



NATIONAL HEADQUARTERS
CIVIL AIR PATROL
MAXWELL AIR FORCE BASE, ALABAMA 36112-6332

14 December 2006

MEMORANDUM FOR NATIONAL BOARD

SUBJECT: NEC Directed Action Item: New WMIRS Mission and CAPF 108 Requirements

1. The National Executive Committee directed the following changes at the November meeting. These new requirements are necessary so CAP and Department of Defense leaders can have a real-time picture of all the missions CAP is executing nationwide and how our funds are being spent to support these missions. This letter supplements the Air Force Assigned Mission policy letters dated 5 May 2006 and 7 December 2006 that were signed by Gen Pineda and Col Hodgkins.

2. By 1 January 2007, all missions, (except those listed in para 2.c.) must be requested and approved in WMIRS, and all sortie data including actual costs must be entered into WMIRS within 72 hours of completing a sortie unless the customer requires a shorter turnaround. Data feeds and imports from other systems are allowable, but must provide the data in the format required by NHQ, and any imported data will be required to go through the same process within WMIRS for validation and approval. For example, WMU/IMU is able to “push” the sortie information into WMIRS. WMIRS data is exportable to field systems to allow for offline mission processing.

a. State Director monthly missions will be approved by the State Director online and mission numbers will be auto-generated. No WMIRS request will be necessary for these missions. An e-mail will automatically be sent to the Wing Commander, Vice Commander, Director of Operations, ES Officer, Liaison Region and State Director when these missions are approved. This will include a monthly mission number for reimbursed “A” missions like A6 AFROTC flights, A15 cadet orientation flights, and A20 glider tow flights. It will also include a monthly mission number for nonreimbursed “B” missions like B9 maintenance flights, B12 proficiency flights, and B17 CAPF 5/91 flights. Sorties for these missions must be reported in WMIRS but it can be done after they are flown.

b. As stated above, cadet orientation flights will get a mission number from WMIRS, but the current reimbursement process will remain in effect until further notice.

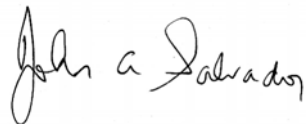
c. C8, C9, C16, C17, and C20 missions are an exception to the above rules. These missions are required to be in WMIRS by 1 March 2007. NHQ is testing procedures for these flights with WMU/IMU and PLW, as well as a user interface in WMIRS for reporting.

3. By 1 January 2007, all original CAPF 108s and modifications/corrections must be completed in WMIRS for missions reimbursed by national headquarters, and preferably for all missions so that CAP has a consistent mechanism for mission reimbursement. CAPR 173-3 will be updated to reflect this change. Data feeds and imports will not be possible at this stage as it is impossible to consistently audit the systems if data is imported after the validation and approval process for the mission. However, data reported in WMIRS will be exportable to allow wings

to import it into other systems as necessary so wings can use it to bill local customers for “C” missions.

4. Commanders and command staff, Director of Operations and Incident Commanders should already have access to WMIRS. Commanders (or designees) can give access to other members to add/modify whole missions, or just sorties. Members automatically get “read only” access to WMIRS.

5. Commanders please disseminate this information to your members and encourage them to start using the new features in WMIRS now so they are ready when the new requirements become mandatory on 1 January. Online training is available via the WMIRS website. CAP-USAF/XO will provide detailed instructions separately to assist State Directors with the WMIRS approval process for monthly missions. Please contact Terry Raymond or Norm Ginther at the National Operations Center if you have any additional questions. They can be reached at 888-211-1812, Ext 300 or opscenter@capnhq.gov. Thank you for your support of this important project. It is critical that CAP leadership have a more timely and accurate picture of all mission financial accounting and these new procedures will ensure that happens.



JOHN A. SALVADOR
DIRECTOR OF MISSIONS

cc:
HQ CAP/EX/XP/MD/DO/GC/FM/IT/LG/NOC
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Wing Administrators
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