

How Commanders Use eServices

Lesson Objective: Confidently and competently navigate the e-Services areas frequently used by commanders.

Desired Learning Outcomes:

1. Know how to choose the applications you will use frequently.
2. Know how and where to complete approvals and validations in eServices and how to change permissions for your staff.
3. Know how to find and where to input data for promotions, SUIs, and ordering supplies.
4. Know where to go and how to give credit for Mentor Inputs/Skills Evaluations in the Learning Management System.
5. Know where to go and how to upload the monthly Vehicle Data.
6. Know where to go and how to start your inventories.

Scheduled Lesson Time: 30 minutes

Introduction

Many new commanders lament the “paperwork” that goes along with the position. This lesson is designed to make the practical use of eServices as intuitive and painless as possible. The various sections will have both typed instructions and “screen shots” to show you where to click.

1. Choosing the applications you will use frequently

To ensure you have the fewest navigation “clicks” to get where you want, you should choose the apps that you use most frequently. You can turn the apps on and off as your needs change.

First, open eServices at <https://www.capnhq.gov>.

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Student Guide

(Command Elective)

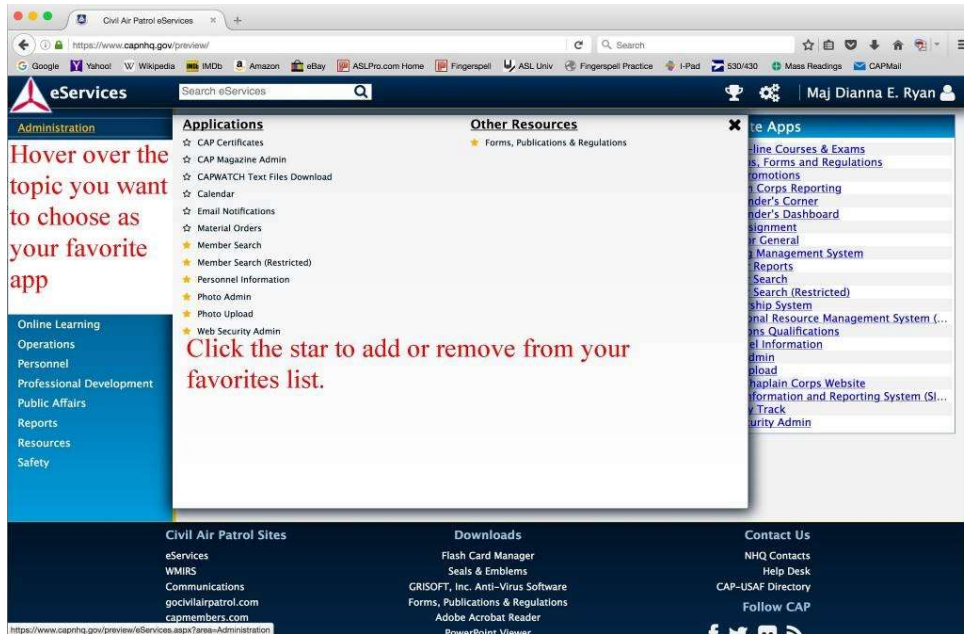
The screenshot shows the Civil Air Patrol eServices website. The browser address bar displays "https://www.caphq.gov/preview/". The page features a dark blue header with the "eServices" logo and a search bar. A user profile for "Maj Dianna E. Ryan" is visible in the top right. The main content area is divided into three columns. The left column contains a vertical navigation menu with categories like Administration, Aerospace Education, Cadet Programs, and more. The middle column has three sections: "Approvals/Validations" with links for Award Recommendation and Cadet Online Application Approvals; "Statistics (OK-115)" showing unit and wing counts; and "News" with a list of recent announcements dated from August to September 2016. The right column, titled "Favorite Apps", lists various tools such as CAP On-line Courses & Exams, CAP Pubs, Forms and Regulations, and the Commander's Dashboard. A footer section at the bottom provides links to Civil Air Patrol Sites, Downloads, and Contact Us information.

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To set up your favorite apps, start by hovering the mouse arrow over the individual area on the left side of the screen. Click on the star next to the one you want to add or remove. If the star is filled in (golden), it is in your favorites. If it is empty, it is not included in your favorites.



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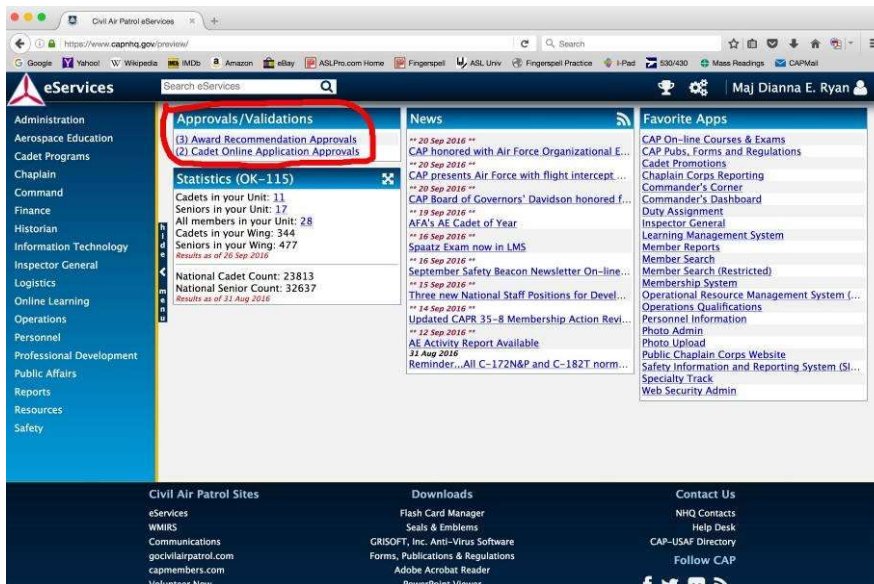
(Command Elective)

2. Completing approvals and validations in eServices, and changing permissions for your staff.

Approvals

As the commander, you will automatically receive notification for approvals on your home page. Click on it (Cadet Online Application Approvals was chosen for this example).

If you need to deny, be sure you have one or more valid reasons: enter that/those reason(s) as it is a required action when denying a request.



Certify, then Approve, Disapprove, Ask for more information, or move to the next applicant.

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Civil Air Patrol - MemberH...
 https://www.captq.gov/CAP/MembershipSystem/Web/Member/CadetApprovals.aspx

Google Yahoo! Wikipedia IMDb Amazon eBay ASLPho.com Home Fingerspell ASL Univ Fingerspell Practice I-Pad 330430 Mass Readings CAPMail

Transfer Approve Transfer Retirement Form Retirement Search Online Renewal Cadet App. Approvals Clearance Certificates

Organizations Overview Org. Maintenance Group Admin

* Denotes Required Fields

Top 2 things you are looking forward to most as a CAP cadet?
 Developing leadership skills, Flying or learning about aviation
Please list any prior CAP Activities you have been at (if any)

Primary Email **Primary Phone Number**

Health / Medical

Calisthenics: push-ups, sit-ups, toe-touching, etc. A
Hiking or tramping through the woods A
Volleyball, flag football, and low-impact team sports A
Flying in small aircraft A

Running 1-mile, taking short walk breaks if needed A
Obstacle courses that require balance and flexibility A
Swimming A
Participating in the above cadet activities for a full day, with periodic rest breaks A

Do you understand that CAP requires cadets to be able to self-administer their medicine? YES

Health Section. For each activity the following legend was used to complete the form:
 A - No health issues - my child can participate fully
 B - Some health issues - my child can participate with some modifications, or my child will be able to participate once he or she recovers from a temporary health issue
 C - Chronic conditions - my child cannot safely participate in this sort of activity due to a long-term health issue

The applicant has entered information about his or her medical limitations, if any.
 The squadron still needs to assign the cadet to a physical fitness category based on that information.
 Physical fitness categories are tracked locally; they are not recorded in eServices.

If they answered B or C to one or more of the above, here is their explanation **Is your child doing something to manage this condition?** **Are you interested and able to volunteer your time and talents? Check any that apply** **Status and Date Modified**
 Helping with transportation, Fundraising, Supervising cadet events once Sep 2016 in a while
 Status: PENDING, Date Mod: 23

1 *Disapproval Reason / Need More Information Text

2 This text will be included in the email sent to the member.
 I certify that the individual in question has attended three meetings, I have reviewed valid proof of identity, and have met the parent/guardian to ensure the individual has permission to participate and discussed any physical limitations or concerns.

If you would like to retain a copy of this information please use the Print function in your internet browser. Once you approve the application there is NO way to print the information.

3 **APPROVE Cadet** **DISAPPROVE Cadet** **NEED MORE INFORMATION** **SKIP/MOVE TO NEXT APP**

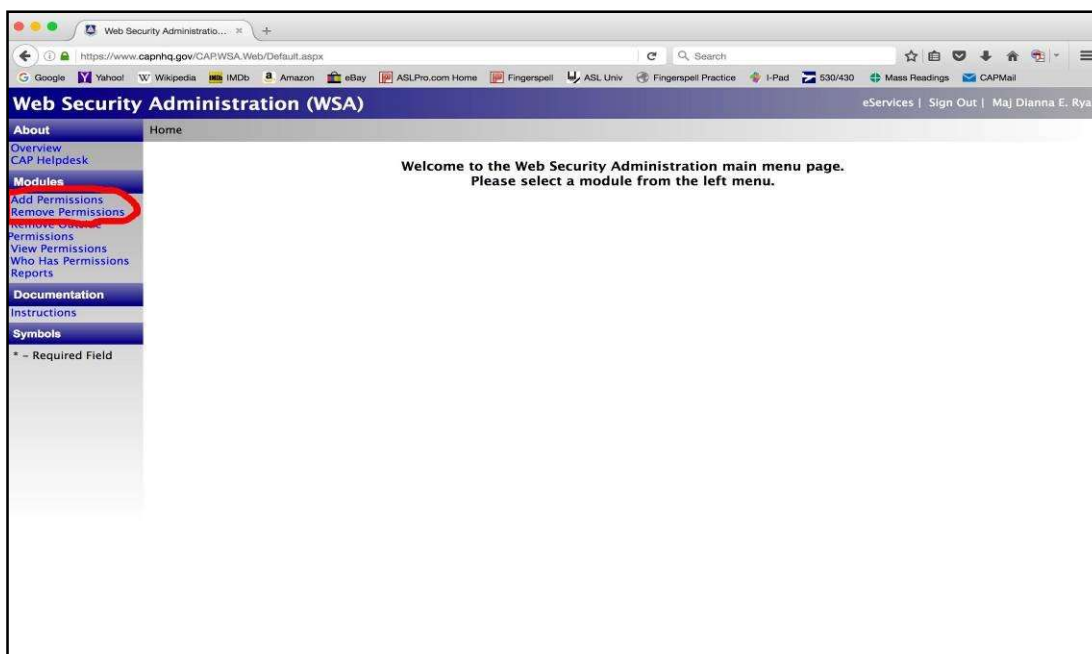
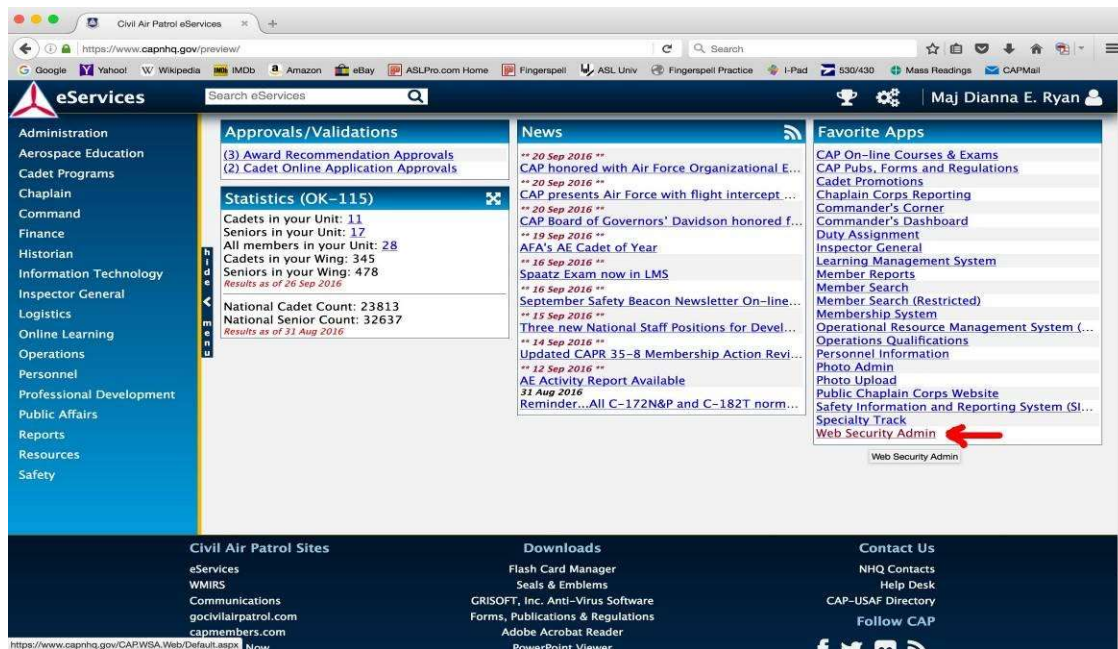
Pending Applications: 2

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Permissions

Sometimes you need to give a staff member permissions that are beyond his/her duty positions. The way to give only one or two permissions instead of everything that goes along with another duty position is to use the Web Security Administration function (found in **Administration**). You simply go to the WSA, choose the staff member, and choose the permissions to add or remove, then save the permissions you gave/removed.



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Below is a listing of the permissions that can be given. This capability does work across the board and there are some approvals that only the commander is allowed to approve.

Select	Application	Module	Functional Area	Process
<input type="checkbox"/>	Operations Qualifications	Operations Qualifications	Operations	Data-Entry
<input type="checkbox"/>	Operations Qualifications	Pilot	OPS-CAPPilot	Data-Entry
<input type="checkbox"/>	Operations Qualifications	Reports	Cadet_Programs	Read-Only
<input type="checkbox"/>	Operations Qualifications	Reports	OPS-ARCHER	Read-Only
<input type="checkbox"/>	Operations Qualifications	Reports	OPS-CAPPilot	Read-Only
<input type="checkbox"/>	Operations Qualifications	Reports	OPS-CISM	Read-Only
<input type="checkbox"/>	Operations Qualifications	Reports	OPS-CounterDrug	Read-Only
<input type="checkbox"/>	Operations Qualifications	Reports	OPS-DriversLicense	Read-Only
<input type="checkbox"/>	Operations Qualifications	Reports	OPS-Emergency_Services	Read-Only
<input type="checkbox"/>	Operations Qualifications	Reports	OPS-OPSEC	Read-Only
<input type="checkbox"/>	Operations Qualifications	Suspension	Communications	Data-Entry
<input type="checkbox"/>	Operations Qualifications	Suspension	OPS-CAPPilot	Data-Entry
<input type="checkbox"/>	Operations Qualifications	Suspension	OPS-DriversLicense	Data-Entry
<input type="checkbox"/>	Operations Qualifications	Suspension	OPS-Emergency_Services	Data-Entry
<input type="checkbox"/>	Operations Qualifications	Validations	OPS-CAPPilot	Data-Entry
<input type="checkbox"/>	Operations Qualifications	Validations	OPS-Emergency_Services	Data-Entry
<input type="checkbox"/>	Personnel Information	Personnel Information	Personnel	Data-Entry
<input type="checkbox"/>	Personnel Information	Personnel Information	Personnel	Read-Only
<input type="checkbox"/>	Photo Admin	Comm Photo Upload	Personnel	Data-Entry
<input type="checkbox"/>	Photo Admin	Validate CAP Photo	Personnel	Data-Entry
<input type="checkbox"/>	Safety Information and Reporting System (SIRS)	Safety Education Input	Personnel	Data-Entry
<input type="checkbox"/>	Specialty Track	Approval Admin	ET-Senior	Data-Entry
<input type="checkbox"/>	Web Security Admin	Add	Mission Support	Data-Entry
<input type="checkbox"/>	Web Security Admin	Duplicate	Mission Support	Data-Entry
<input type="checkbox"/>	Web Security Admin	Remove	Mission Support	Data-Entry
<input type="checkbox"/>	Web Security Admin	Reports	Mission Support	Reports
<input type="checkbox"/>	Web Security Admin	View	Mission Support	Read-Only

Save Permissions Clear Selected Applications Clear Page

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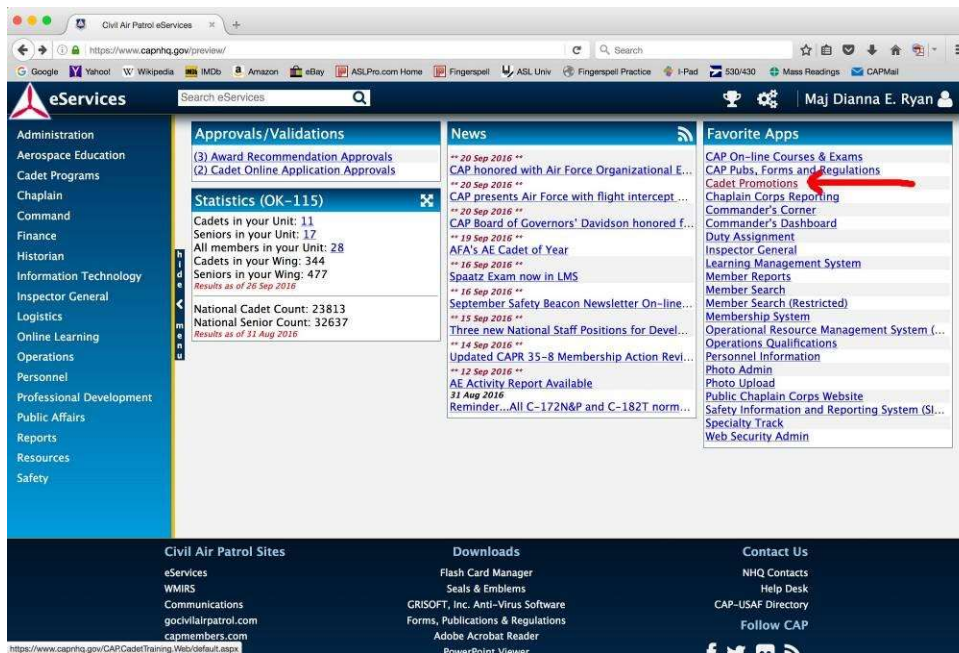
(Command Elective)

3. Finding and inputting data for promotions, SULs, and ordering supplies.

If you are not in the primary duty position for evaluating and promoting cadets (i.e. you have designated a DCC), ordering supplies (i.e. you have designated an AO/PAO), or ordering STEM Kits (i.e. you have designated an AEO), you probably won't have chosen those areas as a favorite. As the squadron commander, you still need to know how to direct your staff to those locations. Even if you are not part of the wing IG team as an Inspection Team Augmentee or Team Leader (highly advised), you **will** need to know where to upload your SUL information.

Cadet Promotions

If you haven't chosen Cadet Promotions as a favorite app, it is located in....Cadet Programs (intuitive!). If you have it as a favorite app, simply click on the link.

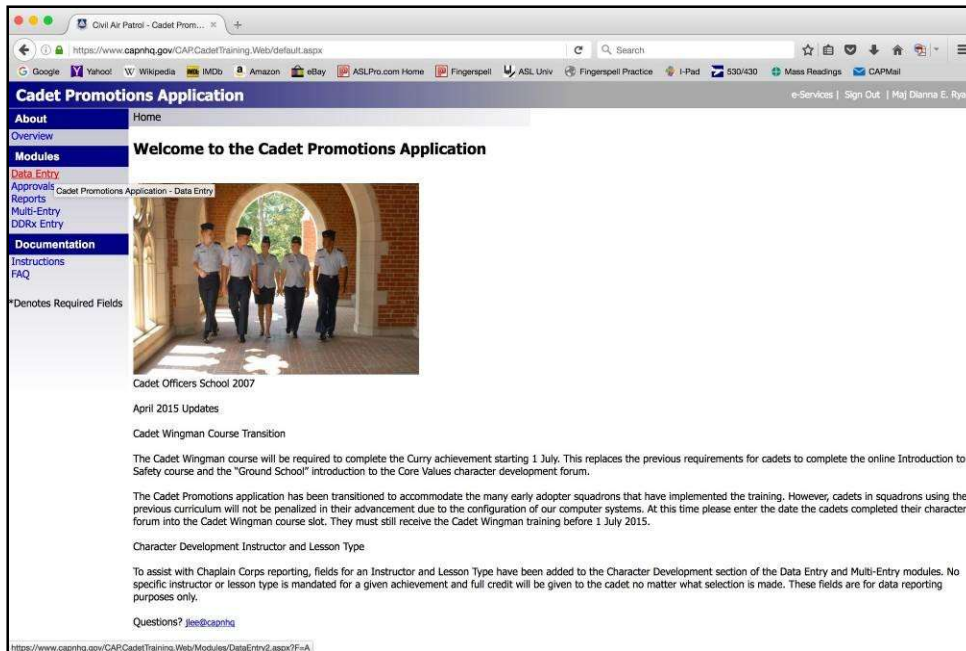


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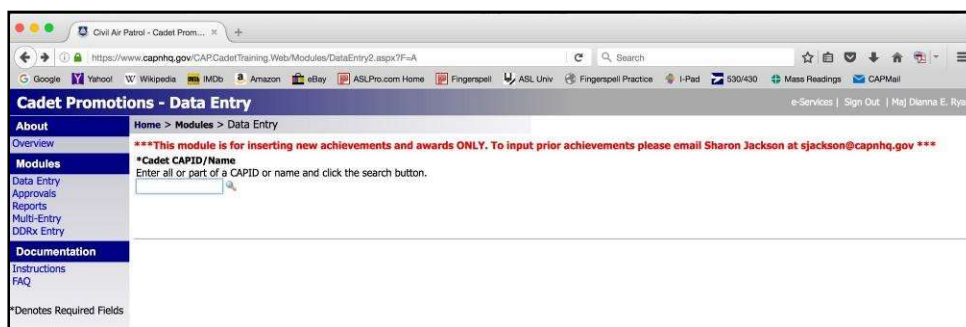
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Click on Data Entry if you are entering the data or on Approvals if you are approving your DCC's recommendations.



Enter the cadet's name or CAPID.



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Enter the data. (This cadet's identifying data were removed.) Entering the data, should be done as each item is completed: you do not need to wait until everything is ready for the promotion. Then click submit when ready. If you (as the commander) enter the data, then as the commander, it is automatically approved!

Civil Air Patrol - Cadet Prom...
https://www.captnc.gov/CAPCadetTraining.Web/Modules/DataEntry2.aspx?F=A

*Denotes Required Fields

Name	Status	Approver	Date	Score	View Details
Wright Brothers	Approved	Steven F Kuntz	02 Dec 2013	25720	View Details
Capt Eddie Rickenbacker	Approved	Michael K Glowaski	24 Feb 2014	0	View Details
Charles Lindbergh	Approved	Steven F Kuntz	28 Apr 2014	0	View Details
Gen Jimmy Doolittle	Approved	Michael K Glowaski	23 Jul 2014	0	View Details
Dr Robert H Goddard	Approved	Michael K Glowaski	19 Mar 2015	0	View Details
Nel A Armstrong	Approved	Michael K Glowaski	17 Jun 2015	0	View Details
Billy Mitchell	Approved	James W Reed Jr	12 Aug 2015	65707	View Details
Flight Commander	Approved	Michael K Glowaski	10 May 2016	0	View Details
Administrative Officer	Approved	Michael K Glowaski	05 Jul 2016	0	View Details
Public Affairs Officer	Incomplete			0	View Details

Full Cadet Promotions Report for C/1st Lt

Data Entry for Cadet Achievements and Awards

11 - Public Affairs Officer

Achievement or Award

Physical Fitness Test

Date Passed Score

☐ Cat. II-IV Waiver?

Physical Fitness Tasks (OPTIONAL)

Sit and Reach:

Curl Ups:

Push Ups:

Mile Run: (MM:SS)

[Physical Fitness Training Report](#)

Leadership

Date Passed Score

☐ Cadet is in the Leadership in the 21st Century Curriculum

☒ Cadet is in the Learn to Lead Curriculum

Character Development

Date Participated

Instructor

Lesson Type

Did this Cadet Mentor? ☐

Did this Cadet complete SDA Report? ☐

Aerospace Education

Date Passed Score

Test Number

Submit

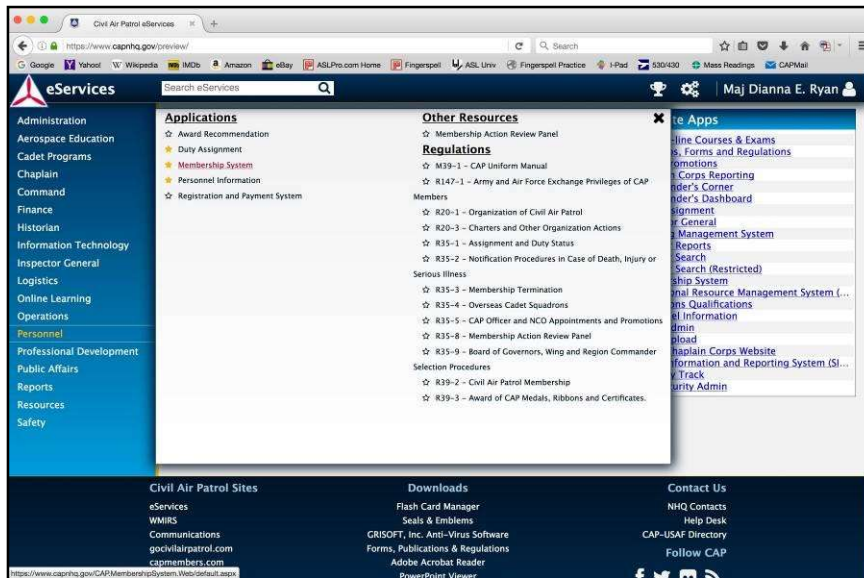
☐ JROTC Waiver (28 Days between Achievements)

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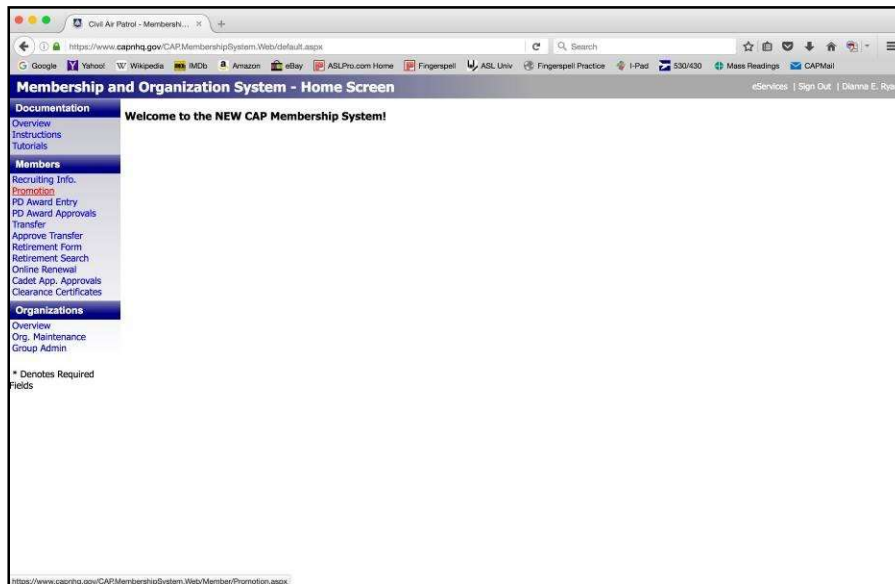
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Senior Promotions



The Senior promotion link is located in a slightly less intuitive location: it is found in Personnel.

After you click on the Personnel link in the left menu, click on Membership System.



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Enter the CAPID or name where prompted, and several areas will auto-populate. This member's and the commander's identifying data were removed. Ensure all the required information is entered and then request the promotion.

The screenshot shows the 'Civil Air Patrol - Promotions' web application. The browser address bar displays 'https://www.captq.gov/CAPMembershipSystem/Web/Member/Promotion.aspx'. The page has a navigation menu on the left with sections: Documentation (Overview, Instructions, Tutorials), Members (Recruiting Info, Promotion, PD Award Entry, PD Award Approvals, Transfer, Approve Transfer, Retirement Form, Retirement Search, Online Renewal, Cadet App. Approvals, Clearance Certificates), and Organizations (Overview, Org. Maintenance, Group Admin). The main content area is titled 'Promotions' and includes a search bar with the text 'Enter a CAPID or name and click the search button.' and a link 'View Pending Promotions'. Below the search bar, the name 'Maj' is entered. The 'Membership Information' section shows: Current Rank: Maj, Charter: SWR-OK-115, Date Joined: 06 Oct 2011, Expiration: 31 Oct 2017. The 'Duty Positions' section lists: Aerospace Education Officer, Commander, Drug Demand Reduction Officer, Health Services Officer, Inspector General, Personnel Officer, Character Development Instructor, Communications Officer, Emergency Services Officer, Health Services Officer, Internal Aerospace Education Officer, and Personnel Officer. The 'Prior Promotions' table has columns: Rank, Rank Date, Date Received, Criteria, Waived, and Months In Rank. The table contains three rows: Maj (09 Dec 2012, 09 Dec 2012, PROFESSIONAL, NO, 45), Capt (28 Oct 2011, 28 Oct 2011, PROFESSIONAL, NO, 58), and SM (06 Oct 2011, 06 Oct 2011, None, 59). The 'Requirements: Lt Col, Duty Performance' section shows: At least 21 years of age, Time in Grade: 48 months as a Maj, and LV4 skill level. The 'Approval(s): Lt Col' section shows: GROUP (SWR-OK-099), WING (SWR-OK-001), and REGION (SWR-SWR-001). The 'Rank Data' section shows: *New Rank: Lt Col, *Promotion Date: 26 Sep 2016, and *Criteria: DUTY PERFORMANCE. The 'Remarks' section is empty.

Civil Air Patrol - Promotions

https://www.captq.gov/CAPMembershipSystem/Web/Member/Promotion.aspx

Search

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eServices | Sign Out | Diana E. Ryan

Promotions

Enter a CAPID or name and click the search button. [View Pending Promotions](#)

Maj

Membership Information

Current Rank: Maj
Charter: SWR-OK-115
Date Joined: 06 Oct 2011
Expiration: 31 Oct 2017

Duty Positions

Aerospace Education Officer
Commander
Drug Demand Reduction Officer
Health Services Officer
Inspector General
Personnel Officer
Character Development Instructor
Communications Officer
Emergency Services Officer
Health Services Officer
Internal Aerospace Education Officer
Personnel Officer

Prior Promotions

Rank	Rank Date	Date Received	Criteria	Waived	Months In Rank
Maj	09 Dec 2012	09 Dec 2012	PROFESSIONAL	NO	45
Capt	28 Oct 2011	28 Oct 2011	PROFESSIONAL	NO	58
SM	06 Oct 2011	06 Oct 2011	None		59

Requirements: Lt Col, Duty Performance

At least 21 years of age
Time in Grade: 48 months as a Maj
LV4 skill level

Approval(s): Lt Col

GROUP (SWR-OK-099):
WING (SWR-OK-001):
REGION (SWR-SWR-001):

*Scratched levels have been approved

Rank Data

*New Rank: Lt Col
*Promotion Date: 26 Sep 2016
*Criteria: DUTY PERFORMANCE

Remarks

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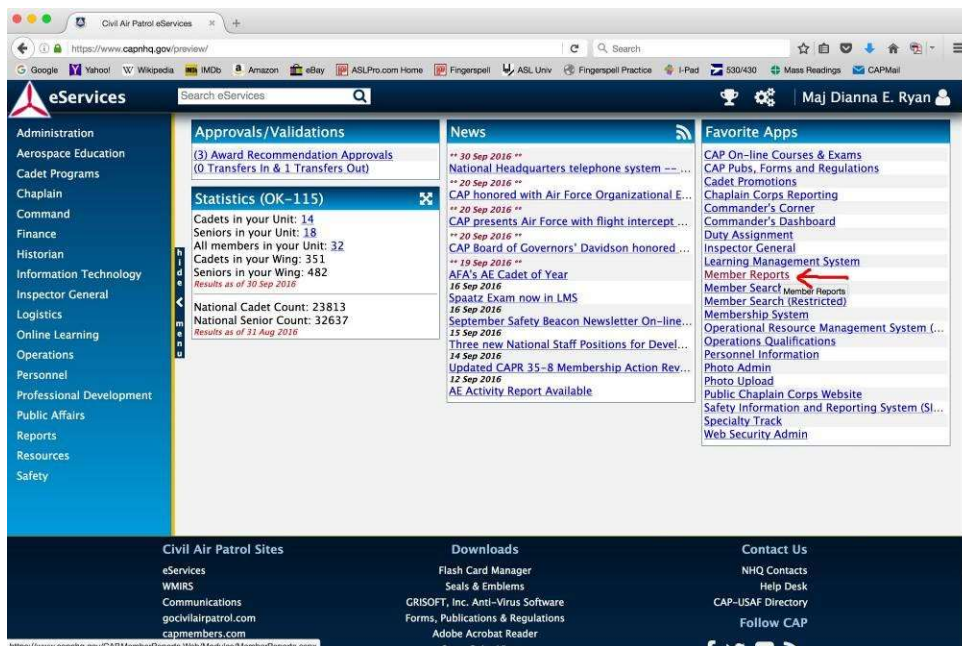
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SUI

You will have an SUI every 2 years. To make the process easier for everyone involved, and because you are required to, you need to upload all supporting documentation for the SUI team. When all of this is done properly, an SUI team can review all of your documents and almost complete the inspection before they arrive. If the SUI team only needs 15-30 minutes to finish up, everyone's experience is greatly improved, and everyone's stress level is greatly diminished.

Knowing where to find the data you need will make your job gathering it very easy. Most of what you need is found in Member Reports.



You will be offered several choices of what reports you need. The title may not be obvious, but for the most part the titles are very closely named to what you need.

You can choose Member Reports or Aerospace Education Reports from this screen.

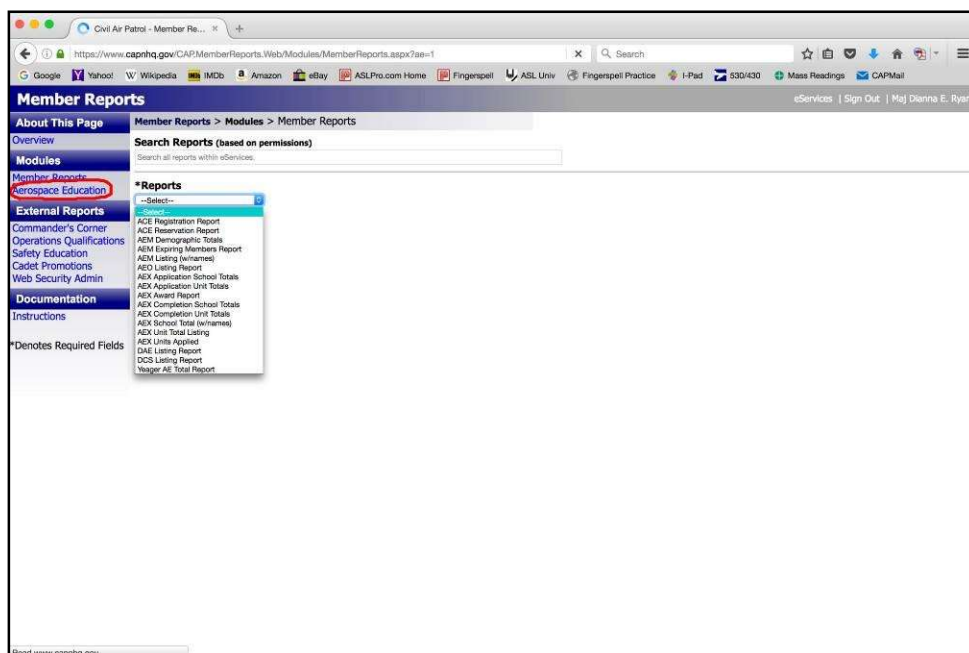
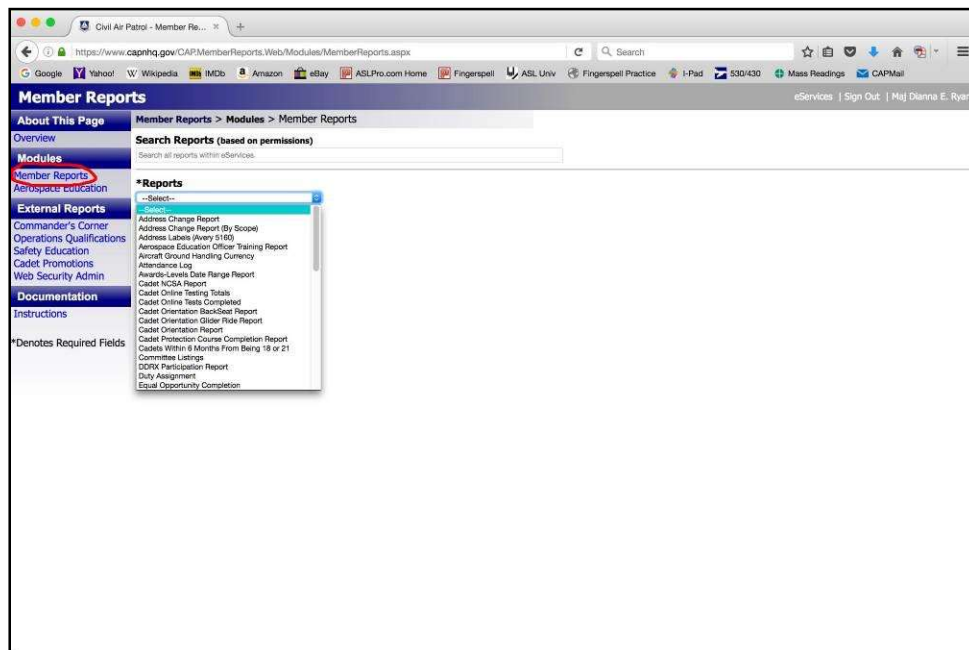
Member Reports will be automatically chosen as the default, but if you bounce back and forth, you can always come back to Member Reports.

(See next page.)

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You will also need to get various safety reports from time to time (not only for the SUI).

The screenshot shows the Civil Air Patrol eServices homepage. The left sidebar contains a list of navigation links including Administration, Aerospace Education, Cadet Programs, Chaplain, Command, Finance, Historian, Information Technology, Inspector General, Logistics, Online Learning, Operations, Personnel, Professional Development, Public Affairs, Reports, Resources, and Safety. The main content area is divided into three columns: Approvals/Validations, News, and Favorite Apps. The Approvals/Validations column lists various approvals and statistics. The News column displays recent news items. The Favorite Apps column lists various applications and tools. A red arrow points to the 'Safety Information and Reporting System (SIRS)' link in the Favorite Apps section.

The screenshot shows the Civil Air Patrol Safety Information and Reporting System (SIRS) homepage. The page features a header with the CAP logo and the word "SAFETY". Below the header is a section titled "SAFETY INFORMATION AND REPORTING SYSTEM (SIRS)" with a welcome message. A dropdown menu for "Safety Metrics For:" is set to "BWR OK-115 - COMANCHE-EAGLES COMPOSITE SQDN". A table shows "Safety Education Participation" data for various months. Below the table are three main sections: MISHAP MANAGEMENT, SAFETY EDUCATION, and MEDIA & RESOURCES. At the bottom, there are links for "REPORTS" (with "Safety Reports" circled in red), "HAZARDS / SUGGESTIONS", and "ANNUAL SURVEY". A red arrow points to the "Safety Reports" link.

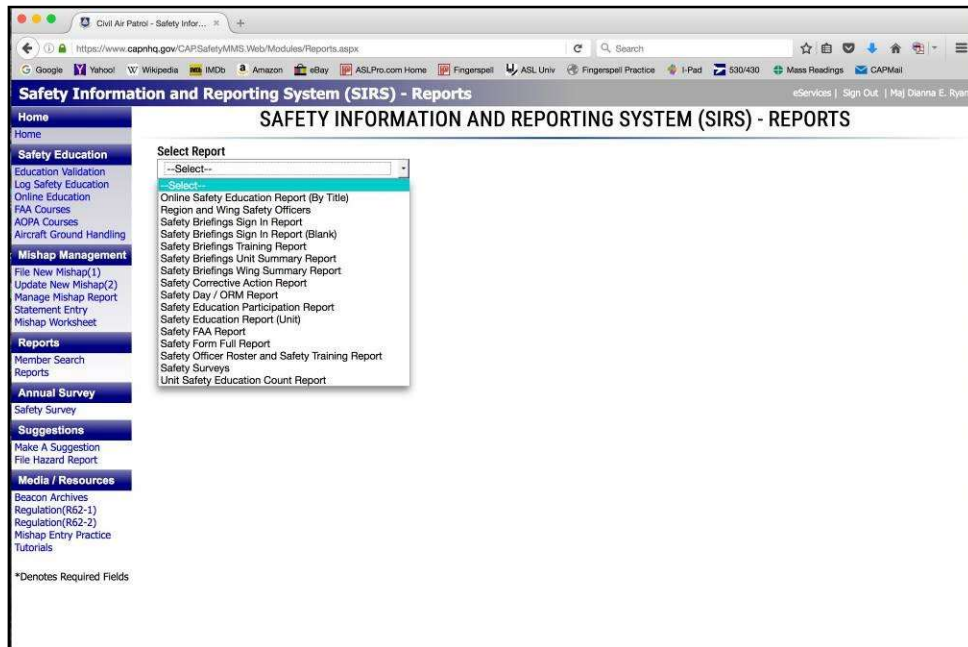
September 2016	August 2016	July 2016	June 2016	May 2016	April 2016
8 / 32 (25%)	13 / 30 (43.33%)	15 / 28 (53.57%)	11 / 28 (39.29%)	16 / 27 (59.26%)	14 / 39 (35.9%)
March 2016	February 2016	January 2016	December 2015	November 2015	October 2015
14 / 39 (35.9%)	11 / 37 (29.73%)	15 / 33 (45.45%)	12 / 32 (37.5%)	12 / 29 (41.38%)	12 / 28 (42.86%)

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Next, choose the report you need.



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To upload Inspector General data, you will start at Inspector General and select Documentation.

The screenshot shows the Civil Air Patrol eServices homepage. The left sidebar contains navigation links for various departments. The central content area displays 'Approvals/Validations', 'Statistics (OK-115)', and 'News'. The right sidebar, titled 'Favorite Apps', lists various tools and services. A red arrow points to the 'Inspector General' link in this list.

Navigation Links
Administration
Aerospace Education
Cadet Programs
Chaplain
Command
Finance
Historian
Information Technology
Inspector General
Logistics
Online Learning
Operations
Personnel
Professional Development
Public Affairs
Reports
Resources
Safety

Favorite Apps
CAP On-line Courses & Exams
CAP Pubs, Forms and Regulations
Cadet Promotions
Chaplain Corps Reporting
Commander's Corner
Commander's Dashboard
Duty Assignment
Inspector General
Learning Management System
Member Reports
Member Search
Member Search (Restricted)
Membership System
Operational Resource Management System
Operations Qualifications
Personnel Information
Photo Admin
Photo Upload
Public Chaplain Corps Website
Safety Information and Reporting System (SI)
Specialty Track
Web Security Admin

The screenshot shows the CAP Inspector General page. The left sidebar contains navigation links for various sections. The central content area features a large 'INSPECTOR GENERAL' logo. The right sidebar contains four sections: 'CT Schedule', 'WFA Audit Schedule', 'LR Survey Audit Schedule', and 'LR SAV Schedule'. A red arrow points to the 'Documentation' link in the left sidebar.

Navigation Links
About Inspections
Home
Inspections
DTIs - Other
Report Upload - Other
Update Next SUI Date
Documentation
Responses
Inspection Responses
New Responses
Reports
Inspection Reports
Trend Analysis
Documentation
Instructions

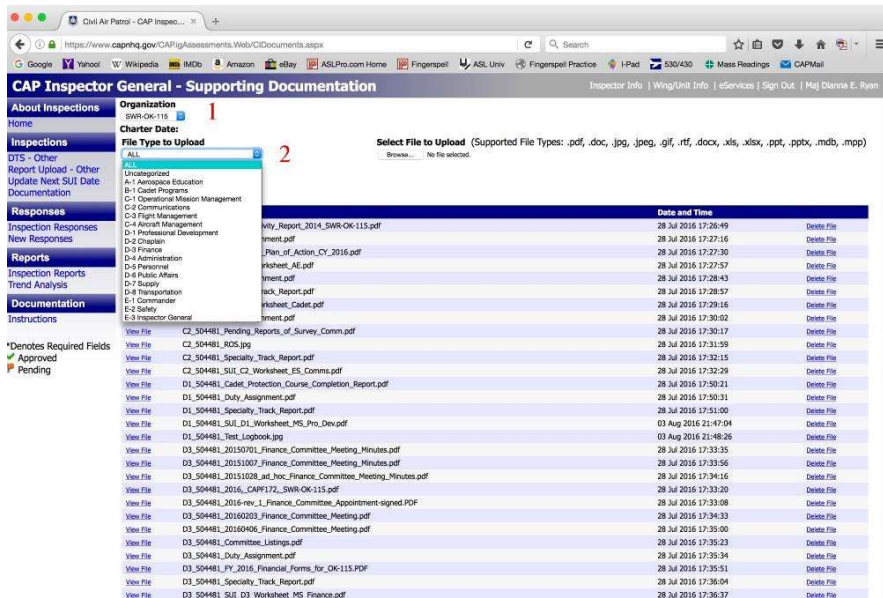
CT Schedule
View file
2017_CT_schedule_28_Aug_16_CAP_USAF.xlsx
View file
ALL_CT_Team_Info_9.22.16.xlsx
View file
CT_schedule_12_Sept_16_CAP_USAF-3.xlsx
View file
Cycle_4_5_09_12.16.pdf
View file
IC_Billing_Info_20160912.xlsx

WFA Audit Schedule
View file
WFA_Contact_Information_20150623.xls

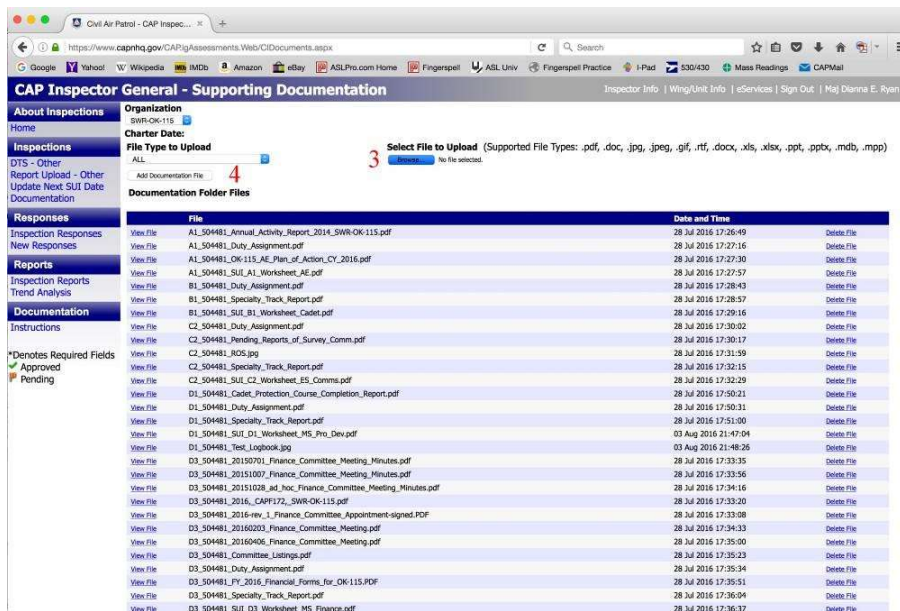
LR Survey Audit Schedule
View file
2016_PLR_Logistics_Audit_Schedule.pdf
View file
2016_RPLR_SA_Schedule.pdf
View file
GLLR_FY16_Survey_Audit_Schedule.doc
View file
MLR_2016_Tenative_Logistics_Audit_Schedule-signed.pdf
View file
MSR_Johnson_2015_Survey_Audit_Tenative_Schedule.pdf
View file
NCLR_Audit_Schedule_FY16.doc
View file
NCLR_2016_Tenative_Logistics_Audit_Schedule.pdf
View file
SELR_Logistic_Audit_CY2016_Signed.pdf
View file
SWR_2016_Tenative_Logistics_Audit_Schedule.doc

LR SAV Schedule
View file
GLLR_SAV_Demos_2016.xlsx
View file
MLR_SAV_Dates_2016.xlsx
View file
NCLR_SAV_Dates_2016.xlsx
View file
NCLR_SAV_Dates_2016.xlsx
View file
PLR_SAV_Dates_2016.xlsx
View file
RPLR_SAV_Dates_2016.xlsx
View file
SELR_SAV_Dates_2016.xlsx
View file
SWR_SAV_Dates_2016.xlsx

Then choose your unit (if not already defaulted to it) and then choose where the file you are uploading goes.



Next, browse the location of the file from your computer and finally you upload it via the Add Documentation File button. You can only upload only one file at a time. It helps if you keep your files in digital format all year round.



Getting the SUI Sheets is easy. The information is available to the public. The sheets are

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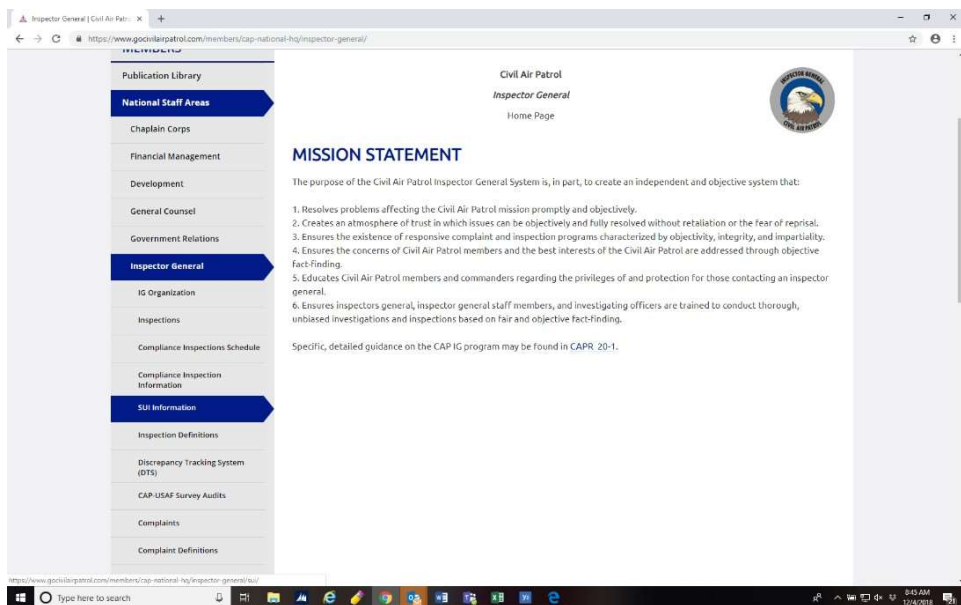
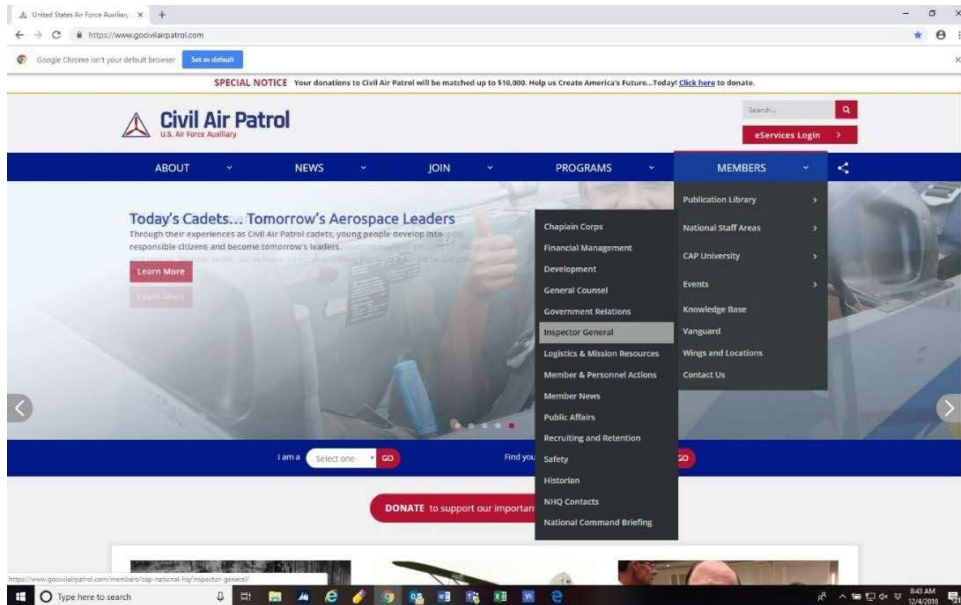
located on the <https://www.gocivilairpatrol.com> website.

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When you go to the website, <https://www.gocivilairpatrol.com/> ->CAP National HQ->Inspector General->SUI Information->choose one or more...

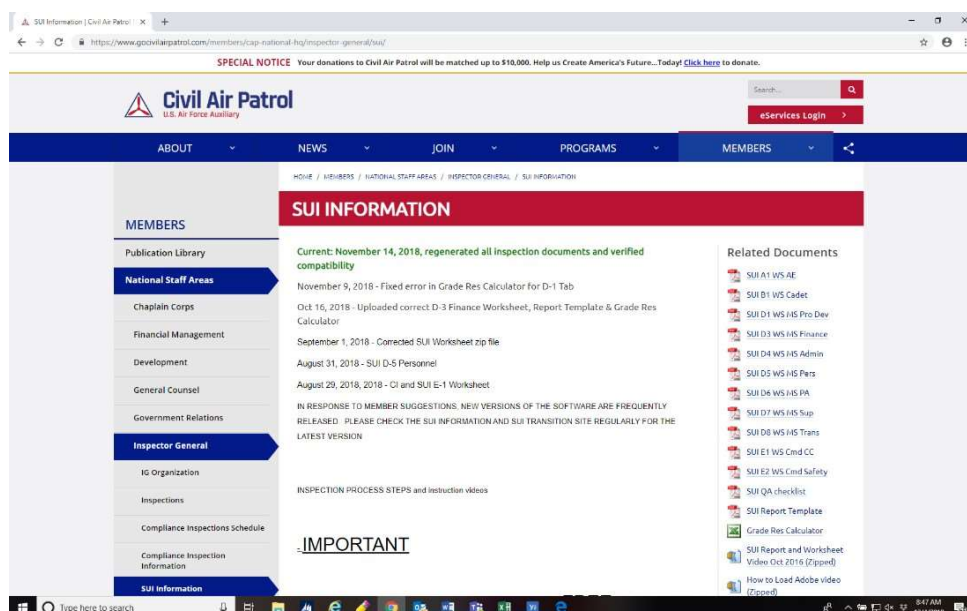


Your choices for the download are for individual areas or the entire SUI package in a zip file. You can download the grade calculator as well.

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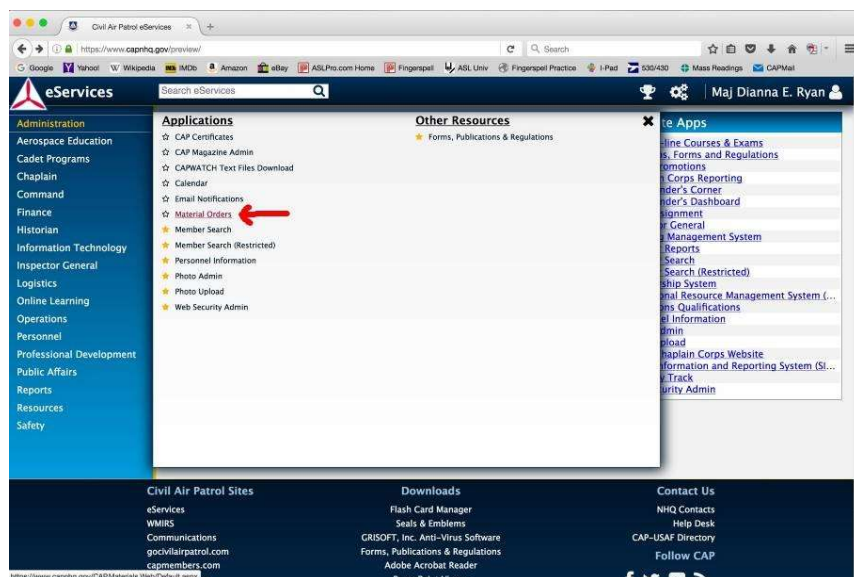
Student Guide

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Ordering Supplies

NHQ will give you some supplies for free (forms, pamphlets, recruiting materials, and some AE resources). Go to Administration and then Material Orders. Make your choices and submit.

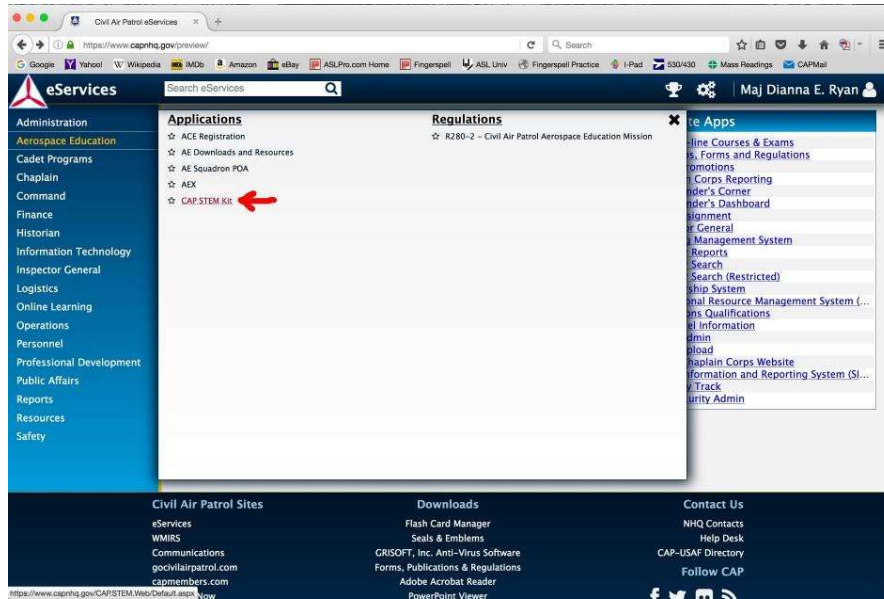


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Getting your STEM kit is very similar: simply look under Aerospace Education.



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4. Giving credit for Mentor Inputs/Skills Evaluations in the Learning Management System.

When you have a new senior member you must ensure s/he has taken cadet protection and is given credit for it. Cadet protection is included in the new members "Level 1 Orientation Course". Once the member has taken the level 1 orientation course, the member is required to have a discussion with the commander (or your designee). One of the more important topics you should discuss is cadet protection. If the discussion is acceptable, give the member credit for the level 1 orientation in the same way cadet protection is provided for the cadets in the screens below.

The screenshot displays the Civil Air Patrol eServices website. The top navigation bar includes a search bar and a user profile for Maj Dianna E. Ryan. The left sidebar lists various eServices categories such as Administration, Aerospace Education, Cadet Programs, and Online Learning. The main content area is divided into three sections: Applications, Other Resources, and eApps. The Applications section lists various training and enrollment options, including ACSC Enrollment, AFADL, Aircraft Ground Handling Training, CLC Enrollment, Cadet Online Testing, Distance Learning, Learning Management System, SLS Enrollment, SOS Enrollment, and UCC Enrollment. The Other Resources section lists CAP On-line Courses & Exams. The eApps section lists various online tools and systems, including Online Courses & Exams, Forms and Regulations, Promotions, Corps Reporting, Commander's Corner, Commander's Dashboard, Assignment, General Management System, Reports, Search, Search (Restricted), Ship System, Financial Resource Management System, Personnel Qualifications, Personnel Information, Admin, Upload, Captain Corps Website, Information and Reporting System, and Security Admin.

Below the main content area, there are links to Civil Air Patrol Sites, Downloads, and Contact Us. The Civil Air Patrol Sites section includes links to eServices, WMIRS, Communications, and CAP Members. The Downloads section includes links to Flash Card Manager, Seals & Emblems, GRISOFT, Inc. Anti-Virus Software, Forms, Publications & Regulations, Adobe Acrobat Reader, and PowerPoint Viewer. The Contact Us section includes links to NHQ Contacts, Help Desk, CAP-USAF Directory, and Follow CAP.

The bottom section of the screenshot shows the Learning Management System (LMS) interface. The top navigation bar includes a search bar and a user profile for Maj Dianna E. Ryan. The left sidebar lists various LMS categories such as About LMS, Instructions, Questions/Comments, Modules, Courses, Past Results, Monitor Input/Skills Eval, Approvals, Download Quiz, and Course Symbols. The main content area is divided into three sections: Courses You Have Started, Available Courses, and Administrative. The Courses You Have Started section lists two courses: National Staff College (NSC) Online and Level 1 Orientation "Starting Your Journey". The Available Courses section lists three courses: Level 1 Orientation "Starting Your Journey", Cadet Protection Basic Course (Seniors), and Cadet Protection Advanced Course. The Administrative section lists two courses: Specialty Track 205 - Administrative Officer, Master Rating and Specialty Track 205 - Administrative Officer, Technician Rating. The Aerospace Education section lists two courses: Advanced Rocketry - Stage 4 Columbia Test and Advanced Rocketry - Stage 5 Challenger Test.

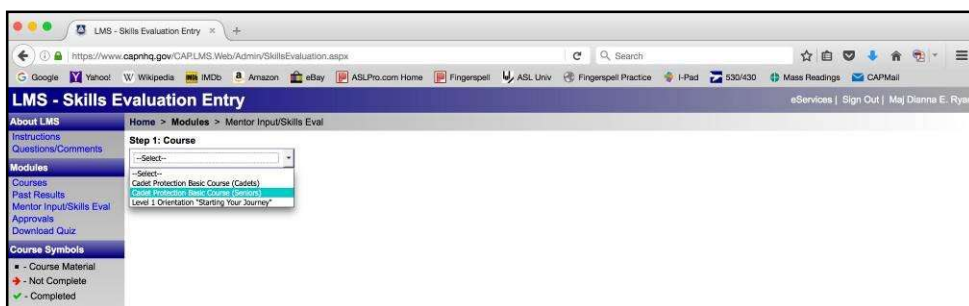
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Choose Mentor Input/Skills Eval



For your Senior members, choose “Level 1 Orientation.” For cadets, choose “Cadet Protection Basic Course”.

This will be the same procedure for all tasks requiring a mentor to enter credit. **NOTE:** To ensure the appropriate credit is given, make sure the correct task is selected (highlighted) in Step 2. (see below)

A screenshot of the 'LMS - Skills Evaluation Entry' page, showing the full form. The page has a blue header and a navigation menu on the left. The main content area is divided into four steps: Step 1: Course (with a dropdown menu showing 'Level 1 Orientation "Starting Your Journey"'), Step 2: Skill (Select All That Apply) (with a text box containing 'Level 1 Summary Conversation Input'), Step 3: Completed (example: 01 Jan 2013) (with a date input field), and Step 4: Enter multiple CAPIDs separated by a comma and click the 'Verify Members' button. (50 CAPID Limit) (with a large text box for CAPIDs and a 'Verify Members' button).

Notice: To ensure the Cadet Protection course is complete when the cadet turns 18 years old, cadets who are 17 years old are allowed to complete the Cadet Protection Basic Course. Cadets who are 18 years old are required to have the Cadet Protection Basic Course complete before they can be around other cadets. In other words, when a cadet turns 17 they may take the cadet protection basic course and the course must be complete before the cadet turns 18 years old.

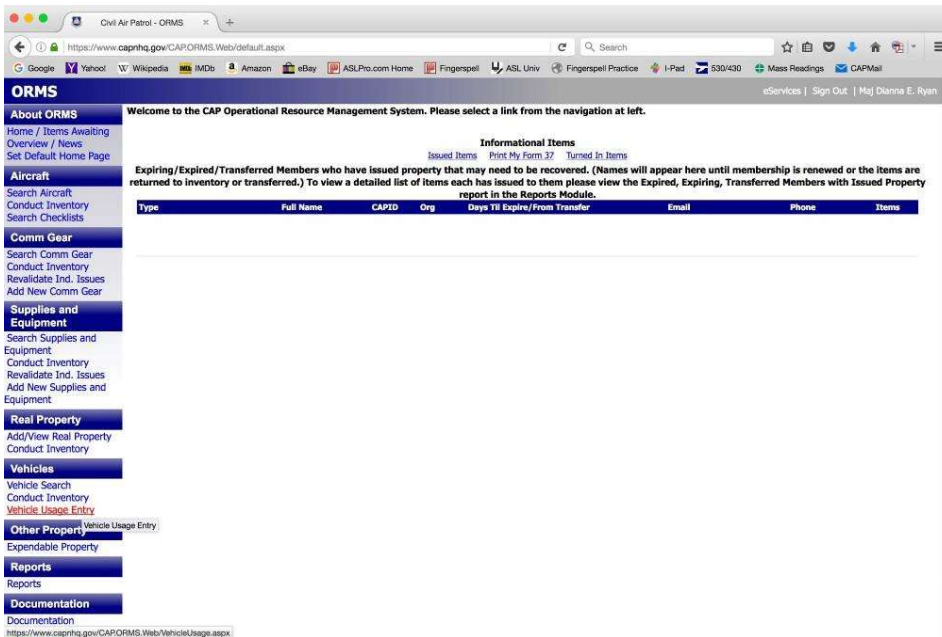
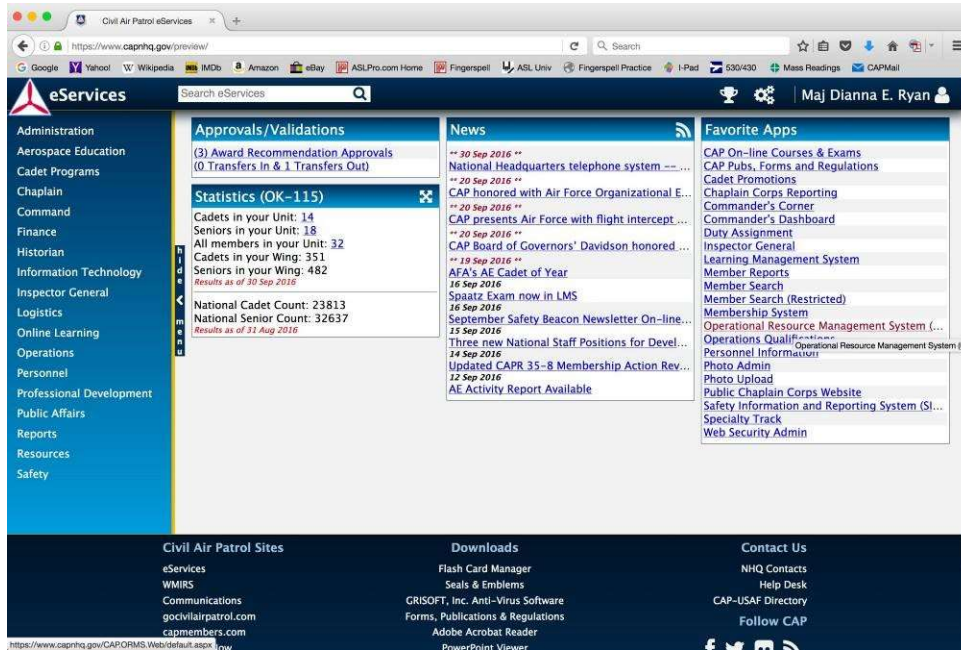
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5. How to upload the monthly Vehicle Data.

Keeping your paperwork straight every month is easier if you scan your documentation and upload it to eServices. If you have a CAP vehicle, you will have to enter the data for the vehicle usage every month. Start at ORMS and click on Vehicle Usage Entry:



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ORMS - Vehicles - Usage Entry

Please select an organization.
Then, select the Field ID of the vehicle you are wanting to update. The current usage entry month is selected. If an update is required for a month other than the current month, please select a Date from the list.
[Vehicle Usage Entry And Reports Instructions](#)

***Reg-Wing-Unit**
SWR-OK-115

***Field ID**
35017

***Date**
08/2016
Use highlighted date for current entry

Field ID: 35017 **Year:** 2003
Owner: SWR-OK-115 **Make:** Chevrolet
VIN: 1GNDX03E0D155057 **Model:** Venture
Occupants: 7 **Type:** 7 Pass Van

Note: Enter Number of Hours (rounded up)
There was no data found for the vehicle 35017 on 08/2016.

	Admin	Cadet Activities	Mission Support	Other	Grand Total
No. Times Used:					
No. Hours Used:					

***Odometer Reading:** 0

Description:

Form 73 Upload (PDF or Word):
Browse... No file selected.
Submit

Form 73 Uploaded for the selected vehicle (One Year)

File	Date Added
Form73_2015-11-01.pdf	09 Dec 2015 22:50:43

To save a file to your computer, right click (Ctrl + Click) the View File link and choose Save Target As.
If you are having trouble opening files in Internet Explorer: Go to Tools --> Internet Options, Click the Advanced Tab, Scroll down to the Security section, and make sure that the Do not save encrypted pages to disk is CHECKED

After you enter the data for the monthly usage, you should upload your scanned copy of the CAPF 73. You are already in the system, and this makes it easy for you, your director of transportation, and the SUI team when they need to find your documents. Click on the Vehicle Search.

That leads you to:

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Civil Air Patrol - ORMS - Ve...
https://www.capnhq.gov/CAP/ORMS/Web/AssetSearch.aspx?F=V

Google Yahoo! Wikipedia IMDb Amazon eBay ASU Pro.com Home Fingerspell ASU Univ Fingerspell Practice iPad 530/430 Mass Readings CAPMail

ORMS - Vehicles - Search

About ORMS
Home / Items Awaiting Overview / News
Set Default Home Page

Aircraft
Search Aircraft
Conduct Inventory
Search Checklists

Comm Gear
Search Comm Gear
Conduct Inventory
Revalidate Ind. Issues
Add New Comm Gear

Supplies and Equipment
Search Supplies and Equipment
Conduct Inventory
Revalidate Ind. Issues
Add New Supplies and Equipment

Real Property
Add/View Real Property
Conduct Inventory

Vehicles
Vehicle Search
Conduct Inventory
Vehicle Usage Entry

Other Property
Expendable Property

Reports
Reports

Documentation
Documentation
Printable Forms

*Organization
OK-001 View Unit Only

Noun (Vehicle Type)
--Select--

Source
--Select--

Acquisition Cost (>=)

Stock Class
--Select--

NSN
--Select--

Remarks
--Select--

Status
--Select--

CAP Veh ID
31017

Driven
--Select--

Search Criteria

Serial Number (VIN)
--Select--

Make
--Select--

Location
--Select--

Acquisition Date
--Select--

Condition
--Select--

Green Flag?
☐

Year Manufactured (>=)

Drive Train
--Select--

PCN
--Select--

Model
--Select--

Description
--Select--

Property Tag
--Select--

Search In
☒ Active ☐ Retired

Max Occupants (>=)

Search Reset

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Enter the vehicle number of the vehicle and you will get to:

When you click on documents, it will lead you to:

ORMS - Vehicles

Transfer Transaction History Documents Maintenance

To move an item to another inventory, please contact Documents / CAP/ORMS

Organization: SWR-OK-115

Module: Vehicles

Status: Active

Serial Number: 1GNDX03E0D155057

PCN: 84572

Green Flag Resource?

Tail Number or Vehicle ID: 35017

Noun: 7 Pass Van

Make: Chevrolet

Model: Venture

Description:

Location: Lawton

Condition: Serviceable

First User: rtaylor

Last User: ryan2

HazMat

Encryption Loaded?

Demil

Last Inventoried Date

Delivery/Install Date

PO Number

Documents Attached

Vehicle Manager

Enter all or part of a CAPID or name and click the search button.

ORMS - Vehicles - Document Upload

Back to Master Record Back To Search

Item Information

Noun: 7 Pass Van

Make: Chevrolet

Model: Venture

Serial Number: 1GNDX03E0D155057

Organization: SWR-OK-115

Property Tag: 35017

Source: DOD-Funded

Condition: Serviceable

Acquisition Date: 04 Nov 2002

Acquisition Cost: \$23,256.50

Current Files Uploaded

File	View	Delete	Date Added
2015_09_CAPF73_35017.pdf	File	File	05 Oct 2015 22:28:58
2015_10_CAPF73_35017.pdf	File	File	09 Nov 2015 23:05:22
2015_11_CAPF73_35017.pdf	File	File	09 Dec 2015 22:48:02
2015_12_CAPF73_35017.pdf	File	File	11 Jan 2016 22:22:38
2016_01_CAPF73_35017.pdf	File	File	04 Feb 2016 21:15:22
2016_02_CAPF73_35017.pdf	File	File	02 Mar 2016 19:54:50
2016_03_CAPF73_35017.pdf	File	File	02 Apr 2016 12:56:32
2016_04_CAPF73_35017.pdf	File	File	04 May 2016 22:23:07
2016_05_CAPF73_35017.pdf	File	File	01 Jun 2016 22:24:45
2016_06_CAPF73_35017.pdf	File	File	06 Jul 2016 22:58:38
2016_07_CAPF73_35017.pdf	File	File	03 Aug 2016 21:40:04
2016_08_CAPF73_35017.pdf	File	File	07 Sep 2016 22:41:50
ORMS_MX_RECORD_2014-8-29_HIBDON_TIRES_PLUS_274594.pdf	File	File	04 Oct 2014 18:31:55
ORMS_MX_RECORD_2015-12-11_PIT_STOP_3_328510.pdf	File	File	11 Dec 2015 17:31:08
ORMS_MX_RECORD_2016-1-7_MIDAS_174281.pdf	File	File	07 Jan 2016 16:17:47

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You browse your scanned file in and submit it. If you notice the file name for this vehicle's CAPF 73, it contains the date (YYYY_MM) the form (_CAPF_73) and the vehicle number (_35017) in it. This makes finding anything missing very easy for you. This location is also where you upload the rest of the vehicle's records & paperwork.

Real Property Documents
Table of Allowances
Feedback
*Denotes Required Fields

title_35017.pdf
View File
Delete File
12 Dec 2011 10:41:55

To save a file to your computer, right click (Ctrl + Click) the View File link and choose Save Target As.
If you are having trouble opening files in Internet Explorer: Go to Tools -> Internet Options, Click the Advanced Tab, Scroll down to the Security section, and make sure that the Do not save encrypted pages to disk is CHECKED

Form 73 Uploaded for this Vehicle (One Year)

File	Date Added
Form73_2015-11-01.pdf	09 Dec 2015 22:50:43

Document Uploads
*Title of Uploaded Document

☐ This photo should be used for the thumbnail for this item on the master page
*Select the file you would like to Upload (Supported File Types: .pdf, .doc, .jpg, .jpeg, .gif, .rtf, .docx, .xls, .xlsx)

1 No file selected.
2 Submit Document

If you are uploading photos for Aircraft or Vehicles please include photos from the following angles (Title the Photos):
Front
Back
Left Side
Right Side

6. How to start your inventories.

As a new commander, one of the first things you will do is conduct an “eyes-on/hands-on” inventory of everything in the squadron. You will also do this inventory every year. You have the right to do it any time you need to confirm the location of the assets you signed and accepted responsibility for.

Civil Air Patrol - ORMS
https://www.caphq.gov/CAPORMS.Web/default.aspx

ORMS
About ORMS
Home / Items Awaiting Overview / News
Set Default Home Page

Aircraft
Search Aircraft
Conduct Inventory
Search Checklists

Comm Gear
Search Comm Gear
Conduct Inventory
Revalidate Ind. Issues
Add New Comm Gear

Supplies and Equipment
Search Supplies and Equipment
Conduct Inventory
Revalidate Ind. Issues
Add New Supplies
Conduct Equipment Inventory
Equipment

Real Property
Add/View Real Property
Conduct Inventory

Vehicles
Vehicle Search
Conduct Inventory
Vehicle Usage Entry

Other Property
Dependable Property

Reports
Reports

Documentation
Documentation

Welcome to the CAP Operational Resource Management System. Please select a link from the navigation at left.

Informational Items
Issued Items Print My Form 37 Turned In Items

Expiring/Expired/Transferred Members who have issued property that may need to be recovered. (Names will appear here until membership is renewed or the items are returned to inventory or transferred.) To view a detailed list of items each has issued to them please view the Expiring, Expiring, Transferred Members with Issued Property report in the Reports Module.

Type	Full Name	CAPID	Org	Days Till Expire/From Transfer	Email	Phone	Items
------	-----------	-------	-----	--------------------------------	-------	-------	-------

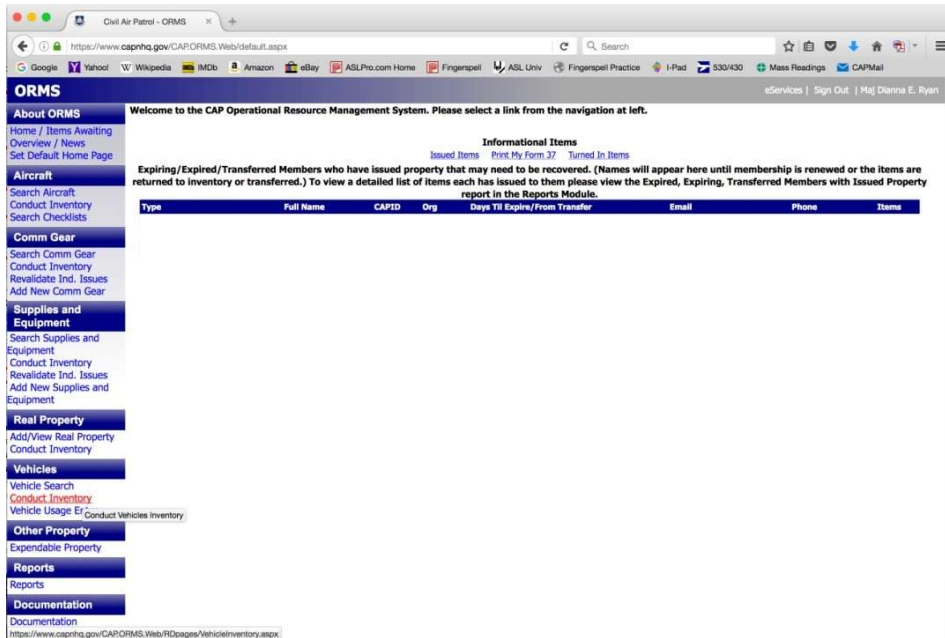
https://www.caphq.gov/CAPORMS.Web/RDpages/EquipmentInventory.aspx

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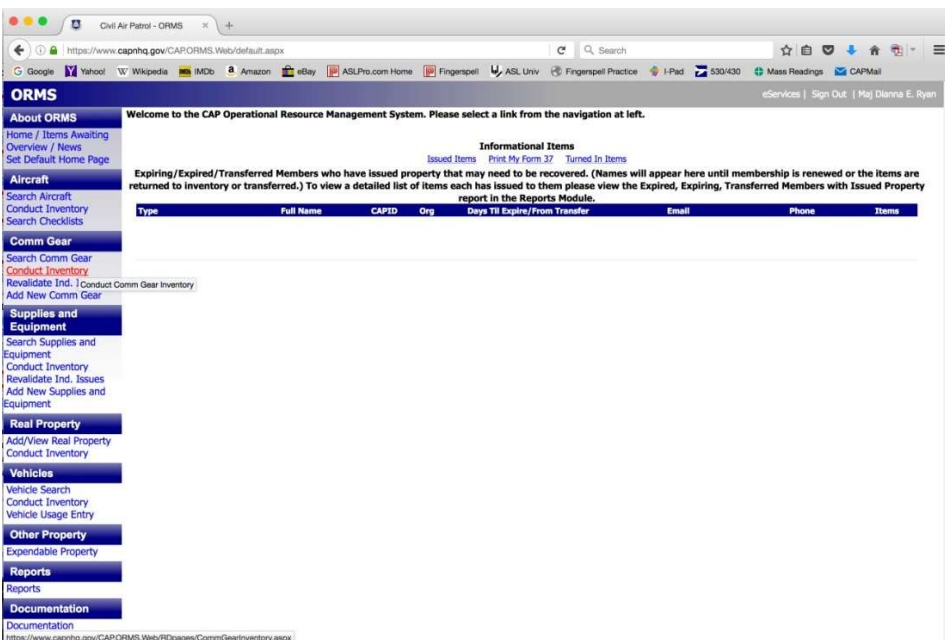
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This is easy: you were just there a moment ago! (Home page -> ORMS) Now choose the inventory (inventories) you need to conduct:



Real Properties



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You must account for any properties you have annually. It is smarter and safer to put any properties you use frequently in the system so that CAP insurance can cover accidents that may happen. Once you are in ORMS, click Add/View Real Property, then enter the data:

The screenshot shows the 'ORMS - Real Property Add/View' web form. The browser address bar shows 'https://www.capnhq.gov/CAPORMS/Web/RealPropertyForm.aspx'. The page has a left sidebar with navigation links: About ORMS, Home / Items Awaiting Overview / News, Set Default Home Page, Aircraft, Comm Gear, Supplies and Equipment, Real Property (highlighted), Vehicles, Other Property, Reports, and Documentation. The main content area is titled 'Organization to Add/View Real Property' and includes a table of 'Real Property Items' with columns: Year, Type of Facility, Status, Address 1, City, State, Facility Owner, Frequency of Use, Lease?, Pay Rent?, Aircraft Tie Down Donated?. Below the table is the 'Add New Real Property' form. It includes sections for 'Exclusive Use of the Facility', 'Type of Facility', 'Frequency of Use', 'Location' (Address 1, Address 2, City, State, Zip Code), 'Facility Owner' (Facility Owner Address 1, Facility Owner Address 2, Facility Owner City, Facility Owner State, Facility Owner Zip Code), 'Real Property Documentation' (Lease, rental agreement, Memorandum for Record, etc.), 'Did you have use of the facility ALL year (Oct 1st to Sept 30)?', 'Square Footage', 'Pay Rent?', 'If you are not sure about the Lease and Rent questions, please check this checkbox', 'Do you know the annual estimated cost per square foot', and 'Date First Occupied'. There is an 'Add New Property' button at the bottom right.

Lesson Summary and Closure

eServices can be intimidating at first glance, but what you just learned should have you feeling confident that you can easily and quickly enter, complete, and approve awards and promotions. You can modify an individual member's eServices permissions to allow them the authority to do the job you have tasked them to do. You now know where and how to find reports for and upload the documents related to your SUI; you can conduct your inventory and upload your monthly vehicle usage report (CAPF 73); you know where you can order certain supplies for your unit; you can add property to the insurance system to protect the landowner in case of an accident. This list is far from exhaustive and many things were specifically not covered. The ones that were covered are the most commonly used or are the hardest to remember where to find them. While you will need many more resources, this lesson is meant to be saved as a quick guide/resource for eServices during your time as a commander.