



# Logistics

## Specialty Track Study Guide



NATIONAL HEADQUARTERS CIVIL AIR PATROL  
Maxwell Air Force Base, Alabama

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## Preface

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This pamphlet will prepare members for the responsibilities of a Civil Air Patrol (CAP) Logistics Officer (LG). The contents of this pamphlet apply to all levels, including squadron and group Logistics Officers in addition to wing and region Directors of Logistics.

This specialty track study guide has three sections. The first section applies to achievement of the Technician rating, the second section is related to attaining the Senior rating, and the third section deals with the skills required for the Master rating. This progression should prepare members for positions of increasing responsibility as a logistics officer.

Study each section and apply the information to actual situations on the job. If possible, the unit will assign an on-the-job (OJT) supervisor to assist members through the process. If the unit cannot assign an OJT supervisor, the member must learn the job through self-study and performance. The Region LG should be actively involved in the training of Wing Directors of Logistics, whenever possible, either as the OJT supervisor or as a mentor during self-study. The wing Director of Logistics should assist in the training of group and unit LGs.

The member and OJT supervisor will determine the level of competence at each level. When the member reaches the desired level of competency for the completion of a level, the unit commander will then certify proficiency in the member's personnel records and with National Headquarters through eServices. After the unit commander's certification of a Technician, Senior, or Master rating, the member may wear the Leadership Ribbon (Technician rating) with bronze (Senior rating) or silver (Master rating) star. Completion of each rating is a requirement for promotion. Complete promotion criteria is listed in CAPR 35-5, *CAP Officer and Noncommissioned Officer Appointments and Promotions*, and CAPR 50-17, *CAP Senior Member Professional Development Program*.

The LG specialty also has a badge. Upon earning the Technician rating, a senior member is qualified to wear the LG Technician badge. There are separate badges for the Senior and Master ratings. Refer to CAPR 39-3, *Award of CAP Medals, Ribbons, and Certificates*, for additional information.

This specialty track is governed by CAP 174 series regulations. Feedback on the contents of this study guide should be directed to CAP National Headquarters Logistics and Mission Resources (NHQ/LG), [lq@capnhq.gov](mailto:lq@capnhq.gov).

## Overview

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This pamphlet describes the Logistics 206 Specialty Track. It also enables a candidate to learn more about CAP's Logistics programs, advance in proficiency, and achieve the next rating. This pamphlet details the training and evaluation requirements that must be met in order to achieve each level. This pamphlet also itemizes the important publications that are used to help the candidate gain knowledge about the Logistics function and responsibilities of the Logistics officer. The specialty track is divided into three ratings: Technician, Senior, and Master. The specific requirements for each are discussed in this pamphlet. Training in this specialty track may be accomplished under the guidance of a higher rated LG supervisor or completed independently.

Whether with a supervisor or not, the candidate must meet the requirements at each level to advance in the LG Specialty Track. Unless a waiver has been requested and approved by the wing or region commander, an individual cannot accelerate in a skill level faster than the minimum time requirements per rating specified in this pamphlet. A waiver is rare, but it can be approved based on documented prior significant experience in LG.

## Training Objectives

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The objectives for the Logistics officer specialty track are to:

- Develop a highly motivated and trained LG who will conduct and promote effective Logistics programs.
- Perform the duties and tasks associated with CAP's squadron, group, wing, and region Logistics officer positions.
- Possess a comprehensive knowledge of the Logistics programs.

Each specialty track level contains Knowledge, Training, and Performance Requirements as well as Service Requirements that must be completed in order to attain each successive rating. These requirements will vary as the candidate proceeds through the levels. These requirements are derived from self-study, on-the-job training (OJT) experiences and agreement with your assigned OJT supervisor.

- **Knowledge Requirements** are objectives describing what each candidate is expected to know in order to attain the rating. An online test is the primary method by which candidates demonstrate their knowledge of the material. The exams are open-book with no time limit and the

passing score is 80%. Go to CAP University; click on Online Courses & Exams and find the CAPP 206 Specialty Track exams under Specialty Track Tests. If students are not successful in passing the exam the system will not allow a retake for 7 days after the last attempt.

- **Training Requirements** are objectives that require the candidate to learn systems and processes.
- **Performance Requirements** are objectives describing what each candidate is expected to complete through active participation to attain the rating.
- **Service Requirements** require that candidates serve in a certain area for a specified amount of time to receive the rating. While not limiting the role that candidates may take as Logistics Officers, it is suggested that the level of responsibility begin modestly and increase as the candidate advances.

## Guidance for On-the-Job Training (OJT) Supervisors and Unit Commanders

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The OJT supervisor plays an important role in the success of the LG in training. These senior member officers, in partnership with the unit's commander, guide the candidate through the knowledge, training, performance, and service requirements for the rating the candidate is pursuing.

Once the OJT supervisor or the wing LG is satisfied that the candidate has met all the requirements for the rating, they and the candidate notify the unit commander.

When the commander is satisfied that the candidate can perform to the level applied for and has met the service requirements, they record award of the rating in the candidate's master record and notify National Headquarters of the rating award through eServices.

# Achieving the Technician Rating

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## *Position Description*

The Logistics Officer (LG) at the Technician Level is expected to:

- Advise the commander on status of logistics programs and establish logistics policies.
- Be familiar with the CAP directives in the series indicated below:
- Be responsible for all matters pertaining to supply.
- Ensure proper accountability for CAP property.
- Be responsible for receipt, issue, storage and proper disposal of all CAP property.
- Be responsible for effecting distribution and recovery of property in coordination with the transportation officer.
- Recommend to the commander the allocation or reallocation of property within the unit.
- Ensure that all vehicles are licensed and insured and those drivers are qualified and licensed to operate the vehicles.
- Recommend allocation and reallocation of motor vehicles.
- Maintain appropriate records on location of all vehicles.
- Be responsible for maintenance, painting, and marking vehicles.
- Implement Logistics functions at the squadron level or above.
- Other LG related duties as required

## *Knowledge, Training and Performance Requirements*

### **Publications You Should Read**

Certain publications should be read by all CAP members. Others apply directly to the logistics officer. LGs should be familiar with those publications that have high relevance for all CAP members, and should know those publications that are critical to the Logistics program. For this reason, Civil Air Patrol National Headquarters provides this list of publications and directives for the new Logistics Officer to study and learn. Publications listed in bold are critical for your role as an LG.

<b>Number</b>	<b>Title</b>	<b>Notes</b>
CAP Index 0-2	<i>Numerical Index of CAP Regulations, Manuals, Pamphlets, and Visual Aids</i>	Good resource (be familiar with regulations, manuals, pamphlets and visual aids associated with Logistics)
CAP Index 0-9	<i>Numerical Index of CAP Forms, Test Materials, and Certificates</i>	Good resource (be familiar with forms, tests, and certificates that apply to LG )
<b>CAPR 1-1</b>	<b><i>Ethics Policy</i></b>	<b>Primary publication regarding LG</b>
<b>CAPR 20-1</b>	<b><i>Organization of Civil Air Patrol</i></b>	<b>Read job description Logistics, Supply and Transportation Officers at the unit level and at higher headquarters.</b>
<b>CAPR 66-1</b>	<b><i>Civil Air Patrol Aircraft Maintenance Management</i></b>	<b>Read and be able to demonstrate knowledge and understanding of the content.</b>
<b>CAPR 70-1</b>	<b><i>CAP Acquisition Regulation</i></b>	<b>Read and be able to demonstrate knowledge and understanding of the content.</b>
<b>CAPR 77-1</b>	<b><i>Operation and Maintenance of CAP Vehicles</i></b>	<b>Read and be able to demonstrate knowledge and understanding of the content.</b>
<b>CAPR 123-3</b>	<b><i>Civil Air Patrol Inspection Program</i></b>	<b>State the purpose of the inspection program</b>
<b>CAPR 173-3</b>	<b><i>Payment for Civil Air Patrol Support</i></b>	<b>Explain Tail number accounting</b>
<b>CAPR 174-1</b>	<b><i>Property Management and Accountability</i></b>	<b>Read and be able to demonstrate knowledge and understanding of the content</b>
<b>CAPR 900-5</b>	<b><i>CAP Insurance/Benefits Program</i></b>	<b>Read and be able to demonstrate knowledge and understanding of the content</b>
<b>CAPP 206</b>	<b><i>Logistics Officer Study Guide</i></b>	<b>Read and be able to demonstrate knowledge and understanding of the purpose and all items up through the technician rating</b>
CAPF 37	<i>Temporary Issue Receipt</i>	Be able to correctly fill out and process
CAPF 70	<i>Vehicle Reimbursement Request</i>	Be able to correctly fill out and process
CAPF 73	<i>Vehicle Inspection Guide and Usage Data</i>	Be able to correctly fill out and process
CAPF 75	<i>CAP Motor Vehicle Operator Identification Card</i>	Be able to correctly fill out and process
CAPF 132	<i>HSI Claim Form</i>	Be able to correctly fill out and process
CAPF 175	<i>Vehicle Justification</i>	Be able to correctly fill out and process
CAPF 176	<i>Aircraft Major Maintenance</i>	Be able to correctly fill out and process

	<i>Justification</i>	
<b><i>Other Items and Resources</i></b>		
	<b><i>Officer Basic Course lesson: Resource Accountability</i></b>	<b>Read and be able to demonstrate knowledge and understanding of the content.</b>
	<b><i>Logistics Section Chief Position Checklist</i></b>	<b>Identify the responsibilities of the LG Section Chief</b>
	<b><i>Mission Base Staff Tasks Book</i></b>	<b>Be familiar with tasks L-1000 and L-1001</b>
	<i>Self-Inspection Guide – Logistics, Supply and Transportation</i>	Found online at <a href="http://www.capmembers.com/">www.capmembers.com/</a>
	<i>Region, Wing, Squadron policy regarding logistics, supply and transportation</i>	Local policy letters

**NOTE: These readings should be mastered throughout the course of students' participation in this specialty track and shall be the material from which the exams are made.**



## **Training and Performance Requirements**

To complete the Technician Rating in the Logistics Officer specialty track, the candidate must:

- Correctly explain the duties and operations of a Logistics Officer and sub specialty positions (supply and transportation)
- Correctly list and describe the basic logistics functions
- Correctly explain the relationships of the logistics functions to other functions at the squadron level
- Correctly identify the logistics reports required from the squadron to higher echelons including dates due
- Demonstrate knowledge of the forms, directives and evaluation instruments associated with the logistics program at the squadron level. See table above for the list
- Correctly explain the process and due dates for Property Management awards as listed in CAPR 174-1 and CAPR 39-3
- Correctly describe the relationship between region, wing, group (if applicable) and squadron LG programs
- Correctly issue at least six items of expendable or non-expendable items in accordance with CAP policy
- Correctly conduct at least one complete property inventory during the training period
- Correctly record the disposition of CAP assets in ORMS in accordance with CAP policy
- Ensure that all unissued items are accounted for in accordance with CAP policy
- Have no overdue/outstanding reports, responses to audits/inspections or like evaluations for their primary duty assignment
- Ensure that all vehicles assigned to the squadron (if applicable) meet the minimum required licensing, insurance, maintenance and inspection standards and have the required equipment in proper working order
- Ensure that all CAP drivers assigned to the squadron are qualified and licensed to operate the vehicles
- Successfully serve for a minimum of 6 months as an assistant or primary logistics, supply or transportation officer. Service may combine assistant or primary experience but must remain within the sub specialty
- Successfully complete the online CAPP 206 test for Technician rating

# Technician Level Training Checklist

To complete the Technician level of the Logistics specialty track, the member must:

Knowledge, Training, and Performance Requirements	OJT Initials and Date
Correctly explain the duties and operations of a Logistics Officer and sub specialty positions	
Correctly list and describe the basic logistics functions	
Correctly explain the relationships of the logistics functions to other functions at the squadron level	
Correctly identify the logistics reports required from the squadron to higher echelons including dates due	
Demonstrate knowledge of the forms, directives and evaluation instruments associated with the logistic program at the squadron level	
Correctly explain the process and due dates for Property Management awards	
Correctly describe the relationship between region, wing, group (if applicable) and squadron LG programs	
Correctly issue at least six items of expendable or non-expendable items in accordance with CAP policy	
Correctly conduct at least one complete property inventory during the training period	
Correctly record the disposition of CAP assets in ORMS in accordance with CAP policy	
Ensure that all unissued items are accounted for in accordance with CAP policy	
Have no overdue/outstanding reports, responses to audits/inspections or like evaluations during the training period	
Ensure that all vehicles assigned to the squadron (if applicable) meet the minimum required licensing. Insurance, maintenance and inspection standards and have the required equipment in proper working order	
Ensure that all CAP drivers assigned to the squadron are qualified and properly licensed	
Complete 6 months of experience as assistant or primary logistics officer, supply officer or transportation officer. Dates of Service _____ to _____	
Successfully complete online CAPP 206 Test for Technician Rating	

Candidate's Name \_\_\_\_\_  
(Last, First, M.I.)

CAP Grade \_\_\_\_\_ CAPID \_\_\_\_\_ Unit Charter No. \_\_\_\_\_

\_\_\_\_\_  
Commander's Signature

\_\_\_\_\_  
Date

## Achieving the Senior Rating

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### *Position Description*

The Logistics Officer (LG) at the Senior Level is expected to:

- Accept a leadership role by holding a primary LG staff position
- Demonstrate continued mastery of the position as outlined at the Technician level
- Review budget requirements of logistics activities and direct consolidation of logistics budget.
- Be responsible for real property management in accordance with CAP policy in CAPR 174-1.

This prepares the LGs for positions from the squadron to the wing level.

### *Knowledge, Training and Performance Requirements*

To complete the Senior level of this specialty track; the member must have earned the 206 technician rating, demonstrated an advanced knowledge of CAP's internal and external Logistics programs at the squadron, group (if applicable) and wing levels, and, be prepared to operate as a supervisor while conducting Logistics at the application level. As a minimum, the 206 Senior candidate must:

- Correctly discuss the contents of CAPR 66-1
- Serve as an investigating officer on a Report of Survey.
- Correctly explain how the Table of Allowance (TA) is used and how it affects unit operations
- Correctly explain the purpose of the self-inspection guide and how it can help the LG prepare for an evaluation
- Correctly explain the unit budgeting process and why it is important to the LG
- Correctly complete and submit for approval CAP Forms 71, 132, 175 and 176
- Correctly request additional resources obtained through any CAP-NHQ or DRMO/FED-Excess or donation program approved by the commander
- Have no overdue/outstanding reports, responses to audits/inspections or like evaluations during the training period

- Receive a “Successful” or equivalent or higher on the previous audit, inspection or like evaluation in your primary or sub specialty during the training period
- Successfully complete a search for an item assigned to the unit in ORMS
- Successfully complete separate sorts of the data in ORMS by type of equipment, to whom equipment is currently assigned and current value
- Correctly complete the documentation required to transfer equipment, aircraft or vehicles between units
- Create and submit a budget for LG and sub specialties during the budget year(s) of the training period
- Create and implement a program to issue/renew CAPF 75 in a timely fashion for unit members, and subordinate units (if assigned to higher HQ)
- Complete an annual revalidation and inventory for all equipment assigned to the unit OR complete a changeover inventory OR represent the unit during a Subordinate Unit Inspection or Compliance Inspection in accordance with CAP policy
- Correctly perform an individual issue validation
- Demonstrate the correct creation of a kit in ORMS and its issue/assignment
- Develop and conduct an instruction program for logistics officer training hosted at the group level or higher
- Successfully serve for a minimum of 12 months as a primary logistics, supply or transportation officer after award of the Technician rating
- Successfully complete the online CAPP 206 test for the Senior rating

# Senior Level Training Checklist

To complete the Senior level of the Logistics specialty track, the member must:

Knowledge, Training, and Performance Requirements	OJT Initials and Date
Correctly discuss the contents of CAPR 66-1	
Serve as an investigating officer on a Report of Survey	
Correctly explain how a TA is used and how it affects unit operations	
Correctly explain the purpose of the self-inspection guide and how it can help the LG prepare for an evaluation	
Correctly explain the unit budgeting process and why it is important to the LG	
Correctly complete and submit for approval CAPFs 71, 132, 175 and 176	
Correctly request additional resources obtained through any CAP-NHQ or DRMO/FED-Excess or donation program approved by the commander	
Have no overdue/outstanding reports, responses to audits/inspections or like evaluations during the training period	
Receive a "Successful" or equivalent or higher on the previous audit, inspection or like evaluation during the training period	
Successfully complete a search for an item assigned to the unit in ORMS	
Successfully complete separate sorts of data in ORMS by type of equipment, to whom equipment is currently assigned and current value	
Correctly complete the documentation required to transfer equipment, aircraft or vehicles between units	
Create and submit a budget for LG and sub specialties during the budget year(s) of the training period	
Create and implement a program to issue/renew CAPF 75 in a timely fashion for unit members, and subordinate units (if assigned to higher HQ)	
Complete an annual revalidation and inventory for all equipment assigned to the unit or a changeover inventory OR represent the unit during a SUI or CI	
Correctly perform an individual issue revalidation	
Demonstrate the correct creation of a kit in ORMS and its issue/assignment	
Develop and conduct an instruction program for logistics officer training hosted at the group level or higher	
Complete 12 months of experience as a primary logistics officer, supply officer or transportation officer after award of Technician rating. Dates of Service _____ to _____	
Successfully complete online CAPP 206 Test for Senior Rating	

Candidate's Name \_\_\_\_\_  
(Last, First, M.I.)

CAP Grade \_\_\_\_\_ CAPID \_\_\_\_\_ Unit Charter No. \_\_\_\_\_

\_\_\_\_\_  
Commander's Signature

\_\_\_\_\_  
Date

## Achieving the Master Rating

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### *Position Description*

The Logistics Officer (LG) at the Master Level is expected to:

- Implement Logistics activities and duties
- Accept a leadership role
- Provide Logistics policy recommendations to the commander

### *Knowledge, Training and Performance Requirements*

To complete the Master level of this specialty track; the member must have earned the 206 Senior rating, demonstrated in-depth knowledge of CAP's Logistics programs, and be prepared to recommend Logistics policy to commanders. It prepares LGs for positions from the squadron to the region level. As a minimum, the candidate for the Master level must.

- Correctly explain CAP's real property guidelines.
- Correctly explain the role the LG plays in the incident command system (ICS)
- Correctly explain the role the inspection program plays in public trust as applied to LG
- Discuss the CAP Insurance/Benefits program pertaining to LG.
- Correctly describe the funding of CAP equipment through the appropriated and corporate funding processes. Explanation must include the concepts of "fenced" funds and the prohibition of comingling of funds
- Mentor a member through the Technician or Senior rating in the Logistics specialty track.
- Qualify as a LG branch chief in OPSQUALS
- Receive a "Successful" or equivalent or higher on the previous audit, inspection or like evaluation in your primary and sub specialties during the training period
- Have no overdue/outstanding reports, responses to audits/inspections or like evaluations during the training period
- Assist or be the primary contact for a USAF-conducted survey audit, staff assistance visit or CAP-USAF compliance inspection
- Assist a higher HQ unit in performing an audit/inspection or similar evaluation OR assist another unit with a less experienced/qualified LG

prepare for an audit/inspection or similar evaluation OR assist another unit which received a “Marginally Successful” or lower (or equivalent) on an audit/inspection or similar evaluation close out its response to the evaluation

- Assist at least three staff officers in your unit to develop an LG plan for their department and implement the plan in accordance with the unit’s budget, the commander’s approval, the unit TA and CAP policy.
- Assist the group or higher HQ develop and successfully implement an LG program or plan
- Serve as a LG, LGS, or LGT at a wing or higher function lasting 5 or more days OR play a major role in preparing/executing a group level or higher annual revalidation
- Train another LG officer in a Report of Survey investigation.
- Successfully serve for a minimum of 18 months as a primary logistics, supply or transportation officer at the unit level supervising assistants OR serving as a primary or assistant at the group level or higher, for at least 18 months after award of the Senior rating
- Successfully complete the online CAPP 206 test for the Master rating

# Master Level Training Checklist

To complete the Master level of the Logistics specialty track, the member must:

Knowledge, Training, and Performance Requirements	OJT Initials and Date
Correctly explain CAP's real property guidelines.	
Correctly explain the role the LG plays in the ICS	
Correctly explain the role the inspection program plays in public trust as applied to LG	
Discuss the CAP Insurance/Benefits program pertaining to LG	
Correctly describe the funding of CAP equipment through the appropriated and corporate funding processes IAW page 13	
Explain how CAP LGs can benefit from CAP's mentoring programs	
Qualify as a LG branch chief in OPSQUALS	
Receive a "Successful" or equivalent or higher on the previous audit, inspection or like evaluation in your primary and sub specialties during the training period	
Have no overdue/outstanding reports, responses to audits/inspections or like evaluations during the training period	
Assist or be the primary contact for a USAF-conducted survey audit, staff assistance visit or CAP-USAF compliance inspection	
Assist a higher HQ unit perform an audit/inspection or similar evaluation OR assist another unit with a less experienced/qualified LG prepare for an audit/inspection or similar evaluation OR assist another unit which received a "Marginally Successful" or lower (or equivalent) on an audit/inspection or similar evaluation close out its response to the evaluation	
Assist at least three staff officers in your unit to develop an LG plan for their department and implement the plan in accordance with the unit's budget, the commander's approval, the unit TA and CAP policy.	
Assist the group or higher HQ develop and successfully implement an LG program or plan	
Serve as an LG, LGS or LGT at a wing or higher function lasting 5 or more days OR Play a major role in preparing/executing a group level or higher annual revalidation	
Train another LG officer in a Report of Survey investigation.	
Complete 18 months of experience as a primary logistics officer, supply officer or transportation officer after award of Senior rating IAW requirements on page 15. Dates of Service _____ to _____	
Successfully complete online CAPP 206 Test for Master Rating	

Candidate's Name \_\_\_\_\_  
(Last, First, M.I.)

CAP Grade \_\_\_\_\_ CAPID \_\_\_\_\_ Unit Charter No. \_\_\_\_\_

\_\_\_\_\_  
Commander's Signature Date