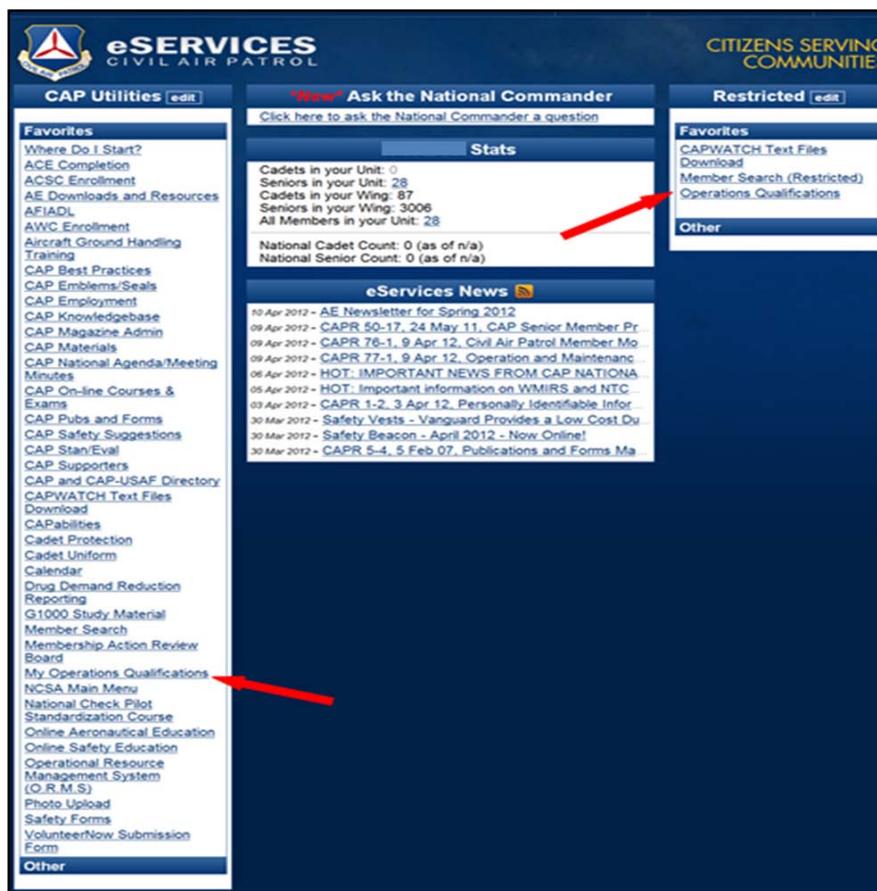


eServices Driver's License Module Instructions for Members and Approvers

All members have access to the Driver's License Module on eServices. You must log into eServices and select either "My Operations Qualifications" on the left-hand side of eServices or "Operations Qualifications" under Restricted Applications on the right-hand side of eServices.



IMPORTANT! Before you begin, you should scan and save a copy of your state-issued driving record and a second separate file containing your current driver license. You will upload these scanned documents later into Ops Quals. We recommend you save these documents with a file name containing your last name and driver license or driving record. An example of this would be “YourNameDrivingRecord” or “YourNameDriverLicense”.

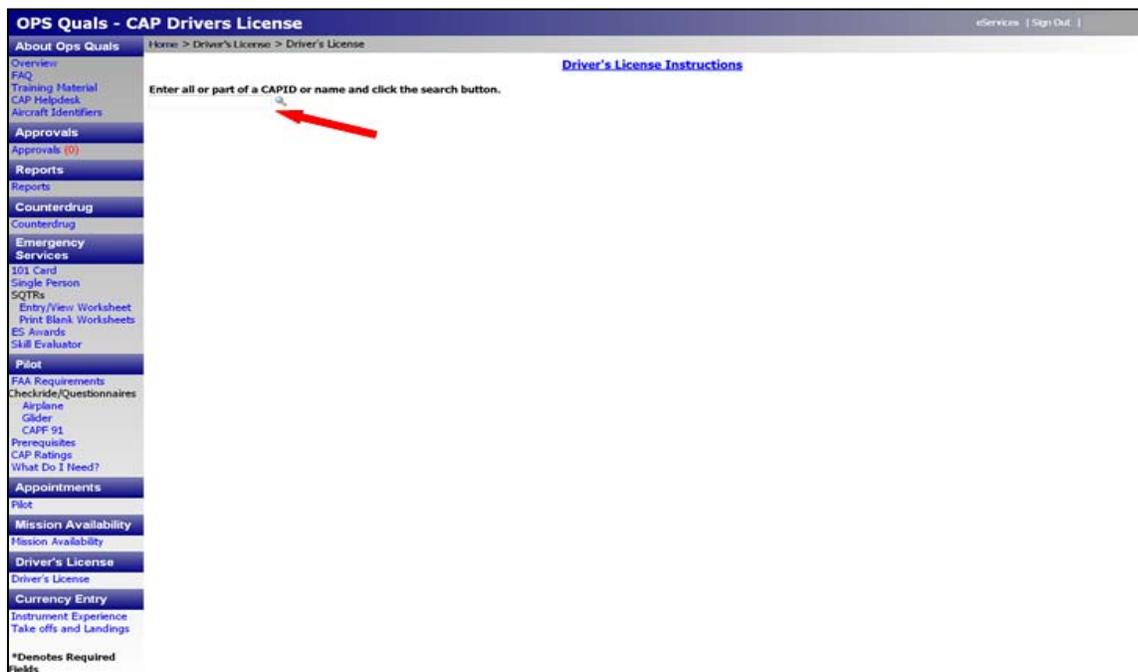
Select “Driver’s License” on the left-hand side once the Operations Qualifications screen appears.



When the next screen appears, you may select “Driver’s License Instructions” to access these step-by-step instructions for using the Driver’s License Module.



The first screen in the Driver’s License Module will ask you to enter a CAPID or name. Once it is entered select the search button or hit enter on your computer.



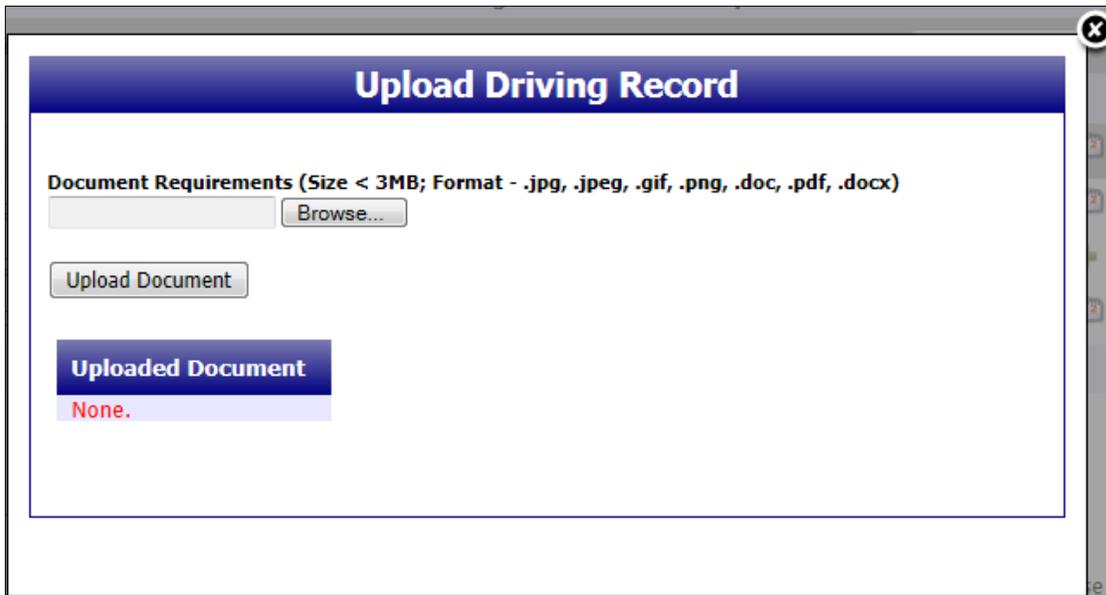
The following record appears on your screen.

The screenshot shows the 'OPS Quals - CAP Drivers License' web application. The top navigation bar includes 'Home > Driver's License > Driver's License' and 'eServices | Sign Out |'. A left sidebar contains various menu items such as 'About Ops Quals', 'Approvals', 'Reports', 'Counterdrug', 'Emergency Services', 'Pilot', 'Appointments', 'Mission Availability', and 'Driver's License'. The main content area displays 'Member's Name & CAPID' with a 'Driver's License Instructions' link. Below this, it shows '1 of 6 tasks completed'. A table lists tasks with columns for 'Save', 'Task', 'Status (hover for more info)', and '*Task Data Required'. The tasks include 'Age Eligibility: 18 years' (ACTIVE, 11 Apr 2012), 'Date of State Driving Record', 'Driving record verified compliant with CAPR 77-1', 'Issuing State of Drivers License', and 'State Drivers License Expiration Date'. There are also sections for 'State Drivers License Requirements - No. of Required Tasks: 4' and 'Authorized Vehicles - No. of Required Tasks: 1'.

Save	Task	Status (hover for more info)	*Task Data Required
<input type="checkbox"/>	Age Eligibility: 18 years	ACTIVE	11 Apr 2012
State Drivers License Requirements - No. of Required Tasks: 4			
<input type="checkbox"/>	Date of State Driving Record		<input type="text"/> <input type="button" value="Upload Driving Record"/>
<input type="checkbox"/>	Driving record verified compliant with CAPR 77-1		<input type="text"/>
<input type="checkbox"/>	Issuing State of Drivers License		--Select-- <input type="button" value="Upload Driver's License"/>
<input type="checkbox"/>	State Drivers License Expiration Date		<input type="text"/>
Authorized Vehicles - No. of Required Tasks: 1			
<input type="checkbox"/>	Authorized Vehicles		<input type="checkbox"/> Sedan <input type="checkbox"/> 7 Passenger <input type="checkbox"/> 12 Passenger <input type="checkbox"/> 15 Passenger <input type="checkbox"/> Pickup Truck <input type="checkbox"/> Special Purpose Vehicles <input type="checkbox"/> Tow Trailers over 2000 Pounds

eServices automatically verifies the age of the applicant. The date is automatically entered as the date eServices performs the verification.

Enter the date the state driving record was obtained using the calendar to ensure the date is entered in the correct format. This date is probably printed on the actual record.



To upload a driving record, click on "Upload Driving Record." Records may also be uploaded by a unit commander or unit transportation officer. The screen above appears.

Select Browse to locate the driving record on your computer. Once you find it, click on it to select it, select "Open" and then click on the gray box marked "Upload Document." When the file has been uploaded successfully eServices will automatically place a checkmark next to "Upload Driving Record" and will also place a checkmark to the left showing the task as complete. Driving records must show any driving violations received within the two years preceding the date of the driving record request from DMV.

Save	Task	Status (hover for more info)	*Task Data Required
✓ Age Check - No. of Required Tasks: 1			
<input checked="" type="checkbox"/>	Age Eligibility: 18 years	ACTIVE	11 Apr 2012
🔖 State Drivers License Requirements - No. of Required Tasks: 4			
<input checked="" type="checkbox"/>	Date of State Driving Record	11 Apr 2012	<input checked="" type="checkbox"/> Upload Driving Record
<input type="checkbox"/>	Driving record verified compliant with CAPR 77-1		
<input type="checkbox"/>	Issuing State of Drivers License	--Select--	<input type="checkbox"/> Upload Driver's License
<input type="checkbox"/>	State Drivers License Expiration Date		
🔖 Authorized Vehicles - No. of Required Tasks: 1			
<input type="checkbox"/>	Authorized Vehicles	<input type="checkbox"/> Sedan <input type="checkbox"/> 7 Passenger <input type="checkbox"/> 12 Passenger <input type="checkbox"/> 15 Passenger <input type="checkbox"/> Pickup Truck <input type="checkbox"/> Special Purpose Vehicles <input type="checkbox"/> Tow Trailers over 2000 Pounds	

Submit Delete Clear Selected

Enter the date you verified your Driver’s License information was compliant with CAPR 77-1.

Select the issuing state of your driver’s license from the dropdown list. Then select “Upload Driver’s License.” Records may also be uploaded by a unit commander or unit transportation officer. The following screen appears.

Upload Driver's License

Document Requirements (Size < 3MB; Format - .jpg, .jpeg, .gif, .png, .doc, .pdf, .docx)

Uploaded Document

None.

Select Browse to locate the copy you made of your driver’s license on your computer. Once you find it, click on it to select it, select “Open” and then click on the gray box marked “Upload Document.” When the file has been uploaded successfully eServices will automatically place a checkmark next to “Upload Driver’s License” and will also place a checkmark to the left showing the task as complete.

Save	Task	Status (hover for more info)	*Task Data Required
Age Check - No. of Required Tasks: 1			
<input type="checkbox"/>	Age Eligibility: 18 years	ACTIVE	11 Apr 2012
State Drivers License Requirements - No. of Required Tasks: 4			
<input checked="" type="checkbox"/>	Date of State Driving Record	12 Apr 2012	Upload Driving Record
<input type="checkbox"/>	Driving record verified compliant with CAPR 77-1		
<input checked="" type="checkbox"/>	Issuing State of Drivers License	NY	Upload Driver's License
<input type="checkbox"/>	State Drivers License Expiration Date		
Authorized Vehicles - No. of Required Tasks: 1			
<input type="checkbox"/>	Authorized Vehicles	<input type="checkbox"/> Sedan <input type="checkbox"/> 7 Passenger <input type="checkbox"/> Pickup Truck	

Enter the expiration date on your driver’s license using the calendar to ensure the date is entered in the correct format.

Select the vehicles you are authorized to drive from the list. If you are age 21 or over the following list is available.

 Authorized Vehicles - No. of Required Tasks: 1

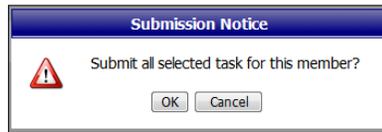
<input type="checkbox"/> Authorized Vehicles	<input type="checkbox"/> Sedan <input type="checkbox"/> 7 Passenger <input type="checkbox"/> 12 Passenger <input type="checkbox"/> 15 Passenger <input type="checkbox"/> Pickup Truck <input type="checkbox"/> Special Purpose Vehicles <input type="checkbox"/> Tow Trailers over 2000 Pounds
--	--

If you are over the age of 18, but under the age of 21 the following list is available.

 Authorized Vehicles - No. of Required Tasks: 1

<input type="checkbox"/> Authorized Vehicles	<input type="checkbox"/> Sedan <input type="checkbox"/> 7 Passenger <input type="checkbox"/> Pickup Truck
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After selecting all the vehicles you are authorized to operate, select “Submit” at the bottom of the page. The following pop-up appears:



Once your application has been submitted, you will receive an e-mail from eServices acknowledging your submission. This e-mail will be sent to the e-mail address you have on file in your member record in eServices.

eServices will also notify the authorized approver at your level that a driver’s license application has been submitted. Depending upon the level of the applicant, the unit, group and wing will need to approve the application. If the applicant is a member of a region, then only the region will need to approve the application.

Members under the age of 18 are not authorized to hold a CAP driver’s license. If a cadet attempts to apply for a CAP driver’s license, a message will pop up stating: “You must be 18 to obtain a CAP driver’s license.”

Members between the age of 18 and 21 are not permitted to carry passengers in CAP vehicles. The member’s CAPF 101 will reflect this limitation with the following statement: No PAX permitted.

When a driver’s license application has been verified and approved, the applicant will receive an e-mail from eServices telling them their application is approved. The member may then print a CAPF 101 showing they possess a CAP driver’s license with the expiration date and the list of vehicles they are authorized to operate. The member’s uploaded driving record and driver’s license will be purged from the system when the CAP driver’s license application is verified and approved.

There is a 20-minute time limit in eServices. If you are idle for 20 minutes or you get disconnected from eServices you will have to log back in and reenter the information you may have entered previously. However, if you uploaded any documents, these will still be available. You must select “Upload Driving Record” and/or “Upload Driver’s License.” When the following pop-up appears, verify the document you uploaded previously is shown at the bottom under “Document” and place a check mark in the box next to “Use Existing File?” The driving record

and/or the driver's license will now be re-uploaded. You may then finish the application and select "Submit."



If you forget to enter a required item in the application and select "Submit" at the bottom the following error message appears:



Select "OK," enter the missing item(s) and re-upload the driving record and driver's license. Select "Submit" at the bottom.

Members with a current wing or region-issued CAP driver's license will be grandfathered. If the member would like to have their current driver's license reflected on their CAPF 101 before their wing or region-issued CAP driver's license expires, they must use the online system. When a member's grandfathered CAP driver's license expires and/or state driver's license expires, they must use the online system to obtain a new CAP driver's license. Wings or regions may require a review of member driving records more frequently.

Members will need to renew their CAP driver's license when their state driver's license renews. Once a member receives their new state driver's license they should apply for a new CAP driver's license using the online system in eServices.

If a member has one or more of the following convictions on their driving record they will not be permitted to obtain a CAP driver's license:

- DUI/DWI
- Three or more moving violations
- Six or more non-moving violations

- Reckless driving
- Vehicle felony (hit and run; negligent homicide; theft; assault with a motor vehicle)

If a member is convicted of any of the above driving offenses, they must immediately notify their wing/region commander. The commander will suspend or revoke (depending on the severity of the offense) the member's CAP driver's license in eServices.

Any member who has their state driver's license revoked must immediately notify their wing/region commander. The wing/region commander will permanently revoke the member's CAP driver's license in eServices.

If a member's CAP driver's license is denied or suspended, they will receive an e-mail from eServices automatically notifying them of the denial or suspension.

Any problems using this module may be resolved by selecting "CAP Helpdesk" on the left-hand side of the screen.

CAP Driver's License Approvals

Authorized approvers at all levels must be designated in eServices as CAP driver's license approvers. These approvers will normally be the commander, logistics officer or transportation officer. Authorized approvers are not permitted to approve their own applications.

When a member submits a CAP driver's license application through the CAP Driver's License Module in eServices, the authorized approvers at that level will receive an e-mail from eServices notifying them of a pending application. The approver will log into eServices and access the Approvals Module. When the approver selects the application the following screen appears.



If the approver selects “More Info” on the right-hand side, they can modify the types of vehicles a member is authorized to operate. They can also change dates in the member’s application if they were entered incorrectly.

If the approver selects “View Uploaded Documents” on the right-hand side, they will have access to the uploaded copies of the member’s state driver’s license and driving record.

The approver at each level must assess the member’s liability risk. If a member has one or more of the following convictions on their driving record the approver must deny the application:

- DUI/DWI
- Three or more moving violations
- Six or more non-moving violations
- Reckless driving
- Vehicle felony (hit and run; negligent homicide; theft; assault with a motor vehicle)

In addition to the above offenses, the approver should review all other violations when determining whether or not the member should be authorized to operate CAP vehicles.

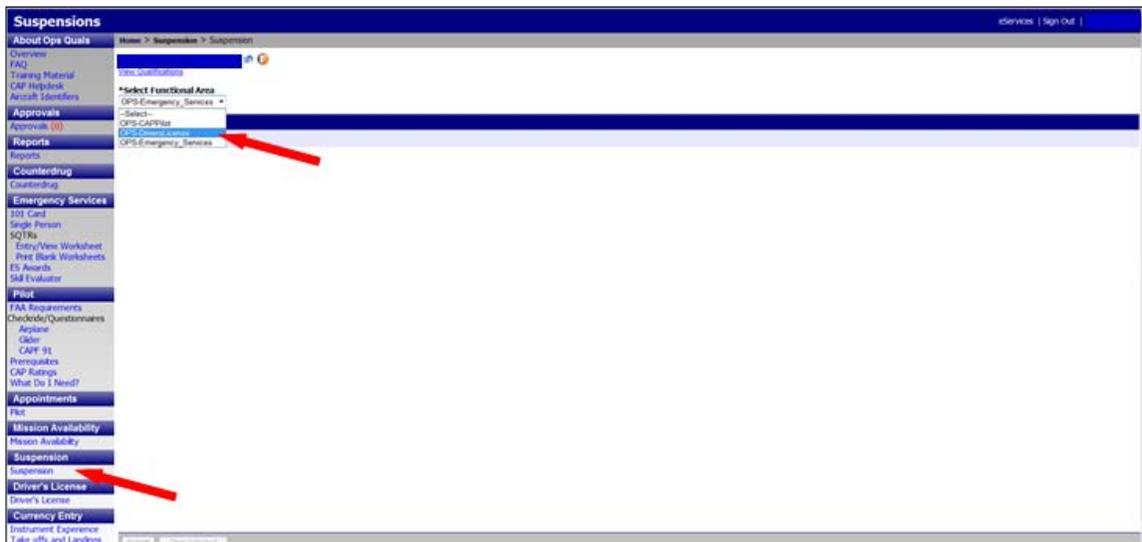
Once the approver has finished reviewing the member’s uploaded documents and reviewed the authorized vehicles, select either “Approve” or “Don’t Approve” from the choices provided. An e-mail will be sent to the next level approver who repeats the process. If the approver chooses “Don’t Approve,” the member will receive an e-mail from eServices notifying them that their application was not approved. Once the approval process reaches the wing level and the

application is approved, the member will receive an e-mail from eServices telling them of the approval. The member may then print their CAPF 101 showing they are authorized to operate the CAP vehicles listed. Region applications will only require approval at the region level. When the final approval is performed, all uploaded documents will be purged from eServices and the application will show the approval date in the “Driving record verified compliant with CAPR 77-1” task.

If a member is convicted of any of the previous listed driving offenses, they must immediately notify their wing/region commander. The commander will suspend or revoke (depending on the severity of the offense) the member’s CAP driver’s license in eServices using the Suspension Module.

Any member who has their state driver’s license revoked must immediately notify their wing/region commander. The wing/region commander will permanently revoke the member’s CAP driver’s license in eServices.

When a commander accesses the Suspension Module in eServices they must either enter the member’s name or CAP ID. The following screen appears.



When you select the Driver’s License functional area a new screen will appear and you will enter a date using the calendar when the suspension will expire and a reason for the suspension. Select “Submit” at the bottom of the page.

To reactivate a suspension, select “Suspension” and then enter either the member’s CAP ID or name. When a new screen appears select the Driver’s License functional area. When the next screen appears, select “Reactivate” and “Submit.”