Operations
Qualifications
WMIRS
&
e-Services

User's Guide

Civil Air Patrol

Operations Qualifications
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Basic User's Guide

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1-0 Table of Contents

Attachments

Summary of Changes:

As you will see, there have been many minor changes in the way we enter ES and Pilot related data into the system. In most cases, it is more a matter of appearance, rather than the way things function. This new system is much easier to use and provides much more information to the user. If you **"Mouse over"** many things, a small window will show up explaining that item.

Every attempt has been made to keep up with all of the changes that have been made in the past several months, but some may have been overlooked. As this document is being written while changes are being made to the system, there may be some items that are not as described here. Please bring these to my attention and they will be corrected as soon as possible.

New additions to this document are:
70-1 CAP Driver's License Entry
71-0 CAP Drivers License Approval

Other minor changes which are highlighted in grey.

If you discover any errors, or the procedure is unclear, please contact the author and corrections will be made.

1-1 Preface

The intent of these procedures is to assist anyone not fully conversant with Civil Air Patrol (CAP) National Headquarters e-Services applications and who may be somewhat intimidated by the vast array of procedures required to accomplish the various tasks that these applications can perform.

This document addresses some, but not all of the e-Services applications. The main subject is the "Operations Qualifications" (OPS Qual) application. However, it also addresses several other applications that the typical member or Unit Commander will have to use from time to time. Rather than spell out "Operations Qualifications" every time it is referred to, the abbreviation "OPS Qual" is used in this document. You will notice that "OPS Quals" is used on some of the page headings. (I used "OPS Qual", as it is easier to say than "OPS Quals". Try it!)

The first time you try to accomplish any given task, simply follow each procedural step exactly. You will find that after you have done a particular procedure a few times, rather than read every word in the procedure, simply note the **BOLD** words and they will act as reminders, as to what to **Enter** or **Click**. If the **BOLD** word is in double quotes, **"Submit",** it is something that is to be pointed to and clicked on. If the **BOLD** word is in square brackets, **[CAPID],** it is something that must be entered on the keyboard. It's like a cookbook, and like a cookbook, failure to follow the procedure exactly, may result in something other than what you desired.

Each of these procedures is predicated on you already having the e-services home page on your screen, as defined in Para 2-2. You will also notice that as each of these procedures usually starts with the same sort of access to a particular member's data, that this part of the procedure is repeated many times throughout this document.

The easiest way to use these procedures is to lay a ruler on the action to be performed, complete that one, then go to the next one. That way you won't miss something.

These procedures cover most of the tasks that the average Member or Unit Commander will encounter on a daily basis.

No guarantees are included with these procedures, as e-Services and OPS Qual are changing from time to time as new requirements are encountered.

The OPS Qual applications are used for the initialization and maintenance of CAP Cadet, Emergency Services and CAP Pilot member qualification records. Counterdrug Tasks and Achievements are automatically entered by National when they are completed.

At this writing, there are inconsistencies in the terminology used in CAPR 60-3 and OPS Qual. While this can be confusing, this document will attempt to make it as clear as possible to the user.

The procedures apply to all levels of CAP, from National on down to the Unit level.

If you find that a given procedure does not work, please advise the author and the procedure will be corrected. Preferably, use e-mail, as sometimes it is difficult to research a problem over the phone. If you want to report a problem, include the member's CAPID and all pertinent information about the problem.

Note:
When ALL Tasks for a particular Achievement within the OPS-Emergency Services Functional Area have been entered, the Achievement has to be approved using the "Approval Module". All Tasks within any Achievement, in the Functional Areas, Cadet Programs and OPS-CAPPilot, must be individually validated. Also, if it is an initial Achievement, then it must be approved up the chain of command.

Most Specialties expire in three years. Mission Pilot requires recurrency every two years with the completion of a CAP Form 91 checkride. See CAPR 60-3 para 2-4 for details.

1-2   What do you want to do?
The following is a list of things most members and/or Commanders will have to accomplish from time to time.   It is intended to aid you in finding the appropriate as to either enter information into the OPS Qual system or to access information that you need.

Use e-Services Applications
Who?   Members
         Use   Internet to access   Para 2-1

Enter or update your Personal Information
Who?   Members
         Use   CAP Personnel Information   (Restricted)   Para 3-9
                     Review/Edit My Member Info   Para 3-9

Look at Personnel Information
Who?   Member
         Use   CAP Personnel Information   (Restricted)   Para 3-9
         Use   Member Search (Limited by your scope of access)   Para 5-0

New Member Procedures
Who?   Member
         Online Tests   Para 4-0 – 4-9

Upload your CAP Picture
Who?   Member
         Use   Image Upload for Commanders   Para 14-1
         Use   Upload CAP Picture   Para 14-1

Validate CAP Pictures
Who?   Commanders or designees
         Use   Validate CAP Pictures   Para 14-2

Display Counterdrug Achievements
Who?   Members
         Use OPS Qual (Restricted) or
               My OPS Qual / Counterdrug   Para 7-1

Enter ES training task completion dates
Who?   Members
         Use OPS Qual (Restricted) or
               My OPS Qual / Emergency Services / SQTR Entry   Para 8-4
               ES Awards are described in   Attachment 3

Enter your Mission Availability
Who?   Members
         Use My OPS Qual / Mission Availability   Para 8-8

Create Mission Availability Reports
Who?   Members
         Use My OPS Qual / Mission Availability Reports   Para 8-9

Enter FAA Pilot Information, Form 5 and 91 Checkrides and CAP Awards (CAPR 35-6)

Who?   Members
         Use OPS Qual (Restricted) or
            My OPS Qual / Pilot   Para 9-1 - 9-8
            CAPF 91 MP/MO/MS renewal   Attachment 1
            Pilot data entry is described in   Attachment 2
            CAP Aeronautical Awards are described in   Attachment 3

Enter CAP ES Awards (CAPR 35-6)
Who?   Members
            Use OPS Qual(Restricted) or
            My OPS Qual / Emergency Services / ES Awards   Para 8-6
            CAP ES Awards are described in   Attachment 3

Enter your FAA Currency data
Who?   Members
            Use My OPS Quals (FMS) Personal Currency   Para 9-9

Check the status of your Achievements
Who?   Members
            Use OPS Qual (Restricted) or
               My OPS Qual
                   / Counterdrug   Para 7-1
                   / Emergency Services / SQTR Entry   Para 8-4
                   / Pilot   Para 9-8

Validate the completion of Achievements and Tasks
Who?   Commanders or their designees
            Use   OPS Qual (Restricted) / Validations   Para 11-1

Suspend Achievements
Who   Commanders or their designees
            Use OPS Qual / Suspension   Para 12-1

Approve Achievements
Who?   Commanders, Vice Commanders, and ES Officers for ES Achievements
        or Operations Officer & Stan/Eval Officers for Pilot related Achievements
        Use Approval Module, from the e-Services home page   Para 13-1

Renewal of a Members Achievement (Specialty)
Who?   Members
            Use OPS Qual (Restricted) or
               My OPS Qual /Single Person Achievement   Para 8-3
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                                        Attachment 1

Create / Print a report of your Achievements, including all tasks
Who?   Members
            Use   OPS Qual / Reports (Check them all)   Para 10-1 - 10-9

Create / Print a CAPF101 Card
Who?   Members
            Use OPS Qual (Restricted) or

Create a paper SQTR
Who?   Members
          Use OPS Qual (Restricted) or
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Assign members to the Unit Personnel Authorization
Who?   Commanders or designees
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Locate Member's CAPID and or Qualifications of any member
Who?   Members
          Use   Member Search   Para 16-1
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Enter a Member's Promotion, Transfer or Retirement
Who?   Commanders or Personnel Officers
          Use   Membership (Restricted)
                        || Promotion || Transfer || Retirement   Para 17-0

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Who?   Commanders or Safety Officers
          Use Safety Form (Restricted) || Forms 78 || 79   Para 30-0

Enter Safety Briefings and get Safety Reports
Who?   Safety Officers   Para 31-0

Enter Aircraft Discrepancies
Who?   Members and Aircraft Managers   Para 40-0

Schedule an Aircraft and create a sortie   Para 50-1
Who?   CAP Pilots

Create a Sortie and add it to the schedule   Para 51-0
Who?   CAP Pilots

Release a Sortie   Para 52-0
Who?   Flight Release Officers (FROs)

Close a Sortie   Para 53-0
Who?   CAP Pilots

Delete a Sortie   Para 59-0
Who?   CAP Pilots with WMIRS Admin permission

Download CAPWATCH
Who?   Members
          Use   CAPWATCH Download
                   Not defined in this document

WSA Administration
Not Defined in this document

Note

Permission to access all of the restricted applications may be authorized by the Web Security Administrator (WSA Admin) at the Region, Wing, Group, and Unit levels. However, access to most applications is automatically granted, as a result of the duty assignment of the member. Details as to these automatic permissions can be found on the e-Services home page under Restricted Apps and WSA Info "Applications by Duty Assignment".

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2-0 GENERAL e-Services USER PROCEDURES

2-1 SIGNING ON TO CAP NATIONAL HOME PAGE

     a.   Sign on to the INTERNET

     b.   **Open <www.gocivilairpatrol.com>.** This gets you to the CAP National Home page. It is suggested that you save this page in your "Favorites".

2-2 SIGNING ON TO THE e-Services HOME PAGE

     a.   Click on the **"Already a Member"** button at the bottom of the page.

     b.   Click **"e-Services"** button on the CAP Member page to get into e-Services. The "Civil Air Patrol eServices Login" page will appear.

     c.   Enter your **[CAPID]** and **[Password]** and click "**Log On**". The "e-Services Home page" will appear. The first time you do this, add this page as one of your "Favorites".

Remember that the password is one of the few "case" sensitive items in e-Services.

2-3 First time user

     a.   If you are a First Time User, enter your **[CAPID]** and "**Click here**". The "New User Registration" page will appear.

     b.   Enter your Last Name, the last 4 digits of your **Social Security Number,** your **E-Mail address and your date of birth** and click "**Submit**".

     c.   You will be asked one of several questions such as "What was your Mother's maiden name?" for future use by the system. **Remember how you entered this,** in case you ever need to go back into the "Lost Password" procedure, you will need to remember how you entered this item.

     d.   A computer generated "Password" will be sent to the e-mail address you just entered.   Once you have received that password, you can log on to e-Services as described above. When you receive the computer generated password, the system will force you to change it to another password the first time it is used.

     e.   Use the **"Change My Password"** procedure to change the password to something you can remember.

2-4 Lost Password Recovery Procedure

If you cannot remember your password:

     a.   Click on **"Click here for Password Assistance**"   A screen will appear requesting more information.

     b.   Enter your **[CAPID]** on the Password Assistance page

     c.   Click on "Validate CAPID"

     d.   A screen will ask you to enter two words and "Submit". This may take several tries

     e.   A message will be sent to your e-Mail address.

     f.   Follow those instructions and create a new password

2-5 Controlling the appearance of your e-Services home page

If you **"Mouse Over"** the e-Services News, Restricted Apps or Downloads, they will expand or contract, making your screen less cluttered. If you click the *"edit"* button by the **"CAP Utilities"** or **"Restricted",** you can check the applications you want to see every time your e-Services screen is displayed. If they are hidden, you can display them by clicking the **"Other"** button. This has no effect on which applications you have access to.   If you want to change this later, you can "edit" your application lists at any time. Clicking the UP/Down arrows nexr to the application list title will cause the list to expand or contract.

3-0 CAP NATIONAL WEB SITE APPLICATIONS

There are a number of applications under CAPNHQ **"e-Services".** In addition to all of the systems provided to acquire Regulations, Forms, and other information, some of the CAPNHQ e-Services applications are as follows:

3-1 CAP Utilities

The following applications are available to all members:
1. **CAPWATCH Download.** To download member information for your Unit. CAPWATCH Download is available to all Senior members, Cadets require WSA permission
2. **Member Search** Provides read only access to member information for everyone within your Unit.
3. **MY OPS Qual**
    a. **Counterdrug** Display Counterdrug Achievements
    b. **Emergency Services** Enter ES Achievements
    c. **Pilot** Enter Pilot achievements and Awards
    d. **Reports** Create various reports
4. **Review/Edit My Info** Read/Write ability to maintain and update **YOUR** Personal Information in the National database.
5. **CAP Photo Upload** Within the My Member Information application.
6. **CAP Online Courses & Exams** Access to all of the online courses and tests.
7. **Other applications.** (Not defined in this document) These applications are listed on the left side of the e-Services Home page.

3-2 Restricted Applications (Allows access to any member's data within your Scope)

In addition, there are numerous other applications available. Some of these are defined below:
1. **CAP Personnel Information** Change personnel data.
2. **CAP Photo Admin** Transmit pictures to OPS Qual
3. **CAPWATCH Download** Region, Wing, Group or Unit level access.
4. **Duty Assignment** Assign duty positions to members within the scope of your granted permissions.
5. **Member Reports** Numerous Member reports
6. **Member Search** Look at Personnel information.
7. **Membership** Enter promotions or Transfers.
8. **Organizational Contacts** Information about Units.
9. **OPS Qual**
    a. **Counterdrug** Display Counterdrug Achievements.
    b. **Emergency Services** Enter ES Achievements.
    c. **FRO** Enter Flight Release Officer
    d. **Mission Availability** Enter mission availability times
    e. **Pilot** Enter Pilot Achievements and Awards.
    f. **Reports** Create various Reports.
    g. **Suspension** Suspend achievements.
    h. **Validations** Validate Cadet CD and Pilot Achievements.
10. **Validate CAP Picture** Verify that a CAP picture is valid.
11. **Vehicle Usage Reporting (Form 73)** Transmit vehicle data to National.
12. **Web Security Admin** Assign access to e-services applications.

3-8 e-Services INITIAL MEMBER PROCEDURE
Each member should enter all of the information described below, as soon as he/she has been issued a CAP Identification (CAPID) card.

3-9 CAP Personnel Information || Review/Edit My Info
CAP Personnel Information is available to any member the Commander has designated to maintain Personnel records. Permissions are granted by the WSA.

If you are a Unit Commander and/or have CAP Personnel Information under your restricted applications. From the e-Services home page
   a.   Click on "**CAP Personnel Information**"   The "CAP Personnel Information" page will appear.
   b.   Enter **[CAPID]** for the member desired.
   c.   Click **"Tab"** key   The "CAP Personnel Information - General" page will appear.
Or
   d,. Fill in **[Name]** of the member desired.
   e.   Click **"Tab"** key   The "CAP Personnel Information - General" page will appear.
        If multiple members show up, select the desired member's CAPID in blue.).

If you are not a Unit Commander
   f.   Click on the **"Review/Edit My Info"** under "**My Info**" at the top of the e-Services home page. The "View/Change My Information" page will appear.

There are 6 sections to this page:
   1.   **General Information.**
   2.   **Address Information.**
   3.   **Contact Information.**
   4.   **Personal characteristics**
   5.   **Security Clearance**   * Not shown on the CAP Personnel Information page
   6.   **Change My Password**. * Not shown on the CAP Personnel Information page

General Information
   a.   Click on **"General Information".** The General Information Page will appear.
   b.   Click on the "**AE Affiliate"** box if desired.
   c.   Click on the **"Make My Information Private"** box if desired.
   d.   Click on **"Please send me a new membership card"** box If desired.
   e.   Click on the **"Edit"** button at the bottom of the page.
   f.   Change the **[Date of Birth]** if incorrect. e.g. 05/13/1927. Month must be 2 digits.
   g.   Click on **"Update"**.

Address Information
   a.   Click on **"Address Information".** The Address Information page will appear.
To add a New address if desired.
   b.   Select **"Priority"**.
   c.   Enter **[All address fields].**
   d.   Click on **"Submit".**
Or
   e   Click on **"Edit"** at bottom of page.
   f.   Enter **[Address change]   Information.**
   g.   Click on **"Update**".

Contact Information

    a.   Click on **"Contact Information".** The Contact Information page will appear.

To add a new Contact.

    b.   Select **"Type"**.
    c.   Select **"Priority"**.
    d.   Enter **[Contact]** Phone, Fax, or pager number etc..
    e.   Click on **"Submit"**.

Or

    f.   Click on **"Edit"** at bottom of page for any item to be updated.
    g.   Enter **[Contact Changes]** as desired.
    h.   Click on **"Update"** for each one changed.

Personal Characteristics

    a.   Click on **"Personal Characteristics"** The Personal Characteristic page will appear.
    b.   Enter all required Information **[Height], [Weight], [Eye Color], [Hair Color], Ethnicity], [Driver's License numbers]** (CAP and State), and **[Emergency Contact]** and **[Emergency Phone Number] .**
    c.   Select **[Branch of Service]** and **[Profession]**
    d.   Click on **"Submit".**

Also, if you have a digital photo available:

    d.   Click on **"CAP Photo Upload"**. The CAP Photo Upload page will appear.
        See Para 14-0 for details.

Security Clearance

    a.   Click on **"Security Clearance"**.
    b.   Select **"Agency"**.
    c.   Select **"Type"**.
    d.   Enter **[Investigation Closed Date]**.
    e.   Click on **"Submit"**.

Change My Password Under "View/Change My Info" or at the top of the e-Services home page

    a.   Enter your **[Old Password]**
    b.   Enter your **[New Password]** Twice
    c.   Enter **[Security Questions]**
    d.   Click on **"Submit"**

Renew My Membership At the top of the e-Services home page

    a.   Enter requested information. This only works if your membership is due now.

4-0   Online Training Under e-Services

Prior to being eligible for the General Emergency Services (GES) achievement, a new Senior Member must complete CPPT, ES Level One, OPSEC Training, Equal Opportunity (EO) Training, Introduction to CAP Safety and Basic CAP Safety courses.

The CPPT and Level One quizzes must be printed out and the questions answered on paper. . The OPSEC, EO, ORM, AGH and FEMA courses are all done online. Once you have completed the Level One, CPPT, OPSEC and EO tests, you will be interviewed by either the Unit Commander or Professional Development Officer, to resolve any errors appearing on the tests. The test result is upgraded to 100%, as the goal is to make sure the student understands these subjects in their entirety. None of these courses and tests are difficult

All Emergency Services achievements require one or more FEMA courses, as part of that training. The course modules and quizzes are available online. You can study the modules on your computer, or print them out

To participate in any Emergency Services activity, you must complete the Operations Security Training (OPSEC).

4-1 Required for General Emergency Services

4-1.1 CPPT Training module

From the **e-Services home page** (See Para 2-2 to get here)
a.   Click on **"Cadet Protection"** under CAP Utilities   The Cadet Protection Program Training
       page will appear.

Follow the detailed instructions, print out the CPPT Pre-test, the CAPR 52-10 regulation and the CAPP 50-3 for future reference. When ready, take the test to your Unit Commander for review. He/she will assign one of the 2 Case Studies for you to complete.

4-1.2 Level One Training module

Get on the Internet
      a.   Go to **<www.gocivilairpatrol.com>** National Web site (Save this in your favorites)
Scoll to the bottom of the page
      b.   Click on **"Already a Member"**
      c.   Click on **"CAP University" on the left of the screen**
d.   Click on **" Level 1 Foundations"** The Level 1 Foundations page will appear.
      e.   Click on **"5. Foundations Module"** The Level I: Foundations Course will appear

Follow the detailed instructions and print out the 6 Articles and 6 Tests.
Study the articles and take the 6 tests. When completed, take the tests to your Commander for review and correction.

When these CPPT and Level one tests have been completed, your Unit Commander will complete a CAP Form 11 and send it to CAPNHQ to be recorded into your OPS Qual records. Note: Before Level 1 is entered into OPS Qual, you must also have completed OPSEC (See para 4-1.3) and the Equal Opportunity Training (EO.) (See para 4-1.4)

4-1.3 Operations Security "OPSEC" Training module

From the **e-Services home page** (See Para 2-2 to get here)
   a.   Click on **"CAP Online Courses & Exams"** on the left of the screen
b.   Scroll down **"Courses"**
   c.   Click on **"Online Operations Security (OPSEC) Awareness Training"** The OPSEC sign on page will appear
   d.   Enter your **"CAPID"**
   e.   Enter your **"Lastname"**
   f,   Enter your **"SS Number"** Last 4 digits only
   g   Click on **"Start the Training"**

Study the PowerPoint course and take the test. The result of your test and the date it was completed is automatically entered into your training record.

4-1.3a   OPSEC Training in a classroom environment

OPSEC training may also be accomplished in a classroom environment. This can be done online by viewing the Operations Security Video as a group or downloading the Operations Security training package and using that whenever you need to present a class. The video can be found on the **"Online Operations Security (OPSEC) Awareness Training"** page above.

The Unit Commander or one of his designees can then use the following procedure to enter the member's OPSEC completion date into the system.

Multi-Person (Multiple Entries)

From the **e-Services home page** (See Para 2-2 to get here).
   a.   Click on **"Operations Qualifications"** Restricted
   b.   Click on **"Multi-Person"**
   c.   Enter **[CAPID]** or **[Name]** Click the Search button for member
   d.   Select **"OPS- OPSEC"** from the Achievement drop down list.
   e.   Select the **"Completed Date"**.
   f.   Click on **"Insert"** You can enter any number of members you desire, Step "c" and "e"
Once all the entries have been made
   g.   Click **"Submit"** button on the top or bottom.

Single Person

From the **e-Services home page** (See Para 2-2 to get here)
   a.   Click on **"Operations Qualifications"** Restricted
   b.   Click on **"Single-Person"**
   c.   Enter **[CAPID]** or **[Name]**   Click **the** search button for member
   d.   Select **"OPS-OPSEC"** from the Functional Area drop down list.
   e.   Click the **"Check box"** .
   g.   Select the **"Date"** completed
   i.   Click the **"Submit"** button.

4-1.4 Equal Opportunity Training (EO)

From the **e-Services home page** (See Para 2-2 to get here)
   a. Click on **"CAP Online Courses & Exams"**
   b. Scroll down to **"Operations"**
   c. Scroll down to **"Equal Opportunity Training"** (PDF or Powerpoint)
   d. Go through the **"Course"**
   e. When complete, click **"I Agree"** or **"I Disagree"**
The results are recorded in your member training record

4-1.5 Introduction to CAP Safety Program for New Members

From the **e-Services home page** (See Para 2-2 to get here)
   a. Click on **"Online Safety Education"**
   b. Click on **"Introduction to CAP Safety Program for New Members"**
   c. Go through the **"Course"** At the end, the test questions will appear.
   d. Take the "**Test"** at the end
   e. Print your **"Certificate"**
The results are recorded in your member training record

There are 7 sections to these safety tests. All are worthwhile taking.

4-1.6 CAP Basic Safety Course

From the **e-Services home page** (See Para 2-2 to get here)
   a. Click on **"Online Courses & Exams"**
   b. Click on **"Safety Courses (217)"**
   c. Click on **"Basic Safety Course"** (PPT or PDF)
   d. Scroll through the **"Course"** At the end, the test questions will appear.
   e. Take the **"Exam"**
   f. Print your **"Certificate"**
The results are recorded in your member training record

4-2 Required for all ES Achievements

4-2.1 CAPT 116 Test

From the **e-Services home page** (See Para 2-2 to get here)
   a. Click on **"CAP Online Courses & Exams"**. The CAP University page will appear.
   b. Scroll down to "**Operations**".
   c. Click on **"CAPT 116 General ES)"** The Civil Air Patrol Online Test System page will appear
   d. Select **"CAPT 116 General ES "**
   e. Enter your **[CAPID]**
   f. Enter your **[Lastname]**
   g. Click **"Start Test"**

Take the test

   h. When finished, click **"OK, Grade the Test!"**.
   i. Click on "**Test Results & Certificates**" The Member Test Records page will appear
   j. Enter **[CAPID]**

k.   Enter **[Last Name]**
l.   Enter **[Year of Birth]**
m.   Click on **"Submit"**
n.   Enter **[CAPID]**
o.   Click on **"Submit"**
p.   Select **[Certificate Desired]**
q.   Click on **"Create Selected Certificate"**
r.   **Print Certificate.** The date of the exam is automatically entered into your OPS Qual records.

4-2.2 IS-100.b Online test:

From the **e-Services home page** (See Para 2-2 to get here)
a.   Click on **"CAP Online Courses & Exams"**. The CAP University page will appear.
b.   Scroll down to "**Operations**".
c.   Click on **"FEMA Courses"**
d.   Scroll down to **"IS-100.b"** Introduction to the Incident Command System
e.   Click on "Course Name" The IS 100.b Course will appear

Follow the instructions under **"Take this Course"** and complete the course.

When finished
e.   Click on **"Take Final Exam"**
f.   Print your **Certificate**
g.   Enter **"IS-100"** into OPS Qual

Go to Para 8-4 **"SQTR Entry"**
h.   Enter the **"Completion Date"** of your IS-100 Test.

Once entered, this will require Unit Level Approval

File your Certificates in a safe place and make copies for your Personnel (201) file and for your personal Personnel (201) file. The date and certificate number of the CAPT 116 test is automatically entered into WMU and OPS Qual on the "GES - General Emergency Services Specialties" page. You must enter the date of your IS-100.a test into OPS Qual using the SQTR Entry procedure Para 8-4. Once this data is entered into OPS Qual, you can request an Initial CAPF 101 "GES card"

4-2.3 CAPT 117 Continuing Education tests

From the **e-Services home page** (See Para 2-2 to get here)
a.   Click on **"CAP Online Courses & Exams"**. The CAP University page will appear.
b.   Scroll down to "**Operations**".
c.   Click on **"CAPT 117"** The Civil Air Patrol Online Test System page will appear

Select one of the following three tests: (All ES Personnel must take Part 1, as that includes GES. The other two are optional depending on your Specialties) It is suggested that you take all three tests, as you will need them as you progress in CAP.

d.   **"CAPT 117 ES Continuing Education Part 1"**, GES, GTL, GTM, UDF Specialties
e.   **"CAPT 117 ES Continuing Education Part 2"**, MP, TMP, MO, MS, FLS, FLM
f.   **"CAPT 117 ES Continuing Education Part 3"**, All Base Staff Specialties
g.   Enter your **[CAPID]**

    h.   Enter your **[Lastname]**
    I.   Click on **"Start Test"**.

Each of these tests is preceded with a tutorial, which is to be studied prior to answering the questions at the bottom of the test.

Take the test   When finished:

    j.   Click **"OK, Grade the Test"**.
    k.   Click on "**Test Reports & Certificates**" The Member Test Records page will appear
    l.   Enter **[CAPID]**
    m.   Enter **[Last Name]**
    n.   Enter **[Year of Birth]**
    o.   Click on **"Submit"**
    p.   Enter **[CAPID]**
    q.   Click on **"Submit"**
    r.   Select **[Certificate Desired]**
    s.   Click on **"Create Selected Certificate"**
    t.   **Print your Certificate** The date of the exam is automatically entered into your OPS Qual records.

File your Certificate in a safe place and make a copy for your Personnel (201) file and a copy for your personal Personnel (201) file. The date and [certificate number] of this test (CAPT 117) is automatically entered into WMU and OPS Qual on each the Specialty to which it applies.

4-3 Required for Advanced ES Achievements

4-3.1 FEMA Training Modules

There are 3 other FEMA Online courses, some of which are required in order to qualify for various advanced achievements. These are IS200, IS700 and IS800

From the **e-Services home page** (See Para 2-2 to get here)
    a. Click on **"CAP Online Courses & Exams"**
    b**. Scroll down to** "**Operations**"
    c. **Scroll down to** "**FEMA Courses**"
    d. **Scroll down to:**
        IS-200.a or
        IS-700.a or
        IS-800.b
    e. Click on the **desired course**.
    f. Follow the detailed instructions for the course.
    g. When completed, print out your **Certificate** for that course.   File your certificate in your Personnel (201) file.

Enter **"IS-200" "IS-700"or IS-800"** into OPS Qual

Go to Para 8-4 **"SQTR Entry"**
    h. Enter the **"Completion Date"** of your IS-200, IS700 or IS-800 Test.

Once entered, this will require Unit Level Approval

4-4 CAP Pilot Online Tests

4-4.1   CAPR 60-1 Form 5 Annual Examinations

From the **e-Services home page** (See Para 2-2 to get here)
   a.   Click on **"CAP Online Courses & Exams"**.
   b.   Scroll down to **"Standardization / Evaluation"**
   c.   Click on "CAP Form 5 Annual Examination [Glider or Powered]" The Operations
        Directorate Online Quiz System page will appear.
Select one of the following tests:
   e.   **"CAPR 60-1 Form 5 Annual Examination – Glider"**
   f.   **"CAPR 60-1 Form 5 Annual Examination – Powered"**
   g.   Enter your **[CAPID]**
   h.   Enter your **[Lastname]**
   i.   Click **"Next"**.
   j   Take the test

When finished:
   k.   Click **"OK, Grade the Test"**.
   l.   Go back to the **"Operations Directorate Online Quiz System"**.
   m.   Click **"Here"** to "Validate a Certificate". Follow the instructions and print out your
        certificate.

File your Certificate in a safe place and make a copy for your Personnel (201) file and a copy for
your personal Personnel (201) file. The date and [certificate number] of this test is automatically
entered into the OPS Qual || Pilot || Checkrides/Questionnaires section.

4-4.2 Aircraft Ground Handling (Required of everyone who has anything to do with CAP Aircraft

The Aircraft Ground Handling training is required for the following specialties:
___All CAPF 5 Pilots (includes Tow Pilots, Glider Pilots, Transport Mission Pilots and
   SAR/DR Mission Pilots)
___All Unit Commanders
___Air Ops Branch Director (AOBD)
___Operations Section Chief (OSC)
___Mission Safety Officer (MSO)
___Incident Commander (IC)
___Mission Scanner (MS)
___Mission Observer (MO)
___ARCHER Operator (ARCHOPR)
___ARCHER Trac Technician (ARCHTRK)
___Flight Line Marshaller (FLM)
___Flight Line Supervisor (FLS)

   a.   From the e-Services home page (See Para 2-2 to get here)
   b.   Click on **"CAP Multimedia"**
   c.   Click on **"Video Courses"**
   d.   Under Aircraft Ground Handling, Click **"View Broadband Video"**
   e,   Watch the video.
   f.   Click on **"Take Test"**

The test will be recorded in your OPS Qual records
    g. Click the **"Back"** button to get back to the CAP Multimedia – Video Courses page
    h. <u>Click on **"Download Certificate"** to get a paper certificate for your Personnel (201) file</u>

4-5 Other Education and Training
There are several more training modules available under the **NHQ CAP/DOS** Website
This website can be accessed as follows:

4-5.1 From e-Services home page:
    a. Click on **"CAP Online Courses & Exams"**
    b. Click on **"Emergency Services"**
    c. Click on **"Operations Support"**
    d. Click on **"Education and Training"**   The list of training modules will appear
    e. Click on any of the following buttons to access the module desired.

4-5.2 Operational Risk Management (ORM)
    a. Read the text displayed and use the link to get to the online test
    b. Click on the "link" to take the ORM online tests
    c. The test results are automatically entered into OPS Qual

4-5.3 Skills Evaluator Training (SET)
    a. Read the text displayed and use the link to get to the online test
    b. Click on the "link" to take the SET online tests
    c. The test results are automatically entered into OPS Qual

4-5.4 Qualified Supervisors Chart
    a. The Qualified Supervisors chart will appear. This chart shows who can supervise
        training and sign off the training tasks for a member.

4-5.5 Sortie Equivalency Chart
    a. The Sortie Equivalency Chart shows which renewed achievements also renew
        subordinate achievements. (e.g. Renewing GTL renews GTM 1-3)

4-5.6 Ground and Urban Direction Finding Team Training Materials
    a. Displays a Ground Search and Rescue Curriculum
    b. Click on the various sections and view the PowerPoint slides
    c. Completion of this course will allow you to have many tasks signed off on your SQTRs

4-5.7 Mission Aircrew Training Materials
    a. Displays the Mission Aircrew School Curriculum
    b. Click on the various sections and view the PowerPoint slides
    c. Completion of this course will allow you to have many tasks signed off on your SQTRs

4-5.8 Incident Command and Mission Base Staff Training Materials
    a. Displays the Incident Command System School Curriculum
    b. Click on the various sections and view the PowerPoint slides
    c. Completion of this course will allow you to have many tasks signed off on your SQTRs

5-0 Member Search

Restricted Member Search is available to any member the Commander has designated to maintain personnel records. Permissions are granted by the WSA.

If you are a Unit Commander and/or have Member Search under your restricted applications:

From the **e-Services home page** (See Para 2-2 to get here)
    a.   Click on **"Member Search"** under your Restricted applications. The "Member Search Main Menu" page will appear.
    b.   Click on **"Interactive Personnel".** The Member Search Restricted page will appear.
Or
If you are not a Unit Commander:
    c.   Click on "**Member Search**" under CAP Utilities. The Member Search page will appear.

Select a member:
    d.   Enter **[CAPID]**
    e.   Click on the **"Search button".**   The members basic information will appear.
Or
    f.   Enter **[Last Name, First Name / Initial].**
    g.   Click on the **"Search button".** (If multiple members show up, select the desired member's CAPID in blue.) The members basic information will appear.
Or
    h.   Select an **[Organization]**
    i.   Click on **"View Unit Only"** button if you have selected a Group or Wing Unit and only want to see members in that Unit. Otherwise all members in that Group or Wing will show in the report. (This will only show if you select a Group or Wing)
        A table of the first 20 members in the Unit will appear alphabetically. If there are more than 20 members listed, clicking on one of the letters at the top of the page will skip to that part of the table.

To view all of the member's personal Information:
    j   Click on **"View"** for the member desired.   A number of tabs will appear.

To view the details:
    k.   Click on any **"Tab"** and a table of the member's information will appear.

The tabs are as follows. Clicking on any of these tabs will display detailed information about the member.
        1.   **General Information**   (Only your own full date of birth will be displayed.)
        2.   **Achievements**
        3.   **Address**   (Only your own street address will be displayed)
        4.   **Characteristics**
        5.   **Contacts**
        6.   **Duty Positions**
        7.   **Transfer history**
        8.   **Photo**
        9.   **Training**

l.   Click the **"Back button"** to go back to the member list

m. Click on "**Return to Search**" to select another Member or Unit.

If you wish to print a report of all Member Information while looking at a member's information:

n.   Click on **"Click to View Member Search Report".** A report of all information for the member is displayed.

Right Click and Click on **"Print"** to print the report

6-0 Operations Qualifications General (OPS Qual)

The OPS Qual Application and it's sub modules is used to enter and maintain all of the data regarding a members qualifications for Emergency Services, Counterdrug and CAP Pilot activities. It is divided into sub modules for each of these areas.

From the e-Services Home page (See Para 2-2 to get here)

If you are a Unit Commander and/or have OPS Qual under e-Services Restricted Applications:
  a. Click on **"OPS Qual"** under Restricted Applications. The OPS Qual Home Page will appear. When you access the modules below, you must enter a [CAPID].

Or

If you do not have restricted application capability:
  b. Click on **"MY OPS Qual"** under CAP Utilities. The OPS Qual Home Page will appear. Your CAPID will have been already entered for you, when you access the modules below

The Operations Qualifications home page is divided into several sections:

About OPS Quals
Overview	An overview about OPS Qual applications
CAP Help desk	A link to the e-Services Helpdesk
Approvals	A link to the Approval Module
Validations	A link to the Validation module
Reports	Display various reports
Counterdrug	A link to the Counterdrug module

Emergency Services
101 Card	Display and Print a member's CAPF 101 card
Single Person	Display and update a member's achievements
Multi Person	Enter achievements for multiple member's
SQTR Entry	
Entry/View Worksheet	Enter tasks for an achievement
Multi Entry	Enter multiple tasks for multiple members (Classroom training)
ES Awards	Enter any ES Awards IAW CAPR 35-6

Pilot
FAA Requirements	Enter FAA qualifications
Checkrides and Questionnaires	
Airplane	Enter CAPF 5 & Powered Aircraft Questionnaires for a member
Glider	Enter CAPF 5G & Glider Questionnaires for a member
CAPF 91	Enter Mission Pilot CAPF 91 data for a member
Prerequisites	Enter prerequisite accomplishments for certain pilot ratings
CAP Ratings	Enter CAP Pilot ratings0
What Do I Need?	Display completion of tasks required for various CAP pilot qualifications

Appointments
Flight Release Officer	Add or remove Flight Release Officer appointments
Pilot	Add or remove CAP Check Pilot appointments
Mission Availablility	Enter a members mission availability
Suspension	Suspend or reactivate ES, Pilot or CD privileges

6-5 Cadet "Curry" Achievements
The four Curry achievements are required before a Cadet can qualify for a General Emergency Services (GES) CAPF 101 Card

All Cadet achievements are now entered using the "Cadet Promotions" restricted application.

7-0 Counterdrug Achievement

The **OPS Qual** Counterdrug Module shows the two tasks that are required for the Counterdrug Achievement.

These tasks are:
a.   **Counterdrug Form 83** showing when it was received, when it was completed and the expiration date, four years from the completion date.
b.   **Counterdrug Orientation and Refresher** showing the date it was completed online and the expiration date, two years from the completion date.

The member must have passed the Counterdrug screening, via a CAPF 83, which is required every four years and have completed the Counterdrug Orientation and Refresher online test, which is required every two years. These two task dates **cannot** be entered here, but are automatically entered when they are completed.

Note. All of the previous Counterdrug flying ratings have been eliminated. In order to participate in **any** Counterdrug activity, the two tasks listed above must be current and active. Previous achievements, like "Counterdrug Mission Pilot", are now simply that the member is CD qualified AND is an ES Mission Pilot.

7-1 Display Counterdrug Tasks

From the Ops Qual Home page: (See Para 6-0 to get here)
   a.   Click on "**Counterdrug**". The OPS Qual Counterdrug page will appear.
   b.   Enter the **[CAPID]** of the member you are working on.
Or
   c.   Enter the **[Last Name]** and **[First Name].**
   d.   Click on the **"Search button"** (If multiple members show up, select the desired member's CAPID in blue.). The "OPS Qual Counterdrug page will appear.

If the member is current and active **"Counterdrug Achievement Complete"** will be displayed.

If the member is NOT current, "Counterdrug Achievement Incomplete" will be displayed, if either of the two tasks have expired.
Your Counterdrug tasks will appear, showing the dates described above.

No changes can be made within OPS Qual by the member.

8-0 Emergency Services Achievements

ES Achievement (Specialties) General Information

CAPR 60-4 Volume II defines all of the ES Specialties a member can aspire to earning. Each one has a defined list of tasks that fall under the following sections:

CAPR 60-4 Definition
1.   "Prerequisites"
2.   "Familiarization and Preparatory Training"
3   "Advanced Training"
4.   "Exercise Participation"
5.   "Continuing Education Examination CAPT 117"   See Para 4-2.3 for details.
Each section has a number of tasks that must be completed and signed off by a qualified trainer in that Specialty

General Emergency Services (GES)

All ES Achievements require that the Member first acquire a GES - General Emergency Services Achievement. The prerequisites for GES are CPPT (Para 4-1.1), Level 1 (Para 4-1.2) for Senior members and the 4 Curry Tasks for Cadets (Para 6-0). In order to participate in any ES activity, the member must also take the OPSEC test (Para 4-1.3) and agree to those terms.

Also, it requires that they must take two On-Line tests:
1   CAP Test 116 GES.   See Para 4-2.1
2.   FEMA Test IS-100.   See Para 4-2.2
The 116 test date is entered automatically for you. The IS-100 date must be entered using the SQTR Entry module. (See Para 8-4) To see the status of your GES achievement, use the SQTR Entry module. (Para 8-4)

Once you have completed these tests and received your Certificates, your GES achievement is automatically submitted for Unit level approval.

View a member's Current Achievements

On any of the Pilot or Emergency Services pages, you can look at your Achievements.
To see a table of current Achievements click on "**View Qualifications**". A table of Pilot or Emergency Services Achievements is shown, showing their current status and expiration dates..
If you click on any "**Achievement"**, it will take you to the **"What Do I Need?"** page for that achievement.

Emergency Services is divided into several modules
101 Card	Display and Print a member's CAPF 101 card
Single Person	Display and update a member's achievements
Multi Person	Enter achievements for multiple member's
Sqtr Entry	
Entry/View Worksheet	Enter tasks for an achievement
Multi Entry	Enter multiple tasks for multiple members (Classroom training)
ES Awards	Enter Emergency Services Awards

8-1 101 Card

From the Ops Qual Home page: (See Para 6-0 to get here)
    a. Click on **"101 Card"**.
    b. Enter the **[CAPID]** of the member you are working on.
    c. Click on the **"Search button"**   An image of the CAPF 101 Card appears at the bottom
       of the screen.
Or
    d. Enter the **[Last Name]** and **[First Name]**.
    e. Click on the **"Search button"** (If multiple members show up, select the
desired member's CAPID in blue) An image of the CAPF101 Card appears at the
bottom of the screen.
To update a CAPF 101 Card
    i. Click on the **"Personal Characteristics"** button
    j. Enter **[Height], [Weight], [Eye Color], and [Hair Color].**
    k. Click on **"Submit".**

If the CAPF 101 Card does not show a picture
    l. Click on **"Upload CAP Picture"** The CAP Photo Upload page will appear.
    m. Go to Para 14-0 to process your photogragh

To Print out a CAPF 101 Card
    n. Click on **"Click here to print"**   A CAPF101 card will be printed.

8-2   Multi-Person Achievement (Not available under CAP Utilities)

This module is useful to enter either several achievements for one member or the same
achievement for several members, such as all members who completed classroom training.

From the Ops Qual Home page: (See Para 6-0 to get here)
    a. Click on **"Multi-Person"**
    b. Enter the **[CAPID]** of the member you are working on.
    c. Click on the **"Search Button"** The Multi-Person Achievement page will appear.
Or
    d. Enter the **[Last Name]** and **[First Name]**.
    e. Click on the **"Search Button"** (If multiple members show up, select the
desired member's CAPID in blue.) The Multi-Person Achievement page will appear.

    f. Select **"Achievement"** from the drop down table.

    g. Select **"Trainee Assignment"** **"No" or "Yes"** .
    h. Enter **[Completed Date]**
    i. Click on **"Insert"** The achievement will appear in the table of new achievements at
       the bottom of the screen.

If you have more achievements or members to enter, go back to step b or f and select another
achievement or member.
When all entries have been made
    j. Click on **"Submit"**

The newly entered achievements will be entered and be "Waiting for Approval" at the Unit level.

8-3 Single-Person Achievement

From the Ops Qual Home page: (See Para 6-0 to get here)
a. Click on "Single-Person" The **Single-Person Achievement** page will appear .
b. Enter the **[CAPID]** of the member you are working on.
c. Click on the **"Search Button"** . The Single-Person Achievement page will appear with a table of current achievements for the member.

Or
d. Enter the **[Last Name]** and **[First Name]**
e. Click on the **"Search Button"** (If multiple members show up, select the desired member's CAPID in blue.)The Single-Person Achievement page will appear with a table of current achievements for the member.

Update Achievement

f. Select **"Functional Area"** (Only Emergency Services Achievements appear at this time).
g. Enter **"Completed Date"** or use the pull down date table.
h. Select **"Trainee Assignment**" **"No" or "Yes"** .
i. Click on **"Submit"** (or "Cancel" to delete the change).
The achievement will be updated with a new date and status and will be waiting for approval at the Unit level.

To delete an Achievement:
j. Select an **"Achievement"**
k. Click on **"Delete".** The Achievement will be deleted

8-4 SQTR Entry

This procedure is referring to only the OPS-Emergency Services Specialties.   It does not apply to the Specialties within the Cadet-Programs, OPS-Counterdrug or OPS-CAPPilot Functional Areas within the OPS Qual system.

There are two SQTR Entry modules, Single and Multi.

The **SQTR Entry/View Worksheet** module allows you to enter any of the tasks in a SQTR for one member.
The **SQTR Multi Entry** module allows you to enter any of the tasks in a SQTR for any number of members, such as for a classroom training session.

8-4.0 SQTR Entry/View Worksheet

From the Ops Qual Home page: (See Para 6-0 to get here)
a. Click on **"Entry/View Worksheet"** The SQTR Entry Page will appear.
b. Enter the **[CAPID]** of the member you are working on.
c. Click on the **"Search Button"**. The SQTR Entry page will appear.

Or
d. Enter the **[Last Name]** and **[First Name]**.
e. Click on the **"Search Button"** (If multiple members show up, select the
desired member's CAPID in blue.) The SQTR Entry page will appear.

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If you want to see the member's table of current achievements, click on "Click to view qualifications"

    f.   Select **"Achievement".** A table of tasks for that achievement will appear
    g.   Enter **"Completion Date"** for the task or use pull down table.
    h.   Enter [**Evaluator CAPID**]. If known. If the CAPID is not known, click on the "Search Button" and a separate small page will appear to locate a CAPID)
    i.   Enter **[Mission Number]** If required
    j.   Enter **[Certificate Number]** If any
    k.   Click **"Submit"** to save the achievement

If a number of tasks were completed at the same time :

    l.   Select the **"Tasks"** that were completed at the same time, one or more**.**
    m.   Click on the **"Copy"** icon at the far right of the screen of the task that is to be copied This will copy the data from the copied task to all of the tasks that were selected

If you want to delete the data for a task:

    n.   Select the **"Task"** to be deleted
    o.   Click on the **"Delete"** button at the bottom of the task list.   The task information will be deleted.

Approvals and Validations required

    p.   When all prerequisite tasks have been entered, enter the date for "Commander Approval for Prerequisites".
    q.   When all Familiarization and Preparatory tasks have been entered, enter the date for "Commander Approval for Familiarization and Preparatory Training"
    r.   When these two Approval tasks have been approved, the Achievement will show on the CAPF 101 card as a Trainee. See Para 13-0, Approval Module for more details.
    s.   When all tasks have been completed, the *Achievement* will be Waiting for Approval. It will show in the Table of Current Achievements as "Pending Unit Approval".
    t.   When you have completed any SQTR for the ISxxx or ICSxxx FEMA courses, rather than requiring Approval, it will require Validation, in the same manner as all pilot related achievements. The proof of your completion is the Certificate for that course.

The Achievement will remain "Pending Unit Approval" until the approving authority uses the "OPS Qual Approval Module" application to approve these tasks. See "**OPS Qual Approval Module"** (See Para 13-0).

When all tasks for an Achievement have been completed, the Unit Commander, Vice Commander and/or the Unit ES Officer, will see an indication on the right side of their E-Services home page, saying " Ops Qual Approvals Waiting (nn)". When they click on " **OPS Qual Approvals Waiting"**, the "OPS Qual Approval Module" page will appear which allows them to approve the Achievements awaiting approval within their "Scope", Unit, Group, etc. All Initial Achievements except GES, require Unit, Group and Wing Level approval to become an Active Achievement. If only some of the tasks for any Achievement have been completed, the Achievement will not appear as "Pending Unit Approval".   (Renewals only require Unit Level approval)

8-5.0 SQTR Multi Entry

From the Ops Qual Home page: (See Para 6-0 to get here)
a. Click on **"Multi Entry"** The SQTR Multi Page will appear.
b. Enter the **[CAPID]** of the member you are working on.
c. Click on the **"Search Button"**. The SQTR Entry page will appear.

Or
d. Enter the **[Last Name]** and **[First Name].**
e. Click on the **"Search Button"** (If multiple members show up, select the desired member's CAPID in blue.) The SQTR Entry page will appear.

Repeat steps b – e to select all members required for this update.

f. Select the **"Achievement"** to be entered
g. Enter **"Completed Date"** for a task or use pull down table.
h. Enter [**Evaluator CAPID**]. Select the trainer in the same manner as selecting the member being processed. A separate small page will appear to locate a CAPID)
i. Enter **[Mission Number]**
j. Click **"Submit"** to save the achievement

If a number of tasks were completed at the same time :
k. Select the **"Tasks"** that were completed at the same time, one or more**.**
l. Click on the **"Copy"** icon at the far right of the screen of the task that is to be copied
This will copy the data from the copied task to all of the tasks that were selected
m. Click **"Submit"** to save the achievement for all members being updated

8-6 ES Awards
From the Ops Qual Home page: (See Para 6-0 to get here)
a. Click on **"ES Awards"**
b. Select **"Award"** desired
c. Click on **"Submit"** The award will be waiting for approval

8-7. SQTR Worksheet Showing the status of all tasks

From the Ops Qual Home page: (See Para 6-0 to get here)
a. Click on "**Entry/View Worksheet**" .
b. Enter the **[CAPID]** of the member you are working on.
c. Click on the **"Search Button"** The SQTR Worksheet page will appear.

Or
d. Enter the **[Last Name]** and **[First Name].**
e. Click on the **"Search Button"** (If multiple members show up, select the desired member's CAPID in blue.) The SQTR Worksheet page will appear.

f. Click on **"Entry/View Worksheet"** The SQTR Worksheet Page will appear.
g. Select **"Achievement"** The SQTR for the selected Achievement will appear.
h. Click on **"Print SQTR Worksheet".**
i. Click on **"Print Worksheet"** The SQTR will be printed.

8-7.1 Print a blank SQTR Worksheet

From the Ops Qual Home page: (See Para 6-0 to get here)
    a.   Click on **"Print Blank Worksheets"**
    b.   Select **"Achievement"**
    c.   Click on **"Print SQTR Worksheet"**
    d.   Click on **"Print Worksheet"** A blank copy of the worksheet will be p[rinted.

8-8 Mission Availability Entry

Mission Availability provides a means to record the time of day for each day of the week, that you might be available to participate in an Emergency Services mission.

If you will available for duty at different times on some days of the week, enter the times for each individual day.

From the Ops Qual Home page: (See Para 6-0 to get here)
    a.   Click on **"Mission Availability"**   The Mission Availability time entry page will appear.
    b.   Enter the **[CAPID]** of the member you are working on.
Starting with Sunday
    c.   Click on the **"Start Time"** box. A drop down list of all 24 hours will appear, in 15 minute intervals
    d   Select the **[Start Time]**
    e.   Click the **"End Time"** box. A drop down list of all 24 hours will appear, in 15 minute intervals
    f.   Select the **[End Time]**
If you want to use the same availability as Sunday for all days of the week
    g.   Click on **"Apply Sunday's time to all days"**
If you want different time for any days
    h.   Click on a **"Start Time"** box. A drop down list of all 24 hours will appear, in 15 minute intervals
    i.   Select the **[Start Time]**
    j.   Click on a **"End Time"** box. A drop down list of all 24 hours will appear, in 15 minute intervals
    k.   Select the **[End Time]**
Repeat this for each day of the week
    l.   Click **"Submit"** A table of all entries will be displayed at the bottom of the page.
    m.   Click on **"Clear All"** to delete all entries.

8-9 Mission Availability Reports

No reports have been defined

9-0 Pilot Data Entry

The "OPS Qual || Pilot " entry applications, either under Utilities or Restricted Applications are used to enter any Pilot Qualifications or Tasks you have completed. (The restricted OPS Qual || Pilot data entry application allows the user to access members data within his scope, as defined by WSA.)
Several helpful hints on the use of these applications can be found in Attachment 2 of this document.

The Pilot section is divided into the following Modules
       FAA Requirements.   Used to enter all required FAA Pilot tasks.
Checkride/Questionnaires
       Airplane   Used to enter an Airplane Form 5
       Glider   Used to enter a Glider checkride
       CAPF 91   Used to enter a CAPF 91 MP Checkride
Prerequisites
CAP Ratings
What do I Need?

9-1 Entry Of FAA Pilot, CAP Pilot Data, Pilot Prerequisites and CAP Ratings(CAPR 35-6)

View a member's Current Achievements
On any of the Pilot or Emergency Services pages, you can look at your Achievements.
To see a table of current Pilot Achievements "**View Qualifications**". A table of Pilot or Emergency Services Achievements is shown, showing their current status and expiration dates..
If you click on any "**Achievement"**, it will take you to the **"What Do I Need?"** page for that achievement, Para 9-8.

A table of all aircraft for which you have entered data into the system is shown on the Pilot || Airplane or Glider pages:

If you wish to remove the achievement table from the screen::
       a. Click on **the "X" or anywhere outside the small page.**   The table of achievements
          will be deleted from the screen.

9-2 Enter FAA Requirements

From the Ops Qual Home page: (See Para 6-0 to get here)
       a. Click on **"FAA Requirements"** The OPS Qual FAA Entry page will appear.
       b. Enter the **[CAPID]** of the member you are working on.
       c. Click on the **"Search Button"** The Pilot Entry Form page will appear.
Or
       d. Enter the **[Last Name]** and **[First Name].**
       e. Click on the **"Search Button"** (If multiple members show up, select the
           desired member's CAPID in blue.) The FAAt Entry Form page will appear.

9-3. Enter FAA Requirements
       b. Click on all "**Check boxes"** for all **FAA Certificates** that apply.
       c. Enter the **"Flight Instructor Expiration Date"**.   For CFIs and CFIIs
       d. Click on all "**Check boxes"** for all **Instructor ratings** that apply.
       e. Click on the "**Check box"** for the **FAA Medical** or **FAA Special Medical** that applies.
       f. Click on **[Class] 1, 2 or 3**

g. Enter the **[Date of Examination]** of the FAA Medical.
h. If it is a Special Issue FAA Medical, enter the **[Special Medical Expiration Date].**
i. Enter the **[FAA Flight Review Date]** of the last **FAA Flight Review**.
j. Click on "**Submit**". All FAA pilot tasks will be submitted for Validation.

All tasks that have been validated may be deleted by clicking on the "**Remove Button"** associated with that task.

9-4. Enter Checkrides and Questionnaires

This module is divided into three (3) sections:
1. Airplane.
2. Glider.
3. Form 91.

9-4.1 Enter a CAP Form 5 Airplane checkride

From the Ops Qual Home page: (See Para 6-0 to get here)
a. Click on "**Airplane"**. The Checkride/Questionnaires - Airplane page will appear. A table of aircraft in which the member has taken Form 5 checkrides shows at the top of the page. This table shows the date of an Initial Form 5, the expiration date of the last Questionnaire for that aircraft, the expiration date of the last annual Form 5 in that aircraft and the check pilot's name.
b. The date of the last current CAPR 60-1 Exam Powered will be entered automatically. See Para 4-4.1 for details.
c. Enter the **[Airplane Questionnaire Date]**.
d. Select the **"Questionnaire Aircraft Type"**. Multiple aircraft types may be entered by holding down CTRL and clicking the various types.
e. Click on the **"Check box"** for **Annual** and/or **Abbreviated** Form 5. The abbreviated Form 5 is used when you have a current Form 5 in one aircraft,and take a second checkride in a different aircraft

f. Enter the **[Form 5 Date]** of the Form 5.
g. Select the **"Form 5 Aircraft Type"** in which the Form 5 is taken.
h. Select the **"Check Pilot"** who gave the Form 5 checkride.
i. Click on the "**Check boxes"** for each of the Form 5 **Endorsements** completed.
j. Click on **"Submit"**. All Form 5 tasks will be submitted for Validation.

Note: Your "Statement of Understanding" must be entered In the Prerequisites page

All tasks that have been validated may be deleted by clicking on the "**Remove Button"** associated with that task. Endorsements may be deleted by clicking the **"Check box"** and then clicking the **"Remove Button"**.

9-4.2 Enter a CAP Form 5G Glider checkride

From the Ops Qual Home page: (See Para 6-0 to get here)
   a.   Click on **"Glider"**. The Checkride/Questionnaires - Glider page will appear.
        A table of gliders in which the member has taken Form 5G checkrides shows at the top
        of the page. This table shows the date of an Initial Form 5G, the expiration date of the
        last Questionnaire for that glider and the expiration date of the last annual Form 5G in
        that glider.
   b.   The date of the last current CAPR 60-1 Exam Glider will be entered automatically.
        See Para 4-4.1 for details.
   c.   Enter the **[Questionnaire Date]** of the **Questionnaire.**
   d.   Select the **"Questionnaire Aircraft Type"**.   Multiple aircraft types may be entered, by
        holding down CTRL and clicking the various types.
   e.   Click on the **"Check box"** for **Annual** or **Abbreviated** Form 5G. The abbreviated Form
        5G is used when you have a current Form 5G in one aircraft and take a second
        checkride in a different aircraft
   f.   Enter the **[Form 5 Date]** of the Form 5G.
   g.   Select the **"Form 5 Glider Type"** in which the Form 5G is taken.
   h.   Select the **"Check Pilot"** who gave the Form 5G checkride.
   i.   Click on the "**Check boxes"** for each of the Form 5G **Endorsements** completed.
   j.   Click on **"Submit"**.   All Form 5G tasks will be submitted for Validation.

All tasks that have been validated may be deleted by clicking on the "**Remove Button"**
associated with that task. Endorsements may be deleted by clicking the **"Check box"** and then
clicking the **"Remove Button.**

9-4.3.   Enter a CAP Form 91 checkride

From the Ops Qual Home page: (See Para 6-0 to get here)
   a.   Click on **"Form 91"**. The Checkride/Questionnaires - CAPF 91 page will appear.
   b.   Enter the **[CAPF 91 Date]** of the Form 91 checkride.
   c,   Select the "**Check Pilot"** for the pulldown list.
   d.   Enter the **[Mission Check Pilot Checkout Date]** for **CAP Mission Check Pilot
        Checkout** if appropriate.
   e.   Select the **[Check Pilot]** from the pulldown list.
   f.   Click on **"Submit"**   All Form 91 tasks will be submitted for Validation.

The Form 91 date, when validated, may be deleted by clicking the "**Remove button"**.

Completion and validation of the CAPF 91 checkride, updates the Expiration dates of ES
Achievements MP for two (2) years and MO and MS for three (3) years. It also resets the Date
of your TMP.   These renewals then have to be approved at the Unit level.

9-5.   Enter Prerequisites

9-5.1 Prerequisites for some Pilot ratings

There are several tasks which can be entered in the prerequisites module.
Statement of Understanding
   a.   Enter date that you read and understood the Statement of Understanding

Check Pilot / Mission Check Pilot
   a..   National Check Pilots Standards Course completion.
   b.   CAP SAR/DR 25 Mission Sorties completion
   c.   Mission Check Pilot –G1000 qualified

Cadet Orientation Pilot Airplane
   a.   CAP PIC 200 hours Powered
   b.   Cadet Orientation Online Exam-Powered

Cadet Orientation Pilot AFROTC
   a.   CAP PIC 300 Hours
   b.   Cadet Orientation Online Exam-AFROTC

Cadet Orientation Pilot Glider
   a.   PIC 100 Flights
   b.   Cadet Orientation Online Exam-Glider

G1000 Training
VFR
   a.   Completed the Cessna G1000 Transition syllabus for VFR Operations

IFR
   a.   Completed the Cessna G1000 Transition syllabus for Instrument operations

Instructor Pilot
   a   Completed the Cessna G1000 Transition syllabus for flight instructors

Check Pilot
   a.   Is a Cessna Factory Authorized Instructor (C. F. A. I.)

Tow Pilot
   a.   Qualified IAW 14 CFR 61.69 to tow gliders
   b.   500 Hours PIC, 250 in single engine airplanes
   c.   CAP\SSA online tow pilot course
   d.   10 Tows in preceding 12 months

Click on **"Submit".** All tasks entered will be submitted for Validation.

These dates or tasks, when validated, may be deleted by clicking on the "**Remove button"** associated with that date or task.

9-6 Enter Appointments – Instructor, Check Pilot [Examiners}, Cadet O-Pilots etc.

The following appointments may be entered using this module:
1. CAP Check Pilot - Airplane.
2. CAP Check Pilot - G1000
3. CAP Check Pilot - Glider
4. CAP Check Pilot Examiner - Airplane
5. CAP Check Pilot Examiner – Glider
6. CAP Instructor Pilot – Airplane
7. CAP Instructor Pilot – G1000
8. CAP Instructor Pilot – Glider
9. CAP Mission Check Pilot
10. CAP Mission Check Pilot Examiner
11. Cadet Orientation Pilot - AFROTC
12. Cadet Orientation Pilot - Airplane
13. Cadet Orientation - Glider
14. CAP Tow Pilot

From the Ops Qual Home page: (See Para 6-0 to get here)
   a.   Click on "**Pilot**".under Appointments The Pilot Appointments page will appear.
   b.   Click on the **"Check box"** for each appointment desired.
   c.   Click on **"Submit"**. All appointments entered will be submitted for Approval.

These appointments, when approved, may be deleted by clicking on the "**Remove button**" associated with that appointment

9-7 Enter CAPR 35-6 Aeronautical Ratings

CAP Aeronautical ratings may be entered using this module:
1. CAP Pilot Rating.
2. CAP Senior Pilot Rating.
3. CAP Command Pilot Rating.
4. CAP Glider Pilot Rating.
5. CAP Balloon Pilot Rating.
6. CAP Solo Pilot Rating.
7. Cap Cadet Pre-Solo Rating.

These ratings are the authorization to wear the appropriate Wings on the CAP Uniform.

From the Ops Qual Home page: (See Para 6-0 to get here)
   a.   Click on "**CAP Ratings"**. The **CAPR 35-6 Aeronautical Ratings** page will appear
   b.   Click on the **"Check box"** for each rating desired.
   c.   Click on **"Submit"**. All ratings entered will be submitted for validation.

These CAP ratings, when validated, may be deleted by clicking on the "**Remove button**" associated with that rating.

9-8 What Do I Need?

"What do I Need" provides a means of looking at all of the tasks required for any of the CAP Pilot ratings. These ratings are as follows:

1. CAP Check Pilot – Airplane
2. Check Pilot - G1000
3. CAP Check Pilot - Glider
4. CAP Check Pilot Examiner - Airplane
5. CAP Check Pilot Examiner - Glider
6. CAP Glider Pilot
7. CAP Instructor Pilot - Airplane
8. Cap Instructor Pilot – G1000
9. CAP Instructor Pilot – Glider
10. CAP Instrument Pilot
11. CAP Mission Check Pilot
12. CAP Mission Check Pilot Examiner
13. CAP Solo Pilot – Airplane
14. CAP Solo Pilot – Glider
15. CAP Tow Pilot
16. CAP VFR Pilot
17. Cadet Orientation Pilot - AFROTC
18. Cadet Orientation Pilot - Airplane
19 Cadet Orientation Pilot - Glider
20. MP – SAR/DR Mission Pilot
21. TMP – Transport Mission Pilot

From the Ops Qual Home page: (See Para 6-0 to get here)
a. Click on **"What Do I Need?"**. The What Do I Need page will appear.
b. Select the **"Pilot Rating"** desired. The task list for that rating will appear showing the following data columns:
> Qual/Task Name.
> Completed Date.
> Expiration Date.

All tasks entered for that rating will show in this table. Some tasks, such as FAA instrument and Statement of Understanding have no expiration date. Some tasks require that more than one subtask be completed. If all subtasks have been completed, a green check mark appears to the left of the task name. If something is missing, a red flag is shown.

If you want to enter a task or check the task already entered:

c. Click on the **"Task name"**. The system will return to the Data Entry module where you can check or enter this data.

> These modules are:
> Prerequisites Para 9-5
> FAA Requirements. Para 9-3.
> Checkride/Questionnaires. Para 9-4.
> Appointments. Para 9-6.

     d. If you want to enter a new task, use the appropriate procedure and submit the new task for validation.

All tasks for OPS-CAPPilot ratings and requirements must be validated by an approving authority using the OPS Qual "Validations" module (see Para 11-0).

When all tasks for a CAP Airplane or Glider Pilot rating have been validated, the Achievement becomes Active.

If you want to verify that a task has been entered and validated, return to "What Do I Need?" para 9-8, and select the rating desired.

All CAP Check Pilot Achievements must also be **approved,** once all of the tasks have been validated.   Renewal of these achievements only require that the tasks involved be validated.

Approval of OPS-CAPPilot achievements may be done by the Unit Commander, Vice Commander, Operations Officer, or Stan / Eval Officer as assigned by the Duty Assignment application.

The Unit's ES Officer will not see Pilot Achievements on his OPS Qual Approvals Waiting list.

The procedure above applies to all OPS-CAPPilot Achievements (Specialty ratings).

Your Commander is notified that either Validations or Approvals are waiting for his approval via his "Commander's Corner" application.

9-8.5 View/Upload Documents
The "View/Upload Documents" module is used to upload many documents that have been traditionally kept in your Personnel (201) file.

Such things as completed SQTRs and Pilot Records, FAA Medical, FAA Certificates, Questionnaires, CAPF 5s and CAPF 91s. These documents must be scanned if they contain signatures.

At the top of all ES, Pilot and Pilot Appointments screens you will see View/Upload Documents.

    a. Click on "View/Upload Documents"
    b. Click on "Emergency Services" or "Pilot"
    c. Select "What you would like to upload"
    d. Select "Aircraft Type" where required
    e. Browse "Your files" to locate the document to be uploaded
    f. Click on "Upload ES Files" or "Upload Pilot Files"
       A list of your uploaded files is displayed at the bottom of the screen

To remove a document:
    g. Click on "Remove" and the file wil be deleted

9-9   My OPS Quals <u>Personal Currency</u>

The "My OPS Quals Personal Currency" applications are used to enter your FAA Currency information into the system. The information that can be entered, are the dates of your last three takeoffs and landings, Day Time, Night Time, and your Instrument Currency information. This has to be done about every 90 days for TO/L currency, and about every six months for instrument currency. Information for every flight does not have to be entered.

　　a. Click on **"My OPS Quals Personal Currency"** under CAP Utilities. The "Takeoffs/Landings Entry" page will appear.

9-9.1 To enter your FAA Currency Takeoff and Landing data

On the Data Entry Section.
　　b. Select the **Aircraft Class**, "**SEL", "MEL" "SES" or "MES"**.
　　c. Select the **[Date]** of your last flight.
　　d. Click on the **"Number"** of Takeoffs and Landings.
　　e. Click on **"Save".**

Always enter the oldest dates first, as new entries override previous entries.

To "View Entered Data", select aircraft **"Class"**.   A list of the entered dates will appear.

9-9.2 To enter your FAA Instrument Currency data

　　f. Click on **"Instrument Experience Entry"** at the top of the page.
　　g. Select the **[Date]** of your last instrument practice or actual flight.
　　h. Click on the **"Number of Approaches", "Holding Procedure",** and **"Interception and Tracking"**.
OR
　　i. Enter the **[Date]** of your Instrument Proficiency Check if any.
　　j. Click on **"Save"**.   The dates of your information will show in the "View Entered Data" window.

To view your Currency Status

　　k. Click on **"View Currency Report"**. The Currency report will appear. This report shows the Expiration Dates of Takeoffs and Landings and Instrument Currency.

10-0 REPORTS Within OPS Qual

If you are a Unit Commander, from the e-Services Home page**,** Restricted applications
   a. Click on **"OPS Qual** in the "Restricted Applications" menu. The OPS Qual Home page will appear.
   b. Click on **"Reports"** The Report selection screen will appear.

10-1   Reports by Functional Area and Achievement.

   a. Select **"Achievement Outline".**
   b. Select **"Functional Area".**
   c. Select **"Achievement".**
   d. Select download format. **"PDF"**, WORD or EXCEL. (PDF is the default).
   e. Click on "**Submit"**. The Outline for the selected achievement will appear.

10-2   Reports by Functional Area and Achievement and Unit.

   a. Select **"Specific Qualification Listing"** or
   a. Select **"Specific Qualification Listing" for 90 Day Expired Members.**
   b. Select **"Unit"**
   c. Click on **"View Unit Only"** button if you have selected a Group or Wing Unit and only want to see members in that Unit. Otherwise all members in that Group or Wing will show in the report.
   d. Select **"Functional Area".**
   e. Select **"Achievement".**
   f. Select download format. **"PDF"**, WORD or EXCEL. (PDF is the default).
   g. Click on **"Submit"**. The Selected Report for the Unit will appear.

10-3   Reports by Unit

   a. Select **"All Qual/Achv for 90 Day Expired Members"** or
   a. Select **"All Qual/Achv with Data"** or
   a. Select **"ES 116/117/SET Tasks"** or
   a. Select **"ES CAPT 116 Report"** or
   a.. Select **"ES CAPT 117 Report"** or
   a. Select **"Expiring Achievements by Unit"** or
   a. Select **"Expiring Tasks by Unit"** or
   a. Select **"FRO Support Report"** or
   a. Select **"All Qual/Achv for 90 Day Expired Members"**
   b. Select **"Unit"**
   c. Click on **"View Unit Only"** button if you have selected a Group or Wing Unit and only want to see members in that Unit. Otherwise all members in that Group or Wing will show in the report.
   d. Select download format. **"PDF"**, WORD or EXCEL. (PDF is the default).
   e. Click on **"Submit"** The Selected Report for the Unit will appear.

10-4   Reports by Member, Functional Area and Achievement

    a.   Select **"Member Qual/Achv"** or
    a.   Select **"Member Qual/Achv for 90 Day Expired Members**" or
    a.   Select **"Tasks Remaining.**
    b.   Enter **[CAPID]** of the member desired
    c.   Click on the **"Search button"**
Or
    d.   Enter the **[Last Name]** and **[First Name].**
    e.   Click on the **"Search button"** (If multiple members show up, select the
desired member's CAPID in blue.).
    f.   Select download format. **"PDF"**, WORD or EXCEL. (PDF is the default).
    g.   Click on **"Submit"** The Selected Report for the Unit will appear.

10-5   Reports by Member, Unit, and/or Achievement

    a.   Select "**Resources Report"** or
    a.   Select **"Resources Report for 90 Day Expired members"**

Select either the Member, Unit or ES Achievement, or any combination or these three criteria.

By Member
    b.   Enter **[CAPID]** of the member desired
    c.   Click on the **"Search button"**
Or
    d.   Enter the **[Last Name]** and **[First Name].**
    e.   Click on the **"Search button"** (If multiple members show up, select the
desired member's CAPID in blue.).

By Unit
    f.   Select **"Unit"**
    g.   Click on **"View Unit Only"** button if you have selected a Group or Wing Unit and only
        want to see members in that Unit. Otherwise all members in that Group or Wing will
        show in the report.

By Functional Area and Achievement
    h.   Select **"Functional Area / Emergency Services"** only.
    i.   Select **"Achievement".**
    j.   Select download format. **"PDF"**, WORD or EXCEL. (PDF is the default).
    k   Click on **"Submit"** The Selected ES Resources Report for the Member or Unit will
        appear.

10-6 Member Reports (Restricted)

If you are a Unit Commander, from the e-Services Home page**,** Restricted applications
    a.   Click on **"Member Reports"** The Member Reports selection page will appear.

    b.   Select **"90 Day Expired Professional Development Report"** or
    b.   Select **"Active Member Professional Development Report"** or
    b.   Select **"Cadet Orientation Report"** or
    b.   Select **"Duty Position By Unit"** or
    b.   Select **"Members with No CPPT Training"** or

b. Select **"Membership"** or
b. Select **"Membership by Duty Position"** or
b. Select **"Squadron Roster Report"**

All of these reports work in the same manner

c. Select **"Region-Wing-Unit"** desired
d. Click on **"View Unit Only"** to produce as report of just that Unit. If a Group or Wing charter is selected, all Units within that charter are included.
e. Select **"Member Type"** if required All, Seniors, Cadets, Adults, Sponsors etc.
f. Select **"Functional Area"** if required
g. Select **"Duty Position"** if required
h. Select **"File Type"** PDF, Word or Excel
i. Click on **"View Report"** The selected report for the Unit will be appear.

10-9 CAP Utility Member Qualification Reports

a, Click on **"MY OPS Qual"** under CAP Utilities
b. Click on **"Reports"**. A pull down list of available reports will appear.

To create a report of a member's qualifications

c. Select **"Mbr Qual Info Report"** from the dropdown list.
d. Enter **[CAPID]** of the member desired
e.   Click on the **"Search button"**

Or

f. Enter the **[Last Name]** and **[First Name].**
g. Click on the **"Search button"** (If multiple members show up, select the desired member's CAPID in blue.).
h. Click on **"View Report"** The Mbr Qual Info Report will appear for the selected member.

All other reports in this list are reports of data within a selected Wing, Group and Unit and are all created in the same manner.

a. Select **"FRO Support Report"** or
a. Select **"AFROTC Orientation Report"** or
a. Select **"Cadet Orientation Pilot Report"** or.
a. Select **"CAP Check Pilot Report"** or
a. Select **"CAP Instructor Pilot Report"** or
a. Select **"CAP Tow Pilot Report**" or
a. Select **"Mission Observer Report"** or
a**.** Select **"SAR/DR Mission Pilot Report".**

b. Select **"Unit"** from the dropdown list. (This list contains all units in CAP).
c. Click on **"View Unit Only"** button if you have selected a Group or Wing Unit and only want to see members in that Unit. Otherwise all members in that Group or Wing will show in the report.
d. Click on **"View Report"** The selected report for the Unit will appear.

Other reports may be added as the need arises.

11-0 VALIDATE TASKS PROCEDURES

These Validation procedures require that the person using them, have at least UNIT "Scope" and Data Entry "Process" for Validate Achievements or Tasks authorization by your WSA. **Validation means that you actually SEE the document you are validating.**

"Tasks" that have to be "Validated" are the tasks required to qualify for some of the Emergency Services and OPS-CAPPilot achievements. Most OPS-Emergency Services Achievements only require "Approval" after ALL of the tasks have been completed for that Achievement. The individual "ES Tasks" do not require validation. The exception to this is that all IS and ICS training Achievements have to be validated. The validator must see the particular certificate in question. Approval of an "ES Achievement" is accomplished using the **"OPS Qual Approval Module"** (See Para 13-0).

11-1 Validate Tasks

From the Ops Qual Home page: (See Para 6-0 to get here)
    a.   Click on **"Validations"**. The Validation for Achievements or Tasks page will appear.
If you know the Unit of the member being processed:
    b.   Select the "Unit" All tasks requiring validation in that Unit will appear

If you don't know which unit the member belongs to:
    c.   Select the Wing Charter i. e. CA001

    d.   A list of all Tasks that are pending approval in the "Wing", "Unit" or "Group" you selected will appear. This list may be several pages long, if accessed at the "Group" level.   The list is in alphabetical order.

If you are only interested in looking at certain categories of data, you may select from four methods of filtering the data
    1.   **"Functional Area"**, to look at a limited amount of data, e.g.: Ops-CAPPilot, or Emergency Services.
    2.   **[CAPID],** to look at only one member's data.
    3.   **[Last Name]** to look at just one last name.
    4.   "**Alphabet"** to look at, e.g. Only the "W's".
       An alphabetical index is shown on the screen. You can select all Achievements or Tasks in one alphabetical Group.
    e.   Scroll through the list and find the Achievements or Tasks you want to either **"Validate"** or **"Don't Validate".**
    f.   Click on the "**Validate**" or "**Don't Validate**" button for each Task, etc.
    g.   Enter **[Comment]** for any "Don't Validate" Achievement.
    h.   Click the "**Validate Selected**" button.

This completes the Validation for any of the OPS-CAPPilot or Emergency Services or IC /ICS tasks.

Validation of all of the Tasks does not necessarily complete the approval of the Achievement. Some Achievements such as Check Pilot, Instructor Pilots, and Cadet Orientation Pilots, also require "Approval" up the Chain of Command.   See Para 13-0.

12-0 Suspension of Achievements

The "OPS Qual Achievement Suspension" module is used to suspend a member's achievement[s] for any valid reason. This module can be used to suspend any OPS-Emergency Services or OPS-CAPPilot achievement.   Suspended achievements will show on the member's achievement lists as "Suspended" or "Suspended by [name]" showing who suspended it.   Suspended achievements can be reactivated using the reactivate procedure. The OPS Qual Achievement Suspension module will only appear as a restricted application.

The OPS Qual Achievement Suspension module is automatically assigned to all Unit Commanders and may be assigned to any member the Commander desires using WSA.

12-1 Suspend a member's achievement[s]

From the Ops Qual Home page: (See Para 6-0 to get here)
- b.   Click on "**Suspension**"   The OPS Qual Suspension Page will appear.
- c.   Enter the **[CAPID]** of the member you are working on.
- d.   Click on the **"Search Button"**   The Suspension page will appear

Or
- e.   Enter member's **[Last Name]** and **[First Name].**
- f.   Click on the **"Search Button"**   The Suspension page will appear
- g,   Select the **"Functional Area"** OPS -CAPPilot or OPS-Emergency Services. A list of active achievements will appear.

For one of the achievements you desire to suspend:
- h.   Enter the **"Expiration Date"** of suspension or use the dropdown calendar.
- i.   Enter the **[Reason]** for the suspension.
- j.   Click on the **"Check Box"** if not already checked. Entering the date checks this check box too.

If you are suspending more than one achievement:
- k.   Click on the **"Check Box"** for each other achievement you wish to suspend.
- l.   Click on the **"Copy Icon"** on the far right of the screen. This will cause the date and reason to be copied into all checked achievements.
- m.   Click on **"Submit"**. The achievements selected will display a Reactivate Button and expiration date for each suspended achievement

12--2 Reactivate a member's achievement

- b.   Click on "**Suspension**"   The OPS Qual Suspension Page will appear.
- c.   Enter the **[CAPID]** of the member you are working on.
- d.   Click on the **"Search Button"**   The Suspension page will appear

Or
- e.   Enter member's **[Last Name]** and **[First Name].**
- f.   Click on the **"Search Button"**   The Suspension page will appear
- g,   Select the **"Functional Area"** OPS -CAPPilot or OPS-Emergency Services. A list of active achievements will appear.
    Click on the **"Reactivate Button"** for each achievement desired.
- h.   Click on **"Submit"**. The achievements selected will be reactivated.

13-0 OPS Qual Achievement/Task Approval Module

The "OPS Qual Achievement/Task Approval Module" is used to accomplish the various approvals of an Achievement or Tasks for a member. All Initial Emergency Services Achievements must be approved up the chain of Command, and all individual Tasks AND Achievements for the Pilot Functional Areas must be approved up the chain of Command.

Conditions requiring Approval

   a. Completion of SQTR Prerequisites tasks requires an interim Unit level approval.
   b. Completion of SQTR Familiarization and Preparatory tasks requires an interim Unit level approval.
   c. Completion of ALL SQTR Tasks requires Unit, Group and Wing level approval.
   d. Renewal of any ES Achievement (Specialty) requires Unit level approval.
   e. Renewal of a SAR/DR Mission Pilot achievement by taking a CAPF 91 checkride requires validation rather than approval. This also causes renewal of Mission Scanner and Mission Observer, which are automatically approved by the Validation of MP.

The only people who can access the "OPS Qual Achievement/Task Approval Module" are the Commander, Vice Commander, Operations (OPS) Officer, Emergency Services (ES) Officer, and Standards and Evaluation (Stan / Eval) Officer (and Assistants) as defined by the "Duty Assignment" application under e-Services (See Para 19-0). This is the application that is used to define the Personal Authorization for the Unit. The Commander, and Vice Commander see all Approvals waiting. The ES Officer sees OPS-Emergency Services and Cadet-Programs Achievements waiting for Approval. The OPS Officer and Stan / Eval Officer see all OPS-CAPPilot Achievements waiting for Approval.

Access to this Module only comes from the Entry button ("Ops Qual Approvals Waiting (nn)") on the Commander's, Vice Commander's, OPS Officer's, ES Officer's, or Stan / Eval Officer's e-Services Home page above the Restricted Applications list.

Note: In some Wings, additional approval authority is given to the ES Training Officer in approved Wing Supplements to CAPR 60-3.

13-1 Approval Of Achievements

If you are a Unit Commander, or designee, from the e-Services Home page**,** Restricted applications.
   a. **Click on** "OPS Qual Approvals (nn)". **The** OPS Quals Approval Application page will appear.

Depending on your "Scope", and Duty Position, a list of pending Achievements will be listed alphabetically by name within each Functional Area. Each Achievement shows the CAPID, Member name, Member Unit, Achievement data, Approval Level required, and a "View detail" button, in addition to the Approve and Disapprove buttons.

   b. Click on "**Approve"** or "**Disapprove"** for an Achievement or Task. If you disapprove, you must include a **comment** in the comment field. Explain why you disapproved the Achievement or Task**.**

If you want to see the details of the tasks for a given Achievement and who has approved this Achievement at a lower level, click on **"More Info"** .

c. After all desired Achievements or Tasks have been approved or disapproved, click on "**Approve Selected"**. All Achievements or Tasks do not have to be approved at the same time.

A message "Are you sure you want to approve these Achievements / Tasks?" will appear.

d. Click on **"OK"** or **"Cancel".**

The OPS Qual Achievements/Tasks Approval page will reappear without the Achievements just approved.

Once an Achievement has been approved, if the member looks at any of the Current Achievements Tables, the Achievement will now show as "Active". If a higher level of approval is still required, that achievement will still show a Status of "Pending [Level] Approval. ("Level" can be Unit, Group, or Wing.)

13-2 Commander's Corner

The Commander's Corner application is only available to Commanders. It is a set of links to other applications, which a Commander uses frequently.

If you are a Commander, from the e-Services Home page, Restricted Applications.
a. Click on **"Commander's Corner".** The Commander's Corner home page will appear.

There are five main headings Admin, Approvals/Validations, Reports, OPSEC Entry and Temporary Permissions

Under each category there are several applications available as follows:

Admin

Calendar Admin	Duty Assignment
Image Upload (CAP Picture)	Member reports
Organizational Contacts	

Approvals/Validations

Cadet Promotion Approvals	Cadet Uniform Approvals
. OPS Qual Approvals Waiting	OPS Qual Validations Waiting
Promotions Approvals Module	Specialty Track Approval Module
Transfer Approval Module	Validate CAP Picture

Reports

All Qual /Achv Report	All Qual/Achv Report (Approved last 30 Days)
Application Assignment Detail Report	Application Assignment Detail Report Last 30 Days)
Approvals Waiting at Higher Level	Duty Position Report
Duty Position Report (Assigned Last 30 days)	
Member Reports	

OPSEC Entry

Allows the Commander to assign someone to enter OPSEC Completion.

Temporary Permissions

Allows the Commander to assign Commander's Corner Permission to someone during His/Her absence. (Only to Deputy Commanders and Operations Officers)

All of these applications are described in other sections of this document.

14-0 CAP Pictures for CAPF 101 Cards

OPS Qual has the capability to include a copy of your digital picture on your CAPF 101 Card. You, as a member, can send your picture to National Headquarters, to be included on your CAPF 101 Card or Photo ID Card.   It must be validated by your Unit Commander before it is used.

14-1 Upload CAP Picture for Commanders (Restricted)

If you are a Unit Commander, from the e-Services Home page**,** Restricted applications.

    a.   Click on **"CAP Photo Admin"** button. The "CAP Photo Admin" page will appear.
    b.   Click on **"Photo Upload for Commanders"** The Photo Upload For Commanders page will appear.
    c.   Enter the **[CAPID]** or [Last Name] desired
    d.   Click on the **"Search"** button
e.   Use the **"Browse"** button to locate the picture desired.

If you do not have restricted application capability:
    f.   Click on **"CAP Photo Upload".** The "CAP Photo Upload" page will appear.
    g.   Use the **"Browse"** button to locate the picture desired.

An alternative way to Upload your CAP Picture is via the **Review/Edit My Member Info** page.
    h.   Click on "**Review/Edit My Info"** at the top of the e-Services home page. The View/Change My Information page will appear.
    i.   Click on **"Personal Characteristics"**. The Personal Characteristics page will appear.
    j.   Click on **"CAP Photo Upload"**. The "CAP Photo Upload" page will appear.
    k.   Use the **"Browse"** button to locate the picture desired.

When you have located your photograph
    l.   Click on **"Continue to Crop"** button.

Crop the photo as desired as a portrait style image. (Use the diagonal cropping arrows to retain the portrait proportions)
    m.   Click on **"Crop Photo"**   The cropped photo will be entered into e-Services and will be used on your 101 Card and Photo ID Card.

Note:

Photos taken at high resolution may be difficult to crop, as the image presented during the cropping may not fit completely on the screen, which requires scrolling to see the whole image.

If the image is less than 100KB, it will be fully visible on the cropping screen.

Pictures taken at the following resolutions will result in image sizes approximately as shown, depending on the subject complexity:

640 X 480   36KB image
1024 X 858   86KB image
1600 X 1200 176KB image
2272 X 1704 346 KB image

14-2 Validate Cap Pictures

Before a picture can be used on a CAPF 101 Card, it must be validated by the Unit Commander

If you are a Unit Commander, from the e-Services Home page, Restricted applications

a. Click on **"CAP Photo Admin"** button. The "CAP Photo Admin" page will appear.
b. Click on "Validate CAP Photo"   The Validate CAP Photo page will appear.
c. Select the **"Unit"** desired All photos for the selected Unit will appear.

There are four options. "Approved", "Inappropriate", "Does not Match Name", and "Unacceptable Quality".

After examining the photograph:
d. Click the **"Appropriate button"** to validate or reject the picture.
e. Click **"Submit"**.
f. You can also click **"Validate All Pictures for [Unit}"** and all pictures for that Unit will be validated at once.

16-0 Search for Member Qualifications

16-1 Locate Qualification Information of a member anywhere in CAP

In some cases, you need to locate the CAPID of a member outside your own Unit.

a, Click on **"MY OPS Qual"** under CAP Utilities OPS Qual home page will appear.
b. Click on **"National Reports"**. A pull down list of available reports will appear.
c. Select **"Member Qualification Information"** from the dropdown list.
d. Enter **[CAPID]** of the member desired
e. Click on the **"Search button"**
Or
f. Enter the **[Last Name]** and **[First Name].**
g. Click on the **"Search button"** (If multiple members show up, select the desired member's CAPID in blue.).
h. Click on **"View Report"** The Mbr Qual Info Report will appear for the selected member.

17-0   Membership

17-1   Duty Performance Promotions

To enter a Duty Performance promotion for a member who has completed all of the requirements for a new grade IAW CAPR 35-5 and CAPR 50-17, use the **Promotion Module** under the **Membership** restricted application.

In order to enter a promotion to a higher grade, the member must have completed all of the requirements defined in the regulations.

These are:
1.   Time in Grade as required.
2.   Skill Level. i. e. Completed a Specialty Track at the level required.
3.   Age requirement.

If you are a Unit Commander and/or have the Membership application under e-Services Restricted Applications:

- a.   Click on **"Membership"** under Restricted Applications. The Membership Main page will appear.
- b.   Click on **"Promotions"** at the top of the screen. The Duty Performance Promotion page will appear
- c.   Enter the **[CAPID]** of the member you are working on.
- d.   Click **"Tab"** key   All of the current qualifications for the member will appear.

Or

- e.   Enter the **[Last Name]** and **[First Name].**
- f.   Click on **"Click to Search by Name"** (If multiple members show up, select the desired member's CAPID in blue.) All of the current qualifications for the member will appear.

If any of the Promotion Requirements listed have a Red Flag in front of them, the member is not qualified for a higher rank.

- g.   Enter the **[Effective date]** for the new grade.

- h.   Click on **"Request that this member be promoted to [new grade]"**.

The promotion will be submitted to the Unit Commander for Approval. This approval authority is only given to the Unit Commander and is found under his/her Commander's Corner Applications. This approval authority cannot be delegated with WSA.

For grades of 2Lt and 1Lt, the final approving authority is the Unit Commander. For grades of Capt. and above, once the new grade is approved at the Unit level, it is submitted up the Chain of Command, until approved by the highest level required by the regulations. It is then made effective on the date that has been entered.

17-2 Transfers

To enter a Transfer for a member from one Unit to another, use the **Transfer Module** under the **Membership** restricted application.   Transfers are normally initiated by the receiving Unit.

If you are a Unit Commander and/or have the Membership application under e-Services Restricted Applications.
   a. Click on **"Membership"** under Restricted Applications. The Membership Main page will appear.
   b. Click on "Transfers" **at the top of the screen.** Membership - Initiate Transfer page will appear.
   c. Enter the **[CAPID]** of the member you are working on.
   d. Click **"Tab"** key   All of the current qualifications for the member will appear.
Or
   e. Enter the **[Last Name]** and **[First Name].**
   f. Click on **"Click to Search by Name"** (If multiple members show up, select the desired member's CAPID in blue.) All of the current qualifications for the member will appear and the Transfer information will show at the bottom of the screen.

Under the "Transfer This Member Into" heading.

   e.   Select **"Unit"**.
   f.   Enter **[Date]** dd mmm yy.
   g.   Enter any **[Comment]** desired.
   h.   Click on **"Submit"**.

The transfer will take effect on the date entered.

17-3 Retirements

To enter a retirement date for a member, use the Retirement Module under the Membership application. In order to be eligible to retire from CAP, you must have 20 years of continuous service. Unit Commanders cannot be retired with this application.

To initiate a retirement for a member

If you are a Unit Commander and/or have Membership under e-Services Restricted Applications:
   a. Click on **"Membership"** under Restricted Applications. The Membership Main Page will appear.
   b. Click on **"Retirement"** The Retirement Search and Approval page will appear.
   c. Click on the **"Initiate Retirement"** button. The initiate retirement page will appear.
   d. Enter the **[CAPID]** of the member you are working on.
   e. Click **"Tab"** key   The Retirement page will appear.
Or
   f. Enter the **[Last Name]** and **[First Name].**
   g. Click on **"Click to Search by Name"** (If multiple members show up, select the desired member's CAPID in blue.) The Retirement page will appear.
   h. Enter the [**Retirement Date**] desired.
   i. Enter [**Remarks**] if any
   j. Click on "**Submit this Retirement Request**" The message "This Retirement has been successfully initiated".

To Approve or Reject a retirement

If you are a Unit Commander and/or have Membership under e-Services Restricted Applications:
    a. Click on **"Membership"** under Restricted Applications. The Membership Main Page will appear.
    b. Click on **"Retirement"** The Retirement Search and Approval Page will appear.

There are several ways to search for pending retirements. You can enter the CAPID of the member. You can enter the Unit the member belongs to. This will retrieve all members with retirements listed in that Unit. You can limit the search to retirements between the Start Date and End Date or just look for retirements of a particular status. Pending, Rejected or Approved.

Enter Search Criteria:
    d. Enter **[CAPID]** or
    e. Select **[Unit]** and/or
    f. Enter **[Begin Date]** and **[End Date]** and/or
    g. Enter **[Status],** Pending, Rejected or Approved
    h. Click on **"Search"** All retirements that match the search criteria will appear.
    i. Click the **"Check Box"** for the retirement you want to process.
    j. Click on **"Reject"** or **"Approve Selected Retirements"** The message "The selected retirements have been approved or rejected" will appear.

To view a members details, click on "View"

18-0 Personnel

18-1 Senior Member Specialty Track

To enter a Specialty Track for a member who has completed all of the requirements, as defined in the appropriate CAP Pamphlet, use **Senior Member Specialty Track** under your restricted applications.

If you are a Unit Commander and/or have the Senior Member Specialty Track application under e-Services Restricted Applications.

    a. Click on **"Senior Member Specialty Track"**. The Senior Member Specialty Track page will appear.
    b. Select the **"Member"** desired from the pull down list of members within your Scope. A table of current Specialty Tracks for the member will appear.
    c. Click **"Yes"** or **"No"** button for "Have all the training requirements contained in the Specialty Track pamphlets been completed?"
    d. Select the **"Track"** desired.
    e. Select the "**Rating**" desired. (None, Tech, Senior, Master. Use "none" if in progress.)
    f. Select **[Date Completed].**
    g. Click on **"Submit"**.
The new track will appear under the "Recommended Specialty Track and Rating".

The new Specialty track must be approved by the Unit Commander, using the approval module under his/her Commander's Corner applications.

19-0 Duty Administration

19-1 Assign Duty Positions (Personnel Authorization)

The "Duty **Administration**" application is used to assign members to the various positions within the Unit Organization. It is the application that creates the "Personal Authorization" in OPS Qual for the Unit. By definition, the **Unit Commander** is already assigned to that position. Three other positions that should be defined as soon as possible are **Vice Commander, ES Officer**, and **Stan/Eval Officer,** as these three positions need to be defined in order for the "Approval Module" (Para 13-0) to function as designed. See Para 13-0 for details.

There are three (3) levels of Duty Assignment. "Primary" is assigned to the person who appears in that position on the official Personnel Authorization for the Unit. Only one person can hold that duty position.   "Assistant" can be assigned to as many members as is necessary, who are working under the supervision of the primary member. "Temporary" duty positions can be assigned to anyone, as with Assistants, but they only last until the end of the month following their assignment and they will NOT appear on any duty assignment reports. An example of this would be a member of a Group or Wing who is assigned a temporary duty position in a unit for the purpose of diagnosing problems in the Unit.

Also, Duty Position Assignment is being used to automatically give application access permission to a member holding a given position, rather than requiring a WSA entry to give him/her that permission.

If you are a Unit Commander and/or have "Duty Assignment" under e-Services Restricted Applications.

   a.   Click on **"Duty Assignment"** under Restricted Applications. The "CAP Duty Administration Main" page will appear.
   b.   Click on **"Assign Duty Position"** on the left of the page.
   c.   Enter the **[CAPID]** or **[Last Name]** of the member you are working on.
   d.   Click on the **"Search Button"** The Current Duty Positions table will appear.
   e.   Select **"Organization"** desired. (Unit)
   f.   Select **"Functional Area"**.
   g.   Select **"Duty Position"**.
   h.   Click **"Primary", "Assistant" or "Temporary" b**utton.
   i.   Click **"Submit"**. The Current Duty Positions table will be updated.

To delete a position:
   l.   Click **"Delete"** for that position. That position will be removed from the list.

19-2 Print Duty Assignment reports

Duty Assignment Reports are similar to a Personnel Authorization Report. These reports may include assigned "Assistants", if desired

If you are a Unit Commander and/or have "Duty Assignment" under e-Services Restricted Applications.

   a.   Click on **"Duty Assignment"** under Restricted Applications. The "CAP Duty Administration Main" page will appear.
   b.   Click on **"Reports"** on the left of the page.

    d.   Select report **"Duty Assignment"** or **"Duty Assignment (Include Assistants)".**
    e.   Select **"Organization"** (Unit)
    f.   Click on **"View Unit Only"** box to limit Group or Wing units to just that Unit.
    g.   Select **"Assignment Type"** to limit what is included
    h.   Select "**Report Format" PDF**, Word. or Excel.
    i.   Click on **"Submit"**. A Personnel Authorization report will appear.

20-0   Achievement Renewal Entry

20-1 Renewal of an Achievement (Specialty)

The Single-person Achievement Entry application is used to enter the Renewal Date for any Achievement for any member within your Scope. The member should present a completed copy of the SQTR for the Specialty involved, showing that he/she has reviewed all of the required tasks for the Achievement and has been signed off by a SET Qualified Evaluator in that specialty. In the case of Mission Pilots, see Attachment 1 for details.

20-2 Edit an Achievement for renewal.

Use the procedure described in Para 8-3, **Single-Person Achievement.**

30-0 Safety Form

Any time a mishap occurs, to a person, vehicle or aircraft, it must be reported IAW CAPR 62-2. This online Mishap reporting system automates this process and ensures that all people that need to know about the mishap, are informed about it, so that corrective action can be taken.

30-1 Form 78 Mishap Reporting

To enter a Mishap Report information

    a.   Click on **"Safety Form 78"** under CAP Utilities The Safety Form Main Menu will appear

OR

    b.   Click on restricted **"Safety Form"** The Safety Form Main Menu will appear

    c.   Click on **"Form 78"** The Safety Form 78 Entry page will appear.

    d.   Select **"Wing**"

    e.   Select **"Mishap Date"**

    f.   Enter **[Local time]** HHMM, 24 hour clock.

    g., Click on **"Location of Mishap"** buttons.
           City, State or Airport Code

    h.   Enter **[City, State]**

OR

    i.   Enter **[Airport Code]**

    j.   Click **[Yes, No, N/A]** buttons for:
           "Trip Authorized by CAP Orders"
           "Mishap Resulted From CAP Activities"
           "Photograph Taken"
           "Air Force assigned Mission"

    k.   Click on any **"Weather Conditions at Time of Mishap"** button that applies. If multiple conditions prevailed, click on several.

    l.   Enter **[Temperature]**

    m. Enter **[Visibility]**

    n.   Enter "Mission Number"

    n.   Enter **[Purpose of Activity**] Be brief.

    p.   Enter **[Description of Mishap]** Be brief as Investigation will bring out details.

    q.   Enter **[CAPID]** of Investigator, if known.

    r.   Click on the **"Search Button"** to fill in Name.

OR

    s.   Enter **[Name]**   Last and first to narrow search.

    t.   Click on the **"Search Button"** Investigator's name will appear.

    u.   Click on "Continue"

You can change Investigator if desired.

    v.   Click on **"Submit"** this enters the Form 78 header Page.

If Vehicle or Aircraft Mishap (If a Person mishap, go to Step 2a.)

    w. Click on **"Mishap Type"** Person, Vehicle or Aircraft.

    x.   Click on **"Member furnished / Non CAP"** button, if it applies.

    y.   Select **"Wing for Tail/Vehicle Nos"**

    z.   Select **"Aircraft Tail Number or Vehicle Number**"

    1a. Enter **"Apparent Damage Sustained"** A brief description.

    1b. Enter **"Estimate of Repair Costs"** If it can be estimated.

    1c. Click on **"Any Private Property Damage?"** button, if any.

If so:

    1d. Enter **[Private Property that was Damaged]** a brief description.
    1e. Enter **[Extent of Private Property Damage (Estimate)]**
    1f. Click on **"Shoulder Harness Used?"** or **"Seatbelt Used"**
    1g. Select **"Ceiling"** from pull down table.
    1h. Enter **[Wind]** speed in knots.
    1i. Enter **[Wind Direction]**
    1j. Click on **"NTSB Notified?"** if they were.
    1k. Enter **"Date NTSB was notified"**
    1l. Click on **"Vehicle/Aircraft was moved"** button, if it was moved.
    1m. Click on **"Who authorized the movement"** buttons.
          NTSB, FSDO or CAP NHQ

OR

    1n. Enter **[CAPID]** of person who authorized the move.
    1o. Press **"Tab"**

OR

    1p. Enter **[Name]** of the person authorizing the movement.
    1q. Click on **"Tab"**
    1r. Click on **"Insert Detail"** This entry will be added to the Form 78 Header.

If Person Mishap

    2a Select **[Mishap Type]** Person
    2b. Select **[Type of Person]** Driver, passenger etc.
    2c. Click on **"Injury type"** None, Non fatal, Serious or Fatal.
    2d Select **[Member]** button, CAP/AF Affiliate or Non CAP/AF Affiliate.

If CAP/AF Affiliate

    3a. Enter **[CAPID]**
    3b. Press **"Tab"**

OR

    3c. Enter **[Name]** of the person.
    3d. Click on **"Tab"**

If Non CAP/AF Affiliate

    4a. Enter **[Full Name]**
    4b. Enter **[Grade]** if any.
    4c. Enter **[Date of Birth]**
    4d. Enter **[Phone number]**
    4e. Enter **[License Number/FAA Certificate No]**

    5a. Click on **"Insert Detail"**

If more people, vehicles, or aircraft are involved,

    5b. Select **"Mishap Type"** and go back to step "w" to enter that data.

If there are no more detail entries to be made

    5c. Click on **"Submit Form 78"** The Mishap Notification e-mail list will appear.
    5d. Click on **"Check Box"** of anyone you want to add to the default e-mail list.
    5e. Click on **"Submit"** The Form 78 information will be now available to the Investigator.

The Form 78 detail is now available to anyone with Form 79 permission. The person named as the investigator, can add the results of his investigation in the Comments and Recommendations sections of the Form 79 before submitting it to the Wing Commander.

After the Wing Commander looks at the Form 79 and adds his/her Comments and Recommendations to it, it goes to the Region Commander for his/her processing and then on to National Operation Center.

30-2 Form 78 Attachments

To enter a Mishap Report Attachment

   a.   Click on **"Safety Form 78"** under CAP Utilities   The Safety Form Main Menu will appear
OR
   b.   Click on restricted **"Safety Form"** The Safety Form Main Menu will appear
   c.   Click on **"Attachment"**   The Safety Form 78 Attachment page will appear.
   d.   Select **"Date of Mishap"**   A list of outstanding Mishaps will appear
   e.   Select the **[File you would like to attach]** with the browse button
   f.   Click on **"Upload Attachment"** The file will be uploaded to the Form 78.

30-3 Edit Form 78 previously entered

   a.   Click on **"Safety Form 78"** under CAP Utilities   The Form 78 Entry page will appear
OR
   b.   Click on restricted **"Safety Form"** The Safety Form Main Menu will appear
   c.   Click on **"Form 78"**   The Safety Form 78 Entry page will appear.
   d.   Select **"Wing"**

If you want edit a previously entered Form 78.
   e,   Under "Edit Form 78s in System", select **[Form 78]** you want to edit. Only Forms 78 that have not been investigated will appear.

You may change most of the data already entered. When finished,
   f.   Click on **"Update Detail"**

30-4 Form 79 Mishap Investigation Reporting

To enter Mishap Investigation information of a mishap

If you are a Unit Commander and/or have the Safety Form application under e-Services Restricted Applications.
   a.   Click on **"Safety Form"** The Safety Form Main Menu will appear
   b.   Click on **"Form 79"** The Safety Form 79 Entry page will appear.
   c.   Select **[Wing]**
   d.   Select **"Date of Mishap"** A list of outstanding Mishaps will appear.
   e.   Select the **[Mishap Desired]** The Mishap Header information will appear.

To see the Form 78 details
   f.   Click on **"View Details"** button for the Vehicle,. Aircraft or Person involved.

You can review any of the detail records for this mishap.

g.   Click on **"Back"** button to return to the header page.
h.   Enter **[Input Probable Cause of Mishap]** Include phone numbers of individuals involved
i.   Enter **[Input Recommended Corrective Action]**
j.   Check a Probable cause, button
     Human Error, Equipment Failure, Other

If complete

k.   Click on **"Submit to Wing Commander"** The Mishap Notification e-mail list will appear.
l.   Click on **"Check Box"** of anyone you want to add to the default e-mail list.
m.   Click on **"Submit"** The Form 79 information will be now available to the Wing Commander.

The Form 79 will be processed by the Wing Commander and the Region Commander in the same way as the Investigator and then it goes to the National Operations Center.

30-5 Safety Form Reports

A printable Safety Report can be printed

If you are a Unit Commander and/or have the Safety Form application under e-Services Restricted Applications.

a.   Click on **"Safety Form"** The Safety Form Main Menu will appear.
b.   Click on **"Form 78"** or **"Form 79"** The Safety Form Entry page will appear.
c.   Click on **"Reports"** on the left of the screen.
d.   Select **"Wing"** desired.
e.   Select **"Report"** from the drop down list of available reports.
f.   Select **"Mishap"** to be printed.
g.   Click on **"Submit"** The report will be printed.

31-0 CAP Safety Briefings

All Civil Air Patrol members must attend at least one monthly safety briefing or an online safety presentation and at least one **quarterly** "Face to Face" safety meeting presented by a CAP Safety Officer. Attendance at these meetings must be entered into the CAP Safety reporting system as soon after the meeting as possible. Participation in a CAP Online Safety Briefing is automatically entered into the system.

31-1 Enter Safety Meeting Attendance

If you are a Safety Officer, Commander, Deputy or Vice Commander, you will have **"CAP Safety Briefings"** in your Restricted Applications.

    a.   Click on **"CAP Safety Briefings"**
    b.   Click on **"Log Safety Briefings"**
    c.   Select either **"CAPID"** or **"UNIT"**

If you selected "CAPID":
    d.   Enter **[CAPID]** or **[Member's name]**
    e.   Click the **"Member Search"** button The member's CAPID will be entered into the "Selected CAPID" list
    f.   Select **[Safety Briefing]** from the dropdown list. The CAPID{s} will be entered into the selected member list
    g.   Click on **"Insert"** to enter these members into the "Safety Briefing Submission List"

You can enter as many members as you like in this manner. Go back to step X to select another member

When all members have been selected:
    h.   Click on **"Submit"** The members participation will be entered into the Safety Record System.

If you selected "Unit":
    i.   Select the **"Unit"** from the dropdown list
    j.   Select **"Member Type"** from the dropdown list
    k.   Click on the **"Check Box"** for each member that attended the safety briefing. In large Units, this list will be on more than one page. You can go back and forth between these pages.

    l.   Select a **"Safety Briefing"** from the dropdown list
    m. Enter **[Date]**
    n.   Click on **"Insert"** All selected members will be entered into the "Safety Briefing Submission List"

When all members have been selected:
    o.   Click on **"Submit"** The members participation will be entered into the Safety Record System.

If you want to clear all entries you have just made before submitting them:
    p.   Click the "Clear All" button

Note

You can go back and select other members in a different Safety Briefings / Dates / Cadet or Senior prior to clicking the Submit button. All of the select members / meetings will show in the member list prior to the Submit

31-2 CAP Safety Reports
There are a number of Safety Reports available.

Monthly Safety Briefing Report By Unit
    Shows number of members

Quarterly Safety Briefing Report By Unit
    Shows number of members

Safety Briefings Participation Report
    Shows members who have attended monthly and quarterly briefings

Safety Briefing Sign In Roster
    Creates a roster to be used for recording safety briefing attendance

Safety Briefing Sign In Roster (Blank)
    Creates a blank roster to be used for recording safety briefing attendance

Individual Safety Education Training Record Report
    Shows Safety Briefing type, completed and expiration dates for a member

Unit Safety Meeting Summary Report
    Shows Month of meeting, meeting date and attendance count for a Unit

Wing Safety Meeting Summary Report
    Shows month of meeting, meeting date and attendance count for all Units in a Wing

    To create any of the above Safety Reports:

    a.   Select a **[Report]**
    b.   Select a **[Member type]**
    c.   Select an **[Organization]**
    d.   Enter a **[Report Header]** where requested
    e.   Enter a **[CAPID]** where requested
    f.   Select a **[Format]** PDF WORD or EXCEL where requested
    g.   Click on **"View Report"**

Some of these reports only produce a single line at the bottom of the screen showing the count of briefing attendees.

Where a format was requested, a separate report is created in that format, which can be saved and modified as desired.

40-0 WMIRS Aircraft Discrepancy reporting

The aircraft discrepancy reporting system provides a means with which to report any and all discrepancies for any aircraft in the CAP corporate fleet.

Any time a problem is discovered, the PIC must determine if the problem is one that requires that the aircraft be grounded or if the aircraft can be safely flown, possibly with some restrictions. Some discrepancies are only serious enough to cause the aircraft to be limited to day only or VFR only etc. For example, a wingtip NAV light being burned out, requires that the aircraft be restricted to DAY flight only. Navigation radio failure would restrict the plane to VFR only.

In the case of a problem serious enough to Ground the aircraft, the PIC must place the RED "Grounded" card in full view on the pilot's seat. This card is inside the cover of the aircraft Information File (AIF). Also, there are several Yellow discrepancy cards in section 3 of the AIF on which the PIC must document what the new discrepancy is. This yellow discrepancy card must also be left on the pilot's seat, so as to make sure that any other pilot desiring to fly the plane is advised of any outstanding problem.

In any case, the PIC must contact the Aircraft Manager and advise him/her of the problem, so that he/she can commence with resolving the problem.

As soon as possible, the PIC must get on to WMIRS and enter the discrepancy report into the system, using the procedure outlined below. The Aircraft Manager will proceed with resolving the problem and when it has been resolved to his/her satisfaction, he/she will Close Out the discrepancy.

40-1 Enter new discrepancy
From the e-Services Home page: (See Para 2-2 to get here).
   a.   Click **on "WMIRS"** under CAP Utilities
   b.   Click on **"Aircraft Discrepancy Log"**
   c.   Select aircraft **[Tail No]**
   d.   Enter **[Date]**
   e.   Enter **[Tach]** time
   f.   Select **[Area Impacted]**
   g.   Enter **[Discrepancy Detail]** A brief description of the problem.
   h.   Select Status **[Grounded], [Inspected/Corrected] or [Deferred]**
   i.   Select **[Limitations]**
   j.   Click on **"Add Record"**

40-2 Pilot's determination of outstanding Discrepancies
From the e-Services Home page: (See Para 2-2 to get here).
   a.   Click **on "WMIRS"** under CAP Utilities
   b.   Click on **"Aircraft Discrepancy Log"**
   c   Select aircraft **[Tail No]**
   d.   Click on **[Printable Log**] A table of outstanding discrepancies will appear..
   e.   Click on **"Print"** The PIC shall take the log with him.

40-3 Closeout discrepancy

From the e-Services Home page (See Para 2-2 to get here).

    a.   Click **on "WMIRS"** under CAP Utilities
    b.   Click on **"Aircraft Discrepancy Log"** A table of discrepancies will appear
    c.   Click on **"Show all descrepancies"**
    d.   Click on **" Update"**
    e.   Enter **[Date]**
    f.   Enter [**Tach**] time
    g.   Enter **[Closeout notes]** Be sure to enter A&P / IA name and FAA certificate number
    h.   Click on **"Update Record"**

50-0 WMIRS Aircraft Scheduling, Sortie Creation, Flight Releasing and Sortie Closing procedures

The WMIRS Aircraft Scheduling, Sortie Creation, Flight Release and Sortie Closeout procedures are a major change from the way this has been done in the past using WMU. One major difference between WMU and WMIRS is the way you find a Sortie.

In WMU a Sortie could be located in the Aircraft Schedule by the pilot's name and the Sortie is listed in the Flight Release table, until it is closed.   The Mission number was assigned as a result of the Mission Symbol being used

In WMIRS, the scheduling and closing out Sorties is found by first going to the Mission and adding a Sortie. To locate a Sortie after it has been created, first locate the Mission, then find the Sortie. The Flight Release is found in a table of sorties waiting for release.

Single Flight Sorties
There are two ways of scheduling an aircraft in WMIRS. One way is to use the Aircraft Scheduling Module. Once the aircraft is scheduled, the data is automatically sent to the Add Air Sortie module, where the actual sortie is created and posted for release.

Note:
This method presently cannot be used to schedule a sortie for anyone but yourself.

Multi Flight Sorties
The other way is by using the **Add Air Sortie** module directly, which creates a sortie and automatically enters a schedule into the Aircraft Schedule table and the sortie is posted for release. This procedure is used for Cadet O-Ride sorties where multiple sorties are required to update the cadet's O-Ride records. However, it can be used to create a single Sortie. It is a simpler method of creating a sortie, as it also adds the sortie to the aircraft schedule.

The basic procedure for most Single Flight Sorties is as follows:

To get to these WMIRS applications, you first must get on to e-Services, then click on the WMIRS button under CAP Utilities.

The first thing to do is schedule the aircraft for the time period desired. The procedure to do this, "Aircraft Scheduling", is found on the" WMIRS Menu".

Scheduling of the selected aircraft is done in ZULU time. During the Scheduling procedure you provide the date of the sortie, the desired FRO, if any, the starting time (ZULU) and duration of your flight. You also provide the Mission Number and type from a pull down list.   When the flight is scheduled, by clicking on the "Add" button, you are then taken to the Add Air Sortie screen, where you fill in the sortie information, such as passengers, flight plan, airports to be used etc.

When the sortie is completed, this information is sent to the Flight Release application in WMIRS. You can specify which Flight Release Officer you want to have release your sortie, or you can just leave that selection blank and any FRO can release the flight for you.   If you select a particular FRO, he/she is notified by e-Mail that they have a flight to release.

The Flight Release Officer can then go to the WMIRS menu and click on the "e-Flight Release" button and can select your flight from the list of flights waiting for release.

Using the standard FRO procedures to verify that this flight is OK to go, he/she can release the flight.

When the sortie is completed, the PIC must close out the sortie. To locate the sortie to be closed out, the PIC gets on to WMIRS and uses the "Mission Number Search" or the "Current Mission/Sorties" button, to locate the list of sorties under that mission. He has to scroll down the list of sorties to find his sortie. The sorties are in date order.

When he finds the sortie to be closed, he clicks on that sortie number and the sortie detail screen appears. He then enters the tach and hobbs times, takeoff time, fuel cost and gallons and oil used and any discrepancies noted during the flight. If it was an "A" funded sortie, he must provide information as to who gets the reimbursement and he must upload the fuel receipt If the sortie was not flown for any reason, this information can be entered at the bottom of the sortie screen. He then Updates" the sortie and it is completed.

Multiple Flight Sorties, Mission Symbol A15 and B15 (Also, A6 or A8 AFROTC Sorties)

Cadet O-Ride sorties are created directly with the Add Air Sortie module, by using the "ADD" button at the bottom of the sortie list screen to get there. As each sortie is created it automatically schedules that time slot in the Aircraft Schedule table. The schedule is made up of ½ hour increments.

Prior to the time the O-Ride flights are flown, several individual sorties must be created to cover as many O-Ride flights as are required for that day. For example, if you plan on flying three cadets, you have to create a sortie for each front seat cadet, i.e. 3 sorties into which to post the flight information. These sorties not only contain all of the normal sortie information, but also the information about the O-Ride syllabus flown etc which is posted into the cadet's records

If the plane has to be flown from it's home base to the airport from which the O-Ride flights are flown, two(2) additional sorties have to be created. These are Ferry flights (RELO), one before the O-Rides and one after. The reimbursement data, gallons and dollars and who gets reimbursed, are entered into the last flight of the O-Ride session, after which the refueling is done. This may or may not be, an O-Ride sortie.

Scheduling an aircraft in the next month or later

If you need to schedule an aircraft in a future month, before the monthly "A" and "B" mission numbers have not been issued, you can simple use the aircraft scheduling module to schedule the aircraft, as a C17 flight, but select the "No" sortie button on the scheduling screen. This will tie up the aircraft but not create any sortie..

Then when the monthly "A" and "B" mission numbers are issued, you can simply delete that schedule and reschedule it as you desire.

50-1 WMIRS Aircraft Scheduling except A15 and B15 Cadet Orientation Flights

50-2 Using the Schedule Module to schedule an aircraft and create a sortie

From the e-Services Home page:
   a.   Click **on "WMIRS"** under CAP Utilities If the menu page showing **"Aircraft Scheduling"** does not appear, scroll the blue section of the page on the left, to the bottom and click on **"Return to WMIRS Menu".**
   b.   Click on **"Aircraft Scheduling"** The Aircraft Scheduling Calendar page will appear
   c.   **Scroll to the bottom** of the screen to select your preferred Aircraft
   d.   Click on **"Update My Preferences"** The My Aircraft Preferences screen will appear
   e.   Select the **[Aircraft]** or **[Airport]** and **[Wing]** desired (Multiple aircraft may be selected)
   f.   Click on **"Return to Calendar"**

If you click on **"My Aircraft",** all schedules existing for that aircraft will be displayed. If you "Mouse over" any of the displayed N Numbers, it will show who has it scheduled, the time and mission number of that schedule.   If you Click on **"All Aircraft",** all scheduled aircraft in the Wing will show on the calendar

To create a new schedule
   g.   Click on a **"Date"** number The scheduling screen will appear for that day
To change to a different date
   h.   Select the **[Date]** desired
   i.   Click on **"Get This Date"** to change the date desired The selected aircraft's zulu time list will show any sorties scheduled for that day as a partial name.
   j.   Select **"Mission Number"**
   k.   Select **"Mission Symbol"**
   l.   Enter **[Start Time]** in ZULU Time
   m.   Enter **"Hours/Days"**
   n.   Select **"Add Sortie" "Yes"**.
o.   Click **"Schedule"** The sortie is entered into the **e-Release** module and the "Add Air Sortie" page will appear. If you have scheduled over 4 hours, no sortie will be created and you must use the Add Air Sortie module to create it,
When the sortie is scheduled, it enters this sortie into the Aircraft Schedule table
On the "Add Air Sortie" page
   p.   Select **"Flight Release Officer"** If you do not select an FRO, any FRO can release the sortie
   q.   Enter a **[Tracking Number]** is desired
   r.   Select **"Sortie Type"**
   s.   Enter **[CAPID]s** for the MO, MS or Passengers on the flight
   t.   Select **"Flight Plan"** if any
   u.   Enter **[Takeoff Airport]"**
   v.   Enter **[Landing Airport]**
   w.   Enter **[Area Assigned]**
   x.   Enter **[Sortie Hours]**
   y.   Enter **"Est Takeoff Time"**
   z.   Enter **[Objective]**
   aa. Click on **"Add Sortie"** The sortie is completed and waiting for FRO release.
The FRO (If specified) will receive an e-Mail message indicating that he/she has a flight to release.

NOTE: As all scheduling is done at present in ZULU time, the Days on the calendar are also ZULU DAYS.

51-0 WMIRS Aircraft Sortie creation, A15 and B15 Cadet Orientation Flights, sorties over 4 hours and for member owned aircraft

51-1 Using the Add Air Sortie module to create a sortie for an aircraft and schedule the sortie:

From the e-Services Home page (See Para 2-2 to get here).
- a. Click on **"WMIRS"** under CAP Utilities The WMIRS Menu page will appear
- b. Click on **"Current Missions/Sorties"** A list of current missions will appear
- c. Click on the **"Mission number"** desired   The Edit Training/Evaluation Request page will appear
- d. Click on **"Edit/View Air Sortie"** A list of all sorties for the mission will appear

Scroll down to the bottom of the sortie list
- e. Click on **"Add"** The Add Air Sortie page will appear
- f. Select the **"Mission Symbol"** desired
- g. Click on **"Continue"** The Add Air Sortie page will appear
- h. Select **"Flight Release Officer"** If you do not select an FRO, any FRO can release the sortie
- i. Enter a **[Flight/Tracking Number]** if desired

If the sortie is an A6 OR A8 sortie
- j. Select the AFROTC **"Detachment"**

If the sortie is an A9 sortie
- k. Enter **"Tail Number"** of the MX aircraft (the other aircraft in the MX Move)
- l. Enter **[Sortie Date]**
- m. Select **"Sortie Type"** Ferry or Orientation for A15 and B15 flights
- n. Pilot's **[CAPID] For A6 & A9, Front Seat Pax (MO) Rear Seat{s}(MS)**
- o. Select **"Flight Plan"** if any
- p. Enter **[Tail Number]**
- q. Enter **[Aircraft Type]**
- r   Enter **[Call Sign]**
- s. Enter **[Takeoff Airport]"**
- t. Enter **[Landing Airport]**
- u. Enter **[Area Assigned]**
- v. Enter **[Est Sortie Hours]**
- w. Enter **[Est Takeoff time]** Zulu time   See below
- x. Enter **[Objective]**
- y. Click on **"Add Sortie"** The sortie is completed and waiting for FRO release.

Sorties cannot overlap another sortie's time slot which are in ½ hour increments. When the sortie is submitted, it automatically enters this sortie into the Aircraft Schedule table. If the aircraft is being relocated to another airport, you have to create two(2) Sortie Type "Ferry" ("Relo") sorties to cover that flight time, before and after the O-Ride sorties. One sortie (Sortie type "Orientation") must be created for each front seat cadet that are being taken on the flights. These sorties are where you post the tach and hobbs times, the flight time and syllabus information, which updates the front seat Cadet's records. If you are taking two Cadets on an O-Ride session, you have to create a sortie for each flight.

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52-0 WMIRS Flight Release

52-1 To release a flight
From the e-Services Home page (See Para 2-2 to get here).
   a.   Click on **"WMIRS"** under CAP Utilities The WMIRS Menu page will appear
   b.   Click on "**e-Flight Release"** The Flight Release page will appear
If you have received an e-mail that you have been selected to release a flight:
   c.   Click on "**My Pending Releases"** A table of your pending sorties to be released will appear
If you have not received any e-mail regarding any Flight Releases
   c.   Click on **"All Pending Releases"** A table of all pending sorties will appear
   e.   Click on **"View"** of the sortie to be released
If the flight is over 24 hours from now, a message will appear at the bottom of the flight release page, saying **"Flight not within 1 day"**

If the flight is less than 24 hours from now, the Flight Release page will appear for release

After discussing the flight with the PIC, the flight can be released or disapproved.

To release the flight:
   f.   Click on the **"View FRO Checklist"** box
   g.   Click on the **"View IMSAFE Checklist"** box
   h.   Click on **"Approve"** (Or **"Disapprove")** The FRO Validation page will appear
On the validation page:
   i.   Enter your **[CAPID]**
   j.   Enter your **[Year of Birth**]
   k.   Enter your **[SSNO]** Last 4 digits
   l.   Click on **"Approve**" The flight is released

53-0 WMIRS Closeout a Sortie other than A15 and B15

If the sortie is an "A" funded mission symbol, you must have scanned your Fuel Receipt prior to closing out the sortie.

53-1 To close out a sortie other than A15 or B15 Cadet O-Ride flights
From the e-Services Home page: (See Para 2-2 to get here)
   a.   Click **on "WMIRS"** under CAP Utilities The WMIRS Menu page will appear
On the left side of the screen under Mission Search,
   b.   Enter the **[Mission Number]** desired
   c.   Click on **"Go"** The Mission Search Results page will appear
   d.   Click on the **"Mission Number"**
   e.   Click on **"Edit/View Air Sortie"** A list of all sorties for that mission will appear
   f.   Scroll down to the **Date** of the sortie desired to locate the sortie
   g.   Click on the **"Sortie Number"** The sortie detail page will appear
   h.   Enter the **[End]** and **[Start** Tach Times
   i.   Enter the **[End]** and **[Start** Hobbs Times The sortie time is calculated for you
   j.   Enter the **[Actual Takeoff]** time
   k.   Enter the **[Fuel/Oil Dollars]**
   l.   Enter the **"Gallons"** of fuel used
   m.   Enter the Member **[CAPID]** or [Unit number] for reimbursement, IF FUNDED
   n.   Upload the scanned **"Fuel Receipt"** Must be in PDF format
   o.   Select the **"Flight Flown/Not Flown"**

p. Select the **"Reason"** if Not Flown
q. Click on **"Update"** This will close out the sortie

The ending Date and Tach and Hobbs times are transferred to the Aircraft Maintenance Record. These are used to calculate 50 hour, 100 hour/Annual inspection due times and such things as pitot/static system due dates.

54-0 WMIRS Closeout A15 or B15 Sortie

If the sortie is an "A15" funded mission symbol, you must have scanned your Fuel Receipt prior to closing out the last sortie of this O-Ride session.

Each A15 or B15 O-Ride session may be made up of several flights (Sorties). The first sortie *may be* a sortie (A "RELO" Sortie) that covers the movement of the aircraft to another airport if necessary. The other sorties are where the individual O-Ride flights are recorded. The information recorded in each of these sorties is the Tach and Hobbs times, elapsed Hobbs time, for the flight, the type of aircraft, powered or glider, the syllabus number and the front and back seat cadet's CAPID numbers If the aircraft has been relocated for these O-Rides, a second "RELO" has to be created. Generally the last sortie flown is where the fuel cost and gallons data is entered, as those items are for the whole O-Ride session.

54-1 To close out a A15 or B15 sortie, Cadet O-Ride flights

From the e-Services Home page : (See Para 2-2 to get here).
a. Click **on "WMIRS"** under CAP Utilities The WMIRS Menu page will appear
On the left side of the screen under Mission Search,
b. Enter the **[Mission Number]** desired
c. Click on **"Go"** The Mission Search Results page will appear
d. Click on the **"Mission Number"**
e. Click on **"Edit/View Air Sortie"** A list of all sorties for that mission will appear
f. Scroll down to the **Date** of the sortie desired to locate the sortie
g. Click on the **"Sortie Number"** The sortie detail page will appear
h. Enter the **[End]** and **[Start]** Tach Times
i. Enter the **[End]** and **[Start]** Hobbs Times The **[Actual Sortie Hours]** is calculated for you
j. Enter the **[Actual Takeoff]** time

If this is the last sortie of this O-Ride session, whether RELO or O-Ride
k. Enter the **[Fuel/Oil ($)]**
l. Enter the **"Gallons"** of fuel used
m. Enter the **"Reimbursed To" ([CAPID] or [Unit])**
n. Upload the scanned **"Fuel Receipt"** Must be in PDF format

If this is one of the O-Ride flight sorties. These sorties are for Cadet O-Ride credit.
o. Enter A/C type **"Powered or Glider"**
p. Enter **"Syllabus"** number
q. Enter front seat cadet **[CAPID]**
r. Enter back seat cadet{s} **[CAPID]**
s. Click on **"Update"** The "Sortie Saved" screen will appear.
If the data is correct,
t. Click on "Return to Sortie List"
Process all O-Ride sorties in this O-Ride session

Other options on the "Sortie Saved" screen are:

    u. **"Edit This Sortie"** which takes you back to the Sortie Update" screen

    v. **"Add Another Sortie"** allows you to create another sortie.

    w. "Pilot Flight Report" shows a report of the reimbursement status of this O-Ride session

Note: In CAWG, reimbursement for Cadet O-Rides is requested by using a CAWG Form 10, NOT a CAP Form 108.   It is advisable to print out a copy of each O-Ride sortie for your records, as they contain all of the data required on the CAWG Form 10 or CAP Form 108, if that is what you use for reimbursement. The CAPF 108 reimbursement form is used for all other FUNDED flights including A6 or A8 AFROTC and AFJROTC sorties.

59-0 WMIRS Delete Sortie

Generally, when sorties are not flown, they are simple canceled. Then they are simply shown in the sortie list with a red background. Under some circumstances, such as testing the system, they should be deleted. However, in order to do this, you must have WMIRS Admin permission.

From the e-Services Home page (See Para 2-2 to get here).

    a. Click on **"WMIRS"** under CAP Utilities The WMIRS Menu page will appear

    b. Click on **"Current Missions/Sorties"** A list of current missions will appear

    c. Click on **"Mission number"** desired   The Edit Mission page will appear

    e Click on **"Sortie"**   The Sortie Update page will appear

Scroll to the bottom of page

    f. Click on **"Delete Sortie"**   The sortie will be deleted. However, it can be restored if necessary

60-0 WMIRS Aircraft Maintenance Reporting

From the e-Services Home page: (See Para 2-2 to get here).
    a.   Click on **"WMIRS"** under CAP Utilities The WMIRS Menu page will appear
    b.   Click on **"Tools and Utilities"**
    c.   Click on **"Maintenance Module"**
    d.   Select **"Aircraft"**
    e.   Click on **"Get MX Information"**   The Aircraft Maintenance Information page will appear

There are 37 items in this maintenance list. All changes to this list are made by the Aircraft Manager or the system

Last Tach and Hobbs Time readings and dates are updated by the system when a sortie is closed.

All other items in this list are updated by the Aircraft Manager when they are completed.

Some items, such as **due** dates for Annual, 100 hour and Oil change tach times are calculated by the system.

Due dates for Pitot Static system, Transponder check and ELT battery replacement, are entered as the "Due" date, rather than the date it was last completed.

 All other information is updated manually whenever it changes.

70-0 CAP Driver's License data entry

70-1 Scan Driver's License and State Driving Record.

Prior to attempting to enter your request for a CAP Driver's License, you must scan a copy of your Driver's License and State Driving Record (Which you must get from your State's DMV).

It is suggested that you create a folder called "Drivers License" into which you scan copies of these two documents for future downloading into OPS Qual.
The scanned documents should be named something like "LaPierre License" or LaPierre Driving record" or you can use your "CAPID" as part of the file names.

70-2 Enter request for a CAP Driver's License

From the e-Services Home page: (See Para 2-2 to get here).

1. Click on **"My Operations Qualifications"** or Restricted **"Operations Qualifications"**
2. Click on **"Driver's License"** under CAP Utilities
3. Enter **[CAPID]** and click the Search button
4. Click on **"Upload Driving Record"**
5. Browse to locate your scanned **"Driving Record"**
6. Click on **"Open"**
7. Click on **"Upload Document"**
8. Enter **[Date of Driving Record]**
9. Click on **"Upload Driver's License"**
10. Browse to locate your scanned **"Driver's License"**
11. Click on **"Open"**
12. Click on **"Upload Document"**
13. Select Driver's License **"State"**
14. Enter **[Date]** Member driving record compliant with CAR 77-1 This is the date you verified this.
15. Enter **[State Driver's License Expiration Date]**
16. Click on check boxes for all **"Types of Vehicles"** desired
17. Click on **"Submit"**

Your Drivers License will now be "Pending" for Unit, Group and Wing Approval.

71-0 CAP Driver's License Approval

If a member has submitted a request for a CAP Driver's License and you are in the chain of command required for the approval of that license, you should see Drivers License Approval under your Restricted Operations Qualifications

From the e-Services Home page: (See Para 2-2 to get here)
1. Click on Restricted **"Operations Qualifications"**
2. Click on **"Approvals"** The license waiting for approval will appear

Before approving or disapproving a CAP Driver's License
3. Click on **"View Uploaded Documents"**
4. Select **"Drivers License"** tab
5. Click on the **"Driver's License"** file and **"Open"** it

Verify that it is a current driver's license and has the correct endorsements for the CAP Driver's License requested
6. Go back (Upper right red **(X)**)
7. Click on the **"Driver's Record"** file and **"Open"** it
Verify that it conforms to the requirements specified in CAPR 77-1
8. Go back (Upper right red **(X)**)
9. Go back again (Circled **(X)** on dialog box)
10. Click on **"Approve"** or **"Disapprove"** as required If Disapproved, enter reason.
11. Click on **"Approval Selected"**

When approved, the member's 101 card will now indicate the driver's license, the types of vehicles approved and the expiration date of the license.

1. 90-0 Restricted Applications and WSA Information

90-1 Restricted Applications

There are numerous Applications that a member may be given access to, depending on his/her need to use them. These applications may be assigned by a Web Security Administration (WSA) officer, but in most cases, these permissions are assigned because of the member's Duty Assignment. Any permission assigned by Duty Assignment is automatically removed when a member leaves that duty position. Permissions assigned by WSA can only be removed by a WSA

In the center section of the e-Services Home Screen are the following listings:

Restricted Apps and WSA Information

a.	Available Restricted Apps	A listing of all available applications
b.	My Restricted Applications	A listing of your restricted applications
c.	My WSA Contact Listing	A listing of WSAs that can assign your restricted access
d.	National WSA Listing	A listing of all WSAs Nationally
e.	Applications by Duty Assignment	A listing a all possible permissions that are assigned by Duty Assignment

Each Unit Commander has the option of delegating any of his application permissions to any member of his/her Unit up to the "Scope" level that he/she holds. This is done using the WSA Application.

Note: The Organization for any Application, would usually be the Member's assigned Unit. If it is desired to give a member a permission, for some organization, other than his own, the Group WSA can make that permission assignment.

Only assign these permissions for a member who has a "NEED" for such authority.

The "Validate Achievements or Tasks" procedures with Data Entry capability at the Unit or higher level, allow for the Validation of certain Achievements or Tasks.

The assignment of these WSA permissions should be used with great discretion. Also, any time a member transfers from the Unit, his/her restricted applications for that Unit should be deleted.

Attachment 1

OPS Qual Initial Achievement Training and Achievement Re-Evaluation Procedure

There are two training situations that occur during Training or Actual Missions for members:
a. Members who are just going through the process of getting a new achievement completed.
b. Members who need to renew their existing achievements.

Members working on an Initial Achievement
Members working on an initial achievement should have with them, a copy of their partially completed SQTR (See Para 8-4) for the achievement they are working on. Mission Scanner as an example.

Most of the Training Tasks on the SQTR must have been already been signed off by a trainer.

If during the SAREX or Mission, they fly a sortie, the MP can sign off their SQTR as a "Mission Scanner Trainee Exercise # 1 or #2" and later, they (the member) can enter that information into OPS Qual using the SQTR Entry module under Emergency Services.

When all of the achievement tasks are complete, it will show up waiting for Unit Approval by their Unit CC or ES Officer. It then goes up the approval line through Group and Wing as an Initial Achievement. When it has been approved by Wing, it will show on the member's OPS Qual data entry pages, in the Current Achievements table.

Members who need Achievement Re-qualification, except SAR/DR Mission Pilot (MP).
For members who need re-qualification, a person needs to be "Re-Evaluated", IAW CAPR 60-3 Para 2-4

Re-evaluation can be accomplished on a Training Exercise or Mission. The exercise does NOT have to be an Air Force assigned mission., They should print out a copy of the OPS Qual SQTR for that specialty. (See Para 8-7) Use Mission Observer (MO) as an example. This is used as a worksheet during the re-evaluation.

They then should get together with a Mission Observer who is a SET Qualified Evaluator and go over all the tasks in the SQTR.   In many cases, the evaluator can sign off many of the tasks in the SQTR by simply discussing them with the member. e.g. Do you know how to do this or that?

There are some tasks that should be demonstrated during the Sortie, in an aircraft or on a Ground Team exercise or mission. The Mission Pilot or Ground Team Leader would be the person to sign off those tasks, as he is the " SET Qualified Evaluator" in this case. Some tasks that fall into that category are Operating Aircraft Radios, GPS and DF Unit, emergency egress from the aircraft etc. or silencing an ELT in a hanger.

Once that is done, the Mission is signed off by the Mission Pilot on the SQTR, as the "Mission Observer Trainee Exercise". The member should then contact his/her Unit Commander and the Unit Commander can use the **"OPS Qual || Single-Person "** module to enter a new renewal date for the member. This entry then requires Unit Level approval only.

The result of this will be a new Expiration Date for this ES Achievement. (Specialty). The member should file the completed SQTR in his Personnel (201) file for future reference.

If the Achievement being renewed is one that has subordinate achievements, such as GTM 1 which has GTM 2, GTM 3 and UDF as subordinate achievements, when the highest one is renewed, the subordinates are renewed as well. This is also the case when a member completes a new CAPF 91 checkride, MS and/or MO are renewed as well.

Members who need SAR/DR Mission Pilot (MP) requalification (Renewal).

SAR/DR Mission Pilots (MP) who need to renew their MP Achievement, must take CAPF 91 checkride. They do not have to review the MP SQTR as part of the renewal process, although that is a good idea.

When you have completed your CAPF 91 checkride, the new Form 91 date must be entered into OPS Qual using the [MY] OPS Qual || CAPF 91 data entry procedure, where you enter the date of your Form 91 and the Checkpilot's name.   This has to be validated by either the Unit Commander, ES Officer or Stan/ Eval Officer.

The validation of the CAPF 91, results in a renewal of your SAR/DR Mission Pilot achievement. However in addition, this checkride also causes the renewal of your Mission Scanner (MS) Achievement and your Mission Observer (MO) (If you have that one) and sets a new date for your Transport Mission Pilot (TMP) This is IAW CAPR 60-3 para 2-4.

A copy of your completed CAPF 91 should be filed in your Personnel (201) file.

Attachment 2

There are three areas that cause problems for members entering pilot data into OPS Qual
   a. Initial entry of FAA and CAP Pilot information.
   b. Trying to find out what Pilot Data is missing
   c. Adding on CAPF 5 endorsements that were not entered when the CAPF 5 was entered.

Initially entering CAP Pilot Information into OPS Qual

There have been a number of instances where members have had a problem entering their Pilot information into OPS Qual and then getting listed on the FRO Support Report as a CAP Pilot.

Generally, the problem is that they have left something out.

CAPR 60-1 Para 3-5 describes what has to be done for a Form 5, but it does not explain it in OPS Qual Terms. There are eight tasks that must be completed to become a CAP Airplane Pilot.
They are listed on the "What Do I Need" page for "CAP Airplane Pilot".

These are 1. FAA Pilot Certificate[s], 2. FAA medical, 3. FAA Flight Review, 4. CAPF 5 Airplane Questionnaire, 5. CAPF 5 Airplane Annual, 6. CAPF 5 Airplane Abbreviated, 7. Statement of Understanding, 8. CAPF 5 Annual Powered CAPR 60-1 Exam. What it doesn't tell you, is that there are several things that CAN have multiple entries.

These are:
FAA Pilot Certificate e.g. SEL and MES etc.
CAPF 5 Initial e.g. C182 and/or PA-28-160, which are different in power and complexity. See CAPR 60-1 Para 3-5. Equivalent Make and Models.

CAPF 5 Questionnaire for each aircraft that you intend to fly for the duration of the CAPF 5 that you took for this year.

CAPF 5 Annual e.g. C206 and/or C172, which are different in power and complexity. See CAPR 60-1 Para 3-5. Equivalent Make and Models.

You MUST have entered a CAPF 5 initial, one time, for every aircraft you intend to fly on CAP missions or activities. Once an aircraft has been entered, you don't ever have to enter that entry again. You should enter the actual date you took that Form 5, as that date determines the length of time you have been a CAP Pilot, for the CAP Awards "CAP Senior Pilot" and "CAP Command Pilot".

If you take a CAPF 5 Annual flight check in a C182 or C206, it satisfies the requirement for any lessor aircraft, such as a C172 or PA28-160 etc. But you still have to have the questionnaire for each aircraft listed in OPS Qual

If you take a CAPF 5 Annual in an aircraft such as a C172, that Form 5 only covers you for other aircraft in a similar category. If you intend to fly a C182 during the year, you have to also take a CAPF 5 in that caregory of aircraft (C182 or C206). CAPR 60-1 para 3-5.

Now assume that you have entered all of your stuff, your CAP Airplane Pilot Tasks. What's next?

You, YOU, YOU, should advise your Unit Commander or Unit Stan/Eval Officer, that you have entered this information into OPS Qual and it now requires his/her VALIDATION. You should have made copies of all of the documents and put them into your Pilot Record File at your Unit.   Retaining paper copies of Pilot Records is no longer required, but it is not a bad idea to retain these records in your personal Personnel (201) file

He/she has to logon to the e-Services Restricted application "OPS Qual }| Validations". All of the things you just entered will show up there as requiring validation. These are the "TASKS" for the "CAP Airplane Pilot" "Achievement".

He/she validates all of these things and now you are a CAP Airplane Pilot. You will now show on the FRO Support Report.

What Pilot Data is missing?

If you have something missing in your Pilot Data, the easiest way to find out what it is, is to get into the Cap Utilities || MY OPS Qual application and the click on "What Do I Need". Then select the particular achievement you want to look at.   Most frequently it is "Cap Airplane Pilot".

This will display all of the tasks that must be completed before that achievement is active.

If the achievement is complete, all of the tasks will have a green check mark to the left of the task name. If a task is incomplete, there will be a red flag to the left of one or more task names.

If you click on any of the sub tasks within a task, the system will take you to the appropriate data entry module, where you can enter the missing data.

This can be the FAA Requirements page or one of the Checkride/Questionnaire pages, such as Airplane, Glider or CAPF 91. Or, it might be the Prerequisites or Appointments pages. If it is one of the CAPR 35-6 Aeronautical Ratings, it will take you to that page.

If you are looking at the "Current Achievements" list on either OPS Qual or MY OPS Qual || Pilot home page, clicking on any of the listed achievements will take you to the "What Do I Need" page for that achievement.

CAPF 5 Endorsement Add ons

If you have taken and entered your CAPF 5 checkride and did not enter something like Instrument demonstration, these endorsements may be added later by simply getting into the Checkride/Questionnaire || Airplane page. Next, click on the Check Box for whatever you want to add and click "Submit". This will update your last checkride information.   Any new entries will of course, require validation.

Attachment 3

Entering CAP ES Awards and CAP Awards CAPR 35-6

CAP ES Awards and CAP Awards are entered into OPS Qual in the same manner as any other OPS- Emergency Services Achievement or OPS-CAPPilot Pilot ratings. No attempt is made here to describe the requirements for these awards. That is to be found in CAPR 35-6.

CAP ES AWARDS
The requirements for all ES Awards are found in CAPR 35-6 and are found in OPS Qual in the OPS-Emergency Services Functional Area. These awards are the authorization to wear the appropriate Wings or Badge for that achievement. .To enter these awards into OPS Qual, you simple get on to OPS Qual, either restricted or CAP Utilities and click on ES Awards

These are:
CAP Observer
CAP Senior Observer
CAP Master Observer
CAP Basic Emergency Services Qualification Badge
CAP Senior Emergency Services Qualification Badge
CAP Master Emergency Services Qualification Badge
CAP Basic Ground Team Badge
CAP Senior Ground Team Badge
CAP Master Ground Team Badge
CAP Emergency Services Patch

These Awards are entered by simply clicking on the check box for any desired award and clicking Submit.

CAP Ratings
The requirements for CAP Ratings are described in CAPR 35-6 and are found in OPS Qual || Pilot || CAP Ratings These awards are the authorization to wear the appropriate Wings for that achievement.

These are:
CAP Cadet Pre-Solo Rating
CAP Solo Pilot Rating
CAP Pilot Rating
CAP Senior Pilot Rating
CAP Command Pilot Rating
CAP Glider Pilot Rating
CAP Balloon Pilot Rating

These ratings are entered using the CAP Ratings under the OPS Qual || Pilot application. See para 9-7. All of these Award entries should be made by the member when he/she has completed the requirements described in CAPR 35-6. Once entered, they require validation and approval in the same manner as other pilot related achievements.

Attachment 4

The most frequently asked OPS Qual questions.

My CAPF 101 card says "CAPT 116-Inactive**"?**

Probably because the member has not completed either Level 1 for Senior Members, or the Curry achievements for Cadets. See Cadet promotions.   Also, in both cases, the member has to complete CAPT 116 Part 1.   You can look this up by displaying the SQTR for GES. See Para 8-5.

Also, once all tasks have been completed, the GES Achievement has to be approved at the Unit level by either the Unit Commander or ES Officer.

My ES Achievement seems to be stuck somewhere?

When all the tasks for an ES achievement have been completed, the achievement is entered into the list of Approvals Waiting. The "OPS Quals Approvals (n)", shows up over the Unit Commander's and ES Officer's Restricted Applications lists.

If the achievement has been approved at the Unit level, it then will show up in the same way at the Group, then the Wing Level. Since the Unit CC or ES Officer cannot see these things at the Group or Wing Level, the only way to see where an achievement stands, is by looking at the member's "View Achievements" on any OPS Qual page. To see these achievements, click on the "View Achievements" button. If an achievement is waiting for an approval, it will say ""Pending [Unit, Group or Wing] approval". They also show in the CCs "Commander's Corner". See para 13-0 – 13-2.

My Pilot Achievement seems to be stuck somewhere?

Pilot achievements are different from ES achievements in the all Pilot related Tasks must be validated. The reason for this is a liability issue. Any entry of CAP Pilot information must be validated by someone, the Unit Commander or Stan/Eval Officer, to be sure that the documents actually exist. These will show on the Unit Commander' or Stan/Eval Officer's validation list, under "OPS Qual || Validations". They also show in the CC's "Commander's Corner".

Once all of the tasks for a particular Pilot Achievement have been validated, the achievement then requires approval up the normal Chain of Command. See para 13-0 – 13-2.

Who can approve or validate achievements or tasks?

Unit Commanders and Vice/Deputy Commanders can approve any and all achievements.
ES Officers an approve any ES Achievement
Stan/Eval Officers can approve any Pilot Related achievement.   These approval permissions are assigned using the Duty Assignment application to create the Unit's e-Services OPS Qual PA. More of these duty assignment permissions will be added in the future, so that these permissions will come and go with a member's duty assignment. See para 13-0.

Validation permissions are assigned using WSA.
     All OPS CAPPilot and IS and ICS FEMA course tasks require validation. See para 11-0.

I don't show up on the FRO Support Report?

The prime criteria for showing on the FRO report is CAP VFR Pilot being current.
Go to [My] OPS Qual, Select any pilot module then click on the "View Achievements" button,
then select the Pilot list. Then click on CAP VFR Pilot. This will take you to the "What Do I
Need" task list and you can then see what has expired.   See Para 9-0 – 9-8.

My Mission Pilot achievement shows expired?

MP SAR/DR Mission Pilot expires 2 years after you have taken your last CAPF 91 checkride.
Go to My OPS Qual || Pilot || Checkrides and Questionnaires || CAPF 91 to determine when
your last checkride was completed. Enter your current checkride. This will have to be validated
and approved at the Unit level to renew your MP Achievement. This will also renew your MS
and MO achievements, IAW , Sortie Equivalency Table. See para 4-5.5. See para 9-0 - 9-8,
para 11-0 and 13-0 -13-2.

My Mission Scanner / Observer achievement shows expired?

MO Mission Observer or MS Mission Scanner achievements expire three years after completing
the SQTR for these specialties. If you ARE NOT a Mission Pilot, the renewal procedure is the
same as for other ES achievements that have expired. See next subject.

If you are also a MP SAR/DR Mission Pilot, these achievements are automatically renewed
when you take a new CAPF 91 checkride, IAW Sortie Equivalency Table. See para 4-5.5 See
para 9-4.3.

My Achievements are showing expired?

All achievements except Mission Pilot, (and MO or MS achievements for anyone who is also a
Mission Pilot), expire three years after completing the SQTR for that achievement. To renew an
achievement, see Attachment 1 of this document for the procedure.

The renewal procedure is to review the SQTR for the achievement with a SET qualified
standard in that specialty and participate in a exercise or actual mission within that three year
period, preferably recently. Renewal of one achievement may also renew other achievements
IAW Sortie Equivalency Table. See para 4-5.4.

My CAP VFR Pilot shows expired?

Go to My OPS Qual || Pilot and click on "View Achievements". To see all of the tasks for a
given achievement, click on that Achievement name. This will take you to the "What Do I Need"
(WDIN) page for that achievement. The earliest task expiration date, is the date used as the
expiration date for that achievement.   To update your pilot related tasks / achievements, see
para 9-0 - 9-8.

This applies to all pilot related achievements.