HOW TO GET YOUR 101 CARD

What is a 101 Card?

A CAP Form 101, commonly referred to as a 101 Card is your ticket into emergency services. This card shows mission staff at a glance what you are qualified to do when you sign in for a mission and is required before you can begin any hands on training in emergency services.

Requirements

In order to get a 101 Card, you will need the following:

- Current membership card
- Minimum grade:
  - Cadets: Airman (curry award)
  - Seniors: SM with Level I
- Successful completion of the tests below using the eServices Learning Management System-116:
  - CAPT 116 Part 1
  - CAPT 117 Parts 1-3
- Successful completion of the FEMA IS-100 examination

Detailed Instructions

All tests are un-timed, open book tests. It is suggested that you download the associated resources and keep them open during the test for reference.

CAPT 116: General Emergency Services

CAPT 116 covers general emergency services operational mission procedures. It is based largely on the following resources:

- CAPR 60-3 - CAP Emergency Services Training and Operational Missions
- CAPR 173-3 - Payment for Civil Air Patrol Support
- CAPR 900-5 - CAP Insurance/Benefits Program

CAPT 117: ES Continuing Education

CAPT 117 Parts 1-3 are requirements for various qualifications as detailed below. It is recommended that you take all three parts. Each part is based on the text provided in the test itself.

- **Part 1** is required for all ground crew including ground team members, ground team leaders, urban direction finding team members, and critical incident stress team qualified.
- **Part 2** is required for all aircrew including mission pilots, transport mission pilots, mission scanners, mission observers, flight line marshallers, and flight line supervisors.
- **Part 3** is required for all mission base staff including mission radio operators, mission staff assistants, branch directors, section chiefs, and incident commanders.

IS-100: Introduction to the Incident Command System

The FEMA IS-100 online course and exam is an introduction to the Incident Command System under which CAP and other local, state, and federal emergency service agencies operate. Much of information covered in the FEMA IS-100 exam may be found in CAP Regulation 60-3, Chapter 8; however, the FEMA web site contains an excellent self paced study course and 23 question online exam.

Once you have completed this training, save the completion certificate and send it to the wing emergency services officer who will need it to verify completion in eServices. Also enter the information into eServices as follows:

1. Login to eServices.
2. Select *My Operations Qualifications/National Reports* from the left hand menu.
3. Select *Emergency Services* from the blue bar at the top of the screen. You should now be on a page labeled *OPS Quals – Emergency Services*.
4. Select the *SQTR Entry* tab.
5. Select *IS100 - IS-100* from the Achievement drop down.
6. Fill in the completion date and certificate number, check the *Check to Save* check box, and submit.

Printing Your 101 Card

After you have completed the tests, you are eligible to begin training for further qualifications. Before you can participate in any training exercises, however, you will need to print a CAPF 101 (otherwise known as the 101 Card) by following the directions below:

1. Login to eServices.
2. Select *My Operations Qualifications/National Reports* from the left hand menu.
3. Select *Emergency Services* from the blue bar at the top of the screen. You should now be on a page labeled *OPS Quals – Emergency Services*.
4. Select the *101 Card* tab.
5. Fill out your personal info and then click to obtain the card.
6. Print it (black and white is fine), cut it out, and carry it with your CAP ID card.

If you do not have a photo in the system, you will need to upload one.
This is easily completed using the following steps:

1. Login to eServices.
2. Select *CAP Photo Upload* from the left hand menu.
3. Upload a digital photo that follows the ID Card Guidelines.
4. Contact your squadron emergency services officer to approve it (the system doesn't always send out notifications).

If you do not have characteristics on your 101 card you will need to add them prior to printing your 101
This is easily completed using the following steps:

1. Login to eServices.
2. Select your name from the top right corner of the home screen.
3. Select characteristics from the drop-down menu.
4. Update or add your height, weight, hair color, and eye color
5. Select "Save Changes" the bottom of the characteristics page.

Training

Once you have your 101 Card, you can begin your hands on training. Training materials are available on the national web site operations links.