

D-1 PROFESSIONAL DEVELOPMENT

Questions

Type	#	Topic/Detailed Question	How to verify compliance	Discrepancy Write up	How to Clear
SUI	01	Does the unit ensure members do not work with cadets without first completing Cadet Protection Program Training (CPPT)?	Make a list of non-compliant members from LV1 report. Using the eServices Member search ensure they are not receiving any assigned duty position in the unit, directly supervising cadets on their own, being allowed to wear the Air Force-style CAP uniform, becoming eligible for promotion, or enrolling in AU A4/6 Courses.	(Discrepancy): [xx] (D1 Question 1) Unit failed to ensure members completed Cadet Protection Program Training prior to working with cadets, IAW CAPR 50-17 para 3-1.	Ensure all members of the unit are compliant prior to working with cadets. Attach a plan of action, approved by Unit/CC, to prevent reoccurrence to the discrepancy in the DTS.
CI	01	Does the wing ensure members do not work with cadets without first completing Cadet Protection Program Training (CPPT)?	Make a list of non-compliant members from LV1 report. Using the eServices Member search ensure they are not receiving any assigned duty position in the unit, directly supervising cadets on their own, being allowed to wear the Air Force-style CAP uniform, becoming eligible for promotion, or enrolling in AU A4/6 Courses.	(Discrepancy): [xx] (D1 Question 1) Wing failed to ensure members completed Cadet Protection Program Training prior to working with cadets, IAW CAPR 50-17 para 3-1.	Ensure all members of the Wing are compliant prior to working with cadets. Attach a plan of action, approved by Wing/CC, to prevent reoccurrence to the discrepancy in the Discrepancy Tracking System (DTS).

SUI	04	Does the unit maintain hard copy testing materials IAW CAP regulations? a) Are all hard testing material stored in a lockable (key or combination) cabinet or container? b) Does the TO conduct a test materials inventory at least every six months and whenever the TO or Assistant(s) TO changes?	a) Hard copy storage location will be inspected on site ONLY if testing materials are stored. b) Unit will provide copies of the TO inventory logs for the past 2 years (if tests were stored during that time).	a) (Discrepancy): [xx] (D-1 Question 4) Unit failed to maintain hard copy testing materials in a lockable (key or combination) cabinet or strong box IAW CAPR 40-2 para 6.7.1. b) (Discrepancy): [xx] (D-1 Question 4) Unit failed to conduct a test materials inventory at least every six months and whenever the TO or Assistant(s) TO changed for the last 2 years since testing materials were stored IAW CAPR 40-2 para 6.8.2.	a) Commander must demonstrate that materials are locked IAWCAPR 40-2. b) Commander must forward a completed test inventory log.
CI	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	Appoint a Testing Officer. Attach a screen shot of eServices showing the updated appointments to the discrepancy in the Discrepancy Tracking System (DTS).
SUI	05	Do composite and/or cadet squadrons which use paper tests have a TO appointed?	Using eServices Testing Officer duty assignment report for Composite and Cadet subordinate units verify that a TO is appointed. To determine whether a unit is a Composite or Cadet squadron, use the eServices organizational report.	(Discrepancy): [xx] (D-1 Question 5) Units in the wing failed to appoint a Testing Officer IAW CAPR 40-2 para 6.5.	The unit(s) will appoint a Testing Officer in eServices and attach a copy to the discrepancy in the Discrepancy Tracking System (DTS).

CI	05	Do composite and/or cadet squadrons which use paper tests have a TO appointed?	Using eServices Testing Officer duty assignment report for Composite and Cadet subordinate units verify that a TO is appointed. To determine whether a unit is a Composite or Cadet squadron, use the eServices organizational report.	(Discrepancy): [xx] (D-1 Question 5) Units in the wing failed to appoint a Testing Officer IAW CAPR 40-2 para 6.5.	The unit(s) will appoint a Testing Officer in eServices and attach a copy 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)?	Compare eServices duty assignment reports (Test Officers and Unit Commanders) to ensure no CCs are primary	(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.	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).