

CIVIL AIR PATROL

OPS Qual User's Guide, 1 Oct 2007



Operations Qualifications & e-Services

User's Guide

Civil Air Patrol

Operations Qualifications
&
e-Services

Basic User's Guide

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Summary of Changes:

Changes included: OPS Qual User's Guide, 1 Oct 2007	
Counterdrug Achievement	17 - 18
CAPR 60-1 Annual Examination	59

Other minor changes which are highlighted in Gray

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 newly revised "Operations Qualifications" (OPS Qual) application, formally known as "M.I.M.S.". 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, Counterdrug, Emergency Services and CAP Pilot member qualification records.

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, OPS-Counterdrug 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 applications 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 4-1
Review/Edit My Member Info Para 4-1

Look at Personnel Information

Who? Member
Use CAP Personnel Information (Restricted) Para 4-1
Use Member Search (Limited by your scope of access) Para 4-2

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

Enter Cadet Program Achievements

Who? Members
Use OPS Qual (Restricted) or
My OPS Qual / Cadet Para 6-1

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 6

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 4
Pilot data entry is described in Attachment 5
CAP Aeronautical Awards are described in Attachment 6

Enter CAP ES Awards (CAPR 35-6)

Who? Members
Use OPS Qual(Restricted) or
My OPS Qual / Emergency Services / SQTR Entry Para 8-4
CAP ES Awards are described in Attachment 6

Enter an Achievement that was approved in WMU

Who? Members
Use OPS Qual (Restricted) or
My OPS Qual / SQTR Entry Para 8-4

Enter your FAA Currency data

Who? Members
Use My OPS Quals (FMS) Personal Currency or Para 9-9

Check the status of your Achievements

Who? Members
Use OPS Qual (Restricted) or
My OPS Qual
/ Cadet Para 6-1
/ 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
CAPF 91 MP/MO/MS renewal Para 9-4.3
Attachment 4

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
My OPS Qual / Emergency Services / 101 Card Para 8-1

Create a paper SQTR

Who? Members
Use OPS Qual (Restricted) or
My OPS Qual/ Emergency Services / SQTR Worksheet Para 8-5

Assign members to the Unit Personnel Authorization

Who? Commanders or designees
Use Duty Assignment Para 19-1

Locate Member's CAPID and or Qualifications of any member

Who? Members
Use Member Search Para 16-1
My OPS Qual/Reports Para 10-9

Enter a Member's Promotion, Transfer or Retirement

Who? Commanders or Personnel Officers
Use Membership (Restricted)
/ Promotion / Transfer / Retirement Para 17-0

Report a Safety Mishap

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

Download CAPWATCH

Who? Members
Use CAPWATCH Download
Not defined in this document

WSA Administration

Not Defined in this document

Note

All of the restricted applications may be authorized by the Web Security Administrator (WSA Admin) for the Region, Wing, Group, and Unit levels. However, access to certain applications is automatically granted, as a result of the duty assignment of the member. Details as to these automatic permissions are still being defined and will be included in a later release of this document.

2-0 GENERAL e-Services USER PROCEDURES

No WSA authorization is required to use these procedures

2-1 SIGNING ON TO CAP NATIONAL HOME PAGE

- a. Sign on to the INTERNET
- b. **Open <www.cap.gov>**. 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 "**Members**" button near the top of the page.
- b. Click "**e-Services**" button on the CAP Home page to get into the e-Services Home page. If you are not already logged into e-Services: The "Welcome to e-Services" page will appear. Otherwise, the "e-Services Home 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, Click on "**Click here**". The "New User Registration" page will appear.
- b. Enter your **Social Security Number** and your **E-Mail address** 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.

Once 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 Password**" procedure at the top of the e-Services home page to change the password to something you can remember.

2-4 Lost Password Recovery Procedure

If you cannot remember your password:

- a. Click on "**Password Assistance**". A screen will appear requesting more information.
- b. Enter your **[CAPID]**.
- c. Click on "**Submit**". A new screen will appear, requesting the following information: You will have to answer three questions. Such as, What was your mother's maiden name? It might be, What was your first dog's name? This will be whatever you entered the first time you logged on to e-Services.
- d. Enter that question. "**Answer to the question**"
What are the last four digits of you SSN?
- e. Enter that **[number]**.
What is your date of birth?
- f. Enter that **[date]**.
- g. Click on "**Submit**". A message will appear: "Check your e-mail for your password".

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. **Cadet** Enter Curry achievements
 - b. **Counterdrug** Enter Counterdrug Achievements
 - c. **Emergency Services** Enter ES Achievements
 - d. **Pilot** Enter Pilot achievements and Awards
 - e. **Reports** Create various reports
4. **Review/Edit My Member Info** Read/Write ability to maintain and update **YOUR** Personal Information in the National database.
5. **Upload CAP Picture** Within the My Member Information application.
6. **CAP Online 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. **CAPWATCH Download** Region, Wing, Group or Unit level access.
3. **Duty Assignment** Assign duty positions to members within the scope of your granted permissions.
4. **Image Upload for Commanders** Transmit pictures to OPS Qual
5. **Member Search** Look at Personnel information.
6. **Membership** Enter promotions or Transfers.
7. **Organizational Contacts** Information about Units.
8. **OPS Qual**
 - a. **Cadet** Enter Curry Achievements.
 - b. **Counterdrug** Enter Counterdrug Achievements.
 - c. **Emergency Services** Enter ES Achievements.
 - 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.
9. **Senior Member Specialty Track** Enter new Specialty Track data for member.
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.

4-0 e-Services INITIAL MEMBER PROCEDURE

4-1 CAP Personnel Information / Review/Edit My Member Information

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,

- a. Click on "**CAP Personnel Information**" The "CAP Membership Personnel Information Edit" page will appear.
- b. Enter [**CAPID**] for the member desired.
- c. Click "**Tab**" key The "CAP Membership Personnel Information - Edit" page will appear.

Or

- d. Fill in [**Last Name**] and [**First Name**]
- e. Click "**Click to Search by name**". (If multiple members show up, select the desired member's CAPID in blue.) The "CAP Membership Personnel Information - Edit" page will appear.

If you are not a Unit Commander

- f. Click on the "**Review/Edit My Member Info**" at the top of the e-Services home page. The "Personnel Information for [Member]" page will appear.

There are 5 sections to this page:

1. **General Information.**
2. **Address Information.**
3. **Contact Information.**
4. **Personal characteristics.**
5. **Security Clearance** (Only on the Review/Edit My Member page).

General Information

- a. Click on "**General Information**". The General Information Page will appear.
- b. Update [**Member name**] if desired.
- c. Click on the "**AE Affiliate**" box if desired.
- d. Click on the "**New Membership Card**" box if desired.
- e. Click on "**Submit**".

Or

- f. Click on the "**Edit**" button at the bottom of the page.
- g. Change the [**Date of Birth**] if incorrect.
- h. Click on "**Update**".

Address Information

- a. Click on "**Address Information**". The Address Information page will appear.
- b. Add a New address if desired.
- c. Select "**Priority**".
- d. Enter [**All address fields**].
- e. Click on "**Submit**".

Or

- f. Click on **"Edit"** at bottom of page.
- g. Enter **[Address change]**.
- h. 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.
- e. Click on **"Submit"**.

Or

- f. Click on **"Edit"** at bottom of page.
- 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]**.
- c. Select [Branch of Service] and [Profession]
- d. Click on **"Submit"**.

Also if available:

- d. Click on **"Upload CAP Picture"**. The Civil Air Patrol Image Upload page will appear.
- e. Click on **"Browse"** to locate the picture in your computer.
- f. Click on **"Upload CAP Picture"**.

Security Clearance

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

4-2 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:

- a. Click on **"Member Search"** under your Restricted applications. The "Member Search Main Menu" page will appear.
- b. Click on **"Interactive Personnel"**. The Interactive Personnel Administration 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 **"Tab"** key The members basic information will appear.

Or

- f. Enter **[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 members basic information will appear.

Or

- h. Click on **"View Unit Only"** button if you are selecting 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 must be clicked on before selecting the Organization)
- i. Select any **"Organization"** within your Scope. A table of all members in the Unit will appear. If there are more than 20 members in the organization, the table of members is split into several 20 line pages. Clicking on one of the numbers at the bottom or 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. **Photo**
8. **Training**

- l. Click on **"Return to Search"** The table of all members in your Unit will appear.

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

- m. Click on **"Click to View Member Search Report"**. A report of all information for the member is displayed.
- n. Right Click and Click on **"Print"** to print the report

5-0 Operations Qualifications General (OPS Qual)

The **Operations Qualifications** data entry system is made up of several Modules which allow the recording of completed training tasks or accomplishments, such as Cadet Achievements, Counterdrug Achievements, ES Achievements, Pilot Ratings and Certificates, Pilot Checkrides, Special Pilot Appointments and Pilot Awards.

The Validation module is used to validate that a member does in fact have the proper documents, or certificates, such as FAA Medical, or Pilot Certificates.

The Suspension Module is used to suspend or reactivate any Counterdrug, ES or Pilot specialty or rating for cause.

The Approval Module is used to approve completed Achievements at the Unit, Group, and Wing Level

Each of these module's screens are all formatted in a similar manner and work in the same way.

These modules are:

6-0.	Cadet	Enter Curry Achievements.
7-0.	Counterdrug	Enter CD Tasks / Achievements.
8-0.	Emergency Services	Enter ES Tasks / Achievements
8-9.	Mission Availability	Enter your availability for CAP Missions.
9-0.	Pilot	Enter Pilot Ratings, checkride and Awards.
10-0.	Reports	Produce reports of all OPS Qual data.
11-0.	Validation (Restricted)	Validate Cadet, CD and Pilot Data .
12-0.	Suspension (Restricted)	Suspend ES or Pilot Achievements.
13-0	Approval Module (Restricted)	Approve completed achievements

Note:

When within the Restricted OPS Qual applications, most of the time, when you need to select a CAPID, the last CAPID used will appear in that field, negating the requirement to re-enter that CAPID every time you change modules.

6-0 Cadet "Curry" Achievements

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

6-1 Enter Curry Achievements

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.
- b. Click on "**Cadet**". The OPS Qual Cadet Programs page will appear.
- c. Enter the [**CAPID**] of the member you are working on.
- d. Click "**Tab**" key The "Achievement 1 (Curry)" page 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.) The "Achievement 1 (Curry)" page will appear.

If you do not have restricted application capability:

- g. Click on "**MY OPS Qual**" under CAP Utilities.
- h. Click on "**Cadet**" The OPS Qual Cadet Programs page will appear with your name at the top of the page. The four Curry Achievements are listed in a table.

To enter a Curry Achievement Task

- i. Click on "**Edit**". For the task desired.
- j. Enter the [**Completed Date**].
- k. Click on "**Update**" (Or "**Cancel**" to delete the entry).

Do this for each achievement completed.

To change a Curry Achievement Task completion date

- l. Click on "**Edit**". For the task desired.
- m. Enter the new [**Completed Date**].
- n. Click on "**Update**" (Or "**Cancel**" to delete the entry).

Each task will be submitted for validation.

When all four Curry Achievement tasks have been validated, the Curry Achievement itself has to be validated

To delete a Curry Achievement date

- o. Click on "**Delete**". For the task desired. The task date will be deleted.

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 data, 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

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.
- b. Click on "**Counterdrug**". The OPS Qual Counterdrug page will appear.
- c. Enter the [**CAPID**] of the member you are working on.
- d. Click "**Tab**" key. The "OPS Qual Counterdrug page 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.). The "OPS Qual Counterdrug page will appear.

If you do not have restricted application capability:

- g. Click on "**My OPS Qual**" under CAP Utilities.
- h. Click on "**Counterdrug**" The OPS Qual Counterdrug page will appear with your name at the top of the page.

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

If the member is NOT current, "**Counterdrug Achievement Suspended**" 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.

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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 Attachment 2 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 Level 1 (Attachment 7) 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 (Attachment 7) and agree to those terms.

Also, it requires that they must take two On-Line tests: (See Attachment 1).

1. CAP Test 116 GES.
2. CAP Test 116 ICS 100.

The 116 test dates are entered automatically for you. To see the status of your GES achievement, use the SQTR Worksheet module. (Para 8-5)

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

The Emergency Services Module is divided into several Sub Modules.

1. 101 Card.
2. Multi-Person Achievement. (Restricted only).
3. Single-Person Achievement. (Used to enter a renewal date for an achievement)
4. SQTR Entry.
5. SQTR Worksheet.

8-1 101 Card

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.
- b. Click on "**Emergency Services**". The OPS Qual Emergency Services page will appear.
- c. Click on "**101 Card**".
- d. Enter the [**CAPID**] of the member you are working on.
- e. Click "**Tab**" key An image of the CAPF 101 Card appears at the bottom of the screen.

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) An image of the CAPF101 Card appears at the bottom of the screen.

If you do not have restricted application capability:

- h. Click on "**MY OPS Qual**" under CAP Utilities.
- i. Click on "**Emergency Services**" The OPS Qual Emergency Services page will appear with your name at the top of the page.
- j. Click on "**101 Card**" An image of your CAPF 101 Card appears at the bottom of the screen.

To update a CAPF 101 Card

- k. Enter [Height], [Weight], [Eye Color], and [Hair Color].
- l. Click on "**Submit Characteristics**".

If the CAPF 101 Card does not show a picture

- m. Click on "**Upload CAP Picture**".
- n. Browse through your files to locate the picture.
- o. Click on "**Submit**" to upload the picture.

To Print out a CAPF 101 Card

- p. Click on "**Click here to obtain your 101 Card**".
- q. 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 in a class situation.

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.
- b. Click on "**Emergency Services**". The OPS Qual Emergency Services page will appear.
- c. Click on "**Multi-Person Achievement**" The Multi-Person Achievement page will appear
- d. Enter the [CAPID] of the member you are working on.
- e. Click "**Tab**" key. The Multi-Person Achievement 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 Multi-Person Achievement page will appear.

If you want to see a table of all current ES Achievements at the top of the screen.

- h. Click on "**Click here to show achievements**".
- i. Select "**Achievement**" from the drop down table.
- j. Select "**Source**" Paperwork (SQTR) or Renewal.

- k. Select "**Status**" Training or Active.
- l. Enter **[Date]** completed.
- l. Click on "**Insert**" The achievement will appear in the table of new achievements at the bottom of the screen.

If you have more achievements to enter, go back to step d or f and select another member. Then select the achievement{s} desired

When all entries have been made

- m. Click on "**Submit**"

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

8-3 Single-Person Achievement

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.
- b. Click on "**Emergency Services**". The OPS Qual Emergency Services page will appear.
- c. Click on "**Single-Person Achievement**" The Single-Person Achievement page will appear with no member information.
- d. Enter the **[CAPID]** of the member you are working on.
- e. Click "**Tab**" key. The Single-Person Achievement page will appear with a table of current achievements for the member.

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 Single-Person Achievement page will appear with a table of current achievements for the member.

If you do not have restricted application capability:

- h. Click on "**MY OPS Qual**" under CAP Utilities.
- i. Click on "**Emergency Services**" The OPS Qual Emergency Services page will appear with your name at the top of the page.
- j. Click on "**Single-Person Achievement**" The Single-Person Achievement Page will appear with a table of current achievements for the member.

Update Achievement

- k. Select "**Functional Area**" (Only Emergency Services appears at this time).
- l. Click on "**Edit**" for the Achievement you want to update.
- m. Select "**Status**" Active or Training.
- n. Enter "**Date**" or use the pull down date table.
- o. Select "**Source**" Paperwork or Renewal.
- p. Click on "**Update**" (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:

- q. 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. These can only be entered using the OPS Qual Cadet and Counterdrug Modules. All Pilot accomplishments and tasks, including a CAPF 91 checkride, must be entered using the OPS Qual Pilot data entry module.

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.
- b. Click on **"Emergency Services"**. The OPS Qual Emergency Services page will appear.
- c. Click on **"SQTR Entry"** The SQTR Entry Page will appear.
- d. Enter the **[CAPID]** of the member you are working on.
- e. Click **"Tab"** key. The SQTR Entry 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 SQTR Entry page will appear.

If you do not have restricted application capability:

- h. Click on **"MY OPS Qual"** under CAP Utilities.
- i. Click on **"Emergency Services"** The OPS Qual Emergency Services page will appear with your name at the top of the page.
- j. Click on **"SQTR Entry"** The SQTR Entry Page will appear.

If you want to see the member's table of current achievements, click on "Click here to show Achievements".

Select Achievement to update

- k. Select **"Functional Area"**.
- l. Select **"Achievement"**.
- m. Enter **[Trainer CAPID]**. Select the trainer in the same manner as selecting the member being processed
- n. Enter **[Mission Number]**
- o. Enter **"Date"** or use pull down table. A table of the tasks for the achievement will appear. Each task has a "Check to Save " button and a "Delete" button.

To enter the **[Date]**, **[Trainer]**, and **[Mission number]** for each task completed:

- q. Click the **"Check to Save"** button for each task desired. The Date, Trainer CAPID and Mission number will be entered for each Task checked.

To enter the **[Date]**, **[Trainer]** and **[Mission number]** for all tasks at once:

- r. Click the "Select All" button.

If a number of tasks were completed on a specific date, but others were completed on a different date, mission, etc simply enter the **[Date]**, **[Trainer]** and **[Mission number]** at the top of the page, click the **"Check to Save"** buttons for all that apply for that date. Then change the

data at the top of the page and click the ones that apply on that date. When all data for the tasks have been entered:

- s. Click on "**Submit**".

If you want to delete the data for a task:

- t. Click on the "**Delete**" button. The task information will be deleted.

If 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".

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 "Approvals Waiting (nn)". When they click on "**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. SQTR Worksheet Showing the status of all tasks

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.
- b. Click on "**Emergency Services**". The OPS Qual Emergency Services page will appear.
- c. Click on "**SQTR Worksheet**" The SQTR Worksheet Page will appear.
- d. Enter the [CAPID] of the member you are working on.
- e. Click "**Tab**" key The SQTR Worksheet 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 SQTR Worksheet page will appear.

If you do not have restricted application capability:

- h. Click on "**MY OPS Qual**" under CAP Utilities.
- i. Click on "**Emergency Services**" The OPS Qual Emergency Services page will appear with your name at the top of the page.
- j. Click on "**SQTR Worksheet**" The SQTR Worksheet Page will appear.

Select SQTR

- k. Select "**Achievement**" The SQTR for the selected Achievement will appear.
- l. Click on "**Click here to obtain your SQTR worksheet**".
- l. Click on "**Click here to Print**" The SQTR will be printed.

For renewals, blank SQTRs can be found under e-Services / CAP Online Exams / Operations.

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.

8-8 Mission Availability Entry

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

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.
- b. Click on "**Mission Availability**" The Mission Availability time entry page will appear.
- c. Enter the [**CAPID**] of the member you are working on.
- d. Click "**Tab**" key. The Mission Availability time entry page 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.) The Mission Availability time entry page will appear.

If you do not have restricted application capability:

- g. Click on "**MY OPS Qual**" under CAP Utilities.
- h. Click on "**Mission Availability**" The Mission Availability time entry page will appear.
- i. Click on the "Start Time" box. A drop down list of all 24 hours will appear, in 15 minute intervals
- j. Select the [Start Time]
- k. Click the "End Time" box. A drop down list of all 24 hours will appear, in 15 minute intervals
- l. Select the [End Time]

Do this for each day of the week you are available.

- m. Click "Submit" A table of all entries will be displayed at the bottom of the page.

If you available at the same time on every day of the week, use the "Apply to all Days" at the top of the page.

- n. Click on the "Start Time" box. A drop down list of all 24 hours will appear, in 15 minute intervals
- o. Select the [Start Time]
- p. Click the "End Time" box. A drop down list of all 24 hours will appear, in 15 minute intervals
- q. Select the [End Time]
- r. Click the "Apply to all Days" box
- s. Click "Submit" A table of all entries will be displayed at the bottom of the page.

If you have entered times for a day and want to change it, you must delete the old entries first.

- t. Click on "Delete" for the day's entry in the availability table at the bottom of the page.

Or

- u. Click on "Delete All" to delete all entries.

8-9 Mission Availability Reports

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 5 of this document.

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

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.
- b. Click on "**Pilot**". The OPS Qual Pilot Entry page will appear.
- c. Enter the [**CAPID**] of the member you are working on.
- d. Click "**Tab**" key The Pilot Entry Form page 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.) The Pilot Entry Form page will appear.

If you do not have restricted application capability:

- g. Click on "**MY OPS Qual**" under CAP Utilities.
- h. Click on "**Pilot**" The OPS Qual Pilot Entry page will appear with your name at the top of the page.

The Pilot Data entry application is divided into six sections:

- | | |
|--------------------------------------|--|
| 9-2. Current Achievements Table. | Shows a list of completed achievements. |
| 9-3. FAA Requirements. | Used to enter all required FAA Pilot tasks. |
| 9-4. Checkride/Questionnaires. | Used to enter CAP Form 5s and Form 91s. |
| 9-5. Appointments. | Used to enter prerequisites for several CAP ratings. |
| 9-6. CAPR 35-6 Aeronautical Ratings. | Used to enter CAP Pilot Awards. |
| 9-7. What do I need? | An easy way to look at any Pilot achievement's. |

9-2. View a member's Current Achievements

To see a table of current Pilot achievements "**Click Here to View Current Achievements**". A table of Pilot 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.

To see a table of all aircraft for which you have entered data into the system, click on:
[***Please click here if CAP Airplane Pilot is inactive xxxxx](#)

If you wish to remove the achievement table:

- a. Click on "**Click here to Hide Current Achievements**". The table of achievements will be deleted from the screen.

9-3. Enter FAA Requirements

Enter all that apply:

- a. Click on **"FAA Requirements"**. The FAA Requirements page will appear.
- b. Click on all **"Check boxes"** for all **FAA Certificates** that apply.
- c. Enter the **"Flight Instructor Expiration Date"**. For CFIs and CFIs
- 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. Enter the **[Date of Examination]** of the FAA Medical.
- g. If it is a Special Issue FAA Medical, enter the **[Special Medical Expiration Date]**.
- h. Enter the **[FAA Flight Review Date]** of the last **FAA Flight Review**.
- i. Enter the **[FAA Wings Date]** of the last **FAA Wings Program**.
- j. Enter the **[FAA Wings Phase]** of the last **FAA Wings Program**.
- k. 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 **"Delete 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

- a. Point to **"Checkride/Questionnaires"**. A pulldown list will appear to the right.
- b. Click on **"Airplane"**. The Checkride/Questionnaires - Powered 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.
- c. The date of the last current CAPR 60-1 Exam Powered will be entered automatically. **See Attachment 3 for details.**
- d. Enter the **[Airplane Questionnaire Date]**.
- e. Select the **"Questionnaire Aircraft Type"**. Multiple aircraft types may be entered by holding down CTRL and clicking the various types.
- f. Click on the **"Check box"** for **Initial** and/or **Annual** Form 5. If **Initial**, click both boxes.
- g. Enter the **[Completed Date]** of the Form 5.
- h. Select the **"Aircraft Type"** in which the Form 5 is taken.
- i. Select the **"Check Pilot"** who gave the Form 5 checkride.
- j. Click on the **"Check boxes"** for each of the Form 5 **Endorsements** completed.
- k. Enter the **[Statement of Understanding Date]**. (This is only entered one time).
- l. Click on **"Submit"**. All Form 5 tasks will be submitted for Validation.

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

9-4.2 Enter a CAP Form 5G Glider checkride

- a. Point to "**Checkride/Questionnaires**". A pulldown list will appear to the right.
- b. 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.
- c. The date of the last current CAPR 60-1 Exam Glider will be entered automatically.
See Attachment 3 for details.
- d. Enter the [**Glider Questionnaire Date**] of the **Questionnaire**.
- e. Select the "**Questionnaire Aircraft Type**". Multiple aircraft types may be entered, by holding down CTRL and clicking the various types.
- f. Click on the "**Check box**" for **Initial** or **Annual** Form 5G. If Initial, click both boxes.
- g. Enter the [**Completed Date**] of the Form 5G.
- h. Select the "**Aircraft Type**" in which the Form 5G is taken.
- i. Select the "**Check Pilot**" who gave the Form 5G checkride.
- j. Click on the "**Check boxes**" for each of the Form 5G **Endorsements** completed.
- k. Enter the [**Date**] of the **Statement of Understanding**. (This is only entered one time).
- l. 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 "**Delete Button**" associated with that task. Endorsements may be deleted by clicking the "**Check box**" and then clicking the "**Delete Button**."

9-4.3 Enter a CAP Form 91 checkride

- a. Point to "**Checkride/Questionnaires**". A pulldown list will appear to the right.
- b. Click on "**Form 91**". The Checkride/Questionnaires - CAPF 91 page will appear.
- c. Enter the [**Date**] of the Form 91 checkride.
- d. Select the "**Check Pilot**" for the pulldown list.
- e. Click on the "**Check box**" for **CAP Mission Check Pilot Checkout** if appropriate.
- 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 "**Delete 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 Appointments

This module is divided into two (2) sections

1. Prerequisites.
2. Appointments.

9-5.1 Appointments – Prerequisites for some Pilot ratings

There are several tasks which can be entered in the prerequisites module.

1. National Check Pilots Standards Course completion.
2. CAP Solo Pilot Training completion.
3. Several other prerequisite items.
4. Cadet Orientation Pilot prerequisites.

5. AFROTC Pilot Prerequisites
6. Glider Pilot prerequisites.
7. CAP Tow Pilot prerequisites.

9-5.2 Enter Prerequisites

- a. Point to "**Appointments**". A pulldown list will appear to the right.
- b. Click on "**Prerequisites**". The **Prerequisites** page will appear.

Where applicable:

- c. Enter the **[Date]** of the National Check Pilot Standards Course.
- d. Enter the **[Date]** of the CAP Solo Pilot Training IAW FAR 61.87.
- e. Click on the "**Check box**" for CAP SAR/DR 25 Mission Sorties.
- f. Click on the "**Check box**" for CAP Solo Flight.
- g. Click on the "**Check box**" for CAP Solo Pilot Glider Aeronautical Knowledge Test.
- h. Click on "**Submit**". All tasks entered will be submitted for Validation.

9-5.3 Cadet Orientation Pilot and Tow Pilot Prerequisites

Where applicable:

- a. Click on the "**Check boxes**" for the **PIC Hours** or **Flights** and **Cadet Orientation Online Exams** for:
 - b. Cadet Orientation Pilot Airplane.
 - c. Cadet Orientation Pilot AFROTC.
 - d. Cadet Orientation Pilot Glider.
 - e. CAP Tow Pilot.
- f. Click on "**Submit**". All tasks entered will be submitted for Validation.

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

9-6 Enter Appointments – Appointments of Checkpilot Examiners

The following appointments may be entered using this module:

1. Check Pilot Examiner - Airplane.
 2. Check Pilot Examiner – Glider.
 3. Mission Check Pilot Examiner.
 4. Cadet Pre-Solo Pilot.
-
- a. Point to "**Appointments**". A pulldown list will appear to the right.
 - b. Click on "**Appointments**". The **Appointments** page will appear.
 - c. Click on the "**Check box**" for each appointment desired.
 - d. Click on "**Submit**". All tasks entered will be submitted for Validation and/or Approval.

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

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.

- a. Click on "**CAPR 35-6 Aeronautical 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 tasks entered will be submitted for validation.

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

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 Airplane Pilot.
2. CAP Cadet Pre-solo Pilot.
3. CAP Check Pilot – Airplane.
4. CAP Check Pilot – Glider.
5. CAP Check Pilot Examiner Airplane.
6. CAP Check Pilot Examiner Glider.
7. CAP Glider Pilot.
8. CAP Instructor Pilot – Airplane.
9. CAP Instructor Pilot – Glider.
10. CAP Mission Check Pilot.
11. CAP Mission Check Pilot Examiner
12. CAP Solo Pilot- Airplane.
13. CAP Solo Pilot – Glider.
14. CAP Tow Pilot.
15. Cadet Orientation Pilot – AFROTC.
16. Cadet Orientation Pilot – Airplane.
17. Cadet Orientation Pilot – Glider.
- 18-23 Cadet Orientation Pilot-Grp 1 - 6

- 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:
 - Task Name.
 - Pending Completed Date.
 - 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. If the task has 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:

- FAA Requirements. Para 9-3.
- Checkride/Questionnaires. Para 9-4.
- Appointments. Para 9-5 or 9-6.
- CAPR 35-6 Aeronautical Ratings. Para 9-7.

- c. 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).

It should be noted that there is no notification system to advise a Unit Commander or anyone else to validate these items. You will have to ask your Unit Commander or Stan / Eval Officer to check and then validate these tasks or achievements.

9-9 My OPS Quals (FMS) Personal Currency

The "My OPS Quals (FMS) 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 (FMS) 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

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 Qual /Achv"** or
- a. Select **"Specific 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 **"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 "**Tab**" key

Or

- d. Enter the **[Last Name]** and **[First Name]**.
- e. Click on "**Click to Search by Name**" (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 "**ES Resources Report**" or
- a. Select "**ES resources Report for 90 Day Expired members**"

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

By Member

- b. Enter **[CAPID]** of the member desired
- c. Click "**Tab**" key

Or

- d. Enter the **[Last Name]** and **[First Name]**.
- e. Click on "**Click to Search by Name**" (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 "**Tab**" key

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.).
- 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 any of the Cadet Programs, OPS-CAPPilot and OPS-Counterdrug achievements. All 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. Approval of an "ES Achievement" is accomplished using the "**OPS Qual Approval Module**" (See Para 13-0).

11-1 Validate Tasks

If you are a Unit Commander and/or have OPS Qual / Validation under your restricted applications on the e-Services Home page.

- a. Click on "**OPS Qual**" in the "Restricted Applications" menu. The OPS Qual Home page will appear.
- b. Click on "**Validations**". The Validation Statement of Understanding" page will appear.
- c. Click "**YES**" if you agree. The "OPS Qual Validation for Achievements or Tasks" page will appear.
- d. Select the "**Scope**" you want to work on, "Unit" or "Group", then select the "ORGID (Unit)" you want to work on.
- e. A list of all Tasks that are pending approval in the "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 Cadet-Programs, etc.
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.
- f. Scroll through the list and find the Achievements or Tasks you want to either "**Validate**" or "**Reject**".
- g. Click on the "**Validate**" or "**Reject**" button for each Task, etc.
- h. Enter **[Comment]** for any "Rejected" Achievement.
- i. Click the "**Confirm**" button.

This completes the Validation for any of the Cadet Programs, OPS-CAPPilot or OPS Counter-drug 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

If you are a Unit Commander and/or have OPS Qual / Suspensions under e-Services Restricted Applications:

- a. Click on "**OPS Qual**" The OPS Qual Home Page will appear.
- b. Click on "**Suspensions**" The OPS Qual Achievement Suspension Form will appear.
- c. Enter the **[CAPID]** of the member you are working on.
- d. Click "Tab" key The Suspension page will appear showing the current achievements for Functional area OPS-CAPPilot, if any.

Or

- e. Enter member's **[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.) The OPS Qual Achievement Suspension Form will appear showing the current achievements for Functional area OPS-CAPPilot, if any.
- g. Select "**Functional Area**" OPS-Emergency Services or OPS-CAPPilot. A list of active achievements will appear.
- h. Select "**Action**" to be taken.
 1. Suspend (Expiration Period).
 2. Suspend (Indefinite).
 3. Reactivation.
- i. Enter **[End Date]** if expiration period was selected.
- j. Enter **[Reason]** for the suspension.
- k. Click on the "**Check Boxes**" for each achievement you want to suspend. The reason will be entered for each achievement selected. This can be changed for any achievement.
- l. Click on "**Submit**". The achievements selected will disappear from the members achievement list.

To see a list of suspended achievements:

- m. Click on "**View Suspended Achievements**". A list of suspended achievements will appear.

12--2 Reactivate a member's achievement

If you are a Unit Commander and/or have OPS Qual / Suspensions under e-Services Restricted Applications:

- a. Click on "**OPS Qual**" The OPS Qual Home Page will appear.
- b. Click on "**Suspensions**" The OPS Qual Achievement Suspension Form will appear.
- c. Enter the **[CAPID]** of the member you are working on.
- d. Click "**Tab**" key The OPS Qual Achievement Suspension Form will appear showing the current achievements for Functional area OPS-CAPPilot, if any.

Or

- e. Enter member's **[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.) The OPS Qual Achievement Suspension Form will appear showing the current achievements for Functional area OPS-CAPPilot, if any.
- g. Click on "**View Suspended Achievements**". A list of suspended achievements will appear.
- h. Click on "**Reactivate**" for each achievement desired. The achievement[s] will be reactivated.

Alternatively

- i. Select "**Functional Area**" OPS-Emergency Services or OPS-CAPPilot. A list of active achievements will appear.
- j. Select "**Reactivate**"
- k. Enter **[Reason]** for the reactivation. (not required)
- l. Click on the "**Check Boxes**" for each achievement you want to reactivate. The reason will be entered for each achievement selected. This can be changed for any achievement.
- m. Click on "**Submit**". The achievements selected will reappear on the members active achievement list.

13-0 OPS Qual Achievement/Task Approval Module

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

The only people that 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, OPS-Counterdrug, 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 ("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 Waiting (nn)**". The OPS Qual Achievement/Task Approval 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 or task, click on "**View Detail**" to see all of the tasks and completion dates for these tasks.

- c. After all desired Achievements or Tasks have been approved or disapproved, click on "**Submit**". 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 three headings Admin, Approvals / Validations and Reports

Under each category there are several applications available as follows:

Admin

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

Approvals/Validations

- OPS Qual Approval Module
- OPS Qual Validate Achievements or Tasks
- Promotion Approval Module
- Specialty Track Approval Module
- Transfer approval Module
- Validate CAP Picture

Reports

- Duty Position Report
- Application Assignment Report
- All Qual/Achv Report

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. It must be validated by your Unit Commander before it is used.

14-1 Upload CAP Picture Or Image Upload For Commanders (Restricted)

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

- a. Click on **"Image Upload for Commanders"** button. The "CAP Image Upload for Commanders" page will appear.
- b. Enter the **[CAPID]** desired or use the Look Up CAPID button to locate it.
- c. Use the **"Browse"** button to locate the picture desired.
Click **"Press to upload CAP Picture"** The digital photograph will be uploaded to the OPS Qual database.

Or

- a. Click on **"OPS Qual"** under Restricted Applications. The OPS Qual Home Page will appear.
- b. Click on **"Emergency Services"**. The OPS Qual Emergency Services page will appear.
- c. Click on **"101 Card"** The 101 Card Page will appear with no member information.
- d. Enter the **[CAPID]** of the member you are working on.
- e. Click **"Tab"** key The CAPF 101 by CAPID 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 CAPF 101 by CAPID page will appear.

If you do not have restricted application capability:

- h. Click on **"MY OPS Qual"** under CAP Utilities.
- i. Click on **"Emergency Services"** The OPS Qual Emergency Services page will appear with your name at the top of the page.
- j. Click on **"101 Card"** The 101 Card Page will appear.
- k. Click on **"Upload CAP Picture"**. The "Civil Air Patrol Image Upload" page will appear.
- l. Click on **"Browse"** to locate the picture in your files
- m. Click on **"Press to upload CAP Picture"** The digital photograph will be uploaded to the OPS Qual database.

An alternative way to Upload your CAP Picture is via the **Review/Edit My Member Info** page.

- g. Click on **"Review/Edit My Member Info"** at the top of the e-Services home page. The Personal Information page will appear.
- h. Click on **"Personal Characteristics"**. The Personal Characteristics page will appear.
- i. Click on **"Upload CAP Picture"**. The "Civil Air Patrol Image Upload" page will appear.
- j. Use the **"Browse"** button to locate the picture desired.
- k. Click on **"Upload CAP Picture"**. The digital photograph will be uploaded to the OPS Qual database.

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 **"Validate CAP Picture"** under Restricted Applications. The Validate CAP Picture page will appear.
- b. Select the **"Unit"** desired

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

After examining the photograph:

- c. Click the **"Appropriate button"** to validate or reject the picture.
- d. Click **"Submit"**.
- e. 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 **"Reports"**. A pull down list of available reports will appear.
- c. Select **"Mbr Qual Info Report"** from the dropdown list.
- d. Enter **[CAPID]** of the member desired
- e. Click **"Tab"** key

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.).
- 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 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 **[Comments]** 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 Main Page will appear.
- c. Click on the "**Pending Retirements**" button. The Retirement Search 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 [Start 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 Assignment

19-1 Assign Duty Positions (Personnel Authorization)

The "Duty Assignment" 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.

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 Position - Position Assignment" page will appear.
- b. Click on "**Duty Assignment**" at the top of the page.
- c. Enter the [CAPID] of the member you are working on.
- d. Click "**Tab**" key The Current Duty Positions table 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.) The Current Duty Positions table will appear.
- g. Select "**Unit**" desired.
- h. Select "**Functional Area**".
- i. Select "**Duty Position**".
- j. Click Assistant "**Yes**" or "**No**".
- k. Click "**Assign**". 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 Position - Position Assignment" page will appear.
- b. Click on "**Duty Assignment**" at the top of the page.
- c. Click on "**View Reports**".
- d. Select "**Duty Assignment**" or "**Duty Assignments (Include Assistants)**".
- e. Select "**Scope**" Unit, Group or Wing.
- f. Select "**Unit**".
- g. Click on "**View Unit Only**" box to limit Group or Wing units to just that Unit.
- h. Select "**File Type**" PDF, Word. or Excel.
- i. Click on "Select "**View Report**". A Personnel Authorization report will appear.

20-0 Achievement Entry Without Tasks / Renewal Entry

These applications can be used to enter any achievement into OPS Qual without having to enter all of the required Tasks. The achievements entered with these applications, go through the same approval process as achievements entered via the task entry procedures. They SHOULD NOT be used to enter NEW Achievements into OPS Qual

Normal conversion from WMU should be done using the SQTR Entry application, as described in para 8-4 of this document, which requires the normal approval process.

20-1 Renewal of a Achievement (Specialty)

The Single-person Achievement Entry application can be 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, the signed off CAP Form 91 is all that is required. See Attachment 4 for more details.

20-2 Enter an Achievement or 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

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**" The Safety Form 78 Entry page will appear.
- c. Click on "**Have you notified the NOC**" button. The Safety Form 78 Entry Header page will appear. If not, do so before proceeding.
- d. Select "**Wing**"

If you want edit a previously entered Form 78, under "Edit Form 78s in System".

- e. Select [**Form 78**] you want to edit. Only Forms 78 that have not been investigated will appear.

OR

- f. Select "**Mishap Date**"
- g. Enter [**Local time**] HHMM, 24 hour clock.
- h., Click on "**Location of Mishap**" buttons.
City, State or Airport Code
- i. Enter [**City, State**]

OR

- j. Enter [**Airport Code**]
- k. Click [**Yes, No, N/A**] buttons for:
"Trip Authorized by CAP Orders"
"Mishap Resulted From CAP Activities"
"Photograph Taken"
- l. Click on any "**Weather Conditions at Time of Mishap**" button that applies. If multiple conditions prevailed, hold down the "**CTRL**" button and click on several.
- m. Enter [**Temperature**]
- n. Enter [**Visibility**]
- o. Enter [**Purpose of Activity**] Be brief.
- p. Enter [**Account of Mishap**] Be brief as Investigation will bring out details.
- q. Enter [**CAPID**] of Investigator, if known.
- r. Click "**Tab**" locate and to fill in Name.

OR

- s. Enter [**Name**] Last and first to narrow search.
- t. Click on "**Click to Search**" Investigator's name will appear.

You can change Investigator if desired.

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

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

- v. Click on "**Mishap Type**" Vehicle or Aircraft.
- w. Click on "**Member furnished / Non CAP**" button, if it applies.
- x. Select "**Wing for Tail/Vehicle Nos**"

- y. Select "**Aircraft Tail Number or Vehicle Number**"
- z. Click on "**Shoulder Harness Used?**" or "**Seatbelt Used**"
- 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 "**NTSB Notified?**" if they were.
- 1g. Click on "**Vehicle/Aircraft was moved**" button, if it was moved.
- 1h. Click on "**Who authorized the movement**" buttons.

NTSB, FSDO or CAP NHQ

OR

- 1i. Enter [**CAPID**]
- 1j. Press "**Tab**"

OR

- 1k. Enter [**Name**] of the person authorizing the movement.
- 1l. Click on "**Click to Search by name**"
- 1m. Select "**Ceiling**" from pull down table.
- 1n. Enter [**Wind**] speed in knots.
- 1o. Enter [**Wind Direction**]
- 1p. 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 "**Click to Search by name**"

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**]

- 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 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.
- g. You can update the "**Apparent Damage Sustained**", "**Estimate of Repair Costs**" or "**Extent of Property Damage**" values if desired.
- h. Click on "**Update Detail**" This will return you to the header page.

You can review and/or update any of the detail records for this mishap.

If you do not want to update the record,

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

If complete

- m. Click on "**Submit to Wing Commander**" The Mishap Notification e-mail list will appear.
- n. Click on "**Check Box**" of anyone you want to add to the default e-mail list.
- o. 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.

30-3 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.

90-0 WSA Applications

90-1 WSA Restricted Applications

There are several restricted applications that may be assigned access for each WSA or member.

- | | |
|--------------------------------------|--|
| a. CAP Personnel Information | Change personnel Information. |
| b. CAPWATCH Download. | Download the National Database. |
| c. Duty Assignment | Assign Duty positions for your Unit i.e. a "PA". |
| d. Image Upload for Commanders | Transmit pictures to OPS Qual |
| e. Member Search | Look at Personnel information. |
| f. Membership | Duty Promotions and Transfers. |
| g. OPS Qual Applications | These are divided into nine modules. |
| 1. Cadet | |
| a. Curry | Enter Cadet Curry achievements |
| 2. Counterdrug | Enter CD Tasks. |
| 3. Emergency Services | |
| a. 101 Card | Print a 101 Card |
| b. Multi-Person Achievement | Enter a specialty for multiple members |
| c. Single-Person Achievement | Enter multiple specialties for one person |
| d. SQTR Entry | Enter ES tasks for one person |
| e. SQTR Worksheet | View SQTR Worksheet |
| 4. Pilot | |
| a. FAA requirements | Enter FAA Pilot Certificates and Ratings |
| b. Checkride/Questionnaire | Enter CAP Checkrides and questionnaires |
| c. Appointments | Enter CAP prerequisites and Special CAP Ratings |
| d. CAPF 35 Aeronautical Ratings | Enter CAP Awards |
| e. What do I Need | View status of tasks etc |
| 5. Reports | View various OPS Qual Reports |
| 6. Validations | Validate Cadet, CD and CAP Pilot Tasks |
| 7. Suspension | Suspend ES or Pilot Achievements |
| h. Organizational Contacts | Access to information about Units. |
| i. Senior Member Specialty Track | Entry of new Specialty Tracks. |
| j. Validate CAP Picture | Verify that pictures are valid. |
| k. Vehicle Usage Reporting (Form 73) | Transmit vehicle to National. |
| l. WSA Security Admin | Assign access to e-Services applications. |

90-2 Recommended Minimum Applications For A Group/Unit Commander (WSA)

	Application	Module	Process	Functional Area	Scope *
a.	CAP Personnel Information		Data Entry	Personnel	Group/Unit
b.	CAPWATCH Download		Read Only		Group/Unit
c.	Duty Assignment		Data Entry	Personnel	Group/Unit
d.	Image Upload for Commanders		Data Entry	Personnel	Group/Unit
e.	Member Search		Read Only	Personnel	Wing
f.	Membership	Promotions	Data Entry	Personnel	Group/Unit
g.	Membership	Transfers	Data Entry	Personnel	Group/Unit
h.	OPS Qual	Cadet	Data Entry	Cadet Programs	Group/Unit
i.	OPS Qual	CD Achievements	Data Entry	OPS-Counterdrug	Group/Unit
j.	OPS Qual	101 Card	Data Entry	OPS-Emergency Services	Group/Unit
k.	OPS Qual	Multi-Person Achv	Data Entry	OPS-Emergency Services	Group/Unit
l.	OPS Qual	Single-Person Achv	Data Entry	OPS-Emergency Services	Group/Unit
m.	OPS Qual	SQTR Entry	Data Entry	OPS-Emergency Services	Group/Unit
n.	OPS Qual	SQTR Worksheet	Data Entry	OPS-Emergency Services	Group/Unit
o.	OPS Qual	FAA Requirements	Data Entry	OPS-CAPPilot	Group/Unit
p.	OPS Qual	Checkride/Quest	Data Entry	OPS-CAPPilot	Group/Unit
q.	OPS Qual	Appointments	Data Entry	OPS-CAPPilot	Group/Unit
r.	OPS Qual	CAPF35-6 Awards	Data Entry	OPS-CAPPilot	Group/Unit
s.	OPS Qual	What Do I Need	Data Entry	OPS-CAPPilot	Group/Unit
t.	OPS Qual	Reports	Read Only	All	Group/Unit
u.	OPS Qual	Validations	Data Entry	Cadet Programs	Group/Unit
v.	OPS Qual	Validations	Data Entry	OPS-Counterdrug	Group/Unit
w.	OPS Qual	Validations	Data Entry	OPS-CAPPilot	Group/Unit
x.	OPS Qual	Suspension	Data Entry	OPS-Emergency Services	Group/Unit
y.	OPS Qual	Suspension	Data Entry	OPS-CAPPilot	Group/Unit
z.	Organizational Contacts		Read Only	Personnel	Wing
aa.	Validate CAP Picture		Data Entry	Personnel	Group/Unit
ab.	WSA Admin		Data Entry	Mission Support	Group/Unit

*Note: The **Organization** for each of the above Applications, would usually be the Member's assigned Unit*

** Assign either Group or Unit Scope, depending on level of Command.*

These applications allow each Commander (WSA) to look at or change the data for all members in his Unit and use the various applications to enter Achievements or Tasks completed and other data for himself or any member of his/hers organization. These are the *TASKS* that are required by CAPR 60-4 Volume II, SQTR (CAPF 101T's), to qualify for any Emergency Services Specialty.

90-3 Default "Cap Utilities" Applications For All Members

	Application	Module	Process	Functional Area	Scope
a.	CAPWATCH Download		Read Only	General	Unit
b.	Member Search		Read Only	Personnel	Unit
c.	My OPS Qual	Curry	Data Entry	Cadet Programs	Member
d.	My OPS Qual	Achievements	Data Entry	OPS-Counterdrug	Member
e.	My OPS Qual	101 Card	Data Entry	OPS-Emergency Services	Member
f.	My OPS Qual	Single-Person Achv	Data Entry	OPS-Emergency Services	Member
g.	My OPS Qual	SQTR Entry	Data Entry	OPS-Emergency Services	Member
h.	My OPS Qual	SQTR Worksheet	Data Entry	OPS-Emergency Services	Member
i.	My OPS Qual	FAA Requirements	Data Entry	OPS-CAPPilot	Member
j.	My OPS Qual	Checkride/Quest	Data Entry	OPS-CAPPilot	Member
k.	My OPS Qual	Appointments	Data Entry	OPS-CAPPilot	Member
l.	My OPS Qual	CAPF35-6 Awards	Data Entry	OPS-CAPPilot	Member
m.	My OPS Qual	What Do I Need	Data Entry	OPS-CAPPilot	Member
n.	My OPS Qual	Reports	Read Only	All	Unit

These applications allow each member to look at his/her own data and/or enter Achievements or Tasks completed for himself/herself.

These are the *TASKS* that are required by CAPR 60-4 Volume II, SQTR (CAPF 101T's), to qualify for any Emergency Services Specialty.

In the future, there may be additional applications added that are not listed in this document.

Each Unit Commander has the option of delegating any of the applications authority to any member of his/her Unit up to the "Scope" level that he/she holds.

90-4 Possible Additional Restricted Applications For A Member

Each Unit Commander has the option of delegating any of the OPS Qual(FMS) applications authority to any member of his/her Unit up to the "Scope" level that he/she holds.

	Application	Module	Process	Functional Area	Scope
a.	CAP Personnel Information		Data Entry	Personnel	Unit
b.	Member Search		Read Only	Personnel	Wing/ Group
c.	OPS Qual	Curry	Data Entry	Cadet Programs	Group/Unit
d.	OPS Qual	Achievements	Data Entry	OPS-Counterdrug	Group/Unit
e.	OPS Qual	CAPF101 Card	Data Entry	OPS-Emergency Services	Group/Unit
f.	OPS Qual	Multi-Person Achv	Data Entry	OPS-Emergency Services	Group/Unit
g.	OPS Qual	Single-Person Achv	Data Entry	OPS-Emergency Services	Group/Unit
h.	OPS Qual	SQTR Entry	Data Entry	OPS-Emergency Services	Group/Unit
i.	OPS Qual	SQTR Worksheet	Data Entry	OPS-Emergency Services	Group/Unit
j.	OPS Qual	FAA Requirements	Data Entry	OPS-CAPPilot	Group/Unit
k.	OPS Qual	Checkride/Quest	Data Entry	OPS-CAPPilot	Group/Unit
l.	OPS Qual	Appointments	Data Entry	OPS-CAPPilot	Group/Unit
m.	OPS Qual	CAPF35-6 Awards	Data Entry	OPS-CAPPilot	Group/Unit
n.	OPS Qual	What Do I Need	Data Entry	OPS-CAPPilot	Group/Unit
o.	OPS Qual	Reports	Read Only	All	Group/Unit
p.	OPS Qual	Validations	Data Entry	Cadet Programs	Group/Unit
q.	OPS Qual	Validations	Data Entry	OPS-Counterdrug	Group/Unit
r.	OPS Qual	Validations	Data Entry	OPS-CAPPilot	Group/Unit
s.	OPS Qual	Suspension	Data Entry	OPS-Emergency Services	Group/Unit
t.	OPS Qual	Suspension	Data Entry	OPS-CAPPilot	Group/Unit

*Note: The **Organization** for each of the above Applications, would usually be the Member's assigned Unit.*

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

Other applications are occasionally added to OPS Qual and may not be referenced in this document.

These applications allow each member to look at data and use these applications to enter Achievements or Tasks completed for himself/herself and any other member of his/her Unit. These are the *TASKS* that are required by CAPR 60-4 Volume II, CAPF 101T's, to qualify for any Emergency Services Specialty.

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

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

Attachment 1

CAPT 116 and ICS 100 tests

To access the CAPT 116 and ICS 100 study guide and online test:

- a. Get on the Internet.
- b. Go to www.cap.gov National Web site (Save this in your favorites).
- c. Point to **"Members"**.
- d. Click on **"e-Services"**.
- e. Enter your **[Username]** or **[CAPID]**.
- f. Enter your **[Password]**.
- g. Click on **"Log On"**. The E-Services home page will appear.

If you are a first time user, click on **"Click here"**. Follow the instructions given to get your E-Services password. Make note of this password, as you will have to use it every time you log on to E-Services. You may change this random password to anything you like next time you log on to E-Services

- h. Click on **"CAP Online Exams"**. The CAP University page will appear.
- i. Scroll down to **"ONLINE COURSES - Operations"**.
- j. Click on **"CAPT 116"** The Operations Directorate Online Quiz System page will appear

If you want to view the Training Presentation before taking the exam:

- k. Click on **"Here"** The CAPT 116 / ICS 100 slide presentation will appear. View the course.

When you are ready to take the test:

- l. Go to www.cap.gov National Web site
- m. Point to **"Members"**.
- n. Click on **"E-Services"**.
- o. Enter your **[Username]** or **[CAPID]**.
- p. Enter your **[Password]**.
- q. Click on **"Log On"**. The e-Services home page will appear.
- r. Click on **"CAP Online Exams"**. The CAP University page will appear.
- s. Scroll down to **"ONLINE COURSES – Operations"**
- t. Click on **"CAPT 116"** The Operations Directorate Online Quiz System page will appear
- u. Select **"CAPT 116 General ES Questionnaire Parts 1 & 2 (50 Questions)"**
- v. Enter your **[CAPID]** and click **"Next"**.

Take the test

- w. When finished, click **"OK, Grade the Test!"**.
- x. Go back to the **"Operations Directorate Online Quiz System"**.
- y. 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 CAPF 201 file and a copy for your personal CAPF 201 file. The date and certificate number of this test (CAPT 116 and ICS 100) is automatically entered into WMU and OPS Qual on the "GES - General Emergency Services Specialties" page. Once this data is entered into OPS Qual, you can request an Initial CAPF 101 "GES card"

Attachment 2

CAPT 117 Continuing Education tests

To access the CAPT 117 tests:

- a. Get on the Internet
- b. Go to <www.cap.gov> National Web site (Save this in your favorites)
- c. Point to **"Members"**.
- d. Click on **"E-Services"**.
- e. Enter your **[Username]** or **[CAPID]**.
- f. Enter your **[Password]**.
- g. Click on **"Log On"**. The E-Services home page will appear.

If you are a first time user, click on **"Click here"**. Follow the instructions given to get your E-Services password. Make note of this password, as you will have to use it every time you log on to E-Services. You may change this random password to anything you like next time you log on to E-Services

- h. Click on **"CAP Online Exams"**. The CAP University page will appear.
- i. Scroll down to **"ONLINE Courses – Operations"**.
- j. **Click on "CAPT 117" The Operations Directorate Online Quiz 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)

- k. **"CAPT 117 ES Continuing Education Part 1"**, GES, GTL, GTM, UDF Specialties
- l. **"CAPT 117 ES Continuing Education Part 2"**, MP, TMP, MO, MS, FLS, FLM
- m. **"CAPT 117 ES Continuing Education Part 3"**, All Base Staff Specialties
- n. Enter your **[CAPID]** and click **"Next"**.

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.

- o Take the test

When finished:

- p. Click **"OK, Grade the Test"**.
- q. Go back to the **"Operations Directorate Online Quiz System"**.
- r. 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 CAPF 201 file and a copy for your personal CAPF 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.

Attachment 3

CAPR 60-1 Form 5 Annual Examinations

To access the CAPR 60-1 Exam:

- a. Get on the Internet
- b. Go to <www.cap.gov> National Web site (Save this in your favorites)
- c. Point to **"Members"**.
- d. Click on **"E-Services"**.
- e. Enter your **[Username]** or **[CAPID]**.
- f. Enter your **[Password]**.
- g. Click on **"Log On"**. The E-Services home page will appear.

If you are a first time user, click on **"Click here"**. Follow the instructions given to get your E-Services password. Make note of this password, as you will have to use it every time you log on to E-Services. You may change this random password to anything you like next time you log on to E-Services

- h. Click on **"CAP Online Exams"**. The CAP University page will appear.
- i. Scroll down to **"ONLINE Courses – Standardization / Evaluation"**.
- j. 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:

- k. **"CAPR 60-1 Form 5 Annual Examination – Glider"**
- l. **"CAPR 60-1 Form 5 Annual Examination – Powered"**
- m. Enter your **[CAPID]** and click **"Next"**.
- n. Take the test

When finished:

- o. Click **"OK, Grade the Test"**.
- p. Go back to the **"Operations Directorate Online Quiz System"**.
- q. 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 CAPF 201 file and a copy for your personal CAPF 201 file. The date and [certificate number] of this test is automatically entered into the OPS Qual / Pilot / Checkrides/Questionnaires section.

Attachment 4

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 for the achievement they are working on. Mission Scanner as an example. This is no different than the old procedure used with WMU.

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

If a member is going to participate in a Training Exercise or Mission to get an Achievement (Specialty) re-evaluated, i.e. "renewed", they should print out a copy of the OPS Qual SQTR for that specialty. (See Para 8-5) Use Mission Scanner (MS) as an example. Blank SQTRs can be found under e-Services / CAP Online Exams / Operations.

They then should get together with a Mission Scanner who is a SET Qualified Evaluator and go over all the tasks in the SQTR. In many cases, the MS 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 (MP/MS) on the SQTR, as the "Mission Scanner Trainee Exercise". The member should then contact his/her Unit Commander and the Unit Commander can use the "**OPS Qual / Emergency Services / Single-Person Achievement**" 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 201 file for future reference.

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 / Pilot 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 or Stan/ Eval Officer.

The validation of the CAPF 91, results in a renewal of you 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 201 file.

Attachment 5

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 Initial, 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 in different aircraft Groups. CAPR 60-1 Table 3-1.

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 in different aircraft Groups. CAPR 60-1 Table 3-1.

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, which are in Aircraft Group 2, it satisfies the requirement for any Group 1 aircraft, such as a C172 or PA28-160 etc. But you still have to have the questionnaire for the Group 1 aircraft listed in OPS Qual

If you take a CAPF 5 Annual in a Group 1 aircraft such as a C172, that Form 5 only covers you for Group 1 aircraft. If you intend to fly a C182 during the year, you have to also take a CAPF 5 in that Group 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. They are required to be on file at your Unit or they must be available in OPS Qual See CAPR 60-1 para 2-8.

He/she has to logon to the e-Services Restricted application "OPS Qual" then "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. Right?

WRONG !! Not Yet !!!

The FRO Support Report is created each night by National Headquarters at 0200 CDT/CST, so you will not show on it until the next report is created the next day.

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 / Pilot application or the restricted OPS Qual / Pilot application and 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 Appointments / 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 Night Orientation or Mountain Flying, 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 checkride information. Any new entries will of course, require validation.

Attachment 6

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. The Awards are entered using the SQTR Entry application. They are listed on that SQTR as TASKS.

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 using the OPS Qual/Emergency Services/SQTR Quick Entry application under the CAP ES Awards achievement. See para 8-4, SQTR Entry.

CAP AWARDS i.e. Aeronautical Ratings

The requirements for CAP Awards are described CAPR 35-6 and are found in OPS Qual in the OPS-CAPPilot Functional Area. 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 CAPF 35-6 Aeronautical Ratings procedure under the OPS Qual/Pilot Data 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 7

Emergency Services Level One (Level 1) and Cadet Protection Program Training (CPPT) Operations Security Training (OPSEC)

Prior to being eligible for the General Emergency Services (GES) achievement, a Senior Member must complete ES Level 1 and CPPT. The course modules and quizzes are available online. You can study the modules on your computer, or print them out. The quizzes must be printed out and the questions answered on paper. Once you have completed the Level 1 / CPPT tests, you will be interviewed by either the Unit Commander or Professional Development Officer, to resolve any errors appearing on the test. The test result is upgraded to 100%, as the goal is to make sure the student understands these subjects in their entirety.

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

To access the Level One training module

Get on the Internet

- Go to <www.cap.gov> National Web site (Save this in your favorites)
- Click on "**Members**".
- Click on "**Professional Development**"
- Click on "**Resident Courses**"
- Click on "**LevelOne**" The Level One, CPPT and OPSEC training page will appear.
- Scroll down to "**The CAP Foundations Course**"

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.

To access the CPPT training module

Get on the Internet

- Go to <www.cap.gov> National Web site
- Click on "**Members**".
- Click on "**E-Services**".
- Enter your [**Username**] or [**CAPID**].
- Enter your [**Password**].
- Click on "**Log On**".
- The E-Services home page will appear. (Save this in your favorites)

If you are a first time user, click on "**Click here**". Follow the instructions given to get your E-Services password. Make note of this password, as you will have to use it every time you log on to E-Services. You may change this random password to anything you like next time you log on to E-Services.

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.

To access the OPSEC training module

Get on the Internet

Go to <www.cap.gov> National Web site (Save this in your favorites)

Click on "**Members**".

Click on "**Professional Development**"

Click on "**Resident Courses**"

Click on "**LevelOne**" The Level One, CPPT and OPSEC training page will appear.

Scroll down to **OPSEC Training** and click on the link to the OPSEC Training module:

<https://tests.cap.af.mil/opsec/>

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

Attachment 8

The most frequently asked OPS Qual questions.

My CAPF 101 card says "CAPT 116-Noncurrent"?

Probably because the member has not completed either Level 1 for Senior Members, (Attachment 7) or the Curry achievements for Cadets. Para 6-0. Also, in both cases, the member has to complete CAPT 116 Part 1 and Part 2. You can look this up by displaying the SQTR Worksheet 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 Waiting(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 "List of Current Achievements" on the Emergency Services page. To see these achievements, click on "Click here to show 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/Pilot/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 can 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 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 Counterdrug, OPS CAPPilot and Cadet Curry 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 Airplane Pilot being current. Go to [My] OPS Qual / Pilot, then click on "[Click here to view Current Achievements](#)" button. Then click on CAP Airplane Pilot. This will take you to the "What Do I Need" task list and you can then see what has expired. The FRO Support Report is created every night at 0200 Central time, so even if your data is brought up to date today, you will not show on the report until tomorrow. 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 CAPR 60-3 Attachment 4, Sortie Equivalency Table. 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 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 CAPR 60-3 Attachment 4, Sortie Equivalency Table. 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 4 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 CAPR 60-3 Attachment 4, Sortie Equivalency Table.

My CAP Airplane Pilot shows expired?

Go to My OPS Qual / Pilot and click on "Click here to view current 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.