

Arkansas Wing Emergency Service Training Records A Quick Guide

1. In order to participate in ES activities in the AR Wing members must either be fully qualified in that specialty and have it so noted on a CAP-101 card printed from the national e-services system or be in training for that specialty.
2. Those in training need to have a SQTR sheet, either computer generated from the national system or a printed form. The pre-requisite section and the basic training sections must both be completed and include the signature of the unit commander in order to allow the trainee to participate in an actual or training mission in that specialty. Training can be accomplished outside of training or actual missions and squadrons are encouraged to do so.
3. Individuals in training for a specialty may enter individual tasks for an SQTR into the national e-services system as they are completed but are not encouraged to do so as it serves no useful purpose.
4. Once all tasks for an SQTR are completed there are several ways that this can be entered into the national e-services system so that they can be approved and be included on the CAPF-101 as a task for which you are qualified.
 - a. The individual may enter the completed task information themselves. The completed SQTR will then be approved at the squadron or Wing level. All paperwork associated with the SQTR should be in the person's squadron ES file and be reviewed by the squadron before approving the SQTR for that person.
 - b. The squadron ES Officer, Vice Commander, or Commander can enter the data for the trainee based on information on the completed SQTR in the person's squadron ES file. This will be approved at the squadron level and then at the Wing level.
5. Data Entry.
 - a. The simplest way to enter a completed task is to use the **ES Single Person Specialty Entry (Achievement Level)** entry form on CAP e-services. All this requires is that the date of completion for the achievement be recorded. It will ask the source and in Arkansas Wing select "Paperwork" which represents the completed SQTR in your file that should have every task completed, dated, and have a trainer's CAP ID noted for it.
 1. If you have chosen to input each individual SQTR task while training, you can still use this option for final approval of the task, just chose MIMS as the source since all individual task information will be in the MIMS system.
 - b. If you have chosen to input individual tasks there are several different forms that could be used. Of those, the easiest is the **Personal ES SQTR Quick Entry**. Unlike the Personal ES/CD/Cadet Task Entry you can easily enter multiple tasks at the same time without having to repeatedly input the same data. While everybody can input their own data in these forms, they are not officially reviewed and approved in the national system until you complete all the tasks for an SQTR and it is forwarded to the unit commander and wing for approval. This is why entering it does not serve much purpose.