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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