



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

3 June 2011

MEMORANDUM FOR ALL MEMBERS

FROM: CC

SUBJECT: Safety Education Requirements

1. It is vitally important for the Civil Air Patrol (CAP) to do everything possible to create and maintain both a safe operating environment and an effective safety culture for all of our members. Safety is everyone's responsibility and as part of our effort to become a safer CAP, it is imperative that we keep our safety program in the spotlight. In that effort, we have developed a number of online safety education courses, including the Introduction to CAP Safety Course, for all of our members new and existing.
2. These easily accessible online courses are designed to provide both cadets and senior members with a realistic knowledge base, not only for CAP activities, but also for those safety issues we deal with in everyday life. To promote a safer CAP, the National Board made both the Introduction to CAP Safety Course and monthly safety education, through various means available, a requirement to participate in CAP activities.
3. To ensure all of our members take the Introduction to CAP Safety Course, earlier this year, we asked everyone to take the course by 31 March 2011. Based on a number of wing and region commander requests, this date was extended to 31 May 2011.
4. Effective 1 June 2011, those members who have not taken the Introduction to CAP Safety Course are prohibited from participating in CAP activities, EXCEPT to attend their regular unit meetings (not Emergency Services activities) to accomplish safety education at the beginning of the meeting. Commanders, at all echelons safety is a commander-led program in concert with your safety officers. Please be sure to be positive and assist your members in accomplishing their safety education requirement to ensure their continued success in CAP's program. Furthermore, Operations Qualifications (Ops Quals) in eServices will review your safety education requirements and will not allow participation in Emergency Services activities if your education requirements have not been met. CAP Regulation 62-1 further explains the safety education requirements for all CAP members.
5. If you find yourself inactive and out of safety education currency, resulting in your ineligibility to participate, please coordinate with your unit safety officer or go to eServices to complete one of the online elective safety education modules for credit to meet your safety education requirements. When you have completed your course requirements, your active status will be reinstated.

6. For additional information, please contact your unit or wing safety officer or commander and thank you for your support of this change to our habits as we strive for an environment that is safe for all of our members and guests. Your cooperation is appreciated.



AMY S. COURTER
Major General, CAP
Commander

Attachment:
Online Safety Education User Guide

cc:
CAP/CV/CS/EX/EXA/DO/FM/GC/IT/LG/ED/CP/EXM/EXS
CAP Senior Advisors
CAP-USAF/CC/CV/XO
CAP-USAF Region Commanders
CAP-USAF State Directors

Online Safety Education User Guide

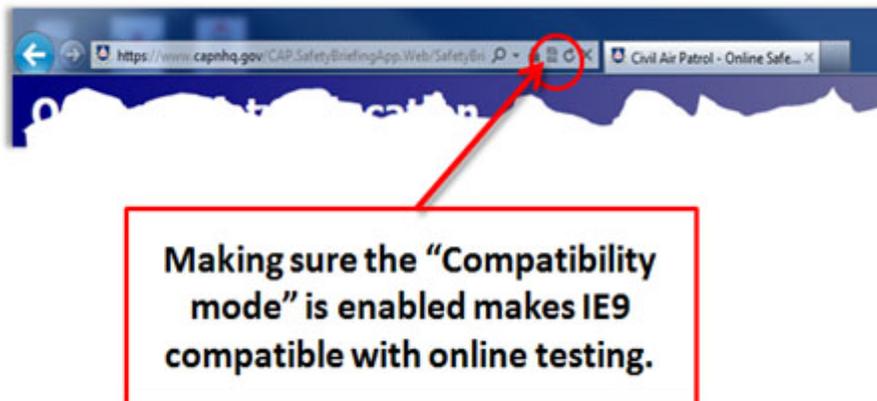
****Please note that if you are using an AOL browser you may experience some difficulties with this application.**

- ****Please note that due to internet network speeds some tests may take a minute to download before starting.**
- ****Please be sure that your antivirus/firewall/security settings are not causing you to be unable to view or process each test.**
- In order for this application to work properly, JavaScript must be turned on in your internet browser.
- If you are using IE 8 as your internet browser, you will notice that a pop-up will appear after you select an exam. The IE 8 warning pop-up will look like what is shown below:



Please be sure to select "No" when this appears in order for the exam to load.

- Also, if you are using IE 9 as your internet browser, make sure the Compatibility Mode is enabled as shown below:



All members are required to complete safety education monthly.

All CAP members must complete monthly safety education in order to participate in activities at CAP meetings, missions or other CAP special activities. Members who do not complete the Monthly Safety Education will not be allowed to participate in CAP activities until their safety education is up to date. (Safety Currency)

Each CAP member must meet this requirement prior to participating in flight or vehicle operations, ES missions, wing-level activities, encampments, National Special Activities, or National Board and NEC Meetings. Members may attend unit meetings with the intent of gaining monthly safety education currency.

This is a monthly requirement which expires at the end of the month following its completion (e.g. a briefing attended or completed on June 15, 2010 will carry currency through to July 31, 2010).

- **Online Safety Education**

This section allows members to complete your monthly safety briefings by viewing a PowerPoint/quiz provided by NHQ.

Commanders & Safety Officers

- **Log Safety Briefings**

This section allows Commanders and Safety Officers to input CAP member(s) monthly safety education.

- **Reports**

This section is for Commanders and Safety Officers to view various safety reports dealing with safety education information.

If you have any questions, consult with your safety officer; however you can always send an email to SAFETY@CAPNHQ.GOV for guidance and support.



On-line Safety Briefing and Testing “HOW TO” Guide

1. Log-in to E-Services

Civil Air Patrol eServices Login

Welcome to Civil Air Patrol eServices. The site you are accessing requires a username and password. Please enter them below and click 'Log On' to proceed. After logging on, you will be returned to the eServices home page.

User Name or CAPID

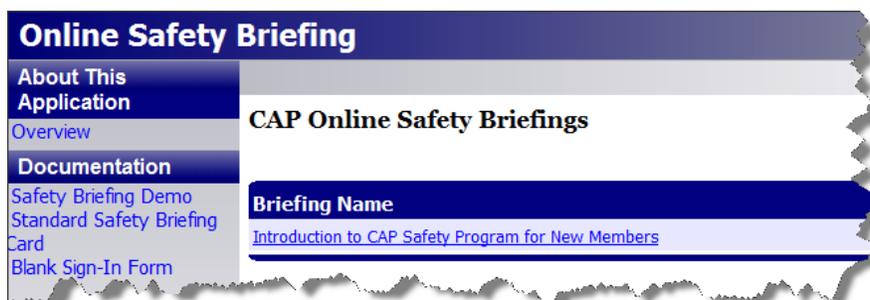
Password

[Need Help Logging On?](#)

2. Choose Online CAP Safety Briefings

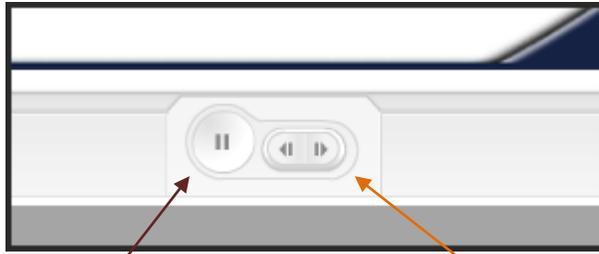


3. From the CAP Online Safety Briefings screen choose the briefing to take part in from the available list. This will bring up the presentation in PowerPoint.



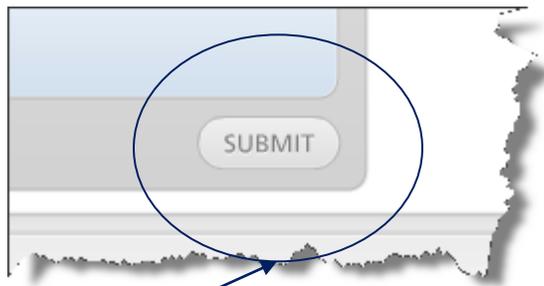
4. Proceed through the presentation and take the test at the end of the presentation. Once the test is completed it will be automatically be scored. Passing score is 80%. The briefing presentation and the test may be taken until a passing score is achieved.

Navigation Notes:



The articulated software to develop this will allow you to review the presentation in an automatic method or a manual method. If you pause the presentation by hitting this button the presentation will stop.

If you use these arrows, you can move the slides forward or backward to review the content of the presentation.



Once you have made your answer selection, click the submit button in the bottom right corner of your screen. If you select an incorrect answer, you will be advised it was incorrect; however the question will be explained with the correct information

EXAMPLE:

Incorrect

You did not select the correct response. The best choice for this question is the Squadron Commander. It is a commanders responsibility to have a safety program.

Next Question

IF YOU FAIL THE QUIZ STANDARD FOR THE MODULE YOU SELECT, THIS IS WHAT IT WILL LOOK LIKE

Your Score: 10% (10 points)

Passing Score: 80% (80 points)

Result:

 **You did not pass. It's ok though. Go through and review the course again. You will surely get it with another try.**

You can click the 'Review Quiz' button for a play-by-play recap of your results.

To print your results, click the 'Print Results' button.

[Review Quiz](#) [Submit Results](#) [Retry Quiz](#)

If you fail, you can review your quiz, submit failing results to exit, or retry the quiz by applying these buttons.

IF YOU PASS THE TESTING STANDARD FOR THE MODULE YOU SELECT, THIS IS WHAT IT WILL LOOK LIKE

Your Score: 100% (100 points)

Passing Score: 80% (80 points)

Result:

 **Congratulations, you passed. You have successfully completed the Introduction to CAP Safety Course. Safety is our #1 priority. Always be willing to share and to learn. Thank you for participating in this first step to building a positive and safe environment for the entire Civil Air Patrol team. Click the "Submit Results" button to record your quiz.**

You can click the 'Review Quiz' button for a play-by-play recap of your results.

[Review Quiz](#) [Submit Results](#) [Retry Quiz](#)

If you pass, you can also review your quiz; however here you may submit your results to take you to the next screen.

WHEN YOU CLICK SUBMIT RESULTS YOU WILL GET HIS SCREEN REGARDLESS OF A PASS OR FAIL SCORE

Thank you for completing the safety briefing!

Your safety education training module has been successfully completed and logged into your training records.

Please click the  in the right corner of this screen to exit.

ONCE YOU HAVE PASSED YOUR QUIZ, THE QUIZ WILL SHADE AS UNAVAILABLE AND WILL SHOW "PASSED". IF YOU FAILED, YOUR STATUS WILL SHOW FAIL; HOWEVER YOU WILL BE ABLE TO RE-ENTER THE PRESENTATION TO REVIEW THE MATERIAL AND RETAKE THE QUIZ. THESE PRESENTATIONS WILL ALSO BE AVAILABLE ONLINE AT WWW.CAPMEMBERS.COM UNDER THE SAFETY TAB IN SAFETY TRAINING

CAP Online Safety Briefings

Briefing Name	Passing Score	Status
Introduction to CAP Safety Program for New Members	80	PASSED

ALL SAFETY TRAINING IS RECORDED FOR NEW REGULATORY SAFETY EDUCATION REQUIREMENTS THAT ARE COMING. ON THE CAP ONLINE SAFETY BRIEFINGS PAGE IS WHERE YOU CAN VIEW YOUR PERSONAL SAFETY EDUCATION.

Briefing Type	Date Completed	Expiration Date
CAP Website Online	20 Apr 2010	31 May 2010

IF YOU HAVE ANY QUESTIONS, CONSULT WITH YOUR SAFETY OFFICER; HOWEVER YOU CAN ALWAYS SEND AN EMAIL TO SAFETY@CAPNHQ.GOV FOR GUIDANCE AND SUPPORT.

Safety Briefing Demo

Restricted Side

Log Safety Briefings (Module)

1. Search by CAPID/Name or Organization

*Search for a member(s) by: CAPID or Name Unit

Enter all or part of a CAPID or name and click the TAB button on your keyboard.

2. Search by CAPID: Insert CAPID or name and press the TAB key

3. Search by Organization: Select ORG from org chooser. This will populate a grid of every member that's in that ORG. Check all members from the member list that attended the safety briefing.

*Select an Organization

GLR-IL-009 View Unit Only

Select a Member

<input type="checkbox"/> 382868 - Alger , Kenneth	<input type="checkbox"/> 122804 - Begolka , Donald	<input checked="" type="checkbox"/> 459126 - Carver , Jonathan	<input type="checkbox"/> 160125 - Donaldson , Brenton
<input type="checkbox"/> 457600 - Anderson , Ronald	<input type="checkbox"/> 349816 - Bishop , Katie	<input checked="" type="checkbox"/> 406417 - Coady , Trevor	<input type="checkbox"/> 437212 - Donelan , Matthew
<input type="checkbox"/> 215396 - Baird , Walter	<input type="checkbox"/> 454311 - Bolden , Deborah	<input checked="" type="checkbox"/> 452094 - Coady , Christian	<input type="checkbox"/> 456003 - Dover , Mark
<input type="checkbox"/> 449946 - Barla , Jacob	<input type="checkbox"/> 454359 - Bolden , Andrew	<input checked="" type="checkbox"/> 345061 - Davis , Lee	<input type="checkbox"/> 328100 - Edgar , Calen
<input type="checkbox"/> 455834 - Barla , Scott	<input type="checkbox"/> 421705 - Bonds , David	<input checked="" type="checkbox"/> 430580 - DeRoze , Clint	<input type="checkbox"/> 421703 - Elsea , Riley
<input type="checkbox"/> 444143 - Barron , Selby	<input type="checkbox"/> 230263 - Bradley , David	<input checked="" type="checkbox"/> 370656 - Deming II, Theodore	<input type="checkbox"/> 452306 - Fleming , Aaron
<input type="checkbox"/> 449613 - Bass , Jake	<input type="checkbox"/> 459722 - Bramlett , Kai	<input checked="" type="checkbox"/> 342305 - Devore , Lori	<input type="checkbox"/> 418375 - Garner , Dylan
<input type="checkbox"/> 454970 - Bautista , Steven	<input type="checkbox"/> 216201 - Brown , Matthew		

<< Previous [Next](#) >>

4. Select Type of Briefing (i.e. AOPA, Face to Face, Other etc)

5. Date completed will be defaulted to today's date.

*Safety Briefing: DoD Formal Safety Briefing

*Date Completed: 22 Feb 2010

6. Click insert and the selected member(s) will be added to the Safety Briefings Submission List.

7. From this list you can view Monthly Expiration dates / Quarterly Expiration (if applies), delete a member if you made an error in submitting CAPIDs or selecting members from the gird.

Safety Briefing Submission List

CAPIID	Full Name	Briefing Type	Date Completed	Monthly Expiration	Quarterly Expiration	
459126	Carver, Jonathan	DoD Formal Safety Briefing	22 Feb 2010	31 Mar 2010	(No Expire)	Delete
342305	Devore, Lori	DoD Formal Safety Briefing	22 Feb 2010	31 Mar 2010	(No Expire)	Delete
370656	Deming II, Theodore	DoD Formal Safety Briefing	22 Feb 2010	31 Mar 2010	(No Expire)	Delete
345061	Davis, Lee	DoD Formal Safety Briefing	22 Feb 2010	31 Mar 2010	(No Expire)	Delete
430580	DeRoze, Clint	DoD Formal Safety Briefing	22 Feb 2010	31 Mar 2010	(No Expire)	Delete
406417	Coady, Trevor	DoD Formal Safety Briefing	22 Feb 2010	31 Mar 2010	(No Expire)	Delete
452094	Coady, Christian	DoD Formal Safety Briefing	22 Feb 2010	31 Mar 2010	(No Expire)	Delete

8. Once you verify that all the information in the submission is correct, click submit and those individuals will be logged into our database and are current for that month.

Reports (Module) *Required

a. Monthly Safety Briefings Report

*Member Type (Cadet, Senior, All)

*Organization

*Month

*Year

View Report will display a data grid with number of members; # of member that completed a monthly safety briefing for that month and # of members overdue. Click the # of overdue members and it will display a report with those members that are currently overdue.

*Select a Report

Monthly Safety Briefing Report By Organization

*Select Member Type

CADET SENIORS ALL

*Select an Organization

GLR-IL-075 - WOODFIELD COMPOSITE SQDN

*Select Month

March

*Select Year

2010

Organization	No. of Members	No. of Members Completed Briefing	No. of Overdue Members
GLR-IL-075	63	6	57



Safety Briefings Overdue Report
Monthly Safety Briefing Report By ORG: GLR-JL-075
March 2010

<u>C.A.P.I.D.</u>	<u>Type</u>	<u>Name</u>	<u>Last Completed</u>	<u>Expiration</u>
446570	CADET	BASRAWI, KHALED	-NONE-	-NO NE-
446571	CADET	BASRAWI, MANAR	-NONE-	-NO NE-
122744	SENIOR	BECK, BARRY	-NONE-	-NO NE-
406726	SENIOR	BONNER, BRETT	-NONE-	-NO NE-
374596	SENIOR	BRUMFIELD, NOLAN	-NONE-	-NO NE-
201359	SENIOR	CAMILIERE, JEFF	-NONE-	-NO NE-
380328	SENIOR	COLLINS, BRIAN	-NONE-	-NO NE-
368102	SENIOR	CRUPPER, JOHN	-NONE-	-NO NE-
328362	CADET	DURAY, LAUREN	-NONE-	-NO NE-
460865	CADET	ELVIN, JAMES	-NONE-	-NO NE-
457782	CADET	ENOLVA, INAH	-NONE-	-NO NE-
394669	CADET	GALLMAN, CHRISTOPHER	-NONE-	-NO NE-
394671	SENIOR	GALLMAN, RONALD	-NONE-	-NO NE-
454657	CADET	GBEAN, TOM	-NONE-	-NO NE-
409834	CADET	GUO, EATON	-NONE-	-NO NE-
449712	SENIOR	HESTER, JAMES	-NONE-	-NO NE-
122794	SENIOR	KNEIP, EDWARD	-NONE-	-NO NE-
369785	SENIOR	KNICKERBOCKER, CRAIG	-NONE-	-NO NE-
445737	CADET	KRON, KEVIN	-NONE-	-NO NE-
121668	SENIOR	KUKLEWSKI, ERIC	-NONE-	-NO NE-
392287	SENIOR	MCNICHOL, DUANE	-NONE-	-NO NE-
434184	CADET	MERKEL, WESLEY	-NONE-	-NO NE-
448088	CADET SPONSOR	MERKEL, VICTORIA	-NONE-	-NO NE-
120006	SENIOR	MILEY, HARKER	-NONE-	-NO NE-
452934	CADET	MOLTER, MICHAEL	-NONE-	-NO NE-
438465	SENIOR	MOSELEY, WILLIAM	-NONE-	-NO NE-
413172	SENIOR	MUKA, VICTORIA	-NONE-	-NO NE-

Results as of: 22-Feb-2010

Page 1 of 2

b. Quarterly Safety Briefings Report

*Member Type (Cadet, Senior, All)

*Organization

*Quarter

*Year

`View Report will display a data grid with number of members; # of members that completed a quarterly safety briefing for that quarter and # of members overdue. Click the # of overdue members and it will display a report with those members that are currently overdue.

***Select a Report**

Quarterly Safety Briefing Report By Organization ▾

***Select Member Type**

CADET SENIORS ALL

***Select an Organization**

GLR-IL-075 - WOODFIELD COMPOSITE SQDN ▾

***Select a Quarter**

Q1 Jan 1- March 31 ▾

***Select Year**

2010 ▾

Organization	No. of Members	No. of Members Completed Briefing	No. of Overdue Members
GLR-IL-075	63	0	63



Safety Briefings Overdue Report
Quarterly Safety Briefing Report By ORG: GLR-IL-075
March 2010

CA PID	Type	Name	Last Completed	Expiration
121688	SENIOR	ANGELL, EARL	-NONE-	-NONE-
441968	SENIOR	BAKER, JOHN	-NONE-	-NONE-
448327	CADET	BASRAOUI, WALID	-NONE-	-NONE-
454660	CADET	BASRAOUI, RACHA	-NONE-	-NONE-
446569	CADET	BASRAM, RAGEED	-NONE-	-NONE-
446570	CADET	BASRAM, KHALED	-NONE-	-NONE-
446571	CADET	BASRAM, MANAR	-NONE-	-NONE-
447289	SENIOR	BASRAM, AHMAD	-NONE-	-NONE-
122744	SENIOR	BECK, BARRY	-NONE-	-NONE-
406726	SENIOR	BONNER, BRETT	-NONE-	-NONE-
374696	SENIOR	BRUMFIELD, NOLAN	-NONE-	-NONE-
201359	SENIOR	CAMILIERE, JEFF	-NONE-	-NONE-
380328	SENIOR	COLLINS, BRIAN	-NONE-	-NONE-
368102	SENIOR	CRUPPER, JOHN	-NONE-	-NONE-
328362	CADET	DURAY, LAUREN	-NONE-	-NONE-
460865	CADET	ELVIN, JAMES	-NONE-	-NONE-
457782	CADET	ENOLVA, INAH	-NONE-	-NONE-
394669	CADET	GALLMAN, CHRISTOPHER	-NONE-	-NONE-
394671	SENIOR	GALLMAN, RONALD	-NONE-	-NONE-
454667	CADET	GBEAN, TOM	-NONE-	-NONE-
409834	CADET	GUO, EATON	-NONE-	-NONE-
449712	SENIOR	HESTER, JAMES	-NONE-	-NONE-
122794	SENIOR	KNEIP, EDWARD	-NONE-	-NONE-
369785	SENIOR	KNICKERBOCKER, CRAIG	-NONE-	-NONE-
445737	CADET	KRON, KEVIN	-NONE-	-NONE-
121668	SENIOR	KUKLEWSKI, ERIC	-NONE-	-NONE-
392287	SENIOR	MCNICHOL, DUANE	-NONE-	-NONE-

c. Safety Meeting Sign-In Roster

*Member Type

*Report Header

*Organization

*Report Type

`View Report will generate a report of select organization members with CAPID, TYPE and Name and a signature line. Safety guys can use this roster to logged safety briefings later.

***Select a Report**
 Safety Meeting Sign-In Roster

***Select Member Type**
 CADET SENIORS ALL

***Enter a Report Header**
 Woodfield NHQ TEST Roster

***Select an Organization**
 GLR-IL-075 - WOODFIELD COMPOSITE SQDN

***Select a Format**
 PDF WORD EXCEL



SAFETY MEETING SIGN-IN ROSTER
WOODFIELD NHQ TEST ROSTER
ORG: GLR-IL-075

<u>Name</u>	<u>Organization</u>	<u>CAPID</u>	<u>SIGNATURE</u>
ANGELL, EARL	GLR-IL-075	121088	_____
BAKER, JOHN	GLR-IL-075	441968	_____
BASRAOUI, WALID	GLR-IL-075	448327	_____
BASRAOUI, RACHA	GLR-IL-075	454660	_____
BASRAMI, RAGEED	GLR-IL-075	446569	_____
BASRAMI, KHALED	GLR-IL-075	446570	_____
BASRAMI, MANAR	GLR-IL-075	446571	_____
BASRAMI, AHMAD	GLR-IL-075	447289	_____
BECK, BARRY	GLR-IL-075	122744	_____
BONNER, BRETT	GLR-IL-075	406726	_____
BRUMFIELD, NOLAN	GLR-IL-075	374596	_____
CAMILIERE, JEFF	GLR-IL-075	201359	_____
COLLINS, BRIAN	GLR-IL-075	380328	_____
CRUPPER, JOHN	GLR-IL-075	368102	_____
DURAY, LAUREN	GLR-IL-075	328362	_____
ELVIN, JAMES	GLR-IL-075	460865	_____
ENOLVA, INAH	GLR-IL-075	457782	_____
GALLMAN, CHRISTOPHER	GLR-IL-075	394669	_____
GALLMAN, RONALD	GLR-IL-075	394671	_____
GBEAN, TOM	GLR-IL-075	454657	_____
GUO, EATON	GLR-IL-075	409834	_____
HESTER, JAMES	GLR-IL-075	449712	_____
KNEIP, EDWARD	GLR-IL-075	122794	_____

d. Safety Briefings Participation Report

*Member Type

*Organization

*Report Type

`View Report will generate a report of select organization members with safety briefings information.

*Select a Report
Safety Briefings Participation Report

*Select Member Type
 CADET SENIORS ALL

*Select an Organization
GLR-IL-075 - WOODFIELD COMPOSITE SQDN

*Select a Format
 PDF WORD EXCEL
[View Report](#) [Clear All](#)



Safety Briefings Participation Report

Organization: GLR-IL-075

Member Type: ALL

CAPR 62-1 requires that units exercise 'Rational Flexibility' to get the latest safety meeting information to members before they participate in a CAP activity. This report provides a tool for those units that track the safety briefings to its members using the CAP Safety Briefings module. Those members who have not documented their receipt of the latest information are shown as needing to 'Provide Info' before they should be allowed to participate in CAP activities.

CAPID	Member Type	Name	Last Quarterly Completed Date	Quarterly Expiration Date	Last Monthly Completed Date	Monthly Expiration Date
121688	SENIOR	ANGELL, EARL	-None-	-None-	02-Feb-2010	31-Mar-2010
441968	SENIOR	BAKER, JOHN	-None-	-None-	02-Feb-2010	31-Mar-2010
448327	CADET	BASRAOUI, WALID	-None-	-None-	02-Feb-2010	31-Mar-2010
454680	CADET	BASRAOUI, RACHA	-None-	-None-	02-Feb-2010	31-Mar-2010
446569	CADET	BASRAWI, RAGEED	-None-	-None-	02-Feb-2010	31-Mar-2010
446570	CADET	BASRAWI, KHALED	-None-	-None-	-None-	-None-
446571	CADET	BASRAWI, MANAR	-None-	-None-	-None-	-None-
447289	SENIOR	BASRAWI, AHMAD	-None-	-None-	02-Feb-2010	31-Mar-2010
122744	SENIOR	BECK, BARRY	-None-	-None-	-None-	-None-
406726	SENIOR	BONNER, BRETT	-None-	-None-	-None-	-None-
374596	SENIOR	BRUMFIELD, NOLAN	-None-	-None-	-None-	-None-
201359	SENIOR	CAMILIERE, JEFF	-None-	-None-	-None-	-None-
380328	SENIOR	COLLINS, BRIAN	-None-	-None-	-None-	-None-
368102	SENIOR	CRUPPER, JOHN	-None-	-None-	-None-	-None-
328362	CADET	DURAY, LAUREN	-None-	-None-	-None-	-None-
460865	CADET	ELVIN, JAMES	-None-	-None-	-None-	-None-
457782	CADET	ENOLVA, INAH	-None-	-None-	-None-	-None-
394669	CADET	GALLMAN, CHRISTOPHER	-None-	-None-	-None-	-None-
394671	SENIOR	GALLMAN, RONALD	-None-	-None-	-None-	-None-
454657	CADET	GBEAN, TOM	-None-	-None-	-None-	-None-
409834	CADET	GUO, EATON	-None-	-None-	-None-	-None-
449712	SENIOR	HESTER, JAMES	-None-	-None-	-None-	-None-
122794	SENIOR	KNEIP, EDWARD	-None-	-None-	-None-	-None-
369785	SENIOR	KNICKERBOCKER, CRAIG	-None-	-None-	-None-	-None-
445737	CADET	KRON, KEVIN	-None-	-None-	-None-	-None-
121668	SENIOR	KUKLEWSKI, ERIC	-None-	-None-	-None-	-None-
392287	SENIOR	MCNICHOL, DUANE	-None-	-None-	-None-	-None-
434184	CADET	MERKEL, WESLEY	-None-	-None-	-None-	-None-

e. Wing Safety Meeting Summary Report

*Select Wing

*Report Type

`View Report will generate a report of organizations within that WING and the list of briefings each unit completed for the past year.



Wing Unit Safety Meeting Summary

This report lists by unit the date and subject of required safety meetings for the last year:

000 ILLINOIS WING HQ SQDN

<u>Class Date</u>	<u>Subject</u>	<u>Attendees Count</u>
03-Feb-2010	Face to Face (Quarterly Requirement) Safety Briefing	14

008 QUAD CITY SQDN

<u>Class Date</u>	<u>Subject</u>	<u>Attendees Count</u>
20-Jan-2010	Face to Face (Quarterly Requirement) Safety Briefing	8

009 GROUP 9 HQ

<u>Class Date</u>	<u>Subject</u>	<u>Attendees Count</u>
03-Feb-2010	Face to Face (Quarterly Requirement) Safety Briefing	1

011 LT COL JULIUS JACKSON COMP SQDN

<u>Class Date</u>	<u>Subject</u>	<u>Attendees Count</u>
02-Feb-2010	0:00 Formal Safety Briefing	1

036 SPRINGFIELD COMPOSITE SQDN

<u>Class Date</u>	<u>Subject</u>	<u>Attendees Count</u>
03-Feb-2010	Face to Face (Quarterly Requirement) Safety Briefing	1

042 LAKE COUNTY COMPOSITE SQDN

<u>Class Date</u>	<u>Subject</u>	<u>Attendees Count</u>
20-Jan-2010	Face to Face (Quarterly Requirement) Safety Briefing	5
17-Feb-2010	0:00 Formal Safety Briefing	7

049 PALWAUKEE COMP SQDN

<u>Class Date</u>	<u>Subject</u>	<u>Attendees Count</u>
03-Feb-2010	AO PA Air Safety Foundation On-Line	3
17-Feb-2010	0:00 Formal Safety Briefing	7
19-Feb-2010	AO PA Air Safety Foundation On-Line	8

** Click clear all after each report to get accurate up-to-date information.

Utilities Side

Online Safety Briefing

1. Logged on to eservice and on the utilities side is an Online Safety Briefing link. If there are safety briefings loaded in the system by Frank (NHQ) they will be displayed in the data grid. This online safety briefing power point/quiz is just another way a member can satisfy their monthly safety briefing. It is not a requirement.
2. Below the list of briefings will display a history of your safety briefings training records.
3. The same safety briefings training record will be added to your records in the Member Search Application.

Briefing		
CAP Online Safety Briefings		
Briefing Name	Passing Score	Status
January 2010 Safety Briefing	80	PASSED
February 2010 Safety Briefing	80	PASSED
Safety Briefing Training Records		
Briefing Type	Date Completed	Expiration Date
Face to Face (Quarterly Requirement) Safety Briefing	03 Mar 2010	30 Apr 2010
Face to Face (Quarterly Requirement) Safety Briefing "Quarterly"	03 Mar 2010	30 Jun 2010
CAP Website Online	19 Feb 2010	31 Mar 2010
CAP Website Online	29 Jan 2010	28 Feb 2010

** If you haven't taken an online safety briefing your status would read: **NOT TAKEN**

** If you have taken the briefing but failed the quiz your status would read: **FAILED**