

**BY ORDER OF THE COMMANDER
30TH SPACE WING**

30TH SPACE WING INSTRUCTION 36-3803

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Operations

**INSTALLATION ALERT
NOTIFICATION/RECALL PROCEDURES**

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This instruction implements AFRPD10-2, *Readiness*. It extends the guidance in AFI 36-3803, *Personnel Accountability in Conjunction with Natural Disasters or National Emergencies*. This instruction establishes procedures for alerting and recalling Vandenberg AFB personnel in the event of national emergencies, contingencies or other events, as directed by the 30th Space Wing Commander or designated representative. Alerts/recalls may be necessary to support war plans, periods of increased readiness, or emergency or disaster situations. This instruction implements and provides guidance for responsibilities and usage of the Installation Notification Warning System AtHoc notification system. This instruction applies to all Vandenberg Air Force Base (exceptions will be stated within this instruction). Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with IAW Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of IAW Air Force Records Information Management system (AFRIMS) Records Disposition Schedule (RDS). Refer recommended changes and questions about this instruction to 30th Space Wing Command Post, 747 Nebraska Ave Suite B-200 Vandenberg AFB CA 93437-6263 using an AF Form 847 *Recommendation for Change of Publications*. Compliance with this instruction is mandatory. To the extent its directions are inconsistent with other Air Force publications; the information herein prevails, in accordance with AFI 33-360, *Publications and Forms Management*. This publication requires the collection and or maintenance of information protected by the Privacy Act of 1974 authorized by Title 10, U.S.C 8013, Secretary of the Air Force and E.O. 9397, as amended. Documents generated as a result of this instruction will contain a Privacy Act Statement (PAS) to include: the Authority; the Purpose; the Routine Uses; and the Disclosure. The applicable Privacy Act System of Records Notice (SORNs) FO36 AF PC N, Unit Assigned Personnel Information and F010 AFSPC A, Telecommunications Notification System, are

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SUMMARY OF CHANGES

This publication has been substantially revised and must be completely reviewed. It clarifies management of mission essential civilians during recall scenarios. It updates the alert notification sequence. It updates Unit Control Center/Group Control Center guidance. Changes also add requirements for incident notification to 30th Space Wing Command Post. Furthermore, it clarifies Secondary Crash Net (SCN) notifications and the responsibilities between the 30th Space Wing Command Post and Airfield Management Operations.

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Chapter 1

CONCEPT OF OPERATIONS

1.1. Background. During natural disasters or national emergencies, the ability to quickly assess the status of Air Force members, Department of the Air Force (DAF) and Non-appropriated Funds (NAF) civilians, Contractors (overseas assigned) and families is critical. Both our ability to recover from these incidents and to return to normal operations are top priorities.

1.2. Introduction. This instruction outlines accountability requirements and procedures for Air Force units, agencies, commanders, directors and Joint assigned Air Force members. In order to ensure all personnel are accounted for, it is paramount that all Air Force installations and units have recall and evacuation plans in place and personnel are aware of their responsibilities to ensure fast, accurate accountability.

1.3. Scope. The roles and responsibilities of involved agencies are fully explained in this instruction. Understanding and accomplishing these roles and responsibilities are crucial for ensuring the accurate and timely actions necessary to establish Total Force Accountability (TFA). Central to accountability during a disaster event is the commander's inherent responsibility to ensure awareness of the status of personnel under their command. Commanders must take prudent measures and apply the guidance outlined in this instruction to ensure they are able to account for all personnel. This instruction is intended to aid commanders and those involved in personnel accountability by providing guidance on accountability for victims/survivors of an event. It is not intended to govern accountability for forces deployed in support of rescue, recovery, or contingency operations.

Chapter 2

RESPONSIBILITIES

2.1. Personnel accountability is a shared responsibility between a commander/staff agency chief, supervisor, and their assigned personnel. Under certain circumstances however, their ability to accurately track and account for the required forces and certain family members may be impeded. Utilizing robust systems and ensuring individual members are aware of reporting requirements will ensure that accountability can be achieved in the direst of situations.

2.2. Unit Commanders/Agency Chiefs. Unit Commanders/Agency Chiefs are responsible to establish accountability of assigned members, including military, DAF, NAF civilians, Defense Enrollment Eligibility Reporting System (DEERS) enrolled family members, family members of DAF/NAF employees (when receiving evacuation entitlements), and outside of the contiguous United States assigned contractors and their family members as soon as possible, but not later than 48 hours after TFA is directed.

2.2.1. Ensure a unit recall roster and an actionable communications-out (Comm-Out) recall roster are maintained and updated monthly in the event local communications is inoperative or overloaded. Comm-Out procedures will be implemented when directed. Refer to Section 4.2. of this instruction.

2.2.2. Be familiar with wing operational plans and situations that may require alert notifications.

2.2.3. Ensure unit personnel are trained on alert notification and recall procedures. Unit commanders/agency chiefs will coordinate all unit alert notification and recalls with the 30 SW Inspector General (30 SW/IGI) in order to de-conflict with any planned wing exercises.

2.2.4. Notify key leadership of on-site associated contractors. The high degree of contractor cooperation required to accomplish Vandenberg AFB mission sets, often requires contractor's awareness of alert postures and installation readiness status.

2.3. 30th Space Wing Command Post (30 SW/CP). The 30 SW/CP will be responsible for the overall operation of the alert notification system (i.e., transmit AtHoc message, update Commander's Access Channel, activate Base Siren, etc.) and for making alert notifications, as directed by the 30th Space Wing Commander (30 SW/CC), or designated representative.

2.4. Unit Control Centers (UCC)/Group Control Center (GCC). UCC/GCCs are responsible for consolidating and relaying strength and accountability reports to the Personnel Control Center. The Installation Personnel Readiness Office is responsible to train UCC/GCC on the accountability reporting process.

2.4.1. UCC/GCCs serve as a commander's communications conduit to each individual assigned to an organization. They also provide a single contact for resources requested from Incident Commander via 30th Security Forces Squadron Base Defense Operations Center (BDOC) or 30th Civil Engineering Squadron/Emergency Operations Center (EOC).

2.4.2. UCC/GCCs relay emergency information within the chain of command regarding major accidents, natural disasters, and enemy attacks. They also direct, monitor, and report mitigation and preparedness activities, and maintain unit continuity for command and

control. UCC/GCCs support the installation commander and EOC by providing subject-matter-experts and resources.

2.5. Personnel Control Center (PCC). The PCC is manned by the 30th Force Support Squadron Installation Personnel Readiness (30 FSS/IPR) and is responsible for reporting personnel strength and accountability to the 30 SW/CP. Once the Wing/CC initiates a recall the 30 FSS/IPR becomes the PCC and is responsible for overall management of the wing personnel strength/accountability reporting system.

2.6. 30th Space Wing Public Affairs (PA). PA is responsible for radio/television and “Hot Launch” broadcasting of alert notification messages, as directed by the 30 SW/CC or designated representative.

2.7. BDOC. When an alert notification is initiated and base communications are impaired, Comm-Out notifications will be implemented. The 30 SW/CP will attempt contact with the BDOC by any means available and request their assistance in implementing the pyramid recall and alert notification. The BDOC will dispatch a patrol to notify wing/group commanders

2.8. 30th Space Communications Squadron (SCS). SCS will serve as the AtHoc INWS maintenance, communications focal point, training, and technical support. SCS will:

2.8.1. Provide user technical support of the AtHoc and coordinate with the AtHoc contractor to provide training for users as required.

2.8.2. Maintain operational capability of the AtHoc system, to include performing system and server hardware/software upgrades, keeping the system current with security software patches and Notices To Airmen (NOTAMs), and performing server and database maintenance and anomaly resolution.

2.9. Emergency Response. Although primary responsibility for reporting events and incidents rests with the 30 SW/CP and other 24-hour operations centers, all personnel will ensure emergency response elements and their command chain are informed of significant events. If there is a question, report the incident. Do not delay emergency notifications.

2.9.1. Personnel (Active Duty, selected Reserve, DAF and NAF Civilians, and Contractors) will contact their leadership and keep them informed of their location and account for family members.

2.9.2. All personnel are responsible to acknowledge and comply with all alert notifications. Acknowledgement instructions will be provided in each message.

Chapter 3

DEFINITIONS

3.1. Alert Notification Types.

3.1.1. **Report for Duty Recall.** Used to immediately recall to duty all or a select number or category (i.e., military, civilian, mission-essential) of personnel. Unit strength reporting is required. Pertinent information will be passed including Reference Hour.

3.1.1.1. The urgent nature of a recall requires all affected personnel to immediately report to their assigned duty section in uniform unless otherwise directed. Personnel will complete their pyramid alert notifications and not delay for personal grooming (showering, shaving, etc.) or eating.

3.1.1.2. During exercises, personnel on non-duty status, such as leave, crew rest and temporary duty, are not normally recalled to duty. Non-duty Individual Mobilization Augmentees (IMA) are not normally recalled for exercises. Shift workers will be contacted at the discretion of the commander.

3.1.2. **Crisis Action Team Recall.** This is used to account for Crisis Action Team personnel during real-world or exercise situations. When contacted, the Crisis Action Team will form as directed. Pertinent information will be passed, including the Reference Hour.

3.1.3. **Telephone Standby.** This is used to quickly relay time-critical information to the base populace. Personnel should be immediately available to receive information or instructions by telephone, cellular phone, Blackberry, e-mail or similar device. Reference hour may or may not be required.

3.1.3.1. Personnel will complete their pyramid recall and must remain available to be contacted by one of these means of communications while telephone standby is in effect and be readily available to be recalled until released. It is each individual's responsibility to inform their supervisor and/or work center of their means of contact at all times.

3.1.3.2. Messages left on voice mail or answering machines do not constitute contact. However, for civilian employees, this is equivalent to "on-call" status.

3.1.4. **Notification Advisory.** This is used to disseminate time-critical instructions and other information of any nature deemed appropriate by the 30 SW/CC. All personnel will be contacted for these notifications. Situations requiring these notifications may include, but are not limited to, accountability reporting, release from telephone standby, delayed reporting, base closure, local emergency, or security condition requiring immediate notification of personnel. A Reference Hour may or may not be established. Personnel must copy and relay special notifications completely and correctly and complete their pyramid alert notifications.

3.1.5. **Tests.** All assigned personnel will be contacted as required (except those personnel on leave, TDY status, or on crew rest). Testing of the alert notification system is normally associated with base or installation (including tenant units) exercises or as directed by the 30 SW/CC. Units will comply and respond with real-world urgency. Units are encouraged to test their pyramid alert notification procedures frequently.

3.1.6. **Comm-Out Recall.** Used when normal communications methods are unavailable. The 30 SW/CC will designate a Comm-Out recall when the wing sustains an overall communications failure or if the nature of the threat and need for security dictate. Units will establish Comm-Out procedures that coincide with their recall rosters and in accordance with Section 3.5. of this instruction.

3.2. Alert Notification Methods. Personnel normally receive alert notifications from their chain of command.

3.2.1. Unit commanders receive notifications from AtHoc via desk top pop-up, telephone, or email. Unit commanders will pass notifications via pyramid alert.

3.2.2. If the telephone system is inoperable, or when directed, the Comm-Out recall and notification process will be initiated and runners will be utilized.

3.2.3. As directed by the 30 SW/CC, PA will notify radio and television stations to broadcast the applicable notification message. Press releases will be made through PA only.

3.3. Civilian Employees. Unit commanders will recall civilian employees at their discretion based on the situation and mission requirements.

3.3.1. Unit commanders will identify and maintain status of civilian personnel and ensure they are properly identified on recall rosters and notified during recalls. Civilian employees will be clearly delineated on recall rosters to eliminate confusion with military members and will be easily identifiable by special marking (asterisk, ampersand, etc.).

3.3.2. Contractors must be identified as essential for operations through their contract or statement of work in order to be recalled.

3.4. Crew Rest. Personnel on crew rest are not normally subject to recall, however, they may be recalled in the event of an emergency. Personnel are considered on crew rest if they are the on-coming or off-going shift. Supervisors will recall non-alert shift workers based on mission need and impact.

3.4.1. Off-going Crews. For crews working 8-hour shifts, the first 8 hours after the shift is considered crew rest. For crews working 12-hour shifts, the first 12 hours after the shift is considered crew rest.

3.4.2. On-coming Crews. For crews working 8-hour shifts, the first 8 hours before the shift is considered crew rest. For crews working 12-hour shifts, the first 12 hours before the shift is considered crew rest.

3.4.3. Certified mission-ready personnel on crew rest are not normally subject to recall, however, they may be recalled in the event of an emergency. Crew rest is waived and all personnel must respond if there is a national emergency recall.

3.4.4. At all other times, personnel are "off" and subject to recall.

3.5. Recall Rosters. The term "recall rosters" and/or "rosters" pertain to all alert notification types of rosters. Units will develop and maintain a recall roster that includes both communications-in (Comm-In) and Comm-Out formats and instructions.

3.5.1. Recall Roster Organization.

- 3.5.1.1. Units will organize rosters as needed to meet unit requirements. Attachment 2 contains detailed recall roster instructions.
- 3.5.1.2. Comm-In recall rosters will be organized in a logical sequence with key personnel (or individuals who collect and report status) notified first. Whenever possible, consolidate individual offices into a broader system to increase the speed of notifications.
- 3.5.1.3. Comm-Out recall rosters should be grouped logically according to geographic areas to facilitate quickest possible notifications. When possible, on-base personnel will be contacted first, then notifications will expand to the surrounding communities. The Comm-Out pyramid roster should be well organized and not copy the Comm-In roster.
- 3.5.2. Recall roster contents will comply with Attachment 2 of this instruction.
- 3.5.2.1. Specify format as Comm-In or Comm-Out.
- 3.5.2.2. All rosters are required to have alert notification procedures IAW Section 5 and strength/accountability reporting procedures IAW Section 6.
- 3.5.2.3. A special symbol (i.e., \$, #) will be used to differentiate between military, civilian, or task force personnel. Members of the Crisis Action Team (CAT) will be identified with a separate special symbol.
- 3.5.3. Roster Distribution. Each unit commander/agency chief will send a copy of the recall roster to each unit/agency above them in the chain of command. No later than the 5th of each month, Vandenberg AFB units, including all tenant units, will provide 30 SW/CP a copy of their current unit recall roster by unclassified e-mail. Send to: 30SW.CP@us.af.mil.
- 3.5.4. Due to the privacy of the information, recall rosters must be encrypted and outdated hardcopies must be shredded

Chapter 4

PROCEDURES

4.1. Emergency Procedures. Alert notifications will be accomplished only after emergency responder notifications have been accomplished (i.e., Fire Department, Medical, Security Forces, etc.).

4.1.1. 30 SW/CP. The 30 SW/CP will notify, at a minimum, the 30 SW/CC, vice wing commander (30 SW/CV), wing command chief (30 SW/CCC), and group/tenant unit commanders for each alert notification. The 30 SW/CP controllers will make no more than 20 notifications (10 per controller) to prevent the delay in the alert notification process.

4.1.2. Group/tenant unit commanders/agency chiefs. Alert notifications will be accomplished for their respective units/agencies, to include contractors which operate under that unit, if required. UCC/GCCs will not be tasked with more than 10 notifications per person.

4.1.3. CAT. When an alert notification is directed and the CAT is already formed, the CAT Team Chief/members will initiate alert notifications for their individual units. CAT Team Chief/members will relay notifications/information through the 30 SW/CP liaison, which is normally the 30 SW/CP Chief.

4.2. Loss of Communications.

4.2.1. Impaired Communications. When an alert notification is initiated and base communications are impaired, the 30 SW/CP will attempt contact with the BDOC by any means available and request their assistance in implementing the pyramid recall and alert notification. The BDOC will dispatch a patrol to notify wing/group commanders.

4.2.2. Communications Outage. Each unit will develop alert notification procedures to use in the event of a communications outage. Refer to Section 3.5. of this instruction.

4.3. Training. Unit commanders/agency chiefs must be familiar with wing operational plans and/or situations that require alert notifications. Unit personnel must be trained on alert notification procedures. Units are authorized and encouraged to test procedures at the discretion of the unit commander. Unit commanders are advised to coordinate tests with 30 SW/IGI to ensure there are no conflicts with base-wide exercises already planned.

4.4. Exercises. Installation-wide alert notifications in support of a base exercise will be coordinated with 30 SW/IGI and approved by the 30 SW/CC. 30 SW/IGI conducts periodic, base-wide exercises in which the alert notification system is tested. Recalls used in support of an exercise frequently require real-world actions or responses from various base personnel and units must maintain a sense of urgency.

4.5. Commander's Availability. 30 SW/CP should be able to contact group commanders within 15 minutes. Therefore, it is incumbent upon all group commanders to notify 30 SW/CP when they are not reachable. In those instances, group commanders should provide 30 SW/CP an alternate point of contact (POC) for their unit. 30 SW/CP will attempt contact with the deputy commander, or designated alternate, if the group commander is unreachable and there is no alternate provided.

Chapter 5

ALERT NOTIFICATION PROCEDURES

5.1. The 30 SW/CP will initiate alert notifications and relay the appropriate message as described in Attachment 3.

5.2. AtHoc Alert Notification Sequence. Personnel are responsible for receiving, acknowledging, and complying with any notification received via the AtHoc system. Questions concerning notification information contained in an AtHoc message should be addressed to their chain of command.

5.3. Pyramid Alert Notification Sequence. This section outlines recommended procedures, however commanders may have discretion to authorize changes in implementation, dependent on unit size and efficiency.

5.3.1. Personnel responsible for initiating contact to multiple columns on a recall roster will contact the first individual in each column and relay the information verbatim using the formats and instructions contained in Attachment 3. If the first person is not available, the initiating caller is responsible for calling subsequent personnel in that column until actual contact is made.

5.3.2. Leaving a message on an answering machine or leaving a voicemail does not constitute contact, however leaving the information is required.

5.3.3. Attempts to re-contact personnel must be made expeditiously until contact is made. Personnel in "other" status (TDY, leave, hospital/quarters, shift workers, prisoner, correctional custody, etc.) must be accounted for. This precludes a break in the pyramid if an individual cannot be contacted.

5.3.4. Individuals not contacted must be reported as "no-contact" and will not be considered accounted for. "No contact made" and "other" status will be passed from individual to individual as the recall progresses.

5.3.5. The final individual in each column to receive contact will report accountability of their column to the person who initiated contact.

5.3.6. Unit commanders/agency chiefs must notify their subordinate commanders and other organizations as directed by this instruction.

5.4. Response. Personnel will respond in accordance with the instructions provided. Unit commanders/agency chiefs and supervisors must ensure proper response and exercise discretion when shift workers are involved or when other circumstances preclude contact or reporting of personnel. Refer to paragraph 3.4. for crew rest restrictions.

5.5. CAT. When the CAT is recalled, personnel will report as required. After the situation is briefed, the battle rhythm will be established. For tenant units not present in the CAT, the CAT Team Chief will advise 30 SW/CP which units to notify.

5.6. 14 AF. The 30 SW/CP will support/conduct alert notifications for the 14th Air Force Commander (14 AF/CC) when directed by the 30 SW/CC.

5.7. New START Treaty (NST) Inspection Notifications. Selected Vandenberg AFB personnel will be notified of a NST Inspection declaration and termination via senior staff notifications from the 30 SW/CP when requested by the 30 SW Treaty Office.

5.8. Contractor Alert Notifications. With the high degree of contractor cooperation required to accomplish Vandenberg's mission, it is incumbent upon program managers, contracting officers, customers, and building managers to ensure that contractors are aware of Vandenberg's current readiness status. Additionally, they must be informed of any emergency/disaster situation or general advisory affecting Vandenberg AFB. Unit commanders, with operational control of the contract, will ensure notifications are made as applicable.

5.9. Readiness Condition (REDCON) Notifications. Changes in real-world or exercise REDCON status are classified SECRET. The 30 SW/CC will direct the base to assume the appropriate REDCON via secure means as directed by higher headquarters. Unit/agency points of contact/UCCs/GCCs will collect and consolidate attainment data for their respective units and report attainment to the 30 SW/CP via secure means. When the CAT is formed, attainment status will flow from the UCC/GCC to the CAT.

5.10. Defense Condition (DEFCON) Notifications. Changes in real-world or exercise DEFCON status are classified SECRET. The 30 SW/CC will direct the base to assume the appropriate DEFCON via secure means as directed by higher headquarters. Unit/agency points of contact/UCC/GCC will collect and consolidate attainment data for their respective units and report attainment to the 30 SW/CP via secure means. When the CAT is formed, attainment status will flow from the UCC/GCC to the CAT.

5.11. Force Protection Condition (FPCON) Notifications. The 30 SW/CC will direct the base to implement the appropriate FPCON through the 30 SW/CP. Unit/agency points of contact/UCC/GCC will collect and consolidate attainment data for their respective units and report attainment to the 30 SW/CP. When the CAT is formed, attainment status will flow from the UCC/GCC to the CAT.

5.12. Information Operations Condition (INFOCON) Notifications. The 30 SW/CC will direct the Information Assurance Officer (IAO) and 30 SW/CP to implement the appropriate INFOCON. The IAO will notify unit client system administrators (CSA) to initiate INFOCON changes, who will report attainment back to the IAO. The IAO reports wing attainment to the 30 SW/CP.

5.13. Incident Notifications. The 30 SW/CP should be notified immediately of any incident that has the potential to generate Wing, Numbered Air Force, Major Command, or Headquarters Air Force leadership interest, or local or national media interest. These include mission degradation or loss due to hostile acts, mishaps, accidents, or natural disasters and events involving personnel death, serious injury or illness, assault, or hate crimes. A complete list of reportable items can be found in AFI 10-206/AFSPC Supplement, AFSPC CCIR *Reporting Matrix*.

Chapter 6

STRENGTH REPORTING, ACCOUNTABILITY REPORTING AND ATTAINMENT PROCESS.

6.1. Unit Control Center/Group Control Center. A UCC/GCC is the agency designated by each squadron/group for disseminating critical information for that unit. The UCC/GCC is also responsible for strength/accountability reporting.

6.1.1. All group/tenant/unit commanders are responsible in appointing monitors to fulfill the reporting requirements for strength/accountability reporting. Monitors will receive training within 60 days of appointment.

6.1.2. The organizations listed below identify the UCC/GCC. Each UCC will record strength/accountability reports from within their units and update the information on the Wing Recall Management database. Refer to Attachment 7 for a comprehensive list of UCC/GCC and the units under them.

6.1.2.1. 30 Comptroller Squadron/Wing Staff Agencies

6.1.2.2. 30th Operations Group

6.1.2.3. 30th Launch Group

6.1.2.4. 30th Medical Group

6.1.2.5. 30th Mission Support Group

6.1.2.6. 30th Civil Engineer Squadron

6.1.2.7. 30th Force Support Squadron

6.1.2.8. 30th Logistics Readiness Squadron

6.1.2.9. 30th Security Forces Squadron

6.1.2.10. National Reconnaissance Office

6.1.2.11. AF Fuels Lab

6.1.2.12. 381st Training Group

6.1.2.13. 576th Flight Test Squadron

6.1.2.14. 21st Space Operations Squadron

6.1.2.15. 14th Air Force

6.1.2.16. 17 TS Det 3, OL-A

6.1.2.17. AFMC 581 MMXS/MXOPH

6.2. PCC. The Military Personnel Section Chief is the wing POC for establishing and running the PCC and designates sufficient primary and alternate personnel to fully man the PCC during recalls, alerts, and exercise alerts.

6.3. Alternate PCC. In the event the primary PCC cannot be reached by phone, attempt to contact the Alternate PCC (determined at time of time activation). If there is no answer, assume

a communications outage and dispatch a runner to the primary PCC to report strength/accountability data. If the primary PCC has been destroyed or evacuated, the runner will report to the alternate PCC. During PCC relocation, PCC personnel will dispatch a runner to the 30 SW/CP to report wing strength/accountability. The PCC will ensure UCC/GCC and 30 SW/CP controllers are notified of its operating location.

6.4. Air Force Personnel Center/Personnel Readiness Center (AFPC/PRC). When there is an emergency, natural disaster, or crisis situation, the AFPC/PRC is activated and will run a 24-hour operation (if the situation deems it necessary) in order to provide prompt, timely actions concerning Air Force personnel. It also functions as the AFPC/PRC POC between HQ USAF, MAJCOMs, direct reporting units, and other field operating agencies.

6.4.1. The AFPC/PRC monitors and anticipates changes to personnel programs, policies, and procedures as they relate to the crisis.

6.4.2. The AFPC/PRC serves as a focal point for commanders in the event personnel are evacuated and communications have been damaged or impaired. In these situations, the AFPC/PRC acts as a central POC to pass on information from an installation's command authority to its personnel.

6.4.3. In order for the AFPC/PRC to account for all Air Force personnel, when evacuated, personnel should notify either their unit POC (if designated) or contact the AFPC/PRC at 1-800-435-9941.

6.5. Strength Reporting Process. This process will start with a message to the unit commander. Strength reporting is the process of recording and reporting the total number of personnel available to react to a recall, to sustain the mission in response to a given situation, and takes into account personnel on leave, TDY, or crew rest, and applies only to military personnel and mission essential civilians.

6.5.1. Each unit is responsible for collecting internal strength reports and passing that information to their respective UCC/GCC. The UCC/GCC will collect all respective unit reports and update the Wing Recall Management database via the 30 SW SharePoint site. Refer to Section 6.7.

6.5.2. During times requiring strength reports, PCC personnel are considered deployed-in-place, are tasked with collecting strength reports, and are on-call 24/7 during the operation. Units will consider a process utilizing runners to update accountability to the PCC during a Comm-out recall.

6.5.3. Strength reports are made available to the 30 SW/CP.

6.6. TFA Reporting Process. TFA reporting is the process of recording and reporting the total number of personnel (including military dependents as accounted in DEERS and AF civilian employees) for safety of the Vandenberg populace during an emergency situation and takes into account personnel on leave, TDY, or crew rest. This applies to Vandenberg personnel only.

6.6.1. Each unit is responsible for collecting internal accountability reports and passing that information to their respective UCC/GCC. The UCC/GCC collect all respective unit reports and update the Wing Recall Management SharePoint site. Refer to paragraph 6.7.

6.6.2. During times requiring accountability reports, PCC personnel are considered deployed-in-place, are tasked with collecting accountability reports, and are on-call 24/7 during the operation. Accountability reports are made available to the 30 SW/CP.

6.6.3. Accountability reporting applies to Active Duty Air Force, Air National Guard, Air Force Reserve, and Air Force Individual Ready Reserve personnel assigned to the 30 SW and to any tenant unit on Vandenberg AFB and their family members who are enrolled in DEERS and physically residing in the area of concern.

6.6.3.1. Military personnel will account for dependents listed in DEERS, when required.

6.6.3.2. A military member is not included in the accountability report as “accounted for” until ALL of their dependents are accounted for.

6.6.4. Civilian personnel. Civilian personnel assigned to the 30 SW or to any tenant unit on Vandenberg AFB and their family members who are actively enrolled in DEERS and physically residing in the area of concern or when receiving evacuation entitlements.

6.6.5. Guidance applies to any personnel listed in paragraphs 6.6.3. and 6.6.4. of this instruction who are on TDY, leave, or pass.

6.7. Attainment Reporting Process. The attainment process will continue until 100% strength/accountability has been reached.

6.7.1. TFA will be attained by using the Wing Recall Management database via the 30 SW SharePoint site.

6.7.1.1. The UCC/GCC will forward current appointment letters for their representatives to 30 FSS/FSOX, to receive training and gain the appropriate access.

6.7.1.2. The accountability process is available online, only Vandenberg personnel (with network access) will be able to view the database. Access will be provided to those personnel that are appointed by their respective squadron/group commanders.

6.7.1.3. During Comm-out procedures, units will complete the “Unit Recall Strength/Accountability Worksheet”. Refer to Attachment 5.

6.7.2. The UCC/GCC will utilize local reports and tools (Alpha Roster, Sign-In Sheet, Recall Roster, BLSDM, etc.) to attain accountability. The UCC/GCC will make updates under the “Recall Accountability” section of the Wing Recall Management homepage and track their unit’s accountability. The GCC will follow these steps to track their subordinate UCCs:

6.7.2.1. Locate Wing Recall Management home page

6.7.2.2. Select “Recall Accountability”

6.7.2.3. Scroll right, select the “All Items” drop down menu

6.7.2.4. Select appropriate group view (e.g., “MSG View”)

6.7.2.5. View the Sum of each category (e.g., Total Assigned, Present for Duty, etc.)

6.7.2.6. Transcribe to the appropriate group on the Wing Recall Management home page

6.7.3. The UCC/GCC will initially report accountability via SharePoint no later than 90 minutes after the Reference Hour. Accountability will be continuously updated until all units are at 100%”.

6.7.4. The 30 SW/CP will review installation TFA reports via the Wing Recall Management database until 100% accountability or until instructed to terminate reporting by the 30 SW/CC.

6.8. Wide Spread Catastrophic Events. The Air Force Personnel Accountability and Assessment System (AFPAAS) will be used to account for personnel during a wide-spread catastrophic event at the direction of Headquarters Air Force.

6.8.1. Once a member (or family member if evacuating separately) has arrived at a safe evacuation location, their first act should be to report their status and location via AFPAAS or other means.

6.8.2. If a member is unable to either update AFPAAS, or contact their UCC/GCC they should immediately contact the AFPC/PRC at 1-800-435-9941 to report their whereabouts. AFPC/PRC is manned 24/7 to respond to any emergency.

6.8.3. In the event a member is stranded in a crisis area with no communications available, members are encouraged to report their status to any responding agency (Red Cross, local police, Federal Emergency Management Agency, etc.) and ask that agency to report the status of the member to the Air Force through any means available.

6.9. Readiness Attainment Reporting Process. Readiness attainment reporting is the process of ensuring all necessary actions are taken in response to changes in readiness (i.e., FPCON changes). This includes, but is not limited to, posturing of personnel and/or equipment, implementing Random Anti-Terrorism Measures, and updating readiness status displays. Unit commanders must ensure all assigned personnel are notified of alert notification information. Each unit will develop and incorporate procedures on respective recall rosters to ensure all personnel are notified of changes in readiness status. UCC/GCC will report attainment of readiness changes to 30 SW/CP. Units will immediately notify 30 SW/CP if projected milestones cannot be completed.

Chapter 7

DISASTER NOTIFICATIONS - SECONDARY CRASH NETWORK (SCN)

7.1. The SCN is a direct-line telephone notification system used for base emergencies and is limited to agencies requiring emergency action/response to flight line-related incidents/mishaps. The SCN will only be used to relay information critical to aircraft and airfield operations (e.g. in-flight emergencies, ground emergencies, FPCON level changes, EOC activations/recalls, bomb threats, or terrorist activities).

7.2. AFI 13-213, *Airfield Management*, governs the structure and use for the SCN. The 30 OSS/OSA, Airfield Operations Flight, is the OPR for the SCN. During airfield operating hours, Airfield Management Operations (AMOPS) activates the SCN for those situations initiated by the Primary Crash Network.

7.2.1. The EOC Director may direct AMOPS or CP to activate the SCN due to an emergency situation requiring notification of SCN participants.

7.2.2. A Memorandum of Agreement (MOA) authorizes 30 SW/CP to act as an activating agency for the SCN because AMOPS is not a 24-hour work center. The 30 SW/CP has sole authority to activate the SCN when AMOPS is closed. During duty hours, 30 SW/CP will contact AMOPS for permission to activate the SCN, at the request of the 30 SW/CC or the EOC Director, for any reason. The MOA also authorizes the 30 SW/CP to activate the SCN for any requirement outlined in the Comprehensive Emergency Management Plan (CEMP) 10-2.

7.3. Operation. If AMOPS or 30 SW/CP's equipment is inoperable, they will direct the other agency to activate the net. If the SCN is inoperable, the Alternate SCN will be activated by calling 606-2700 via land line or Internet Phone System.

7.3.1. AMOPS has the authority to interrupt or preempt other usage of the SCN should an aircraft emergency occur.

7.3.2. Personnel on duty in each agency equipped with an SCN will immediately answer the SCN. Agencies will remain on the line until released by the AMOPS or 30 SW/CP. After the second transmission of the message, the AMOPS or 30 SW/CP will release those stations in receipt of a complete message. Stations having questions will remain on the line and ask questions after all agencies have been polled.

7.3.3. Upon receipt of an SCN notification, agencies will accomplish required actions as directed.

7.3.4. Message Formats and Checklists Procedures. Message formats are provided in Attachment 6. Agencies will use these message formats for receiving an SCN message. Use of unformatted instructions must be consistent with the intent of AFI 13-213.

7.4. Disaster Alert. 30 SW/CP, at the request of the 30 SW/CC or the EOC Director, will activate the SCN for any requirement outlined in the CEMP 10-2. See Attachment 4 for guidance regarding personnel accountability following natural disasters or national emergencies.

7.5. Alert Sirens. The 30 SW/CP tests the alert sirens every Friday at 1200L. During these tests, the 30 SW/CP coordinates with the BDOC and facilities close to the sirens in advance so

patrols and personnel in the facilities can monitor selected sirens and report results to the 30 SW/CP.

Chapter 8

ATHOC - INSTALLATION NOTIFICATION WARNING SYSTEM (INWS)

8.1. Description: The AtHoc INWS (Telecommunication Notifications System) is a computer-based communication system designed to transmit computer-generated alert notifications to all Vandenberg AFB personnel in an expeditious manner via desk-top computer pop-up banners, home/work emails, and home/work/mobile telephones. It is not designed, nor does it have the capacity, to replace manual recall procedures.

8.1.1. The most valuable feature of the AtHoc system is its capability to rapidly transmit desktop computer and email alert notifications informing all Vandenberg AFB personnel of emergency situations or advisories in time to take appropriate protective measures.

8.1.2. The AtHoc system relies on a limited number of telephone “lease” lines which prevents rapid telephonic notification. Alert notifications sent to land-line and mobile telephones may take up to four hours to reach all recipients. Additionally, each telephonic message is charged a fee per call.

8.2. Purpose: The purpose of this system is to provide the initial framework for a mass notification system.

8.2.1. Wing Level Usage. The 30 SW/CP and EOC are designated wing level users for all AtHoc notifications. All wing level notifications require approval from 30 SW/CC/CV, designated representative, or EOC Director.

8.2.2. When 30 SW/CP initiates an actual/exercise Report for Duty or Accountability recall, 30 SW/CP controllers will transmit the AtHoc message to the appropriate commanders and all Vandenberg AFB tenant unit commanders. Those personnel are responsible to implement locally developed unit recall procedures.

8.3. Responsibilities.

8.3.1. **Unit commanders/agency chiefs.** Unit commanders/agency chiefs will develop a process on their unit in/out-processing checklist to add/delete individuals in the AtHoc system when user e-mail accounts are created.

8.3.1.1. Will ensure personnel assigned to static distribution lists (i.e. EOC, UCC, SFS Augmentee) update their status by checking the applicable block on the Purple Globe.

8.3.2. **30 SCS.** The 30 SCS is the AtHoc System Maintainer (SCS SM) and act as a communication focal point.

8.3.2.1. The SCS SM will assist 30 SW/CP, EOC, FSS, and OSS users with AtHoc use and configuration anomaly resolution and escalate to the vendor as required.

8.3.2.2. The SCS SM will assist all users with any Freedom of Information Act (FOIA) and Privacy Act related issues.

8.3.2.3. The SCS SM will provide operational training for 30 SW/CP, EOC, FSS, and OSS users.

8.3.3. **30 SW/CP.** 30 SW/CP is a primary user and publisher in the AtHoc notification system and is responsible for making alert notifications as directed by the 30 SW/CC/CV or designated representative. The 30 SW/CP will:

8.3.3.1. Have the highest priority (high) on the AtHoc system and take precedence over all other notifications for 30 SW/CP-initiated recalls/notifications. 30 SW/CP may override current alerts with wing-wide alerts.

8.3.3.2. Develop, publish, and maintain scenario publishing and distribution lists for 30 SW/CP's scenarios and lists only, as required. At a minimum, the 30 SW/CP will maintain the Commander's List for 30 SW and tenant commanders.

8.3.3.3. Test the capabilities of the Alert Notification System on a weekly basis.

8.3.3.4. Coordinate with SCS SM to obtain necessary AtHoc System operational training.

8.3.4. **EOC.** The EOC is a primary user and publisher in the AtHoc notification system and is responsible for making alert notifications as directed by the EOC Director, or designated alternate.

8.3.4.1. EOC-initiated notifications have the second highest priority (medium) on the AtHoc system.

8.3.4.2. Develop, publish, and maintain scenario publishing and distribution lists for EOC scenarios and lists only, as required. EOC will maintain the EOC POC Distribution List.

8.3.4.3. Coordinate with SCS SM to obtain necessary AtHoc System operational training.

8.3.5. **30th Force Support Squadron (FSS).** FSS is a user of the AtHoc notification system.

8.3.5.1. FSS will maintain the UCC Distribution List.

8.3.5.2. Coordinate with SCS SM to obtain necessary AtHoc System operational training.

8.3.6. **30th Operations Support Squadron (OSS).** OSS is a user of the AtHoc notification system.

8.3.6.1. At a minimum, the OSS will maintain the CAT Distribution List.

8.3.6.2. Coordinate with SCS to obtain necessary AtHoc System operational training.

8.3.7. **30 SW/CP, EOC, FSS, and OSS will:**

8.3.7.1. Obtain and track initial/refresher training for their respective AtHoc POC's/users.

8.3.7.2. Provide all AtHoc POC's/users with example checklists for AtHoc usage. AtHoc POC's/users may make changes to the checklist to meet their requirements.

8.3.7.3. Perform necessary filter, scenario, publishing, reports and user group build activities as required.

8.3.7.4. Strictly limit access to Privacy Act information contained within the AtHoc system to authorized personnel. Access will be allowed with strict adherence to military operations 'need-to-know' criteria IAW with policy in AFI 36-3803 and AFI 10-2501, Air Force Emergency Management Planning and Management. The addition of new fields associated with personnel identification will be coordinated with 30 SCS to ensure compliance with FOIA guidelines.

8.3.7.5. Reports generated with Personally Identifiable Information (PII) from the AtHoc system will only be reviewed by BDOC, IG, 30 SW/CP personnel, and applicable wing leadership. Once PII is no longer required, it will be shredded/deleted.

8.3.8. **CSA:** Unit CSA's are responsible to assist individual users with Purple Globe procedures. When technical assistance is required, the unit CSA's should contact the Network Control Center for assistance.

8.4. Individual Personnel.

8.4.1. To enter/change personal contact information, log onto a computer of the 30 SW local area network.

8.4.2. Right click on the Purple Globe in the "Notifications Area" of the lower Taskbar (bottom right area displaying the time and date), then select "Access Self Service".

8.4.3. Update the required information under the "My Info" and "My Contact Info" tabs.

8.4.3.1. If you are assigned to a specialty team (i.e., CAT, EOC, SFS Augmentee, X-37B Standby), ensure the appropriate block is selected in the "My Info" tab.

8.4.3.2. Click "Save" on each tab to save information prior to moving to the next tab.

8.4.3.3. If personnel only have a cell phone, that number should only be entered into the "Cell" phone block. Do not enter the same phone number in both the "Home" and "Cell" blocks.

8.5. System Operation. Because of the high costs associated with AtHoc telephonic notifications, AtHoc messages addressed to all Vandenberg AFB personnel using all three transmission modes (i.e., computer, email, and telephone), must be approved by the 30 SW/CC prior to transmission.

8.5.1. Due to the time-sensitive nature of emergency alert notifications (e.g., major accident, natural disaster), alert notification messages sent via computer pop-up and email do not require 30 SW/CC approval prior to transmission. AtHoc message transmission approval authorities are as follows: 30 SW/CC or designated representative(s) or EOC Director.

8.5.2. System operators will strictly limit access to Privacy Act information contained within the AtHoc system to authorized personnel and will be coordinated with SCS to ensure compliance with FOIA guidelines. Reports generated with PII from the AtHoc system will only be reviewed by applicable wing leadership and will be shredded/deleted upon completion of need.

8.5.3. The 30 SW will fund the necessary system upgrades and fund follow-on O&M upgrades/modifications. The 30th Mission Support Group will purchase additional phone minutes as required for alert recalls that exhaust off-base local exchange carrier costs.

8.6. AtHoc Alert Notification Methods.

8.6.1. Desk-top pop-up. When on a computer desktop connected to the 30 SW local area network, a window pop-up may/may not request a response prior to acknowledgement. For system testing purposes only, pop-ups will require a response or acknowledgement.

8.6.2. Telephone Notification. An automated phone call from the AtHoc system sent to duty phone, home phone, or cellular phone. For system testing purposes only, telephone notifications will be directed to the duty phone.

8.6.3. E-mail Notification. An automated email from the AtHoc system sent to either duty email or home email address. For system testing purposes only, email notifications will be directed to the duty email address.

8.6.4. Short Message Service (SMS) Notification. SMS is a text messaging service component of phone, web, or mobile communication systems and will not be used.

NINA M. ARMAGNO, Colonel, USAF
Commander

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

AFI 10-207, *Air Force Command Posts*, 1 February 2012

AFI 10-207 AFSPC Supplement, 8 October 2010

AFI 10-245, *Antiterrorism (AT)*, 21 September 2012

AFI 10-2501, *Air Force Emergency Management (EM) Program Planning and Operations*, 24 Jan 2007

IC-2 TO AFI 10-2501, *Air Force Emergency Management (EM) Program Planning and Operations*, 6 Apr 2009

AFI 33-332, *Air Force Privacy Program*, 16 May 2011

AFI 36-3803, *Personnel Accountability In Conjunction With Natural Disasters Or National Emergencies*, 21 Dec 2010

30 SWI 10-116, *Crisis Action Team Operations*, 4 Feb 2010

30 SW PLAN 31-101, *Integrated Defense Plan*, 08 Oct 2010

Adopted Forms

AF Form 847, *Recommendation for Change of Publications*

Abbreviations and Acronyms

AADD—Airman Against Drunk Driving

AFMAN—Air Force Manual

AFPC/PRC—Air Force Personnel Center/Personnel Readiness Center

AFRIMS—Air Force Records Information Management System

AMOPS—Airfield Management Operations

BDOC—Base Defense Operations Center

CAT—Crisis Action Team

COMM-IN—Communications-In

COMM-OUT—Communications-Outage

CP—Command Post

CSA—Client System Administrators

DAF—Department of the Air Force

DEERS—Defense Enrollment Eligibility Reporting System

DEFCON—Defense Condition

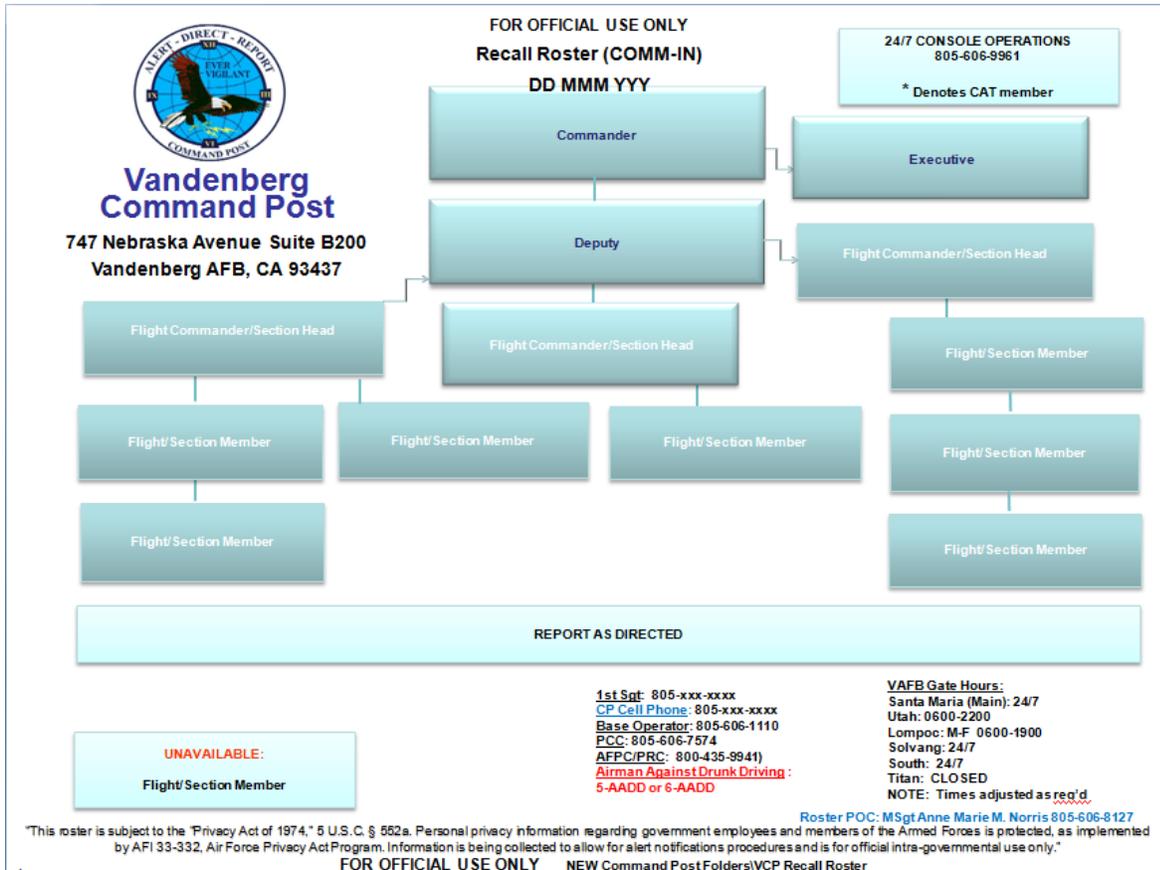
EOC—Emergency Operations Center

FPCON—Force Protection Condition
GSB—Geographically Separated Units
GCC—Group Control Center
IAO—Information Assurance Officer
IMA—Individual Mobilization Augmentees
INFOCON—Information Condition
INWS—Installation Notification Warning System
MMOC—Missile Maintenance Operations Center
NAF—Non-appropriated Funds
NCC—Network Control Center
NOTAM—Notice to Airman
NST—New START Treaty
OPR—Office of Primary Responsibility
PAS—Privacy Act Statement
PCC—Personnel Control Center
POV—Privately Operated Vehicle
PRC—Personnel Readiness Center
RDS—Records Disposition Schedule
REDCON—Readiness Condition
SCS—Space Communication Squadron
SCN—Secondary Crash Network
SMS—Short Message Service
SORN—System of Records Notice
TFA—Total Force Accountability
TDY—Temporary Duty
UCC—Unit Control Center

Attachment 2

RECALL ROSTER INSTRUCTIONS

Figure A2.1. Sample Recall Roster Flowchart



A2.1. The top of the roster:

- A2.1.1. "For Official Use Only"
- A2.1.2. Organization name
- A2.1.3. Specify format as Comm-In or Comm-Out Recall Roster
- A2.1.4. Correct Date appears on roster (not to exceed one month)

A2.2. Organizational branches can extend sideways at any level, indicating another notification such as a unit executive officer or a followon organization notification. If a followon notification is required, it is recommended that the unit commander/agency chief makes the call so that timely notification is ensured. Pertinent information such as home telephone numbers and addresses must be included.

A2.3. Comm-In contact information should include personnel name, duty number, and home number. Include cell phone and alternate numbers (as applicable).

A2.4. Comm-Out contact information should include personnel name, home street address, and city. Format is grouped logically according to geographical area in order to facilitate quickest notification with on-base personnel contacted first.

A2.5. Distinction between military and civilian personnel should be apparent (i.e., rank, title, etc.).

A2.6. Members of the Crisis Action Team (CAT) are identified on roster with a special symbol (#, \$, *, etc.) next to their name and represented in a legend code.

A2.7. UCC members responsible to report are identified on roster with a special symbol (#, \$, *, etc.) next to their name and represented in a legend code.

A2.8. Task force personnel are included in the alert notification system (applicable to units supporting task forces, i.e., Personnel Support for Contingency Operations, Mobility Cargo Processing, etc.).

A2.9. Include Vandenberg AFB gate hours:

A2.9.1. Lompoc: M-Su 0600-1900

A2.9.2. Santa Maria: 24/7

A2.9.3. Solvang: 24/7

A2.9.4. South: 24/7

A2.9.5. Utah: 0600-2200L

A2.9.6. Titan: Closed

A2.10. Include Important agency phone numbers

A2.10.1. CP phone number: Comm: 606-9961, DSN: 276-9961

A2.10.2. Base Operator: Comm: 606-1110, DSN: 276-1110

A2.10.3. First Sergeant (unit specific)

A2.10.4. UCC/GCC phone number (unit specific)

A2.10.5. Airman Against Drunk Driving (AADD) at 605-AADD (2233) or 606-AADD (2233)

A2.10.6. AFPC/PRC (1-800-435-9941); <https://afpaas.af.mil>

A2.11. Bottom of the roster must include:

A2.11.1. Roster points of contact.

A2.11.2. Privacy Act Statement of 1974: “This roster is subject to the “Privacy Act of 1974,” 5 U.S.C. § 552a. Personal privacy information regarding government employees and members of the Armed Forces is protected, as implemented by AFI 33-332, Air Force Privacy Act Program. Information is being collected to allow for alert notifications procedures and is for official intra-governmental use only.”

A2.11.3. “For Official Use Only”.

A2.12. The reverse of the roster must contain alert/recall procedures and standard statements found in [Attachment 3](#).

A2.13. Forward updated rosters to the following:

A2.13.1. 30 SW/CP via unclassified e-mail 30SW.CP@us.af.mil

A2.13.2. Each member of the unit

A2.13.3. Any follow-on units that require notification

Attachment 3

ALERT NOTIFICATION PROCEDURES

A3.1. Keep a copy of the current unit roster readily available at all times.

A3.2. When using pyramid recall, relay all information exactly as received. Verify information to the caller by repeating it.

A3.2.1. Upon notification, contact the next person on the roster.

A3.2.2. Leaving a message with another person or on an answering machine/voice mail does NOT constitute contact with that person; however, you are required to leave a message with appropriate instructions.

A3.2.3. If you are unable to contact the next person, you are responsible for continuing notifications to the next person(s) in the chain until contact is made.

A3.2.4. The final person will notify the individual at the top of their chain and report accountability and members not contacted.

A3.2.5. Include the following verbiage, required actions, and instructions on the five recall formats on the reverse of the recall rosters:

A3.3. Format 1, Report To Duty Recall:

Figure A3.1. Format 1, Report to Duty Recall

“This is Vandenberg Command Post with a Format 1 REPORT FOR DUTY RECALL notification. Report to duty immediately. This recall INCLUDES / DOES NOT INCLUDE mission essential civilians. Crisis Action Team IS / IS NOT forming. Unit Control Centers ARE / ARE NOT forming. The Threat Working Group IS / IS NOT forming. The Emergency Operations Center IS / IS NOT forming. **Reference Hour is _____ L.**”

Required Actions:

- 1) Complete your pyramid alert notifications.
- 2) Do not delay for grooming or meals.
- 3) Strength Reporting is REQUIRED.
- 4) All Crisis Action Team members report to 30 SW/CP immediately/at designated time (if forming); Unit Control Center members report to your designated UCC immediately/at designated time (if forming).

Instructions: Complete required actions. Pertinent information will be passed including reference hour. All personnel (as directed by unit commander/agency chief) will report to their duty section in duty uniform immediately or at the designated time. Shift workers will be called / recalled at the discretion of their commander. The first person to arrive will prepare a sign-in roster. The Personnel Control Center and Unit Control Centers will be activated for strength reporting. Duty sections will report their strength to their respective UCC/GCC. *NOTE: During exercises, personnel in non-duty status (leave, TDY, non-duty IMAs) are not normally contacted.*

A3.4. Format 2, Crisis Action Team Recall:

Figure A3.2. Format 2, Crisis Action Team Recall

“This is Vandenberg Command Post with a Format 2 CRISIS ACTION TEAM RECALL notification. This recall is for [All personnel, A-Team, B-Team, etc.] personnel. (As applicable, Report time is _____ L.) Reference Hour is _____ L.”

Required Actions:

- 1) Complete your Crisis Action Team notifications.
- 2) Affected Crisis Action Team members report to the 30 SW/CP immediately / at designated time.

Instructions: Complete required actions. Designated Crisis Action Team members are recalled as directed by 30 SW/CC. Personnel Control Center & Unit Control Center activation and strength/accountability reporting will not be accomplished unless directed by 30 SW/CC.

A3.5. Format 3, Telephone Standby

Figure A3.3. Format 3, Telephone Standby

“This is Vandenberg Command Post with a Format 3 TELEPHONE STANDBY notification. Reference hour is _____ L (if applicable).”

Required Actions:

- 1) Complete your pyramid alert notifications.
- 2) Member must be capable of being contacted.
- 3) Members will notify their work center of any change in contact information immediately.
- 4) Members will remain on standby until released.

Instructions: All personnel will be contacted (as directed by unit commander) and must be available by means of voice communications (i.e., telephone, cellular phone, Blackberry). If personnel leave home while on telephone standby procedures are in effect, it is their responsibility to inform their work center/supervisor of how they may be contacted. Relying on voice mail or answering machines as a means of “contact” is strictly unauthorized. Individuals may use cellular phones in place of home or duty phones when approved and coordinated by respective unit commander/agency chief. Individuals using cellular phones must have the cellular number on the recall roster, and must remain readily recallable. A reference hour may or may not be required. Personnel will be released from Telephone Standby through a Format 4 notification.

A3.6. Format 4, Notification Advisory

Figure A3.4. Format 4, Notification Advisory

“This is Vandenberg Command Post with a Format 4 NOTIFICATION ADVISORY. Reference Hour is _____ L (if applicable).” (Instructions may include, but are not limited to, release from telephone standby, delayed reporting, base closure, local emergency, or security condition requiring immediate notification of personnel. A reference hour may or may not be established).

Required Actions:

- 1) Complete your pyramid alert notifications.
- 2) Follow instructions contained within the notification.

Instructions: Complete required actions. All personnel available for duty (not on leave, TDY, quarters) will be contacted and will copy and relay all information exactly as received, including alert hour. Personnel are responsible for copying / relaying all messages. A reference hour may or may not be required.

A3.7. Format 5, Test

Figure A3.5. Format 5, Test

“This is Vandenberg Command Post with a Format 5 TEST. Acknowledgement IS/IS NOT required. Reference Hour is _____ L.” (Instructions will be given. A reference hour may or may not be established).

Required Actions:

Acknowledge, as instructed.

Instructions:

Units will comply and respond with real-world urgency.

NOTE: Account for employee dependents if they are listed in DEERs and live in the affected area. Reference AFI 36-3803, para 2.12.2.

Attachment 4

PERSONNEL ACCOUNTABILITY FOLLOWING NATURAL DISASTERS OR NATIONAL EMERGENCIES

A4.1. 30 SW/CC shall initiate an total accountability recall during and/or following a natural disaster or national emergency as deemed necessary to account for all active duty, civilians, Non-Appropriated Fund employees and dependents.

A4.2. Once the Wing/CC initiates a recall the 30th Force Support Squadron Installation Personnel Readiness (30 FSS/IPR) becomes the Personnel Control Center (PCC) and is responsible for overall management of the wing personnel strength/accountability reporting system.

A4.3. Military and civilian members contacted shall be asked about the status of their dependents as applicable. Accountability for all members shall be reported by UCCs IAW existing alert notification procedures with the addition of reporting numbers of missing active duty dependents. In the event the sponsor is away from home station, UCCs will contact the sponsor's dependents to ascertain their status and report it accordingly if a dependent is missing.

A4.4. All 30 SW and tenant unit organizations will gather and maintain home addresses and phone numbers on all civilians and NAF employees assigned to their units. This information will be safeguarded for official use only and maintained by only those with a need to have the information such as section chiefs, UCCs, unit Commanders, etc. When directed, UCCs will use this information to contact their civilians and report accountability to the PCC using the reporting tool described in paragraph A4.8.

A4.5. Federal Employees may be contacted during an alert notification, but will not report outside of normal work schedules unless a commander or supervisor deems them essential for providing a particular response capability. Contractors must be identified as essential for operations through their contract or statement of work to be recalled.

A4.6. When unable to make contact with an individual, identify personnel not contacted to the commander/UCC initiating the recall.

A4.7. UCCs are responsible for knowing TDY and leave locations and valid contact information of unit members. Units will report status to UCCs.

A4.8. If already formed, the CAT will initiate recall of all subordinate units and staffs. Recall status of 30 SW geographically separated units (GSU) is the responsibility of the CAT.

A4.9. The 30 SW UCCs will accomplish strength/accountability reporting using Wing Recall Management Database.

A4.10. Unit commanders will ensure unit strength/accountability statistics are up-channeled to the PCC. GSUs will send their data to the CAT which will then forward it to the PCC.

A4.11. GCCs/UCCs will use the reporting process outlined in Attachment 5. The 30 SW is expected to achieve 100% accountability no later than Recall Hour +6 hours.

Attachment 5

UNIT RECALL STRENGTH/ACCOUNTABILITY WORKSHEET

Figure A5.1. Unit Recall Strength/Accountability Worksheet

Squadron:		
POC:		
Phone:		
Date:		dd-mmm-yy
Time:		0000L
Reference Hour:		Recall Hour
		PDS Personnel:
1.	Enter the Total number of military Personnel Assigned (This is you unit's total strength/accountability):	147
2.	Enter the number of personnel Present For Duty :	63
3.	Enter the number of personnel on TDY :	+ 10
4.	Enter the number of personnel on Leave :	+ 16
5.	Enter the number of personnel on Quarters/Hospital :	+ 0
6.	Enter the number of personnel in Other Status : (Include here personnel who have been notified but are not required to report for duty --i.e.: crew/shift workers, prisoner, correctional custody):	+ 0
7.	Total Number of Personnel Accounted For : (This is the sum of blocks 2-6 above)	= 89
8.	Total Number of personnel still Unaccounted For : (This is the difference between the number of personnel assigned (block 1) and personnel accounted for (block 7).	? 58
9.	Percentage of personnel Accounted For: (This is the total number of personnel accounted for (block 7) <i>divided by</i> the total number of personnel assigned (block 1))	% 60.54%
10.	Personnel Accountability Error : (This indicates any discrepancy between the Total number of personnel assigned (block 1) & the total number of personnel accounted for (block 7). Regardless status of personnel, the total number of personnel accounted for (block 7) should never be greater than the number of personnel assigned (block 1).	None

Attachment 6

SECONDARY CRASH NET ALERT MESSAGE FORMAT

A6.1. Aircraft Emergency

Figure A6.1. Alert Message Number 1

THIS IS THE (VANDENBERG COMMAND POST) (AMOPS). PREPARE TO COPY ALERT MESSAGE NUMBER 1.

1. THIS IS AN AIRCRAFT IN-FLIGHT GROUND EMERGENCY
2. CALL SIGN _____
3. TYPE OF AIRCRAFT _____
4. NATURE OF EMERGENCY _____
5. ETA _____
6. FUEL ON BOARD _____
7. SOULS ON BOARD _____
8. RUNWAY _____
9. CURRENT WINDS _____
10. TYPE OF CARGO _____
11. NET EXPLOSIVE WT _____
12. LOCATION/GRID COORDINATES _____
13. ENTRY CONTROL POINT _____
14. REMARKS _____
15. ENSURE ALL SECONDARY NOTIFICATIONS ARE ACCOMPLISHED IN ACCORDANCE WITH 30 SWI 36-3803, Attachment 3.

I SAY AGAIN...

A6.2. Potential/Actual Disaster

Figure A6.2. Alert Message Number 2

THIS IS THE VANDENBERG COMMAND POST. PREPARE TO COPY ALERT MESSAGE NUMBER 2.

1. THERE IS A POTENTIAL / ACTUAL DISASTER ON BASE / OFF BASE.
2. LOCATION _____
3. GRID COORD _____
4. DESCRIPTION _____

5. NUCLEAR WEAPON _____
6. TOXIC PROPELLANTS/AGENTS _____
7. SURFACE WINDS _____ DEGREES AT _____ KNOTS.
8. INJURIES _____
9. REMARKS: _____

10. ENSURE ALL SECONDARY NOTIFICATIONS ARE ACCOMPLISHED IN ACCORDANCE WITH 30 SWI 36-3803, Attachment 3.

I SAY AGAIN...

A6.3. Missile Potential Hazard**Figure A6.3. Alert Message Number 3**

THIS IS THE VANDENBERG COMMAND POST. PREPARE TO COPY ALERT MESSAGE NUMBER 3. THIS IS A MISSILE POTENTIAL HAZARD.

1. LOCATION _____

2. GRID COORD _____

3. DESCRIPTION _____

4. NUCLEAR WEAPON _____

5. TOXIC PROPELLANTS/AGENTS _____

6. SURFACE WINDS _____

7. ENSURE ALL SECONDARY NOTIFICATIONS ARE ACCOMPLISHED IN ACCORDANCE WITH 30 SWI 36-3803, Attachment 3.

I SAY AGAIN...

A6.4. Covered Wagon

Figure A6.4. Alert Message Number 4

THIS IS THE VANDENBERG COMMAND POST. PREPARE TO COPY ALERT MESSAGE NUMBER 4.

1. A COVERED WAGON HAS BEEN DECLARED.
 2. NATURE OF SABOTAGE ACT(S):
-

3. FPCON NORMAL ALPHA BRAVO CHARLIE DELTA
HAS BEEN IMPLEMENTED
SECURE YOUR AREA.

4. ENSURE ALL SECONDARY NOTIFICATIONS ARE ACCOMPLISHED IN ACCORDANCE WITH 30 SWI 36-3803, Attachment 3.
I SAY AGAIN...

TERMS:

FPCON NORMAL—GENERAL GLOBAL THREAT OF POSSIBLE TERRORIST ACTIVITY EXISTS

FPCON ALPHA—INCREASED GENERAL THREAT OF POSSIBLE TERRORIST ACTIVITY

FPCON BRAVO—INCREASED AND MORE PREDICTABLE THREAT OF TERRORIST ACTIVITY

FPCON CHARLIE—SOME FORM OF TERRORIST ACTION OR TARGETING AGAINST PERSONNEL OR FACILITIES IS LIKELY

FPCON DELTA—IMMEDIATE AREA WHERE A TERRORIST ATTACK HAS OCCURRED OR TERRORIST ACTION AGAINST A SPECIFIC LOCATION OR PERSON IS IMMINENT

A6.5. FPCON Implementation

Figure A6.5. Alert Message Number 5

THIS IS THE VANDENBERG COMMAND POST. PREPARE TO COPY ALERT MESSAGE NUMBER 5.

1. _____ HAS IMPLEMENTED
(DECLARING AUTHORITY)

2. FPCON NORMAL ALPHA BRAVO CHARLIE DELTA

3. ENSURE ALL SECONDARY NOTIFICATIONS ARE ACCOMPLISHED IN ACCORDANCE WITH 30 SWI 36-3803, Attachment 3.

I SAY AGAIN. . .

TERMS:

FPCON NORMAL—GENERAL GLOBAL THREAT OF POSSIBLE TERRORIST ACTIVITY EXISTS.

FPCON ALPHA—INCREASED GENERAL THREAT OF POSSIBLE TERRORIST ACTIVITY.

FPCON BRAVO—INCREASED AND MORE PREDICTABLE THREAT OF TERRORIST ACTIVITY.

FPCON CHARLIE—SOME FORM OF TERRORIST ACTION OR TARGETING AGAINST PERSONNEL OR FACILITIES IS LIKELY.

FPCON DELTA—IMMEDIATE AREA WHERE A TERRORIST ATTACK HAS OCCURRED OR TERRORIST ACTION AGAINST A SPECIFIC LOCATION OR PERSON IS IMMINENT.

A6.6. Actual Attack Warning

Figure A6.6. Alert Message Number 6

THIS IS THE VANDENBERG COMMAND POST. PREPARE TO COPY ALERT MESSAGE NUMBER 6.

1. THIS IS AN ACTUAL ATTACK WARNING.
2. ALL PERSONNEL NOT IN SHELTERS, TAKE SHELTER IMMEDIATELY. PASS TO ALL PERSONNEL.
3. ENSURE ALL SECONDARY NOTIFICATIONS ARE ACCOMPLISHED IN ACCORDANCE WITH 30 SWI 36-3803, Attachment 3.

I SAY AGAIN...

A6.7. Actual Nuclear Detonation (NUDET) Advisory

Figure A6.7. Alert Message Number 7

<p>THIS IS THE VANDENBERG COMMAND POST. PREPARE TO COPY ALERT MESSAGE NUMBER 7.</p> <p>1. THIS IS AN ACTUAL NUDET ADVISORY.</p> <p>2. A (SURFACE) (AIR) BURST HAS BEEN REPORTED AT LOCATION:</p> <hr/> <hr/> <hr/> <p>3. SITUATION: _____</p> <hr/> <hr/> <hr/> <p>4. ENSURE ALL SECONDARY NOTIFICATIONS ARE ACCOMPLISHED IN ACCORDANCE WITH 30 SWI 36-3803, Attachment 3. I SAY AGAIN...</p>

A6.8. Unformatted Instructions

Figure A6.8. Alert Message Number 8

THIS IS THE VANDENBERG COMMAND POST. PREPARE TO COPY ALERT MESSAGE NUMBER 8.

1. PERTINENT INFORMATION AS FOLLOWS: _____

2. ENSURE ALL SECONDARY NOTIFICATIONS ARE ACCOMPLISHED IN ACCORDANCE WITH 30 SWI 36-3803, Attachment 3.
I SAY AGAIN...

A6.9. Aircraft Emergency**Figure A6.9. Exercise Message Alpha**

EXERCISE, EXERCISE, EXERCISE
THIS IS THE (VANDENBERG COMMAND POST) (AMOPS). PREPARE TO COPY
EXERCISE MESSAGE ALPHA.

1. THIS IS AN AIRCRAFT EXERCISE IN-FLIGHT GROUND
EMERGENCY.
 2. CALL SIGN _____
 3. TYPE OF AIRCRAFT _____
 4. NATURE OF EMERGENCY _____
 5. ETA _____
 6. FUEL ON BOARD _____
 7. SOULS ON BOARD _____
 8. RUNWAY _____
 9. CURRENT WINDS _____
 10. TYPE OF CARGO _____
 11. NET EXPLOSIVE WT _____
 12. LOCATION/GRID COORDINATES _____
 13. ENTRY CONTROL POINT _____
 14. REMARKS _____
 15. ENSURE ALL SECONDARY NOTIFICATIONS ARE ACCOMPLISHED IN
ACCORDANCE WITH 30 SWI 36-3803, Attachment 3.
 16. THIS IS AN EXERCISE.
- I SAY AGAIN...

A6.10. Potential/Actual Disaster

Figure A6.10. Exercise Message Bravo

EXERCISE, EXERCISE, EXERCISE
THIS IS THE (VANDENBERG COMMAND POST) (AMOPS). PREPARE TO COPY
EXERCISE MESSAGE BRAVO.

1. THIS IS AN EXERCISE POTENTIAL / ACTUAL DISASTER ON BASE / OFF
BASE
2. LOCATION _____
3. GRID COORD _____
4. DESCRIPTION _____

5. NUCLEAR WEAPON _____
6. TOXIC PROPELLANTS/AGENTS _____
7. SURFACE WINDS _____ DEGREES AT _____ KNOTS.
8. INJURIES _____
9. THE CRISIS ACTION TEAM IS/IS NOT BEING RECALLED.
10. REMARKS: _____
11. ENSURE ALL SECONDARY NOTIFICATIONS ARE ACCOMPLISHED IN
ACCORDANCE WITH 30 SWI 36-3803, Attachment 3.
12. THIS IS AN EXERCISE.

I SAY AGAIN...

A6.11. Missile Potential Hazard**Figure A6.11. Exercise Message Charlie**

EXERCISE, EXERCISE, EXERCISE
THIS IS THE VANDENBERG COMMAND POST. PREPARE TO COPY EXERCISE
MESSAGE CHARLIE.

1. LOCATION _____

2. GRID COORD _____

3. DESCRIPTION _____

4. NUCLEAR WEAPON _____

5. TOXIC PROPELLANTS/AGENTS _____

6. SURFACE WINDS _____

7. ENSURE ALL SECONDARY NOTIFICATIONS ARE ACCOMPLISHED IN
ACCORDANCE WITH 30 SWI 36-3803, Attachment 3.

8. THIS IS AN EXERCISE.

I SAY AGAIN...

A6.12. Covered Wagon**Figure A6.12. Exercise Message Delta**

EXERCISE, EXERCISE, EXERCISE
THIS IS THE VANDENBERG COMMAND POST. PREPARE TO COPY EXERCISE
MESSAGE DELTA.

1. AN EXERCISE COVERED WAGON HAS BEEN DECLARED.
2. NATURE OF SABOTAGE ACT(S) _____
3. FPCON NORMAL ALPHA BRAVO CHARLIE DELTA
HAS BEEN IMPLEMENTED. SECURE YOUR AREA.
4. ENSURE ALL SECONDARY NOTIFICATIONS ARE ACCOMPLISHED IN
ACCORDANCE WITH 30 SWI 36-3803, Attachment 3.
5. THIS IS AN EXERCISE.

I SAY AGAIN.

TERMS:

FPCON NORMAL—GENERAL GLOBAL THREAT OF POSSIBLE TERRORIST
ACTIVITY EXISTS.

FPCON ALPHA—INCREASED GENERAL THREAT OF POSSIBLE TERRORIST
ACTIVITY.

FPCON BRAVO—INCREASED AND MORE PREDICTABLE THREAT OF TERRORIST
ACTIVITY.

FPCON CHARLIE—SOME FORM OF TERRORIST ACTION OR TARGETING AGAINST
PERSONNEL OR FACILITIES IS LIKELY

FPCON DELTA—IMMEDIATE AREA WHERE A TERRORIST ATTACK HAS
OCCURRED OR TERRORIST ACTION AGAINST A SPECIFIC LOCATION OR PERSON
IS IMMINENT.

A6.13. FPCON Implementation

Figure A6.13. Exercise Message Echo

EXERCISE, EXERCISE, EXERCISE
THIS IS THE VANDENBERG COMMAND POST. PREPARE TO COPY EXERCISE
MESSAGE ECHO.

1. _____ IMPLEMENTED EXERCISE
(DECLARING AUTHORITY)
2. FPCON NORMAL ALPHA BRAVO CHARLIE DELTA
3. ENSURE ALL SECONDARY NOTIFICATIONS ARE ACCOMPLISHED IN
ACCORDANCE WITH 30 SWI 36-3803, Attachment 3.
4. THIS IS AN EXERCISE.

I SAY AGAIN.

TERMS:

FPCON NORMAL—GENERAL GLOBAL THREAT OF POSSIBLE TERRORIST
ACTIVITY EXISTS

FPCON ALPHA—INCREASED GENERAL THREAT OF POSSIBLE TERRORIST
ACTIVITY

FPCON BRAVO—INCREASED AND MORE PREDICTABLE THREAT OF TERRORIST
ACTIVITY

FPCON CHARLIE—SOME FORM OF TERRORIST ACTION OR TARGETING AGAINST
PERSONNEL OR FACILITIES IS LIKELY

FPCON DELTA—IMMEDIATE AREA WHERE A TERRORIST ATTACK HAS
OCCURRED OR TERRORIST ACTION AGAINST A SPECIFIC LOCATION OR PERSON
IS IMMINENT

A6.14. Attack Warning

Figure A6.14. Exercise Message Foxtrot

EXERCISE, EXERCISE, EXERCISE
THIS IS THE VANDENBERG COMMAND POST. PREPARE TO COPY EXERCISE
MESSAGE FOXTROT.

1. THIS IS AN EXERCISE ATTACK WARNING.
2. ALL PERSONNEL NOT IN SHELTERS, **SIMULATE TAKING/TAKE SHELTER** IMMEDIATELY. PASS TO ALL PERSONNEL.
3. ENSURE ALL SECONDARY NOTIFICATIONS ARE ACCOMPLISHED IN ACCORDANCE WITH 30 SWI 36-3803, Attachment 3.
4. THIS IS AN EXERCISE.

I SAY AGAIN...

A6.15. Nuclear Detonation (NUDET) Advisory

Figure A6.15. Exercise Message Golf

EXERCISE, EXERCISE, EXERCISE
THIS IS THE VANDENBERG COMMAND POST. PREPARE TO COPY EXERCISE
MESSAGE GOLF.

1. THIS IS AN EXERCISE NUDET ADVISORY.

2. A (SURFACE) (AIR) BURST HAS BEEN REPORTED AT LOCATION:

3. SITUATION: _____

4. ENSURE ALL SECONDARY NOTIFICATIONS ARE ACCOMPLISHED IN
ACCORDANCE WITH 30 SWI 36-3803, Attachment 3.

5. THIS IS AN EXERCISE.

I SAY AGAIN...

A6.16. Unformatted Instruction

Figure A6.16. Exercise Message Hotel

EXERCISE, EXERCISE, EXERCISE
THIS IS THE VANDENBERG COMMAND POST. PREPARE TO COPY EXERCISE
MESSAGE HOTEL.

-PERTINENT INFORMATION AS FOLLOWS:

2. ENSURE ALL SECONDARY NOTIFICATIONS ARE ACCOMPLISHED IN
ACCORDANCE WITH 30 SWI 36-3803, Attachment 3.

3. THIS IS AN EXERCISE.

I SAY AGAIN...

Attachment 7**UNIT CONTROL CENTER (UCC)/GROUP CONTROL CENTER (GCC) LISTING**

A7.1. Below is a comprehensive list of UCCs/GCCs and the units under their responsibility:

A7.1.1. 30 Comptroller Squadron/Wing Staff Agencies

A7.1.1.1. 30 SW/BZ

A7.1.2. 30 SW/CCA

A7.1.3. 30 SW/CCH

A7.1.4. 30 SW/CCP

A7.1.5. 30 SW/CP

A7.1.6. 30 SW/CPTS

A7.1.7. 30 SW/CVK

A7.1.8. 30 SW/CVO

A7.1.9. 30 SW/EO

A7.1.10. 30 SW/HC

A7.1.11. 30 SW/HO

A7.1.12. 30 SW/IG

A7.1.13. 30 SW/IP

A7.1.14. 30 SW/JA

A7.1.15. 30 SW/MU

A7.1.16. 30 SW/PA

A7.1.17. 30 SW/SE

A7.1.18. 30 SW/XP

A7.1.19. Air Force Legal Services/Area Defense Counsel

A7.1.20. Air Force Audit Agency

A7.1.21. Defense Logistics Agency

A7.2. 30th Operations Group

A7.2.1. 30 OG

A7.2.2. 30 OSS

A7.2.3. 30 RMS

A7.2.4. 30 SCS

A7.2.5. 2 ROPS

A7.2.6. 100 MBE

A7.2.7. MDA/VOSC

A7.2.8. Det 2 Spacelift Rg Group LRRG/LRRV

A7.3. 30th Launch Group

A7.3.1. 30 LCG

A7.3.2. 4 SLS

A7.3.3. 1 ASTS

A7.3.4. NASA

A7.4. 30th Medical Group

A7.4.1. 30 MDG

A7.4.2. 30 MDOS

A7.4.3. 30 MDSS

A7.5. 30th Mission Support Group

A7.5.1. 30 MSG

A7.5.2. 30 CONS

A7.6. 30th Civil Engineer Squadron

A7.6.1. 30 CES

A7.6.2. DRMO

A7.6.3. U.S. Army Corp of Engineers

A7.7. 30th Force Support Squadron

A7.7.1. 30 FSS

A7.7.2. 30 SVS

A7.8. 30th Logistics Readiness Squadron

A7.9. 30th Security Forces Squadron

A7.9.1. 30 SFS

A7.9.2. AFOSI DET 804

A7.10. National Reconnaissance Office

A7.11. AF Fuels Lab

A7.12. 381st Training Group

A7.12.1. 381 TRSS

A7.12.2. 392 TRS

A7.12.3. 532 TRS

A7.12.4. 533 TRS

A7.13. 576th Flight Test Squadron

A7.14. AFMC 581 MMXS/MXOPH

A7.15. 17 TS, DET 3 OL-A

A7.16. 21th Space Operations Squadron

A7.16.1. 21 SOPS

A7.16.2. 148 SOPS

A7.17. 14th Air Force

A7.17.1. 14th Air Force Staff

A7.17.2. JFCC Space Staff

A7.17.3. 9 SOPS

A7.17.4. 216 OSS

A7.17.5. 544 ISRG OL-VN

A7.17.6. 614 ACOMS/JSPOC

A7.17.7. 614 SCS