

# WMIRS Missions and Funding Quick Guide for HI Wing Pilots

Version of 14-Jan-2024 - Paul Hirst, phirst@cap.gov

Help us to help you by reading and following this. Wing staff spend far too much time sorting out cases where pilots do not do WMIRS paperwork correctly. We have to do this to keep the avgas flowing. Please do not add to our workload by ignoring this. These guidelines help you comply with regulations and funding rules, frequent violations will result in suspension of flying privileges for non-compliance with regulations.

## Sortie Debrief REQUIRED ITEMS:

- ADA, ATD, Hobbs and Tach numbers. Be careful not to switch or typo the numbers. ETD/ETA/ATD/ATA times are in 24-hour clock. You can set UTC vs HST in your WMIRS preferences.
- **Fuel boxes:**
  - Where it says "Fuel Used", **it actually means "Fuel Purchased"**.
  - Unless you bought fuel at personal expense, **you must have one** (and only one) of **"No Fuel"**, **"Wing Paid"** or **"NHQ Credit Card"** checked. **You can not leave them all unchecked.**
  - If you get a fuel receipt, write the Mission and sortie number on the fuel receipt, scan or photograph it, and ensure it is uploaded properly and is the correct receipt.
  - **If unable to get a receipt (this is normal at most Hawaii airports now), note down and enter the EXACT number of gallons** and if possible the order or invoice number.
  - Do not upload a photo of the truck fuel meter, this actually causes us more hassle.
  - **If purchased from Million Air at Kalaeloa, select NHQ credit card paid**
  - **If purchased from Atlantic (formerly Air Service Hawaii) select Wing Paid**
- **Summary box: Write at least one sentence about where you went and what you did.** Two word entries like "Successfully Completed" or "Form 5" are not acceptable.
- **Results/Deliverables box: Write at least one sentence about what you accomplished.** For a proficiency sortie add any notes here and say "See attached proficiency profile".
- **Weather Conditions box: Write at least one sentence about what the weather conditions were.** "VMC" or "VFR" is not sufficient here.
- **Remarks box: Put a note here to say what happened regarding fuel - if you selected "No Fuel", then say here why you didn't refuel** (eg "Will refuel after subsequent sortie on same mission". **If you got fuel, write here the gallons, who from and at what airport**, eg "25.3 gal of fuel from Atlantic at HNL". Yes, this duplicates information in the fuel section above, but it really helps us. Also note here anything unusual about the fuel situation, eg "aircraft was only at 40 gal at start of sortie, refueled to normal ops level of 64 gal".
- **If you flew A12 or B12, ensure that the profile checklist is uploaded to the sortie files. See proficiency mission page in this document.**
- **Sortie Effectiveness Box: Set as appropriate.**
  
- Sorties must be closed out as soon as possible after landing. A released sortie not closed out 30 mins past ETA time shows up as overdue on the mission status board. At bare minimum, the ATD, ATA, Hobbs and Tach numbers will make the sortie show as complete. The full debrief does need to be completed promptly - generally the same day as the sortie.

### **Canceled / not flown sorties:**

- **If you enter a sortie in WMIRS and then do not fly, do not simply abandon it. As soon as you enter it, mission funding is allocated based on your ETD and ETA. If a sortie is released but then abandoned, that's equivalent to opening then not closing a VFR flight plan.**
- If you decide not to fly before you even start the engine, simply CANCEL the sortie in the sortie info page. Note that it is possible to uncanceled a sortie if you subsequently decide to fly.
- If you start up the engine, then decide not to fly (eg mag check or other MX issue), then enter the actual hobbs and tach times in the debrief and set the sortie effectiveness to "Not Flown".
- **Any sortie entered into WMIRS should either be CANCELED, or closed out with hobbs, tach, ATD, ATA and sortie effectiveness all filled out in the sortie debrief.**

### **Refueling:**

- Refuel the plane to normal operations level after your sortie.
  - 64 gal (bottom of the tabs) for all C182 aircraft
  - Topped off for all C172 aircraft
- Fuel needs to be charged to the correct mission. Atlantic issues one fuel invoice per aircraft per airport per day now, this puts extra load on wing staff to figure out what went where and we need clear information from pilots regarding fuel purchases.
- **PLEASE put a brief description of the fuel situation in the remarks section. Eg "Fueled from Atlantic at HNL, 23.0 gal" or "Not fueled - fuel included in sortie A0123 on this mission".**
- **If you fly multiple sorties on the same mission and only fuel once at the end, mark the first ones as No Fuel, and put all the fuel on the last one. Put a note on EACH sortie to say you're doing this.**
- **If you fly multiple sorties on different missions and only fuel once, you have to split up the fuel - divide it up in the same ratio as the hobbs hours and put the appropriate amount on each sortie. Put a note in EACH sortie showing your math and if you have a fuel receipt write this on the receipt as well and upload the receipt to both sorties.**

### **"Reserving" Aircraft:**

- DO NOT "pad" the ETD / ETA times or use them to "reserve" the aircraft for longer than the planned flight. A sortie entered for 0800 to 1600, will reserve funding for 8 hours of fuel burn and may block other sorties from being entered by taking the mission over budget.
- If you really need to "reserve" the aircraft, use the WMIRS scheduling module. Be aware your "reservation" may be disregarded for operational reasons if necessary.

### **Region vs Wing Missions**

- WMIRS will show both region (PCR) and wing (HI) missions. Unless you really know what you're doing **you should not add sorties to PCR missions**. I strongly recommend "Advanced Search" on the WMIRS main page then HI under Wing/Region and OPEN under Mission Status. This will hide irrelevant missions and WMIRS will remember this selection until you select "Reset to Default Search"

## Training and SAREX missions (Mission Symbol A5) - various 24-T-xxxx missions

- These missions **DO** have an assigned Incident Commander (IC). **All** flight and ground operations on these missions **MUST be coordinated with the IC ahead of time**. You can find out who the IC is by going into the mission page (click on the mission number in WMIRS) and scroll down to the bottom. If possible, enter your sortie before contacting the IC so that the IC can review the details in WMIRS.
- Do not cold call the IC at zero notice expecting approval or a flight release. Coordinate ahead of time, preferably at least a day or two before. A simple text message saying you're planning to fly is often all that is needed by the IC. Do not assume the IC will also be your FRO.
- To fly any kind of SAR training sortie, **pilots must be qualified MPs, or MP Trainees under qualified MP supervision. All qualifications must be current and show in Ops Quals, including Trainee status.**
- **A pilot who is not MP qualified in Ops Quals cannot fly training sorties for MS, MO, AP etc.**
- If specifically authorized by the IC, Qualified TMPs may fly Transport or High-bird training sorties on these missions.
- MS, AP, MO and MP training sorties can be carried out on these missions provided that a qualified trainer is on board, and provided that the trainee is qualified as a trainee for the position in Ops Quals.
- **24-T-3948 - Search and Rescue Training** is available for training sorties for all aircrew positions, including MS, AP, MO and MP. This should be the default mission for the SQTR required training sorties for mission aircrew trainees.
- **24-T-3946 - Tsunami Training** is to support training for Tsunami response. This includes both individual training sorties and both locally organized and wing wide Tsunami DREXes. **Pilots on Tsunami Warning or Damage Assessment training sorties must be fully qualified MPs or MP Trainees under the supervision of a fully qualified MP. Trainee status must show up in Ops Quals to be valid.**

## Air Force funded proficiency (A12) - 24-A-3387

- Comply with the profiles published in CAPS 71-4 in all ways. Notably, **crew qualifications** and **flight time**.
- **If you significantly exceed the flight time (in Hobbs hours) given in the profile, USAF may decline to pay for the sortie and you may end up paying for both the fuel and the MX dry rate out of pocket.**
- Do not fly A12 as a "Form 5 trainee", these are for maintaining proficiency, not training. Pilots **MUST** have a current Form 70-5 to use the A12 mission.
- **Upload the completed profile checklist from CAPS 71-4 to the sortie as part of the debrief.**
- Explain in the sortie debrief any items where you were not able to meet the profile requirements.
- **Limit yourself to 2.5 hobbs hours in any given calendar month. Unused hours do not carry over.** (This number may change in the future, but that's the limit of our funding right now).
- A12 funded proficiency is intended to "fill the holes" in the times that other CAP flight missions do not allow you to maintain mission proficiency. Please avoid the impression of "burning holes in the sky" or simply building hours. For example If you flew a transport / relocation sortie for O-rides or MX recently, then flying an A12 transport proficiency profile may not be appropriate. Bear in mind that many of the profiles allow for instrument approaches and other currency items. Please be mindful in your use of A12 funding and use the funding to maintain proficiency in the full range of mission pilot skills.

## Self or other funded proficiency (B12 on 24-B-3162)

- **EVERYTHING from the previous section regarding A12 applies, except the flight time limits.**
- Yes, all this applies even if you are self funding. If you do not want to comply with the above under self funding, then fly under C12 on the HI-MISC C mission not the B mission.
- Note the funding source (eg "member funded") in the sortie debrief notes.
- See the member funded notes at the end of this document.

## **Air Force funded Onboarding (A0) and Return to Flight (A24) - 24-T-3794**

- Training plan must be prepared, and approved by DOV prior to flights. It must say how many sorties are expected to get the trainee ready for their checkride. We need this information to budget accordingly.
- Training plan must be in compliance with CAPS 71-1 (airplane) or CAPS 71-2 (glider).
- In CAPS 71-1/2 note especially the *Flight Training* Paragraph in either the *Onboarding of New Pilots* or *Return to Flight* sections, which gives the expectation of how much flying is appropriate under this mission - these missions are not intended to provide large amounts of training to get inexperienced or non-current pilots up to CAP Form 5 standards.
- **Basic onboarding is expected to be a single sortie**, with limited additional sorties allowed for specific training such as G1000 or high performance. To take advantage of the G1000 and/or high performance sorties, you must follow (and meet all the prerequisites of) the G1000 and high performance CAP training requirements.
- Return to flight is expected to be a single sortie, in the form of a BFR and the guidance in CAPS 71-1/2.
- **It is your responsibility not to exceed the number and duration of sorties approved for funding in your training plan. It is possible that we may not be able to fund all the sorties you need. The number of funded sorties will be made clear when your training plan is approved.**

## **Self or other funded Onboarding (B0) and Return to Flight (B24) on 24-B-3162**

- Must follow all the requirements above as if this was an A mission, except that the number and length of the sorties is restricted only by the funding source. i.e. if you are self funding it's up to you. If you have explicit approval from the wing CC, CV or DO to do this on state / county / wing / other funding, it is your responsibility not to exceed the number and duration of sorties approved for funding in your training plan

## **G1000 training and aircraft transition missions**

- **24-T-3632 - G1000 TAA Transition Training** mission is to help qualified CAP pilots who are not G1000 qualified to become G1000 qualified. On-boarding and Return-to-Flight pilots will generally do G1000 training as part of onboarding under the A0/A24 mission.

## **MX Mission (A9)**

- **Use only in conjunction with aircraft maintenance work authorized by the wing AMO.**
- Can be used for crew transport for aircraft pickup / dropoff.
- Can NOT be used simply to reposition aircraft for operational or mission readiness purposes when no maintenance work is involved.

## **O-rides and checkride missions**

- Relocation sorties can be flown on these missions as necessary to carry out the O-rides or checkride. Please do plan operations to avoid unnecessary relocation sorties.

## **C mission**

- The C mission can be used for self-directed, **self-funded** training and proficiency. You must use an appropriate mission symbol. See CAPS 72-2 for the mission symbol definitions.
- C12 proficiency flights **in accordance with CAPS 71-5**

## 24-T-4386 Cadet Pilot Proficiency Continuation

- Is only available to cadets that are VFR Pilot qualified.
- **CAN NOT be used by student pilots.**
- Includes proficiency sorties (USAF funded proficiency profiles apply - see A12 above)
- Includes TAA or High Performance aircraft training.
- Take care to select the correct mission symbol!
- All the usual rules apply, eg Flight Release and Over Water procedures. Note that cadets under the age of 18 cannot be Water Survival qualified, and thus cannot fly extended overwater sorties.

## “TOP Flights” (A19 mission symbol)

- Teacher Orientation flights organized through the AE program.

## 24-T-4387 NFA(D) - HI Wing Powered Flight Training

- This is a distributed flight academy. There is an application and approval process for students on this mission. Do not use this mission for anything other than approved flight academy sorties.
- Capt Darryl Ng is the POC.

## Member or local scholarship funded flying - Note new rates for FY2024

- This applies to both personally funded flying and to cadet flight training funded through any local scholarships (eg scholarships from local companies or organizations organized at squadron or wing level). This does not apply to scholarships organized through CAP National HQ.
- We use a dry rate plus actual fuel cost system.
- Dry rates are specified by NHQ in CAPR 173-3 and are \$74/hr for C172 and \$86/hr for C182. These are Hobbs hours. These must be paid to wing.
- After you fly, refuel the aircraft to the level it was at before you flew.
  - You can either do this directly at your own expense, OR
  - You can charge the fuel to wing as normal and then reimburse wing for the exact amount of the fuel bill. It takes a few days for wing to get the bill. You should let Renee know that you flew member funded and ask her to let you know when the bill comes through.
- **If you paid for the fuel yourself, put a note in the remarks saying so, and note the number of gallons.**
- If you billed the fuel to wing, you must then coordinate with the Wing Admin Assistant to make payment. You may send a check or pay by credit card, for which there is a \$5 fee.
- **Write “Member Funded” or “Scholarship Funded” In the remarks section of the debrief, and note if the fuel was self paid or charged to wing.**