



e-Services M. I. M. S. (FMS)

CAPNHQ Electronic Services e-Services
Member Information Management System
(Flight Management System)
California Wing
Basic Procedures

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1 Date			
3 Table of contents, Recurrency			
5 Recurrency entry , WMU Conversion procedure			
5 Added tutorial usage, Pilot entry and checking			
24 Added comment on "Rejected" achievements			
25 "Approvals Waiting (nn)"			
27 Single Person Achievement Entry / Recurrency entry			
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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 CAP National Headquarters e-Services, M.I.M.S. and FMS and who may be somewhat intimidated by the vast array of procedures required to accomplish the various tasks that this system will perform.

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**. It's like a cookbook, and like a cookbook, failure to follow the procedure exactly, may result in something other than what you desired. .

The procedures that are included, 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 M.I.M.S. (FMS) are changing all the time, with no notification from the authors.

Relationship of M.I.M.S.(FMS) to CAPR 60-3 and WMU

The M.I.M.S. (FMS) applications will replace WMU for the initialization and maintenance of Civil Air Patrol Emergency Services and CAP Pilot member qualification records.

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

This document contains CAP Group, Unit and Member procedures

If you find that a given procedure does not work, please advise the author and the procedure will be corrected, if I can figure it out.

Note:

As of Jan 2004, the rules for the validation / approval of tasks has changed. Prior to this date, ALL tasks within all Achievements had to be individually validated. This is a very time consuming task.

Now, when ALL Tasks for a particular Achievement within the OPS-Emergency Services Functional area have been entered, all that is required is the Achievement itself has to be approved using the "Approval Module".

All Tasks within any Achievement, in all other Functional Areas, OPS-CAPPilot, Cadet-Programs and OPS-Counterdrug, must still be individually validated, then the Achievement must be approved

As of 26 May 2004, several new Specialties have been added. Incident Commander, Agency Liaison, and Ground Team Member have been divided into three different Levels, 1 through 3. Each of these new Levels of qualification, allow the member to perform at successively higher, more demanding positions, in the prosecution of CAP missions. See CAPR 60-3 Chapter 2, 26 May 2004, for details. In addition, most Specialties now expire in three years rather than two. Several still require recurrency every two years. 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 M.I.M.S. 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 Personal Information Change Para 4-1

Look at Personnel Information

Who? Member
Use Interactive Personnel System
(Limited by your scope of access) Para 4-2

Upload your CAP Picture

Who? Member
Use Upload CAP Picture Para 13-1

Validate CAP Pictures

Who? Commanders or designees
Use Validate CAP Pictures Para 13-2

Enter training task completion data and dates

Who? Members
Use M.I.M.S. (FMS) Qual/Cert Para 6-3
Multi-ES Entry Personal or M.I.M.S. (FMS) Para 8-1

Enter re-currency task completion data and dates

Who? Commanders or Designees
Use Single Person Achievement Entry Para 12-5

Enter an Achievement that was approved in WMU

Who? Members
Use Multi-ES Entry Personal or M.I.M.S. (FMS) Para 8-1

OR

Use WMU CAPF 100 renewal Attachment 3
This is a temporary procedure as long as WMU ES

Capabilities are ~~amintained~~ *maintained*.

Enter Pilot Information Initial or from WMU

Who? Members
Use M.I.M.S. (FMS) Qual/Cert Para 6-3
Multi-Pilot Entry Personal or M.I.M.S. (FMS) Pare 9-1

Check the status of your Achievements

Who? Members
Use MIMS (FMS) Qual/Cert Para 6-4

Validate the completion of Achievements and Tasks

Who? Commanders, Vice Commanders or ES Officers
Use M.I.M.S. (FMS) Validation of Achievements and Tasks Para 11-1

Approve Achievements

Who? Commanders, Vice Commanders and ES Officers
Use Approval Module, from the e-Services home page Para 12-1

Create / Print a report of your Achievements, including all tasks

Who? Members
Use M.I.M.S. (FMS) FMS Reports (Check them all) Para 15-1, - 15-4

Create / Print a CAPF 101 card

Who? Members
Use CAPF 101 Personal or M.I.M.S. (FMS) Para 13-3

Create CAPF 101T

Who? Members
Use CAPF 101T Personal or M.I.M.S. (FMS) Para 14-1

Assign members to the Unit Personnel Authorization

Who? Commanders or designees
Use Duty Assignment Para 12-2

Download CAPWATCH

Who? Members
Use CAPWATCH Download
Not defined in this document

WSA Administration

Who? Commander or designees
Use WSA Admin See WSA Tutorial
Not defined in 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. Point to 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 "Web User Entry Form" page will appear. Otherwise, the "e-Services Home page" will appear.
- c. Enter your **CAPID** and **Password** and click "**Login**". The "e-Services Home page" will appear.

Remember that 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 "**Member Registration**". 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**, as if 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.
- e. It is suggested that you use the "**Change Password**" procedure to change the password to something you can remember and record somewhere.

2-4 Lost Password Recovery Procedure

- a. If you cannot remember your password, enter your **CAPID** and Click on the "**Password Help**" button.
- b. A screen will appear asking you to answer a question, such as "What was your Mother's maiden name?". **Enter that** and Click "**Submit**" (This must be entered *exactly* as is was originally entered, when you first signed on.)
- c. Your password will be sent to the e-mail address that you have recorded in the National e-Services database. This usually takes about 2 minutes.

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.
2. **Interactive Personnel System.** Provides read only access to member information for everyone within your Unit
3. **M.I.M.S. (FMS) Personal Currency.** Information about YOUR Flight records
4. **M.I.M.S. (FMS) Qual/Cert.** Data Entry capability to enter Task and Qualification data.
5. **Personal CAPF 101** Print a copy of YOUR CAPF 101 card.
 - 5a. **Upload CAP Picture** Transmit your picture for your CAPF 101 Card
6. **Personal CAPF 101T** Print a copy of YOUR CAPF 101T card.
7. **My Member Info (Top of page)** Read/Write ability to maintain and update **YOUR** Personal information in the National database
8. **Personal Multi-ES Entry** Application to enter YOUR ES Specialty data.
9. **Personal Multi-pilot Entry** Application to enter YOUR Pilot information
10. **CAP Online Exams** Access to all of the online courses and tests.
11. **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 other than your own data)

In addition, there are numerous other applications available. Some of these are defined below:

1. **CAP Image Upload for Commanders** Transmit pictures to M.I.M.S.
2. **CAPWATCH Download** Unit or Group level access
3. **Duty Assignment** Assign duty positions to members of your Unit
4. **Interactive Personnel System** Look at Personnel information
5. **M.I.M.S (FMS) Applications**
 - a. **CAPF101 by CAPID** Print a CAPF101 ES Card
 - b. **CAPF 101T** Print a CAPF 101T Card
 - c. **FMS Currency** Member pilot currency status
 - d. **FMS Reports** Numerous reports
 - e. **Multi-ES Entry** Enter ES Task data (Recommended application)
 - f. **Multi-Pilot Entry** Enter Pilot qualification data
 - g. **Qual/Cert** Enter ES Task data
 - h. **Achievement Entry** Enter completed achievements
 - i. **Validations of A/T** Approval of tasks for an achievement
6. **Organizational Contacts** Information about Units
7. **Personal Information Change** Change personnel data
8. **Validate CAP Picture** Verify that a CAP picture is valid
9. **Vehicles (Form 73)** Transmit vehicle data to National
10. **WSA Admin** Assign access to e-services applications

All of the restricted applications must be authorized by the Web Security Administrator (WSA Admin) for the Wing, Group and Unit levels.

4-0 e-Services INITIAL MEMBER PROCEDURE

4-1 Personal Information Change / My Member Information

These` procedures are used to enter all available information about yourself into the National database.

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

- a. Click on **“Personal Information Change”** button. The “Personal Information Change” page will appear.

As you accessed this page via the Restricted Application, you can use the “Interactive Personnel System” to select any member within your WSA SCOPE.

- b. Click on **“Interactive Personnel System”** The “Interactive Personnel System Online Inquiry” page will appear.
- c. Fill in **Last Name** [and First Name] and click **“Search”**. The CAPWATCH online inquiry page will appear.
- d. Click on the **“CAPID”** (blue) of the member desired. The CAPID will be transferred to the Personal Information Change page
- e. Click **“Submit”**. The “Personal Information Change” page for the member selected will appear.

There are 4 sections to the page:

1. **General Information.** (Some fields cannot be changed on this screen).
 2. **Address.**
 3. **Contacts.**
 4. **Personal characteristics.**
- f. Click on **each of the above sections** and fill in all information about yourself, (or the member selected) then
 - g. Click the **various buttons** to complete the change. (All pages are not the same.)
 - h. To return to the “e-Services Home” page, click on **“e-Services Home”** at the top of the screen.

If you are not a Unit Commander

- i. Click on the “My Member Info” at the top of the e-Services home page. The “Review Member Information” page will appear.
- ___j. Click on any of the “Edit” “Add” or “Delete” buttons to access the various sections of your data.

When you are done with your changes

- ___k Click on “Finished”. You will be returned to the “Review Member Information” page.
- l. To return to the “e-Services Home” page, click on **“e-Services Home”** at the top of the screen.

4-2 Interactive Personnel System

From the e-Services Home page, under CAP Utilities

- a. Click on “**Interactive Personnel System**” button. The “Interactive Personnel System Online Inquiry” page will appear.
- b. Fill in **CAPSN or CAPID or Last Name** [and First Name] and click “**Search**”. The CAPWATCH Online Inquiry page will appear.

Only members of YOUR Unit can be accessed with this application

If you accessed this page via the Restricted Application, you have the option of using the Interactive Personnel System to select any member within your WSA SCOPE.

- c. Click on “**Interactive Personnel System**” The “Interactive Personnel System Online Inquiry” page will appear.
- d. Fill in **CAPSN or CAPID or Last Name** [and First Name] and click “**Search**”. The CAPWATCH online inquiry page will appear.

All members within your “Scope” will appear, depending on how much information you provided for the search.

- e. Click on “**View Detail**” for the member desired. The CAPWATCH Online Inquiry Detail page will appear.
- f. This page has 6 options. Clicking on any of these options displays information about the member selected.
 1. General Information
 2. Contacts
 3. Personal Characteristics
 4. New Qual/ Cert
 5. Member Data
 6. Member Photo
- g. To return to the “e-Services Home” page, click on “**e-Services Home**” at the top of the screen.

5-0 Member Information Management System **(Flight Management System)**

M.I.M.S. (FMS) Qual/Cert Application

To enter any Qualifications or Tasks you have completed, you have to get to the “FMS Review Member” page. This is the main page from which you select the ES Specialty or Pilot rating qualifications or tasks to be entered into M.I.M.S. (FMS).

These procedures accomplish the same thing as entering data into the WMU CAPF 101T procedures

ACCESS TO M.I.M.S. (FMS) APPLICATIONS.

- a. 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 “Web User Entry Form” page will appear. Otherwise, the “e-Services Home page” will appear.
- b. Enter your **CAPID** and **Password** and click “**Login**”. The “e-Services Home page” will appear.

There are two ways to get to the Qual/Cert page in M.I.M.S (FMS) applications

5-1 M.I.M.S. (FMS) (Restricted) Applications

If you are a Unit Commander and/or have M.I.M.S. (FMS) under e-Services Restricted Applications:

- c. Click on “**M.I.M.S. (FMS)**” in the “Restricted Applications” menu. The M.I.M.S. (FMS) Home page will appear.
- d. Click on “**QUAL/CERT**”. The Qual/Cert member selection page will appear on the left side of the screen.

If you do not know the member’s CAPID:

- e. Click on “**Interactive Personnel System**” below the submit button. The “Interactive Personnel System Online Inquiry” page will appear.
- f. Enter the **Last name** and **First name or Initial** and click **Search**. The “CAPWATCH Online Inquiry” page will appear showing all members in your “Group” or “Unit” who match the selection criteria. If you only enter the first part of any name such as “Jo’ it will result in all names starting with “Jo’ being shown.
- g. Click on the **CAPID** of the member you desire and it will be entered into the CAPID box on the Qual/Cert member selection page and return to that page.

OR

- h. Manually enter the **CAPID** for the member desired.
- i. Then click “**Submit**”. The “FMS Review Member” page will appear on the right side of the screen.

5-2 M.I.M.S. (FMS) Qual/Cert Application

If you are not a Unit Commander

All members have access to the Qual/Cert Application page at the Member Scope

- j. Click on the **M.I.M.S. (FMS) Qual/Cert** button under CAP Utilities on the left of the e-Services home page. The Qual/Cert member selection page will appear on the left side of the screen.
- k. Your **CAPID** will appear in the CAPID Box. (You cannot change this)
- l. Click "**Submit**". The "FMS Review Member" page will appear on the right side of the screen.

Once you have accessed the "**FMS Review Member**" page, there are three procedures described below, which cover most of the things you can do with Qual/Cert:

5-3 Access to the M.I.M.S. (FMS) Member Applications

- a. **GES General Emergency Services Specialty. Go to Para 6-0**
- b. **ES Specialties other than GES. Go to Para 6-3**
- c. **CAP Pilot Qualification. Go to Para 7-0**

OR: You can use the two Multi-Entry Procedures:

- d. **Multi-ES Entry. Go to Para 8-0**
- e. **Multi-Pilot Entry. Go to Para 9-0**

6-0 EMERGENCY SERVICES SPECIALTIES QUALIFICATION PROCEDURES

6-1 ES SPECIALTY QUAL/CERT (Qualification/Certification General info)

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

CAPR 60-4 Definition

1. "Prerequisites"
2. "Familiarization and Preparatory Training"
3. "Advanced Training"
4. "Exercise Participation"
5. "Unit Certification and Recommendation".
6. "Continuing Education"

M.I.M.S (FMS) Definition

- "Trainee"
- "Mission Capable"
- "Advanced Training"
- "Exercise Participation"
- "Unit Certification"
- "Continuing Education Examination"

All ES Specialties require that the Member first acquire a GES - General Emergency Services Specialty.

This requires that he must take two On-Line tests:

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

See Attachment 1

Once you have completed these two tests and received your Certificates, you can use the **M.I.M.S (FMS) Qual/Cert** to get your General Emergency Services Specialty.

You can also use the "**Personal Multi-ES Entry**" to make these entries. If you are a Unit Commander, you can use the **Restricted "M.I.M.S. (FMS) then Multi-ES Entry"** to make entries for yourself OR any member within your Scope of access, generally you Unit.

6-2 GES - General Emergency Services Specialty

On the "FMS Review Member" page:

- a. Click on "**Record Completed Tasks for New Achievement**". The "Specialty Selection Tree" will appear on the left side of the screen.
This tree shows several Functional Area items:
 - [-] Functional areas
 - [+] Cadet_Programs
 - [+] OPS-CAPPilot
 - [+] OPS-Counterdrug
 - [+] OPS-Emergency_Services
 - etc. (More may be added in the future)
- b. Click on the **[+]** sign before OPS-Emergency Services. This will expand the tree to show all of the Specialties within Emergency Services.
 - [+] GES General Emergency Services
 - [+] Mission Scanner
 - [+] Transport Mission Pilot
 - Etc.
- c. Click on the **[+]** GES General Emergency Services. This will expand the tree to show:
 - Entry Level
 - CAPT 116
- d. Click on **CAPT 116**. The GES General Emergency Services Tasks list will appear on the "**FMS Review Member**" page will appear on the right of the screen
- e. Enter the **Date** and **Certificate number** of both CAPT 116 tests.
- f. Click "**Save**" (If only one test has been completed, you can enter just that one, the other later)
The Tasks Completed page will refresh and "Pending" will appear beside each task entered.
- g. Click "**Back to Review Member**". The "FMS Review Member" page will appear.

This completes the entry phase of the "GES" for this member.

The GES Specialty will remain "Pending Unit Approval" on the "FMS Review Member" page until the approving authority uses the "M.I.M.S. Approval Module" application to approve these tasks. See "**M.I.M.S. Approval Module**" (See Para 12-0).

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 "Items Awaiting Approval". When they click "Approve Achievements/Tasks" below that line, the "M.I.M.S. Approval Module" page will appear which allows them to approve the Achievements awaiting approval within their "Scope", Unit, Group etc.

If only some of the tasks for any Achievement have been completed, the Achievement will not appear as "Pending [Level] Approval"

The "GES" achievement only requires Unit level approval.

6-3 ES Specialties Other Than GES

This procedure is referring to the **OPS-Emergency Services Mission Scanner Specialty** in particular. However, it applies to all Specialties within the Cadet-Programs, OPS-Counterdrug and OPS-Emergency Services Functional Areas within the M.I.M.S (FMS) system. They are all in the same format.

On the "FMS Review Member" page:

- a. Click on "**Record Completed Tasks for New Achievement**" button. The "Specialty Selection Tree" will appear on the left side of the screen.

This tree shows several Functional Area items:

- Functional areas
- Cadet_Programs
- OPS-CAPPilot
- OPS-Counterdrug
- OPS-Emergency_Services
- etc. (More may be added in the future)

- b. Click on the **[+]** sign before OPS-Emergency Services. This will expand the tree to show all of the Specialties within Emergency Services.

- GES General Emergency Services
- Mission Scanner
- Transport Mission Pilot
- Etc.

- c. Click on the **[+] [Mission Scanner]**. This will expand the tree to show the following sections:

- Mission Scanner – Trainee
- Mission Scanner – Mission Capable
- Mission Scanner – Advanced Training
- Mission Scanner – Exercise Participation
- Mission Scanner – Unit Certification
- Mission Scanner – Continuing Education Examination

- d. Click on **any of the six sections**. The Mission Scanner [Section-name] Task list page will appear on the right of the screen

These sections include lists of all of the Tasks the must be completed to qualify for that level of training for that Specialty.

- e. Enter the **Date**, either using the Date Box or the three pulldown lists, to enter the date for each task you have completed.
- f. Enter the **Trainer CAPID/Name** in the appropriate box. Highlight the CAPID/Name and click the "**COPY**" **Icon** to save that information for use in subsequent entries with the "**PASTE**" function.
- g. Enter the "**Mission Number**" if applicable.
- h. When all completed tasks have been dated and named, Click on "**Save**" at the bottom of the screen. The Tasks Completed page will refresh and "Pending" will appear beside each task entered.

Repeat the above procedure for all six sections to complete the required entries for a Mission Scanner.

When all six sections are complete or when all the ones that CAN be completed are done:

- i. Click **“Back to Review Member”**. The “FMS Review Member” page will appear.

This completes the entry phase of the “Mission Scanner” for this member.

6-4 Check Status of an Achievement

If you want to verify that all completed Tasks have been entered correctly, Click on: **“View Member Report for Partial/Completed Achievements” on the FMS Review Member page**. A report will appear showing all of your completed tasks for every Achievement. If the achievement is “Pending Approval”, an asterisk (“*”) will show by the achievement name.

If you want to look at just one Achievement, under “Select below to view partial Qual/Achv” select the **“Functional Area”** and **“Qual/Achv”** and click on **“Submit”**

If all tasks for the desired Achievement have been completed and it has been approved, it will not show on the list of achievements that can be selected. If the Achievement is awaiting approval, it will show on the “FMS Review Member” page, showing the completed date and a Status of “Pending [Level] Approval”. The “Level” of approval required will be Unit, Group or Wing.

To look at a report of the status of the tasks within any achievement listed on the “FMS Review Member” page, simply click on that Achievement and the report of all tasks will appear. This will show the current, pending and expiration dates for the achievement.

6-5 Validation and Approval of Tasks and Achievements

All tasks within Cadet-Programs, OPS-CAPPilot and Ops-Counterdrug Functional Areas must be validated by an approving authority using the M.I.M.S. (FMS) “Validation of Achievements and Tasks” module (See Para 11-0). **Tasks within the OPS-Emergency Services Functional Area do not require individual validation.**

When all tasks have been completed and validated, the Achievement will show up on the list of achievements on the “FMS Review Member” page. The “Status” will show “Pending [Level] Approval” until all levels of approval have been completed.

The Mission Scanner Achievement (Specialty) will remain “Pending [Level] Approval” on the “FMS Review Member” page until the approving authority uses the **“M.I.M.S. Approval Module”** See Para 12-0) to approve this achievement.

All Achievements, except GES, require Unit, Group and Wing approval.

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 **“Items Awaiting Approval”**. When they click **“Approve Achievements/Tasks”** below that line, the “M.I.M.S. Approval Application” page will appear which allows them to approve the Achievements awaiting approval within their “Scope”, Unit, Group etc. If only some of the tasks for any Achievement have been completed, the Achievement will not appear as “Pending [Level] Approval”

The procedure above for “Mission Scanner”, applies to all ES Achievements (Specialty ratings).

7-0 CAP Pilot Qualification Procedure.

7-1 CAP Airplane Pilot And All Other CAP Pilot Ratings

This procedure is referring to the “CAP Airplane Pilot” in particular. However, it applies to all Pilot Ratings in the OPS-CAPPilot Functional Area of the M.I.M.S (FMS) system. They are all in the same format.

On the “FMS Review Member” page:

- a. Click on “**Record Completed Tasks for New Achievement**” button. The “Specialty Selection Tree” will appear on the left side of the screen.

This tree shows several Functional Area items:

- Functional areas
- Cadet_Programs
- OPS-CAPPilot
- OPS-Counterdrug
- OPS-Emergency_Services
- etc. (More may be added in the future)

- b. Click on the **[+]** sign before OPS-CAPPILOT. This will expand the tree to show all of the Sections within CAPPILOT.

- CAP Airplane Pilot
- CAP Solo Pilot
- CAP Instructor Pilot
- Etc.

- c. Click on the **[+] [CAP Airplane Pilot]**. This will expand the tree to show the following sections:

- FAA Pilot Certificate
- CAPF 5 A/C Initial
- Statement Of Understanding
- CAPF 5 Annual Powered CAPR 60-1 Exam
- FAA Medical
- FAA Flight Review
- FAA Instrument Certificate
- CAPF 5 Airplane Questionnaire
- CAPF 5 Airplane Annual Flight Check

- d. Click on **any of the nine (9) sections**. The CAP Airplane Pilot [----Section-name} Tasks Completed page will appear on the right of the screen

These pages will include a list of all of the Tasks the must be completed to qualify for that Pilot rating.

Note that most of these pages only require one (1) item to be entered. I.e., Pilot Certificate only requires that you select one out of eight different ratings. Flight Checks require Aircraft Type, Date and Check Pilot name or CAPID plus several other items that can be checked, such as Cadet Orientation Pilot Demo.

- e. Select **Aircraft Type** from the pulldown list when required.
- f. Enter the **Date**, either using the Date Box or the three pulldown lists to enter the date for the task.
- g. Enter the **Check pilots name or CAPID** in the appropriate box when required.

- h. Check any other appropriate **Check Boxes** for this section when required.
- i. When all completed tasks have been dated and named or checked off etc., Click on **“Save”** at the bottom of the screen. The Tasks Completed page will refresh and **“Pending”** will appear beside each task entered.

Repeat the above procedure for all nine sections, to complete the required entries for a CAP Airplane Pilot. (All other pilot ratings have less sections.)

When all [nine] sections are complete or when all the ones that CAN be completed are done:

- j. Click **“Back to Review Member”**. The **“FMS Review Member”** page will appear.

If you want to verify that the above entries have been entered correctly, Click on: **“View Member Report for Partial/Completed Achievements”** (See Para 6-4). A report will appear showing all of your completed tasks. If all tasks have been completed and the Achievement is **“Pending Approval”**, it will not show any more in this list.

This completes the entry phase for the **“CAP Airplane Pilot”** for this member.

All tasks for OPS-CAPPilot must be validated by an approving authority using the M.I.M.S. (FMS) **“Validation of Achievements and Tasks”** module

When all tasks have been completed and validated, the Achievement will show up on the list of achievements on the **“FMS Review Member”** page. The **“Status”** will show **“Pending [Level] Approval”** until all levels of approval have been completed.

The CAP Airplane Pilot Achievement (Specialty) will remain **“Pending [Level] Approval”** on the **“FMS Review Member”** page, until the approving authority uses the **“M.I.M.S. Approval Module”** to approve these tasks. See **“M.I.M.S. Approval Module”** (Para 12-0)

All Achievements, except GES, require Unit, Group and Wing approval.

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 **“Items Awaiting Approval”**. When they click **“Approve Achievements/Tasks”** below that line, the **“M.I.M.S. Approval Application”** will appear which allows them to approve the Achievements awaiting approval within their **“Scope”**, Unit, Group etc.

If only some of the tasks for any Achievement have been completed, the Achievement will not appear as **“Pending [Level] Approval”**

The procedure above for **“Cap Airplane Pilot”**, applies to all OPS-CAPPilot Achievements (Specialty ratings).

8-0 Personal Multi-ES Entry **M.I.M.S. (FMS) Multi-ES Entry (Restricted)**

This procedure is referring to the OPS-Emergency Services Specialties. It does not apply to the Specialties within the Cadet-Programs, OPS-Counterdrug and OPS-Emergency Services Functional Areas within the M.I.M.S (FMS) system. These can only be entered using the M.I.M.S. (FMS) Qual/Cert application.

8-1 Entry Of ES Specialty Data

The “Personal Multi-ES Entry” or the “M.I.M.S. (FMS) Multi-ES Entry” applications may be used to enter any Qualifications or Tasks you have completed. (The restricted M.I.M.S. (FMS) Multi-ES Entry application allows the user to access members data other the than his/her own.)

- a. 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 “Web User Entry Form” page will appear. Otherwise, the “e-Services Home page” will appear.
- b. Enter your **CAPID** and **Password** and click “**Login**”. The “e-Services Home page” will appear.

If you are a Unit Commander and/or have M.I.M.S. (FMS) under e-Services Restricted Applications:

- c. Click on “**M.I.M.S. (FMS)**” under Restricted Applications.
- d. Click on “**Multi-ES Entry**” The “Emergency Services Multi-Task Entry” page will appear.
- e. Enter the “**CAPID**” of the member you are working on or click on “**Lookup CAPID**” to locate the CAPID of the member. (See “Lookup CAPID” procedure (Para 10-0)).

If you do not have restricted application capability:

- f. Click on “**Personal Multi-ES Entry**” under CAP Utilities. The “Emergency Services Multi-Task Entry” page will appear with your CAPID already entered.

Select the Achievement you are working on.

- g. Enter the “**Trainer’s CAPID**” Use the “Lookup CAPID (Para 10-0)” to find this.
(If you are converting from WMU, either enter the Trainer’s ID or “WMU”.)
- h. Enter the “**Mission Number**”, Either Training or SAR/DR Mission number.
(If you are converting from WMU, enter your last mission number.)
- i. Enter the “**Date of Completion**”, the date the training took place.
(If you are converting from WMU, enter the date of your last mission.)
- j. Click on “**Insert**”.
- k. Select the “**Functional Area**” you are working in.
- l. Select the “**Achievement**” desired.
- m. Click on “**Display Tasks**”. The “Emergency Services Multi-Task Entry” page will be updated with a list of all of the tasks that must be completed for this achievement.

To enter the date that each task was completed and the trainer’s CAPID,

- n. Click on “**Check to save**” for each task that has been completed. This will cause the date, CAPID and mission number entered above, to be inserted for each task that you check.

8-2 Entry of all tasks at one time (i.e. Converting from WMU approved achievements)

If you have completed ALL tasks for the achievement.

- o. Click on “Select all”. This will enter the Date, the CAPID of the trainer and the mission number in ALL Tasks in this achievement.

If you have Multiple Dates.

If a number of tasks were completed on some specific date, but others were completed on a different date, simply enter one date at the top of the page, click the “-Check to Save” “-” buttons for all that apply for that date. Then change the date at the top of the page and click the ones that apply on that date. If you have clicked the “Select All” button, then you will have to click each task off, then back on, to make the change.

When all entries have been made

- p. Click on “**Submit**”. A message “Your tasks have been processed” will appear.

If you want to verify that the above entries have been entered correctly, Click on: “**View Member Report for Partial/Completed Achievements**” (See Para 6-4). A report will appear showing all of your completed tasks. If all tasks have been completed and the Achievement is “Pending Approval”, it will not show any more in this list.

This completes the entry phase for any particular Achievement for this member.

When all tasks have been completed, the Achievement will show up on the list of achievements on the “FMS Review Member” page. The “Status” will show “Pending [Level] Approval” until all levels of approval have been completed.

The Achievement (Specialty) will remain “Pending [Level] Approval” on the “FMS Review Member” page (Under M.I.M.S. (FMS) Qual Cert) until the approving authority uses the “M.I.M.S. Approval Module” to approve these tasks. See “**M.I.M.S. Approval Module**” (Para 12-0).

All ES Achievements, except GES, require Unit, Group and Wing approval.

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 “Items Awaiting Approval”. When they click “Approve Achievements/Tasks” below that line, the “M.I.M.S. Approval Module” will appear, which allows them to approve the Achievements awaiting approval within their “Scope”, Unit, Group etc.

If only some of the tasks for any Achievement have been completed, the Achievement will not appear as “Pending Approval”

The procedure above applies to all ES Achievements (Specialty ratings).

9-0 Personal Multi-Pilot Entry **M.I.M.S. (FMS) Multi-Pilot Entry (Restricted)**

9-1 Entry Of FAA Pilot And CAP Pilot Data

The “Personal Multi-Pilot Entry” or the “M.I.M.S. (FMS) Multi-Pilot Entry” Applications may be used to enter any Pilot Qualifications or Tasks you have completed. (The restricted Multi-Pilot Entry application allows the user to access members data other the than his/her own.)

- a. **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 “Web User Entry Form” page will appear. Otherwise, the “e-Services Home page” will appear.
- b. Enter your **CAPID** and **Password** and click **“Login”**. The “e-Services Home page” will appear.

If you are a Unit Commander and/or have M.I.M.S. (FMS) under e-Services Restricted Applications:

- c. Click on **“M.I.M.S. (FMS)”** under Restricted Applications.
- d. Click on **“Multi-Pilot Entry”** The “Multi-Pilot Entry” page will appear. (This page has no title)
- e. Enter the **“CAPID”** of the member you are working on or click on **“Lookup CAPID”** to locate the CAPID of the member. (See “Lookup CAPID” procedure Para 10-0)).
- e. Click on **“Insert”**.

If you do not have restricted application capability:

- f. Click on **“Personal Multi-Pilot Entry”** under CAP Utilities. The “OPS-CAPPilot Multi Task Entry Form” page will appear with your CAPID already entered.

Select the Achievement you are working on.

- g. Select the **“Functional Area”** you are working on
- h. Select the **“Achievement”** desired
- i. Select the **“Step”** desired
- j. Select the **“Task”** completed (In some cases)
- k. Enter the **“Date of Completion”**, the date you acquired this qualification.
- l. Click on **“Submit”**. The “Multi-Task Entry Results for [CAPID]” page will be appear" showing tasks just entered.
- m. Click on **“Confirm Passing Tasks”**. A message “Your tasks have been processed” will appear.

If you are converting from WMU, most of the dates required are listed on your “Pilot Information” page in WMU

If you want to verify that the above entries have been entered correctly, Click on: **“View Member Report for Partial/Completed Achievements”** (See Para 6-4). A report will appear showing all of your completed tasks. If all tasks have been completed and the Achievement is “Pending Approval”, it will not show any more in this list.

This completes the entry phase for any of the OPS-CAPPilot Achievements for this member.

All tasks for OPS-CAPPilot must be validated by an approving authority using the M.I.M.S. (FMS) "Validation of Achievements and Tasks" module (see Para 11-0).

When all tasks have been completed and validated, the Achievement will show up on the list of achievements on the "FMS Review Member" page. The "Status" will show "Pending [Level] Approval" until all levels of approval have been completed.

The Achievement (Specialty) just entered will remain "Pending [Level] Approval" on the "FMS Review Member" page, (Under M.I.M.S. (FMS) Qual/Cert) until the approving authority uses the "M.I.M.S. Approval Module" to approve these tasks. See "**M.I.M.S. Approval Module**" (Para 12-0).

All OPS-CAPPilot Achievements, require Unit, Group and Wing approval.

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 "Items Awaiting Approval". When they click "Approve Achievements/Tasks" below that line, the "M.I.M.S. Approval Module" will appear which allows them to approve the Achievements awaiting approval within their "Scope", Unit, Group etc.

If only some of the tasks for any Achievement have been completed, the Achievement will not appear as "Pending [Level] Approval"

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

10-0 Look up CAPID

10-1 Locate CAPID Of Another Member

In several Applications it is necessary to enter the CAPID of another member or a Trainer that is unknown to you. To locate the CAPID of another member, next to the box into which to enter the CAPID is to be entered, it will say "Look up CAPID"

- a. Click on "**Lookup CAPID**". The "Interactive Personnel System Online Inquiry" page will appear.
- b. Enter the "**[Last name]**" of the person for which you want to locate the CAPID.
- c. Click "**Search**". The CAPWATCH Online Inquiry" page will appear.
- d. Click on the blue "**CAPID**" of the person you desire.
- e. The CAPID just clicked will be inserted into the CAPID Box on the page you just came from and the system will return to that page.

If you know the Unit the member is located in, you can click on Region, Wing and Unit and all of the members of that Unit will be in the "CAPWATCH Online Inquiry" list.

11-0 VALIDATION OF ACHIEVEMENTS OR TASKS PROCEDURES

These Validation (Approval) procedures require that the person using them, have at least UNIT "Scope" and Data Entry "Process" for Validation of Achievements or Tasks authorization by your WSA.

"Tasks" that have to be "Validated" are the tasks required to qualify for any of the OPS-CAPPilot, Cadet-Programs 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 "Tasks" do not require validation. Approval of the "Achievement" itself is accomplished using the "**M.I.M.S. Approval Module**" (See Para 12-0).

11-1 Validation Of Achievements Or Tasks

- a. **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 "Web User Entry Form" page will appear. Otherwise, the "e-Services Home page" will appear.
- b. Enter your **CAPID** and **Password** and click "**Login**". The "e-Services Home page" will appear.
- c. Click on "**M.I.M.S. (FMS)**" in the "Restricted Applications" menu. The M.I.M.S. (FMS) Home page will appear.
- d. Click on "**Validate Achievements or Tasks**". The FMS Validation Statement of Understanding" page will appear.
- e. Click "YES" if you agree. The "Validation of Achievements or Tasks" page will appear.
- f. Select the "Scope" you want to work on, "Unit" of "Group", then select the "ORGID (Unit)" you want to work on.
- g. 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.

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. This list is in order alphabetically by Unit Number
- h. Scroll through the list and find the Achievements or Tasks you want to either "**Approve**" or "**Reject**".
- i. Click on the "**Approve**" or "**Reject**" button for each Task, etc
- j. Enter **Comment** for any "Rejected" Achievement.
- j. Click the "**Confirm**" button.

This completes the Validation phase for any of the OPS-CAPPilot Achievements. Confirming all of the Tasks will not complete the approval of the Achievement (Specialty) itself.

The Achievement (Specialty) tasks just validated will cause the Achievement itself to remain "Pending Approval" on the "FMS Review Member" page, (Under M.I.M.S. (FMS) Qual/Cert) until the approving authority uses the "M.I.M.S. Approval Module" application to approve the Achievement (Specialty). See "**M.I.M.S. Approval Module**" (Para 12-0)
All Achievements, except GES, require Unit, Group and Wing Approval.

12-0 M.I.M.S. Approval Module

The “M.I.M.S. Approval Module” is used to accomplish the final approval of an Achievement for a member.

The only people that can access to the “M.I.M.S. Approval Module” are the Unit Commander, Vice Commander and ES Officer as defined by using the “Duty Assignment” application under e-Services. (See Para 12-2) This is the application that is used to define the Personal Authorization for the Unit.

Access to this Module only comes from the Entry button on the Commander’s, Vice Commander’s or ES Officer’s e-Services Home page above the Restricted Applications list.

Other members can be assigned as “Assistants” to these positions, using the “Duty Assignment” application on the e-Services Home page. They would then be able to make these approvals.

12-1 Approval Of Achievements

- a. Click on “**Approvals Waiting-(nn)**”
The “M.I.M.S. Approval Module” page will appear. Depending on your “Scope”, a list of pending Achievements will be listed in order by all of the various Achievements. e.g. all GES, all Mission Scanner, all SAR/DR Pilot, etc .

Each Achievement shows the CAPID, Member name and Unit, approval level required and a “View detail” button in addition to the Approval and Disapproval buttons.

- b. Click on “**Approve**” or “**Disapprove**” for an Achievement. If you disapprove, you must include a **comment** in the comment field, to explain why you disapproved the Achievement.

If you want to see the details of the tasks for a given Achievement, click on “**View Detail**” to see all of the tasks and completion dates for these tasks.

- c. After all desired Achievements have been approved or disapproved, click on “**Submit**”. All Achievements 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 “M.I.M.S. Approval Module” page will reappear without the Achievements just approved.

Once an Achievement has been approved, if the member looks at the “FMS Review Member” page, (Under M.I.M.S. (FMS) Qual/Cert), 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.)

12-2 Duty Assignment

The “Duty Assignment” application is used to assign members to the various positions with the Unit Organization. It is the application that creates the “Personal Authorization” in M.I.M.S. for the Unit.

By definition, the **Unit Commander** is already assigned to that position. Two other positions that should be defined as soon as possible are **Deputy Commander** and **ES Officer**, as these two positions need to be defined in order for the “Approval Module” (Para 12-1) to function as designed.

- a. **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 “Web User Entry Form” page will appear. Otherwise, the “e-Services Home page” will appear.
- b. Enter your **CAPID** and **Password** and click **“Login”**. The “e-Services Home page” will appear.

If you are a Unit Commander and/or have “Duty Administration” under e-Services Restricted Applications:

- c. Click on **“Duty Assignment”** under Restricted Applications. The “Duty Assignment Maintenance” page ~~will~~ appear
- d. Enter the **“CAPID”** of the member you are working on or click on **“Interactive Personnel System”** to locate the CAPID of the member. (This works like the “Look Up CAPID. See Para 10-1)
- e. Click on **“Submit”**. The “Duty Position Assignment” page will appear.
- f. Select the **“Unit”**, **“Functional Area”** and **“Duty Position”** desired and click the **“Assistant”** check box if required
- g. Click **“Assign Position”**. The screen will refresh back to the basic screen for further entries.

To check the positions that have been assigned for this member, under “Current Duty Positions”:

- h. Click on the **“Down arrow”** beside the Duty Position box. A list of positions will appear.

To delete a position:

- i. Click **on that position** to highlight it
- j. Click on **“Delete”**. That position will be removed.

12-5 Achievement -Entry / Recurrency Entry

The “Single-Person Achievement Entry” application is a -VERY Restricted module. It is only available to certain members with Wing Scope. It can be used during the conversion of WMU to the M.I.M.S. (FMS) system. It is ~~are~~ not intended to replace any of the normal data entry applications within the M.I.M.S. system.

The “Single Person Achievement Entry” application can be used to enter any achievement into M.I.M.S. without having to enter all of the required Tasks and going through all of the normal approval steps. It SHOULD NOT be used to enter NEW Achievements into M.I.M.S..

Normal conversion from WMU should be done using the Multi-ES Entry application as described in Section 8 of this document, which requires approval by the Unit CC. Transfer of all Standard WMU Specialties to M.I.M.S can also be accomplished by using the “WMU to M.I.M.S. conversion procedure” described in Attachment 3 of this document.

Recurrency of a Achievement (Specialty)

The Single Person Achievement Entry application can be used to enter the Recurrency Date for any Achievement for any member.

12-6 Enter an Achievement or Edit an Achievement.

From the e-Services home page Restricted Applications

- a. Click on **“M.I.M.S. (FMS)”**.
- b. Click on **“Single Person Achievement Entry”**
- c. Click on **“Yes”** if you agree with the terms of the “M.I.M.S. Statement of Understanding”. The “Achievement Entry” member selection page will appear. The Achievement Entry page will appear. (This page has no title)
- d. Click on **“Look Up CAPID”**. The “Interactive Personnel System Online Inquiry” page will appear.
- e. Enter the **Last Name** of the member desired and click on **“Search”**
- f. Click on the **CAPID (Blue)** of the member desired from the list of members shown. The system will return to the “Achievement Entry” page with the selected CAPID in the appropriate box.
- g. Click on **“Insert”**. The Achievement Entry page will refresh, now showing all of the possible achievements that can be entered or updated with this application.
- h. Click on **“Edit”** for the Achievement desired
- i. Select the **“Current Status”** Training or Active
- j. Enter the **“Status Date”** The date of the last recurrency mission
- k. Select the **“Source”** WMU or M.I.M.S.
- l. Click on **“Update”**. The page will refresh showing the entries just made.

The date entered will now be shown on the “Review Member “ page in the Qual/Cert application with the new expiration date.

12-7 Delete an Achievement

- a.. Click on **“Delete”** for the Achievement desired.
- b. Click on **“OK”**. The page will refresh with the deleted Achievement removed.

To return to the e-Services home page, click on **e-Services** at the top of the page.

13-0 CAP Pictures for CAPF 101 cards

M.I.M.S. (FMS) 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, to be included on your CAPF 101 card. It must be validated by your Unit Commander before it is used.

13-1 Upload CAP Picture Or CAP Image Upload For Commanders (Restricted)

- a. 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 “Web User Entry Form” page will appear. Otherwise, the “e-Services Home page” will appear.
- b. Enter your **CAPID** and **Password** and click **“Login”**. The “e-Services Home page” will appear.
- c. Click on **“Personal CAPF 101”**. The CAPF 101 page will appear. At the bottom of the heading section
- d. Click on **“Upload CAP Picture”**. The “Civil Air Patrol Image Upload” page will appear. Use the “Browse” button to locate the picture desired
- e. Click on **“Upload CAP Picture”**. The digital photograph will be uploaded to the M.I.M.S. database.

If you have **“CAP Image Upload of Commanders”** under Restricted Applications

- f. Click on **“CAP Image Upload for Commanders”** button. The “Civil Air Patrol Image Upload” page will appear.
- d. Enter the **CAPID** desired or use the Look Up CAPID button to locate it.
- e. Use the “Browse” button to locate the picture desired.
- f. Click **“Press to upload CAP Picture”** Your digital photograph will be uploaded to the M.I.M.S. database.

13-2 Validate Cap Pictures

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

- a. 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 “Web User Entry Form” page will appear. Otherwise, the “e-Services Home page” will appear.
- b. Enter your **CAPID** and **Password** and click **“Login”**. The “e-Services Home page” will appear.
- c. Click on **“Validate CAP Picture”** under Restricted Applications. The “CAP Picture Validation” page will appear.

There are four options. “Approve”, “Inappropriate”, “Does not Match Name” and “Unacceptable.

- d. After examining the photograph, Click the **appropriate button** to validate or reject the picture.
- e. Click “Submit”
- f. You can also click **“Validate All Pictures for [Unit]”** and all pictures for that Unit will be validated at once.

13-3 Print CAPF 101 Card

Print a CAPF 101 Card

- a. 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 “Web User Entry Form” page will appear. Otherwise, the “e-Services Home page” will appear.
- b. Enter your **CAPID** and **Password** and click **“Login”**. The “e-Services Home page” will appear.
- c. Click on **“Personal CAPF 101 Card”** under CAP Utilities on the left side of the screen or **“M.I.M.S. (FMS)”**, then **“CAPF101 by CAPID”** under Restricted Applications. The CAPF 101 for [Member name] will appear.
- e. If you are using the Restricted Application, enter the **CAPID** desired and click **“Retrieve 101 Card”**. If you don’t know the CAPID, click on “Look up CAPID” to retrieve the CAPID desired. (See para 10-0)
- f. If you are using the Personal CAPF 101, enter your **Height, Weight, Eye Color and Hair color** if any of these items have changed and click on **“Update 101 Card”**. The CAPF 101 card will be updated with the entered items.
- g. To print CAPF 101 card, **right click** anywhere on the page. Click **“Print”**.

14-0 MISCELLANEOUS PROCEDURES

14-1 CHECK STATUS OF ES SPECIALTY (CAPF 101T) Or Print A CAPF 101T Card.

- a. **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 “Web User Entry Form” page will appear. Otherwise, the “e-Services Home page” will appear.
- b. Enter your **CAPID** and **Password** and click **“Login”**. The “e-Services Home page” will appear.

There are two ways to get to the following procedure: “M.I.M.S. (FMS)“, CAPF 101T by CAPID” in your restricted applications or “Personal CAPF 101T” under CAP Utilities.

- c. Click on **“M.I.M.S. (FMS)”** in the “Restricted Applications” menu.
- d. Click on **“CAPF 101T by CAPID”** The “CAPF 101T Worksheet” page will appear.
- e. Enter the CAPID desired in the CAPID box and click “Submit”. The “CAPF 101T Worksheet” page will appear again. If you don’t know the CAPID, click on “Look up CAPID” to retrieve the CAPID desired. (See para 10-0)

If you do not have “CAPF 101T by CAPID” restricted applications authority:

- e. Click on **“Personal CAPF 101T”** under CAP Utilities on the left of the screen. The “CAPF 101T Worksheet” page will appear.
- f. Using the pulldown list, select the Specialty desired. The selected CAPF 101T for the selected specialty will appear.
- g. This page may be printed by right clicking anywhere on the page and clicking “Print”

14-2 Member CAPID Locator

There are two ways to use “Interactive Personnel Services” to find a member’s CAPID. This can be accessed from the e-Services Home page (below) or from the Qual/Cert Member selection page.

- a. **Click “e-Services”** button on the CAP National Home page to get into the e-Services Home page. If you are not already logged into e-Services: The “Web User Entry Form” page will appear. Otherwise, the “e-Services Home page” will appear.
- b. Enter your **CAPID** and **Password** and click **“Login”**. The “e-Services Home page” will appear.
- c. Click on **Interactive Personnel Services** under CAP Utilities or **Restricted Applications**. The “Interactive Personnel System Online Inquiry” page will appear.
- d. Enter the **Last name** and/or **First name or initial** and click **Submit**. The “CAPWATCH Online Inquiry” page will appear showing all members who match the selection criteria. If you only enter the first part of any name such as “Jo’ it will result in all names starting with “Jo’ being shown.

15-0 FMS REPORTS

FMS Reports

- a. **Click “e-Services”** button on the CAPNHQ Home page to get into the e-Services Home page. If you are not already logged into e-Services: The “Web User Entry Form” page will appear. Otherwise, the “e-Services Home page” will appear.
- b. Enter your **CAPID** and **Password** and click **“Login”**. The “e-Services Home page” will appear.
- c. Click on **“M.I.M.S. (FMS)”** in the “Restricted Applications” menu. The M.I.M.S. (FMS) Home page will appear.
- d. Click on **FMS Reports**. The FMS Report selection screen will appear.

15-1 All Qualifications / Achievements With Data Report

- a. Select **“All Qual/Achv with data”**
- b. Select **“Unit”**
- c. Click on **“Show Report”**. The Achievement Listing page will appear. This report shows all members in the Unit, who have completed any part of any Specialty.
- d. Click on **“Detail”**. This report for any Specialty/Member will show a list of the detail Tasks completed and the dates they were completed.
- e. Click the red **“X”** back button on the upper left of the screen to return to the previous page.
- f. Click on **“FMS Reports”** to return to the FMS Report Selection Screen

15-2 Specific Qualifications And Achievements Report

- a. Select **“Specific Qual/Achv”**
- b. Select **“Unit”**
- c. Select **“Functional Area”**
- d. Select **“Specialty”**
- e. Click on **“Show Report”**. The Specialty Listing page will appear. This report shows all members of the Unit selected, who have the selected specialty
- f. Click on **“Detail”** for a member to show tasks and the dates when completed.
- g. Click the red **“X”** in the upper corner of the screen to return to the previous page.
- h. Click on **“FMS Reports”** to return to the FMS Report Selection Screen

15-3 Member Qualifications / Achievements Report

- a. Select **“Member Qual/Achv”**
- b. Select **“Unit”**
- c. Select **“Member”** CAPID of the member desired.
- d. Click on **“Show Report”**. The Member Accomplishments page will appear. This report shows a list of all tasks completed for all specialties that have been completed for the member.
- e. Click on **“FMS Report”** to return to the FMS Report Selection screen

15-4 Achievement Outline Report

- a. Select "**Achievement Outline**"
- b. Select "**Unit**"
- c. Click on "Show Report". At this writing, this report is not completely defined.

Other reports will be added as the need arises.

7

16-0 WSA Applications

16-1 WSA Restricted Applications

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

- | | | |
|----|--|--|
| a. | CAP Image Upload for Commanders | Transmit pictures to M.I.M.S. |
| b. | CAPWATCH Download. | Download the National Database |
| c. | Duty Assignment | Assign Duty positions for your Unit |
| d. | Interactive Personnel system | Look at Personnel information |
| e. | M.I.M.S (FMS) Applications. | These are divided into nine modules |
| | 1. CAPF101 by CAPID | Print a CAPF 101 ES card |
| | 2. CAPF101T by CAPID | Print a CAPF 101T card |
| | 3. FMS Currency | Member pilot currency data |
| | 4. FMS Reports | Numerous reports. |
| | 5. Multi-ES Entry | Entry of information about completion of Qualifications or Tasks required in CAPR 60-4. i.e. CAPF 101T xxx data. |
| | 6. Multi-Pilot Entry | Entry of information about completion of Pilot ratings etc. |
| | 7. Qual/Cert | Enter information about completion of Qualifications or Tasks required in CAPR 60-4. i.e. CAPF 101T xxx data. |
| | 8. Achievement Entry | Enter or delete Achievements for a member. |
| | 9. Validation of Achievements or Tasks | Approval of an Achievement or Tasks by the approving authority, initially the Unit Commander. |
| f. | Organizational Contacts | Access to information about Units |
| g. | Personal Information Change | Change personal information. |
| h. | Validate CAP Picture | Verify that pictures are valid |
| i. | Vehicles (Form 73) | Transmit vehicle to National |
| j. | WSA Admin | Assign access to e-Services applications. |

16-2 Recommended Applications For A Group/Unit Commander (WSA)

	Application	Module	Process	Functional Area	Scope *
a.	CAPWATCH Download		Read Only		Group/Unit
b.	Duty Assignment		Data Entry	Personnel	Group/Unit
c.	Interactive Personnel System		Read Only	Personnel	Wing
d.	M.I.M.S. (FMS)	CAPF101 by CAPID	Read Only	OPS-Emergency Services	Group/Unit
e.	M.I.M.S. (FMS)	CAPF101T by CAPID	Read Only	OPS-Emergency Services	Group/Unit
f.	M.I.M.S. (FMS)	FMS Currency	Data Entry	OPS-CAPPilot	Group/Unit
g.	M.I.M.S. (FMS)	FMS Reports	Read Only	Cadet Programs	Group/Unit
h.	M.I.M.S. (FMS)	FMS Reports	Read Only	OPS-CAPPilot	Group/Unit
i.	M.I.M.S. (FMS)	FMS Reports	Read Only	OPS-Emergency Services	Group/Unit
j.	M.I.M.S. (FMS)	Multi-ES- Entry	Data Entry	OPS-Emergency Services	Group/Unit
k.	M.I.M.S. (FMS)	Multi-Pilot Entry	Data Entry	OPS-CAPPilot	Group/Unit
l.	M.I.M.S. (FMS)	Qual/Cert	Data Entry	Cadet Programs	Group/Unit
m.	M.I.M.S. (FMS)	Qual/Cert	Data Entry	OPS-CAPPilot	Group/Unit
n.	M.I.M.S. (FMS)	Qual/Cert	Data Entry	OPS-Emergency Services	Group/Unit
o.	M.I.M.S. (FMS)	Validation A/T	Data Entry	Cadet Programs	Group/Unit
p.	M.I.M.S. (FMS)	Validation A/T	Data Entry	OPS-CAPPilot	Group/Unit
q.	M.I.M.S. (FMS)	Validation A/T	Data Entry	OPS-Emergency Services	Group/Unit
r.	Personal Information Change		Data Entry	Personnel	Group/Unit
s.	Validate CAP Picture		Data Entry	Personnel	Group/Unit
t.	WSA Admin		Data Entry	Mission Support	Group/Unit

(A/T = Achievements or Tasks)

*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 organization. These are the *TASKS* that are required by CAPR 60-4 Volume II, CAPF 101T's, to qualify for Emergency Services Specialties.

16-3 Default "Cap Utilities" Applications For All Members

	Application	Module	Process	Functional Area	Scope
a.	CAPWATCH Download		Read Only	General	Unit
b.	Interactive Personnel System		Read Only	Personnel	Unit
c.	M.I.M.S. (FMS) Personal Currency		Data Entry	OPS-CAPPilot	Member
d.	M.I.M.S. (FMS) Qual/Cert		Data Entry	Cadet Programs	Member
e.	M.I.M.S. (FMS) Qual/Cert		Data Entry	OPS-CAPPilot	Member
f.	M.I.M.S. (FMS) Qual/Cert		Data Entry	OPS-Emergency Services	Member
g.	My Member Info		Data Entry	Personnel	Member
h.	Personal CAPF 101		Read Only	All	Member
i.	Personal CAPF 101T		Read Only	All	Member
j.	Personal Multi-ES- Entry		Data Entry	OPS-Emergency Services	Member
k.	Personal Multi-Pilot Entry		Data Entry	OPS-CAPPilot	Member
l.	Upload CAP Picture(within CAPF101)		Data Entry	Personnel	Member

These applications allow each member to look at his/her own data and use the "Qual/Cert" and other applications to enter Achievements or Tasks completed for him/herself. These are the *TASKS* that are required by CAPR 60-4 Volume II, 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 M.I.M.S. (FMS) applications authority to any member of his/her Unit up to the “Scope” level that he/she holds.

16-4 Possible Additional Restricted Applications For A Member

Each Unit Commander has the option of delegating any of the M.I.M.S.(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.	Interactive Personnel System		Read Only	Personnel	Group
b.	M.I.M.S (FMS)	FMS Currency	Data Entry	OPS-CAPPilot	Unit
c.	M.I.M.S (FMS)	FMS Reports	Read Only	Cadet Programs	Unit
d.	M.I.M.S (FMS)	FMS Reports	Read Only	OPS-CAPPilot	Unit
e.	M.I.M.S (FMS)	FMS Reports	Read Only	OPS-Emergency Services	Unit
f.	M.I.M.S (FMS)	Multi-ES- Entry	Data Entry	OPS-Emergency Services	Unit
g.	M.I.M.S (FMS)	Multi-Pilot Qual-Entry	Data Entry	OPS-CAPPilot	Unit
h.	M.I.M.S (FMS)	Qual/Cert	Data Entry	Cadet Programs	Unit
i.	M.I.M.S (FMS)	Qual/Cert	Data Entry	OPS-CAPPilot	Unit
j.	M.I.M.S (FMS)	Qual/Cert	Data Entry	OPS-Emergency Services	Unit
k.	M.I.M.S (FMS)	Validation A/T	Read Only	Cadet Programs	Unit
l.	M.I.M.S (FMS)	Validation A/T	Read Only	OPS-CAPPilot	Unit
m.	M.I.M.S (FMS)	Validation A/T	Read Only	OPS-Emergency Services	Unit
n.	Personal Information Change		Data Entry	Personnel	Unit

(A/T = Achievements or Tasks)

*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.

These applications allow each member to look at data and use these applications to enter Achievements or Tasks completed for himself 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 “Validation of 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 removed.

Attachment 1

CAPT 116 and ICS 100 tests

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

Get on the Internet

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

Point to "Members"

Click on "e-Services"

Enter your "Username" or CAPID

Enter your Password.

Click on "Log On"

The E-Services home page will appear.

If you are a first time user, click on "Member Registration". 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 "CAP Online Exams"

Click on "Emergency Services Online Examinations"

The "Operations Directorate Online Quiz System" selection page will appear.

Under "Before taking the GES test" click "here" to view the slides"

The CAPT 116 / ICS 100 slide presentation will appear.

View the course.

When you are ready to take the test:

Go to <www.cap.gov> National Web site

Point to "Members"

Click on "E-Services"

Enter your "Username" or CAPID

Enter your Password.

Click on "Log On"

The E-Services home page will appear.

Click on "CAP Online Exams"

Click on "Emergency Services Online Examinations"

The "Operations Directorate Online Quiz System" selection page will appear.

Select the "Complete CAPT 116 (50 questions)" test

Enter your CAPID and click "Next"

Take the test

When finished, click "OK, Grade the Test!"

Go back to the "Operations Directorate Online Quiz System"

Click "Here" to Print out your certificate.

File your Certificate in a safe place and make copy for your CAPF 201 file and a copy for you personal CAPF 201 file

The date and certificate number of this test (CAPT 116 and ICS 100) must be entered into M.I.M.S. on the "GES - General Emergency Services Specialties" page.

Once this data is entered into M.I.M.S., you can request an Initial CAPF 101 "GES card"

Attachment 2

CAPT 117 Continuing Education tests

To access the CAPT 117 tests:

Get on the Internet

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

Point to "Members"

Click on "E-Services"

Enter your "Username" or CAPID

Enter your Password.

Click on "Log On"

The E-Services home page will appear.

If you are a first time user, click on "Member Registration". 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 "CAP Online Exams"

Click on "Emergency Services Online Examinations"

The "Operations Directorate Online Quiz System" selection 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)

"CAPT 117 ES Continuing Education Part 1", GES, GTL, GTM, UDF Specialties

"CAPT 117 ES Continuing Education Part 2", MP, MTP, MO, MS, FLS, FLM

"CAPT 117 ES Continuing Education Part 3", All Base Staff Specialties

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.

Take the test

When finished, click "OK, Grade the Test!"

Go back to the "Operations Directorate Online Quiz System"

Click "Here" to Print out your certificate.

File your Certificate in a safe place and make copy for your CAPF 201 file and a copy for you personal CAPF 201 file

The date and [certificate number] of this test (CAPT 117) must be entered into M.I.M.S. on each the Specialty to which it applies.

Attachment 3

Conversion of Standard WMU Specialties to M.I.M.S. Achievements.

The conversion of all of your Standard WMU Specialties to M.I.M.S. Achievements, can be done by simply requesting a WMU RENEWAL CAPF 101 ES Card. This can be done by using the "CAPF 100" renewal procedure in WMU.

Prior to doing this conversion, complete both the current CAPT 116 and CAPT 117 tests. See Attachments 1 and 2 of this tutorial.

Conversion of Partially completed Specialties from WMU to M.I.M.S. must be done using either the M.I.M.S. (FMS) Qual/Cert or Multi-ES Entry procedures in M.I.M.S. (See Section 6 and 8 of this tutorial)

Get on the Internet

- Go to <wmu.nat.cap.gov> National Web site
- Click on "Web WMU"
- Click on "Member" or "Unit Commander" button
- Enter your [CAPID]
- Enter your [Password].
- Click on "Submit"
- Click on "CAPF 100"
- Click on "Renewal"
- Click on "View CAPF 100"
- Click on "Submit" (Bottom of page)

Note the record number at the bottom of the CAPF 100 page after it refreshes. This CAPF 100 must be approved by your Unit Commander. (Three ES Specialties require higher level of approvals of renewals, IC, AL and GTL). Once it is approved, all of your WMU Achievements will be automatically transferred to M.I.M.S.

To verify the transfer, use either the M.I.M.S. (FMS) Qual/Cert under CAP Utilities of M.I.M.S. (FMS), then Qual/Cert under Restricted Applications. All of your Standard Specialties should be listed on the Qual/Cert Review Member page showing the same dates as the ES Specialties page in WMU.

Note: There will be no detail of the individual tasks for each of these specialties transferred to M.I.M.S. Only the Achievement itself is transferred.

If you want all of the tasks of a specialty transferred to M.I.M.S. for future reference, use the M.I.M.S. Multi-ES Entry procedures described in Section 8 of this tutorial instead of the procedure described above.