

WMU Flight Release Procedure

The changes made by National Headquarters on 1 Oct 2009 to require that the FRO releases are recorded in WMIRS have mandated a few minor changes to the WMU CAPF-99 Flight Release module. We have been working closely with the NHQ WMIRS team to insure that the changes allow the WMU to continue to be fully compatible with WMIRS. Most of the changes are minor and none of the changes significantly change the procedures that have been used to get the flight release.

From the standpoint of the pilot entering the sortie information into the WMU, the only changes are:

- 1) The addition of a Time Zone selector next to the sortie date. This selector will default to the time zone of the pilot's wing. In some cases where the wing falls into 2 time zones, the pilot may have to select another time zone from the list. The time zone entry is required to insure that the conversion from the local time used by the WMU correctly converts to the WMIRS time zone.
- 2) When a pilot selects the A9 mission symbol, he will not be able to submit the sortie to the database unless both the "Reason for Maint" entry and the "Tail number of AC to maintenance" are completed.

When the pilot has completed the sortie and is entering the sortie statistics into the system, the following changes exist:

- 1) The Starting and Ending Hobbs readings are required.
- 2) The Starting Tach reading is required.
- 3) If the pilot has flown a "A" mission symbol, a "Wing 108 for fuel" selector will be visible next to the "Who Paid" check boxes. Normally this will default to the same value as the pilot's wing. If the sortie reimbursement for fuel will be from another wing, the pilot should select the wing that will be submitting the 108 to National Headquarters for the reimbursement.

Pilots may use their smart phones to close the WMU sortie. The URL for this is:

<http://wmu.nat.cap.gov/capportal/capf99mobile.aspx?capid=<pilot CAPID>>

where < pilot CAPID> is the 6 digit CAPID of the pilot.

The most significant changes involve the FRO flight release process. The FRO will use the WMU to select the sortie that is to be released just as was done previously. If the sortie has not been released, a box requesting the last 4 numbers of the FRO's SSN will be displayed in the flight release area. The FRO will enter the last 4 numbers of the SSN into the box and press the Tab key.

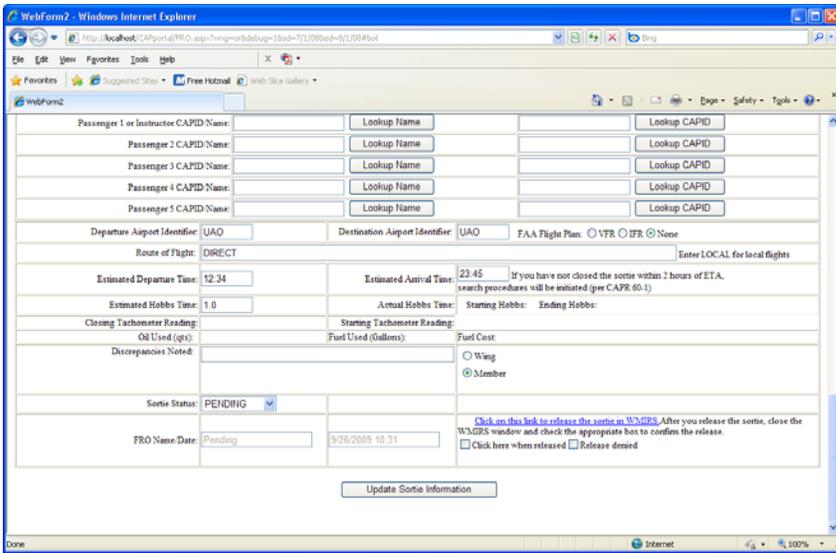
The screenshot shows a web browser window displaying a form titled 'WebForm2'. The form contains several sections:

- Passenger Information:** Five rows for 'Passenger 1' through 'Passenger 5', each with 'CAPID Name', 'Lookup Name', and 'Lookup CAPID' fields.
- Flight Details:** 'Departure Airport Identifier' (UAO), 'Destination Airport Identifier' (UAO), and 'FAA Flight Plan' (YTR, JTR, None). 'Rate of Flight' is set to 'DIRECT'.
- Timing:** 'Estimated Departure Time' (12:34), 'Estimated Arrival Time' (23:45), and 'Estimated Hobbs Time' (1:0).
- Fuel and Costs:** 'Closing Tachometer Reading', 'Starting Tachometer Reading', 'Fuel Used (Gallons)', and 'Fuel Cost' (Wing, Member).
- Sortie Status:** 'Sortie Status' dropdown is set to 'PENDING'. 'FRO Name Date' is 'Pending' and 'Last 4 of SSN' is '****'. A 'WMIRS Release' button is visible.

A sortie cannot be released more than 24 hours prior to the departure time. If the time is longer, a message will be displayed and the release cannot be completed. If the time is within the 24 hour time frame, the form will redisplay with the WMIRS Release button enabled.

This screenshot is identical to the one above, but the 'WMIRS Release' button is now clearly visible and enabled next to the 'Last 4 of SSN' field. The 'Sortie Status' remains 'PENDING'.

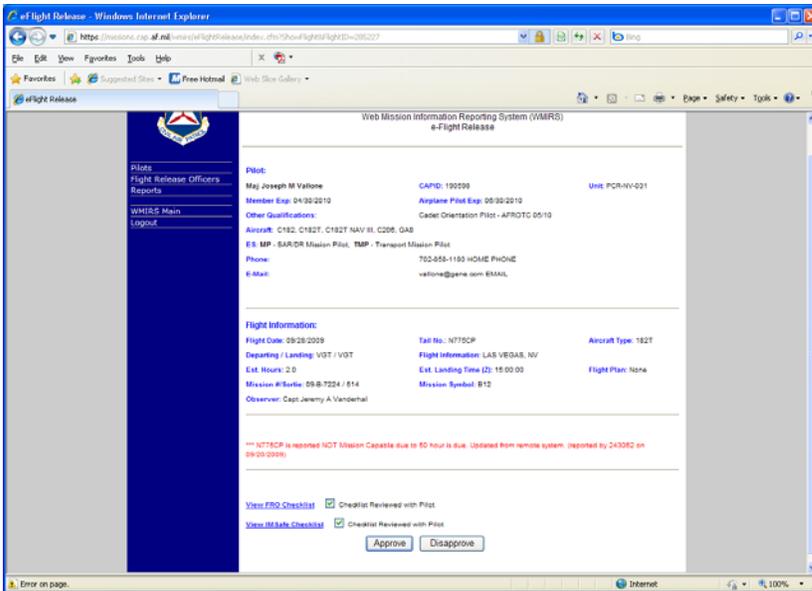
When the FRO clicks on the WMIRS Release button, the sortie will be assigned a WMIRS sortie number and will be uploaded to WMIRS. A link will be displayed to actually record the release in WMIRS. The FRO should click on this link.



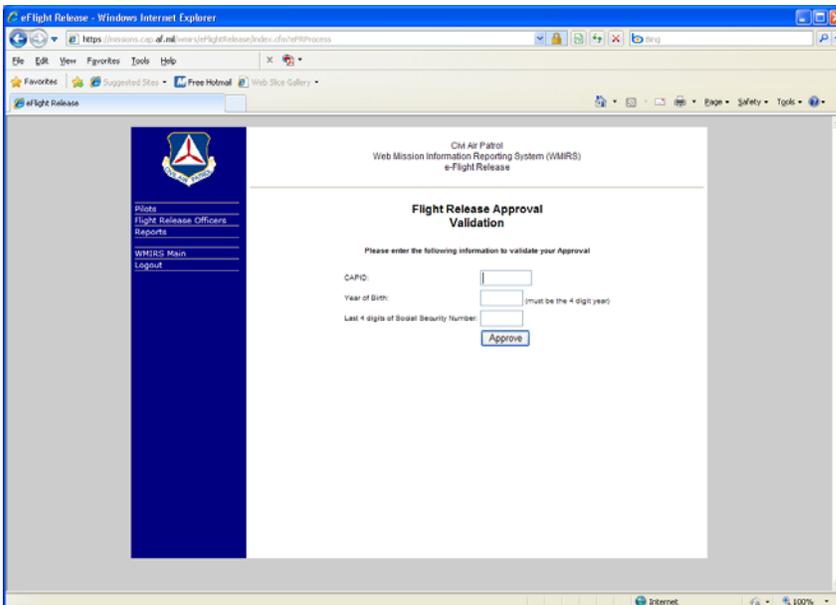
When the WMIRS link is clicked, a window will open requesting the FRO to log into WMIRS. The FRO will use his/her WMIRS login information to complete the form.



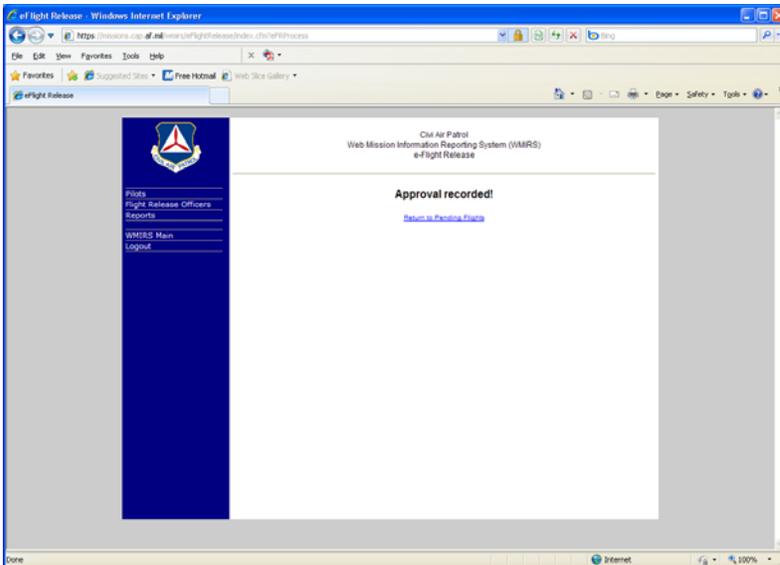
After logging into WMIRS, the sortie will be displayed. Click on the “Checklist reviewed with pilot” checkboxes for both the checklist and the I’m Safe. Click on the Approve button to record the release.



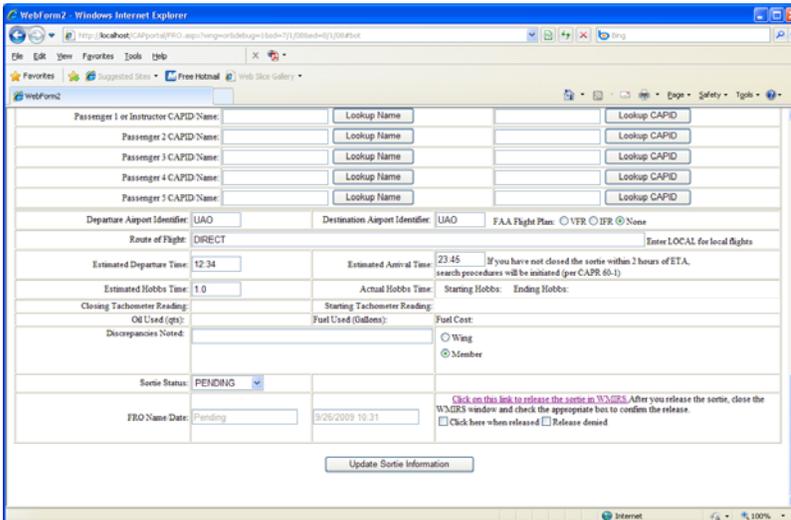
You will be asked to verify your identity by entering your CAPID, your Year of Birth, and the last 4 digits of your SSN. Click on the Approve button.



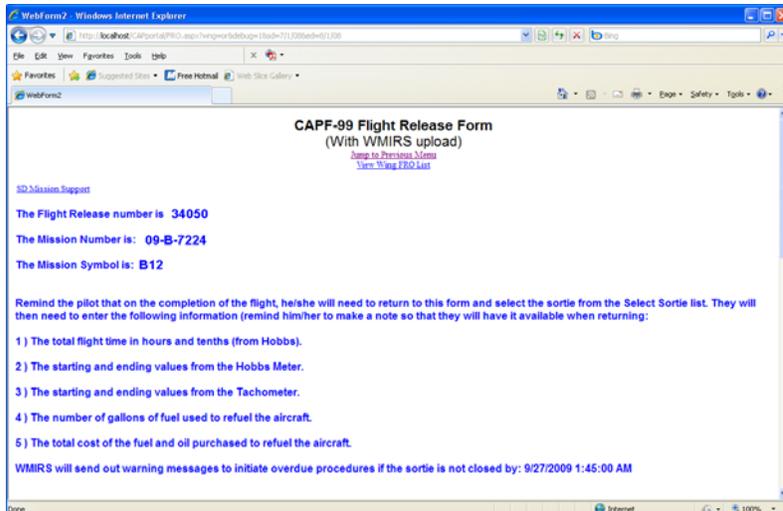
You will see a screen indicating that the sortie release has been recorded.



Close the WMIRS screen. You should see the WMU screen.



On the WMU screen, click on the "Click here when released checkbox. This action will record the release in the WMU and will change the status of the Sortie to Released. The summary of the release will be shown on the top of the form.



Review the information with the pilot. Note that the pilot must have the actual start and stop readings from both the tachometer and the Hobbs meter when he/she closes the sorties.