



Headquarters  
**CIVIL AIR PATROL NEVADA WING**  
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MEMORANDUM FOR ALL IC's, SQUADRON COMMANDERS AND WING STAFF

From: NV/DO

Subject: Nevada Wing On-Call IC procedures

PURPOSE:

To establish a consistent system of notification that allows any qualified agency or member to reach in IC that is on duty 24 hours a day 7 days a week without having to do extensive research.

1. The On-Call Rotation System:

A. All Incident Command Qualified personnel will be used on the rotation listing.

1. The listing will be maintained by the Wing DOO (or ES Officer in his absence) who will update the list once a week on Monday AM. (NLT 0900) The list is available through WMIRS for viewing at any time.

B. Unavailable

1. If an IC is not available to handle all or any portion of the week he or she is going to be on call for it is their responsibility to find a replacement and notify the Wing DOO (or ES Officer in his absence) of the change.

a. Trades are allowed as long as notification is made.

C. Toll free IC number –

1. The wing will utilize one phone number for the On-Call or assigned IC. The Wing DOO (or ES Officer in his absence) will change the number to the CELL PHONE of the on-call IC on Mondays at the same time as the listing change. This number is 888-697-3509.

D. On Call responsibilities

1. The On Call IC will take the initial call from the initiating agency and will:
  - a. Make a determination to handle the incident.
  - b. Make a determination to contact an IC closer to the incident.
  - c. Make a determination to call a more qualified IC.
2. An IC working a mission other than the On Call IC should request that either the DOO, ES Officer, DO, or Wing CC change the IC phone number to their cell phone for the duration of the mission. The number can be changed back at end of the incident to the original On Call IC.

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NV/DO