



**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](mailto:opscenter@capnhq.gov).

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## 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.

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## WHAT TYPE OF GENERAL INFORMATION DO I NEED TO KNOW?

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### 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.

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### 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.

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## **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.

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## **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.

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## **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](mailto:webmaster@cap.af.mil)

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# HOW DOES WMIRS AFFECT ME AS A MEMBER?

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## 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>

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## 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.

Web Mission Information Reporting System (WMIRS)

Civil Air Patrol  
Web Mission Information Reporting System (WMIRS)

[WMIRS Main Menu](#)

LA currently has 2 finds Credited by AFRC

Explanation of Menu Items Located on Tool Bar

Mission Status Map:	Used to View Wings with Active Sorties.
Mission List:	Used to view missions
Mission Management:	Used to maintain missions in the system, including the management of images.
Tools and Utilities:	Opens sub-menu for Mission Status Map, Member Contact Lookup, Alert Roster/ES Resources, Aircraft Status, and User Administration.
Return to WMIRS Menu:	Returns you to this page. You can then enter other areas as required.
Return to Main Menu:	Returns you to the main menu. You can then enter other areas as required.
Log Out:	Logs you out of the system and returns you to the Login Page.

**Attention: Please Read Important Updates Concerning**  
**• Air Force Radio Frequency Restrictions**

[Aircraft Discrepancy Log \(Updated 11/10/2009\)](#)

[e-Flight Release](#)

[Aircraft Scheduling](#)

[Upload Annual Training Plans](#)

[Review Region Training Plans](#)

[View Current Authorized AF JROTC Detachments.](#)

**Pilot's Direct Sortie Entry for Non-mission Corporate Flying (C8, C9, C16, C17, C20)**

NOTE: These flights must be entered in advance to allow to be properly reviewed and released prior to flight.

[Mission Directives](#)

[OPSPLAN Templates and Samples](#)

Left sidebar navigation:  
--Mission Management--  
-- WMIRS Instructions --  
eFlight Release Instructions  
Enter New Mission  
Enter Training/Eval Request  
Enter Military  
Officer Roster  
Current Missions/Sorties  
Current Military  
Officer List  
Reports  
Find Form 109  
Mission No. Search  
Go  
Advanced Search  
Tools and Utilities  
Return to WMIRS Menu  
Main Menu  
LogOut

# 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

Web Mission Information Reporting System (WMIRS)

Civil Air Patrol  
Web Mission Information Reporting System (WMIRS)

WMIRS Main Menu

## Add Air Sortie LA\_MISC

\* 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 PRO Wing: LA

Find a Flight Release Officer

Request PRO(s)

- Barnard, Thomas W
- Boudreaux, Anthony Jr
- Breithaupt, Tracy L

hold Ctrl Key for multiple PROs

Sortie Number: NEW  
Mission Number: LA\_MISC  
Tracking Number: [ ]

\* Sortie Date: 04/14/2011  
\* Sortie Type: [ ]

\* Pilot CAPID: 125920  
NON-CAP Observer: [ ]  
NON-CAP Scanner 1: [ ]  
NON-CAP Scanner 2: [ ]  
Type of FAA Flight Plan: None

\* Tail Number: [ ]  
\* Aircraft Type: [ ]  
Call sign: [ ]  
Take Off Airport: [ ]  
Landing Airport: [ ]  
Area Assigned (Use: State / City / Area) Of Route of Flight: [ ]

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

Hobbs NOTE: End: [ ] Start: [ ]  
Tech NOTE: End: [ ] Start: [ ]  
Actual Sortie Hours (Hobbs): [ ]  
Actual Take Off Time (Z): [ ]

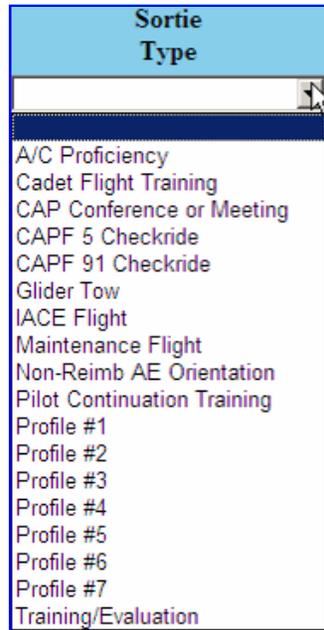
A/C Fuel/Oil (G): [ ]  
Gallons: [ ]  
Reimbursed To (CAPID Or Unit): LA

Sortie Effectiveness: [ ]  
Reason if not Successful: Please Select Reason  
Enter the number of identical sorties to create: (if duplicates) 1 (50 Max)  
Days Apart: 0

Are you flying over critical infrastructure? Yes  No

Add Sortie Report/View Discrepancies

- “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



- 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

**Microsoft Internet Explorer**

The following error(s) occurred:

- The Sortie Date field is required.
- The Sortie Type field is required.
- The Tail No. field is required.
- The Aircraft Type field is required.
- The Actual Flight Hours field is required.

OK

**Any required field not filled will be highlighted in RED and a warning will appear when the user attempts to submit.**

- 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

**Sorties for Mission: VA\_MISC**

Sortie Number (click to edit)	Date (click to view)	Tail Number	AT Type	Call Sign	Sortie Type	Departure Airport	Landing Airport	Area Assigned/Block Location	Tail No.	Act. Hrs	ETD (GMT)	ETA (GMT)	Fuel On Board	Tracking No. (if provided)	Objective
001	02/25/2017	95/74	113P	4011	PCT1	RIC	RIC		01	1.2					

Clicking the Sortie Number will bring the user to the Sortie Edit page.

Sorties appearing in this list are filtered to only those submitted by the user.

- You may make your corrections and select “Update” when you are finished

The screenshot shows the WMIRS interface in Internet Explorer. The browser address bar shows <https://missions.cap.af.mil/wmirs/index.cfm>. The page title is "Civil Air Patrol Web Mission Information Reporting System (WMIRS)".

The main content area is titled "Sortie VA\_MISC A416 (C17) Update". It contains a form with the following fields and values:

- Flight Released by:** Eugene F Jackson Jr 04/13/2011 - 13:04:390
- Change FRO Wing:** VA
- Sortie Number:** 416
- Mission Number:** VA\_MISC
- Tracking Number:** (empty)
- Sortie Date:** 04/14/2011
- Sortie Type:** A/C Proficiency
- Pilot CAPID:** 414897 (Michael Wormington)
- Observer CAPID:** 383932 (Lawrence W Randall)
- NON-CAP Observer:**
- NON-CAP Soanmer 1:**
- NON-CAP Soanmer 2:**
- Type of FAA Flight Plan:** None
- Tail Number:** N9430X
- Aircraft Type:** 182
- Callsign:** 4512
- Take Off Airport:** CHO
- Landing Airport:** CHO
- Area Assigned (Use: State / City / Area):** CHO local
- Est. sortie Hours:** 1.5
- Est. Take Off Time (Z):** 12 : 30
- Objective:** proficiency
- Hobbs NOTE:** End 2907.2, Start 2906.1
- Tech NOTE:** End 1286.9, Start 1285.9
- Actual Sortie Hours (Hobbs):** 1.1
- Actual Take Off Time (Z):** 12 : 20
- Fuel (OIR):** 62.05
- Gallons:** 11
- Reimbursed To (CAPID or Unit):** VA
- Fuel Receipt:** Upload Receipt
- Sortie Flown/Not Flown:** Flown Successful
- Reason not Flown/Not Successful:** Please Select Reason

At the bottom of the form, there are buttons for "Update", "Reset", "Report/View Discrepancies", "Delete Sortie", and "Unapprove". A callout box with an arrow pointing to the "Update" button contains the text: "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

Civil Air Patrol  
Web Mission Information Reporting System (WMIRS)

**Mission Search Results**

Current Mission List - 1 Mission(s) [Refresh List](#)

RED: Disapproved    YELLOW: Pending    ORANGE: Cancelled    GREEN: Approved    GRAY: Complete

User Agency Number/No. Comment	Mission Number	Mission Date	Wing	Mission Type	Air	Grid	Approval Status
CR/CW/C16/C17/C20	REQ-VA-MISC VA_MISC	03/01/07	VA	CGRP MISC	1	0	OK

Current as of 02/26/2007 - 04:18:28(UTC)

[Show All Open Missions](#)  
[Show All Missions](#)

Mission No. Search  
VA\_Misc

**Tools and Utilities**  
[Return to WMIRS Menu](#)  
[Main Menu](#)  
[LogOut](#)

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."

Civil Air Patrol  
Web Mission Information Reporting System (WMIRS)

**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	N85764	172P	4517	PCT1	RIC	RIC		0.0	1.2	-				/ veatt / veatt
002	02/28/2007	N98714	172P	4521	Meeting	DAN	DAN	VA/Group 1	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 / gttinscw / gttinscw
007	03/06/2007	N99559	172P	4516	Cadet TNG	CPK	CPK	Chesapeake Practice Area	0.0	1.3	-	29.90			3rd Training Flight / jsteman / jsteman
008	03/06/2007	N98714	172P	4521	Cadet TNG	DAN	DAN	VA/Group 1	0.0	1.0	-	23.70			JP. 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														

**Tools and Utilities**  
[Return to WMIRS Menu](#)  
[Main Menu](#)  
[LogOut](#)

## **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

The screenshot displays the WMIRS interface with a table of current missions. The table has the following columns: Agency Number, REQ Number, Mission Number, Mission Date, Wing, Mission Type, Air, and Grnd. An arrow points to the 'Air' column, with the text 'Click Air Sortie Number' next to it.

Agency Number	REQ Number	Mission Number	Mission Date	Wing	Mission Type	Air	Grnd	Approval Status
1080901807020	REQ-HER-3813	HER-3813	09/01/07	MFR	CORP MISC	2	0	P
1080901807020	REQ-VA-3513	VA-3513	09/01/07	VA	CORP MISC	118	0	P
3	REQ-ST-2209	07-2-4712 TRAD-2209	08/01/07	VA	FORM 501 ETAL	0	0	P
4	REQ-ST-3789	07-7-5050	04/27/07	MGR	OTH	3	0	P
6	REQ-ST-3813	07-2-2081 TRAD-3813	08/01/07	VA	Monthly A Mission	1	0	P
6	REQ-ST-3514	07-8-5060 TRAD-3514	08/01/07	VA	Monthly B Mission	0	0	P
7	REQ-ST-3789	07-7-4081 TRAD-3789	06/01/07	VA	SHR ETAL	0	0	P
8	REQ-ST-3887	07-2-3221 TRAD-3887	08/01/07	VA	QLAGS CP TRNG	0	0	WingOC Pending
8	REQ-ST-3558	08-2-3558 TRAD-3558	08/01/07	VA	SNH TRNG	0	0	WingOC Pending

- Click on the “Air” sortie number



Web Mission Information Reporting System (WMIRS)

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

\* indicates required fields.

input fields with grayed backgrounds 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

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

\* Sortie Date: 04/14/2011  
\* Sortie Type: [ ]

\* Pilot CAPID: 125520  
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: [ ]

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

End: [ ]  
Start: [ ]

Actual Sortie Hours (Hobbs): [ ]  
Actual Take Off Time (Z): [ ]

A/C Fuel/Oil (\$): [ ]  
Gallons: [ ]  
Reimbursed To (CAPID Or Unit): VA

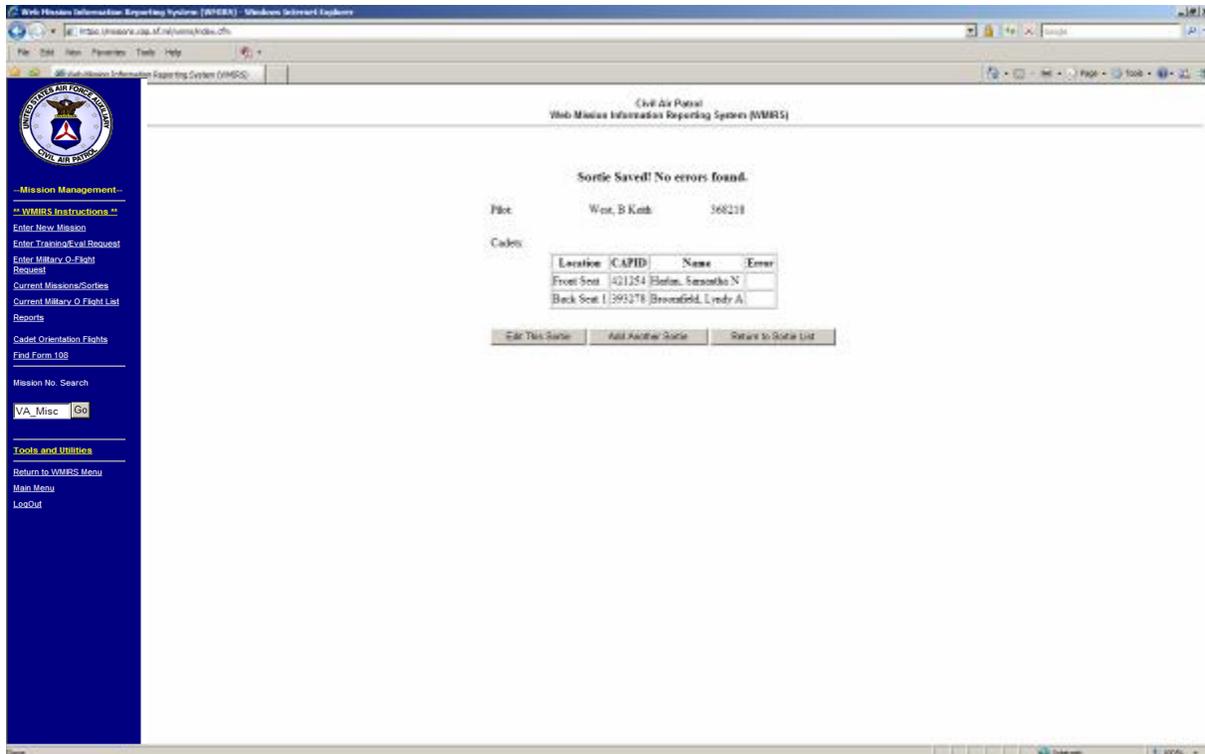
Do not enter cadets until the day of the flight.

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): 1 (50 Max)  
Days Apart: 0

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.

07-A-5067 Form 108

All Sortie Data

Sortie	Date	A/C or Vch	Rate Type	A/C ID/Vch ID	Corp. Mth	Hours Flown No. Miles	A/C Missions	A/C Cost	Fuel/Oil	Sub Total	Form 108 Ready	
012	05-01-2007	182T	182	N257CP	X	1.1	41.00	45.10	43.26	88.34	Yes No	
013	05-01-2007	182R	182	N9983H	X	0.6	41.00	24.60	0.00	-	Yes No	
014	05-01-2007	182R	182	N9983H	X	1.0	41.00	43.00	95.16	136.16	Yes No	
015	05-01-2007	182R	182	N9983H	X	0.9	41.00	38.90	0.00	36.90	Yes No	
016	05-01-2007	182R	182	N9983H	X	1.0	41.00	43.00	0.00	41.00	Yes No	
017	05-01-2007	182R	182	N9983H	X	0.8	41.00	32.80	121.91	154.71	Yes No	
018	05-01-2007	182R	182	N9983H	X	0.9	41.00	36.90	0.00	36.90	Yes No	
019	05-01-2007	182R	182	N9983H	X	0.8	41.00	32.80	61.12	93.92	Yes No	
009	05-02-2007	182R	182	N9983H	X	1.0	41.00	43.00	0.00	41.00	Yes No	
010	05-02-2007	182R	182	N9983H	X	1.0	41.00	43.00	122.24	163.24	Yes No	
021	05-05-2007	172P	172	N65764	X	1.0	30.00	30.00	0.00	30.00	Yes No	
022	05-05-2007	172P	172	N65764	X	0.4	30.00	12.00	0.00	12.00	Yes No	
023	05-05-2007	172P	172	N65764	X	1.0	30.00	30.00	0.00	30.00	Yes No	
<b>Total</b>									420.50	447.67	954.17	

Additional Expenses:

Date	Expense Type	Description	Amount	Form 108 Ready
<b>Total:</b>				0.00
05/01/2007	Other - Expense	Commercial Tow	05.00	

Make an Adobe PDF copy of this page

- 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.

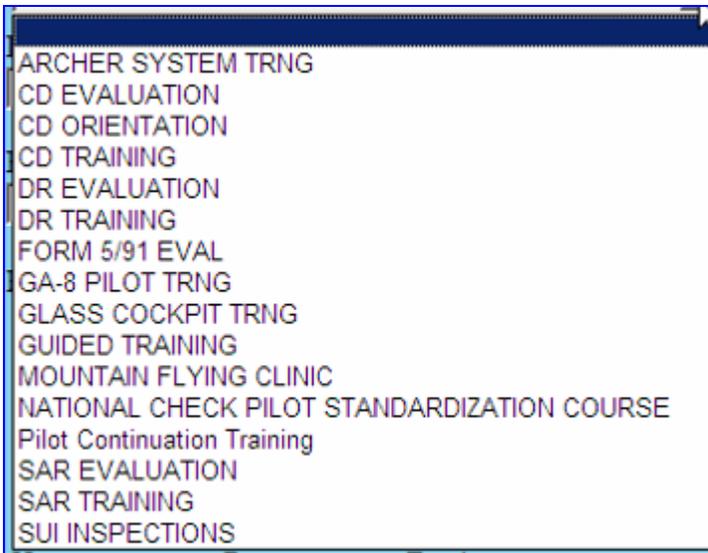
The screenshot displays the Civil Air Patrol Web Mission Information Reporting System (WMIRS) interface. The main heading is "TRAINING/EVALUATION REQUEST". Below this, it shows the "Current Training Funds Balance for VA: \$ 35,754.91". The form includes several sections for data entry:

- Approving Agency:** A dropdown menu with "VA" selected.
- Agency Number:** A text input field.
- Operation:** A dropdown menu.
- Funding:** A dropdown menu.
- Comments:** A text input field.
- Exercise/Event Name:** A dropdown menu.
- Customer Info:** Fields for Customer Name, Customer POC, Email Address, and Phone Number.
- CAP POC:** Fields for Phone Number and Email.
- Training Request:** A dropdown menu with "Mission Symbol" selected.
- Date of Mission-Start Date:** A date picker set to 04/08/2007.
- End Date:** A date picker set to 04/08/2007.
- BU Date-Start Date:** A date picker set to 04/08/2007.
- Request Received Date/Time:** 03/09/2007 17:21 ZULU.
- End Time(ZULU):** A text input field.
- Number of Non CAP Crew Passengers:** A text input field.

At the bottom, there are tables for mission costs:

	Hours	Rate	Total
C-172		30	
C-182		41	
C-182 RG			

- 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



- 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

Civil Air Patrol  
 Web Mission Information Reporting System (WMIRS)

Hours      Rate      Total  
           

GA-8  
 Hours      Rate      Total  
           

C-185F  
 Hours      Rate      Total  
           

Member Owned (Not Listed)  
 Hours      Rate      Total  
           

Member Twin  
 Hours      Rate      Total  
           

Estimate for communications      Est. for vehicle Gas and Oil  
     

Est. for A/C Fuel and Oil

Estimated Total     

Mission Scenario:  
 Enter flight and/or Ground Sorties from "CURRENT MISSIONS SORTIES" Page

Form 5s and Form 91s will only be funded for current Virginia Wing member Mission Pilots and current Virginia Wing Form 5 Check Pilots and Form 91 Mission Check pilots.

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

Civil Air Patrol  
Web Mission Information Reporting System (WMIRS)

Hours	Rate	Total
0	0	0
Other Hours	Rate	Total
0	0	0
Other Hours	Rate	Total
0	0	0

Estimate for communications: 50  
Est. for vehicle Gas and Oil: 200  
Est. for A/C Fuel and Oil: 1500  
**Estimated Total: 2610**

Mission Scenario  
Enter flight and/or Ground Sorties from "CURRENT MISSIONS/SORTIES" Page  
Wing wide in training to prepare for the hurricane season.

Update

**Wing Commander Approval**

I certify that I reviewed this training request, assured there are available funds in the appropriate training budget, and approve this request.

Wing Commander Approval

**When ready for approval, the wing commander must approve before the State Director or Liaison Region may approve.**

- 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).

Civil Air Patrol  
Web Mission Information Reporting System (WMIRS)

Other Hours	Rate	Total
0	0	0
Estimate for communications	Est. for vehicle Gas and Oil	
50	200	
Est. for A/C Fuel and Oil		
1500		
<b>Estimated Total</b>		2610

Mission Scenario  
Enter flight and/or Ground Sorties from "CURRENT MISSIONS/SORTIES" Page  
wing wide bc training to prepare for the hurricane season.

Update

Questions/Problems for CAP POC  
Wing approval by Rodney W Ammons on 05/27/2006 13:25:31  
Wing State Director Approval Terry Test on 05/27/2006 14:05:37

Liaison Region Approval

I certify that I reviewed this training request, the associated training funds budget, and approve this request as an Air Force Assigned Mission (AFAM)

Liaison Region Approval

Both Wing Commander and State Director approved. Ready for Liaison Region Approval

Liaison Region Approves when ready.

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.

Civil Air Patrol  
Web Mission Information Reporting System (WMIRS)

**Current Mission List - 16 Active Mission(s)**

Refresh List Filter by Wing: ALL

Line No	Agency Number/Comment	REQ Number	Mission Number	Mission Date	Wing	Mission Type	Air	Ground	Approval Authority
5		REQ-08-0701	REQ-08-0701 TRAINING	08/03/08	LA	GUIDED TRNG	0	0	
6	78308E	REQ-08-0606	DE-T-3247 TRAINING	08/17/08	LA	SAR EVAL	12	0	0%
7		REQ-08-0702	DE-T-3248 TRAINING	08/14/08	AZ	CD EVAL	4	0	0%
8		REQ-08-0706	REQ-08-0706 TRAINING	08/18/08	AK	DR EVAL	0	0	
9	78308E	REQ-08-0703	REQ-08-0703 TRAINING	08/03/08	AZ	DR	0	0	
10		REQ-08-0713	DE-T-3252 TRAINING	08/07/08	AZ		0	0	0%
11		REQ-08-0708	REQ-08-0708 TRAINING	08/07/08	AK	DR EVAL	0	0	
12		REQ-08-0707	DE-T-3253 TRAINING	08/09/08	AZ	DR EVAL	0	0	0%
13		REQ-08-0712	DE-T-3254 TRAINING	08/19/08	AZ		0	0	0%
14		REQ-08-0708	DE-T-3252 TRAINING	08/03/08	AZ	SAR EVAL	0	0	0%
15		REQ-08-0714	DE-T-3256 TRAINING	08/25/08	LA	SAR EVAL	0	0	0%
16		REQ-08-0716	DE-T-3258 TRAINING	07/27/08	LA	DR TRNG	0	0	0%

Current as of 06/07/2008 - 19:18 ZULU  
[Show All Open Missions](#)  
[Show All Missions](#)

**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

Web Mission Information Reporting System (WMIRS)

Civil Air Patrol  
Web Mission Information Reporting System (WMIRS)

WMIRS Main Menu

### Sorties for Mission: 11-T-3641

PENDING		APPROVED		CANCELLED/NOT APPROVED		COMPLETED													
Sortie (click to sort) <small>( = reported on 108)</small>	Date (click to sort)	Tail 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	aei	aei	Direct Atlanta LA & RTB	1.0	0.9	16:30	17:24	15.0	82.03**		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	50.78**	KB01	PICK UP RADIOS	104 Data
A009	12/03/2010	N99842	172P	1632	298999	SAR TRNG	A5	DTN	ZLO	Shrapnel to Atlanta LA to ZLO	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	LALFT/SWR	2.0	2.0	21:00	23:00	17.0	85.51**		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	80.39**		Photo Sortie	104 Data
A001	12/03/2010	N780CP	182T	CAP1680	478641	ADIS	A5	KBTR	KAEX	Power Pit N BTR. False River, Angola, Bro at Simsport, Mansville	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 LA18162, LA182, SPH, Minden Airports. (208220)	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	HZR	Depart L38 to direct HZR, act as area AW AC and merge into an inbound to AWB 1000.	0.5	0.5	13:00	13:30	0.0			CANCELLED to avoid pick up interference	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 OR3 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"

Web Mission Information Reporting System (WMIRS)

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WMIRS Main Menu

A014	12/04/2010	N331SP	182R	1625	453684	SAR TRNG	A5	LCH	AEX	High Bird for mission base Fly NE of LCH conduct photo run then AEX	1.5	1.5	13:15	14:45	32.0	179.51**	014	Photo mission	104 Data
A011	12/04/2010	N996CP	172R	1627	404992	SAR EVAL	A5	KHZR	KAEX	HZR Manganza, Mansville, AEX, possible High Bird and WX report 7000'	3.5	4.0	14:00	18:00	24.2	135.01**		Photo tours 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	N99042	172P	1632	299999	SAR EVAL	A5	AEX	AEX	Ramp Checks IER, OR5, 3R4, 3F3, OR7 SFS, Check Toledo Blvd, 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	209.73**	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 coffee	3.0	2.8	19:15	22:03	23.0	129.99**	019	Route search	104 Data
A022	12/04/2010	N99042	172P	1632	299999	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	N996CP	172R	1627	404992	SAR EVAL	A5	AEX	AEX	Crew transport to HZR	2.0	1.6	21:45	23:21	11.0	62.45**		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	443999	SAR TRNG	A5	AEX	LCH	ADIS photos SE of AEX to LCH	1.0	1.2	22:30	23:42	43.1	240.48**		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	55.39**		Outbound	104 Data

\*\* on the/oll cost indicates receipt uploaded

Web Mission Information Reporting System (WMIRS) Civil Air Patrol Web Mission Information Reporting System (WMIRS)

WMIRS Main Menu

## Add Air Sortie

### 11-T-3641 A5

\* 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: LA

Find a Flight Release Officer:  
Request FRO(s)  
Barnard, Thomas W  
Boudreaux, Anthony Jr  
Breithaupt, Tracy L

Sortie Number: NEW  
Mission Number: 11-T-3641  
Tracking Number: [grayed out]

\* Sortie Date: 04/14/2011  
\* Sortie Type: [dropdown]

Pilot CAPID: 125920  
NON-CAP Observer: [checkbox]  
NON-CAP Scanner 1: [checkbox]  
NON-CAP Scanner 2: [checkbox]  
Type of FAA Flight Plan: None

\* Tail Number: [grayed out]  
\* Aircraft Type: [dropdown]  
\* Callsign: [grayed out]  
\* Take Off Airport: [dropdown]  
\* Landing Airport: [dropdown]  
\* Area Assigned (Use: State / City / Area) Or Route of Flight: [grayed out]

\* Est. Sortie Hours: [grayed out]  
\* Est. Take Off Time (Z): 00 : 00  
\* Objective: [grayed out]

End: [grayed out]  
Start: [grayed out]

\* Actual Sortie Hours (Hobbs): [grayed out]  
\* Actual Take Off Time (Z): [dropdown]

A/C Fuel/On (F): [grayed out]  
Gallons: [grayed out]  
Reimbursed To (CAPID Or Unit): LA

\* Sortie Effectiveness: [dropdown]  
Reason if not successful: Please Select Reason  
Enter the number of identical sorties to create: (if duplicates) 1 (50 Max)  
Days Apart: 0

Are you flying over critical infrastructure? Yes  No

Add Sortie Report/View Discrepancies

- 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

(F,R):Air Defense Target (Fighter, Radar)  
A/C Proficiency  
AFROTC  
Air Recon  
Air Transport  
ARCHER  
Cadet Orientation 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 Standardization Course  
Other  
Pilot Continuation Training  
Range Support  
Relocation of CAP Members or Property  
SAR Evaluation  
SAR Training  
SDIS Sortie

- 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

Web Mission Information Reporting System (WMIRS)

Civil Air Patrol  
Web Mission Information Reporting System (WMIRS)

WMIRS Main Menu

### Sortie 11-T-4908 A004 (A5) Update

\* 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.

Flight Released by Stephen L. Knapper 04/10/2011 - 08:04:703

Change FRD Wing: LA

Sortie Number: 004    Mission Number: 11-T-4908    Tracking Number: [ ]

\*Sortie Date: 04/10/2011    \*Sortie Type: SAR Training

Pilot CAPID: 456383    NON-CAP Observer: 433696    NON-CAP Seaman 1: 0    NON-CAP Seaman 2: 0    Type of FAA Flight Plan: None

Earl L. Weisler    Mark T. Warriner    CAPID Login    CAPID Login

\*Tail Number: N9677A    \*Aircraft Type: 172    \*Callsign: 1629    \*Take Off Airport: KLFT    \*Landing Airport: KNEW    \*Area Assigned (Use: State / City / Area Or Route of Flight): La/KLFT/direct KNEW

\*Est. Sortie Hours: 1.5    \*Est. Take Off Time (Z): 22 : 30    \*Objective: SAR Training and RTB

Hobbs NOTE:    Tach NOTE:    \*Actual Sortie Hours (Hobbs): 1.4    \*Actual Take Off Time (Z): 21 : 30

End: 3723    End: 4498.6    Start: 3721.6    Start: 4497.7

Fuel/Oil(\$): 0    Gallons: 11.8    Reimbursed To (CAPID or Unit): LA    Fuel Receipt: Upload Receipt

No Fuel

\*Sortie Flown/Not Flown: Flown Successful    Reason not Flown/Not Successful: Weather

Update    Reset    Report/View Discrepancies    Delete Sortie

- 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

The screenshot shows the 'MISSION REQUEST' form in the WMIRS system. The form is titled 'MISSION REQUEST' and is set against a yellow background. On the left side, there is a blue sidebar with navigation links including 'Mission Management', 'WMIRS Instructions', 'Flight Release Instructions', 'Enter New Mission', 'Enter Training/Fuel Request', 'Enter Military Flight Request', 'Current Missions/Sorties', 'Current Military Flight List', 'Reports', 'Find Form 109', 'Mission No. Search', 'Advanced Search', 'Tools and Utilities', 'Return to WMIRS Menu', 'Main Menu', and 'LogOut'. The main form area contains the following fields and sections:

- Header:** Civil Air Patrol Web Mission Information Reporting System (WMIRS) and a link to 'WMIRS Main Menu'.
- Section: Entering Alaska RCC Missions**
- Form Fields:**
  - Approving Agency: [Dropdown]
  - Agency Number (if known): [Text]
  - Funding Source: [Dropdown]
  - Operation Noble Eagle: [Dropdown]
  - Wing Mission Assigned: [Dropdown]
  - Mission Name (optional): [Text]
  - Comments: [Text]
  - Exercise/Event Name: [Dropdown]
  - Customer Information | Agencies: [Dropdown]
  - Customer Name: [Text]
  - Customer POC: [Text]
  - Customer Email Address: [Text]
  - Customer Phone: [Text]
  - CAP IC Name: [Text]
  - CAP IC Email: [Text]
  - CAP IC Phone: [Text]
  - Mission Type: [Dropdown]
  - Mission Symbol: [Dropdown]
  - Mission-Start Date: [Text]
  - Mission-Ending Date: [Text]
  - Backup-Start Date: [Text]
  - Backup-Ending Date: [Text]
  - End Time (ZULU): 23:59 Z
  - Request Received Date/Time: 04/14/2011 16:11 ZULU
  - Number of Non CAP Crew/ Passengers: [Text]
  - Estimated Lodging Mandays (Estimated Number of People Multiplied by Number of Nights [see CAPR 173-3 Para 1a\(4\)](#)): [Text]
  - Special Instructions: [Text Area]
- Buttons:** A 'submit' button is located at the bottom left of the form.

- 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

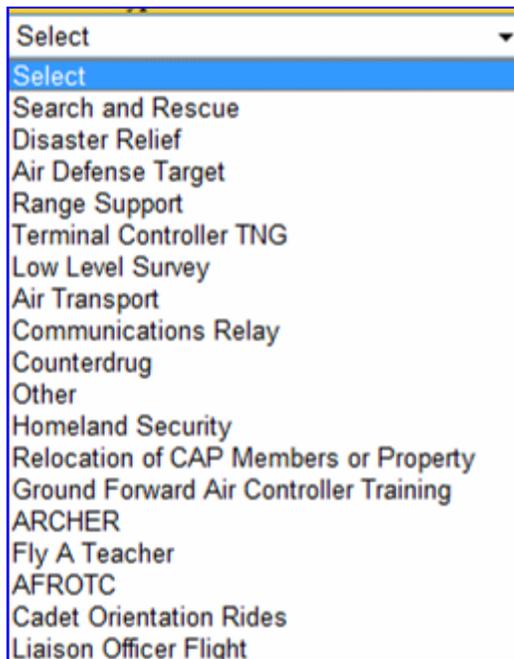
If the customer is a state government organization (Emergency Management Agency) select State

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



- 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

The screenshot shows the WMIRS interface with a table of active missions. The table has columns for Line No, Agency Number/Comments, REQ Number, Mission Number, Mission Date, Wing, Mission Type, Air, and Gnd. The missions are color-coded: red for Disapproved, yellow for Pending, orange for Cancelled, green for Approved, and gray for Complete.

Line No	Agency Number/Comments	REQ Number	Mission Number	Mission Date	Wing	Mission Type	Air	Gnd	Approval Status
1	C8,C9,C16,C17,C20	REQ-SWR-MISC	SWR_MISC	10/01/10	SWR	CORP MISC	2	0	Complete
2	C8,C9,C16,C17,C20	REQ-LA-MISC	LA_MISC	10/01/10	LA	CORP MISC	108	0	Complete
3	/ April SWR Staff Pilot Proficiency	REQ-11-2968	11-T-4908 TRAINING	04/01/11	SWR	Proficiency	0	0	Pending
4	/ A6, A8, A9, A15	REQ-11-3153	11-A-5104 TRAINING	04/03/11	LA	Monthly A Mission	20	0	Pending
5	/ B9, B12, B17, B15	REQ-11-3154	11-B-5106 TRAINING	04/03/11	LA	Monthly B Mission	5	0	Pending
6	/ Wing ES Training Academy	REQ-11-2809	11-T-4908 TRAINING	04/08/11	LA	SAR TRNG	2	0	Pending
7	/ Ground Trng Exercise / Pontchartrain Composite Squadron SWR-LA-093	REQ-11-2920	11-T-5119 TRAINING	04/16/11	LA	SAR TRNG	0	0	Pending
8	/ IG Practicum	REQ-11-2918	REQ-11-2918 TRAINING	05/20/11	SWR	SUI INSP	0	0	Region/CC Pending

Current as of 04/14/2011 - 17:22 ZULU  
[Show All Open Missions](#)  
[Show ALL Missions](#)  
 WMIRS Data Current as of 04/14/2011 - 12:22:39 Eastern Time

- “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”

Civil Air Patrol  
Web Mission Information Reporting System (WMIRS)

### Add/Update Sortie

**Mission: 06-M-2323**

Sortie #/Link to update)	Date of Mission	Tail Number	A/C Type	Call Sign	Sortie Type	Take Off Airport	Landing Airport	Area Assigned/Mission Location	Back Up Date Start	Back Up Date End	Estimated Hrs	Est. Departure Time (zulu) Time Format 13:00	Tracking No. (if Provided)	Objective
001	06/06/2006	N4976N	182Q	578	SAR	COS	COS	CD/Colorado Springs/ Pike's Peak			3.0	02:30		SAR
002	06/06/2006	N4976N	182Q	578	SAR	COS	COS	CD/Colorado Springs/ Pike's Peak			3.0	02:30		SAR
003	06/06/2006	N4976N	182Q	578	SAR	COS	COS	CD/Colorado Springs/ Pike's Peak			3.0	02:30		SAR
004	06/06/2006	N4976N	182Q	578	SAR	COS	COS	CD/Colorado Springs/ Pike's Peak			3.0	02:30		SAR
005	06/06/2006	N4976N	182Q	578	SAR	COS	COS	CD/Colorado Springs/ Pike's Peak			3.0	02:30		SAR
006	06/06/2006	N4976N	182Q	578	SAR	COS	COS	CD/Colorado Springs/ Pike's Peak			3.0	02:30		SAR
007	06/06/2006	N4976N	182Q	578	SAR	COS	COS	CD/Colorado Springs/ Pike's Peak			3.0	02:30		SAR
008	06/06/2006	N4976N	182Q	578	SAR	COS	COS	CD/Colorado Springs/ Pike's Peak			3.0	02:30		SAR
Add														
Get CAPF 108														

Click "Get CAPF 108"

- A list of previous created WMIRS e108s for the selected mission will appear, if already created, otherwise select “New e108”

Civil Air Patrol  
Web Mission Information Reporting System (WMIRS)

**06-M-2323 CAPF 108(s)**

Previous CAPF 108's

CAPF 108	Page(s)	Date	Created By	Aircraft Cost	Fuel/Oil Cost	Admin Cost	Comm/Other Cost	Total CAPF 108
06-M-2323-A	1	08/08/02006	traymond	\$ 656.00	\$ 703.85	\$ 0.00	\$ 19.29	\$ 1,379.14
06-M-2323-B	1	08/08/02006	traymond	\$ 293.60	\$ 483.23	\$ 0.00	\$ 0.00	\$ 876.83
06-M-2323-C	1	08/08/02006	traymond	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
06-M-2323-D	1	08/08/02006	traymond	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
06-M-2323-E	1	08/08/02006	traymond	\$ 0.00	\$ 0.00	\$ 0.00	\$ 336.54	\$ 336.54
06-M-2323-F	1	08/08/02006	traymond	\$ 0.00	\$ 0.00	\$ 0.00	\$ 107.62	\$ 107.62
NEW CAPF 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	<input checked="" type="radio"/> Yes <input type="radio"/> No
Edit	08/08/2006	182R	Type 3	N5080Y	X		2.5	41.00	102.50	124.68	-	<input type="radio"/> Yes <input checked="" type="radio"/> No
Edit	08/08/2006	182R	Type 3	N5080Y	X		3.1	41.00	127.10	132.59	259.69	<input checked="" type="radio"/> Yes <input type="radio"/> No
Edit	08/08/2006	182R	Type 3	N5080Y	X		1.8	41.00	73.80	98.24	172.04	<input checked="" type="radio"/> Yes <input type="radio"/> No
Edit	08/08/2006	182R	Type 3	N5080Y	X		4.2	41.00	172.20	198.56	-	<input type="radio"/> Yes <input checked="" type="radio"/> No
Edit	08/08/2006	Chevy Van		05762	X		58.0			35.00	35.00	<input checked="" type="radio"/> Yes <input type="radio"/> No
Edit	08/08/2006	Chevy Van		05762	X		58.0			23.33	-	<input type="radio"/> Yes <input checked="" type="radio"/> No
Edit	08/08/2006	Chevy Van		05762	X		58.0			24.56	24.56	<input checked="" type="radio"/> Yes <input type="radio"/> No
<b>Total</b>									352.60	466.28	818.88	

Additional Expenses:

	Date	Expense Type	Amount	CAPF 108 Ready
Edit	08/08/2006	Comm	15.50	<input type="radio"/> Yes <input checked="" type="radio"/> No
Edit	08/08/2006	Off. Supplies	19.42	<input checked="" type="radio"/> Yes <input type="radio"/> No
<b>Total:</b>			19.42	
Add				

Date	CAPID	City	Nights	Lodging	Allowable	Meals	CAPF 108



**Mission Management**

[WMIRS Instructions Revised 02/19/05](#)

[Enter New Mission](#)

[Enter Training/Real Request](#)

[Request Type 92](#)

[Enter Military Flight Request](#)

[Current Missions/Sorties](#)

[Current Military Flight List](#)

[Print Add CAPF-108](#)

[Print Report](#)

---

[Mission Status Mgr](#)

[CAPNOC Spreadsheet](#)

[Member Contact List](#)

[Alert Roster/ES Resources](#)

[Aircraft and Resource Status System](#)

---

[User Administration](#)

[Return to WMIRS Menu](#)

[Return to Main Menu](#)

[Logout](#)

**Civil Air Patrol**  
**Web Mission Information Reporting System (WMIRS)**

Edit	08/08/2006	182R	Type 3	N5080Y	X		3.1	41.00	127.10	132.59	259.69	<input checked="" type="radio"/> Yes <input type="radio"/> No	
Edit	08/08/2006	182R	Type 3	N5080Y	X		1.8	41.00	73.80	98.24	172.04	<input checked="" type="radio"/> Yes <input type="radio"/> No	
Edit	08/08/2006	182R	Type 3	N5080Y	X		4.2	41.00	172.20	198.58	-	<input type="radio"/> Yes <input checked="" type="radio"/> No	
Edit	08/08/2006	Chevy Van		05762	X		58.0			35.00	35.00	<input checked="" type="radio"/> Yes <input type="radio"/> No	
Edit	08/08/2006	Chevy Van		05762	X		58.0			23.33	-	<input type="radio"/> Yes <input checked="" type="radio"/> No	
Edit	08/08/2006	Chevy Van		05762	X		58.0			24.56	24.56	<input checked="" type="radio"/> Yes <input type="radio"/> No	
<b>Total</b>										<b>352.60</b>	<b>466.28</b>	<b>818.88</b>	

**Additional Expenses:**

	Date	Expense Type	Amount	CAPF 108 Ready
Edit	08/08/2006	Comm	15.50	<input type="radio"/> Yes <input checked="" type="radio"/> No
Edit	08/08/2006	Off. Supplies	19.42	<input checked="" type="radio"/> Yes <input type="radio"/> No
<b>Total:</b>			19.42	
Add				

	Date	CAPID	City	Nights	Lodging Expense	Allowable Rate	Meals	CAPF 108 Ready
Edit	08/08/2006	129874	COLORADO SPRINGS	4	\$ 240.00	\$ 78.00	\$ 177.67	<input checked="" type="radio"/> Yes <input type="radio"/> No
<input type="button" value="Add Lodging"/>								

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.

**Civil Air Patrol**  
**Web Mission Information Reporting System (WMIRS)**

---

Lodging and Perdiem Calculator

Select State:       Select City:

Or Select Airport:

**Civil Air Patrol**  
**Web Mission Information Reporting System (WMIRS)**

---

Lodging and Perdiem Calculator

Select State:       Select City:

Start of Lodging:

---

Date	City	County	Lodging	Local Meals
08/08/2006	COLORADO SPRINGS	EL PASO	\$ 78.00	\$ 41.00

CAPID:     Number of Nights:     Actual Lodging Expense (total):

- 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)

Save a Copy    Search    Select    101%    Sign

**MISSION MANAGEMENT**

**WMIRS Instructions**  
Revised 02/10/06

[Enter New Mission](#)

[Enter Training/Eval Request](#)

[Training Fee W](#)

[Enter Military O-Flight Request](#)

[Current Missions/Status](#)

[Queue Military O Flight List](#)

[Print CAP/USAF e108](#)

[Wing Report](#)

[Mission Status Map](#)

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**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/mm/yyyy): 08/08/2006    Stop Date (dd/mm/yyyy): 08/08/2006

2. Type Mission:  SAR/DR     EVAL/TRNG     ID     HLS     OTHER

3. Claimant (Wing/Member): CO

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

4B. Phone Number and E-Mail Address:

5. Invoice (Refer to Instructions):  FINAL     PARTIAL    Estimate Outstanding: \$ 0.00

A. DATE (dd/mm/yyyy)	B. TYPE ACFT OR VEH	C. ACFT HP	D. ACFT IDENT ID OR LICENSE	E. ACFT YR/OWNER COMP. NDF	F. HOURS FLOWN/ NO. MILES	G. HOURLY RATE ACFT WING/MS	H. ACFT COST CLAIMED	I. FUEL AND OIL COST CLAIMED	J. ADMIN (IF APPLICABLE)	K. CONW/ OTHER COST CLAIMED	L. SUB TOTAL CLAIMED
08/08/2006	182R	Type 3	N5080Y	K	3.7	\$ 41.00	\$151.70	\$175.89	\$ 0.00		\$327.59
08/08/2006	182R	Type 3	N5080Y	K	3.1	\$ 41.00	\$127.10	\$132.59	\$ 0.00		\$259.69
08/08/2006	182R	Type 3	N5080Y	K	1.8	\$ 41.00	\$ 73.80	\$ 88.24	\$ 0.00		\$172.04
08/08/2006	Chevy Van		05762	K	58.0	\$ 0.00	\$ 0.00	\$ 35.00	\$ 0.00		\$ 35.00
08/08/2006	Chevy Van		05782	K	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		120874							\$417.87	\$417.87
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.

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

SIGNATURE AND DATE

1 of 1

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



Civil Air Patrol  
Web Mission Information Reporting System (WMIRS)

---

**07-M-0019A CAPF 108(s)**

--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](#)

[Cadet Orientation Flights](#)

[Find CAPF 108](#)

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Mission No. Search

---

Tools and Utilities

[Return to WMIRS Menu](#)

[Main Menu](#)

[LogOut](#)

Previous CAPF 108's

CAPF 108	Page(s)	Date	Created By	Aircraft Cost	Fuel/Oil Cost	Admin Cost	Comm/Other Cost	Total CAPF 108
07-M-0019A-A	1	02/28/2007	mitchie	\$ 0.00	\$ 182.13	\$ 0.00	\$ 0.00	\$ 182.13
Total:				\$ 0.00	\$ 182.13	\$ 0.00	\$ 0.00	\$ 182.13

---

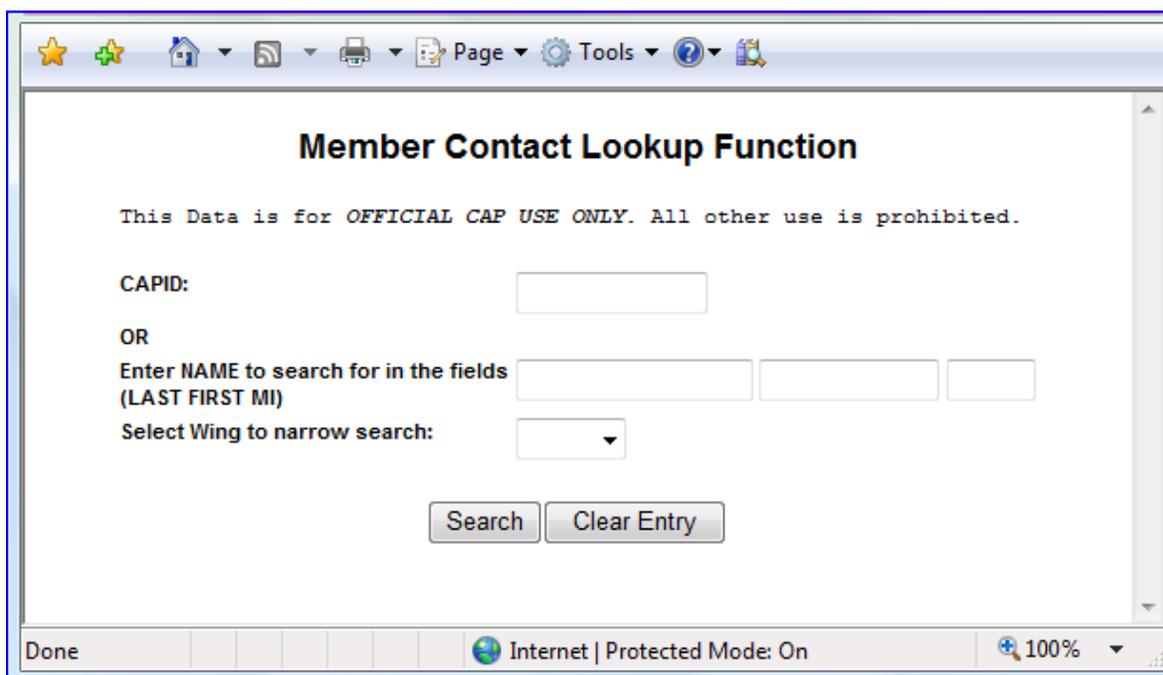
## WHAT ARE THE TOOLS AND UTILITIES?

The Tools and Utilities section of WMIRS contains several sub-menus where 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.



The screenshot shows a web browser window displaying the "Member Contact Lookup Function" page. The browser's address bar shows "Internet | Protected Mode: On" and the zoom level is set to "100%". The page content includes a warning: "This Data is for OFFICIAL CAP USE ONLY. All other use is prohibited." Below the warning, there are input fields for "CAPID:", "OR Enter NAME to search for in the fields (LAST FIRST MI)", and "Select Wing to narrow search:". At the bottom of the form are "Search" and "Clear Entry" buttons.

**Member Contact Lookup Function**

This Data is for OFFICIAL CAP USE ONLY. All other use is prohibited.

CAPID:

OR

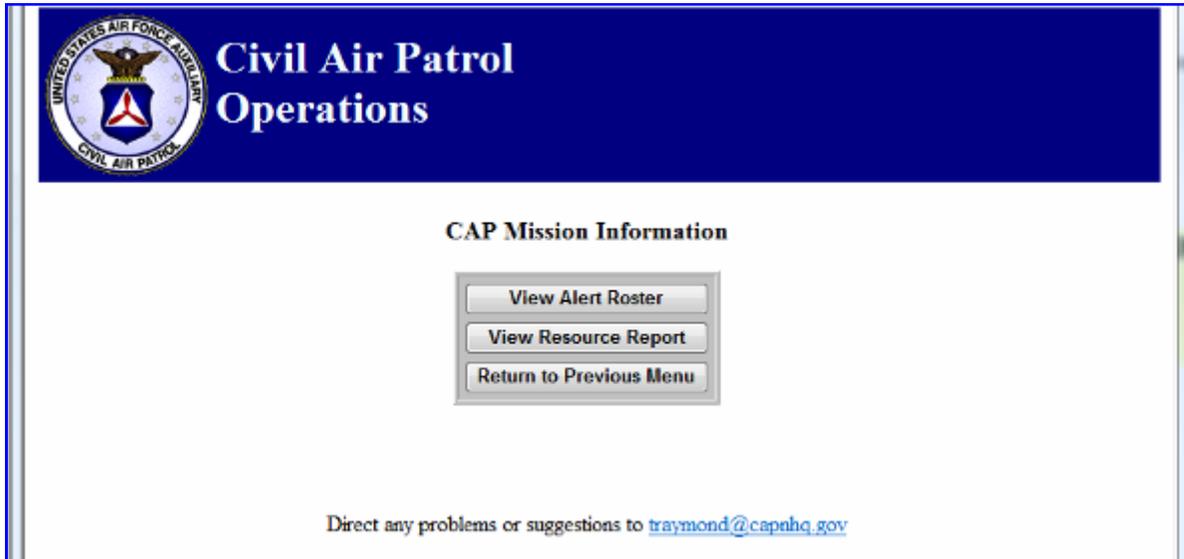
Enter NAME to search for in the fields (LAST FIRST MI)

Select Wing to narrow search:

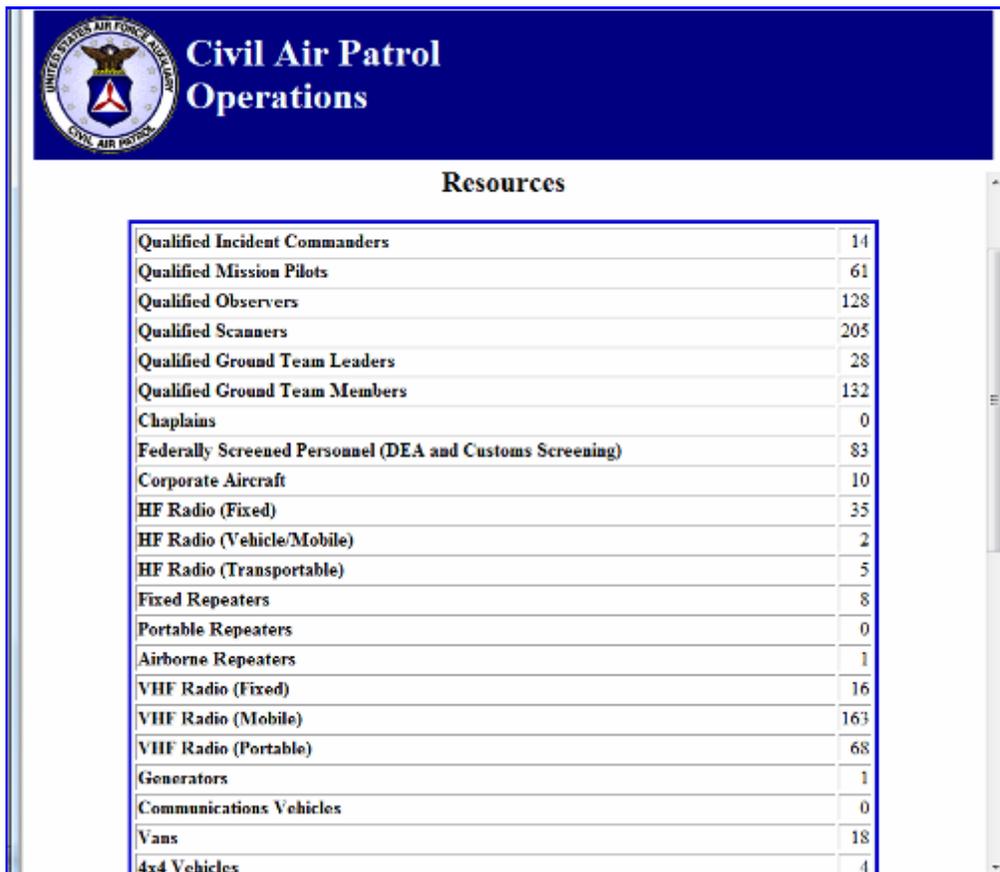
Done Internet | Protected Mode: On 100%

## 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.



The image shows a screenshot of the Civil Air Patrol Operations website. At the top left is the Civil Air Patrol logo, which features an eagle with wings spread, perched on a shield with a red triangle and a white cross, surrounded by the text "UNITED STATES AIR FORCE AUXILIARY" and "CIVIL AIR PATROL". To the right of the logo, the text "Civil Air Patrol Operations" is displayed in white on a dark blue background. Below this, the heading "CAP Mission Information" is centered. Underneath the heading are three buttons: "View Alert Roster", "View Resource Report", and "Return to Previous Menu". At the bottom of the page, there is a line of text: "Direct any problems or suggestions to [traymond@capnhq.gov](mailto:traymond@capnhq.gov)".

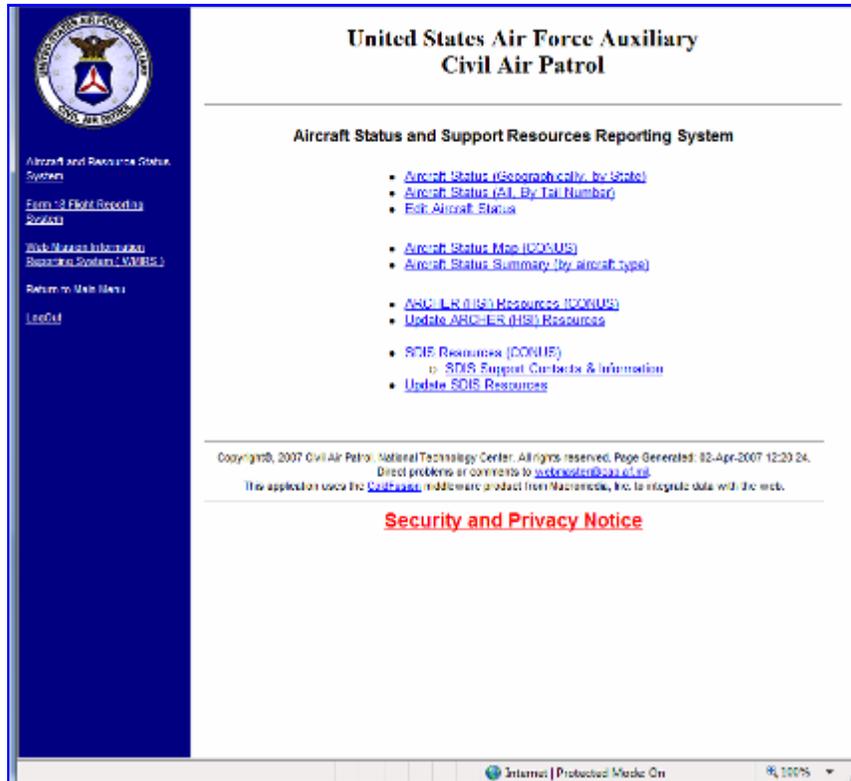


The image shows a screenshot of the Civil Air Patrol Operations website displaying a table of resources. The table is titled "Resources" and is located below the "Civil Air Patrol Operations" header. The table lists various resources and their corresponding counts. The resources include Qualified Incident Commanders, Qualified Mission Pilots, Qualified Observers, Qualified Scanners, Qualified Ground Team Leaders, Qualified Ground Team Members, Chaplains, Federally Screened Personnel (DEA and Customs Screening), Corporate Aircraft, HF Radio (Fixed), HF Radio (Vehicle/Mobile), HF Radio (Transportable), Fixed Repeaters, Portable Repeaters, Airborne Repeaters, VHF Radio (Fixed), VHF Radio (Mobile), VHF Radio (Portable), Generators, Communications Vehicles, Vans, and 4x4 Vehicles.

Resource	Count
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.



The screenshot displays the web interface for the United States Air Force Auxiliary Civil Air Patrol's Aircraft Status and Support Resources Reporting System. The page features a blue header with the organization's logo and name. A left-hand navigation menu contains links for 'Aircraft and Resource Status System', 'Form 1-2 Flight Reporting System', 'Web-Matrix Information Reporting System (VMRS)', 'Return to Main Menu', and 'Logout'. The main content area is titled 'Aircraft Status and Support Resources Reporting System' and lists several report options: 'Aircraft Status (Geographically, by State)', 'Aircraft Status (SI, By Tail Number)', 'Edit Aircraft Status', 'Aircraft Status Map (DCSUS)', 'Aircraft Status Summary (by aircraft type)', 'ARCC-ER (HS) Resources (CONUS)', 'Update ARCC-ER (HS) Resources', 'SDIS Resources (CONUS)', 'SDIS Support, Contacts & Information', and 'Update SDIS Resources'. A copyright notice at the bottom of the main content area states: 'Copyright ©, 2007 Civil Air Patrol, National Technology Center. All rights reserved. Page Generated: 02-Apr-2007 12:20:24. Direct problems or comments to [webmaster@caip.org](mailto:webmaster@caip.org). This application uses the [WebMatrix](#) middleware product from Microsoft, Inc. to integrate data with the web.' Below the notice is a red 'Security and Privacy Notice' link. The browser's status bar at the bottom shows 'Internet | Protected Mode On' and a zoom level of '100%'.

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## OTHER INFORMATION AND INSTRUCTIONS

[eFlight Release Instructions](#)

[Aircraft Scheduling Instructions](#)

[WMIRS Form 18 Instructions](#)