



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

15 NOV 05

MEMORANDUM FOR ALL WING AND REGION COMMANDERS

FROM: CAP/DO, CAP/IT, HQ CAP/DO, HQ CAP/IT

SUBJECT: MIMS ES Specialty Qualification Task Tracking and Other Changes

1. Several months ago the NHQ made achievement entry screens for key Region and Wing staff available to enter emergency services specialty qualifications directly into MIMS. Many wings are now using those tools exclusively rather than having members track tasks electronically because it is much simpler. In fact we have been asked repeatedly to open this up to the entire membership so that it can be better utilized nationwide. This will work very well as long as units track task completion via an alternative method. This makes sense and we plan to implement this option on the 1st of December. We wanted to give you lead time to brief your personnel since there are some things they will need to know before this happens:

a. Unit commanders, deputy commanders, chiefs of staff, and emergency services officers that are assigned in the duty assignment utilities of the membership system will automatically have access to achievement entry modules in MIMS as approvers at their level. Achievements will go through the designated approval trees already in place from units to the wing for initial qualification, and will be renewed at the member's unit of assignment as specified in CAPR 60-3. All data entered in by the wing or region commander, vice commander, chief of staff, and emergency services officer(s) will require no approval process. The data entered in will be active upon submission.

b. Tasks can still be tracked in MIMS, but it will not be required. However, task completion must still be tracked via some documented method. If MIMS is used to track tasks, when a member completes their requirements for an emergency services specialty and inputs all of the tasks, it will flow into the achievement database for approval, but tasks will not be validated individually anymore. Just as MIMS is set-up now, if a member updates tasks in a specialty they have already earned, it will not update the specialty qualification automatically; renewals will need to be entered into one of the achievement entry modules, and approved by the approving authorities in the member's unit. Essentially the tasks option in MIMS will be available purely as a data storage option so that wings that want to remain paperless can still do so. Documentation must still be kept at the member's unit of assignment.

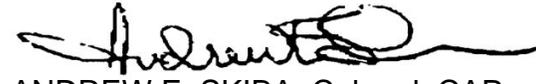
c. Aircrew related mission specialties will remain de-coupled from the pilot tasks. New entry screens that are easier to use are being developed, and when those are in use by the majority of our mission pilots, we will likely link them back together again. Until then, the mission pilot specialty will be set to expire like other specialties on the 101 card, every three years, and the transport mission pilot specialty will not have an expiration date like the general emergency services specialty since as long as you

maintain your currency, you remain qualified. CAPF 91s, CAPF 5s, and other currency items to be an active mission pilot must still be maintained in accordance with established regulations.

d. Emergency services qualifications for ARCHER Operators and CISM personnel have been added for entry at the national level only, though the specialties will be viewable at all levels. As these specialties currently require national level training or approval, we will input and maintain them at the national level.

2. If you have any questions in reference to these policies, please feel free to contact Michelle Yost for any technical issues at 334-953-6932/myost@cap.gov, or John Desmarais for policy questions at 334-953-4228/jdesmarais@cap.gov.


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