**Senior ITO - Rating Documentation**

CAPP 227 Feb 2013

Last Updated: 00/00/18

Name/Grade:

Unit/Position: IL-123 ITO Primary or Assistant

***Knowledge/Activities***

During the training period, the Information Technology Senior candidate must complete at least five of the following (*provide reply description, dates and reference to supporting documentation attached*):

1. Prepare at least one IT update for the unit each month for a period of twelve months.

**Candidate Reply**:

1. Conduct at least two unit IT current event discussions.

**Candidate Reply**:

1. Develop and implement an IT activity that will support the learning objectives of cadets and/or senior members.

**Candidate Reply**:

1. Write or update the Unit IT Plan of Action.

**Candidate Reply**:

1. Attend a wing or region IT Activity, an on-line IT Workshop, or a National Board IT Seminar.

**Candidate Reply**:

1. Develop and maintain a collection of IT resources to support CAP missions.

**Candidate Reply**:

1. Directly participate in supporting a wing or higher level activity by supporting the IT infrastructure.

**Candidate Reply**:

Service Requirements

The Information Technology Senior candidate must have served at minimum of **twelve months** (***non-cumulative****; in addition to the Technician rating service requirement*) in a unit IT position listed below as a Senior level candidate (*include dates of service*).

1. Squadron ITO

**Candidate Reply:**

1. Assistant to the Group ITO (or higher)

**Candidate Reply:**

1. Group (or higher) Webmaster

**Candidate Reply:**

1. Group (or higher) Web Security Administrator

**Candidate Reply:**

Discussion Topics

**OPSEC and INFOSEC**

1. Describe the importance of educating members and subordinate units regarding the OPSEC awareness training requirements.

**Candidate Reply**:

1. How does the Group ITO ensure members of subordinate units understand the importance of compliance with INFOSEC requirements?

**Candidate Reply**:

1. How does the Group ITO verify that subordinate units are in compliance with OPSEC and INFOSEC requirements?

**Candidate Reply**:

**Website**

1. Describe the major sections of your unit’s website from an external perspective (describe what they should be if your unit does not have a website).

**Candidate Reply**:

1. What role should the Public Affairs Officer play in the development and maintenance of the external component of the unit website?

**Candidate Reply**:

1. What type of feedback should a Group ITO provide to subordinate units with regard to the subordinate unit’s website design and content?

**Candidate Reply**:

1. How is a database component employed as part of your group website (if none is employed, describe how this component could be added)?

**Candidate Reply**:

**Measurable Data**

1. Identify the following:
2. Published measurable data that, from the group commander’s perspective, is most effective for management of subordinate units.

**Candidate Reply**:

1. Measurable data that, from the group commander’s perspective, if published would enhance effectiveness of management of subordinate units.

**Candidate Reply**:

1. Existing tools available on-line or locally for provision of measurable data.

**Candidate Reply**:

1. Potential tools that could be developed for use on-line or locally for provision of measurable data.

**Candidate Reply**:

1. How does measurable data provided to a group differ from that provided to the local unit?

**Candidate Reply**:

**Help Desk**

1. Why is the tracking and submittal help desk information from subordinate units important for the evolution of Civil Air Patrol Information Technology Program?

**Candidate Reply**:

1. Should computer related questions from members be handled at the lowest level in the organization as possible?

**Candidate Reply**:

1. What is the lowest level echelon that should make contact with National Headquarters IT employees? Why is this important?

**Candidate Reply**:

**COMMANDER’S EVALUATION AND RATING CERTIFICATION CHECKLIST**

Candidate for 227 (Select ONE with X): ( ) Technician ( ) Senior ( ) Master

Candidate’s Name: (Last, First, M.I.)

CAP Grade: CAPID: Unit Charter No:

Current Position Title:

Mentor/OJT Name:

CAPID: Unit Charter No: IT Track Rating/Date:

**Evaluation Items:**

1. Familiar (at appropriate level) with CAP squadron, group, wing, region information technology positions and programs.

Start Date: End Date: Mentor/OJT Initials/Date:

2. Familiar (at appropriate level) with information technology teaching materials made available to educators and organizations by CAP.

Start Date: End Date: Mentor/OJT Initials/Date:

3. “Knowledge” requirements have been achieved through successful completion of written examination and comprehensive review of discussion topics.

Start Date: End Date: Mentor/OJT Initials/Date:

4. “Activities” performance requirements have been successfully accomplished.

Start Date: End Date: Mentor/OJT Initials/Date:

5. “Service” performance requirements have been successfully accomplished.

Start Date: End Date: Mentor/OJT Initials/Date:

Mentor/OJT comments:

Commander’s comments:

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Commander’s Signature Date