

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 the click on "What Do I Need". Then select the particular achievement you want to look at. Most frequently it is "Cap Airplane Pilot".

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

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

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

This can be the FAA Requirements page or one of the Checkride/Questionnaire pages, such as Airplane, Glider or CAPF 91. Or, it might be the 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.