



CAPSTAR User's Guide

Revision 2011.0618.0009

Civil Air Patrol Texas Wing



CAPSTAR
Civil Air Patrol Sortie Tracking and Reporting

Introduction..... 4

 CAPSTAR Defined..... 4

 Accessing CAPSTAR..... 5

 Logging in to CAPERS..... 5

 Selecting a Mission / Location..... 5

Missions..... 6

 Creating a Mission..... 6

Locations..... 7

 Creating a Location..... 7

 The Scope of a Location..... 7

Functions..... 8

 Selecting a Section or Function..... 8

 Operations Section Function Selection Panel..... 8

 Admin Section Function Selection Panel..... 8

 The Status Function (Operations)..... 9

 The IC Function (Operations)..... 9

 The Planning Function (Operations)..... 9

 The Dispatch Function (Operations)..... 9

 The Briefing Function (Operations)..... 10

 The Communications Function (Operations)..... 10

 The Debrief Function (Operations)..... 10

 The Reports Function (Admin)..... 10

 The Assets Function (Admin)..... 10

 The Personnel Function (Admin)..... 10

 The Aircraft In/Out Function (Admin)..... 10

 The Vehicle In/Out Function (Admin)..... 10

 The Personnel In/Out Function (Admin)..... 11

Working with Assets..... 12

 Vehicle inbound sorties..... 12

 Vehicle transfers..... 12

 Vehicle outbound sorties..... 13

 Aircraft inbound sorties..... 13

 Aircraft transfers..... 14

 Aircraft outbound sorties..... 14

Working with Personnel..... 15

 Personnel checkins, transfers and checkouts..... 15

Working with Sorties..... 19

 Creating a Sortie..... 19

 Creating an Air Sortie in WMIRS..... 20

 Creating a Ground Sortie in WMIRS..... 21

 Creating a Sortie in CAPSTAR for the Test Mission..... 22

 Reassigning a Sortie..... 24

 Dispatching a Sortie..... 24

 Briefing and releasing a Sortie..... 24

 Tracking a Sortie..... 24



CAPSTAR

Civil Air Patrol Sortie Tracking and Reporting

Debriefing a Sortie.....	25
Correcting the Times in a Sortie.....	25
Working with Messages.....	26
The Message Indicator.....	26
Reading a Message.....	26
Creating a Message.....	26
Checking Read Receipts.....	26
Working with Reports.....	27
Specifying Report Scopes.....	27
Specifying Report Dates.....	27
Selecting a Report.....	27
Available Reports.....	27
Printing a Report.....	27
CAPERS/CAPSTAR Support Information.....	28
Support Contacts for CAPERS and CAPSTAR.....	28
Appendix 1 – Updates by Text Message or Email.....	29
Message Format.....	29
Event Codes.....	30



Introduction

CAPSTAR Defined

CAPSTAR, as noted in the heading above, is a centralized system consisting of a number of Web pages designed to help Area Commanders, Incident Commanders, Staging Area Managers and staff at all levels track and report on sorties during the operational phases of a mission. CAPSTAR is an adjunct to CAPERS, using the same server and database, with additional tables and programming to support the CAPSTAR functionality.

CAPERS/CAPSTAR runs as an Apache Web Server backend in OpenQM, hosted on systems running OpenSuSE. Multiple identical servers are sited in geographically separated locations, and data is replicated between the servers. An identical backup server is also replicated from the main servers to provide a disaster recovery solution.

CAPSTAR is designed to work in concert with WMIRS. Each system has its own strengths in terms of functional area:

- WMIRS's strength is Planning
- CAPSTAR's strengths are Status, Dispatch, Briefing, Communications and Debrief

CAPSTAR receives basic Mission and Sortie information directly from WMIRS. (Future plans include returning certain operational information to WMIRS after the completion of sorties.) Missions are updated from WMIRS once an hour, and then appear in the CAPERS Main Menu ready to be accessed. Sorties are updated every 5 minutes as long as someone is accessing the mission; it may take up to 5 minutes after a sortie is created in WMIRS for that sortie's definition to transfer from WMIRS to CAPSTAR. Handling of operational information for a sortie is nearly instantaneous, and is reflected in the various CAPSTAR screens when changed (on the screen where the update is made) or when the screen refreshes automatically.

CAPSTAR access is organized into screens by FUNCTION within the IMS structure:

- IC (Area Commanders, Incident Commanders, Staging Area Managers, etc.)
- Planning
- Dispatch
- Briefing
- Communications
- Debrief

CAPSTAR also provides a Status display screen, a Reports selection screen, and an internal messaging system.



CAPSTAR

Civil Air Patrol Sortie Tracking and Reporting

Accessing CAPSTAR

Logging in to CAPERS

CAPSTAR is accessed from the CAPERS Main Menu. Once you are logged into CAPERS, scroll down the Main Menu until you find the CAPSTAR section of the menu.

Selecting a Mission / Location

Each Mission / Location that is active will be listed, with subordinate Locations indented under the main Location (Area Command Post or Incident Command Post). Click the appropriate button to access the Mission / Location. The Status view for the Location will be presented. The Status view updates automatically.



Missions

Creating a Mission

Missions are defined in WMIRS. The following table lists the fields in the WMIRS Mission record, and how they are used in CAPSTAR.

WMIRS Field	Usage in CAPERS / CAPSTAR
AGENCY NUMBER / COMMENTS *	DESCRIPTION (appears on CAPERS Main Menu)
REQ NUMBER	- not used -
MISSION NUMBER	Combined with WING as Mission*Area
MISSION DATE *	MISSION START DATE
WING *	Combined with MISSION NUMBER as Mission*Area
MISSION TYPE	- not used -
AIR	- not used -
GROUND	- not used -
IMAGES	- not used -

* Updates to COMMENTS, MISSION DATE or WING in WMIRS update the DESCRIPTION, MISSION START DATE or AREA in CAPERS and CAPSTAR.

When a mission is created in CAPSTAR in response to its first appearance in WMIRS, the Mission*Area is created as an Incident Command Post. This may be changed in the IC screen to Area Command Post, Staging Area, or Other, as appropriate. Subordinate Locations are created from the CAPERS Main Menu. Each subordinate Location is linked to the next higher Location in the chain of command of the mission.

“A” and “B” missions, and missions whose Mission Number ends in “_MISC”, are not available to CAPSTAR. The TEST mission, and all its subordinate Areas and Locations, does not originate in WMIRS, but is a local function of CAPSTAR for testing and practice purposes.

Missions that are no longer active in WMIRS, including all subordinate Areas and Location, are removed from the CAPERS Main Menu.



Locations

Creating a Location

Subordinate Locations are created from the CAPERS Main Menu. The Location code should be something that is short but easily recognizable, such as an airport code, town name, or functional designation.

Each Location must be linked to the next-higher Location in the mission's chain of command; a pulldown list is provided under REPORTS TO.

The TYPE OF LOCATION allows the designation of an Area Command post, Incident Command Post, Staging Area, or Other.

The DESCRIPTION will be display on the CAPERS Main Menu, as well as in the heading, so brevity is useful here as well, but a few words should be sufficient.

The initial Location created when a mission is defined in WMIRS is an ICP (Incident Command Post). If the mission is to be an Area Command, the LOCATION TYPE should be modified in the IC screen of the top level Location of the mission, prior to creating subordinate Locations.

The Scope of a Location

Each Location reflects all the operations of itself and all subordinate Locations. Given (as an example) an Area Command Post, one or more Incident command post(s), and one or more Staging Area(s), the following table shows what operations would be visible at each level.

Location	Reports To	Operations Displayed
Area Command Post	- n/a -	All operations for the ACP and all ICPs
Incident Command post	Area Command Post	All operations for this ICP and all Locations that report to this ICP only
Staging Area	Incident Command Post	All operations for this Location only



Functions

Selecting a Section or Function

Each CAPSTAR screen has a Function selection panel in the upper-right of the screen. This allows you to specify the section and functional area you will operate in; in all Operations Section Functions (except Status and IC), it will also give you access to the CAPSTAR messaging system, and alert you if a new message directed to your functional area at your Location needs to be read (see **Working with Messages**).

The two Sections are Operations and Admin; they are selected from the Function selection panels.

Operations Section Function Selection Panel

Function				View	
Status	IC	Planning	Dispatch	ALL	
Admin	Briefing	Comms	Debrief	Air	Gnd

The Operations section provides the Functions that allow you to deal with sorties defined in WMIRS, from Activation through Briefing, Radio Check, Departure, Arrival and Debriefing. You can filter the sorties displayed as Air only, Ground only or ALL.

Admin Section Function Selection Panel

Function			
Reports		Assets	Personnel
Operations	A In/Out	V In/Out	P In/Out

The Admin section provides the Functions that allow you to check personnel and assets into the mission, monitor their location and status, and check personnel and assets out of the mission. (Due to space constraints, the Reports Function that used to be on the Operations section selection panel has been moved to the Admin section selection panel.)



The Status Function (Operations)

The Status screen displays Sortie information for active sorties assigned to this and all subordinate Location(s). Sorties are tracked once they are briefed and released, until they are closed. The stages are color-coded as follows:

Stage	Color
Briefed	Brown
Radio Check Completed	Light Green
Wheels Up / Departed Base	Orange
In Grid / At Location	Green
Out of Grid / Leaving Location *	Orange
RTB *	Blue
Wheels Down / Arrived at Base	Purple

* Out of Grid / Leaving Location is used to indicate that a sortie is proceeding to another objective, rather than returning to base. When returning to base, RTB is selected.

In addition, the Contact field will display the number of minutes since last contact with the Sortie, and will be color-coded according to the 30-minute (yellow) and 45-minute (red) rules. The Contact field will also be color-coded yellow for AID messages and red for SOS messages received by text or email (see **Appendix 1 – Updates by Text Message or Email**).

The IC Function (Operations)

The IC screen displays Sortie counts for this and all subordinate Locations, allows the designation of radio frequencies to be used, allows the redefinition of this Location as an Area Command Post, Incident Command post, Staging Area, or Other type of Location, and allows the designation of IC or STAFF members. (Members who are already Incident Command qualified at automatically granted IC rights.)

The Planning Function (Operations)

The Planning screen displays all sorties created in WMIRS within 5 minutes of their creation. The screen allows the entry or modification of information such as equipment data, crew, objective(s), Location (see **Working with**), or the times reported for each stage of the sortie.

The Dispatch Function (Operations)

The Dispatch screen is used to activate a Planned sortie. This post-Planning step typically involves Logistics in such tasks as assigning personnel to the sortie and issuing keys to the equipment to be used, and that the sortie is ready to be briefed and released (see **Working with**).



The Briefing Function (Operations)

The Briefing screen is used to indicate that a sortie has been briefed and released (see **Working with**).

The Communications Function (Operations)

The Comms screen is used to track the sortie from departure (Briefing) to retrieval (Debrief). A Radio Check step is programmed as a requirement for each sortie prior to the actual departure. All contacts with the sortie are stored for immediate display, and logged for later reporting (see **Working with**). The times reported for each stage may be modified here, if necessary.

The Debrief Function (Operations)

The Debrief screen is used to indicate that a returned sortie has completed all necessary debriefing steps and is ready to be closed out, as far as Planning and/or Logistics is concerned (see **Working with**).

The Reports Function (Admin)

The Reports screen is used to produce the Air Operations Log, Ground Operations Log and Communications Log (see **Working with Reports**).

The Assets Function (Admin)

The Assets screen is used to produce reports of all aircraft and vehicles checked into the mission, those at a particular location or those in transit between locations.

The Personnel Function (Admin)

The Personnel screen is used to produce reports of all personnel checked into the mission, those at a particular location or those in transit between locations.

The Aircraft In/Out Function (Admin)

The Aircraft In/Out screen is used to check an aircraft into or out of the mission. The aircraft **MUST** be checked into the mission prior to executing any sortie (including any inbound sortie), and **MUST** be checked out of the mission after the last sortie (including any outbound sortie).

The Vehicle In/Out Function (Admin)

The Vehicle In/Out screen is used to check a vehicle into or out of the mission. The vehicle **MUST** be checked into the mission prior to executing any sortie (including any inbound sortie), and **MUST** be checked out of the mission after the last sortie (including any outbound sortie).



CAPSTAR

Civil Air Patrol Sortie Tracking and Reporting

The Personnel In/Out Function (Admin)

The Personnel In/Out screen is used to check a member into or out of the mission. The member **MUST** be checked into the mission prior to executing any sortie (including any inbound sortie), and **MUST** be checked out of the mission after the last sortie (including any outbound sortie).

Qualifications, Safety Participation expiration date and Emergency Contact information are displayed, and any issues may be overridden as necessary prior to the member being shown as Eligible to check in. The presence of a Form 60 (Medical Advice) must be verified; a CAP drivers license may be indicated, but is not a requirement for checking in.

The mode and identification of any transport involved, and the checking location, are indicated at the time the member is first checked in; the member is then placed in an “in-transit” status, and must check in again at the completion of the air or ground movement. Checking out or transferring between locations is also a two-step process, providing complete control over personnel movements. This allows for accurate reporting as noted above (see **The Personnel Function (Admin)**).



Working with Assets

Vehicle inbound sorties

To check in a vehicle for an inbound sortie, enter the vehicle's ID or license number. If the vehicle is not a CAP vehicle, enter the make and number of seats. Click **LOAD VEHICLE**.

License/Ident		Make	Seats
	LOAD VEHICLE		

Assuming the vehicle is available to check in, the following will be displayed:

Status: OK	[ICP]	CHECK IN
-------------------	-------	-----------------

Select the appropriate location if it is not displayed by default, and click **CHECK IN**. The assumption is made that the vehicle is now inbound to the location selected, so the following will be displayed:

Status: Inbound	
06/18/11 18:39z	To: [ICP] CHECK IN

When the vehicle is actually at the selected location, click **CHECK IN** and the following will be displayed:

Status: Checked In	Current Location: [ICP]
06/18/11 18:42z	Transfer to: [] CHECK OUT

Vehicle transfers

To transfer the vehicle between locations, select the receiving location (i.e, SA) and click **CHECK OUT**. The following will be displayed:

Status: In Transit	Transfer From: [ICP]
06/18/11 18:42z	Transfer to: SA CHECK IN



CAPSTAR
Civil Air Patrol Sortie Tracking and Reporting

When the vehicle arrives at the receiving location, click CHECK IN and the following will be displayed:

Status: Checked In	Current Location: SA
06/18/11 18:48z	Transfer to: <input type="text"/> <input type="button" value="CHECK OUT"/>

Vehicle outbound sorties

To check the vehicle out for an outbound sortie, select the appropriate destination (where blank is used to indicate an outbound sortie) and click CHECK OUT. The following will be displayed:

Status: Outbound	From: SA
06/18/11 18:48z	<input type="text"/> <input type="button" value="CHECK OUT"/>

Once the vehicle has reached its outbound destination, click CHECK OUT and the following will be displayed:

Status: OK	<input type="text" value="[ICP]"/> <input type="button" value="CHECK IN"/>
-------------------	--

At this point the vehicle is available to check in to any mission.

Aircraft inbound sorties

To check in an aircraft for an inbound sortie, enter the aircraft's ID or license number. If the aircraft is not a CAP aircraft, enter the ident (if any) and model. Click LOAD AIRCRAFT.

Tail Number	Wing/Region	Ident	Model
N111ZY	TX	CAP4251	172P

Assuming the aircraft is available to check in, the following will be displayed:

Status: OK	<input type="text" value="[ICP]"/> <input type="button" value="CHECK IN"/>
-------------------	--

Select the appropriate location if it is not displayed by default, and click CHECK IN. The assumption is made that the aircraft is now inbound to the location selected, so the following will be displayed:

Status: Inbound	<input type="text"/>
06/18/11 18:39z	To: <input type="text" value="[ICP]"/> <input type="button" value="CHECK IN"/>



CAPSTAR

Civil Air Patrol Sortie Tracking and Reporting

When the aircraft is actually at the selected location, click CHECK IN and the following will be displayed:

Status: Checked In	Current Location: [ICP]			
06/18/11 18:42z	<table border="1"> <tr> <td>Transfer to:</td> <td><input type="text"/></td> <td><input type="button" value="CHECK OUT"/></td> </tr> </table>	Transfer to:	<input type="text"/>	<input type="button" value="CHECK OUT"/>
Transfer to:	<input type="text"/>	<input type="button" value="CHECK OUT"/>		

Aircraft transfers

To transfer the aircraft between locations, select the receiving location (i.e, SA) and click CHECK OUT. The following will be displayed:

Status: In Transit	Transfer From: [ICP]			
06/18/11 18:42z	<table border="1"> <tr> <td>Transfer to:</td> <td>SA</td> <td><input type="button" value="CHECK IN"/></td> </tr> </table>	Transfer to:	SA	<input type="button" value="CHECK IN"/>
Transfer to:	SA	<input type="button" value="CHECK IN"/>		

When the aircraft arrives at the receiving location, click CHECK IN and the following will be displayed:

Status: Checked In	Current Location: SA			
06/18/11 18:48z	<table border="1"> <tr> <td>Transfer to:</td> <td><input type="text"/></td> <td><input type="button" value="CHECK OUT"/></td> </tr> </table>	Transfer to:	<input type="text"/>	<input type="button" value="CHECK OUT"/>
Transfer to:	<input type="text"/>	<input type="button" value="CHECK OUT"/>		

Aircraft outbound sorties

To check the aircraft out for an outbound sortie, select the appropriate destination (where blank is used to indicate an outbound sortie) and click CHECK OUT. The following will be displayed:

Status: Outbound	From: SA		
06/18/11 18:48z	<table border="1"> <tr> <td><input type="text"/></td> <td><input type="button" value="CHECK OUT"/></td> </tr> </table>	<input type="text"/>	<input type="button" value="CHECK OUT"/>
<input type="text"/>	<input type="button" value="CHECK OUT"/>		

Once the aircraft has reached its outbound destination, click CHECK OUT and the following will be displayed:

Status: OK	[ICP]	<input type="button" value="CHECK IN"/>
-------------------	-------	---

At this point the aircraft is available to check in to any mission.

NOTE: The Asset reports automatically reflect the updated situation for aircraft and vehicles as changes occur.



Working with Personnel

Personnel checkins, transfers and checkouts

Personnel may use different modes of transportation when checking in to a mission, transferring between locations within a mission, or checking out of a mission:

- Walk-up (no inbound sortie)
 - Member appears at a location ready to check in
- Air/ground private transportation (off-mission)
 - Member is using non-reimbursed POV or POA
- Air/ground sortie (on-mission)
 - Member is on an inbound, transfer or outbound sortie in the mission

Note that the requirements for checkin must be met regardless of the mode of transportation. A member must be checked in to the mission prior to beginning any inbound leg involving a vehicle or aircraft, whether CAP-owned or MOF (Member-owned/furnished, whether checking the asset into the mission or not). CAP members, aircraft and vehicles on a sortie in the mission must all be checked in to the mission prior to their departure inbound, and checked out after their arrival outbound. This provides proper tracking of assets and personnel, which is required by Regulation.



CAPSTAR

Civil Air Patrol Sortie Tracking and Reporting

Personnel can be checked in using the following screens. Enter the CAPID and click LOAD MEMBER (note that there is a limited name lookup provided – where the name is unmatched, use the CAPID):

The following screen will be displayed:

Expired qualifications will show in red, qualifications to expire soon will show in yellow, and trainee status will show in blue. To override a (dis)qualification, check the qualification(s) being overridden, enter the CAPID of the authorized member below the OVERRIDE button, and click the OVERRIDE button. The overridden qualifications will show in light green, with the CAPID of the overriding member displayed.

Select a good contact number (enter a number in the space provided if there isn't a good number in the list), enter emergency contact information if needed, verify a Form 60 (Medical Information) and (optionally) verify a CAP drivers license, then click UPDATE if any changes have been made. Once the status shows OK, move on to the next step.



CAPSTAR

Civil Air Patrol Sortie Tracking and Reporting

Verify the location, select the inbound transportation type (POV, POA, CAP aircraft, CAP vehicle), enter the identification (CAP vehicle), tail number (CAP or private aircraft) or license number (POV), and click CHECK IN. The following screen will be display:

The screenshot shows a web browser window with the URL `capstar.dnsalias.net/scripts/capmon.exe`. The interface is divided into several sections:

- Left Panel (Form Fields):** A grid of input fields and buttons for various data points:
 - Top Row:** CLEAR, GES, SAFE30, SET, CERT
 - Second Row:** 310418, ****, 06/30/11, ****
 - Third Row:** GBD, GTL, GTM1, GTM2, GTM3, UDF
 - Fourth Row:** AOBD, MP, MFC, WS, TMP
 - Fifth Row:** 05/31/12, ****
 - Sixth Row:** MO, MS, AP, ADIS, FLS, FLM
 - Seventh Row:** 03/31/12, 03/31/12, 01/31/14, 01/31/14
 - Eighth Row:** SPMC, SPMP, SPSO, CUL, MRO
 - Ninth Row:** 11/30/12
 - Tenth Row:** IC1, IC2, IC3, SMC, SPC
 - Eleventh Row:** FASC, LSC, OSC, PSC, MSO
 - Twelfth Row:** LO, PIO, MC, MSA, OVERRIDE
- Right Panel (Profile/Status):**
 - Name:** LEWIS, JACK R, MAJ (SENIOR)
 - Physical Attributes:** Hair: Brown, Eyes: Hazel, Height: 72, Weight: 220
 - Phone:** Radio buttons for (214) 533-8989 CELL 24/7 PRIMARY, (214) 488-3886 WORK, (972) 491-2913 HOME, and a "Numbers only" field.
 - Emergency Contact:** Dan Su, 214.558.6071
 - Form 60:** Verified
 - CAP D/L:** Not verified
 - Buttons:** UPDATE
 - Status:** In Transit
 - Transfer from:** [IN]
 - Date/Time:** 06/18/11 19:40z
 - Inbound:** CAP Aircraft
 - Tail #:** N111ZY
 - To:** [ICP] dropdown menu
 - Button:** CHECK IN
- Bottom Panel:** A button labeled "Return to the Main Menu".



CAPSTAR

Civil Air Patrol Sortie Tracking and Reporting

When the member arrives at the checkin location, verification of credentials can occur, followed by clicking CHECK IN, which results in the following display:

The screenshot shows a web browser window with the URL `capstar.dnsalias.net/scripts/capmon.exe`. The interface is divided into several sections:

- Member Profile:** LEWIS, JACK R, MAJ (SENIOR). Physical attributes: Hair: Brown, Eyes: Hazel, Height: 72, Weight: 220. Phone numbers: (214) 533-8989 CELL 24/7 PRIMARY, (214) 488-3886 WORK, (972) 491-2913 HOME.
- Emergency Contact:** Dan Su, 214.558.6071.
- Form 60:** Verified.
- CAP D/L:** Not verified.
- Status:** Checked In.
- Current Location:** [ICP].
- Timestamp:** 06/18/11 19:42z.
- Inbound/Outbound:** Fields for Inbound and Outbound with a Mode of Travel dropdown.
- Transfer to:** A dropdown menu.
- Buttons:** CLEAR, UPDATE, CHECK OUT, and an OVERRIDE button with a text input field.
- Grid of Fields:** A grid of checkboxes and text boxes for various categories: CLEAR, GES, SAFE30, SET, CERT, 310418, GBD, GTL, GTM1, GTM2, GTM3, UDF, AOBD, MP, MFC, WS, TMP, MO, MS, AP, ADIS, FLS, FLM, SPMC, SPMP, SPSO, CUL, MRO, IC1, IC2, IC3, SMC, SPC, FASC, LSC, OSC, PSC, MSO, LO, PIO, MC, MSA.
- Footer:** Return to the Main Menu.

Transfer between locations and outbound sorties are handled in the same way, specifying destination, mode and identification of transportation.



Working with Sorties

Creating a Sortie

A Sortie created in WMIRS will appear in CAPSTAR within 5 minutes. Certain fields or parts of fields in the WMIRS SORTIE definition are used to fill in certain CAPSTAR fields, as the following table shows (example data transferred to CAPSTAR shown in **RED**).

WMIRS field	CAPSTAR field	Example
Tail No. or Vehicle ID	IDENT	N778CP or 42110
A/C Type or Vehicle Make Model	EQUIP	182T or Ford Winstar
Call Sign	CALL	4278 or GT-1
Objective	OBJ	Grid 096033BDB or ELT 09634/03312 or HB Shelton (used to indicate a HiBird over Shelton)
Area Assigned/Mission Location	(see Note)	TX/KDAL/Hillsboro to Mesquite

Note: If any string delimited by slashes (“/” – leading and trailing spaces don’t count) matches a Location code, the sortie will be automatically assigned to that Location. If no match is made, the sortie will be assigned to the ACP (or ICP if no ACP exists), and will have to be manually assigned to another Location. In the example above, Dallas Love Field is a Location coded KDAL for that mission; if “KDAL” appears as shown above, the sortie is assigned to the KDAL Location.

The next two pages detail what needs to be entered where for CAPSTAR:



Creating an Air Sortie in WMIRS

Here is a partially filled in Air Sortie Update screen from WMIRS (the notes below refer to items specifically used by CAPSTAR):

The screenshot shows the WMIRS interface in a Windows Internet Explorer browser. The page title is "Civil Air Patrol Web Mission Information Reporting System (WMIRS)". The form contains the following fields and values:

Date	Date End	CAPID
<input type="text"/>	<input type="text"/>	<input type="text"/>
*Tail Number	*Aircraft Type	*Callsign
<input type="text" value="N111ZY"/>	<input type="text" value="172"/>	<input type="text" value="4251"/>
*Take Off Airport	*Landing Airport	*Area Assigned (Use: State / City / Area)
<input type="text" value="KDEP"/>	<input type="text" value="KARR"/>	<input type="text" value="TX/KDAL/Describe general area here"/>
*Est. Sortie Hours	*Actual Sortie Hours	*Est. Take Off Time (Z)
<input type="text"/>	<input type="text"/>	<input type="text"/>
*Actual Take Off Time (Z)	*Objective	A/C Fuel/Oil (\$)
<input type="text"/>	<input type="text" value="Objective goes here"/>	<input type="text"/>
*Sortie Effectiveness	Reason if not Successful	Enter the number of identical sorties to create:
<input type="text"/>	<input type="text" value="Please Select Reason"/>	<input type="text" value="1 (60 Max)"/>
Are you flying over critical Infrastructure? Yes <input type="radio"/> No <input checked="" type="radio"/>		Days Apart (if duplicates)
<input type="button" value="Add Sortie"/>		<input type="text" value="0"/>

- Use the Tail Number Lookup to ensure that all identifying information is accurate.
- Enter the four-character airport identification code for both Take Off and Landing Airport fields.
- In the Area Assigned field, begin with the Wing or Region followed by a forward slash, then an identifier for the controlling Location followed by another forward slash, and then a general description of the area in which the sortie will be operating.
- Describe the objective of the sortie in the Objective field.

Any substring (as defined by slashes in the Area Assigned field) will be matched against Locations defined for the Mission. The first matching identifier will be used to assign the sortie to a Location. This assignment can only be modified in the Planning screen at Mission HQ (the top level of the Mission in CAPSTAR) if there is no match; any match between a substring and Location will overwrite the assigned Location in CAPSTAR.

In the example above, the sortie would be assigned to the KDAL Location, assuming KDAL is defined as a Location in this Mission.



Creating a Ground Sortie in WMIRS

Here is a partially filled in Ground Sortie Update screen from WMIRS (the notes below refer to items specifically used by CAPSTAR):

The screenshot shows the 'Ground Sortie Update' form in the WMIRS system. The form is divided into several sections:

- Sortie Information:** Sortie Number (NEW), Mission Number (09-T-4154), Tracking Number (empty), Vehicle Make/Model (Make & Model), Vehicle ID/License (ID or License).
- Date and Type:** Ground Sortie Date (empty), Ground Sortie Type (dropdown menu), Backup Date (empty), Backup Date End (empty).
- Call Sign and Location:** Call Sign (empty), Departing From (KDEP), Arriving At (KARR), Area Assigned (TV/KDAL/Describe general area here).
- Objective and Reimbursement:** Est. Man Hours (empty), Est. Depart Time (Z) (empty), Objective (Objective goes here), Reimbursed To (CAPID Or Unit) (empty).
- Actual Data:** Actual Depart Time (Z) (empty), Actual Miles Driven (empty), Vehicle Fuel/Oil (\$) (empty).

The browser window shows the URL <https://missions.cap.af.mil/wmirs/index.cfm> and the page title 'Civil Air Patrol Web Mission Information Reporting System (WMIRS)'.

- Ensure that all identifying information (Make/Model, ID/License) is accurate. Keep Call Signs consistent.
- In the Area Assigned field, begin with the Wing or Region followed by a forward slash, then an identifier for the controlling Location followed by another forward slash, and then a general description of the area in which the sortie will be operating.
- Describe the objective of the sortie in the Objective field.

Any substring (as defined by slashes in the Area Assigned field) will be matched against Locations defined for the Mission. The first matching identifier will be used to assign the sortie to a Location. This assignment can only be modified in the Planning screen at Mission HQ (the top level of the Mission in CAPSTAR) if there is no match; any match between a substring and Location will overwrite the assigned Location in CAPSTAR.

In the example above, the sortie would be assigned to the KDAL Location, assuming KDAL is defined as a Location in this Mission.



Creating a Sortie in CAPSTAR for the Test Mission

The Test Mission does not have a WMIRS counterpart in which to create Sorties; the Sortie modification area at the bottom of the Planning screen is used for this purpose. The buttons for New Air and New Ground sorties appear only in the Test Mission; also, the WMIRS sortie number is taken from the CAPSTAR sortie number entered here.

Here's a trick: If you enter the Ident for an aircraft, but not the Type or Call Sign, CAPSTAR will retrieve the Type and Call Sign for you. If you enter the Ident for a vehicle, but not the Type, CAPSTAR will retrieve the Type for you – but you will have to manually assign a call sign for a vehicle in any case.

Here is a Planning screen shot showing the creation of an Air Sortie:

The screenshot shows the CAPSTAR web application interface. At the top, there are navigation buttons: Status, IC, Planning (selected), Dispatch, Reports, Briefing, Comms, and Debrief. Below these are buttons for Read Messages, New Msg, and Msgs Sent. The main content area displays a table of sorties. The first row is for '1 AIR (1)' with Ident N778CP, Equip C182T, Call 4278, and Crew AYRE, SHAWN, PERLMAN. The Objective is XYZ and the Location is ICP2. Below this, there is a 'NEW AIR' button and a text input field containing '2'. Below the input field is a 'MODIFY' button. The Location dropdown is set to 'SA'. At the bottom of the screen, there is a 'Return to CAPERS' button and a copyright notice: '(c) Copyright 2001-2009, Civil Air Patrol. Server: capersqgm'.

Note that the location is a pulldown list showing the Locations defined for this Mission – in this case, Sortie 2 will be run under the control of Staging Area 1 (SA).

Due to upgrades in WMIRS, sortie identifiers (“numbers”) are actually a letter and three or four numbers. Air sorties begin with “A”, ground sorties begin with “G”, and the number part is zero-filled if less than 1000, e.g. air sortie number 37 would be “A037”. When entering the sortie identifier in the field just above MODIFY, make sure you enter the complete identifier.



CAPSTAR

Civil Air Patrol Sortie Tracking and Reporting

Here is a Planning screen shot showing the newly created Sortie:

The screenshot shows the CAPSTAR web application in a Windows Internet Explorer browser. The page title is "CAPSTAR - Civil Air Patrol Sortie Tracking and Reporting". The URL is "http://capersqm.dnsalias.net/scripts/capmon.exe?TARGET_SYSTEM=CAPERSQM.DNSALIAS.NET&SN=TX&PW=NAN00K&GO*PLAN.TEST*TX.AIR.CREATE.AREA+C".

The interface includes a navigation menu with buttons for Status, IC, Planning (selected), Dispatch, Reports, Briefing, Comms, and Debrief. There are also buttons for Read Messages, New Msg, and Msgs Sent.

The main content area displays a table of sorties. The first sortie is "1 AIR (1)" with the following details:

Sortie (W/M/R/S)	Ident	Equip	Call	Objective	Crew	Location
1 AIR (1)	N778CP	C182T	4278	AYRE, SHAWN, PERLMAN		ICP2
	XYZ					
	14:05:47	14:05:47	17:02:07	17:02:09	17:02:09	17:02:09

The second sortie is "2 AIR (2)" with the following details:

Sortie (W/M/R/S)	Ident	Equip	Call	Objective	Crew	Location
2 AIR (2)	N982CP	172R	CPF4242	CREW		SA

Below the table, there are buttons for "NEW AIR", "NEW GND", and "MODIFY". A "Return to CAPERS" button is located at the bottom of the main content area.

The footer of the page contains the text: "(c) Copyright 2001-2009, Civil Air Patrol. Server: capersqm".



Reassigning a Sortie

Sorties appear in Planning when they are created in WMIRS, and the assigned Location is derived from the sortie data. Assignment of Sorties to alternate Locations may be performed in the Planning screen, but only if there is no match from the Area Assigned field (the Location field in CAPSTAR is blank).

Dispatching a Sortie

Dispatching (Activating) a Sortie moves the Sortie to Briefing. Typically, this indicates that the Sortie has been staffed and provisioned, i.e. personnel and equipment assigned. The Sortie is now visible in Status.

Briefing and releasing a Sortie

Briefing and releasing a Sortie moves the sortie to Communications. Typically, this indicates that the crew has been briefed according to Regulations, Policies and Directives, and has been released.

Tracking a Sortie

Communications will track the Sortie from the initial Radio Check through the Return to Base, indicating which frequency has been used for each contact, and which stage of the Sortie has been accomplished.

Sorties MUST perform a Radio Check with their assigned departure control station in order to “open” the Sortie for any other communications or other stages. This requirement is programmed into CAPSTAR; however the actual communication could be anything from an actual radio call to a cell phone call to a cheery wave of good-bye – depending on the requirements of the Chain of Command of the Mission. The “frequency” labeled “NON-CONTACT” may be used for situations where no contact is expected; in any other case, the Contact field on various screens will display the number of minutes since last contact with the Sortie, and will be color-coded according to the 30-minute (yellow) and 45-minute (red) rules. **(NEW: See Appendix 1 for additional capabilities when updates are submitted by text message or email.)**

The stages of a Sortie are color-coded as follows:

Stage	Color
Briefed	Brown
Radio Check Completed	Light Green
Wheels Up / Departed Base	Orange
In grid / At Location	Green
Out of Grid / Leaving Location *	Orange
RTB *	Blue
Wheels Down / Arrived at Base	Purple



CAPSTAR

Civil Air Patrol Sortie Tracking and Reporting

* Out of Grid / Leaving Location is used to indicate that a sortie is proceeding to another objective, rather than returning to base. When returning to base, RTB should be selected instead.

Debriefing a Sortie

Debriefing (Closing) a Sortie removes it from the Status display. Typically, this indicates that all requirements (paperwork submittal, information and data transfer, return of equipment, etc.) have been accomplished.

Correcting the Times in a Sortie

Times are entered for the various stages of a Sortie by clicking on the appropriate buttons, but sometimes a time must be entered that is not the current time. The time field to the right of the frequencies can be altered to reflect the actual reported time; by clicking the appropriate stage button; the altered time will be entered into the Sortie record. Entering an 'X' in the time field will erase the selected time entry in the record.



Working with Messages

The Message Indicator

Directly under the view selectors (right-hand side of the page headers) are the three messaging indicators/buttons. The first one will say “No New message” on a gray background until a message has been sent to this Function at this Location. When a message has been sent that should be read at this Function/Location, the indicator becomes a button reading “Read Messages” on a red background. Once the message has been read, the indicator background becomes green, but the button remains. This allows you to read an old message again, if necessary.

Reading a Message

Clicking the “Read” button displays a page of buttons, one for each message. The buttons are color-coded red for new messages, and green for messages that have already been read. Click the button to see the message; you can reply to the author, or to all recipients as well as the author, or exit the message with “No Reply”. When you read the message, the message is marked with your “Read Receipt”, whether or not you choose to reply.

Creating a Message

The second button is used to create new messages. Creating a message requires you to specify the recipients (by Location and Function); there are checkboxes for “The Same Function at All Locations”, “All Functions at a Single Location”, and “All Locations, All Functions”. Select by clicking in the checkboxes (you can deselect by clicking again in each checkbox), then enter the subject and the message, and click “Send”.

Checking Read Receipts

The third button is used to check the Read Receipts for a message. Select the message you wish to check on, and the recipients and date/time tags will be displayed.



Working with Reports

Specifying Report Scopes

The first section of the Reports screen allows you to specify which Locations and Functional areas are to be included in the report. There are individual Location/Function checkboxes, All (Locations for a Function) checkboxes, All (Functions at a Location) checkboxes, and an All Locations/All Functions checkbox. Click the checkbox(es) representing the data you want to include in the report; click again to deselect.

Specifying Report Dates

Starting and Ending dates and Times may be specified in the second section of the Reports screen. If only the Starting Date is specified, the Ending Date is assumed to be the next day – thus the default for only a Starting Day is the 24-hour period (Zulu time) for that day. Only events that occur within the dates/times specified will be included in the report.

Selecting a Report

Each report is represented by a clickable button. Click the button to produce the report. Note that reports are up-to-the-minute, as they are reporting on live data – very useful for obtaining, storing and/or printing interim reports.

Available Reports

The following reports are currently available:

C107A	Air Operations Report
C107G	Ground Operations Report
F110	Communications Log

Printing a Report

This is easy – when you display a report, you can simply print the browser page and there's your printed report! Enjoy!



CAPSTAR

Civil Air Patrol Sortie Tracking and Reporting

CAPERS/CAPSTAR Support Information

Support Contacts for CAPERS and CAPSTAR

CAPERS and CAPSTAR support are provided by:

Maj Jack R Lewis, CAP

Phone 214-533-8989

Email JACK@JRL.NET

Capt Andrew Theismann, CAP

Phone 214-213-4064

Email CAPERS@NORMAQ.COM

CAPSTAR is part of CAPERS, and is available to any member with a valid login to CAPERS.

CAPERS/CAPSTAR runs as an Apache Web Server backend in OpenQM, hosted on systems running OpenSuSE. Multiple identical servers are sited in geographically separated locations, and data is replicated between the servers. An identical backup server at yet another location is also replicated from the main servers to provide a disaster recovery solution.



Appendix 1 – Updates by Text Message or Email

Sorties may now be updated from departure to arrival by text messages or emails sent to 330-CAP-TAP6 (330-227-8276) or capstar@txwgcap.org. If one line in the message contains the following content in the specified format, the update will be applied. A message will be returned to the sender in the same format acknowledging the update, or advising the sender of an error in format or content.

This format must be followed exactly for the update to work – however, CAPSTAR is case-insensitive, so either uppercase or lowercase letters may be used, multiple consecutive spaces are reduced to one space, and the dashes (“-“) in the mission number are optional.

Message Format

C* (space) Wing (space) Mission (space) Sortie (space) EventCode (space) [Offset] (space) Comment

Where:

C*	The literal characters “C*”
Wing	The two- or three-character wing or region abbreviation, e.g. TX for Texas Wing or SWR fo Southwest Region
Mission	The mission number, with or without the dashes (“_”), e.g. 11-T-1234 or 11T1234
Sortie	The sortie number, in full, e.g. A001 or G002
EventCode	One of the event codes shown below
Offset	[Optional] If the first word after the event code is numeric, it will be taken as the number of minutes in the past (relative to the date/time the message is sent) when the event actually occurred, e.g. “2” means the event happened 2 minutes ago.
Comment	[Optional] Everything else in the line is taken as a comment and is shown in the COMMENT field for the sortie, after the sending address of this update and the event code, e.g. for “c* tx 11t1234 a001 oc ops normal” sent from cell phone 123-456-7890 on the AT&T network, the COMMENT field of sortie A001 of mission 11-T-1234*TX would show: “1234567890@txt.att.net [OC] ops normal”.



Event Codes

The following event codes have been defined:

Event Code	Description
WU (wheels up) TO (takeoff) DP (departing from base)	WU and TO are used primarily for AIR sorties; DP is used primarily for GROUND sorties. (WU will be deprecated in favor of TO.)
IG (in grid) AT (at objective)	IG is used primarily for AIR sorties; AT is used primarily for GROUND sorties.
OG (out of grid) LV (leaving objective)	OG is used primarily for AIR sorties; LV is used primarily for GROUND sorties. These event codes are used when leaving one objective for another.
RTB (returning to base)	RTB is used when returning to base, whether from an objective or for any other reason.
WD (wheels down) LD (landing) AR (arriving at base)	WD and LD are used primarily for AIR sorties; AR is used primarily for GROUND sorties. (WD will be deprecated in favor of LD.)
OC (operations check)	OC is used to show an operational status, typically with the comment “ops normal”. This resets the timer for the sortie, to begin the 30-minute count from the date/time of the message.
AID (special request)	AID is used to highlight the sortie on status and comm screens, requesting a high-priority response from the mission staff. The comment should explain what is needed. (see NOTE below)
SOS	SOS is used to highlight the sortie on status and comm screens, requesting an immediate response from mission staff. If time permits, a comment should be added that explains what assistance is needed. Branch Directors and ICs should be notified immediately of the existence and nature of an SOS message. (see NOTE below)

NOTE: The [AID] and [SOS] tags may also be included in the Comment to trigger the same highlighting in addition to the update specified by the Event Code.