



## Operations Qualification Renewal Form 101R

This form is used to certify re-qualification in a given specialty for a member who has completed an initial qualification in the same specialty. Renewal of a specialty is governed by CAPR 60-3 para 2-4.

### Procedure

1. Read CAPR 60-3 para 2-4 located on the CAP NHQ Website [capmembers.com](http://capmembers.com)
  2. Be evaluated by an Skills Evaluator Training (SET) qualified individual for your specialty approved by your wing.
  3. Complete this form.
  4. Follow eServices RENEWAL procedures (on reverse of this form)
  5. Upload this form into eServices Ops Quals in place of the SQTR
- \*\*Note:** *This form is NOT used for Mission Pilot renewals. A CAPF 91 serves as documentation for renewal for MP.*

Member Name: \_\_\_\_\_

Member CAPID: \_\_\_\_\_

Specialty to be renewed: \_\_\_\_\_

By signing this form, I **certify** that I have evaluated the above member on one mission in this specialty per CAPR 60-3.

SET Name: \_\_\_\_\_

SET Signature: \_\_\_\_\_

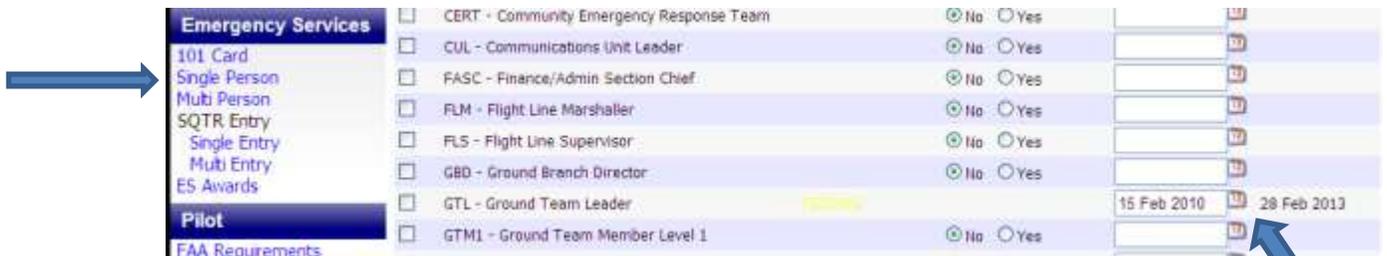
SET CAPID: \_\_\_\_\_

Mission Number: \_\_\_\_\_

# ES Specialty Renewal Procedure

Every ES specialty must be renewed in accordance with CAPR 60-3 sections 2-4 and 2-5. The following is a procedure to be followed by Pennsylvania Wing personnel to process a renewal.

1. The member should participate in one mission with an SET qualified member who has the ability to evaluate the specialty as outlined on the [CAP NHQ/DOS](#) website
2. The member should print out a PAWG Form 101R from the PAWG Website
3. The member should input the renewal into eServices OpsQuals by clicking on Single Person and then re-entering the date of the last mission. This will automatically put in for a renewal.



4. The member should then upload a scanned copy of the PAWG Form 101R into eServices using the upload utility.



5. A courtesy email should then be sent to the Group ESO for approval.
6. The Group ESO or Group CC will then send a courtesy email to the appropriate assistant PAWG DO or to the PAWG DO for approval.