CIVIL AIR PATROL

WMIRS
INSTRUCTION MANUAL

OCTOBER 2011

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 opscenter@capnhq.gov.

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?

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 e108s submitted to NHQ for reimbursement must be generated from WMIRS. In addition, the WMIRS e108 must be generated and approved by the Wing/Region Commander (or designee) within 45 days of mission close. Reimbursement requests generated or approved later than 45 days after mission close will not be reimbursed. Fuel receipts for funded flying must be forwarded to your wing/region or uploaded directly into WMIRS within 15 days after the close of the mission.

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.

Browsers

While every attempt is made to be compatible with all web browsers, some issues may be encountered when using a less known browser. WMIRS is tested on as many browsers as possible. When a new version of a browser is released, understand there may be issues initially until it is fully tested. If browser problems are encountered, they may be reported to webmaster@cap.af.mil

HOW DOES WMIRS AFFECT ME AS A MEMBER?

WMIRS Access

Member accounts are established automatically when entering WMIRS through CAP eServices.

WMIRS may also be accessed directly at https://missions.cap.af.mil/login.cfm

Using WMIRS

- Your level of access will be determined by your duty assignments and your credentials in the Operations Qualifications 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 in advance to obtain an eFlight Release. When you log in, the system recognizes you and your qualifications, so you do not need to enter your name or any pilot credentials. 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
- Select one or more Flight Release Officers you wish to release your flight (optional).
- Enter the "Tracking Number" if required in your wing
- Enter the date of the flight 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 estimated sortie hours and take off time
- Enter "Objective"
- Select the "Add Sortie" box to submit
- Grayed out fields are not required for initial sortie submission, but can be filled in later.
- 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" when you are finished

Click "Update" to save changes.

- 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

Clicking on the air sortie number will bring up the Sortie List of all misc. sorties.

The full list of misc. sorties can be found by searching for the Misc. Mission No. in the format "XX_Misc" where "XX" is the wing. In this case, "VA_MISC."

Sorties for Mission: VA_MISC

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

HOW DO I ENTER CADET ORIENTATION FLIGHTS?

You must enter each sortie as a separate transaction. Your State Director will approve 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 or uploaded directly into WMIRS. 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

Civil Air Patrol
Web Mission Information Reporting System (WMIRS)

WMIRS Main Menu

Add Air Sortie
11-A-5008 A15

Current Funding Balance: $ 3,110.58

--Mission Management--

** WMIRS Instructions **
** eFlight Release Instructions **

Enter New Mission
Enter Training/Eval Request
Enter Military OFlight Request
Current Missions/Sorties
Current Military OFlight List
Reports
Find Form 108

Mission No. Search

[____] Go

Advanced Search

Tools and Utilities

Return to WMIRS Menu
Main Menu
LogOut

* indicates required fields.

input fields with grayed background: are not required, but may be entered as additional information, or as required by your unit/wing.

Change FRO Wing: VA ▾
Find a Flight Release Officer
Request FRO(s)
Bourque, Mervin P Jr
Byrd, James E
Carter, David A   hold Ctrl Key for multiple FRO's

Sortie Number	Mission Number	Flight Number
NEW	11-A-5008	[____]

*Sortie Date
04/14/2011 📅

*Sortie Type [____ ▾]

*Pilot CAPID
125920
CAPID Look Up

Type of FAA Flight Plan
None ▾

*Tail Number	*Aircraft Type	Callsign	Take Off Airport	Landing Airport	Area Assigned (Use: State / City / Area) Or Route of Flight.
Tail Number Lookup	[____ ▾]	[____]	Airport Lookup	Airport Lookup	[____]

Est. Sortie Hours [____]   Est. Take Off Time (Z) 00 ▾ : 00 ▾   Objective [____]

Hobbs NOTE!   Tach NOTE!   Actual Sortie Hours (Hobbs)   Actual Take Off Time (Z)

End: [____]   End: [____]   [____]   [__ ▾] : [__ ▾]
Start: [____]   Start: [____]

A/C Fuel/Oil ($)   Gallons   Reimbursed To (CAPID Or Unit)
[____]   [____]   VA ▾ [____]
☐ No Fuel   CAPID Look Up

Do not enter cadets until the day of the flight.

Type	Syllabus	Front Seat Cadet	Back Seat 1 Cadet(if any)	Back Seat 2 Cadet (if any)	Enter the number of identical sorties to create: (if duplicates)	Days Apart
[__ ▾]	[____ ▾]	[____]	[____]	[____]	1 (50 Max)	0
		CAPID Look Up	CAPID Look Up	CAPID Look Up		

Are you flying over critical infrastructure? Yes ☐ No ☑

[Add Sortie]   [Report/View Discrepancies]

- 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 1-10 (1-5 Glider, 6-10 Powered), 50 for incomplete, and 75 for non-reimbursed – non-reimbursed flights should be entered under the monthly "B" mission).
- Cadet CAPID's can be added, but it may be best to wait until after the flight to have the correct information.
- 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 e108 is produced.
- Do not produce the e108 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

🏠 ▼ | 📶 ▼ | ✉ | 🖨 ▼ | Page ▼ | Safety ▼ | Tools ▼ | ❓ ▼ | »

Civil Air Patrol
Web Mission Information Reporting System (WMIRS)

WMIRS Main Menu

--Mission Management--

** WMIRS Instructions **

** eFlight Release Instructions **

Enter New Mission

Enter Training/Eval Request

Enter Military OFlight Request

Current Missions/Sorties

Current Military OFlight List

Reports

Find Form 108

Mission No. Search

[11-T] [Go]

Advanced Search

Tools and Utilities

Return to WMIRS Menu

Main Menu

LogOut

Sorties for Mission: 11-T-3641

PENDING	APPROVED	CANCELLED/DISAPPROVED	COMPLETED

Sortie (click to sort) (🔒 = reported on 108)	Date (click to sort)	Tall Number	A/C Type	Call Sign	Pilot	Sortie Type	Mission Symbol	Departure Airport	Landing Airport	Area Assigned/Mission Location	Est. Hrs	Act. Hrs	ETD (zulu)	ETA (zulu)	Gallons	Fuel Oil Cost	Tracking No. (if Provided)	Objective	
A004 🔒	12/03/2010	N986CP	172R	1627	426375	RELO	A5	L38	KPTN	L38 to PTN & land PTN	0.5	0.6	16:00	16:36	0.0		KB01	PICK UP RADIOS	104 Data
A006 🔒	12/03/2010	N62363	172N	1633	481396	SAR EVAL	A5	aex	aex	Direct Atlanta LA & RTB	1.0	0.9	16:30	17:24	15.0	87.03**		Provide photos of sim damage of atlanta	104 Data
A005 🔒	12/03/2010	N986CP	172R	1627	426375	RELO	A5	KPTN	L38	Return flight to L38 from PTN	0.5	0.5	17:00	17:30	10.6	50.75**	KB01	PICK UP RADIOS	104 Data
A009 🔒	12/03/2010	N99842	172P	1632	298999	SAR TRNG	A5	DTN	2LO	Shreveport to Atlanta LA to 2LO	1.2	1.5	17:00	18:30	0.0		Wood 009	Photo mission north and east of DTN	104 Data
A007 🔒	12/03/2010	N96761	182Q	1635	130138	SAR EVAL	A5	LFT	AEX	LA/LFT/SWR	2.0	2.0	21:00	23:00	17.0	96.51**		Photo Mission	104 Data
A008 🔒	12/03/2010	N62363	172N	1633	481396	SAR EVAL	A5	AEX	AEX	Photo sortie north of Alexandria	1.5	1.5	21:00	22:30	16.0	90.39**		Photo Sortie	104 Data
A001 🔒	12/03/2010	N780CP	182T	CAP1680	478641	ADIS	A5	KBTR	KAEX	Power Pit N BTR, False River, Angola, Brd at Simsport, Marksville	1.5	1.4	21:30	22:54	11.0	61.37**		Provide ADIS photo	104 Data
A025 🔒	12/04/2010	N780CP	182T	1680	478641	SAR TRNG	A5	AEX	BTR	Outbound	1.0	1.0	00:45	01:45	0.0			Outbound	104 Data
A020 🔒	12/04/2010	N986CP	172R	1627	404992	SAR TRNG	A5	L38	HZR	Crew pickup	0.5	0.6	12:30	13:06	0.0			Crew Pickup	104 Data
A002 🔒	12/04/2010	N788CP	182T	1610	129474	SAR EVAL	A5	KDTN	KAEX	Route search RR North to Ark Line – intersections of LA1&162, LA1&2, SPH, Minden Airports, I20&220	1.1	2.7	13:00	15:42	30.0	171.83**	002	Photo mission using ADIS equipment	104 Data
A010	12/04/2010	N986CP	172R	1627	404992	SAR EVAL	A5	L38	KHZR	Depart L38 fly direct HZR, act as photo WX AC and High Bird as inbound to AEX 7000	0.5		13:00	13:30	0.0			CANCELLED by woodgs - pick up crewmember	104 Data
A012 🔒	12/04/2010	N99842	172P	CAP1632	298999	SAR EVAL	A5	DTN	AEX	Contact Mission base after take off Route search RR from 0R3 to AEX be prepared to act as High Bird for mission	2.5	2.0	13:00	15:00	26.1	104.37**	012	Highbird & WX	104 Data

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

Civil Air Patrol
Web Mission Information Reporting System (WMIRS)

WMIRS Main Menu

--Mission Management--

** WMIRS Instructions **

** eFlight Release Instructions **

Enter New Mission
Enter Training/Eval Request
Enter Military OFlight Request
Current Missions/Sorties
Current Military OFlight List
Reports
Find Form 108

Mission No. Search

11-T [Go]

Advanced Search

Tools and Utilities

Return to WMIRS Menu
Main Menu
LogOut

									High Bird for mission base									
A014 🔓	12/04/2010	N331SP	182R	1625	453684	SAR TRNG	A5	LCH	AEX	Fly NE of LCH conduct photo run then AEX	1.5	1.5	13:15	14:45	32.0	178.54**	014	Photo mission	104 Data
A011 🔓	12/04/2010	N986CP	172R	1627	404992	SAR EVAL	A5	KHZR	KAEX	HZR Marganza, Marksville, AEX, possible High Bird and WX report 7000'	3.5	4.0	14:00	18:00	24.2	135.01**		Photo towns and provide improved comms and WX reports	104 Data
A013 🔓	12/04/2010	N62363	172N	1633	481396	SAR TRNG	A5	AEX	AEX	Weather ship/High bird	1.5	1.3	14:30	15:48	11.0	65.27**	013	Weather ship/High bird	104 Data
A003 🔓	12/04/2010	N780CP	182T	1680	473194	ADIS	A5	AEX	AEX	ADIS photo tower tip near woodworth la	2.5	2.0	17:00	19:00	16.0	89.27**		SAR Mission	104 Data
A016 🔓	12/04/2010	N99842	172P	1632	298999	SAR EVAL	A5	AEX	AEX	Ramp Checks IER, OR5, 3R4, 3F3, 0R7, 5F5, Check Toledo Bend, RTB AEX	2.5	2.4	17:15	19:39	43.5	242.70**	016	Ramp Checks	104 Data
A018 🔓	12/04/2010	N788CP	182T	1610	129474	SAR TRNG	A5	AEX	AEX	ELT search at Opelousas Airport	1.5	3.1	18:30	21:36	37.0	209.78**	018	Elt search	104 Data
A017 🔓	12/04/2010	N331SP	182R	1625	129654	SAR TRNG	A5	AEX	AEX	ADIS_Fenton Silo near Allen Parish Airport	1.5	1.6	18:45	20:21	0.0			Fenton Silos near Allen Parish Airport	104 Data
A019 🔓	12/04/2010	N62363	172N	1633	481396	SAR TRNG	A5	AEX	AEX	Route search on Hwy 8 to colfax	3.0	2.8	19:15	22:03	23.0	129.99**	019	Route search	104 Data
A022 🔓	12/04/2010	N99842	172P	1632	298999	SAR EVAL	A5	AEX	AEX	High bird	2.0	1.3	21:30	22:48	14.0	55.99**		NOT REQUIRED	104 Data
A015 🔓	12/04/2010	N986CP	172R	1627	404992	SAR EVAL	A5	AEX	AEX	Crew transport to HZR	2.0	1.6	21:45	23:21	11.0	62.48**		Crew Transport	104 Data
A023 🔓	12/04/2010	N331SP	182R	1625	453684	SAR TRNG	A5	LCH	AEX	Governor transport to AEX	1.0	0.8	22:15	23:03	49.0	275.04**		Governor Transport	104 Data
A021 🔓	12/04/2010	N780CP	182T	1680	443899	SAR TRNG	A5	AEX	LCH	ADIS photos SE of AEX to LCH	1.0	1.2	22:30	23:42	43.1	240.46**		Pickup governor	104 Data
A024 🔓	12/04/2010	N788CP	182T	1610	127624	SAR TRNG	A5	AEX	DTN	Outbound	1.0	1.1	23:45	00:51	14.0	56.39**		Outbound	104 Data

[Add]   [Create Spreadsheet]   ** on fuel/oil cost indicates receipt uploaded.

[View Deleted Sorties]

[108-Reimbursement Worksheet]   [Release Flight(s)]

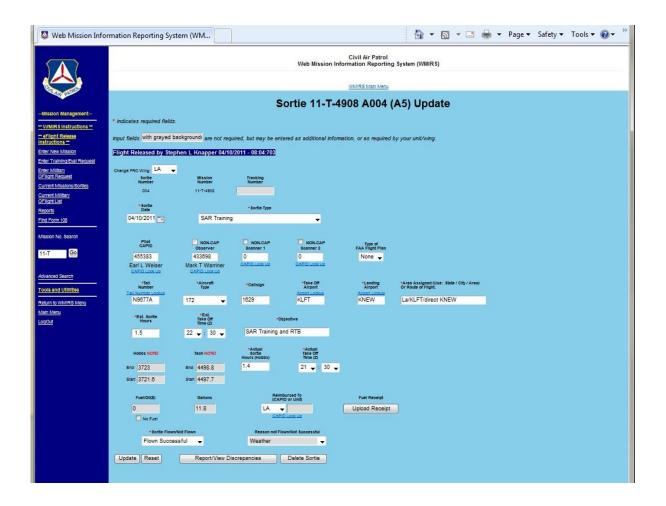[Sorties Remaining for e108]

25

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

- Enter the pilot, observer, and scanner information
- If a non-CAP passenger or crew member is involved, check the "non-CAP" box over that seat and enter the name and agency of the person. Remember, non-CAP passengers/crew must be approved prior to flight iaw CAPR 60-1.
- 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
- Click on the air sortie number on the correct mission line.
- Select the sortie you just flew

- Enter the starting and ending tach/hobbs of the aircraft.
- The actual sortie hours will be computed from the hobbs automatically.
- Enter the actual takeoff time in zulu
- Enter the actual fuel/oil expenses and gallons used
- If the fuel/oil costs are to be reimbursed to a member or unit, enter the information next to the wing in the block provided
- 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
- If you have a receipt to upload, click "Upload Receipt," otherwise 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 a mission name if applicable
- 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 agency 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 IC's name
- Enter the CAP IC e-mail address
- Enter the CAP IC telephone number
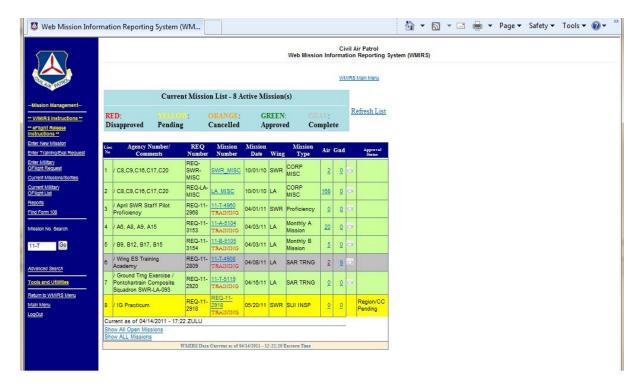- Select the Mission Type from the drop down list

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 or will be filled in by the National Operations Center.
- Enter the mission start date (In Zulu). It is recommended the calendar be used so the date selected will format correctly
- Enter the mission end date (In Zulu) using the calendar
- Enter a back up mission start date (In Zulu) using the calendar
- Enter a back up mission end date (In Zulu) using the calendar
- Enter the number of non-CAP crew/passengers, if necessary. Non-CAP crew/passengers must sign a CAPF 9. All non-CAP crew/passengers must be pre-approved iaw CAPR 60-1 prior to flight.
- 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 sortie list screen where you can add sorties as you do with training sorties.

Multi-Wing Missions

If multiple wings are involved on the same search and rescue mission under the AFRCC, each wing will have their one mission, but the mission numbers will be the same. This allows the AFRCC to activate and deactivate wings without closing the overall mission.

For other multi-wing missions, the mission may be opened similar to the AFRCC missions, or a region/national mission may be opened.

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" (Note that closing the mission will end any further e108 creation. Do not close the mission file until all work is complete)
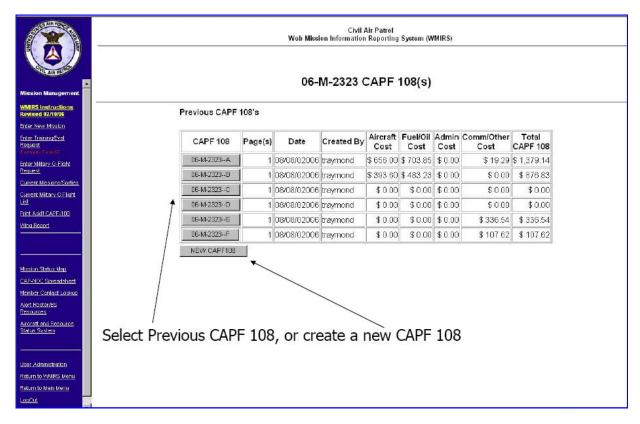
HOW ARE WMIRS e108S CREATED?

WMIRS e108s may only be generated through WMIRS for reimbursable missions. WMIRS e108s must be created and approved within 45 days after the close of the mission. WMIRS e108s received at NHQ later than 45 days after the close of the mission will not be reimbursed. All receipts must be uploaded into WMIRS for all

reimbursable expenses.   Only members with admin permissions may generate
WMIRS e108s.

- 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 e108s for the selected mission will appear, if already created, otherwise select "New e108"

Select Previous CAPF 108, or create a new CAPF 108

A WMIRS Form 108 is generated for the selected mission.

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.

36

- Select "Get e108"
- Select "Click here for the e108
- The wing commander or his/her designee must approve the e108.
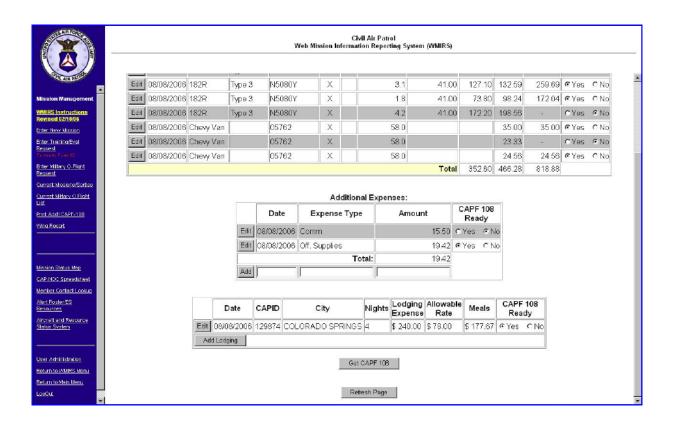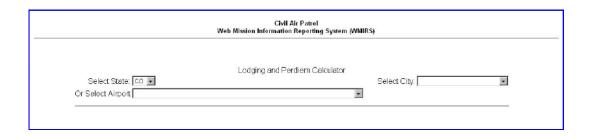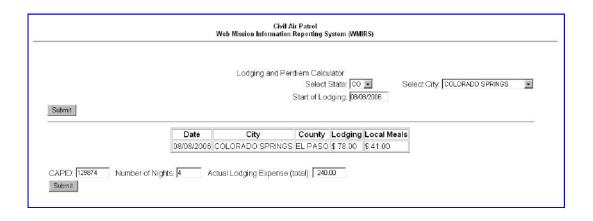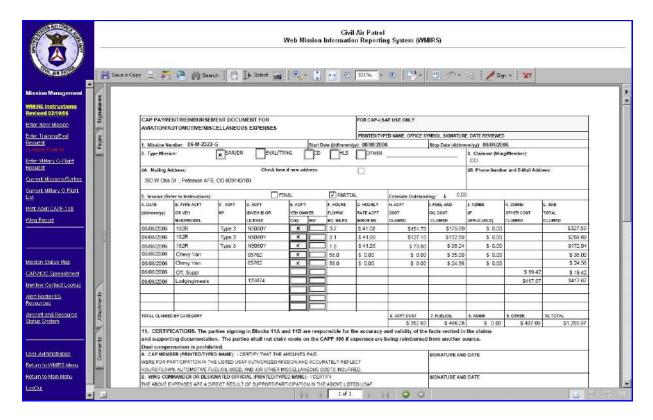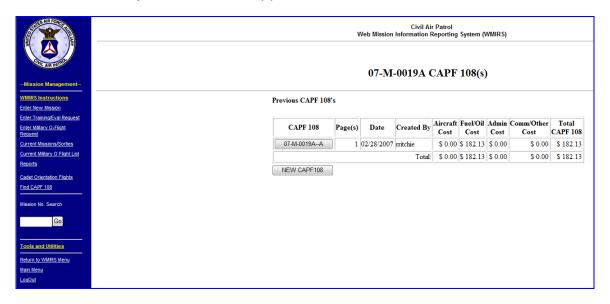
Civil Air Patrol
Web Mission Information Reporting System (WMIRS)

CAP PAYMENT/REIMBURSEMENT DOCUMENT FOR
AVIATION/AUTOMOTIVE/MISCELLANEOUS EXPENSES

FOR CAP-USAF USE ONLY

PRINTED/TYPED NAME, OFFICE SYMBOL, SIGNATURE, DATE REVIEWED

1. Mission Number: 06-M-2323-G   Start Date (dd/mmm/yy): 08/08/2006   Stop Date (dd/mmm/yy): 08/08/2006

2. Type Mission: [x] SAR/DR   [ ] EVAL/TRNG   [ ] CD   [ ] HLS   [ ] OTHER _____   3. Claimant (Wing/Member): CO

4A. Mailing Address: Check here if new address [ ]
360 W Otis St , Peterson AFB, CO 809143103

4B. Phone Number and E-Mail Address:

5. Invoice (Refer to Instructions):   [ ] FINAL   [x] PARTIAL   Estimate Outstanding: $ 0.00

A. DATE (dd/mmm/yy)	B. TYPE ACFT OR VEH MAKE/MODEL	C. ACFT HP	D. ACFT ID/VEH ID OR LICENSE	E. ACFT VEH OWNER COR / NOF	F. HOURS FLOWN/ NO. MILES	G. HOURLY RATE ACFT MINOR MX	H. ACFT COST CLAIMED	I. FUEL AND OIL COST CLAIMED	J. ADMIN (IF APPLICABLE)	K. COMM/ OTHER COST CLAIMED	L. SUB TOTAL CLAIMED
08/08/2006	182R	Type 3	N5060Y	X	3.7	$ 41.00	$151.70	$175.89	$ 0.00		$327.59
08/08/2006	182R	Type 3	N5060Y	X	3.1	$ 41.00	$127.10	$132.59	$ 0.00		$259.69
08/08/2006	182R	Type 3	N5060Y	X	1.8	$ 41.00	$ 73.80	$ 98.24	$ 0.00		$172.04
08/08/2006	Chevy Van		05762	X	58.0	$ 0.00	$ 0.00	$ 35.00	$ 0.00		$ 35.00
08/08/2006	Chevy Van		05762	X	58.0	$ 0.00	$ 0.00	$ 24.56	$ 0.00		$ 24.56
08/08/2006	Off. Suppl									$ 19.42	$ 19.42
08/08/2006	Lodging/meals		129874							$417.67	$417.67

TOTAL CLAIMED BY CATEGORY

	6. ACFT COST	7. FUEL/OIL	8. ADMIN	9. OTHER	10. TOTAL
	$ 352.60	$ 466.28	$ 0.00	$ 437.09	$1,255.97

11. CERTIFICATIONS. The parties signing in Blocks 11A and 11B are responsible for the accuracy and validity of the facts recited in the claims and supporting documentation. The parties shall not claim costs on the CAPF 108 if expenses are being reimbursed from another source. Dual compensation is prohibited.

A. CAP MEMBER (PRINTED/TYPED NAME): I CERTIFY THAT THE AMOUNTS PAID WERE FOR PARTICIPATION IN THE LISTED USAF AUTHORIZED MISSION AND ACCURATELY REFLECT HOURS FLOWN, AUTOMOTIVE FUEL/OIL USED, AND /OR OTHER MISCELLANEOUS COSTS INCURRED.   SIGNATURE AND DATE

B. WING COMMANDER OR DESIGNATED OFFICIAL (PRINTED/TYPED NAME): I CERTIFY THE ABOVE EXPENSES ARE A DIRECT RESULT OF SUPPORT/PARTICIPATION IN THE ABOVE LISTED USAF   SIGNATURE AND DATE

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 Addl 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

LogOut

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
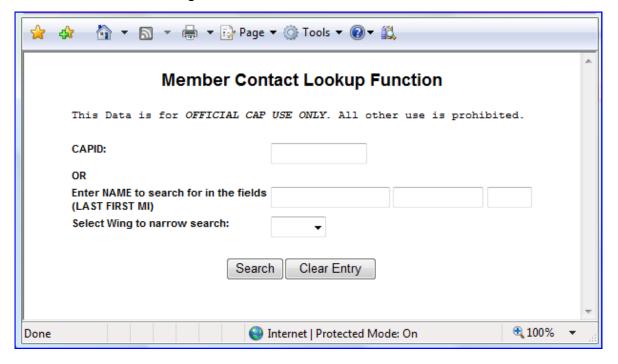- A summary of the mission appears

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.
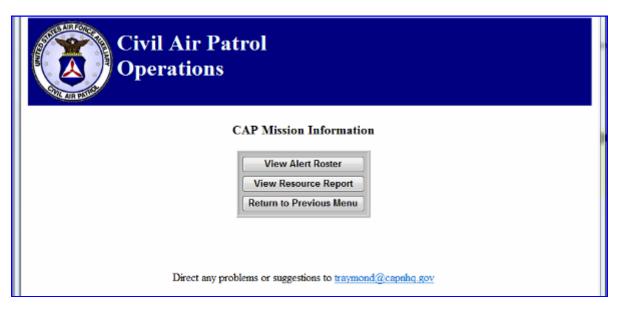
Member Contact Lookup

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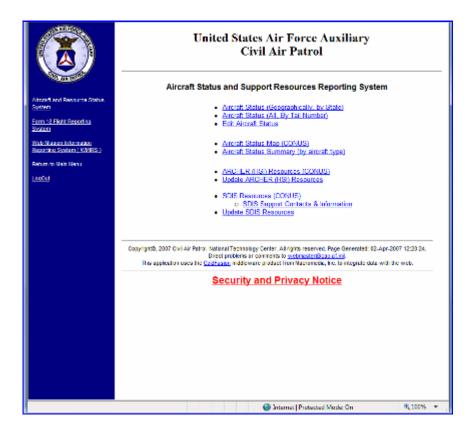
Alert Rosters/ES Resources

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.

Aircraft and Resource Status System

These reports show aircraft status around the country along with Archer and SDIS resources and status.

OTHER INFORMATION AND INSTRUCTIONS

eFlight Release Instructions

Aircraft Scheduling Instructions

WMIRS Form 18 Instructions