

Administrative Changes to 21SWI10-218, Alert Notification/Recall Procedures

OPR: 21 CP/CAT

All references to OL FMP6 AF Wide SPT HQ FF0Q71 and OL A235 AF WIDE SPT HS FFGQX0 in A4.7. will be deleted.

All references to Det 1 3 Weather Sq FFKDF2 will be deleted.

The unit 4 MRS is added to A4.1.

15 August 2012

**BY ORDER OF THE COMMANDER  
21ST SPACE WING**

**21ST SPACE WING INSTRUCTION 10-218**

**2 JUNE 2011**



**Operations**

**ALERT NOTIFICATION/RECALL  
PROCEDURES**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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(Mr. Alvin Strait)

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This instruction implements and extends the guidance of AFI 10-218, *Personnel Accountability in Conjunction with Natural Disasters or National Emergencies*. This document also establishes 21st Space Wing (SW) recall procedures. The procedures are designed for the implementation of alert notification for all units assigned to the 21 SW, to include active duty military and civilian personnel, including Geographically Separated Units (GSUs) and supporting activities. Units may supplement this instruction to establish specific procedures or requirements. It applies to all Peterson AFB units. It does not apply to the ANG or AFRC. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using AF IMT 847, *Recommendation for Change of Publication*; route AF IMT 847s from the fields through the appropriate functional's chain of command. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN 33-363, *Management of Records*, and disposed of in accordance with the Air Force Records Disposition Schedule (RDS) located at <https://my.af.mil/afrims/afrims/afrims/rims.cfm>. This publication may be supplemented.

**SUMMARY OF CHANGES**

This instruction is substantially revised and must be completely reviewed. Format statements have been changed or added to align with AFI 10-218 and 21 SW/CC guidance. Crew rest requirements have been corrected. The term Personnel Control Center (PCC) has changed to Installation Personnel Readiness (IPR). Additional information is provided for units supporting tasked forces. Crew rest information is contained in AFSPCI 10-1202, *Crew Operations*. **Attachment 3** has been added to further define 21 SW accountability during natural

disasters/national emergencies or at times when the 21 SW/CC wishes to account for 21 SW personnel. A new format six has been added to align with Total Force Accountability (TFA) IAW AFI 10-218. All references to Commander’s Senior Staff have been changed to Crisis Action Team (CAT).

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**1. General.** The Peterson Command Post (CP) is responsible for overall management of the wing alert notification system. The 21st Mission Support Group (MSG) Force Support Squadron (FSS) is the Office of Primary Responsibility (OPR) for Total Force Accountability (TFA) and Air Force Personnel Accountability and Assessment System (AFPAAS). As the OPR, 21 MSG/FSS will monitor TFA efforts and provide status reports to installation leadership until 100% accountability is attained or reporting is suspended by higher headquarters. The Installation Personnel Readiness (IPR) is responsible for overall management of the wing Strength Accounting and Recall Reporting System (STARRS). The IPR is also responsible for granting STARRS access to Group Control Centers (GCCs), Unit Control Centers (UCCs), supported mission partner units, GSUs and AF Elements (AFELMs) as designated in writing by unit commanders or directors. The 21 MSG is responsible for ensuring appropriate mission partners are identified and incorporated in this instruction. The 21 MSG is responsible for notifying any additional mission partners not listed in this document.

1.1. National emergencies or other contingencies may require the 21 SW/CC to notify personnel or recall them to their place of duty. All 21 SW units must have recall plans in place and ensure all personnel are aware of their responsibilities to ensure fast and accurate accountability. This includes DEERS enrolled family members and family members of DAF/NAF employees when receiving evacuation entitlements. Notifications/recalls should be as covert as possible to deny potential enemies useful information and to avoid public speculation or alarm. This instruction also establishes the requirement for group commanders and their units to provide recall rosters to the Peterson CP, [21sw.woc@peterson.af.mil](mailto:21sw.woc@peterson.af.mil) to facilitate timely notifications/recalls.

1.2. Unit commanders/agency chiefs are responsible for initiating alert notifications to assigned personnel, including contractors supporting their respective units.

1.3. UCCs are responsible for consolidating and relaying strength reports to the IPR.

1.4. The IPR is responsible for reporting personnel strength to the 21 MSG/CC.

1.5. Operations Security (OPSEC) Policy: Follow OPSEC guidance in Joint Publication 3-13.3, Joint Doctrine for Operations Security, AFI 10-701, *Operations Security (OPSEC) and AFI 10-701 AFSPC SUP 1, Operations Security (OPSEC)*.

**2. Recall.** The nature of the situation or higher headquarters' direction determines the personnel who will be recalled and the type of recall. It is paramount that individuals respond in an expeditious and safe manner. Personnel must report in the appropriate duty uniform. Do NOT delay reporting for personal grooming, meals, etc. UCCs will begin strength reporting to the IPR no later than Recall Hour +2 hours.

2.1. Covert Recall. Recall personnel as quickly as possible without public notice and minimize actions which might alarm the general public. The telephone is normally used. If the telephone system is not operational or an individual does not have a telephone, person-to-person contact is required.

2.2. Overt Recall. Recall personnel using the fastest means available. Telephone and public media (radio and television) are authorized for use.

2.3. Types of Recalls and Notification.

2.3.1. Report For Duty Recall. This recall is used to direct personnel to report for duty during real-world or exercise situations. All personnel will report to their assigned/appointed duty sections. During exercises, personnel in non-duty status (leave, temporary duty and non-duty Individual Mobilization Augmentees (IMAs)) are not normally contacted. Shift workers will be recalled at the discretion of the commander.

2.3.2. Report For Accountability Recall. Accountability is everyone's responsibility. This recall is used to account for all personnel during real-world or exercise situations. Peterson AFB UCCs will activate. Personnel will not report to their duty sections unless directed otherwise. This recall requires personnel to call their unit and report their status and, if required, the status of their DEERS-enrolled family members. See **Attachment 3** for further information.

2.3.3. Six Ring Telephone Standby. Personnel are immediately available to receive information instructions by telephone or pager within six rings. Commanders or designees may allow personnel to leave their home while on telephone standby; however,

individuals must provide a contact number and be able to respond immediately if necessary.

2.3.4. Notification Advisory. This advisory is used to notify personnel of actual or imminent situations (e.g., severe weather, early release, delayed reporting, base closure, local emergency, security conditions, or other directed actions). Only personnel available for duty are contacted. Do not contact IMAs (unless in duty status), personnel on leave, temporary duty, or in quarters.

2.3.5. Communications-Out Recall. The 21 SW/CC may designate a communications-out recall whenever the wing sustains an overall communications failure or if the nature of the threat and need for security dictate. A communications-out recall involves groups activating their communications-out procedures. Groups/squadrons will establish communications-out procedures when developing recall rosters.

**3. Recall Procedures.** All 21 SW organizations will designate and maintain, in writing, the mission status of all civilian personnel (i.e., essential or non-mission essential). Only mission-essential federal employees will report to work outside normal work schedules. Non-mission-essential federal employees can be contacted during an alert notification, but will not report outside of normal work schedules unless a commander or supervisor deems them essential for a particular situation. Contractors must be identified as essential for operations through their contract or statement of work to be recalled. Mission-essential includes the minimum number required to keep critical base support and mission activities functioning until additional support arrives. This includes, but is not limited to, fire fighters, security forces, command and control, power plant operators, snow removal, medical personnel, dining facility workers, selected child care workers, and shift workers. While in contrast, non-essential personnel are those that could be delayed for short periods of time (hours to days) without serious mission impact. Commanders identify mission-essential and non-mission-essential positions and ensure the personnel are properly notified. Mission-essential positions should be documented in the employee's AF 971, *Supervisor/Employee Brief*. There are occasions when management may recall non-mission-essential employees because of a mission requirement. Circumstances can change in a matter of minutes or hours requiring mission-essential status to change.

3.1. Crew rest personnel. Crew rest requirements are established by AFSPCI 10-1202.

3.2. Each unit commander will develop a recall process that ensures the most efficient dissemination of information and timely feedback up the chain of command.

3.3. All 21 SW groups, squadrons, and wing staff agencies will provide the Peterson CP a current recall roster no later than the tenth day of each quarter (or as changes occur) beginning with January and continuing on the tenth day of April, July and October.

3.4. All 21 SW assigned personnel will ensure they have adequate family care plans. The 21 SW/CC determines if child care facilities will open to support contingencies.

3.5. The Peterson CP will notify the wing command section, all 21 SW Group Commanders and the Director of Staff (DS) or their designated alternates. The Peterson CP will also initiate recall of all 21 OG GSUs. The Peterson CP will provide the IPR additional guidance for a Format 6 Total Force Accountability received by higher headquarters. If formed, the CAT will initiate recalls and make appropriate notifications.

- 3.6. If already formed, the 21 SW CAT will initiate recall of all subordinate units.
- 3.7. Upon receipt of a mass deployment tasking with a 72 hour or less Available to Load date, the Peterson CP will ensure the Installation Deployment Officer (IDO) and the 21 SW/CC are notified immediately. If the IDO is in receipt of the deployment tasking, they will notify the 21 SW/CC and the Peterson CP. While the 21 SW/CC may direct a recall to support deployment activities, at a minimum, the IDO will ensure that all required deployment work centers are notified.
- 3.8. Security Forces (SF) Personnel. SF units will compile and maintain recall information for SF augmentee personnel assigned to support SF operations during a crisis or exercise.
- 3.9. Units supporting task forces must ensure task force personnel are included in their alert notification system. Examples include, but are not limited to, Personnel Support for Contingency Operations (PERSCO), mobility, cargo processing, transient alert, and search and recovery teams. Respective units will have rosters tailored to identify and notify such teams, as necessary.

#### 4. Information Protection.

4.1. Recall Rosters. The term "recall rosters" and/or "rosters" pertain to all alert notification types of rosters. Units will develop and maintain recall rosters that include both communications-in and communications-out formats and instructions. The recall roster must contain the following statements:

**“This roster is subject to the “Privacy Act of 1974,” 5 U.S.C. § 552a. Personal privacy information regarding government employees and members of the Armed Forces is protected, as implemented by AFI 33-332, Air Force Privacy Act Program. Information is being collected to allow for alert notifications procedures and is for official intra-governmental use only.”**

4.1.1. Unlisted phone numbers must be identified with an asterisk (\*) with the following statement on the recall roster. "Unlisted phone numbers will not be released to anyone outside the organization and will be used for official government business only." Do not release unlisted phone numbers to personnel without a need to know.

4.1.2. Mark rosters **FOR OFFICIAL USE ONLY**, show an "as of" date, and identify the organization's recall roster POC.

4.1.3. Required Instructions. Provide all necessary recall instructions to all personnel. As a minimum, include the following, "Instructions for Use." Recall rosters will identify mission-essential personnel.

4.1.4. Notification Processes. Provide all necessary information when the primary contact cannot be made; provide provisions for reporting when required actions and notifications are complete. Provide information of what to do when the telephone is inoperative or the individual is otherwise unavailable.

4.1.5. Personnel Listings. Include military and civilian personnel. Identify IMAs, unit reservists and Mission-Essential Federal Employees (MEFEs). List personnel by rank, name, duty phone and home phone. It is recommended that addresses be included to facilitate "communications-out" notification procedures. Directors and key personnel may be identified by duty title.

4.2. Provide each person a copy of the roster. Personnel must ensure DEERS enrolled family members are aware of the roster information if evacuation is declared and evacuating separately.

4.3. Dispose of obsolete rosters in such a manner as to prevent the unauthorized release of personal information.

**5. Standard Recall Formats.** The below formatted terminology will be identified on the back of all 21 SW recall rosters. Units may add additional formats, as required. Recall Reference Time will be the time the commander of the organization directs initiation of the recall. Recall Reference Time is also used to determine the time required to complete recall actions.

5.1. Format 1A. Peterson AFB Recall: **“This is the Peterson Command Post with a Format 1A Recall. Recall Reference Hour is \_\_\_\_L. Recall IS/IS NOT applicable to 721 MSG. ” GCC/UCCs will activate. Crisis Action Team WILL/WILL NOT activate.** Instructions: Complete your pyramid alert notifications and report for duty immediately. Crisis Action Team (CAT) personnel will report to the primary CAT facility unless directed otherwise. GCCs/UCCs will activate.

5.2. Format 1B. 21 SW Recall: **“This is the Peterson Command Post with a Format 1B Recall. Recall Reference Hour is \_\_\_\_L.” GCC/UCCs will activate. Crisis Action Team WILL/WILL NOT activate.** Instructions: Complete your pyramid alert notifications and report for duty immediately. CAT personnel will report to the primary CAT facility unless directed otherwise. GCCs/UCCs will activate.

5.3. Format 2. Crisis Action Team: **“This is the Peterson Command Post with a Format 2 Recall. Report to the PRIMARY/ALTERNATE/TERTIARY/VIRTUAL/OFF-SITE LOCATION. Recall Reference Hour is \_\_\_\_L.”** Instructions: CAT members report to the primary/alternate/tertiary/virtual/off-site location. If virtual, CAT members will log into the 21 SW Common Operational Picture (COP) chat room using the Defense Connect Online (DCO) while remaining in immediate area. CAT members may also be directed to report to the Off-Site area.

5.4. Format 3. 21 SW Recall for Accountability Purposes. **“This is the Peterson Command Post with a Format 3 Accountability Recall. This recall IS/IS NOT applicable to 21 SW DEERS enrolled dependents. This recall IS/IS NOT applicable to mission partner personnel. Recall Reference Hour is \_\_\_\_L.”** Instructions: GCC/UCCs and the IPR will activate. All 21 SW personnel will immediately report status to their UCCs at (xxx) xxx-xxxx. UCCs will access/update STARRS accordingly. Personnel do not have to report for duty unless otherwise directed. GSUs will report accountability to their respective GCC/UCC, who in turn will update STARRS. Group Commanders should ensure mission partner notifications (if applicable) are accomplished IAW this instruction, Chapter 9.

5.5. Format 4. Six-Ring Telephone Standby: **“This is the Peterson Command Post with a Format 4 notification. Recall Reference Hour is \_\_\_\_L.”** (NOTE: A reference/recall hour may or may not be established). Instructions: Complete your pyramid alert notifications and stand by on six-ring alert until further notice. You **must** be capable of being contacted by radio, telephone or pager within six rings.

5.6. Format 5. General Notification Advisory: **“This is the Peterson Command Post with a Format 5 notification of \_\_\_\_\_.”** (NOTE: Delayed reporting, base closure, local emergency, or security condition requiring immediate notification of personnel.) **Recall Reference Hour is \_\_\_\_\_L.”** (NOTE: A reference hour may or may not be established.) Instructions: Complete your pyramid alert notifications.

5.7. Format 6. Total Force Accountability (TFA). **“This is the Peterson Command Post with a Format 6 Total Force Accountability. Recall Reference Hour is \_\_\_\_\_L.”** Instructions: UCCs and IPR will activate. If in the Geographic Area Of Interest (GAOI), unless otherwise directed by your UCC, log on to the Air Force Personnel Accountability and Assessment System (AFPAAS) webpage: <https://afpaas.af.mil> for reporting instructions. If unable to do so, contact your UCC at (xxx) xxx-xxxx. If unable to contact your UCC, contact the AFPC Personnel Readiness Center at 1800-435-9941. All UCCs must contact the IPR once 100% contact/accountability is made. GSUs will report 100% contact/accountability information to their respective GCC/UCC who in turn will notify the IPR. The IPR will monitor TFA efforts and provide status reports to leadership until 100% accountability is attained or reporting is suspended by higher headquarters.

5.7.1. Air Force Personnel Accountability and Assessment System (AFPAAS) events are initiated by the Joint Staff (JS) or HQ USAF (HAF) when it is determined that a disaster event or national emergency has the potential to create a significant loss of DoD/AF affiliated member lives. The JS or HAF in conjunction with the Federal Emergency Management Agency, when applicable, establishes the GAOI and creates an accountability event in AFPAAS that will require each unit accomplish a TFA. Unit commanders are required to make 100% contact and account for all assigned personnel and their DEERS eligible family members (if directed). Individuals in the GAOI are required to account using the AFPAAS system. If you are in the GAOI, unless otherwise directed by your UCC, log on to the AFPAAS webpage at <https://afpaas.af.mil> for reporting instructions.

**6. Strength Reporting Procedures.** UCCs will accomplish strength reporting using STARRS. Units without access to STARRS will use the strength reporting worksheet located at **Attachment 2**. Worksheets will be marked “FOR OFFICIAL USE ONLY” when filled in. For maximum operations security of strength data, use secure communications, when available. The 21 SW GCC/UCCs contact the IPR with strength data. The IPR will provide total wing personnel strength data to the 21 MSG/CC. The 21 MSG/CC will ensure strength data is provided to the 21 SW/CC. Use the following definitions when providing strength report data

6.1. Assigned Strength. This is the number of personnel actually assigned to the unit. This includes the number of military personnel assigned to the unit, to include personnel on terminal leave and personnel in PCS status that are still accounted for in your manning strength. The 21 FSS will maintain a contact number on personnel in PCS/Terminal Leave status.

6.2. Leave. This is the number of personnel on ordinary, emergency, or convalescent leave.

6.3. TDY. This number includes all personnel on TDY orders, attending non-local Professional Military Education (PME), or at conferences and classes off base.

6.4. Hospitalized. This is the number of personnel admitted to the hospital or placed on quarters.

6.5. Other. Identify any personnel in correctional custody, confinement, security access revocation, or Absent Without Leave. These personnel are accounted for, but not available for duty.

6.6. Available for Duty. This is the number of personnel who can respond to the situation. Include all personnel currently on duty and crew members in crew rest. During exercises, personnel undergoing promotion testing, attending local PME or performing exercise evaluator or controller duties are considered available for duty. Individuals attending PME need to be accounted for, but, at the direction of the 21 SW/CC, may not need to be removed from PME.

6.7. Not Available for Duty. These individuals not contacted during the recall or not able to perform duties.

6.8. UCC Members/Monitors. Report strength accountability in STARRS and update changes as they occur. The IPR will update assigned numbers on behalf of UCCs based on information provided if they do not have access to the STARRS. The unit commander will validate the assigned strength numbers.

6.9. The UCCs at Peterson AFB need to contact the IPR for access to the STARRS database. The UCC POCs need to be identified by an appointment letter in [Attachment 1](#) from the squadron commander to gain STARRS access. The UCCs are responsible for assisting their units outside of the Peterson AFB complex with gaining access and reporting strength numbers, to include update of recall strength if access is not available.

6.10. Upon initiation of a Recall Format 1A, 1B, 3, or 6, GCC/UCCs will form to account for unit personnel and report strength via STARRS to 21 FSS/FSOXI (IPR). For Recall Format 1A, 1B, or 3 the Peterson CP will relay additional commander directed guidance IAW the Peterson CP checklists. During a Format 6, the Peterson CP will notify the IPR of any additional accountability guidance relayed by higher headquarters. The IPR will relay this information to the GCC/UCCs. The GCC/UCCs will accomplish the appropriate accountability recall with the additional guidance. During a Format 4, UCCs may form at commander or staff agency chief discretion to track the status of notifications, but strength reporting is not required.

6.11. The 21 SW goal is to have 100 percent accountability at recall +4 hours. A TFA, Format 6 may have additional timing guidance.

**7. UCC and STARRS Users.** Group and unit commanders will appoint members, in writing and submit to 21 FSS/FSOXI (IPR). Appointment memos will include member's grade, name, computer user name, organization, and duty phone using the format in [Attachment 1](#). As a minimum units will have one (1) primary and one (1) alternate member appointed as a STARRS user.

7.1. **The IPR** will maintain a copy of all appointment memorandums.

7.2. Appointment memorandums must be accomplished and sent to IPR when new UCC STARRS members are assigned.

7.3. UCC members must receive STARRS training within 60 days of appointment. Newly appointed members can either receive the training within their unit from assigned trained STARRS monitors or by attending a STARRS training session conducted by the 21

FSS/FSOXI. At least one (1) UCC member should receive STARRS training from the 21 FSS/FSOXI.

7.4. Recall of personnel on leave, pass, or TDY in the local area. Recall messages are not prepared for members on leave, pass, or TDY in the local area. They will be contacted by telephone or by runner during actual recall alerts.

**8. Release from Recall.**

8.1. The 21 SW/CC will direct release from any recall. Normally the release statement will be transmitted by the Peterson CP/CAT unless the 21 SW/CC directs otherwise.

8.2. Release is accomplished by using the organization’s recall rosters.

**9. Training.** Unit commanders/agency chiefs must be familiar with wing operational plans and/or situations that require alert notifications. Commanders must train personnel on alert notification procedures. Units are authorized and encouraged to test procedures at the discretion of their unit commander. Unit commanders are advised to coordinate tests with 21 SW/XPP to deconflict exercise and drill schedules.

**10. Notifications.** The 21 SW/CC is responsible for the safety, security, and well-being of all 21 SW personnel and mission partner units that reside on or offbase. The 21 SW/CC will utilize the Peterson CP and assigned units for mass notifications.

10.1. The key to protecting people and resources at Peterson AFB is timely notification of emergency situations, such as Force Protection Condition (FPCON), and Information Operations Condition (INFOCON) changes, major accidents or incidents, and imminent life-threatening weather conditions.

Table in 1.1. below outlines the severe weather conditions requiring mission partner and subordinate unit notifications.

**Table 1.1. SEVERE WEATHER CONDITIONS**

<b>Warning</b>	<b>Associated Weather</b>	<b>Desired Notification Lead Time</b>
Tornado Warning	Tornado	10 minutes
Hail Warning	Hail greater than or equal to 3/4 inch	60 minutes
High Wind Warning	Surface winds greater than or equal to 50 knots	60 minutes
Lightning Warning	Observed lightning within 5 miles	As Observed

10.2. To ensure all on/off-base units are quickly notified of these situations, the Peterson CP will

initiate notifications to the group commanders and agencies listed below. These agencies have the additional responsibility of notifying mission partner and subordinate units. All personnel are responsible for ensuring their personnel and dependents are aware of these situations and are also responsible for training these personnel on individual and unit protective actions in response

to emergencies. If directed to evacuate, units must use the information directed in AFI 10-218. The Peterson CP notifies the agencies as directed in Attachment 4.

10.3. The agencies in Attachment 4 are responsible for notifying units in their appropriate chain, along with affected subordinate units. They will maintain internal procedures (including periods of communications outages) for timely 24-hour notifications, if required. Units must ensure the Peterson CP has current telephone numbers of offices or individuals that will be notified of emergency conditions, including cellular and home phone numbers, as appropriate.

10.3.1. Each group has the responsibility to notify units and mission partners as identified in Attachment 4. Groups are responsible to notify subordinate units added after publication of this document. The 21 MSG/CC is responsible to ensure notifications are accomplished to mission partner units that are added after publication of this document.

10.3.2. FPCON Notifications. The 21 SW/CC will direct the 21 SW to implement the appropriate FPCON through the Peterson CP and/or the CAT, if formed. Unit/agency POCs/GCCs/UCCs will collect and consolidate attainment data for their respective units and report attainment to the Peterson CP and the CAT, if formed.

10.3.3. INFOCON Notifications. The 21 SW/CC will direct the Wing Computer Network Defense (WCND) and Peterson CP to implement the appropriate INFOCON. The WCND will notify unit Client System Administrators (CSAs) to initiate INFOCON changes, who will report attainment back to the WCND. The WCND reports wing attainment to the Peterson CP and the CAT, if formed.

10.3.4. Incident Notifications. All individuals and organizations will notify the Peterson CP immediately of any incident that has the potential to generate Wing, NAF, MAJCOM, HQ AF leadership interest and/or local or national media interest. These include mission degradation or loss due to hostile acts, mishaps, accidents, or natural disasters and events involving personnel death, serious injury or illness, assault, or hate crimes. A complete list of reportable items can be found in AFI 10-206, AFSPC Supplement, *Operational Reporting*, Table 3.4 and [Attachment 3](#).

## **11. Disaster Notifications and Use of the Secondary Crash Network.**

11.1. Secondary Crash Net (SCN) is a direct-line telephone notification system used for base emergencies. SCN agencies are limited to agencies requiring emergency action/response to aircraft incidents/mishaps. Only use the SCN to relay information critical to aircraft and airfield operations (e.g., hazardous weather warnings, in-flight emergencies, ground emergencies, FPCON level changes, Emergency Operations Center (EOC) activations/recalls, bomb threats or terrorist activities).

11.2. AFI 13-213, *Airfield Management*, governs the structure and use for the SCN. The 21 OSS/OSA, Airfield Operations Flight, is the OPR for the SCN. During airfield operating hours, Airfield Management Operations (AMOPS) activates the SCN for those situations initiated by the Primary Crash Network.

11.3. Personnel on duty in each agency equipped with a SCN will immediately answer the SCN. Agencies will remain on the line until released by the AMOPS. After the second transmission of the message, the AMOPS will release those stations in receipt of a complete

message. Stations having questions will remain on the line and ask questions after all agencies have been polled.

11.3.1. Upon receipt of an SCN notification, agencies will accomplish required actions, as directed.

11.4. Disaster Alert. The AMOPS will activate the SCN to alert disaster response forces of disasters or emergencies that require response per AFI 10-2501, *Air Force Emergency Management (EM) Program Planning and Operations*. Disaster alerts may require immediate recall and activation of base disaster response forces. See **Attachment 3** for guidance regarding personnel accountability following natural disasters or national emergencies.

11.5. Alert Sirens. The 21 SW/CC is responsible for the safety and protection of all personnel on Peterson AFB. It is incumbent for all personnel residing on or working on Peterson AFB to understand the Giant Voice alerting messages/signals and LOCKDOWN procedures. Sponsors/QAEs must inform all personnel to include dependents/contractors of these messages/signals. Use AFVA 10-2510, USAF Emergency Notification Signals, and AFVA 10-2511, USAF Standardized Attack Warning Signals, as a reference." The Peterson CP can use any method to alert the base populace to include desktop alerts, email distribution and any other potential means.

11.5.1. The Peterson CP tests the Giant Voice every Friday at 1200L. During these tests, the Peterson CP coordinates with the Emergency Communications Center (ECC) and facilities close to the sirens in advance so patrols and personnel in the facilities can monitor selected sirens and report results to the Peterson CP.

## **12. Adopted Forms**

AF IMT 847, *Recommendation of Change of Publication*

STEPHEN N. WHITING, Colonel, USAF  
Commander

**Attachment 1**

**STARRS USERS SAMPLE APPOINTMENT LETTER**

**A1.1. This Attachment is a sample of a STARRS appointment letter. Note: Items in italics need**

**to be updated by the unit prior to sending to the IPR**

**Figure A1.1. STARRS Users Sample Appointment Letter**

MEMORANDUM FOR 21 FSS/FSOXI 21 CES/CEX						
FROM: <i>(Unit Commander/Agency Chief Office Symbol)</i>						
SUBJECT: Appointment of Air Force Personnel Accountability & Assessment System (AFPAAS) and Strength Accounting & Recall Reporting System (STARRS) Users						
1. The following individuals are appointed as AFPAAS and/or STARRS Users <i>(Unit and any other units/detachments serviced)</i> . Members need to contact the IDRC at DSN 834-7609/4104 or e-mail 21SW.IDRC@peterson.af.mil for required training.						
	<b>GRD</b>	<b>NAME</b>	<b>*COMPUTER USER NAME</b>	<b>UCC PHONE</b>	<b>AFTER HOURS PHONE</b>	<b>E-MAIL</b>
<b>P</b>	<i>Capt</i>	<i>Jane Doe</i>	<i>jdoe</i>	<i>554-xxxx</i>	<i>xxx-xxx-xxx</i>	<i>Jane.Doe@peterson.af.mil</i>
<b>A</b>	<i>SSgt</i>	<i>John Smith</i>	<i>jsmith</i>	<i>554-xxxx</i>	<i>xxx-xxx-xxx</i>	<i>John.Smith@peterson.af.mil</i>
* Computer user name is used for STARRS access (21SW UCC personnel only) PASCODES RESPONSIBLE FOR: <i>EPxxxxxx and EP1Sxxxx</i>						
2. If additional users are needed, please supply additional letters for those applicants.						
3. This supersedes all previously dated letters, same subject.						
4. This document contains information that must be protected IAW AFI 33-332 and DoD Reg 5400.11; Privacy Act of 1974 as Amended 5 U.S.C. 552a applies and is For Official Use Only (FOUO). Recipient is responsible for safeguarding and maintaining this product IAW the Privacy Act of 1974, PL 93-579.						
<i>NAME, Rank, USAF Commander, (unit)</i>						

## Attachment 2

## SAMPLE UNIT STRENGTH REPORTING WORKSHEET

Figure A2.1. Unit Strength Report Worksheet

<b>(FOR OFFICIAL USE ONLY WHEN FILLED IN)</b>	
RECALL REFERENCE (R) TIME: UNIT: POC: PHONE #:	
A.	TOTAL ASSIGNED:
B.	TOTAL ON LEAVE:
C.	TOTAL HOSPITALIZED:
D.	TOTAL TDY:
E.	TOTAL OTHER:
F.	GRAND TOTAL: (B+C+D+E=F)
G.	ATTAINED RECALL STRENGTH: R+2 (# of people signed in/available for duty. Don't include categories A/B/C/D/E/F) R+3  R+6:
TOTAL PERCENT: (% of <b>ALL</b> personnel <b>ACCOUNTED</b> for) (R+2) (R+3) (R+6) ((F+G) / A)	
TOTAL PERCENT: (% of <b>ALL</b> personnel <b>AVAILABLE</b> ) (R+2) (R+3) (R+6) (G/A)	
<b><i>INSTALLATION DEPLOYMENT READINESS CELL (IRDC)</i></b> located in Bldg 123, Rm 103, DSN: 834-7609/4104/4524 or e-mail <a href="mailto:21 SW.IPR@peterson.af.mil">21 SW.IPR@peterson.af.mil</a>	
Plain language address: 21 FSS PETERSON AFB CO//FSOXI//	

**Attachment 3****PERSONNEL ACCOUNTABILITY FOLLOWING NATURAL DISASTERS OR NATIONAL EMERGENCIES**

**A3.1.** IAW AFI 10-218, *PERSONNEL ACCOUNTABILITY IN CONJUNCTION WITH NATURAL DISASTERS OR NATIONAL EMERGENCIES*, and this instruction, HHQ or 21 SW/CC may initiate an alert notification or recall during and/or following a natural disaster or national emergency as deemed necessary to account for all active duty, civilians, non-appropriated fund employees, and dependents. This is a modified recall procedure bringing those deemed necessary to accomplish a function into their duty sections, with contact of the remainder for accountability purposes (Recall Format 3). The 21 SW/Peterson CP is responsible for overall management of the wing alert notification system. The IPR is responsible for overall management of the wing personnel strength reporting system, the Total Force Accountability, and providing guidance in accountability procedures. Unit commanders are responsible for the management of their accountability process.

**A3.2.** Military and civilian members contacted may be asked about the status of their DEERS-enrolled dependents. Accountability for members shall be reported by UCCs IAW existing alert notification procedures, with the addition of reporting numbers of missing active duty dependents. In the event the sponsor is away from home station, UCCs will contact the sponsor's dependents to ascertain their status and report it accordingly if a dependent is missing.

**A3.3.** All 21 SW organizations will gather and maintain home addresses and phone numbers on all DoD civilians and NAF employees assigned to their units. This information will be safeguarded for official use only and maintained by only those with a need to have the information, such as section chiefs, UCCs, unit Commanders, etc. When directed, UCCs will use this information to contact their civilians and report accountability to the IPR using the reporting tool described in this document. The IPR will provide reporting procedures and HHQ templates that need to be completed by the UCCs and returned to the IPR at specific reporting times until the unit is 100% complete. UCCs need to be aware that reporting areas may grow/shrink based on the event(s).

**A3.4.** Federal employees may be contacted during an alert notification, but will not report outside of normal work schedules unless a commander or supervisor deems them essential for providing a particular response capability. Contractors must be identified as mission-essential for operations through their contract or statement of work or objectives in order to be recalled.

**A3.5.** When unable to make contact with individuals, pass the name(s) of those individuals not contacted to the next person in the chain. Identify personnel not contacted to the commander/UCC initiating the recall.

**A3.6.** Supervisors are responsible for knowing TDY and leave locations of their subordinates and having valid contact information. Commanders will ensure unit accountability statistics are up-channelled to the IPR. The IPR will provide UCCs with the required reporting templates for accountabilities.

**A3.7.** If already formed, the CAT will initiate recall of all subordinate units and staffs. Recall status of 21 SW GSUs is the responsibility of the CAT.

## Attachment 4

## 21 SW &amp; TEAM PETERSON NOTIFICATION PROCESS

**A4.1. Peterson CP Notifies**

ARMY SPC & MSL DEF CMD OPS CELL  
544 INTL/SURVEIL/RECON GP FF8K90  
AFSPC CMD CTR  
21 MISSION SUPPORT GP FF4ZL0  
DET 2 21 OPERATIONS GP FF6Z40  
21 SPACE WG FF8G40  
21 OPERATIONS GP FFKFB0  
721 MISSION SUPPORT GP FF37B  
821 AIR BASE GP FFP090  
OL AC 21 SPACE WG FFPH20  
21 MEDICAL GP FFPMG1  
SPACE LOGISTICS GP FFSPS0  
US NORTHERN CMD JT OPS CELL  
302 AW/CC  
850 ESG  
21 CS (for INFOCON Change)

**A4.2. 21 SW/DS**

21 SW/CCE  
21 SW/CPTS  
21 SW/HC  
21 SW/CCP  
21SW/EO  
21 SW/SJA  
21 SW/XP  
21 SW/SE  
21 SW/PA  
21 SW/IP  
21 SW/PMD  
21 SW/MU  
21 SW/BZ  
21 SW/HISTORIAN

**A4.3. 21 OG Notifies:** DET 1 20 SPACE CONTROL SQ FFP4Z0

DET 4 21 OPERATIONS GP FFQHG0  
7 SPACE WARNING SQ FF0HF0  
20 SPACE CONTROL SQ FFF070  
13 SPACE WARNING SQ FFF090  
DET 7 CAP USAF AP FFRSCO  
52 AIRLIFT SQ FF1JG0  
311 AIRLIFT SQ FFK620  
DET 3 21 OPERATIONS GP FF12T0

DET 1 21 OPERATIONS GP FF2670  
 DET 3 22 SPACE OPNS SQ FF8ND0  
 76 SPACE CONTROL SQ FFB260  
 12 SPACE WARNING SQ FFBQP0  
 21 OPERATIONS SUPPORT SQ FFKHV0  
 OLAB 21 OPERATIONS GP FFPKD0  
 FAA (PETERSON CONTROL TOWER) AND 200AS  
 10 SPACE WARNING SQ FFDPK0  
 4 SPACE CONTROL SQ FFB70  
 6 SPACE WARNING SQ FFDPY0  
 DET 1 3 WEATHER SQ FFKDF2  
 OLDG1 AFELM DEF INTEL AG J1 FF0VM0  
 DEF THREAT REDUCTION AGENCY J1 FF0VM0  
 OL GN01 US STRATEGIC CMD JQ FF80Y0  
 OL J6HP US STRATEGIC CMD J1 FF8250  
 OL CYNO US STRATEGIC CMD JQ FFKN01  
 OL CMOC US STRATEGIC CMD JQ FFNDJ0  
 NATIONAL SEC SPACE IN FFQZY0

**A4.4. 21 MDG Notifies:** 21 MEDICAL OPERATIONS SQ FFP430

OLA 21 MEDICAL OPERATIONS SQ FFP440  
 21 DENTAL SQ FFPDCO  
 21 AEROSPACE MEDICINE SQ FFPDS0  
 21 MEDICAL SUPPORT SQ FFMD0  
 000A 21 AEROSPACE MEDICINE SQ  
 Mental Health  
 HAWC  
 Bioenvironmental  
 Drug Demand  
 Physiological Training Cell

**A4.5. 721 MSG Notifies:** 721 Communications SQ FFFS00

721 Security Forces SQ FFVGCO

**A4.6. 821 ABG Notifies:** 821 Security Forces SQ FFPODO

821 Support SQ FFPOFO

**A4.7. 21 MSG Notifies:** DET 4 AF OP TST EVAL CTR DU FF37C0

AF Audit Agency  
 21 Security Forces SQ FFBDX0  
 21 Civil Engineer SQ FFBFH0  
 21 Communications SQ FFBFX0  
 21 Forces Support SQ FFDGZ0  
 21 Contracting SQ FFKHX0  
 21 Logistics Readiness SQ FFP1K0  
 OL FMP6 AF Wide SPT HQ FF0Q71  
 OL A235 AF WIDE SPT HS FFGQX0

OLP 615 Contingency Ops SPT GP FFYS20  
OL OAR2 AFELM JT TEST FRCE DO FFGJ10

**A4.8. 21 LRS Notifies:** OOAA 21 LOGISTICS READINESS SQ

DET 1 AFELM PPA HQ JPPSO OF FF7LV0  
OL CS AFELM US TRANSCOM JT FFFPM0  
OL NC AFELM US TRANSCOM JT FFM2D0

**A4.9. 21 FSS Notifies:** Retiree Activities Cell

Canadian Forces Support Unit  
Defense Commissary Agency  
Peterson Base Exchange (AFFES)  
USAF ACADEMY BAND BD FFBCB0  
367 USAF RECRUITING SQ FFG140  
OL J BARNES CTR ENL ED CE FFMG60

**A4.10. 21 CONS Notifies:** Defense Contract Management Office-Southern Colorado

DET 1 Contracting SQ FF6HSO

**A4.11. 21 SFS Notifies:** OLAA 21 Security Forces SQ FFN770

721 SFS Central Security Control  
10 SFS Law Enforcement Desk  
50 SFS Central Security Control  
Fort Carson Military Police Desk  
8 Field Intelligence Squadron  
OL G AF Spec Ops Trng CE FF3VO

**A4.12. 544 ISRG Notifies:** OLZG 544 Intl/Surveil/Recon GP FFB980

Det 2 544 Intl/Surveil/Recon GP FFR5LO

**A4.13. 21 CES Notifies:** Army Corps of Engineers

ANG Readiness DU FFOC7O  
OLF 1 Air Force AF FFODZO  
OL COPE ANG Readiness DU FFBY90

**A4.14. 21 CPTS Notifies:** ENT Federal Credit Union

Five-Star Bank

**A4.15. 21 CS Notifies:** OL 21CS

OL A 614 SPACE COMM SQ FFTH20  
561 NETWORK OPS SQ FFKD30  
850 ELEC Sys GP FF0N0  
OL DD AFSPC FFPP3W1  
Rapid Reaction SQ FFQDF0  
OL GT AF Tech Appln Ctr CE FFK990  
OL 302 AFELM DISA AG FFKGC0

**A4.16. 21 SW/JA Notifies:** AF Legal OP Agency

Area Defense Council

**A4.17. AFOTEC Notifies:** OL 17 Test SQ

**A4.18. 850 ESG Notifies:** OL AD 850ESG

Test Development Facility (Building 1844/1840)

**A4.19. NORAD/NORTHCOM Notifies:** OL J3HP AFELM NORAD JA FF73C0

OL CCHP AFELM NORAD JB FF7KK0

OL J5HP AFELM NORAD JB FF8220

OL CMOC NORAD CBT OPNS CE FF82Y0

OL IGHP AFELM NORAD JB FF83H0

OL J8HP AFELM NORAD JB FFC4M0

OL J1HP AFELM NORAD JB FFC510

OL J2CM NORAD CBT OPNS CE FFCRD0

OL J2HP AFELM NORAD JB FFCRQ0

OL J7B NORAD CBT OPNS JB FFJ7B0

OL J6HP AFELM NORAD JB FFMSW0

OL J7HP AFELM NORAD JB FFNBD0

OL J4HP AFELM NORAD JB FFP0X0

OL J2HP AFELM US NORTH COM JV FF42X0

OL J2FC AFELM US NORTH COM JV FF42Z0

OL J3HP AFELM US NORTH COM JV FF4300

OL J3HP AFELM US NORTH COM JV FF43C0

OL J4HP AFELM US NORTH COM JV FF4400

OL J5HP AFELM US NORTH COM JV FF4500

OL J6HP AFELM US NORTH COM JV FF4600

OL J6SC AFELM US NORTH COM JV FF4610

OL J7HP AFELM US NORTH COM JV FF4700

OL J8HP AFELM US NORTH COM JV FF4800

OL F4C2 AFELM US NORTH COM JV FF4C20

OL NCRP AFELM US NORTH COM JV FF4CL0

OL IGHP AFELM US NORTH COM JV FF4G10

OL CCHP AFELM US NORTH COM JV FF4HS0

OL JGHP AFELM US NORTH COM JV FF4JG0

OL MEXC AFELM US NORTH COM JV FF4MY0

OL JTFN AFELM US NORTH COM JV FF4N10

OL J1HP AFELM US NORTH COM JV FF4P10

OL PAHP AFELM US NORTH COM JV FF4PZ0

OL SGHP AFELM US NORTH COM JV FF4SG0

OL DSHP AFELM US NORTH COM JV FF4XD0

OL J3CM AFELM US NORTH COM JV FF73D0

**A4.20. AFSPC Notifies:** OL D AIR FORCE SPACE CM FFPDF0

OL HQA2 AIR FORCE SPACE CM FF2Q90

OL HQFM AIR FORCE SPACE CM FF6J80

OL HQA3 AIR FORCE SPACE CM FF6KC0

OL HQIG AIR FORCE SPACE CM FF6KF0  
OL HQJA AIR FORCE SPACE CM FF6KJ0  
OL HQA6 AIR FORCE SPACE CM FF6KK0  
OL HQA1 AIR FORCE SPACE CM FF6KN0  
OL HQPA AIR FORCE SPACE CM FF6KP0  
OL HQSG AIR FORCE SPACE CM FF6KQ0  
OL HQDS AIR FORCE SPACE CM FFBJM0  
OL HQSE AIR FORCE SPACE CM FFBJR0  
OL HQA5 AIR FORCE SPACE CM FFCRT0  
OL HQ89 AIR FORCE SPACE CM FFF1L0  
OL A AIR FORCE SPACE CM FFFR80  
AFSPC COMM SUPPORT SQ FFHGP0  
OL P SP SUPERIORITY SYS WG FFMLZ0  
OL AH00 AIR FORCE SPACE CM FFP030  
OL AB AIR FORCE SPACE CM FFP1M0  
OL AJ00 AIR FORCE SPACE CM FFP8K1  
OL AI AIR FORCE SPACE CM FFPJH0  
OL AC AIR FORCE SPACE CM FFPKG0  
OL HQ47 AIR FORCE SPACE CM FFPMS0  
OL AG00 AIR FORCE SPACE CM FFQR70  
OL AF00 AIR FORCE SPACE CM FFQR80  
OL AD00 AIR FORCE SPACE CM FFQR90  
OL L ATLAS GP FFR570  
AFSPC CONTRACTING FT FFRY00  
OL HQCV AIR FORCE SPACE CM FFRY10  
OL X CONTROL SEGMENT GP FFSMF1  
AIR FORCE SPACE CM FfvGB0  
0000 AFSPC SPACE OPS SQ  
GLOBAL STRIKE CMD  
OL B AF GLOBAL STRIKE CM FF1SL0

**A4.21. 367th Recruiting Squadron (RS) Notifies:** OL 67E0 367 USAF RECRUITING SQ  
FF00D0

OL 67EB 367 USAF RECRUITING SQ FF0360  
OL 67CB 367 USAF RECRUITING SQ FF06M0  
OL 67XY 367 USAF RECRUITING SQ FF0J20  
OL 67D0 367 USAF RECRUITING SQ FF0JS0  
OL 67DD 367 USAF RECRUITING SQ FF0JT0  
OL 67BC 367 USAF RECRUITING SQ FF0N40  
OL 67BB 367 USAF RECRUITING SQ FF0NN0  
OL 67AC 367 USAF RECRUITING SQ FF0RC0  
OL 67XW 367 USAF RECRUITING SQ FF0RD0  
OL 67DC 367 USAF RECRUITING SQ FF0S00  
OL 67GE 367 USAF RECRUITING SQ FF0SF0  
OL 67XX 367 USAF RECRUITING SQ FF0SG0  
OL 67FC 367 USAF RECRUITING SQ FF0SM0

OL 67AG 367 USAF RECRUITING SQ FF0VN0  
OL 67GB 367 USAF RECRUITING SQ FF0ZM0  
OL 67GA 367 USAF RECRUITING SQ FF1H90  
OL 67XZ 367 USAF RECRUITING SQ FF1K50  
OL 67AD 367 USAF RECRUITING SQ FF1YK0  
OL 67FD 367 USAF RECRUITING SQ FF27F0  
OL 67CD 367 USAF RECRUITING SQ FF3H20  
OL 67C0 367 USAF RECRUITING SQ FF3LM0  
OL 67A0 367 USAF RECRUITING SQ FF4R70  
OL 67AF 367 USAF RECRUITING SQ FFB2Z0  
OL 67F0 367 USAF RECRUITING SQ FFBNV0  
OL 67BG 367 USAF RECRUITING SQ FFBSQ0  
OL 67G0 367 USAF RECRUITING SQ FFBYM0  
OL 67GC 367 USAF RECRUITING SQ FFCG80  
OL 67FE 367 USAF RECRUITING SQ FFCP70  
OL 67CC 367 USAF RECRUITING SQ FFCQW0  
OL 67GF 367 USAF RECRUITING SQ FFCRY0  
OL 67EA 367 USAF RECRUITING SQ FFCXQ0  
OL 67FB 367 USAF RECRUITING SQ FFF5C0  
OL 67B0 367 USAF RECRUITING SQ FFG2D0  
OL 67BA 367 USAF RECRUITING SQ FFGB40  
OL 67BE 367 USAF RECRUITING SQ FFGKF0  
OL 67DA 367 USAF RECRUITING SQ FFJZY0