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Operations

**PYRAMID NOTIFICATION/RECALL
PROCEDURES**

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Morris Jr.)
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This instruction implements AFPD 10-2, *Readiness*. It outlines the purpose, procedures and responsibilities for conducting pyramid notifications and recall of personnel. It applies to all active duty personnel assigned to the 11th Wing (11WG), and is informational for personnel assigned to the 89th Airlift Wing (89AW), 79th Medical Wing (79MDW) and tenant units on Joint Base Andrews. These organizations may supplement this instruction with prior approval of the Office of Primary Responsibility (OPR). Air Force Reserve Command (AFRC), Air National Guard (ANG) and Civil Air Patrol (CAP) personnel will follow guidance from their appropriate Major Command (MAJCOM) or Guard Bureau. Refer recommended changes and questions about this publication to the 11 WG/CP, 1220 Operations Dr, Joint Base Andrews MD 20762 using the AF Form 847, *Recommendation for Change of Publication*. Waiver authority for this instruction is the 11 WG/CC. This publication requires the collection and or maintenance of information protected by the Privacy Act (PA) of 1974. The authorities to collect or maintain the records prescribed in this publication are contained in 10 U.S.C. 8012. The information will be used by management to locate personnel for alerting purposes. Routine uses listed in AFDIR 37-144, *Air Force Privacy Act Systems of Records Notices*, apply.

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2.	Purpose.	2
3.	Structure.	3
4.	Responsibilities.	3
5.	Notification/Recall Procedures.	5
6.	Accountability and Strength Reporting Procedures.	6
Attachment 1—GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION		10
Attachment 2—WG PYRAMID NOTIFICATION/RECALL		12
Attachment 3—GLOSSARY OF TENANT UNITS		13
Attachment 4—GROUP ADOPT-A-TENANT LIST		14
Attachment 5—PYRAMID NOTIFICATION/RECALL SCRIPTS		15
Attachment 6—ACCOUNTABILITY REPORT FOR PYRAMID NOTIFICATIONS		17
Attachment 7—WING ACCOUNTABILITY REPORT FOR PYRAMID NOTIFICATIONS		18
Attachment 8—UNIT STRENGTH REPORT FOR RECALL TO DUTY		19
Attachment 9—WING STRENGTH REPORT FOR RECALL TO DUTY		20

1. General Policy.

1.1. Recalls and personnel strength reporting should be conducted without public announcement (news media) unless the declaring authority advises differently. Do not display signs in public that indicate a recall is in progress, unless directed otherwise by the declaring authority.

1.2. Personnel placed on telephone standby will remain in the immediate vicinity (i.e., within hearing distance) of their telephone or carry a cell phone while awaiting further instructions. They will be available for immediate recall and will report for duty at their regularly scheduled time unless otherwise directed.

1.3. For pyramid recalls and tests of the pyramid notification system, civilians will be contacted as directed by the declaring authority but will not be placed on standby or recalled to duty without explicit direction of the wing, group or tenant unit commander. Placing a civilian on standby or recalling them to duty incurs additional costs and will only be done in the event of an emergency.

1.4. During a recall to duty, crew/shift workers should follow their current duty schedule and remain on telephone standby unless otherwise directed.

1.5. Units will designate a Point of Contact (POC) for maintaining recall rosters. POCs will be identified on the published roster. POCs will include the Andrews Regional Command Post for distribution of revised rosters at least quarterly or when changes occur.

2. Purpose.

2.1. The purpose of 11 WG Pyramid Notification/Recall Procedures is either to provide timely notification to all wing and tenant units or recall personnel to duty. The type of information passed using these procedures includes, but is not limited to, national emergency; natural disaster; changes in information, force protection or hurricane conditions; or other time-sensitive information requiring broad dissemination.

3. Structure.

3.1. The Pyramid Notification/Recall Procedures consist of two parts, the Wing Pyramid Notification/Recall Procedure and the Unit Pyramid Notification/Recall Procedure.

3.1.1. Wing Pyramid Notification/Recall Procedure. This procedure identifies the notification/ recall chain from the 11th Wing Commander (11WG/CC) and information passed to the 89th Airlift Wing Commander (89AW/CC) , 79th Medical Wing Commander (79 MDW/CC), 844th Communications Group (844 CG/CC), Naval Air Facility (NAF/CC), Air National Guard Readiness Center (ANGRC/CC), Air Force District of Washington (AFDW), 113th Wing (113WG/CC) and 459th Air Refueling Wing (459ARW/CC) down to the group and tenant organization level.

3.1.2. Unit Pyramid Notification/Recall Procedure. Each group, unit and tenant organization is responsible for developing and maintaining a plan to contact all assigned unit personnel.

4. Responsibilities.

4.1. The 11 WG/CC or designated representative is the declaring authority for the 11 WG Pyramid Notification/Recall Procedure and responsible for ensuring notification of all 11 WG units, to include Geographically Separated Units (GSU) at Joint Base Anacostia-Bolling and the Pentagon, and tenant organizations assigned to Joint Base Andrews.

4.1.1. The “Adopt-a-Tenant” program is designed to ensure all tenant units/organizations on Joint Base Andrews are notified when the 11 WG Pyramid Notification/Recall Procedures are activated, as directed by 11 WG/CC. Each 11 WG group is responsible for notifying tenant organizations as shown in [Attachment 4](#). Groups may delegate notification of tenant organizations to specific squadrons within their group.

4.2. The Andrews Regional Command Post is responsible for:

4.2.1. Executing the 11 WG Pyramid Notification/Recall Procedure, when directed, in accordance with [Attachment 2](#). The Command Post will call the Installation Personnel Readiness Element (IPRE) immediately when pyramid notification procedures are activated. If the Command Post cannot reach the IPRE, they will call the 11th Force Support Squadron Commander (11 FSS/CC).

4.2.2. Conducting tests of the 11 WG Pyramid Notification/Recall Procedure at least annually as directed by 11 WG/CC.

4.3. Wing Agencies, Group Commanders and Tenants.

4.3.1. The Wing Agencies and Group Commanders are responsible for:

4.3.1.1. Reviewing/revising recall rosters at least monthly and providing Andrews Regional Command Post with a current recall roster by the 1st of each month if changes occur. Group, wing staff and/or unit recall rosters will include the

notification chain to adopted tenants, identified in [Attachment 4](#). All recall rosters will be annotated for official use only (FOUO) and shall be protected under the provisions of the Privacy Act.

4.3.1.2. Ensuring strength reporting procedures established within each subordinate unit are consistent with the procedures set forth in this instruction.

4.3.1.3. Ensuring unit pyramid notification/recall procedures are executable when communications are inoperable or impaired. Commanders will ensure comm-out procedures are as efficient as possible and personnel are familiar with the procedures.

4.3.1.4. Printing the pyramid notification/recall procedure preformatted scripted messages ([Attachment 5](#)) on the back of recall rosters or on a separate page accompanying the recall roster.

4.3.1.5. Ensuring each member receives initial (upon unit in processing) and annual training (e.g., at Commander's Calls) on the notification, recall and standby procedures unique to their job and respective unit to include updating personal information in the AtHoc system.

4.3.1.6. Identifying mission-essential civilians needed to operate the base and its mission essential services and annotating these individuals on the unit's recall roster. These individuals will be identified in their civilian personnel core documents.

4.3.1.7. Identifying mission essential military personnel on the unit's recall roster.

4.3.1.8. Ensuring subordinate units have a current copy of the group pyramid notification/recall roster.

4.3.1.9. Determining whether civilian, contractor, assigned reserve personnel and shift workers will be notified/recalled, if not directed by the declaring authority.

4.3.1.10. Working with tenant units to resolve notification problems.

4.3.1.11. Working with functional managers to resolve recall or notification problems.

4.3.1.12. Ensuring adopt-a-tenant units have appropriate contact information for their parent unit and the adopt-a-tenant contact information is included on the parent unit recall roster.

4.3.1.13. Ensuring recall rosters are updated and annotated on unit in-processing and out-processing checklists and reviewed at least annually for accuracy.

4.3.1.14. Ensuring units are trained in recall procedures and document training occurrences.

4.3.2. The IPRE in the 11FSS will be manned within one (1) hour of initiation time in order to compile the Wing's recall data and report to the Crisis Action Team (CAT) admin staff (if activated). If the CAT is not activated, the IPRE will report recall data to the Command Post via fax, e-mail or runner.

4.3.2.1. The IPRE or CAT (if activated) will report problems encountered during recalls to appropriate commanders for resolution.

4.3.3. Tenant units are responsible for:

4.3.3.1. Reviewing/revising recall rosters at least monthly and providing Andrews Regional Command Post and their host group and squadron with a current recall roster by the 1st of each month if changes occur. Host groups for tenant organizations are identified in **Attachment 4**. All recall rosters will be annotated for official use only (FOUO) and shall be protected under the provisions of the Privacy Act.

4.3.3.2. Ensuring unit pyramid notification/recall procedures are executable when communications are inoperable or impaired.

4.3.3.3. Notifying their host group and squadron upon completion of major actions (e.g., personnel evacuation, hurricane/information/force protection condition actions) or when pyramid notifications are no longer required.

4.3.3.4. Printing the pyramid notification/recall procedure preformatted scripted messages (**Attachment 5**) on the back of recall rosters or on a separate page accompanying the recall roster.

4.3.3.5. Determining whether civilian, contractor, assigned reserve personnel, and shift workers will be notified/recalled, if not directed by the declaring authority.

4.3.3.6. Working with their host unit to resolve notification problems.

5. Notification/Recall Procedures.

5.1. Recall Methods. The Wing Pyramid Notification/Recall Procedure is used to initiate a personnel recall or to disseminate information.

5.1.1. Overt Recall Procedures: Use all means available to recall personnel to include use of Giant Voice, AtHoc, telephones, radios, speaker-equipped vehicles, etc.

5.1.2. Covert Recall Procedures: Use only telephone, encrypted radio or personal contact to recall base personnel. **Do not** use Giant Voice, unencrypted radios, AtHoc, speaker equipped vehicles, etc.

5.1.3. Communications-Out/Degraded Recall Procedures: Recall base personnel when all communication systems are inoperative or cannot be used. Andrews Regional Command Post on-duty controllers will contact the 11th Security Force Group (11 SFG) to assist. The SFG will dispatch patrols to notify key unit commanders to initiate the communications out recall process. When the contacts have been completed, Base Defense Operations Center (BDOC) will notify Command Post.

5.1.3.1 Communication Outage Procedures. The Andrews Regional Command Post will notify group commanders using any available means, to include Land Mobile Radios (LMRs), cellular telephones and runners (as provided by 11th Security Forces Group).

5.1.3.2. The 11 SFG will use public address-equipped vehicles when possible to advise personnel in base housing of pyramid notifications/recalls. Unit communication outage procedures should not rely on this as a primary notification measure, but as an additional notification measure.

5.2. Notification/Recall Scripts. To prevent confusion in relaying instructions, this procedure dictates use of preformatted scripts to pass notification/recall information.

Personnel will read the scripted message verbatim to ensure accurate passage of information. The preformatted scripts are identified in [Attachment 5](#).

5.3. Response. Once a recall script is initiated, all personnel will take appropriate action as directed without delay. Do not delay response in order to shave, apply makeup, run errands, etc.

5.3.1. All personnel should report for duty in utility uniforms or as directed by commanders or dictated by mission requirements.

5.3.2. Units will ensure procedures are developed to contact personnel missed during the initial recall and continue trying to reach those individuals until notification is made. **Reaching an individual's answering machine, pager, voice mail or a household/family member is not considered notification. Direct contact must be made with the individual member.**

5.3.3. Problem areas identified during test, exercise, or actual recall should be forwarded to respective group commanders accompanied by a recommended solution.

5.3.4. Personnel on leave/pass, flight crewmembers in pre or post mission crew rest or shift workers in crew rest will not be recalled to duty or placed on telephone standby for locally generated exercises unless directed by their commander. Mission-essential civilian personnel may be recalled to duty to respond to operational requirements and/or to participate in exercises during other than normal duty hours at the discretion of the wing, group or tenant unit commander.

5.4. 11 WG units will be notified in accordance with [Attachment 2](#).

5.5. Tenant unit notification should be accomplished early in each group notification procedure to ensure timely notification of tenant units.

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

6. Accountability and Strength Reporting Procedures.

6.1. Each unit will develop its own pyramid alert notification plan, including telephone-out procedures. All 11 WG staff agencies/units will have a centralized point for collecting unit data, (i.e. Unit Control Center (UCC)). Each unit will start reporting data to their group/wing staff centralized point (i.e. Group Control Center (GCC)) within 1 hour after initiation time (see para 6.4.).

6.2. Each group and the wing staff will have a GCC keep and report the unit/wing staff agency's notification or recall status. This centralized point will be manned NLT 1 hour after initiation time (see para 6.4) in order to collect and report their respective unit data to the IPRE. All 11 WG units submit status reports to their GCC. GCCs consolidate reports and submit to the IPRE during all notifications/recalls unless otherwise directed.

6.3. Reporting procedures differ for a pyramid recall (personnel are required to report for duty) and a pyramid notification (personnel are contacted but not required to report for duty).

6.3.1. For pyramid notifications or tests of pyramid notification procedures (personnel are not required to report for duty). 11 WG units will use [Attachment 6](#) for hourly status reports to the IPRE until 100% accountability is achieved. Units will forward

accountability reports to their GCC listed below. GCCs will consolidate accountability reports using **Attachment 6** and forward that information to the IPRE. The IPRE will use **Attachment 7** or hourly updates to report wing accountability progress to the CAT (if activated) or Andrews Regional Command Post (fax, e-mail or runner).

6.3.1.1. The total numbers assigned, on leave/Temporary Duty (TDY) and contacted, as reported in **Attachments 6** and **7**, will include civilians unless otherwise directed by the pyramid notification declaring authority.

6.3.1.2. Non-duty hours. During tests of the pyramid notification system or informational notifications during non-duty hours, wing staff/groups/units without a 24-hour work center may assign an individual as the central point of contact (POC) for reporting accountability rather than standing up their GCC/UCC. Unit POCs are responsible for forwarding hourly accountability reports as required by para 6.3.1 to their GCC or wing staff/group POC. Wing staff/Group POCs will forward consolidated accountability reports hourly to the IPRE as required by para 6.3.1.

6.3.2. For pyramid recalls (personnel report for duty) 11 WG units will complete **Attachment 8** as described in paragraph 6.5, and forward the completed attachment to their respective control center, as identified below. The wing staff/group control centers will complete **Attachment 8** as described in paragraph 6.5, and forward a consolidated wing staff/group strength report to the IPRE.

6.3.3. The 11 WG Wing Group Control Center (WGCC) is the control center for the 11 WG staff.

6.3.4. The Andrews Regional Command Post is the control center for the 89th Airlift Wing and subordinate units.

6.3.5. The 79 MDW/MCC is the control center for the 79th Medical Wing and subordinate units.

6.3.6. The 11 OG/GCC is the control center for the 11th Operations Group and subordinate units.

6.3.7. The 11 MSG/GCC is the control center for the 11th Mission Support Group and subordinate units.

6.3.8. The 844 CG/GCC is the control center for the 844th Communications Group and subordinate units.

6.3.9. The 11 SFG/GCC is the control center for the 11th Security Forces Group and subordinate units.

6.3.10. The 811 OG/GCC is the control center for the 811 Operations Group and subordinate units.

6.3.11. The Navy Quarterdeck is the control center for the Naval Air Facility and subordinate units.

6.3.12. The 113 WG/CP is the control center for the 113th Wing and subordinate units.

6.3.13. The 459 ARW/CP is the control center for the 459th Air Refueling Wing and subordinate units.

6.3.14. The ANGRU UCC is the control center for the Air National Guard Readiness Center and subordinate units.

6.3.15. . The AFDW Command Center is the control center for the Air Forces District Washington and subordinate units.

6.4. Initiation Time (IT) is the time the recall or strength reporting was initiated. Upon notification of a recall or strength reporting, the control centers listed in paragraph 6.3 are responsible for collecting, consolidating and reporting strength figures for all assigned military and civilian personnel and providing this information to the IPRE.

6.5. Units will report strength figures using the format in **Attachment 8**, *Unit Strength Report*, as described below.

6.5.1. Column A: Total Military Assigned - Total number of military personnel assigned. The unit is required to provide this number.

6.5.2. Column B: Total Military NPDF (Not Present For Duty) - Total number of military absent on temporary duty, leave, on approved crew rest, shift workers, or in the hospital. The unit is required to provide this number.

6.5.3. Column C: Total Military Available - Total number of military personnel available (Column A minus Column B). This number may be larger than the total number assigned due to the availability of reservists or Air National Guard members available for duty.

6.5.4. Column D: Total Military PFD (Present For Duty) - Total number of military personnel physically PFD. The unit is required to provide this number.

6.5.5. Column E: Total Military Available for BMP (Base Manpower Pool) - 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 tasking based on the scenario or situation and will make those personnel available to the BMP. This is extremely important during situations such as natural disasters.

6.5.6. Column F. Total Civilian Assigned. Total number of civilians assigned to the unit, including non-appropriated funds positions and interns.

6.5.7. Column G. Total Civilians Available for Duty. Total number of civilians contacted and available for duty if needed (does not include civilians who are on any form of leave or TDY).

6.6. Accountability and strength reports will reflect strength figures "as of" IT + 1, 2, 3, and 4 hours. Wing staff and group reports will be submitted to the IPRE NLT 15 minutes after the "as of" times. Late reports will be reported by the IPRE to the CAT (if activated) 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." Continue strength reporting until directed to terminate.

6.7. The IPRE will complete **Attachment 9**, *Wing Strength Report*, as described below using the unit strength reports and forward the completed format to the Crisis Action Team (if activated) via fax, email or runner NLT 30 minutes after the "as of" times. The IPRE will accept and forward wing staff and group "100%" accountability reports at any time during the strength reporting process. The IPRE will confirm receipt of all wing accountability or strength reports with the CAT (if activated) via telephone or other means.

- 6.7.1. Column A: Total Military Assigned - Total number of military personnel assigned. The unit provides this number.
- 6.7.2. Column B: Total Military NPDF (Not Present For Duty) - Total number of military absent on temporary duty, leave, on approved crew rest, shift workers in crew rest, or in the hospital.
- 6.7.3. Column C: Total Military Available - Total number of military personnel available (Column A minus Column B).
- 6.7.4. Column D: Total Military PFD (Present For Duty) - Total number of military personnel physically PFD.
- 6.7.5. Column E: Total Military Available for BMP (Base Manpower Pool) - Total number of personnel available to support the BMP.
- 6.7.6. Column F. Total Civilian Assigned. Total number of civilians assigned to the wing, including NAF and interns.
- 6.7.7. Column G. Total Civilians Available for Duty. Total number of civilians contacted and available for duty if needed (does not include civilians who are on any form of leave or TDY).

KENNETH R. RIZER, Colonel, USAF
Commander

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

AFPD 10-2, Readiness, 30 October 2006

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

AFI 10-2501_AFGM 4, Air Force Emergency Management Program Planning and Operations, 27 January 2012

Abbreviations and Acronyms

AFDW—Air Force District of Washington

AFRC—Air Force Reserve Command

ANG—Air National Guard

BMP— Base Manpower Pool

CAP—Civil Air Patrol

CAT—Crisis Action Team

FOUO— For Official Use Only

GCC—Group Control Center

GSU— Geographically Separated Unit

IPRE—Installation Personnel Readiness Element

LMR— Land Mobile Radio

MAJCOM—Major Command

NPFD—Not Present For Duty

OPR—Office of Primary Responsibility

PA—Privacy Act

PFD— Present For Duty

POC—Point of Contact

RDS—Records Disposition Schedule

TDY—Temporary Duty

UCC—Unit Control Center

Terms

Adopt-a-Tenant program— The “Adopt-a-Tenant” program is designed to ensure all tenant units/organizations on the installation are notified when the host wing activates the notification/recall procedures.

Base Manpower Pool (BMP)— The base manpower tool is the total number of military personnel available to fulfill the unit tasking based on the scenario or situation.

Command Post (CP)—A unit or sub-unit's headquarters where the commander and the staff perform their activities. In combat, a unit or sub—unit's headquarters is often divided into echelons.

Covert Recall Procedures— Covert recall procedures consist of performing a recall of personnel via encrypted radio or personal contact. Use of unsecure communication devices should not be used.

Crisis Action Team (CAT)— A staff formed by the commander to plan, direct, and coordinate forces in response to contingencies, crises, natural/manmade disasters, or wartime situations. The CAT develops courses of action and executes the commander's and HHQ's directives. The composition and function of the CAT is largely mission driven and therefore a MAJCOM or unit commander prerogative. However, membership for the CAT is most frequently a combination of the commander's senior staff and special staff which includes a CP representative. The composition of a CAT varies according to the situation.

Geographically Separated Unit (GSU)— A GSU is a unit that is physically separated from the parent organization.

Group Control Center (GCC)—The group control center is an entity within each group level organization activated during crisis situations. The control center acts as the liaison between the group and the group commander responsible to relay, pertinent information, collect and report their respective unit data.

Pyramid Notification/Recall Procedures— The pyramid notification/recall procedures are the requirements implemented to either notify or recall base personnel during crisis situations. The procedures are used to disseminate timely notification to all wing and tenant units or recall personnel to duty.

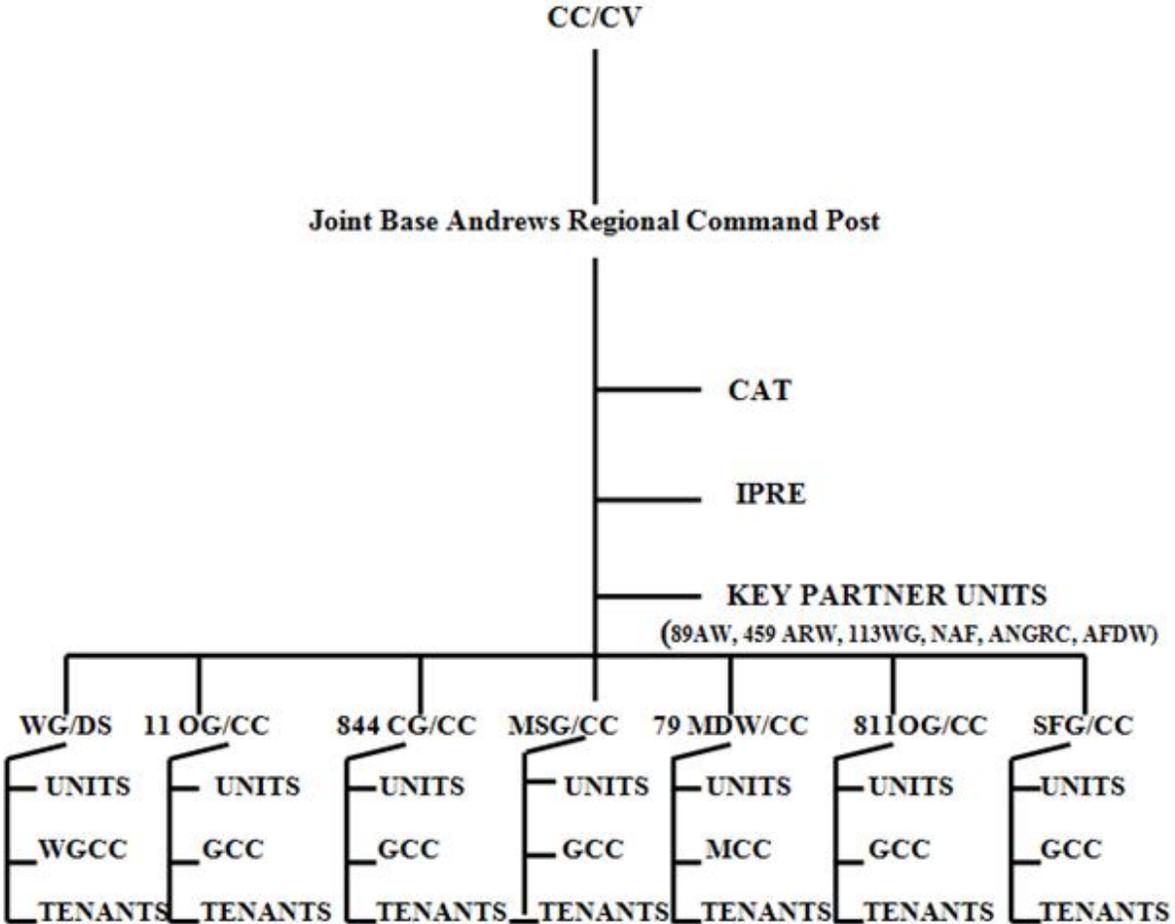
Overt Recall Procedures— Overt recall procedures consist of performing a recall of personnel via the use of all means to contact personnel.

Unit Control Center (GCC)—The unit control center is an entity within each squadron level organization activated during crisis situations. The control center acts as the liaison between the squadron and the squadron commander responsible to relay, pertinent information, collect and report their respective unit data.

Attachment 2

WG PYRAMID NOTIFICATION/RECALL

Figure A2.1. WG Pyramid Notification/Recall.



NOTE: Upon notification of a pyramid notification/recall, the Andrews Regional Command Post will contact CAT, IPRE and Key Partner Units as applicable. Key partner units are defined as 89 AW, 844 CG, 459 ARW, 113 WG and NAF Washington, ANGRC and AFDW. The Andrews Regional Command Post will notify the CV, DS and group commanders who will notify their GCC/UCCs and assigned partner units. Units will notify their personnel and provide strength reporting to the wing staff/group control centers. The GCCs will provide strength reporting to the IPRE, who will provide wing strength reporting to the Andrews Regional Command Post or CAT (if formed).

Attachment 3

GLOSSARY OF TENANT UNITS

Figure A3.1. Glossary of Tenant Units

UNIT	OFFICE SYMBOL
113th Wing (DCANG)	113 WG
317th Recruiting Squadron (Oxon Hill)	317 RCS
457th Airlift Squadron	457 AS
459th Air Refueling Wing (AFRC)	459 ARW
79 th Medical Wing	79 MDW
89th Airlift Wing	89 AW
Air Force Audit Agency	AFAA
Air Force District of Washington	AFDW
Air Force Element DoD MED Support	AFELM MEDDOD
Air Force Historical Foundation	AFHF
Air Force Office of Special Investigation, 7 FIS	AFOSI 7 FIS
Air Force Review Board Agency	AFRBA
Air National Guard Readiness Center	ANGRC
American Federation of Government Employees	AFGE
American Red Cross	ARC
Area Defense Counsel	ADC
Army Jet Detachment	USAPAT
Army Air Force Exchange Service	AAFES
Civil Air Patrol, Det 2 CAP-USAF MELR	CAP
Defense Automated Printing Service	DAPS
Defense Commissary Agency	DeCA
Department of Energy	DOE
Federal Aviation Administration	FAA
Federal Investigative Services	FIS
Marine Aircraft Group-49, Det A	USMC/MAG49
Marine Aircraft Support Detachment	MASD
National Capitol Veterinary Services	Vet
Naval Air Facility Washington	NAF Washington
Office of Personnel Management	OPM
System of Cooperation of the Air Forces of the Americas	SICOFAA
United States Customs	
United States Postal Service	USPS

Attachment 4

GROUP ADOPT-A-TENANT LIST

Table A4.1. Group Adopt A Tenant List.

	Tenant Organizations for Joint Base Andrews	Contact Phone Number	Group	Notes
1.	113th Wing	240-857-6743/DSN 857	CP	
2.	317th Recruiting Sq	301-567-6148	CP	
3.	457th Airlift Squadron (AMC)	240-857-3918/DSN 857	CP	
4.	459th Air Refueling Wing	240-857-4294/DSN 857	CP	
5.	79th Medical Wing	240-857-9639/DSN 857	CP	
6.	844 Comm Group	240-857-2379/DSB 857	CP	
7.	89th Airlift Wing	301-981-5702/DSN 858	CP	
8.	Air Force Audit Agency (AFAA)	240-857-9097/DSN 857	DS	
9.	Air Force District of Washington (AFDW)	240-857-4312/DSN 857	DS	
10.	Air Force Element DoD MED Support	240-857-3097/DSN 857	811 OG	
11.	Air Force Historical Foundation	301-736-1959	DS	
12.	Air Force Office of Special Investigations (AFOSI 7 FIS)	240-857-3937/DSN 857	CP	
13.	Air Force Review Board Agency	240-612-5400/DSN 612	DS	
14.	Air National Guard Readiness Center	301-836-8001/DSN 278	CP	
15.	American Federation of Government Employees	301-981-9697/DSN 858	MSG	
16.	American Red Cross	240-857-7315/DSN 857	MSG	
17.	Area Defense Counsel	240-857-6624/DSN 857	DS	
18.	Army Jet Detachment (USAPAT)	301-857-5047/DSN 857	811 OG	
19.	Army-Air Force Exchange Service	301-568-2222	MSG	
20.	Bldg 1500 (Jones Bldg Facility Managers)	(240) 612-4861/240-612-4860	MSG	
21.	Civil Air Patrol (Andrews Composite Squadron)	240-857-4010/DSN 857	811 OG	
22.	Civil Air Patrol, Det 2 (AETC)	240-857-6229/DSN 857	811 OG	
23.	Defense Commissary Agency (DECA)	240-857-6512/DSN 857	MSG	
24.	Department of Energy (DOE)	301-817-3371/301-775-6527	811 OG	
25.	Document Automation & Production Service (DAPS)	301-857-1123/DSN 857	DS	
26.	DoD/Bechtel Nevada Remote Sensing Laboratory	202-828-5200	SFG	
27.	Federal Aviation Administration (FAA)	240-857-4818/DSN 857	811 OG	
28.	Federal Investigative Services	240-857-3054/DSN 857	SFG	
29.	National Capital District Veterinary Command	240-857-2651/DSN 857	MSG	
30.	Naval Air Facility	240-857-3783/DSN 857	CP	
31.	Office of Personnel Management	240-857-3054 or 443-698-9136	SFG	
32.	SICOFAA	240-857-7372/DSN 857	SFG	
33.	United States Customs	301-763-4549/981-5965	SFG	
34.	United States Postal Service	301-568-2218	MSG	

Attachment 5

PYRAMID NOTIFICATION/RECALL SCRIPTS

Figure A5.1. Pyramid Notification/Recall Scripts.

TYPES OF RECALLS

General Recall: The objective of a General Recall is to posture for immediate action. Units are to make all pyramid notifications, relay instructions and report personnel accountability through their UCCs. Unless otherwise instructed, all available personnel will report to the primary contingency duty location and be prepared for wartime work schedules and duty. "All available personnel" is defined as all assigned personnel, including those on leave or pass in local area, unless they are otherwise unable to perform duty (e.g., hospitalized, on quarters, in confinement). ~~Adopt-a-tenant (is/is not) in effect.~~

General Exercise Recall: Same as level 1 except units will skip personnel on leave, pass, and mandatory crew rest when making all pyramid notifications. Skipped personnel will be counted as contacted when reporting personnel accountability through unit UCCs. Skipped personnel are to report to duty at next regularly scheduled time, unless directed otherwise. ~~Adopt-a-tenant (is/is not) in effect.~~

Crisis Action Team (CAT) Recall: Used to immediately recall wing/group level commanders and agencies (11 WG/CV, 11 OG/CC, 811 OG/CC, 11 MSG/CC, 11 WG/DS, 89 AW/CC, 779 MDG/CC, 459 ARW/CC, 113 WG/CC, ANGR/CC, NAF/CC, AFDW Rep, 11 WG/XP, 744 CS/CC, 11 SFG/CC, 11 CES/CC, 7 FIS/CC, 11 WG/SE, 11 WG/AT, 11 WG/CCC, 11 WG/CP) needed by 11 WG/CC to assess a crisis situation. Unless otherwise instructed, CAT personnel will report to the primary contingency duty location without delay. GCCs and UCCs will stand up unless otherwise directed.

Emergency Operations Center (EOC) Recall: Used to immediately recall the EOC to include EOC Director, EOC Manager, EOC Admin Support, ESF (Emergency Support Function)-1 Transportation and ESF-7 Resource Support (11 LRS), ESF-2 Communications (744CS), ESF-3 Public Works and Engineering & ESF-12 Energy & ESF-14 Long-term Community Recovery and Mitigation (11CES), ESF-4 Fire Fighting & ESF-9 Urban Search and Rescue & ESF-10 Oil and HAZMAT Response (11CES/CEF), ESF-5 Emergency Management (11CES/CEX), ESF-6 Mass Care, Housing & Human Services (11 FSS), ESF-8 Public Health and Medical Services & ESF-11 Agriculture and Natural Resources (779 MDG), ESF-13 Public Safety & Security (11 SFG), ESF-15 External Affairs (11 WG/PA), (and other agency representatives (11 WG/CED, 11 WG/CONS, 11WG/CPTS, 11OG/OSS, 11 WG/HC, 11 WG/JA, 11 WG/SE, 7 FIS, 89 APS, 89 MXG/DynCorp) to support wing leadership or an incident commander during a crisis situation. Unless otherwise instructed, EOC personnel will report to the primary contingency duty location without delay.

Accountability Recall: Used for assessing personnel accountability and to relay any instructions. Units are to make all pyramid notifications, relay instructions and report personnel accountability through unit UCCs. Unit commanders will determine if interrupting crew rest is appropriate. Skipped personnel on crew rest will be counted as contacted. Personnel are to report to duty at next regularly scheduled time, unless directed otherwise. ~~Adopt-a-tenant (is/is not) in effect.~~

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 in uniform and do not delay reporting by showering, shaving, applying make-up or eating. Civilians report in comparable clothing.

RECALL SCRIPTS

GENERAL, GENERAL EXERCISE, CAT AND EOC RECALLS:

"THIS IS _____ WITH AN (ACTUAL / EXERCISE) RECALL MESSAGE. THE WING COMMANDER HAS DIRECTED A PYRAMID RECALL. MISSION ESSENTIAL CIVILIANS (WILL / WILL NOT) BE RECALLED. ADOPT-A-TENANT (IS / IS NOT) IN EFFECT. INITIATION TIME IS _____ LOCAL. MAKE YOUR REQUIRED NOTIFICATIONS AND (REPORT FOR DUTY / REMAIN ON TELEPHONE STANDBY). THE CAT (WILL / WILL NOT) FORM AT THE (PRIMARY / ALTERNATE) LOCATION. FORMATION TIME IS _____ LOCAL. THE EOC (WILL / WILL NOT) FORM AT THE (PRIMARY / ALTERNATE) LOCATION. FORMATION TIME IS _____ LOCAL."

ACCOUNTABILITY RECALL:

"THIS IS _____ WITH AN (ACTUAL / EXERCISE) RECALL MESSAGE. THE WING COMMANDER HAS DIRECTED AN ACCOUNTABILITY RECALL OF ALL PERSONNEL TO INCLUDE CIVILIAN PERSONNEL. ADOPT-A-TENANT (IS / IS NOT) IN EFFECT. INITIATION TIME IS _____ LOCAL. MAKE YOUR REQUIRED NOTIFICATIONS AND REPORT PERSONNEL ACCOUNTABILITY THROUGH UNIT UCCS TO THE IPRE."

TEST OF THE PYRAMID NOTIFICATION SYSTEM

"THIS IS _____ WITH A TEST OF THE PYRAMID NOTIFICATION SYSTEM. ADOPT-A-TENANT (IS / IS NOT) IN EFFECT. INITIATION TIME IS _____ LOCAL. MAKE YOUR REQUIRED NOTIFICATIONS INCLUDING CIVILIANS AND REPORT RESULTS TO THE UNIT CONTROL CENTER OR DESIGNATED POC. **DO NOT REPEAT, DO NOT REPORT FOR DUTY AT THIS TIME AND DO NOT GO ON TELEPHONE STANDBY. MAINTAIN YOUR NORMAL DUTY SCHEDULE.**"

RELEASE FROM RECALL/TELEPHONE STANDBY

"THIS IS _____ WITH AN (ACTUAL / EXERCISE) RELEASE FROM (RECALL / TELEPHONE STANDBY) MESSAGE.
THE WING COMMANDER HAS DIRECTED RELEASE OF RECALL / TELEPHONE STANDBY. INITIATION TIME IS _____
LOCAL.

FORCE PROTECTION CONDITIONS (FPCONS)

FPCON NORMAL: A general global threat of possible terrorist activity exists.

FPCON ALPHA: A general warning of possible hostile activity against personnel and facilities, the nature of which is unpredictable.

FPCON BRAVO: An increased and more predictable threat of hostile activity exists

FPCON CHARLIE: An incident occurs or intelligence is received that indicated imminent hostile acts against personnel and facilities

FPCON DELTA: An attack occurs or intelligence indicated that an imminent attack against a specific location or person is likely

INFORMATION CONDITIONS (INFOCONS)

INFOCON 5: normal readiness of information systems and networks that can be sustained indefinitely.

INFOCON 4: Increased Military Vigilance - An increased risk of attack, increases NetOps readiness, in preparation for operations or exercises, with a limited impact to the end-user.

INFOCON 3: Enhanced Readiness - Specific risk of attack to include compromise of system resources, further increases NetOps readiness by increasing the frequency of validation of the information network and its corresponding configuration. Impact to end-users is minor.

INFOCON 2: Greater Readiness - Limited attack, requiring a further increase in frequency of validation of the information network and its corresponding configuration. The impact on system administrators will increase in comparison to INFOCON 3 and will require an increase in preplanning, personnel training, and the exercising and pre-positioning of system rebuilding utilities.

INFOCON 1: Maximum Readiness - General attack, highest readiness condition and addresses intrusion techniques that cannot be identified or defeated at lower readiness levels; the most effective method for ensuring the system has not been compromised in this manner is to reload operating system software on key infrastructure servers.

Instructions:

Notify the next person in the chain below you and read the script verbatim. If that person cannot be contacted, continue down the chain and advise the first person you contact and identify those not contacted. Continue attempts to contact skipped personnel. The last person in each column will contact the unit control center or designated POC and relay the time contacted and identify those not contacted. Civilians are an integral part of the 11 WG. Unless directed otherwise, civilians will participate in all script messages from the Command Post. Civilians will only be recalled to duty or placed on telephone standby at the explicit direction of the wing group or tenant unit commander.

RECALL: Report to duty immediately.

TELEPHONE STANDBY: Remain within hearing distance of your telephone until released from standby; report for normal duty hours unless otherwise directed.

MISSION-ESSENTIAL CIVILIANS: Civilian employees identified by their squadron commander and approved by the wing commander and noted in their job descriptions, as people needed to operate the base and its mission essential services. These individuals will be identified on the unit's recall roster.

MISSION ESSENTIAL MILITARY PERSONNEL: Specifically identified on a unit's recall roster.

UPDATE OF PYRAMID NOTIFICATION ROSTER: Contact your unit recall POC immediately with any change in contact information

CONTACT INFORMATION:

Straight Talk Line: 301-981-5995

Unit Control Center:

Group Control Center:

IPRE: 2-5922

Attachment 6

ACCOUNTABILITY REPORT FOR PYRAMID NOTIFICATIONS

Table A6.1. Unit Accountability Report for Pyramid Notifications.

Unit: _____
 Date: _____
 Initiation Time (IT): _____
 Time Unit Contacted: _____

	A	B	C	D
Time	Total Assigned	Total on Leave/TDY	Total Contacted	% Contacted*
IT + 1 hour				
IT + 2 hours				
IT + 3 hours				
IT + 4 hours				
IT + 5 hours				
IT + 6 hours				

POC (primary/alternate): _____
 Phone (primary/alternate): _____
 Fax (primary/alternate): _____
 Email (primary/alternate): _____

* For % contacted divide the number contacted by the number assigned minus the number on leave/TDY: $D=[C/(A-B)] \times 100$

Attachment 7

WING ACCOUNTABILITY REPORT FOR PYRAMID NOTIFICATIONS

Table A7.1. Wing Accountability Report for Pyramid Notifications.

Date: _____

Initiation Time (IT): IT+__HR

	A	B	C	D
Time	Total Assigned	Total on Leave/TDY	Total Contacted	% Contacted*
11 WG Staff				
11 OG				
811 OG				
11 MSG				
11 SFG				
Wing Totals				

POC (primary/alternate): _____

Phone (primary/alternate): _____

Fax (primary/alternate): _____

Email (primary/alternate): _____

* For % contacted divide the number contacted by the number assigned minus the number on leave/TDY: $D = [C / (A - B)] \times 100$

Attachment 8

UNIT STRENGTH REPORT FOR RECALL TO DUTY

Table A8. Unit Strength Report for Recall to Duty.

Unit: _____

Initiation Time (IT): _____

Date: _____

Time Unit Contacted: _____

	A	B	C	D	E	F	G
Time	Total Military Assigned	Total Military NPFDP*	Total Military Available	Total Military PFD**	Total Military for BMP***	Total Civilians Assigned	Total Civilians Available
IT + 1 hour							
IT + 2 hours							
IT + 3 hours							
IT + 4 hours							
IT + 5 hours							
IT + 6 hours							

POC (primary/alternate): _____

Phone (primary/alternate): _____

Fax (primary/alternate): _____

Email (primary/alternate): _____

* NPFDP: not present for duty

** PFD: present for duty

*** BMP: base manpower pool

Attachment 9

WING STRENGTH REPORT FOR RECALL TO DUTY

Table A1.9. Wing Strength Report for Recall to Duty.

Date: _____

Initiation Time (IT): IT+__HR

	A	B	C	D	E	F	G
Unit	Total Military Assigned	Total Military NPDF*	Total Military Available	Total Military PFD**	Total Military for BMP***	Total Civilians Assigned	Total Civilians Available
11 WG Staff							
11 OG							
811 OG							
11 MSG							
11 SFG							
Entire Wing							

POC (primary/alternate): _____
 present for duty
 Phone (primary/alternate): _____
 present for duty
 Fax (primary/alternate): _____
 base manpower pool
 Email (primary/alternate): _____

* NPDF: not
 ** PFD:
 *** BMP: