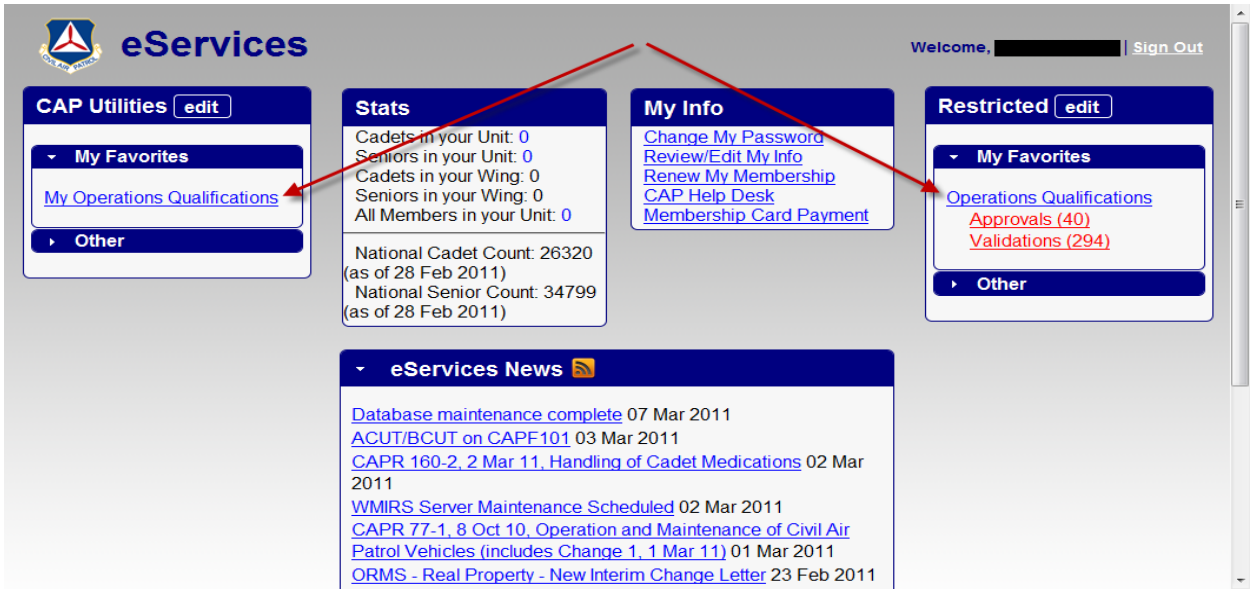
BCUT/ACUT Entry and Approval Instructions

Any member that has completed ACUT or BCUT and currently active in the respective achievement will show current on the CAPF101. If a member has completed ACUT or BCUT and they are not present on the CAPF101 then the task will be awaiting approval. ACUT supersedes BCUT if both are completed. If you have any further questions please contact the CAP Helpdesk.

Entry Instructions

Sign into Civil Air Patrol's eServices

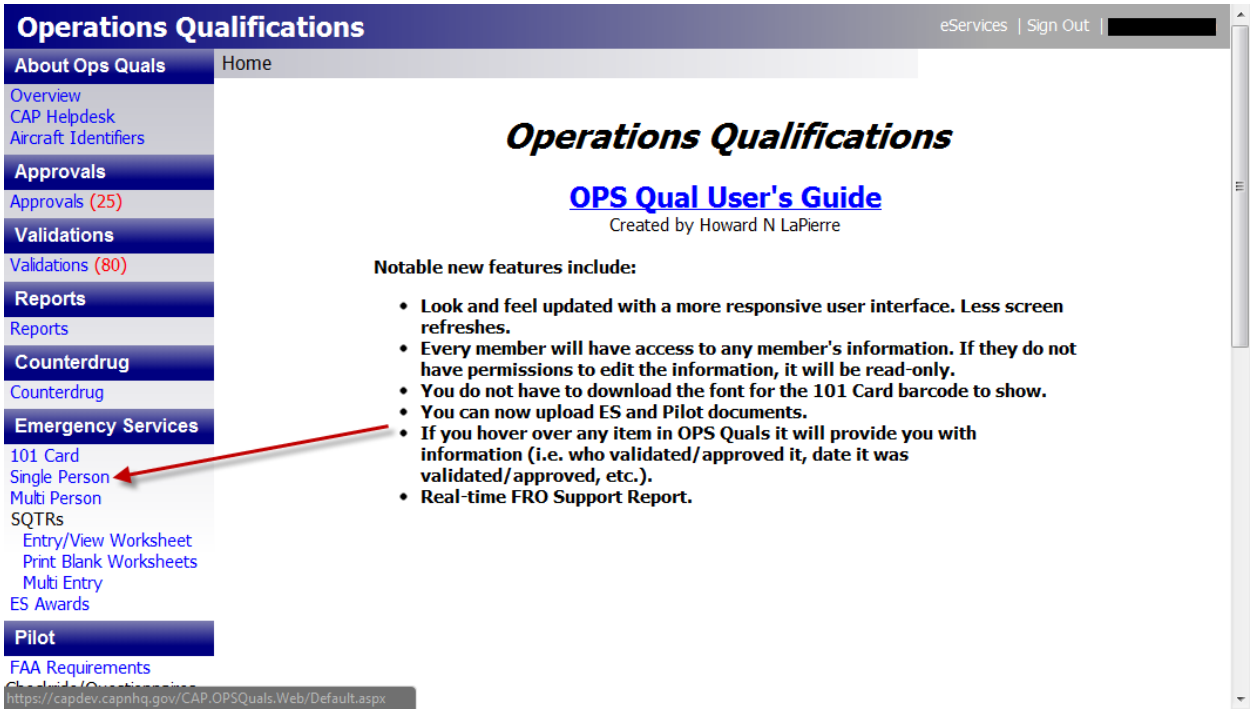
Click My Operations Qualifications (CAP Utilities) or Operations Qualifications (Restricted)



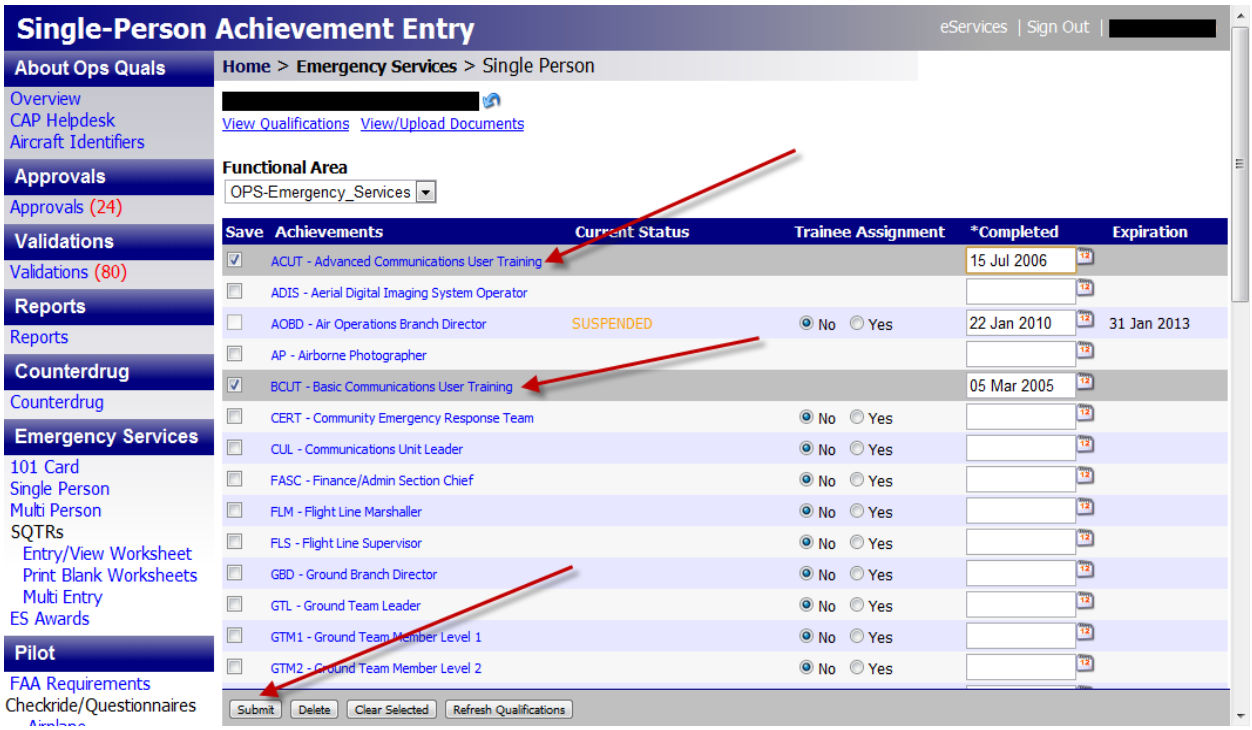
There are two ways to enter BCUT and ACUT, at the achievement level and at the task level.

Achievement Level Entry

After Operations Qualifications loads, click the Single Person link under the Emergency Services section.

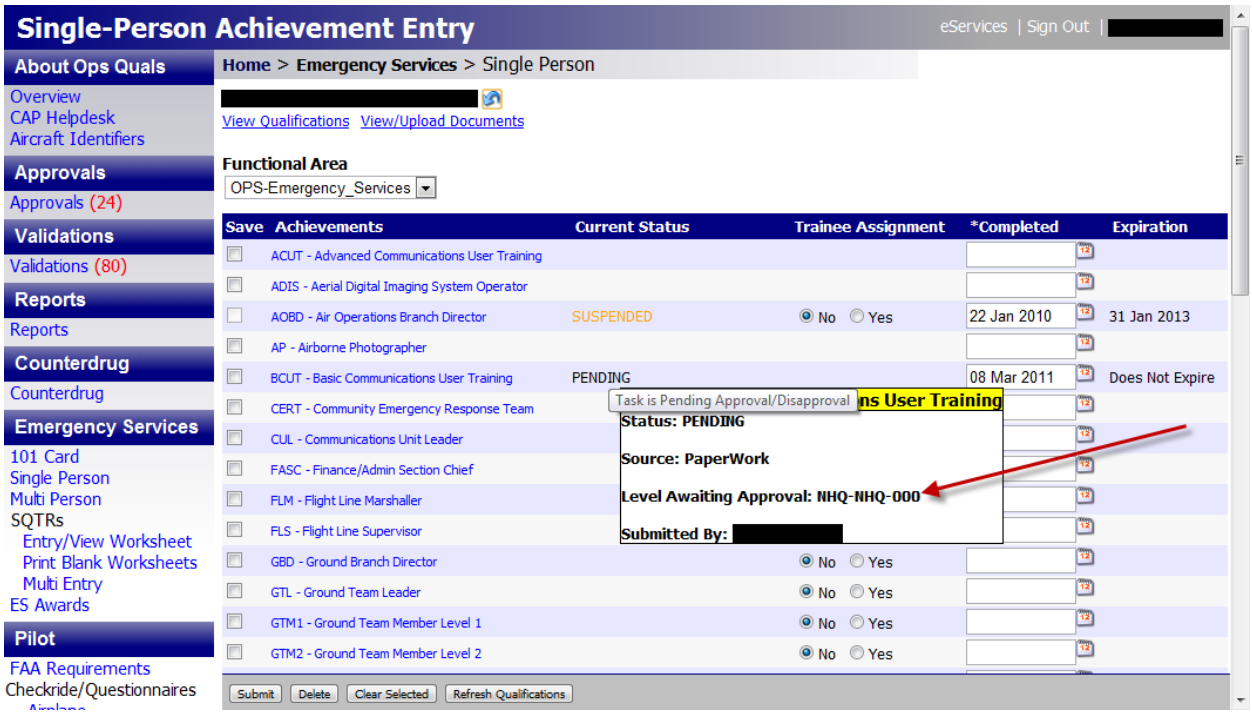


If you entered through the CAP Utilities side your information will populate when the Single Person page loads. If you entered through the Restricted applications you will have to search for a member. After you search for a member you will see a list of achievements. To submit BCUT/ACUT, select a date that corresponds to the achievement. You can submit more than one at a time. When you are ready to submit, click the submit button at the bottom of the page.

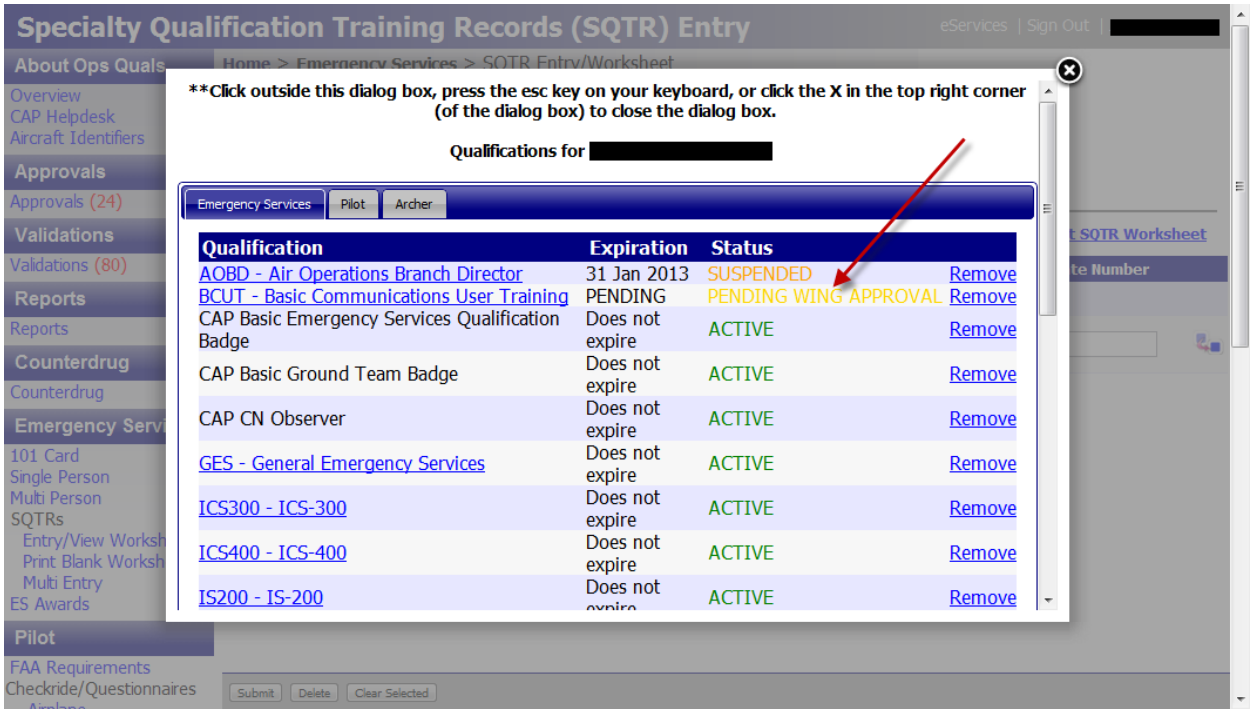


NOTE – If you do not have approval permissions, this will go through the normal ES approval process, Unit -> Group (if applicable) -> Wing. If you have approval permissions at the unit or group, it will go up to the next level for approval. If you have approval permissions at the wing, this submission will act as the approval.

There are two ways to find out where this is pending approval. You can hover over the status on the Single Person page.

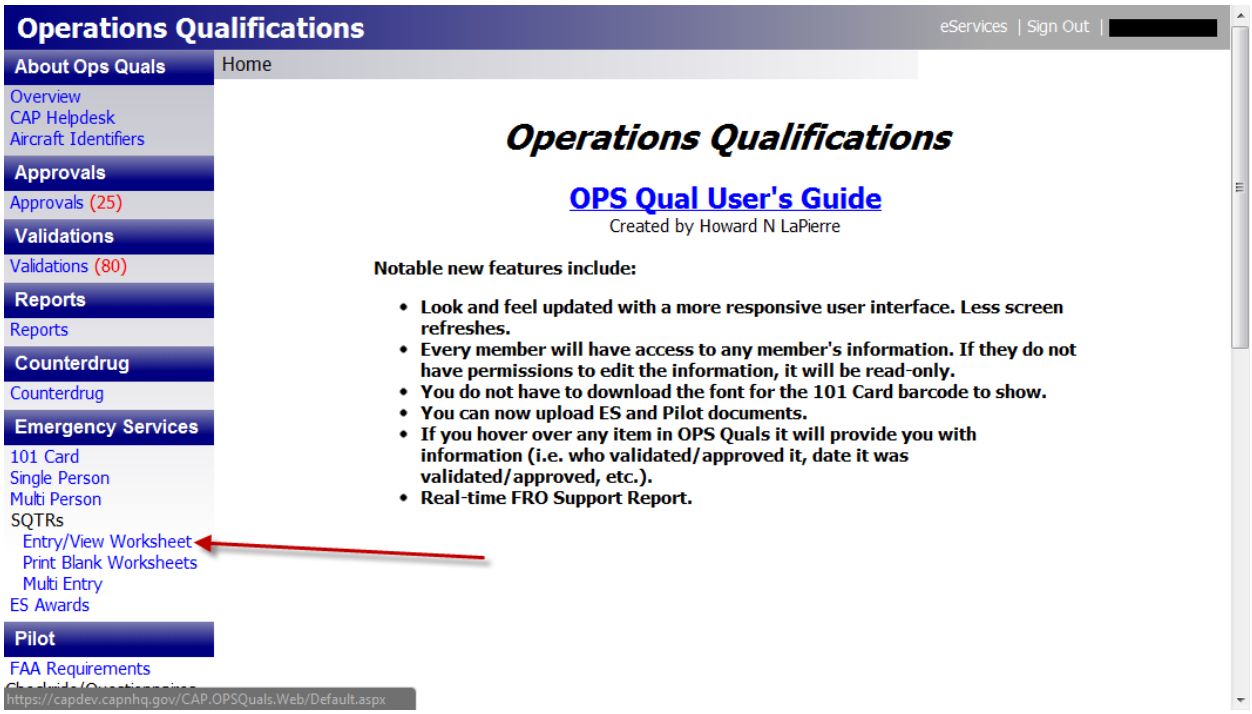


Or you can click the View Qualifications link located under the member's name. You will see a screen similar to the one below.

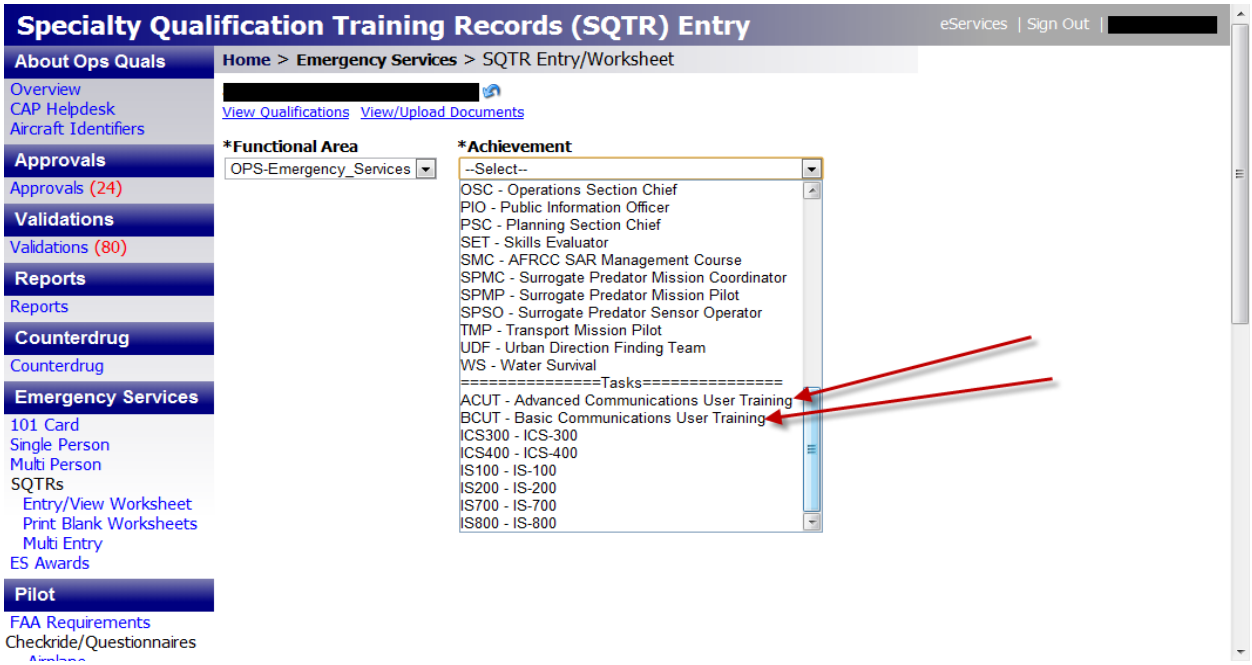


Task Level Entry

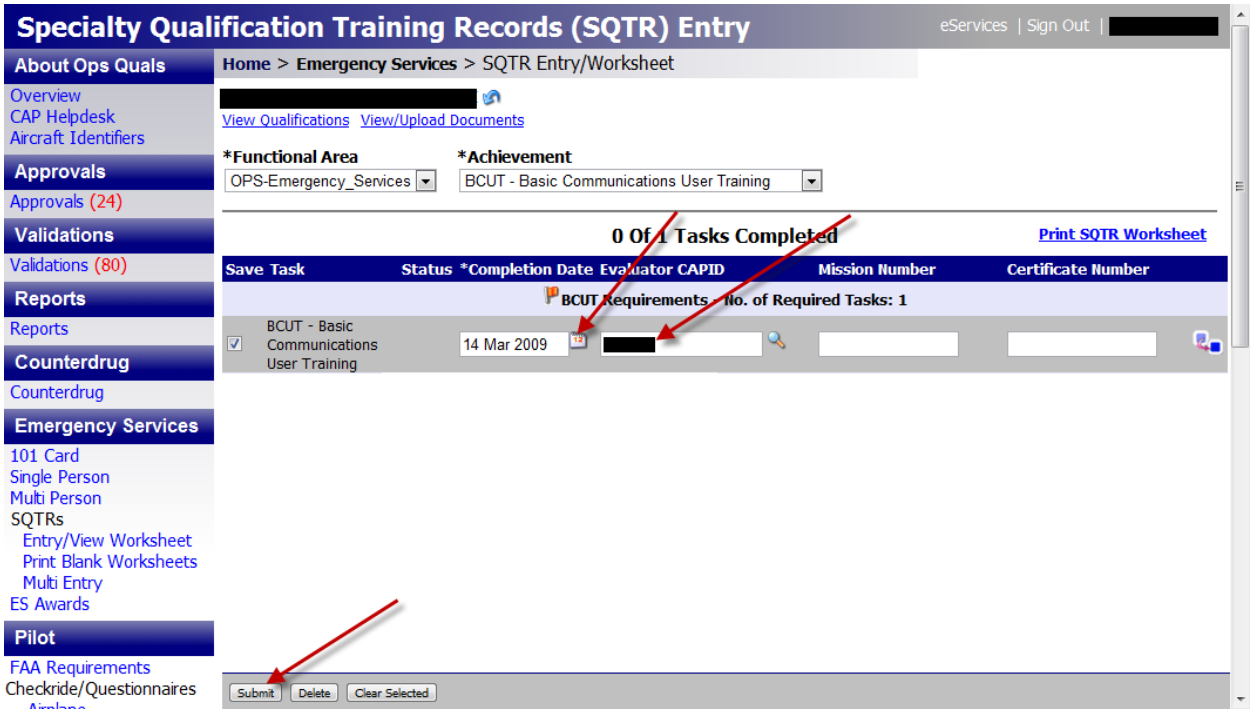
After Operations Qualifications loads, click the SQTR Entry/View Worksheet link located under the Emergency Services section.



If you entered through the CAP Utilities side your information will populate when the Single Person page loads. If you entered through the Restricted applications you will have to search for a member. After you search for a member you will see an achievements drop down list.

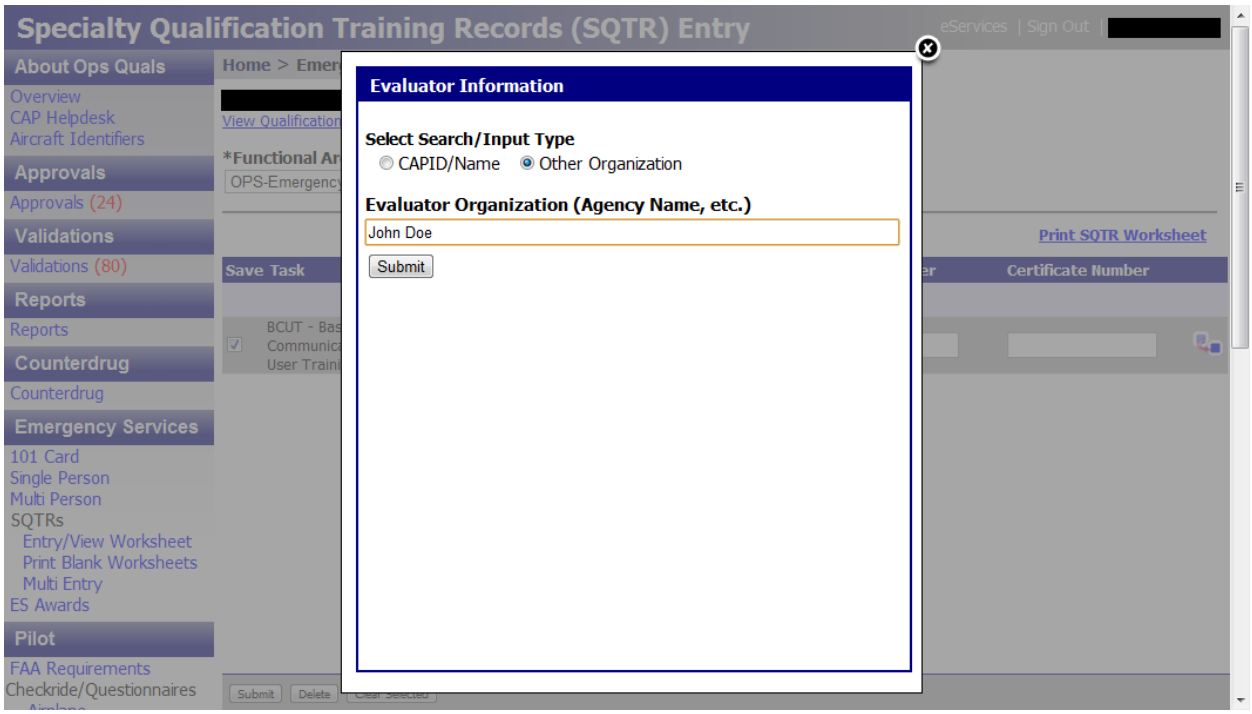


Select ACUT or BCUT from the list.

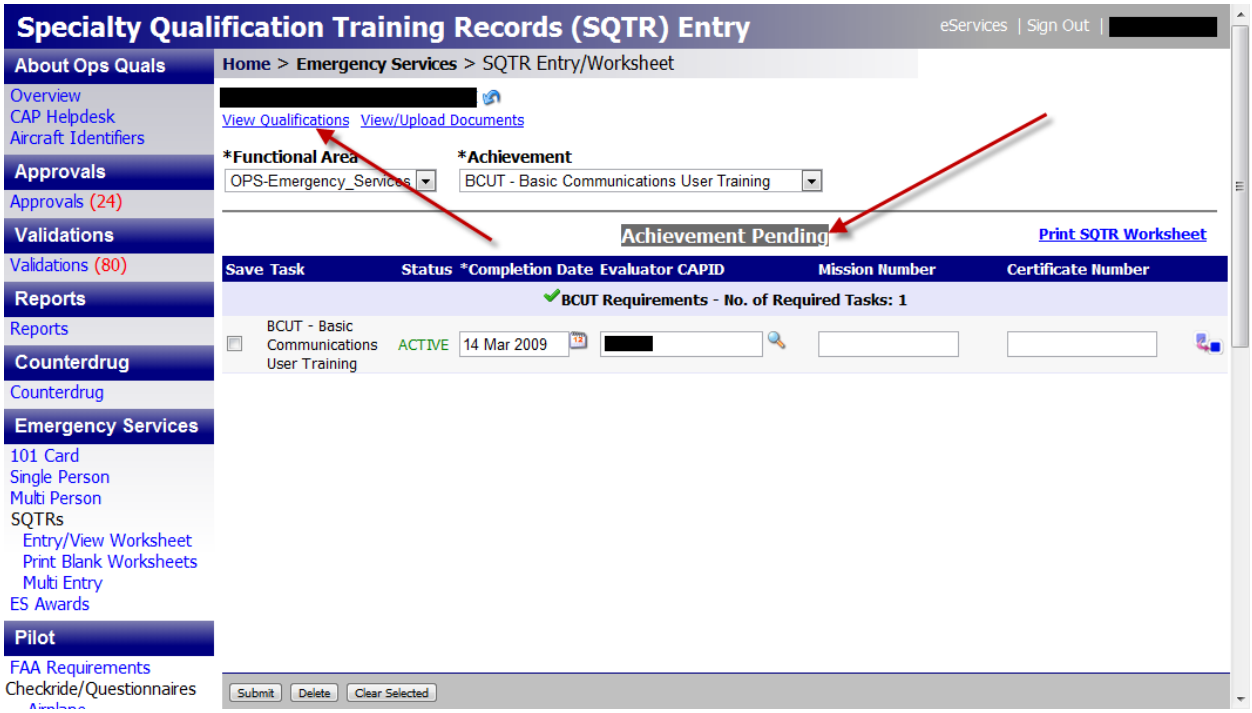


Enter the Completion date, Evaluator CAPID and click the submit button.

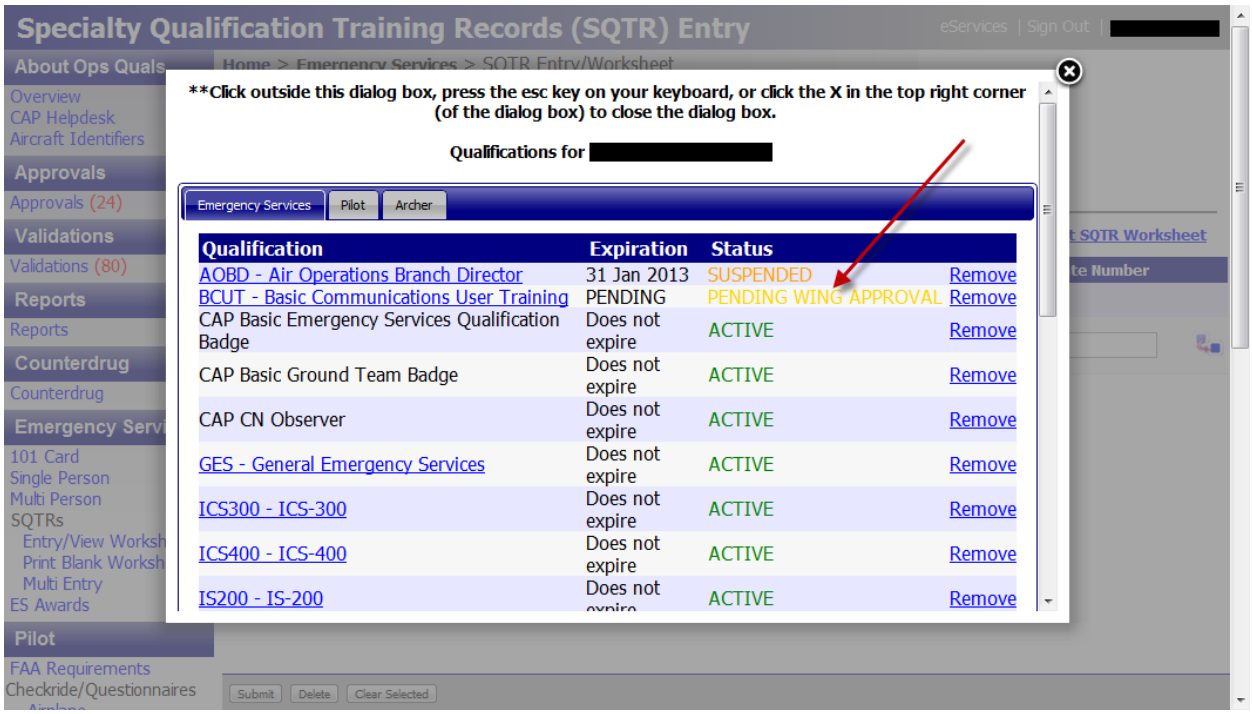
NOTE - If the evaluator is no longer a CAP member, etc., click the magnifying glass next to the text box. When this screen loads, select Other Organization and enter the person's name. Click the X to close and then click the submit button.



After you submit this task you will see the achievement is now pending.



You can view where it is pending approval by clicking the View Qualifications link under the member's name.



After these have been approved, they will show on the 101 card.

Approval Instructions

ACUT and BCUT will require the following levels of approval.

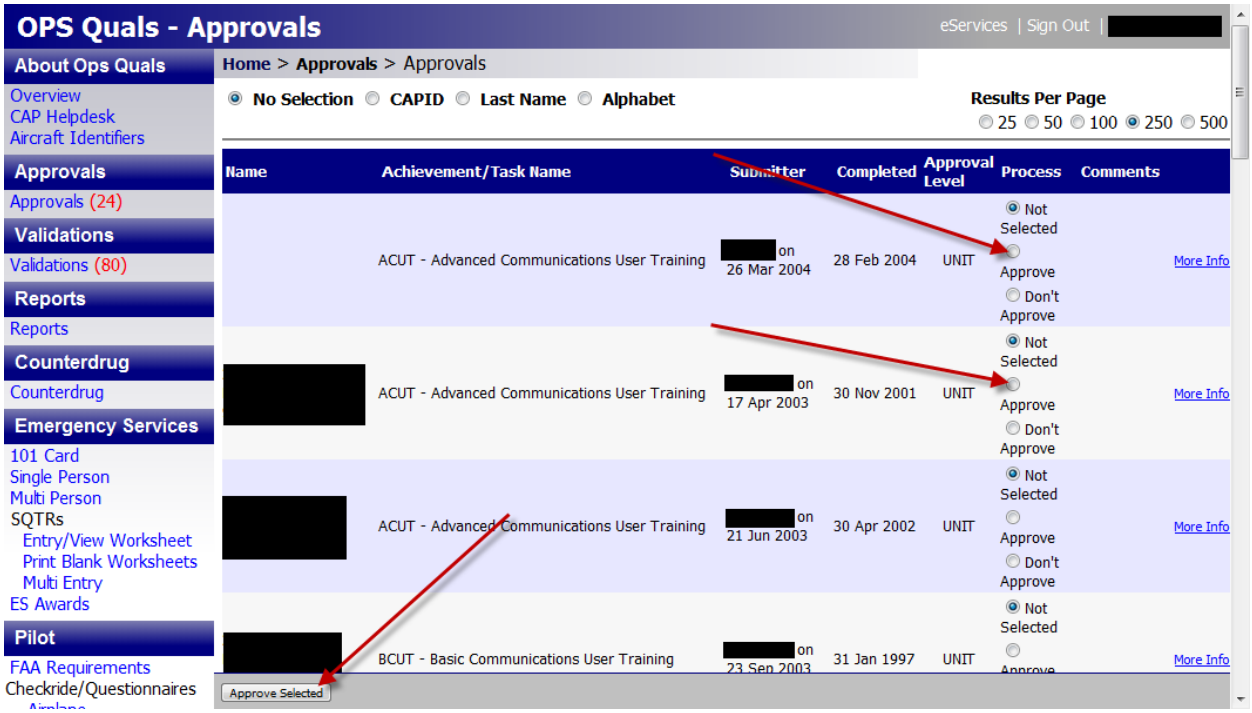
(1.) Unit/Group (if applicable) by any of the following duty positions: Commander, Deputy-Commander, Emergency Officer, Communications Officer, or Operations Officer.

(2.) Wing approvals by any of the following duty positions: Commander, Vice-Commander, or Director of Communications (including Assistants).

Sign into Civil Air Patrol's eServices

Click the Approvals link located under the Restricted Operations Qualifications. If you do not see this link, you do not have any approvals waiting for you.

After the Approvals pages loads, you will see a list of approvals waiting for your action.



View the list and select "approve" to approve and "don't approve" to disapprove. If you disapprove an item, you will have to provide a reason. Once you have selected all the items you would like to approve/disapprove, click the Approve Selected button at the bottom of the page.

NOTE – You cannot approve your own records.