

Continuous Compliance Guidance D1 – Professional Development

This document is to be used as guidance only. You need to make the decisions for your wing to ensure you are compliant. I have included several items that you can use to help, that list is as follows:

- Guidance on filling out the D1 Worksheet
- Guidance on how to answer each question
- Sample of a completed D1 Worksheet

I have not provided a sample report to be uploaded, but if you need samples I can try to put something together.

D1 – Professional Development Worksheet Guidance

D1 Professional Development			
Summary			
Commendables	Discrepancies		
0	0		
Staffing			
Position - Commander (CC) held position:		0	0
Command Specialty Track:		Year(s)	Month(s)
Mission and Staffing Notes			
4	5	6	7
8			
Y/N/NA	Topic/ Detailed Question	How to verify compliance	Discrepancy Write up
			Notes

- 1.) Enter # Years you have been in the Professional Development position
- 2.) Enter # Months you have been in the Professional Development position
- 3.) Click the down arrow and select the appropriate response to the question.

Select your Specialty Track Rating

- a. Not Enrolled
 - b. Enrolled –No Rating
 - c. Technician
 - d. Senior
 - e. Master
- 4.) Column 1 – Contains the question(s) to be answered. ** Make sure there is a Y/N/NA in Column 1 for each question in Column 2 **
 - 5.) Column 2 – This contains the question by the IG that you must be in compliance with.

- 6.) Column 3 – Important to read and understand this column. This will tell you what will be reviewed in order to determine your compliance with this section. You should try to ensure there is a document for each validation item, this is what should be uploaded to the IG→Documentation→E1 Section for your wing.
- 7.) Column 4 – This is there for the inspector. If you are not compliant based on the evaluation of the items in Column 3, then this is the exact text that will appear in the Inspection Report
- 8.) Column 5 – Your notes regarding this question. See below for examples.

D1 – Professional Development Question Guidance

Question 1: Does the wing ensure members do not work with cadets without first completing Cadet Protection Program Training (CPPT)?

Ensure that no Senior Member has a Duty Assignment that puts them in conflict with this. Make certain there is a sign in roster for all Cadet Events demonstrating that all personnel either have CPPT or were not left to supervise cadets alone. Best practice is to not allow non-CPPT personnel from attending Cadet events.

Question 4: Has the Wing Commander appointed a TO for test security and administration?
Run the eService's Duty Assignment report and determine if a TO has been properly assigned. If not you are in violation. A waiver to this is possible through the OPR if there are no printed testing materials used.

Question 5: Do composite and/or cadet squadrons which use paper tests have a TO appointed?
If they use printed tests they must have a TO. If they do not have paper tests the correct answer to this question is N/A

Question 6: Does the wing ensure subordinate commanders are not appointed as Testing Officers (though they may be appointed as assistant TOs)?

Run the eService's Duty Assignment report and determine if a TO has been properly assigned. If the TO is the Commander you are in violation.