

# 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