



# Parker Cadet Squadron

Aircraft Ground Handling Training

2Lt Chet Gebhards

19 NOV 09



# Aircraft Ground Handling! We Need Training? YES!

- CAP continues to have avoidable aircraft ground handling incidents
- CAP now requires all members who regularly come in contact with aircraft to view an aircraft ground handling training video and take a short test
- This training is for both ground and flight personnel



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# Did I Mention...Test?

- The next series of slides will show you how to find the Aircraft Ground Handling Training test
- The slides will follow a screen-by-screen sequence on a typical personal computer (PC)
- You can take the test at home on your own PC



# CAP National

<http://members.gocivilairpatrol.com/>

The screenshot shows the CAP National website homepage. At the top, there is a navigation menu with links for HOME, NEWS, EVENTS, BENEFITS, DONATIONS, JOIN, and CONTACT. The CAP logo is prominently displayed in the center, with the tagline "Above and Beyond" to its right. Below the navigation, there is a large banner image featuring a pilot in uniform and a biplane flying over a landscape. The text "EVERYDAY HEROES, EVERY DAY" is overlaid on the banner. On the left side, there is a vertical menu with various service categories such as AEROSPACE EDUCATION, CADET PROGRAMS, EMERGENCY SERVICES, CAP PILOTS, CAP UNIVERSITY, eSERVICES, FORMS AND PUBLICATIONS, SAFETY, DRUG DEMAND REDUCTION, CAP NATIONAL HQ, EMPLOYMENT, VANGUARD, and NHQ RENOVATION. Below this menu are two search boxes: "SEARCH CAP WEB SITE" and "SEARCH CAP KNOWLEDGE BASE". The main content area is divided into three columns. The first column is titled "CADET PROGRAMS" and features a link to "Civic Leadership Academy" with a "Click for more" button. The second column is titled "CAP FUNDRAISER" and promotes a fundraiser for veterans, featuring a link to "Wreaths Across America" with a "Click for more" button. The third column is titled "CAP BENEFIT" and advertises "OfficeMax" products, with a "Click for more" button. At the bottom of the page, there is a copyright notice: "Copyright © 2009 Civil Air Patrol National Headquarters. All Rights Reserved." and a "Site Map" link. The website is powered by SiteViz, as indicated by the logo at the bottom.

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# CAP National – eServices

<https://www.capnhq.gov/CAP.eServices.Web/Default.aspx>

### Civil Air Patrol eServices Login

Welcome to Civil Air Patrol eServices. The site you are accessing requires a username and password. Please enter them below and click 'Log On' to proceed. After logging on, you will be returned to the eServices home page.

User Name or CAPID

Password

**Need Help Logging On?**  
Forgot password? Click for [Password Assistance](#)  
First time eServices users [click here](#) to activate your account!

**Looking For Something Else?**  
General CAP information is available at [www.govcivilairpatrol.com](http://www.govcivilairpatrol.com).  
Visit [members.govcivilairpatrol.com](http://members.govcivilairpatrol.com) for detailed member information.

[Privacy](#) | [Legal](#) | [Help Desk](#)

**For Official CAP Use Only**



# eServices

## Select CAP Multimedia

[eServices](#)
Welcome, SM Ray C. Phillips | [Sign Out](#)

<p><b>CAP Utilities</b> <i>edit</i></p> <p><b>My Favorites</b> </p> <ul style="list-style-type: none"> <li><a href="#">ACE Registration</a></li> <li><a href="#">AF Resources and Online Exams</a></li> <li><a href="#">AFIADL</a></li> <li><a href="#">Aerospace Downloads</a></li> <li><a href="#">CAP Best Practices</a></li> <li><a href="#">CAP Calendar</a></li> <li><a href="#">CAP Emblems/Seals</a></li> <li><a href="#">CAP Employment</a></li> <li><a href="#">CAP Knowledgebase</a></li> <li><a href="#">CAP Magazine Admin</a></li> <li><a href="#">CAP Materials</a></li> <li><a href="#">CAP Multimedia</a></li> <li><a href="#">CAP National Agenda/Meeting Minutes</a></li> <li><a href="#">CAP On-line Courses &amp; Exams</a></li> <li><a href="#">CAP Photo Upload</a></li> <li><a href="#">CAP Pubs and Forms</a></li> <li><a href="#">CAP Safety Suggestions</a></li> <li><a href="#">CAP Supporters</a></li> <li><a href="#">CAP and CAP-USAF Directory</a></li> <li><a href="#">CAPWATCH Text Files Download</a></li> <li><a href="#">CAPabilities</a></li> <li><a href="#">Cadet Protection</a></li> <li><a href="#">CapWatch DownLoad</a></li> <li><a href="#">Member Search</a></li> <li><a href="#">Membership Action Review Board</a></li> <li><a href="#">Membership Picture ID Card Payment</a></li> <li><a href="#">My OPS Quals (FMS) Personal Currency</a></li> <li><a href="#">My OPS Quals Personal Approval Report</a></li> <li><a href="#">My Operations Qualifications/National Reports</a></li> <li><a href="#">NCSA Main Menu</a></li> <li><a href="#">National Technology Center</a></li> <li><a href="#">Safety Form 78</a></li> <li><a href="#">WMIRS</a></li> </ul> <p><b>Other</b> </p>	<p><b>CO-173 Stats</b></p> <p>Cadets in this Unit: <a href="#">44</a>          Seniors in this Unit: <a href="#">17</a>          Cadets in this Wing: <a href="#">875</a>          Seniors in this Wing: <a href="#">997</a>          All Members in this Unit: <a href="#">61</a></p>	<p><b>My Info</b></p> <p><a href="#">Change My Password</a>  <a href="#">Review/Edit My Info</a>  <a href="#">Renew My Membership</a>  <a href="#">CAP Help Desk</a>  <a href="#">Membership Picture ID Card Payment</a></p>	<p><b>Restricted</b> <i>edit</i></p> <p>OPS Quals Approvals (<a href="#">0</a>)          OPS Quals Validations (<a href="#">0</a>)</p> <p><b>My Favorites</b> </p> <ul style="list-style-type: none"> <li><a href="#">CATS</a></li> <li><a href="#">Member Reports</a></li> <li><a href="#">Operations Qualifications</a></li> <li><a href="#">Vehicle Usage Reporting</a></li> </ul> <p><b>Other</b> </p>
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**eServices News**

- [CAPP 217, 29 Sep 09, Safety Officer Specialty Track Study Guide](#) 29 Sep 2009
- [Aerospace Education Newsletter Fall 2009](#) 28 Sep 2009
- [Membership Cards](#) 23 Sep 2009
- [CAPR 50-17, 22 Sep 09, CAP Senior Member Professional Development Program](#) 22 Sep 2009
- [CAP/MD Letter, 18 Sep 09, INTERIM CHANGE LETTER – eFlight Release](#) 21 Sep 2009
- [2009 CAP Annual Conference Learning Labs](#) 18 Sep 2009
- [Disabled Earthlink Accounts](#) 08 Sep 2009
- [CAPR 100-1, 28 Aug 09, Communications](#) 28 Aug 2009
- [CAPR 173-3, Change 1, 24 Aug 09, Payment For Civil Air Patrol Support](#) 24 Aug 2009
- [CAP/MD Letter, 23 Aug 09, INTERIM CHANGE LETTER – G1000 Training Requirements](#) 24 Aug 2009

**Restricted Apps and WSA Info**

**Downloads**

[Contact Us](#) | [CAP Help Desk](#) | [govcivilairpatrol.com](#) | [CAP Knowledgebase](#) | [Sign Out](#)

<https://www.caphq.gov/CAP/MultiMedia/Web/Main.aspx?SID=223A03DC-C485-463F-B153-FC6928C859EF>
Internet | Protected Mode: On | 100%



# eServices

## Select Instructions

**CAP Multimedia** eServices | Sign Out | Ray C. Phillips

<a href="#">About Multimedia</a>	Home
<a href="#">Overview</a>	
<a href="#">Multimedia</a>	<b>Welcome to CAP Multimedia</b>
<a href="#">Video Courses</a>	CAP Multimedia offers various forms of online media and training for CAP members. To begin, select a link located under the "Multimedia" navigation menu.
<a href="#">Documentation</a>	
<a href="#">Instructions</a>	Please view the "Instructions" module for additional details.

Done Internet | Protected Mode: On 100%



# eServices

# Follow the Instructions

## CAP Multimedia Instructions

[Exit Instructions](#)

CAP Multimedia offers various forms of online media and training for CAP members.

### Watching a Training Video

- Select "Video Courses" from the left menu.
- Find a desired training course from the video listing and select "View Video" selection from the drop down listing located to the right of the video's description.

### Taking a Training Course's Test

- Select a training video to view. (described above)
- Click the "Take Test" button located below the training video.
- Complete all test questions and submit the test by clicking the "Submit" button.
- The test will then be graded and the results will be shown after this process.
- A Training Certificate will become available at the completion of all passed tests.

### Manually Enter Training Completion

- Note: Only Commanders, Safety Officers, Operations Officers, and Emergency Services Officers will be able to manually enter training completion.
- Manual submission of training completion is entered through the "Multi-Person Achievement" process located in the "Emergency Services" module of "Operations Qualifications".
- Once at the "Multi-Person Achievement" process, enter the member's CAPID/Name and select the desired training course to submit for that individual.
- Complete this process by clicking the "Submit" button.

Done

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# eServices

## Select Video Courses

**CAP Multimedia - Video Courses** eServices | Sign Out | Ray C. Phillips

**About Multimedia** Home > Multimedia > Video Courses

**Overview**

**Multimedia**

**Video Courses**

**Documentation**

**Instructions**

### Select a Training Video

Video Title	Video Description	Video Options
Aircraft Ground Handling	CAP continues to have a significant number of avoidable aircraft ground handling incidents. In order to provide the highest level of safety and to raise awareness of what is needed to minimize these incidents, CAP now requires all members who regularly come in contact with aircraft or supervise air operations to view an aircraft ground handling training video and take a short test. This training is for both ground and flight personnel.	--Select-- --Select-- Download Certificate View Dial-up Video <b>View Embedded Video</b> Download Video Download Test

Note: View the ["Instructions"](#) page for help with manually submitting the completion of training

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# eServices Select Take Test

**CAP Multimedia - Aircraft Ground Handling** eServices | Sign Out | Ray C. Phillips

Home > Multimedia > Video Courses

- About Multimedia
- Overview
- Multimedia**
- Video Courses
- Documentation
- Instructions

### Aircraft Ground Handling

**CAP Multimedia**

Brig. Gen. Richard L. Anderson  
Civil Air Patrol

Playlist1 00:03 / 13:30

[Take Test](#)

CAP continues to have a significant number of avoidable aircraft ground handling incidents. In order to provide the highest level of safety and to raise awareness of what is needed to minimize these incidents, CAP now requires all members who regularly come in contact with aircraft or supervise air operations to view an aircraft ground handling training video and take a short test. This training is for both ground and flight personnel.

Note: Testing for this course will begin at the completion of this video.  
For Apple Mac users, the following component is required for playing this video: [Windows Media® Components for QuickTime](#).



# eServices

## Select Print Training Certificate

**CAP Multimedia - Training Passed** eServices | Sign Out | Ray C. Phillips

- About Multimedia
- Overview
- Multimedia**
- Video Courses
- Documentation
- Instructions

### Training Complete

You have successfully passed this training course. Please select a new course from the menu to the left.

[Print Training Certificate](#)

Done Internet | Protected Mode: On 100%



# More Paper for YOUR File!



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# The Final Word

- Make a copy of your Certificate of Completion and bring to the squadron
- Someone with an “ultra-secret” CAP clearance will update your records
- Questions?
- Comments?
- Suggestions?