

D-1 PROFESSIONAL DEVELOPMENT

Questions

Type	#	Topic/Detailed Question	How to verify compliance	Discrepancy Write up	How to Clear
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).
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 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).

SUI	04	<p>Does the unit maintain hard copy testing materials IAW CAP regulations?</p> <p>a) Are all hard testing material stored in a lockable (key or combination) cabinet or container?</p> <p>b) Does the TO conduct a test materials inventory at least every six months and whenever the TO or Assistant(s) TO changes?</p>	<p>a) Hard copy storage location will be inspected on site ONLY if testing materials are stored.</p> <p>b) Unit will provide copies of the TO inventory logs for the past 2 years (if tests were stored during that time).</p>	<p>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.</p> <p>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.</p>	<p>a) Commander must demonstrate that materials are locked IAWCAPR 40-2.</p> <p>b) Commander must forward a completed test inventory log.</p>
SUI	05	<p>Do composite and/or cadet squadrons which use paper tests have a TO appointed?</p>	<p>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.</p>	<p>(Discrepancy): [xx] (D-1 Question 5) Units in the wing failed to appoint a Testing Officer IAW CAPR 40-2 para 6.5.</p>	<p>The unit(s) will appoint a Testing Officer in eServices and attach a copy to the discrepancy in the Discrepancy Tracking System (DTS).</p>