# D-1 EDUCATION AND TRAINING

**Staffing**

Position - Director of Education and Training (ETD) held position: 0 Year(s) 0 Month(s)

Education and Training Specialty Track:

List ETD name, CAP ID, Phone number and email address

Y/N/R/NA, or OB (Observation)

## Questions

| Type | # | Topic/Detailed Question | How to verify compliance | Discrepancy Write up | How to Clear |
|---|---|---|---|---|---|
| CI | 04 | Has the Wing Commander appointed a Testing Officer (TO) for test security and administration? | Compliance is determined through an eService Duty Assignment report. eServices > Reports> Duty Assignment | (Discrepancy): [xx] (D1 Question 04) 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 06) 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). |



Export Import

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 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.

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.