

# INSPECTOR GENERAL SPECIALTY TRACK

## Technician Rating Evaluation & Certification Worksheet

Candidate's Name \_\_\_\_\_

CAP Grade \_\_\_\_\_ CAP ID \_\_\_\_\_ Charter # \_\_\_\_\_

Current Duty Position \_\_\_\_\_ Mentor: \_\_\_\_\_

<b>Knowledge Requirements</b>			
Demonstrate knowledge of the applicable steps used to conduct inspections and investigations suitable to this training level.			
	Evaluation Item	Completion Date	Evaluator's Signature*
1	Define the terms "compliance inspection" and "subordinate unit inspection".		
2	Define the grades used for CAP inspections.		
3	Define the types of "special" report entries used in CAP inspection reports.		
4	Identify the functional areas ("tabs") evaluated during an inspection.		
5	Explain key components to effective interviewing techniques.		
6	Describe specific tools used to assist units in closing discrepancies.		
7	Demonstrate proficiency in the use of eServices and other on-line resources to manage, record, and track inspections, including the Discrepancy Tracking System (DTS) and the use of the IG Inspection Knowledge Base (IKB).		
8	Identify the components of a wing Annual IG Program Overview.		
9	Identify the 10 steps required to complete the complaint investigation process.		
10	Define: fraud, waste, abuse, abuse of authority, misconduct, reprisal and complaint.		
11	Identify those issues that are not addressed by the CAP Complaint Resolution program.		
12	Explain the specific steps to accomplish for a Complaint Analysis and each of the possible outcomes of a complaint.		
13	Describe the model plan for completion of a 10-step investigation according to the CAP Complaint Investigating Officer's Guide.		
14	Explain the process steps used for Electronic Case Information Management (ECIM) storage and security.		
<b>Academic Requirements</b>			
1	Successfully complete the CAP Inspector General Investigating Officer (IO) Course and Introduction to Inspection Course.		
2	Successfully complete the CAP Inspection Augmentee (IA) Qualification Course.		
<b>Service Requirements</b>			
Serve as an IG staff member as prescribed for this training level.			
1	Successfully complete one complaint analysis (may be simulated).		
2	Participate in two inspections as a SUI Team member.		
3	Serve at least six months as an assistant at the wing level.		
4	Have prior or current staff experience at the squadron level or higher. Have been an active senior member of CAP for at least three years and hold a minimum of a Senior rating in any other CAP specialty track.		

\*Technician rating must be evaluated by a Senior or Master rated IG at wing level or above.

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**Evaluator's Comments:**

Verification of Satisfactory Completion: Required Knowledge, Academic and Service Training

Senior or Master Rated IG's Signature

Date

Certification of Completion for Technician Skill Rating:

Wing or Region Commander's Signature

Date