

**BY ORDER OF THE COMMANDER  
354TH FIGHTER WING (PACAF)**



**354th FIGHTER WING  
INSTRUCTION 10-401**  
Certified Current, 9 September 2015  
**19 NOVEMBER 2009**

**Operations**

**PERSONNEL RECALL, ACCOUNTING, AND  
STRENGTH REPORTING**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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**RELEASABILITY:** There are no releasability restrictions on this publication.

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OPR: 354 FW/CP

Supersedes: 354 FW10-401, 23 August  
2007

Certified by: 354 FW/CV  
(Col Michael J. Jordan)

Pages: 24

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This instruction implements Air Force Policy Directive 10-2, *Readiness*, 30 October 2006. It establishes responsibilities and procedures for the recall of base personnel. It includes recall procedures for all 354th Fighter Wing (354 FW) and associate units and applies to all assigned/attached military personnel and emergency-essential civilian personnel. Operations Security (OPSEC) has been considered in preparing this publication. Every effort will be made to ensure all subsequent planning, preparation, and execution actions pertinent to this publication meet the requirements of 354 FWI 10-1101, *Operations Security (OPSEC)*. It is used in conjunction with AFI 10-207, *Command Post*, AFI 10-403, *Deployment Planning and Execution*, and AFI 10-2501, *Air Force Emergency Management (EM) Program Planning and Operations*. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN 37-123 (will convert to AFMAN 33-363), *Management of Records*, and disposed of in accordance with the Air Force Records Disposition Schedule (RDS) located at <https://www.my.af.mil/gcss-af61a/afirms/afirms>. 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. See Attachment 1 for a glossary of references and supporting information.

**SUMMARY OF CHANGES**

Recall procedures have been revised and personnel strength reporting procedures have been adjusted. Flowcharts have been revised to reflect current reporting chain.

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## **1. General.**

1.1. Concept of Operations. The primary method of recalling personnel is the Pyramid Recall System (PRS). It is the responsibility of each organization and staff agency to develop and keep a current Pyramid Recall Roster (PRR) that will provide immediate recall of personnel.

1.2. Each unit will update its PRR on a monthly basis. All units assigned to Eielson AFB will send updated electronic copies to their respective group commander’s office no later than the 5th of every month.

1.3. All group PRRs will be updated as necessary, but at least monthly. All groups assigned to Eielson AFB who are directly notified by the Command Post, (CP) as listed in Attachment 5 will send electronic copies to the CP by the 5<sup>th</sup> of every month or within five (5) duty days of any updates.

1.4. Each unit will develop executable comm-out recall procedures. Recommendations: Personnel residing off the installation should provide to their supervisor a detailed map of the area in which they reside, using well known landmarks as a guide. Information on the map should include the members rank/name, house number, and telephone number (if applicable). Each should include instructions, with initial starting point at the main gate to the individual's quarters.

1.5. Individuals listed in Attachment 2, 4 and 5 who are directly notified or recalled by the CP are responsible for keeping the CP informed of their location and ensuring the CP has a current contact number. In the event they will not be available, they will immediately notify the CP of their alternate's name, location, and contact number. Any individual having someone take their place is responsible for briefing their replacements on all duties performed.

## **2. Responsibilities.**

### **2.1. The 354 FW/CC will:**

2.1.1. Determine recall initiation time (RIT).

2.1.2. Direct the Command Post to implement the recall.

2.1.3. Direct type of recall. (See paragraph 3 for types of recall.)

2.1.4. Direct method of recall. (See paragraph 3.2 for methods of recall.)

2.1.5. Approve the standardized PRR format in Attachment 8 to be used by all organizations assigned to Eielson AFB.

2.1.6. Appoint a primary and alternate recall monitor for the 354 FW staff. The recall monitor will ensure a copy of the 354 FW staff PRR, Attachment 10 with current individuals' information along with a current comm-out map is sent to the Command Post organizational box via email at [354fw.cp@eielson.af.mil](mailto:354fw.cp@eielson.af.mil) and the 354<sup>th</sup> FSS organizational box at [ucc\\_FSS@eielson.af.mil](mailto:ucc_FSS@eielson.af.mil) by the 5<sup>th</sup> duty day of each month or whenever they are updated, whichever occurs first.

### **2.2. Each group commander will:**

2.2.1. Ensure subordinate organizations develop, maintain and update PRRs and comm-out recall procedures and maps, as personnel changes require.

2.2.2. Maintain current copies of PRRs for subordinate organizations.

2.2.3. Ensure a current copy of group staff PRRs are sent to the Command Post organizational box, via email at [354fw.cp@eielson.af.mil](mailto:354fw.cp@eielson.af.mil) by the 5<sup>th</sup> duty day of every month or whenever they are updated, whichever occurs first.

2.2.4. Ensure organizations in their chain of command are notified in the event of a recall.

### **2.3. Each unit will:**

2.3.1. Ensure recall rosters are developed, maintained, and distributed IAW this publication. See Attachment 8 for an example of a PRR.

2.3.2. Develop procedures for the timely and effective recall of personnel assigned to their units and subordinate organizations.

2.3.3. Assign a primary and alternate recall monitor to update rosters at least monthly. The primary and alternate's name and phone number should be on the front of the roster.

2.3.4. Ensure supervisors and commanders have all necessary recall information on a monthly basis. Update the recall roster NLT the 5<sup>th</sup> of the month.

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

2.3.6. Report personnel strength reports to their unit's UCC through the use of strength reporting procedures, Attachment 6 or as otherwise directed by the 354th FW/CC.

2.3.7. Will not interrupt the crew rest cycle of personnel that have been put into crew rest, unless specifically directed to do so. Note: Shift workers assume telephone stand-by and report to duty at their normally scheduled time unless otherwise directed

2.3.8. Forward copies of rosters to the respective group.

2.3.9. Provide each individual with a recall roster for their section.

2.3.10. All PRRs will have a front and back page and conform to the standard approved by the FW/CC as cited in the example, Attachment 8.

**2.4. The Eielson Combined Command Post, (CP) will:**

2.4.1. Maintain current: hard-copy PRRs, stand-by and on-call rosters on all assigned groups, and all attached or associated units to the 354th Fighter Wing and the 168th Air Refueling Wing.

2.4.2. Maintain a listing of the current up-to-date location of the commander's senior staff as identified in Attachment 3, at all times.

2.4.3. Maintain procedures to initiate the appropriate PRS type and method as directed by the 354 FW/CC or designated representative.

2.4.4. Initiate or conduct tests of the PRS as directed by the 354 FW/CC or designated representative. Upon contact of each organization or unit, the CP will pass on the RIT for use with strength reporting and accountability procedures.

2.4.5. When necessary, notify 354th Security Forces Squadron (354 SFS), Law Enforcement Desk (LED) when a comm-out recall is directed by the 354 FW/CC or designated representative.

**2.5. The Commander, 354th Security Forces Squadron (354 SFS/CC) will:**

2.5.1. Ensure LED assists in notifying key wing personnel in the event of a comm-out recall. CP will send a runner to SFS if they cannot raise them on the radio. SFS will send a patrol to each leader's residence to notify them of the recall.

**2.6. Personnel assigned to 354 FW will:**

2.6.1. Provide unit recall monitor and supervisor with current name, grade, residence address, residence telephone number and pager/cell phone number (if applicable).

2.6.2. Notify their supervisor or unit recall monitor immediately when information changes.

2.6.3. Maintain a current copy of their recall roster and have it readily accessible at all times.

2.6.4. Destroy old copies of recall rosters by any method that prevents compromise, such as tearing, burning, or shredding, so long as personal data is not recognizable and beyond reconstruction. IAW the wing 100% shred policy, shredding is the preferred destruction method.

2.6.5. Digitally encrypt emails with recall roster information when using NIPRNet and will not be forwarded to ISP accounts (i.e., hotmail, yahoo, gmail).

2.6.6. Upon notification of general recall:

2.6.6.1. Contact personnel beneath them on the roster IAW unit directives.

2.6.6.2. Pass on the information that was given to them.

2.6.6.3. Will follow the procedures of the appropriate recall Type (e.g. Alpha, Bravo, etc) plus additional guidance as directed by unit procedures. Report to their duty section or unit designated area **immediately**. Although time is of the essence, you must observe all traffic laws and safety procedures when driving to your designated locations.

## 2.7. **Unit Control Centers (UCCs) and Medical Control Center (MCC) will:**

2.7.1. Upon activation report to their assigned duty locations immediately.

2.7.2. Upon activation, immediately establish a communication link with the Installation Control Center (ICC) Admin Staff, IAW Attachment 6.

2.7.3. Provide ICC Admin with personnel strength reports IAW paragraph 6 and Attachment 5.

2.7.4. Keep a current listing of reporting templates, instructions and phone numbers for the ICC Admin section.

2.7.5. UCCs will report accountability at 30 minute intervals until 100% accountability is attained, with the first report made at RIT+30. The consolidated UCC initial strength or “available numbers” should not change in subsequent reports.

## 3. **Pyramid Recall System (PRS)**

3.1. **Activation.** When directed by the 354 FW/CC or designated alternate, the CP will initiate the required recall.

### 3.2. **Recall Methods.**

3.2.1. Comm-in recall procedures: The CP will initiate the directed recall by use of telephone IAW [Attachment 4](#).

3.2.2. Comm-out recall procedures: Used to recall base personnel when all communication systems are inoperative or cannot be used. Notify base personnel by personal contact only. Strength reporting will be accomplished by the organization’s

recall monitor, or designated representative, physically going to the ICC Admin located within the Installation Control Center.

### 3.3. Recall Types.

3.3.1. **Selective Recall:** The objective of selective recall is to alert, inform or direct to duty specific personnel or functions. A selective recall may be conducted independent of, or in conjunction with, another type of recall. Selective recalls may be used to recall Commander's Senior Staff or key personnel to assess a crisis situation or to prepare for a full-scale general recall. Selective recall types include:

3.3.1.1. Commander's Senior Staff recall

3.3.1.2. Installation Control Center Staff recall

3.3.1.3. Emergency Operation Center Recall

3.3.1.4. Any other elements as required by the 354 FW/CC

3.3.2. **General Recall:** The objective of a general recall is to posture for immediate action. There are six options under a general recall. These options listed below are to be located on all PRRs.

3.3.2.1. Alpha recall: *Total pyramid recall.* Complete your pyramid recall notifications (including all military and civilian personnel); if unable to reach individual below you, call the next person to continue the chain. Inform the next person contacted you were unable to reach the individual(s) below you and to pass this information along. Last person in chain responds to flight commander (or designated individual) with personnel status in chain of recall. Military and emergency-essential civilian personnel will report **immediately** to their duty section or unit designated collection area. **Do not take time to shower, shave or eat. All personnel will be in route within 15 minutes of recall notification.** Everyone on a UTC will report with their personal mobility bags ready to deploy. Flights will give personnel status reports to their UCC using strength reporting procedures, (see paragraph 6).

3.3.2.2. Bravo recall: *Telephone stand-by pyramid recall.* Complete your pyramid recall notification and remain on telephone stand-by (able to answer your telephone within six rings). Last person in chain responds to flight commander (or designated individual) with personnel status in chain of recall.

3.3.2.3. Charlie recall: *Practice pyramid recall.* Complete your telephone recall notifications (including all military and civilian personnel); Last person in chain responds to flight commander (or designated individual) with personnel status in chain of recall. Units report effectiveness to UCC through the use of strength reporting procedures, (see paragraph 6).

3.3.2.4. Delta recall: *Adverse weather recall.* Complete your telephone recall notifications (including all military and civilian personnel); Adverse Weather Procedures are in effect; only the mission essential personnel should report per each unit's pre-established guidance.

3.3.2.5. Echo recall: . *National Emergency Accountability*. An incident has occurred in the vicinity of \_\_\_\_\_; National Emergency Center has requested a full accounting of all personnel and their family members traveling in that Area of Concern. Complete a telephone recall (including military, civilian and contract personnel) and report any personnel in the Area of Concern. UCCs will: report accountability to Installation Personnel Readiness using strength reporting procedures; and monitor accountability through AFPAAS at: <https://afpaas.af.mil>.

3.3.2.6. Foxtrot recall: Other “\_\_\_\_\_” Used at the discretion of commanders.

3.3.3. The 354 FW/CC, will determine whether individuals TDY or on leave must be individually contacted. By default, those members will not be contacted unless otherwise directed. Members on leave or TDY will not be considered available for exercise purposes. During real world events members on leave or TDY may or may not be available, this will be at the discretion of the 354 FW/CC.

3.3.4. National Emergency Accountability.

3.3.4.1. In the event of a national emergency, the National Emergency Center or HQ PACAF may initiate a request for accountability in a specific Geographic Area of Interest (GAOI).

3.3.4.1.1. In the event of this request the Command Post will receive a message directing a recall and implementation of the AF Personnel Assigned Accountability System (AFPAAS).

3.3.4.1.2. The wing will implement the locally developed National Emergency Accountability Checklist (Attachment 11)

3.3.4.2. As a minimum unit commanders/directors must first accomplish unit accountability to determine which of their personnel are affected by the event. Then, using the GAOI , identify affected personnel and have them:

3.3.4.2.1. Log in to AFPAAS at: <https://afpaas.af.mil/> and account for themselves and complete the needs assessment survey, or

3.3.4.2.2. If assigned personnel do not have access to a computer the member will contact their UCC and the UCC will account for them and if requested, complete the needs assessment survey on behalf of the member in AFPAAS, or

3.3.4.2.3. UCCs unable to access AFPAAS will provide accountability information to the Installation Personnel Readiness (IPR) office (354 FSS/FSOXI) for update.

3.3.4.2.4. UCCs must use unit duty status program and tools (DTS, LeaveWeb, etc) to determine those that are TDY/Leave into the GAOI and manually add them to the event in AFPAAS to provide accountability.

3.3.4.2.5. Personnel (to include family members, as reflected in DEERS) not assigned to, living in, or TDY/leave into the GAOI will not be accounted for in AFPAAS.

3.3.4.2.6. If affected personnel do not have access to a computer and are unable to contact their UCC, they will contact the AFPC/PRC at DSN 665-2020/2143 or

toll free at 1-800-435-9941.

#### **4. Pyramid Alerting System.**

- 4.1. When directed by the 354 FW/CC or designated alternate, the CP will initiate the required recall.
- 4.2. General or selective recalls will proceed IAW the diagrams listed in Attachment 2 and 3. In a "Real World" general recall situation, it will be necessary to recall associate and attached units at Eielson. Recall for these units will be initiated by the "Parent" agencies tasked in Attachment 4. Associate and attached units are responsible for providing their "Parent" agency with current recall rosters.
- 4.3. During any recall the CP will contact the 24 hour agencies as listed in Attachment 5.
- 4.4. The Pyramid Alerting System may be used to pass time critical information such as natural disaster, cold weather operating procedures, FPCON, etc., to the base populace.

#### **5. Audible Signals.**

- 5.1. When directed to do so the following devices are used by the CP or designated organization to pass on any necessary or time critical information to the base populace: Giant Voice system, Commander's Access Channel, Installation Warning System (IWS), telephones, radios, speaker equipped vehicles, and sirens, etc.
- 5.2. Giant Voice: The Giant Voice system may be activated and recall instructions announced.
- 5.3. PA Announcements: The Commander's Access Channel may broadcast recall instructions.

#### **6. Personnel Accountability and Strength Reporting.**

- 6.1. Strength accounting and reporting gives the ICC vital information about the 354 FW readiness posture. These numbers dictate how the wing will react to any given tasking. This information should be safe guarded at the highest level necessary.
- 6.2. **Strength Accounting:** Primary strength accounting and reporting rest with the unit. Each UCC is responsible for collecting the personnel strength figures of all associated units and providing the data to the ICC Admin. UCCs will report personnel status to the ICC Admin or in TBMCS IAW Attachment 7.
- 6.3. Personnel strength reporting is implemented in conjunction with the RIT. All 354 FW and associate units must coordinate with their respective UCCs to obtain the RIT. Unit Control Centers are required to report personnel strength data at recall initiation time plus 30, 60, 90, and 120 minutes. This information will be up-channeled to the ICC Admin Staff IAW instructions in Attachment 6. Accordingly, this data must arrive to ICC Admin NLT the prescribed cut off time(s) plus 15 minutes (i.e. RIT, 45, 75, 105, 135 minutes). The ICC Admin will provide the wing commander with a status update at RIT plus 90, 120, and 150 minutes and a final report after all units are complete.
- 6.4. UCCs will provide the ICC Admin Staff with the information defined in Attachment 7, using the prescribed secure reporting data system; Theater Battle Management Communications Systems (TMCS). Do not report numbers using the terms defined here,



unless reporting by secure means. Should the secure data system be inoperative, use the alpha numeric letter to report numbers IAW instructions in Attachment 7 to the Installation Personnel Readiness (IPR) element telephonically or by runner. The following definitions apply:

- 6.4.1. Column A: Unit: Represents the unit required to provide a personnel status report.
- 6.4.2. Column B: POC: Represents the unit's designated point of contact and their contact information.
- 6.4.3. Column C: Military: Represents number of military personnel positions authorized (funded) within the unit per the unit manning document (UMD).
- 6.4.4. Column D: Contract Employees: Represents number of contract manpower equivalent positions authorized (funded) within the unit per the unit manning document (UMD).
- 6.4.5. Column E: Civilians: Represents number of civilian personnel positions (appropriated and non-appropriated) authorized (funded) within the unit per the unit manning document (UMD).
- 6.4.6. Column F: Total Authorized: Represents the sum of columns C+D+E.
- 6.4.7. Column G: Military: Represents actual number of military assigned to the unit per MilPDS.
- 6.4.8. Column H: Contract Employees: Represents actual number of permanent employees in support of a service contract within the unit, (per the contract manager).
- 6.4.9. Column I: Mission Essential (ME) Civilians: Represents actual number of civilian employees assigned which are unit identified as essential to key mission components.
- 6.4.10. Column J: Non-ME Civilians: Represents actual number of civilian employees assigned (appropriated and non-appropriated) which are not serving in key mission capacities.
- 6.4.11. Column K: Total Assigned: Represents the sum of columns G+H+I+J.
- 6.4.12. Column L: Leave: Represents actual number of personnel (military and civilian) in Leave status.
- 6.4.13. Column M: TDY: Represents actual number of personnel (military and civilian) in TDY status.
- 6.4.14. Column N: Deployed: Represents actual number of personnel in (military and civilian) Deployed status.
- 6.4.15. Column O: Tasked TDA: Represents actual number of personnel (military and civilian) temporarily on loan to other units on Eielson, i.e., SF Augmentee.
- 6.4.16. Column P: Seriously Injured: Represents number of personnel (military and civilian) which have been deemed "Seriously Injured."

6.4.17. Column Q: Dead: Represents number of personnel (military and civilian) which have been deemed "Pronounced Dead."

6.4.18. Column R: Hospitalized: Represents number of personnel (military and civilian) in "hospitalized duty status."

6.4.19. Column S: Missing: Represents number of "missing" military assigned to the unit per MilPDS.

6.4.20. Column T: Available: Represents Column K minus (the sum of Columns L+M+N+O+P+Q+R+S)

6.4.21. Column U: Present: Represents actual number unit personnel contacted during the recall and are present or available for duty.

6.4.22. Column V: % Accounted For: Represents the numeric percentage of personnel contacted versus those that should be available (Column U divided by Column T).

6.5. Tenant units will comply with their local recall procedures. Tenant units will report to ICC Admin Staff via their parent organizations as defined in Attachment 4.

## **7. Recall of Personnel on Leave or TDY.**

7.1. **Personnel on leave or TDY will be recalled upon approval of FW/CC.** Unit strength monitors will prepare message memorandums recalling all personnel on leave or TDY. Units will then send these messages (hard copy and/or soft copy) to the UCC, not later than RIT + 3:15. For exercise purposes, mark the hard copy message "NOT FOR TRANSMISSION" (see Attachment 9 for format). Those on leave or TDY will be notified to return home by message, when appropriate.

## **8. Adopted and Prescribed Forms:**

AF Form 847, *Recommendation for Change of Publication.*

MARK W. GRAPER, Brigadier General, USAF  
Commander

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

AFPD 10-2, *Readiness*, 30 October 2006

354 FWI 10-1101, *Operations Security (OPSEC)*, 17 Nov 2002

AFI 10-207, *Command Post*, 7 May 2002

AFI 10-403, *Deployment Planning and Execution*, 13 Jan 2008

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

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

***Abbreviations and Acronyms***

**FW**— 354th Fighter Wing

**SFS**— 354th Security Forces Squadron

**AFPAAS**— AF Personnel Assigned Accountability System

**CP**— Command Post

**FPCON**— Force Protection Condition

**GAOI**— Geographic Area of Interest

**ICC**— Installation Control Center

**ISP**— Internet Service Provider

**IPR**— Installation Personnel Readiness

**IWS**— Installation Warning System

**LED**— Law Enforcement Desk

**MCC**— Medical Control Center

**ME**— Mission Essential

**MilPDS**— Military Personnel Data Systems

**OPR**— Office of Primary Responsibility

**PRR**— Pyramid Recall Roster

**PRS**— Pyramid Recall System

**RIT**— Recall Initiation Time

**TBMCS**— Theater Battle Management Core System

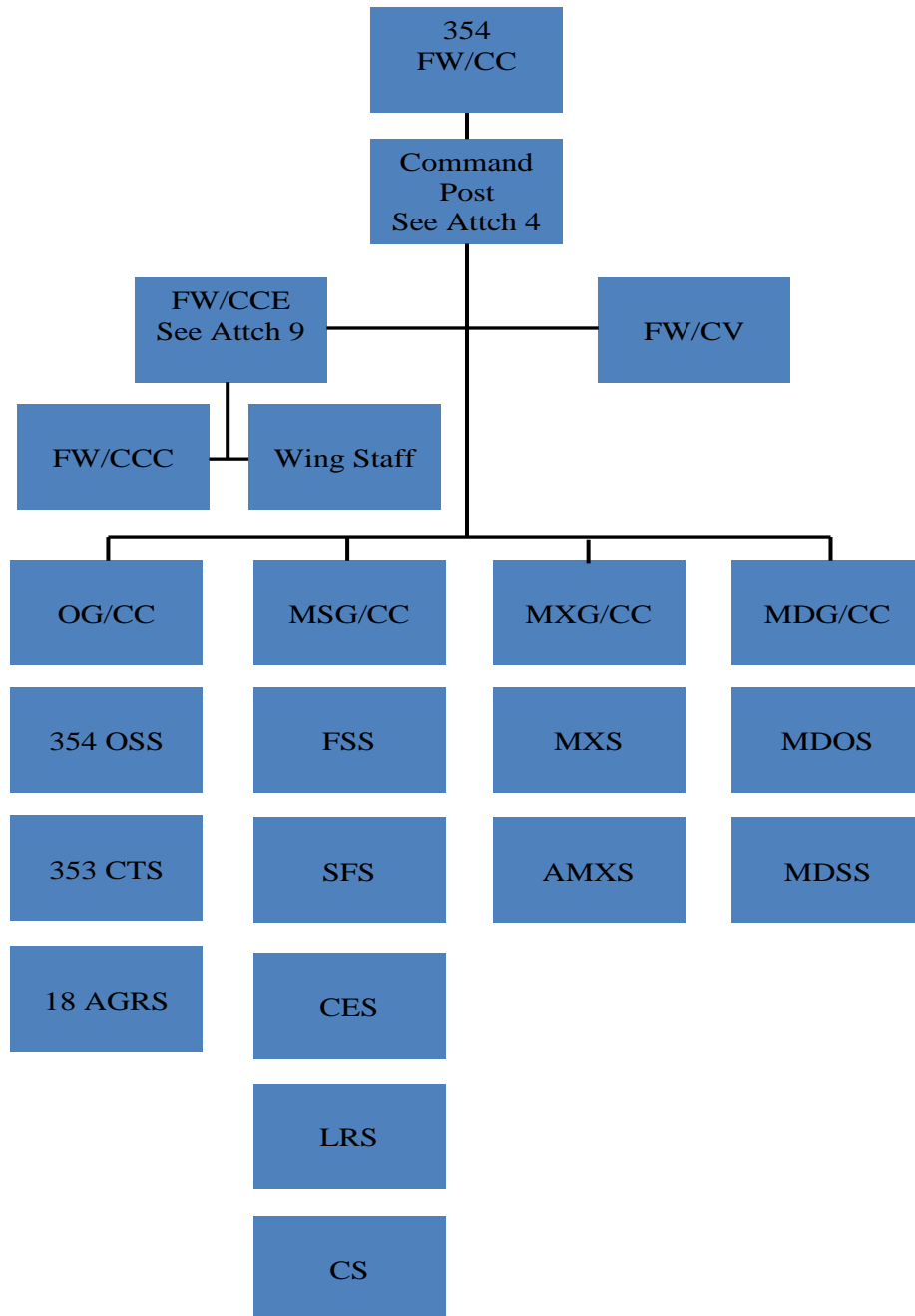
**TDA**— Temporary Duty Assignment

**UCC**— Unit Control Centers

**UMD**— Unit Manning Document

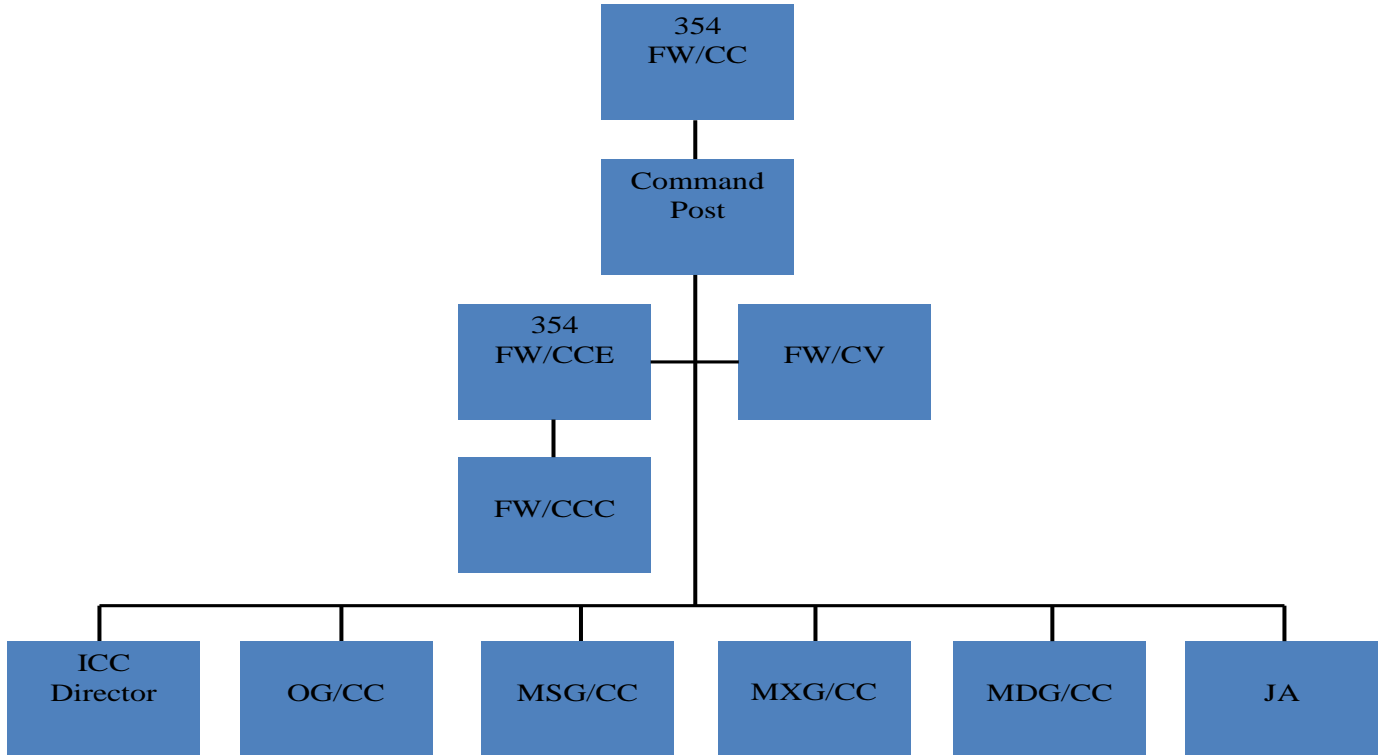
**UTC**— Unit Task Code

Attachment 2  
GENERAL RECALL PYRAMID

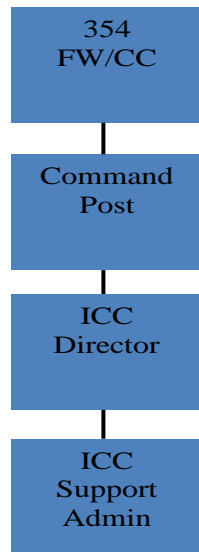


**Attachment 3**  
**SELECTIVE RECALL PYRAMIDS**

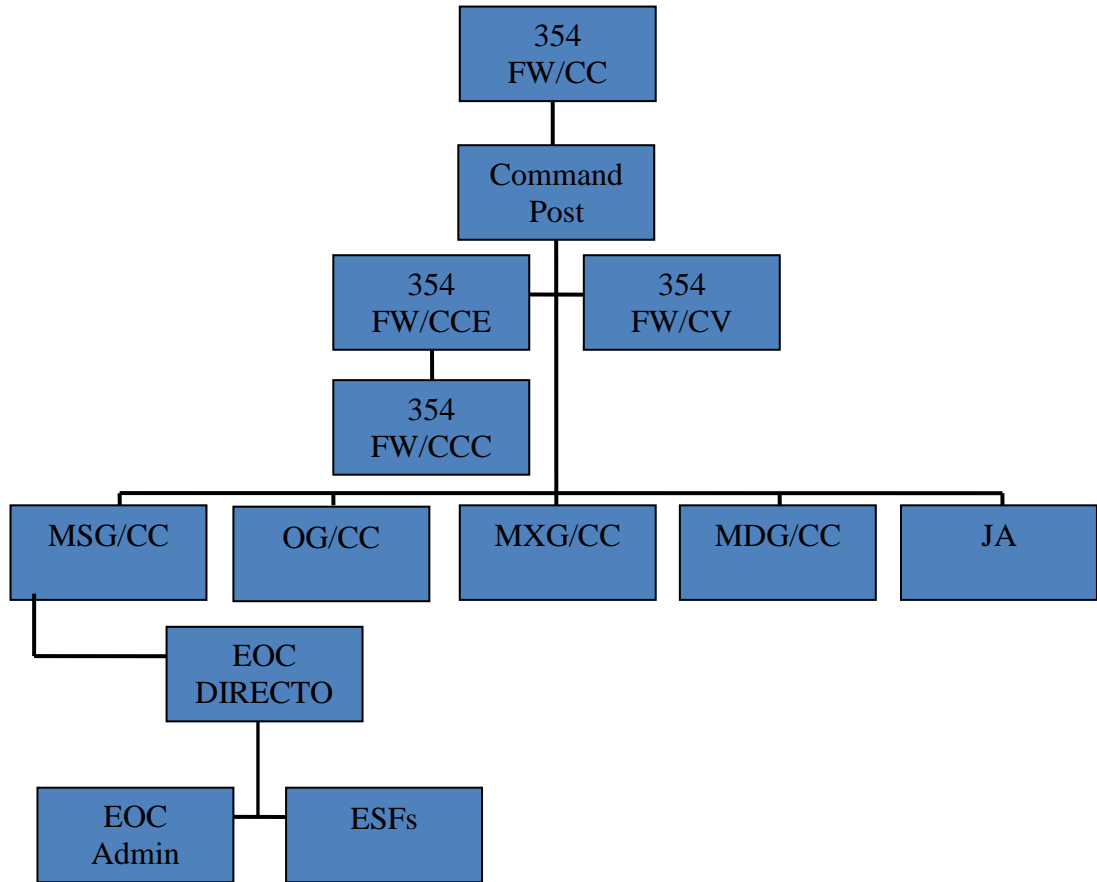
354 FW Commander's Senior Staff



354 FW Installation Control Center Staff



Eielson Command Post's Contact Pyramid



## Attachment 4

## TENANT UNIT NOTIFICATION MATRIX

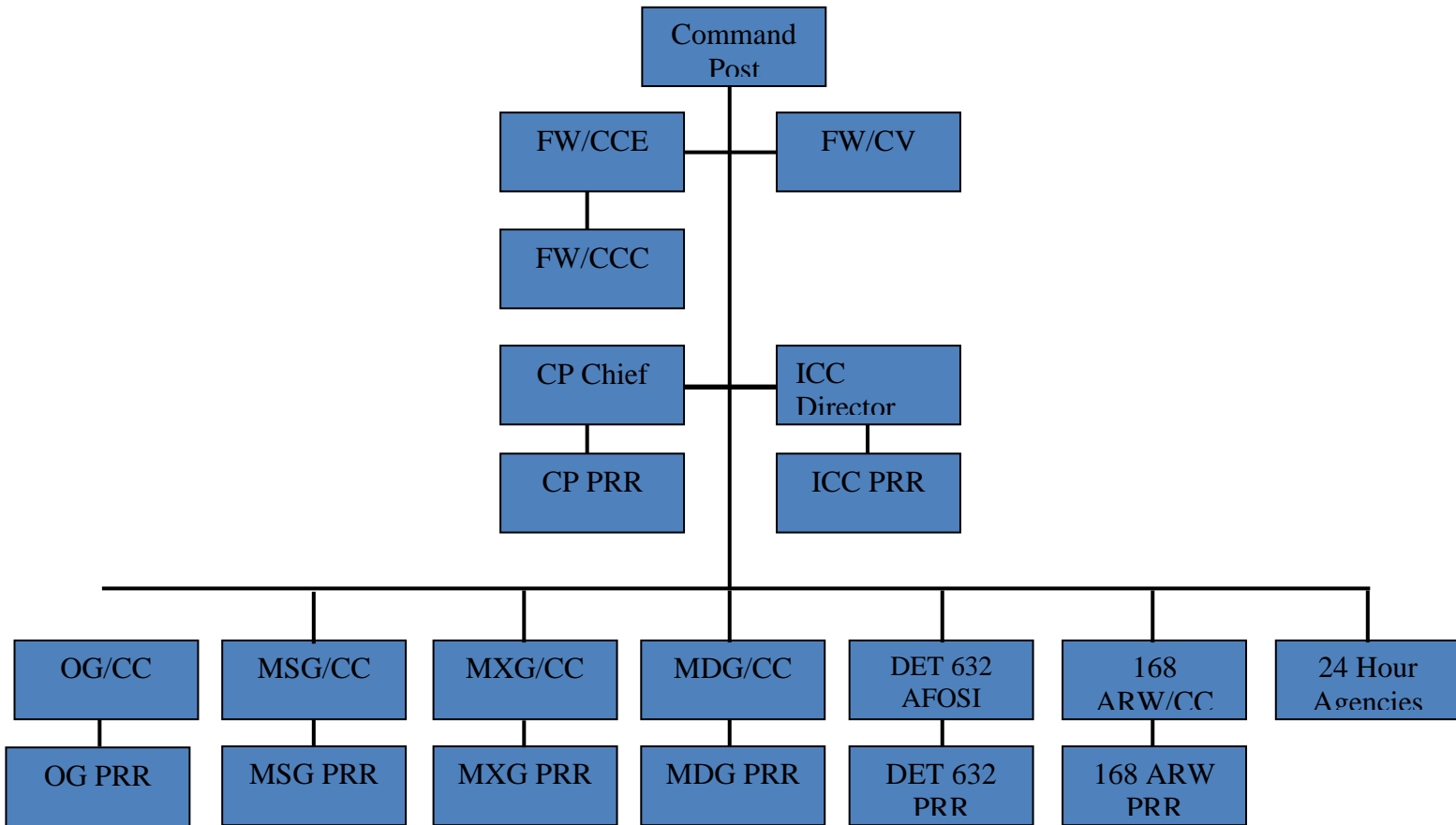
<b>Eielson Tenant Organization</b>	<b>Will be notified by:</b>
AFOSI	Command Post
AAFES	354 FSS
American Red Cross	354 FSS
Arctic Survival School	354 FW/CCE
Area Defense Counsel	354 FW/JA
CATO (PAX Terminal)	354 LRS
210 Rescue Squadron Det 1	354 LRS
AFTAC Det 14, OL-A	354 LRS
Fed Center for Parents and Children	354 LRS
Commissary (DECA)	354 FSS
DAPS	354 FSS
Det 460	354 FW/CCE
SAIC	354 CS
168 ARW/CC	Command Post



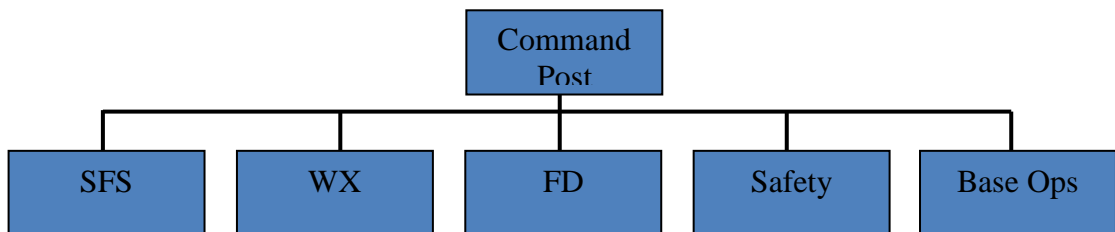
Attachment 5

EIELSON COMMAND POST'S CONTACT PYRAMID

Eielson Command Post's Contact Pyramid



Eielson Command Post's Contact Pyramid



**Attachment 6****STRENGTH REPORTING PROCEDURES**

**A6.1.** Unit Control Centers will establish communications with the ICC Admin Staff immediately upon activation. The preferred initial communications check with ICC Admin is NIPR email from the units UCC organizational mail account. NIPR and SIPR organizational mail accounts should be set up as follows:

NIPR: Eielson UCC_(unit)@eielson.af.mil SIPR: Eielson UCC_(unit)@eielson.af.smil.mil EXAMPLE: NIPR: "Eielson UCC_354OSS@eielson.af.mil" EXAMPLE: SIPR: "Eielson UCC_354OSS@eielson.af.smil.mil"
--

**A6.2.** The ICC Admin Staff is the central point of contact for the UCCs to the Installation Control Center. The ICC Admin Staff email accounts are:

NIPR: eielson.icc.admin@eielson.af.mil SIPR: eielson.icc.admin@eielson.af.smil.mil
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**A6.3.** The Installation Personnel Readiness (IPR) element of 354 FSS is charged with maintaining accountability for all 354 FW personnel. The IPR e-mail account is:

NIPR: 354FSS.FSOXI@eielson.af.mil
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**A6.4.** Personnel accountability and strength reporting will be accomplished via the following in order of precedence:

- A6.4.1. Prescribed secure reporting data system, i.e., Theater Battle Management Communications Systems (TBMCS).
- A6.4.2. Digitally encrypted NIPR email to IPR using format IAW para 6.4.
- A6.4.3. Open phone line to IPR encoded using format IAW para 6.4.
- A6.4.4. Runner to IPR using encoded format IAW para 6.4.

Attachment 7

MANUAL PERSONNEL ACCOUNTABILITY TRACKING FOR 354 FW (UNIT DESIGNATOR)

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V
Unit	POC INFO: Rank/Name/Phone	Military	Contract Employees	Civilians	Total Authorized	Military	Contract Employees	Mission Essential Civilians	Non-ME Civilians	Total Assigned	Leave	TDY	Deployed	Tasked TDA	Seriously Injured	Dead	Hospitalized	Missing	Available	Present	% Accounted For
354 FW Staff	Capt Smith, 377-1234	50	0	25	75	40	0	20	60	120	0	1	4	1	0	0	0	0	114	100	88%
354 CPTS	Maj Jones, 377-4433	20	5	10	35	16	4	8	28	56	0	1	2	0	0	0	0	0	53	50	94%
354 MXG	Col Wrench	10	0	5	15	8	0	4	12	24	0	0	1	0	0	0	0	0	23	23	100%
354 MXS	Lt Col Fix It, 377-6655	200	5	10	215	160	4	8	172	344	2	3	16	3	0	0	1	0	319	310	97%
354 AMXS	Lt Col Getemoin, 377-6164	250	0	0	250	200	0	0	200	400	2	4	20	4	0	0	0	0	370	350	95%
354 MDG	Col Dec	10	0	5	15	8	0	4	12	24	0	0	1	0	0	0	0	0	23	23	100%
354 MDOS	Lt Col Md, 377-5511	100	5	10	115	80	4	8	92	184	1	2	8	2	0	0	0	0	171	165	96%
354 MDSS	Lt Col Mdooc, 377-5522	100	0	10	110	80	0	8	88	176	1	2	8	2	0	0	0	0	163	150	92%
354 MSG	Col Mayor	10	0	5	15	8	0	4	12	24	0	1	0	0	0	0	0	0	23	23	100%
354 CES	Lt Col Engineer, 377-6611	300	50	100	450	240	40	80	360	720	2	7	24	5	0	0	2	0	680	660	97%
354 COMM	Maj Line, 377-6622	100	5	10	115	80	4	8	92	184	1	2	8	2	0	0	0	0	171	170	99%
354 CONS	Maj Buyit, 377-6633	50	0	10	60	40	0	8	48	96	0	1	4	1	0	0	0	0	90	85	94%
354 FSS	Lt Col Beall, 377-6644	100	50	50	200	80	40	40	160	320	1	3	8	2	0	0	0	0	306	300	98%
354 LRS	Lt Col Getit, 377-6655	200	5	50	255	160	4	40	204	408	2	4	16	3	0	0	1	0	382	380	99%
354 SFS	Maj Bustem, 377-6666	100	25	10	135	80	20	8	108	216	1	2	8	2	0	0	0	0	203	200	99%
354 OG	Col Flyit	10	0	5	15	8	0	4	12	24	0	1	0	0	0	0	0	0	23	23	100%
18 AGRS	Lt Col Bandit, 377-7711	50	0	0	50	40	0	0	40	80	0	1	4	1	0	0	0	0	74	74	100%
354 CTS	Lt Col Attackem, 377-7722	50	50	25	125	40	40	20	100	200	0	2	4	1	0	0	0	0	193	190	98%
354 OSS	Lt Col Letemgo, 377-7733	100	5	10	115	80	4	8	92	184	1	2	8	2	0	0	0	0	171	170	99%
<b>Totals</b>		<b>1810</b>	<b>15</b>	<b>350</b>	<b>2365</b>	<b>1448</b>	<b>12</b>	<b>60</b>	<b>1892</b>	<b>3784</b>	<b>14</b>	<b>85</b>	<b>12</b>	<b>60</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>3552</b>	<b>3446</b>	<b>97%</b>

RECALL INITIATION TIME

- 18:00
- AS OF:
- 18:30
- 19:00
- 19:30
- 20:00
- 20:30
- 21:00
- 21:30
- 22:00
- 22:30
- 23:00

Excell Template Available From 354 FSS/FSXOI, Installation Personnel Readiness

Attachment 8

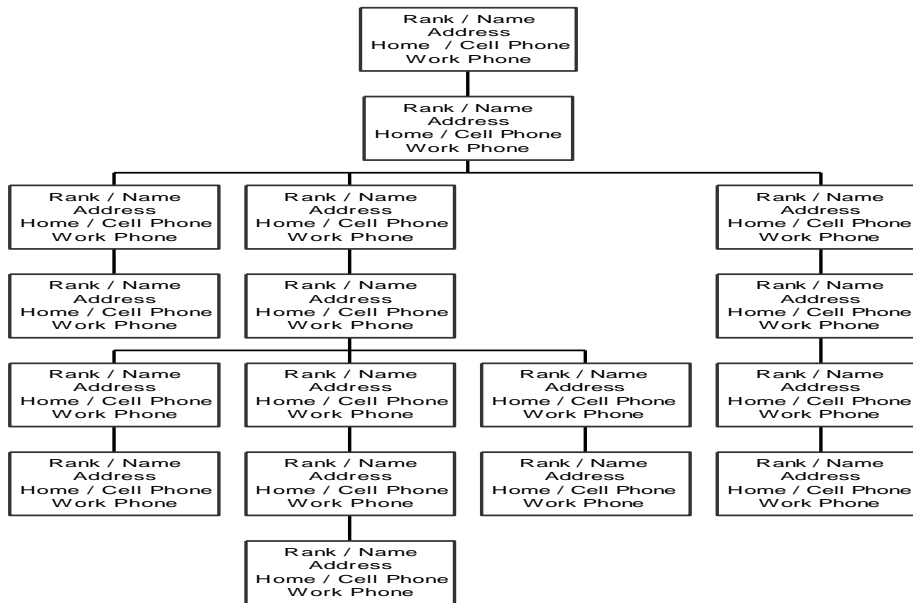
EXAMPLE PYRAMID RECALL ROSTER

Example Pyramid Recall Roster-Front

YOUR PRR FRONT MAY DIFFER FROM EXAMPLE TO MEET YOUR NEEDS; BUT MUST CONTAIN ALL OF THE LISTED INFORMATION AS SEEN FROM THIS EXAMPLE.

354 (SQ/FLT) Recall Roster (as of DD MMM YY)

The following contains Privacy Act Information and must be protected IAW DoD5400.11R and is for Official Use Only (FOUO)



Frequently Called Numbers  
 354 SQ/CSS – 377-XXXX

354 SQ/CCF  
 Office – 377-XXXX  
 Home – 372-XXXX  
 Cell – 388-XXXX

Eielson Command Post 377-1500  
 UCC – 377-XXXX

\*UCC must be called after each row is completed.

Primary Recall Roster Monitor:  
 Rank/Name:  
 Office Phone #:

Alternate Recall Roster Monitor:  
 Rank Name:  
 Office Phone #:

Sample Pyramid Recall Roster-Back

**THIS INFORMATION MUST BE LOCATED ON THE BACK OF YOUR PRR**

**COMM-IN**

**\*\*\*RECALL ACTION LIST\*\*\***

- You will hear this statement given by the person calling you. Write the option and time in the blanks. Repeat this statement to the person you call.
- “This is (identify yourself). The Wing/SQ Commander has initiated a base/unit recall. Prepare to copy.” (Pause until person is ready).
- “Base recall option is \_\_\_\_\_. Recall initiation time, (RIT) is \_\_\_\_\_. Follow all instructions listed for the recall option.”

**\*\*\*\*\*OPTIONS\*\*\*\*\***

**.- Alpha.** Alpha recall: Pyramid recall. Complete your pyramid recall notifications; if unable to reach individual below you, call the next person to continue the chain. Inform the next person contacted you were unable to reach the individual(s) below you and to pass this information along. Military and emergency-essential civilian personnel report immediately to your duty section. Do not take time to shower, shave or eat. All personnel will be in route within 15 minutes of recall notification. Everyone on a UTC will report with their personal mobility bags ready to deploy. Units will report personnel status to UCC representative through the use of strength reporting procedures. Shift workers assume telephone stand-by unless otherwise directed. Aircrew members on crew rest remain on telephone stand-by unless otherwise directed.

**Bravo.** Bravo recall: Telephone stand-by recall, six ring stand by. Complete your pyramid recall notification and remain on telephone stand-by able to answer your telephone within six rings. Report un-contacted personnel up the chain of command.

**Charlie.** Pyramid recall practice test. Complete your telephone recall notifications. Last person in chain responds to flight commander (or designated individual) with personnel status in chain of recall. Units report effectiveness to UCC Representative through the use of strength reporting procedures.

**Delta.** Delta recall: Adverse Weather Procedures are in effect. Only the mission essential personnel report per units’ guidance.

**Echo.** National Emergency Accountability. An incident has occurred in the vicinity of \_\_\_\_\_; National Emergency Center has requested a full accounting of all military personnel and government & contract civilian employees and their family members traveling in that Area of Concern. Complete a telephone recall and report any personnel in the Area of Concern. Squadron UCCs report accountability to Installation Personnel Readiness using strength reporting procedures.

**Foxtrot.** Other “\_\_\_\_\_”  
Used at the discretion of commanders.

**SQ Recall:** In the event you are notified of an SQ recall being initiated, you will obtain any information needed and relay it to the next person. If the next individual is not available due to leave, TDY, etc., skip that person and notify the next. Last person in chain responds to flight commander (or designated individual) with personnel status in chain of recall. Report for duty and sign in at XXX (unit specific) as soon as possible in BDUs/ABUs.

## Attachment 9

## SAMPLE OF RECALL ACCOUNTABILITY MEMORANDUM

**SAMPLE OF RECALL ACCOUNTABILITY MEMORANDUM**

MEMORANDUM FOR 354 FW/IG

FROM: 354 (SQ)/UCC

SUBJECT: Recall Accountability Memorandum – “Beverly Bearcat XX-XX”

1. IAW 354 FWI 10-401 # XXX, 354 (SQ) is reporting the following accountability information:

Total Number Assigned: 350

Leave/TDY/Other: 15

Total Number Available: 335

2. The personnel listed below are on leave or TDY in the local area and have been recalled by telephone, runner, or other means.

Local Leaves:

MSgt Randy Groves 761 A Broadway Ave, Eielson AFB AK

Local TDY:

SSgt Bob Jones Safety Investigation Board, Eielson AFB, AK

3. The personnel listed below are on leave outside the local area, TDY on a DOD installation or TDY not on a DOD installation and have been recalled by telephone, DSN, FAX, or other means.

Leave outside local area:

Amn John J. Doe, Tacoma, WA

TDY (DOD Installation):

SMSgt Mary Johnson 18 FS, Kadena AB Japan

TSgt Jon Winger 333 TRS, Keesler AFB MO

TDY (Non-DOD Installation):

Lt Col Mary M. Scott Radisson Hotel, Los Angeles, CA

4. The personnel listed below are TDY to SNCOA or NCOA and will be recalled at the direction of HQ AFPC.

SMSgt Bill Reno SNCOA

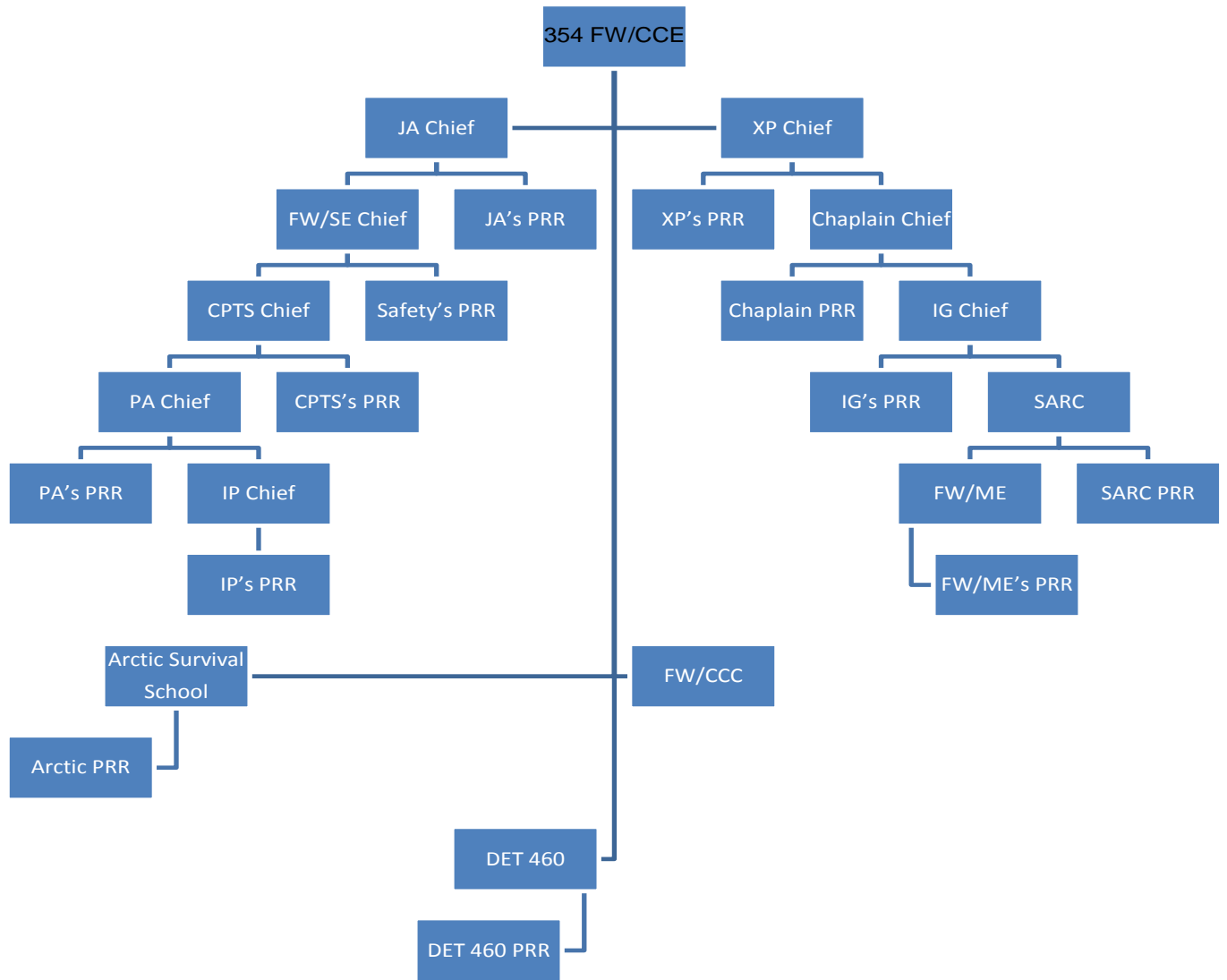
TSgt Michelle Simms NCOA

5. If there are any questions, please contact us at 377-XXXX.

DAVID L. WILLIAMS, MSgt, USAF  
NCOIC, Unit Control Center

Attachment 10

354 FW/CCE'S CONTACT PYRAMID



## Attachment 11

## NATIONAL EMERGENCY ACCOUNTABILITY CHECKLIST

NATIONAL EMERGENCY ACCOUNTABILITY CHECKLIST	
OPR: 354 FW/CP, 354 FSS/CC (incl. FSOXI)	OCRs: 354 FW/CC, Unit Commanders
<p>___ 1. Command Post Receives Message; and notifies 354 FW/CC;</p> <p><input type="checkbox"/> CP will immediately notify Wing Commander (through all communications modes necessary); brief required actions, and solicit specific instructions for CP to act on.</p> <p><input type="checkbox"/> CP will notify the FSS/CC (via STE if necessary), brief required actions and any special instructions.</p> <p><input type="checkbox"/> Forward SIPR message to 354 FSS/FSOXI (Installation Personnel Readiness Element, (IPRE) (<a href="mailto:354FSS.DPMX@ELMONDORF.AF.SMIL.MIL">354FSS.DPMX@ELMONDORF.AF.SMIL.MIL</a> )</p> <p><input type="checkbox"/> Forward NIPR message to 354 FSS/FSOXI (Installation Personnel Readiness Element, (IPRE) (<a href="mailto:354FSS.DPMX@EIELSON.AF.MIL">354FSS.DPMX@EIELSON.AF.MIL</a> )</p>	
<p>___ 2. Wing Commander initiates a wing-wide recall (instructing the CP to initiate it):</p> <p>“Wing Commander has initiated a wing-wide recall, Recall Option <b>E</b>; RIT (_____ Local) with the following instructions: The National Emergency Center has requested a full accounting of all military personnel and government &amp; contract civilian employees and their family members traveling in the vicinity of _____. Initiate a telephone recall and report your progress to the Installation Personnel Readiness element, every 30 minutes until 100% accountability is achieved. (IPR: 377-3731)</p>	
<p>___ 3. FSS/CC:</p> <p><input type="checkbox"/> Stand-up Installation Personnel Readiness for data collection and reporting</p> <p><input type="checkbox"/> Task Military Personnel Section to provide IPR a wing-wide Leave Report, for validation purposes.</p>	
<p>___ 4. Group/Unit Commanders: (To include Tenant Det/CCs, less OSI &amp; 168 ARW)</p> <p><b>Note:</b> Recommend Commander Support Staff maintain a Sqdn TDY/Leave Log modeled after the NE Accountability report template</p> <p><input type="checkbox"/> Initiate Pyramid Recall (<b>Stand up all UCCs</b>)</p> <p><input type="checkbox"/> UCC POCs make initial contact with IPR—pass on their contact info</p> <p><input type="checkbox"/> Identify all military personnel and government &amp; contract civilian employees and their family members in the affected area of concern, through the recall process</p> <p><input type="checkbox"/> Transcribe personal info to the NE Accountability (NEA) reporting template for all personnel traveling in the affected area ( 1 family member or employee per line),</p> <p><input type="checkbox"/> Provide progress report to IPR every 30 minutes, with the first report due at RIT+30</p> <p>A. Submit Recall Stats: # Assigned Mil __, Civ __, Contractors __; # Leave __; # TDY __; # Deployed: __; # Contacted; # in Area of Concern; __ and % Accounted For: __</p> <p>B. Submit NEA report via NIPR e-mail (354 FSS/DPMX Readiness)</p> <p><input type="checkbox"/> Repeat process until 100% accountability is achieved</p>	
<p>___ 5. 354 FSS/FSOXI, Installation Personnel Readiness Element, (IPRE)</p> <p><input type="checkbox"/> Stand up upon request, Check SIPR for NE Accountability Message &amp; Template</p> <p><input type="checkbox"/> Receive reports from units via e-mail (IPRE Org Acct, “354 FSS/DPMX Readiness”</p> <p><input type="checkbox"/> Receive reports from MPS</p> <p><input type="checkbox"/> Validate report using MPS reports—Return spreadsheets to Groups/Units for follow-up if necessary</p> <p><input type="checkbox"/> Consolidate reports on template spreadsheets provided from the Groups</p> <p><input type="checkbox"/> Submit 354 FW Reports to: 13AF/A1, via NIPR; copying to M&amp;PF/CC, FSS/CC, FW/CC, 11AF/CCE, within the prescribed time(s)</p> <p><input type="checkbox"/> Repeat until 100% accountability is achieved. Annotate final report as such.</p> <p><input type="checkbox"/> Terminate wing recall via Final Report e-mail. Notify 13 AF/A1R of 24 Hr contact info for IPR Staff</p>	
<p>___ 6. Confirm checklist complete, make event log entry</p>	
<p><b>354 FSS/FSOXI, Installation Personnel Readiness Element, (IPRE)</b>  <b>Phone: 377-3731, 3199, 3214 FAX: 377-2550</b>  <b>Emergency Contact: 377-2440 FAX: 377-7797</b></p>	