

# D-1 PROFESSIONAL DEVELOPMENT

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## Summary

Commendables    Discrepancies    Repeats

## Staffing

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

## Mission and Staffing Notes

<u>Y/N/R/NA</u>	<u>Topic/ Detailed Question</u>	<u>How to verify compliance</u>	<u>Discrepancy Write up</u>	<u>Notes</u>
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.	

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.

