

MSA – Outline for Working With WMIRS

16Jan16 by BC

1. OPEN WMIRS

- A. Select Mission Number by clicking on the number in the **Air column** on the same line as the mission.
- B. Select correct date at the top.
- C. Check the “current selected time zone”, in blue, at the top. It needs to be ‘US Eastern Standard Time (DST observed)’. If not, change by clicking on the time zone listed (in blue just below the “current time zone” line). Enter EST and update.

2. SIGN-IN PERSONNEL (ICS 211)

- A. On the left, > Planning and then > Sign In/Sign Out. Verify correct mission number is shown, at top. Sign in all except aircrew (who are already signed in through Air Sortie input).
 - (1) Select Personnel (at top).
 - (2) Select Sign in New Personnel.
 - (3) Enter CAPID, click on magnifying glass.
 - (4) Verify qualified for mission assignment, if necessary.
 - (5) Under Staff Assignment, select correct assignment; you will see a selection of ratings from the member’s 101 card, listed on the drop-down menu. Select the duty that applies, including any training that is on the 101 card (shown like, (T)MRO). If the member is training and you don’t see it, then the member has to arrange for their commander to approve for training on the member’s SQTR at Operations Qualifications in eServices.
 - (6) Select the correct facility.
 - (7) In the box labeled Personal Equipment type the mission duty of the person, e.g., MO(T) meaning Mission Observer Trainee, or MRO for Mission Radio Operator, etc. This is a very important step. Then > Sign In. (Note: IC and AOBD should already be signed in; if not then sign them in.)

The MSA is responsible to insure that all participants are checked into the mission!

3. SIGN-IN AIRCRAFT or VEHICLE (ICS 218)

- A. On the left, > Planning and then > Sign In/Sign Out. Verify correct mission number is shown.
 - (1) Select Aircraft (at top).
 - (2) Select Sign in New Aircraft (if it is listed it’s already signed in).
 - (3) Fill in Call Sign & Mission Facility boxes and then > Sign-In.

Follow same procedure for Vehicle sign-in.

4. STATUS BOARD (Not your responsibility but good to know)

A. Bring up the Status Board by clicking Command on the left and select Status Board.

5. COMMUNICATION LOG (CAPF 110)_(Not your responsibility but good to know)

A. On the left (under Command), > Click on Comm Log

- (1) After verifying correct mission number is shown, fill in Call Sign, e.g. 825. The number is different for each aircraft.
- (2) At the top, fill in Channel Reference and select correct Sortie Number. Now you're ready to start logging entries by starting with Radio Check.
- (3) For each communications entry, at the top, select Message Type and click on appropriate message. Be very careful when selecting. When you select Actual Time of Departure, the status board will change from yellow to blue (sometimes delayed a few moments).
- (4) If applicable, click on Position Report, checkmark Landmark and enter Way Point name in the box.
- (5) Type your remarks in the Remarks box.
- (6) Enter the time. Make sure blue time is shown as EDT, this should be correct if you checked and verified the time zone upon entering WMIRS. (see 1. C.) On drop down menu enter the actual time of the radio communication.
- (7) Select correct Mission Facility and > Submit Log Entry then select Com Log, on left, to update the log.

B. Edit the log entry by clicking on Edit to the left of your log entry line. You might be able to change the time of the entry. When done, > Update and Return to Comm Log.

6. IC/AOBD/MSO/MSA -- KEEPING A RUNNING LOG OF SORTIE/MISSION ACTIVITIES

A. On the left, select Command.

- (1) On the left, select Unit Log. (ICS 214)
- (2) At the top, > Unit and select your Mission Position, most common being, IC, MSO, or AOBD. The MSA can use the IC log to make entries.
- (3) Type your name in the Who (Contact) box.
- (4) Verify Mission number is correct; select correct Sortie and Mission Facility.
- (5) Type remarks in the Notable Activities box.
- (6) > Submit Log Entry then select Unit log, on left, to update the form.

B. Edit the log entry by clicking on Edit to the left of your log entry line. You might be able to change the time of the entry.

- (1) > Update and Return to Unit Log.

C. To see a particular Log, below the words, Running Log, checkmark the applicable log you want to view.

7. SIGN OUT PARTICIPANTS, AIRCRAFT AND VEHICLES

A. > Planning on the left > Sign In/Sign Out on the left. Verify correct mission number is shown.

B. Select, at the top, Personnel or Aircraft or Vehicle.

C. Checkmark the box next to each Person, Aircraft or Vehicle you wish to check-out and click on Sign-Out.

8. CREATE A PARTICIPANT DUTY ASSIGNMENT REPORT (ICS 211)

A. This report serves as the ICS211 and is the record of the individual job assignments for the mission. **Every person needs to have a duty assignment listed on this form. DO THIS DAILY.**

(1) On the left, > Planning and then > Sign In/Sign Out.

(2) Verify correct mission number is shown. Select Export Personnel to Excel and save on your computer naming the file, e.g. 15-C-9865 Participants ICS211 29Oct2015.xls.

(3) Click on Page Layout at the top, select Orientation, select Landscape. Remove all the rows that do not apply to your specific mission.

(4) Change the column titled, Personal Equipment, on the Excel page, to “Assignment” and enter acronym duty assignment if not listed (e.g. MRO and MSA) and all SQTR trainees, e.g. MRO(T).

(5) Now add another column titled “SET NAME & CAPID”. All personnel listed as (T) assignments need to have a Skills Evaluator listed in the SET CAPID column adjacent to their name, e.g., “Mike Jones 486305”.

(6) Then save as a .pdf document and upload in the Mission Files in the Personnel folder, which can be found by clicking on the appropriate Mission Number on WMIRS home page.

Example of the Report:

	A	B	C	D	E	F	G	H	I	J
1	Name	Unit	Rank	SignedIn_String	SignedOut_String	Location	Assignment	SET Name & CAPID	SignedInBy	SignedOutBy
2	Smith, John - 403321	FL-023	2d Lt	29 Oct 2015 18:38	29 Oct 2015 20:45	MKY	MRO(T)	Mike Jones 486305	Albert Einstein	Homer Simpson
3	Jones, Mike - 486305	FL-376	Capt	29 Oct 201518:45	29 Oct 2015 20:30	MKY	MRO & SE		Stephen Hawking	Bart Simpson