

CIVIL AIR PATROL- PENNSYLVANIA WING- GROUP 1 ACCESSING THE 101 CARD

E-Services Disclaimers:

1. E-Services will work on some mobile devices, but not all of them. A general rule of thumb: you're better off using a laptop or desktop computer when you are able.
2. Never rely on having internet access or cell phone service at FTXs, SAREXs, meetings, and real-world missions. You will often need to have everything printed before you leave your home or before you depart for the activity. Plan ahead accordingly so you can print at school, work, public library, etc before it is too late.
3. All CAP members must adhere to OPSEC regulations at all times.

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Introduction to 101 Cards

In CAP, the 101 Card (pronounced as “ONE-oh-one card”) provides a quick, common dashboard to CAP members displaying their trainee, qualification, and driver’s license statuses for use at FTXs, SAREXs, and on real-life missions.

101 Cards are useful for quickly understanding the supervised trainee, qualified, and skills evaluator credentials for both Cadets and Senior Members.

It is expected that every member brings his/her 101 Card to every CAP activity, including real-live missions, weekly squadron meetings, CAP training seminars, Commander’s Calls, FTXs, SAREXs, parking details, fundraisers, etc.

Viewing Your 101 Card

One of the first topics addressed during a new CAP member's orientation is how (and if) they want to serve in the organization. Oftentimes, the incumbent's Commander will recommend looking into beginning the training regimen for a particular SQTR, and SQTR progress is displayed neatly on the member's 101 Card. Since everybody completes their training and SQTR development differently, it is necessary that members are able to track their progress and communicate if they are a supervised trainee, qualified member, and/or skills evaluator for each affected qualification.

1. From an internet-capable device, open an internet browser and navigate to www.capmembers.com.
2. Enter your CAP Serial Number and password for E-Services. Reset your password if necessary.
3. Click the "Sign in" button.
4. On the left-hand side of the screen, a menu should pop up. The font is white on a deep blue background. From this menu, click on OPERATIONS >> OPERATIONS QUALIFICATIONS.
5. Look for the Emergency Services menu on the left side. Under this menu, select 101 Card, and key in your CAP Serial Number again if your 101 Card does not automatically display.

Special Notes:

1. Printing the 101 Card has a finesse to it. Rather than using the browser's Print function, Control + P, Command + P, etc, scroll all the way down to the bottom of the page where the 101 Card is displayed. For best results, use the capability in E-Services to print and display your 101 Card.

Viewing the 101 Card for Someone Else

This section is geared primarily toward Mission Staff Assistants, who are in charge of collecting the incoming resources at a mission. This information may also be useful to administration and personnel officers when preparing for FTXs, SAREXs, and real-world missions.

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2. Enter your CAP Serial Number and password for E-Services. Reset your password if necessary.
3. Click the "Sign in" button.
4. On the left-hand side of the screen, a menu should pop up. The font is white on a deep blue background. From this menu, click on OPERATIONS >> OPERATIONS QUALIFICATIONS.
5. Look for the Emergency Services Menu on the left side. Under this menu, select 101 Card, and key in the CAP Serial Number for the person affected.
6. Push "Enter" from your keypad or click on the magnifying glass.

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Updating 101 Card Information and Photo

The 101 Card in CAP is symbolic of a driver's license; it shows what types of activities you are allowed to participate in, how long your training is good for, and which training drills you have already completed.

Just like a driver's license, it is necessary to periodically need to update our information.

1. From an internet-capable device, open an internet browser and navigate to www.capmembers.com.
2. Enter your CAP Serial Number and password for E-Services. Reset your password if necessary.
3. Click the "Sign in" button.
4. On the left-hand side of the screen, a menu should pop up. The font is white on a deep blue background. From this menu, click on PERSONNEL >> PERSONNEL INFORMATION.
- 5A. Poke around the various menus (General Info & Preferences, Addresses, Contacts, and Characteristics) to view and edit your personnel information.
- 5B. To upload or update your 101 Card Photo, click on PERSONNEL >> GENERAL INFO AND PREFERENCES. Follow the link which appears at the bottom of the page.

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2. For 101 Card photographs rules and regulations, please follow this link:
https://www.capmembers.com/cap_national_hq/member_services/membership-card-guide/
3. All 101 Card photographs need to be approved by the incumbent's Commander, Administration Officer, or Personnel Officer.