WMIRS 2.0
Flight Academy Management Screen – Users Guide

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WMIRS 2.0
Flight Academy Management Screen – Users Guide

The Flight Academy Management (FAM) screen was designed to ease the workload associated with using WMIRS when conducting multiple flights from the same location on the same day. For missions with a Mission Type of “Cadet Flight Academy,” the FAM screen replaces the standard WMIRS Air Sortie List, Air Sortie Add, and Air Sortie Update screens (see Figure 1).

The FAM screen permits users to add, edit, and release sorties without departure and arrival information, to include ETD and ETA. It will also permit a front seat student and/or back seat passenger to be entered, edited or deleted without voiding the flight release. The FAM screen provides the ability to copy risk assessments and release multiple sorties based, not on the pilot in the left seat, but instead using the name of the pilot scheduled in the “CFI” position (e.g., right seat). Finally, the FAM screen tailors the display of information to provide easy access to commonly-used functions, as well as streamlined methods for creating new and duplicate sorties, editing existing sorties, and closing out.

**CAUTION**

Someone on the ground at the activity site must track aircraft occupant and flight times to confirm that each flight was safely concluded, to support initiation of missing aircraft procedures, and to support data entry into WMIRS. Use of the FAM screen does relieve the pilot-in-command (PIC) or Flight Release Officer (FRO) of their responsibility to conduct required pre-flight risk assessment and flight release activities. Glider activities using the FAM screen must continue to conduct paper-based risk assessments and flight releases and upload those records into WMIRS Sortie Files under the AIF ORM Matrix folder. (Ref: CAPR 70-1)
WMIRS 2.0 FAM has been tested on:

- Microsoft Windows 10
- Apple iPad
- Android Tablet
- Microsoft Edge
- Microsoft Internet Explorer
- Google Chrome
- Apple Safari

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Entering Resources
Most of the resources needed to conduct a Cadet Flight Academy can be added to a mission using a group of links provided at the top left of the FAM screen display (see Figure 2).

**Students**
Clicking the Students link navigates to the Student Management page (see Figure 3). Search for student members by name or CAPID, then select [Add Student] to include them in the table below. Each member added in this way will be assigned to the role “Student” within the mission and their name will appear in the pulldown selector for the “Student” field when adding or editing sorties.

**Instructors**
Clicking the Instructors link navigates to the Instructor Management page (see Figure 4). Search for each member by name or CAPID, then select [Add Instructor] to include them in the table below. Each
member added in this way will be assigned to the role “Instructor” within the mission and their name will appear in the pulldown selector for the “CFI” field when adding or editing sorties.

![Instructor Management](image)

Figure 4 – Instructors

Instructors can be removed by simply clicking Remove on the right side of the table. *All qualified pilots should be added using the Instructors link.* This will improve utility of the FAM screen for tracking Relo and Glider Tow sorties and readability of the sortie listing since other mission roles will not be displayed.

Return to the FAM screen by clicking Return to sortie list.

**Aircraft**

Clicking the Aircraft link navigates to the Aircraft Management page (see Figure 5). Search for each aircraft by Wing and Tail Number, then select [Add Aircraft] to include them in the table below. Click the check box labeled “Add Non-CAP Aircraft” as required, then enter the Tail No, select the Aircraft Type, and specify the owner before selecting [Add Non-CAP Aircraft.]

![Aircraft Management](image)

Figure 5 – Aircraft

Aircraft can be removed by simply clicking Remove on the right side of the table. Return to the FAM screen by clicking Return to sortie list.

**Other Personnel**

Clicking the Other Personnel link navigates to a non-standard page that does not contain a page header or a table of entries. Initially, this page will provide you with radio buttons indicating “Sign In By:” options with the Individual option being the default (see Figure 6).

![Return to sortie list](image)

Figure 6 – Other Personnel – Individual
Selection of one of the other options will change the display to support entry of either Bulk (see Figure 7)...

... or a Non-CAP member (see Figure 8) data. Return to the FAM screen by clicking Return to sortie list.

Vehicles
Vehicles cannot be added to a mission directly from the FAM screen. To add/remove vehicles, click Mission Info on the top navigation bar (see Figure 9).
This will take you to the Mission Edit screen where you can use Resource Sign In/Sign Out to reach the standard functions used to enter Vehicle resources (see Figure 10).

### Creating a Schedule

The FAM screen is designed to permit creation of a flight schedule containing multiple flight training sorties flown under the supervision of a single instructor, while also accommodating single sortie events such as relocation, glider tow, and solos. Each of these scheduling activities will be discussed below:

#### Relocation Sorties

Flight academy scheduling will probably begin with a series of sorties bringing aircraft from other locations to the training site. Relocation sorties can be partially scheduled from the FAM screen using the “Add/Edit” window at the top of the screen (see Figure 11). The left side should show Sortie New. If it shows a sortie number (ex: Sortie A0071), click [Reset Sortie Data] to clear the window prior to entering the data for a new sortie, then click [Add] to submit the entry.

**NOTE**

If you failed to enter the relocation pilot using the “Instructors” resource link, they will not appear in the “CFI” pulldown and the sortie cannot be scheduled via the FAM screen. Return to the Instructors paragraph and ensure that you have entered all qualified pilots using that function.

The sortie will be numbered in sequence and will appear in the display window below based on the date filter and the current sort order, which is selected using the arrows on the header bar. (See Figure 12) which is currently sorted by Sortie number in ascending order.) On the right-hand side, the red thumbs down under ORM and eFR indicate that neither the preflight risk assessment nor flight release has been completed.
Entering Departure and Arrival Data
Since Relocation sorties do not start and end from the same location, the user will need to go to standard Air Sortie Edit page to enter additional information. To do this click Access Standard Sortie List under the sortie entry and edit window (see Figure 13).

NOTE
If a date filter has been selected on the FAM screen, that filter is not maintained when you select "Access Standard Sortie List." Refilter the display, as desired/required. (Ticket #: 54019)

From the standard Air Sortie List, click Edit to left of the RELO sortie (see Figure 14).

You can now complete the scheduling of the RELO sortie by ensuring that all the fields marked by an asterisk are completed. You should need to enter data for Dep Airport and Dest Airport, as well as the ETD and ETA since the FAM screen values are always 1200Z (see Figure 15). The remainder of the required fields should be filled. Do not edit crew role assignments while in the standard screen. Doing so will result in the pilot’s name not being displayed on the FAM screen.
Flight Instruction Sorties

By its nature, a flight academy schedule will primarily consist of multiple sorties instructed by a CFI with one or more students in the left seat. Sometimes the student who will be on a specific sortie will not be known at planning time. Oftentimes, powered aircraft will carry an additional student in the back seat and swap the students out at some point. The FAM screen permits any multiple of sorties to be scheduled under a single instructor and does not require the student or back seat passenger to be identified in advance.

To schedule multiple flight instruction sorties, fill out the Add/Edit window at the top of the screen (Date, Tail No., Sortie Type, and CFI, at a minimum), then enter the desired number of identical sorties in the “Duplicate Sortie” field (see Figure 16). Example: If you want 4 sorties in total, you should enter the number 3 in the Duplicate Sorties field. If the editing window is currently showing a sortie number (ex: Sortie A0071), click [Reset Sortie Data] to clear the field prior to entering the data for the new sortie.

Scheduling multiple flight instruction sorties for gliders is very similar. Again, fill out the Add/Edit window line at the top of the screen (date, Tail No., Sortie Type, and CFI, at a minimum) and enter the desired number of identical sorties in the “Duplicate Sortie” field (see Figure 17). Example: If you want 13 sorties in total, you should enter the number 12 in the Duplicate Sorties field.

The sorties will be numbered in sequence and will appear in the display window below based on the date filter and the current sort order (See Figure 18).

Having created the framework of the schedule, names can be added to the Student and Back Seat fields once they are known. This can occur prior to or after flight release or it can even wait until the close out process. (See the paragraph on Editing Sorties.) Regardless of the approach used, note the CAUTION on the first page regarding tracking aircraft occupants.

Glider Tow Sorties

Glider Tow sorties are scheduled as described in Flight Instruction Sorties; however, CAPR 70-1 sortie rules will not require the use of the Duplicate Sorties feature (see Figure 19). There should be only one
glider tow sortie per pilot/aircraft combination. The glider tow pilot must be signed in as a mission resource using the “Instructors” link, so they can be entered in the “CFI” field in the Add/Edit window.

<table>
<thead>
<tr>
<th>Sortie No.</th>
<th>Date</th>
<th>Tail No.</th>
<th>Sortie Type</th>
<th>Min.</th>
<th>Student</th>
<th>CFI</th>
<th>Duplicate Sorties</th>
</tr>
</thead>
<tbody>
<tr>
<td>A0074</td>
<td>06/01/2019</td>
<td>N2474W-2-33</td>
<td>Solo</td>
<td>—Select—</td>
<td>Tasper, N (548221)</td>
<td>—Select—</td>
<td>0</td>
</tr>
</tbody>
</table>

**Figure 19 – Adding a Glider Tow Sortie**

**Solo Sorties**

Solo sorties are scheduled as described in *Flight Instruction Sorties*; however, the Duplicate Sorties feature will not commonly be used (see Figure 20). The student pilot must be signed in as a mission resource using the “Students” link and must be entered in the Student field in the Add/Edit window.

**Figure 20 – Adding a Solo Sortie, Glider**

**Deleting and Undeleting Sorties**

Sorties can be deleted by selecting the “Delete” link on the flight schedule next to the sortie number (see Figure 21).

**Figure 21 -- Selecting Sortie Delete**

Once a sortie has been deleted, the Deleted Sorties link will appear at the top of the FAM screen (see Figure 22).

**Figure 22 -- Accessing Deleted Sorties**

Clicking this link will take you to the Deleted Sorties page (see Figure 23). Clicking on Undelete will put the sortie back on the schedule. Click on Return to sortie list to return to the FAM screen.

**Deleted Sorties**

**Figure 23 -- Deleted Sorties Listing**
Risk Assessment and Flight Release

Pre-flight Risk Assessment

Pilots can access the pre-flight risk assessment survey for their flights from the FAM screen, by selecting Edit for one of their assigned sorties (see the paragraph below on Editing Sorties), then selecting ORM at the top of the screen (see Figure 24).

This will result in a new window containing the ORM worksheet being opened.

Once the pilot successfully completes and submits the ORM, the new window can be closed. The FAM screen window will refresh and feedback regarding the risk level will be provided next to the ORM link.

In addition, the ORM status indicator will be changed to a green thumbs up on the sortie line.
Flight Release
The FAM screen supports two approaches for releasing flights based on the sortie type. Both methods are required and are described in the following paragraphs:

Releasing Relo, Glider Tow, and Solo Sorties
Relocation, glider tow and solo sorties are released by selecting the Release link on the flight schedule next to the sortie number (see Figure 28). This option will only be displayed when a FRO/SFRO is logged into WMIRS.

This selection will display the standard eFR Details page, where the FRO/SFRO can determine the qualifications of the pilot, Copy the ORM, complete the FRO checklist, and select one or more sorties, and complete the flight release (ref: Copy ORM and Multiple Flight Release).

NOTE
The standard eFR Details page will be displayed with no left menu and no navigation. The user must click the browser back navigation arrow to return to the FAM screen.

Releasing Instructional Sorties
Flight instruction sorties are released by selecting the Release Flights link at the top of the FAM screen (see Figure 29). This option will only be displayed when a FRO/SFRO is logged into WMIRS.

This will result in display of the “Select Pilot to Release” window (see Figure 30). The Select Instructor pulldown will list the names of all the instructors that have sorties pending release. If the instructor only has pending sorties on a single day, the eFR for that day will load immediately after their name is chosen; otherwise, chose a date and click [Submit].
This will result in display of a unique eFR Details page that is coded specifically for the release of multiple instructional sorties based on the pilot named in the CFI field (see Figure 31). If a pilot has pending releases for multiple aircraft models, only those for the model used on the first sortie of the day will appear. Once those are released, the sorties for the other model of aircraft will appear. The FRO/SFRO should use the provided data to determine the qualifications of the pilot, Copy the ORM, complete the FRO checklist, select one or more sorties, then complete the flight release (ref: Copy ORM and Multiple Flight Release). Note: Mixed mission types can be presented (e.g., FltInst and Glider Tow), so the FRO must ensure that they are selecting like sorties for release.

Once you have released the appropriate sorties, use Return to Special Activity Screen link to return to the FAM screen. There you will note that the status indicators for the released sorties should show two green thumbs up symbols (see Figure 32).

Glider Risk Assessment and Flight Release
Glider sorties are currently being risk assessed and released on paper. Please refer to the training content provided on the Glider Operations page of gocivilairpatrol.com for information on how to perform this process and upload the appropriate records.
Editing Sorties

Sorties can be edited by selecting the Edit link on the flight schedule next to the sortie number (see Figure 33).

<table>
<thead>
<tr>
<th>Sortie</th>
<th>Date</th>
<th>Time</th>
<th>Type</th>
<th>Notes</th>
<th>Object</th>
<th>CFI</th>
<th>Rating</th>
<th>License</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>A0610</td>
<td>24 Apr</td>
<td>02:09</td>
<td>N130CP/C172</td>
<td>Relocation</td>
<td>Phelan, Edward D (135004)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*Figure 33 – Selecting Sortie Edit*

This action will load the sortie data into the FAM screens top Add/Edit window (see Figure 34). The user can edit the desired fields, then click [Update] at the right. If the user wants to abandon their edits, they can click [Reset Sortie Data] at the bottom of the Add/Edit window. This will clear all the fields without submitting any changes to the database.

*Figure 34 – Editing Sortie Content*

Once a sortie has been released, any attempt to edit the sortie will result in presentation of a pop-up notice informing the user that changes to the sortie data may void the flight release (see Figure 35).

*Figure 35 – VOID Pop-up Notice*

The FAM screen uses a unique set of rules to determine if an ORM or release should be cancelled (see Figure 36). There are two reasons for this: 1.) since there are no times associated with the sortie, any change in date will be assumed to exceed the maximum release window of 24 hours and 2.) changes to crew positions, other than the CFI, are allowed by CAPR 70-1. Note that for Solo sorties a change to the Student name will result in a void while addition, change or deletion of a CFI (e.g., on a “shotgun” solo) will have no effect.
Sortie Close Out

The FAM screen provides all the functionality needed to close out sorties after they are flown. Begin by using the Edit function to load the sortie into the Add/Edit Window, enter the Hobbs, Tach, Landings, Fuel/Oil and reimbursement information (for powered aircraft) or minutes (for gliders), then click [Update]. Click Receipt Upload on the sortie line to browse for and upload fuel receipts. Click Sorties Files to browse for and upload other sortie documents, as required.

Administration

The FAM screen provides direct access to several logs and reports that are useful in the administration of flight academy activities. Each is shown in the following figures. Selection and use of this information should be self-explanatory.
### WMIRS - Aircraft Log

#### Figure 39 -- Aircraft Log

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Mission No/Serial</th>
<th>Mission Symbol</th>
<th>Hobbs</th>
<th>Total</th>
<th>Task</th>
<th>Pilot</th>
<th>Tracking No</th>
<th>Cost</th>
<th>Gallons</th>
</tr>
</thead>
<tbody>
<tr>
<td>04/18/2019</td>
<td>12:00</td>
<td>19-C-4096/A881</td>
<td>C22</td>
<td>0.0 End</td>
<td>0.0</td>
<td>0.0</td>
<td>Smith, Alexander K (522944)</td>
<td>0.00</td>
<td>0.0</td>
<td>Receipt</td>
</tr>
<tr>
<td>04/18/2019</td>
<td>12:00</td>
<td>19-C-4096/A882</td>
<td>C22</td>
<td>0.0 End</td>
<td>0.0</td>
<td>0.0</td>
<td>Smith, Alexander K (522944)</td>
<td>0.00</td>
<td>0.0</td>
<td>Receipt</td>
</tr>
</tbody>
</table>

### WMIRS - Discrepancy Log

#### Figure 40 -- Discrepancy Log

**Discrepancy**
- **Reported By:** Kevin E. Conyers

**Aircraft Status**
- **Mission Status:** Full Mission Capable
- **Limitations:** (If Deferred)
- **Defect:**

**Corrective Action**
- **Clearing Notes:** (Reference log books if necessary)

**FAA Regulation References:**
- 141.203: Allowing nonremovable nonautomatic system in equipment.
- 141.405: Maintenance required.
- 121.307: Emergency locator transmitters.
- 145: Maintenance, preventive maintenance, and alteration.
NOTE
When Misc Mx inputs are submitted there is no feedback to the user. The entry fields just clear. If you are unsure if the entry was submitted, you must go to the Aircraft Log, select the aircraft, and search for the appropriate entry in the report to confirm data was submitted. (Ticket #: 54018).