D-1 EDUCATION AND TRAINING

Staffing

Position - Director of Education and Training (ETD) held position: 0 Year(s) 0 Month(s)

Education and Training Specialty Track:

List ETD name, CAP ID, Phone number and email address

Y/N/R/NA, or OB (Observation)

Questions

Type	#	Topic/Detailed Question	How to verify compliance	Discrepancy Write up	How to Clear
CI	04	Has the Wing Commander appointed a Testing Officer (TO) for test security and administration?	Compliance is determined through an eService Duty Assignment report. eServices > Reports> Duty Assignment	(Discrepancy): [xx] (D1 Question 04) The Wing Commander has not appointed a Testing Officer IAW CAPR 40-2 para 6.4.	Appoint a Testing Officer.Attach a screen shot of eServices showing the updated appointments to the discrepancy in the Discrepancy Tracking System (DTS).
CI	06	Does the Wing ensure subordinate commanders are not appointed as Testing Officers (though they may be appointed as assistant TOs)?	eServices >Reports > Member Reports >Duty Assignments > Select "Commander" and "Testing Officer", find members that are "Primary" for both. If the Commander is the only Testing Officer in a unit, s/he is the Primary by default.	(Discrepancy): [xx] (D-1 Question 06) Wing failed to ensure ___ Unit Commander(s) were not listed as primary Testing Officers IAW CAPR 40-2 para 6.5.	Commander is removed from assignment as Testing Officer (however, may be assigned as an assistant TO). Attach a screen shot of eServices showing the updated appointments to the discrepancy in the Discrepancy Tracking System (DTS).

Export Import

Identified Strengths:
(Commendable):

Identified Weaknesses:
(Discrepancies):

(HHQ - Issues):

Instructions for writing a Commendable and closing a discrepancy on site

1. List “Identified Strengths or Weaknesses”, if any.

2. Delete all of these instructions.

3. 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.

4. Should a discrepancy be closed on-site prior to the inspectors leaving, the discrepancy should be written up followed by this bullet point.
This discrepancy was verified corrected - discrepancy closed, no further action required.