

# CIVIL AIR PATROL- PENNSYLVANIA WING- GROUP 1 ACCESSING YOUR SQTRs

## **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.

## Contents

Introduction to SQTRs.....	2
Viewing and Entering SQTR Data for Yourself.....	3
Viewing and Entering SQTR Data for Someone Else.....	4
Printing a Blank SQTR Worksheet.....	5

## Introduction to SQTRs

A Specialty Qualification Training Record (often abbreviated as SQTR and pronounced as “skWIT-ter,” rhyming with *Twitter* or *quitter*) is a measurement of one’s training in Emergency Services within CAP. A wide variety of SQTRs exist in CAP, such as operating radios, taking aerial photographs, writing press releases, and serving as a chaplain.

Each member is responsible for tracking their own SQTR progress and completing the requirements in full. SQTRs can be worked on for two years; if more than two years elapse whilst completing an SQTR, those tasks completed more than two years ago will need to be completed an additional time, under the guise of a Skills Evaluator, before the SQTR may be approved.

## Viewing and Entering SQTR Data for Yourself

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. Since everybody completes their training and SQTR development differently, it is necessary that members are able to track their progress.

1. From an internet-capable device, open an internet browser and navigate to [www.capmembers.com](http://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 ENTRY/VIEW WORKSHEET, and key in your CAP Serial Number again.
6. Push "Enter" from your keypad or click on the magnifying glass.
7. Under the "Achievement" menu, select the SQTR you want to examine (for example, GTM-3, MRO, MSA, etc).

### Special Notes:

1. To update an achievement for yourself, you will need to provide the CAP serial number of a current Skills Evaluator for that achievement. The CAP member whom you identify as your Evaluator will receive a notification the first time they log in to E-Services after you supply their number. It is then up to the Evaluator to approve the task and give you credit.

### **Viewing and Entering SQTR Data for Someone Else**

This section is geared toward Skills Evaluators. In CAP, Skills Evaluators are members who have held the given qualification for at least one year, are currently qualified in that specialty, and have completed and passed the Skills Evaluator Course.

1. From an internet-capable device, open an internet browser and navigate to [www.capmembers.com](http://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 ENTRY/VIEW WORKSHEET, and key in the CAP Serial Number for the person affected.
6. Push "Enter" from your keypad or click on the magnifying glass.
7. Under the "Achievement" menu, select the SQTR you want to examine (for example, GTM-3, MRO, MSA, etc).

## Printing a Blank SQTR Worksheet

Members may wish to print a blank SQTR Worksheet as they begin new operations-related achievements. Printing the worksheets from E-Services ahead of FTXs, SAREXs, and real-world missions can save time and hassle because they allow for trainees to write down notes, mission numbers, and Skills Evaluators's serial numbers without needing electricity or an internet connection in the field. All SQTRs require the approval of the incumbent's commander and are subject to a wing approval process.

1. From an internet-capable device, open an internet browser and navigate to [www.capmembers.com](http://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 PRINT BLANK WORKSHEETS.
6. Under the "Achievement" menu, select the SQTR you want to examine (for example, GTM-3, MRO, MSA, etc).
7. The SQTR should open as a PDF file.