

D-1 PROFESSIONAL DEVELOPMENT

Summary

Benchmarks Commendables Discrepancies AoCs HHQ

Mission Rating

Active senior membership training

Staffing

Position - Professional Development Officer (PDO) position held:
Professional Development Specialty Track:

Year(s)

Month(s)

Mission and Staffing Notes

<u>Y/N</u>	<u>Topic/ Detailed Question</u>	<u>How to verify compliance</u>	<u>Discrepancy Write up</u>	<u>Notes</u>
1	Does the unit ensure members do not work with cadets without first completing Cadet Protection Program Training (CPPT)?	Review the eServices Member reports LV1, make a list of non-compliant members. 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.	(A-Discrepancy): [xx] (Question 1) Unit failed to ensure members completed Cadet Protection Program Training prior to working with cadets, IAW CAPR 50-17 para 3-1.	
2	Has the Commander appointed a TO for test security and administration?	Compliance is determined through an eService Duty Assignment report.	(A-Discrepancy) [xx] (Question 2) The Commander has not appointed a Testing Officer IAW CAPR50-4 para 1-3.	

3	Has the PDO ensured the Unit Commander is not assigned as the Testing Officer?	Compare eServices duty assignment reports (Test Officers and Unit Commanders) to ensure no CCs are TOs.	(A-Discrepancy): [xx] (Question 3) Unit failed to ensure the Unit Commander was not listed as Testing Officer or Assistant Testing Officer IAW CAPR 50-4, para 1-3.
4	Does the unit maintain hard copy testing materials IAW CAP regulations? a) Are all hard testing material stored in a lockable (key or combination) metal cabinet? b) Does the TO conduct a test materials inventory at least every 180 days 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.	a) (A-Discrepancy): [xx] (Question 4) Unit failed to maintain hard copy testing materials in a lockable (key or combination) metal cabinet IAW CAPR 50-4 para 1-5. b) (A-Discrepancy): [xx] (Question 4) Unit failed to conduct a test materials inventory at least every 180 days and whenever the TO or Assistant(s) TO changed for the last 2 years since testing materials were stored IAW CAPR 50-4 para 1-6.
5	Is professional development training recorded on the CAPFs 45 for each of the members of the unit?	Compliance is determined through on-site inspection.	(A-Discrepancy): [xx] (Question 5) CAPFs 45 are not maintained IAW CAPR 50-17 para 2-4a & b.

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