

	TAB D-1: PROFESSIONAL DEVELOPMENT	C-1; Effective 15 Feb 03
	ITEM	REFERENCE
1.	Has the Professional Development Officer (PDO) been appointed in writing?	CAPR 10-3 Para 1c
2.	Is a professional development reference library being maintained?	CAPR 50-17 Para 2-2
3.	Has the commander assigned a Test Control Officer (TCO) in writing? a. Are testing materials inventoried at least every 90 days? Are test inventory logs maintained for at least 24 months? b. Are testing materials properly secured? c. Are Air Force Institute for Advanced Distributed Learning (AFIADL) (previously ECI) course examinations being routed and controlled by the TCO IAW CAP and AFIADL guidance?	CAPR 50-4 Para 1-2a CAPR 50-4, Para 1-5 and 2-6 CAPR 50-4 Para 1-4; 2-4 CAPR 50-4 Chap 2
4.	Are the Professional Development Reports (PDR) updated and used as a management tool by the Professional Development Officer (PDO) and the commander?	CAPR 50-17 Para 2-6
5.	Has the PDO updated the CAPFs 45b of all unit members?	CAPR 50-17 Para 2-4b
6.	Is Level I Training being offered quarterly? • How many members of the unit have NOT completed their Level I?	CAPR 50-17 Para 3-6
7.	Have all senior members completed Cadet Protection Program Training (CPPT)?	CAPR 50-17 Para 3-4
8.	Has the wing offered Squadron Leadership Schools (SLS) and a Corporate Learning Courses (CLC) frequently enough and within reasonable distance to support the needs of the unit? a. How many members of the unit have completed SLS? b. How many members of the unit have completed CLC?	CAPR 50-17 Para 4-6b and 5-3c CAPR 50-17 Para 2-6 CAPR 50-17 Para 2-6
9.	Are Professional Development awards processed in a timely and appropriate manner?	CAPR 50-17 Para 2-5