

**BY ORDER OF THE COMMANDER
VANCE AIR FORCE BASE (AETC)**

**VANCE AIR FORCE BASE INSTRUCTION
10-200**



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**Operations
CONTINGENCY OPERATIONS AND
PREPARATION**

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The purpose of this instruction is to provide guidance and information to wing agencies that support contingency operations IAW AFI 10-2501, *Air Force Emergency Management Program Planning and Operations* and AFI 36-3803, *Personnel Accountability in Conjunction with Natural Disasters or National Emergencies*. This includes the activation and management of the Commander's Senior Staff, Crisis Action Team (CAT), recall, accountability, and Emergency Mass Notification System (EMNS) procedures.

This instruction applies to wing organizations such as staff agencies, squadrons, tenant units, and contractors. Refer recommended changes and questions about this publication to the OPR listed above using the AF Form 847, *Recommendation for Change of Publication*; route AF Forms 847 from the field through the appropriate chain of command. Requests for waivers must be submitted to the OPR listed above for consideration and approval. 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 Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS). The use of the name or mark of any specific manufacturer, commercial product, commodity, or service in this publication does not imply endorsement by the Air Force.

SUMMARY OF CHANGES

This document has been substantially revised and must be completely reviewed. Major changes include updated emergency notification, AtHoc and accountability procedures, revision of the

wing master accountability/recall process and unit recall rosters. Other various grammatical changes made. Historian reporting procedures were also added.

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1. Responsibilities. All 71 FTW personnel will become familiar with and comply with the responsibilities within.

2. Commander's Senior Staff Composition.

2.1. Commander's Senior Staff members assist the commander in decision making and response options at the strategic level, traditionally in situations where the CAT and/or EOC have not yet been assembled, or in circumstances where a full stand-up of those entities is not appropriate. Other members may be recalled at the direction of 71 FTW/CC.

Table 1. Commander's Senior Staff

Agency	Position
71 FTW/CC	Wing Commander
71 FTW/CV	Vice Commander
71 FTW/CCC	Command Chief
71 OG/CC	Operations Group Commander
71 MSG/CC	Mission Support Group Commander
71 MDG/CC	Medical Group Commander
71 FTW/DS	Director of Staff
Contractor/PM	Flying Operations Support Contractor Program Manager
Contractor/PM	Base Operations Support Contractor Program Manager

2.2. Members of the Commander's Senior Staff listed above will notify the Command Post (CP) with availability changes (i.e., leave, TDY, or outside a 2-hour response time during non-duty hours) and contact information for the alternate with decision authority. The CP may be notified via telephone call or e-mail to 71ftw.cp@us.af.mil

2.3. The Commander's Senior Staff will assemble in the primary CAT area (Bldg. 500, Room 8) unless directed otherwise upon recall.

2.4. A Commander's Senior Staff recall will **not** automatically activate Unit Control Centers (UCCs).

3. CAT Composition.

3.1. The Vance AFB CAT is composed of representatives from the following agencies:

Table 2. Crisis Action Team

Agency	Position
71 FTW/CC	CAT Director (Wing Commander)
71 FTW/CV	CAT Director (Vice Commander)
71 FTW/CCC	Command Chief
71 OG/CC	Operations Group Commander
71 MSG/CC	Mission Support Group Commander
71 MDG/CC	Medical Group Commander
71 FTW/DS	CAT Manager (Director of Staff)
Contractor/PM	Flying Operations Support Contractor Program Manager
Contractor/PM	Base Operations Support Contractor Program Manager
71 FTW/CCE	CAT Executive Officer
71 FTW/PA	Public Affairs
71 FTW/CP	Command Post
71 FTW/HC	Chaplain
71 FTW/JA	Staff Judge Advocate
71 FTW/SE	Safety
71 CPTS	Comptroller Squadron
71 FSS	Force Support Squadron
71 LRS	Logistics Readiness Squadron
71 SFS	Security Forces Squadron
71 SFS/SFO	Wing Antiterrorism Officer
AFOSI/Detachment 438	AF Office of Special Investigations

3.2. The primary CAT area is located in Bldg. 500, Room 8. The alternate CAT area is located in Bldg. 672, Room 243.

3.3. The 71 FTW/DS will fill the CAT Manager position. The Director, Wing Plans and Programs (71 FTW/XP) will act as the Alternate CAT Manager.

3.4. The wing commander's executive staff (or designated representative) will fill the CAT Executive Officer position.

4. CAT Appointment.

4.1. Each CAT agency will appoint at least one primary and one alternate member using the Vance AFB Entry Authority List (EAL) appointment letter shown in Attachment 2. To ensure sufficient qualified personnel are available to support continuous 24-hour operations, additional members may be assigned. Only those personnel who have a recurring need to enter the CP controlled area will be added to the EAL. The "Reason" column of the appointment letter should reflect the recurring needs as defined by the CP (CAT, DRRS, SORTS, etc).

4.2. All CAT members must possess, at a minimum, a current SECRET security clearance.

4.3. Each unit should ensure their assigned members participate in at least one real-world or exercise CAT activation annually to maintain their currency in response operations.

5. CAT Training.

5.1. In accordance with Table 6.1, AFI 10-2501, *Air Force Emergency Management Program Planning and Operations*, CAT members will complete the Air Force Emergency Management Program Course (AFEMPC ZZ133131) and follow-on local procedures training.

5.2. CAT training completion is tracked by 71 FTW/XP.

6. Commander's Senior Staff/CAT Recall/Notification. When directed by the 71 FTW/CC, the CP will initiate the recall of the Commander's Senior Staff and/or CAT.

6.1. Notification for recalls is via Land Mobile Radio (LMR), commander's duty cell phone, the Emergency Mass Notification System (EMNS), or other available means. The EMNS consists of the Giant Voice, the AtHoc Telephone Alerting System (TAS), and the AtHoc Network Alerting System (NAS).

6.2. Upon notification of a CAT recall, members will report to the designated location ASAP. Time requirements are within 30 minutes during duty hours or 2 hours for non-duty hour recalls, or at the directed time. Members who cannot arrive within the above time constraints will call the CAT Executive Officer at (580) 213-5117 who will alert the CAT Manager on their status. As a last resort, members may contact the CP with a brief status message.

6.3. When conditions prevent physical response to the CAT location (i.e., lockdown, sheltering, shelter-in-place, etc.), members may virtually connect to Defense Connect Online (DCS) via any computer or smart phone/tablet to communicate and view the common operating picture. The website address for DCS is <https://connect.DCS.dod.mil/vance>.

7. CAT Operations.

7.1. A CAT recall does not automatically activate Unit Control Centers (UCCs). Senior Staff will activate their unit UCCs based upon scenario, to include after-hours. UCC activation may be initiated by the commander via multiple channels across the EMNS or via commander-initiated telephonic means.

7.2. Upon arrival at the CAT, members will have ID cards (Common Access Card (CAC)) available to verify identity for entrance and for computer usage. All cell phones, pagers, bricks (LMR) and other electronic devices will be surrendered in the entrapment area. The CP is responsible for entry to the controlled area.

7.3. After entering the CAT, members will log on to the computer at their designated station and review any information projected or available via SharePoint/DCS. (Note: The SharePoint website is <https://vance.eis.aetc.af.mil/VOC/default.aspx>.)

7.4. Normal CAT communications will be conducted via telephone, radio, or internet connectivity (i.e., e-mail, SharePoint, DCS, etc.). Cell phones are prohibited in the CAT controlled area per AFSSI 7702, *Emissions Security Countermeasures Reviews*, paragraph 5.4.1.

7.4.1. Should communications be lost, UCCs will send a runner to pass/receive information to/from the CAT. During operations when classified information must be passed, the runners must possess at least a SECRET or higher clearance and have signed a Standard Form (SF) 312, *Classified Information Nondisclosure Agreement (NDA)*. If the contractor is unable to provide a runner with a SECRET or higher clearance, the program manager must coordinate available runner support with 71 FTW/CC as appropriate.

7.5. Though entry to the CP/CAT area is controlled only by CP personnel, all CAT members may serve as escorts for visitors. When a classified mode is anticipated, the visitor must have at least a SECRET or higher clearance and a need to know. The CP controller will verify the visitor's identity against the EAL prior to admitting them into the CP/CAT area. CAT members will not escort anyone they do not personally recognize. All visitors will be signed in by the CP controller on the Visitor Register Log, AF IMT 1109, sign a Non-Disclosure Agreement, wear a visitor's badge while in the controlled area, and stay within visual sight of their escort, who will assume responsibility for their visitor, at all times.

7.6. Once the majority of the members are present, or when deemed ready, the CAT Director/Manager (and others depending on the situation), will brief the details of the situation. After the briefing, each CAT member will contact their UCC and request or give additional information as required. Each CAT member will ensure their UCCs are briefed on the current situation at all times.

7.7. The 71 CS will provide a technician for computer support to the CAT each time it is activated.

7.8. The master checklists for emergency response operations are written by functional area experts (71 LRS/CEX, 71 FTW/XP, the Wing Anti-Terrorism Officer, etc.). Each checklist will include the OPR and current as-of date. Any suggested changes will be coordinated through 71 FTW/XP. While there are currently no classified plans, nor checklists written in support of classified plans, should that change, those documents must be marked, stored, and reviewed IAW AFI 31-401, *Information Security Program Management*.

7.9. While there are currently no classified plans, should that change, access to classified plans will be coordinated with 71 FTW/XP. All CAT members who have an appropriate security clearance, an NDA on file, and a need to know are allowed access to the classified plans.

7.10. Depending on the situation, the 71 FTW/CC may tailor CAT composition, direct termination of the CAT, or activate a watch team. Each CAT representative will update their respective UCC on changes in status. At the lowest level of response, the watch team is a person or persons designated by the 71 FTW/CC to monitor situations or events that may affect normal operations, resources, or facilities. The watch team keeps the chain of command informed and may recommend the watch cease or the CAT and/or Emergency Operations Center be activated as required by the situation.

7.11. During extended operations, CAT shift changes and work schedule will be determined by 71 FTW/CC.

7.12. IAW 84-102, 1.13., and 4.1.(2), the Wing Historian (HO) will activate with the CAT, assess historical implications, and elect to conduct on- or off-site information collation, as

appropriate. This requirement is being coordinated within this instruction to alleviate the need for historical annexes in every Vance AFB Plan, as all plans would require CAT activation.

8. CAT/EOC Event Logs/Software. Event logs provide a detailed account throughout a situation to keep response forces informed. This information may also be used for after-action or lessons learned reports.

8.1. When network connectivity allows, all response agencies (CAT, EOC, UCCs, etc.) will capture and document significant events using DCS. 71 FTW/CCE will maintain logs until a final report is published for the event, IAW 10-2501, Table 2.4.

8.1.1. The DCS page will be managed as follows:

8.1.1.1. Hosts. DCS sessions will be created and hosted by the EOC Manager (primary).

8.1.1.2. User Access. Each functional representative requesting entry into DCS must identify himself/herself with a position and name (CS UCC-TSgt Smith).

8.1.1.3. Incident Tracker. The Incident Tracker on the DCS page will be used to present the major details of the event (i.e., exercise or actual situation, incident overview, casualty count, etc.). Information in this section will be input and maintained by the EOC Manager (primary) or CAT Executive Officer (alternate when EOC is not activated).

8.1.1.4. CAT Master Log. The CAT Master Log will focus on the strategic mission of the wing and base awareness information. All suggested inputs for the CAT Master Log will be channeled to the CAT Executive Officer. Only the CAT Executive Officer will input information into the CAT Master Log.

8.1.1.5. EOC Master Log. The EOC Master Log on the DCS page will be used to document actions in support of the Incident Commander. All suggested inputs for the EOC Master Log will be channeled to the EOC Manager. Only the EOC Manager will input information into the EOC Master Log.

8.1.1.6. CAT Directives. Directives are the primary tool to implement actions from the CAT at the wing commander's discretion. Only the CAT Manager or CAT Executive Officer will enter information into the CAT Directives section of the SharePoint page, in addition to e-mailing them to the Command Post (71ftw.cp@us.af.mil) for wider distribution. UCCs will report compliance via the UCC Status tab in SharePoint and contact with their CAT representative. In the event of a SharePoint outage, the CAT Manager will ensure UCC/CAT member compliance with CAT directives.

8.1.1.7. Open/Private Chat. All users may enter information or discussion items in the Open/Private Chat section on the DCS page. Unless a specific user is selected (private chat) when entering information, the item should be useful information for all personnel or a request for information from across the wing.

8.1.1.8. Maps. The EOC Director is the final release authority for all maps published on the DCS page. DCS will be the source for the base Common Operating Picture (COP). The maps will be prepared by 71 LRS/CEX personnel who are proficient in

plotting, plume data, wind/weather effects, etc. If required, maps produced using the GEObase ERTUOL will be synchronized with the GEObase server to allow the CAT access to updated information outside the DCS system since both the EOC and CAT have GEObase ERTUOL capabilities. As soon as an incident is created in the GEObase ERTUOL, 71 LRS/CEX will advise the CAT of the incident name to allow the CAT to display the current map information through the GEObase software.

8.1.2. In the event of a loss of internet connectivity, all CAT and EOC members will keep a detailed events log on an AF Form 4377, *Events Log*. The logs will be turned in to the CAT Executive Officer when the situation is terminated. The executive officer will disseminate the logs as necessary (i.e., to the Safety Investigation Board, the Wing Inspection Team, etc.).

9. Classified Briefings. The CAT Manager will announce when a classified briefing will take place. The following items apply to each member:

9.1. All portable radios, cell phones, blackberries, and pagers will be confirmed turned off and placed outside of the room. Any wireless devices discovered inside the CP/CAT controlled area are subject to confiscation and/or destruction.

9.2. Any person lacking the appropriate security clearance or not having a need to know will be identified and removed from the room. All personnel wearing visitor badges must have their security clearance and NDA verified through the Joint Personnel Adjudication System (JPAS) prior to being allowed to participate in the classified session.

9.3. The CAT Manager or CAT Executive Officer will disable all landline access prior to the brief.

9.4. Notes taken during the briefing may be classified working papers IAW AFI 31-401, *Information Security Program Management*, and will be marked and controlled as required.

9.5. No classified information will be entered into the electronic logs or chat sessions on unclassified computer systems.

9.6. After a classified session, CAT members will not remove any paperwork from the area without 71 FTW/XP or the CAT Manager scrutinizing the material for classification and approval.

10. CAT/CP Relocation. In the event of a CP relocation or a CP and CAT relocation, 71 SFS will provide secure transportation if required for the CP duty controller(s) and the 71 FTW/CC or designated alternate to ensure safe relocation of personnel and classified material. If deemed necessary, the CP will contact the facility manager for the alternate CP/CAT location (or send a CP representative if one is available) to ensure operability and access to the area. Upon accessing the alternate location, the CAT Manager or other CAT representative will turn on and perform an operations check of all equipment in the area, excluding the SIPRNET.

11. Recall/Accountability Procedures. Detailed procedures for recall/accountability can be found in Attachment 3 of this instruction. Recall and accountability are two separate events, but will utilize the same communication process.

11.1. Each squadron commander/staff agency chief will appoint a unit recall roster monitor in writing and provide the appointment letter to 71 LRS/CEX and 71 FTW/CP. The monitors

will ensure an up-to-date recall roster is sent to the Command Post Organizational Box (71ftw.cp@us.af.mil) no later than the 5th of every month.

11.1.1. The CP will maintain copies of all recall rosters to ensure they are available during periods of degraded communications and/or SharePoint outages.

11.1.2. Unit recall roster monitors or Unit/Group Control Centers will provide unit assigned numbers, to include civilians and dependents, to the Installation Personnel Readiness function via their organizational email address (pru@us.af.mil) upon Accountability activation by the 71 FTW/CC.

11.2. The Contractor PM or designee will coordinate with 71 FTW/CC to determine recall/accountability actions for contractor personnel. This decision should be coordinated with functional commanders/directors as necessary. Due to contractor confidentiality, the actual numbers of contractor personnel assigned, present for duty, etc., are not required to be listed on accountability spreadsheets or other tracking documents.

11.3. All Vance AFB contracting program managers and tenant units (except for the L3/PM and PAE/PM who are notified by the CP or 71 FTW/CC) will be notified of a recall/accountability by the primary functional organization for which they perform duties or the organization that provides surveillance of their work (i.e., the FSS UCC will notify the Commissary and Base Exchange, the WSA/CPTS UCC will notify the Tinker Federal Credit Union-Vance Branch, etc.).

11.4. When directed by the wing commander, each unit commander/staff agency chief will recall their essential and non-essential personnel as outlined in Attachment 3 or determined by the contingency situation.

12. Communications Outage (Comm-Out) Recall Procedures.

12.1. The MSG will be responsible for maintaining and initiating the comm-out recall in accordance with this instruction. Individual units are not required to develop or maintain comm-out recall plans. In the event a comm-out recall is initiated, Vance AFB military and civilian personnel may be notified by manpower pool members from any organization of the recall or to disseminate information.

12.2. At the direction of 71 FTW/CC, the 71 MSG/CC will initiate the comm-out recall for the wing. All available manpower resources on Vance AFB will be utilized to conduct the recall, regardless of group organization. The primary source of these personnel is on-base dormitory residents. The required manpower pool is 50 personnel to cover 25 zones surrounding Vance AFB.

12.3. Personnel contacted to conduct the comm-out recall (manpower pool) will report to the base theater (or other designated location) at the designated time to receive instructions on the recall procedures.

12.4. Transportation assets (GOVs/U-Drives) will be made available for personnel conducting the comm-out recall. If transportation is not available or POVs are required, personnel operating POVs may file travel vouchers in accordance with finance regulations.

12.5. If required (recall as opposed to information dissemination), UCCs will stand up and account for personnel, reporting numbers to the Installation Personnel Readiness Office

(71 FSS/FSOX) by any means available (runner) if normal communications means remain inoperable. (Reference Attachment 3 of this instruction).

12.6. The 71 FTW/CC or 71 MSG/CC may direct use of other means of getting the information to unit personnel. These include, but are not limited to, EMNS, loudspeaker-equipped vehicles in the base housing areas, radio and television announcements, use of civilian law enforcement, and fire department resources.

13. Severe Weather Procedures. 71 FTW/CP disseminates all weather warnings, watches, and advisories IAW VAFBI 15-101, *Weather Support*. The CP or Weather Flight will activate the base siren for a tornado warning. When notified by the Weather Flight that the tornado is no longer a threat, the CP will telephonically notify first responders (see paragraph 18, *Movement of Personnel Responding to Contingencies*, for more detailed information). After the first responders have provided their damage assessment and the basewide "all clear" is given for the general base populace, the CP will re-notify the basewide "all clear" and make an announcement over the base Giant Voice system and other announcement means as necessary. See Vance AFB Installation Emergency Management Plan (VAFB IEMP 10-2) for additional guidance.

14. Enid EOC Liaison. When deemed necessary by the 71 FTW/CC and/or the situation, the 71 FTW/CC will direct a wing representative to report to the Enid/Garfield County EOC to facilitate communication and coordination between Vance AFB senior leadership and the city of Enid. The wing representatives should receive a briefing from the CAT/EOC Director before departing to the Enid EOC. The wing representative will be the 71 LRS/CC, 71 LRS/DO, or other individual designated by the 71 FTW/CC. When determined necessary, the Enid/Garfield County Emergency Management Director may be requested to respond to the VAFB EOC to assist in response operations.

15. Operations Security (OPSEC). Each person involved in a response to a contingency situation, whether on scene, in the CAT, EOC, or UCC, will observe OPSEC when passing information. Names of casualties and personal information (i.e., SSANs, etc.) should not be broadcast over radios, cell phones or other easily monitored communication devices. Land line telephones, e-mail, or runner is the preferred method of information relay.

16. The Vance AFB Command Net and its Users.

16.1. The following commanders and agencies have been authorized use of the Vance AFB command net and will use their designated call sign:

Table 3. Vance AFB Command Net and Users

Commander/Agency	Primary	Alternate
71 FTW/CP	Boomer Ops	
71 FTW/CC	Boomer 1	
71 FTW/CV	Boomer 2	
71 FTW/DS		Boomer 2A
71 OG/CC	Boomer 3	
71 OG/CD		Boomer 3A
71 OG/CD		Boomer 3B
71 MSG/CC	Boomer 4	
71 MSG/CD		Boomer 4A
71 MSG/Alternate		Boomer 4B
71 MDG/CC	Boomer 5	
71 MDG/CD		Boomer 5A
71 MDG/Alternate		Boomer 5B
FOS/PM	Boomer 6	
BOS/PM	Boomer 7	
Supervisor of Flying (SOF)	Boomer 8	

16.2. Each primary party listed in paragraph 16.1. will notify the CP any time he or she will be unavailable for contact via the LMR and will provide the CP an alternate means for contact. If an alternate has availability for the organization, that information will also be provided to the CP.

16.3. Commander Notifications.

16.3.1. The CP's primary means for incident notification is the command net, the secondary is telephone, and the tertiary is e-mail. The CP will always pass incident notifications over the command net (Boomer Net) prior to notifying parties not available on the LMR. If a command net party cannot be reached by any means, CP controllers will notify the next individual in succession (i.e., 71 FTW/CV for 71 FTW/CC, 71 FTW/SE for the on-duty Flight Safety Officer, etc.). Command Post controllers will use sound judgment and consider OPSEC concerns to determine whether or not specific incident information should be passed over the command net. If, in the controller's judgment information should not be passed over the command net, these notifications will be made via the secondary or tertiary means.

16.3.2. The CP will use the following narrative when passing incident notifications over the command net:

16.3.2.1. "(Boomer 3, Boomer 4) or (All commands), this is Boomer Ops (incident details)." "(Boomer 3, Boomer 4) or (All commands), respond in sequence."

16.3.2.1.1. Command net parties are required to acknowledge all command net notifications in which they are specifically addressed.

16.3.3. The CP notification matrix will be used to determine the proper notifications for each incident that occurs. Each commander will review and update the notification matrix upon assuming command responsibility and as necessary when notification requirements change. The CP notification matrix will not be made an attachment to this instruction due to frequent changes made to meet each commander's needs. Instead, it will be maintained in the FOUO folder managed by XP (S:\Public\XP-Plans & Programs\PLANS\Unit Plans Reps + Wing Plans Working Group).

17. Emergency Mass Notification System (EMNS) Procedures.

17.1. The Command Post will make mass notifications and recalls of active duty, civil service, and select contractor personnel via the EMNS (Giant Voice, TAS, and NAS). It is mandatory that all active duty and key/essential civilian personnel assigned to Vance AFB add and continually update their contact information utilizing the AtHoc Self Service application. Other civil service and contractor employees (not designated as key or essential) will add, as a minimum, their work telephone number. Personal contact information for non-key or essential civil service and contractor employees may be provided voluntarily. Should a contractor employee elect to provide information other than the work number, Vance AFB and/or the contractor will not be financially liable for any after duty contact made when the system is activated. Additionally, the Command Post will update AtHoc for members separating or PCSing monthly, upon receiving that information from FSS/FSMPJ.

17.1.1. Instructions for entering information into the AtHoc TAS database are located on the wing common drive at S:\Public\Emergency Mass Notification System\AtHoc\AtHoc TAS\AtHoc TAS Self-Service Instructions for Users.

17.1.2. The AtHoc NAS/TAS database can be accessed by clicking on the purple globe icon in the active icon tray in the lower right corner of the computer desktop. Then click on "Access Self Service." An Internet Explorer window will open containing the following tabs: My Info, My Device Info, and Base Specific Info. Mandatory items are:

17.1.2.1. The tab labeled "My Info" contains a user's personal information (First Name, Last Name, Duty Status, Military Service Branch, Pay Grade, Organization Information - Select units hierarchy, Bldg Number, Rm Number).

17.1.2.2. The tab labeled "My Device Info" contains the contact information for a user's telephone. All telephone numbers must be entered as ten digit numbers.

17.1.2.2.1. Phone - Work: Mandatory for ALL

17.1.2.2.2. Phone - Mobile: Mandatory for one after-hours contact phone number (home/mobile) for active duty only. Civilians are highly encouraged to provide number.

17.1.2.2.3. Phone - Home: Mandatory for one after-hours contact phone number (home/mobile) for active duty only. Civilians are highly encouraged to provide number.

17.1.2.2.4. Email - Work: Mandatory for ALL

17.1.2.3. The "Base Specific Info" tab is where the user must select the distribution lists to which he/she is a member (i.e., Threat Working Group, Unit Control Center, Crisis Action Team, etc.) and updates their off-station status. When a user changes

the off-station status (Deployed, TDY, or Leave), he/she is responsible to change it back to "None" upon returning to duty.

17.2. Unit recall roster monitors will ensure newly assigned personnel update their information in the Access Self Service portion of AtHoc, ideally as part of the individuals' in-processing requirements into the unit. Monitors should also remind unit personnel to review AtHoc settings monthly, as part of recall roster updates.

17.3. Military Personnel Flight will ensure the base in-processing checklist includes a step to access and update the self-service portion of the AtHoc system. Additionally, FSS/FSMPJ will provide a roster of members separating or PCSing to the Command Post by the first Friday of every month.

17.4. Installation Deployment Readiness Cell will:

17.4.1. Include a note on the deployment out-processing checklist instructing members to update their off-station status to "deployed" in the self-service portion of their AtHoc system account.

17.4.2. Include a note on the deployment in-processing checklist instructing members to update their off-station status in the self-service portion of their AtHoc system account.

17.5. Individual responsibilities:

17.5.1. Ensure the correct "member of" codes are entered into the AtHoc database for all your assigned duties. The list of applicable codes can be found at S:\Public\Emergency Mass Notification System\AtHoc\AtHoc TAS\TAS Member of Codes.doc.

17.5.2. Ensure your contact information in the AtHoc databases are correct and current at all times.

18. Movement of Personnel Responding to Contingencies:

18.1. For all scenarios below, if possible, all personnel should retain their cell phone and watch for AtHoc alerts. Personnel are **only** released by a) SFS personnel if you are in an affected area, b) leadership or your building manager, if in an unaffected area, or c) you hear the All Clear or receive it via AtHoc.

18.1.1. **Take Cover**: Traditionally associated with tornadoes. Take cover immediately, if possible in a designated shelter area. Leadership in each sheltered area will be responsible for conducting building sweeps when the siren has stopped sounding. When appropriate, personnel may be directed to resume duties, once safety has been assured.

18.1.2. **Shelter-in-Place**: Traditionally associated with CBRNE or HAZMAT scenarios. Seek shelter in your designated shelter-in-place room. If you are out of your unit, ask immediately where to shelter in place.

18.1.3. **Lockdown**: Immediately take Active Shooter precautions, to include locking yourself in a secured area or fleeing, as appropriate.

18.1.4. **All Clear**: Broadcast via Giant Voice, in-building overhead systems, e-mail, AtHoc, LMR, etc. This means it is appropriate to begin to move about the base in a normal fashion. Personnel in affected areas should either be evacuated, or in the process of evacuation when the All Clear is given.

18.2. The following terminology and procedures will be used to inform the Vance populace of movement procedures via the EMNS.

18.2.1. First Responders: First responders are *Security Forces and Fire Department* personnel who deploy immediately to the disaster scene to provide initial C2, to save lives, and to suppress and control hazards. During incidents, first responders secure the immediate incident area, establish ICS, provide rescue and firefighting, identify and contain hazards, and provide triage and decontamination procedures. *NOTE: Medical personnel are considered First Responders in the event of an aircraft mishap.* AtHoc and overhead messages will state: ***Limited Release for First Responders.***

18.2.2. CAT/EOC. CAT/EOC members deploy at the direction of the Wing Commander or his/her designee, based upon situational input. AtHoc and overhead messages will state: ***CAT/EOC are activated.***

18.2.3. Emergency Responders: Emergency Responders deploy after the First Responders to expand C2 and provide additional support. ***EM personnel, medical treatment providers, public health officers, bioenvironmental engineering, safety, and mortuary affairs personnel.*** AtHoc and overhead messages will state: ***Limited Release for Emergency Responders.***

18.2.4. Emergency Support Teams: Emergency support teams include the Readiness Support Team, Shelter Management Team, Contamination Control Team, and SFS Augmentees. AtHoc and overhead messages will state: ***Limited Release for XXXXX Team.***

19. Supporting Checklist Requirements and Format.

19.1. Emergency action checklists are used by the CAT, EOC, and UCCs to conduct response operations. The table of contents on the SharePoint Virtual Operations Center (VOC) will serve as the master reference for checklist numbering. Standardized checklist numbers increase accuracy across the wing on all tasks assigned by the CAT or EOC and the wing commander's ability to command and control forces.

19.2. Units tasked as the OPR in wing-level checklists will develop supporting checklists (if required) in enough detail to accomplish the assigned task.

19.3. Unit supporting checklists should follow the wing-level checklist format. When possible, tasked units can incorporate their specific details directly into their copy of the wing-level checklist. Should a task be repeated in multiple checklists, the unit may develop a separate unit-specific checklist using a letter system (i.e., FSS Checklist A, B, C, etc.) to support the assigned task. Reference Attachment 4 for example checklists.

19.4. Wing and unit checklists will include a header containing the current as-of date and OPR.

CLARK J. QUINN, Colonel, USAF
Commander

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

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

AFI 36-3803, *Personnel Accountability in Conjunction with Natural Disasters or National Emergencies*

Adopted Forms

AF Form 847, *Recommendation for Change of Publication*

AF IMT 1109, *Visitor Register Log*

AF Form 4377, *Events Log*

SF 312, *Classified Information Nondisclosure Agreement*

Abbreviations and Acronyms

AAFES—Army and Air Forces Exchange Services

AFOSI—Air Force Office of Special Investigations

AFPAAS—Air Force Personnel Accountability and Assessment

AFRC—Armed Forces Reserve Center

BLSDM—Base Level Service Delivery Model

CAC—Common Access Card

CAT—Crisis Action Team

CFIS—Center for Federal Investigative Services

CP—Command Post

DCS—Defense Connect Online

DeCA—Defense Commissary Agency

EAL—Entry Authority List

EM—Emergency Management

EMNS—Emergency Mass Notification System

EOC—Emergency Operations Center

GS—General Schedule

IPR—Installation Personnel Readiness

JPAS—Joint Personnel Adjudication System

LMR—Land Mobile Radio

NAF—Non-Appropriated Funds

NAS—Network Alerting System

NDA—Nondisclosure Agreement

OAPT—Officers Awaiting Pilot Training

SIPRNET—Secure Internet Protocol Router Network

TAS—Telephone Alerting System

UCC—Unit Control Center

WG—Wage Grade

Terms

Assigned personnel:—Using the recall roster, the number of assigned personnel to the flight/squadron. Adjust the strength by adding anyone who has PCS'd in to the unit but is not yet reflected on your recall roster.

Attached/on loan personnel:—Except for students, those members who are assigned in the Base Level Service Delivery Model (BLSDM) to one unit, but work primarily in another (i.e., assigned to fly with the 25 FTS, but on loan as the MSG executive officer). These members will be recalled/accounted by the on loan unit (i.e., the MSG will account for their executive officer). All students (current and OAPT) will be recalled/accounted by the 71 STUS. Personnel will ensure they are in the correct recall/accountability roster.

Available personnel:—Number of assigned personnel minus those who are TDY, on leave, hospitalized/on quarters, on terminal leave, departed but not yet dropped from rolls, AWOL, in confinement, etc.

Leave:—The number of people in the unit who are on leave to include permissive TDY and special pass. Account for early returnees and those who may have just recently requested a leave number.

Local area of interest:—The geographic area where an emergency situation exists or disaster has occurred. This area could be limited to a single structure or an area of greater size as defined by the EOC or CAT.

Present for duty (PFD):—An individual who has been recalled and is physically present at the duty section or recalled and directed when to report for duty at a designated time (in the case of crew rest, shift workers, or placed on telephone standby).

Attachment 2

SAMPLE CAT APPOINTMENT LETTER

Figure A2.1. Sample CAT Appointment Letter

FOR OFFICIAL USE ONLY

(Date)

MEMORANDUM FOR 71 FTW/CP
71 FTW/XP

FROM: (Your Agency's Office Symbol)

SUBJECT: Entry/Access Authority List (EAL)

1. The following individuals from (office symbol) require access to the Command Post on a regular basis. Each individual is verified to be current for Classified Information Nondisclosure Agreement, Standard Form (SF) 312. All listed individuals have a valid need to know and are authorized access to classified information and materials to the level of their identified clearance.

2. This EAL will expire (DD Mon YYYY). This letter supersedes all previous letters, same subject.

3. All clearances have been verified through the Joint Personnel Adjudication System (JPAS). All visitors are authorized unescorted entry to the Command Post based on this list and a valid DD Form 2/2AF/Common Access Card.

4. Any questions may be referred to (Rank, Name) at (duty phone).

(Signature Block of Commander or Staff Agency Chief)

Attachments:

1. Entry Authority List (EAL)

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Authenticated by
 (Name/Rank): (Security Manager)

Authenticator
 Signature: _____

Date/Time: _____

Entry Authority List

Privacy Act

Authority: AFI 31-101, Integrated Defense and 5210.41-M_AFMAN_31-108

Purpose: Verification of Authority to enter a designated area.

SSN: Is used for further identification of an individual.

Routine Use(s): Entry controllers will use the SSN or Controlled Picture ID (CPID) number as a means to verify a person is allowed to enter a designated area.

Disclosure: Disclosure is voluntary. Failure to disclose required information will result in the that person not being allowed to enter a designated area.

BLOCK 1. Personal Data

Last Name	First Name	MI.	Rank	SSN-6 or CPID	Clearance	Access Reason
			Lt Col	12-3456	Top Secret	
			Capt	12-3456	Top Secret	
			Capt	34-5678	Top Secret	
			GS-11	12-3456	Secret	
			2Lt	34-5678	Top Secret	
			MSgt	12-3456	Top Secret	
			TSgt	34-5678	Secret	
			SSgt	12-3456	Top Secret	
			A1C	34-5678	Top Secret	
			///LAST	ITEM///		

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The information herein is For Official Use Only (FOUO) which must be protected under the Freedom of Information Act of 1866 and Privacy Act of 1874, as amended. Unauthorized disclosure or misuse of this PERSONAL INFORMATION may result in criminal and/or civil penalties.

FOR OFFICIAL USE ONLY

Attachment 3

RECALL/ACCOUNTABILITY INSTRUCTIONS

A3.1. For successful execution of recall and personnel accountability: A clear definition to distinguish the two is necessary, in addition to other terminology that may be used.

A3.1.1. **Recall.** Implemented when a unit is directed to recall personnel for duty using a pyramid notification process/recall rosters. This action may be accomplished when the commander determines that all or part of the workforce is needed at their duty stations to support a particular contingency/situation.

A3.1.2. **Personnel Accountability.** Implemented when an accurate account of personnel and their physical location is needed. This action is typically accomplished when a contingency or disaster is predicted or has occurred in a certain area. This may include an account of family members, contractors, reservists, etc. It may also include implementation of the AFPAAS system.

A3.2. Recall Types.

A3.2.1. REPORT-TO-DUTY RECALL: All base personnel will report for duty immediately.

A3.2.2. SELECTIVE RECALL: Used when a recall is necessary for selected personnel. The commander will determine those personnel required for the situation. The selected individuals will report for duty or take actions as directed.

A3.2.2.1. Mission Essential Personnel.

A3.2.2.1.1. All active duty military personnel are considered mission essential and may be recalled at the discretion of the commander.

A3.2.2.1.2. Civilian Personnel: If required, based upon scenario, civilians will report as directed by the wing, group, or squadron commander. The Civilian Personnel Officer (71 FSS/FSMC) will provide counsel to leadership on compensatory and overtime procedures, as needed.

A3.2.2.1.3. Contractor Employees. The Contractor Program Manager, Deputy Program Manager, or their designees, must be available for contact during non-duty hours to coordinate support during a Selective Recall. All other contractor personnel will follow the direction provided by Contractor/PM.

A3.2.3. INFORMATION DISSEMINATION RECALL: Used as a means of passing information to base personnel.

A3.3. Accountability Types.

A3.3.1. TOTAL FORCE ACCOUNTABILITY: Directed by higher headquarters, this action is accomplished to accurately account for all personnel regardless of location. (Example: The Air Force is accounting for all personnel that are in California at this particular time.) Unless directed otherwise, there is no requirement to report for duty during a total force accountability check. Affected personnel will be required to use the Air Force Personnel Accountability and Assessment System (AFPAAS) to account for themselves and their family members (<https://afpaas.af.mil>). (Reference AFI 36-3803, *Personnel*

Accountability in Conjunction with Natural Disasters or National Emergencies.) The 5 FTS will report to the Air Force Reserve Center (AFRC) through the 340 FTG unless directed otherwise. Commanding Officer Representatives (CORs) will be trained on their responsibilities within AFPAAS by Installation Personnel Readiness Office personnel.

A3.3.2. **LOCAL ACCOUNTABILITY:** Directed by the 71 FTW/CC, CAT/EOC Director, or unit commanders during a localized contingency/emergency; this action is accomplished to accurately account for all personnel regardless of location using a pyramid notification process/recall rosters. Unless directed otherwise, there is no requirement to report for duty during a local accountability check. (Example: The wing commander is accounting for personnel after a tornado.) Local accountability may be accomplished using AFPAAS or local means depending on the situation or event, at the wing commander's request. The 5 FTS will report through the 71 OG via the 71 OSS as directed by the 71 FTW/CC or CAT/EOC Director.

A3.4. Installation Personnel Readiness (IPR). The OPR for recall/accountability is the Installation Personnel Readiness Office (71 FSS/FSOX). This office will coordinate with the CAT FSS member, or as directed by the 71 FSS/CC/DD. Each unit commander is responsible for the recall and personnel accountability processes within their unit.

A3.5. Recall/Accountability Process. During a basewide recall/accountability, the Command Post (CP) will receive the initial notification from HHQ, Wing Commander or Designated Representative.

A3.5.1. The recall/accountability start time is the time the CP is contacted to initiate the recall or personnel accountability, or the time of the higher headquarters' message that directed the action. Local times will be used.

A3.5.2. At accountability initiation, the CP will notify the 71 FSS/CC who will assign a representative to provide oversight of the entire process. In addition, the CP will notify the Senior Staff (group commanders and 71 FTW/DS) of the type of recall or accountability, the official start time, and the options/rules that apply.

A3.5.3. Based on the situation, the wing commander or designated representative will determine which of the following options apply:

Table A3.1. Recall/Accountability Options

ITEM	ACTION/OPTIONS
1	Military Members
	a. Recall.
	b. Contact for accountability.
	c. <i>Do not contact</i> members on authorized crew rest. Account for individuals on crew rest administratively.
2	Deployed, TDY, on leave, on pass, or hospitalized/on quarters:
	a. Recall.
	b. Contact for accountability.
	c. Account for administratively only. <u>Do not contact.</u>
3	Civilians (GS, WG, NAF, DOD, etc.):
	a. Recall.
	b. Contact for accountability.
	c. Account for administratively only. <u>Do not contact.</u>
4	Dependents in the local area of interest:
	a. Account for, to include family members of those who are TDY, deployed, or on remote tour.
	b. No action required.
5	Contractor employees:
	a. Account for through program managers/functional areas.
	b. No action required.
6	Tenant units:
	a. Account for personnel as directed.
	b. No action required.
7	Child Development Center and Youth Center:
	a. Open for members who already use these services.
	b. No action required.
8	Other guidance: To be determined based on the event.

A3.5.4. Except for an information dissemination recall, UCCs must be activated to conduct recall/accountability.

A3.5.5. The primary means of tracking the data during recall/accountability may be AFPAAS or SharePoint. The SharePoint site may be accessed via the internet at <https://vance.eis.aetc.af.mil/VOC/default.aspx>. UCCs will transmit the data to the IPR via e-mail (pru@us.af.mil), or runner. Continue to attempt contact until a response is received.

A3.5.6. When the CAT is active, unit CAT representatives are responsible for the quality of UCC data provided to IPR for entry into the SharePoint accountability tool or COR data input into AFPAAS. The IPR will provide overall oversight of the numbers provided by each UCC until 100% recall/accountability is achieved. If baseline numbers provided at the 1-hour point are not realistic, the IPR will query the individual UCCs for status updates. The baseline numbers are subject to change based on the rules/options selected at accountability initiation.

A3.5.7. When 100% contact/accountability has been attained, the IPR must notify the CP. The CP will inform the 71 FTW/CC and await further guidance.

A3.5.8. Group or unit commanders may conduct a recall/accountability of their group/unit at any time. The IPR or CP will not be notified unless requested by the initiating commander.

A3.6. Unit Control Centers (UCCs).

A3.6.1. Upon initiation of a recall/accountability, each UCC will provide their current baseline numbers for their unit/squadron in accordance with the directed accountability rules and provide them to IPR for entry into the SharePoint tool. These numbers will reflect all personnel on the unit's recall roster to include active duty Air Force, Army, Navy, and Marines; foreign military, and civilians. This should be accomplished prior to the 1-hour report.

A3.6.1.1. When an accountability check includes dependents, it will account for family members that may be in the local area of interest and affected by a natural disaster or localized contingency/emergency (i.e., dependents of reservists on active duty and families of those TDY, deployed, or remote). Dependent accountability will also include dependents of civilian personnel as directed by the wing commander.

A3.6.1.2. Attached/on loan personnel who are assigned in the Base Level Service Delivery Model (BLSDM) to one unit, but work primarily in another (i.e., assigned to fly with the 25 FTS, but on loan as the MSG executive officer), will be recalled/accounted by the on loan unit (i.e., the MSG will account for their executive officer).

A3.6.1.3. Student pilots will be accounted by the 71 STUS.

A3.6.1.4. Officers Awaiting Pilot Training (OAPT) and Awaiting Retention/Reclassification personnel will be accounted by the 71st Student Squadron (71 STUS). As a courtesy, should the unit where these students/personnel are working at the time of the recall/accountability be able to account for them, that unit will notify the 71 STUS. The 71 STUS is the overall responsible agency for OAPT students and awaiting retention/reclassification personnel and will include them in their assigned numbers. The unit in which these students/personnel are temporarily working will not include them in their numbers even though they may be included on that unit's recall roster.

A3.6.1.5. Tenant units will be managed as follows when necessary (i.e., information dissemination, FPCON changes, lockdown, etc):

A3.6.1.5.1. 71 FSS will notify: DeCA, AAFES and Eisenhower Elementary School.

A3.6.1.5.2. 71 LRS will notify: Corps of Engineers, Hunt Housing Office, and Armed Forces Reserve Center.

A3.6.1.5.3. 71 SFS will notify: AFOSI and CFIS.

A3.6.1.5.4. 71 CPTS will notify Tinker Federal Credit Union.

A3.6.1.6. For the 5 FTS, only AFRC personnel that are currently in an "on duty" status will be accounted for. IPR does not have AFPAAS visibility for reservists. The reserve unit's home base is responsible for AFPAAS accountability.

A3.6.1.7. Individual Mobilization Augmentees (IMAs)/reservists currently on active duty at Vance will be accounted by their active duty unit. Unless otherwise directed,

IMAs who are not in an active duty status will not be contacted. IPR does not have AFPAAS visibility for IMAs. The owning unit is responsible for AFPAAS accountability.

A3.6.2. Reporting will be in accordance with the instructions provided at the time of the recall/ accountability initiation.

A3.6.3. UCCs will remain activated during the recall/accountability process until directed by the wing commander or their Senior Staff member to stand down/deactivate. For example, attainment of 100% accountability by a UCC does not equal an automatic deactivation of that UCC. When unsure of the direction/intent, UCCs will query their CAT representative or the IPR.

A3.6.4. Upon stand down, notify the POC for the recall/accountability process (i.e., the IPR or the CAT representative).

A3.7. Communications Outage. When a communications outage occurs, refer to paragraph 13 of this instruction.

Attachment 4

EXAMPLE CHECKLISTS

A4.1. Wing-level checklists. The current wing-level checklists can be accessed on SharePoint at <https://vance.eis.aetc.af.mil/VOC/default.aspx>

Table A4.1. Wing-level checklists

OPR: 71 LRS/CEX Page 5 of 6		Current as of: 15 Feb 13	
Checklist 10: HAZMAT			
#	TASK	OPR	AGENCY
NOTE: The actions listed below are in approximate order; however, many actions occur simultaneously and some may deviate from sequence. All should be considered.			
58	Advise 71 FTW/CC and 71 MSG/CC on legal/jurisdictional issues with local, Oklahoma, federal agencies, and private organizations.	JA	CAT
59	Provide legal assistance for families, claims, victims, and witnesses.	JA	CAT
60	Utilize weather data from MECC on scene to develop plume models for on-base incidents. Contact 71 OSW for regional weather data for incidents off-base.	OSW/EM	EOC

A4.2. Unit-level checklists. Unit specific checklists will be maintained electronically and/or in hard copy in the group/unit control center (G/UCC).

Table A4.2. Unit-level checklists

OPR: 71 LRS/JA Page 1 of 1		Current as of: 15 Feb 13	
Checklist 10: HAZMAT (JA)			
#	TASK	OPR	AGENCY
NOTE: The actions listed below are in approximate order; however, many actions occur simultaneously and some may deviate from sequence. All should be considered.			
58	Advise 71 FTW/CC and 71 MSG/CC on legal/jurisdictional issues with local, Oklahoma, federal agencies, and private organizations.	JA	CAT
58a.	Reference applicable OK law. Contact OK State representatives for jurisdiction recoveries. Inform 71 FTW/CC.	JA	CAT
58b.	Contact Mr. Smith, federal representative in Oklahoma City, at (405) 454-1234.	JA	CAT
59	Provide legal assistance for families, claims, victims, and witnesses.	JA	CAT
59a.	Reference JA Plan "D," Legal Assistance For Families.	JA	CAT