

**BY ORDER OF THE COMMANDER  
45TH SPACE WING**

**45TH SPACE WING INSTRUCTION 10-202**

**8 OCTOBER 2013**



***Operations***

***PYRAMID RECALL, NOTIFICATION  
AND ACCOUNTABILITY PROCEDURES***

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This 45 SWI implements AFI 36-3803, *Personnel Accountability in Conjunction with Natural Disasters or National Emergencies*. It outlines the purpose, procedures and responsibilities for conducting pyramid recall, notifications and Total Force accountability of 45 SW personnel assigned to units at Patrick AFB (PAFB), Cape Canaveral AFS (CCAFS), Eastern Range sites, Mission Partner and tenant organizations. Respective groups will identify mission and non-essential personnel. 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 Forms 847 from the field through the appropriate functional chain of command. Requests for waivers must be submitted through chain of command to the OPR listed above for consideration and approval. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of in accordance with (IAW) Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS). The use of the name or mark of any specific manufacturer, commercial product, commodity, or service in this publication does not imply endorsement by the Air Force.

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***SUMMARY OF CHANGES***

This instruction was changed in its entirety and requires complete review by the 45 SW Director of Staff and group commanders. Updated terminology (such as from Battle Staff to Crisis Action Team - CAT). Provides notification, recall and accountability procedures (AF's Total Force Accountability (AFPAAS) and AtHoc instructions were added). Clarifies roles and responsibilities of wing agencies, groups, squadrons, UCCs, mission partner, tenant organizations, and individuals. Provides guidance to ensure new Mission Partner/tenant organizations are paired with 45 SW groups or units so they are properly notified of situations affecting their missions. 45 SW/CP will update Format (recall) messages and accountability/strength reporting instructions for Crisis Action Team/Commander's Senior Staff, mission partners and Mission Essential Federal Employees (MEFE).

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**1. General Policy.**

1.1. Pyramid Recalls will be conducted without public announcement (news media) unless the declaring authority advises differently. Unless directed otherwise by the declaring authority, do not display signs in public that indicate a recall is in progress.

1.2. Unless otherwise directed, crews/shift workers will follow their current duty schedule and remain on telephone standby during a recall.

1.3. As a minimum, each unit will have Attachment 4 listed on the back of their unit's pyramid recall roster.

1.4. Mission Essential Federal Employees (MEFE). Wing staff agencies, group and unit commanders will identify and notify those civilian employees who are mission essential to the accomplishment of the 45 SW mission during contingencies or emergencies.

1.4.1. Contractors must be identified as mission essential for operations in their contract statement of work and also include DFARS 252.237-7023 prior to a unit listing contractor key personnel on a recall roster.

1.5. Notifications normally passed include (but are not limited to) information regarding a national emergency, natural disaster(s), changes in hurricane/information/force protection conditions or other time-sensitive information requiring instant and broad dissemination.

1.6. IAW AFI 10-2501, *Air Force Emergency Management Program Planning and Operations* Chapter 9, PAFB and CCAFS must have a rapid and effective system to disseminate emergency information quickly. This compilation of available resources to meet this need is called an Installation Notification and Warning System (INWS). The AtHoc system integrates this rapid and powerful INWS capability, force multiplier and common core command and control advantage for PAFB and the CCAFS. AtHoc will be the primary means to incorporate PAFB and the CCAFS INWS. If AtHoc system is non-operational for any reason, the back-up capability of a unit pyramid notification system will be initiated.

## **2. Purpose.**

2.1. Provide a timely and efficient way to notify all 45 SW personnel, mission partners/tenant organizations and base agencies of important information (during real-world or exercise scenarios).

2.1.1. Provide a timely and well-organized process for all 45 SW personnel (active duty, MEFES and contractors) to be contacted and recalled to their duty stations when directed.

2.1.2. AtHoc and/or, based on the situation, unit pyramid recall rosters will be used for the notification process by all units.

2.2. Ensure all members of PAFB, CCAFS and Geographically Separated Units (GSUs) are accounted for if the scenario dictates (during real-world or exercise scenarios). This accountability process can be accomplished after FORMAT 1, 3 or 5 recall is initiated.

## **3. Structure.**

3.1. Pyramid Recall, Notification and Accountability procedures consist of:

3.2. Wing Pyramid Recall, Notification, and Accountability Procedures. The 45 SW/CC or designated representative initiates the recall notification through the Patrick Command Post (CP). The CP will notify the group and unit/organization levels via AtHoc.

3.2.1. If AtHoc is not operational, CP will notify group commanders and a unit pyramid notification system will be initiated.

3.3. Unit Pyramid Recall, Notification, and Accountability Procedures. Each wing staff, group and unit organization is responsible for developing and managing specific procedures

designed to contact their assigned personnel (i.e., active duty, Mission Partners, civilians and reserve personnel).

3.4. Mission Partner/tenant organization notifications. 45 SW staff, groups and units are paired up with mission partner/tenant organizations according to their missions/functions during the initial recall process.

#### **4. Responsibilities.**

4.1. The 45 SW/CC or designated representative is the declaring authority for a 45 SW pyramid recall.

4.1.1. The 45 SW/CC or designated representative will direct Total Force Accountability (TFA), as required, through the CP.

4.1.2. The 45 SW/CC will ensure group commanders and directors fully addressed the need to account for their assigned personnel as soon as possible.

#### **4.2. Patrick Command Post (CP).**

4.2.1. Perform overall AtHoc user management of the wing pyramid recall and notification communication system.

4.2.2. When directed by the 45 SW/CC or designated representative, execute the 45 SW pyramid recall, notifications and accountability procedures, in accordance with Attachment 2.

4.2.3. Report notification problems encountered during pyramid recall or accountability procedures to appropriate commanders for resolution, as required.

4.2.4. Coordinate recalls, notifications and accountability updates with the PCC in order to provide 45 SW senior leaders with timely and accurate information, as required.

4.2.5. When directed by the 45 SW/CC or designated representative, recall the CAT and/or Emergency Operations Center (EOC).

4.2.6. Ensure CP controllers utilize AtHoc to provide personnel installation-wide information such as Mission Oriented Protective Posture (MOPP) levels, orders, alarm conditions, FPCON/INFOCON changes, recalls, natural disaster warnings and other locally determined information at the commander's discretion. The CP will be the lead AtHoc operational administrator/manager. The activation node will be located in the CP EA cell.

#### **4.3. Personnel Control Center (PCC).**

4.3.1. PCC is a 45th Force Support Squadron (FSS) function used for Total Force Accountability. Collect and compile accountability data from UCCs and AFPAAS (<https://afpaas.af.mil>) for TFA. Provide accountability data to the CAT Director (if CAT is activated) and/or the 45 SW/CC within established timelines, if directed.

4.3.1.1. Collect and compile accountability data, from UCCs, for locally initiated scenarios. Provide accountability data to the CAT Director (if CAT is activated) and/or the 45 SW/CC within established timelines if directed.

4.3.1.2. Identify individuals assigned within the affected area who are not necessarily on a major AF installation (without a servicing FSS) and/or who are serviced by an FSS located outside the area, in the event AFPAAS is not available.

4.3.1.3. Consolidate rosters of those individuals on leave, on a pass (if known), or TDY in the impacted area assigned to their FSS and provide this data to the CAT Director (if activated)/the 45 SW/CC within established timelines, in order to provide timely updates to the 45 SW leadership.

4.3.1.4. Consolidate any published evacuation orders for DAF and NAF civilian dependents and forward to the CAT Director (if activated) and the 45 SW/CC. There is no requirement to forward copies of evacuation orders of military dependents.

#### **4.4. Group, Squadron Commanders', Agency/Unit Chiefs', and Directors' Responsibilities.**

4.4.1. Ensure their unit members have provided their point of contact information in their unit's pyramid recall roster. The Air Force's ability to track its members will succeed or fail based on their efforts.

4.4.1.1. Ensure all of their personnel assigned to them provide all the necessary current and accurate information in the AtHoc Client's Access Self-Service option (aka "The Purple Globe"  or <https://alerts.patrick.af.mil/SelfService/Entry.aspx?pid=2010110>). All members can update their information via "The Purple Globe" located in the lower right hand corner of their computer's taskbar. A weekly desktop pop-up will be sent as a reminder to update this information accordingly. If the individual does not have AtHoc's Active Client loaded on their computer, the individual should contact their unit Information Assurance Officer (IAO). If the individual does not have access to a computer, contact their unit AtHoc/UCC representative.

4.4.1.2. Account for assigned military, military family members, civilian (appropriated and non-appropriated fund) personnel, DoD civilians and certain family members of civilian personnel within 48 hours of a natural disaster or national emergency.

4.4.1.3. Verify all assigned unit members, military, DAF, and NAF civilians have evacuation plans in place that are reasonable, actionable and current.

4.4.1.4. Review data for accountability received from their respective reporting center. Accountability information will be passed to the 45 SW/CC or designated representative based on the situation (see Attachment 2).

4.4.1.5. Brief all military members annually on the importance of having their dependents report their status to their sponsor in the event they evacuate without the military member. Commanders are encouraged to emphasize the military's concern for the safety of dependents and the vital need for positive contact to allow for maximum assistance.

4.4.1.6. Brief all civilian personnel on the need to report their status (and in some cases the status of their family members) in the event of a disaster or crisis. Emphasize that civilians on leave or on a pass when a disaster happens can assist

greatly in achieving 100% accountability by calling back to their supervisor or commander/director to confirm they are safe.

4.4.1.7. Encourage all civilian personnel whose dependents are receiving evacuation entitlements to report the status of those family members to their supervisor or commander/director and to continue reporting their status until entitlements cease.

4.4.1.8. Once an employee has arrived at a safe evacuation location, they should immediately report their status and location back to their UCC. If an employee is unable to contact their UCC, they should immediately contact the HQ AFPC/PRC at 1-800-435-9941 to report their location. HQ AFPC/PRC is manned 24/7 to respond to any emergency.

4.4.1.9. Ensure all personnel are aware they should immediately contact their supervisor to report their status if they are either on leave, on scheduled off-duty time (regardless of location) or TDY during a crisis.

4.4.2. Maintain updated unit pyramid recall rosters.

4.4.2.1. Ensure all assigned unit personnel provide a minimum of rank, name, office symbol, duty phone number, address (for Comm-Out Procedures) home phone number and cell phone number (if available).

4.4.2.2. A new effective date will be placed on the unit pyramid recall roster by the POC monthly to verify it has been reviewed and, if required, updated.

4.4.2.3. Group pyramid recall rosters will include their assigned mission partner/tenant organizations. Ensure assigned mission partners have a current copy of the group's pyramid recall roster.

4.4.2.4. Ensure the HQ AFPC/PRC toll-free number (1-800-435-9941, 1-210-565-2020, DSN 665-2020) and the AFPAAS website (<https://afpaas.af.mil/>) are printed on all unit pyramid recall rosters.

4.4.2.4.1. Must designate, in writing, at least two unit members as AFPAAS trusted agents with Commanding Officer Representative (COR) to account for all Airmen and family members assigned or subordinate to the PAS Code in their hierarchy, upon request from the PCC.

4.4.2.5. All units will have Attachment 4 of this wing instruction on the back of their unit pyramid recall roster(s). NOTE: AFPAAS is not available for local accountability or exercises.

4.4.2.6. Ensure an actionable Communications-Out pyramid recall roster is maintained. In the event local means of communications are inoperative or overloaded, Communications-Out recall rosters will be essential.

4.4.3. The 45 SCS will facilitate the presence of the AtHoc Client on all installation computers to ensure the rapid notification process is operational 24/7.

4.4.4. **The** 45 OSS/CC is responsible for overall training and management of all assigned CAT members, equipment and systems assigned to the CAT.

4.4.5. The 45 SW/CP is responsible for facilitating Mission Partner/tenant organization pairings with appropriate wing agencies, groups and/or units during the initial bed down process whenever a host-tenant support agreement is initiated.

4.4.5.1. When a Mission Partner/tenant organization status has changed, notify the host unit and provide an updated Mission Partner/tenants' list. A new listing will be provided annually (October) or when requested by other wing agencies.

4.4.6. The 45 CPTS/FM is responsible for advising wing leadership, CAT, PCC and unit commanders on issues related to evacuation orders.

4.4.6.1. Provide estimated costs, appropriate evacuation areas, authorized distances, mileage rates and per diem entitlements for DEERS-enrolled dependents, DoD civilians and NAF employees.

4.4.6.2. Maintain templates of the commander's letter directing evacuation as well as the various evacuation order formats for the various groups of evacuees (i.e., all services' active duty members and their DEERS-enrolled dependents, DoD civilians, NAF employees, etc.).

4.4.7. The 45 SW/DS or designee initiates recall of wing command section and wing staff agencies.

4.4.8. The 45 CES/CEX will be responsible for initial UCC training. This training will include AtHoc user proficiency training.

**4.5. Unit Control Centers' (UCCs) responsibilities include (but are not limited to):**

4.5.1. Planning for quick transfer of accountability rosters and evacuation spreadsheets to a different location in the event the UCC is forced to evacuate or loses connectivity with the rest of the base.

4.5.2. Collect and compile accountability data from all assigned flights/offices, to include satellite offices that are geographically separated. Provide accountability data to the PCC. If the PCC is not activated, the UCCs will pass accountability data to their unit commander (see Attachment 2).

4.5.3. Consolidate any published evacuation orders for DAF and NAF civilian dependents only and forward to PCC, or as directed by the CAT (when activated), commanders or CP, if required.

4.5.4. Report at the 1.5-hour mark, then at the top of every hour, until 100% accountability of unit personnel is attained. Continue to track and report evacuation information until all unit personnel and their families return to their normal place of duty or have been reassigned to a new place of duty.

4.5.5. If the UCC is deactivated prior to the return of all personnel and their families, ensure all current information is properly transferred over to the person/office responsible for tracking all evacuees as designated by their unit commander or designee.

4.5.6. Ensure members are familiar and proficient in unit procedures for AtHoc, DCO Chat, AFPAAS and/or DCO XMPP desktop notifications and information dissemination.

4.5.7. While utilizing the DCO desktop client chat, the following roles and responsibilities will be adhered to while using the following rooms:

4.5.8. All users will use Rank and Last Name upon signing into DCO. The DCO room will be monitored and managed by the CAT Administrator. It will be used in addition to or in conjunction with e-mail and phone notifications.

4.5.9. During an AFPAAS event, will have CORs with AFPAAS access trained and in place (as conditions permit) for members to report their evacuation location in the event the member and/or their families are required to relocate.

4.6. The **45 FSS/CC responsibilities include (but are not limited to):**

4.6.1. In addition to meeting all the requirements of the other unit commanders, ensure all NAF personnel maintain comprehensive and actionable evacuation plans in anticipation of either natural disasters or national crises.

4.6.2. Ensure mechanisms exist for NAF employees to record their evacuation location and an emergency point of contact in the event the member is required to relocate.

4.6.3. Provide the CAT other products, if additional records or data is needed to account for NAF civilians within the affected area.

4.6.4. If requested, assist the CAT with the accounting of NAF civilians who are assigned within the affected area until 100% accountability is achieved. Continue to track, assist, and report until all personnel and their dependents have returned to their normal place of duty or have been reassigned to a new place of duty.

4.6.5. Ensure NAF civilian employees are aware of their responsibilities to contact their leadership and keep them informed of their locations.

4.6.6. Encourage civilian personnel to provide a leave address to enable commanders to determine who may have been in an affected area.

4.7. Individual (Active Duty, Selective Reserve, DAF and NAF Civilians) responsibilities include (but are not limited to) the following:

4.7.1. Maintain realistic and actionable evacuation plans in anticipation of national crises or natural disasters.

4.7.2. If the military member has DEERS-enrolled dependents living in the area of concern (i.e., dependent children living with a former spouse), they will continue to account for those members.

4.7.3. Ensure personal information is current on unit pyramid recall roster(s). Keep latest recall roster(s) readily available at all times.

4.7.3.1. Ensure personal information is current and accurate in the AtHoc Client (aka "Purple Globe"  or <https://alerts.patrick.af.mil/SelfService/Entry.aspx?pid=2010110>). A weekly desktop pop-up will be sent as a reminder to update this information accordingly. The requirement for civilian personnel to enter their contact information after duty hours will be identified by the commander to which the member is assigned. This instruction will not be used to dictate every civilian's mandate for contact other than a

course of action to help notify or recall all members employed by this federal installation. The mandate to enter this information lies on the chain of command and supervision of that member.

4.7.4. Military members will annually update their Virtual Record of Emergency Data (vRED) along with their home and mailing address information under Record Review application in vMPF. DAF civilians will update MyBiz and/or ensure their supervisor's employee work folder contains current contact information (as applicable). NAF civilians will ensure their supervisor's record of employee contains current emergency point of contact information.

4.7.5. Ensure personnel contact their leadership and keep them informed of their (and their dependents) location(s).

4.7.6. Once a member/employee (and their dependents) has arrived at a safe evacuation location, their first act should be to report their (and their dependents) status and location in AFPAAS. If unable to access AFPAAS, member should try calling their UCC, then the PCC, and then finally AFPC (1-800-435-9941), if no one else is available to help them report their accountability status.

4.7.7. If a member is on leave, pass (military), scheduled off-duty time (civilians), or TDY into an affected area, the member will take immediate action to report their status to their home unit, their TDY unit and/or HQ AFPC/PRC. AFRC personnel will report their status to their home unit, their TDY unit or their NAF.

4.7.8. Civilians who are on leave, on scheduled off-duty time, or TDY during a crisis, should immediately report their status back to their supervisor or home unit, regardless of their location. This will allow the home unit to know the member is not in the affected area or is in the affected area but is safe and accounted for.

4.7.8.1. All civilian personnel whose family members are receiving evacuation entitlements should report the status of those family members to their supervisor or commander/director and encourage them to continue reporting their status until entitlements cease.

4.7.9. In the event a member is stranded in a crisis area with no communications available, members are encouraged to report their status to any responding agency (Red Cross, local police, Federal Emergency Management Agency, etc.) and ask that agency to report the status of the member to the Air Force through any means available.

4.7.10. Maintain contact with and know the whereabouts of DEERS-enrolled dependents physically residing in the area of concern and then provide accountability information on those same dependents. If dependents of civilian employees (DAF or NAF) are receiving evacuation entitlements, employees should provide a list of those family members to their commander/director or UCC for tracking purposes.

4.7.11. Members on or going on a remote assignment will notify the nearest Airman & Family Readiness Flight of where the family members will be residing so they can be contacted for follow up in case of an emergency or evacuation.

**5. Notification Procedures.** The following 45 SW notification procedures are used to disseminate information:

5.1. Use of preformatted "Format Message" templates when relaying information is mandatory (Attachment 4). Personnel must read the 45 SW/CC-approved formatted message *verbatim* to ensure that the correct information is relayed.

5.2. Units will ensure procedures are in place to continue contacting personnel who were missed during the initial notification process until positive contact is made and the notification is relayed. Leaving a message on someone's answering machine, voicemail, text message or pager is not considered notification.

5.3. Runners, loudspeaker-equipped vehicles and the giant voice speaker system may be used to notify personnel when communications are impaired. Any problem areas identified during actual, or exercise notification, will be forwarded to 45 SW senior leadership.

5.4. The 45 SW units will be notified in accordance with Attachment 2.

5.5. Notifications to mission partners/tenant organizations will be accomplished early in each wing agency, group or unit's notification process.

5.6. Agencies with contractor personnel working within their units are responsible for notifying those personnel, as applicable.

5.7. Ensure an actionable Communications-Out recall roster is maintained in the event local communications become inoperative or overloaded.

5.7.1. The 45 SFS may be required to notify personnel residing in base housing and Fam Camp via PA/speaker-equipped vehicles.

5.8. Ensure all evacuation orders are forwarded to the PCC, as soon as possible, to identify both military and civilian dependents receiving evacuation entitlements. Ensure contact is made to appropriate supervisor / CC.

5.8.1. Ensure UCCs are trained and in place (as conditions permit), for members to report their evacuation location in the event the member and/or their families are required to relocate. UCCs must have administrator access to AFPAAS, as appropriate.

5.8.2. Ensure UCC members are familiar and proficient in unit procedures for AtHoc and Adobe Connect Defense Connect Online (DCO) Chat.

**5.9. Types of Notifications.**

5.9.1. Wing Pyramid Recall (Format 1). Used to direct military personnel to report for duty during real-world or exercise situations. If not directed, the Airman Battle Uniform (ABU) will be the uniform to report in. Mission Essential Federal Employees (MEFE) will be recalled at the discretion of the unit commander based on the situation. During exercises, personnel in non-duty status (leave, temporary duty and non-duty Individual Mobilization Augmentees) are not normally contacted. UCCs will begin strength reporting with Attachment 5 of this Instruction, via AFPAAS if applicable, and using AtHoc to help gather data, as directed, no later than Recall Reference Time +1.5 hours. Shift workers will be recalled at the discretion of the unit commander. If a CAT or Commander's Senior Staff recall is initiated during a FORMAT 1, CAT Support Staff will convene before the formation time.

5.9.2. Crisis Action Team/Commander's Senior Staff Recall (Format 2). Used to recall the wing commander, vice commander, group commanders, 45 SW/DS, CAT Director and CAT Support Staff. The Commander's Senior Staff Recall Roster is used to recall the wing commander, vice commander, group commanders, 45 SW/DS, 45 SW/CCC and other agencies as deemed appropriate by CC or designee and CAT Director. Recalls are at the discretion of the 45 SW/CC (or designated alternate). Members of the Commander's Senior Staff may initially report in uniform or civilian attire, whichever is quicker. All others will report in the ABU.

5.9.3. Six-Ring Telephone Standby (Format 3). Personnel placed on six-ring alert will remain in the immediate vicinity of their telephone (i.e., within hearing distance), must answer their telephone within six rings and wait for further instructions. Unless otherwise directed, these personnel will be available for immediate recall and will report for duty as directed.

5.9.4. Practice/Test (Format 4). Used to test the notification alerting system. Units will contact present-for-duty personnel via landline or runner per their notification rosters. Strength reporting is not required.

5.9.5. General Notification (Format 5). Used to transmit need-to-know information to the base populace to include accountability. In some situations if accountability is needed, it will utilize the recall roster and will require military strength reporting. Military only and MEFÉ will require strength reporting unless otherwise specified for Total Force Accountability (TFA). TFA includes Air Force active duty, Selected Reserve personnel, DAF and NAF civilians, Defense Enrollment Eligibility Reporting System (DEERS) enrolled family members and family members of DAF/NAF employees.

5.9.6. AtHoc Notification Messages. Used to transmit mass notification alerts. Units will contact present-for-duty personnel via landline or runner per their notification rosters. Strength reporting is not required.

## **6. Recall Procedures.**

6.1. Recall procedures are normally used to recall military personnel and MEFÉ to their duty stations. 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.

6.2. When recalled, all military members will report to their assigned/appointed duty sections as directed. The appropriate uniform to report for a wing recall is the ABU. Do NOT delay reporting for personal grooming, meals, etc. (with the exception of child care).

6.3. Covert Recall. Recall personnel as quickly as possible without public notice and minimize actions which might alarm the general public. Notifications by telephone are standard; however, if communications are inoperable or personnel do not have a telephone, person-to-person contact is mandatory. Remember OPSEC!

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

6.5. Units will ensure procedures are developed to contact personnel missed during the initial recall and continue trying to reach those individuals until contact is made. Reaching an individual's answering machine or pager is not considered notification.

6.6. Problem areas identified during tests, exercises or actual recall drills will be forwarded to respective group commanders, 45 SW/CCE or the agency conducting the recall, as appropriate, accompanied by a recommended solution.

## **7. Reporting Centers.**

7.1. The 45 SW/PCC, duty phone 494-7832 (primary), 494-7577 (secondary), 494-5121 (tertiary) or 494-5604 (tertiary), is the installation focal point for TFA and, if mandated by the 45 SW/CC, the installation accountability subject matter expert on accountability.

7.2. If there is a need to stand up a virtual CAT, members are directed to:

7.2.1. Log into DCO using their CAC, then.

7.2.2. Go to PAFB CAT under My Meetings.

7.2.3. or - search PAFB in Meeting/Recording Search.

7.2.4. or - <https://connect.dco.dod.mil/pafbcats>.

## **8. Accountability Procedures.**

8.1. Unless otherwise directed, Air Force Personnel Accountability and Assessment System (AFPAAS), is the Air Force's web-based system designed to gain TFA of Air Force personnel and their families directly affected by natural and man-made disasters.

8.1.1. AFPAAS is the primary means to report and attain accountability in the event of a disaster or unless otherwise directed by AF leadership.

8.1.2. Applies to the Total Force (i.e., active duty, reservists on active duty, DoD and NAF civilian employees, family members of active duty and selected reservists - reflected in DEERS - and family members of DoD and NAF civilians) receiving benefits associated with being evacuated to an authorized safe haven.

8.1.3. AFPAAS utilizes data from the Defense Military Data Center's (DMDC) Personnel Accountability Reporting System (PARS) to identify members assigned or living in the affected area. AFPAAS provides valuable information to the Air Force chain of command, enabling commanders at all levels to make strategic decisions, which facilitate a return to normal operations following a national emergency or disaster.

8.2. Units are responsible for military accountability during communication outage situations.

8.3. Recalls and notifications will be tracked by the method which they were initiated.

8.4. Unless otherwise directed, the Reference time is the time at which accountability was initiated.

8.5. Ensure all evacuation orders are forwarded to the PCC, as soon as possible, to identify both military and civilian dependents receiving evacuation entitlements. Ensure contact is made to appropriate supervisor or CC.

## 9. Unit and Wing Military Strength Reports.

9.1. In some situations, if accountability is required the military strength report in Attachments 4 and 5 will be utilized. Military only and MEFE will require strength reporting unless otherwise directed.

9.2. Units will report strength figures compiled and gathered from AtHoc and record them in the format in Attachment 5, *Unit Military Strength Report*.

9.3. **If AtHoc is unavailable, the 45 SW units will gather the data from sign-in rosters or other means.** The bottom line, is to complete Attachment 5 for military members and forward the completed attachment to their respective reporting centers. The reporting centers will complete a consolidated Attachment 5 and forward the group/wing staff strength report to their group commanders and the wing staff agency director. Units will report military strength numbers at Recall Reference Time +1.5 hours, 2 hours, 3 hours, 4 hours, and 5 hours.

9.3.1. Recall and/or Accountability Reference Time (RT), is the time the Format message was initiated and will be designated in the Format message. Upon notification of strength reporting, the reporting centers listed in paragraph 7 are responsible for collecting, consolidating and reporting strength figures for all assigned military personnel and providing this information to the CAT, EOC, ESFs, EOC group reps, commanders or PCC as directed by the 45 SW/CC.

9.4. The following helps codify how to utilize Attachment 5, the *Unit Military Strength Report*:

9.4.1. Column A: Total Military Assigned - Total number of military personnel assigned to a unit and already reported to the base. The unit is required to provide this number using PC-III minus their exceptions.

9.4.2. Column B: Total Military Not Present For Duty (NPF) - Total number of military absent on temporary duty, AEF deployments and AEF stand down time, leave or in the hospital. The unit is required to provide this number.

9.4.3. Column C: Total Military Available - Total number of military personnel available (Column A minus Column B). The unit will calculate this figure.

9.4.4. Column D: Total Military Present For Duty (PFD) - Total number of military personnel physically PFD, on shift work or mission crew rest. The unit is required to provide this number.

9.4.5. Column E: Total Military Available for Base Manpower Pool (BMP) - Total number of military personnel available for the BMP. The unit will report the number of personnel who are not needed to fulfill the unit's tasking based on the scenario or situation and will make those personnel available to the BMP. This is extremely important during situations such as hurricanes.

9.4.6. Column F: Total Reserve/Guard on Orders - Total number of Reserve/Guard currently on orders and assigned to 45 SW units. The unit is required to provide this number.

9.4.7. Column G: Total Reserve/Guard NPF - Total number of Reserve/Guard absent on temporary duty, leave or in the hospital. The unit is required to provide this number.

9.4.8. Column H: Total Reserve/Guard Available - Total number of Reserve/Guard available (Column F minus G). The unit will calculate this figure.

9.4.9. Column I: Total Reserve/Guard PFD - Total number of Reserve/Guard physically PFD, on shift work or mission crew rest. The unit is required to provide this number.

9.5. Strength reports will reflect strength figures "as of" Reference Time +1.5, 2, 3, and 4 hours. Group and wing staff reports will be submitted to the respective group commander or wing staff agency director NLT 15 minutes after the "as of" times. Late reports by UCCs will be reported to the Commander's Senior Staff as "No Report." Once a unit's strength figures stabilize (i.e., there are no changes to report), submit a "No change since last report." However if AFPAAS is used, strength reports will be collected from that site.

9.6. The respective PCC will complete Attachment 6, *Wing Military Strength Report*, as described below from the UCCs using the unit military strength reports and forward the completed format to NAF OPR or runner NLT 30 minutes after the "as of" times; also forward to the CP via e-mail or fax (494-2844). However, if AFPAAS is used, strength reports will be collected from that site. The CAT administrative staff will accept and forward group or wing staff "100%" reports at any time during the strength reporting process. The following helps codify how to utilize Attachment 6, the *Wing Military Strength Report*:

9.6.1. Column A: Total Military Assigned - Total number of military personnel assigned to a unit and already reported to the base. The unit is required to provide this number using PC-III minus their exceptions.

9.6.2. Column B: Total Military NPDF - Total number of military absent on temporary duty, AEF deployments and AEF stand-down time, leave or in the hospital. The unit is required to provide this number.

9.6.3. Column C: Total Military Available - Total number of military personnel available (Column A minus Column B). The unit will calculate this figure.

9.6.4. Column D: Total Military PFD - Total number of military personnel physically PFD, on shift work or mission crew rest. The unit is required to provide this number.

9.6.5. Column E: Percentage of available personnel PFD (Column D divided by Column C). The PCC calculates this number.

9.6.6. Column F: Total Military Available for BMP - Total number of personnel available to support the BMP. The unit provides this number.

9.6.7. Column G: Total Reserve/Guard on Orders – Total number of Reserve/Guard currently on orders and assigned to 45 SW units. The unit is required to provide this number.

9.6.8. Column H: Total Reserve/Guard NPDF – Total number of Reserve/Guard absent on temporary duty, leave or in the hospital. The unit is required to provide this number.

9.6.9. Column I: Total Reserve/Guard Available – Total number of Reserve/Guard available (Column G minus H). The unit will calculate this figure.

9.6.10. Column J: Total Reserve/Guard PFD - Total number of Reserve/Guard physically PFD, on shift work or mission crew rest. The unit is required to provide this number.

## 10. Miscellaneous.

10.1. The 45 SW-assigned personnel will ensure they have adequate Family Care Plans. The 45 SW/CC determines if child care facilities will open to support contingencies.

10.2. The CP will distribute notifications using AtHoc to all 45 SW group commanders and the Director of Staff (DS) or their designated alternates, and anyone else the 45 SW/CC deems appropriate. The 45 SW/CC/CV, group commanders and the Director of Staff (DS) will keep the CP informed of their physical location throughout the duty day to ensure timely contact.

10.3. The PCC will monitor the strength reporting to ensure timely and efficient information is passed on to the 45 SW/CC. However, if AFPAAS is used, strength reports will be collected from that site.

10.4. Upon receipt of a deployment tasking, the CP will ensure the Installation Deployment Officer (IDO) and the 45 SW/CC is notified. If the IDO is in receipt of the deployment tasking, they will notify the 45 SW/CC and the CP. While the 45 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.

## 11. Operational Security and Information Protection.

11.1. Recall Rosters. The term “recall rosters” and/or “rosters” pertains 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 statement: **“The information herein is For Official Use Only (FOUO) which must be protected under the Freedom of Information Act of 1966 and Privacy Act of 1974, as amended. Unauthorized disclosure or misuse of this PERSONAL INFORMATION may result in criminal and/or civil penalties. Information is being collected to allow for alert notifications procedures and is for official intra-governmental use only.”**

11.1.1. Unlisted phone numbers must be identified with an asterisk (\*). Release of unlisted numbers is NOT authorized without permission of the individual.

11.1.2. Mark rosters **FOR OFFICIAL USE ONLY**, in the header or top of document. Show an “as of” date, and identify the unit’s recall roster POC. POCs will include the CP for distribution of revised rosters.

11.1.3. This information shall be added to all unit recall rosters. Once a member (or dependents if evacuating separately) has arrived at a safe evacuation location, their first act should be to report their status and location back to their unit. If unable to contact their unit, immediately contact HQ AFPC/PRC at 1-800-435-9941 to report your whereabouts.

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

NINA M. ARMAGNO, Brigadier General, USAF  
Commander

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

AFI 36-3803, *Personnel Accountability in Conjunction with Natural Disasters or National Emergencies*, 21 December 2010

AFI 10-2501, *Air Force Emergency Management Program Planning and Operations*, 24 January 2007

AFI 33-138, *Enterprise Network Operations Notification and Tracking*, 28 November 2005

***Adopted Forms***

AF Form 847, *Recommendation for Change of Publication*

***Abbreviations and Acronyms***

**AFMAN**—Air Force Manual

**AFPAAS**—Air Force Personnel Accountability and Assessment System

**AFPC/PRC**—Air Force Personnel Center/Personnel Readiness Center

**AFRIMS**—Air Force Records Information Management System

**AFRC**—Air Force Reserve Command

**ABU**—Airman Battle Uniform

**APF**—Appropriated Fund

**CCAFS**—Cape Canaveral Air Force Station

**CPS**—Civilian Personnel Section

**CP**—Command Post

**CAT**—Crisis Action Team

**DCO**—Defense Connect Online

**DEERS**—Defense Enrollment Eligibility Reporting System

**DAF**—Department of the Air Force

**DoD**—Department of Defense

**EA**—Emergency Action

**EOC**—Emergency Operations Center

**EXMPP**—Extensible Messaging and Presence Protocol

**FPCON**—Force Protection Condition

**FSS**—Force Support Squadron

**GSU**—Geographically Separated Unit

**HURCON**—Hurricane Condition  
**INFOCON**—Information Condition  
**INWS**—Installation Notification and Warning System  
**MEFE**—Mission Essential Federal Employees  
**MOPP**—Mission Oriented Protective Posture  
**NAF**—Non-Appropriated Funds  
**PAFB**—Patrick AFB  
**PCC**—Personnel Control Center  
**RDS**—Records Disposition Schedule  
**TFA**—Total Force Accountability  
**TDY**—Temporary Duty  
**UCC**—Unit Control Center  
v **RED**—Virtual Record of Emergency Data

Attachment 2

INCIDENT DRIVEN COMMUNICATION FLOW

Figure A2.1. Incident Driven Communication Flow

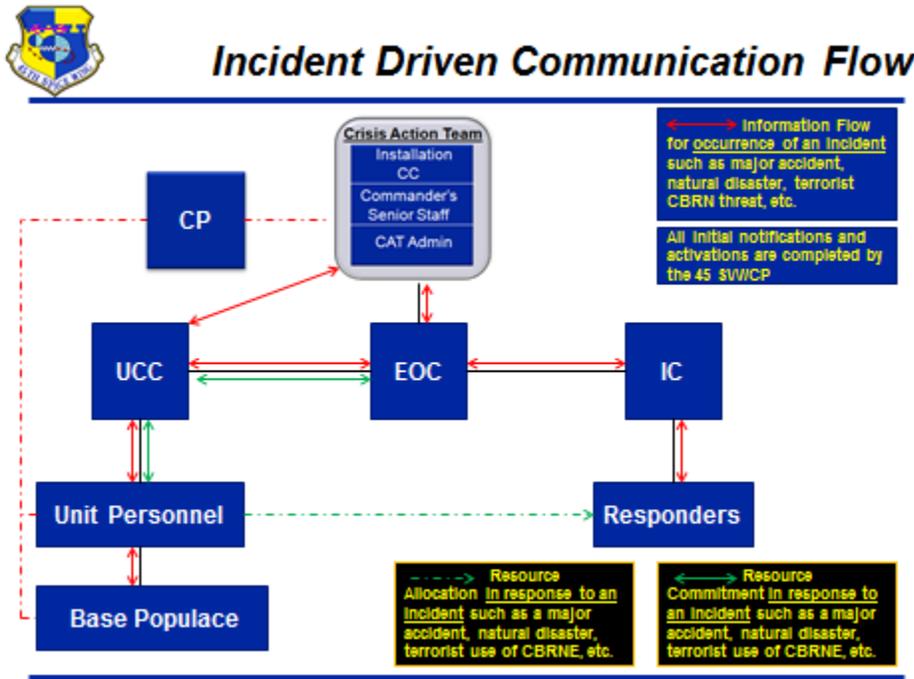
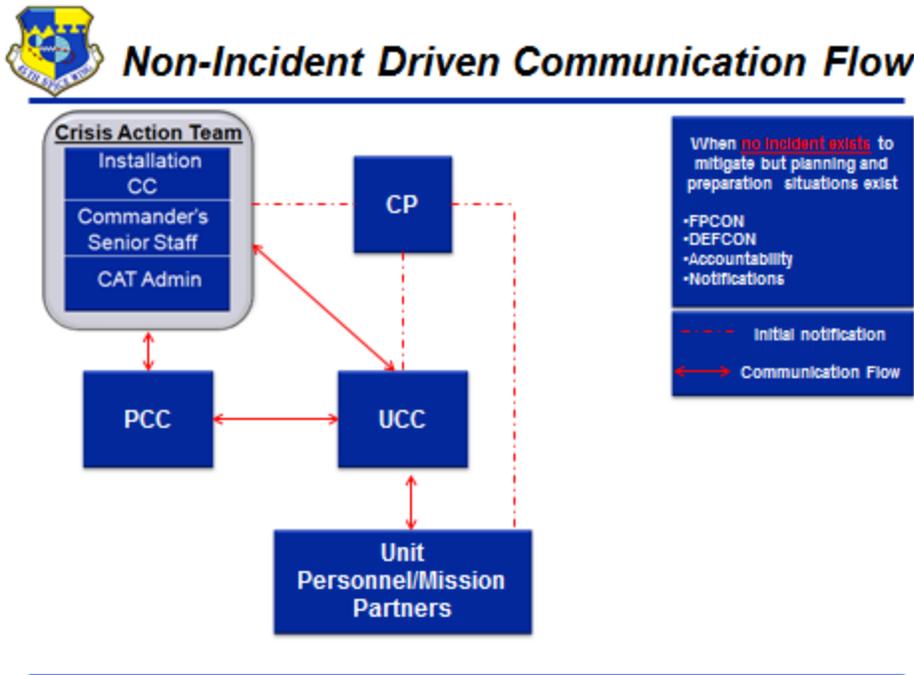


Figure A2.2. Non-Incident Driven Communication Flow



## Attachment 3

## GLOSSARY OF MISSION PARTNERS

Table A3.1. Mission Partners

45 OG Mission Partners	OPR	45 LCG Mission Partners	OPR
114th Range Operations Squadron	1 ROPS	23 SOPS Site C	5 SLS
Civil Air Patrol – US Liaison Office	45 OSS	23 SOPS EVCF	45 LCSS
Computer Sciences Raytheon 1100	45 OSS	Aerospace	5 SLS
CSR Maintenance Control Center	45 OSS	Boeing GPS	45 LCSS
CSR Safety	45 OSS	Boeing TSTS Ops	45 LCSS
Customs and Border Protection	45 OSS	Lockheed Martin Director of Florida Government Relations	45 LCSS
Department of State/ Bureau of International Narcotics and Law Enforcement/Office Of Aviation (DOS/INL/OA)	45 OSS	Seventh District/Coast Guard Station Port Canaveral	5 SLS
Federal Aviation Administration/Associate Administrator for Commercial Space Transportation (FAA/AST)	45 OSS	Military Sealift Command Atlantic (MSCLANT)	5 SLS
		Lockheed Martin DSCS/GPS	45 LCSS
Naval Ordnance Test Unit (NOTU)	1 ROPS	USCG Ordnance Support Unit	45 LCSS
Joint STARS/Test Force (OL-AA 751 ELSG JTF/DD)	45 OSS	MSDDC 832nd Transportation Battalion, Cape Canaveral Det	5 SLS
Space & Missile Center/Operating Location U (SMC OL-U)	45 RMS	National Reconnaissance Office /Office of Space Launch-Detachment 1 (NRO/OSL-Det 1)	5 SLS
Spacelift Range System Contract (SLRSC)	45 RMS	Space X	45 LCSS
NASA/AF Management Office (NAMO)	Det 3	United Launch Alliance- ULA	5 SLS
National Geospatial-Intelligence Agency/Geodetic Surveys Division(NGA)	45 SCS	Propellants South	5 SLS
U.S. Post Office	45 SCS	LOSC SCLS	LCSS
Defense Automated Printing Service (DAPS)	45 SCS	Space Florida	45 LCSS
Detachment 3, 17th Test Squadron	45 RMS	Elvis II	45 LCSS
Lockheed Martin NOTU Branch	1 ROPS	NASA LSP	45 LCSS

<b>45 MSG Mission Partners</b>	<b>OPR</b>	<b>45 MDG Mission Partners</b>	<b>OPR</b>
Air Force Petroleum Office/Aerospace Fuels Laboratory (AFPET/PTPLH)	45 LRS	Defense Security Service (DSS)	MCC
CMT Pest Control	45 CES	Red Cross	MCC
Defense Contracting Auditing Agency (DCAA)	45 CONS	IHA Medical & Environmental	MCC
Del-Jen (Fuels)	45 LRS	IHA Health Physics	MCC
FEMS Emergency Management	45 CES	<b>45 SW Mission Partners</b>	<b>OPR</b>
FEMS Fire	45 CES	Pad Safety	45 SW/SE
Defense Logistics Agency/Disposition Services (DLA/Disposition Services)	45 LRS	Bank of America	45 CPTS
Air Force Labor Advisors Office (SAF/AQCR)	45 CONS	Kennedy Credit Union (Cape)	45 CPTS
National Imagery & Mapping Agency (NIMA)	45 CES	Space Coast Credit Union	45 CPTS
IOMS	45 CES		
TESS	45 CES		
333rd Recruiting Squadron (333 RCS)	45 FSS		
Army Air Force Exchange Service (AAFES)	45 FSS		
Army Corps of Engineers/Mobile District (COE)	45 CES		
Defense Commissary Agency (DeCA)	45 FSS		
Army Veterinary Clinic	45 MDG		
AFOSI	45 SFS		
ESC (SpecPro)	45 CES		
Pride Industries	45 CES		
Brevard Achievement Center	45 CES		

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**Attachment 4**  
**FORMAT MESSAGES**

**Figure A4.1. FORMAT Messages**

**\*FORMAT 1: WING PYRAMID RECALL**

“This is the (name and organization) with a Format 1 notification. Mission Partner recalls [ **are or are not** ] in effect. Mission Essential Federal Employees [**will or will not**] report for duty. Reference Time is: \_\_\_\_\_ local hours. Crisis Action Team (CAT) or Commander’s Senior Staff [ **will or will not** ] form at the [ **Primary or Alternate** ] location. UCCs [**will or will not**] be activated. Formation time is: \_\_\_\_\_ local hours.”

**Instructions: Complete your pyramid recall alert notifications and report for duty immediately.**

**(NOTE: Unit commanders and supervisors must ensure proper response. Unit commanders and supervisors may exercise discretion when shift workers are involved or when other circumstances preclude contacting or having personnel report for duty.)**

**\*FORMAT 2: CRISIS ACTION TEAM (CAT) / COMMANDER’S SENIOR STAFF RECALL**

“This is the (name and organization) with a Format 2 notification. Mission Partner recalls [ **are or are not** ] in effect. CAT or Commanders Senior Staff will form at the [ **Primary or Alternate** ] location. CAT or Commander’s Senior Staff formation time is: \_\_\_\_\_ local hours. Reference Time is: \_\_\_\_\_ local hours.”

**Instructions: CAT or Commanders Senior Staff members report to the assembly area immediately.**

**\*FORMAT 3: SIX-RING TELEPHONE STANDBY**

“This is the (name and organization) with a Format 3 notification. Mission Partner recalls [ **are or are not** ] in effect. Reference Time is \_\_\_\_\_ local hours.”

**Instructions: Complete your pyramid notifications and stand by on six-ring alert until further notice. You must answer your telephone within six rings.**

**\*FORMAT 4: PRACTICE /TEST NOTIFICATION**

"This is the (name and organization) with a Format 4 notification. Mission Partner practice/test notifications [ are or are not ] in effect. Reference Time is \_\_\_\_\_ local hours."

**Instruction: Complete your pyramid notifications**

**NOTE: A reference time may or may not be established.**

**\*FORMAT 5: GENERAL NOTIFICATION**

"This is the (name and organization) with a Format 5 notification of \_\_\_\_\_. Mission Partner notifications [ **are or are not** ] in effect. UCCs [ **will or will not** ] be activated. Military Accountability and Strength Reporting [ **is or is not** ] required or Total Force Accountability [ **is or is not** ] required. Reference time is \_\_\_\_\_ local hours."

**Instructions: For military or Total Force Accountability, all groups and 45 SW/DS must report to the PCC when 100% accountability is attained.**

**(NOTE: A reference time may or may not be established.)**

**TERRORISM FORCE PROTECTION CONDITIONS (FPCON)**

**FPCON NORMAL:** Defined as a general threat that possible terrorist activity exists, but warrants only a routine security posture. At a minimum, access control will be conducted at all DoD installations and facilities. This FPCON equates to normal day-to-day operations.

**FPCON ALPHA:** This condition is declared as a when there is an increased general threat of possible terrorist activity against personnel or facilities, the nature and extent of which are unpredictable, and circumstances do not justify full implementation of FPCON BRAVO measures. However, it may be necessary to implement certain measures from higher FPCON measures resulting from intelligence received or as a deterrent. The measures in this FPCON must be capable of being maintained indefinitely.

**FPCON BRAVO:** This condition is applies when an increased or more predictable threat of terrorist activity exists. Sustaining FPCON BRAVO measures for a prolonged period may affect operational capability and relations with local authorities.

**FPCON CHARLIE:** This condition is declared when an incident occurs or when intelligence is received indicating that some form of terrorist action is imminent. Implementation of this measure for applies when an incident occurs or intelligence is received indicating some form of terrorist action or targeting against personnel or facilities is likely. Sustaining FPCON CHARLIE measures for a prolonged period may affect operational capability and relations with local authorities.

**FPCON DELTA:** This condition applies in the immediate area where a terrorist attack has occurred, or when intelligence has been received that terrorist action against a specific location is likely. Normally, this FPCON is declared as a localized warning.

**PHASE I - LIGHTNING WITHIN 30-MINUTE RANGE**

Phase I Lightning Condition. Take protective action. Lightning within 5 nautical miles is expected to occur within the next 30 minutes.

**PHASE II - LIGHTNING IMMINENT OR OCCURRING WITHIN A 5-MILE RADIUS**

Phase II Lightning Condition. Lightning within 5 nautical miles is imminent or occurring.

**HURRICANE CONDITIONS (HURCON)**

**HURCON IV:** 72 hours prior to forecast--arrival of 50-knot (58 mph) winds

**HURCON III:** 48 hours prior to forecast--arrival of 50-knot (58 mph) winds

**HURCON II:** 24 hours prior to forecast--arrival of 50-knot (58 mph) winds

**HURCON I:** 12 hours prior to forecast--arrival of 50-knot (58 mph) winds

**Patrick AFB information hotline is (800) 470-PAFB or (321) 494-4636.**



Attachment 6

WING MILITARY STRENGTH REPORT

Figure A6.1. Wing Military Strength Report

REFERENCE TIME:		A	B	C	D	E				F	G	H	I	J
GRO UP	POC	TOT MIL ASSI GN	TOT MIL NPF D	TOT MIL AVA IL	TOT MIL PRD	1.5 HR %	2 HR %	3 HR %	4 HR %	TOT MIL AVAIL FOR BMP	TOTAL RESERVE/ GUARD ON ORDERS	TOTAL RESERVE/ GUARD NPPD	TOTAL RESERVE/ GUARD AVAIL	TOTAL RESERVE/ GUARD PRD
SW	494-4507/8/9/2301													
OG	OG 494-6102 ICC Suppo rt/ UCC													
LC G	LCG/ UCC 476-2875													
MS G	MSG/ UCC 494-6209/6102													
MD G	MDG/ MCC 494-8264/8													

Attachment 6  
WING MILITARY STRENGTH REPORT  
Table A6.1. Wing Military Strength Report.

DATE: \_\_\_\_\_