

Technician Level Training Checklist

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

Knowledge, Training, and Performance Requirements	OJT Initials and Date
Correctly explain the duties and operations of a Logistics Officer and sub specialty positions	
Correctly list and describe the basic logistics functions	
Correctly explain the relationships of the logistics functions to other functions at the squadron level	
Correctly identify the logistics reports required from the squadron to higher echelons including dates due	
Demonstrate knowledge of the forms, directives and evaluation instruments associated with the logistic program at the squadron level	
Correctly explain the process and due dates for Property Management awards	
Correctly describe the relationship between region, wing, group (if applicable) and squadron LG programs	
Correctly issue at least six items of expendable or non-expendable items in accordance with CAP policy	
Correctly conduct at least one complete property inventory during the training period	
Correctly record the disposition of CAP assets in ORMS in accordance with CAP policy	
Ensure that all unissued items are accounted for in accordance with CAP policy	
Have no overdue/outstanding reports, responses to audits/inspections or like evaluations during the training period	
Ensure that all vehicles assigned to the squadron (if applicable) meet the minimum required licensing. Insurance, maintenance and inspection standards and have the required equipment in proper working order	
Ensure that all CAP drivers assigned to the squadron are qualified and properly licensed	
Complete 6 months of experience as assistant or primary logistics officer, supply officer or transportation officer. Dates of Service _____ to _____	
Successfully complete online CAPP 206 Test for Technician Rating	

Candidate's Name _____
(Last, First, M.I.)

CAP Grade _____ CAPID _____ Unit Charter No. _____

Commander's Signature

Date

Senior Level Training Checklist

To complete the Senior level of the Logistics specialty track, the member must:

Knowledge, Training, and Performance Requirements	OJT Initials and Date
Correctly discuss the contents of CAPR 66-1	
Serve as an investigating officer on a Report of Survey	
Correctly explain how a TA is used and how it affects unit operations	
Correctly explain the purpose of the self-inspection guide and how it can help the LG prepare for an evaluation	
Correctly explain the unit budgeting process and why it is important to the LG	
Correctly complete and submit for approval CAPFs 71, 132, 175 and 176	
Correctly request additional resources obtained through any CAP-NHQ or DRMO/FED-Excess or donation program approved by the commander	
Have no overdue/outstanding reports, responses to audits/inspections or like evaluations during the training period	
Receive a "Successful" or equivalent or higher on the previous audit, inspection or like evaluation during the training period	
Successfully complete a search for an item assigned to the unit in ORMS	
Successfully complete separate sorts of data in ORMS by type of equipment, to whom equipment is currently assigned and current value	
Correctly complete the documentation required to transfer equipment, aircraft or vehicles between units	
Create and submit a budget for LG and sub specialties during the budget year(s) of the training period	
Create and implement a program to issue/renew CAPF 75 in a timely fashion for unit members, and subordinate units (if assigned to higher HQ)	
Complete an annual revalidation and inventory for all equipment assigned to the unit or a changeover inventory OR represent the unit during a SUI or CI	
Correctly perform an individual issue revalidation	
Demonstrate the correct creation of a kit in ORMS and its issue/assignment	
Develop and conduct an instruction program for logistics officer training hosted at the group level or higher	
Complete 12 months of experience as a primary logistics officer, supply officer or transportation officer after award of Technician rating. Dates of Service _____ to _____	
Successfully complete online CAPP 206 Test for Senior Rating	

Candidate's Name _____
(Last, First, M.I.)

CAP Grade _____ CAPID _____ Unit Charter No. _____

Commander's Signature

Date

Master Level Training Checklist

To complete the Master level of the Logistics specialty track, the member must:

Knowledge, Training, and Performance Requirements	OJT Initials and Date
Correctly explain CAP's real property guidelines.	
Correctly explain the role the LG plays in the ICS	
Correctly explain the role the inspection program plays in public trust as applied to LG	
Discuss the CAP Insurance/Benefits program pertaining to LG	
Correctly describe the funding of CAP equipment through the appropriated and corporate funding processes IAW page 13	
Explain how CAP LGs can benefit from CAP's mentoring programs	
Qualify as a LG branch chief in OPSQUALS	
Receive a "Successful" or equivalent or higher on the previous audit, inspection or like evaluation in your primary and sub specialties during the training period	
Have no overdue/outstanding reports, responses to audits/inspections or like evaluations during the training period	
Assist or be the primary contact for a USAF-conducted survey audit, staff assistance visit or CAP-USAF compliance inspection	
Assist a higher HQ unit perform an audit/inspection or similar evaluation OR assist another unit with a less experienced/qualified LG prepare for an audit/inspection or similar evaluation OR assist another unit which received a "Marginally Successful" or lower (or equivalent) on an audit/inspection or similar evaluation close out its response to the evaluation	
Assist at least three staff officers in your unit to develop an LG plan for their department and implement the plan in accordance with the unit's budget, the commander's approval, the unit TA and CAP policy.	
Assist the group or higher HQ develop and successfully implement an LG program or plan	
Serve as an LG, LGS or LGT at a wing or higher function lasting 5 or more days OR Play a major role in preparing/executing a group level or higher annual revalidation	
Train another LG officer in a Report of Survey investigation.	
Complete 18 months of experience as a primary logistics officer, supply officer or transportation officer after award of Senior rating IAW requirements on page 15. Dates of Service _____ to _____	
Successfully complete online CAPP 206 Test for Master Rating	

Candidate's Name _____
(Last, First, M.I.)

CAP Grade _____ CAPID _____ Unit Charter No. _____

Commander's Signature Date