

**BY ORDER OF THE
SUPERINTENDENT**

**HQ UNITED STATES AIR FORCE ACADEMY
INSTRUCTION 10-207**

19 MARCH 2008

Operations

ALERT NOTIFICATION PROCEDURES



COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements Air Force Policy Directive (AFPD) 10-2, *Readiness*, and references Air Force Instruction (AFI) 10-207, *Command Posts*. It identifies responsibilities and procedures for pyramid notification of military and civilian personnel and outlines coordination between the United States Air Force Academy (USAFA) 10th Air Base Wing Command Center (10 ABW/CP), Installation Command Center (ICC), Emergency Operations Center (EOC), Personnel readiness Flight (PRF), and Group/Unit Control Centers (GCC/UCC). For specific guidance for GCC/UCC roles and responsibilities, refer to the CEMP 10-2. Refer recommended changes and conflicts between this and other publications to 10 ABW/CP, 2304 Cadet Drive, Suite B1, USAF Academy CO 80840, on Air Force (AF) Form 847, *Recommendation for Change of Publication*. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 37-123 (will convert to 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>. See **Attachment 1** for a glossary of references and supporting information.

SUMMARY OF CHANGES

This revision focuses on USAFA recall procedures and the communication flow between base agencies, control centers, and senior leadership. Therefore, the instruction name was changed from “USAFA Command and Control” to “Alert Notification Procedures.” This revision updates the organizational structure. It replaces all reference to the HQ USAFA/AH with HQ USAFA/AD and replaces the 34 TRW to USAFA/CW. It also better defines the unit strength reporting procedures and updates recall procedures. It replaces the former terminology Crisis Action Team (CAT) to Installation Control Center (ICC) and Emergency Operations Center (EOC) and shows which agencies are assigned. The new term Group Control Center (GCC) has been introduced, and it shows what agencies are assigned as Group and Unit Control Centers. New attachments have been introduced and former ones have been deleted or revised. This document has been substantially revised and must be completely reviewed. A margin bar indicates newly revised material.

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1. General.

1.1. National and local emergencies and other contingencies require the USAF Academy (USAFA) to notify personnel or recall them to their place of duty. Notifications and recalls shall be as covert as possible to deny potential adversaries useful information and to avoid public alarm. This instruction establishes the requirement for all USAFA organizations to produce recall rosters to facilitate timely notification/recall of personnel. Depending on the situation, certain personnel may be excused from the recall, as determined by specific governing directives or the senior officer in charge. The USAFA Command Center (10 ABW/CP) is responsible for overall management of the base/wing alert notification system. The 10th Mission Support Squadron (10 MSS/DPMX) is responsible for overall management of the wing personnel strength reporting system.

1.2. Standard alert notification terminology will be used for each type of recall. Alert notification terminology consists of a number, verbiage (in bold face), and instructions to follow upon notification. All organizations maintaining a recall roster will have standard terminology for recalls printed on the back (see [Attachment 6](#)).

1.3. [Attachment 2](#) and [Attachment 3](#) outline the flow of information from the 10 ABW/CP to base, wing and tenant agencies should notification be warranted. The diagrams show how information is transmitted for:

1.3.1. Recall of military or civilian personnel.

1.3.2. Natural, manmade incidents or accidents affecting the Academy.

1.3.3. Other time-sensitive notifications as directed by the Superintendent or Commander, 10th Air Base Wing.

1.4. Organizational Recall Rosters:

1.4.1. All units assigned to, or working on, USAFA (to include tenant units and contracted agencies) will provide a copy of their recall roster to the Command Center addressed to 10 ABW/CP via BITS or e-mail to 10abw.cp@usafa.af.mil, 10th Security Forces Squadron Control Center (10 SFS/SFCC) via BITS or e-mail to 10sfs.s31@usafa.af.mil, and to the organization that is responsible for making notification to each organization during pyramid notification procedures in accordance with (IAW) [Attachment 5](#) and [Attachment 6](#). These rosters will be used in notifying affected organizations of events or incidents.

1.4.2. Organizational rosters will be submitted whenever changes occur but no later than 90 days since their last updated roster.

1.5. Stand-by Memorandums:

1.5.1. Stand-by memorandums are locally generated letters that designate personnel to provide assistance after duty hours in the event of an incident or an individual's request. Assigned personnel should be available 24 hours a day, 7 days a week. It is the unit commander's responsibility to determine whether or not his/her unit requires stand-by personnel. At a minimum, memorandums should include personnel to contact and their after duty phone numbers, stand-by to and from dates if rotating personnel, and a general synopsis of events that may generate notification.

1.5.2. Organizations will provide a copy of their Stand-by memorandum to 10 ABW/CP, 10 SFS/SFCC, Telephone Switchboard (10 CS/SCXST; base information), and other agencies deemed necessary by their organizations. These memorandums will be used in notifying affected organiza-

tions of events or incidents related to them. Memorandums are to be updated quarterly or when changes occur.

2. Recall.

2.1. Recall Exemptions and Stipulations.

2.1.1. **Crew Rest.** Aircrew members in crew rest will be contacted for Alert Notifications derived from [Attachment 6](#), but are not required to report for duty unless directed by the 306 FTG/CC or his/her designated alternate. These personnel should be accounted for as available for duty.

2.1.2. **Shift Workers.** Shift workers in rest will be contacted for Alert Notifications derived from [Attachment 6](#), but are not required to report for duty unless directed by their supervisor or commander. These personnel should be accounted for as available for duty.

2.1.3. **Mission Essential Federal Employees (MEFE).** Those civilians identified by the commander as essential for the accomplishment of USAFA's mission during contingencies or emergencies may be recalled. These personnel are considered emergency essential (E-E) civilian employees who are appointed, either temporarily or permanently, to an E-E DoD position. The circumstances under which an employee is considered mission essential (i.e. unanticipated curtailment of operations based on extreme weather, unforeseen interruptions of transportation or biding services) must be annotated in the employee's 971.

2.1.4. **Exercises.** Exercise recalls will typically be limited to permanent party active duty personnel. Cadets, civilians and contractors will be contacted, notified and accounted for (as required) but will report at normal duty time. If cadets, civilians and/or contractors are physically recalled for an exercise, prior coordination and approval must be provided through the USAFA/CC, IG, CW and the 10 ABW/CC.

2.2. Types of Recalls.

2.2.1. **Covert/Communications-out Recall (COMM-OUT).** Recall mission essential personnel, to include E-E civilians, as quickly as possible without public notice and minimizes action which might alarm the general public. The telephone is normally used but if the telephone is out or a person does not have a telephone, person-to-person contact is required. Therefore, it is recommended that commanders assign sector notification responsibilities to individuals and develop maps for their use in conducting Covert/Communications-out recall notifications.

2.2.1.1. 10 ABW/CP will maintain a roster of key leadership with addresses to be passed to the SFCC for recalls under COMM-OUT conditions. When notified of a COMM-OUT recall, 10th Security Forces Squadron patrols will be dispatched to the quarters of designated personnel from each major mission element (HQ USAFA/CC, HQ USAFA/DF, HQ USAFA/PL, HQ USAFA/AD, USAFA/CW, 10 ABW/CC, 10 MSG/CC, 10 MDG/CC, and as required, the 306FTG/CC, DoDMERB, and AFOSI 803 OL-A), to activate pyramid notifications. Personnel notified by patrols will in turn implement notification procedures for their organization. 10 SFS/SFO will dispatch patrols to notify personnel in the enlisted dormitories.

2.2.2. **Overt Recall.** Recall personnel using the fastest means available. Telephone and public media (radio and television) are authorized for use.

2.2.3. **Telephone On-Call (Six Ring Recall).** This notification is used to place personnel in an immediately available status to receive information or instructions by telephone, land mobile radio

(LMR), or pager. Personnel must stay by their telephone or have an operable LMR, pager or cellular telephone in their possession. **If personnel leave their home while telephone on-call procedures are in effect, it is their responsibility to inform their supervisor, the person who calls them and/or work center of how they may be reached.**

2.2.4. **Tests.** Used to assess the effectiveness of an organization's telephone recall procedures.

2.2.4.1. The recall roster is completed in its entirety by telephone and the last person contacted in each column notes the time of their notification and completes the chain by calling the unit commander. The latest time reported determines the "Total time" for the recall. **ALL** assigned personnel, with the exception of those personnel who are TDY or on Leave, will be contacted. Personnel are not required to report for duty.

2.2.5. **Notification Advisory.** Used to notify personnel of an actual or imminent situation, (e.g., severe weather) when they must be notified of early release, delayed reporting, base closure or other directed action other than a recall. Only personnel available for duty are contacted. Do not contact personnel on leave or temporary duty.

2.2.6. **Actual or Exercise.** Used to direct personnel to report for duty during real world or exercise situations. The nature of the situation and senior leadership direction determines the personnel who will be recalled. **It is paramount that personnel respond in an expeditious and safe manner. Military personnel report in an appropriate uniform (BDUs, ABUs, or Flightsuits).** All personnel in duty status are to report for duty. Personnel in Non-Duty status (leave, temporary duty, crew rest or hospitalized) are contacted as directed or as required and will report for duty if so directed.

2.3. Scope of Recall.

2.3.1. **Base.** Used to recall or notify personnel USAFA wide for either exercise or actual situations. Initiated by the USAFA Superintendent or his/her designated alternate. Tenant units will be recalled when deemed necessary by the USAFA Superintendent.

2.3.2. **Wing.** Used to recall or notify personnel, assigned to the 10 ABW, for either exercise or actual situations. Normally initiated by the 10 ABW/CC or his/her designated representative. Tenant units will be recalled when deemed necessary by the 10 ABW/CC.

2.3.3. **Organizational.** Initiated by the commander of an organization to recall that organization's personnel for a specific reason.

2.3.4. **Selective.** Used when a specific situation requires the recall of certain personnel, such as an Installation Control Center (ICC) and/or Emergency Operations Center (EOC). The 10th Air Base Wing Commander, or designated alternate, is responsible for initiating the recall(s).

3. Recall Roster Requirements.

3.1. Recall rosters for all organizations will have the following minimum requirements according to **Attachment 5** of this instruction.

3.1.1. Commanders of organizations will review rosters monthly and generate new rosters as necessary or at a minimum, quarterly.

3.1.2. Dispose of obsolete rosters by shredding so as to avoid unauthorized release of personal information.

3.1.3. Provide each listed person a copy of the roster.

3.1.4. 10th Security Forces Squadron (10 SFS) will compile and maintain recall information for resource augmentation personnel assigned to support Security Force operations during crisis or exercises. The 10 SFS/SFCC will contact security forces augmentees for recall purposes. Refer to USAFAI 10-205, *Augmentation Duty Program*, for detailed procedures.

3.1.5. Each individual will ensure personal information is current on recall rosters and keep the latest recall roster readily available at all times. Contact personnel as specified on the recall roster immediately upon notification of a recall. Ensure you personally talk to the individual. Leaving a message on an answering machine or with another person does **NOT** constitute contact with that person. When unable to contact an individual within five minutes, go to the next person(s) on the roster and continue the recall process. Do **NOT** delay notification or reporting but notify your supervisor of any person not contacted to ensure contact is made at the earliest opportunity. Note both the time you were notified and the time of the person(s) you contacted.

3.1.6. **Reporting.** Report to your duty location in the appropriate uniform and **DO NOT DELAY** for personal grooming, meals, etc.

3.2. COMM-OUT Pyramid Notification will be implemented when directed by senior staff. Organizational recall rosters must clearly identify personnel and home addresses of those who must be notified when COMM-OUT procedures are implemented.

4. Release From Recall.

4.1. The USAFA Superintendent/10th Air Base Wing Commander or their designated representative shall initiate release of personnel from recall.

4.1.1. Release announcements shall be accomplished through the 10 ABW/CP or ICC/EOC stating, "Recall is terminated." Personnel are then released back to their supervisors for accountability and assignment of duty.

5. Strength Reporting.

5.1. The 10th Mission Support Personnel Readiness Flight (PRF) is designated as the primary agency for strength reporting and personnel accounting data for the United States Air Force Academy.

5.1.1. The PRF will:

5.1.1.1. Collect unit strength reporting and personnel accounting data.

5.1.1.2. When directed by the 10 ABW/CP or EOC (when activated), notify units to recall personnel on leave or Temporary Duty (TDY) by telephone and prepare recall log.

5.1.1.3. Maintain current unit-assigned figures availability upon request.

5.1.1.4. Ensure receipt of organizational reports within established time criteria, consolidate reports, and relay figures to the 10 ABW/CP and EOC (if activated).

5.2. Group Control Centers and Unit Control Centers (GCCs and UCCs).

5.2.1. The USAFA Command Center (10 ABW/CP) will initiate recalls upon direction from senior leadership. When directed to stand up GCCs and UCCs, the Command Center will notify

the 10 MSS/CC and GCCs. The 10 MSS/CC will notify the PRF. GCCs will in turn, notify UCCs to stand up (see [Attachment 4](#)).

5.2.2. During disasters and contingencies, all GCCs and UCCs must activate immediately upon an Alert Notification of a Base, Wing, or Telephone On-Call recall. For all other alert notifications, GCCs and UCCs will be activated at the discretion of the 10 ABW/CC or designated alternate. Once stood up, GCCs and UCCs will contact the PRF and 10 ABW/CP. UCCs that fall under a GCC will report their stand-up to their assigned GCC if applicable.

5.2.3. UCCs are responsible for retrieving accountability of their assigned personnel. UCCs will directly report accountability to their respective GCCs (if assigned under a GCC). GCCs will report accountability of their UCCs under them to the PRF (commanders may identify a UCC as a GCC responsible for collecting data from units under his/her command). UCCs that do not fall under a GCC will report accountability to the PRF. The PRF will report accountability to the 10 ABW/CP. The 10 ABW/CP will provide accountability to the Commander's Senior Staff and/or the EOC (see [Attachment 4](#)). GCCs are the focal point for receiving accountability of their assigned personnel (to include staff) through their respective squadron/division UCCs. GCCs will, in turn, report accountability to the PRF. UCCs will report to their respective GCCs for accountability.

5.2.4. Group, division chiefs, and squadron commanders will designate in writing to the PRF (10 MSS/DPMX) and 10 ABW/CP those individuals assigned to their respective Group Control Centers (GCCs) and Unit Control Centers (UCCs) (see [Attachment 11](#)). Emergency Management (10 CES/CEX) requires each unit assigned a GCC/UCC complete a USAFA Form 11, *Emergency Management (EM) Program Report*. Forms will be completed, signed by the commander, and sent to 10 CES/CEX via BITS or e-mailed to 10ces_cex@usafa.af.mil. Form can be found at <http://www.e-publishing.af.mil/>. Select forms and click on HQ United States Air Force Academy under Direct Reporting Units.

5.2.5. GCCs and UCCs are responsible for strength accounting. Personnel accounting procedures will begin at the reference hour (R-Hour) which stands for the recall start time. The 10 ABW/CC (or designated alternate) is responsible for activating GCCs/UCCs and determining the R-Hour. This determines when personnel strength reports are required by the PRF. (see Attachment 7).

5.2.5.1. Total Unit Strength Assigned. The assigned strength is the number of personnel actually assigned to the unit including personnel still carried on the unit strength report and includes civilians. Include the total number of military personnel, including those on pass, temporary duty (TDY), and leave or hospitalized assigned to the unit. Report all unit personnel assigned by category (officer, enlisted and civilian), regardless of duty status. **DO NOT** include foreign nationals, contractors or Individual Mobilization Augmenters (IMA). **DO** include personnel on terminal leave, inbound personnel, or personnel signed out of the unit due to permanent change of station (PCS), retirement or separation.

5.2.5.2. Available for Duty. The number of personnel available for duty is the number of personnel who can respond to the situation. Include all personnel currently on duty, and all other personnel contacted but not required to report for duty (such as those in crew rest). During exercises, personnel undergoing promotion testing, at military appointments or meetings, or performing exercise evaluator or controller duties are considered available for duty.

5.2.5.3. Total Unit Strength Excused. Report all unit personnel who are TDY (include personnel deployed in support of operations, exercises, or inspections), on Leave (include personnel on terminal leave for separation and retirement), Hospital or Quarters, Other Status (Airman Leadership School, personnel enroute to new duty station, crew rest, confinement) by category (officer, enlisted and civilian).

5.2.5.4. Total Present for Duty. Report all unit personnel who have reported for duty by category [officer, enlisted, civilian, and Air Force Reserve (AFR)]. Civilians will be contacted during recalls but will not report to work unless directed by the Senior Staff.

5.2.5.5. TDY Notifications (REAL WORLD). When directed by the Commander or higher headquarters, GCCs and UCCs will recall individuals from TDYs (with the exception of those members deployed on Contingency TDYs, as these individuals are under the AOR commander's control). This notification will be accomplished using the most effective means (i.e., telephone, email, DMS, etc.). GCCs and UCCs will prepare a single document for each individual or a combined listing of individuals who were recalled, where they were recalled from and by what means they were contacted (see [Attachment 12](#)). This document must be sent to the PRF upon confirmation of individual's notification.

5.2.5.6. TDY Notifications (EXERCISE ONLY). For all exercises and inspections, the GCCs and UCCs WILL prepare a word document but WILL NOT recall the members from TDY (see [Attachment 12](#)). These documents must be sent to the PRF NLT R-Hour plus 3 hours and 30 minutes (R+3:30). These documents must be annotated "EXERCISE, EXERCISE, EXERCISE." Always comply with additional restrictions and statements set forth by the ground rules for the current exercise or inspection.

5.2.5.7. Leave Notifications (REAL WORLD RECALL). When directed by the USAFA Superintendent, 10th Air Base Wing Commander, or their designated alternates, GCCs and UCCs will recall individuals from leave and have them report to their duty section. Individuals may be selectively recalled as required. GCCs and UCCs may utilize the leave form address and phone number or other acceptable means to make contact. If unable to contact member at the emergency phone number or other acceptable means, immediately contact nearest military installation law enforcement agency for assistance. Additionally, GCCs and UCCs must notify PRF of individuals who are being recalled via word document (see [Attachment 13](#)). This document will include at the minimum, name, rank, SSAN, leave address, and phone number. A single document for each individual or a combined listing of individuals must be sent to the PRF upon confirmation of notification.

5.2.5.8. Leave Notification (EXERCISE ONLY). For all exercises and inspections, the GCCs and UCCs WILL prepare a word document but WILL NOT recall the members from leave, unless directed by the USAFA Superintendent, 10th Air Base Wing Commander, or their designated representatives (see [Attachment 13](#)). These documents must be sent to the PRF NLT R-Hour plus 3 hours and 30 minutes (R+3:30). These documents must be annotated "EXERCISE, EXERCISE, EXERCISE." Always comply with additional restrictions and statements set forth by the ground rules for the current exercise or inspection.

5.3. Strength Reporting Procedures (see [Attachment 7](#))

5.3.1. Personnel reporting procedures will begin at R-Hour plus 1 hour and 30 minutes (R+1:30). GCCs will report the number of personnel assigned, excused, available, and present for duty to the PRF in accordance with the following:

5.3.1.1. The primary method for reporting strength numbers will be via email (recall database export). The recall database will be provided and managed by the PRF.

5.3.1.2. The secondary method for reporting strength numbers will be via telephone using alpha coding to uphold COMSEC requirements. The Unit Strength Report Worksheet outlines reporting procedures. Both items will be provided by the PRF.

5.3.1.3. If both email and telephone communications are down, send a runner to the PRF (Bldg 8110, Rm 116) to relay the information.

6. Installation Control Center (ICC).

6.1. The ICC is comprised of the Installation Commander and his/her designated senior staff to include the 10 ABW/CP (see [Attachment 8](#)).

6.2. The ICC directs actions supporting the installation's mission.

6.2.1. As the focal point for installation-wide warning and notification and operation, the ICC communicates directions and information and also recommends courses of action concerning the incident.

6.2.2. Applicable agencies will provide the 10 ABW/CP letters appointing those assigned as part of the Commander's Senior Staff (see [Attachment 9](#)).

7. Emergency Operations Center (EOC).

7.1. The EOC is the C2 support element that directs, monitors, and supports the installation's actions before, during, and after an incident.

7.2. The EOC is comprised of an EOC Director (10 MSG/CC), 15 Emergency Support Functions, and EOC Support Staff (see [Attachment 8](#)).

7.2.1. The EOC is activated and recalled as necessary by the Installation Commander or designated alternate.

7.2.2. The EOC updates the ICC with ongoing incident status and seeks support through the ICC when on-scene requirements surpass the installation's inherent capability and the installation's cumulative capabilities acquired through Mutual Aid Agreements (MAAs).

7.3. When activated, the EOC is responsible for disseminating EOC Directives to all GCCs and UCCs.

7.3.1. EOC Directives may include, but are not limited to: FPCON, INFOCON or DEFCON declaration, direction of attainment reporting, strength accounting, R-Hour establishment and exercise endex.

7.3.2. GCCs and UCCs are responsible for attainment (FPCON, INFOCON and DEFCON) reporting for their personnel and facilities. Attainment reporting for FPCON, INFOCON and DEFCON is submitted to the EOC and 10 ABW/CP. IAW with CEMP 10-2, UCCs under an emergency response environment will report checklist items directly to the EOC. Accordingly, the

EOC under an emergency response environment can communicate directly to all UCCs. **Tenant units not mentioned in Attachment 4 will report attainment to the 10 ABW/CP and EOC.**

7.3.3. Applicable agencies will provide the 10 ABW/CP letters appointing those assigned as part of the EOC (see **Attachment 10**).

8. Command Center.

8.1. The USAFA Command Center will initiate a Base or Wing recall upon direction from the USAFA Superintendent, 10th Air Base Wing Commander or their designated alternates.

8.1.1. The 10 ABW/CP will notify key personnel or their designated alternates using published recall rosters. Notified personnel will initiate recall of their subordinate units or agencies. For Alert Notifications the USAFA Command Center will initiate recalls with key personnel using Alert Notification system terminology (see **Attachment 6**).

8.1.2. The 10 ABW/CP will notify the following tenant units when directed by the USAFA Superintendent/10th Air Base Wing Commander or their designated alternates: 306 FTG, AFOSI 803 OL-A, and DoDMERB.

8.1.3. The USAFA Command Center will recall the ICC and/or EOC when directed by the 10th Air Base wing Commander or designated alternate.

9. Prescribed and Adopted Forms.

9.1. Forms Adopted. AF Form 847, *Recommendation for Change of Publication*; USAFA Form 11, *Emergency Management (EM) Program Report*.

9.2. Forms Prescribed. No forms are prescribed by this publication.

JIMMY E. MCMILLIAN, Colonel, USAF
Commander, 10th Air Base Wing

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

AFPD 10-2, *Readiness*

AFI 10-207, *Command Post*

AFI 10-206, *Operational Reporting*

AFI 10-2501, *Air Force Emergency Management (EM) Program Planning and Operations*

AFI11-202V3, *General Flight Rules*

USAFAI 10-205, *Augmentation Duty Program*

Abbreviations and Acronyms

AFR—Air Force Reserve

ANG—Air National Guard

AOR—Area of Responsibility

BDU—Battle Dress Uniform

BITS—Base Information Transfer Service

C2—Command and Control

CMSAF—Chief Master Sergeant of the Air Force

COMM-OUT—Communications Outage

CSAF—Chief of Staff of the Air Force

DEFCON—Defense Condition

DoD—Department of Defense

DRU—Direct Reporting Unit

DV—Distinguished Visitor

E-E—Emergency Essential

EOC—Emergency Operations Center

FPCON—Force Protection Condition

GCC—Group Control Center

HQ—Headquarters

IAW—In Accordance With

ICC—Installation Control Center

INFOCON—Information Protect Condition

LMR—Land Mobile Radio
MAA—Mutual Aid Agreements
MEFE—Mission Essential Federal Employees
NLT—No Later Than
PCS—Personal Change of Station
PRF—Personnel Readiness Flight
R-Hour—Reference Hour
SSAN—Social Security Number
TDY—Temporary Duty
UCC—Unit Control Center
USAF—United States Air Force
USAFA—United States Air Force Academy

Terms

Base—Includes all personnel assigned to USAFA to include tenant units or agencies.

Crew Rest—A minimum 12-hour non-duty period before the flight duty period begins to ensure the aircrew member is adequately rested before performing flight or flight related duties.

Emergency-Essential (E-E) Civilian Employee—A direct-hire US citizen civilian employee who is appointed, either temporarily or permanently, to an E-E DoD position.

Emergency Operations Center (EOC)—The C2 support element that directs, monitors, and supports the installation's actions before, during, and after an incident.

Group Control Center (GCC)—Offices designated in the unit to account, track, and report unit personnel strength to the PRF.

Installation Control Center (ICC)—Directs actions supporting the installation's mission.

Mission Essential Federal Employees—Civilian personnel that are required during emergency or contingency operations and are designated as "essential."

Key Personnel—The ICC Commander and designated directorate-level commanders required for all emergency or contingency situations.

Pyramid Notification—A notification process that initiates at the head of an organization and disseminates throughout an organization exponentially.

Pyramid Notification Message—Instructions sent by the Senior Staff via the Command Center to USAFA agencies.

Recall—A Pyramid Notification to all military and civilian personnel to report to their duty stations. EXERCISE: Nonessential civilian personnel will report at normal duty time.

Reference Hour (R-Hour)—The initiation time of pyramid notifications as determined by the Senior Staff.

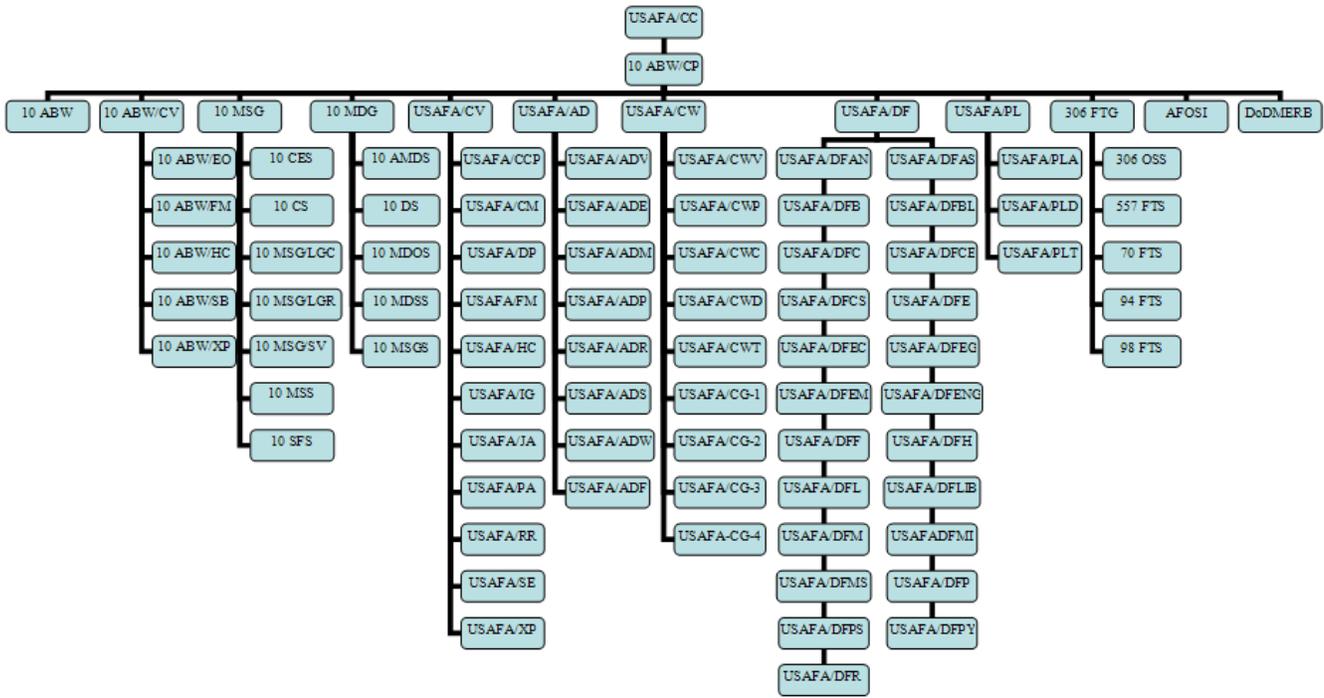
Senior Staff—The Superintendent; Vice Superintendent; Commander, 10th Air Base Wing; Commendant of Cadets; Dean of the Faculty; Director of Athletics; and Commander, Preparatory School.

Telephone Stand-by—A Pyramid Notification Message used to contact personnel by telephonic means to ensure their availability for recall. Personnel will complete pyramid notifications and remain on telephone standby. Telephone standby may be implemented base or wing wide.

Unit Control Center (UCC)—Offices designated in the unit to account, track, and report unit personnel strength to its applicable GCC.

Attachment 2

BASE PYRAMID NOTIFICATION



The above diagram identifies the flow of information to HQ USAFA agencies for event or incident notification or base-wide recall of personnel.

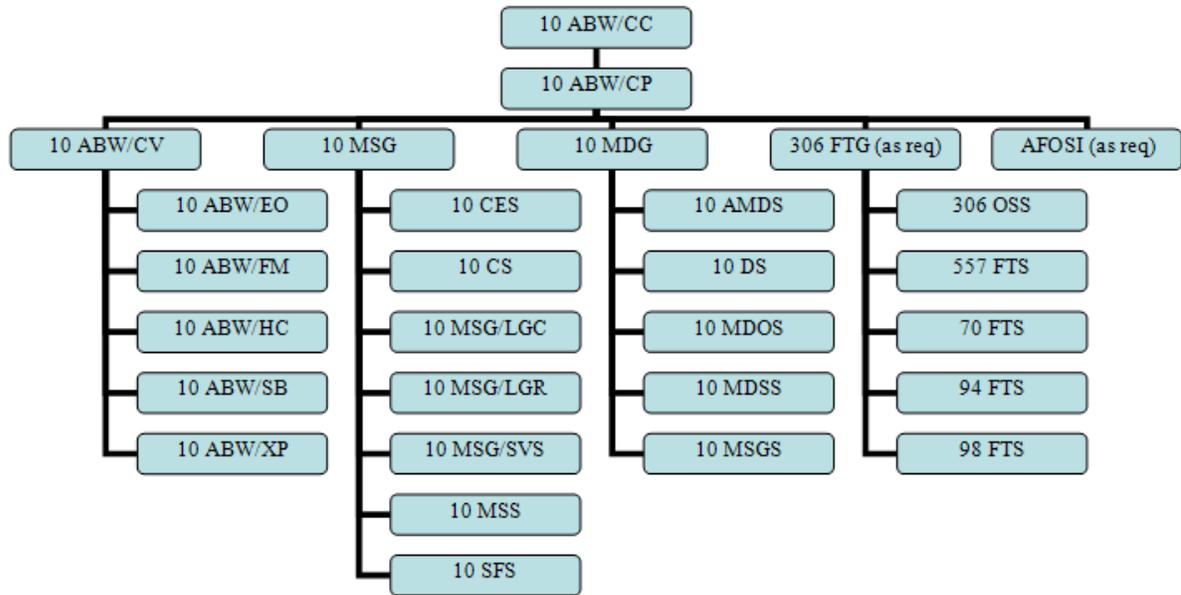
USAFA Command Center will notify:

- | | | |
|-----------|----------|----------|
| 10 ABW/CC | USAF/ CV | USAF/ PL |
| 10 ABW/CV | USAF/ AD | 306 FTG |
| 10 MSG/CC | USAF/ CW | AFOSI |
| 10 MDG/CC | USAF/ DF | DoDMERB |

Each mission element and division will in-turn notify their Groups or Sections in accordance with (IAW) their unit recall roster.

Attachment 3

10TH AIR BASE WING PYRAMID NOTIFICATION



The above diagram identifies the flow of information to 10th Air Base Wing agencies for event or incident notification or recall of personnel.

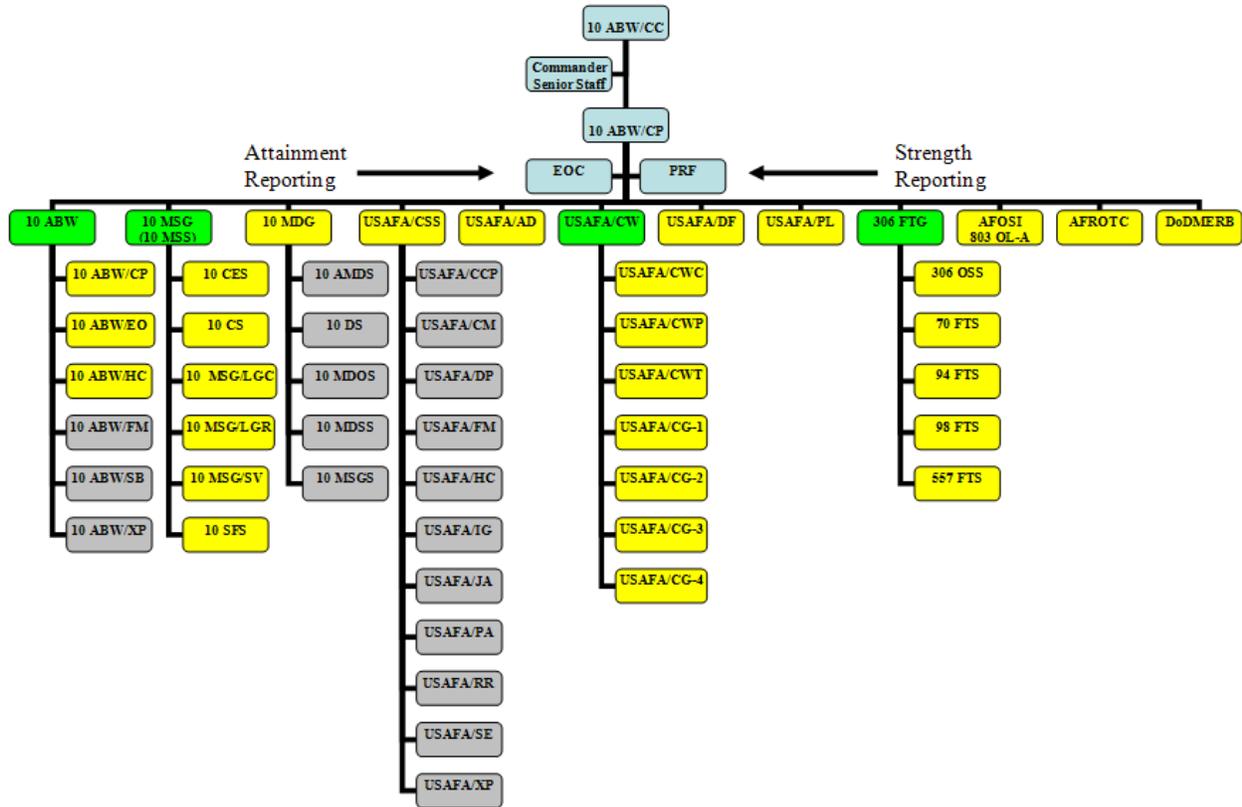
10 ABW/CP will notify:

- 10 ABW/CV
- 10 MSG/CC
- 10 MDG/CC
- 306 FTG/CC (as required)
- AFOSI (as required)

Each Group/Staff Agency will in-turn notify their Squadrons or Sections via their unit recall roster.

Attachment 4

STRENGTH AND ATTAINMENT REPORTING



- *GCCs are identified in green boxes
- *UCCs are identified in yellow boxes
- *UNITS that are not identified as either a GCC or UCC but are accountable are identified in gray boxes

The 10 ABW/CC or designated alternate directs the stand up of GCCs and UCCs.

The 10 ABW/CP will recall GCCs and those UCCs that do not fall under a GCC. GCCs will in turn contact their respective UCCs.

The PRF (10 MSS/DPMX) will collect strength reporting from the GCCs and UCCs that do not fall under a GCC, then report total numbers to the 10 ABW/CP.

The EOC will relay FPCON, INFOCON, and DEFCON information through EOC Directives to GCCs and all UCCs.

GCCs and all UCCs will report Attainment to the EOC and 10 ABW/CP.

Attachment 5

RECALL ROSTER INFORMATION

FOR OFFICIAL USE ONLY
UNIT NAME

(*EE) Denotes Emergency
Essential and (*KEY)
Denotes Key Example: (*EE) Mr.
John Doe or (*KEY) Mr. John Doe

1st Sergeant:
Insert Name and duty phone

Current as of: dd-mon-year
Recall Roster Monitors(s):
Insert Name and duty phone

In case of emergencies, USAFA Command Center toll-free number: 1-877-289-5222

The following items as a minimum must be on all Recall Rosters

1. First & Last Name
2. Home Phone, Cell (if applicable)
3. Current As of Date
4. Address
5. Recall Roster Monitor (person responsible for updating and distributing recall roster)
6. Unit Control Center, location and duty phone number
7. First Sergeant Contact Info (as applicable)
8. Privacy Act & For Official Use Only claimer must be on roster
9. Standardized Recall Narratives (on back of recall roster)
10. NOTE: Use (*EE) or (*KEY) to identify Emergency Essential or Key civilian personnel. EE and KEY designations are driven by the requirement of AFI 36-307 and formally identified in the official position description and is a condition of employment. EE or Key designation is directly related to the combat op, evacuation or other military crisis duties.

FOR OFFICIAL USE ONLY

PERSONAL DATA: Privacy Act of 1974

Maintain and destroy in accordance with AFI 33-332

RECALL STANDARD TERMINOLOGY

The following narratives will be placed on the backside of the recall roster and used as appropriate for the type of recall initiated :

THIS ROSTER CONTAINS PRIVACY ACT INFORMATION, TO BE USED FOR OFFICIAL BUSINESS ONLY

- 1. **ALERTING INSTRUCTIONS:** When notified of an alert, note the time you were notified and initiate your TELEPHONE PYRAMID ROSTER NOTIFICATION. Immediately pass the appropriate message to the next person on the TELEPHONE ROSTER. If that person is not available, notify the next person in line. When you have completed your portion of the telephone recall, report to your duty section, if applicable.

Once you arrive at your duty section immediately notify the _____ Unit Control Center (UCC) at _____ or _____. Notify them of any individuals you were unable to contact.

- 2. **UNIFORM REQUIREMENTS:** Military personnel will report in battle dress uniform in response to wartime/contingency requirements (IAW USAFAI 10-207).

- 3. **ALERT MESSAGES (IAW USAFAI 10-207):**

a. WING RECALL:

This is the USAFA Command Center with a pyramid notification. The Wing Commander has implemented a/an (exercise) Wing Recall. Complete your pyramid notifications. R-Hour is _____ local. (For Exercises: Nonessential civilian personnel will report at normal duty time.)

b. BASE RECALL:

This is the USAFA Command Center with a pyramid notification. The Superintendent has implemented a/an (exercise) Base Recall. Complete your pyramid notifications. R-Hour is _____ local. (For Exercises: Nonessential civilian personnel will report at normal duty time.)

c. TELEPHONE ON-CALL:

This is the USAFA Command Center with a pyramid notification. The Wing Commander/Superintendent has implemented telephone on-call. Complete your pyramid notification and remain on telephone on-call. R-Hour is _____ local.

- 4. **COMMUNICATIONS-OUTAGE (COMM-OUT) RECALL:** When Directed by Senior Staff, the Command Center will implement notification by using runners who will contact designated personnel from each major mission element; 10 ABW/CC, 10 ABW/CV, 10 MSG/CC, 10 MDG/CC, USAFA/CV, USAFA/AD, DF, CW, PL and 306th, who will in turn implement COMM-OUT notification procedures for their organization. Organizational recall rosters must clearly identify personnel and home addresses of those who must be notified when COMM-OUT procedures are implemented. When notified of a COMM-OUT recall after duty hours, 10th Security Forces Squadron patrols will be dispatched to on-base quarters of designated personnel from each major mission element to activate pyramid notifications. Personnel notified by patrols will in turn implement notification procedures for their organization. 10 SFS/SFO will dispatch patrols to notify personnel in the enlisted dormitories.

THIS ROSTER CONTAINS PRIVACY ACT INFORMATION, TO BE USED FOR OFFICIAL BUSINESS ONLY

3-TIERED Accountability Approach
1. GCC/UCC Center: Location: _____ or _____, Bldg _____ Phone: _____ or _____
NOTE: If unable to contact UCC, call: 10ABW Command Post: 333-2633 or 1-877-289-5222 or 10ABW.CP@usafa.af.mil
2. AFPC/PRC: 1-800-435-9941
3. National Disaster Register at: https://www.afpc.randolph.af.mil

Call the USAFA Command Center Notification System (333-6249) to check status on:
1: Early Release; Delayed Reporting; Base Closure
2: Force Protection
3: Exercise Force Protection
4: 10 ABW Recall
5: USAFA Recall
*: Exit, & Hear Scenario Activation Status
#: End Call

Attachment 7

RECALL STRENGTH REPORTING SCHEDULE

A7.1. GCC and UCC Reporting Schedule to PRF:

A7.1.1. 1st report due at R-Hour plus 1 hour and 30 minutes (R+1:30).

A7.1.2. 2nd report due at R-Hour plus 2 hours and 30 minutes (R+2:30).

A7.1.3. 3rd report due at R-Hour plus 3 hours and 30 minutes (R+3:30).

A7.1.4. Submit strength report at R-Hour plus 11 hours and 30 minutes (R+11:30), and every 12 hours thereafter until all personnel (excluding those on leave or TDY) are accounted for.

A7.2. PRF Reporting Schedule for the EOC and 10 ABW/CP :

A7.2.1. Strength reports will be submitted at R+1:45, R+2:45, R+3:45, and every 12 hours thereafter.

A7.2.2. The report will identify total unit assigned, excused absence, available strength, and total present for duty.

Attachment 8

EMERGENCY OPERATIONS CONTACT LISTING

Personnel Readiness Flight (PRF); 10mss.dpmx@usafa.af.mil	333-2142
USAFA Command Center; 10abw.cp@usafa.af.mil	333-2633
Emergency Management; 10ces_cex@usafa.af.mil	333-2300
<u>Commander's Senior Staff (CSS) (when activated)</u>	
Installation Control Center (ICC) Commander	333-7067
10 ABW/CV	333-7056
10 MDG/CC	333-7407
USAFA/AD	333-7062
USAFA/CW	333-7062
USAFA/DF	333-7070
USAFA/DRU (Direct Reporting Unit)	333-7074
USAFA/PL	333-7076
306 FTG	333-3943
<u>Emergency Operations Center (EOC) (when activated); Usafa.eoc@usafa.af.mil</u>	
EOC Director; usafa.eoc.director@usafa.af.mil	333-7041
ESF 1 - Transportation (10 MSG/LGRT); usafa.eoc.esf1@usafa.af.mil	333-7078
ESF 2 – Communications (10 CS); usafa.eoc.esf2@usafa.af.mil	333-3408
ESF 3 – Public Works and Engineering(10 CES); usafa.eoc.esf3@usafa.af.mil	333-7043
ESF 4 – Fire Fighting (10 CES/CEF); usafa.eoc.esf4@usafa.af.mil	333-7068
ESF 5 - Emergency Management (10 CES/CEX); usafa.eoc.esf5@usafa.af.mil	333-7048
ESF 6 – Mass Care, Housing, and Human Services (10 MSG/SVS); usafa.eoc.esf6@usafa.af.mil	333-7080
ESF 7 – Resource Support (10 MSG/LGR); usafa.eoc.esf7@usafa.af.mil	333-7072
ESF 8 – Public Health and Medical Services (10 MDG); usafa.eoc.esf8@usafa.af.mil	333-7053
ESF 9 – Urban Search and Rescue (10 CES/CEF); usafa.eoc.esf9@usafa.af.mil	333-7068
ESF 10 – Oil and HAZMAT Response (10 CES); usafa.eoc.esf10@usafa.af.mil	333-7055
ESF 11 – Agriculture and Natural Resources (10 MDG); usafa.eoc.esf11@usafa.af.mil	333-9887
ESF 12 – Energy (10 CES); usafa.eoc.esf12@usafa.af.mil	333-7055
ESF 13 – Public Safety and Security (10 SFS); usafa.eoc.esf13@usafa.af.mil	333-7060
ESF 14 – Long Term Recovery and Mitigation (10 CES); usafa.eoc.esf14@usafa.af.mil	333-7043
ESF 15 – External Affairs (USAFA/PA); usafa.eoc.esf15@usafa.af.mil	333-7050
EOC Support Staff – EOC Admin/Exec, 10 MSS, and 306 FTG; usafa.eoc.esf-admin@usafa.af.mil	333-7408 333-7409

Attachment 9

APPOINTMENT OF INSTALLATION CONTROL CENTER MEMBERS

Date

MEMORANDUM FOR 10 ABW/CP

FROM: Office Symbol

SUBJECT: Installation Control Center (ICC) Letter of Appointment

1. The following personnel are appointed as Installation Control Center members (Commander’s Senior Staff):

Team Designation	Name (Last, First MI.)	Rank/Grade	Social Security Number	Contact Information	Security Clearance
Primary				Home: Work: Cell:	
Alternate				Home: Work: Cell:	

2. This memorandum supersedes all previous versions. Contact POC Name at 333-____ if you have any questions.

SECURITY CLEARANCE VERIFIED

Security Manager Name, Rank, USAF
Unit Security Manager

Commander Name, Rank, USAF
Title

Attachment 10

APPOINTMENT OF EMERGENCY OPERATIONS CENTER MEMBERS

Date

MEMORANDUM FOR 10 ABW/CP

FROM: Office Symbol (Assigned to ESF # _____)

SUBJECT: Emergency Operation Center Letter of Appointment

1. The following personnel are appointed as Emergency Operation Center (ESF # _____) members:

Team Designation	Name (Last, First MI.)	Rank/Grade	Social Security Number	Contact Information	Security Clearance
Primary				Home: Work: Cell:	
Alternate				Home: Work: Cell:	

2. This memorandum supersedes all previous versions. Contact (POC Name) at 333-(____) if you have any questions.

SECURITY CLEARANCE VERIFIED

Security Manager Name, Rank, USAF
Unit Security Manager

Commander Name, Rank, USAF
Title

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Contains Privacy Act Material
Maintain and destroy in accordance with AFI33-332 and
DODR 5400.7/AF Supplement Chapter 4

Attachment 11

APPOINTMENT OF GROUP/UNIT CONTROL CENTER MONITORS

Date

MEMORANDUM FOR 10 MSS/DPMX, 10 ABW/CP

FROM: Office Symbol

SUBJECT: Group Control Center (GCC) or Unit Control Center (UCC) Letter of Appointment

1. The following personnel are appointed as Group Control Center or Unit Control Center members for the (your Group, Squadron, or Division):

Team Designation	Name (Last, First MI.)	Rank/ Grade	Contact Information
Primary			Home: Work: Cell:
Alternate			Home: Work: Cell:

2. The primary location to our control center is Bldg. _____ and the alternate location is Bldg. _____. When activated, our control center contact numbers are 333-____/_____.

3. This memorandum supersedes all previous versions. Contact POC Name at 333-_____ if you have any questions.

Commander Name, Rank, USAF
Title

Attachment 12

**RECALL FROM TDY LETTER
(APPROPRIATE LETTER HEAD)**

Date

MEMORANDUM FOR 10 MSS/PRF

FROM: Office Symbol

SUBJECT: Recall of Personnel From TDY [Exercise/Exercise/Exercise (as applicable)]

1. The individual(s) listed below are TDY and have been recalled:

Name/Rank	Unit	Current Location	Means Contacted
Doe, John P., SSgt	10 CES	Eielson AFB, AK	via telephone
Dawn, Jane L., Capt	10 MSS	Hill AFB, UT	via e-mail

2. Individuals have been instructed to return by the most expeditious means available.

Commander Name, Rank, USAF
Title

Attachment 13

RECALL FROM LEAVE LETTER

Date

MEMORANDUM FOR 10 MSS/PRF

FROM: Office Symbol

SUBJECT: Recall of Personnel From Leave [(Exercise/Exercise/Exercise (as applicable))]

1. The individual(s) listed below are on leave and have been recalled:

Name/Rank	SSAN	Leave Address	Phone
Doe, John P., SSgt	XXX-XX-XXX	1230 BedRock Dr., Tucson AZ 99056	909-765-1234

2. Individual(s) have been instructed to return by the most expeditious means available.

Commander Name, Rank, USAF
Title