D-1 PROFESSIONAL DEVELOPMENT

Summary

Commendables	Discrepancies	Repeats
0	0	0

Staffing

Position - Director of Professional Development (DPD) held position: 0 Year(s) 0 Month(s)
Professional Development Specialty Track

Mission and Staffing Notes

Y/N/R/NA	Topic/ Detailed Question	How to verify compliance	Discrepancy Write up	Notes
04	Has the Wing Commander appointed a TO for test security and administration?	Compliance is determined through an eService Duty Assignment report.	(Discrepancy) [xx] (D-1 Question 4) The Wing Commander has not appointed a Testing Officer IAW CAPR 40-2 para 6.4.	
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 6) Wing failed to ensure ___ Unit Commander(s) were not listed as primary Testing Officers IAW CAPR 40-2 para 6.5.	

Identified Strengths:
(Commendable):

Identified Weaknesses:
(Discrepancies):
(HHQ - Issues):
- This discrepancy was verified corrected - discrepancy closed, no further action required.

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.

2. 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.

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