



HEADQUARTERS, VIRGINIA WING
CIVIL AIR PATROL
7401 AIRFIELD DR.
RICHMOND, VA 23237-2250



9 September 2014

FOR: VAWG DOS, DO, and ALL IC's
FROM: CC
SUBJECT: MONITORING OF MISSION PAPERWORK

This plan of action shall be implemented, effective immediately.

1. VAWG Incident Commanders shall submit all mission documentation to the Director, Emergency Services (DOS) within 5 days of the completion of every mission.
2. Within 10 days of the completion of the mission, the Director of Emergency Services or his designee shall review all mission documentation received during and following the mission to insure that all documentation is included prior to the closing of the mission.
3. All required documentation shall be uploaded into the WMIRS mission file within 15 days of the completion of the mission and the mission closed.

//s// Col. James A. Covell

James A. Covell, Colonel, CAP
Commander