

**BY ORDER OF THE COMMANDER
919TH SPECIAL OPERATIONS WING**

**919TH SPECIAL OPERATIONS WING
INSTRUCTION 10-202**



18 DECEMBER 2015

Operations

919 SOW RECALL PROGRAM

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

ACCESSIBILITY: Publications and forms are available for downloading or ordering on the e-Publishing website at www.e-Publishing.af.mil

RELEASABILITY: There are no releasability restrictions on this publication

OPR: 919 SOW/CP

Certified by: 919 SOW/CP
(Lt Col Anna L. Pastore)

Supersedes: 919SOWI10-202,
4 January 2012

Pages: 6

This instruction implements Air Force Policy Directive (AFPD) 10-4, *Operations Plans*. This instruction extends the guidance of Air Force Instruction (AFI) 10-218, Air Force Reserve Command (AFRC) Supplement 1, and *Personnel Accountability*. This instruction addresses information protected by the Privacy Act of 1974. The authority to collect and maintain this information is 10 United States Code, Section 8013. Safeguard and dispose of personal information In Accordance With (IAW) Air Force Manual (AFMAN) 37-139, *Records Disposition Schedule*. It provides guidance outlines the 919th Special Operations Wing (919 SOW) policies for the Recall Program. It applies to all assigned 919 SOW members and attached geographically separated units (GSU). Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the Air Force Form (AF Form) 847, *Recommendation for Change of Publication*; route AF Forms 847 from the field through the appropriate functional's chain of command. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN 33-363, *Management of Records*, and disposed of in accordance with the Air Force Records Disposition Schedule (RDS) located at <https://afrims.amc.af.mil/>. **Privacy Act Statement. Authority:** 5 U.S.C. 301, Department Regulations; 5 U.S.C. 6122, Flexible Schedules; E.O. 10450, Security Requirements for Government Employees; and E.O. 9397* (SSN), as amended. **Purpose:** Information is collected to verify your eligibility to access controlled facilities and for issuing badges for use in entering facilities. **Routine Use:** Information may be disclosed for any of the DOD "Blanket Routine Uses" published at <http://privacy.defense.gov/blanketuses.shtml>. Contact your local Privacy Officer for further details. **Disclosures:** Voluntary; however, failure to provide the information may result in our inability to grant your access to our facilities.

SUMMARY OF CHANGES

Changes include clarified responsibilities for unit recall program monitors and Command Post, Group and Unit Commanders, and Unit Program Managers. Requirements for recall rosters have been modified. New responsibilities have been added and modified for Command Post, Group and unit Commanders. Requirements for recall rosters have been modified.

1. General. The ability of a commander to recall his or her unit members is one of the basic premises for a unit to mobilize and meet its wartime commitments and to disseminate information. To accomplish this, the commander must have a plan that ensures he or she will be able to contact and assemble all assigned personnel within the required response time. Commanders must also have the ability to contact unit members displaced by natural disaster or national emergency.

2. Responsibilities: 919 SOW Command Post (CP) Responsibilities

2.1. The 919 SOW Command Post (919 CP) will function as the commander's representative for initiating and monitoring recall progression and accomplishing appropriate recall and/or communications test reporting.

2.2. 919 CP will maintain the following:

2.2.1. Air Force Reserve Command Instruction (AFRCI) 10-404, *Unit Recall*

2.2.2. 919 SOWI 10-202, *919 SOW Recall Program*

2.2.3. Recall and communications tests results (maintained for one year)

2.2.4. Appointment letters for all units (see **Attachment 2**)

2.2.5. Current consolidated squadron recall rosters to include GSUs

2.3. CP controllers will not be assigned as alerters for any unit or group outside of CP personnel notifications.

2.4. CP will conduct AtHoc and Recall program training for appointed Recall Managers and delegate permissions for Groups and Units to have access to their information to insure accurate personnel information is loaded.

3. Group Commanders Responsibilities.

3.1. Group commanders of responsible units will ensure the following actions are taken while adhering to timelines established by AFRCI 10-404. Group commanders will be the OPR for managing and monitoring their respective program. Group commanders must ensure that GSUs are included in the recall program.

3.2. Group Commander will identify in writing a primary and alternate program monitor for the group and ensure those appointed are aware of responsibilities and reporting procedures. It is recommended that this monitor also be a member of or have access to the Unit Control Center (UCC) because of similar duties. A copy of the appointment letter will be forwarded to the CP.

3.3. Group Recall Monitors will maintain the following:

3.3.1. AFRCI 10-404, *Unit Recall*

3.3.2. 919 SOWI 10-202, *919 SOW Recall Program*

3.3.3. Appointment letters for group and subordinate units (see **Attachment 2**)

3.3.4. A consolidated recall roster from subordinate units that has been verified by the squadron / unit /flight for accuracy.

3.4. Group Pyramids will begin at the group level and will include all assigned squadrons.

3.5. Provide the 919 CP a group recall roster by close of business no later than five days after each Unit Training Assembly (UTA). Update when changes occur, and forward a corrected copy as needed.

4. Unit Commanders' Responsibilities.

4.1. Will appoint a primary and alternate recall program monitor in writing and ensure those appointed are aware of responsibilities and reporting procedures. Submit a copy of the appointment letter to the 919 SOW Command Post, Group Recall Monitor, and Group UCC.

4.2. Will manage their recall program in accordance with guidelines established in this publication along with AFRCI 10-404 other required AFIs and assign responsibility in a manner that ensures the mission is accomplished.

4.3. Will verify all members assigned to their units have communications-out plans in place that are reasonable, actionable, and current and ensure they are reviewed quarterly, at a minimum.

4.4. Will ensure up-to-date units recall roster is maintained in AtHoc. Rosters must be corrected and exported to meet recall roster criteria as specified in AFRCI10-404 (**Attachment 4**). Forward to the Group UCC and 919 Command Post no later than five business days after each UTA.

4.5. Will ensure an actionable Communications-Out plan is maintained.

5. Unit Recall Program Monitors Responsibilities.

5.1. Unit Recall Monitors will receive AtHoc and Recall program training from 919 Command Post.

5.2. Unit Recall Monitors will maintain the following:

5.2.1. AFRCI 10-404, *Unit Recall*

5.2.2. 919 SOWI 10-202, *919 SOW Recall Program*

5.2.3. Recall rosters from each office under their control, updated monthly

5.2.4. Current appointment letters

5.2.5. A copy of each member's Communications-Out recall map

5.3. Provide a monthly updated copy of recall rosters to include specific instructions for use of unit recall program to the Group UCC and 919 Command Post. Recall rosters will be exported from the AtHoc System and meet recall roster criteria as specified in AFRCI10-404 Attachment 4. Information must be edited or added to, as required.

5.4. Report recall and communications test results to the Group Recall Monitor and group UCC.

- 5.5. Develop procedures for recall in case of communications outage.
- 5.6. Establish procedures to ensure accurate information of all assigned personnel is reflected in the unit recall roster through AtHoc. When a new member joins or departs the unit, ensure each individual is added to or deleted from all rosters through AtHoc.
- 5.7. Ensure Recall Rosters are/will:
 - 5.7.1. Updated monthly and sent to the Group UCC and 919 Command Post.
 - 5.7.2. Include a pyramid notification system that begins with the squadron command and will include every individual in the unit to include civilians, traditional reservists, Air Reserve Technicians and contractors. The pyramid recall will have assigned key alerters. This pyramid notification system will be maintained at the squadron level UCC.
 - 5.7.3. Identify mission essential personnel.
 - 5.7.4. Include notification types, phraseology and specific instructions for use
 - 5.7.5. Ensure that pyramid, communications out and recall rosters comply with the provisions of the Privacy Act of 1974.
 - 5.7.6. Ensure that pyramid and recall rosters include the UCC contact number, UCC Voice Announcement System number (855-WING) and CP numbers, Commercial: 850-883-6701, DSN 875-6701 or Toll Free 1-800-437-8843.
 - 5.7.7. Ensure that pyramid and recall rosters include the 10 AF: DSN 739-3079, Commercial: 817-782-3079, or Toll Free 1-800-828-4624, ext. 3079 and the National Disaster Registry website <https://www.afpc.randolph.af.mil> and the Air Force Personnel Accountability and Assessment (AFPAAS) website <https://afpaas.af.mil>
 - 5.7.8. Ensure that pyramid and recall rosters are updated monthly.

6. Unit Members Responsibilities.

- 6.1. Provide all mandatory information IAW AFRCI10-404 to unit recall monitor, update AtHoc system and report any changes in their information.
- 6.2. Input personal information into AtHoc. This is accomplished by selecting the purple globe at the bottom right of personal computer screen. Update monthly and as changes occur.

7. Manning. Reservist availability, or lack thereof, will not be an acceptable reason for late reports to the Group Commanders or the CP.

JAMES M. PHILLIPS, Colonel, USAFR
Commander

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

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

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

AFRCI10-404, *Unit Recall*, 26 June 2014

AFI 10-218, AFRC Sup 1

Adopted Forms

AF IMT 847, *Recommendation for Change of Publication*

Abbreviations and Acronyms

AFI—Air Force Instruction

AFRCI—Air Force Reserve Command Instruction

AFMAN—Air Force Manual

AFPAAS—Air Force Personnel Accountability and Assessment System

AFPD—Air Force Policy Directive

ATHOC—Notification Warning System

CP—Command Post

GSU—geographically separated unit

IAW—In Accordance With

INWS—Installation Notification Warning System

OPR—Office of Primary Responsibility

RDS—Records Disposition Schedule

SOW—Special Operations Wing

UCC—Unit Control Center

UTA—Unit Training Assembly

Terms

ATHOC—Name of Installation Notification Warning System

Attachment 2

MEMORANDUM FOR 919 SOW/CP

**DEPARTMENT OF THE AIR FORCE**
AIR FORCE RESERVE COMMAND

DDMONTHYEAR

MEMORANDUM FOR 919 SOW/CP**FROM: (your unit)****SUBJECT: AtHoc/Recall Managers Appointment Letter**

1. The following individuals have been appointed as the AtHoc/Recall Managers for:
919 (Unit) :Primary: Name, Duty Phone and Email
 :Alternate: Name, Duty Phone and Email
2. AtHoc and Recall Managers will review/update information for personnel and provide a current roster to 919th Command Post monthly. I understand that the AtHoc/Recall system will be the primary way for the wing to contact personnel in exercise and real world events or as the wing commander directs.
3. Any questions you can contact (your unit primary representative here).

JOHN H. DOE, Col, USAFR
XXXXXXXXXXXX