

# 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