

20 DECEMBER 2007



Operations

WING RECALL PYRAMID

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OPR: 36 WG/CP

Certified by: 36 WG/CC
(Brig Gen Douglas H. Owens)

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This instruction implements Air Force Policy Directive 10-2, *Readiness*. This instruction applies to all personnel assigned to Andersen Air Force Base (AFB), including associate units. It establishes policies and procedures and assigns responsibilities for wing recall procedures during expanded operations in response to increased readiness, emergencies, or disaster situations to attain and maintain 24-hour operations. Some of these actions may be in conjunction with Andersen AFB Full Spectrum Contingency Plan (FSCP) and 36 WGI 10-207, *Installation Control Center and Associated Functions*.

SUMMARY OF CHANGES

The wing recall procedures are streamlined and more defined in the wing recall schema as outlined in **Attachment 1**. The use of a duress button was added as a last resort during COMMOUT recall procedures for single controller operations in the 36th Wing Command Post. Unit building numbers were updated. Changes were made to reflect the re-designation of the 36 ABW to the 36 WG. Other minor grammatical and informational corrections have been made for ease of reading.

1. This plan has been developed to recall personnel during increased readiness, emergencies, and natural disaster situations within our area of responsibility (AOR) on- and off- base.

1.1. Recalls may be directed by the 36th Wing Commander (36 WG/CC) or his designated representative in response to one or more experienced or anticipated contingencies.

1.2. The 36th Wing Command Post (36 WG/CP) will initiate recalls for the Installation Control Center (ICC), the Emergency Operations Center (EOC), and wing personnel when directed by the 36 WG/CC. All recalls initiated by the CP will be accomplished using the pyramid alert notification system.

2. ICC Recall. When directed by the 36 WG/CC or designated alternate, the CP controller implements ICC recall procedures. ICC members will implement unit and Contingency Support Staff (CSS) recall procedures as required and take other actions as directed by the 36 WG/CC. Each member will appoint

designated alternates for 24-hour operations. They will report to the primary or alternate CP as directed when recalled.

3. Wing Recall. When the scope of a contingency operation or emergency situation dictates the immediate recall of all personnel, the 36 WG/CC directs such action through the CP who will in turn notify assigned organizations. The Wing Pyramid Notification Chart (**Attachment 1 and Attachment 2**) will be used by the CP to initiate recalls. Units in **Attachment 1** will be recalled immediately when the wing commander directs a wing recall. After the wing commander arrives at CP, CP personnel will ask the wing commanders which units in **Attachment 2** he requires to be recalled. The two-tiered pyramid recall system is designed to reduce recall initiation to reporting time for key members of the ICC. Units will perform strength reporting IAW Para **4.2**.

3.1. Wing recall and personnel accounting will commence upon designation of a locally established wing Recall Initiation Time represented by (RIT). The wing recall will consist of a recall of all military and key civilian personnel. The 36 WG/CC may conduct no-notice tests of the wing recall system and/or may direct a military only personnel recall. The CP will transmit additional instructions as determined by the 36 WG/CC at implementation time of a recall. Personnel will report to their duty section or as directed by their unit commander. During actual and exercise wing recalls, military personnel will report in battle dress uniform (BDU) unless otherwise directed by the unit commander. Unit commander's discretion may be used in recalling shift personnel. Associate/tenant units will be excluded unless otherwise directed.

3.2. Each organization will relay recall messages immediately to all sub-units. A sub-unit is any organization or unit you are required to notify in accordance with this plan that is external to your organization or unit. After sub-units have been notified, each organization will relay recall messages immediately through their internal recall procedures. After all external and internal recall responsibilities have been met, comply with the message contents.

3.3. To facilitate a recall, each month, or as changes occur, each unit will ensure that the CP has a current copy of their unit recall roster by the 5th day of each month. Each unit recall roster will identify key civilian personnel required to respond during a base recall. Recall rosters will include a primary and alternate point of contact (POC) for sub-units.

3.4. The matrix immediately following will be placed on the bottom or the back of the unit recall rosters. Unit commanders will identify key civilian personnel to be recalled on their unit recall roster. Recall rosters will be updated monthly and as changes occur. Sub-units will ensure organizations required to notify them possess the sub-unit recall roster or a duty and non-duty hour POC letter.

3.5. Wing recall and personnel accounting will be accomplished without public announcement (news media) unless the directing authority advises to do so otherwise. Press releases will be accomplished only as directed by 36th Wing Public Affairs. Signs indicating that a wing recall is in progress will not be displayed at any place in public view.

3.6. Recall Instructions. All agencies will use the following statements as applicable:

RECALL: "THIS IS (*who you are*). PREPARE TO COPY RECALL INSTRUCTIONS. THE 36 WG/CC HAS DIRECTED A _____ (*Recall Message, ex. Alpha 1*) RECALL. RECALL INITIATION TIME IS _____ (*set at wing level*). ITEM NUMBERS _____ APPLY. (*Recall reason, FPCON, INFOCON, ex. Items 2, 8 & 11*). COMPLETE YOUR RECALL NOTIFICATIONS AND REPORT TO YOUR APPROPRIATE PLACE OF

DUTY AS DIRECTED. ADDITIONAL INSTRUCTIONS (if applicable): _____.

Recall Messages	Recall Reason	
ALPHA —Primary Senior Commander’s Staff	Item #1 – TYPHOON	Item # 4 – FPCON CHANGE
A-1--Primary Location	Item # 2 – DEPLOYMENT/ RECEPTION	Item # 5 – INFOCON CHANGE
A-2--Alternate Location	Item #3 – MAJOR ACCIDENT	Item # 6 -- OTHER
BRAVO --Extended Commander’s Staff	FPCONs	INFOCONs
B-1--Primary Location	Item #7 – FPCON ALPHA	Item #11 – INFOCON 1
B-2--Alternate Location	Item # 8 – FPCON BRAVO	Item #12 – INFOCON 2
CHARLIE --Wing Recall Group/unit commanders will complete recall notifications and report to the Installation Control Center ASAP. UCCs are automatically activated.	Item #9 – FPCON CHARLIE	Item #13 – INFOCON 3
C-1—Military and Civilians	Item #10 – FPCON DELTA	Item # 14 – INFOCON 4
C-2—Military only		Item #15- INFOCON 5 (Added)
DELTA --Test of wing recall procedures. Complete your notifications. Do not report to your duty section. Unit commanders report to Installation Control Center when complete per the WG/CC		
ECHO —Telephone Accountability (Information Dissemination only)		

3.7. The following recall instructions pertain to the recall of members on leave or TDY:

3.7.1. Leave in the Local Area (On-Island): Personnel on leave in the local area will be contacted by the unit but will not be required physically to report for duty unless specifically directed by higher headquarters. Telephone or runner will accomplish recall of personnel.

3.7.2. Leave or TDY Outside Local Area (Off-Island): When directed by higher headquarters, recall will be accomplished by any means available and will be followed up by a recall message IAW AFMAN 37-126, *Preparing Official Correspondence*, Attachment 2, Message Preparation and Processing. Guidance, including various categories of TDY personnel, will be specified by the recall directing authority. (Refer to the Joint Federal Travel Regulation (JFTR), Para U7220, at: <https://secureapp2.hqda.pentagon.mil/perdiem/trvlregs.html> for restrictions imposed for travel and transportation allowances for members recalled from leave status.)

3.7.3. When recall of personnel on leave or TDY off-island is directed, units will prepare recall messages by using data on AF Form 988, Leave Request Authorization and DD Form 1610, Request and Authorization for TDY Travel of DOD Personnel. **Attachment 3** and **Attachment 4** provide a sample format of messages. The unit monitor will provide one copy of each message to the 36 MSS Contingency Support Staff NLT RIT+12:00. The 36 MSS Contingency Support Staff will review all messages for accuracy. Under exercise situations, members will not be contacted; however, exercise messages will be prepared and submitted to the 36 MSS Contingency Support Staff.

4. Strength Reporting. The Theater Battle Management Core System (TBMCS) is the primary system for strength reporting. Unit recall monitors are responsible for obtaining TBMCS system permissions and training and entering unit strength into TBMCS upon direction. ICCS initiate all wing recalls in TBMCS. If TBMCS is not available or if recall is not completed within 3 hours, units will submit (**Attachment 4**) information to the 36 MSS Contingency Support Staff representative via e-mail or fax. In the event of communications outage, units will submit strength reports by runner. The 36 MSS Contingency Support Staff representatives will compile unit recall information and report to wing ICC as directed by 36 WG/CC.

4.1. 36 MSS Responsibilities. The 36 MSS/CC is responsible for establishing procedures to account for personnel during periods of increased readiness. This includes all assigned and attached military and DoD civilian personnel under the operational control of the PACAF unit/organization. The MPRU is responsible with providing units specific instructions on TBMCS strength report data entry.

4.1.1. The Chief of Military Personnel Responsibilities will ensure that an adequate number of qualified and readily available primary and alternate personnel are predestinated and trained to man the 36 MSS Contingency Support Staff effectively upon activation.

4.1.2. Ensure that quarterly training sessions are conducted by the 36 MSS Contingency Support Staff with appropriate unit recall monitors and Contingency Support Staff members for a thorough understanding of pyramid alert recall and accounting procedures. Training sessions will be documented in writing and will include the specific subjects covered and the names of attendees. PRU will brief newly appointed unit representatives within 30 days on procedures and requirements.

4.1.3. Upon initial notification of a recall, the 36 MSS/CC will activate the MSS Contingency Support Staff. The MSS Contingency Support Staff activation must occur in sufficient time for units to begin reporting personnel strength statistics through the MSS Contingency Support Staff. If TBMCS is not available, the MSS Contingency Support Staff will submit strength statistics to the ICC as directed until 100 percent accountability is achieved.

4.1.4. 36 MSS/DPMPs will administer Casualty Services when required.

4.2. Unit Responsibilities. Units will designate recall monitors and maintain an accurate appointment letter with 36 MSS/MPRU. Upon designation, unit recall monitors will schedule training with 36 MSS/MPRU. Upon the initiation of a wing recall, units will perform the following:

4.2.1. Report strength statistics until 100% accountability is achieved. Personnel strength normally will be stabilized and shifts established by RIT+3:00. However, significant personnel changes occurring after R+3:00 (unit deployments, employments, recall of personnel from leave or TDY, losses to unit strength due to casualties, etc.) must be reported to the 36 MSS Commander's Support Staff representatives.

4.2.2. Use TBMCS as the primary method to report unit strength information. Groups/units (as appropriate) will verify authorized, assigned, TDY, leave, hospitalized, deceased, and missing personnel information and enter appropriately into TBMCS. Use only permanently assigned personnel numbers per MILPDS or PC-III. Do not include personnel deployed from another base into your unit. Deployed personnel are accounted via the PERSCO system. If TBMCS is inaccessible, the strength reporting worksheet (**Attachment 4**) is the secondary method of strength reporting. Units will report strength statistics by e-mail or fax to 36 MSS Contingency Support Staff. In the event of communications outage, units will submit strength reports by runner.

4.2.3. The following data items will be reported:

4.2.3.1. Assigned Strength: Total number of personnel assigned. (This total can be retrieved from MILPDS.) Add the number of personnel who have in-processed but have not yet been gained to file to the assigned strength. Each unit's total assigned strength will be reviewed and validated by the 36 MSS Contingency Support Staff.

4.2.3.2. Adjusted Strength: Assigned - (Leave On Island + Leave Off Island + TDY + Dead + Hosp + Missing + Other)

4.2.3.3. To be counted as available, review the sub-paragraphs.

4.2.3.3.1. Personnel must report for duty or be contacted and directed to go on telephone standby or report for a later shift. Exception: Crewmembers on crew rest for higher headquarters directed missions, deployments, or redeployments will not be recalled, but considered "available" for reporting purposes.

4.2.3.3.2. Personnel on leave in the local area must be contacted by telephone or runner (real world only). Telephone standby or physically reporting for duty will not be required unless specifically directed by higher headquarters.

5. COMMOUT Procedures. If a contingency alert occurs during duty hours and normal telephone communications fail, the wing command section will notify organizations in the order listed in paragraph 5.3. These organizations will in turn notify sub-units in the order listed in paragraph 5.4. The wing command section, staff judge advocate, and inspector general's office will provide runners to assist when necessary. If a wing recall occurs during non-duty hours and there is a COMMOUT, the following procedures apply:

5.1. COMMOUT limited to Andersen AFB:

5.1.1. The CP controller will notify the Security Forces controller, via LMR of COMM OUT conditions or use duress buttons if all communication mediums fail or if LMR is out, and coordinate initial notification actions. The CP controller will monitor the Commander's Net, if operational, for recall instructions as determined by the 36 WG/CC or designated alternate.

5.1.2. The ICC representatives will provide the CP with a letter containing the following information: A duty hour contact point (building and room number), a non-duty hour contact point on base (building and room number or home address), the location of UCC (building and room number), the phone number of the UCC, and a POC for the letter. If a 24-hour contact point within the organization has been established, it will be designated the non-duty hour contact point. Organizations will update this letter when changes occur and send the updated letters to the appropriate agencies.

5.1.2.1. The CP will develop and maintain a consolidated unit listing for group commanders that includes an efficient notification route. The listing will also contain instructions that will be passed to key personnel. Instructions will, as a minimum, declare a COMMOUT recall; and announce that an ICC recall or wing recall has been directed by the 36 WG/CC.

5.1.2.2. When directed, SFS will dispatch two patrols to the CP. The SF patrols will pick up the listing and pass recall instructions on a door-to-door basis.

5.1.2.3. The two SF patrols will notify key representatives or their designated alternates about the recall.

5.1.2.4. When directed by the 36 WG/CC or designated alternate, CP personnel will use public address systems to alert the Andersen AFB population of a base recall.

5.1.2.5. When directed by the 36 WG/CC, PA will program a recall message on the Commander's Access Channel (CAC).

5.1.2.6. The person residing off base who is initially contacted will initiate telephone contact with the next available individual down his/her recall list who resides off base. Instructions to contact others residing off base will be passed with subsequent calls. If personnel residing off base are listed on the recall roster above the initially contacted individual, attempts to contact these personnel will be made while access to an off-base telephone is available. Do not delay reporting for a recall more than 30 minutes to further attempt upward contacts.

5.1.2.7. Each person residing off the installation will provide their orderly room, unit control center (UCC), and supervisor with a detailed map of the area in which they reside, using well known landmarks as a guide. The mapped area will include the members Rank/Name, House Number, and Telephone Number (if applicable). Each map will include instructions, with initial starting point at the Andersen's main gate to the individual's quarters.

5.2. Alerting System to UCCs or shelters during COMMOUIT:

5.2.1. When directed by the 36 WG/CC, UCC and ICC communication will be by runner.

5.2.2. Organizations with access to LMRs will ensure LMRs and two batteries are available for use by their UCCs.

5.3. Primary Phase Notification for a COMMOUIT during duty hours:

5.3.1. First wing command section runner will carry the notification message to the organizations in the order listed:

- Wing Command Section
- 36 MSG - Bldg 23028
- 36 MDG - Bldg 26012
- 36 MXG – Bldg 17000
- 36 SFS - Bldg 23020
- 36 CRG – Bldg 25002
- 36 OG-Bldg 21000

5.3.2. Second wing command section runner will carry the alerting notification message to the following organizations in the order listed:

- 36 MXS - Bldg. 18006 Orderly Room
- 734 AMS CP - Bldg. 17002
- Fire Department - Bldg. 17002
- 36 CS - Bldg. 23002
- HSC-25-Bldg 2641

5.4. Secondary Phase Notification for a COMMOUT during duty hours. Runners from the following organizations will notify the sub-units listed during the secondary phase of a COMMOUT.

5.4.1. Wing Command Section

- 36 WG/JA
- 36 WG/HC
- 36 WG/SE
- 36 WG/MEO
- 36 WG/HO
- 36 WG/PA
- 36 WG/CCP
- 36 WG/CPTS

5.4.2. 36 MSG

- ADC
- 36 LRS
- 36 CONS
- 36 SVS
- 36 SFS
- 36 CES
- 36 MSS
- 36 CS
- GS-21
- DoDEA

5.4.3. 36th Mission Support Squadron (36 MSS)

- MPF
- MOF
- Red Cross

5.4.4. 36 SFS

- AFOSI, Det. 602
- Defense Courier Service (DCS)
- Det. 5, 22 SOPS

5.4.5. 36th Services Squadron (36 SVS)

- AAFES
- DECA

5.4.6. 36 MXG

- 36 MXS
- 36 MUNS
- 36 EAMXS

5.4.7. 36 OG

- 36 OSS
- Deployed Units (as required)
- HSC-25
- Guam (FAA)

5.4.8. 734 AMS CP

- 734 AMS
- 44th Aerial Port Squadron (AFRES)
- Deployed tanker units

5.4.9. 36 CES

- Fire Department (36 CES/CEF)
- 254th Air Base Group (ANG)

5.5. Primary Phase Notification for COMMOUT during non-duty hours. CP will attempt to make initial notification to Andersen's Security Forces Control Center via LMR, duress or security reporting and alerting system (SRAS). SFCC will dispatch two patrols to the CP for primary COMMOUT notifications instructions.

5.5.1. First Security Forces Runner

- 36 WG/CC/CV/CCE
- 36 MSG/CC
- 36 MXG/CC
- 36 MDG/CC
- 36 OG/CC
- 734 AMS/CC
- 36 CRG/CC
- HSC-25/CC
- 36 WG/CP/OIC or Superintendent

5.5.2. Second Security Forces Runner

- Fire Department
- Base Operations

- 734 AMS CP
- Base Clinic
- Communications Center
- GS-21 Transportation Dispatch
- HSC-25 Quarter Deck
- Det 5, 22 SOPS

5.5.3. Secondary Phase notifications for COMMOUT during Non-duty hours will be implementation of a wing recall or notification, if directed by the wing commander.

5.6. COMMOUT notifications to unit control centers during contingency operations:

5.6.1. First SFS Runner

- 36 OSS - Bldg 25002
- 36 CONS - Bldg. 17000
- 44 APS - Bldg. 17005
- 36 MXS - Bldg. 18006
- GS-21 - Bldg. 18002
- 36 CES - Bldg. 18001
- 734 AMS - Bldg 17002

5.6.2. Second SFS Runner

- 36 MSS - Bldg 23008
- 36 CPTS – Bldg 23008
- 36 CS - Bldg 23002
- 36 SFS - Bldg. 23020 (LE Desk)
- 36 SVS - Bldg. 21000 (Bay 12)
- 254 Air Base Group (ANG) - Bldg. 21012

5.6.3. Third SFS Runner:

- 36 MDG - Bldg. 26000 (Conf. Room)
- HSC-25 - Bldg 2641
- 36 MUNS - Bldg 9000
- Det. 5, 22 SOPS - Bldg. 34

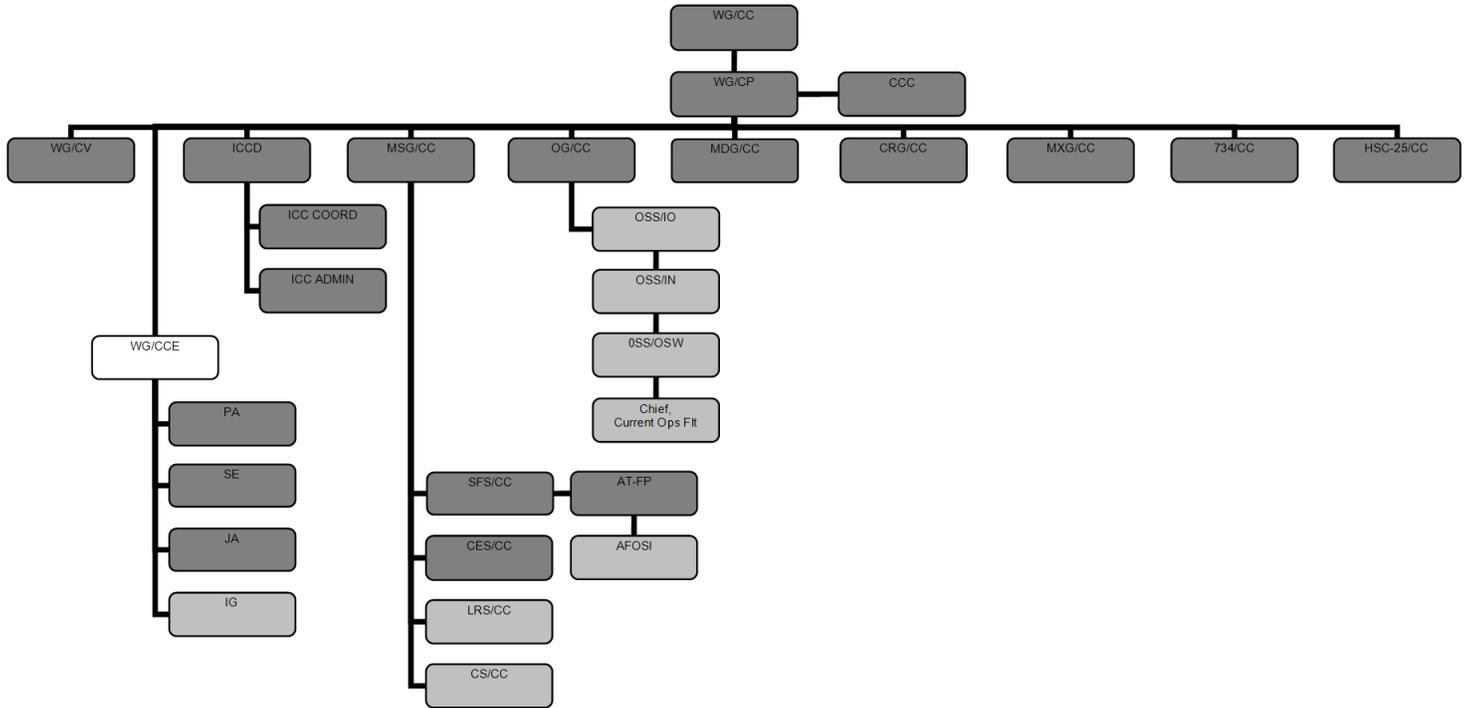
5.6.4. UCCs will utilize runners to ensure that all personnel in their organizations are notified of all base-wide notifications during COMMOUT.

DOUGLAS H. OWENS, Brigadier General, USAF
Commander, 36th Wing

Attachment 1

PRIMARY AND EXTENDED COMMANDER'S SENIOR STAFF MEMBERS

NOTE: Recall is initiated only to agencies indicated below; units must follow their internal recall rosters.



- Primary Commander's Senior Staff
- Extended Commander's Senior Staff
- Required to recall Primary & Extended Commander's Senior Staff for Wing Staff Agencies

NOTE 1: Agencies under the wing staff of the pyramid recall chart will be notified as directed by the wing commander.

NOTE 2: CP is limited to 10 notifications while operating under single controller waiver per PACAFI 10-207

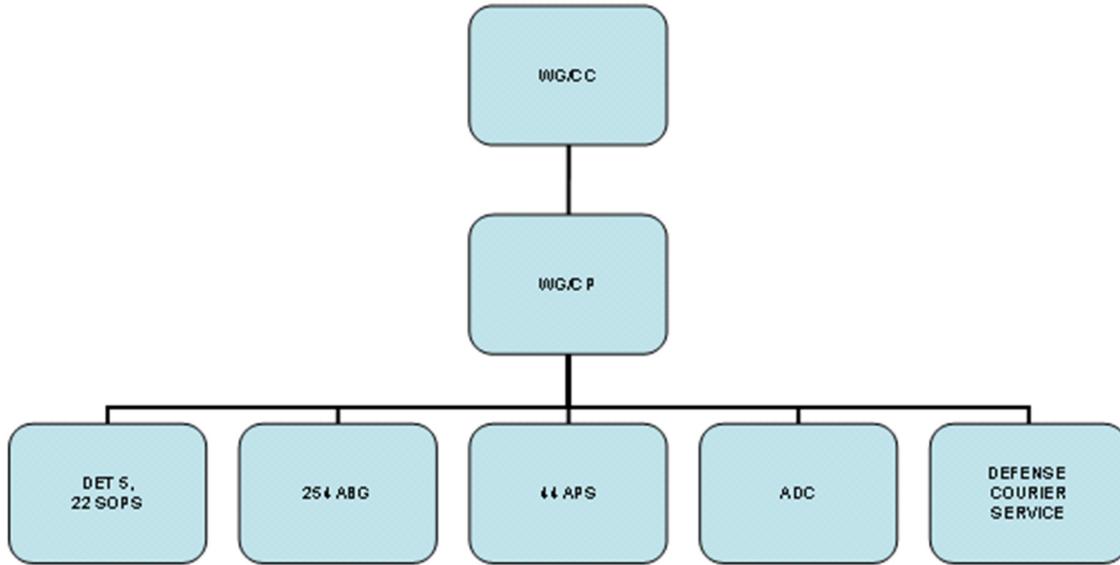
NOTE 3: The WG/CCE will notify wing staff personnel for primary Senior and Extended Staff recalls.

Attachment 2

BASE-WIDE PYRAMID NOTIFICATION CHART

ADDITIONAL NOTIFICATIONS

NOTE: These agencies will be recalled/notified by WG/CP as directed/required by WG/CC



Attachment 3

SAMPLE RECALL MESSAGE FOR PERSONNEL ON TDY

UNCLASSIFIED

05 MAR 05 PP UUUU

EXERCISE EXERCISE EXERCISE// (REMOVE FOR REAL WORLD) FROM 36OSS
ANDERSEN AFB GU//CC//

TO 27MSS CANNON AFB NM//CC//

INFO 36 MSS ANDERSEN AFB GU//CC//

UNCLAS

QQQQ

MSGID/SYS.RRM/36 OSS-CSS//

AMPN/SUBJ: RECALL OF TDY PERSONNEL//

RMKS/1. INDIVIDUAL (S) IDENTIFIED BELOW ARE TDY AT YOUR STN INDIVIDUALS
ARE RECALLED FROM TDY EFFECTIVE IMMEDIATELY.

GRADE/NAME/SSAN/DATE/TDY UNIT/S.O. NUMBER//

SSGT SKYLARD Y. STEELE, 000-00-0000, 1 MAR 05, 36OSS, TC-49.

2. REQUEST INDIVIDUAL (S) BE RETURNED TO THEIR DUTY STATION EXPEDITIOUS
MEANS AVAILABLE.

3. POC: SSGT GARTH, 36 OSS, DSN 315-366-XXXX

4. AUTHORIZED BY LTC JOHN R. SINGLETARY, COMMANDER, 36 OSS, 96543.//

EXERCISE EXERCISE EXERCISE// (REMOVE FOR REAL WORLD)

UNCLASSIFIED

NNNN

Attachment 4

SAMPLE RECALL MESSAGE FOR PERSONNEL ON LEAVE

UNCLASSIFIED

01 MAR 05 PP UUUU

EXERCISE EXERCISE EXERCISE// (REMOVE FOR REAL WORLD)

FROM 36OSS ANDERSEN AFB GU//CC//

TO 27MSS CANNON AFB NM//CC//

INFO 36 MSS ANDERSEN AFB GU//CC//

UNCLAS

QQQQ

MSGID/SYS.RRM/36 OSS-CSS//

SUBJ: RECALL OF PERSONNEL FROM LEAVE//

RMKS/1. THE FOLLOWING INDIVIDUAL (S) IS ON LEAVE IN YOUR AREA.

2. PLEASE MAKE CONTACT AND DIRECT INDIVIDUAL (S) TO TERMINATE LEAVE EFFECT IVE IMMEDIATELY AND RETURN TO THEIR DUTY STATION BY MOST EXPEDITIOUS MEANS AVAILABLE. WE ARE UNABLE TO REACH THEM BY TELEPHONE. LV ANDERSEN AFB, GUAM 96543. //

ADDRESS

3. POC: SSGT GARTH, 36 OSS, DSN 315-366-XXXX

4. AUTHORIZED BY LTC JOHN R. SINGLETARY, COMMANDER, 36 OSS, ANDERSEN AFB GUAM 96543.//

EXERCISE EXERCISE EXERCISE// (REMOVE FOR REAL WORLD)

UNCLASSIFIED

NNNN

Attachment 5

UNIT CONTROL CENTER PERSONNEL STRENGTH REPORT WORKSHEET

UNIT: _____

DATE: _____

RECALL INITIATION TIME (RIT): _____

TIME OF REPORT SUBMISSION: _____

UNITS	Assgn (Note 1)	Leave On Island	Leave Off Island	TDY	Other	Sim	Dead	Hosp	Miss	Adj Strng (Note 2)	#Avail (Note 3)	% Acct (Note 4)
CS												
OSS												
CES												
MXS												
MUNS												
MDG												
CPTS												
SFS												
SVS												
LRS												
MSS/WG												
CONS												
OSI												
734AMS												
Det 5, 22 SOPS												

NOTES:

1. Use only permanently assigned personnel numbers per MILPDS or PC-III. Do not include personnel deployed from another base into your unit. Deployed personnel are accounted via the PER-SCO system.
2. Adj Strng = Assgn - (Leave On Island + Leave Off Island + TDY + Other + Sim + Dead + Hosp + Miss)
3. # Avail = # people reporting to duty section + # people considered accounted for due to crew rest or incoming shift. Note 4: % Acct = (# Avail ÷ Adj Strng) x 100