D-1 EDUCATION AND TRAINING

Summary

Discrepancies	Repeats
0	0

Staffing

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

Mission and Staffing Notes

Y/N/R/NA	Topic/ Detailed Question	How to verify compliance	Discrepancy Write up	Notes
	04 Does the unit maintain hard copy testing materials IAW CAP regulations?	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) Are all hard testing material stored in a lockable (key or combination) cabinet or container?	b) Unit will provide copies of the TO inventory logs for the past 2 years (if tests were stored during that time).		
	b) Does the TO conduct a test materials inventory at least every six months and whenever the TO or Assistant(s) TO changes?		(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	

	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 05) Units in the wing failed to appoint a Testing Officer IAW CAPR 40-2 para 6.5.

Identified Strengths:
(Commendable):

Identified Weaknesses (Observations):
(Discrepancies):
(HHQ - Issues):
- This discrepancy was verified corrected - discrepancy closed, no further action required.

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.

2. 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

3. 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.