**Technician PDO Rating – Rating Documentation**

CAPP 4040 16 May 2017

Last Updated: 00/00/17

Name/Grade: <Name and Grade>

Unit/Position: <IL-XYZ PDO Primary or Assistant>

**Knowledge, Training, and Performance Requirements**

To complete the Technician Rating in the professional development officer specialty track, the member must:

**Assist the commander in ensuring the training offered and assignments made match the unit’s needs.**

*Guidance: Provide a paragraph or two describing how this was accomplished, what CAP training was recommended and/or taken, and how it was related to unit assignments/needs. Provide and reference by file name any supporting documentation specific to this question.*

**Comment/Document**:

See attached documentation: <file name>

**Explain the requirements of the CAP Professional Development program to a new member and the OJT Mentor.**

*Guidance: Provide a paragraph or two describing what materials and/or content is covered with a new member along with a list of members in which this discussion happened with. Provide and reference by file name any supporting documentation specific to this question.*

**Comment/Document**:

See attached documentation: <file name>

**Correctly explain to the OJT Mentor the purpose of, complete and process through channels the forms/processes outlined on page 7 of CAPP 4040.**

* CAPF 11, Senior Member Professional Development Program Director’s Report. (Proof of course completion must be shown on member’s electronic record).
* CAPF 17, Application for Senior Member Activities.
* Online application for Senior Member Professional Development Awards (found in eServices). (Proof of completion must be shown on member’s electronic record).
* CAPF 45, Senior Member Master Record. (Demonstrate correctly filled out record).

*Guidance: Provide a paragraph or two for each report. Supply copies verifying processing completion of each form in question. For example, in order to complete and process a CAPF 11 through the channels the PDO is either the director of a PD class that gets recorded in eServices or is filling out and processing the CAPF 11 on behalf of the director. Once the CAPF 11 is entered by NHQ proof of member(s) completion can be shown with screen shots from eServices. Online PD Awards form can be a screen shot. Confirmation is a member(s) eServices report that coincides with members listed on the submitted forms. Provide and reference by file name any supporting documentation specific to this question.*

**Comment/Document**:

See attached documentation: <file name>

**Demonstrate mastery of the PD specialty track module in eServices.**

*Guidance: Provide a paragraph or two describing the data entry fields of the specialty track module, what happens next once submitted and what happens if duty position is assigned first. Provide a screen shot of the specialty track module. Provide and reference by file name any supporting documentation specific to this question.*

**Comment/Document**:

See attached documentation: <file name>

**Summarize local supplements/Operating Instructions to the Professional Development Directives.**

*Guidance: Provide a paragraph or two describing IL Wing supplements or Operating Instructions. Provide document with screenshots and reference by file name the supporting documentation specific to this question.*

**Comment/Document**:

See attached documentation: <file name>

**Has developed and maintained a Professional Development Training Materials Library.**

*Guidance: Provide a paragraph or two describing unit training materials and how/where they are maintained. Provide document with screenshots or pictures and reference by file name the supporting documentation specific to this question.*

**Comment/Document**:

See attached documentation: <file name>

**Explain to the mentor proper test security procedures.**

*Guidance: Provide a paragraph or two describing testing procedures specific to paper vs online testing (including printed from online special conditions), open book vs closed/timed, examples of what tests require a proctor and how that is implemented with online tests. Provide supporting regulation snippets and screenshots of test instructions and reference by file name the supporting documentation specific to this question.*

*Suggested tests to cover:*

*Rocketry*

*Milestone*

*Yeager*

*Specialty Track tests*

*OBC*

**Comment/Document**:

See attached documentation: <file name>

**Has conducted a review of completed/needed training with not less than 25% of the units Senior Members with the OJT Mentor and Unit Commander.**

*Guidance: Provide a paragraph or two describing provided and specific CAP training needed related to member advancement in level, grade, specialty track and ES qualifications. Were “None” ratings addressed? Provide and reference supporting documentation of the recommendations provided for specifically reviewed members.*

**Comment/Document**:

See attached documentation: <file name>

**Complete 6 months experience as a Professional Development Officer or assistant PDO.**

*Guidance: Provide a screenshot or member report showing assign date of candidate PD duty position referenced by file name.*

**Comment/Document**:

See attached documentation: <file name>

Date From: To:

**Professional Development Technician Level Training Checklist**

Candidate’s Name: <Name>

CAP Grade: <Rank> CAPID: <Number> Unit Charter No: GLR-IL-XYZ

Current Position Title: <Position>

To complete the Technician level of this specialty track, the member must complete the following:

**Knowledge, Training, and Performance Requirements OJT Initials and Date**

|  |  |
| --- | --- |
| Assist the commander in ensuring the training offered and assignments made match the unit’s needs. |  |
| Explain the requirements of the CAP Professional Development program to a new member and the OJT Mentor. |  |
| Correctly explain to the OJT Mentor the purpose of, complete and process through channels the forms/processes outlined on page 7 of CAPP 4040.   * CAPF 11, Senior Member Professional Development Program Director’s Report. (Proof of course completion must be shown on member’s electronic record). * CAPF 17, Application for Senior Member Activities. * Online application for Senior Member Professional Development Awards (found in eServices). (Proof of completion must be shown on member’s electronic record). * CAPF 45, Senior Member Master Record. (Demonstrate correctly filled out record). |  |
| Demonstrate mastery of the PD specialty track module in eServices. |  |
| Summarize local supplements/Operating Instructions to the Professional Development Directives. |  |
| Has developed and maintained a Professional Development Training Materials Library. |  |
| Explain to the mentor proper test security procedures. |  |
| Has conducted a review of completed/needed training with not less than 25% of the units Senior Members with the OJT Mentor and Unit Commander. |  |
| Complete 6 months experience as a Professional Development Officer or assistant PDO.  Dates of Service \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |

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OJT Supervisor Date

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Unit Commander Date