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Operations

PYRAMID RECALL SYSTEM

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(Maj. Richard D. Erkkila)

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This instruction implements Air Force Police Directive (AFPD) 10-4, *Operations Planning: Air & Space Expeditionary Force (AEF)* and defines types of recalls initiated in response to actual emergencies, natural disasters, Readiness Condition, or their exercise equivalents. It establishes procedures and responsibilities for the notification and recall of personnel under actual and/or exercise situations. It applies to all units assigned to 51st Fighter Wing (51 FW), Seventh Air Force (7AF), and Tenants units at Osan Air Base (AB), Korea. 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 the AF Form 847 from the field appropriate publications/forms managers. 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 the Air Force Records Disposition Schedule (RDS) located at <https://my.af.mil/afrims/afrims/afrims/rims.cfm>

SUMMARY OF CHANGES

This document has undergone significant revisions and changes should be reviewed. Level 1 & 2 recalls have been combined. The requirement to utilize Theater Battle Management Core Systems (TBMCS) has been deleted. The reverse template of the recall roster has been standardized. References to the Recall Operations Center have been removed.

1. General:

1.1. Concept of Operations. This instruction provides a system to expeditiously pass critical information and/or direction to military and key civilian personnel assigned to Osan Air Base. The primary method is a recall of personnel via an expanding telephonic network

referred to as the Pyramid Recall System (PRS). Alternate procedures include covert or comm-out methods as described in this instruction. The PRS may be activated to implement a general recall, establish personnel accountability, relay information, or test communications equipment and processes.

1.1.1. Each unit's Pyramid Recall Roster (PRR) will be maintained IAW paragraph 2.3 of this instruction.

2. Responsibilities.

2.1. 51 FW/CC, 7 AF/CC, and tenant unit CCs will:

2.1.1. Direct the 51 FW Command Center to initiate a recall when required.

2.1.1.1. Direct the method/type of recall IAW with paragraph 3 of this instruction.

2.2. Each group CC will:

2.2.1. Ensure subordinate units develop and maintain current recall rosters.

2.2.2. Maintain current copies of subordinate units, staff agencies, and Emergency Operations Center (EOC) recall rosters.

2.2.3. Ensure units in their chain of command are notified in the event of a recall.

2.3. 51 FW units and tenant organizations will:

2.3.1. Maintain a PRR. PRRs must contain, as a minimum: current date; a header identifying the owning organization; a footer identifying the recall roster monitor's name, duty phone, and DEROS; name, grade, place of residence address, and telephone numbers (LAN/cellular/pager as applicable) of all personnel assigned to the unit; a Privacy Act (PA) statement; the statement "FOUO"; and have **Attachment 4** printed on the reverse side.

2.3.2. Assign a recall roster monitor to maintain a current recall roster for the unit and respond to requests for updates.

2.3.3. Provide an updated recall roster to 51 FW/OC by the first day of each month.

2.3.4. Develop procedures to ensure all unit personnel are recalled in a timely manner.

2.3.5. Develop and maintain comm-out recall procedures and maps.

2.4. Agencies operating 24 hours, notified by the 51 FW/OC conference call net (Preset Conference (PC) 2 or 3, see paragraph 2.5.7.) will:

2.4.1. Maintain a dedicated phone line to the PC net.

2.4.2. Acknowledge receipt and understanding with phonetic initials when polled. Units will stay on the line until polled.

2.4.3. If required, develop procedures through the chain of command to ensure all tenant units are notified in a timely manner. See **Attachment 3**, Tenant Unit Notification Matrix.

2.4.4. Have UCC's report personnel strength reports as directed.

2.5. 51 FW/OC will:

2.5.1. Maintain most current recall rosters on 7 AF, 51 FW and tenant units assigned or attached to Osan AB in accordance with [Attachment 5](#).

2.5.2. Maintain procedures to initiate the Pyramid Recall System (PRS).

2.5.3. Initiate recall of personnel and agencies as shown in [Attachments 2 - 4](#), as directed by appropriate authority.

2.5.4. Activate Giant Voice when directed by 51 FW/CC.

2.5.5. Initiate periodic tests of the PRS when directed. Tests will consist of telephonic contact of Crisis Action Team (CAT) members, Emergency Operations Center (EOC) and/or selected units.

2.5.6. Notify the Combined Defensive Operations Center (CDOC) for all comm-out recalls.

2.5.7. Maintain a conference call capability (PC2/PC3 Nets) to notify 24-hour agencies in the event of a recall (overt and covert recalls only).

2.5.7.1. PC2 Alert/Recall Net: FIRE, BWDO, BASE WX, TOWER, AMOPS, ATOC, EMER RM, COBRA, MOC, SFS BDOC, SFS CDOC, AFN, MUNITIONS

2.5.7.2. PC3 Alert/Recall Net: 25 FS, 303 IS, 5 RS, 36 FS, KOREAN RECON CENTER

2.6. 51 FW/XP will:

2.6.1. Coordinate with 51 FW/OC Exercise Evaluation Team (EET) Chief prior to exercise initiation regarding units that will (not) participate in the exercise recall.

2.6.2. Notify 7AF/CCE, ACC/PJ, and 7 AF/CVI prior to Giant Voice activation during no-notice exercises.

2.7. 51 SFS will:

2.7.1. Assist 51 FW/OC in the notification of key personnel in the event of a comm-out recall.

2.8. 51 FSS/FSOXI, Installation Personnel Readiness (IPR), will:

2.8.1. Provide 51 FW/OC with an updated standby letter NLT the 1st of each month identifying personnel on standby in the event of a recall.

2.8.2. Immediately report to duty when a Level 1 or 4 recall has been initiated.

2.8.3. Complete their portion of the directed recall.

2.9. Unit Control Centers (UCCs) will:

2.9.1. Report to their assigned duty locations immediately.

2.9.2. Report personnel strength data at the 60-, 90-, and 120-minute marks after the established reference start time (RST) of the recall to their respective Emergency Support Function (ESF) representative in the EOC. If a unit reports 100% accountability, further strength reporting is not required.

2.9.3. Keep a current listing of reporting templates, instructions and phone numbers of the ESF representative, and IPR.

2.10. Personnel assigned to Osan AB will:

2.10.1. Provide unit recall monitor with name, grade, residence address, residence telephone number, DEROS, and cell phone/pager number, as applicable.

2.10.2. If residing off the installation, provide the respective unit recall monitor with a detailed map of the residential area using well-known streets and/or land marks as a guide. The mapped area will include an "X" at the unit member's place of residence. Each map will also include directions from the Osan Air Base gate closest to the member's place of residence.

2.10.3. Notify supervisor and unit recall monitor immediately when their contact information on the recall roster changes.

2.10.4. Upon notification of recall, complete PRS actions then report to the primary duty location immediately, unless otherwise directed.

2.11. Personnel listed in Attachments 2 - 4 who are notified or recalled directly by the 51 FW/OC will:

2.11.1. Ensure 51 FW/OC has the most current recall roster on file.

2.11.2. During periods of anticipated non-availability, immediately inform the 51 FW/OC of an alternate's name and location.

2.11.3. Notify the 51 FW/OC of any changes to key personnel rosters.

2.11.4. Provide 51 FW/OC with immediate means of connection (Mustang Net, pager, standby roster, etc.).

3. Recalls.

3.1. Recall Methods.

3.1.1. Overt Recall Procedures: All available means to recall personnel should be utilized, to include Giant Voice, Commander Access Channel (CAC), telephones, radios, speaker-equipped vehicles, etc.

3.1.1.1. Osan Commander's Access Channel (CAC) - Channel 13: During duty hours, 51 FW/PA is the primary Point of Contact (POC) for the CAC. After duty hours, 51 FW/OC is the POC. When directed by 51 FW/CC, 51 FW/OC will take ownership of the CAC.

3.1.2. Covert Recall Procedures: Use only telephone, encrypted radio or face-to-face contact to recall personnel. **Do not** use Giant Voice, unencrypted radios, CAC, speaker equipped vehicles, etc.

3.1.3. Comm-out Recall Procedures: Recall base personnel when all communication systems are inoperative or cannot be used. 51 FW/OC on-duty controllers will contact 51 SFS to assist. The SFS member(s) will report to the Command Center and, using recall rosters and checklists provided, physically contact the required individuals. As a last resort, the 51 SFS will send a representative to the Command Center to retrieve the recall

rosters and checklists. When all contacts have been made, the 51 SFS member will report back to the Command Center.

3.2. Types of Recall.

3.2.1. Level 1 (General Recall): The objective of a General recall is to posture for immediate action. Unless otherwise directed, all personnel immediately available will be contacted. 51 FW/OC will query the commander initiating the recall on whether personnel on TDY, leave, pass, or mandatory crew rest should also be contacted. Unit commanders will determine whether assigned personnel all immediately report for duty or enter planned contingency work schedules. Personnel reporting for duty will proceed without delay in MOPP Level Zero (0) to their primary contingency duty location unless otherwise directed. Units will complete their recalls and report personnel strengths through their respective UCC to the Emergency Operations Center. Personnel unable to perform duty (e.g., hospitalized, on quarters) may be skipped at the discretion of unit commanders.

3.2.2. Level 2 (CAT-Only Recall): Used to immediately recall 51 FW leadership needed to assess a crisis situation. CAT composition is defined by 51 FWI 10-401, *Crisis Action System (FOUO)*. When directed, 51 FW/OC will recall CAT personnel. As needed, additional recalls (51 FW/PA, 51 FW/JA, 51 OG/OGI, 51 SFS/CC, 731 AMS/CC, AFOSI/CC, and 35 ADA/CC) may also be initiated at 51 FW/CC discretion. 51 FW/OC will query 51 FW/CC on whether personnel on TDY, leave, pass, or mandatory crew rest should be contacted. 7 AF Battle Watch Duty Officer (BWDO) will be notified of any CAT recall. Unless otherwise directed, personnel will report to the primary contingency duty location without delay in MOPP Level 0.

3.2.3. Level 3 (CAT/EOC Recall): Used to immediately recall the CAT and EOC during a contingency/crisis situation. CAT and EOC composition is defined by 51 FWI 10-401. When directed, 51 FW/OC will recall CAT personnel and initiate the recall of EOC personnel. As needed, additional recalls (see Figures A2.1 and A2.2) may be initiated or omitted at 51 FW/CC discretion. Unless otherwise directed, personnel will report to the primary contingency duty location without delay wearing field gear and in MOPP level Zero (0).

3.2.3.1. The EOC recall roster will be maintained and updated by the EOC Manager with ranks, names, duty/home phone numbers, addresses, and cell phone numbers. Current copies of the roster will be kept by the appropriate deputy commanders (or 24-hour work centers). Work centers responsible for providing EOC personnel will ensure the information for their EOC representatives is updated monthly. Additionally, work centers will inform the EOC Manager of TDYs, leaves/passes, or recall changes due to reassignment or PCS. The most current copy of the roster and changes will be passed to 51FW/OC. See Attachment 2 of this instruction for the standard EOC recall format.

3.2.4. Level 4 (Accountability Recall): Used for assessing personnel accountability and to relay any instructions. Units shall make pyramid notifications, relay instructions and report personnel accountability through their respective UCC. Unit commanders will determine if interrupting crew rest is appropriate. Skipped personnel on crew rest will be

counted as contacted. Personnel are to report for duty at the next regularly scheduled time, unless directed otherwise.

4. Pyramid Recall System.

4.1. The 51 FW/OC will devise procedures and terminology to be used in each type of recall described in paragraph 3 of this instruction.

4.2. When directed by 51 FW/CC, 7 AF/CC, or a tenant unit commander (or designated alternates), 51 FW/OC will initiate the required recall type using one of the recall methods described in paragraph 3 of this instruction.

4.3. In an actual crisis or emergency situation, it may be necessary to recall associate and attached units at Osan. Recall for these units will be initiated by the "Parent" unit tasked in Attachment 3. Associate and attached units are responsible for providing their "Parent" agencies with current recall rosters.

5. Personnel Strength Reporting.

5.1. Personnel strength reporting is implemented in conjunction with the RST. All units must coordinate with their respective CAT/EOC representative to obtain the RST. UCCs are required to report personnel strength data at recall start time plus 60, 90, and 120 minutes (units must have a minimum of 80 percent present for duty strength numbers NLT RST plus 2 hours). This information will be up-channeled from the UCCs to the respective ESFs within the EOC. The ESFs will relay strength numbers to the 51 FSS EOC representative (ESF 6). ESF 6 will provide 51 FW/CC with a status update for accountability obtained at RST plus 60, 90, 120, and 180 minutes and a final report after all units are complete.

5.2. UCCs will provide EOC with the information defined in sections 5.2.1 - 5.2.5. Unless reporting by secure means, do not associate reported numbers with the terms defined below. Personnel Readiness Flight (PRF) will provide guidance for reporting recall status. The following definitions apply:

5.2.1. Present for Duty: Total number of personnel who have reported for duty.

5.2.2. Assigned: Total number of personnel currently assigned to the unit as reflected on the Unit Manning Personnel Roster (UMPR).

5.2.3. TDY: Total number of personnel on Temporary Duty.

5.2.4. On Leave: Total number of personnel on leave.

5.2.5. Other: Sum of the numbers of personnel who are dead, missing or have been hospitalized.

5.3. Geographically Separated Units (GSUs) will comply with their local recall procedures. GSUs will report to 51 FW/OC and their parent headquarters with the initiation of any recalls that have not been directed by the 7 AF/CC or 51 FW/CC.

PATRICK T. McKENZIE, Colonel, USAF
Commander

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

AFPD 10-4, *Operations Planning: Air & Space Expeditionary Force (AEF)*, 30 April 2009

AFMAN 33-363, *Management of Records*, 1 March 2008

51FWI 10-401, *Crisis Action System (FOUO)*, 24 May 2010

Adopted Forms

AF Form 847, *Recommendation for Change of Publication*, 22 Sep 2009

Abbreviations and Acronyms

ADA—Air Defense Artillery

AEF—Air and Space Expeditionary Force

AFPD—Air Force Police Directive

BWDO—Battle Watch Duty Officer

CAC—Commander Access Channel

CAT—Crisis Action Team

CDOC—Combined Defensive Operations Center

DEROS—Date Eligible for Return from Overseas

EET—Exercise Evaluation Team

EOC—Emergency Operations Center

ESF—Emergency Support Function

EUSA—Eighth US Army

FOUO—For Official Use Only

GCC—Group Control Center

GSU—Geographically Separated Unit

IPR—Installation Personnel Readiness

JSOLE—Joint Special Operations Liaison Element

JTAGS—Joint Tactical Ground Station

MAJCOM—Major Command

OPR—Office of Primary Responsibility

PA—Public Affairs

PC—Preset Conference

POC—Point of Contact

PRF—Personnel Readiness Flight

PRR—Pyramid Recall Roster

PRS—Pyramid Recall System

RDS—Records Disposition Schedule

RST—Reference Start Time

SFCC—Security Forces Control Center

TBMCS—Theater Battle Management Core Systems

TDY—Temporary Duty

UCC—Unit Control Center

UMPR—Unit Manning Personnel Roster

Attachment 2
EOC RECALL

Figure A2.1. EOC Recall

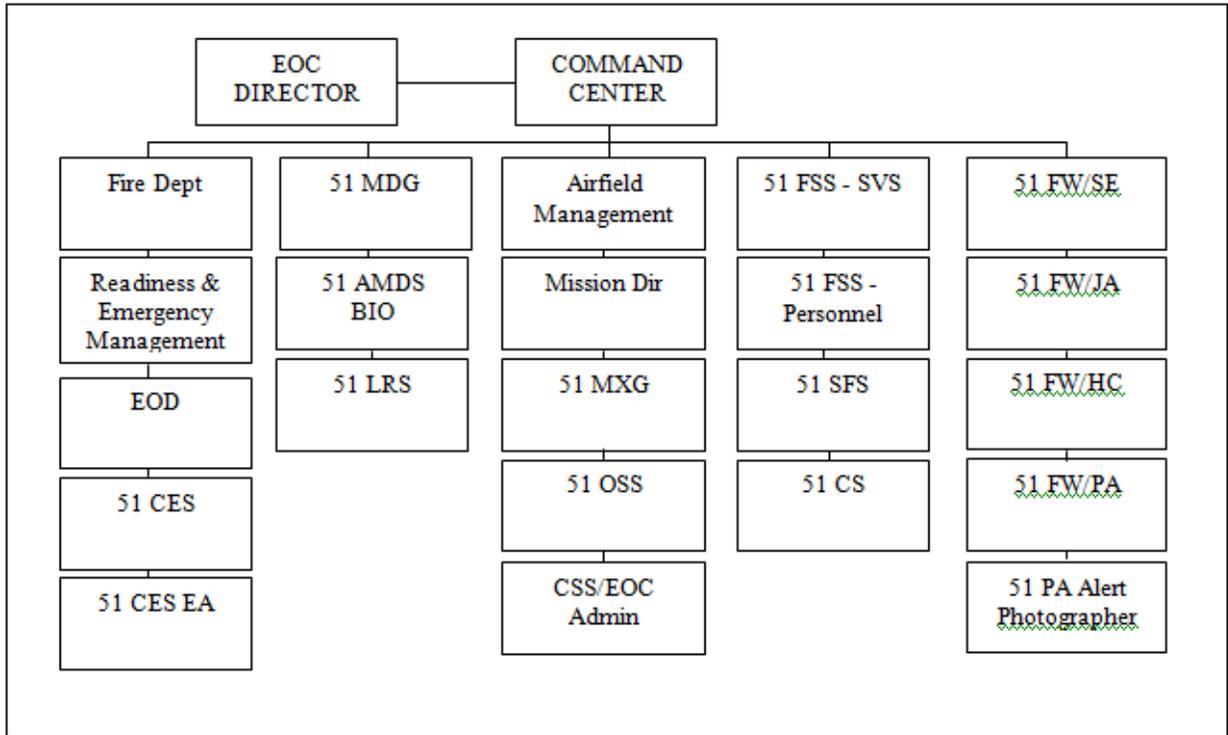
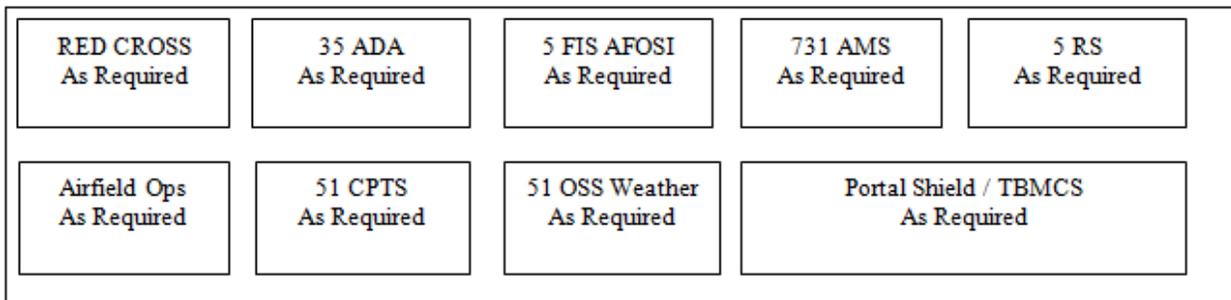


Figure A2.2. As Needed Emergency Operations Center (EOC) Recall



Attachment 3

TENANT UNIT NOTIFICATION MATRIX

Figure A3.1. Tenant Unit Notification Matrix.

| IF YOUR UNIT IS: | YOUR UNIT WILL BE NOTIFIED BY THE FOLLOWING "PARENT" UNIT: |
|--|--|
| 18 IS, Det 2 | 694 ISRG |
| 303 IS | 51 FW/694 ISRG |
| 35 Air Defense Artillery (ADA) | 51 FW/OC |
| 5 FIS, AFOSI | 51 SFCC |
| 5 RS | 51 OG |
| 731 AMS | 51 FW/OC |
| 7 AF | 51 FW/OC |
| AAFES | 51 FSS |
| AFN Osan | 51 FW/PA |
| Area Defense Council, Det QD7C | 51 FW/JA |
| AF Audit Agency | 51 CPTS |
| Commissary | 51 FSS |
| Defense Courier Services | 51 FSS |
| DoDDS Schools | 51 FSS |
| EUSA, Battlefield Coordination Detachment, Det 1 | BWDO |
| EUSA, C2 Element (KTOC) | 51 FW/OC |
| General Services Administration | 51 LRS |
| Joint Special Operations Liaison Element (JSOLE) | BWDO |
| Joint Tactical Ground Station (JTAGS) | KTOC |
| Marine Liaison | BWDO |
| Red Cross | 51 MDG Emergency Room |
| BWDO | 51 FW/OC |
| US Army Contracting Services | 51 FSS |
| US Army Corp Of Engineers | 51 CES/CC |
| US Army, 25 Transportation Center | 51 LRS |

Attachment 4

REVERSE SIDE OF RECALL ROSTER TEMPLATE

Figure A4.1. Reverse Side of Recall Roster Template

| | |
|---|--|
| <p>TYPES OF RECALLS</p> | <p>FOR OFFICIAL USE ONLY</p> |
| <p>Level 1 (General Recall): The objective of a General recall is to posture for immediate action. Unless otherwise directed, all personnel immediately available will be contacted. 51 FW/OC will query the commander initiating the recall on whether personnel on TDY, leave, pass, or mandatory crew rest should also be contacted. Unit commanders will determine whether assigned personnel are immediately reporting for duty or enter planned contingency work schedules. Personnel reporting for duty will proceed without delay in MOPP Level Zero (0) to their primary contingency duty location unless otherwise directed. Units will complete their recalls and report personnel strengths through their respective UCC to the Emergency Operations Center. Personnel unable to perform duty (e.g., hospitalized, on quarters) may be skipped at the discretion of unit commanders.</p> | <p>51 FW/OC will query the commander initiating the recall on whether personnel on TDY, leave, pass, or mandatory crew rest should also be contacted. Unit commanders will determine whether assigned personnel are immediately reporting for duty or enter planned contingency work schedules. Personnel reporting for duty will proceed without delay in MOPP Level Zero (0) to their primary contingency duty location unless otherwise directed. Units will complete their recalls and report personnel strengths through their respective UCC to the Emergency Operations Center. Personnel unable to perform duty (e.g., hospitalized, on quarters) may be skipped at the discretion of unit commanders.</p> |
| <p>Level 2 (Crisis Action Team (CAT)-Only Recall): Used to immediately recall 51 FW leadership needed to assess a crisis situation. CAT composition is defined by 51 FW 10-401, Crisis Action System. When directed, 51 FW/OC will recall CAT personnel. As needed, additional recalls (51 FW/WPA, 51 FW/JA, 51 OGI, 51 SFS/ICC, 731 AMS/CC, and AFOSI/CC, and 35 ADA/CC) may also be initiated at 51 FW/OC discretion. 51 FW/OC will query 51 FW/OC on whether personnel on TDY, leave, pass, or mandatory crew rest should be contacted. 7 AF Battle Watch Duty Officer (BWDO) will be notified of any CAT recall. Unless otherwise directed, personnel will report to the primary contingency duty location without delay in MOPP Level 0.</p> | <p>51 FW/OC will query the commander initiating the recall on whether personnel on TDY, leave, pass, or mandatory crew rest should also be contacted. Unit commanders will determine whether assigned personnel are immediately reporting for duty or enter planned contingency work schedules. Personnel reporting for duty will proceed without delay in MOPP Level Zero (0) to their primary contingency duty location unless otherwise directed. Units will complete their recalls and report personnel strengths through their respective UCC to the Emergency Operations Center. Personnel unable to perform duty (e.g., hospitalized, on quarters) may be skipped at the discretion of unit commanders.</p> |
| <p>Level 3 (CAT and Emergency Operations Center (EOC) Recall): Used to immediately recall the CAT and EOC during a contingency/crisis situation. CAT and EOC composition is defined by 51 FW 10-401, Crisis Action System. When directed, 51 FW/OC will recall CAT personnel and initiate the recall of EOC personnel. As needed, additional recalls (51 FW/WHC, 51 FW/JA, 51 FW/WPA, 51 FW/SE, 51 OGI, 51 SFS, AFOSI, 51 OG Group Control Center (GCC), 51 MXG GCC, 51 AMDS Bioenvironmental, 51 CPTS, 5 RS, 731 AMS, 35 ADA, Airfield Management, and Red Cross) may also be initiated at 51 FW/OC discretion. Unless otherwise directed, personnel will report to the primary contingency duty location without delay in MOPP Level Zero (0).</p> | <p>51 FW/OC will query the commander initiating the recall on whether personnel on TDY, leave, pass, or mandatory crew rest should also be contacted. Unit commanders will determine whether assigned personnel are immediately reporting for duty or enter planned contingency work schedules. Personnel reporting for duty will proceed without delay in MOPP Level Zero (0) to their primary contingency duty location unless otherwise directed. Units will complete their recalls and report personnel strengths through their respective UCC to the Emergency Operations Center. Personnel unable to perform duty (e.g., hospitalized, on quarters) may be skipped at the discretion of unit commanders.</p> |
| <p>Level 4 (Accountability Recall): Used for assessing personnel accountability and to relay any instructions. Units shall make pyramid notifications, relay instructions and report personnel accountability through their respective UCC. Unit commanders will determine if interrupting crew rest is appropriate. Skipped personnel on crew rest will be counted as contacted. Personnel are to report for duty at the next regularly scheduled time, unless directed otherwise.</p> | <p>51 FW/OC will query the commander initiating the recall on whether personnel on TDY, leave, pass, or mandatory crew rest should also be contacted. Unit commanders will determine whether assigned personnel are immediately reporting for duty or enter planned contingency work schedules. Personnel reporting for duty will proceed without delay in MOPP Level Zero (0) to their primary contingency duty location unless otherwise directed. Units will complete their recalls and report personnel strengths through their respective UCC to the Emergency Operations Center. Personnel unable to perform duty (e.g., hospitalized, on quarters) may be skipped at the discretion of unit commanders.</p> |
| <p>Recall Instruction: If you are notified of a recall, notify the person below you on the recall chain. If you cannot reach the assigned individual, note the name and skip down to the next person and notify them: DO NOT BREAK THE CHAIN. Continue to attempt contact with anyone not reached by the initial attempt, however, do not delay your response and advise the recall monitor/UCC/CSS of any individual(s) not contacted. Personnel at the end of the recall roster will report the status of the recall to the UCC. Report to duty and do not delay by showering, shaving, applying make-up, eating, etc. Civilians report in comparable clothing.</p> | <p>51 FW/OC will query the commander initiating the recall on whether personnel on TDY, leave, pass, or mandatory crew rest should also be contacted. Unit commanders will determine whether assigned personnel are immediately reporting for duty or enter planned contingency work schedules. Personnel reporting for duty will proceed without delay in MOPP Level Zero (0) to their primary contingency duty location unless otherwise directed. Units will complete their recalls and report personnel strengths through their respective UCC to the Emergency Operations Center. Personnel unable to perform duty (e.g., hospitalized, on quarters) may be skipped at the discretion of unit commanders.</p> |
| <p>Notification format for relaying telephone recall message:</p> | <p>51 FW/OC will query the commander initiating the recall on whether personnel on TDY, leave, pass, or mandatory crew rest should also be contacted. Unit commanders will determine whether assigned personnel are immediately reporting for duty or enter planned contingency work schedules. Personnel reporting for duty will proceed without delay in MOPP Level Zero (0) to their primary contingency duty location unless otherwise directed. Units will complete their recalls and report personnel strengths through their respective UCC to the Emergency Operations Center. Personnel unable to perform duty (e.g., hospitalized, on quarters) may be skipped at the discretion of unit commanders.</p> |
| <p>Level 1-3 Recalls: This is (RANK; NAME) with a Level ___ recall. This is a (REAL WORLD or EXERCISE) recall. Complete your required notifications and REPORT IMMEDIATELY TO YOUR CONTINGENCY DUTY LOCATION (or as directed by the unit commander). Individuals not contacted are _____. Reference Start Time is _____ local.</p> | <p>51 FW/OC will query the commander initiating the recall on whether personnel on TDY, leave, pass, or mandatory crew rest should also be contacted. Unit commanders will determine whether assigned personnel are immediately reporting for duty or enter planned contingency work schedules. Personnel reporting for duty will proceed without delay in MOPP Level Zero (0) to their primary contingency duty location unless otherwise directed. Units will complete their recalls and report personnel strengths through their respective UCC to the Emergency Operations Center. Personnel unable to perform duty (e.g., hospitalized, on quarters) may be skipped at the discretion of unit commanders.</p> |
| <p>Level 4 Recall: This is (RANK, NAME) with a Level 4 recall. This is a (REAL WORLD or EXERCISE) recall. You are instructed to _____. Complete your required notifications and report to duty at next regularly scheduled time. Reference Start Time is _____ local.</p> | <p>51 FW/OC will query the commander initiating the recall on whether personnel on TDY, leave, pass, or mandatory crew rest should also be contacted. Unit commanders will determine whether assigned personnel are immediately reporting for duty or enter planned contingency work schedules. Personnel reporting for duty will proceed without delay in MOPP Level Zero (0) to their primary contingency duty location unless otherwise directed. Units will complete their recalls and report personnel strengths through their respective UCC to the Emergency Operations Center. Personnel unable to perform duty (e.g., hospitalized, on quarters) may be skipped at the discretion of unit commanders.</p> |
| <p>MOPP Conditions MOPP 0 – Field gear and overgarments must be immediately available for donning. MOPP 2 – Wear overgarments and overboots. Carry – mask and gloves. MOPP 4 – Wear overgarments, mask, hood, gloves, overboots. *During all MOPP Levels, wear field gear and personal body armor when outdoors or when directed.</p> | <p>Road Conditions GREEN – No Restrictions RED – Emergency Vehicles Only AMBER – Mission Essential BLACK – Roads Impassable, NO DRIVING</p> |
| <p>Alarm Conditions/Signals GREEN – Attack is possible. All Clear, resume normal operations or initiate recovery if applicable. YELLOW – Attack expected in 30 minutes or less. Take protective actions. BLUE – Attack is imminent or in progress. Take cover. SCUD attacks take cover in a building, vehicle or shelter. Aircraft attacks, take cover in a shelter or low lying area. Don all gear immediately. BLACK Limited Release – Attack is over. Remain sheltered unless otherwise directed. Stay in appropriate MOPP gear. BLACK General Release – Attack is over. Initiate post attack reconnaissance in appropriate MOPP gear.</p> | <p>Important Numbers - Consolidated Commander's Support Staff (CCSS): _____ - Unit Control Center (UCC): 784-8051/5577, 51 CPTS, UCC: 784-6295 - Recall Operations Center (ROC): 784-0239 - Emergency Response: 911 (Off-base: 119) - Command Center: 784-7000 - When dialing to on-base from a cell phone, dial 031-661-XXXX for numbers beginning 784- - To dial a cell phone number from an on-base phone, dial 99 + all the numbers</p> |
| <p>FOR OFFICIAL USE ONLY</p> | |
| <p>Privacy Act of 1974, and AFI 37-132 (Air Force Privacy Act Program): "This roster contains privacy information, and should only be used for alerts, recall, etc."</p> | |

Attachment 5

RECALL ROSTERS SUBMITTED MONTHLY TO 51 FW/OC

Figure A5.1. Recall Rosters Submitted Monthly to 51 FW/OC

| | | | | |
|---------------------------------|--------------------------------------|---------------------------------------|-------------------------------------|---------------------------|
| 7 AF Recall Roster | 7 AF Command Section | 51 FW Staff | 51 FW Organizational Chart | 51 OG Staff recall |
| 51 OSS Command Section | Emergency Operation Center | 51 MSG Command Section | 51 MXS | 51 MXS CC Key Personnel |
| 51 MXG Key Personnel | MX Operations | 51 AMXS Command Staff | 51 Medical Group | 51 SFS Commanders Staff |
| 51 SFS/Key Personnel | 51 Munitions Commander Key Personnel | 51 Munitions Commanders Support Staff | 51 FW Comptrollers | 51 MOS Key Personnel |
| 51 Force Support Squadron | 51 CS Initial Contact | 51 LRS Key Personnel | 51 Civil Engineer Squadron Military | 5 RS Key Personnel |
| 5 Field Investigations Squadron | NEO Operations Center | AFOSI 5 FIS Phone Directory | 36 Fighter Squadron | 25 FS Operations/CC Staff |
| 35 ADA BRIGADE CQ | 604 ASOS | 607 AOC | 621 ACS | 303 IS Key Personnel |
| 731 AMS | | | | |