

OPENING & CLOSING PROCEDURES FOR WWCP MISSIONS

(Non-WWCP Missions are at the end of this document)

Updated by C. Dohm 08FEB2016

Access to the Hangar

Open the front door by accessing the key in the holder to the right of the door. DO NOT TAKE THE KEY INTO THE HANGAR. Once in the room, turn on the lights, SLAM the door shut and on the alarm box, press the 4 required numbers and then press OFF. A green light should appear on the panel. To access the Communications room, use the combination to access the key in the key holder on the Comm Room door. Do not take the key into the room. Lock the Comm room when the Mission is over. To lock the front door, make sure the door is tightly shut, on the alarm box press the 4 required numbers and press AWAY. Turn off the lights, step outside, shut the door tightly and lock it.

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. WMIRS COORDINATOR SIGN IN PARTICIPANTS ONLY ON THE DAY OF THE MISSION

- 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). WMIRS Coordinator signs in as MSA.
 - (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.
 - (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.)

3. WMIRS COORDINATOR SIGN IN AIRCRAFT

- 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.

4. COMMUNICATION LOG & STATUS BOARD

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

(1) On the left, click on Command and select Status Board (also appears under Planning).

B. Go back to the Comm Log . (You need to click the “back arrow” – top left - to go back to Comm Log.)

(1) > Comm Log on the left (under Command).

(2) After verifying correct mission number is shown, fill in Call Sign, e.g. 825. The number is different for each aircraft.

(3) 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.

(4) 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).

(5) If applicable, click on Position Report, checkmark Landmark and enter Way Point name in the box.

(6) Type your remarks in the Remarks box.

(7) 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.

(8) Select correct Mission Facility and > Submit Log Entry.

(9) After Actual Time of Departure is entered, call the Ft. Myers Coast Guard on Channel 16, initially. They will either accept your message on 16 or ask you to change to Channel 22A. The message is that the Marco Island Civil Air Patrol (DO NOT SAY 'CAP') has commenced their Coastal Patrol and you will advise when it has terminated. (See script in Comm room.)

C. 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.

5. WMIRS COORDINATOR/MSO/IC/AOBD/MSA KEEPING A RUNNING LOG OF SORTIE/MISSION ACTIVITIES

A. On the left, select Command.

(1) On the left, select Unit Log.

(2) > Unit, at the top, and select your Mission Position, most common being, IC, MSO, or AOBD. The MSA can use the IC log to make entries.

(3) It is assumed you would put 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.

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.

6. MRO SIGNING 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 Aircraft, whichever is appropriate. DO NOT SIGN OUT IC (Lee Henderson) or AOBD (Richard Farmer) until the last sortie of the month.

C. Checkmark the box next to each person who is checking out and click on Sign Out.

7. WMIRS COORDINATOR DUTIES AFTER MISSION

A. On pages Edit/Brief/Debrief, all blue time zone selections should be EDT; if it is not then change the time zone to EDT on the edit page and all other pages will change as well.

B. On Debrief page, verify:

(1) Debrief CAPID is in Debrief box (it won't let you enter the name)

WWCP Debriefers: Willard Garman 116797, and George Schaefer 115082.

(2) Does the Fuel Amount box match the Fuel Receipt's amount? Is the fuel quantity reasonable?

(3) Is the Fuel Receipt Uploaded?

(4) Is the MO's Mission Log uploaded on the Edit page in the Sortie Files area?

(5) Is the W&B uploaded in the Sortie files?

(6) Check Hobbs and Tach start and end times, and then check total Hobbs time to verify math!!

(7) Check that plenty of information is entered in **all** summary boxes, including total boats and active campsites counts.

C. Verify all participants have been checked out except Lee Henderson (IC) and Richard Farmer (AOBD). On the last sortie of the month, verify IC and AOBD are checked out.

D. If a flight is cancelled confirm that information is entered in the debrief page, at the bottom, and the Cancel button was clicked on the Edit page.

E. At the end of each month, fill in the form provided by Bob Corriveau, WMIRS Coordinator Monthly Report/ WWCP Wilderness Waterway Coastal Patrol Expense Report. Include all sorties for which you were WMIRS Coordinator for the current month and e-mail it to Bob Corriveau by the first of the next month.

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- B. Select correct date at the top.
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2. SIGNING IN PARTICIPANTS ONLY ON THE DAY OF THE MISSION

- 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). WMIRS Coordinator signs in as MSA.
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 - (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 AOB should already be signed in; If not then sign them in.)

3. SIGNING IN AIRCRAFT

- 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.

4. COMMUNICATION LOG & STATUS BOARD

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- (2) After verifying correct mission number is shown, fill in Call Sign, e.g. 825. The number is different for each aircraft.
- (3) 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.
- (4) 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).
- (5) If applicable, checkmark Landmark and enter Landmark name.
- (6) Type your remarks in the Remarks box.
- (7) 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.).
- (8) Select correct Mission Facility and > Submit Log Entry.

C. 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.

5. 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.
- (2) > Unit, at the top, and select your Mission Position, most common being, IC, MSO, or AOBD. The MSA can use the IC log to make entries.
- (3) It is assumed you would put 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. Someone should enter all ground personnel who are training and who their skills evaluator is. MSO logs their own events during the entire mission.
- (6) > 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.

- (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.

6. SIGNING OUT PARTICIPANTS AND AIRCRAFT

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- A. Planning on the left > Sign In/Sign Out on the left. Verify correct mission number is shown.
- B. Select Personnel and Aircraft, whichever is appropriate.
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7. IC/AOBD/MSA/WMIRS COORDINATOR DUTIES AFTER MISSION

A. On pages Edit/Brief/Debrief, all blue time zone selections should be EDT; if it is not then change the time zone to EDT on the edit page and all other pages will change as well.

B. On Debrief page, verify:

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Common Debriefers: Willard Garman 116797, and George Schaefer 115082.
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- (3) Is the Fuel Receipt Uploaded?
- (4) Is the MO's Mission Log uploaded on the Edit page in the Sortie Files area?
- (5) Is the W&B uploaded in the Sortie files?
- (6) Check Hobbs and Tach start and end times, and then check total Hobbs time to verify math!!
- (7) Check that plenty of information is entered in **all** summary boxes.

C. Verify all participants/aircrafts have been checked out.

D. Create and Upload Participant List, DAILY

- (1) On the left, > Planning and then > Sign In/Sign Out. Verify correct mission number is shown. Select Export Personnel to Excel. Save on your computer naming the file, e.g. 15-C-9865 Participants ICS211 29Oct2015.xls. Click on Page Layout at the top, select Orientation, select Landscape. Remove all the rows that do not apply to the Sortie you're working on. Change the column title, Personal Equipment, on the Excel page, to "Assignment" and enter acronym duty assignment if not listed (e.g. MRO and MSA) and all SQR trainees, e.g. MRO(T). 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". 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.

	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 2015 18:45	29 Oct 2015 20:30	MKY	MRO & SE		Stephen Hawking	Bart Simpson