

Operations Qualifications for Beginners

Part 1 Uploading Documents

Part 2 Submitting Tasks for Approval

Part 1 Uploading Documents

Log into [eServices](#)

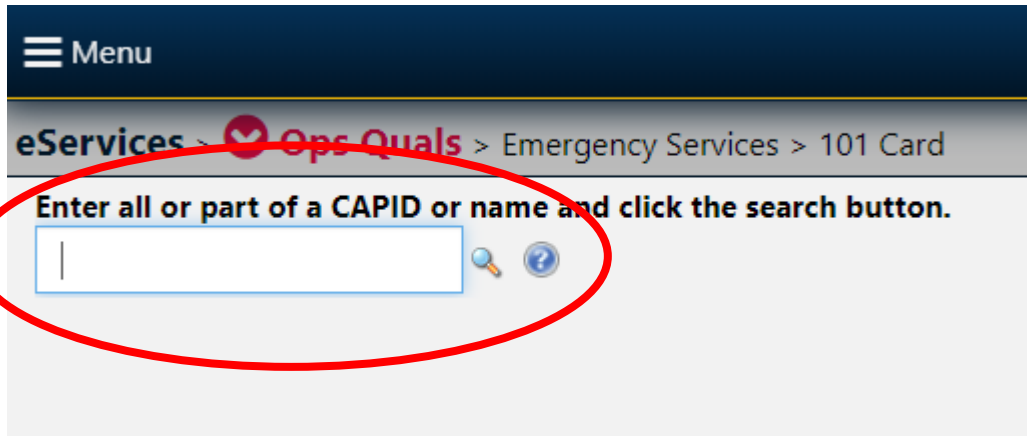
Select Menu

Select Operations

Select Operations Qualifications

The screenshot shows the eServices web application interface. The top navigation bar includes the eServices logo and a 'Menu' icon circled in red. Below the menu icon is a search bar labeled 'Search Applications'. A vertical list of menu items is displayed, with 'Operations' circled in red. Under the 'Operations' menu, there are sections for 'Applications' and 'Other Resources'. 'Operations Qualifications' is circled in red. The right side of the page features a 'News' section with several 'eServices Release Notes' and a 'Commanders' section listing various command positions and their holders. The URL at the bottom is <https://capnhq.gov/CAP.OPSQuals.Web/Default.aspx>.

- Expand the Ops Quals menu
- Select 101 Card
- Enter your Last Name, First Name or CAPID in the search box




- Select View/Upload Documents

Operations Qualifications
[SQTR Instructions](#)

eServices > Ops Quals > Emergency Services > 101 Card

154925 - Lt Col Jacob N. Hiles [View Qualifications](#) [View/Upload Documents](#)

**Civil Air Patrol
Specialty Qualification Card**




Lt Col Jacob N. Hiles
Unit: GLR-IL-205
CAPID: 154925
Height 76 in
Weight 175 lbs
Eyes Brown
Hair Brown

Printed on 18 Apr 2020

This Certifies the CAP Member is qualified to perform duties in the area shown.

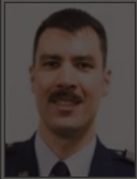
CAPF 101(E) May01 OPR/Routing



♦AOBD 2/23	IC2 2/23	♦MRO 2/23
♦DAARTO3/21	♦IC3 2/23	♦MS 4/22
♦DAARTU3/21	ICS300	♦MSA 2/23
♦FLM 1/22	ICS400	♦MSO
♦FLS 1/22	ICUT	♦OSC 2/23
FRO 11/21	IS100	♦PODC
♦GBD 2/23	IS200	♦PSC 2/23
GES	IS700	♦TMP 8/20
♦GTL 5/22	IS800	♦UAO
♦GTM1 5/22	♦LO 2/23	♦UDF 5/22
♦GTM2 5/22	♦LSC 2/23	♦WAO
♦GTM3 5/22	♦MO 4/22	

Drv's Lic (S,7,8,9,12,15,PT,TT<2000) 11/7/22
Printed on 18 Apr 2020

154925 - Lt Col Jacob N. Hiles

[View Qualifications](#) [View](#)Civil Air Patrol
Specialty Qualification

Lt Col Jacob
Unit: GLR-III
CAPID: 154925
Height: 76 in
Weight: 170 lb
Eyes: Brown
Hair: Brown

Printed on 18 Apr 2020

This Certifies the CAP Member is
to perform duties in the area of

CAPF 101(E) May01 OPR/Rd



**Click the X in the top right corner (of the dialog box) to close the dialog box.

Qualifications for Lt Col Jacob N. Hiles

Emergency Services

Pilot

Driver's License

Communications

*What would you like to upload?

--Select--

*Aircraft Type

--Select--

*Select File (Size < 3MB; Format - .jpg, .jpeg, .gif, .png, .doc, .pdf, .docx)

*You can upload up to 5 documents for each qualification/task.

 No file chosen

In the OPS-Quals - Pilot - section, it is necessary for you to fill in the dates and check appropriate boxes for your approval/validation to be completed. After loading dates, data and checking boxes, hit the "Submit" button at the lower left of the page. Uploading documents, in itself, does not submit the data for approval/validation. Uploads are used as supporting evidence during the approval/validation process.

Documents Uploaded

File	Date Uploaded	Remove File?
19AUG18_LOGBOOK_1.pdf	30 Jan 2019	Remove
Annual Form 5 C172_1.pdf	05 Apr 2019	Remove
FAA Certificate_1.pdf	31 Jul 2011	
FAA Wings Certificate_1.pdf	06 Apr 2019	Remove
FAA Wings Certificate_2.pdf	06 Apr 2019	Remove

- The CAPF101 lists c
- Specialities that are
- The CAPF101 card v
- When a speciality expires, you will no longer be allowed to serve in that speciality until the speciality is updated
- Only the highest level of qualifications with multiple levels is shown (IC1, IC2 and IC3 will show up as IC1 only).

Select a tab based on what you're uploading; pilot certificates, logbook pages, and medical go under the "Pilot" tab, driver's license's and driving records go under the "Driver's License" tab, and FEMA certificates, First Aid certificates, and other related certificates go under the "Emergency Services" tab.

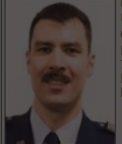
Menu eServices Lt Col Jacob N. Hiles

eServices > Ops Quals > Emergency Services > 101 Card

154925 - Lt Col Jacob N. Hiles

[View Qualifications](#) [View](#)

Civil Air Patrol
Specialty Qualification



Lt Col Jacob N. Hiles
Unit: GLR-IL
CAPID: 154925
Height: 76 in
Weight: 175 lb
Eyes: Brown
Hair: Brown

Printed on 18 Apr 2020

This Certifies the CAP Member is qualified to perform duties in the area of
CAPF 101(E) May01 OPR/Re

Qualifications for Lt Col Jacob N. Hiles

Emergency Services | Pilot | Driver's License | Communications

*What would you like to upload?

- Select--
- FLS - Flight Line Supervisor
- GBD - Ground Branch Director
- GTL - Ground Team Leader
- GTM1 - Ground Team Member Level 1
- GTM2 - Ground Team Member Level 2
- GTM3 - Ground Team Member Level 3
- IC1 - Incident Commander Level 1
- IC2 - Incident Commander Level 2
- IC3 - Incident Commander Level 3
- ICS300 - ICS-300
- ICS400 - ICS-400
- IS100 - IS-100**
- IS200 - IS-200
- IS3 - IS-3 Radiological Emergency Management
- ISS.A - IS-5A An Introduction to Hazardous Materials
- IS700 - IS-700
- IS800 - IS-800
- LO - Liaison Officer
- LSC - Logistics Section Chief
- MC - Mission Chaplain
- MCS - Mission Specialist

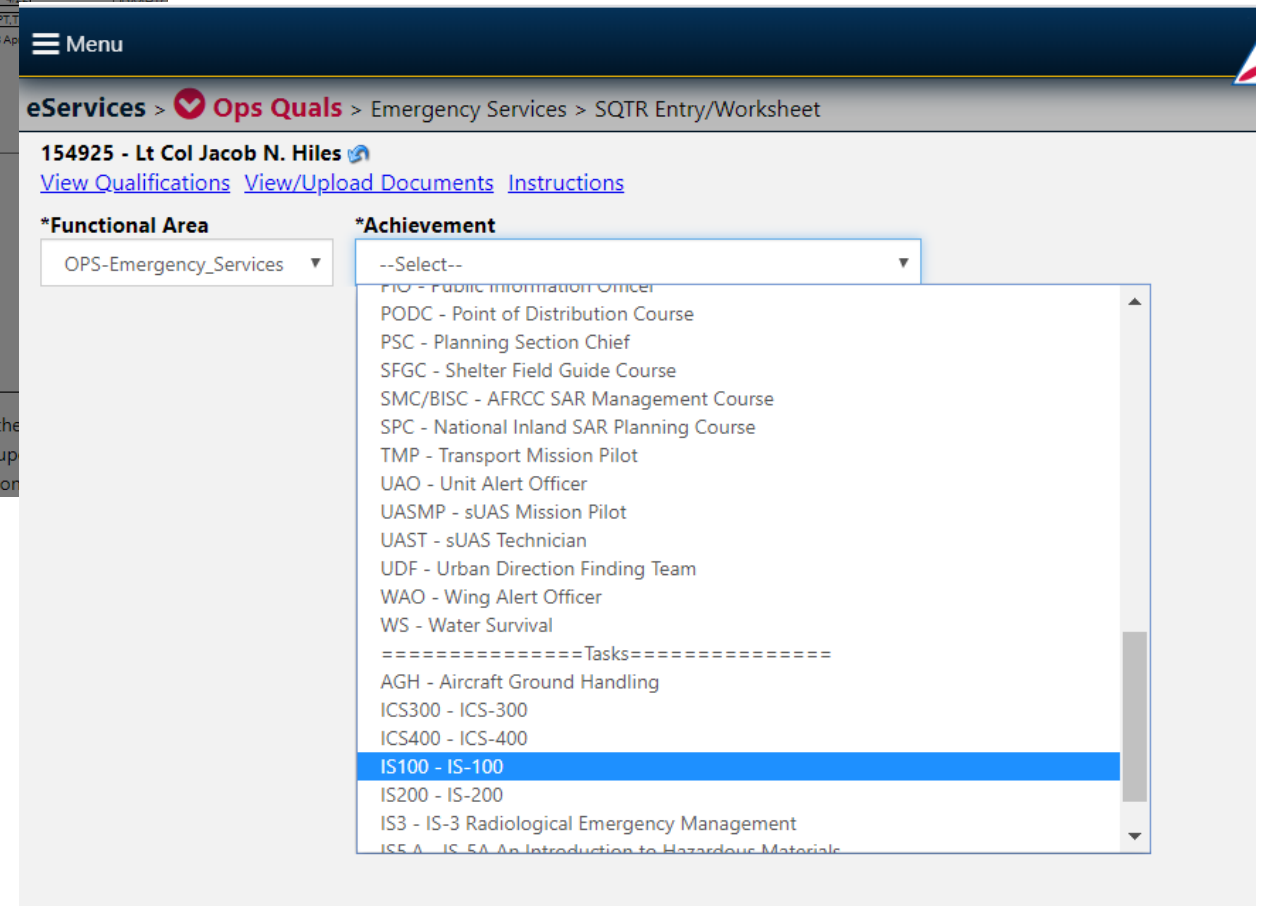
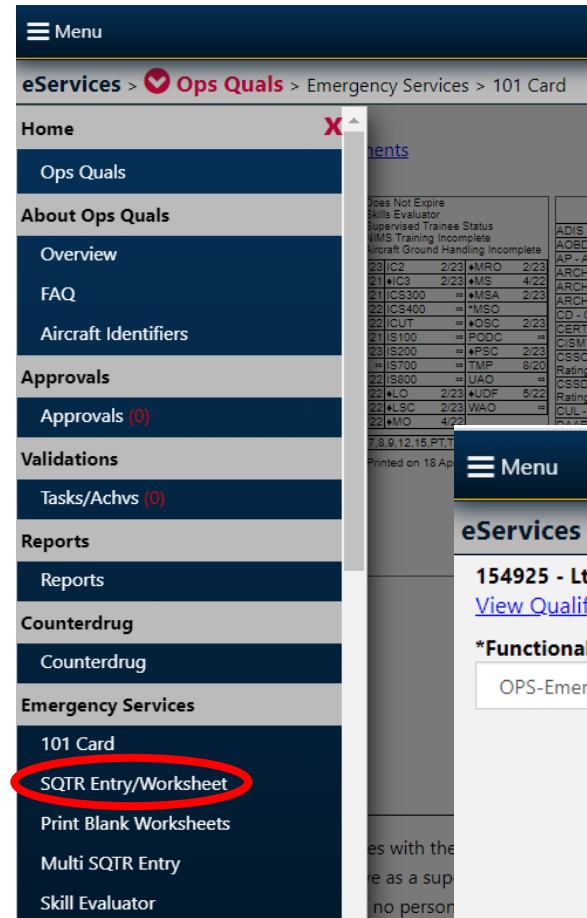
pdf, .docx)
sk.

check appropriate boxes for your approval/validation to be completed. After loading dates, data and checking boxes, hit the "Submit" button at the lower left of the page. Uploads are used as supporting evidence during the approval/validation process.

	Date Uploaded	Remove File?
	17 Jul 2016	Remove
	27 Nov 2018	Remove
	08 Oct 2018	Remove
	23 Feb 2019	Remove
ALL HAZARDS PSC CERT 28JUN18 1.pdf	05 Jul 2018	Remove

Select the item to upload from the dropdown menu. This example is for your IS-100 cert. Select IS100 and upload your file in one of the listed formats.

- Go back to the main Ops Quals page and select “SQTR Entry/Worksheet” from the left-hand column under Emergency Services
- Scroll down the list and select IS100



154925 - Lt Col Jacob N. Hiles

[View Qualifications](#) [View/Upload Documents](#) [Instructions](#)

*Functional Area

OPS-Emergency_Services

*Achievement

IS100 - IS-100

1 Tasks Completed / 1 Tasks Required

✔ Complete Department of Homeland Security IS-100 Course - No. of Required Tasks: 1

<input checked="" type="checkbox"/> ACTIVE
Complete Department of Homeland Security IS-100 Co...
14 Apr 2020

Submit Delete Clear Selected Resubmit SQTR -- Print IS100 SQTR --

- Enter the date you completed training and click “Submit” at the bottom of the screen. One of the squadron or group ES officers will see a notification when they next log into eServices to approve your training.

- **Part 2 Submitting Tasks for Approval**
- Go back to “SQTR Entry/Worksheet” and select the qualification you are training in.

Menu eServices ? Lt Col Jacob N. Hiles

eServices > Ops Quals > Emergency Services > SQTR Entry/Worksheet

154925 - Lt Col Jacob N. Hiles
[View Qualifications](#) [View/Upload Documents](#) [Instructions](#)

*Functional Area: OPS-Emergency_Services | *Achievement: AP - Airborne Photographer

5 Tasks Completed / 26 Tasks Required

ACTIVE
GES - General Emergency Services
[View/Update this Achievement](#)

ACTIVE
MS - Mission Scanner
[View/Update this Achievement](#)

ACTIVE
AP - Commander Approval for Prerequisites
13 Aug 2017

Airborne Photographer - Prerequisites - No. of Required Tasks: 3

ACTIVE
Age Eligibility: 18 years
15 Jul 2016

Commander Approval for Prerequisites - No. of Required Tasks: 1

Complete Task O-2204 Discuss consideration variabl...
Date | Evaluator | Mission ID | Certificate ID

Complete Task O-2215 Discuss Imaging Sortie Missio...
Date | Evaluator | Mission ID | Certificate ID

AP - Commander Approval for Familiarization and Pr...
Date | Mission ID | Certificate ID

Airborne Photographer - Familiarization and Preparatory Training - No. of Required Tasks: 9

Complete Task O-2205 Transfer Images to and View I...
Date | Evaluator | Mission ID | Certificate ID

Complete Task O-2206 Discuss CAP Image / Graphic R...
Date | Evaluator | Mission ID | Certificate ID

Complete Task O-2207 Prepare an Image with CAP Gra...
Date | Evaluator | Mission ID | Certificate ID

Complete Task O-2214 Discuss CAP / AFNORTH guideli...
Date | Evaluator | Mission ID | Certificate ID

Complete Task P-2201 Discuss Digital Camera Featur...
Date | Evaluator | Mission ID | Certificate ID

Complete Task P-2202 Select Camera Settings
Date | Evaluator | Mission ID | Certificate ID

Complete Task P-2203 Keep Camera and Accessories a...
Date | Evaluator | Mission ID | Certificate ID

Commander Approval for Familiarization and Preparatory Training - No. of Required Tasks: 1

ACTIVE
Aircrew Professionalism Course
31 Jul 2018

Airborne Photographer - Advanced Training - No. of Required Tasks: 10

Complete Task O-2210 Prepare for an Imaging Sortie...
Date | Evaluator | Mission ID | Certificate ID

Complete Task O-2211 Conduct a Successful Imaging...
Date | Evaluator | Mission ID | Certificate ID

Complete Task O-2212 Post Process Airborne Images...
Date | Evaluator | Mission ID | Certificate ID

Complete Task O-2213 Send Images to the Customer(s...
Date | Evaluator | Mission ID | Certificate ID

- Complete any prerequisites and get commander's approval for prerequisites.
- Start Familiarization and Preparation Training.
- Enter the date you completed a task
- Enter the Skills Evaluator CAPID or Name
 - You will see an Evaluator Information box pop up
 - This box will let you know if the person you selected is qualified to sign off your tasks.
 - If the person you selected doesn't have your qualification listed, then they cannot sign off your task.
- Enter the mission number in the third block
- You can apply the same date, evaluator, and mission number to several tasks
 - Enter all the information in one task
 - Click the checkbox at the top left of each completed task
 - Click the copy button in the top right of the filled-out task
- Click "Submit" at the bottom left of the screen. One of the squadron or group ES officers will see a notification when they next log into eServices to approve your training.

