D-1 EDUCATION AND TRAINING

Staffing

Position - Education and Training Officer (ET) held position: 0 Year(s) 0 Month(s)

Education and Training Specialty Track:

Summary

Discrepancies	Repeats
0	0

Mission and Staffing Notes

List ET Name	Date Appointed	CAP ID	Phone Number	E-Mail
Notes				

Y/N/R/NA/OB	Topic/ Detailed Question	How to verify compliance	Discrepancy Write up	How to Close
	04 a) Are all hard testing material stored in a lockable (key or combination) cabinet or container?	a) Hard copy storage location will be inspected on site ONLY if testing materials are stored.	(Discrepancy): [xx] (D-1 Question 04a) 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.	a) Commander must demonstrate that materials are locked IAW CAPR 40-2.
	b) Does the TO conduct a test materials inventory at least every six months and whenever the TO or Assistant(s) TO changes?	b) Unit will provide copies of the TO inventory logs for the past 2 years (if tests were stored during that time).	(Discrepancy): [xx] (D-1 Question 04b) 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	b) Commander must forward a completed test inventory log.

Export Import

	05 Do composite and/or cadet squadrons 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 05) Unit commander 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).

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 must:
   a. Apply directly to one or more of the already vetted mission-critical worksheet questions
   b. Be process oriented i.e. based on a fully implemented continuous improvement-type cycle (ex: PDCA)
   c. Include results over time from designated process points (ex: input-output; before-after) that are measurable and quantifiable (i.e. performance metrics)
   d. Clearly substantiate the improvements made by instituting the process in terms of money, manpower/man-hours saved 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.