



# **Texas Wing**

## **Mission Admin Guide**

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# Mission Admin 101

**AOBD & FASC:** A mission has been approved in WIMRS. You've been asked to be the AOBD or FASC.

Where do you start?

1. **Ask the IC or DO for a copy of the MA or MOU or MOA** or whatever the document is called that this mission will be run under. Make sure that document is uploaded into Mission Files. That document is the only thing that can tell you what is acceptable or not.
2. **How big is the scope of the mission?**  
One plane, no Ground team? Only locals will be needed. Or will it be 10 planes, 5 ground teams, 6 staff members? You have to know the initial size of the mission. If the mission grows so will your response.
3. **Selecting the initial crews.**  
Have the initial crews been selected? Will those crew members, Ground or Air, need hotel rooms? Are Hotel rooms available within the area of the ICP or intended Airport. Before Crew members leave home they must have a designated spot to stay.
4. **What did the requesting agency authorize?**  
Providing the requesting agency has stated in writing that they will pay lodging and per diem and you have verified that hotel space is available, enter into WIMRS a RON request for each individual crew member. Do this in ADVANCE of the first sortie. Once you know you have 6 members flying in tonight you need to CALL THE NOC. CALL THE NOC and have them approve the RON request. The NOC will set the per diem rate. Instructions for RON will be found later in this document. During the busy season, you might have to email the NOC at [nginther@capnhq.gov](mailto:nginther@capnhq.gov). Add RON Requested in the subject line
5. **Know what required paperwork is expected.**

## WIMRS MISSION RECORDS

CAPR 60-3, para 1-21 specifies that the following items are the minimum required for mission records

OPS PLAN or ICS201 depending on the type and scope of the mission

IC Log, log for every duty position filled, PSC, FM, LG, etc...

Positional Logs must be filled out. Every filled Duty position

Mission Flight Plans

Personnel Registers (logged in) daily if getting RON

Vehicle Registers (under: sign in personnel, vehicles, aircraft,)

Aircraft Registers

All CAP Forms Used

All Wing Forms Used

Sortie Logs, all Sorties need the debrief section completed.

If there is a box, something needs to be annotated or N/A

Interview forms, Ground

Message Logs, Comm Logs

News Releases

CAPF 122 and or SITREP'S. SITREPS are required if using FEMA or State money.

Standard format used. We now count Man Days, not Man hours

***Mission records are part of the Compliance Process; to ensure compliance, Mission Records will be audited.***

# SITREPS

**SITREP'S** are a required item, per CAPR 60-3 para 1-21 for all active AFAM or FEMA Missions

What is needed in a SITREP?

1. A Summary of the operational period.
  - a. Hours Flown
  - b. Mandays
  - c. Number of Aircraft/Vehicles Signed-in
2. Activities within the last operation period
  - a. Command
  - b. Operations
  - c. Plans
  - d. Logistics
  - e. Finance & Admin
  - f. Public information
  - g. Health & Life Safety
  - h. Chaplain Support
  - i. Communications
3. Current Issues
4. Battle Rhythm
5. Activities within the next 48 Hours
6. Issues

# WIMRS Data Entry and Fuel Receipts

- a. Air and Ground crews will fill in every box. If a box really does not pertain to your sortie, then enter NA.
- b. All Receipts need to be entered into WIMRS within **72** hours. This includes Hotel, Fuel (both ground and air), Oil, Supplies. Any receipt that is mission specific. CAPR173.3 paragraph 2.3.1 states receipts for all claimed mission expenses (fuel, lodging, etc.) must be uploaded in **Portable Document Format (PDF)** into WIMRS ..... The regulation does not say anywhere that a picture is okay. All receipts must be legible. Check your pdf, jpeg for legibility before sending.
- c. Sortie fuel receipts including sorties with two receipts must be uploaded in the Fuel receipt File. If there are two receipts, both receipts must be upload as one document on the sortie page under Fuel Receipt File: For processing purposes DO NOT put them elsewhere.

No Fuel      Fuel Used (Gal): 11.90      Oil Used (Qt):

Reimburse To: NHQ NHQ Credit Card       Direct Pay  
(Unit or CAPID)

Fuel Receipt File: Browse... No file selected.      Receipts go here

[Enter Additional Expense](#)

Sortie Files      NOT here

- d. From CAPR173-3 the following is written. Assigned certification (hand written by the pilot or FBO) form of an expense incurred will not qualify as a receipt. Receipts must be issued by the **vendor** and contain a **date/location**. If the transaction **date is more than one (1) day after the sortie date**, a detailed explanation must also be provided with the receipt. For fuel purchases the receipts must also include **tail number, gallons, price per gallon and total purchase amount**. Fuel receipts that meet these criteria obtained from vendors online are also accepted. **Wings may not be reimbursed if sortie information is not properly recorded in WIMRS within 72 hours as required by paragraph 2.**
- e. If a Sortie is locked and you need to amend your data, please call Sue Kristoffersen (512) 484-5416.

## AIF fillable Cover Sheet

When completing a new CAPF-071 the data on the most current AIF should match the data on the CAPF-071.

From the eServices page go to **WIMRS2**

From the left hand column click on **Support**

Click on **Maintenance Module**

Click on **Current Aircraft Maintenance Snapshot**

Scroll down to the desired Aircraft and go to the extreme right hand column to "**AIF Cover**" and click on it.

A pdf fillable AIF Cover Sheet will open up. Make desired updates and print. This AIF Coversheet information is based on **LOGISTICS - AMRAD** - "ADMIN: "Add/Edit Aircraft Maintenance Data" ".

## Bad weather hangar fee, National's Safe Haven Mission

**National Safe Haven mission:**

When severe weather is approaching and you need to **PROTECT** the airplane.

**CALL the NOC.** NOC Duty Officer (334) 953-5000. Explain the weather situation and ask permission to hangar the aircraft. For FY21 the mission number is **21-T-3518**. Once permission is granted upload the receipt in Misc Expenses. As a courtesy, email the CAP USAF Liaison officer for Texas Wing, Aric Holly, Regional Operations Director aric.holly@gmail.com

# RON, Request for Overnight

## Important rules to follow once the RON has been requested and approved.

- 1) Each stay **MUST** have an individual receipt processed by the hotel. There will be **NO** reimbursement for the hotel or per diem without a qualified receipt.
- 2) Qualified Receipt = a computer generated individual room receipt with the occupants name printed on it.
- 3) **DO NOT** charge anything other than your hotel room on your hotel bill. **NO FOOD, NO DRINKS.** Charges for anything other than the actual room are not allowed when requesting reimbursement.
- 4) Each member is responsible for getting a paper copy of his or her receipt at check out time.
- 5) **NEVER** use a hotel booking service to arrange your hotel room for you.

## RON process explanation

**ONE STEP** method is used to process per diem when the **hotel bill is paid for by the member**, on the members credit card. This way the reimbursement for hotel and per diem is processed in one lump sum and a direct deposit is done directly to the member. Usually within two weeks of the completion of the e108.

**TWO STEP** method is used when the **per diem is to be reimbursed to the member** but the **hotel bill is paid for by some other entity**, (NHQ/Wing). Separating the per diem and hotel bill will get both paid without the excessive wait time. When you pay for services you send a check to only one company. You do not send your mortgage payment and your electric bill to the same entity. Follow the two step process when hotel is paid by Wing or NHQ.

## Requesting RON

### MEMBER PAID HOTEL ONE STEP, PER DIEM AND HOTEL IS PROCESSED IN ONE REQUEST:

Click on Request/Close Out RON

Enter CAPID, City and State, From and To Dates. Submit.

The IC should **CALL the NOC** to request an overnight stay. If no IC the member or DO should call.

**NOC Duty Officer (334) 953-5000**

Once the crew member has checked out you will continue to process the RON.

Go edit the request you entered previously.

Enter the amount of the hotel bill. (PER DIEM IS DONE BY THE NOC)

Upload the Hotel Receipt.

Make sure you've filled in all the boxes.

**SUBMIT REQUEST.**

This combines the per diem and the cost of the hotel into one payment and is deposited directly to the member.

**NHQ/WING PAID HOTEL THIS IS A TWO STEP PROCESS, STEP (1): The IC or DO should do this.**

Click on Request/Close Out RON

Enter CAPID, City and State, From and to Dates. Submit. Have the IC or DO **CALL the NOC** if neither is available to call the NOC, call yourself. **NOC Duty Officer (334) 953-5000** tell them you're requesting RON.

**Crew member is home.**

Go edit the request you entered previously.

**DO NOT** Enter the amount of the hotel bill if it was **not** paid for by the member

You will however Upload the Hotel Receipt. (remember NO RECEIPT, NO PER DIEM)

Make sure you've filled in all the boxes (except amount).

**SUBMIT REQUEST.**

Now you need to go processes the Hotel Bill in STEP (2)

Remember food placed on the hotel bill is NOT reimburseable, and will need to be paid by member's personal credit card upon check out.

**NHQ/WING PAID HOTEL STEP (2):**

Process Hotel bill.

You seperated the hotel and per diem because the member didn't pay the hotel bill.

This charge is entered into the MISC EXPENSES tab.

Click on MISC EXPENSES from the Left hand menu under SUPPORT.

Enter Expense date. Check-in date from the Hotel bill.

TYPE is Group Hotel Bill

Amount is the total from the hotel bill. **ONLY the HOTEL BILL NO ROOM SERVICE.**

If the DO's credit card was used leave TX in under Wing.

Leave **Reimburse To** blank.

Leave **Pay to member** blank.

Leave **NHQ credit Card Paid** blank if it was a Texas Staff members corporate card.

Upload the receipt and hit **Submit.**

## FUEL CARDS



**Never allow the FBO to keep card numbers on file. You must use the actual card for each transaction. If the card is canceled, no worries use the other card but Call Me so I can get it turned back on. (512) 484-5416**

This is the **EFS** Card. This card is provided by National and National should be reimbursed for it. When you use this card you check the box **NHQ Credit Card Paid** on the Sortie Information page in WMIRS. Same area you upload the receipt/receipts under the tab that is titled **Fuel Receipt File**: If you have 2 receipts, scan them into one document and upload them here. They don't go ANY place else. The **Code or Pin number** for every card will always be the numeric characters of the Airplanes Tail Number. It is always a four-digit number. If the tail number only has three digits you will add a zero at the end. N735CP becomes 7350, N611CP becomes 6110. If your Tail number N98913, the pen is the first four numbers or 9891. If you tail number N1234N then it is 1234. It is never your zip code, CAPID, or your mother's maiden name.

**If asked for a zip code use 36112**

**Vans** are the very same, first four digits of the van number. 42156 = 4215

**Odometer** = your six digit **CAPID**



When using this card, you are using a Wing provided card. On the Sortie Information page click on **Wing Paid**. This card belongs to the Wing so we want the Wing to be reimbursed. Same area you upload the receipt/receipts under the tab that is titled **Fuel Receipt File**: If you have 2 receipts, scan them into one document and upload them here. They don't go ANY place else.

**There are two cards for a reason. If one does not work use the other. The System is designed so you don't have to use your own credit card. The difference in way they get processed is determined by which box you click on the sortie page. Wing Paid or National Paid. We prefer you use the EFS card. However using the AVCARD is absolutely 100% OKAY. Two cards are provided for your ease of doing business.**

# Communications

## CAP Aircrew Radio Call Checklist

**Radio Check:** perform a radio check before engine start and Taxi.

**Take Off:** Call actual take off time as soon as it is safe after taking off.

### **In Grid/On Target/Signal Acquired**

**Ops Checks:** You must contact mission base at least every 30

### **Out of Grid/Returning to Base (RTB)**

**Landing:** Call actual landing time as soon as it is safe after landing/taxiing.

When reporting Landing time **do not use** the phrase “**Wheels Down**”

Use the term “On Ground” instead.