CIVIL AIR PATROL

WMIRS
INSTRUCTION MANUAL

MAY 2007

This publication was developed to assist CAP members in using the Web Mission Information Reporting System (WMIRS). It was developed by the staff at Civil Air Patrol National Headquarters.

Any comments or suggestions should be directed to the operations staff at wmirs@cap.af.mil.

TABLE OF CONTENTS

WHAT IS WMIRS?

WMIRS was developed to assist CAP and Department of Defense (DoD) leaders so they can more effectively review, approve and monitor CAP's missions. With WMIRS these individuals have a real-time picture of all the missions CAP is executing nationwide and this also allows them to accurately track how our funds are being spent to support these missions. WMIRS highlights CAP efforts at the general officer level at DoD agencies, including U.S. Northern Command. NORTHCOM is the agency responsible for homeland defense of the continental United States. This increased visibility has produced more missions for CAP because our DoD leaders now understand the many types of missions CAP can perform.

WMIRS allows wings to more accurately monitor their budgets and resources, thus providing better accountability. WMIRS will also streamline the financial process allowing NHQ to reimburse wings for their expenses more quickly. All missions/sorties that CAP flies are required to be entered into WMIRS including Corporate "C" missions. Because of this, the tail number reporting requirement will be eliminated at the wing level for all NHQ-reimbursed flying thus reducing the workload required. In addition, the need to separately enter flight hours into the WMIRS FORM18 will be eliminated in the near future. Other flying-type reports that CAP units are currently required to produce will also be phased out as the functionality is built into WMIRS.

Another major benefit of WMIRS is the guarantee of Federal Employees Compensation Act (FECA) and Federal Tort Claims Act Coverage (FTCA) on all Category "A" and "B" missions that are authorized in advance by the Air Force. Similarly, properly authorized Category "C" Corporate missions are guaranteed Corporate insurance coverage. WMIRS stores the name of the approving individual along with the date and time of the approval in the database so there will never be any doubt if the mission was a properly authorized event. This protects our members and their families.

WHAT TYPE OF GENERAL INFORMATION DO I NEED TO KNOW?

Flight Releases

The flight release process will not change under WMIRS at this time. Entering data in WMIRS does not alleviate the need for a flight release. Members should continue to follow current procedures for obtaining flight releases as detailed in the latest version of CAPR 60-1 and any attachments. Our goal in the future is to incorporate flight releases into WMIRS.

WMIRS Permissions

Certain members will have WMIRS permissions based on their duty assignment listed in their member record on eServices. The commander, or their designee, will assign these duty positions through eServices. The commander, or designee, must tell the NOC which personnel should have access and what type of access they should be granted if permission is not automatically generated by their duty position. The Commander, Vice Commander, Chief of Staff, Director of Operations and Director of Emergency Services automatically have full access. Each wing/region should have one designated individual, the web security administrator (WSA), who may grant other privileges to members in their wing/region. The WSA grants these permissions in WMIRS, not eServices. The permissions WSAs can grant range from being able to enter/edit missions or to only being able to enter/edit sorties. Incident Commanders are automatically granted full permissions in WMIRS. Your wing may decide to grant limited permission to the Wing Administrator or Director of Finance to have access to WMIRS Form 108 information so the information may be entered into the wing's financial records. The typical member will have read-only permissions for everything. CAP pilots will have auto-permissions to add/edit sorties for "C" missions. Mission pilots will have auto-permissions to add/edit sorties for all missions. Cadet orientation pilots will have auto-permissions to add/edit sorties for cadet orientation flights.

Entering Post-Flight Mission Data & Reimbursements

All post-flight mission data must be entered into WMIRS within 72 hours of flight completion, unless a faster turnaround is required by the customer.

The most current version of CAPR 173-3 governs reimbursement for missions. All WMIRS Form 108s submitted to NHQ for reimbursement must be generated from WMIRS. In addition, the WMIRS Form 108 must be submitted within 30 days of mission close. Forms received later than 45 days after mission close will not be reimbursed. Fuel receipts for funded flying must be forwarded to your wing/region within 15 days.

FTCA/FECA Coverage

Federal Employees' Compensation Act (FECA) provides for the payment of worker's compensation benefits to civilian officers and employees of all branches of the Government of the United States. FECA has been extended to provide worker's compensation benefits to CAP volunteers or their survivors for injuries or death resulting from injuries sustained in performance of duty while in service to the United States. If a CAP member is injured or killed during performance of an Air Force Assigned Mission (AFAM), the member, or proper dependent, could submit a FECA claim.

Corporate missions do not provide coverage for members under the Federal Employee Compensation Act (FECA). Therefore, if an injury or death occurs during a corporate mission, the only medical or death benefits available to the member or his/her family are corporate benefits as discussed in CAPR 900-5, namely a $10,000 death benefit and up to $6,000 medical expenses, subject to a $50 deductible. There is no Federal Tort Claims Act (FTCA) coverage on a corporate mission. If a non-members' property is damaged, or a non-member is injured during a corporate mission, CAP's liability insurance will cover CAP and the member in the event of a lawsuit against CAP or the member.

Current Status and Information

It is important for wings and members to keep their information in eServices up-to-date. Member personal contact information and pilot and emergency services credentials need to be current in order to properly use WMIRS. In addition, wing alert rosters, aircraft status, SDIS status and Archer status must be kept current in WMIRS so your resources are properly listed as available or unavailable for missions.

Apple Computer Browsers

Members using Apple computers may access WMIRS using either Foxfire or Omni Web.

HOW DOES WMIRS AFFECT ME AS A MEMBER?

Establish an Account

The first thing a member needs to do if they wish to use WMIRS is establish an account.

- Access WMIRS through the URL: https://missions.cap.af.mil/login.htm
- Select "Sign up for an account"
- Complete the Security System User Account Request Form
- The process is automated and will e-mail your login information to you
- You must be a current member to access WMIRS

Using WMIRS

- Once you have a WMIRS username and password, log in using the previous URL and enter your new username and password. The username and password are case sensitive.

United States Air Force Auxiliary
- CAP National Technology Center -
Member Applications & Resources

Member Access Security System Login

User ID or CAPID: [   ]

Password: [   ]

[Login]

[Sign Up for An Account]

[Help! I forgot my password.]

Note: This system is physically separate from E-Services, as such it has a different security system. The login credentials used to access E-Services will not work on this system. If you have never accessed this system and are a current member, select the button above titled "Sign Up for An Account" and complete the Security System User Account Request Form. This is an automated process that will email your login information to you.

Users who receive a Security Alert Warning each time you access one of the secure web pages on this server may need to install the DoD Root CA Certificate. Click Here for more information on how to eliminate this warning.

- Select Web Information Reporting System (WMIRS) under Quick Links on the left-hand side of the page
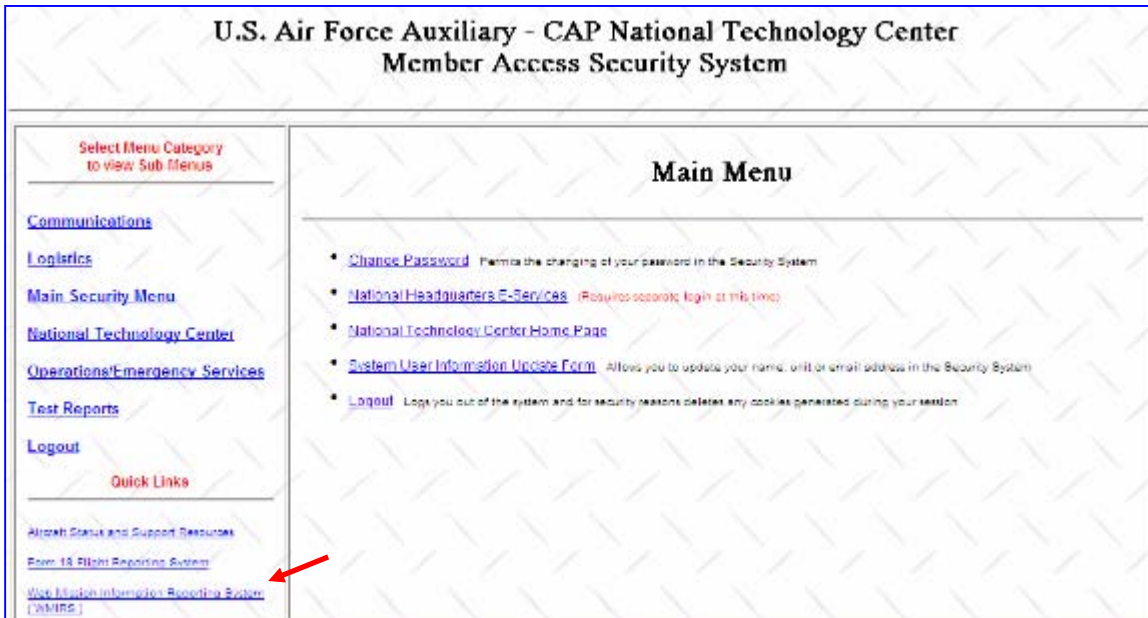
- Your level of access will be determined by your credentials in the Operations Qualifications/MIMS module. This module includes all your Emergency Services, Cadet, Pilot, and Counterdrug ratings. At a minimum you will have read-only access to everything in WMIRS.

HOW DO I ENTER A MISSION FOR A FLIGHT I AM PAYING FOR?

Flight data for proficiency flights must be entered within 72 hours of flight completion unless your wing has more stringent requirements. When you log in, the system recognizes you and your qualifications, so you do not need to enter your name or any pilot credentials. If you are not a current pilot the system will not be allow you to enter data. Mission symbols for these types of flights include C8, C9, C16, C17 and C20. Use of single-engine member-owned or member-furnished aircraft on "C" missions must be approved in advance by the wing/region commander or director of operations/director of emergency services, depending on your state/region requirements.

- Select "Pilot's Direct Sortie Entry for Non-Mission Corporate Flying (C8, C9, C16, C17, C20) " in the middle of the page
- Select "Add Sortie" and the next screen appears

- "Mission Number" will be pre-filled as Misc
- "Sortie Number" will be a unique, system-generated number
- Enter the "Tracking Number" if required in your wing

- Enter the date the flight occurred in the "Sortie Date" box
- Select the appropriate "Sortie Type" from the drop-down box

Sortie Type
A/C Proficiency
Cadet Flight Training
CAP Conference or Meeting
CAPF 5 Checkride
CAPF 91 Checkride
Glider Tow
IACE Flight
Maintenance Flight
Non-Reimb AE Orientation
Pilot Continuation Training
Profile #1
Profile #2
Profile #3
Profile #4
Profile #5
Profile #6
Profile #7
Training/Evaluation

- Select the "Tail Number" of the aircraft used from the drop-down box
- "Aircraft Type" and "Call Sign" will populate based on the "Tail Number" chosen
- Enter the "Takeoff Airport" and "Landing Airport" or select from the drop-down list
- Enter "Area Assigned" in the format "State/City/Area"
- Enter the actual hours flown
- Enter "Objective"
- Enter the amount of "A/C Fuel/Oil" purchased. Although you won't be reimbursed for this, the Air Force would like to track the amount of money members expend for personal flying.
- Select the "Add Sortie" box to submit
- Grayed out fields are not used for these types of sorties
- Red fields indicate a problem that must be corrected before the sortie may be submitted
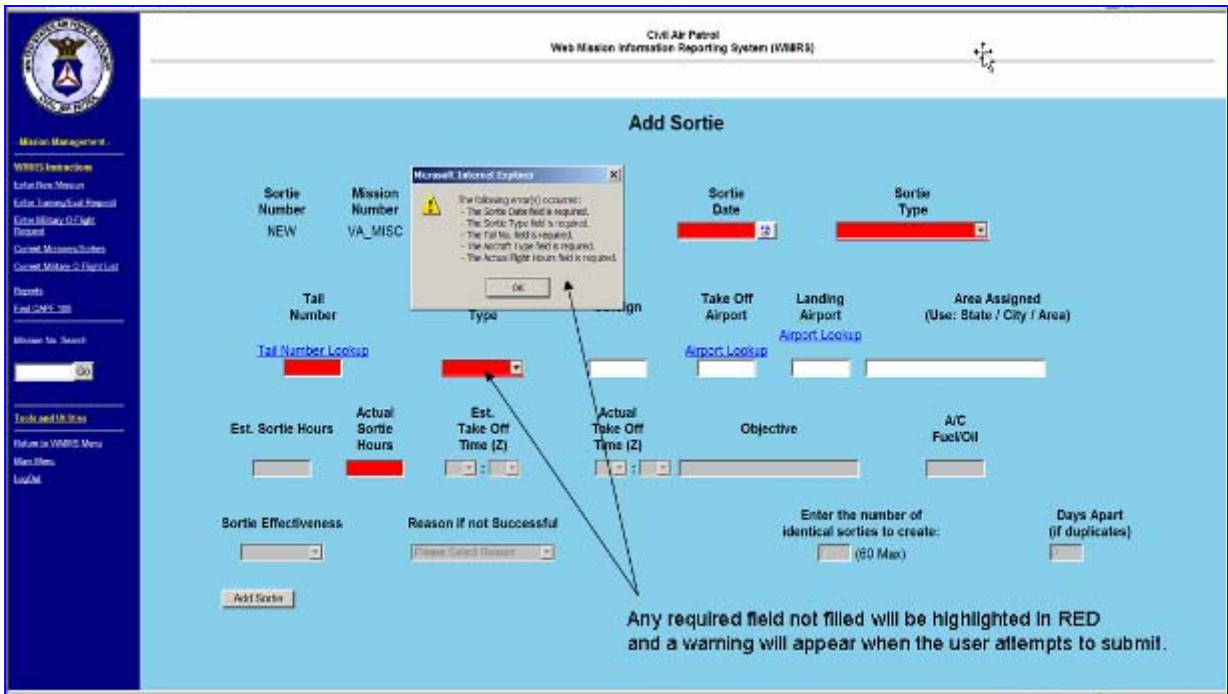
- If you make a mistake, you may select "Edit Sortie" from the main WMIRS page and a list of missions you have entered will be displayed
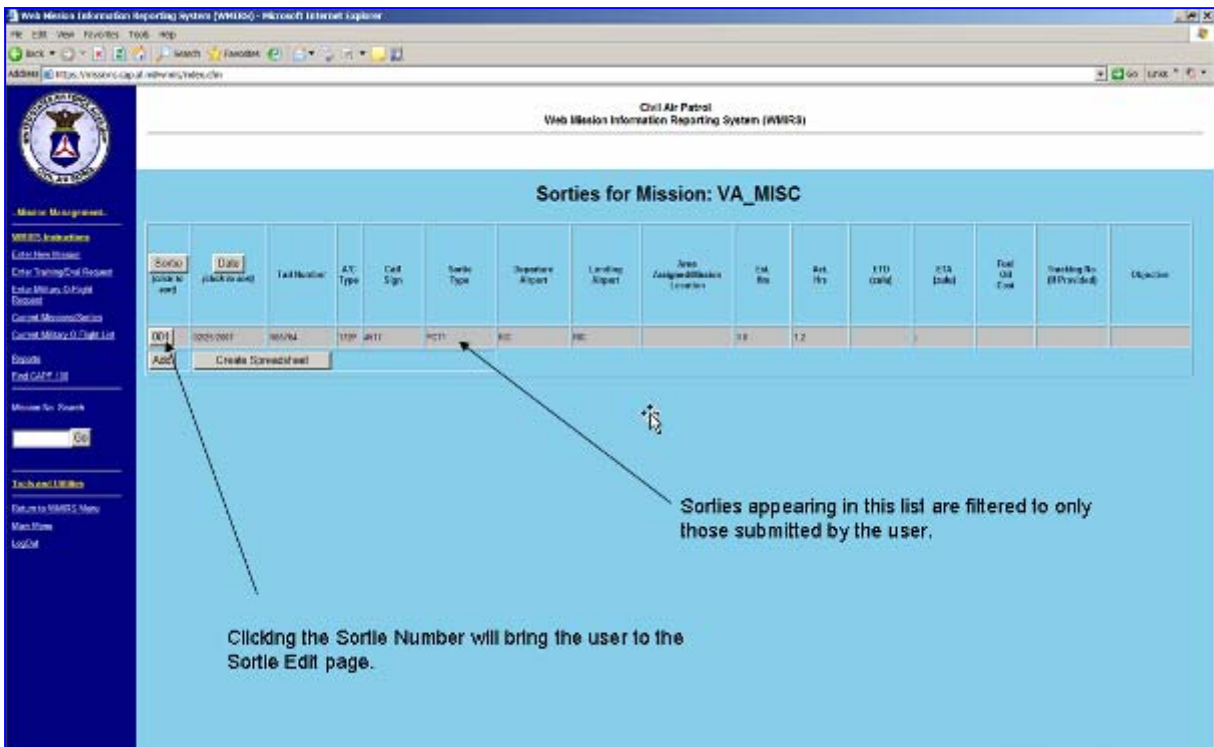
- You may make your corrections and select "Update Sortie" when you are finished

- You may also search for sorties using the "Mission No. Search" function
- The format will be "XX_Misc" where XX is the wing identifier
- If you click on the number under "Air" a list of all miscellaneous sorties for your wing will appear

Sorties for Mission: VA_MISC

--Mission Management--

WMIRS Instructions
Enter New Mission
Enter Training/Eval Request
Enter Military O-Flight Request
Current Missions/Sorties
Current Military O Flight List
Reports
Find CAPF 108

Mission No. Search

VA_MISC Go

Tools and Utilities

Return to WMIRS Menu
Main Menu
LogOut

Sortie (click to sort)	Date (click to sort)	Tail Number	A/C Type	Call Sign	Sortie Type	Departure Airport	Landing Airport	Area Assigned/Mission Location	Est. Hrs	Act. Hrs	ETD (zulu)	ETA (zulu)	Fuel Oil Cost	Tracking No. (If Provided)	Objective
001	02/25/2007	N65764	172P	4517	PCT1	RIC	RIC		0.0	1.2		-			/ vestt / vestt
002	02/26/2007	N98714	172P	4521	Meeting	DAN	DAN	VA/Group I	0.0	2.3		-			/ ejackson / ejackson
004	03/01/2007	N99559	172P	4516	Cadet TNG	cpk	cpk	Chesapeake VA	0.0	0.7		-		14.76		Cadet Lamb Flight Scholarship / robersondn / robersondn
005	03/03/2007	N818CP	182T	4524	Cadet TNG	PHF	PHF	VA/NEWPORT NEWS	0.0	0.9		-				C182 Transition Training / faverdo / faverdo
006	03/03/2007	N9430X	182R	CAP4512	ACP	OKV	OKV	VA-Group 3	0.0	1.1		-				Proficiency Flying / gittinscw / gittinscw
007	03/06/2007	N99559	172P	4516	Cadet TNG	CPK	CPK	Chesapeake Practice Area	0.0	1.3		-		29.90		3rd Training Flight / jbateman / jbateman
008	03/06/2007	N98714	172P	4521	Cadet TNG	DAN	DAN	VA/Group i	0.0	1.0		-		23.70		IP-Williams/Cadet Miller / ejackson / ejackson
003	03/17/2007	N357CP	182T	CPF4526	ACP	JYO	JYO	Leesburg VA	0.0			-				/ jvan etten / jvan etten

Add   Create Spreadsheet

HOW DO I ENTER CADET ORIENTATION FLIGHTS?

Flight data for cadet orientation flights must be entered within 72 hours of flight completion. If you are not a current cadet orientation pilot the system will not allow you to enter data. You must enter each sortie as a separate transaction. Your State Director will obtain a mission number each month for cadet orientation rides. You will only add sorties to this monthly mission number. Use of single-engine member-owned or member-furnished aircraft must be approved in advance by the state director and the member must complete an Air Force hold harmless agreement. All fuel receipts must be provided to wing HQ. WMIRS will help you monitor your cadet orientation flight budget as sorties are entered. If a wing has used all its allocated cadet orientation flight funds additional flights may be flown, but they will automatically be classified as "B" missions. "B" missions are not reimbursable by NHQ with Air Force funds. No "A-15" missions may be flown between 15 and 30 September.

Powered & Glider Rides

- In WMIRS select "Current Missions/Sorties" from the left-hand side

Click Air Sortie Number

- Click on the "Air" sortie number

Select A15 to shorten list

Click "Add" to add another sortie/flight.

- You can limit the size of the list by selecting "A15" from the drop down list at the top of the page.
- Clicking on a sortie number will bring up the sortie edit page

- Fill in information for a new sortie, or edit information to update a sortie on the sortie page.
- If a required field is missed, it will be highlighted in red and you will be alerted that information is missing.
- The syllabus numbers show as flights 1-5, 50 for incomplete, and 75 for non-reimbursed – non-reimbursed flights should be entered under the monthly "B" mission).
- When done, click "Add Sortie" (from the new sortie page) or "Update" (from the ediet sortie page).
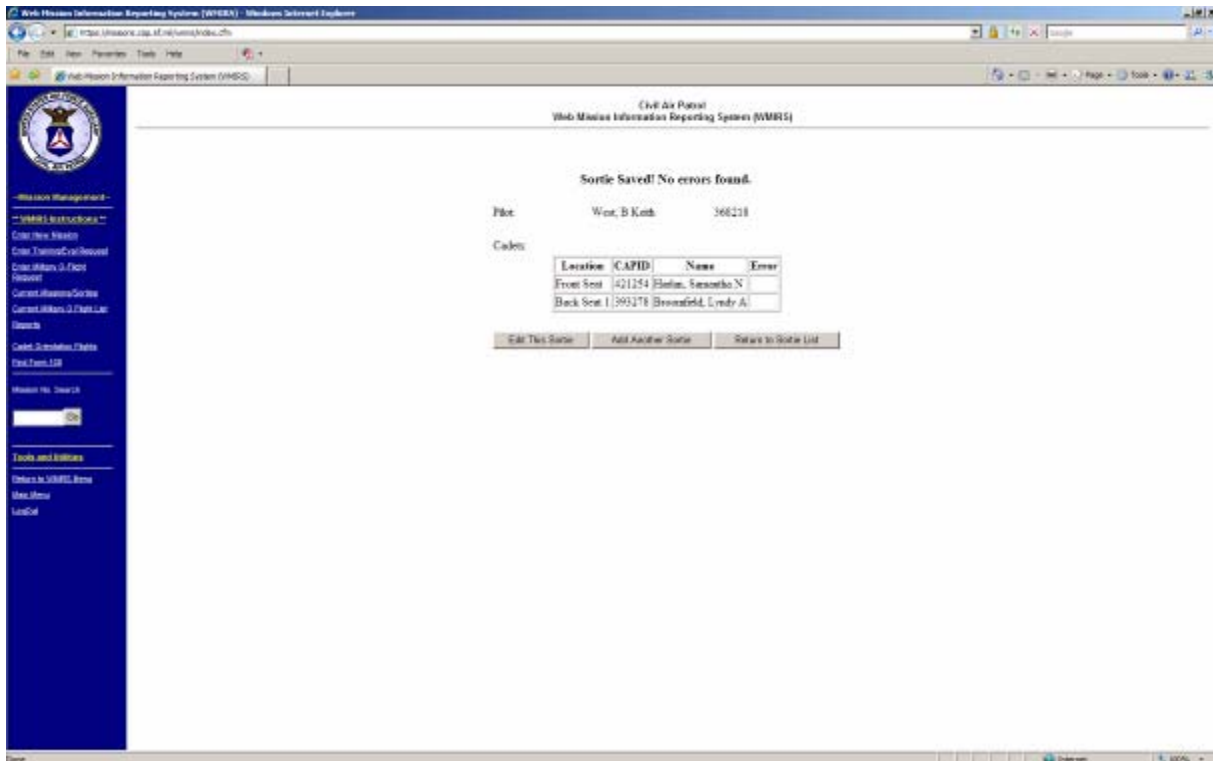
- After submission, a brief report of the pilot, member reimbursed, and cadets flown is provided with any errors for the cadets.
- You can either "Edit This Sortie" to correct data, "Add Another Sortie" to continue adding flights/sorties, or "Return to Sortie List."
- If you click "Add Another Sortie," the add sortie page will appear with the same aircraft/pilot data from the previous sortie to reduce the data entry time.

Reimbursement for Orientation Flights

- The same reimbursement process for other missions is used for Cadet Orientation Flights. (see "How Are WMIRS Form 108s Created?")
- Commercial Glider Tows and ground tow charges are entered in the "Additional Expenses" part of the 108 worksheet.

- When ready to submit, the WMIRS 108 is produced.
- Do not produce the 108 until ready! This will lock the sorties and prevent further editing.

HOW ARE TRAINING MISSIONS OPENED?

Each wing is allocated a certain amount of Air Force SAR/DR training funds each year. In addition, Counterdrug training funds may also be available. Wings will develop Operations Plans for each training mission that are uploaded to WMIRS and are available for review during the approval process. A training/evaluation request is entered in WMIRS by the wing member authorized to enter this information. WMIRS keeps a running total of all training funds expended and will deduct the requested amount from that total so wings do not overspend their budgets. No training may be conducted from September 15-30.
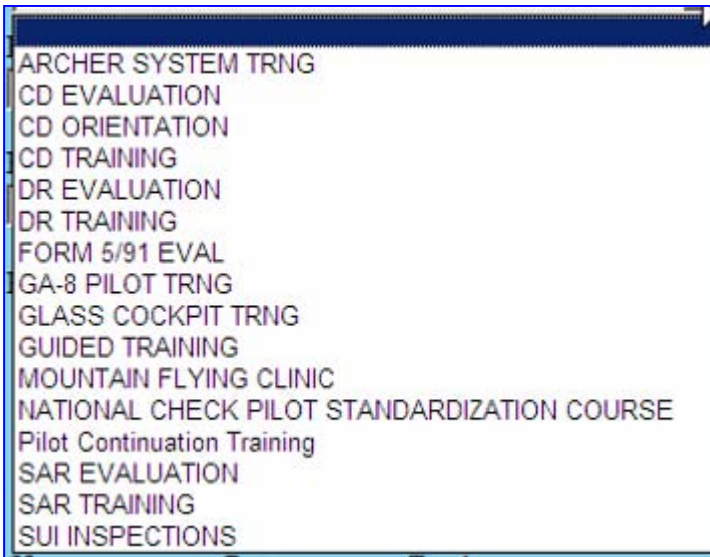

- Contact information is entered so that approval e-mails may be sent to all designated personnel
- A drop-down list for "Training Request" contains those types of missions that may be selected
- The mission symbol will auto-fill once the type of mission is selected

ARCHER SYSTEM TRNG
CD EVALUATION
CD ORIENTATION
CD TRAINING
DR EVALUATION
DR TRAINING
FORM 5/91 EVAL
GA-8 PILOT TRNG
GLASS COCKPIT TRNG
GUIDED TRAINING
MOUNTAIN FLYING CLINIC
NATIONAL CHECK PILOT STANDARDIZATION COURSE
Pilot Continuation Training
SAR EVALUATION
SAR TRAINING
SUI INSPECTIONS

- Mission starting and ending dates are entered along with backup dates
- Estimated hours by aircraft type are entered next
- WMIRS will automatically calculate the amounts based on the estimated hours
- Estimated fuel and oil are entered
- A brief mission scenario is entered

These requests (Form 10s) may be edited up until the time they are approved.

Mission Approvals

Once a training mission request is entered and submitted in WMIRS the approval process begins. Submitted missions appear as yellow in the mission listing with an automated mission request number. An e-mail is transmitted to the wing commander (or designee) telling them a mission is waiting for approval.

- The wing commander logs into WMIRS
- Select "Current Missions/Sorties"
- A drop-down list of missions will appear
- Form 10 training missions have the word "Training" in red below the mission request number and are highlighted in yellow
- Select the mission you wish to review
- If Operations Plans or other documents are attached, the wing commander may select these from a drop-down list. For small missions, the "Mission Scenario" may have all the necessary information.
- The wing commander should verify that the funding request is within the wing's budget
- Click on the "Wing Commander Approval" button when all steps have been completed and you are ready to approve the mission

- All approvals are time and date stamped by WMIRS.

The state director will follow a similar process to add their approval. If the state director is unavailable, the liaison region has the ability to approve for them. Once the state director has approved the mission the liaison region must approve the mission. If approved, the mission becomes an Air Force Assigned Mission (AFAM).

Once the mission is approved, WMIRS will automatically assigned the mission number and send approval e-mails to the liaison region, state director, wing commander, the mission POC and the NOC. The mission will also now show as green in the mission list.

The request is approved and assigned a mission number. E-Mail is sent to wing, State Director, Liaison Region, and NOC

How do I enter sorties?

Sorties will be entered based on your wing's procedures and permissions. Large training missions may require that the air operations staff enter all the sortie information. Your wing may allow pilots to enter sortie data for smaller missions or month-long training missions.

- Once you are in WMIRS, select "Current Missions/Sorties"
- Select the mission
- When the mission appears, select "Edit/View Air Sortie"
- The following page will appear

Civil Air Patrol
Web Mission Information Reporting System (WMIRS)

WMIRS Instructions
Enter New Mission
Enter Training/Eval Request
Enter Military O-Flight Request
Current Missions/Sorties
Current Military O Flight List
Reports
Find CAPF 108
Mission No. Search
[ ] Go
Tools and Utilities
Return to WMIRS Menu
Main Menu
LogOut

Sorties for Mission: 07-T-4199

Sortie (click to sort)	Date (click to sort)	Tail Number	A/C Type	Call Sign	Sortie Type	Departure Airport	Landing Airport	Area Assigned/Mission Location	Est. Hrs	Act. Hrs	ETD (zulu)	ETA (zulu)	Fuel Oil Cost	Tracking No. (if Provided)	Objective
001	03/01/2007	N9430X	182R	4512	SAR TRNG	OKV	OKV	GRID 89 & 140C	2.0	1.6	17:00	18:36	88.00		ELT AND MTN TRAINING
011	03/01/2007	N9841L	172P	4519	SAR TRNG	OKV	HEF	140C	2.0	1.5	19:30	21:00	37.31		MTN SEARCH
008	03/02/2007	N357CP	182T	CPF4526	ACP	JYO	JYO	GRID 89A	2.0		23:00	01:00			CANCELLED by bpatterson - CANCELLED by bpatterson - AC down - VISUAL SEARCH USING G1000
015	03/05/2007	N9983H	182R	4518	ACP	DAN	MTV	VA/Group I	1.0	0.7	23:00	23:42	33.48		MP Proficiency
017	03/06/2007	N357CP	182T	4526	SAR TRNG	JYO	JYO	89A	2.0	1.8	23:00	00:48	130.18		G-1000 obs training
018	03/07/2007	N98714	172P	4521	ACP	DAN	DAN	VA/Group I	1.5	1.2	23:00	00:12	43.46		MP Prof.
036	03/07/2007	N9507L	172P	4513	ACP	LNP	LNP	VA/Group 1	2.0	1.8	13:00	14:48			Dean/Rose MP training
037	03/07/2007	N9507L	172P	4513	ACP	LNP	LNP	VA/Group 1	2.0	1.8	16:30	18:18	93.22		Dean/Rose MP training
006	03/08/2007	N9430X	182R	4512	SAR TRNG	OKV	OKV	CJR, 140C & 62C	2.0	1.2	15:30	16:42	43.60		MTN SEARCH, ELT
016	03/08/2007	N357CP	182T	4526	SAR TRNG	JYO	JYO	89A	2.0	1.9	23:00	00:54	97.18		Observer G1000 training
027	03/08/2007	N9351X	182R	4511	SAR TRNG	FCI	PHF	Line Route	1.5	1.7	23:00	00:42	108.99		Lper DF Training/MP Trainee
028	03/08/2007	N357CP	182T	4526	SAR TRNG	JYO	JYO	89A&C	2.0	1.7	19:00	20:42	75.26		G-1000 PILOT TRAINING
032	03/08/2007	N9983H	182R	4518	ACP	MTV	MTV	VA/Group 1	2.0	2.0	17:15	19:15	62.64		Earles/Alexander
034	03/08/2007	N98714	172P	4521	ACP	DAN	DAN	VA/Group I	1.5	1.5	17:30	19:00	35.56		Lippert MP Prof.
038	03/08/2007	N9507L	172P	4513	ACP	LNP	LNP	VA/Group 1	1.5	1.6	16:30	18:06	48.59		Dean/Rose MP training
039	03/08/2007	N98714	172P	4521	ACP	DAN	DAN	VA/Group 1	1.5	1.5	19:00	20:30	35.56		CANCELLED by ejackson - Lippert MP Proficiency
002	03/09/2007	N9430X	182R	4721	SAR TRNG	OKV	OKV	61C	2.0	2.1	18:00	20:06	87.20		GPS GRD WORK

- At the bottom of the screen you select "Add"

Civil Air Patrol
Web Mission Information Reporting System (WMIRS)

WMIRS Instructions
Enter New Mission
Enter Training/Eval Request
Enter Military O-Flight Request
Current Missions/Sorties
Current Military O Flight List
Reports
Find CAPF 108
Mission No. Search
[ ] Go
Tools and Utilities
Return to WMIRS Menu
Main Menu
LogOut

014	03/12/2007	N9841L	172P	725	SAR TRNG	HEF	HEF	140C	2.0	2.0	16:30	18:30	73.32		MTN SEARCH, OBS TRAINING
033	03/12/2007	N9430X	182R	4721	SAR TRNG	OKV	OKV	111A, 8W2, 140C	2.0	2.0	16:00	18:00	81.60		Mission Pilot Training
013	03/13/2007	N9430X	182R	4721	SAR TRNG	OKV	OKV	195A, 194D, 67D, 221D	2.0	1.8	16:00	17:48	60.00		MP, Observer Proficiency
041	03/13/2007	N9041L	172P	725	SAR TRNG	HEF	HEF	117C, 167B	2.0	1.8	15:00	16:48	72.58		Ld Land, Mtn. search, ELT search
054	03/15/2007	N98714	172P	4521	ACP	DAN	DAN	VA/Group 1	2.0	2.1	14:30	16:36	82.97		Bailey/Mathieson MMP
057	03/15/2007	N98714	172P	4521	SAR TRNG	DAN	DAN	VA/Group 1	2.0	1.8	16:00	17:48	71.12		MMP training / grid 384
051	03/17/2007	N818CP	182T	4524	SAR TRNG	CPK	CPK	Group II ELT Search	1.5		13:00	14:30			Observer Training
056	03/18/2007	N357CP	182T	4526	SAR TRNG	JYO	JYO	89A	2.0	1.8	22:00	23:48	92.88		Obsever G-1000 Training
019	03/20/2007	N818CP	182T	4524	SAR TRNG	CPK	CPK	Chesapeake Working Area	1.5		20:00	21:30			182 Transistion
059	03/20/2007	N98714	172P	4521	ACP	DAN	DAN	VA/Group 1	1.5	1.6	21:30	23:06	67.17		MP Proficiency
020	03/22/2007	N818CP	182T	4524	SAR TRNG	CPK	CPK	Chesapeake Working Area	1.5		20:00	21:30			182 Transistion
007	03/23/2007	N9430X	182R	4512	SAR TRNG	OKV	OKV	140C & 62C	2.0		20:00	22:00			ELT SEARCH, MTN SEARCH
053	03/23/2007	N98326	172P	4515	SAR TRNG	CHO	CHO	196A/C, 195C/D	2.0		13:00	15:00			MP, Obs, Scan Training Terrain & Electronic
025	03/24/2007	N818CP	182T	4524	SAR TRNG	PHF	PHF	Newport News Area	1.5		13:00	14:30			Becker Training
026	03/24/2007	N818CP	182T	4524	SAR TRNG	PHF	PHF	Newport News Area	1.5		15:00	16:30			Becker Training
055	03/24/2007	N9841L	172P	725	SAR TRNG	HEF	HEF	145C	2.0		19:00	21:00			Flat land S&R training
058	03/25/2007	N9841L	172P	725	SAR TRNG	HEF	HEF	117C	2.0		18:00	20:00			Scanner Training
021	03/27/2007	N818CP	182T	4524	SAR TRNG	CPK	CPK	Chesapeake Working Area	1.5		20:00	21:30			182 Transistion
022	03/29/2007	N818CP	182T	4524	SAR TRNG	CPK	CPK	Chesapeake Working Area	1.5		20:00	21:30			182 Transistion
012	03/31/2007	N9041L	172P	4519	SAR TRNG	HEF	HEF	168C	2.0		16:00	18:00			SCANNER TRAINING

[Add] [Create Spreadsheet]
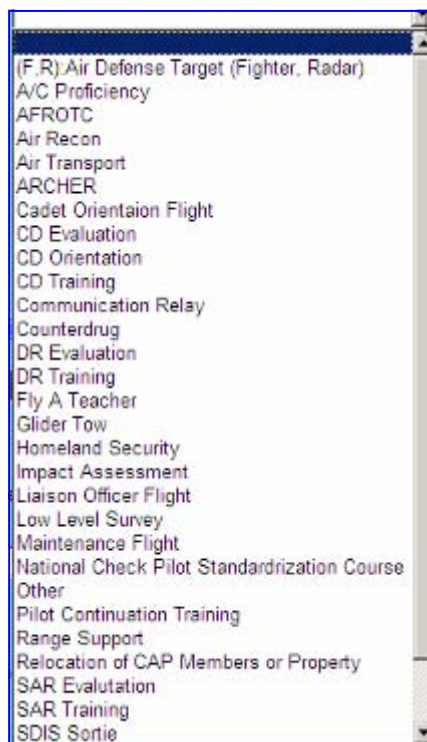[108-Reimbursement Worksheet]

Civil Air Patrol
Web Mission Information Reporting System (WMIRS)

Add Sortie

--Mission Management--

WMIRS Instructions

Enter New Mission

Enter Training/Eval Request

Enter Military O-Flight Request

Current Missions/Sorties

Current Military O Flight List

Reports

Find CAPF 108

Mission No. Search

[   ] Go

Tools and Utilities

Return to WMIRS Menu

Main Menu

LogOut

| Sortie Number | Mission Number | Tracking Number | | Sortie Date | Sortie Type |
| NEW | 07-T-4199 | | | | |

| Backup Date | Backup Date End |
| | |

| Tail Number | Aircraft Type | Callsign | Take Off Airport | Landing Airport | Area Assigned (Use: State / City / Area) |
| Tail Number Lookup | | | Airport Lookup | Airport Lookup | |

| Est. Sortie Hours | Actual Sortie Hours | Est. Take Off Time (Z) | Actual Take Off Time (Z) | Objective | A/C Fuel/Oil |

| Sortie Effectiveness | Reason if not Successful | | Enter the number of identical sorties to create: | Days Apart (if duplicates) |
| | Please Select Reason | | 1 (60 Max) | 0 |

Add Sortie

- Add the tracking number, if required
- Select the sortie date using the calendar drop down
- Select the sortie type from the drop down list

(F,R):Air Defense Target (Fighter, Radar)
A/C Proficiency
AFROTC
Air Recon
Air Transport
ARCHER
Cadet Orientaion Flight
CD Evaluation
CD Orientation
CD Training
Communication Relay
Counterdrug
DR Evaluation
DR Training
Fly A Teacher
Glider Tow
Homeland Security
Impact Assessment
Liaison Officer Flight
Low Level Survey
Maintenance Flight
National Check Pilot Standardrization Course
Other
Pilot Continuation Training
Range Support
Relocation of CAP Members or Property
SAR Evalutation
SAR Training
SDIS Sortie

25

- Enter the backup date and backup end date, if required, using the calendar
- Select the aircraft tail number from the drop down list
- Aircraft type will populate based on the tail number selection
- Enter the radio call sign
- Select the takeoff airport from the drop down list
- Select the landing airport from the drop down list
- Enter the area assigned
- Enter the estimated sortie hours
- Enter the estimated take off time in zulu
- Enter the objective

Once the sortie has been flown:

- Once you are in WMIRS, select "Current Missions/Sorties
- Select the mission
- When the mission appears, select "Edit/View Air Sortie"
- Select the sortie you just flew

- Enter the actual sortie hours
- Enter the actual takeoff time in zulu
- Enter the actual fuel/oil used
- Select the mission effectiveness from the drop down list (If the mission objective was met, the sortie was successful. If the sortie objectives were not met or the flight did not take place, the sortie was unsuccessful.)
- If the sortie was unsuccessful, select the reason from the drop down list
- Select update

HOW ARE ACTUAL MISSIONS OPENED?

Incident commanders automatically have permission to enter data for "A" missions. Any wing member with admin permissions may also enter data for these types of missions.   AFRCC missions are automatically approved.   Other missions require approval. The NOC is a facilitator, not an approver. The more information and lead time you can give the NOC, the better your chances of obtaining approval.

- First you must enter WMIRS
- On the left side select "Enter New Mission"
- The following screen appears

- Enter the customer's internal identifying number, if known, such as AFRCC mission number. If you later find out you entered the mission number incorrectly you can call the NOC to get it changed.
- Enter any comments the customer may want added
- If the event is part of a named exercise, select it from the drop down list
- Select the appropriate customer info from the drop down list

   If the customer is one of the Armed Forces (Air Force, Army, Navy or Marines) select Military

   If the customer is an agency above state level that is not military (Dept of Justice, Dept of Interior, Dept of Homeland Security – which includes the US Coast Guard, Drug Enforcement Agency or Bureau of Land Management) select Federal

   If the customer is a state government organization (Emergency Management Agency) select State

   If the customer is a municipal government agency below state level (County Sheriff, County Emergency Management) select Local Gov

- If you selected Military, Federal or State in the previous box you must select the agency in the next drop down list

ANG	Air National Guard
ARNG	Army National Guard
BLM	Bureau of Land Management
DEA	Drug Enforcement Agency – DCE/SP Coordinators; Group Supervisors; RAC
DHS	Department of Homeland Security
DOI	Department of the Interior
DOJ	Department of Justice – Attorney Generals
EMA	State Emergency Management Agency
FAA	Federal Aviation Administration
FEMA	Federal Emergency Management Agency
SOC	State Operations Center
USA	U.S. Army – Army Corp of Engineers
USAF	U.S. Air Force – any unit; 84 RADES; Air Defense Sectors
USCG	U.S. Coast Guard – Joint Rescue Coordination Center; Alaskan Homeland Security
USFS	U.S. Forest Service
USMC	U.S. Marine Corps – Aerial Recon
USN	U.S. Navy – Naval Criminal Investigative Service (NCIS)

- Enter the customer name
- Enter the customer point of contact
- Enter the customer point of contact e-mail address
- Enter the customer point of contact telephone number
- Enter the CAP point of contact
- Enter the CAP point of contact e-mail address
- Enter the CAP point of contact telephone number
- Select the Mission Type from the drop down list

```
Select                                    ▼
Select
Search and Rescue
Disaster Relief
Air Defense Target
Range Support
Terminal Controller TNG
Low Level Survey
Air Transport
Communications Relay
Counterdrug
Other
Homeland Security
Relocation of CAP Members or Property
Ground Forward Air Controller Training
ARCHER
Fly A Teacher
AFROTC
Cadet Orientation Rides
Liaison Officer Flight
```
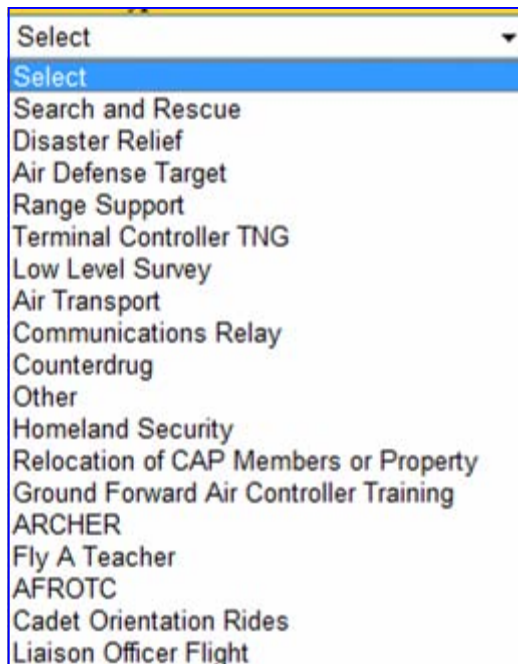
- The mission symbol will automatically populate based on the mission type selected
- Enter the mission start date. It is recommended the calendar be used so the date selected will format correctly
- Enter the mission end date using the calendar
- Enter a back up mission start date using the calendar
- Enter a back up mission end date using the calendar
- Enter the number of non-CAP crew/passengers, if necessary. Non-CAP crew/passengers must sign a CAPF 9.
- Enter the estimated lodging man days, if necessary. Lodging info will be in the narrative. 2 people TDY for three days x 2 nights = 4 man days
- Enter any special instructions that are not contained in the Customer Request Memo or Target Instructions
- Select Submit

- After the mission has been loaded into the WMIRS database, your view will move to the top of the screen where you will receive your mission request number

> Your submission was successful
> for ALW CAP. Your Request Number is **REQ-06-0253**

You are now ready to load sorties.

- Select "Current Missions/Sorties from the main WMIRS page
- Select your wing in the "Filter by Wing" drop down list if you have permission to see this feature. If not, your wing will already be listed.
- The mission list will sort by date
- Mission status will be displayed based on color

- "Line No" corresponds to the position on the list
- "Agency Number/Comment" corresponds to the data entered from the Mission Request. Any comments will display here.
- "REQ Number" corresponds to the mission request number assigned by the WMIRS system and indicates the mission has not yet been approved
- "Mission Number" displays the same "REQ Number" until the mission is approved and a mission number has been assigned
- "Mission Date" displays the date of the mission request
- "Wing" displays the state which made the mission request
- "Mission Type" corresponds to the data entered from the Mission Request
- "Air" lists the number of air sorties that will be performed on this mission
- "Ground" lists the number of ground sorties that will be performed on this missions
- "Approval Authority" lists the organization that extends mission status

Your sorties must also be approved to complete the process.

- Click once on the "0" in the Air field for your mission
- You will be taken to the next screen
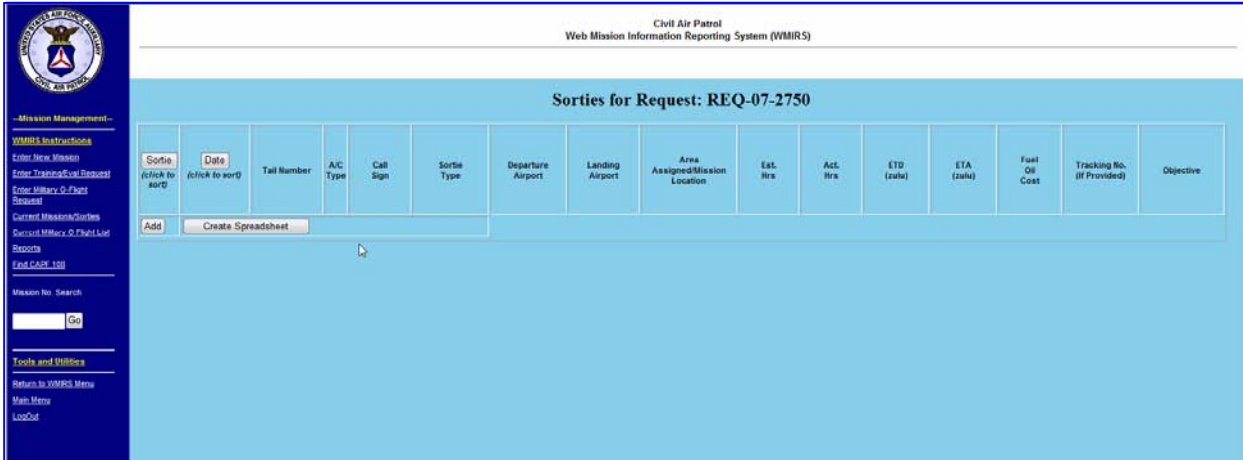
- Select the "Add" button and the following screen appears
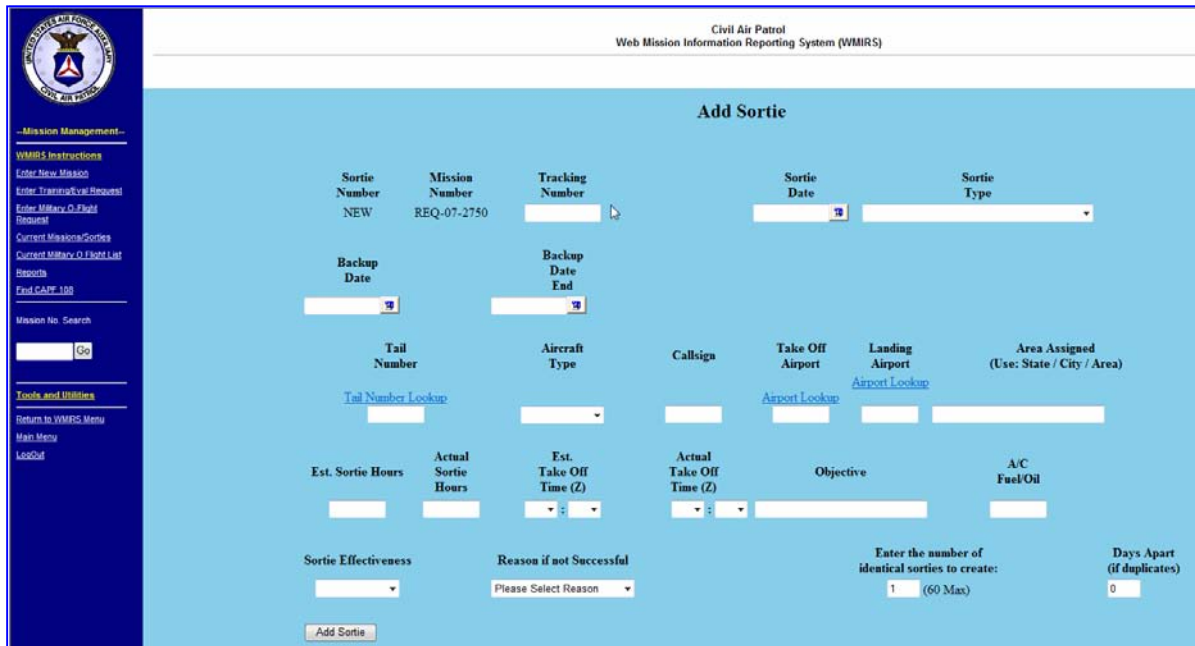
- "Sortie Number" will display "NEW" until you have completed processing your first sortie. After the first sortie is processed this field will display "1" and on each sortie thereafter will display the sequential number
- "Mission Number" will display the request number until the mission is approved
- Enter a "Tracking Number" if required by the customer
- Enter the sortie start date. It is recommended the calendar be used so the date selected will format correctly

- Select a "Sortie Type" from the drop down list
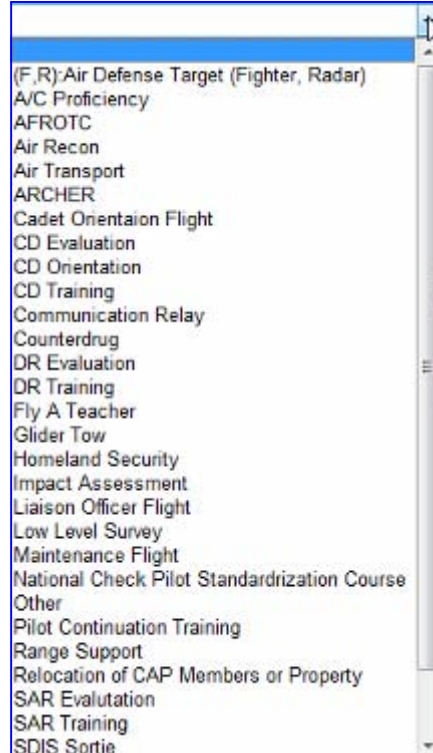
- Enter a back up sortie start date using the calendar
- Enter a back up sortie end date using the calendar
- Either enter the tail number or select one from the "Tail Number Lookup" drop down list
- Aircraft type will populate based on the tail number selected
- Enter the radio call sign being used on this mission
- Enter the takeoff airport identifier or select one from the "Airport Lookup" drop down list
- Enter the landing airport identifier or select one from the "Airport Lookup" drop down list
- Enter the area assigned for this sortie
- Enter the estimated time, in hours, from expected takeoff to landing in "Estimated Sortie Hours"
- "Actual Sortie Hours" will be updated once the sortie is complete
- Enter the "Estimated Take Off" time in zulu
- "Actual Take Off Time" in zulu will be entered once the sortie is complete
- Enter the sortie "Objective" based on customer requirements
- Enter the "Fuel/Oil" actual dollar cost once the sortie is complete
- Enter actual dollar amount for "Comm Cost" once the sortie is complete. This cost must be pre-approved.

- Select "Mission Effectiveness" from the drop down list. If the mission objective was met, the sortie was successful. If sortie objectives were not met or the sortie was not flown, select unsuccessful.
- If "Unsuccessful" was selected in the previous box, then select the reason from the drop down list

An opportunity to create multiple sorties is available. If you have a number of sorties with the same basic information, but you will have different times, dates, aircraft or duration, you may duplicate up to 60 additional sorties. These sorties will automatically be numbered up to the number you requested.

- Select "Add Sorties"

Your sorties will now be added to the database. You will revert automatically back to the "Add" screen which will show all the sorties you entered. The background color will now be yellow.

You may update information on any additional sorties you entered by selecting the sortie number and updating the appropriate information.

After you have completed updating the sortie information you can go to the Current Mission/Sortie screen to see that the number of sorties in the "Air" field has changed from "0" to whatever number of sorties you have assigned to this request number.

Your sorties are now ready for approval/disapproval. When the mission is approved/disapproved you will be notified by e-mail.

Sorties need to be updated once they have been flown.

- Once you are in WMIRS, select "Current Missions/Sorties
- Select the mission
- When the mission appears, select "Edit/View Air Sortie"
- Select the sortie you just flew
- Update the sortie with the actual time of departure, actual sortie hours, whether the sortie was flown/not flown, reason if not flown, and fuel/oil used.
- Select "Update"

Multi-State Missions

WMIRS allows more than one wing to use the same mission number. This may occur during multi-state search and rescue or training missions. Each wing will enter the same mission number but will enter its own sorties. The WMIRS Form108 will be generated separately for each wing.

HOW ARE MISSIONS CLOSED?

Once all the fuel receipts have been received at wing and compared and the flight and ground information verified a mission must be closed.

- In WMIRS, select "Current Missions/Sorties"
- Select the mission from the list that you wish to close
- When the "Edit Mission" screen appears select "Close Mission"

HOW ARE WMIRS FORM 108S CREATED?

WMIRS Form 108s may only be generated through WMIRS for reimbursable missions. WMIRS Form 108s must be submitted to NHQ within 30 days after the close of the mission. WMIRS Form 108s received at NHQ later than 45 days after the close of the mission will not be reimbursed. Except for FEMA missions, receipts need not be submitted with the WMIRS-generated WMIRS Form 108 to NHQ, but will be retained at the wing level in accordance with CAPR 173-3. Only members with admin permissions may generate WMIRS FORM108s.

- In WMIRS, select "Current Missions/Sorties"
- Select the mission from the list
- Select "Edit/View Air Sortie"
- Select "Get Form108"

Click "Get CAPF 108"

- A list of previous created WMIRS Form108s for the selected mission will appear, if already created, otherwise select "New 108"

Select Previous CAPF 108, or create a new CAPF 108

A WMIRS Form 108 is generated for the selected mission.

Civil Air Patrol
Web Mission Information Reporting System (WMIRS)

06-M-2323 CAPF 108

Sortie Data

	Date	A/C or Veh	Rate Type	A/C ID/Veh ID	Corp	Mbr	Hours Flown No. Miles	A/C Minor MX	A/C Cost	Fuel/Oil	Sub Total	CAPF 108 Ready
Edit	08/08/2006	182R	Type 3	N5080Y	X		3.7	41.00	151.70	175.89	327.59	⊙ Yes ○ No
Edit	08/08/2006	182R	Type 3	N5080Y	X		2.5	41.00	102.50	124.68	-	○ Yes ⊙ No
Edit	08/08/2006	182R	Type 3	N5080Y	X		3.1	41.00	127.10	132.59	259.69	⊙ Yes ○ No
Edit	08/08/2006	182R	Type 3	N5080Y	X		1.8	41.00	73.80	98.24	172.04	⊙ Yes ○ No
Edit	08/08/2006	182R	Type 3	N5080Y	X		4.2	41.00	172.20	198.56	-	○ Yes ⊙ No
Edit	08/08/2006	Chevy Van		05762	X		58.0			35.00	35.00	⊙ Yes ○ No
Edit	08/08/2006	Chevy Van		05762	X		58.0			23.33	-	○ Yes ⊙ No
Edit	08/08/2006	Chevy Van		05762	X		58.0			24.56	24.56	⊙ Yes ○ No
								Total	352.60	466.28	818.88	

Additional Expenses:

	Date	Expense Type	Amount	CAPF 108 Ready
Edit	08/08/2006	Comm	15.50	○ Yes ⊙ No
Edit	08/08/2006	Off. Supplies	19.42	⊙ Yes ○ No
		Total:	19.42	
Add				

	Date	CAPID	City	Nights	Lodging Expense	Allowable Rate	Meals	CAPF 108 Ready

Mission Management

WMIRS Instructions Revised 02/10/06
Enter New Mission
Enter Training/Eval Request
Enter Military O-Flight Request
Current Missions/Sorties
Current Military O Flight List
Print Add'l CAPF-108
Wing Report

Mission Status Map
CAP-NOC Spreadsheet
Member Contact Lookup
Alert Roster/ES Resources
Aircraft and Resource Status System

User Administration
Return to WMIRS Menu
Return to Main Menu
Log Out

Overnight stays must be approved in advance through the NOC for all missions. WMIRS contains a lodging and per diem calculator which may be used.

- Select "Get 108"
- Select "Click here for the Form 108
- Print the form
- The wing commander or his/her designee must sign the form
- Either fax to (800) 555-7902 or e-mail to opscenter@capnhq.gov

Once a WMIRS Form 108 has been generated for the first time, additional copies may be printed.

- From WMIRS select "Find 108"
- Enter the mission number on the next screen
- A summary of the mission appears

- Click on the mission number and then select "Click here for the 108"
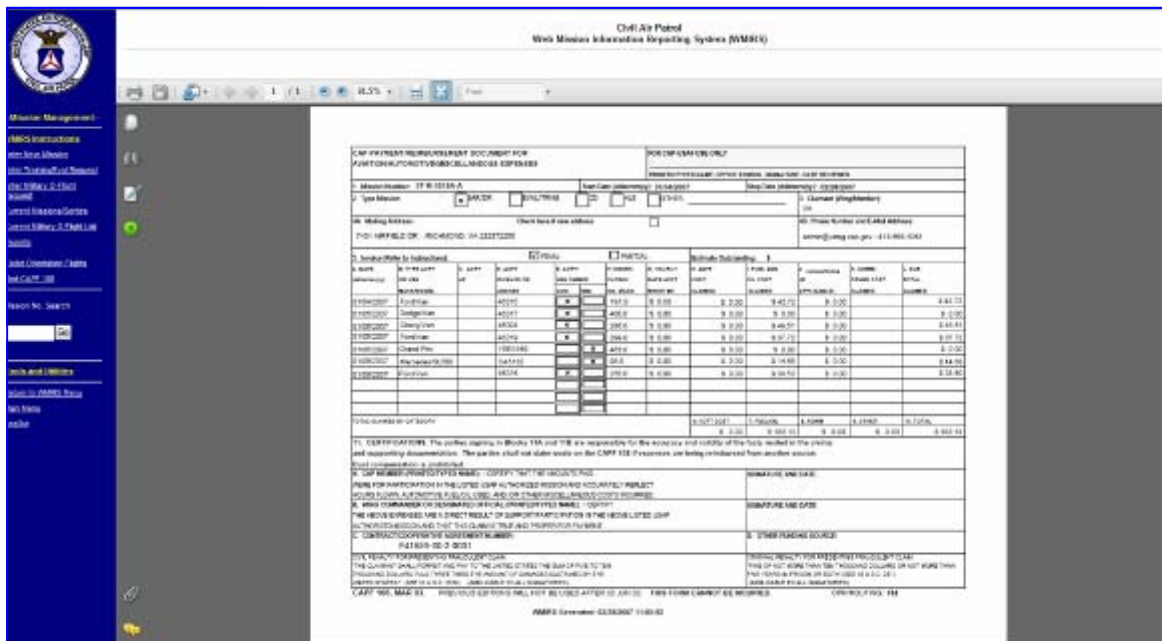
WHAT ARE THE TOOLS AND UTILITIES?

The Tools and Utilities section of WMIRS contains several sub-menus were different information may be obtained. It is important for wings and members to keep their information up-to-date. These tools are available to ICs and anyone with higher permissions.

Mission Status Map

The Mission Status Map shows current activity and is updated every 15 minutes.
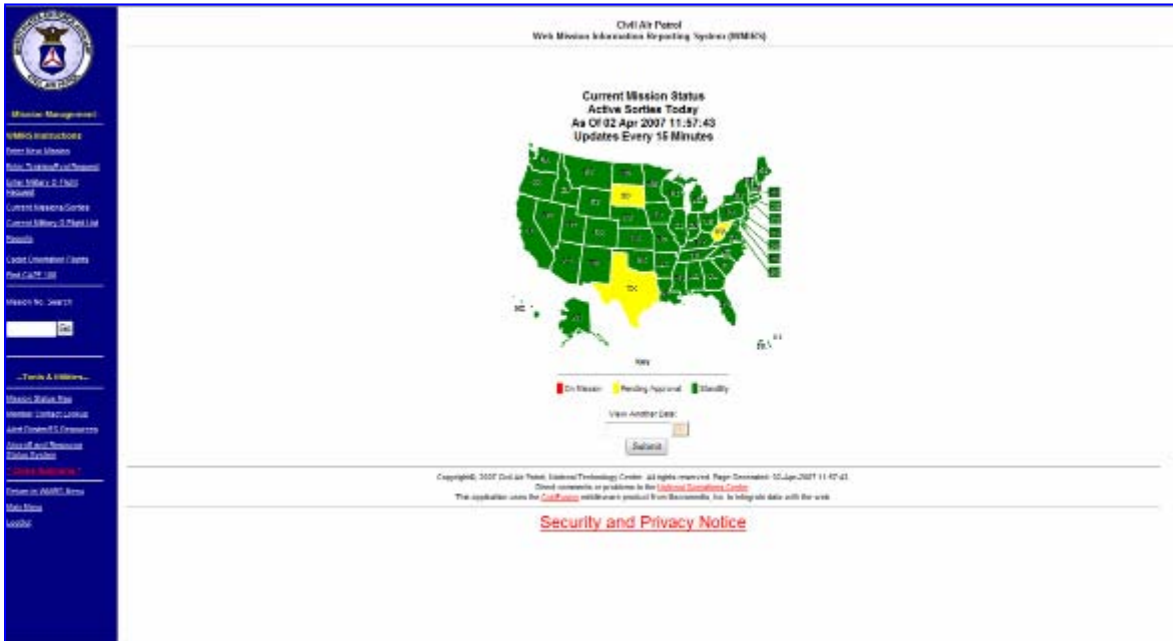
Member Contact Lookup

This section allows a member with appropriate permissions to find member information for use during missions.
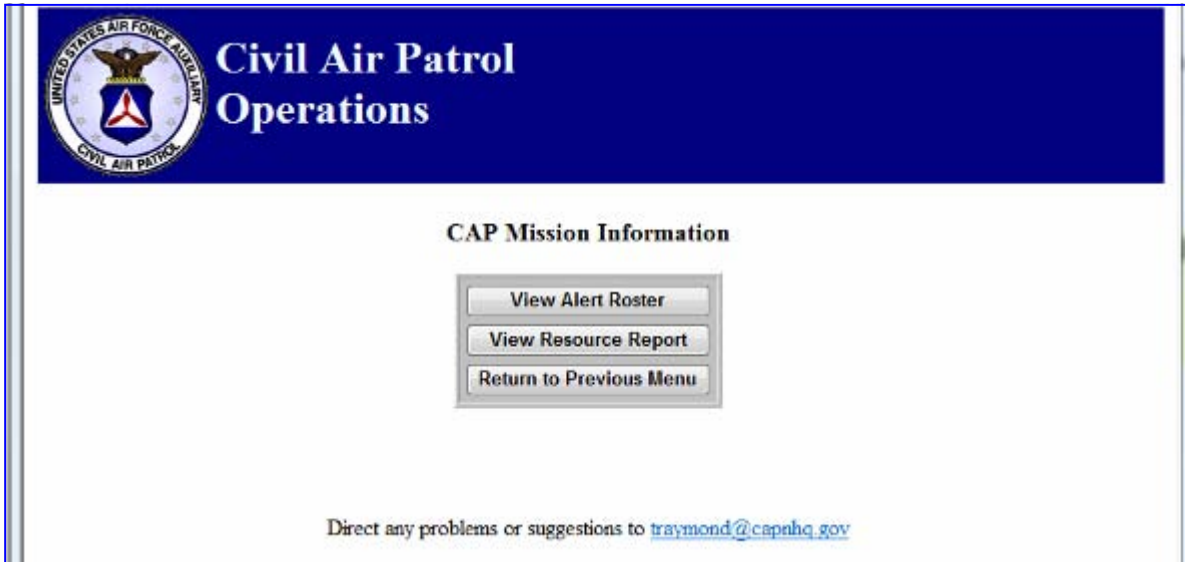
Alert Rosters/ES Resources

Wing Alert Rosters and Resource Reports may be obtained here. Select the wing from the drop down and the alert roster will appear. The Resource Report will show information for your wing.

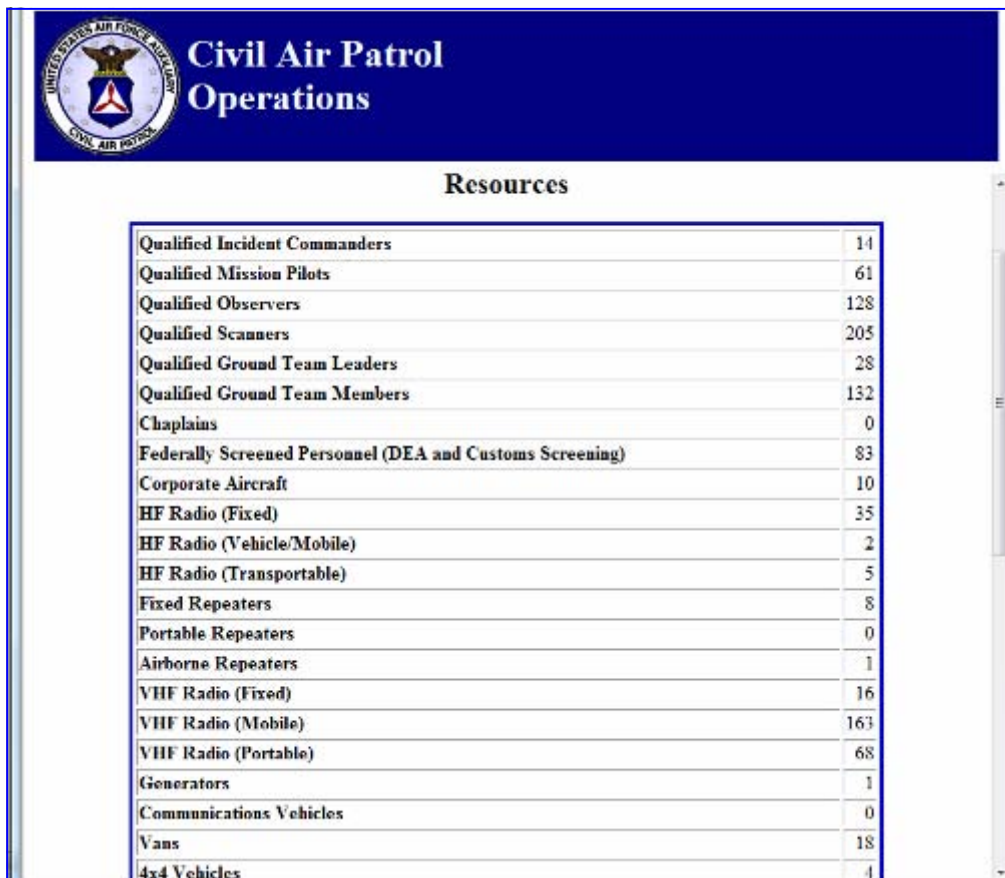| Resources	
Qualified Incident Commanders	14
Qualified Mission Pilots	61
Qualified Observers	128
Qualified Scanners	205
Qualified Ground Team Leaders	28
Qualified Ground Team Members	132
Chaplains	0
Federally Screened Personnel (DEA and Customs Screening)	83
Corporate Aircraft	10
HF Radio (Fixed)	35
HF Radio (Vehicle/Mobile)	2
HF Radio (Transportable)	5
Fixed Repeaters	8
Portable Repeaters	0
Airborne Repeaters	1
VHF Radio (Fixed)	16
VHF Radio (Mobile)	163
VHF Radio (Portable)	68
Generators	1
Communications Vehicles	0
Vans	18
4x4 Vehicles	4

Aircraft and Resource Status System

These reports show aircraft status around the country along with Archer and SDIS resources and status.
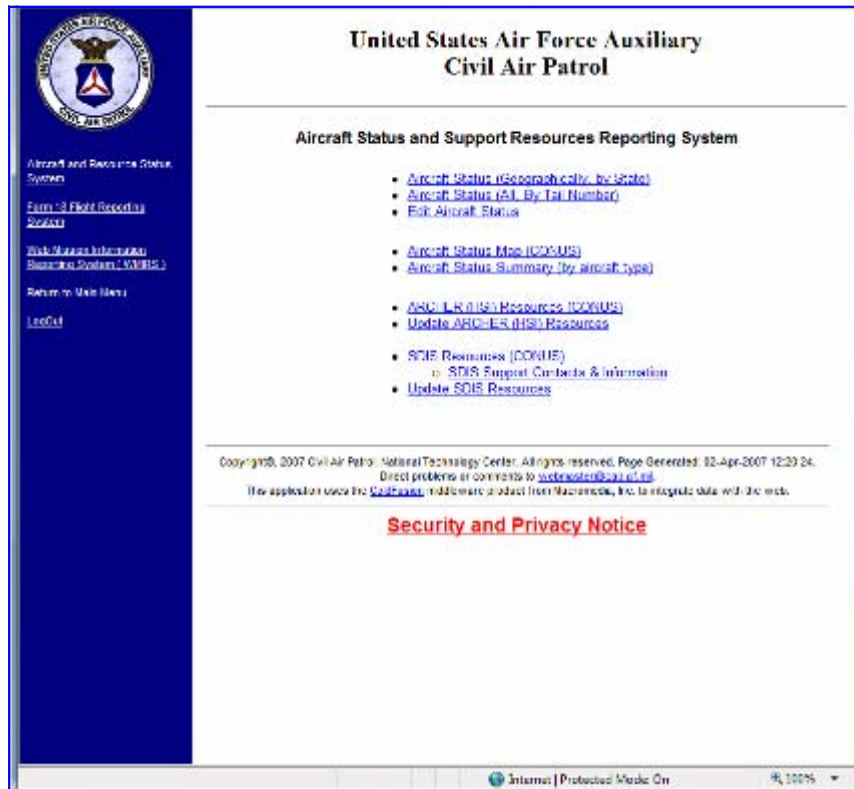
WHAT TYPES OF REPORTS ARE AVAILABLE?

The Wing Report shows all air and ground sorties for a given period of time. The Mission Reimbursement Report shows a list of missions that have been reimbursed and the total amount. The Mission Report shows all sorties that have been entered in WMIRS. The Budget Report shows funds expended and also authorized. Funds are deducted from a wing's budget as data is entered into WMIRS.

Budget Report

All Funded Training for FY 07

Date	Trans. ID	Description	Start Date	Debit	Credit	Balance
						48,935.00
12/26/2006	07-T-3116-A	GA-8 PILOT TRNG	11/01/2006	703.13		48,231.87
02/02/2007	07-T-3143-A	SAR TRNG	11/01/2006	549.09		47,682.78
02/02/2007	07-T-3143-B	SAR TRNG	11/01/2006	1,164.45		46,518.33
02/02/2007	07-T-3143-C	SAR TRNG	11/01/2006	1,050.25		45,468.08
02/02/2007	07-T-3143-D	SAR TRNG	11/01/2006	1,213.50		44,254.58
02/02/2007	07-T-3143-E	SAR TRNG	11/01/2006	1,998.21		42,256.37
02/02/2007	07-T-3143-F	SAR TRNG	11/01/2006	913.36		42,256.01
02/02/2007	07-T-3143-A	SAR TRNG	12/06/2006	652.66		41,573.35
02/02/2007	07-T-3140-A	FORM 591 EVAL	10/06/2006	1,192.26		40,381.09
02/02/2007	07-T-3140-B	FORM 591 EVAL	10/06/2006	657.82		39,753.27
02/19/2007	07-T-3190-A	SAR TRNG	01/01/2007	1,072.13		38,681.14
02/19/2007	07-T-3190-B	SAR TRNG	01/01/2007	170.84		38,510.30
02/19/2007	07-T-3190-C	SAR TRNG	01/01/2007	610.21		37,870.06
02/19/2007	07-T-3190-D	SAR TRNG	01/01/2007	457.96		37,382.10
02/19/2007	07-T-3190-E	SAR TRNG	01/01/2007	517.21		36,814.86
02/19/2007	07-T-3190-F	SAR TRNG	01/01/2007	952.60		35,912.04
02/19/2007	07-T-3190-G	SAR TRNG	01/01/2007	157.91		35,754.91

Outstanding Authorizations

Date	Mission No.	Description	Start Date	Authorization	CAPF 108's Rec'd	Balance
						35,754.91
02/06/2007	07-T-4198	GA-8 PILOT TRNG	02/15/2007	1,350.00	0.00	34,404.91
01/25/2007	07-T-4199	SAR TRNG	02/10/2007	2,445.00	0.00	31,959.91
01/31/2007	07-T-4199	SAR TRNG	03/01/2007	7,142.00	0.00	24,817.91
01/25/2007	07-T-4199	SAR TRNG	03/01/2007	500.00	0.00	24,317.91
02/03/2007	07-T-4200	SAR TRNG	03/15/2007	1,270.00	0.00	23,047.91
01/25/2007	07-T-4202	SAR TRNG	04/01/2007	500.00	0.00	22,547.91
02/27/2007	07-T-4392	GLASS CP TRNG	04/01/2007	995.00	0.00	21,552.91
02/08/2007	07-T-4712	FORM 591 EVAL	04/01/2007	925.00	0.00	20,627.91

-Mission Management-

WMIRS Inch actions
Enter New Mission
Enter Training/Eval Request
Enter Military ID Flight Request
Cancel Mission/Sorties
Cancel Military ID Flight Lost
Reports
Cadet Orientation Flights
Find CAPF 108

Mission Nbr Search

[ ] Go

Tools & Utilities
Mission Status Map
Member Contact Lookup
Alert Standards/Showmacms
Aircraft and Resources
Status System
* Enter Intercept *
Return to WMIRS Menu
Main Menu
LogOut

44