

PAWG  
Best Practices  
Flight Management and Mission Procedures  
May 2007

1. This best practice is a guide for implementing the various changes that resulted mainly from the implementation of the Web Mission Information Reporting System (WMIRS). Everything is the BP is in the various regulations.
2. References
  - a. CAPR 60-1
  - b. CAPR 60-3
  - c. New Air Force Assigned Missions – Update #1 letter dated 15 Dec 2006
  - d. Changes to CAP Cadet Orientation Flight Process letter dated 1 Feb 2007
  - e. AFI 10-2701 IC dated 29 Sep 2006
  - f. WMIRS (<https://missions.cap.af.mil/login.htm>)
  - g. Wing Management Utility (WMU) (<http://wmu.nat.cap.gov/>)
  - h. Incident Management Utility (IMU) (download from WMU)
  - i. e-Services
3. Quick references for contact information.
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4. ALL FLIGHTS MUST BE ENTERED IN WMIRS WITHIN 72 HOURS.
  - a. The FRO will determine at the time of release who will enter the flight into WMIRS print the name of that person in the right margin of the CAPF 99. If the FRO is using the WMU flight release enter the name of that person in the “Objective” field.
  - b. Additional details are below. If the flight is released using the IMU, it is the responsibility of the AOBD to enter all flights in WMIRS.
5. Mission terminology and procedures.
  - a. Air Force Rescue Coordination Center (AFRCC)
    - i. Missions for missing aircraft are self explanatory and well known
      1. The indicator that it is an AFRCC mission is that the number will have the last two digits of the calendar

- year (07) followed by an “M” followed by a four digit number.
- 2. The mission symbol for all AFRCC missions is A1.
- 3. Sorties are released on a CAPF 107 which will be done in the IMU.
- 4. All AFRCC missions must be entered in WMIRS. Once the mission is entered, the IMU will automatically upload the sorties... both air and ground.
- 5. The only way to get a CAPF 108 for reimbursement for any expense including ground sorties is to put the sortie (especially ground sorties) in WMIRS.
- ii. Less well known are AFRCC missions to assist local authorities
  - 1. These are usually missing persons.
  - 2. PAWG’s assistance is requested by the local IC, usually a law enforcement official or a fire chief through PEMA.
  - 3. AFRCC assigns a mission number which will have an “A” suffix. Example “07-M-0001A”
  - 4. These are not to be confused with other missions requested by local or state authorities. Remember AFRCC does search and rescue only.
  - 5. Sorties are released on a CAPF 107 which will be done in the IMU.
- b. There are rare times when PAWG will be assigned a mission by 1<sup>st</sup> Air Force for disaster relief, home land security (HLS) or other purposes. Disaster relief missions used to be assigned directly by Air Force National Security Emergency Preparedness (AFNSEP). That office has now been moved under First Air Force.
  - i. Katrina is an example.
  - ii. PAWG does missions for the Port of Philadelphia and First Air Force has recently begun assigning Air Force missions to these.
  - iii. The mission number will have a “1” instead of an “M”. Example “07-1-0001”
  - iv. The mission symbol for these is either A2 (AFENSEP missions), A18 (Homeland Security missions or A99 (Mission specifically approved by the Air Force).
  - v. Counter Drug (CD) missions are First Air Force assigned with a mission symbol of A3
  - vi. Another example of a First Air Force assigned mission is survey flights for the Thunderbirds flight demonstration team. These are usually A99.
  - vii. All sorties must be approved by First Air Force when the mission is approved.

- viii. Sorties are released on a CAPF 107 which will be done in the IMU.
- c. Training missions are the most common Air Force assigned mission.
  - i. These are assigned by the Air Force North East Region Liaison Office (CAP/USAF NELR) through the State Director (SD).
  - ii. The mission symbol is A5 (A4 for CD training missions).
  - iii. Note that Glass cockpit or GA-8 training falls under this type of mission and are therefore A5.
  - iv. These missions are for a specified period, a weekend or a month.
  - v. The mission number includes a "T". Example 07-T-0001.
  - vi. Sorties are released on a CAPF 107 which will be done in the IMU.
- d. Cadet Orientation Flights (COF) are Air Force assigned and have a mission symbol of A15 or A20 (tow plane in support of glider COF).
  - i. These are approved in WMIRS by the SD each month with an automatic "A" (07-A-xxxx) monthly mission number assigned. In PAWG his policy is that they do not require prior approval but must be released by an FRO using the FRO Assistant Report from e-Service, Operations Qualifications Report is the only method of confirming that the pilot is COF or tow pilot qualified.
  - ii. Effective 1 April 2007 all COF flights must be entered by the pilot in WMIRS, Cadet Orientation Flights. Pilots must do this for every flight.
  - iii. Sorties are released on a CAPF 99 annotated with the proper monthly WMIRS mission number.
- e. AFROTC flights have the same SD initiated monthly WIMRS "A" mission number as CAP cadet orientation flights.
  - i. The mission symbol is A6.
  - ii. A mission number is assigned each month for COF and AFROTC flights. See attached list of mission numbers for March 2007.
  - iii. COF and ROTC mission numbers have an "A" in the number. Example 07-A-0001.
  - iv. These are approved by the SD. In PAWG, his policy is they do not require prior approval but do require an email or text message to the SD and PAWG DO before the flight. They must be released by an FRO using the FRO Assistance Report from e-Services, Operations Qualifications (formerly MIMS), Reports as the only method of confirming that the pilot is AFROTC or COF pilot qualified.

- v. Sorties are released on CAPF 99 and closing information entered by the Pilot in WMIRS within 72 hours of the completion of the flight.
- f. Recently added to the list of Air Force Assigned missions is the A9, Maintenance flights in support of Consolidated Maintenance Contract Program (CMCP).
  - i. Each sortie must be entered in WIMRS in advance and approved by the LGM and SD. The best way to do that is to call them.
  - ii. Sorties are released on CAPF 99 and closing information entered by the Pilot in WMIRS within 72 hours of the completion of the flight.
- g. CAPF 5 and 91 check rides and Transportation for CAPR 123-3 inspections have a monthly WMIRS "T" mission number.
  - i. Check rides are A7.
  - ii. Inspection flights are A5.
  - iii. The SD requires SD approval in advance. Each sortie must be released by an FRO using the FRO Assistant Report from e-Service, Operations Qualifications (MIMS), Reports as the only method of confirming that the pilot is qualified.
  - iv. Sorties are released on CAPF 99 and closing information entered by the Pilot in WMIRS within 72 hours of the completion of the flight.
- h. There are certain flights that are Air Force assigned but not paid by the Air Force.
  - i. These are "B" flights. The most common is the B12 Proficiency flight by qualified SAR/DR/CD mission pilots conducted pursuant to guidelines in CAPR 60-1, attachment 7 and attachments 9-1 through 9-7 and SAR/DR training in accordance with CAPR 60-3.
  - ii. These are approved by the SD. In PAWG his policy is that they do not require prior approval but must be released by an FRO using the FRO Assistant Report from e-Service, Operations Qualifications (MIMS), Reports as the only method of confirming that the pilot is a MP and qualified.
  - iii. The mission number format is 07-B-XXXX.
  - iv. Sorties are released on CAPF 99 and closing information entered by the Pilot in WMIRS within 72 hours of the completion of the flight.
- i. Corporate flights must now be entered in WMIRS.
  - i. From time to time PAWG performs missions for the Commonwealth, its Counties and local jurisdictions through PEMA.
    - 1. The mission number will have a "C" in the second position. Example 07-C-0001.

2. Usually the mission symbol will be C14, Support to state, county, and local agencies not assigned as an AF approved mission or C18 Homeland Security Missions not designated as an Air Force Assigned Mission (AFAM).
3. An example is the flood reconnaissance missions.
4. Sorties are released on a CAPF 107.
- ii. The mission number for corporate flights not on a specific mission is "PA\_MISC".
  1. It does not change from month to month.
  2. The most common "C" mission symbol is C8, Air transportation flights to and from squadron or higher official conferences or meetings.
  3. C17, CAPF 5 evaluations and proficiency flights not designated as an AFAM use this mission symbol.
  4. C16 Cadet training.
  5. Sorties are released on CAPF 99 and closing information entered by the Pilot in WMIRS within 72 hours of the completion of the flight.
- iii. All Commanders and Staff who have been delegated permission by the Wing CC to authorize corporate flights as per CAPR 60-1 Para 1-5 will issue an authorization number for each "C" flight. This number will be entered in the "Objective" field of the WMIRS entry. By the fifth day of the month the Commanders and Staff who have been delegated permission by the Wing CC to authorize corporate flights will send an email to the PAWG DO stating that they have reviewed the "C" flights in WMIRS for the previous month. See CAP Corporate Mission – Authorization dated 1 May 2007.
- j. Every WMIRS entry requires the actual elapsed Hobbs time and the dollar amount of the fuel purchased. The total fuel cost entry must be that same as what appears on the receipt from the fuel vendor. We can prorate fuel over more than one sortie as long as the total is equal to the amount on the receipt from the fuel vendor. Any prorating of fuel cost will be done by the SD and Wing Accountant. You don't have to deal with that.
6. There are tools which will help us meet these requirements and reduce the work load. The WMU and the IMU automate much of the above.
  - a. The WMU
    - i. The WMU is a great tool for managing Wing Operations.
    - ii. **The WMU is the only system that is used in PAWG for scheduling aircraft.**
      1. OICs should update their aircraft information including tack times weekly so members get current information when scheduling.

2. anyone needing training on how to use the WMU email the DO with times you are available to be on-line and with a phone and the DO will give you on-line training.
  - iii. All FROs are encouraged, but not required to use the WMU for Flight Releases.
    1. WMU requires all entries to be done properly which is a major point of emphasis during inspections
    2. The draw back is that CAP/USAF does not recognize electronic signatures so EACH flight release must also be on a paper copy of CAPF 99 and SIGNED in ink at the time of release.
    3. When releasing a flight in WMU put "N/A" in the mission number field.
    4. It will not automatically update WMIRS.
  - iv. LEARN HOW TO USE THE WMU. PAWG Operations will transition to the WMU soon.
- b. The IMU
- i. Captures all the information required for flights released on a CAPF 107
  - ii. Automatically updates WMIRS
  - iii. Other than the initial mission, NO ENTRIES IN WMIRS ARE REQUIRED.
  - iv. Will not release a pilot for a flight or aircraft in which he/she is not qualified.
  - v. Will print a paper CAPF 107 any time it is needed.
  - vi. For flights released on a CAPF 107, PAWG will use the IMU as the only method of entering flight data into WMIRS.
  - vii. Maintains and prints all forms required for incident management as per CAPR 60-3.
  - viii. As of 1 May 2007 all missions will be managed using the IMU.
7. CAPF 99 is critical.
- a. Each entry must be signed before the flight takes place.
    - i. As an FRO, if you do not properly fill out and sign the 99 and there is a problem, the pilot will be liable.
    - ii. CAP and/or USAF insurance will be void.
  - b. The CAPF 99 must be sent to the PAWG DO at PAWG HQ with a copy to the State Director by the 5<sup>th</sup> day of the month.
    - i. Many FROs have not done this.
    - ii. Effective immediately pilots will be notified when a CAPF 99 for their flights has not been received by the PAWG DO.
8. How to get a mission number assigned.
- a. Submit an OPLAN (sample available from the DO) to the DO.
  - b. Will determine if the OPLAN warrants a mission number and what kind.

- c. DO will enter the mission in WMIRS with a copy of the OPLAN attached.
  - d. If it warrants an Air Force Assigned number it will be assigned.
  - e. In some cases it will be a corporate mission with a "C" designation which means it is funded at the Wing, Group or Unit level.
  - f. It may not be given a mission number at all. In which case it will be treated as a class.
9. A tip for pilots.
- a. Carry a small note book or log with you when ever you fly.
  - b. For Every flight right down.
    - i. Elapsed Hobbs time
    - ii. Ending tack time
    - iii. Origin and destination
    - iv. Passengers on board
    - v. Mission number
    - vi. Mission symbol
    - vii. Fuel added in gallons and dollars
    - viii. Oil added.