HEADQUARTERS TEXAS WING
CIVIL AIR PATROL
UNITED STATES AIR FORCE AUXILIARY
553 Terry Crawford Dr
Nacogdoches, TX 75964

5 March 2024

MEMORANDUM FOR TXWG ALERT OFFICERS

FROM: TXWG ALERT OFFICER COORDINATOR

SUBJECT: ALERT OFFICER CONTINUITY FILE

1. CAPR 60-3(I) 1-5.b.(1) requires wings to maintain an alert roster in WMIRS that is updated at least once annually. It requires these members to be a qualified incident commander (IC) and be listed as a Wing Alert Officer (WAO) in Operations Qualifications.

a. If you are selected as a wing alert officer, ensure you have WAO listed on your 101 card. If it is not, select the qualification and send it through the chain of command for approval in Ops Quals. You cannot be added to the roster until you have the WAO qualification on your 101 card.

2. In an effort to allow utilization of as many of the wing's ICs on missions as possible to enhance proficiency, the TXWG Alert Roster will comprise officers from each Group on a two-week rotating schedule. The WAO Coordinator will be the back-up alerting officer at all times unless otherwise coordinated with the TXWG/DOS and/or TXWG/DO.

a. For any periods an on-duty WAO will be without phone coverage, let the WAO Coordinator know as soon as possible to ensure call coverage for AFRCC.

b. For illnesses, vacations, or being out of the country, the call duties will be moved or traded to a different WAO.

3. Assigned WAOs have the following duties:

a. Serve as the primary POC for TXWG to AFRCC when on duty.

b. Be available by telephone 24/7 during assigned shifts. If you will be out of service, please tell the alert officer coordinator as soon as possible. Attempt to only schedule alert duty during weeks that you will be continuously available.

c. Once contacted by AFRCC, find an available IC preferably in the Group of the geographic area the mission is located in. Only if you cannot locate an IC in that Group in a reasonable timeframe should you assume command of the mission yourself.

d. For most missions, an IC3 is sufficient. If the incident becomes complex and a full ICP/vICP staff become necessary, coordinate with the Alert Officer Coordinator, TXWG/DOS, or TXWG/DO to ensure an appropriate IC is in command of the mission.

e. Utilize Ops Quals reports to locate and contact ICs, aircrews, and/or ground/UDF teams. These can be found in Operations Qualifications > Reports > Specific Qualification Listing. Select the organization you want to search in. Select “include contact report.”

f. When ICs are contacted to run a mission in their Group and they turn down the assignment or do not respond in a reasonable timeframe (1 hour), report this information to the Alert Officer Coordinator. It will be passed on to the TXWG/DOS and TXWG/DO. There will be a focus on only having qualified ICs who take missions when called.

Organization identifiers to know:

SWR-TX-001 (TXWG Headquarters)

SWR-TX-010 (Group 1 HQ)

SWR-TX-020 (Group 2 HQ)

SWR-TX-030 (Group 3 HQ)

SWR-TX-040 (Group 4 HQ)

SWR-TX-050 (Group 5 HQ)

SWR-TX-060 (Group 6 HQ)

SWR-TX-070 (Group 7 HQ)

d. Once you assume command of the mission or find an IC to take command:

(1) Find the mission in WMIRS and make a note in the IC log. Examples: “I have assumed command as of 15:45 local” or “Maj Smith has assumed command of the mission as of 17:31.”

(2) Inform AFRCC who is the IC on the mission, if you have not already done so.

e. The IC will keep the IC list in Teams updated as to the progress of the mission as it develops.

f. The IC will also make note of all significant communications and mission progress in WMIRS.

g. Required WMIRS log entries, if running the mission:

(1) Specific sortie releases (air and ground) in the comms log so as to reflect sortie status on the status board.

4. Important phone numbers:

AFRCC (800) 851-3051

NOC (888) 211-1812 Ext 300

TXWG Alert Officer Coordinator: Lt Col Daniel Pace (318) 548-8287

TXWG/DOS Lt Col Ray Walden (708) 268-7392

TXWG/DO Lt Col Rick Woolfolk (940) 391-3728

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