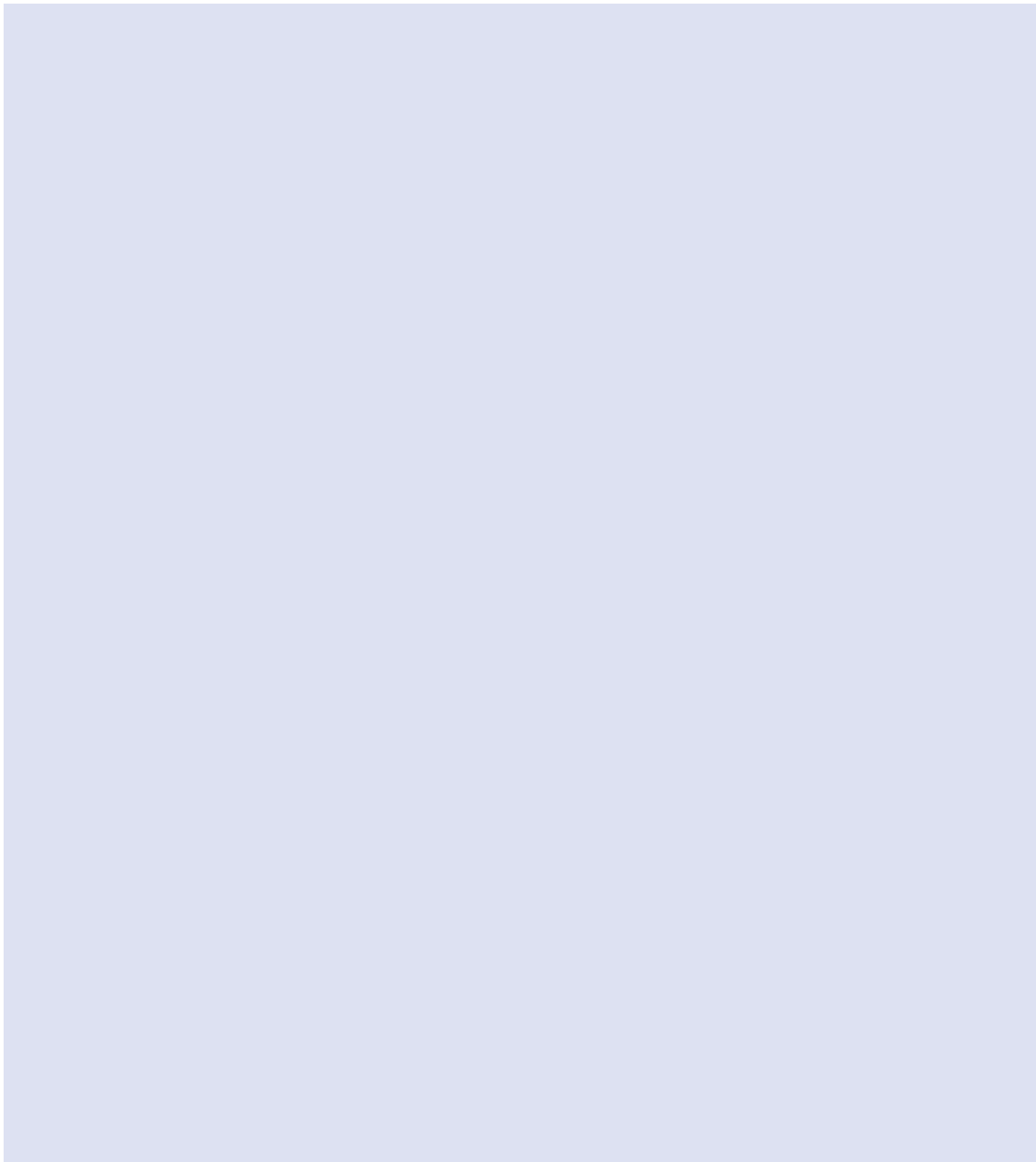
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