



MARCH FIELD COMPOSITE SQUADRON 45
CALIFORNIA WING - CIVIL AIR PATROL
UNITED STATES AIR FORCE AUXILIARY



Obtaining a CAP Emergency Services Specialty Qualification Card (101 Card)

A CAPF 101 Card is required to participate in and train for any Emergency Services qualification or activity. In order to get a 101 Card, you must have completed the following:

1. Curry Achievement (Cadets Only) or Level one (Seniors Only)
2. You must take and pass the 116 test.

Curry Achievement; Your Curry Achievement must be entered on-line in the Cadet tab of the Emergency Services section of eServices. Remember that the Curry Achievement includes a Leadership and drill test, Moral Leadership participation, and CPFT.

Follow the steps below to get to Cadet tab;

1. Open your internet web browser, go to the CAP National Web Site - www.capnhq.gov
The login page will appear. I would suggest book marking this page so that you can return to it easily in the future. Follow instructions for login to eServices.
2. Once logged in to eServices, look in the left column and click on the underlined "My Operations Qualifications/National Reports" link. This will display the Operations Qualification page.
3. In the blue bar across the top of the page, click on the underlined "Emergency Services" link. This will display the Ops Quals - Emergency Services Page.
4. You can access quite a few useful items on this page.
5. Click on the "Cadet" tab at the top of the page.
6. One task at a time, click "edit", enter the appropriate date then click "update". Once your Unit Commander has approved these dates, the status for each item will change from "pending" to "Active"

General Emergency Services 116 Test:

1. To help you prepare for the 116 test, go through the slide show at <https://tests.capnhq.gov/ops/tests/genes2004.ppt>
2. The 116 test is an open book test, and there will be additional reference material made available to you once you choose to start your test.
3. To start your test go to <https://tests.capnhq.gov/newtests/test.cfm?grp=dos> and select the CAPT 116 Part 1 test. And enter your CAP ID.
4. When you pass your test, it will automatically be entered in your on-line records
5. Be sure to print out 2 copies of your certificate, one for your records and a hard copy for your records at your Squadron.

Obtaining a CAPF 101 Card:

1. Go to the “Emergency Services” page. (I will assume you know how to do this from now on.) Be certain that the **101 Card** tab is selected. Just below this you will see the underlined 101 Card heading followed by a descriptive paragraph. Below the paragraph is a line for entering height, weight, eye color, hair color and a **Submit Characteristics** button. If the descriptive blocks are blank or incorrect, enter the correct data and press the **Submit Characteristics** button.
2. Do not worry about the following lines concerning barcodes and a picture. A picture is not required on the card at this point.
3. Next are two blue underlined links. ***Do NOT click on either of them yet!***
4. Beneath the links is your 101 Card. Examine it to be sure it **does not** say **VOID** in red letters. If it displays **VOID**, you need to go higher on this page and enter all the height, weight, eye color, hair color information and click the **Submit Characteristics** button..
5. Next, look in the middle column of the card and look for "GES (No Expire)" and "IS100 (No Expire)". This is the minimum that you should see on a valid card. If your card says "GES (inactive)", read the first paragraph of this document to see if you have done ***your part*** of the Curry Achievement (Cadets only) and GES 116 test, and FEMA IS100 test. If your card says "GES (No Expire)" and "IS100 (No Expire)", you are good to go.
6. Click on the [Click Here to Obtain Your 101 Card](#) link and print the card by clicking on the [Click Here To Print](#) link in the new window that opens.

Prior to any training exercise, SAREX, or actual mission, it is recommended that you print a new 101 Card so that it reflects any training completion that you may have accomplished since your last mission, SAREX or exercise.