

This document is aimed at the following audience:

ICs - all ICs regardless of your level
Mission Staff - branch directors and above
Pilots, aircrews and FROs
Ground team leaders
Group Commanders and Group ES Staff that are tasked with training at the Group level

Fellow volunteers:

National Headquarters is making good on their promise to turn WMIRS into a "one stop shop" for missions. We're getting very close to paper-free missions and are currently to the point where ICs no longer have to collect piles of paper to mail to Wing Headquarters after a mission. Eventually, we'll see the best of our sign-in program (IMU) and our Texas-born tracking program (CAPSTAR) built into this single point, user-friendly system. Just yesterday morning we saw the new AC scheduling module appear and were asked by our Wing Commander to use both this system and our tried and true CAPERS as NHQ does beta testing. While the changes to WMIRS are great news for all of us, they will require a bit of retraining in order to get the information recorded properly. Really, the paperwork requirements haven't changed - only the way we file the documents and where we put them!.

The sections below will describe the requirements for ES missions. Other flights/missions may have slightly different requirements but the paperwork and releases are essentially the same. Keep in mind that the paperwork requirements are not something Texas Wing has dreamed up to torment our membership! All the requirements are solidly backed by regulations and look ahead to a point in the not too distant future when the Air Force will perform a Compliance Inspection to be certain we are performing these duties as required. As if that wasn't enough pressure, if there is an accident on one of our training exercises or missions the mission documents are a part of the investigation and they become "legal documents". Our paperwork needs to be completed with the attention to detail that the Air Force or a court of law would require for their purposes.

CAPF 104

The most important part of doing the CAPF 104 is to fill it all out. Enter the mission number and name. The naming convention may be tied to the IMU name or may be listed simply as the "Group ___ SAREX" or "_____ Redcap". Generally the IC will designate the name. Once you have the name and CAP ID of the pilot and aircrew listed be sure to check the qualifications boxes - list anything they're qualified for! As each section is completed there is a place for the briefing or debriefing officer to type in their name/ID #. Do not leave this off! If it's a big mission or exercise you may have three different names on the CAPF 104, in a small ELT mission only the IC would be listed in those blanks. In the contact box be sure to list the cell phone number of each member of the crew carrying a text capable phone. This is a great way to contact crew in an emergency. Don't neglect the comment boxes in the debriefing section. In an actual mission this is where you would enter observations or clues. We should make a habit of using those boxes in training. Be sure to fill ALL boxes you are able to fill...estimated fuel, ETA, ATA, tach times, etc. The CAPF 104 isn't complete without them. At the bottom of the

form there is a box that allows you to make attachments. This is where the ORM and W/B are attached. Click the appropriate boxes, hit the upload button, browse your computer to find the scanned documents and attach them to the CAPF 104. Submit. Attach the receipt to the fuel tracking document (TXWGF 60-1-0(F)) and upload it in the fuel area on the sortie line. A CAPF 108 is no longer required with the fuel receipt.

CAPF 109

Eventually the CAPF 109 will be electronic like the CAPF 104, but until then, complete it by hand (FILLING IN ALL BLANKS AND COMMENT AREAS) and scan the CAPF 109, the ORM, and the fuel receipt on a fuel tracking sheet (TXWGF 60-1-0(F)) and upload them into the fuel section of the sortie with the fuel receipt on top. Ground team leaders should fill in all of the debriefing areas of the form with comments, clues and diagrams. This is information that will be very important in an actual mission. Signature boxes should be signed by the releasing officer, briefing officer, GOBD or IC as mission size dictates.

MISSION PAPERWORK

The simplest way to organize mission paperwork is to follow the structure of the ICS forms:

ICS 202 - Incident Objectives (your objectives should be the same as those in your Ops Plan)

ICS 203 - Staffing Plan

ICS 205 - This is where I substitute the Comm Plan given to me by the CUL. It will not necessarily be on an ICS 205.

ICS 206 - Yes, the IC or MSO needs to complete this form

ICS 211 - This is where I substitute the personnel and vehicle sign-ins produced by IMU. With the vehicle asset sheet I attach the CAPF 71s and 73s. If it is a multi-day mission you will have multiple sets of these placed chronologically. NOTE: CAPF 71 or 73 should be completed daily on each asset. This clarifies a gray area in our processes and serves to set this as Wing policy.

ICS 214 - One log for each staff member per day. This is also where I include Comm Logs and CAPF 107s from the AOBD.

ICS 221 - Demob Plan. This is especially important if you have weather issues and have to send people and planes home after mission base has broken up.

ICS 223 - Safety briefings or diagrams and the TX WG Form 8.

SPINS or other important mission related documents.

Mission 108s - Pre-approved expenses such as office supplies or batteries

Other - any other communications or documents that should be preserved. Large events (LESA) or special events (Alpine) may have additional documents here.

You can scan these in groups naming them to indicate contents or, if your scanner is capable, you can put them all together. The scans should be saved as PDFs and uploaded into the mission in the Form 10 area. WMIRS will only load documents in the PDF format. Free PDF converters are available on the internet.

FINAL WORDS

If we look at this unemotionally, it's the same paperwork we were doing in hard copy a year ago. Today we're on the way to going paperless...we're half way there. WMIRS changes often and we aren't notified of the changes in advance. I usually find out when Rick Woolfolk or Chuck Tetlow call me in the morning and ask, "Have you seen ____ in WMIRS today?" As soon as I'm notified, I generally send change notices to the Wing or to Group Commanders and ICs.

We do a great job in Texas Wing - we perform our missions in a safe, professional manner and instill confidence in our customers. The changes in WMIRS aren't a show stopper for us - just a new way to look at things. If you have additional questions about mission paperwork - just ask.

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