CIVIL AIR PATROL
NATIONAL HEADQUARTERS
Maxwell AFB AL 36112-5572

CAP PAMPHLET 206 (E)

1 March 1990

SPECIALTY TRACK STUDY GUIDE

Logistics Officer

FOREWORD

Although the logistics career field is very broad within the Air Force, it is relatively restrictive within Civil Air Patrol. The logistics field consists of aircraft maintenance, transportation, and supply.

CAP maintenance officers are the managers of aircraft maintenance, not the doers. Although they may perform user-authorized maintenance, their primary duty is to supervise. To actually perform aircraft maintenance would require FAA certification. That certification is not within the scope of CAP. Although the transportation officer may more easily be the vehicle maintenance individual, the primary duty is, again, supervision. The supply officer is, again, a supervisor, but in many cases will actually administer as well as supervise the overall supply operation. The logistics officer may hold all three positions in small units while in larger units there may be several individuals within each area.

Proficiency is gained by experience, over time. The more you do the job, the better you will perform the various tasks. All the tasks in the CAP logistics areas are outlined in the attached study guide. No supplementary data other than the referenced publications is needed. However, before you can be awarded a rating, you must complete all requirements in the next lower level of the senior member training program (ex., prior to award of the technician rating, you must complete all Level I requirements; prior to award of the senior rating, you must complete all Level II requirements; and prior to award of the master rating, you must complete all Level III requirements).

Your commander can award you the technician, senior, or master rating after you complete the readings in this study guide, meet the appropriate level requirements mentioned above, and perform the required tasks of the assigned specialty track. The award of a rating should be documented on the CAP Form 45 and updated on the unit Senior Member Training Level Report (SMTLR) by the senior program officer.

Supersedes CAPP 206, 15 July 1986.
OPR: LG
Distribution: In accordance with CAPR 5-4.

LOGISTICS

1. Position Description. The position description below, for supply, transportation, and aircraft maintenance, include the duties for all three ratings (technician, senior, and master):

a. Supply. As supply officer, you are responsible for all matters pertaining to supply. You shall:

- ensure proper accountability for all CAP property.
- be responsible for receipt, issue, storage, and proper disposal of all CAP property.
- be responsible for effecting distribution and recovery of property in coordination with the transportation officer.
- recommend to the commander the allocation or reallocation of property within the unit.

b. Transportation. As transportation officer, you are responsible for all matters pertaining to surface and air transportation. You shall:

- ensure that all vehicles are licensed and insured and that drivers are qualified and licensed to operate the vehicles.
- recommend allocation and reallocation of motor vehicles.
- maintain appropriate records on location of all vehicles.
- be responsible for maintenance, painting, and marking vehicles.

c. Maintenance. As maintenance officer, you exercise staff supervision and coordination of all aircraft maintenance. You shall:

- make recommendations to the commander for the improvement of the maintenance program.
- ensure that aircraft are painted and identified in accordance with current directives.
- ensure that aircraft are maintained in an airworthy condition in accordance with FAA requirement.

2. Objectives. To develop an understanding of the basic workings of the logistics function. To prepare a person to manage either all of the logistics requirements of a unit, or a specified area within the logistics function (i.e., supply, transportation, or aircraft maintenance).

3. Functions and Responsibilities:

a. Knowledge requirements. Listed below are subject areas and publications with which you'll work and need to be familiar. Read the publications for your area as soon as possible after assuming duties. Use this list as a quick reference when searching for information related to specific areas/questions. The abbreviations to the left indicate what duty position is usually responsible for the listed area.

KEY

LG Director of Logistics
MO Maintenance Officer
SO Supply Officer
TO Transportation Officer

SUPPLY

LG SO Accountability Procedures - CAPM 67-1

LG SO Expendable Property - CAPM 67-1
Nonexpendable Property - CAPM 67-1

LG SO Change of Supply Officers - CAPM 67-1

LG SO Document Control Numbers - CAPM 67-1

LG SO Equipment and Supplies - How to Obtain - CAPM 67-1

SO Excess CAP Property (Excluding Aircraft) - CAPM 67-1

SO Serviceable
SO Economically Reparable
SO Uneconomically Reparable
SO Scrap
SO Sales Procedures
SO Proceeds

LG SO Federal Supply Classes Authorized for CAP - CAPM 67-1, CAPM 67-2

LG SO Firearms - CAPM 67-1

LG SO Lost, Stolen, Damaged or Destroyed Property - CAPM 67-1

LG SO Property Condition, Definitions - CAPM 67-1

LG SO Report Annual Inventory (CAP RCS-S-3) CAPM 67-1

LG SO Storage of Property - CAPM 67-1

LG SO Supply Officer Appointments - CAPM 67-1

SO Supply Records

LG SO CAP Form 37

SO CAP Form 38

SO CAP Form 111

LG SO Supply Depot - CAPM 67-1, CAPM 67-2

LG SO Survey Audit - CAPM 67-1

LG SO Supervision from Eligibility to Receive DOD Excess Property - CAPM 67-1

LG SO Transfer of Property - CAPM 67-1

LG SO Unit Deactivations - CAPM 67-1

TRANSPORTATION

LG TO Authorized Use of Vehicles - CAPR 77-1

LG TO Registration of Vehicles - CAPR 77-1

LG TO Vehicle Insurance - CAPR 77-1

TO Vehicle Maintenance - CAPR 77-1

TO Vehicle Markings - CAPR 77-1

LG TO Vehicle Operators and Authorized Passengers - CAPR 77-1

LG TO Vehicle Safety - CAPR 77-1

MAINTENANCE

AIRCRAFT

LG Centralized Maintenance Management Program (CMMP) - CAPR 66-1

LG Corporate Aircraft - Definition - CAPR 67-4

LG MO Corrosion Control - CAPR 66-1

LG Donation From - CAPR 67-4

LG Donation To - CAPR 67-4

LG Excess DOD - CAPR 67-4

LG MO Financial Accounting - CAPR 66-1

LG MO Inspections - CAPR 66-1

LG MO Markings - CAPR 66-1

MO Oil Changes - CAPR 66-1

MO Organizational Maintenance - CAPR 66-1

LG MO Placards - CAPR 66-1

LG Purchase of - CAPR 67-4

MO Registration of - CAPR 67-4

LG Report - Aircraft HSI/Inventory Report RCS: CAP S-5, CAPR 67-4

LG Sale of - CAPR 67-4

MO Storage and Tie Down - CAPR 66-1

LG Transfer and Disposal - CAPR 66-1, 67-4

LG MO Air Force Base of Depot Assistance - CAPR 66-1

LOGISTCS GENERAL

LG Acquisition of Real Estate - CAPR 87-1

LG Acquisition of Facilities - CAPR 87-1

LOGISTICS GENERAL (Cont'd)

LG Aircraft and Vehicle Liability Insurance - CAPR 900-5

LG Hull Self Insurance - CAPR 900-6

LG Vehicle Self Insurance - CAPR 900-7

LG Use of Non-DOD Facilities - CAPR 87-1

LG Supply Bill Reimbursement Letter for Aircraft/Vehicles

b. Performance requirements (technician rating) for the logistics, supply, transportation, or aircraft maintenance officer:

	Yes/No
(1) Is the member familiar with applicable directives?	_____
(2) Is the member familiar with the logistics function within the unit?	_____
(3) Does the member perform required duties with minimum supervision?	_____
(4) Has the member completed Level I requirements?	_____
(5) Does the member have at least six months experience?	_____

c. Performance requirements (senior rating) for the logistics, supply, transportation, or aircraft maintenance officer:

	Yes/No
(1) Does the member meet the requirements of the technician rating?	_____
(2) Is the member able to plan/coordinate activities in the applicable specialty at the unit level?	_____
(3) Does the member display the ability to perform assigned duties without supervision?	_____
(4) Has the member completed all Level II requirements?	_____
(5) Does the member have one year experience?	_____

d. Performance requirements (master rating) for the logistics, supply, transportation, or aircraft maintenance officer:

	Yes/No
(1) Does the member meet the requirements of the senior rating?	_____
(2) Is the member able to resolve problems in the applicable specialty at the unit level?	_____
(3) Does the member display the ability to peform assigned duties under all conditions?	_____
(4) Has the member completed all Level III requirements?	_____
(5) Does the member have at least 2 years experience within a logistics specialty?	_____