



Civil Air Patrol ~ Aerospace Education Teacher Orientation Program Flights



WMIRS Instructions for Teacher Orientation Program (TOP) Flights

1. The Wing DAE should develop/maintain a working relationship with the Wing DO and/or designee and give all pertinent information for a WMIRS Mission TOP Flight Request to be entered in eServices.
 - a. A WMIRS TOP Flight mission request can be entered for one day's flight(s)- or for a month or longer- depending on the Wing's preference.
 - b. If funding becomes an issue, the Wing DAEs will be informed by NHQ/AE to have the mission closed. (Otherwise, funding is open for flying, so, FLY!)
2. Entering a WMIRS New Mission Request (**only enter what is NOT designated for NOC to enter**):
 - a. **Training Mission** should be checked.
 - b. **Requesting Wing** should be entered.
 - c. **Mission Name** can be a specific school or teacher name, or simply TOP Flights.
 - d. **Description** should list how many teachers at one location OR can be an open TOP Flight mission description for multiple sorties in coming weeks or months.
 - e. **Training Request** is Teacher Orientation Program.
 - f. **Mission Start and End Dates** can be for a few days; a few weeks; or, a few months. (Ensure mission back-up start and end dates are also entered.)
 - g. **Estimated Expenses** should be entered as is predicted or known.
 - h. **Mission Scenario** should indicate as detailed information as is needed or desired in the Wing to designate flights, expenses, or extended dates for flights.
 - i. **Number of Non-CAP Crew/Personnel** should be "0" for TOP Flights unless a special designation has been approved by CAP NHQ/DO.
 - j. **Customer Information** should be CAP as Agency; name of entering person as POC, e-mail address, and contact phone #.
3. Once the mission request is entered, the National Operations Center (NOC) or CAP NHQ/AE will update the mission with appropriate funding source and mission symbol.
 - a. After this update, the mission will be ready for Wing Coordination. (Wing CC, or designee, will be automatically notified of this pending status needing attention.)
 - b. After Wing Coordination, the mission will be ready for CAP-USAF Liaison Region approval. (CAP-USAF Liaison Region will be auto-notified of this pending status.)
 - c. Once all approvals are ready, the mission will be ready for DO/pilots to enter sorties.
 - d. Each mission will have sorties for each take-off and landing.
4. Questions or concerns should be directed to the NOC. (OPSCenter@capnhq.gov)
5. Prior to, or, at the completion of the mission, the original requester goes back into WMIRS and completes the form with all relevant data, including the names of the educators who flew.