

(NFM), Non-Funded Missions – Instruction Guide

May 1, 2019

Uploading Documents – Insure that ALL file names include FL-376 in the name!

OPENING & CLOSING PROCEDURES FOR WC & MRO

** > **It is the responsibility of the ES officer to insure that:** CAPF 47e, CAPF 71, SPIN, CAPF 205 and 206 are uploaded in mission files at the beginning of the month. Backup for this upload is the CC or the OPS officer.

(WC), WMIRS COORDINATOR DUTIES: *(WC does not need to be present at the missions. He/she monitors via WMIRS)*

NOTE – WC, for each sortie you need to > sign in Hansen (460597) as IC.

1. WC, SIGN IN PERSONNEL

- A. Find the mission number and 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 time zone to insure it is 'US Eastern Standard Time (EST or EDT depending on time of year)'. If not, change by clicking on the time zone listed in blue just below the "current time zone" line). Enter EST or EDT and update. **NO ZULU TIME ALLOWED!**
- D. 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 via Air Sortie input). WC signs in as MSA or AOBD, depending on the individual's qualification.
 - (1). Select Personnel (at top), then select Sign in New Personnel.
 - (2). Enter CAPID, click on magnifying glass.
 - (3). Verify qualified for mission assignment, if necessary.
 - (4). Under Staff Assignment, select correct assignment, if it shows in the drop-down menu. If 'None' is shown see item 6 below.
 - (5). Select the correct facility, or enter new one under Command on left, click on Mission Facilities.
 - (6). 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. Note: All members of the mission, including the aircrew need to have the assignment listed in this box.

Then > Sign In.

All participant sign-ins are per the above procedure. Insure Hansen is signed in as IC.

2. WC, SIGN IN AIRCRAFT

A. On the left, > Planning and then > Sign In/Sign Out. Verify correct mission number is shown.

(1). Select Aircraft and/or Vehicle (at top).

(2). Select Sign in New Aircraft or Vehicle (if it is listed it's already signed in).

(3). Fill in Call Sign & Mission Facility boxes and then > Sign In.

3. WC, DUTIES AFTER MISSION

A. On all Edit/Brief/Debrief pages in WMIRS, all boxes need to be filled in (N/A if not applicable).

B. On pages Edit/Brief/Debrief pages, make sure time entries are correct for Eastern time.

C. On Brief page, in Sortie Objectives, comment should include reference to the SPIN & Profile #

D. On Debrief page, verify that:

(1). A checkmark is shown in the Flight Plan Closed box at top of Debrief page.

(2). Click - **No Fuel** Box. Do not upload receipt. Used MICAP credit card and put slip in Bill H's mail slot.

** Notations on fuel slip follows same requirements as for paid missions.

(3). Upload the profile worksheet into the Sortie Files.

(4). Ensure Weight & Balance is uploaded in Sortie files.

(5). The Hobbs and Tach start and end times are entered.

(6). Plenty of information is entered in **all** summary boxes.

(7). The Debriefers' CAPID is in Debrief box (it won't allow entry of a name)

Primary WWCP Debriefers: Richard Farmer 440844, Bob Boone 546543, and Bob Corriveau 499005; last resort Bill Hansen 460597, and George Schaefer 115082.

E. Verify all participants have been checked out including Hansen (IC). If you are the last WC of the month, than after the last sortie is completed you need to create and upload the ICS 211 Personnel form for the activities of the entire month.

4. CANCELLED FLIGHTS

A. If a flight has been cancelled confirm that, on the sortie page, it is listed as cancelled (in red). If not the cancelled button is located at the bottom of the Edit page

B. On the debrief page at the bottom "Sortie Effectiveness" box needs to indicate "Not Flown"

C. On the debrief page at the bottom "Reason" box needs to be filled, per the drop down menu.

MRO DUTIES (NOTE – you will be monitoring, Air 1, CAPGUARD, 123.1, and channel 16 on the marine radio)

1. **MRO, COMMUNICATION LOG**

- A. Open eServices/WMIRS/the Mission and go to the Communications Log by clicking Comm Log on the left, under Command.
- (1). When you're in the Comm Log, after verifying correct mission number is shown, fill in Call Sign, e.g. 834 (the call sign for N407CV). 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 WC 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.
- 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 the Comm Log.

2. **MRO, SIGN OUT PARTICIPANTS AND AIRCRAFT**

Note: Sign out only those participants/aircraft that are associated with only the sortie you are working.

- A. > Planning on the left > Sign In/Sign Out on the left. Verify correct mission number is shown.
- B. Select Personnel and/or Aircraft, only for your sortie. Insure that Hansen is also signed-out as IC.
- C. Checkmark the box next to each person and aircraft that is checking out and click on Sign Out.
- D. Communication Logging System: Any time radio is used, access the link in favorites on the NORTH Comm computer after opening up Internet Explorer, form is self-explanatory; when done click Submit. This is a radio justification study. Web site is <https://goo.gl/JpVvVD>
- E. Correcting Sign-in Dates:

Everyone needs to be signed in and out on the same day of each sortie. Correcting early sign-ins can only be done after everyone is signed out for that sortie. Click on the Sign-out button to view all signed

out members. Click on the view/edit at end of the line for any member with an earlier sign in date. That will bring you to a page where you can change the date and then hit update.

Return to the sign-out page to verify that your update is recorded.

F. Creating the ICS 211 Personnel spreadsheet – Created only after the last sortie of the month is completed:

This report serves as the ICS211 and is the record of the individual job assignments for all sorties flown during the month. Every person needs to have a duty assignment listed on this form.

- (1) On the left, > Planning and then > Sign In/Sign Out.
- (2) Select Export Personnel to Excel and save on your computer naming the file, e.g. 15-C-9865_ FL-376 Participants_ ICS211_ 29Oct2015.xls.
- (3) Click on Page Layout at the top, select Orientation, select Landscape.
- (4) Change the column titled, Personal Equipment to "Duty Assignment" and insure that all personnel have a duty assignment (e.g. MRO and MSA). If assignment is not listed enter it.
- (4) Delete the original Duty Assignment column.
- (5) Delete any duplicate entries or personnel not associated with MICAP. Remember this is an open mission for the entire Wing and personnel may be listed other than our own.

Save as an FL-376 .pdf document and upload in the Mission Files in the Personnel folder

WMIRS Entry Notes for MP – Brief and Debrief pages

** Remember, we need to ensure that ALL the boxes in the Brief and Debrief page have entries (N/A if not applicable).

Brief page:

Sortie Objectives

Copy and paste your Air Task from the SPIN or the OPS Plan (whichever is being used for the mission) into the Sortie Objectives Box.

Once copied you need to add the % number for the Probability of Detection using the chart for reference. Refer to separate file for the chart or view on the clip board in the Squad Room.

Route of Flight

Either "Per SPIN" or "Per OPS Plan" is entered here.

Crew Notes

In this box note two additional entries:

Terrain – either Flat or Rolling Hills

Cover – either, Open, Moderate or Heavy

This is also the box were some pilots enter a more detailed weather summary. That is still OK but first list the two above items.

Debrief page:

Summary

Sortie was either "performed as planned in Brief" or if not state the conditions of change.

Also, list:

Time entering Search Area

List Lat/Long of CSP (Commence Search Point)

Time Target Found

Lat/Long of target

Time of RTB

Remarks

Report on mission effectiveness: - Excellent, good, fair or poor

Report of Visibility:- Excellent, good, fair or poor

Upload

If this was a photo mission, the CAPF 104b needs to be filled out and uploaded into the Mission Files. Only page 1 is needed with the initial Lat/Long of the photo run recorded along with notes about the target (description, condition, items of interest observed, etc).

Fuel

Check the **No Fuel** Box – **Do Not** upload receipt. Record amount in the AIF book and put the receipt in Bill Hughes' mail slot.

PROBABILITY OF DETECTION CHART

OPEN, FLAT TERRAIN				MODERATE TREE COVER AND/OR HILLY				HEAVY TREE COVER AND OR VERY HILLY						
SEARCH ALTITUDE (AGL)	SEARCH VISIBILITY				SEARCH ALTITUDE (AGL)	SEARCH VISIBILITY				SEARCH ALTITUDE (AGL)	SEARCH VISIBILITY			
	Track Spacing	1 mi	2 mi	3 mi		4 mi	Track Spacing	1 mi	2 mi		3 mi	4 mi	Track Spacing	1 mi
500 Ft					500 Ft					500 Ft				
.5 mi	35%	60%	75%	75%	.5 mi	20%	35%	50%	50%	.5 mi	10%	20%	30%	30%
1.0	20	35	50	50	1.0	10	20	30	30	1.0	5	10	15	15
1.5	15	25	35	40	1.5	5	15	20	20	1.5	5	5	10	15
2.0	10	20	30	30	2.0	5	10	15	15	2.0	5	5	10	10
700 Ft					700 Ft					700 Ft				
.5 mi	40%	60%	75%	80%	.5 mi	20%	35%	50%	55%	.5 mi	10%	30%	30%	35%
1.0	20	35	50	55	1.0	10	20	30	35	1.0	5	10	15	20
1.5	15	25	40	40	1.5	10	15	20	25	1.5	5	5	10	15
2.0	10	20	30	35	2.0	5	10	15	20	2.0	5	5	10	10
1000 Ft					1000 Ft					1000 Ft				
.5 mi	40%	65%	80%	58%	.5 mi	25%	40%	55%	60%	.5 mi	15%	20%	30%	35%
1.0	25	40	55	60	1.0	15	20	30	35	1.0	5	10	15	20
1.5	15	30	40	45	1.5	10	15	20	25	1.5	5	10	10	15
2.0	15	20	30	35	2.0	5	10	15	20	2.0	5	5	10	10