

Alerting Officer Guidelines (6-1-2010)

Thanks for offering to help with the Alerting Officer Duties.

The Alerting Officer gets the initial call from Air Force Rescue Coordination Center (AFRCC), most of the time. Occasionally, you will get a call from a member of the Texas Wing or an airport reporting an ELT signal. If that occurs you should call AFRCC to see if they have a report and if they will give you or have issued a mission number. **You CANNOT initiate a mission until you have a mission number from AFRCC.** If they choose to call the local airport or some other authority before giving you a mission number that is their call. In any event they will call the Texas Wing Alerting Officer and inform them of the mission.

When the AFRCC gives you a mission number (it will always be the calendar year, followed by M and then the mission number, the latest one was 10-M-0378). They will give you the opening time in WMIRS, when they activated CAP. This is then your authority to proceed with finding an IC. You should always get the name of the person contacting you from AFRCC, as they will be the contact for the mission, as long as they are on duty. Someone will follow them if their duty day expires, they will tell you that when you call in. They are there to help you get additional information from the various agencies, if needed. This is also the person who will help close the mission.

ELT Reports: I try to find an IC as close to the ELT event as I can. That is not always possible. If it is an ELT mission, any IC can perform the mission, however a couple of the IC's prefer not to be called for ELT missions (Lt Col Randy Russell, Lt Col Owen Younger & Lt Col Brooks Cima).

REDCAP: If it is an actual missing aircraft, or known aircraft in trouble **ONLY REDCAP** Qualified IC's should be appointed. If you get a REDCAP mission, the first call to make is to Lt Col Brooks Cima (281-392-9572 H, or 281-513-3974 C) or one of the Senior Staff, (LtCol Randy Russell (972-743-9759 C), or (LtCol Jack Jackson (830-377-8082 C or 830-792-5997H) if Brooks is not available. If all of these folks are unavailable call COL Joe Smith (940-704-3481 C) The IC list covers the REDCAP Qualified IC's. (Please note this notification progression follows the Chain of Command.)

Mr Ed Brown, the Texas State Director wants to be notified anytime an airplane is going to be launched. (254-751-7047 W (Preferred during work hours) 254-714-2679 H or 254-405-4391 C)

(If you decide to IC any ELT mission, please read the directions in the next to last paragraph.)

I track who I call and what time I called them. It is not unusual to call 5 to 8 people with some no answers and some "they are busy responses". The guidelines from Wing Staff is that if you have called 5 IC's and get no takers, you can call the Group Commander in the area where the ELT is going off, and let them find an IC or be the IC if they are qualified. I am in Group 2, so I should be one of the 5 you call before you have to call that Group Commander. You will find there are several IC's on the list that would have no clue as to how to activate an ELT mission, although they might be able to do a SAREX with Staff. We can talk about that on the phone, as I hesitate to put that in writing.

Within the past 14 months, all but two of the missions I have taken came before 22:00, which makes it much easier to find responders. It used to be most of the missions came after midnight and that was much tougher to get folks to respond to.

You are welcome to IC any of the ELT missions that AFRCC would call about. You are not obligated to IC any missions as the Alerting Officer, just find IC's to take a mission for the AFRCC.

Also remember that if necessary you can call me if you cannot take the Alerting calls from the AFRCC for a portion of your shift. 99% of the time I can fill in to assist, if you have a conflict in performing this Alerting Officer duty. I can change the schedule in WMIRS so AFRCC will know who is on call.

A rule of thumb is that, if a mission will require 5 or less airplanes any IC including an IC3, can do that mission. 5-10 airplanes an IC2 should be able to handle that mission, but should be ready to appoint a bigger staff to assist. In these cases the IC probably needs to be able to move to a facility where the staff can assemble for efficiency. More than 10 aircraft and numerous ground teams probably, you need to call an IC1 or certainly get guidance from Brooks as to whom should be the IC. You should have a second IC ready to assume the night shift especially planning for the next day. (This is just my guidance and is not written anywhere.)

Once you have confirmed an IC for the mission, then you call the AFRCC (800-851-3051) and tell them who the IC is and give them a contact phone number and email address if you have it, unless the IC tells you they will call the AFRCC (I usually call anyway, just to make sure everyone is contacted). The IC can get more intelligence as the AFRCC develops the information from their various sources. They will call and share that information with the IC, if they fail to call in. If you have information that might help an IC, such as the closest Ground Team, the closest airplane, the location of the airport in the State or anything else, do not hesitate to give the IC that information because you may know more about an area than the IC. Sometimes, I even have the phone numbers for them to call and they really appreciate the information. I usually make a quick check of the weather in the affected area to determine if an airplane can be launched.

As the Alerting Officer you need to send an email to Brooks ('Brooks Cima' brookscima@gmail.com) Randy Russell (randy467@swbell.net) COL Joe Smith (JSmith@CAP.gov) and Torey Lewis (admin@txwingcap.org) to tell them who you have assigned as the IC and give them the mission number. They can then insure the paperwork is completed timely. I would appreciate being copied also (R.Woolfolk1@verizon.net) just so I will have a clue how many missions are going on. If I see someone is being inundated, I can change the schedule to give that Alerting Officer a rest. I think you should copy the appropriate Group Commander, so they will know what their people are doing. See email addresses below.)

Unless you have taken the IC responsibilities, you are then done and can rest.

In my Alerting Officer Kit, I carry a set of Charts to cover Texas (Memphis, Dallas/Ft Worth, Wichita, Albuquerque, San Antonio, Houston, Brownsville and El Paso (they do not have to be current)) and several TXWG Form 201's. I carry a copy of the IC List that is located on the Wing Web Page. If that copy does not come up with the phone numbers on it, let me know and I will send you one that has the phone numbers. I use the back of the TXWG Form 201 for notes as to who I called and what I might have done at various times. I then have my notes when I get ready to type it. If you happen to be close to a computer when you get the call, I often Google the name of the Airport closest to the scene or get to the grid coordinates given to me. That helps me when I am talking to the IC as to where something might be. (I carry my kit in my car, in case I get a call when I am away from the office.) I usually have a laptop with me so I can fire up anywhere. I would think you should push to get one of the laptops in your Group or try to have the Group Commander lobby to get you a laptop from Cheri Fischler, the Wing Logistics Officer. I have my own laptop, which is newer and faster, so do not have a CAP computer.

Please call or write with any questions you might have. I hope I have given you far more information than I received when I became an Alerting Officer. As you see things that might be added, this will become the standard letter to all new Alerting Officers in the Wing.

Group 1 – Lt Col Debbie Torres	DTorres482@aol.com	915-595-1946 (H)
Group 2 – Maj Steve Hudson	l.steve.hudson@gmail.com	214-893-4141
Group 3 – Lt Col Owen Younger	owen@wiwac.org	214-497-6644
Group 4 – Maj Bob Beeley	grp4cc@grp4txwgcap.org	713-306-9999
Group 5 – Lt Col Ed Billman	ebillman@satx.rr.com	210-601-8919

If you take the ELT Mission (you cannot take a REDCAP without consultation with one of the Senior Staff outlined above unless you are REDCAP designated on the IC List) you must email the Senior Staff listed above. You must notify Mr Ed Brown if you are going to launch an aircraft and you must send an email to all of the Senior Staff to

include COL Smith and Mr. Ed Brown keeping them updated approximately every hour or hour and a half depending upon the tempo of the activity. Other than Mr. Brown the others do not need to be called when you take an ELT mission, just emailed.

Please direct questions to me at any time of the day or night.

Rick Woolfolk
Wing Alerting Officer Coordinator
940-391-3728 (Cell)
940-382-5500 (Office)
940-566-0072 (Home)
940-565-1752 (Hangar)
940-382-4678 (Office Fax)
940-382-1795 (Hangar Fax)
R.Woolfolk1@verizon.net