Managing Sorties in WMIRS

What Is WMIRS?

Web **M**ission **I**nformation & **R**eporting **S**ystem

- Performs the following Functions:
  - Create & Manage Missions
  - Create & Manage Sorties
  - Report Sortie Results
  - Report Sortie Costs
- No Aircraft Flies Without a WMIRS Sortie

Who Creates Missions?

- NHQ Creates Annual Missions
- AFRCC or Mission IC Creates Search & Rescue Missions
- Wing Creates Training Missions
- In Other Words, It's Above Our Pay Grade

What Constitutes a Sortie?

- A Sortie Begins When The Aircraft Starts To Move Forward On Takeoff And Becomes Airborne

What Ends a Sortie?

- It Ends When The Aircraft Returns To The Surface And Either Of The Following Occurs:
  - The Engine Is Stopped
  - A Change Is Made In The Crew

Who Creates Sorties?

- Anyone Can Create a Sortie
- However, the PIC is Responsible for Its Content
- Prior to Release, Sortie Must Have A Completed ORM and Uploaded Weight & Balance
- All Boxes On the Sortie Briefing Page Must Be Filled In

What Is a CAP Mission?

- A Bookkeeping “Bucket” …
  - To Track Costs and Man Hours
  - Provide Storage Location for Records

Why Do We Need Them?

- CAP Aircraft Can Only Fly On a Mission Number
- Unless Member, Squadron, or Wing Funded, CAP Vehicles Can Only Move On a Mission Number

Two Main Categories

- Funded
- Unfunded
- Funded Refers to USAF Funded
- Clearly All Missions are Funded By Somebody

It's A Little More Complicated

- USAF Funded
- Customer Funded
- Wing or Squadron Funded
- Member Funded

All Commonly Referred To As "Unfunded"

Where Do Missions Come From?

- Created In WMIRS
  - By National Operations Center (NOC)
  - By AFRCC
  - By Authorized Wing Staff
  - By IC of New Mission

What is the Mission Duration?

- Some are Annual (Fiscal Year)
- Some are Monthly
- Some are the Duration of the Event
- Check The Mission in WMIRS For The Duration

Examples Of Annual Missions

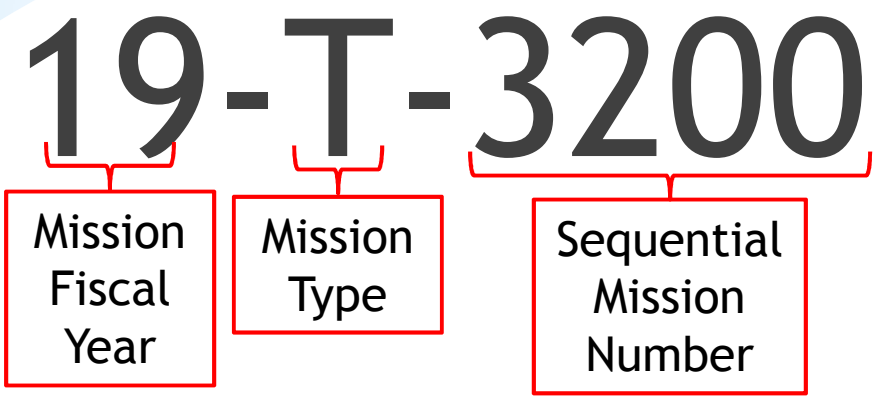
- Cadet Orientation Rides
  - 19-A-3017
- Pilot Proficiency
  - 19-A-3016
- Funded Form 5/91 Evaluations
  - 19-T-3411

Examples Of Annual Missions
(cont.)

- Annual ES Training
  - 19-T-3832

Mission Numbers

- Typical Mission Number



What Are Mission Symbols?

- A System Created by NHQ to Classify Missions and Flights
- Consist of Letter A, B, or C Followed By a Number
- Examples:
  - A1, A9, B9, B12, C12, C17

How Are Symbols Determined?

- Symbols Are Determined by the Purpose of the Mission
- Mission Symbols Are Assigned by the NOC
- Multiple Symbols are Valid For Some Missions
- Other Missions Only Have One Valid Symbol
- The Mission Number is a Clue

Where Can I Find a List?

- Go to the CAP members Web Site https://www.capmembers.com
- Point To ***Emergency Services***
- Point to ***Aircraft Operations***
- Click on ***Aircraft Information Files***
- Click on ***Standard Aircraft Information File For Airplanes and Balloons***
- Under Tab #1, Click On ***Aircraft Flight Time Log 2***

Mission Symbols for Typical Missions

- 19-A-3390 Annual Consolidated MX
  - A9
- 19-A-3016 Annual Pilot Proficiency
  - A12
- 19-A-3017 Annual Cadet O Rides
  - A15 or A20
- 19-T-3411 Annual Form 5/91 Evaluations
  - A7

Mission Symbols for Typical Missions
(cont.)

- 19-T-3930 Annual ES Training
  - A5
- 18-M-0502
  - A1
- 17-B-3308 Annual B Mission
  - B7, B9, B12, B15, B17, B20, B23
- KY-Misc
  - C7, C8, C9, C12, C16, C17, C20, C23, C24, C25, C26

On Missions With Multiple Symbols, How Do You Choose the Correct One?

- The Mission Shows Possible Choices
- Use the Symbol List and the Reason for the Flight
- There Is Often More Then One Mission and Symbol for a Particular Flight

Example

- Unfunded Training Sortie for New G1000 Pilot
- Possible Choices:
  - 19-B-3407 Symbol B23
  - KY-Misc Symbol C23
- Differences?
  - B Mission -> Covered by FTCA and FECA
  - C Mission -> Covered by CAP Insurance

Mission Discussion Closing

- The Mission & Mission Symbol System Can Be Confusing
- Each Pilot Should Have a Copy of the Mission Symbol Document
- It's also in the AIF
- Your Trainer Should Review This With You
- Your FRO Is Also a Good Resource

Creating a Sortie In WMIRS

- Go To WMIRS ***Current Missions*** Page
- Determine the Mission In Which the Sortie Will Be Created
- Click the Number in the ***Air*** Column
- Sign the Aircraft Into the Mission If Necessary
- If Signed In, Skip To Slide 30

Signing Aircraft Into the Mission

- The Aircraft You Will Fly Should Be Signed Into the Mission Prior to Creating a Sortie With That Aircraft
- This Can Only Be Done At The Beginning of the Sortie Creation Process
- If This Is Done, All Aircraft Info Will Be Filled In When the Aircraft Tail Number Is Selected During Sortie Creation

Signing Aircraft Into the Mission

(cont.)

- Succeeding Sorties Will Use the Information That Is Entered In the Most Recent Sortie of the Mission For a Particular Aircraft
- If That Information Is Incorrect, All Succeeding Sorties Will Be Incorrect
- Information Can Be Corrected, But It Takes Extra Time

Signing Aircraft Into the Mission

(cont.)

- Click ***Planning*** or ***Finance & Admin*** If Menu Choices Are Not Visible
- Click ***Sign In/Sign Out***
- Click the ***Aircraft*** Radio Button At the Top of the Page
- If the Chosen Aircraft is Not On the List, Click the ***Sign In New Aircraft*** Button

Signing Aircraft Into the Mission

(cont.)

- Answer ***Yes*** To ***Is this a corporate aircraft?***
- Select Aircraft From Dropdown
- Enter Call Sign (15xx, where xx is last two digits of tail number)
- Select Mission Facility (if there is one)
- Click ***Sign In***

Signing Aircraft Into the Mission

(cont.)

- Click “X” In Upper Right Corner to Close Sign In Window
- Click ***Air Sorties*** Under ***Operations*** To Return To Air Sortie List Window

Creating a Sortie In WMIRS(cont.)

- Click ***Add Sortie*** At the Top of the Sortie List Page
- In Missions That Have Multiple Possible Mission Symbols, a Window With a Dropdown List Box Will Appear
- Choose the Appropriate Mission Symbol From the Dropdown List
- This Window Will Not Appear in Missions With Only One Possible Mission Symbol

Creating a Sortie In WMIRS(cont.)

- If the Sortie Is Self-funded, Enter ***Bill to [Last Name]*** in the ***Tracking No.*** Box & the Objective Box in the Briefing Window
- Fill In Other Boxes
- Sortie Type Dropdown Choices Will Vary Depending on Mission Type
- All Aircraft Info Boxes Should Populate After Entering Tail Number & Pressing TAB If Aircraft Was Signed In To Mission

A Note About ETD/ETA Boxes

- There Is a Time Zone Link Above Sortie Date/ETD/ETA Boxes



- Clicking the Link Will Allow the User To Select His/Her Preferred Time Zone
- WMIRS Converts Times To Individual User's Preferred Time Zone
- No Zulu Time Math Is Needed

Creating a Sortie In WMIRS(cont.)

- Enter Crew Contact (Usually PIC) Phone and Email
- If Multiple Sorties are Needed, Enter the Desired Number of Sorties in the Multiple Sortie Creation Boxes
- Click ***Add Sortie*** Button
- ***Crew/Pax*** Boxes Will Appear



Notes On Multiple Sorties

- If Multiple Sorties Are Created on the Same Day, All Sorties Created Will Have the Same Information, Including ETD & ETA
- To Avoid Schedule Conflicts, All Sorties Except the First Will Have No Tail Number
- Succeeding Sorties Must Be Edited to Show Proper ETD, ETA, Tail Number, and Crew

Adding Crew Members

- If Crew Member Is Already Signed In To the Mission, They Will Appear in the Drop Down Boxes & May Be Selected
- If They Are Not Signed In, Click ***Sign In New Person***
- Heed the Warning in the Pop-up Window
- If Sortie Info Has Not Been Saved, the Sign In Process Will Wipe Out Unsaved Sortie Data
- Always Click ***Update*** Before & After Signing In a New Crew Member

Signing In Crew Members

- Either Enter Last Name or CAPID in ***Search for new member*** Box
- Press Enter, Tab, or Click Magnifying Glass
- Chose Crew Member From List
- Chose Crew Member Assignment in ***Air Crew Assignment*** Box
- Click ***Sign In***

Adding Crew Members(cont.)

- Add Other Crew Members Using Same Method
- Click ***Update*** After Each
- Click ***ORM*** to Complete Operational Risk Management Worksheet
- Upload Weight & Balance Diagram

Uploading Weight & Balance

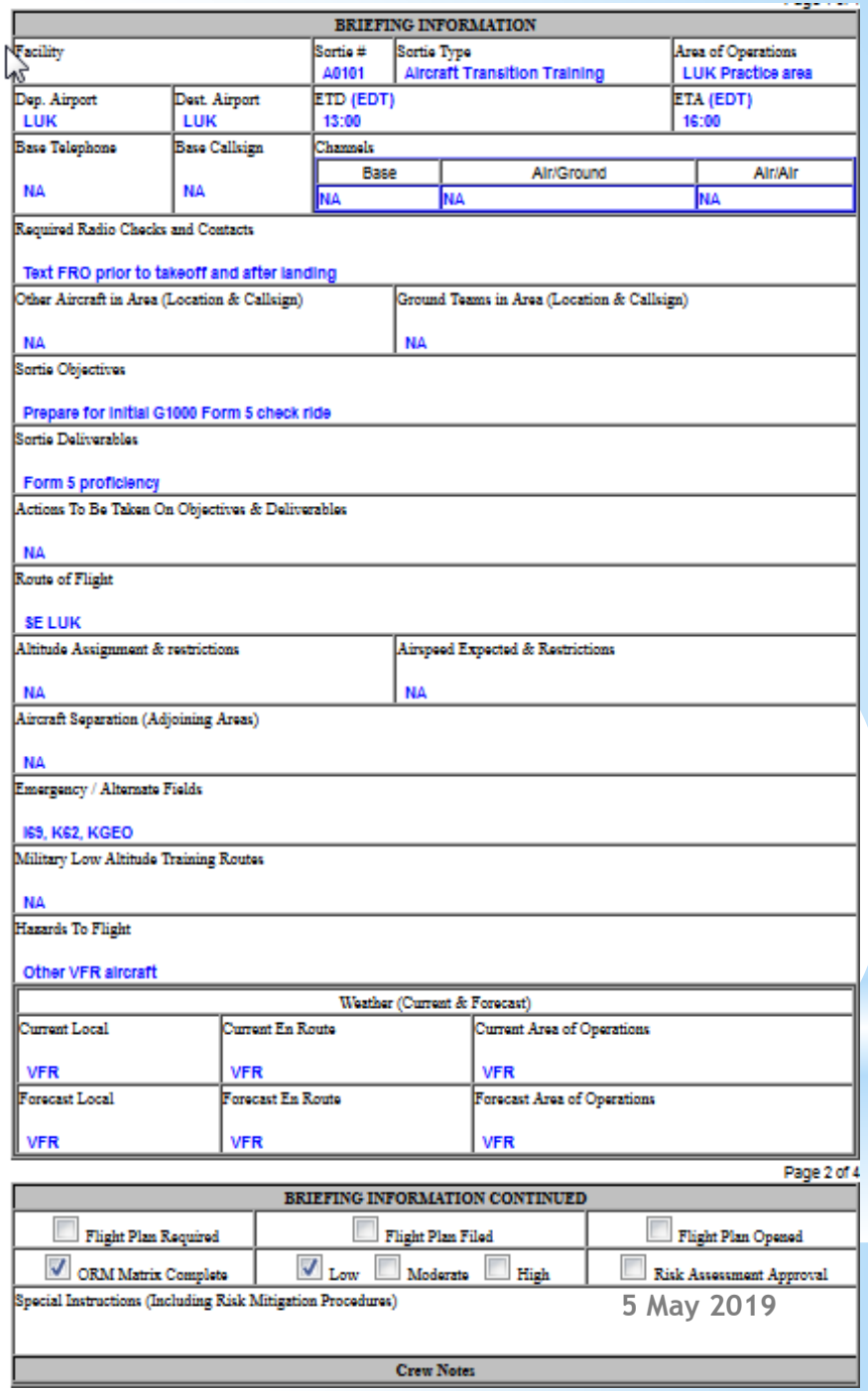
- Create Weight & Balance Diagram
- May Be PDF, PNG, JPG, KML, or KMZ
- Click ***Sortie Files*** Link
- Select ***Weight & Balance*** Folder
- Click ***Browse*** To Locate File on Your Computer
- Click ***Click To Upload File*** to Upload to Sortie
- Close Upload Window

Completing Briefing Information

- Click 

button at Bottom of page
- Complete all fields
- If not applicable, enter “NA”

Sample Briefing Information



BRIEFING INFORMATION

Facility	Sortie #	Sortie Type	Area of Operations
	A0101	Aircraft Transition Training	LUK Practice area

Dep. Airport	Dest. Airport	ETD (EDT)	ETA (EDT)
LUK	LUK	13:00	16:00

Base Telephone	Base Callsign	Channels		
		Base	Air/Ground	Air/Air
NA	NA	NA	NA	NA

Required Radio Checks and Contacts

Text FRO prior to takeoff and after landing

Other Aircraft in Area (Location & Callsign)	Ground Teams in Area (Location & Callsign)
NA	NA

Sortie Objectives

Prepare for initial G1000 Form 5 check ride

Sortie Deliverables

Form 5 proficiency

Actions To Be Taken On Objectives & Deliverables

NA

Route of Flight

$E LUK

Altitude Assignment & restrictions	Airspeed Expected & Restrictions
NA	NA

Aircraft Separation (Adjoining Areas)

NA

Emergency / Alternate Fields

I69, K62, KGEO

Military Low Altitude Training Routes

NA

Hazards To Flight

Other VFR aircraft

Weather (Current & Forecast)		
Current Local	Current En Route	Current Area of Operations
VFR	VFR	VFR
Forecast Local	Forecast En Route	Forecast Area of Operations
VFR	VFR	VFR

Page 2 of 4

BRIEFING INFORMATION CONTINUED

☐ Flight Plan Required	☐ Flight Plan Filed	☐ Flight Plan Opened
☑ ORM Matrix Complete	☑ Low ☐ Moderate ☐ High	☐ Risk Assessment Approval

Special Instructions (Including Risk Mitigation Procedures)

Crew Notes

Prior to Sortie Departure

- PIC Speaks Personally With Flight Release Officer for Release
- Send FRO Notices as Requested
- Release Is Void If Crew Members or Aircraft Are Changed

Who Can Close a Sortie?

- Anyone Can Close a Sortie
- However, the PIC is Responsible for Completing the Required Closing Information
- By Regulation, Sorties Must Be Closed Within 72 Hours of Completion
- Closing The Day of the Sortie Is Desirable

How Is a Sortie Closed?

- Notify the FRO via Text or Phone That Aircraft & Crew Returned Safely
- Complete Sortie Log Sheet in Aircraft AIF (Commonly Known as the Tach Sheet)
- Enter Required Data in the WMIRS Sortie
- Be sure to Complete All Debrief Fields
- If Field Not Applicable, Enter N/A

Debriefing A Sortie

- Click ***Debrief*** link On Sortie Line or Click ***Debrief*** button 

At Bottom of Sortie Edit Window
- Enter Something In Each Box, Even if N/A
- Enter Required Data in the WMIRS Sortie
- Be sure to Complete All Debrief Fields
- If Field Not Applicable, Enter N/A

Example Debriefing Information

DEBRIEFING INFORMATION					
☐ Flight Plan Closed		ATD	ATA 07:00	Tach End 1803.1 Tach Start 1802.3	Hobbs End 2066.5 Hobbs Start 2065.3
Hobbs To/From		Hobbs In Area		Hobbs Total 1.2	
Fuel Used (Gal) 10	Oil Used (Qt)	Fuel & Oil Cost $50.28	Receipt #	☑ Wing Paid	
Summary Covered autopilot use; practiced landings					
Results/Deliverables N/A					
Weather Conditions VFR					
Remarks					
Sortie Effectiveness ☑ Successful ☐ Marginal ☐ Unsuccessful ☐ Not Flown ☐ Not Required					
Reason (if not successful) ☐ Weather ☐ Aircraft Maintenance ☐ Equipment Failure ☐ Crew Unavailable ☐ Customer Cancellation ☐ Other					
Attachments & Documentation					
DEBRIEFING OFFICER					
☐ Phone Debriefing	Debriefer (Name & CAPID)			Time & Date Debriefed	

Sortie Log Sheet Completion

AIRCRAFT FLIGHT TIME LOG

Tail No: _____ Month: _____ Year: 20____ Wing/Region: _____ Model: _____ Base: _____ Page: of

Mo/Day (Z)	Mission Number	Sortie	Symbol	Profile	FRO (*Last Name/Phone/CAPID*)				Bill To
FL (*Last Name/CAPID*) PIC☐ F5☐ F91☐			FR (*Last Name/CAPID*) PIC☐ F5☐ F91☐		Dep ARPT:	HOBBS	TACH	Fuel & Oil	
					ATD Zulu:	Stop:	Stop:	Gallons:	
RL (*Last Name/CAPID*)			RR (*Last Name/CAPID*)		Arr ARPT:	Start:	Start:	Quarts:	
					ATA Zulu:	Total:	Total:	Total $:	

(List additional occupants in flight block below)

Mo/Day (Z)	Mission Number	Sortie	Symbol	Profile	FRO (*Last Name/Phone/CAPID*)				Bill To
FL (*Last Name/CAPID*) PIC☐ F5☐ F91☐			FR (*Last Name/CAPID*) PIC☐ F5☐ F91☐		Dep ARPT:	HOBBS	TACH	Fuel & Oil	
					ATD Zulu:	Stop:	Stop:	Gallons:	
RL (*Last Name/CAPID*)			RR (*Last Name/CAPID*)		Arr ARPT:	Start:	Start:	Quarts:	
					ATA Zulu:	Total:	Total:	Total $:	

(List additional occupants in flight block below)

Mo/Day (Z)	Mission Number	Sortie	Symbol	Profile	FRO (*Last Name/Phone/CAPID*)				Bill To
FL (*Last Name/CAPID*) PIC☐ F5☐ F91☐			FR (*Last Name/CAPID*) PIC☐ F5☐ F91☐		Dep ARPT:	HOBBS	TACH	Fuel & Oil	
					ATD Zulu:	Stop:	Stop:	Gallons:	
RL (*Last Name/CAPID*)			RR (*Last Name/CAPID*)		Arr ARPT:	Start:	Start:	Quarts:	
					ATA Zulu:	Total:	Total:	Total $:	

(List additional occupants in flight block below)

Mo/Day (Z)	Mission Number	Sortie	Symbol	Profile	FRO (*Last Name/Phone/CAPID*)				Bill To
FL (*Last Name/CAPID*) PIC☐ F5☐ F91☐			FR (*Last Name/CAPID*) PIC☐ F5☐ F91☐		Dep ARPT:	HOBBS	TACH	Fuel & Oil	
					ATD Zulu:	Stop:	Stop:	Gallons:	
RL (*Last Name/CAPID*)			RR (*Last Name/CAPID*)		Arr ARPT:	Start:	Start:	Quarts:	
					ATA Zulu:	Total:	Total:	Total $:	

(List additional occupants in flight block below)

Mo/Day (Z)	Mission Number	Sortie	Symbol	Profile	FRO (*Last Name/Phone/CAPID*)				Bill To
FL (*Last Name/CAPID*) PIC☐ F5☐ F91☐			FR (*Last Name/CAPID*) PIC☐ F5☐ F91☐		Dep ARPT:	HOBBS	TACH	Fuel & Oil	
					ATD Zulu:	Stop:	Stop:	Gallons:	
RL (*Last Name/CAPID*)			RR (*Last Name/CAPID*)		Arr ARPT:	Start:	Start:	Quarts:	
					ATA Zulu:	Total:	Total:	Total $:	

Sortie Log Sheet Completion

- Enter the Required Information in the Shaded Fields

Mo/Day (Z)	Mission Number	Sortie	Symbol	Profile	FRO (*Last Name/Phone/CAPID*)	Bill To
FL (*Last Name/CAPID*) PIC ☐ F5 ☐ F91 ☐			FR (*Last Name/CAPID*) PIC ☐ F5 ☐ F91 ☐			
RL (*Last Name/CAPID*)			RR (*Last Name/CAPID*)			

Dep ARPT:	HOBBS	TACH	Fuel & Oil
ATD Zulu:	Stop:	Stop:	Gallons:
Arr ARPT:	Start:	Start:	Quarts:
ATA Zulu:	Total:	Total:	Total $:

- Use One Log Sheet Line Per Sortie

Properly Completed Log Sheet

Mo/Day	Mission Number	Sortie	Symbol	Profile	FRO (Last Name/Phone/CAPID)	Bill To
3/5	17-B-3308	9	B12	4	Koob	

FL (Last Name/CAPID)	PIC	F5	F91	FR (Last Name/CAPID)	PIC	F5	F91
Chiles		396784		Stinson		380616	
RL (Last Name/CAPID)				RR (Last Name/CAPID)			

Dep ARPT:	HOBBS		TACH		Fuel & Oil
ATD ZULU	Stop:	6158.7	Stop:	3280.0	Gallons:
Arr APT:	Start:	6157.9	Start:	3279.5	Quarts:
ATA ZULU	Total:	0.8	Total:	0.5	Total $:

- Very That Beginning Hobbs & Tach for Your Sortie Is the Same as the Ending Values for the Previous Sortie
- If Not, Leave a Blank Line

Closing a Sortie in WMIRS

- Navigate To the Sortie List For the Mission in WMIRS
- Select Sortie Date in ***Sortie Date*** Dropdown
- Click the ***Edit*** Link For the Sortie
- Click the ***View Closeout Info*** Link to View Closeout Information

Closing a Sortie in WMIRS (cont.)

- Complete the Following Fields:
  - ATD
  - ATA
  - Hobbs Start & End
  - Tach Start & End
  - Fuel Used (Gal)
  - Oil Used (Qt)
  - Fuel & Oil Cost
  - Check ***Wing Paid*** or ***NHQ Shell Card Paid*** Box For Mission Type
  - Upload Properly Annotated Fuel Receipt to WMIRS
  - If Self-funded, Enter "Bill To [Lname] [CAPID]" In Tracking No. Field & Briefing Objective Field

Choosing the Right Credit Card

- Each Aircraft Has an EFS Card





- And a Multi-Service Card



- EFS Card Used for AF Funded Missions ('A' Missions)
- Multi-Service Card Used for All Other Missions ('B' & 'C' Missions)

Choosing the Right Credit Card

(cont.)

- Cards Numbers Must Be Given to FBO Receptionist for Each Sortie
- Cards May Not Be Kept On File
- Hint: Take a Picture of Each Card
- Saves Walking Back & Forth to the Plane

Special Credit Card Instructions



Pin number is the first four digits of the tail number.

Ex. N184CP - 1840
Ex. N97163 - 9716

This card will only be used <u>for NHQ reimbursable missions</u>.

Examples: All "A" and some "B" Mission Symbols

- Actual Missions like SAR, CD, HLS (A1, A3 & A18)
- Funded Training, Flight Evaluations and Proficiency (A5, A7, & A12)
- Cadet Orientation Flights (A6, A8, A15 & A20)
- Maintenance Flights (A9)
- FEMA, NOAA & NWS, and other Federal Agency Missions (B10, B11 & B13)
- NHQ Directed and Funded Missions (B21)

If the merchant asks for a Zip Code use <u>36112</u>. This is the NHQ zip code.

Pin number is the CAPID of the pilot (if requested by the FBO).



This card shall be used for all Wing, customer, or member-funded flights

Examples: All "B" not covered by the Shell Fleet Navigator card and all Wing funded "C" Missions.

- Wing Funded Training, Flight Evaluations and Proficiency (B5, B7, & B12)
- Cadet Orientation Flights (B15 & B20)
- Maintenance Flights (B9)
- All "C" Mission Symbols

Special Credit Card Instructions

Shell Card

- PIN # Is Last Four Digits Of Tail Number (Skip the "N")
  - Add zero If Tail Number Is 3 digits
- ZIP Code Is 36112

MultiService Card

- PIN # Is Pilot CAPID

Fuel Receipt Annotation

- Each Fuel Receipt Must Have the Following Information:
  - Date
  - Vendor
  - Aircraft Tail Number
  - Fuel Gallons
  - Fuel Cost
  - Mission Number
  - Sortie Number
  - PIC Name
- Any Missing or Unreadable Information Must Be Added
- Usually Only The Last Three Items Are Needed

Fuel Receipt Example

17-1-4594A
Sortie S214
Stinson

Shell Aviation

07/18/17 09:21:29 AM

Master Card
Sale

Merchant ID: 16560
Terminal ID: 10011389201

London-Corbin Airport Board
566 Airport Road/Hal Rogers Dr
London 40744
(606)878-9160 V2.0.M01.1.1

Batch 601 Invoice 107051

Entry Method: Keyed
Card #: XXXXXXXXXXX4893
Exp. Date: XX/XX
Tail #: 188CP N188CP

48.30		207.21
Avgas 100LL 48.30 Gallons		
@ $4.2900/Gallons	$	207.21
4.2900		
Oil 1 Quarts		7.25
@ $7.25 Quarts	$	7.25
7.25		
Total	$	214.46

Invoice #	0680
Invoice Date	07/11/2017 15:02
Customer	Civil Air Patrol - KY Wing P. O. Box 4665 Frankfort, KY 40604
Registration	N188CP
Operator Id	Nancy H

17-1-4594A
Sortie A209
Stinson

Signature FLIGHT SUPPORT
A BBA Aviation company

358 Wilmer Ave.
Cincinnati, OH 45226
Phone +1 513 871 8600
Fax +1 513 871 8619

Services provided by Signature Flight Support - LUK from 11 Jul 2017 14:18 to 11 Jul 2017 14:18

Service	Description	Quantity	Unit Price	Tax Amount	Total Price
3101	HANDLING CHARGE	1.00	$40.000	$0.000	$40.000
1970	HCDISC ABOVEMIN	1.00	$(40.000)	$0.000	$(40.000)
1100	100 LL/AVGAS	14.00	$5.924	$0.000	$82.940
Comments	10 right tank/4 left tank [Fuel Ticket/ASR #: 2820621]				
193600	TENANT DISC	14.00	$(1.150)	$0.000	$(16.100)
2005	FED EXCISE-100LL	14.00	$0.194	$0.000	$2.720
2402	ARPRT FEE 100LL	14.00	$0.060	$0.000	$0.840
			Subtotal		$70.400
				Total (USD):	$70.400
				Paid With SHELL 4893 (SHELL-5289146)	$70.400
				Balance Due	$0.000

Questions?