



NATIONAL HEADQUARTERS
CIVIL AIR PATROL
UNITED STATES AIR FORCE AUXILIARY
MAXWELL AIR FORCE BASE, ALABAMA 36112-6332

31 March 2005

MEMORANDUM FOR ALL WING AND REGION COMMANDERS

SUBJECT: Changes to MIMS Pilot Designations

1. The National Board recently directed pilot record changes to MIMS. These changes will allow the wing or region commanders or their designees to electronically track and approve official designations for check pilots, mission check pilots, cadet orientation pilots, and AFROTC orientation pilots. Additionally, it was expressed that reports from MIMS should be acceptable in lieu of a formal designation letter as required by CAPR 60-1. To meet the National Board requirement, the DO and IT staffs are implementing the following on Monday the 4th of April:

a. Electronic approvals at the achievement level (i.e. check pilot, mission check pilot, etc.) will be implemented.

b. Each achievement will be approved in sequence through the chain of command. For personnel assigned to units below the wing level, approvals will flow from the unit through groups (if applicable) to the wing commander or his designee. Personnel assigned at the group level will start there and flow to the wing. If a person is assigned to a wing, MIMS will require wing level approval only. If a person is assigned to region/national, MIMS will require region/national level approval only.

c. These approvals will be applied to new pilots entries only. Personnel currently designated in MIMS will remain. Since there is not an AFROTC orientation pilot designation in MIMS at present, personnel will need to record pertinent task data before this new achievement will be forwarded for approval.

d. If certain designations need to be removed, please contact HQ CAP/DOS at dos@cap.gov to coordinate removal.

e. To provide verification for current pilots with designations in MIMS, all tasks including the current certification tasks will be retained for pilots that are currently qualified.

f. HQ CAP/IT expects to implement an upgrade to allow electronic removal by commanders in the future. They are also working with the developers of WMU and Paperless Wing utilities to provide data transfer capabilities at the task level. HQ CAP/IT will notify the field when these applications are ready for release.

g. Reports are available in MIMS for review of each pilot designation specified above. In order to use these reports in lieu of formal designation letters that often need to be provided to the CAP-USAF State Director, State Directors must be registered in e-services. For permissions to these reports, please have your State Directors contact Michelle Yost at the number listed below.

2. This letter was coordinated with the MIMS Sub-committee Chairman. If you have any questions in reference to these changes, please feel free to contact Michelle Yost for any technical issues at 334-953-6932 or myost@cap.gov, or John Desmarais for policy questions at 334-953-4228 or jdesmarais@cap.gov.


JOHN A. SALVADOR
Director of Operations

cc:
HQ CAP/CC/CV/CS/EX/XP/GC/IG/IT/EXI
OPERATIONS COMMITTEE
IT COMMITTEE & MIMS SUB-COMMITTEE
HQ CAP-USAF/CC/CV/XO/IG/JA
CAP-USAF LR/CC
STATE DIRECTORS