

Update Your SQTR Online

Capt Adam Boyd, 42nd Emergency Services Training Officer

DISCLAIMER: The first CAP Core Value is Integrity. If you are found entering false data into this database, you will be investigated, and action will be taken to terminate your membership if you are found trying to falsify records in a manner that compromises your integrity and the integrity of the Civil Air Patrol.

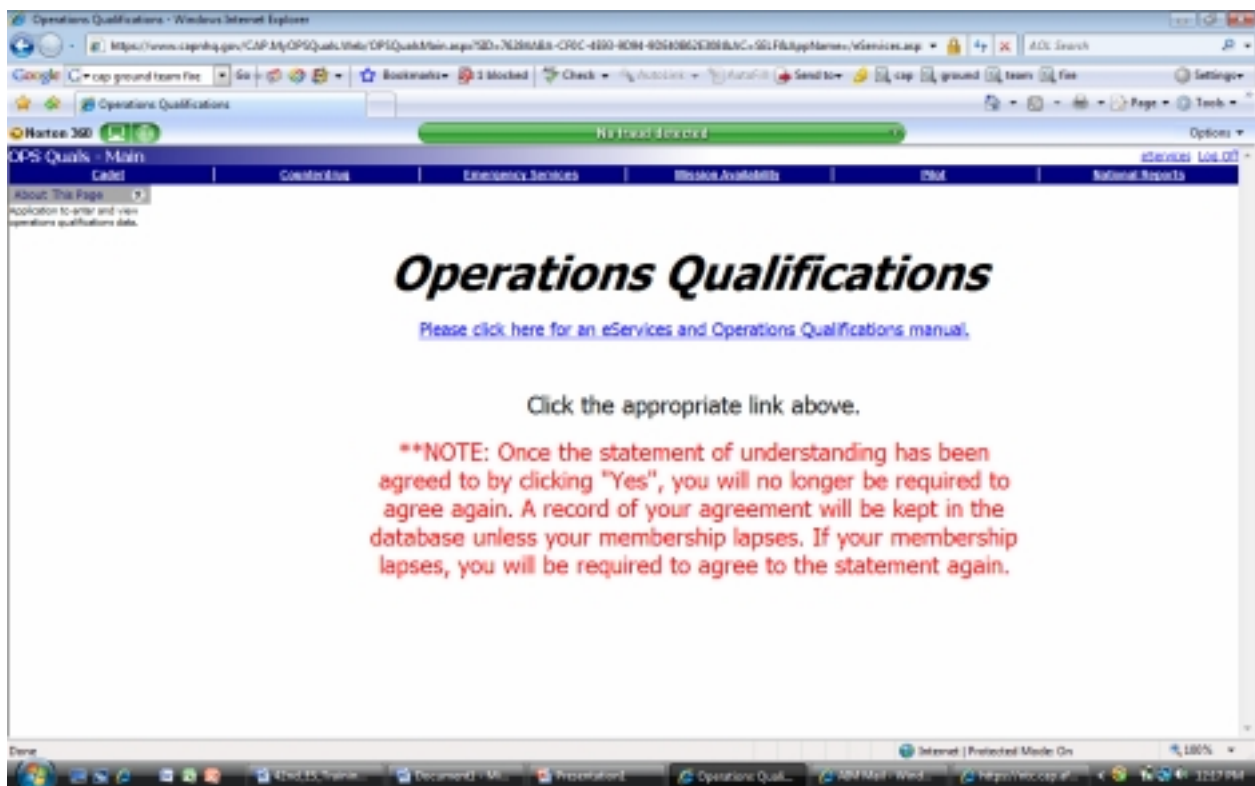
Now, on a happier note, You can update your training and keep track of your currencies through CAP E-services. These simple steps can help you stay aware of the training you need, and also save time from some other guy entering all this data for the whole squadron...like me.



Your first step is to sign up for an Eservices account. Once you have an account follow these directions to enter your data into the system



Click on "My Operations Qualifications / National Records" and you will see the following screen.



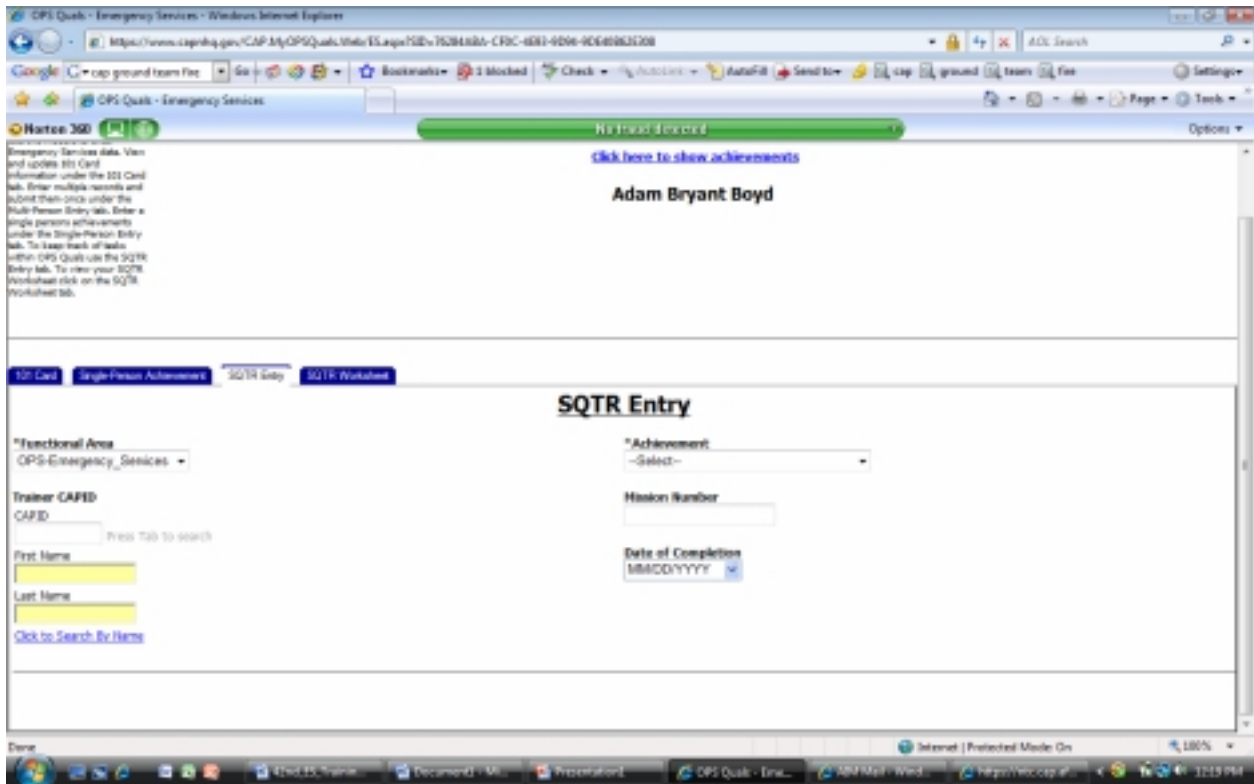
Click the link at the top labeled Emergency Services.

The screenshot shows a web browser window displaying the 'OPS Quia - Emergency Services' page. The page has a navigation bar with tabs for 'Cadet', 'Controlling', 'Emergency Services', 'Mission Availability', 'Pilot', and 'National Reports'. The 'Emergency Services' tab is selected. Below the navigation bar is a table with the following columns: Achievement, Status, and Expiration Date. The table lists various emergency services and their current status and expiration dates.

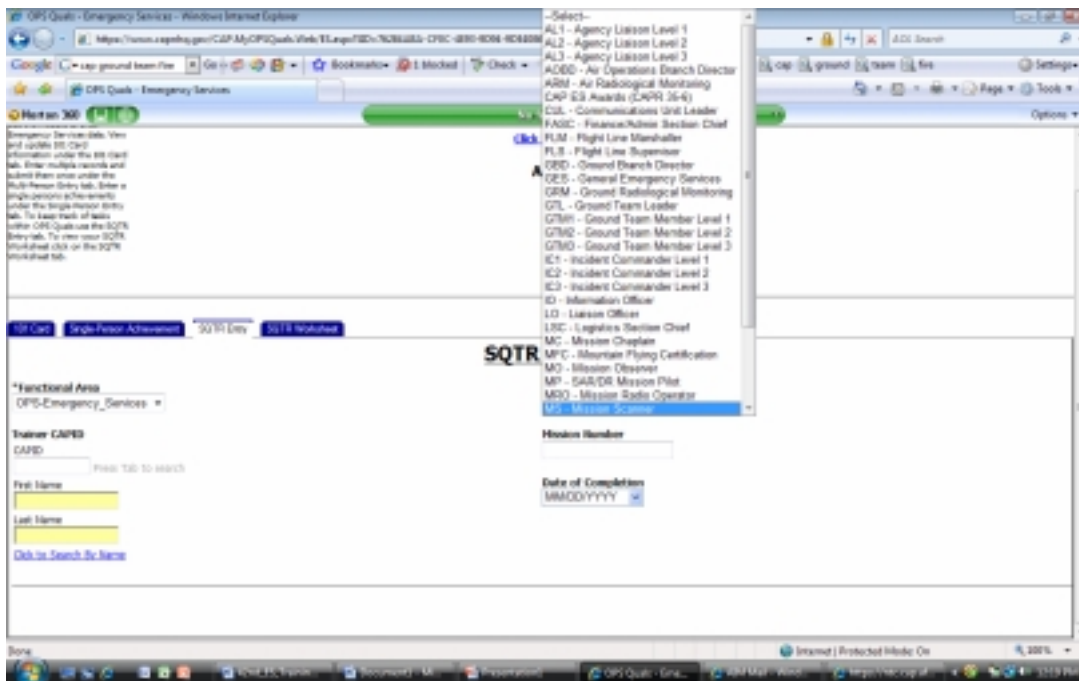
Achievement	Status	Expiration Date
CAP ES Awards (CAPS 33-6)	ACTIVE	No Expiry
GES - General Emergency Services	ACTIVE	No Expiry
ETL - Ground Team Leader	ACTIVE	31 Mar 2018
ETN1 - Ground Team Member Level 1	ACTIVE	30 Apr 2018
ETN2 - Ground Team Member Level 2	ACTIVE	31 Mar 2018
ETN3 - Ground Team Member Level 3	ACTIVE	31 Mar 2018
MO - Mission Observer	ACTIVE	31 Jan 2009
MRO - Mission Radio Operator	ACTIVE	30 Nov 2008
MS - Mission Scanner	ACTIVE	30 Nov 2008
MSA - Mission Staff Assistant	ACTIVE	31 Dec 2009
MSO - Mission Safety Officer	ACTIVE	31 Dec 2009
SET - Skills Evaluator	ACTIVE	No Expiry
THP - Transport Mission Pilot	ACTIVE	No Expiry
USF - Urban Search Finding Team	ACTIVE	31 Mar 2009

Below the table, there is a legend for status colors: Active - ACTIVE, Pending - PENDING, Expired - EXPIRED, Suspended - SUSPENDED, Disapproved - DISAPPROVED. A link 'Click here to hide achievements' is present. The user's name 'Adam Bryant Boyd' is displayed at the bottom of the page. Below the main content area, there are tabs for '101 Card', 'Single Person Achievement', 'SOTR Entry', and 'SOTR Worksheet'. The '101 Card' tab is selected, showing the text '101 Card'.

Now, you can view your currencies and records for each specialty you have. To enter your tasks into your online SOTR, Click the lower tab labeled SOTR Entry.

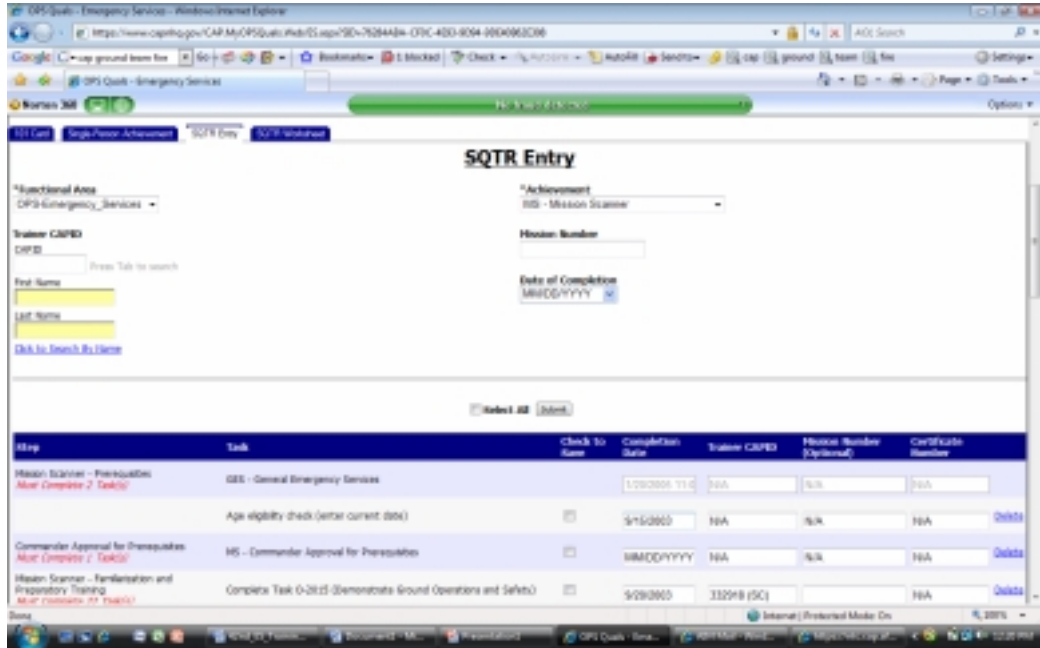


From this page, you can then choose a specialty to enter tasks for from the drop box as indicated below



Once you have the specialty you want to enter a task for, you can then type in the CAPID of the individual who trained you for that task. The date will be the date of the

training, not the date of entry. Do not enter a mission number, unless you accomplished the training in conjunction with a mission number. Please ensure that the person who instructed you is qualified to instruct. They will have the letters, SET on their 101 card.



If you have the instructor information and the date entered at the top, be sure to click the box next to your task and it will auto fill the space with new information. Be sure to click save before navigating away from that page.

Once You're done entering your data, be sure to click the tab, SQTR Worksheet, and print off a new SQTR sheet before logging out. This can serve as a record of your training, should CAP lose your information. It's also convenient to have when at a meeting or SAR/EX so you will know what training you will need next. I hope this helps. Please feel free to ask any questions you may have. Thanks.

ADAM BOYD