



**HEADQUARTERS SOUTH DAKOTA WING
CIVIL AIR PATROL
UNITED STATES AIR FORCE AUXILIARY**
4275 Airport Road, Suite A
Rapid City, SD 57703

21 October 2016

MEMORANDUM FOR: Incident Commanders and their Staff

FROM: SDWG/DO

SUBJECT: Required SD Wing Mission Paperwork

1. This letter replaces the “SD Wing Mission Paperwork Checklist” dated 26 NOV 2010. It is a tool to summarize CAP NHQ training and regulatory guidance from other sources. This clarifies and standardizes but does not change any requirements from CAP NHQ. For detailed guidance see CAPR 60-3, paragraph 1-21 and the CAP NHQ Operations Support website, http://www.capmembers.com/emergency_services/operations_support/.

2. All paperwork will be scanned and loaded into WMIRS IAW the SDWG Supplement to CAPR 60-3.

3. All paperwork should have the Mission Number somewhere on the front page, and if it is particular to a specific sortie the sortie number should be annotated.

4. This is the list of required documents for missions and the suggested mission folders for the documents to be filed.

- Load in the “Forms” Folder of WMIRS Mission Files:
 - CAPF 122 (for Ops Section Chief on AFRCC Mission)
 - If the signal ceased transmitting, write the location of search in Section “B9” under line “Other”
 - Include all versions of the CAPF 122’s or other paperwork used as SITREPs.
 - CAPF 107 Flight Operations Log
 - Allowable Substitutions: Photo of status board if it has all of the appropriate information recorded, ICS 200, an Excel Spreadsheet version of the CAP 107, or an ICS 220
 - CAPF 110 Air to Ground or Point to Point Log
 - Record all communications and activities
 - Allowable substitution: WMIRS Communication log if completely filled out. When a CAPF 110 or WMIRS logging is not available, any log may be used.
 - CAPF 106 Interview/Interrogation Forms

- Records of all interviews in the field need to be kept.
 - Allowable substitution: ICS Form 330 other notes taken.
 - ICS 218 Vehicle/Aircraft Sign In
 - All vehicles and aircraft are signed in
 - Only vehicles used on the mission and that are reimbursed need to be logged
 - Allowable substitution: WMIRS vehicle sign-in log. (Print out the log spreadsheet and upload to WMIRS.)
- Load in the “Receipts” Folder of WMIRS Mission Files:
 - CAPF 108 Reimbursement for CAP member individual expenses that will not be refunded through an e-108.
 - Copy of original receipt with details annotated in accordance with the SDWG Supplement to 173-3
 - Check that total 108 and receipts match
- Load in the “Plans” Folder of WMIRS Mission Files:
 - ICS 201 or Full IAP
 - Most incidents will only require a ICS 201 except for larger more resource intensive incidents which will require an entire IAP to be completed
 - CAP NHQ has standard Operations Plans templates. If an Ops Plan is used and approved, it can be used in lieu of a Full IAP, but an ICS 201 should still be used.
- Load in the “Personnel Folder” of WMIRS Mission Files:
 - ICS 211 Personnel Sign
 - All personnel are signed in
 - Sign/Date form on bottom
 - Allowable Substitution: WMIRS personnel sign-in log can be used – Print out the log spreadsheet before members sign out, and upload to the Mission in WMIRS under the Personnel Folder. Any piece of paper used to sign in personnel may be used if an ICS 211 is not available.
- Load in to the “Aircraft” folder of WMIRS Mission Files
 - CAPF 71
 - Normally, one CAPF 71 should be done and uploaded for each aircraft that participates in the mission. The CAPF 71 can be done up to three days prior to mission sign in.
- Load in the “Logs” Folder of WMIRS Mission Files:
 - Incident Command Log (IC Log)
 - The IC Log should record all major events and decisions made on an incident and will tell the story of what happened. Even if CAP is not the lead agency the CAP IC or agency representative must keep a log of what was authorized.
 - Allowable substitution: ICS 214
 - Allowable substitution: WMIRS IC Log
 - Multiple IC logs may be necessary (Text or chat log with a coordinating agency would be another log).
 - ICS 214 Unit Log - A detailed log of staff officers
 - WMIRS Unit Log may be used.
 - CAPF 105 - Message Logs - Keep all

- Allowable substitutions: any paper or PDF copy of electronic messaging used during the mission to pass messages. CAPF 105A is used for coded message groups.
- Load in the “Public Affairs” Folder of WMIRS Mission Files:
 - News Releases (both simulated for exercises and real)
- Load into WMIRS in the Sorties:
 - CAPF 104 and any attachments (if aircraft were used) such as CAPF 104a and CAPF 104b.
 - Total hours match the Air Ops Summary (ICS 220a)
 - Fill out completely to include debriefing section in WMIRS.
 - CAPF 109 (if ground teams were used or any vehicles were used for administration and fuel will be reimbursed)
 - Start mileage and end mileage on form
 - Verify all team members on form
 - Fill out completely to include debriefing section in WMIRS.
 - Weight and Balance Form

///Signed///

Lt Col Craig D. Goodrich, CAP
Director of Operations