

**BY ORDER OF THE COMMANDER
36TH WING**

36TH WING INSTRUCTION 10-201

8 FEBRUARY 2019



Operations

**WING RECALLS AND DISASTER
RESPONSE FORCE FUNCTIONS**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements Air Force Policy Directive (AFPD) 10-2, *Readiness* and AFPD 10-25, *Emergency Management*. It further implements the Air Force Incident Management System (AFIMS) and the Air Force Emergency Management Program (AFEMP). It establishes policies for executing wing recalls and describes functions and responsibilities for members of the Disaster Response Force (DRF). It applies to all personnel assigned to Andersen Air Force Base (AFB), including associate units and deployed personnel. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of in accordance with the Air Force Records Information Management System (AFRIMS) Records Disposition Scheduled (RDS).

SUMMARY OF CHANGES

This document has been substantially revised and must be completely reviewed. Major changes include publication title change, clarification of Pyramid Recall and Crisis Action Team recall procedures and member construct. In addition, the use and procedures of the Installation Notification Warning System have been added.

1.	Wing Recall Initiation.....	3
2.	Wing Recall Responsibilities.....	3
3.	Recall Types	5
Figure 1.	Wing Recall Pyramid.....	6
Figure 2.	Wing Recall Scripts.	7
Figure 3.	CAT Construct.....	9
4.	Installation Disaster Response Force (DRF).....	9
5.	CAT Work Center Security	16
Attachment 1— GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION		17
Attachment 2— ATHOC END USER MANAGER & END USER INFO CHECKLIST		19

1. Wing Recall Initiation

1.1. General. This chapter identifies recall procedures for personnel assigned to the 36 Wing, personnel assigned to tenant units located on Andersen Air Force Base (AAFB), and members deployed to AAFB. This establishes guidance and responsibilities for the AAFB-total force (assigned, tenant, and deployed members) during the execution of wing recalls.

1.2. Recall Initiation. The 36th Wing Commander (36 WG/CC) directs recall actions through the 36th Wing Command Post (CP). The CP places a phone call to all group commanders, the Wing Staff Agencies (WSA) commander, and selected tenant unit commanders (or designated alternates). The CP also transmits a recall alert through the Installation Notification and Warning System (INWS) AtHoc, across all available platforms (i.e. work/personal telephone numbers, work/personal emails, etc). The AtHoc alert will only reach those individuals whose contact information has been added to the system's database. Due to intermittency of the installation's communications network, AtHoc is not a primary alert method for recalls; commanders at all levels are responsible for executing pyramid alert notifications within their units. If the AtHoc notification is received first (prior to voice notification from a unit member), personnel will comply with directed actions, and will not delay individual response due to delayed receipt of a verbal telephone call.

1.3. COMM-OUT Recall. If a recall occurs during a communications outage (COMM-OUT), the CP will activate emergency/duress alarms and request the responding Security Forces (SF) patrol to act as a runner to notify group commanders and the WSA commander. The SF patrol will deliver recall instructions to each commanders' office (during duty hours), or each commanders' home (during non-duty hours), and report back to CP with complete notification status. Upon notification from SF patrol, group commanders and the WSA commander will initiate their pyramid alert/COMM-OUT process, utilizing runners to ensure all personnel in their organizations are notified.

2. Wing Recall Responsibilities

2.1. General. This chapter outlines responsibilities during a wing recall.

2.2. The 36th Wing Commander. The 36th Wing Commander or designated alternate will provide recall direction and instructions to the Command Post (CP).

2.3. Command Post. CP will initiate all wing recalls in accordance with (IAW) this instruction and applicable CP quick reaction checklists (QRCs). Recall delivery methods include voice/telephonic notifications and automated alerts through the INWS AtHoc. CP maintains the AtHoc database (add, update, or remove personnel) for WSA and Comptroller Squadron (CPTS) personnel and all group leadership positions (commander, deputy, and chief).

2.4. Group commanders/WSA commander. Group commanders and the WSA commander will designate a group-level Recall Monitor to manage group-staff recall rosters and ensure group-staff rosters are emailed to the CP no later than the 5th of each month.

2.4.1. The 36 OG/CC will ensure Expeditionary Air Refueling, Fighter, and Bomber Squadrons (EARS/EFS/EBS) recall rosters and contact information is received by CP (36WG.CP@us.af.mil) each time unit members swap out.

2.4.2. Group commanders and the WSA commander will initiate pyramid recall to their subordinate units after receiving recall notification from CP.

2.4.3. The 36 OG/CC will ensure the EARS/EFS/EBS receives wing recall alerts and instructions, as required. The OG/CC will also ensure squadron members are added into the AtHoc.

2.5. Squadron/Unit Commanders. Squadron/Unit Commanders will:

2.5.1. Designate Unit Recall Monitors responsible for managing unit recall rosters.

2.5.2. Appoint a primary and alternate AtHoc End-User Manager to maintain accuracy of the unit's database and email a copy of the appointment letter to the CP.

2.5.3. Appoint primary and alternate Unit Control Center (UCC) members.

2.5.3.1. Ensure UCC members complete required training within 60 days of assignment.

2.5.4. Initiate pyramid recall and activate the UCC within their units upon receiving first notification of a wing recall, regardless of method received (i.e. AtHoc, Group/CC, etc).

2.6. Tenant Units and Deployed Unit Commanders. Tenant Units and Deployed Unit Commanders will:

2.6.1. Designate Unit Recall Monitors responsible managing unit recall rosters.

2.6.2. Appoint a primary and alternate AtHoc End-User Manager to maintain the accuracy of the unit's database and email copies of the appointment letter to the CP.

2.6.3. Tenant unit commanders will appoint a primary and alternate UCC member and ensure they are trained within 60 days of assignment.

2.6.4. Initiate pyramid recall and activate the UCC within their units upon receiving first notification of a wing recall, regardless of method received (i.e. AtHoc, Group/CC, etc).

2.7. Group and Unit Control Centers (GCC/UCC). GCCs and UCCs will:

2.7.1. Activate control center upon notification of a wing recall, and/or upon direction.

2.7.2. Conduct strength reporting via Command, Control, Communications, Computers, and Intelligence (C4I) System IAW [paragraph 3.5](#).

2.8. Group/Squadron/Unit Recall Monitors. Group/Squadron/Unit Recall Monitors will:

2.8.1. Ensure recall rosters and COMM-OUT rosters are updated monthly.

2.8.2. Maintain a repository of COMM-OUT maps to each unit member's residence.

2.8.3. Ensure each page of the unit's rosters contains:

2.8.3.1. AFPC/PRC toll-free 24/7 emergency number (1-800-435-9941)

2.8.3.2. AFPAAS website (<https://afpaas.af.mil>)

2.8.3.3. Additional requirements: privacy act statement, recall message templates and matrix.

2.8.4. Identify mission-essential civilian personnel on rosters.

2.8.5. Ensure Recall “Types and Instructions” are listed on the last page of each roster.

2.8.6. Group Recall Monitors will forward group leadership rosters to the CP (36WG.CP@us.af.mil) no later than the 5th of each month.

2.9. Squadron/Unit AtHoc End-User Managers. Squadron AtHoc End-User Managers will develop a process to track inbound and outbound personnel. They will add new personnel into AtHoc and remove individuals who are no longer assigned to their unit. See [Attachment 1](#).

2.10. Assigned, Attached, Deployed Personnel. Individuals will ensure their contact information is accurate on all unit recall and COMM-OUT rosters as well as the AtHoc database. Individuals will also comply with all recall instructions.

2.11. Wing Command Support Staff/Lead CAT Administrator. The Wing Command Support Staff or Lead CAT Administrator will:

2.11.1. Activate control center upon notification of a wing recall, CAT recall, or upon direction.

2.11.2. Obtain recall data for 36 WG/CC. Primary system for tracking recall information is the C4I System.

3. Recall Types

3.1. Wing Recall. This recall is used for a total or partial recall of wing forces. Recalled personnel will report to their duty stations as soon as possible unless directed otherwise by the recall message. UCCs will activate and report unit status via C4I IAW [paragraph 3.5](#) GCCs will ensure UCC are populating C4I appropriately.

3.2. Wing Accountability. This recall is used for accountability of personnel. Commanders at all levels will initiate the pyramid recall to relay recall notifications and gain accountability status of assigned personnel. UCCs will activate and report unit status via C4I IAW [paragraph 3.5](#) CCs will ensure UCC are populating C4I appropriately.

3.3. Wing Information Dissemination. This is a method for disseminating information to all assigned personnel. Commanders at all levels will initiate the pyramid recall to disseminate information only; personnel are not required to report to duty.

3.4. Wing Recall Notifications. During a wing recall, CP will notify the WG/CV, WSA/CC, all GP/CCs, and Tenant Units/CCs as applicable (36 OG will notify EBS/EFS/EARS). GP/CCs, WSA/CC, and Tenant Units/CCs will then initiate their internal pyramid recalls.

Figure 1. Wing Recall Pyramid.

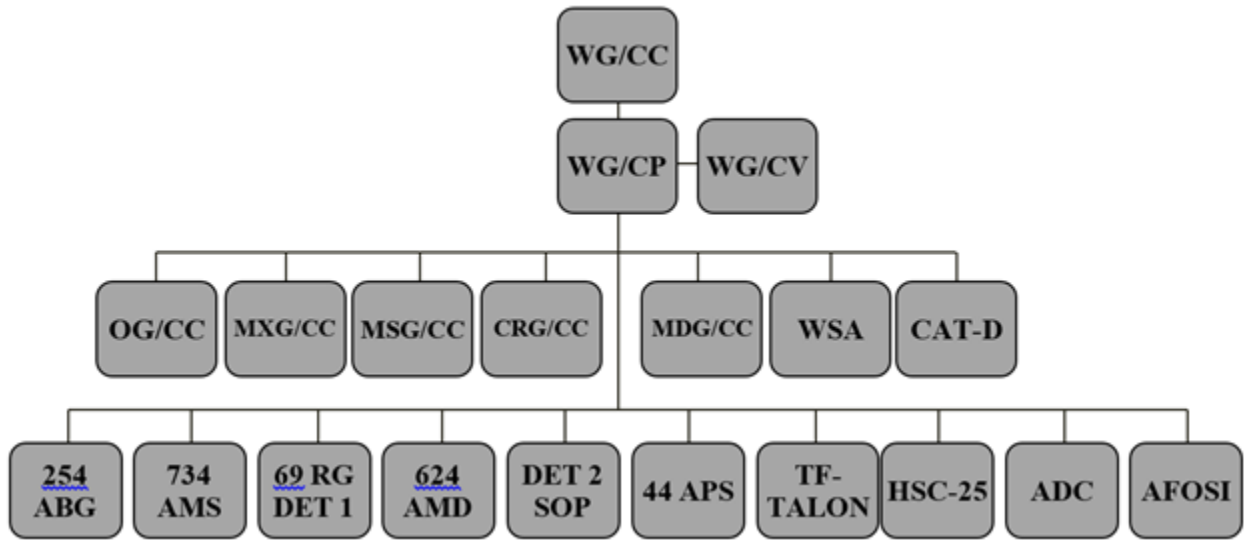


Figure 2. Wing Recall Scripts.

<u>WING RECALL</u>			
THE 36 TH WING COMMANDER HAS INITIATED A WING WIDE RECALL. RECALL INITIATION TIME IS _____. ALL PERSONNEL WILL REPORT TO THEIR PRIMARY DUTY LOCATIONS ASAP / BY _____ HOURS / AT SCHEDULED SHIFT TIME . TDY AND LEAVE PERSONNEL ARE / ARE NOT TO BE NOTIFIED . ALL / NO / ONLY MISSION ESSENTIAL CIVILIANS ARE TO BE NOTIFIED. UNIFORM IS ABUs OR FLIGHT SUITS UNLESS OTHERWISE SPECIFIED. ADDITIONAL EQUIPMENT REQUIRED IS HELMET / C- BAG / _____ . ACTIVATE UCCs AND CONDUCT RECALL STATUS AND STRENGTH REPORTING PER 36 WG INSTRUCTION 10-201. ANDERSEN AFB IS CURRENTLY AT REAL WORLD / FPCON ALPHA / BRAVO / CHARLIE / DELTA .			
ADDITIONAL	INSTRUCTIONS	ARE	AS
FOLLOWS: _____			
NOTIFY TENANT UNITS: 254 ABG / 734 AMS / 69 RG DET 1 / 624 AMD / DET 2 SOP / 44 APS / TF-TALON / HSC-25 / ADC / AFOSI			
COMMANDERS...INITIATE YOUR PYRAMID RECALL			
<u>WING ACCOUNTABILITY RECALL</u>			
THE 36 WG/CC HAS INITIATED AN ACCOUNTABILITY OF ALL PERSONNEL. RECALL INITIATE TIME IS _____. PERSONNEL WILL NOT REPORT TO THEIR DUTY LOCATIONS UNLESS PREVIOUSLY SCHEDULED TO DO SO. COMPLETE RECALL NOTIFICATIONS ACCORDING TO STANDARD PROCEDURES. TDY AND LEAVE PERSONNEL ARE / ARE NOT TO BE NOTIFIED. ALL / NO / ONLY MISSION ESSENTIAL CIVILIANS ARE TO BE NOTIFIED. CONDUCT / DO NOT CONDUCT RECALL STATUS AND STRENGTH REPORTING PER 36 WING INSTRUCTION 10-201.			
ADDITIONAL	INSTRUCTIONS	ARE	AS
FOLLOWS: _____			
NOTIFY TENANT UNITS: 254 ABG / 734 AMS / 69 RG DET 1 / 624 AMD / DET 2 SOP / 44 APS / TF-TALON / HSC-25 / ADC / AFOSI			
COMMANDERS...INITIATE YOUR PYRAMID RECALL			
<u>WING INFORMATION DISSEMINATION RECALL</u>			
THE 36 WG/CC HAS INITIATED AN INFORMATION/NOTIFICATION FOR THE WING. INITIATION TIME IS _____. THIS IS AN INFORMATION-ONLY RECALL. PERSONNEL WILL NOT REPORT TO THEIR DUTY LOCATIONS UNLESS PREVIOUSLY SCHEDULED TO DO SO. COMPLETE RECALL NOTIFICATIONS ACCORDING TO STANDARD PROCEDURES. TDY AND LEAVE PERSONNEL ARE / ARE NOT TO BE NOTIFIED. ALL / NO / ONLY MISSION ESSENTIAL CIVILIANS ARE TO BE NOTIFIED.			
MESSAGE	IS		AS
FOLLOWS: _____			
NOTIFY TENANT UNITS: 254 ABG / 734 AMS / 69 RG DET 1 / 624 AMD / DET 2 SOP / 44 APS / TF-TALON / HSC-25 / ADC / AFOSI			
COMMANDERS...INITIATE YOUR PYRAMID RECALL			

3.5. GCC/UCC Recall Reporting. C4I is the primary system for tracking and conveying unit statuses. UCCs are responsible for updating their unit information in C4I. GCCs will ensure their UCCs updates the system in a timely manner. Updates should be conducted every 30 minutes until the task is complete. In addition to updating the C4I drop down menus, additional comments are required in the Accountability Section when applicable. Comments in the other sections are highly encouraged.

3.5.1. Wing Recall. Recall information will be updated on the C4I unit status page, not C4I chat. C4I Accountability Comments will include:

3.5.1.1. Zulu Time of report

3.5.1.2. Number Assigned

3.5.1.3. Number of TDY/Deployed/Leave Outside Local Area

3.5.1.4. Percent of members who report to the UCC (Reported for Duty / (Assigned – Off-Station – Crew Rest – Leave))

3.5.1.4.1. Excludes members off-station or in crew rest. Consider local leave members as reported if they are contacted; they do not need to physically sign in unless directed

3.5.1.5. Example: 0905z / 105 Assigned / 15 Off-station / 52 Reported / 58% Reported for Duty

3.5.2. Accountability Recall. Accountability will be updated on the C4I unit status page, not C4I chat. C4I Accountability Comments will include:

3.5.2.1. Zulu Time of report

3.5.2.2. Number of Assigned Personnel

3.5.2.3. Number Contacted

3.5.2.4. Number TDY/Deployed /Leave Outside Local Area

3.5.2.5. Percent Contracted (Number Contacted / (Assigned – Off-station))

3.5.2.6. Example: 0905z / 105 Assigned / 75 Contacted / 15 Off-station / 83% Contacted

3.6. CAT Recall. There are three different CAT recall methods: CAT Leadership, CAT Staff, and CAT Extended Staff. The CAT Extended Staff recall message will specify which extended staff members are included in the recall.

Figure 3. CAT Construct.

CAT Recall Type	Members		
CAT Leadership	<input type="checkbox"/> WG/CC	<input type="checkbox"/> WG/CV	<input type="checkbox"/> WG/CCC
	<input type="checkbox"/> GP/CCs	<input type="checkbox"/> CAT Director	<input type="checkbox"/> Primary CAT Admin
CAT Staff	<i>Include all the members above plus:</i>		
	<input type="checkbox"/> CAT Admin	<input type="checkbox"/> JA	<input type="checkbox"/> PA
CAT Extended Staff	<i>Include all the members above plus the following optional members:</i>		
	OG Units	MXG Units	Tenant Units
	<input type="checkbox"/> OSS	<input type="checkbox"/> MUNS	<input type="checkbox"/> EBS/EFS
	<input type="checkbox"/> Weather	<input type="checkbox"/> EAMXS	<input type="checkbox"/> 506 EARS
	<input type="checkbox"/> Intel	<input type="checkbox"/> MXS	<input type="checkbox"/> 69 RG Det 1
	MSG Units	WSA Units	<input type="checkbox"/> 21 SOP Det 2
	<input type="checkbox"/> SFS	<input type="checkbox"/> CPTS	<input type="checkbox"/> Det 4
	<input type="checkbox"/> ATO	<input type="checkbox"/> HC	<input type="checkbox"/> 734 AMS
	<input type="checkbox"/> CES	<input type="checkbox"/> IG	<input type="checkbox"/> 254 ABG
	<input type="checkbox"/> FSS	<input type="checkbox"/> SE	<input type="checkbox"/> HSC-25
	<input type="checkbox"/> CONS	<input type="checkbox"/> SARC	<input type="checkbox"/> TF-TALON
	<input type="checkbox"/> CS	<input type="checkbox"/> EO	
	<input type="checkbox"/> LRS	<input type="checkbox"/> XP	

3.7. Emergency Operations Center (EOC) Recall. When directed by the 36 WG/CC to recall the EOC, the CP notifies the EOC Director (CES/CC) and the EOC Manager via a telephonic phone call and submits an AtHoc alert to all EOC members. The EOC Director and/or Manager are responsible for ensuring all required personnel receive notifications and reporting instructions.

4. Installation Disaster Response Force (DRF)

4.1. General. The installation DRF is designed to enable effective incident response and recovery management by integrating a combination of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure. The Crisis Action Team, Emergency Operations Center, and base leaders are critical for command and control. They require extensive integration and effective communication. This chapter outlines requirements and responsibilities for these key players and C2 nodes.

4.2. CAT Members. All CAT members are required to:

4.2.1. Understand the requirements of this instruction and all applicable CAT instructions and procedures. Complete required training and establish accounts within 30 day of assignment; minimum training includes:

4.2.1.1. (ADLS) Air Force Emergency Management Program ZZ133131 (one time requirement).

4.2.1.2. Request C4I account (<https://c4isuite.atfp.cnic.navy.mil/Pages/index.aspx>).

4.2.2. Possess a thorough working knowledge of unit taskings, capabilities, and limitations applicable to a member’s area(s) of expertise.

4.2.3. Maintain immediate recall capability. This responsibility requires primary CAT members, or designated alternates, to be accessible by phone at all times.

4.2.4. Maintain, as required, a CAT continuity binder containing specific information and checklists for member's area(s) of expertise. The binder should remain in the CAT allowing alternates access to required information if primary member is unavailable.

4.3. Primary CAT Director. The Primary CAT Directors (CAT-D) will:

4.3.1. Ensure primary and secondary CAT locations are ready for immediate standup.

4.3.2. Ensure the CAT-D and CAT Administrators (CAT-A) personnel are trained and have access to required systems and accounts.

4.3.3. Ensure there is at least one CAT-D and CAT-A on-call to support CAT operations at all times and forward a current copy of the CAT Roster to the CP (36WG.CP@us.af.mil) and the WOC (36oss.osx@us.af.mil) NLT the 5th of each month.

4.3.4. Maintain and updates CAT QRCs.

4.3.5. Maintain and update CAT Director Smart Book

4.3.6. Serve as the Primary CAT Director for CAT operations.

4.4. CAT Directors. The on-duty CAT-D assists the 36 WG/CC or CV with conducting CAT briefing, executing QRCs, and disseminating directives. The on-duty CAT-D has direct liaison authority to interface with HQ PACAF and any other MAJCOM or U.S. military branch. The on-duty CAT-D is not authorized to interface with civil or media authorities as an official representative of the USAF and/or Andersen AFB. Specific duties include:

4.4.1. Accounting for CAT members who are present following a CAT recall.

4.4.2. Facilitate CAT operations and execute direction given by the 36 WG/CC or representative.

4.4.3. Review proposed CAT Directives and coordinates approval from the 36 WG/CC or representative.

4.4.4. Ensure significant events are tracked during CAT operations.

4.4.5. Monitor accomplishment of CAT Quick Reaction Checklists (QRC).

4.4.6. Lead and facilitate CAT briefings.

4.4.7. Develop shift schedules for CAT Directors and CAT Administrators during 24-hour operations.

4.4.8. Coordinate with wing agencies to supply the 36 WG/CC or representative with timely and essential information required to make decisions.

4.4.9. Ensure proper security measures are followed within the CAT facility to include the proper displaying of the Restricted Area Badges with access to zone 4.

4.4.10. CAT-D qualification training will include:

4.4.10.1. (ADLS) Air Force Emergency Management Program ZZ133131 (one time requirement).

- 4.4.10.2. (ADLS) Control Center Operations ZZ133056 (one time requirement).
 - 4.4.10.3. PACOM Threats Brief from 36th Wing Intel.
 - 4.4.10.4. OPLAN Familiarization Brief from 36th Wing Operations Center.
 - 4.4.10.5. Shadow qualified CAT-D during an exercise or real-world event.
- 4.5. Primary CAT Administrator. The Primary CAT Administrator (CAT-A) will:
- 4.5.1. Ensure primary and secondary CAT locations are ready for immediate standup.
 - 4.5.2. Ensure there is an appropriate number of CAT-A trained and have access to required systems and accounts.
 - 4.5.3. Ensure there is at least one CAT-A on-call to support CAT operations at all times,
 - 4.5.4. Update CAT Roster with changes to CAT-A personnel.
 - 4.5.5. Maintain and update CAT QRCs as applicable.
 - 4.5.6. Maintain and update CAT-A Smart Book
 - 4.5.7. Serve as the Primary CAT-A for CAT operations.
 - 4.5.8. Primary CAT-A qualification training will include:
 - 4.5.8.1. (ADLS) Air Force Emergency Management Program ZZ133131 (one time requirement).
 - 4.5.8.2. (ADLS) Control Center Operations ZZ133056 (one time requirement).
 - 4.5.8.3. PACOM Threats Brief from 36th Wing Intel.
 - 4.5.8.4. Mission Brief from 36th Wing XP
 - 4.5.8.5. Read the guide to 36 WG CAT I.T. Systems.
 - 4.5.8.6. Read the 36 WG CAT Communication Handbook.
 - 4.5.8.7. Read the CAT Primary Administrator Smartbook.
 - 4.5.8.8. Shadow a qualified Primary CAT-A during an exercise or real-world event.
- 4.6. CAT Administrators. The CAT Administrators will:
- 4.6.1. Assist the CAT Director and Primary CAT-A as needed.
 - 4.6.2. Ensure data is properly displayed in the CAT per the CAT Director's request.
 - 4.6.3. Document significant events on an event log.
 - 4.6.4. Produce and publish CAT Directives for distribution to GCCs and UCCs.
 - 4.6.5. Prepare status update briefings or changeover briefings as required.
 - 4.6.6. Monitor C4I unit status as required.
 - 4.6.7. Primary CAT-A qualification training will include:
 - 4.6.7.1. (ADLS) Air Force Emergency Management Program ZZ133131 (one time requirement).

- 4.6.7.2. Read the guide to 36 WG CAT I.T. Systems.
 - 4.6.7.3. Read the 36 WG CAT Communication Handbook.
 - 4.6.7.4. Read the CAT Administrator Smartbook.
 - 4.6.7.5. Shadow a qualified Primary CAT-A during an exercise or real-world event.
- 4.7. Emergency Operation Center (EOC) Members. EOC members will conduct operations IAW AFI 10-2051.
- 4.8. Commander, 36th Wing (36 WG/CC). The 36 WG/CC will:
- 4.8.1. Act as the CAT Commander.
 - 4.8.2. Direct a CAT recall when appropriate.
 - 4.8.3. Direct personnel on leave, Temporary Duty (TDY), or at schools to be recalled, as required.
 - 4.8.4. Determines the appropriate CAT staffing composition and adjusts required members as the situations dictate.
 - 4.8.5. Direct/implement changes in Force Protection Conditions (FPCONs).
 - 4.8.6. Direct required Defense Conditions (DEFCON) actions.
 - 4.8.7. Direct shelter activation.
 - 4.8.8. Direct activation of the Emergency Operations Center (EOC).
- 4.9. Commander, 36th Operations Group (36 OG/CC). The 36 OG/CC will:
- 4.9.1. Advise/inform the CAT on the operational aspects of contingency/aircraft generation relative to sortie and aircrew capabilities.
 - 4.9.2. Coordinate with 36 MXG/CC on aircraft line-up, ensuring the proper mix of aircraft and sortie requirements.
 - 4.9.3. Ensure Feasibility Capability (FEASCAP) and strike briefings are scheduled and all crews are fully qualified and capable of executing their specific mission.
 - 4.9.4. Assess the impact of partial or total loss of the Air Traffic Control and Landing systems and other communications capabilities or systems. Provide alternative methods for these capabilities if required.
 - 4.9.5. Provide information on the status of all Operations Group mobility issues, LIMFACs, and shortfalls.
 - 4.9.6. Monitor the recall progress of Operations Group personnel.
 - 4.9.7. Support the Primary CAT Director to ensure that a sufficient number of CAT Directors are fully trained and qualified.
- 4.10. Commander, 36th Maintenance Group (36 MXG/CC). The 36 MXG/CC will:
- 4.10.1. Advise/inform the CAT on the maintenance aspects of contingency/aircraft generation.

- 4.10.2. Coordinate with the 36 OG/CC on aircraft line-up, ensuring the proper mix of aircraft and sortie requirements.
 - 4.10.3. Monitor/brief aircraft status and provide guidance as necessary.
 - 4.10.4. Provide aircraft generation flow plans, as required.
 - 4.10.5. Brief the CAT on the impact of aircraft malfunctions that arise during the generation.
 - 4.10.6. Provide information on the status of Maintenance Group mobility issues, LIMFACs, and shortfalls.
 - 4.10.7. Monitor the recall progress of Maintenance Group personnel.
- 4.11. Commander, 36th Contingency Response Group (36 CRG/CC) The 36 CRG/CC will:
- 4.11.1. Advise/inform the CAT on the operational aspects of unit taskings and required assistance from the wing.
 - 4.11.2. Provide information on the status of CRG mobility issues, LIMFACs, and shortfalls.
 - 4.11.3. Augment wing functions when able.
 - 4.11.4. Monitor the recall progress of Contingency Response Group personnel.
- 4.12. Commander, 36th Mission Support Group (36 MSG/CC). The 36 MSG/CC will:
- 4.12.1. Provide support for contingency or mobility taskings.
 - 4.12.2. Advise the CAT on security matters and ensure implementation of security activities necessary to safeguard unit resources. Brief all changes to FPCONs.
 - 4.12.3. Advise the CAT of the impact of partial or total loss of base utilities (power, heat, water, etc.). Provide alternative solutions in the event of outages.
 - 4.12.4. Monitor the status of critical base support function services such as billeting (on- and off-base), the Child Development Center, food services, and messing facilities.
 - 4.12.5. Provide information on the status of Mission Support Group mobility issues, LIMFACs, and shortfalls.
 - 4.12.6. Monitor the recall progress of Mission Support Group personnel.
 - 4.12.7. Manage the EOC when activated as outlined in AAFB IEMP 10-2.
 - 4.12.7.1. The EOC director will coordinate base emergency response activities to protect resources from the effects of enemy attack and natural disasters. Restore primary mission assets following attack or disaster situations. Provide humanitarian aid. Coordinate with the Incident Commander in the event of major disasters or major accidents.
- 4.13. Commander, 36th Medical Group (36 MDG/CC). The 36 MDG/CC will:
- 4.13.1. Advise/inform the CAT on medical-related issues.
 - 4.13.2. Provide bed capacity, manning, and DNIF data as required.

- 4.13.3. Direct and coordinate medical support required for contingency activities.
- 4.13.4. Monitor the recall progress of medical group personnel.
- 4.13.5. Monitor the Dead, Injured, and Missing data.
- 4.14. Commander, 36th Communications Squadron (36 CS/CC). The 36 CS/CC will:
 - 4.14.1. Monitor and assess the base communications capability and coordinate maintenance actions with the CAT.
 - 4.14.2. Monitor and assess the status of Air Traffic Control and Landing Systems and coordinate all maintenance actions with the CAT through the 36 OG/CC or designated representative.
 - 4.14.3. Inform the CAT of any change to INFOCON status due to increased risk or threat to the computer network or systems.
 - 4.14.4. Provide technical support as required to ensure CAT C4 equipment is capable of sustaining operations at the primary, secondary, and tertiary locations.
- 4.15. Commander, Logistics Readiness Squadron (36 LRS/CC). The 36 LRS/CC will:
 - 4.15.1. Ensure the Installation Deployment Officer (IDO) maintains all information regarding mobility or deployment messages and briefs the CAT on limitations or concerns.
 - 4.15.2. Monitor the progress of mobility actions and advises the CAT of any problems and/or limitations.
- 4.16. Commander, Security Forces Squadron (36 SFS/CC). The 36 SF/CC will provide a guard to control access into the Crisis Action Team (CAT) work center and provide protection upon notification of a CAT Recall. The CAT guard will assume entry control responsibility from 36th Wing Command Post.
- 4.17. Public Affairs, 36th Wing (36 WG/PA). 36 WG/PA will:
 - 4.17.1. Provide guidance to the 36 WG/CC on Public Affairs issues.
 - 4.17.2. Maintain coordination with HQ PACAF/PA, on-scene representative, and media center.
 - 4.17.3. Monitor and assess information from on-scene reporters and media representatives.
 - 4.17.4. Prepare initial news releases IAW AFI 35-101, Public Affairs Policies and Procedures.
- 4.18. Staff Judge Advocate, 36th Wing (36 WG/JA). The 36 WG/JA will:
 - 4.18.1. Provide guidance to the 36 WG/CC on legal issues to include ROE, command authority, installation control, and military assistance to civil authorities.
 - 4.18.2. Coordinate with HQ PACAF/JA and civil authorities regarding legal matters.
 - 4.18.3. Monitor and assess CAT operations to spot matters having legal implications that could affect the mission.

4.19. Commander, 734th Air Mobility Squadron (734 AMS/CC). The 734th AMS/CC when requested, will:

4.19.1. Advise the CAT on air mobility

4.19.2. Inform CAT of air mobility issues, LIMFACs, conflicts, or shortfalls at Andersen AFB.

4.19.3. Coordinate with 36th Wing units concerning mobility airflow requirements to include deconflicting ramp operations and synchronizing airflow.

4.19.4. Monitor the recall progress of 734th Air Mobility Squadron personnel and AMC transients, as required.

4.19.5. Provide a liaison officer to the CAT to ensure coordination between the 36th Wing and Air Mobility command.

4.20. Commander, Helicopter Sea Combat Squadron Two-Five (HSC-25/CC). The HSC-25/CC when requested, will:

4.20.1. Advise the CAT on unit's operational capabilities to meet mission requirements.

4.20.2. Coordinate with 36 OG/CC and 36 MDG/CC on Search and Rescue (SAR) or MEDEVAC requirements.

4.20.3. Monitor the recall progress of HSC-25 personnel.

4.20.4. Provide a liaison officer to the CAT when required to ensure coordination between HSC-25 and 36 WG with respect to SAR, MEDEVAC, and Disaster Relief efforts.

4.21. Intelligence Representative, 36th Operational Support Squadron (36 OSS/IN). The 36 OSS/IN will:

4.21.1. Provide current intelligence information during CAT briefing or when requested by the 36 WG/CC.

4.21.2. Provide critical intelligence updates to the CAT as required.

4.22. Weather Representative, 36th Operational Support Squadron (36 OSS/OSW). The 36 OSS/OSW will:

4.22.1. Provide current and forecast weather for Andersen AFB, deployment locations, forward operating locations, and recovery bases during CAT briefings or when requested by the 36 WG/CC.

4.22.2. Advise the CAT on actual or potential adverse weather and its impact on Andersen AFB or other locations deemed necessary in support of 36 WG operations.

4.23. GCC/UCC. GCCs and UCCs serve as a unit commander's communication node to wing entities. Control centers relay emergency information to unit members regarding major accidents, natural disasters, and enemy attacks. They also convey CAT Directives and EOC guidance to their unit. Control centers also manage unit recalls and complete the unit's strength reporting. Additionally, control centers utilize C4I to report unit status and personnel accountability IAW [paragraph 3.5](#) Each group/unit must maintain the capability to operate a

24-hour control center when directed. UCC/GCC members will complete required training and establish accounts within 30 days of assignment.

4.23.1. **(ADLS)** Air Force Emergency Management Program ZZ133131 (one time requirement).

4.23.2. **(ADLS)** Control Center Operations ZZ133056 (one time requirement).

4.23.3. **(Instructor-led)** Control Center Operations. Instructed by local Emergency Management representatives, and is only required if the member is appointed at a new installation.

4.23.4. Request C4I account (<https://c4isuite.atfp.cnmc.navy.mil/Pages/index.aspx>).

5. CAT Work Center Security

5.1. Authorized Entry Into the CAT. At a minimum, all assigned CAT members will have a SECRET security clearance and should obtain a restricted area badge (AF Form 1199) with area "4" open. The AF Form 1199 will be displayed on the member at all times while visiting the work center. CAT Members who do not possess a restricted area badge will contact the CAT Director for inclusion on the CAT Entry Authority List (EAL).

5.2. Visitor Badging System. Personnel in possession of a restricted area badge do not require a visitor's badge and will not be signed into the AF Form 1109, Visitor's Register. Personnel requiring access, and are listed on the CAT (or any current) EAL will be given a green visitor's badge and signed into the visitor's log by an escort. Personnel requiring access but are not listed on a valid EAL will be given a red visitor's badge and signed into the Visitor's Register by an escort. Red badged individuals will not be given access to classified information, as their security clearance could not be confirmed. Escorts will remain with their visitors at all times; anyone in possession of a restricted area badge with area "4" open is cleared to escort. At the end of the visit, escorts will sign all visitors off the Visitor's Register and return the visitor's badge to the proper location.

5.3. Entry Control. During normal operations, the CP controls entry into the CAT Work Center. During CAT Recalls and activation, the 36th SFS will control entry. When the CAT is activated, the CAT Director will ensure proper security measures are followed within the facility.

5.4. Computer Access. All personnel assigned to perform official CAT duties must have access to an individual SIPRNET account. CAT members should attempt to log into work center computers at least once every 60 days.

GENTRY W. BOSWELL
Brigadier General, USAF
Commander

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

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

AFBD 10-25, *Air Force Emergency Management Program*, 28 April 2014

AFI 35-101, *Public Affairs Responsibilities and Management*, 12 January 2016

Prescribed Forms

NONE

Adopted Forms

AF Form 847, *Recommendation for Change of Publication*

AF Form 1109, *Visitor Register Log*

AF Form 1199, *Air Force Entry Control Card (Blue)*. This form has two parts: *AF Form 1199-1, USAF Entry Control Credential, Front Label*; and *AF Form 1199-2, USAF Entry Control Credential, Pressure Sensitive Label*

Abbreviations and Acronyms

CAT—Crisis Action Team

CP—Command Post

CS—Communications Squadron

DEFCON—Defense Condition

DEROS—Date Estimated Return Overseas

EAL—Entry Authority List

ECP—Entry Control Point

FPCON—Force Protection Condition

HHQ—Higher Headquarters

INFOCON—Information Condition

IAW—In Accordance With

LERTCON—Alert Condition

LRS—Logistics Readiness Squadron

OPS—Operations Section

OPR—Office of Primary Responsibility

POC—Point of Contact

SFS—Security Forces Squadron

UCC—Unit Control Center

WOC—Wing Operations Center

Attachment 2

ATHOC END USER MANAGER & END USER INFO CHECKLIST

Figure A2.1. ATHOC End User Manager & End User Info Checklist.

PROCEDURES FOR UPDATING END USERS WITHIN YOUR UNIT

- Log into the AtHoc system. (<https://emns.us.af.mil>)
- Click on the User Tab at the top of the page—search for user.
- Click on the User’s name once it comes up.
- First screen you see will provide you with an overview of the User. No update required here.
- In upper right corner of the page, click on EDIT USER (look for white globe icon).
 - USERNAME: Should be filled in with User’s EDPI #.
 - MAPPING ID: Same as above.
 - FIRST NAME: Make sure User’s first name appears in this section.
 - LAST NAME: Make sure User’s last name appears in this section.
 - DISPLAY NAME: Enter display name as FIRST NAME.LAST NAME (all caps).
 - CREATED ON: Shows date initial account was created.
 - STATUS: Make sure this shows “ENABLED”.
 - ASSIGNED UNIT: Hierarchy update—click to update User’s unit info.
 - NUMBERS: Enter User’s contact info or devices.
 - Phone-Work: Enter as 671-XXX-XXXX.
 - Phone-Home: Enter as 671-XXX-XXXX.
 - Phone-Mobile: Enter as 671-XXX-XXXX.
 - Text Messaging: Enter as 671-XXX-XXXX
 - E-Mail-Work: john.doe@us.af.mil
 - E-Mail-Personal: johnnymac@gmail.com

Final step: ALWAYS CLICK ON “SAVE”.

REVIEWING DEVICE COVER REPORTS FOR YOUR UNIT

- Log into the AtHoc system. (<https://emns.us.af.mil>)
- Click on Reports at the top of the page.
- Click on Device Coverage Report at the bottom of the list of available reports.
- Click on By Organization Hierarchy.
- Scroll down until you find your unit (hierarchy).

There are 3 columns to view:

1. Selected Users: Shows the number of End Users for your unit.
2. Have Contact Info: Shows the number of End Users that have at least on way to be contacted via AtHoc.
3. No Contact Info: Shows the number of End Users that cannot be reached via AtHoc.