Online Entry of Emergency Services Qualifications

This information is very important for everyone, new members, old members, Cadet Airmen and Lt Colonels to understand. Minnesota Wing has uploaded all of our emergency Services records to the National Computerized System (MIMS). This means that all of your ES Qualifications like Ground Team Member, Flight Line Marshaller, Mission Observer, etc. are kept at National HQ, not at MN Wing. Each member will still be using the SQTR forms - Each task on the form must be signed off by who ever is training you with the date and his or her CAPID number.

Filling out your SQTR on line:

Each member must know how to go online and fill out the electronic version of his/her own SQTR. Here's how:
1. Go to http://www.capnhq.gov/
2. Enter you CAPID and password when prompted. If you haven't been on this site before you will have to create an account (click on that choice) and don't forget to write down your password.
3. Click on "Personal ES SQTR Quick Entry" (left column). This will display your entry page.
4. Click on "how to use Personal MIMS (multi-task entry)" (top of the page in red). This is a self running tutorial on how to fill out the form. It's fairly well done. Pay close attention to it. Then you can start to fill out a form.
5. Under "Select Functional Area" Choose "Ops-Emergency Services"
6. Enter the trainer ID number from your SQTR. If you had more than one, pick the one that occurs most often on your SQTR. You can manually change the others.
7. Enter the mission number if applicable.
8. Enter the date that you completed the task(s). If you have more than one date, pick the most common one. You can manually change the others.
9. Click on "display tasks"
10. When you have entered the date and CAPID numbers for your tasks and are sure that they are correct. Click "Submit" The information will be saved. Chances are that you will not be entering all of the tasks at the same time. That's OK. The next time you open this page, the tasks that you previously entered will still be there.
11. Once you have completed the entire form, you must give a copy of the paper version of your SQTR with the tasks sign-offs on it to your unit ES records officer. They will use it to approve your SQTR on line and it will automatically be passed up the chain of command.
12. If your online 101 card does not show your weight, height, eye color and hair color, either you can enter this data by updating your profile or you must give this info to the unit ES officer at the same time.
13. Once your qualification has been validated you can go back and print out a 101 card showing your new qualification You are not allowed to perform at your new Qualification until you have your new 101 Card in your possession. This is different from the old way where you were qualified as soon as your SQTR was signed. VERY IMPORTANT. Do not start to fill in your SQTR on-line until you have met the prerequisites or the system may kick it out. For example, do not fill in tasks for Ground Team Member until after you have taken CAPT 116.