

MEMORANDUM FOR: Oregon Wing Incident Commanders

FROM: Oregon Wing ADO

SUBJECT: Alert Officer and Incident Commander (IC) Rotation Mar 2019 – Feb 2020

1. The Oregon Alert Officer/IC rotation period will begin at 20:00 Pacific Time (PT) on Sunday and continue to 19:59 PT on the following Sunday.

2. The Alert Officer will be the designated IC for opening of all missions given to Oregon Wing during his/her duty period. If the Alert Officer cannot act as IC for the mission, s/he shall contact another IC in ORWG to take over the mission. If the incident complexity exceeds level 3, the IC will contact an IC holding an IC2 or IC1 qualification to take over the mission. The IC is responsible for insuring that all mission and sortie information is entered into WMIRS each night during an extended mission. All air and ground sorties will be entered into WMIRS at creation time and will be updated regularly as they progress until the sortie has landed or returned and debriefed.

3. If an Alert Officer/IC cannot be available during an assigned week s/he is responsible for arranging a duty assignment swap with another Alert Officer/IC. The officer assuming responsibility for the week shall inform fellow Alert Officers/ICs, the Wing Director of Operations, and the Wing Commander.

3. Incident Commanders/Alert Officers will use the Oregon Wing Google Voice alerting mechanism to alert Oregon Wing of mission activation. The Oregon Wing Alerting phone number is 971-350-8139. This number will automatically be forwarded to the Oregon Wing designated Alert Officer/IC. It is the responsibility of each Alert Officer/IC to update the number to which the Oregon Wing Alerting phone number is forwarded at the beginning of their duty week. The process for forwarding the number to the Alert Officer/IC's telephone number is in **DropBox and OneDrive in IC Tool Kit in Procedures**, named "[Phone and Email procedure](#)".

4. Questions should be addressed to the Oregon Wing.

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Ira Rosenberg, LtCol, CAP  
ORWG Assistant Director of Operations (DO)

Attachment:

1. Alert Officer/Incident Commander Duty Schedule

Attachment 1

**Oregon Wing Alert Officer/Incident Commander Duty Schedule**

2 Sep 2018 – 24 Mar 2019

10-Mar-19	Walker
17-Mar-19	Rosenberg
24-Mar-19	Rudawitz
31-Mar-19	Bishop
7-Apr-19	Ham
14-Apr-19	Lang
21-Apr-19	Bos
28-Apr-19	Sandner
5-May-19	Longley
12-May-19	Walker
19-May-19	Rosenberg
26-May-19	Rudawitz
2-Jun-19	Bishop
9-Jun-19	Ham
16-Jun-19	Sandner
23-Jun-19	Bos
30-Jun-19	Longley
7-Jul-19	Walker
14-Jul-19	Rudawitz
21-Jul-19	Rosenberg
28-Jul-19	Bishop
4-Aug-19	Rosenberg
11-Aug-19	Sandner
18-Aug-19	Bos
25-Aug-19	Longley
1-Sep-19	Rudawitz
8-Sep-19	Walker
15-Sep-19	Ham
22-Sep-19	Bishop
29-Sep-19	Ham
6-Oct-19	Sandner
13-Oct-19	Bos
20-Oct-19	Longley
27-Oct-19	Walker
3-Nov-19	Rosenberg
10-Nov-19	Rudawitz

17-Nov-19	Bishop
24-Nov-19	Ham
1-Dec-19	Lang
8-Dec-19	Bos
15-Dec-19	Sandner
22-Dec-19	Longley
29-Dec-19	Walker
5-Jan-20	Rosenberg
12-Jan-20	Rudawitz
19-Jan-20	Bishop
26-Jan-20	Ham
2-Feb-20	Sandner
9-Feb-20	Bos
16-Feb-20	Longley
23-Feb-20	Walker
1-Mar-20	Rudawitz
8-Mar-20	Rosenberg
15-Mar-20	Bishop
22-Mar-20	Ham
29-Mar-20	Sandner
5-Apr-20	Bos
19-Jan-20	Longley
26-Jan-20	Rudawitz
2-Feb-20	Walker
9-Feb-20	Rosenberg
16-Feb-20	Bishop
23-Feb-20	Ham
1-Mar-20	Sandner
8-Mar-20	Bos
15-Mar-20	Longley
22-Mar-20	Walker
29-Mar-20	Rosenberg

Attachment 2

**Forwarding a number to the Alert Officer's telephone number**

- a) Call the duty officer that you are relieving at 888-407-4193 and notify the person that you are assuming the duties of the Oregon Wing Alerting Officer
- b) Login to <https://secure.express800.com/customer>
- c) USER NAME: [shawnbrewer@nvwg.cap.gov](mailto:shawnbrewer@nvwg.cap.gov)
- d) PASSWORD: Sierra
- e) Select: LOGIN
- f) Select: DID
- g) In the row with the phone number of 8884074193 select the PENCIL to edit the forwarding number.
- h) In the DESTINATION box input the correct number as per your on-call roster including the "1" country code with your phone number.
- i) Click: CONFIRM DATA
- j) LOG OUT.
- k) Test the system call 1-888-407-4193 to confirm your phone number is connected correctly.