

INSPECTOR GENERAL SPECIALTY TRACK

Senior 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	As a Team Chief, plan, organize and execute one Subordinate Unit Inspection (SUI).		
2	Assess the compliance level of each inspected functional area ("Tab").		
3	Determine the overall results of an inspection using the grade resolution calculator.		
4	Use Plan-Do-Check-Act (PDCA) to identify and resolve process deficiencies through the identification of countermeasures for specific program issues that are current problems for regions and wings.		
5	Explain the Commander/Inspector General/Legal Officer relationship.		
6	Understand the complaint resolution process including complaint handling, analysis, trends, investigation plans, and document management.		
7	Develop a thorough written Complaint Analysis demonstrating understanding of the five possible outcomes.		
8	Select the correct template(s) in creating a Report of Investigation (ROI).		
9	Develop a concise ROI from facts acquired during an investigation.		
10	Demonstrate awareness of the role of Legal Officers at all critical phases of complaint resolution process		
11	Submit graded and critiqued work products requested by the candidate's OJT Mentor or Evaluator. These work products are assigned at the discretion of the trainer/evaluator.		
Academic Requirements.			
1	Successful completion of the 2-day IG Senior Course.		
Service Requirements. Serve as an IG or IG staff member as prescribed for this training level.			
1	Serve as a SUI Team member for two scheduled SUIs.		
2	Serve as a Team Chief for at least one of the two inspections to include SUI Report submission to the Wing IG.		

3	Demonstrate the ability to conduct a Complaint Analysis and a Report of Investigation, either actual or simulated in addition to the one completed for the Technician rating.		
4	Demonstrate the ability to manage complaint resolution documents in the Electronic Case Information Management (ECIM) system.		
5	Have prior or current command experience at a squadron level or higher; or group level or higher staff level experience. Candidate must have been an active senior member of CAP for at least 5 years and hold a master rating in any other CAP specialty track.		
6	Serve as a Wing/Region IG and/or Assistant IG for a minimum of 1 year.		

*Senior rating must be evaluated by a Master rated IG assigned (or previously assigned) at wing level or above. (Continued)

Evaluator' Comments:	
Verification of Satisfactory Completion of Required Service and Training:	
Master Rated IG's Signature	Date
Certification of Completion of Senior Skill Rating:	
Wing or Region Commander's Signature	Date