



HEADQUARTERS
CIVIL AIR PATROL NEVADA WING
UNITED STATES AIR FORCE AUXILIARY
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12 June 2006

MEMORANDUM TO NVWG SQUADRON COMMANDERS

FROM: NV/DO

Subject: Pilot Data Entry

1. This information is being distributed to Squadron Commanders. They are responsible for dissemination to personnel within their unit.
2. As we have been warning you for weeks, the WMU Pilot Information module has been deactivated, and the button now directs the user to MIMS.
3. All Pilot Data will now be entered into MIMS. The data will automatically transfer from MIMS to the WMU at 3am each morning. This means that new data entered will be available in the WMU with an overnight delay.
4. Pilot Data and Personal Information (phone numbers, email, etc.) is the ONLY data which is to be entered via MIMS at the present time. Emergency Services data should be entered only via the WMU.
5. Rationale
 - a. We are engaged in a phased program to get to one single computer program. However, NHQ has not developed MIMS to the point where it accurately reflects CAP regulations. Therefore, we can only migrate to MIMS as NHQ upgrades it to conform to regulations.
 - b. NHQ has upgraded Pilot Data Entry so that it fully conforms, and therefore we will use it exclusively to enter pilot data.
 - c. ONLY data entry is correctly implemented in MIMS. The WMU should still be used for flight releases, verifying eligibility to fly, etc. The WMU Pilot List is the definitive source for determining pilot qualifications.

6. Process

- a. All members have a Personal Pilot Data link on the left hand side of their eServices menu. They can go there to enter pilot data, or they can use the Pilot Information button in the WMU which will direct them to MIMS. There is a link to extensive instructions as to how to use the module on the eServices page.
- b. Once data is entered, it must be validated (same process as we formerly followed in the WMU). Validation must be done in MIMS. The Unit Pilot Records button still exists in the WMU, and the old report can still be viewed. But this report is now read-only. Operations Officers and Stan/Eval Officers can use the report to check status, but they cannot change anything with this report. Changes can only be made in MIMS. The same is true for the Pilot Special Quals report in the WMU – nothing can be changed with this report; it is read-only.
- c. Validation is done via a restricted application. We have assigned permission to all Operations Officers and Stan/Eval Officers **as reflected in the WMU unit organization**. If additional permissions are needed, or if the unit organization data in the WMU is obsolete, Commanders will need to have their WSA assign the necessary permissions.
- d. To validate records, choose MIMS (not MIMS – Pilot Data) from the right hand side menu on eServices. In the upper right corner will be a link to Validate Achievements and Tasks. The validation screen will appear after a warning as to the sensitivity of validation.
- e. Documents should be validated ONLY when the documents are physically received. Validating from a phone call or personal request is a very bad idea. Validation means that the validator is attesting to the physical presence of the document.
- f. Only three types of documents need to be retained in the pilot files – FAA pilot certificates, medical certificates and Statements of Understanding. All other documents can be discarded after validation. We recommend discarding documents so that there is one single master record – MIMS. Squadrons are free to do as they choose in this regard.
- g. Check pilots must forward the three types of documents described in f. above to the Wing Stan/Eval Officer. All other documents only need to go to the squadron.
- h. Validation and Approval are two separate concepts. Individual tasks (Form 5, airplane questionnaire, medical, etc.) need to be validated. Achievements (check

pilot, cadet orientation pilot, etc.) need to be approved. Some only need to be approved at squadron level, others need Wing approval after Squadron approval.

- i. Members and staff can monitor the progress of validation and approval. After an item is submitted, it will say "Pending." This means that validation has not yet occurred. After the item is validated, it will show a new expiration date (if applicable). Achievements will say "Awaiting Unit Approval" or "Awaiting Wing Approval." When they are approved, they will show a new expiration date.
 - j. Members are encouraged to keep checking the Personal Pilot Data application until they see that final approval has been received. Ultimately, the member must be responsible for seeing that approval is received.
 - k. Designated staff personnel have an application called MIMS – Pilot Data Entry on the right hand side of the eServices menu. This is the same as Personal Pilot Data, except that ANY member's CAPID can be entered. This enables staff to make entries on behalf of members or to help with problem resolution.
7. Please encourage all pilots to visit Personal Pilot Data to assure that all their data is complete and correct. The new application contains new data that was never requested before, and the transition to the new application has caused some old data to be lost. This check needs to be done only once. It will also serve to acquaint all pilots with the new application so that they will be prepared to enter future documents.
8. All members are welcome to contact me with questions or to request help.



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cc: NV/CC
Wing Staff