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| **Technician Level Training Checklist** | | |
| To complete the Technician level of the Personnel Officer specialty track, the member must: | | |
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| **Knowledge, Training, and Performance Requirements** | **OJT, DP, or CC**  **Initials and Date** | |
| Demonstrate the ability to process member applications in a timely fashion. |  |  |
| Demonstrate the ability to forward and monitor the processing of confidential screening. |  |  |
| Demonstrate how the candidate has ensured that new members appear in the membership database and receive  their membership card in a timely fashion. |  |  |
| Set up a personnel log, and file folders for members. |  |  |
| Demonstrate how to assign members to duty assignments electrically and on paper. |  |  |
| Demonstrate how to process routine promotions electronically and on paper in a timely fashion. |  |  |
| Process routine award and decorations applications in a  timely fashion. |  |  |
| Demonstrate the ability to find the proper wear instructions for uniform combinations frequently worn. |  |  |
| List three locations where members may acquire CAP  uniforms and insignia. |  |  |
| Successfully complete the online CAPP 200 Test for  Technician Rating. |  |  |
| Complete six (6) months experience as a Personnel Officer. Dates of Service:       to |  |  |

Candidate’s Name:      

CAP Grade:  CAPID:       Unit Charter No.:

Mentor’s Signature (if applicable) Date

Unit Commander’s Signature Date