

**BY ORDER OF THE COMMANDER
ARNOLD ENGINEERING
DEVELOPMENT COMPLEX**

**ARNOLD ENGINEERING
DEVELOPMENT COMPLEX
INSTRUCTION 10-201**



2 FEBRUARY 2017

Operations

**NOTIFICATION RECALL
AND ALERT PROCEDURES**

COMPLIANCE: COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements AFPD10-2, Readiness. It extends the guidance in AFI 36-3803, Personnel Accountability in Conjunction with Natural Disasters or National Emergencies and applies to all Arnold Engineering Development Complex (AEDC) personnel.

This instruction establishes procedures for alerting and recalling personnel in the event of national emergencies or other contingencies as directed by command authorities. Recalls may be necessary to support war plans, periods of increased readiness, emergencies, or disaster situations; ensure the ability of Complex leadership to quickly disseminate information and instruction to all assigned, attached, or tenant-unit personnel. This instruction requires collecting and maintaining information protected by the Privacy Act of 1974, System of Records Notices (SORN) F033 AFB, Privacy Act Request File, and F036 AF PC Q, Personnel Data Systems (PDS). This information must be protected as For Official Use Only (FOUO), and should be shared with small groups at the lowest levels for official purposes to reduce the number of personnel with access to such personal information under the Privacy Act. Documents generated as a result of this publication are considered to be FOUO and should be marked as such. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 36-363, Management of Records, and disposed of in accordance with the Air Force Records Disposition Schedule (RDS) located at <https://www.my.af.mil/afrims/afrims/afrims/rims.cfm>. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF IMT

847, Recommendation for Change of Publication; route AF IMT 847 through the appropriate functional chain of command.

SUMMARY OF CHANGES

Major re-write of Instruction and requires complete review to include actions for 704th Test Group and clarification of communications outage procedures.

1. Responsibilities.

1.1. The AEDC Operations Center serves as OPR for AEDC's notification and alert recall process and will:

1.1.1. Track notification/recall attainment and provide status updates to the Crisis Action Team (CAT) Manager every six hours on the half hour (0030, 0630, 1230, 1830 Central Time), unless otherwise directed, until 100 percent accountability is achieved.

1.1.2. Initiate installation and specialized team recalls.

1.2. CAT Manager

1.2.1. Maintain the main page of the AEDC recall roster.

1.2.2. Track notification/recall attainment and provide daily status updates to the CAT Director at 1400 local time, unless otherwise directed, until 100 percent accountability is achieved.

1.3. The CAT Director will track notification/recall attainment and provide status updates to the AEDC/CC and higher headquarters, as directed.

1.4. All AEDC Units, Offices, and Tenant Organizations:

1.4.1. Develop recall rosters and plans in support of this instruction, to include alternate contact methods (vehicle messengers), during communication outage situations. See paragraph 4.2, below, for additional information on communication outage procedures.

1.4.2. Ensure rosters are updated monthly and posted to the designated folder on the AEDC network. All assigned personnel should maintain a current copy in a convenient location for ready access.

1.4.3. Determine appropriate procedures for recalling shift workers and personnel on leave or temporary duty (TDY.)

1.4.4. Provide accountability updates to the AEDC Operations Center every six hours on the hour (e.g.: 0000, 0600, 1200, 1800 Central Time), unless otherwise directed, until 100 percent accountability is achieved. Accountability updates will include the number of personnel assigned, the number contacted, and any members located within the specified geographic area of interest for Air Force Personnel Accountability and Assessment System (AFPAAS) events.

- 1.4.5. If appropriate, release personnel upon conclusion of recall/activation events.
 - 1.4.6. Immediately notify your organizational recall coordinator and the AEDC Operations Center if a problem is discovered that could hinder an effective recall.
 - 1.5. Commander, 704th Test Group:
 - 1.5.1. For notification/recall events that are geographic in nature (local FPCON change, natural disaster, etc.), abide by your host installation procedures.
 - 1.5.2. For notification/recall events that pertain to operational test mission and/or have an AEDC nexus, abide by the instructions in para 1.4 above.
 - 1.6. AEDC Chief of Public Affairs (AEDC/PA) will inform local media of AEDC notification/recall/alert, as appropriate.
 - 1.7. AEDC Director of Personnel (AEDC/DP) will maintain a copy of all AEDC communication outage recall rosters.
 - 1.8. AEDC Inspector General (AEDC/IG)
 - 1.8.1. Review after-action information to identify areas of non-compliance or recommended improvement.
 - 1.8.2. Coordinate with responsible organizations to ensure areas of non-compliance are documented in the Management Internal Control Toolset (MICT) and tracked to closure.
 - 1.8.3. Develop a post-event inspection report and upload to the Inspector General Evaluation Management System (IGEMS) to obtain exercise credit for the event.
 - 1.9. Team Chiefs of Specialized Teams (Search & Recovery, Threat Working Group, etc.) will maintain recall rosters for assigned team members, post them to the appropriate Recall Roster Folder on the AEDC network, and review for update monthly.
 - 1.10. Full-time, On-site Contractors:
 - 1.10.1. Establish internal procedures to notify/recall employees and provide the AEDC Operations Center with names and contact information for your organizational recall coordinators.
 - 1.10.2. Provide status updates to the AEDC Operations Center every six hours on the hour (0000, 0600, 1200, 1800 Central Time) until 100 percent notification/recall is achieved, unless otherwise directed.
 - 1.10.3. Include subcontractors in your notification/recall procedures.
- 2. Activation.** When directed by the AEDC Commander (AEDC/CC) or his designated representative, the Operations Center will initiate notification/recall procedures in accordance with the AEDC Main Page recall roster. AEDC organizations/offices, including tenant units and contractors, will execute their own notification/recall plans.

3. Coordinating Instructions

3.1. Notification/recall messages should be communicated verbatim as received from the Operations Center.

3.2. Leaving messages on answering machines, voice mail, personal emails, etc., is not considered positive contact. In the event positive contact cannot be made, the caller should leave a message for the member to contact their supervisor or recall coordinator, then continue to the next person in their recall chain.

3.3. Organizational recall coordinators will inform the Operations Center when their recall process is completed and provide the names of any persons not positively contacted, or located within an identified geographic area of interest. Efforts should continue to establish positive contact with all members until 100 percent accountability is attained, or until otherwise directed.

3.4. Exercise notification/recall events:

3.4.1. Unless otherwise directed, personnel will not be recalled to their duty sections during after-hour exercise recall events.

3.4.2. Unless otherwise directed, personnel on leave or TDY will not be contacted for exercise notification/recall events.

3.4.3. AEDC's notification/recall procedures will be tested and documented at least semi-annually.

3.4.4. Units assembly areas - unless otherwise directed members will report to their duty section immediately without compromising safety and remain there until released by their Division Chief or 2-Letter equivalent. Do not delay the recall process by eating, showering, shaving, etc. Military personnel will report in duty uniform unless doing so would cause significant delay.

3.5. Operations Security (OPSEC). Recall roster information is For Official Use Only and protecting such information is essential to secure operations. Do not release recall information to external persons or agencies without prior approval.

4. Notification Methods.

4.1. Electronic Communications. The AEDC Installation Notification Warning System (INWS) (ALERT System) is the primary means for notification, however, any communication system can be used to notify personnel by the fastest means available. If the INWS system is unavailable, the Operations Center will initiate notification/recall via telephonic means.

4.2. Communications Outage (Comm-Out).

4.2.1. All units/organizations will maintain comm-out recall rosters to achieve 100 percent contact of unit personnel during electronic communication outages through use of vehicle messengers. Messengers will have maps with detailed directions to identify the exact location of living quarters for each AEDC member. These recall rosters will be maintained on the AEDC network (current rosters are titled according to location).

4.2.2. The comm-out recall process will be initiated by the AEDC/CC or designated representative.

5. After-Action Reports. Organizations will report the date and time recall was initiated and terminated, any problems encountered, and recommended corrective actions to the AEDC CAT Manager. A standard format for identification and recommended correction of problems encountered can be accessed as file label “Lessons Learned Form.docx” at this web link: \\52anzw-as-54v\aedc\public\Ops Center Info. Once electronically filled, the completed form should be e-mailed to the CAT Manager at aedc.catdirectorworkflow@us.af.mil who will consolidate submissions and forward to AEDC/DS, AEDC/DP, and AEDC/IG.

RODNEY F. TODARO, Colonel, USAF
Commander

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

AFPD10-2, *Readiness*, 6 Nov 2012

AFI36-3803, *Personnel Accountability In Conjunction With Natural Disasters Or National Emergencies*, 7 Jun 2016

Adopted forms

AF847, Recommendation for Change of Publication

Abbreviation and Acronyms

AEDC— Arnold Engineering Development Complex

AEDC/CC—AEDC Commander

AEDC/DP—AEDC Director of Personnel

AEDC/IG—AEDC Inspector General

AEDC/PA—AEDC Chief of Public Affairs

AFB— Air Force Base

AFPAAS—Air Force Personnel Accountability and Assessment System

CC—Commander

CAT—Crisis Action Team

Comm—out - Communication Outage

CONUS— Continental United States

DoD— Department of Defense

DP— Directorate of Personnel

EOC— Emergency Operations Center

FM— Financial Management and Comptroller Division

FOUO—For Official Use Only

IGEMS—Inspector General Evaluation Management System

INWS—AEDC Installation Notification Warning System

JA— Staff Judge Advocate

MICT—Management Internal Control Toolset

Ops Center —Operations Center

OPSEC— Operations Security

TDY— Temporary Duty