

**BY ORDER OF THE COMMANDER
PACIFIC AIR FORCES (PACAF)**

**PACIFIC AIR FORCES INSTRUCTION
10-202**



1 DECEMBER 2016

Operations

**HEADQUARTERS PACIFIC
AIR FORCES PYRAMID
NOTIFICATION SYSTEM**

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: PACAF/A3TC

Certified by: PACAF/A3T
(Colonel William R. Otter)

Supersedes: PACAFI 10-202,
4 April 2013

Pages: 15

This instruction implements Air Force Policy Directive (AFPD) 10-4, *Operations Planning*, and defines types of recalls initiated in response to actual emergencies, readiness conditions or their exercise equivalents. This instruction establishes procedures and responsibilities for the notification and recall of personnel under actual and/or exercise situations. This publication applies to HQ PACAF personnel only. It does not apply to the Air National Guard (ANG) or Air Force Reserve Command (AFRC) units and members, but does apply to Air Force Reserve members assigned to Headquarters Pacific Air Forces (HQ PACAF) units and activities.

The reporting requirement in this publication is exempt from licensing in accordance with AFI 33-324, *The Information Collections and Reports Management Program; Controlling Internal, Public, and Interagency Air Force Information Collections*. 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 in the Air Force Records Information Management System (AFRIMS).

Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with (IAW) AFMAN 33-363, *Management of Records*, and disposed of IAW the Air Force Records Disposition Schedule (RDS) located in Air Force Records Information Management System (AFRIMS).

Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*; route AF Form 847s from the field through the appropriate functional chain of command.

SUMMARY OF CHANGES

This document has been substantially revised and must be completely reviewed. Major changes include updated office symbols, phone numbers, and HCC procedures.

Chapter 1

PYRAMID NOTIFICATION SYSTEM

1.1. General. This instruction provides a system to expeditiously pass critical information to HQ PACAF military and key civilian personnel. Primary method is an expanding telephonic network (pyramid) to notify either only key personnel or the entire HQ Staff. An alternate procedure is provided for recall during communications outages. The pyramid notification system may be activated to implement a general recall, telephone standby, information relay, personnel accountability, or as a communications test of the notification system.

1.2. Responsibilities:

1.2.1. Commander, Pacific Air Forces (COMPACAF) will direct activation of the Pyramid Notification System IAW established plans.

1.2.2. Vice COMPACAF, when COMPACAF is unavailable, will direct activation of the pyramid notification system IAW established plans.

1.2.3. PACAF Chief of Staff, when COMPACAF and Vice COMPACAF are unavailable, will direct activation of the pyramid notification system IAW established plans.

1.2.4. Director of Air and Cyberspace Operations (HQ PACAF A3/6), when COMPACAF, Vice COMPACAF, and PACAF Chief of Staff are unavailable, will direct activation of the Pyramid Notification System IAW established plans.

1.2.5. The PACAF Command Center (PCC) will develop and maintain procedures to notify each Directorate/Special Staff Agency.

1.2.6. The PCC, when directed by appropriate authority (reference paragraphs 1.2.1. thru 1.2.4.), will activate the HQ PACAF Pyramid Notification System. The HQ PACAF Commanders Support Staff (PACAF/CCQ) is the Headquarters Control Center (HCC) / Unit Control Center (UCC) and will perform all accountability and strength accounting responsibilities.

1.2.7. Directorates/Special Staff Agencies.

1.2.7.1. Prepare and maintain organizational pyramid notification recall roster marking the roster "FOR OFFICIAL USE ONLY" (FOUO). E-mails shall be encrypted when they contain FOUO and/or Privacy Act Information. Recall rosters will be updated, as personnel changes occur to maintain the responsiveness of the system. Recall rosters and changes will be provided to the PACAF/CCQ monthly, or as changes occur. The PCC will coordinate with PACAF/CCQ to maintain access to all recall rosters.

1.2.7.1.1. Recall rosters may be e-mailed provided they are encrypted, digitally signed, sent from a ".mil" e-mail address to another ".mil" e-mail address, and contain the PII DoD Marking Category selected. The following statement will be applied, "This e-mail contains FOR OFFICIAL USE ONLY (FOUO) information which must be protected under the Freedom of Information Act (5 U.S.C. 552) and/or the Privacy Act of 1974 (5 U.S.C 552a). Unauthorized disclosure or misuse of this PERSONAL INFORMATION may result in disciplinary action, criminal and/or civil

penalties. Further distribution is prohibited without the approval of the author of this message unless the recipient has a need to know in the performance of official duties. If you have received this message in error, please notify the sender and delete all copies of this message.”

1.2.7.2. Appoint a system monitor to maintain currency of the pyramid notification recall rosters. Provide the name of the system monitor to the PACAF/CCQ (pacaf.ccq@us.af.mil) and PCC controller team via e-mail (pacaf.a3pacafcommandcenter@us.af.mil).

1.2.7.3. Establish Directorate Control Centers (DCC) and appoint a DCC representative by name to the HCC. This will allow the HCC to train and identify DCCs for coordination of data collection/reporting during activation of pyramid notification system.

1.2.7.3.1. Maintain current pyramid notification recall rosters.

1.2.7.3.2. Provide monthly recall roster updates to PACAF/CCQ.

1.2.7.3.3. Attend required training as directed by the HCC.

1.2.7.4. Distribute a current copy of the pyramid notification recall roster to each person listed in the pyramid notification diagram. All personnel will keep a copy of the recall roster with them at all times. **Attachment 2** provides an example **pyramid notification recall roster format**.

1.3. Pyramid Activation Procedures.

1.3.1. All agencies will use the following statements as required:

1.3.1.1. GENERAL RECALL: This is (identify yourself). A General Recall has been activated for Headquarters PACAF. Report to your duty station after completing your portion of the pyramid notification.

1.3.1.2. KEY PERSONNEL RECALL: This is (identify yourself). A Key Personnel Recall has been activated for Headquarters PACAF. Key personnel report to your duty station after completing your portion of the pyramid notification.

1.3.1.3. TELEPHONE STANDBY: This is (identify yourself). Telephone Standby has been declared for Headquarters PACAF. Remain by your telephone until further notice. Complete your portion of the pyramid notification.

1.3.1.4. PYRAMID NOTIFICATION SYSTEM INFORMATION: This is (identify yourself). Pyramid Notification System information follows: (insert message). Complete your portion of the pyramid notification. EXAMPLE: “This is the PACAF Command Center. Pyramid system information follows: The Crisis Action Team (CAT) has been activated in the Pacific Operations Support Center (POSC) at _____ W. All key personnel will report to the POSC immediately. Complete your portion of the pyramid notification.”

1.3.1.5. The person contacted by the PCC, regardless of position in the published alerting sequence, is responsible for ensuring that the pyramid for their directorate/staff agency is fully activated including any other required staff agency notification.

1.4. Alternate Activation Procedures-Communications Outage:

1.4.1. The PCC will request assistance from the Joint Base Defense Operations Center (JDOC) to dispatch public address-equipped vehicles to recall HQ PACAF personnel to their duty stations.

1.4.2. Directorates/Special Staff Agencies will devise a system for recall of mission critical/essential off-base personnel during a communication outage.

1.5. Security:

1.5.1. Notification will include only essential, unclassified information. All information related to a recall is privileged and releasable only on a need-to-know basis.

1.6. Air Force Personnel Accountability and Assessment System (AFPAAS):

1.6.1. PACAF/A1 is the OPR for AFPAAS related issues. They are the primary conduit between wing AFPAAS commander representatives, the Air Force Personnel Center, other Major Commands (MAJCOM), and HAF.

1.6.2. AFPAAS standardizes a method for the Air Force to account, assess, manage, and monitor the recovery and reconstitution process for personnel and their families affected and/or scattered by a wide-spread catastrophic event. AFPAAS provides valuable information to all levels of the Air Force chain of command, allowing commanders to make strategic decisions which facilitate a return to stability.

1.6.3. AFPAAS allows Air Force Personnel to: report accounting status, update contact/location information, complete needs assessment and view reference information.

1.6.4. As a result of a national or natural disaster an AFPAAS reporting event can be initiated. AFPAAS events are initiated by Headquarter Air Forces (HAF), PACAF, PACOM or installation commander. Events will normally be preceded and/or initiated via an execution order utilizing the pyramid notification system to contact all affected members. Affected members are active duty, guard, reserve, DoD civilians, contractors (those individuals filling unit manning document positions) and their family members.

Chapter 2

HQ PACAF RECALL AND STRENGTH ACCOUNTING PROCEDURES

2.1. Purpose:

2.1.1. To establish HQ PACAF staff recall/strength reporting procedures and to provide DCCs useful tools to provide strength accounting inputs to the HCC.

2.2. Scope:

2.2.1. These procedures apply to real-world contingencies, natural disasters and HAF, USPACOM and/or PACAF directed exercises. They will not be implemented during 15 WG exercises.

2.2.2. These procedures apply to all directorates, Field Operating Agencies (FOAs), groups and squadrons assigned to HQ PACAF.

2.2.2.1. FOAs, groups and squadrons assigned to the HQ PACAF will report to their directorate. Their strength accounting information will be included in the DCC report to the HCC.

2.2.3. In the event of a power or communication outages, DCCs will deliver all strength-reporting correspondences to HCC.

2.3. OPRs for Strength Accounting Procedures:

2.3.1. The 15 WG Personnel Control Center (647 FSS/UCC) is the POC for real-world contingency or natural disaster situations accountability reporting.

2.3.1.1. The 647 FSS/UCC is located in building 1073, room 24, phone number 315-449-0696, STU III 315-449-1627, and fax 315-449-0612.

2.3.2. The HCC is the POC for COMPACAF-directed recalls (for exercise, real-world contingency, and/or other limited purposes involving only HQ PACAF personnel).

2.3.2.1. The HCC is located in building 1102, room G-305, phone number 315-449-4545, and fax 315-449-4921.

2.3.3. DCCs are the POCs for directorate strength accounting.

2.4. HCC Responsibilities:

2.4.1. Upon activation, the HCC will query MILPDS and identify those assigned/attached and those personnel on TDY/leave. The HCC will provide the query results to appropriate DCC.

2.4.2. Prepare/consolidate DCC strength accounting report (see Attachment 2).

2.4.2.1. The HCC will provide reports to the Deputy Chief of Staff and the PCC at Recall (R)+1:00, R+2:00, R+3:00, etc. until 100% accountability is reached.

2.4.3. The consolidated HCC initial strength or “available numbers” substantiated by reports from the DCCs should not change in subsequent reports.

2.4.4. The HCC will provide training to all DCC personnel on these procedures.

2.5. DCC Responsibilities:

2.5.1. Upon activation, the HCC will provide DCCs a MILPDS query that identifies those assigned/attached, a duty roster, and LeaveWeb report for those personnel on TDY/leave. DCCs will ensure all products are correct and report any changes or updates to the HCC.

2.5.1.1. Ensure those members required to report for duty sign in on an accountability roster (see Attachment 3) with time notified and time arrived. This procedure is used to manage unit strength and to check recall response time.

2.5.1.2. Prepare strength accounting report (see Attachment 4) based on MILPDS query, duty status roster, and LeaveWeb report provided by HCC.

2.5.1.3. R + (ASAP) Initial Strength Check. Report only the TOTAL of each category. The initial strength numbers reported by the DCCs should not change in the subsequent available reports.

2.5.1.4. Report available updates as established between the HCC and DCC until 100% accountability is achieved.

2.5.2. Prepare and deliver a list to the HCC (NLT R+3:30) of personnel on pass, leave or TDY in the local area.

2.5.3. Prepare and deliver messages and memorandums recalling personnel from pass, leave or TDY and deliver to HCC NLT R+3:30.

2.5.3.1. To recall personnel TDY outside the local area, prepare and transmit a signed/encrypted email message released from directorate command-level organizational account (see Attachment 5). Prior to sending message, it must be coordinated/released by the directorate executive officer or designated representative.

2.5.3.1.1. A memorandum (see Attachment 6) will be provided to the HCC signed by directorate executive officer or designated representative and will be sent to the member.

2.5.4. The DCC will provide training to directorate assigned personnel on these procedures.

DIRK D. SMITH, Brig General, USAF
Director of Air and Cyberspace Operations

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

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

AFI 33-324, *The Information Collections and Reports Management Program: Controlling Internal, Public, and Interagency Air Force Information Collections*, 6 March 2013

AFMAN 33-362, *Management of Records*, 1 March 2008

5 United States Code 552a, *Public Information; Agency Rules, Opinions, Orders, Records, and Proceedings*.

Adopted Forms

AF Form 847, *Recommendation for Change of Publication*

Abbreviations and Acronyms

AFRIMS—Air Force Records Information Management System

COMPACAF—Commander Pacific Air Forces

DCC—Directorate Control Center

FOA—Field Operating Agency

FSS—Force Support Squadron

HCC—Headquarters Control Center

HQ PACAF—Headquarters Pacific Air Forces

JDOC—Joint Base Defense Operations Center

IAW—In Accordance With

MILPDS—Military Personnel Data System

OPR—Office of Primary Responsibility

PCC—PACAF Command Center

POC—Point of Contact

POSC—Pacific Operations Support Center

USPACOM—United States Pacific Command

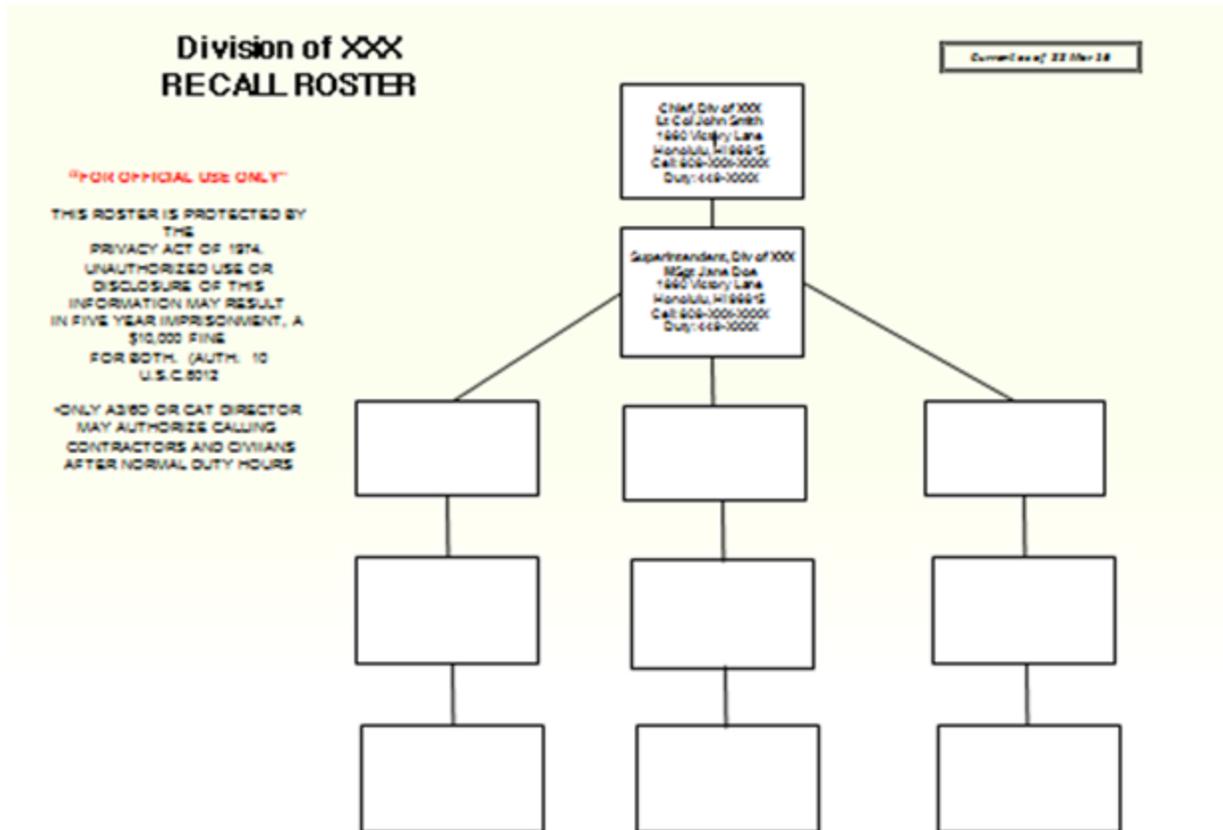
WG—Wing

Attachment 2

SAMPLE OF RECALL ROSTER

Figure A2.1. Sample of Recall Roster.

Front Page



Back Page

RECALL PROCEDURES:

All agencies will use the following statements as required:

GENERAL RECALL:

"This is (identify yourself). A General recall has been activated for Headquarters PACAF. Report to your duty station after completing your portion of the pyramid notification."

***"This is (identify yourself). EXERCISE, EXERCISE, EXERCISE. A General recall has been activated for Headquarters PACAF. Report to your duty station after completing your portion of the pyramid notification."*

TELEPHONE STANDBY:

"This is (identify yourself). Telephone standby has been declared for Headquarters PACAF. Remain by your telephone until further notice. Complete your portion of the pyramid notification."

***"This is (identify yourself). EXERCISE, EXERCISE, EXERCISE. Telephone standby has been declared for Headquarters PACAF. Remain by your telephone until further notice. Complete your portion of the pyramid notification."*

1. Command Center will notify the **UCC (PACAF/CCQ)** to initiate recall.
2. **UCC will notify PACAF/CS.**
3. **PACAF/CS** will call the section heads.
4. Section heads will then call the next person on the roster; that person will call the next and so on to complete their portion of the pyramid recall roster.
5. If unable to make contact, move on to the next person and let them know you were unable to contact the member on the roster listed before them. That information will then be forwarded to the last person.
6. Last person will call **the UCC** as well as notify sections heads for accountability of their section and report any personnel unaccounted for.
7. **UCC** will report final accountability to Command Center.

UCC (PACAF/CCQ): 449-4545

Attachment 3

SAMPLE OF DCC STRENGTH ACCOUNTING

Table A3.1. Sample of DCC Strength Accounting.

DIRECTORATE: A4							
RECALL							
DATE:DDMonY							
DY/MO/YR							
R= 0600							
	INITIAL	INITIAL	INITIAL	INITIAL	INITIAL		
	115	15	10	2	88		
	#ASGND	TDY	LEAVE	OTHER	AVAILABL	PRESENT	RECALL
	MILPDS						MESSAGE
R+ :30						60	
R+ :45	NC	NC	NC	NC	NC	65	
R+ 1:00	NC	NC	NC	NC	NC	73	
R+ 1:15	NC	NC	NC	NC	NC	87	
R+ 1:30	NC	NC	NC	NC	NC	88	
R+ 3:20	NC	NC	NC	NC	NC		

Attachment 4

SAMPLE OF SIGN-IN ACCOUNTABILITY ROSTER

Table A4.1. Sample of Sign-In Accountability Roster.

	RECALL DATE:	REAL-WORLD			
		COMPACAF DIRECTED			
		HQ PACAF STAFF ONLY			
	R= 0600L				
	DIRECTORATE:	A4			
					HR:MIN
	RANK	NAME	TIME NOTIFIE	TIME ARRIVE	RESPONSE TIME
1	MSgt	Aguilar	0615	0700	:45
2	Col	Littlejohn	0620	0705	:45
3	1Lt	Sprout	0610	0705	:55
4	SSgt	Mullins	0615	0705	:55
5	A1C	Jackson	0615	0700	:45
6	A1C	Lewis	0616	0705	:49
7	SSgt	Franks	0616	0705	:49
8	Capt	Jones	0622	0710	:58
9	Amn	Hart	0625	0710	:45
10	AB	Harris	0625	0713	:48
11	TSgt	Love	0630	0715	:45
12	TSgt	Davis	0632	0700	:28
13	AB	Taylor	0635	0700	:25
14	SSgt	Smith	0635	0704	:29
15	SSgt	Sims	0645	0730	:45
16					
17					
18					
19					
20					
21					

Attachment 5

SAMPLE OF STRENGTH ACCOUNTING

Table A5.1. Sample of Strength Accounting.

STRENGTH REPORT										
RECALL DATE:										
DD/MM/YY										
R= 0600										
	INITIAL	INITIAL	INITIAL	INITIAL						
					R+ .30	R+ .45	R+ 1:00	R+ 2:00	R+ 3:30	R+ 3:30
DIRECTOR	#ASGN	TD	LEAV	OTH	AVAILA	PRESE	PRESE	PRESE	PRESE	RECAL
										MESSA
DS	220	20	10	5	20	34	70	78	85	
DO	50	2	3	0	10	30	45	45	45	
502	130	25	5	0	50	60	70	100	100	
AOG										
XP	100	0	0	0	25	35	60	85	100	
CE	350	50	50	0	100	140	200	250	250	
LG	115	15	10	2	60	65	73	88	88	
PACAF RSS	40	0	0	0	20	40	40	40	40	
IN	48	0	0	3	5	25	36	45	45	
PACAF AIS	104	10	0	4	30	50	67	80	90	
DP	30	3	2	0	10	16	23	25	25	
FM	40	0	10	0	5	10	30	30	30	
SC	110	5	0	5	23	51	60	79	100	
PACAF/CSS	57	1	0	1	20	50	50	55	55	
PACAF APS	22	0	0	0	10	20	22	22	22	
QI	67	7	0	5	15	22	30	42	55	
SE	20	0	0	0	10	14	20	20	20	
SF	85	30	5	0	20	45	50	50	50	
SV	130	25	0	5	50	50	50	78	100	
PA	20	1	1	1	3	14	17	17	17	
HO	110	10	5	5	20	37	40	50	100	
SG	95	5	0	0	50	90	90	90	90	
HC	80	5	0	5	30	55	70	70	70	
JA	45	0	0	5	20	23	32	40	40	
IG	60	45	0	0	6	10	15	15	15	
TOTAL	2128	259	96	51	622	986	1260	1494	1632	

Attachment 6

SAMPLE OUTLOOK MESSAGE FORMAT TO RECALL OFF-ISLAND TDY MEMBERS**Figure A6.1. Sample Outlook Message Format to Recall off-Island TDY Members.**

TO: Use Global Address Listing and find the address for the member's attached/assigned TDY unit, base, and office symbol. The location can be obtained from the TDY orders.

INFO: Use the Global Address Listing to find the address for the MAJCOM/CCQ of the school, base, or exercise to which the member is TDY and PACAF/CCQ.

SUBJECT: RECALL NOTIFICATION

Text example: The following personnel are TDY to your station and by order of the commander are required to return to their permanent duty station via the most expeditious means available:

FOR: Member's TDY unit designation. This helps the TDY unit to locate the deployed member.

Example: **FOR: 332 STUS: TSgt Smith, Helen A., 123-45-6789**

POC: Should be one of the commander's support staff personnel, first sergeant, or commander.

DRAFTER'S NAME AND ADDRESS: The person drafting the message.

RELEASER'S NAME: Releaser must sign message to indicate approval for release.

****NOTE: Ensure email is digitally signed and encrypted prior to sending.**

Attachment 7

**SAMPLE OUTLOOK MESSAGE FORMAT TO RECALL OFF-ISLAND MEMBERS
ON LEAVE****Figure A7.1. Sample Outlook Message Format to Recall off-Island Members on Leave.**

MEMORANDUM FOR WESTERN UNION

FROM: HQ PACAF/CCQ
25 E St Suite G305
JBPH-H, HI 96853-5420

SUBJECT: Recall Notification

By order of the commander, the following personnel are to return to their home station by the most expeditious means available.

SSgt Jones, Jane A., 123-45-6789
12 Main St
New York, NY 10032
(212) 555-2222

SrA Smith, John J., 123-45-6789
10 Sunset Lane
Los Angeles, CA 94999
(714) 555-1212

SIGNED BY DIRECTORATE
EXECUTIVE OFFICER OR
DESIGNATED REPRESENTATIVE

**THIS FORM WILL BE DELIVERED TO THE HCC. THE HCC WILL FORWARD TO
WESTERN UNION FOR DISSEMINATION. MEMBERS TAKING LEAVE ON-
ISLAND WILL BE RECALLED TELEPHONICALLY.**