

**10 JULY 2014**



**Operations**

**YOKOTA AIR BASE RECALL  
PROCEDURES (PA)**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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Certified by: 374 AW/CP  
(Maj Jacob R. Bergmann)

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This instruction implements Air Force Policy Directive (AFPD) 10-2, *Readiness*, and describes procedures used by Yokota Air Base (AB) to implement pyramid recalls. This instruction applies to all agencies assigned to the 374 AW and tenant units. This instruction requires collecting and maintaining information protected by the Privacy Act of 1974 authorized by 10 U.S.C. 8013, Secretary of the Air Force and E.O. 9397 (SSN). System of records notice F033 AF C Locator, Registration and Postal Directory Files (May 9, 2003, 68 FR 24944) applies. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with (IAW) AFMAN 33-363, *Management of Records*, and disposed of IAW the Air Force Records Disposition Schedule (RDS) located at: **Error! Hyperlink reference not valid.m**. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*; route AF Forms 847 from the field through the appropriate functional's chain of command

**SUMMARY OF CHANGES**

This document has been substantially revised and must be completely reviewed. Major changes include: updated general information; updated command and control procedures; added Figure 2, Emergency Operations Center (EOC) Activation; updated Pyramid Recall Procedures; updated recall options.

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**1. General.** Concept of Operations: This instruction describes procedures for the 374 AW/CC to expedite time-critical information to all assigned military and civilian personnel. The primary method of recalling personnel is the Pyramid Recall System (PRS). It is the responsibility of each unit to develop and maintain a current Pyramid Recall Roster (PRR) that will immediately recall all assigned personnel. All 374 AW assigned group and squadron commanders (CC) will update the 374 AW Command Post (374 AW/CP) with current contact information and availability (office, cellular and home phone numbers, TDY location, crew rest/flying etc) whenever there are changes in status. Tenant units must provide and maintain accurate lists of points of contact (POC) to their respective notification centers (e.g., 374th Operations Group Crisis Action Team Representative [374 OG CAT Rep], 374th Mission Support Group [374 MSG CAT Rep], etc.) as well as the 374 AW/CP. All groups will provide an updated PRR for each of their assigned units to the 374 AW/CP no later than the 7th day of each month. Tenant units will provide an updated PRR to their respective Group CAT Rep and the 374 AW/CP NLT the 7th day of March, June, September and December. All PRR updates should be executed via encrypted email. Send PRR updates to the 374 AW/CP at [374aw.cp@us.af.mil](mailto:374aw.cp@us.af.mil).

1.1. The term “unit” refers to all units assigned to the 374 AW and all tenant units. Tenant units will be recalled at the discretion of the 374 AW/CC.

**2. Command and Control.** The pyramid recall system may be implemented using either communications-in (comm-in) or communications-out (comm-out) procedures. If the 374 AW/CP is unsuccessful contacting a commander, but manages to contact a deputy commander and/or an executive officer, that commander will be considered notified by the CP. It is the responsibility of the notified member to contact his/her respective commander.

2.1. Comm-In Recalls. During comm-in recalls, the primary method to notify personnel is by telephone. If an individual cannot be reached within two hours after recall execution, a runner should be sent to the member’s residence and/or work area (as needed).

2.2. Comm-Out Recalls. Under comm-out conditions, the 374 AW/CP may not be able to initiate a voice recall, or the nature of the threat requires a higher level of security. During comm-out recalls, the primary method to notify personnel is by dispatching pre-assigned runners during duty and non-duty hours. Depending on the situation, the 374 AW/CC and the 374 AW/CP will use any other means to ensure the recall is successful. Some options include, but are not limited, to the Giant Voice System, dispatching Security Forces personnel (patrol vehicle loudspeakers, if required), AFN TV/radio, AW's social media page, AW's web page, marquee, etc.

2.2.1. Comm-Out maps. All units will include the building and/or room number of all members' residences/dorms in their PRR. Members who reside off-base will turn in and file with their units a detailed map to their off-base residence that also depicts written driving instructions from one of YAB's gate to their domicile. This map will be used during comm-out recalls if necessary.

2.2.2. Once a comm-out recall execution is ordered, all individuals will report to their duty section with the exceptions listed in paragraph 2.2.3. Examples of situations requiring a comm-out or lost-comm recall would include earthquakes, typhoons, etc.

2.2.3. CAT, EOC, and Unit Control Center (UCC) members will report to their respective facilities. Upon activation, the EOC and each UCC will send a runner unners in place of fax, email and telephone systems.

2.3. To facilitate effective communications, the 374 AW has adopted the Group CAT Reps/UCC system to execute each PRS. Each group will have a CAT Rep responsible to their respective group CC. Wing Staff Agencies (WSA) will have a Group CAT Rep responsible to the 374 CPTS/CC, or designated representative, during PRS execution. Each squadron (or agency) within those groups will ensure all UCC responsibilities are fulfilled. The exceptions are the 374th Medical Group (374 MDG) which will only operate one UCC due to its size and nature of operation, and the 374th Maintenance Operations Squadron (374 MOS) whose UCC functions are consolidated with the 374th Maintenance Group's (374 MXG) CAT Rep. Final control to deactivate the specific Group CAT Rep or UCC remains with the respective unit commander.

**3. Control Center Activation.** The Control Center activation options are as follows:

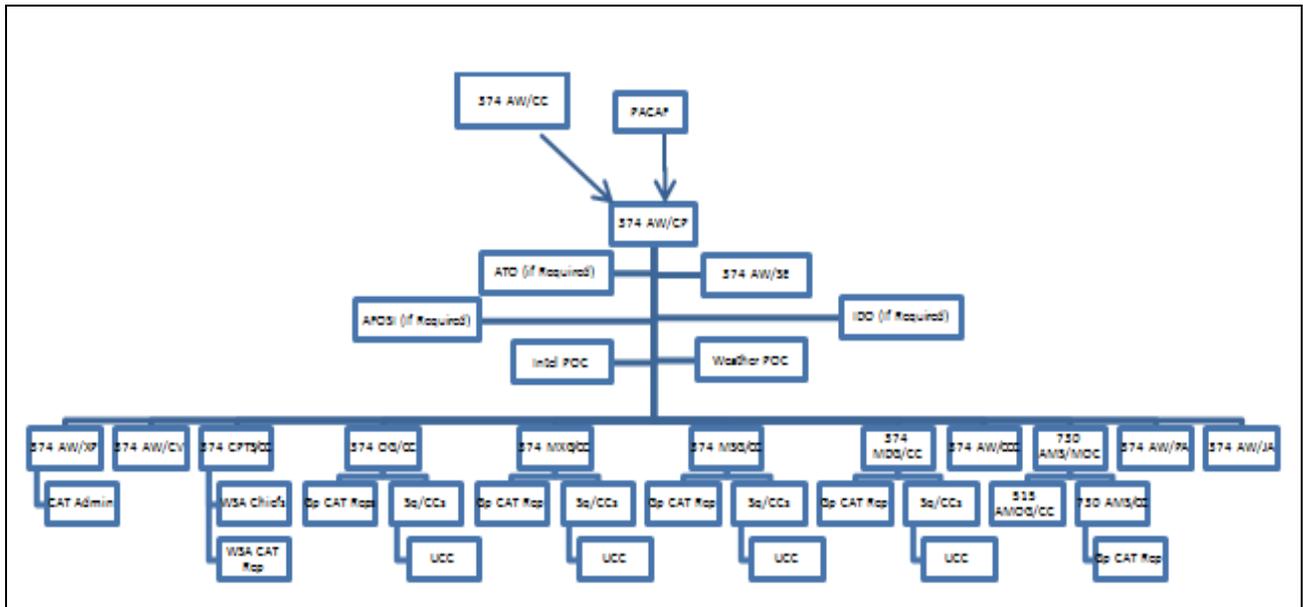
3.1. Crisis Action Team activation. The CAT will be activated through a GOLD recall. The 374 AW/CC is the authority to activate the CAT. For Accountability Recalls only a portion of the CAT (Group CAT Reps and UCCs only) is activated, unless full CAT activation is specified. Depending on the situation, during a GOLD recall the 374 AW/CC may allow the Group CAT Reps and UCCs execute their recall actions from a location other than the CAT's work area and/or UCCs respectively. NOTE: The unit UCCs are not part of the basic CAT composition however, for the purpose of this instruction, unit UCCs will be activated with the CAT, unless otherwise instructed.

3.1.1. Figure 1, *CAT activation* matrix, shows the proper communication flow for the CAT activation. Once the 374 AW/CC orders the CAT activation or to execute a PRS option, the 374 AW/CP will run the required recall checklist(s) and will notify the following units/agencies:

3.1.1.1. 374 AW/CV

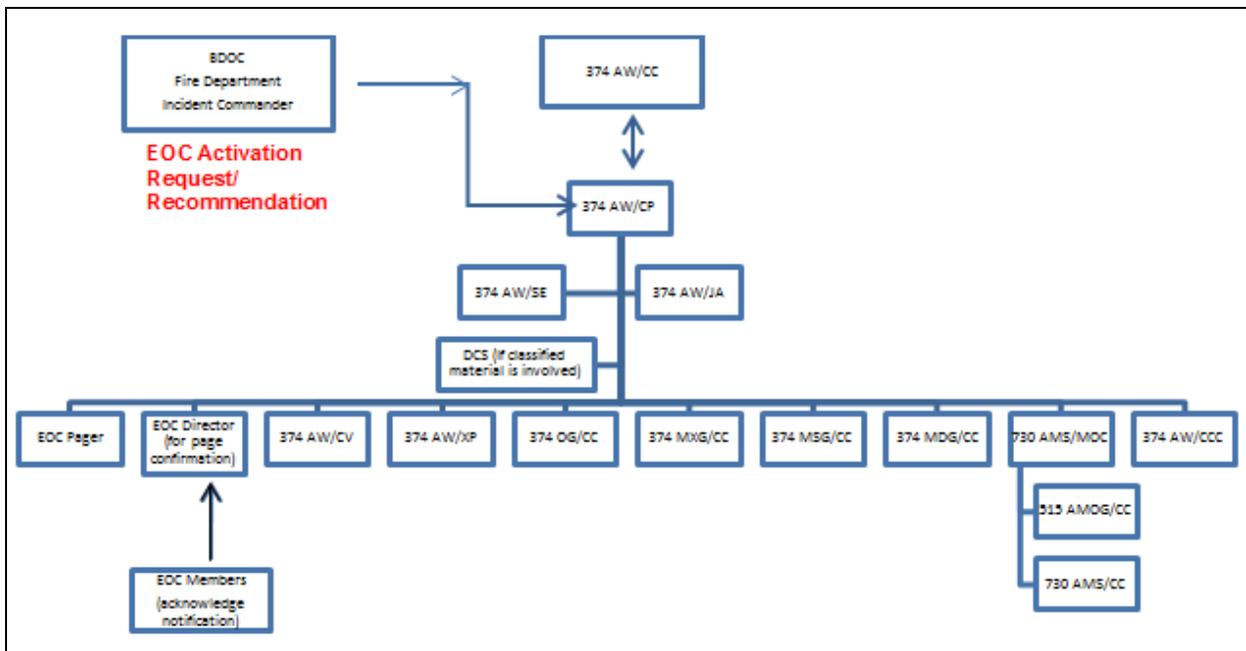
- 3.1.1.2. 374 AW/XP
  - 3.1.1.3. 374 OG/CC
  - 3.1.1.4. 374 MSG/CC
  - 3.1.1.5. 374 MXG/CC
  - 3.1.1.6. 374 MDG/CC
  - 3.1.1.7. 374 CPTS/CC
  - 3.1.1.8. 374 AW/CCC
  - 3.1.1.9. 730 AMS/MOC
  - 3.1.1.10. 374 AW/PA
  - 3.1.1.11. 374 AW/JA
  - 3.1.1.12. 374 OSS/IN (OSS/CC)
  - 3.1.1.13. 374 OSS/OSW (OSS/CC)
  - 3.1.1.14. AFOSI (if required)
  - 3.1.1.15. IDO (if required)
  - 3.1.1.16. 374 AW/ATO (if required)
  - 3.1.1.17. 374 AW/SE
- 3.1.2. Each organization recalled by the 374 AW/CP is responsible to contact their CAT Group Reps (if required) and activate their unit's PRS (if required).
- 3.1.2.1. 374 AW/XP will be responsible to contact the CAT Admin personnel.
  - 3.1.2.2. 374 CPTS/CC is responsible to contact the WSA CAT Group Rep and the WSA Chiefs. WSA Chiefs will then initiate their units' PRS.
  - 3.1.2.3. The 730 AMS/MOC will contact the 515 AMOG/CC and the 730 AMS/CC and coordinate the notification of their CAT Group Rep (if required).

Figure 1. CAT Activation



3.2. Emergency Operations Center (EOC) Activation. The EOC can be activated by the 374 AW/CC or MSG/CC in combination with any recall option. Additional option #1 can be included in the recall verbiage to automatically activate the EOC. The 374 AW/CP will run the EOC activation quick reaction checklist (QRC) and will activate the EOC pager system. Afterwards, the CP will contact the EOC Director to verify that he/she received the pager notification. It is the EOC Director’s responsibility to ensure all the EOC stand-by members received the pager notification. The EOC may also be activated by the 374 AW/ CC as a standalone function via the 374 AW/CP. See Figure 2 for the EOC activation matrix.

Figure 2. EOC Activation



**4. Pyramid Recall Procedures.** The recall process is initiated by the 374 AW/CP when directed by the 374 AW/CC. The 374 AW/CC will determine which recall option to initiate depending on the situation, or as directed by higher headquarters. The R-hour is the reference time determined by the 374 AW/CC to initiate a recall/notification. The Q-hour is the time that mobility operations will start in preparation for a deployment and will be determined by the 374 AW/CC or HHQs. Since accountability reports are due based upon the R-hour, this time will be relayed to the CAT members and UCCs. Q-hour may be relayed for mobility recalls if known/determined at the time of the recall. When directed by the 374 AW/CC, the 374 AW/CP will contact the 374 AW/CV, 374 AW/CCC, 374 CPTS/CC, 374 AW/XP, 374 Group/CCs, and the 730 AMS/MOC. The 374 CPTS/CC and Group CCs initiate their organizations' PRSs. The 730 AMS/MOC will contact the 515 AMOG/CC, who in turn initiate their units' PRSs. If the applicable recall option activates the CAT, all group commanders, 374 AW/XP, and 374 CPTS/CC will also follow the CAT's activation instructions.

4.1. Yokota AB recall options are as follows:

4.1.1. BLUE (General Recall): Units and agencies initiate pyramid recall. Units **DO NOT** contact aircrew members in pre-departure crew rest and air traffic controllers in crew rest, unless authorized by the 374 AW/CC or 374 OG/CC. All personnel report to their duty section. CAT members will report immediately to the CAT facility. Upon arrival, CAT personnel will do a communications check to identify any issues with their equipment. Primary UCC members will report immediately to their workstations and contact their applicable CAT Group Reps and units. Once control center personnel are in place, they must contact the next control center in their chain to ensure a proper line of communication has been established. When directed by the 374 AW/CC, the Group CAT Reps will contact their assigned tenant units, if required (see [Attachment 3](#)).

4.1.2. GOLD (Crisis Action Team Recall): CAT members will report immediately to the CAT facility. Upon arrival, CAT personnel will do a communications check to identify any issues with their equipment. Primary UCC members will report immediately to their workstations and contact their applicable CAT Group Reps and units. Once control center personnel are in place, they must contact the next control center in their chain to ensure a proper line of communication has been established. When directed by the 374 AW/CC, the Group CAT Reps will contact their assigned tenant units, if required (see [Attachment 3](#)).

4.1.3. Accountability Recalls. Group CAT Reps and UCCs will report immediately to their duty sections, activate their workstations and conduct a communications check. Units and agencies will initiate their pyramid recall procedures. Personnel will not report to their duty sections, unless specified otherwise by their chain of command. Units **DO NOT** contact aircrew members in pre-departure crew rest and air traffic controllers in crew rest. Group CAT Reps will contact their assigned tenant units (see [Attachment 3](#)) and have them initiate their PRS, if required. Group CAT Reps will be responsible for PRS' completion for their units and assigned tenant units. Each unit will report on an hourly basis the percentage of members contacted until 100% completion, as specified in paragraph 4.4. NOTE: GOLD recalls are usually used to relay important information to the entire base population as soon as possible. Examples include TCCOR changes, AF wide recalls, regional accountability recalls, etc.

## 4.2. Additional recall options:

**Table 1. Additional recall options**

<p><b>Option 1</b> - Activates the EOC.</p> <p><b>Option 2</b> - Directs personnel to report to their unit carrying their chemical training gear and IPE (bagged).</p> <p><b>Option 3</b> - Directs the activation of the mobility work centers. Mobility augmentees will contact their UCCs for accountability and report to their mobility work center.</p> <p><b>Option 4</b> - Initiates the security forces augmentation program. Security forces augmentees will report to their UCCs for accountability and then proceed immediately to building 305.</p> <p><b>Option 5</b> - Do not recall non-mission essential civilian personnel (e.g., exercises, PRS test). These options may be executed individually or in combination with one another.</p>
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4.3. Pyramid Recall System Execution. The 374 AW/CC will direct the 374 AW/CP to initiate the recall. The recall notification may add additional measures commensurate with the situation. **In order to practice positive OPSEC, each recall shall use the proper codeword (BLUE, GOLD) and avoid using the terms “General Recall” and “CAT Activation” etc.**

4.3.1. Use the following verbiage during all recalls:—This is (Rank/Name). A (Blue or Gold) recall is in effect. Option(s) (1, 2 and/or 3) applies (If required). R-hour is (Time recall was initiated) (Add any additional information or instructions as given by the 374 AW/CC or 374 AW/CV) —.

4.3.1.1. The 374 AW/CC has the option to pass additional information at the end of the verbiage if he/she deems necessary. In order to ensure the recall goes as precise as possible, it is highly encouraged that members write down the notification message and relay it word-by-word.

4.3.2. If directed by the 374 AW/CC, the 374 AW/CP will begin recall announcements on the Giant Voice Public Address System at appropriate intervals until the CAT determines the wing has reached a mission-capable status.

4.4. UCCs and Group CAT Reps will report and track personnel strength and accountability as directed by the CAT Director (Sharepoint, Excel, voice report etc). See **Attachment 2** for required information to update the recall tracker. Personnel strength reporting begins at R-Hour plus 1 and continues every hour thereafter until all units have attained 100% personnel accountability. The 374 AW/CC’s goal is 100% contact of all accountable personnel by R-hour plus 3. The Installation Personnel Readiness (IPR) office, in coordination with the CAT Director, will be the focal point to collect/monitor recall information and make applicable reports to the 374 AW/CC. IPR will forward all recall status reports to higher headquarters, when requested. If IPR is directed to track recall status, all group CAT Reps will collect the data for their respective units and forward to them at DSN 225-8519/9518 or via email at NIPR: [374fss.fsoxi@us.af.mil](mailto:374fss.fsoxi@us.af.mil) or SIPR: [374mss.readiness@yokota.af.smil.mil](mailto:374mss.readiness@yokota.af.smil.mil). **Note:** Personnel on crew rest will be considered accounted for, unless directed to be recalled.

4.4.1. Group CAT Reps and/or UCCs will establish dependent's accountability procedures when sponsor is TDY or on leave, if required (natural emergencies, regional accountabilities etc).

## 5. Responsibilities.

5.1. The 374 AW/CC will:

5.1.1. Direct the 374 AW/CP to initiate the recall. Advise recall, control center activations, and Mobility READY team recall options. See **Figure A4.2.** for specific recall and activation options.

5.1.2. Direct method of activation and/or recall (i.e., Comm-out).

5.2. Group CCs and CPTS/CC will:

5.2.1. Appoint a Group PRR Monitor. The Group PRR Monitor ensures subordinate units and assigned tenant units forward their respective PRRs to the Group CAT Reps as specified in paragraph 1.

5.2.2. Maintain current copies of staff agency and subordinate unit recall rosters.

5.2.3. Maintain comm-out recall procedures and maps for their respective units, including assigned tenant units.

5.2.4. Ensure units under their command are notified in the event of a recall.

5.3. Each unit (including tenants) will:

5.3.1. Assign a PRR Monitor to update rosters monthly.

5.3.2. Prepare and maintain pyramid recall rosters using the sample in **Attachment 4, Figure A4.1, Figure A4.2,** and the following guidelines:

5.3.2.1. PRRs must contain, as a minimum: current as of date; a header which identifies the organization; identify recall roster monitor's name, duty position and office phone number; unit member's name, grade, residence address, residence telephone number, cell phone number (if applicable); a Privacy Act statement (PAS); the statement —For Official Use Only (FOUO)—; and have the information contained in **Figure A4.2.** as the last page of the PRR (see **Attachment 4**). PRRs must also identify personnel housing locations next to the address element using the following abbreviations in parentheses: dorms (D), East housing (E), South housing (S), North housing (N), off-base housing (O), and West housing (W). Units are authorized to add additional information as needed.

5.3.2.2. PRRs will also include the DSN telephone numbers for the unit's UCC, alternate UCC, Group CAT Rep and alternate Group CAT Rep. Emergency telephone numbers are also highly encouraged. See **Figure A4.1** for more guidance. **Note:** It is mandatory to have **Figure A4.2.** as the last page of all PRRs. This figure is maintained by the 374 AW/CP. **Figure A4.1.** is just an example to reference when preparing a PRR.

5.3.3. Develop and maintain comm-out recall procedures and maps.

5.3.4. Assign runners who are familiar with the primary and secondary comm-out routes.

5.3.5. If unable to contact the next individual on the roster within 5 minutes, contact the individual or individuals below that person in the PRR. Continue attempting contact with that person until instructed otherwise by your Group CAT Rep (consider dispatching a runner). The names of all individuals *not* contacted should be passed to the Group CAT Rep as soon as possible.

5.3.6. Identify personnel on each PRR's tier to report recall status to the UCC. **Note:** It is recommended that each unit test their pyramid recall at least semi-annually. Wing exercise recalls suffice for this recommendation.

5.4. All military and civilian personnel will:

5.4.1. When notified, initiate their required PRR notifications. Once complete, personnel will report immediately to their duty location or UCCs, if required. Notify their UCCs ASAP if unable to contact a member. Messages left in answering machines WILL NOT count as contacted.

5.4.2. Inform their unit PRR Monitor and immediate supervisor of address and/or telephone number changes, to include providing a new or updated map to their quarters, as soon as the change occurs.

5.4.3. Individuals residing off-base will provide their PRR Monitor, and supervisor or person responsible for contacting them, a detailed map of the area in which they reside using well known streets or land marks as a guide. Each map will include written instructions with the initial starting point at a gate in Yokota AB to the individual's quarters.

5.4.4. Properly dispose of obsolete rosters in such a manner as to prevent the unauthorized release of personal information (shredding, burning etc).

5.5. The 374 AW/CP will:

5.5.1. Maintain current recall rosters of all 374 AW and tenant units assigned or attached to Yokota AB.

5.5.2. Maintain procedures to initiate the Pyramid Recall System IAW this instruction.

5.5.3. Execute command center activations, and recalls of personnel and agencies when directed by the appropriate authority.

5.5.4. Inform IPR of all units participating in a recall, if required.

5.5.5. Activate Giant Voice systems when directed by 374 AW/CC.

5.5.6. Initiate periodic tests of the PRS when directed. Tests will consist of telephonic contact of CAT/EOC members and/or selected units to determine their ability to perform control center activations and pyramid recall actions.

DOUGLAS C. DELAMATER, Colonel, USAF  
Commander

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

AFPD 10-2, *Readiness*, 6 November 2012

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

DoD 5400.7-R, *DoD Freedom of Information Act Program*, 30 August 1993

Joint Federal Transportation Regulation (JFTR), Volume 1, Chapter 7, Change 331, *Special Circumstances Travel and Transportation*, 1 July 2014

***Adopted Forms***

AF Form 847, *Recommendation for Change of Publication*

***Abbreviations and acronyms***

**ABI**—Air Base Instruction

**AFN**—American Forces Network

**AFPD**—Air Force Policy Directive

**AMCC**—Air Mobility Control Center

**AW**—Airlift Wing

**Comm-In**—Normal Communications

**Comm-Out**—Communications Outage

**CAT**—Crisis Action Team

**CP**—Command Post

**EOC**—Emergency Operations Center

**FOUO**—For Official Use Only

**HHQ**—Higher Headquarters

**IDO**—Installation Deployment Officer

**IPR**—Installation Personnel Readiness

**NEO**—Noncombatant Evacuation Operation

**PAS**—Privacy Act statement

**PRR**—Pyramid Recall Roster

**PRS**—Pyramid Recall System

**Q-Hour**—The hour mobility operations start in preparation for deployment

**READY**—Resource Augmentation Duty

**R-Hour**—The reference time determined by the 374 AW/CC to initiate a recall

**UCC**—Unit Control Center

**UMD**—Unit Manning Document

**WSA**—Wing Staff Agency

## Attachment 2

### RECALL STATUS REPORTS

**A2.1.** UCCs and Group CAT Reps will report and monitor personnel strength using any tool specified by the CAT Director (Sharepoint, Excel etc). Personnel strength accounting begins at R-Hour plus 1 and continues every hour thereafter until all units have attained 100% personnel accountability.

**A2.2.** The wing goal for strength reporting is: R+3, 100% personnel accountability.

**A2.3.** UCCs will provide the following information for assigned military personnel:

A2.3.1. Number of personnel authorized. (Based on Unit Manning Document [UMD].)

A2.3.2. Number of personnel assigned. (This figure will be based on the unit strength report.)

A2.3.3. Number of personnel on leave.

A2.3.4. Number of personnel TDY/deployed.

A2.3.5. Other. (e.g., hospital, confinement, etc.)

A2.3.6. Number of personnel available. (Subtract paragraphs A2.3.3., A2.3.4., and A2.3.5. from paragraph A2.3.2.)

A2.3.7. Number of personnel present for duty. (Present for duty is defined as the individual either being at his or her duty section or having been contacted, briefed on the current situation and made aware of duty requirements.)

A2.3.8. Percentage recalled at present time. (Divide paragraph A2.3.7. by paragraph A2.3.6. and multiply by 100.)

**A2.4.** If the recall reporting is executed via voice report, all UCCs/Group CAT Reps will use the method outlined below.

#### **Figure A2.1. Personnel Strength Voice Report Sample**

This is (Unit) with a recall status report. Report time is 0600. Line 1 is 45...Line 2 is 44...,etc-

1. Number of Personnel Authorized:	45
2. Number of Personnel Assigned:	44
3. Number of Personnel on Leave:	1
4. Number of Personnel on TDY:	2
5. Number of Personnel in Other Status (Hospital, Confinement, etc.):	1
6. Number of Personnel Available:	40
7. Number of Personnel Present for Duty:	21
8. Percent of Personnel Recalled at Present Time:	51%

With each report, provide the name, grade, and duty phone of the POC.

**NOTE:** Report should not include what each —Line number means/includes.

**A2.5.** UCCs will contact members who are TDY, deployed or on leave, only when directed by their respective commander.

A2.5.1. For individuals on TDY at a non-military installation or on leave, recall individuals by any means necessary (e.g., fax, telephone, e-mail, etc.) while maintaining OPSEC considerations, if required.

A2.5.2. Personnel recalled to duty while on leave will be authorized travel and transportation allowances authorized in Joint Federal Transportation Regulation (JFTR), Volume 1, Chapter 7, Paragraph U7220, *Recall from Leave*.

## Attachment 3

## TENANT UNIT NOTIFICATION LIST (WHEN DIRECTED BY 374 AW/CC)

Table A3.1. The WSA GCC will notify the following tenant units

Unit	Duty Phone
5 AF	225-6067/6068
USFJ Command Center	223-6066
Defense Finance Accounting Service-Japan (DFAS-J)	225-9838/9840
Defense Energy Support Center-Japan	225-2673
Pacific Stars & Stripes	225-4505
PACOM ADP Server Site-Japan (PASS-J)	225-6593
USA Federal Credit Union (CPTS)	225-8828
Community Bank (CPTS)	225-7703
American Forces Network (AFN)	225-2363

Table A3.2. The 374 OG Control Center will notify the following tenant units

Unit	Duty Phone
Defense Information Systems Agency, Pacific Area (DISA-PAC)	225-4642
Department of Defense (DoD) Special Representative, Japan (DSRJ)	224-0500
US Coast Guard (USCG) Activities, Far East	225-8405
Air Force Standards Agency Detachment	225-1316
Detachment 402 - AFISRA	225-2491/6201

Table A3.3. The 374 MXG Control Center will notify the following tenant units

Unit	Duty Phone
Det 934, Air Force Audit Agency (AFAA)	225-8575
Det OD7E (HQ USAF) Area Defense Counsel	225-8114
Det 621 (AFOSI)	225-9881
6th Field Investigation Sq (AFOSI)	225-4968
369 RCS/GG (USAF Recruiting Office)	225-7328/09093058756
USAF Band of the Pacific-Asia (PACAF Band)	225-3368
Defense Courier Service Station (DCSTA)	225-9706

**Table A3.4. The 374 MSG Control Center will notify the following tenant units**

<b>Unit</b>	<b>Duty Phone</b>
Army & Air Force Exchange Service (AAFES) Yokota	225-3700
Defense Commissary Agency (DECA) Yokota	225-8585
Det 2, Pacific Air Forces Air Postal Squadron (PACAF AIRPS)	225-7463
Department of Defense Dependents Schools, Pacific Region, Japan (DODDS)	225-3940
Yamamoto Engineering (COMM)	225-7424
Allied Telesis (COMM)	415-692-8307
US Army Corps of Engineers District Japan, Yokota Resident Office	225-2935
Document Automation and Production Service (DAPS)	225-9940
University of Maryland (FSS)	225-3680
Central Texas College (FSS)	225-9133
University of Phoenix (FSS)	225-2496

**Table A3.5. The 374 MDG Control Center will notify the following tenant units**

<b>Unit</b>	<b>Duty Phone</b>
American Red Cross (ARC)	225-7522
Women-Infant & Children – Overseas (WIC-O)	225-9426
Defense Threat Reduction Agency (DTRA)	225-8638
Education and Development Intervention Services (EDIS)	225-9993
Veterinary Clinic, US Army	225-4363

**Table A3.6. The 730 AMS Unit Control Center will notify the following tenant units**

<b>Unit</b>	<b>Duty Phone</b>
Advanced Traceability and Control (ATAC)	225-2199
Navy Overseas Air Cargo Terminal (NOACT)	225-9514/9428
Army Aerial Port Liaison Office (AAPLO)	225-9524/8700

Attachment 4

PYRAMID NOTIFICATION RECALL ROSTER AND OPTION FORMAT

Figure A4.1. Sample Unit/Agency Recall Roster

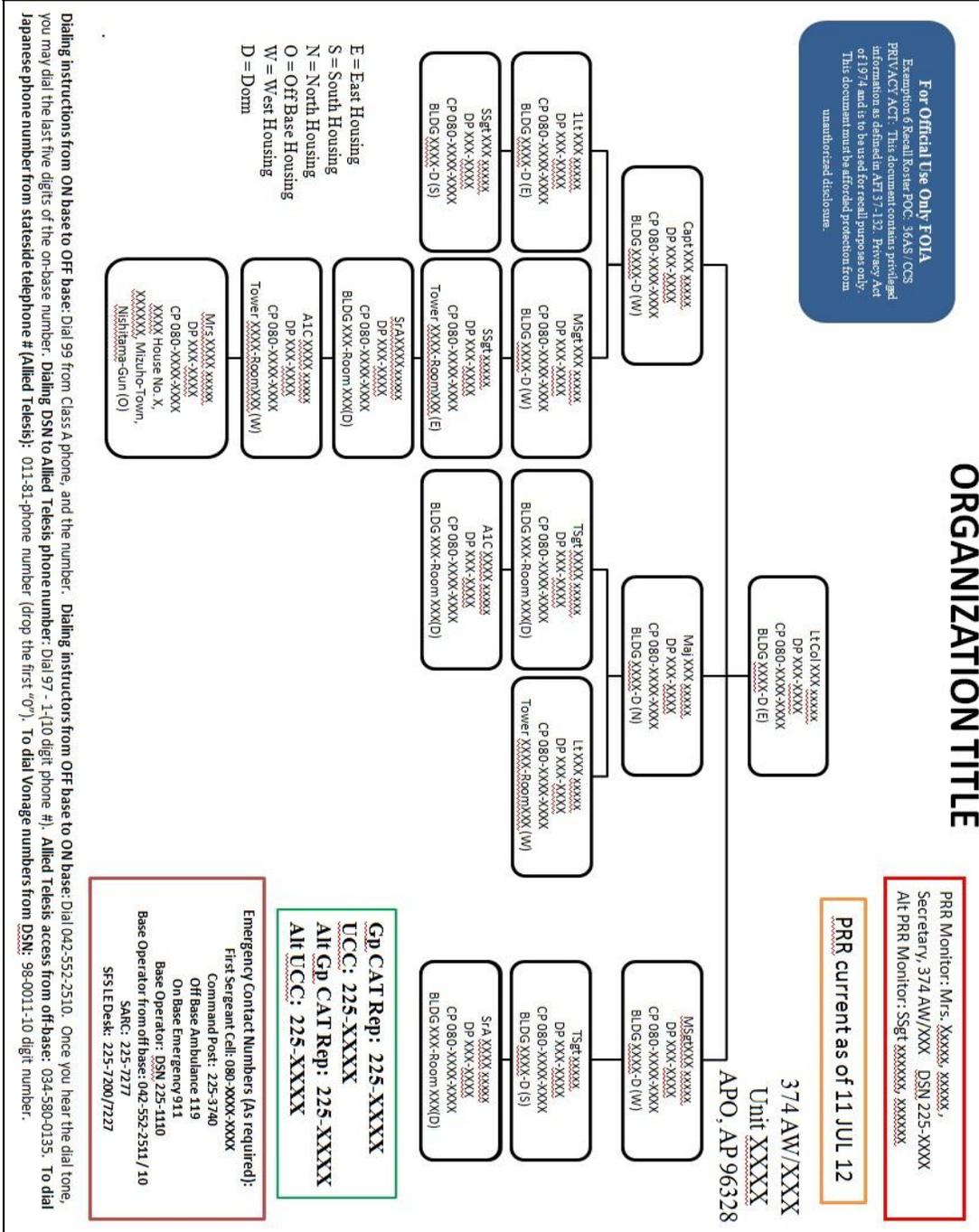


Figure A4.2. Notification Format

<b>FOR OFFICIAL USE ONLY</b>
<b>Step 1: Choose the recall option</b>
<b>BLUE (General Recall)</b>
<ol style="list-style-type: none"> <li>1. Units and agencies initiate pyramid recall procedures</li> <li>2. <b>Do not</b> contact aircrew members in pre-departure crew rest or air traffic controllers in crew rest*</li> <li>3. All personnel report to their duty section</li> <li>4. Sq/CCs will activate their respective UCC</li> <li>5. CAT personnel will report to the CAT facility &amp; conduct a comm check with their UCCs -Follow CAT activation matrix</li> <li>6. UCCs and tenant units will report recall status to their Group CAT Reps on an hourly basis until completion</li> </ol>
<b>GOLD (CAT Activation)</b>
<ol style="list-style-type: none"> <li>1. Follow CAT activation matrix (group CCs will notify their CAT Group Reps &amp; Sq/CCs)</li> <li>2. CAT personnel will report to the CAT facility &amp; conduct a comm check with their UCCs</li> <li>3. <b>Do not</b> contact aircrew members in pre-departure crew rest or air traffic controllers in crew rest*</li> <li>4. Specific requirements at the discretion of the Wg/CC or Wg/CV (e.g. EOC activation)</li> </ol>
<b>Step 2: Select an option, if required</b>
<p><b>Option 1:</b> Activate the Emergency Operations Center (EOC)</p> <p><b>Option 2:</b> Personnel will report with their chemical training gear (C-1 Bag) and IPE (bagged)</p> <p><b>Option 3:</b> Mobility work centers activate and mobility personnel report to their mobility work centers</p> <p><b>Option 4:</b> Security Forces Augmentees will report to their UCCs for accountability and then to bldg 305</p> <p><b>Option 5:</b> Do not recall non-mission essential civilian personnel</p>
<p><b>Step 3: Voice the following message:</b> “<b>This is (Rank/Name). A (BLUE, GOLD, or Accountability) recall is in effect. Option(s) (1, 2 and/or 3) applies (If required). R-hour is (Time recall was initiated) (Add any additional information or instructions as given by the 374 AW/CC or 374 AW/CV).</b>”</p>
<p><b>NOTES:</b></p> <ol style="list-style-type: none"> <li>1. During an exercise, do not contact civilians for extended duty unless otherwise directed</li> <li>2. If next individual in pyramid cannot be reached, make the entire individual’s notifications and pass info to UCC</li> <li>3. The 374 AW/CP and/or the Installation Personnel Readiness Office will be the focal point to collect/monitor recall information and make applicable reports to the 374 AW/CC and/or higher headquarters, as required</li> </ol> <p>*Personnel on crew rest will be recalled at the discretion of the Wg/CC or OG/CC</p>

Attachment 5

**PYRAMID RECALL PROCEDURE BASELINE**

**A5.1.** The following chart demonstrates the basic recall procedures. Additional notifications will be made in accordance with this instruction.

**Figure A5.1. Basic Recall Procedures**

