

INDIANA WING INDIVIDUAL MISSION AUDIT

Authorization: INWG Sup 1, CAPR 60-3, para 1-21. This form is Part A of the quarterly audit required by this Supplement. This form is not required for orientation flights or counterdrug missions.

Instructions: The Incident Commander (IC) will complete this form to ensure all incident documentation is uploaded to the files section of each mission in WMIRS as part of mission close out. This completed form will be uploaded to WMIRS. The Wing Administrator will review the INWG Form 995a upon mission closeout and will request missing documentation from the IC.

Mission Number:	Incident Commander: (may also list other key staff if pertinent)	Type: (real world, exercise, monthly aircrew/ground training, activity)
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MINIMUM MANDATORY DOCUMENTATION

ICS 201 or full Incident Action Plan (IAP). *Required for exercises and real-world mission response. Training activities or recurring training mission numbers (such as monthly aircrew training) only require a copy of the Operations Order.*

- Is this an exercise or real-world mission? (Y/N) If “Yes” is an ICS 201/IAP present? (Y/N)
- Is this a training activity? (Y/N). If “Yes”, is the Operations Order present? (Y/N)

IC Log. *Required for exercises and real-world mission response. Training activities or recurring training mission numbers (such as monthly aircrew training) only require a copy of the Operations Order.*

- Is the IC Log required? (Y/N) If “Yes”, is the IC Log present? (Y/N)

ICS 211 or other Personnel Register. *Required.*

- Is a personnel register present? (Y/N)

SITUATION-DEPENDENT DOCUMENTATION

ICS 218 or other Vehicle Register. *Required if ground reimbursement requested.*

- Were ground 108s submitted? (Y/N) If Yes, was a register of ground vehicles uploaded? (Y/N)
- Were air 108s submitted? (Y/N) If “Yes”, was a register of aircraft uploaded? (Y/N)

CAPF 104s (Mission Flight Plan). *Required if Air Sorties were released.*

- Were air sorties released? (Y/N)
- If “Yes”, were 104s entered electronically into WMIRS? (Y/N)

CAPF 109. *Required if non-transport only, ground sorties were released.*

- Does it appear that operational ground sorties were released? (Y/N)
- Are any CAPF 109s present, and, if so, completed (Y/N)

INWGF 959. *Required if non-transport only, ground sorties were released.*

- Does it appear that operational ground sorties were released? (Y/N)
- Are any INWGF 959’s present, and, if so, are they completed? (Y/N)

Mission Reimbursement Paperwork. *Required if reimbursement requests were submitted.*

- Were requests for reimbursement completed? (Y/N)
- If “Yes”, was appropriate mission reimbursement paperwork present? (Y/N)

Reports Required by Controlling Agency (examples: CAPF 122, SITREP, etc). *Required if the overseeing agency requires submission of a formal report.*

- Are any formal reports present in the record? (Y/N)

News Release Copies. *Required if any releases were completed.*

- Are any news releases present in the record? (Y/N)

Communications Documentation (radio message forms, radio log, etc.). *Required if documentation exists.*

- Is there any available communication documentation present? (Y/N)

Review Completed by (normally INWG/WA):

Review completed on:

COMMENTS: