OFFICE OF THE NATIONAL COMMANDER
NATIONAL HEADQUARTERS
CIVIL AIR PATROL
UNITED STATES AIR FORCE AUXILIARY
MAXWELL AIR FORCE BASE, ALABAMA 36112-6332

16 July 2003

MEMORANDUM FOR ALL NATIONAL BOARD MEMBERS

FROM: CAP/CC

SUBJECT: Important Deadline and New Features in MIMS

1. I have directed NHQ to use Member Information Management System (MIMS) data to distribute Air Force training funds starting in FY04. The NEC-approved training fund distribution formula is heavily weighed by the number of qualified mission pilots and observers. These two mission specialties are data items in MIMS. Therefore it is imperative that your wing/region's data be complete and accurate by 1 Oct 03.

2. Thanks to your inputs, improvements are added regularly to MIMS in the e-services section of the national website. While the software coding is done by the NHQ staff, the application concepts, testing, and future direction are very much driven by CAP members in the field.

3. Several members have expressed the need for an electronic CAPF 101 card module and the ability for higher echelon automated approval of Emergency Service (ES) specialty qualifications. These features will be available 28 July 2003. In developing the new card, several changes were made to make the card more useful for members and mission coordinators. A sample new CAPF 101 card and detailed explanation of changes are included in the attachments. Key features include:

a. A direct, real-time link between CAPF 101 card printing and the national database. The only thing printed on the card is current information at the time of printing.

b. Wing/Region involvement is part of the electronic approval process for what appears on the cards. CAPF 100's and signatures are not required.

c. Any member can access this module in MIMS to view and print their own CAPF 101 card - anytime. Unit commanders and their designees (such as emergency services officers) can also be given permission to view and print CAPF 101 cards for anyone in their unit.

d. Individual specialty expiration dates are shown. The card itself does not have an expiration date.

e. Specialty supervised trainee status is shown. There is no need for a CAPF 101T card.

f. Optional digital pictures can be included if a validated photo is in the national database.

4. Other additions to MIMS include enhanced data entry methods, synchronization of CAPWATCH downloads with the new database tables, CAPF 101T worksheets printable anytime, added reports, and a feedback module for field inputs.

5. Please review and implement the procedures and recommendations in the attachments. Work is in progress to develop regulation changes that reflect these new processes and procedures. This letter provides the interim authority to use these electronic means pending ratification of the associated regulations. If you have questions, suggestions, or need help with MIMS modules, feel free to contact the headquarters working group by sending an e-mail to mims@capnhq.gov. If you have any emergency services specific question, please contact the national emergency services staff at dos@capnhq.gov.

RICHARD L. BOWLING
Major General, CAP
Commander

cc:
HQ CAP/EX/XP/IT/DO/GC/EXI
CAP OPERATIONS COMMITTEE
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HQ CAP-USAF/CC/CV/XO/IG/JA
CAP-USAF LR/CCs
State Directors

3 Attachments:
1. Emergency Services and CAPF 101 card interim guidance
2. Sample electronic CAPF 101 card
3. Online Instructions/Help

ATTACHMENT 1

Emergency Services and CAPF 101 card interim guidance

Emergency Services and 101 Card Interim Guidance

This guidance deals mainly with Emergency Services (ES) data input, the subsequent processing of specialty training accomplishments, and the business rules (regulations) associated with initial and recurring requirements. The transition to this automated system requires use of adjusted guidance from that available in current regulations. Work is in progress to update the appropriate regulations.

In implementing the national Member Information Management System (MIMS) several process, procedure, and documentation changes are required to move CAP toward its goals of

- enhancing resource management effectiveness
- reducing the administrative burden
- increasing workflow efficiencies

The concept of the system, is to provide a central repository for CAP qualification and certification data, and as much as possible, automate the application of regulation business rules. Key results of this include:

- Benefit: Data entered once, and available wherever appropriate
  - Effects:
    - A task that is applicable to several specialties is entered into the system once, and used to satisfy the requirement for all applicable specialties requiring completion of that task.
    - Since some tasks can apply to 4 or more specialties, the current rule that a person can be engaged in training for no more than 3 specialties at a time is no longer appropriate.
    - The online 101T worksheet (explained in more detail later) will automatically document a completed task in every specialty to which that task applies – no duplicate entry is required
    - The system requires date of accomplishment **not** date of expiration to be entered; the computer calculates any expirations involved
    - Minimal data entry is required since member and unit information is already in the system; unlike duplicate fields on the paper forms.
- Benefit: Easy access and timely availability to program management information
  - Effects:
    - Individual/group ES specialty and pilot status available online from wherever an internet connection is available.
    - Current-status snapshots easily printed for periods of time that internet access may not be available. (For FRO release listings for instance)
    - Automatic individual reminders and unit notifications available concerning pending and overdue expiration dates. No need to keep separate boards or finger thru paper files to keep people current
    - Easy and automated data/information availability to produce rosters, analyze resource currency/availability, or produce capability reports
    - Easy integration with other applications such as other personnel, logistics, finance modules that need this information

- Benefit: More accurate record keeping with less effort
  - Effects:
    - Less reference to regulations required making it easier for new members to become effective at their job.

- Less time needed for menial administrative tasks; more time available for effective program management.
- When business rules change, rules can be applied immediately throughout CAP.

The system, as available, permits individual members to enter ES accomplishments (tasks) followed by CC or CC designee validation of those entries when required. For members without computer skills or access to a computer/internet connection, a restricted application exists that allows the unit commander to assign permissions for someone else to enter and/or validate the appropriate data.

Currently, once specialty tasks are completed and validated, the MIMS process requires a commander/designee to validate the completion of the specialty itself. **On 28 July 2003, that process will change.** The current "specialty validation" requirement will be replaced by an automated "specialty approval" process. This process will eliminate the need for CAPF 101 signatures and use of the CAPF 100 paper process. The electronic approval process will require commanders (or designees when authorized) to in-turn APPROVE assignment of the specialty qualification to the individual. After the final approval level is complete, the specialty becomes available for printing on a new 101 card. Commanders must insure that the automated approval process at unit, group, wing, and region level (as appropriate) can be exercised starting 28 July when using MIMS.

Those people given permissions to approve ES specialties at various levels, will see a restricted application selection - "Approvals Waiting (X)" where X is the total number waiting - shown in red on the right-hand of the e-services main page. The person approving will click on that selection and approve or reject items similar to the current validation page. The item will pass in-turn through the number and level of approvals that are setup in the business rules for each specialty. After the final approval level, the individual able to serve in that specialty and it will be available for printing on the next 101 card.

Concerning ES specialty currency and expiration factors, numerous present rules in this regulations do not lend themselves to automation. Current regulation wording has specialties expiring and associated tasks expiring in a complex method. MIMS expiration rules are based strictly on ES specialty tasks. Some never expire, METL tasks expire every 2 years and the ART tasks have custom expiration rules. (ART expirations are being considered for elimination.) Also MIMS expiration dates are based strictly off the task completion date, not the specialty approval date. (Example: If an METL type task is completed on 1 Jan 2003, it will expire on 31 Jan 2005, even if it takes a year to complete the rest of the tasks with a resulting ES specialty approval of 1 Feb 2004. The specialty approval has no bearing on task expiration.

The MIMS CAPF 101 card process and card presentation is significantly changed.

- The 101 card itself will not have an expiration date on the front; each specialty has a separate expiration date shown next to that specialty abbreviation on the card back. The expiration is based on the first "task" within the specialty to expire.
- The card will not require a signature. Only real-time data is printed at the time of printing. If a task is expired and the card is reprinted before renewing that expiration, then any specialty requiring that task will not show up on the reprinted 101 card.
- The specialties shown on the back of the card will be sorted according to expiration date, with first to expire at the top. This will help ICs and mission coordinators easily determine what specialties an individual is qualified to perform.

- After the list of "fully qualified" specialties, a list of "in training" specialties is listed in which the individual is qualified to train under supervision. These are indicated by an asterisk and have no expiration date.
- An individual's validated photo in the national database, will print on the 101 card .
- A 101 card may be printed by the individual member or the member's commander/designee at anytime. Again, only current data at the time of printing will show on the card.
- When a new specialty has successfully passed through the approval process, a card can be printed immediately as mentioned above. No form 100, no signature, no waiting required!

Specific process and procedure guidelines:

- NHQ/IT can assist wings to get the bulk of ES data initially into MIMS. **This is a one-time process for any particular wing/unit.** This process was approved by NHQ/DO to ease the pain of initial data input because of the enormous amount of data to assimilate into this new system. This process does not, in most cases, bring in the specific task completion/expiration dates, but rather uses the generic date of the last 101 card that was issued. Wings that have not already submitted bulk ES data should check with NHQ/IT on the format required for submission.
- For those units that for various reasons desire to continue to use locally developed automated systems, any ES data updates, additions, or deletions required after initial bulk upload, must be entered thru the MIMS system, not the local system. The local systems either have changed or should be in the process of changing to use the CAPWATCH download for current MIMS data to feed the various features in their local system. This is necessary to guarantee that proper business rules are applied to the data. (We are currently working on the capability to run batch uploads of locally input data through the national business rule process and back to the local database will become available.)
- A feature is under development that will verify that an ES task trainer is qualified to provide particular ES training. In the meantime, this trainer verification must be part of the task validation process.
- CAPR 60-3/4 ES program is complex and undergoing change. A continuous process of bug fixing, process and workflow changes, and general enhancement will keep MIMS a work-in-progress for months to come.

We have an active and aggressive group of volunteers and NHQ staff developing and testing features on an on-going basis. These people collaborate daily, so fixes and enhancements appear regularly. Your ideas and comments are welcome. An online e-services support module for reporting bugs and suggesting enhancements is provided at the e-services main page. Please use this to help make these CAP online applications a truly national, shared venture that will help us meet our mission and administrative needs.

ATTACHMENT 2

Sample electronic CAPF 101 card

e-Services | CAPNHQ.GOV

Enter CAPID: 203525 Retrieve 101 Card **Name: Maj Larry W Mangum**

This application allows you to print a CAPF 101(E)-Specialty Qualification Card at any given time. Height, weight, eye color, and hair color data must be provided for identification purposes, or your card will be void. Your current specialties are listed below with their expiration dates. Specialties that you are only allowed to serve as a supervised trainee are preceded by an asterisk (*). When a specialty expires, you will no longer be allowed to serve in that specialty in a qualified or trainee status until the Membership Information Management System (MIMS) is updated and you print a new card. If you have any questions or comments, please contact HQ CAP/DOS.

Height 72 Weight 260 Eyes BLU Hair BRN Update 101 Card

*Note Click Here if your Barcode does not appear on front of card. Save file in your c:\Windows\Fonts folder.
After File is Saved Press Refresh in your Browser.
If Needed Picture ID does not appear, Use the Upload CAP Picture Utility to Upload a Member's Picture

To Obtain Card Please Print (Landscape) and Cut Below Dotted Line

Civil Air Patrol

Specialty Qualification Card

Larry W Mangum- Maj
Charter # PCR-WA-001

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

CAP Form 101(E) May01 OPR/Routing: DOS
Prev. Edit. will not be used after 31 Oct 01

Achievments/Expiration for CAPID: **203525**

GTM	11/2003	AL	5/2004
UDF	11/2003	GTL	5/2004
IO	11/2003	IC	3/2005
CUL	11/2003	GES	(No Expire)
MRO	11/2003	ES	(No Expire)
MSO	11/2003	*AOB	
LO	11/2003		
MSA	11/2003		
MO	11/2003		
OSC	11/2003		
PSC	11/2003		
LSC	11/2003		
FAS	11/2003		
GBD	11/2003		
MS	11/2003		

*Indicates Supervised Trainee Status

Height	Weight	Eyes	Hair
72	260	BLU	BRN

AL - Agency Liaison
AOBD - Air Operations Branch Director
CUL - Communications Unit Leader
FASC - Finance/Admin Section Chief
FLM - Flight Line Marshaller
FLS - Flight Line Supervisor
GBD - Ground Branch Director
GES - General Emergency Services
GTL - Ground Team Leader
GTM - Ground Team Member
IC - Incident Commander
IO - Information Officer
LO - Liaison Officer
LSC - Logistics Section Chief
MC - Mission Chaplain
MO - Mission Observer
MP - SAR/DR Mission Pilot
MRO - Mission Radio Operator
MS - Mission Scanner
MSA - Mission Staff Assistant
MSO - Mission Safety Officer
OSC - Operations Section Chief
PSC - Planning Section Chief
RM - Radiological Monitoring
TMP - Transport Mission Pilot
UDF - Urban Direction Finding Team

Sample CAPF 101(E) from MIMS (FMS)

ATTACHMENT 3

Online Instructions/Help

Qual/Cert Instructions

The CAP Qual/Cert module is designed to track member achievements, qualifications, certifications and other such items in many CAP functional areas. Unit commanders designate who has access to enter/update data. Your unit Web Security Administrator (WSA) sets the permission to the module.

The CAP Qual/Cert module is located in the e-services section of the CAP National website and shows up as one of the "restricted applications" listed on the right side of the e-services main page. If you do not see MIMS (FMS) as one of the listed choices, you have not been granted access and should see your WSA for help. When you have access, click on MIMS. On the following page that appears, click on Qual/Cert in the menu list to start the module.

- The first presentation in the Qual/Cert module requests that you enter the CAPID of he person whose records you want to update.
- If you know the CAPID enter it and click submit to proceed. If you don't know the CAPID, click on the "Interactive Personnel System" text below the submit button to find the desired CAPID by providing selected search information in the form that opens. When you see the name of the individual whose records you want to modify, click on the CAPID which will return you to the CAPID request page with the proper CAPID already filled in. Click submit to proceed.
- Once the submit button is clicked, you'll be presented a screen showing the member's current tasks and achievements, etc., if any, similar to the picture below.

Please note these are examples below.

e-Services Home | CAPNHQ.GOV

FMS for John Doe

Qual/Achv	Completed	Status
CAP Airplane Pilot	3/13/2002	Active
Ground Branch Director	1/10/2002	Active
Mission Radio Operator	1/10/2002	Active
GES	2/21/2002	Active
SAR/DR Mission Pilot	3/14/2002	Active
CAP Instructor Pilot	2/21/2002	Active
Flight Line Supervisor	2/21/2002	Active
CAP Glider Pilot	4/5/2002	Pending

Select below to view partial or completed Qual/Achv

[Select Functional Area] [Select Qual/Achv]

Submit Reset

Add a Task for a New Achievement

Enter another Member's CAPID

- At this point you will have multiple ways to view your information. The first way is to simply click on the Qual/Achv. This will drill down to all the tasks associated with the particuliar achievement selected. The second way is to use the dropdown menu. The dropdown menu stores completed/partial achievements.

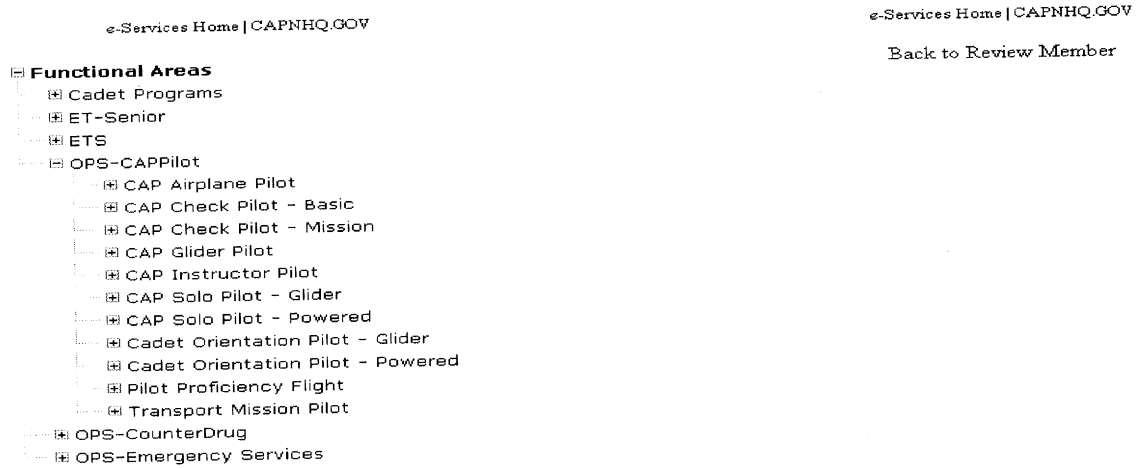
Qual/Achv: CAP Glider Pilot

Back to Review Member

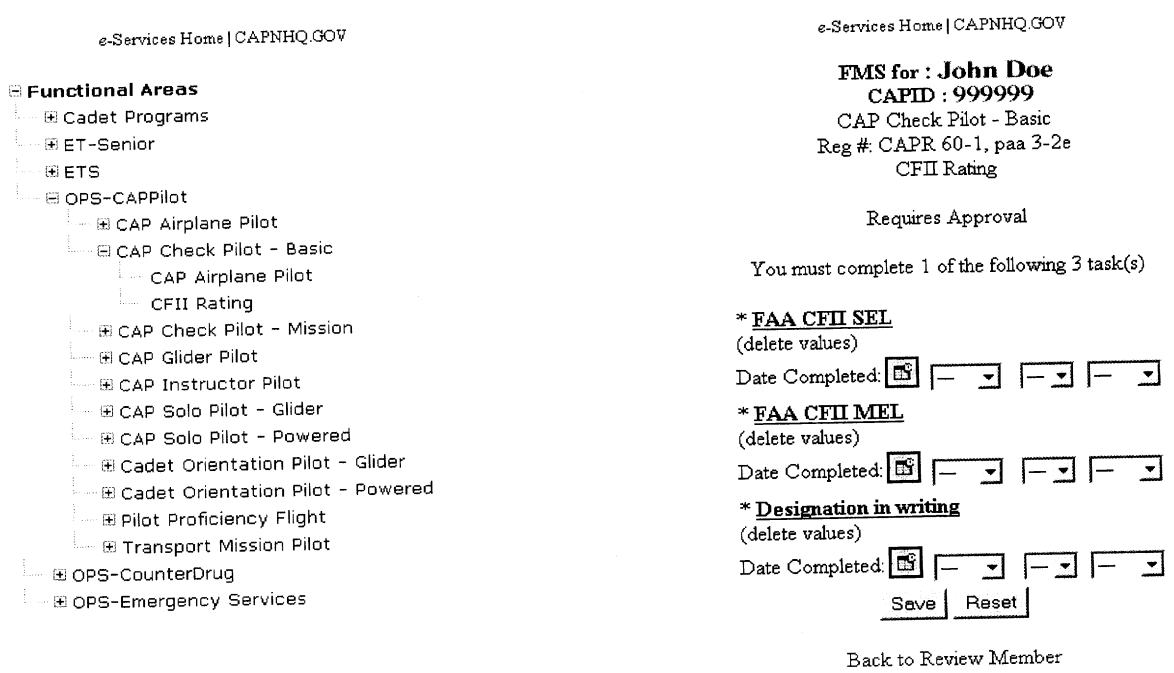
Tasks:	**Current Date:**	**Pending Date:**
FAA CFIG Private		
FAA CFIG Comm		
FAA CFIG Instructor		
Tasks:	**Current Date:**	**Pending Date:**
CAPF 5 A/C Initial	02/22/01	
Tasks:	**Current Date:**	**Pending Date:**
CAPF 5 A/C Initial	02/22/01	
CAPF 5 Annual Written Exam		
Tasks:	**Current Date:**	**Pending Date:**
Statement of Understand	02/24/01	

- If what you see requires additions or updates, you click on the Add Task[1] for <Member Name> after the last task listing. If all is correct, you can go back to the e-services main page or CAPNHQ homepage via the links at the top of this page.
- After you click add tasks you are presented with an outline type tree at the left side of the page. (See below) The tree can be expanded by clicking on the plus sign in front of the item of interest; and can be compressed by clicking on the minus sign.

[1] Task--A series of actions you must take to accomplish a qualification or certification



- To enter new data, navigate through the tree of achievements and associated steps to the particular item you want update.
- Click on that item. This will bring up a listing of one or more tasks with associated date blocks. (See below)
- HINT--To increase speed of inputting records expand the achievement(+) on the left side of the page, then the Step to the point where all tasks are shown for that achievement. Use the left-hand side of the page to select tasks and use the right-side to input dates. (See Below)



- Enter completion dates for the appropriate tasks. We recommend clicking on the calendar symbol and selecting a date to insure proper

date entry. You can enter dates for more than one task before saving the results to save you time.

- With all applicable dates entered, click the save button. This will record your inputs and bring you back to just the achievement tree presentation.
- From here you can select other steps or achievements to update for this individual; or if you want to check your progress as you are entering information, a link is available at the bottom of each page of tasks. Clicking redisplays the individual's listing showing all the records including the updates you have already made.
- When you finish with the current individual's record update, it is a good idea to check to make sure your entries are correctly reflected.
- Once the check is complete, you can click to go to a new person for additional record update(s), go back to the e-services main page, or go to the capnhq.gov homepage.
- You may notice that some achievements and tasks show a status of pending. These are items that require some sort of validation. If you also have been designated by the unit commander to validate certain records, you can accomplish that by returning to the e-services main page and selecting the approval module, which will allow you to approve those items authorized for you by the commander.

Here is some key information in reference to validation and printing reports.

- On the Validate Achievements and Tasks page, you will notice there is a Check Flight Failure. This is used to input failed check flight. The "Failed Check Flight" is a requirement by OPS and also a Air Force requirement to track failures.

- For printing member's reports, please **do not** select the print button located on the browser (Top part of the web page). In order to print the report you must select the print button located in the menu bar at the top part of the report.

If you experience any problems using this module, please send an email to FMS Group with a complete description of what happened and the text of any messages that appeared on your screen.

If you have any suggestions that would make this module more user friendly, suggestions are always welcome. Send to FMS Group

If you encounter any situation that the module can not handle or handles incorrectly, notify FMS Group as soon as possible.

Finally, thanks you for using this capability that has been developed to improve CAP accountability and help streamline the CAP administrative and mission processes.