

INSPECTOR GENERAL SPECIALTY TRACK

Master Rating Evaluation & Certification Worksheet

Candidate's Name _____

CAP Grade _____ CAP ID _____ Charter # _____

Current Duty Position _____ Mentor _____

	Evaluation Item(s)	Completion Date	Evaluator's Signature*
Knowledge Requirements. Demonstrate knowledge of the applicable procedures in recognizing and conducting inspections and investigations suitable to this training level.			
1.	Prepare and present to your wing an educational session on the IG Complaint Resolution Program and present it at a wing staff meeting or wing conference.		
2.	As an inspection Team Chief, plan, organize and execute one additional SUI since earning the Senior rating.		
3.	Help prepare your wing for its upcoming Compliance Inspection (CI). Activities should include: 1) Staff briefing on the CI process - roles, responsibilities and expectations; 2) Create a plan of action for CI readiness which defines check tasks and deliverable for each inspected staff member and 3) Conduct monthly meetings with wing staff to track progress.		
4.	Create and execute a post-inspection plan of action to ensure CI discrepancies are closed in a timely manner.		
5.	Prepare a plan for completing a higher level review of a complaint. This may be simulated.		
6.	Prepare and present an educational session on the IG Complaint Resolution Program and present it at a wing staff meeting or wing conference.		
7.	Submit graded and critiqued work products as requested. These work products are assigned at the discretion of the Mentor or may be part of the academic requirement for IGC.		
Academic Requirements. Successfully complete SUI activities and investigative activities appropriate to this training level.			
1.	Complete all prerequisite courses and graduate from the CAP Inspector General College.		
Service Requirements. Serve as an IG or IG staff member as prescribed for this training level.			
1.	Participate as a team chief in two graded inspections. (The one team chief inspection required for the senior rating may count toward the master rating.)		
2.	Demonstrate the ability to manage a wing's IG program using process improvement tools such as Plan-Do-Check-Act (PDCA) and the 8-Step Problem Solving Process. (Reference: AFSO21 Playbook, 2008)		
3.	Successfully complete the handling of a CAP complaint from start to finish, including the production of at least one Report of Investigation. The master rating evaluation should include consideration of the highly effective analytical and		

	communication skills expected of "Master" inspectors general. This case may be simulated at the discretion of the evaluator.		
4.	Successfully complete two complaint analyses. This case may be simulated at the discretion of the evaluator and will be in addition to the two previously completed for Technician and Senior ratings.		
5.	Successfully complete a Reprisal Evaluation Worksheet for a complaint. This case may be simulated at the discretion of the evaluator.		
6	Successfully complete a Frivolous Complaint Evaluation Worksheet for a complaint. This case may be simulated at the discretion of the evaluator.		
7.	Demonstrate the ability to manage complaint resolution documents in ECIM. This will be in addition to the work performed in ECIM for the Technician and Senior ratings.		
8.	Be evaluated by a master IG at region or national level.		
9.	Serve as a wing and/or region IG or on the IG staff at national level for more than 2 years; or upon recommendation by a wing or region IG an assistant who has served for a period of more than 2 years may apply for a master rating.		
10.	Have prior or current wing/region commander experience, or wing staff director/region Deputy Chief of Staff position. Candidate must have been an active senior member of CAP for at least 7 years.		

*Master rating must be approved by the CAP/IG or his/her designee.

(Continued)

Evaluator' Comments:

Verification of Satisfactory Completion of Required Service and Training:

Master Rated IG's Signature

Date

Certification of Completion of Master Skill Rating:

CAP/IG or Designee's Signature

Date