

**BY ORDER OF THE COMMANDER
439TH AIRLIFT WING**

**439TH AIRLIFT WING INSTRUCTION
10-403**



16 APRIL 2014

Operations

RECALL DUTIES AND RESPONSIBILITIES

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements Air Force Policy Directive (AFPD) 10-4, *Operations Planning: Air & Space Expeditionary Force (AEF)*. It provides guidance and procedures for the notification and assembly of personnel under actual, alert and test conditions. It applies to 439th Airlift Wing (439 AW) Units. This instruction addresses information protected by the Privacy Act of 1974. The authority to collect and maintain this information is title 10 United States Code (U.S.C.), Section 8013. Following the guidance in Air Force Instruction (AFI) 33-332, *Air Force Privacy Program*, give a Privacy Act statement orally or in writing to anyone from whom you are collecting personal information that will be put in a system of records, regardless of how you collect or record the answers. The use of the Emergency Notification System (ENS) is mandatory for all military members. Employees in civilian status (to include Emergency Essential personnel) may voluntarily provide contact information through ENS, but cannot be mandated. 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 Information Management System (AFRIMS) Records Disposition Schedule (RDS). Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*; route AF Form 847 to 439 AW/CP, 10 Provider Street, Box 28, Westover ARB, MA 01022-1732.

SUMMARY OF CHANGES

This document is substantially revised and must be completely reviewed.

1. General. The commander must be able to recall all unit members within the required response time as designated in the mobilization order, or the time stipulated in the Designed Operational Capability (DOC) Statement for units which have a DOC statement.

2. Responsibilities.

2.1. Wing Commander:

2.1.1. Appoint a primary and alternate Wing Recall Program Manager.

2.1.2. Direct the Command Post to initiate the recall.

2.2. Group Commander:

2.2.1. Identify a primary and alternate Group Recall Program Monitor. **Note:** Group Recall Program Monitor will provide the Command Post with a monthly update of recall rosters from their respective Unit Recall Program Monitors.

2.2.2. Provide the Command Post (CP) with a copy of the Group Recall Program Monitor appointment letter.

2.3. Command Post (CP):

2.3.1. Identify a primary and alternate Wing Recall Program Manager.

2.3.2. Maintain a copy of the Wing Recall Program Manager appointment letter along with all Group and Unit Recall Program Monitor appointment letters.

2.3.3. Ensure each controller is thoroughly trained on the AtHoc Installation Warning System Alerts (IWSAlerts) Emergency Notification System (ENS) operations.

2.3.4. Conduct recall in accordance with QRC 301, *Unit Recall/Personnel Accountability*.

2.4. Unit Commander:

2.4.1. Appoint a primary and alternate Unit Recall Program Monitor.

2.4.2. Provide the CP with a copy of the Unit Recall Program Monitor appointment letter.

2.5. Unit Recall Program Monitor:

2.5.1. Conduct monthly verification of each assigned individual, address, all e-mail and all telephone data, as well as emergency Point of Contact (POC).

2.5.2. Provide Group Recall Program Monitor with a monthly update of recall rosters (**Attachment 2, Recall Roster**) to include specific instructions for use of unit recall program and pyramid rosters, notification types and phraseology and procedures for reporting results of an actual or test notification for timely reporting.

2.6. Unit Member: **Note:** Civilian members who wish to provide personal contact information should do so using the Air Force Reserve Command (AFRC) IWSAlerts ENS Access Self Service application. See **paragraph 2.6.1**, for further information. **Note:** Air Reserve Technician (ART) will use their unit phone number as their business number. **Note:** ART will use their unit e-mail address as their business address.

2.6.1. Update information in the AFRC IWSAlerts ENS:

- 2.6.1.1. Right click on the “purple globe” in the system tray and select Access Self Service from the list.
- 2.6.1.2. Self-service module will open as a web page in Internet Explorer.
- 2.6.1.3. Enter information under the Devices and My Info tab. **Note:** If using the mobile phone as your primary or only phone number, enter the phone number into both the home and mobile slots.
- 2.6.1.4. Save each page before moving to the next.
- 2.6.1.5. Close Internet Explorer when complete.
- 2.6.2. Notify their Unit Recall Program Monitor with changes to address, phone number(s) or e-mail(s).
 - 2.6.2.1. Provide brief directions to homes without street addresses.
- 2.6.3. Communications Focal Point (CFP) and Client Service Technician (CST) will ensure each workstation is loaded with the current version and correct PID of the IWSAlerts client software.

3. Reporting.

- 3.1. Key Alerters will report to their respective Unit Recall Program Monitor or UCC.
- 3.2. UCCs will report recall results of all assigned personnel to their respective GCC until recall is complete. **Note:** In the event of a communications outage, provide runners to pass information to the GCC.
- 3.3. GCCs will report recall results of all assigned squadrons to the CP until recall is complete. **Note:** In the event of a communications outage, provide runners to pass information to the CP.
- 3.4. CP will report recall progress/results in accordance with [Attachment 2](#).

STEVEN D. VAUTRAIN, Colonel, USAFR
Commander

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFPD 10-4, *Operations Planning: Air & Space Expeditionary Force (AEF)*

AFI 33-332, *Air Force Privacy Program*

QRC 301, *Unit Recall/Personnel Accountability*

Adopted Forms

AF Form 847, *Recommendation for Change of Publication*

Attachment 2
RECALL ROSTER

Recall rosters will be designed in Microsoft Excel and be formatted in the following manner

FOR OFFICIAL USE ONLY

439 AW Unit Recall Roster
PAS: W51LFX19 UIC: X19

ORG	RANK	LAST NAME	FIRST NAME	STREET ADDRESS CITY, STATE, ZIP CODE	HOME PHONE WORK PHONE	CELL PHONE	HOME EMAIL WORK EMAIL	EMERGENCY POC EMERGENCY PHONE

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