

How to Process a 101 Card

Using MIMS (FMS), Version 2

Quakertown Composite Squadron 904

Douglas Allen, Lt Col, CAP



Introduction

This document represents a statement of the author and not necessarily that of the Civil Air Patrol.

It would be very difficult to put every detail, of everything a member has to do, to qualify for a 101 Card or to qualify to fly CAP aircraft, in one document. However, the following pages should help take some of the mystery out of the MIMS (FMS) process.

Douglas Allen, Lt Col, CAP

Getting Started

The first time you log onto MIMS (FMS), click on:

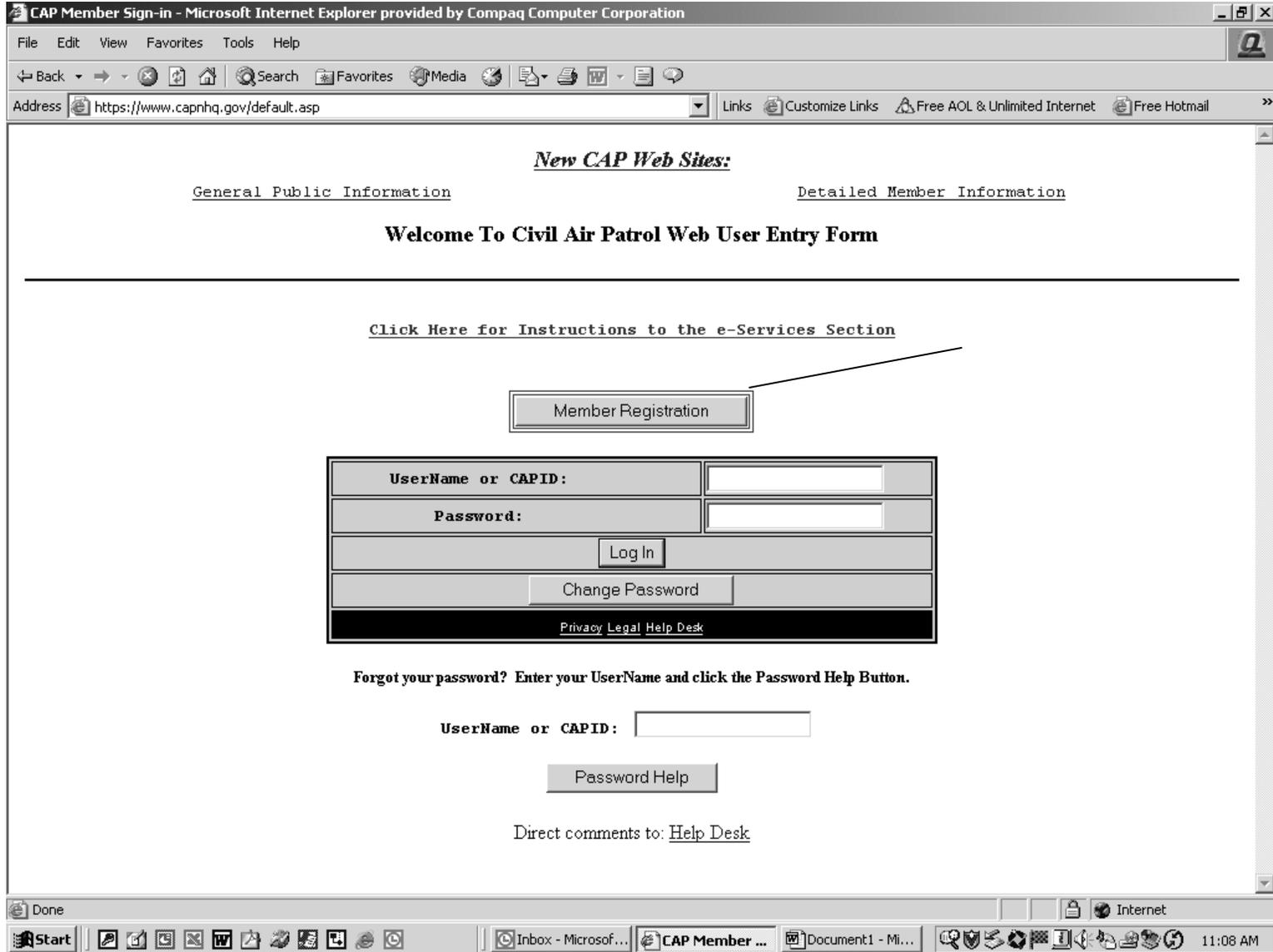


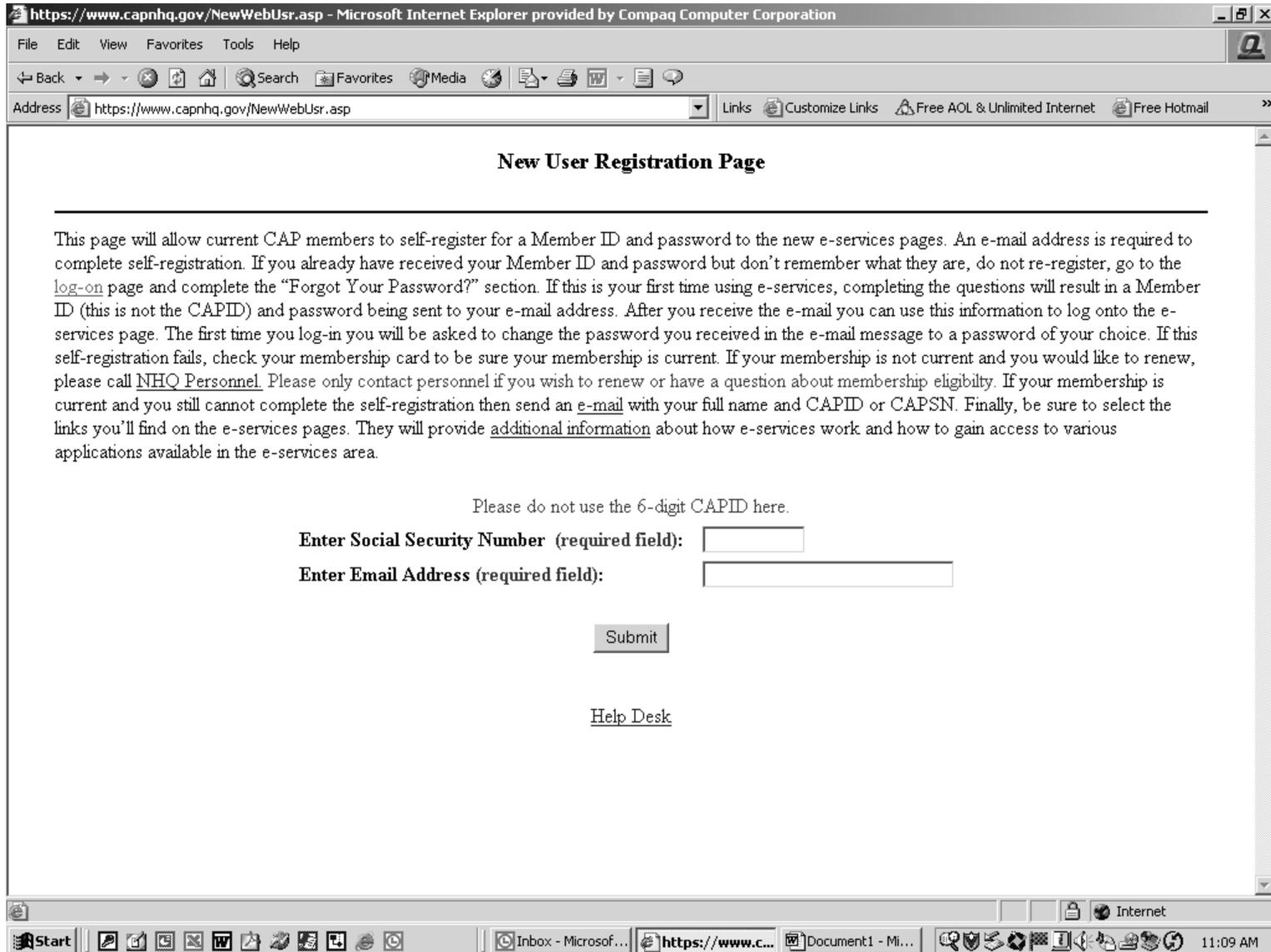
This will take you to the New User Registration Page.

After you get a password, Login by entering:

CAPID:

Password:

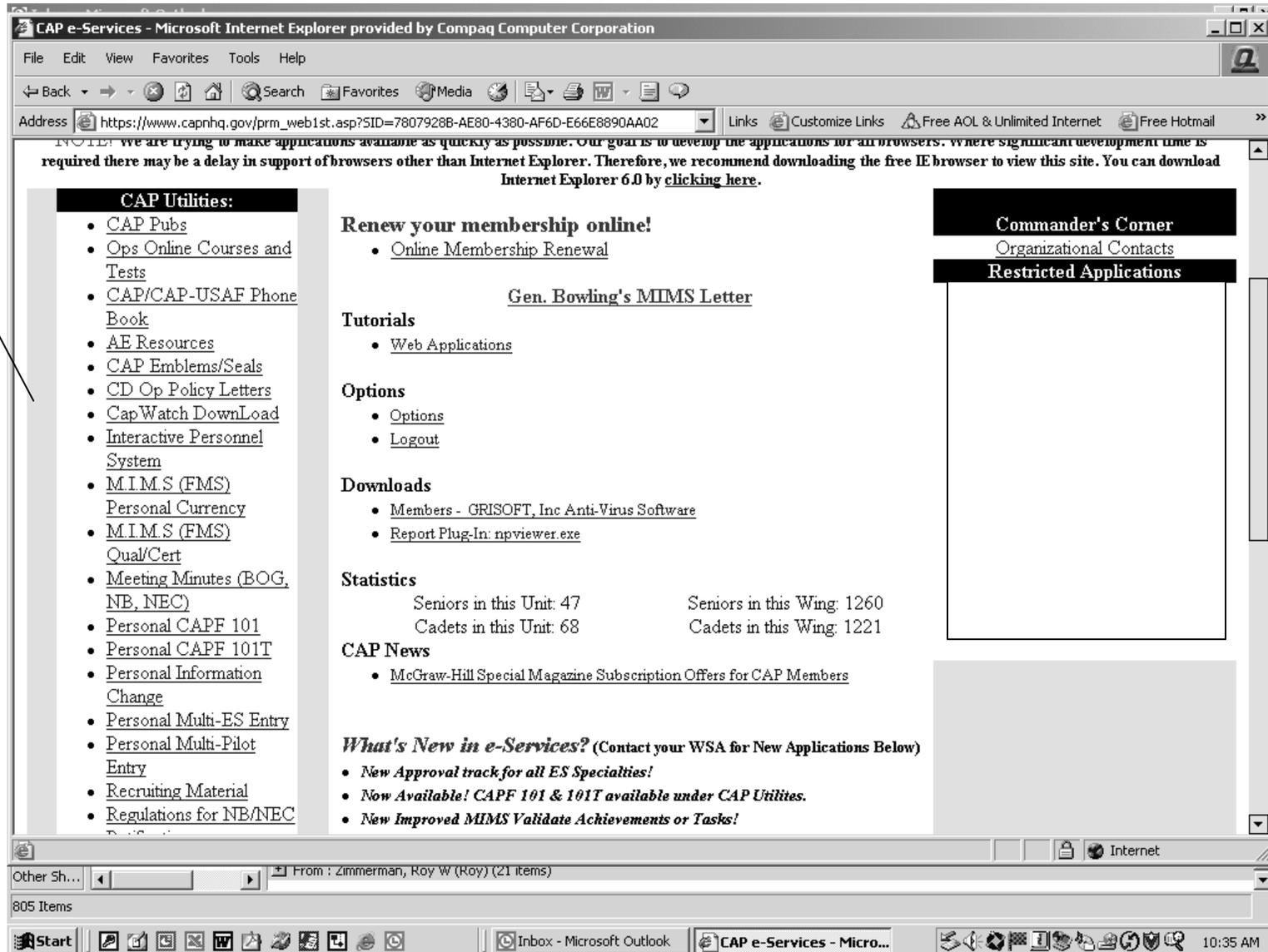




Logging on to MIMS (FMS)

When you Logon using your CAPID and Password, it takes you to the Home Page.

Notice the Menu on the left side of the page.



Personal Characteristics

The first step is to click on:

Personal Information Change

This brings up a page entitled:

Personal Information for <Your Name>

At the top of the information box, you will see:

General Information | Address | Contacts | Personal Characteristics

Select Personal Characteristics and fill in the information requested.
Also check the information in the other three categories.

CAP Personnel Admin Application - Microsoft Internet Explorer provided by Compaq Computer Corporation

File Edit View Favorites Tools Help

Address <https://www.capnhq.gov/PersonalContact/frame.asp?SID=D811BC1F-37B5-4EAE-895E-85CEBD9F> Links Customize Links Free AOL & Unlimited Internet Free Hotmail

[e-Services Home](#) | [CAP.GOV](#)

Personal Information for Douglas S Allen

[General Information](#) | [Address](#) | [Contacts](#) | [Personal Characteristics](#)

First	Middle	Last	Suffix	
Douglas	S	Allen		
<input type="button" value="Update Name"/>				
Date of Birth	Wing	Unit	Rank	Type
12/3/1946	PA	035	Lt Col	SENIOR
Joined	Expiration	Gender		
4/3/1989	4/30/2004	MALE		
If you do NOT wish to have your name and information released to CAP authorized third parties, please click the box below.				
Make my information private: <input type="checkbox"/> <input type="button" value="Update"/>				

Start | Internet | 11:08 AM

Doug Allen, Lt Col, CAP
19 OCT 2003

Upload CAP Picture

At the very top of the page, clicking on e-Services will bring up the Home page, again.

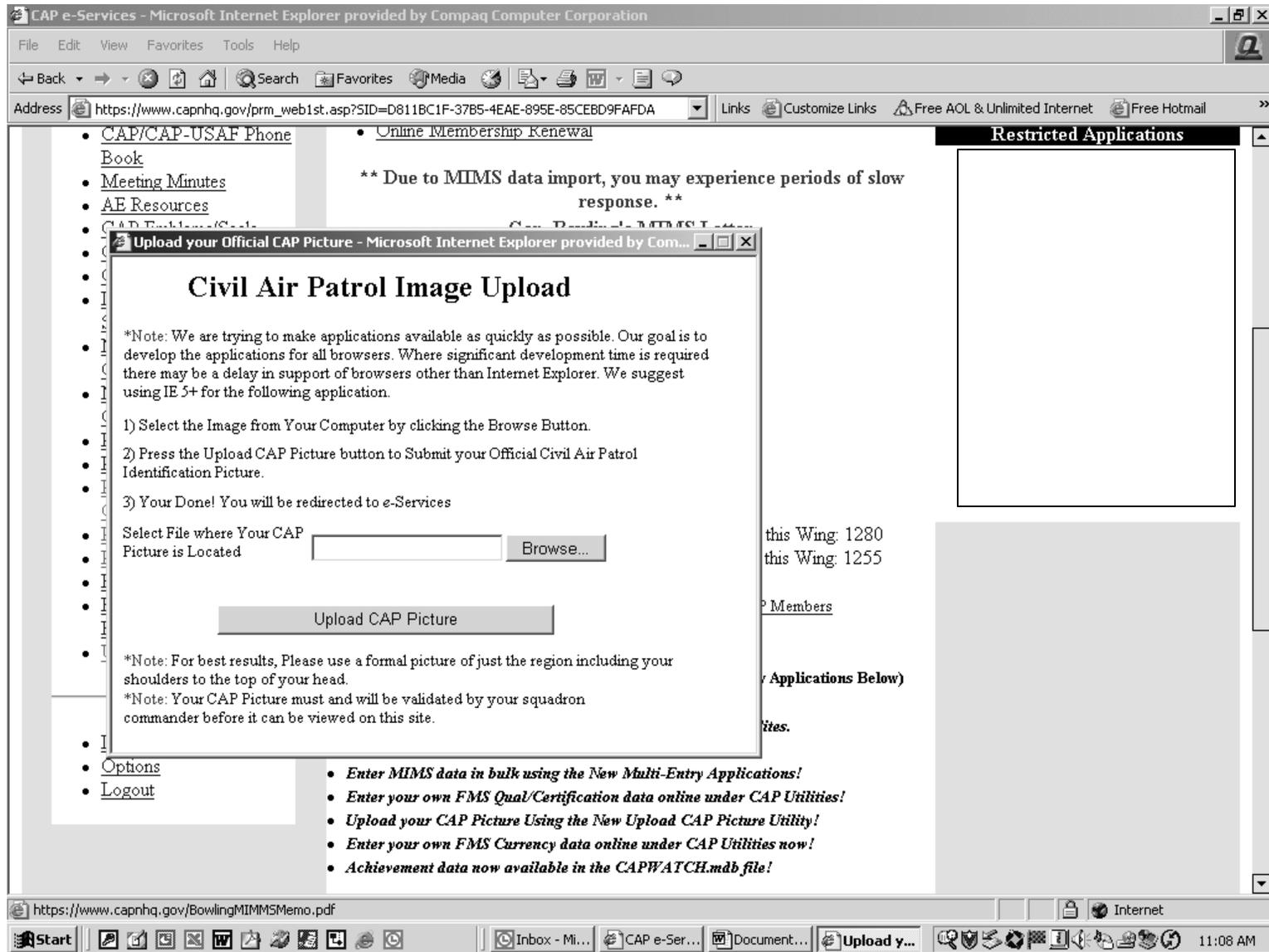
Find on the left, a menu item named:

Upload Picture Utility

Click **Browse** to locate your photo on your computer, then click:

Upload CAP Picture

After uploading your picture, close the small window.



MIMS (FMS) Qual/Cert

From the menu on the Home Page, click on:

MIMS (FMS) Qual/Cert

This brings up a page with:

FMS Currency FMS Reports Qual/Cert Validate Achievements

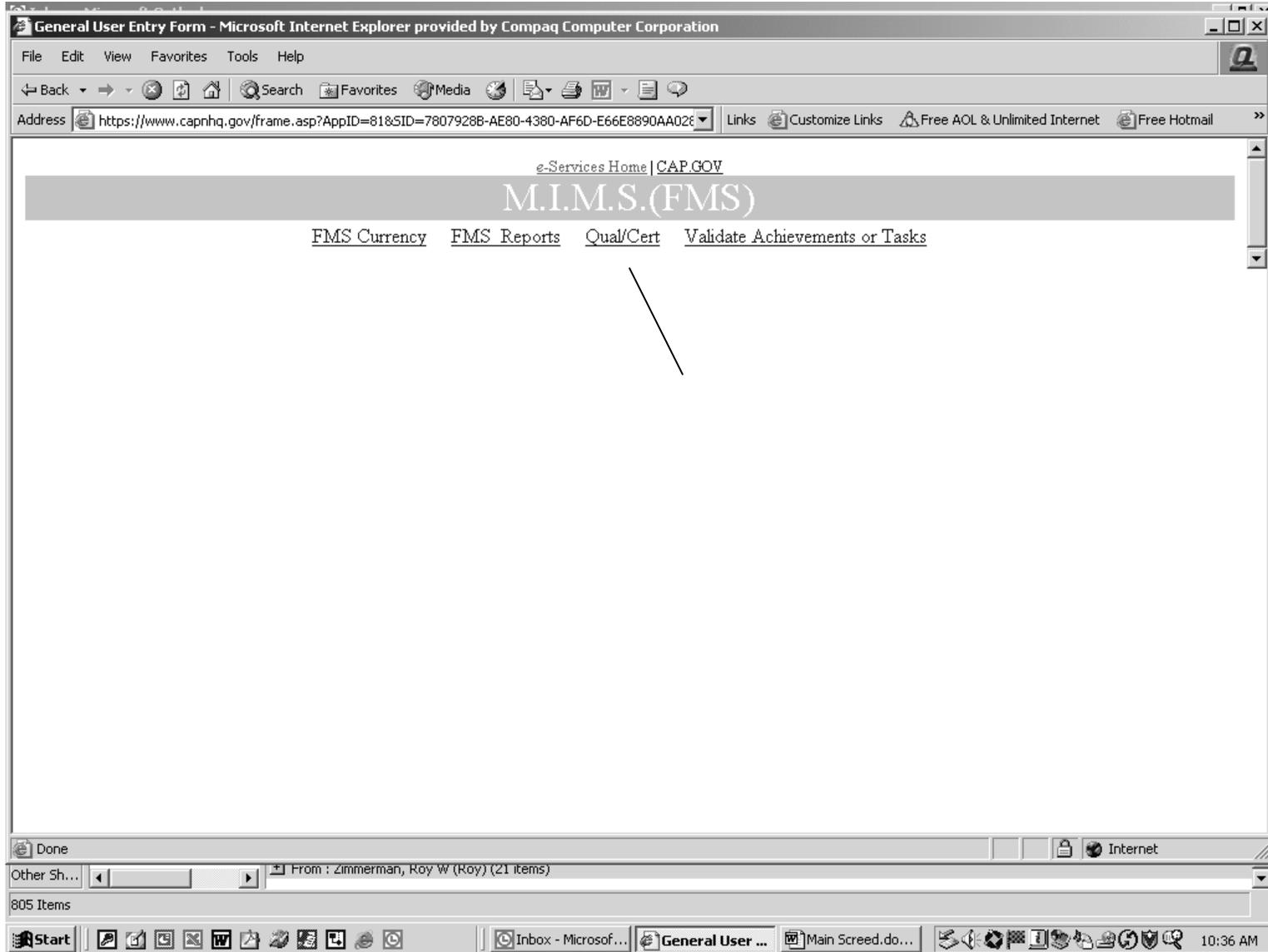
Click on: **Qual/Cert**

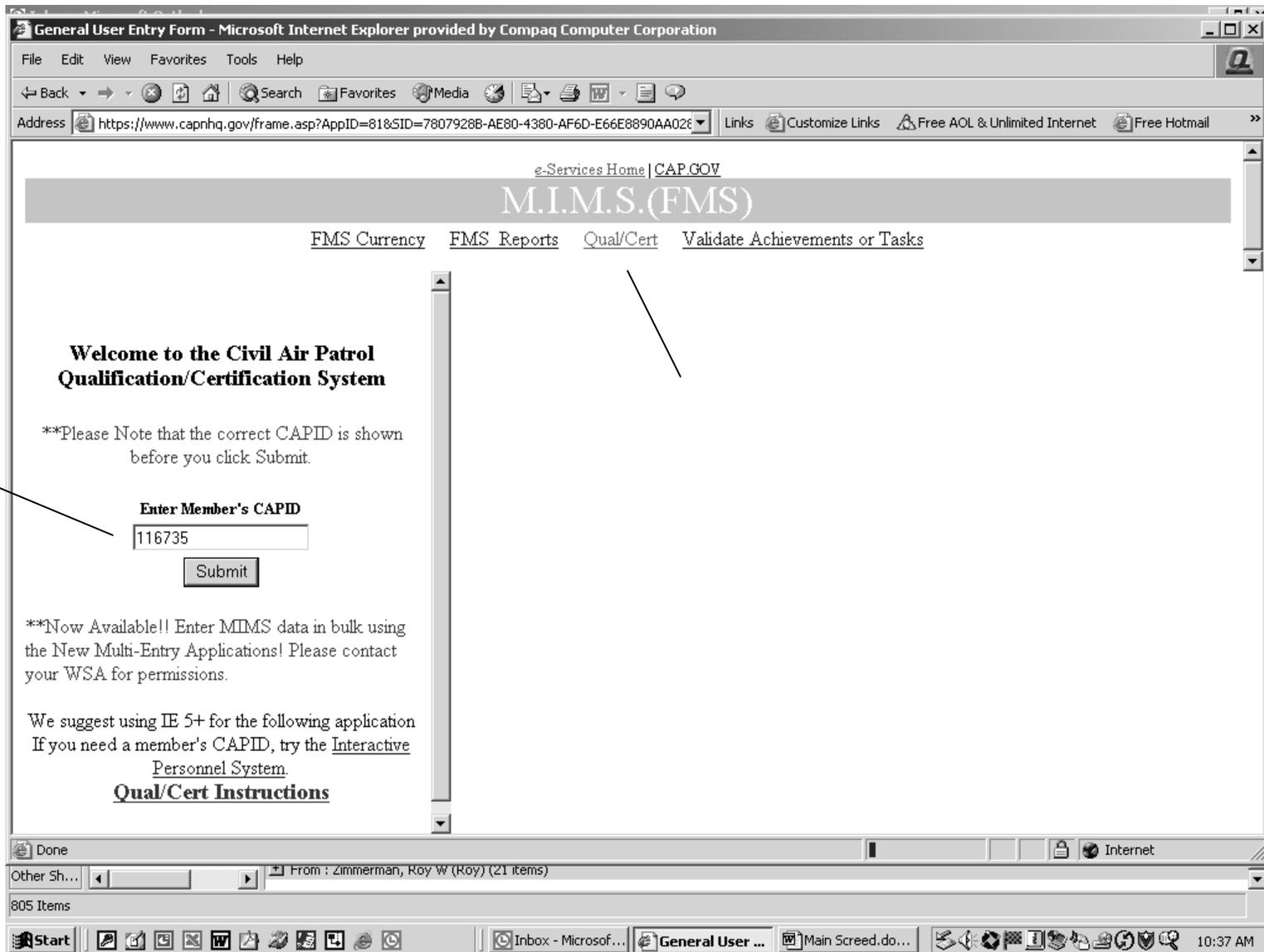
Enter: your **CAPID #**

To record a completed task, go to the lower right side of the page and click on:

Record Completed Tasks for New Achievement

On the left side, click on the + marks to expand the selection. The example shows how to enter Curry dates for cadets.





General User Entry Form - Microsoft Internet Explorer provided by Compaq Computer Corporation

Address: https://www.caphq.gov/frame.asp?AppID=81&SID=7807928B-AE80-4380-AF6D-E66E8890AA02&...

e-Services Home | CAP.GOV

M.I.M.S.(FMS)

[FMS Currency](#) [FMS Reports](#) [Qual/Cert](#) [Validate Achievements or Tasks](#)

FMS for Lt Col Douglas Allen

Qual/Achv	Completed	Status	Expiration
GES - General Emergency Services	4/30/2003	Active	
Level 1	5/2/2003	Active	
MS - Mission Scanner	4/30/2003	Active	04/30/2005

Select below to view partial Qual/Achv

[Select Functional Area] [Select Qual/Achv]

Submit Reset

The following report will only work using Internet Explorer 5.5 SP2 or higher. You can download Internet Explorer 6.0 (Minimum requirements: Windows 98/NT/2000/Me/XP, 45MB disk space) by [clicking here](#).
[View Member Report for Partial/Completed Achievemnets](#)

[Record Completed Tasks for New Achievement](#)

[Enter another Member's CAPID](#)

Welcome to the Civil Air Patrol Qualification/Certification System

**Please Note that the correct CAPID is shown before you click Submit.

Enter Member's CAPID

**Now Available!! Enter MIMS data in bulk using the New Multi-Entry Applications! Please contact your WSA for permissions.

We suggest using IE 5+ for the following application
 If you need a member's CAPID, try the [Interactive Personnel System](#).
[Qual/Cert Instructions](#)

Done

Page 4 Sec 1 4/4 At 1.2" Ln 1 Col 1 REC TRK EXT OVR English (U.S)

Start | Inbox - Microsof... | General User ... | Main Scred.do... | 10:37 AM

Personal Multi-ES Entry and Personal Multi-Pilot Entry

From the menu on the Home Page, click on:

Personal Multi-ES Entry

or

Personal Multi-Pilot Entry

This brings up a page with:

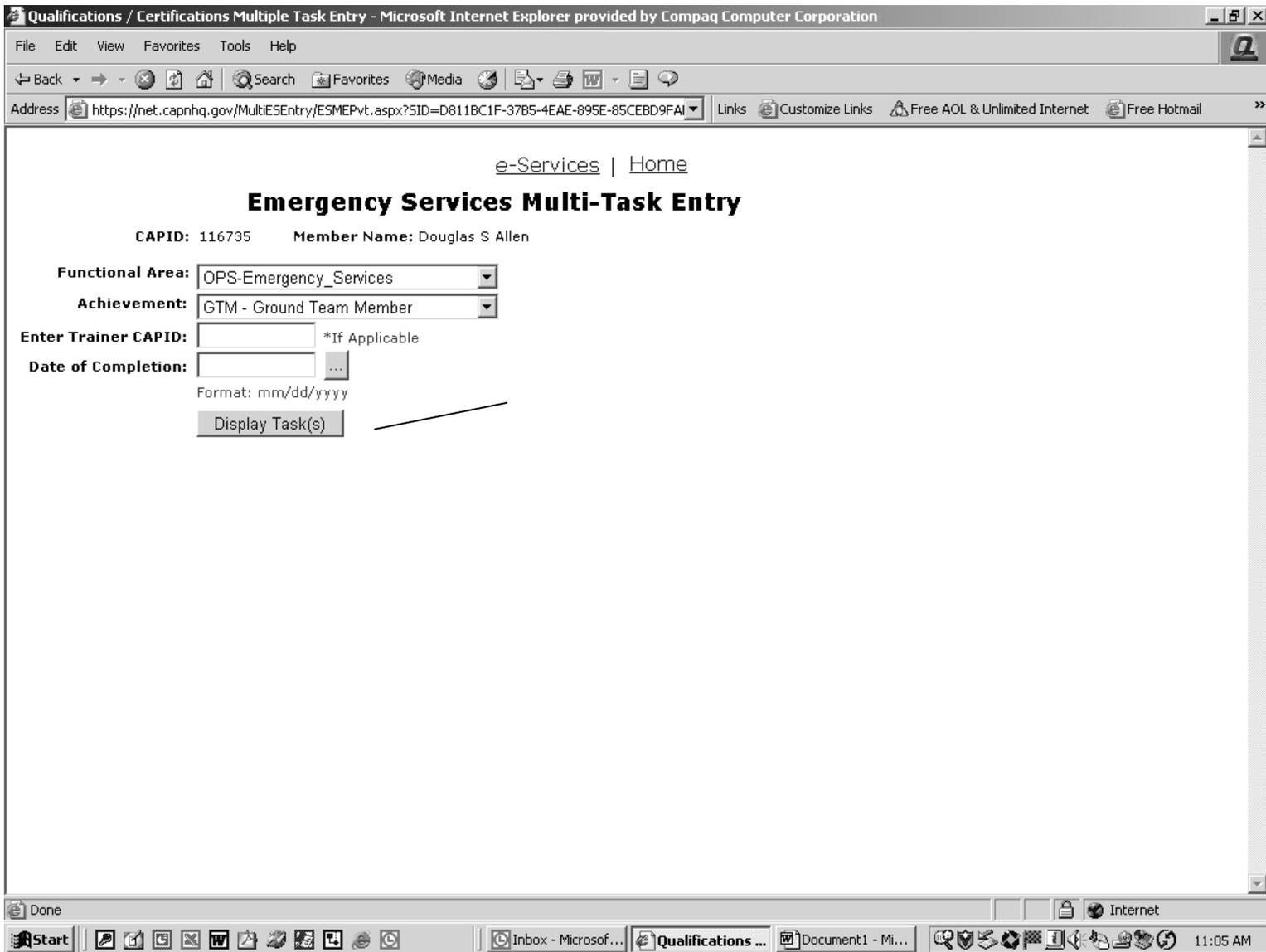
Emergency Services Multi-Task Entry

or

OPS-CAPPilot Multi Task Entry Form

If a member has several items to input, this can be a little faster, especially for 101 Card task completions.

As always, click e-Services to go back to the Home page.



Qualifications / Certifications Multiple Task Entry - Microsoft Internet Explorer provided by Compaq Computer Corporation

File Edit View Favorites Tools Help

Address: https://net.caphq.gov/MultiEEntry/ESMEPvt.aspx?SID=D811BC1F-37B5-4EAE-895E-85CEBD9FAI

e-Services | Home

Emergency Services Multi-Task Entry

CAPID: 116735 Member Name: Douglas S Allen

Functional Area: OPS-Emergency_Services

Achievement: GTM - Ground Team Member

Enter Trainer CAPID: *If Applicable

Date of Completion: ...
Format: mm/dd/yyyy

* Expiring Soon -or- (*)

** Currently Expired -or- (**)

Denotes Required Field

Select All

Step	Task	Check to Save	Completion Date	Trainer CAPID	Mission Number	Certificate Number
Ground Team Member - Advanced Training	Complete Basic Communications User Training	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	N/A	N/A
<i>Must Complete 29 Task(s)</i>						
	Complete Basic First Aid Training or Equivalent	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	N/A	N/A
	Complete Task L-0001 (Basic Communications Procedures for ES Operations)	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	N/A	N/A
	Complete Task L-0101 (Inspect a vehicle)	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	N/A	N/A
	Complete Task O-0003 (Prevent and treat hot weather injuries)	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	N/A	N/A
	Complete Task O-0004 (Prevent and treat cold weather injuries)	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	N/A	N/A
	Complete Task O-0102 (Prevent and treat fatigue)	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	N/A	N/A
	Complete Task O-0202 (Measure distance with pace count)	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	N/A	N/A
	Complete Task O-0203 (Navigate past an obstacle)	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	N/A	N/A

Done

Start | Internet | 11:05 AM

Qualifications / Certifications Multiple Task Entry - Microsoft Internet Explorer provided by Compaq Computer Corporation

File Edit View Favorites Tools Help

Address: https://net.caphq.gov/MultiEEntry/ESMEPvt.aspx?SID=D811BC1F-37B5-4EAE-895E-85CEBD9FAI

e-Services | Home

Emergency Services Multi-Task Entry

CAPID: 116735 Member Name: Douglas S Allen

Functional Area: OPS-Emergency_Services

Achievement: MS - Mission Scanner

Enter Trainer CAPID: *If Applicable

Date of Completion: Format: mm/dd/yyyy

Display Task(s)

* Expiring Soon -or- (*)

** Currently Expired -or- (**)

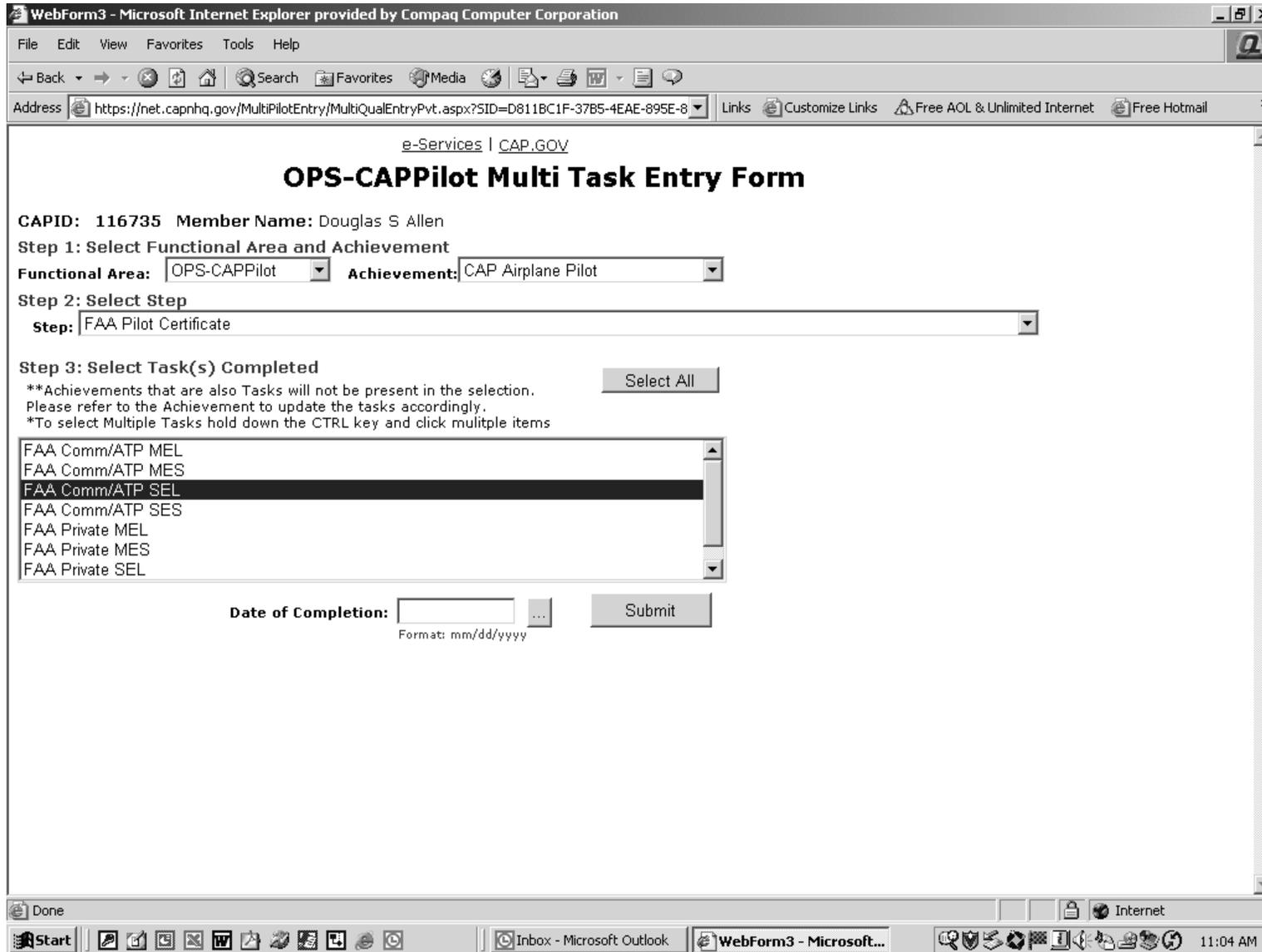
Denotes Required Field

NOTE: Click here only after ALL Selections have been Made

Select All

Step	Task	Check to Save	Completion Date	Trainer CAPID	Mission Number	Certificate Number
Mission Scanner - Continuing Education Examination <i>Must Complete 0 Task(s)</i>	Complete the current continuing education examination for mission scanners	<input type="checkbox"/>	4/30/2003	999999	N/A	N/A
Mission Scanner - Advanced Training <i>Must Complete 9 Task(s)</i>	Demonstrate the ability to identify known search targets	<input type="checkbox"/>	4/30/2003	999999	N/A	N/A
	Demonstrate the ability to keep a log	<input type="checkbox"/>	4/30/2003	999999	N/A	N/A
	Demonstrate the ability to locate people and vehicles on the ground during a grid search	<input type="checkbox"/>	4/30/2003	999999	N/A	N/A
	Demonstrate the ability to mark search targets on a road map	<input type="checkbox"/>	4/30/2003	999999	N/A	N/A
	Demonstrate the ability to mark search targets on an aeronautical chart	<input type="checkbox"/>	4/30/2003	999999	N/A	N/A
	Demonstrate the ability to plot points of latitude and longitude on a sectional chart	<input type="checkbox"/>	4/30/2003	999999	N/A	N/A
	Demonstrate the ability to recognize ground/air emergency signals in flight	<input type="checkbox"/>	4/30/2003	999999	N/A	N/A
	Demonstrate the ability to track the route of flight	<input type="checkbox"/>	4/30/2003	999999	N/A	N/A

Start | Internet | 11:07 AM



Ground Team Member 101 Card Process Flow

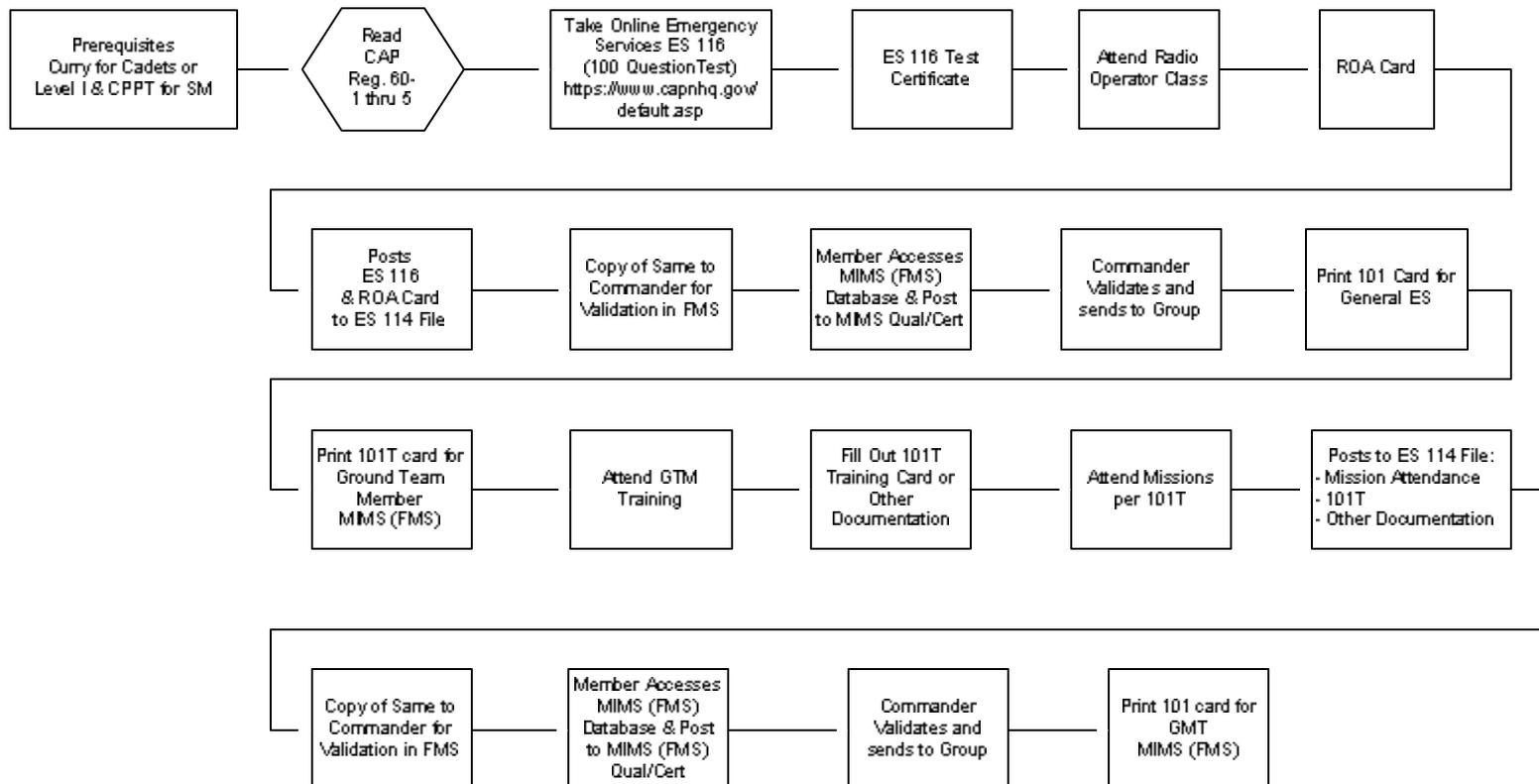
These are the steps to take, to process a 101 Card for GMT (Ground Team member).

The steps for UDF (Urban Direction Finding) are very similar.

Ground Team Member 101 Card

Quakertown Composite Squadron 904

10/19/2003



Mission Scanner 101 Card Process Flow

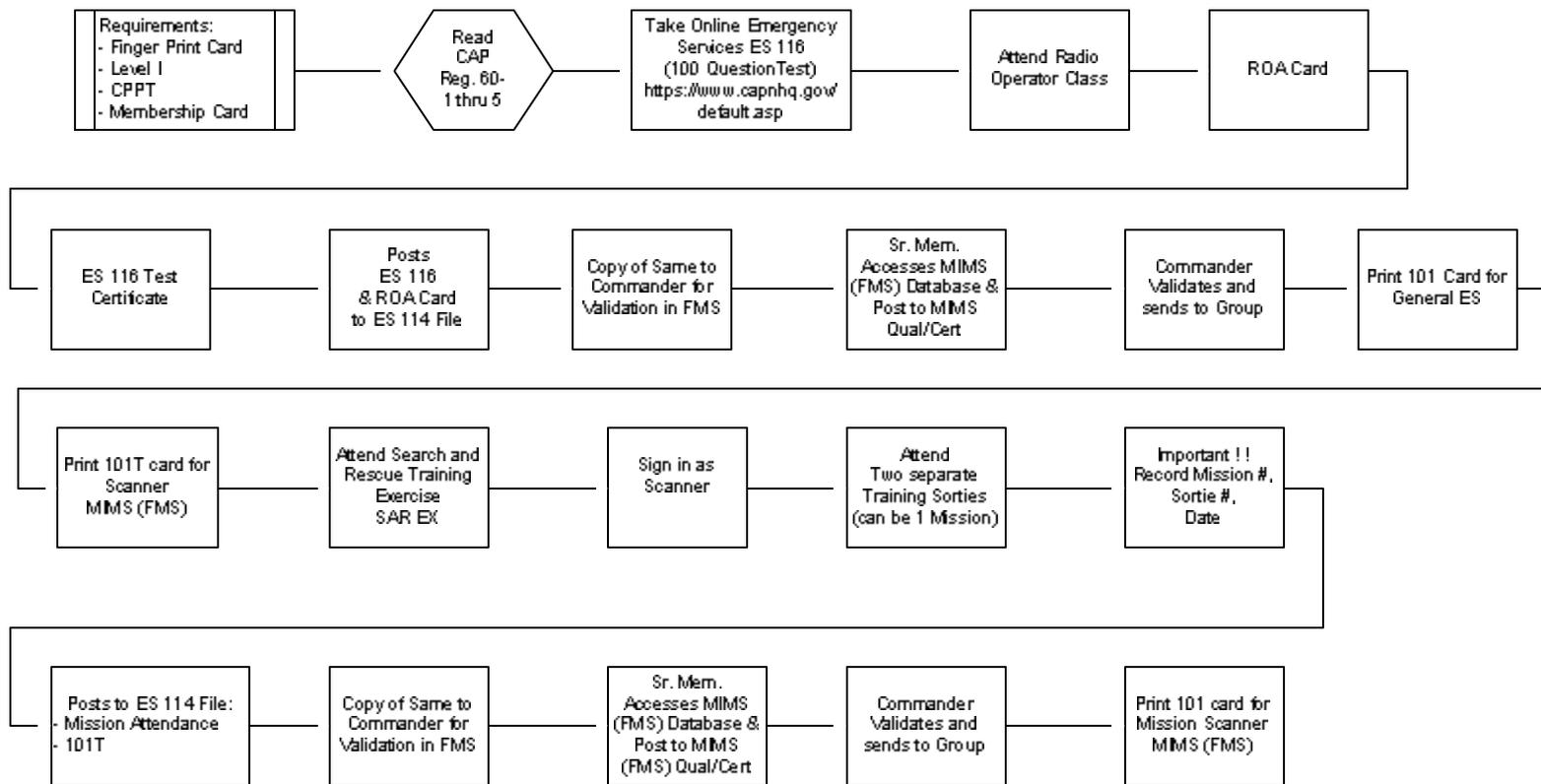
These are the steps to take, to process a 101 Card for MS (SAR Mission Scanner).

The steps for MO (SAR Mission Observer) are very similar.

Mission Scanner 101 Card

Quakertown Composite Squadron 904

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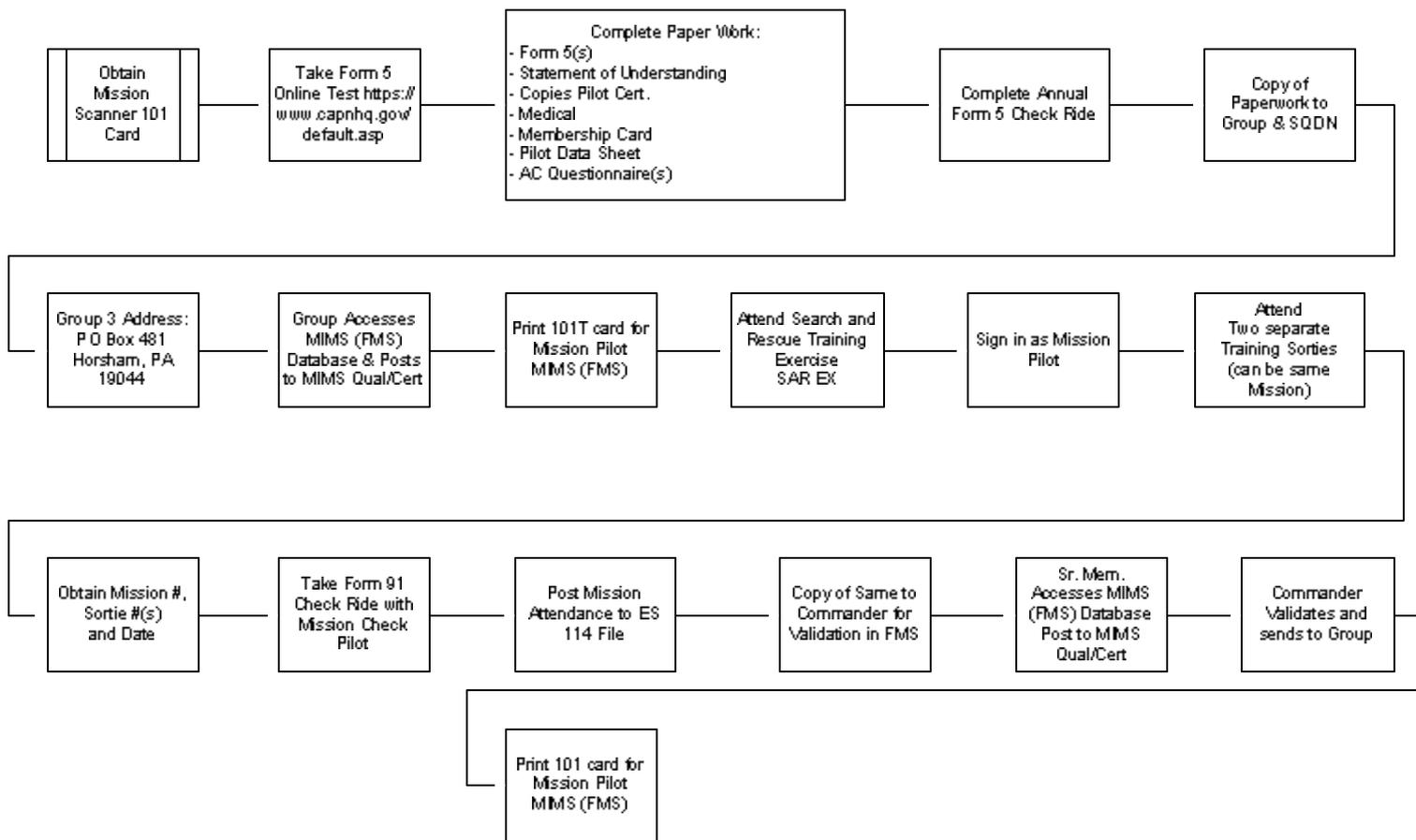
Mission Pilot 101 Card Process Flow

These are the steps to take, to process a 101 Card for MP
(SAR Mission Pilot)

Mission Pilot 101 Card

Quakertown Composite Squadron 904

10/19/2003



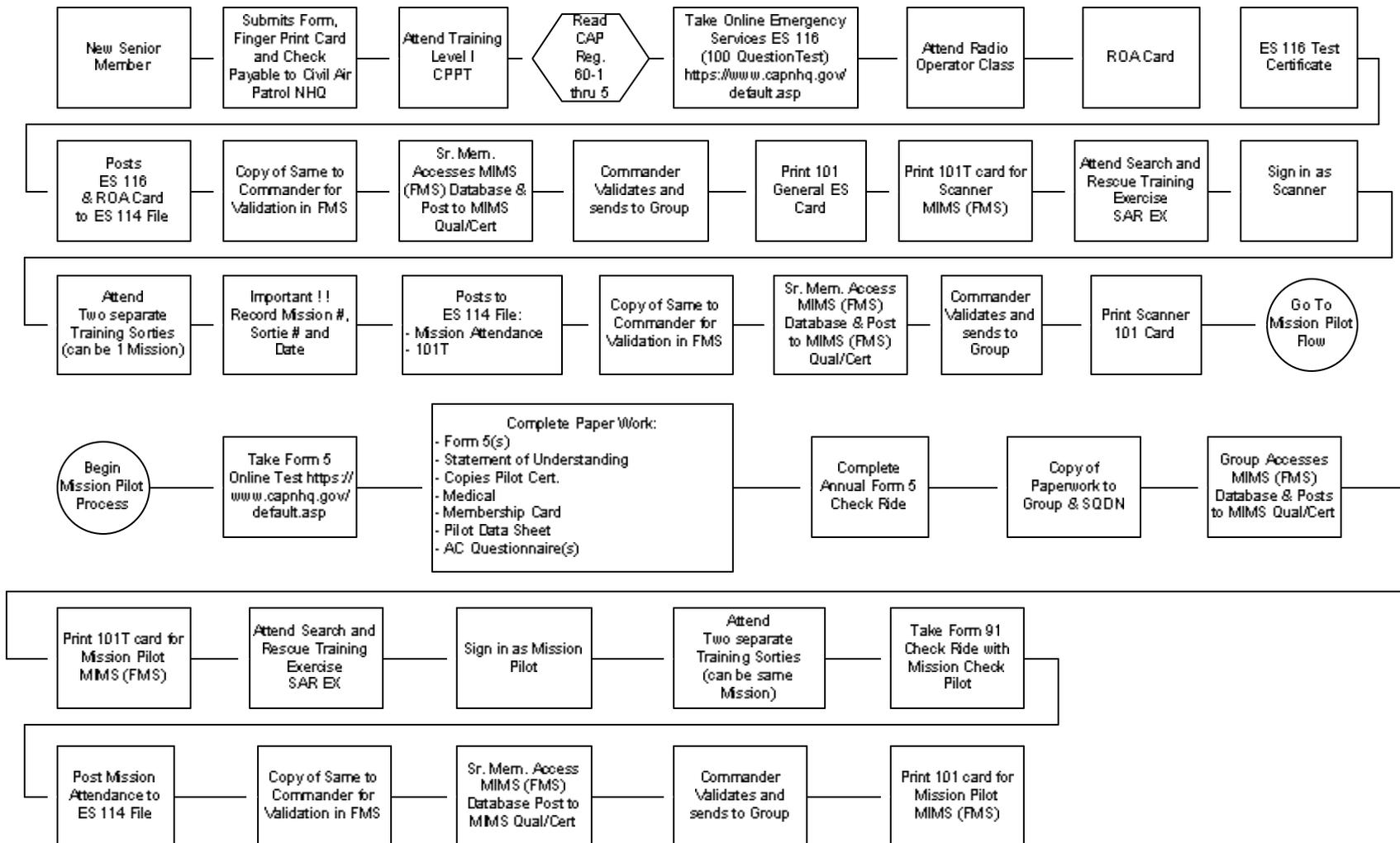
Mission Pilot 101 Card Process Flow for New Members

These are all the steps to take to process a 101 Card for MP (SAR Mission Pilot), from beginning to end.

New Member Mission Pilot Process

Quakertown Composite Squadron 904

10/19/2003



CAP Form 114

In your 114 File, you will see a CAP Form 114, and some documents.

The information on this form must be current or you may lose your 101 qualification(s) upon records inspection.

Documents supporting the qualifications on your 101 Card, must also be kept in your 114 File.