

**BY ORDER OF THE COMMANDER
442D FIGHTER WING**

**442 FIGHTER WING INSTRUCTION
16-101**



4 AUGUST 2025

Operations

**WING ALERTS, NOTIFICATIONS, AND
RECALL**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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RELEASABILITY: There are no releasability restrictions on this publication

OPR: 442 FW/CP

Certified by: 442 FW/CCC
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Supersedes: 442FWI16-101, 24 May 2019

Pages: 19

This instruction implements AFPD 10-4, Operations Planning: Air & Space Expeditionary Force and Global Force Management, 04 April 2019. It articulates AFRC activation notification in support of approved operations. AFI 10-208, Continuity of Operations (COOP) Program, AFRC Supplement, 14 September 2020, designates accountability actions. This instruction addresses information protected by the Privacy Act of 1974. The authority to collect and maintain this information is Title 10 United States Code, Section 8013. Following the guidance in AFI 33-332, The Air Force Privacy and Civil Liberties Program, 09 March 2020, give a privacy act statement orally or in writing to anyone from whom you are collecting personal information that will be put in a system of records, regardless of how you collect or record the answers. The use of the Emergency Mass Notification System (EMNS) is mandatory for all military members and civilians at all locations with 442d Fighter Wing personnel. This instruction does not pertain to Individual Mobilization Augmentees (IMAs). Ensure that all records created as a result of processes prescribed in AFMAN 33-363, Management of Records, 1 March 2008, are maintained in accordance with this manual, and are disposed of in accordance with the Air Force Records Disposition Schedule (RDS) located at <https://www.mv.af.mil/gcss-af61a/afrims/afrims/>. Refer recommended changes, comments, or questions about this publication to the Office of Primary Responsibility (OPR): 442d Fighter Wing Command Post (CP). This publication requires the collection and or maintenance of information protected by the Privacy Act (PA) of 1974. The authority to collect and or maintain the records prescribed in this publication is Title 10 United States Code, Section 8013, and Executive Order 9397. This instruction is affected by the Paperwork Reduction Act of 1974, as amended in 1995. The use of the name or mark of any

specific manufacturer, commercial product, commodity, or service in this publication does not imply endorsement by the Air Force.

1. General. The ability of a commander to recall unit members is one of the basic premises for a unit to mobilize and meet its wartime commitments, and disseminate information to unit members. To accomplish this, the Commander must have a plan that ensures assembly of all assigned personnel within the required response time as designated in the mobilization order. The response time could be as early as the time stipulated in the Designed Operational Capability (DOC) Statement for units which have a DOC statement.

2. Roles and Responsibilities.

2.1. Wing Commander will:

- 2.1.1. Ensure 442 FW guidance for Wing Alerts, Notifications and Recalls is created and maintained.
- 2.1.2. Ensure the plan includes accountability procedures to be used during a natural disaster or national emergency, IAW DAFI 36-3802, Force Support Readiness Programs, 08 January 2019. (e.g., AFPAAS)
- 2.1.3. Ensure each unit has a notification/alert plan in place to meet contingency and peacetime notification requirements.
- 2.1.4. Identify in writing a primary and alternate Wing Notification Program Manager.
- 2.1.5. Ensure accurate and timely reporting of notification results.
- 2.1.6. Ensure personnel understand that AtHoc, an EMNS, is a notification system and is not used for accountability. All accountability takes place in AFPAAS.
- 2.1.7. Ensure the wing exercises and conducts a no-notice communications test annually to demonstrate the ability to contact all assigned personnel.
- 2.1.8. Enforce the use of AtHoc application as the primary tool for emergency notifications, alerts and recalls.

2.2. Group Commanders will:

- 2.2.1. Identify a primary and alternate Unit Notification Program Monitor and ensure those appointed are aware of program responsibilities and reporting procedures.
- 2.2.2. Ensure Unit Notification Program Monitors provide the CP with a monthly update of *notification* rosters NLT 1500 on Sundays of scheduled UTA's, or as changes occur.

2.3. 442 Fighter Wing CP (FW/CP) will:

- 2.3.1. Function as the Commander's representative to initiate, monitor notification progression, and accomplish appropriate notification and/or alert test reporting.
- 2.3.2. CP controllers will not be designated a key alerter for groups/squadrons outside of CP personnel notifications.
- 2.3.3. Maintain a continuity binder for communication outages that includes all CP personnel, FW/CC, FW/CV, and group Commanders at a minimum.

- 2.3.3.1. Maintain a copy of the 442 FW Notification Program Manager's appointment letter for each unit/squadron, to include Geographical Separated Units (GSUs).
 - 2.3.3.1.1. Assign Operator/Administrator roles (limited or full administrative rights) based on local requirements according to commander's approval through the appointment letter.
 - 2.3.3.2. Maintain the most current roster for each assigned unit to include (GSUs, as provided by the Unit Notification Program Monitors.
 - 2.3.3.3. Administer training to Program Managers to include: their respective responsibilities, systems functionality, end user requirements and report functions.
 - 2.3.3.3.1. Maintain a copy of the 442 FW Notification Program Manager's appointment letter for each unit/squadron, to include GSUs.
 - 2.3.3.3.2. Ensure each CP controller is thoroughly trained on AtHoc operations, as defined in the AtHoc CONOPS.
 - 2.3.3.3.3. Will ensure unit commanders are aware of their responsibilities as outlined in this instruction and that shelter-in-place or evacuations plans have fully addressed the need to account for personnel as described in DAFI 36-3802, Force Support Readiness Program.
- 2.3.4. Use AtHoc for wing notification and emergency alerts that require contacting more than ten individuals.
- 2.3.5. Upon initiation of an actual notification or mobilization, submit status report (see [Attachment 6](#)) of activated members to the 442 FW Commander (442 FW/CC) via email no later than (NLT) Reference Start Time (RST) + 2:00, RST + 4:00, RST + 6:00, RST + 12:00, RST + 18:00, RST + 24:00; then every 6 hours until 100% contacted, or as directed by the 442 FW/CC.
- 2.3.6. Conduct a weekly communications check via AtHoc and annotate results in CP events log.
- 2.3.7. Conduct a monthly contact information validation every UTA for all wing personnel and annotate results in CP events log.
- 2.3.8. Maintain monthly notification and communications test results for the Wing for 90 days.
- 2.3.9. Create checklists for EMNS/AtHoc use and operations.
- 2.3.10. Report AtHoc notification and communications test results (see [Attachment 2](#)) to higher headquarters, as requested.
- 2.4. **Unit Commanders will:**
 - 2.4.1. Appoint primary and alternate Unit Notification Program monitors in writing and ensure those appointed are aware of responsibilities and reporting procedures.
 - 2.4.2. Provide the 442 FW/CP a copy of the unit's Notification Program Monitor appointment letter.
- 2.5. Unit Notification Program Monitors will:

2.5.1. Ensure unit notification programs fall into the guidelines and intent of this instruction.

2.5.2. Become qualified through training from Command Post personnel, then maintain the AtHoc database for their respective unit by validating unit data monthly, in conjunction with monthly notification roster updates.

2.5.3. Be responsible for the training and education of all unit personnel (end users).

2.5.4. Designate a minimum of two alerters for each contact group on the unit's notification roster.

2.5.5. Establish Key Alerters in your unit based on geographic area (for comm. outage) so that it is cost effective to notify personnel.

2.5.5.1. Develop procedures for notification or mobilization under degraded communications conditions (COMM-outage). COMM-out is utilized in the event a phone recall is not possible. The only way to do this is to have individuals physically go to a person's house and notify him/her of the recall. For this reason, a separate COMM-out recall roster should be maintained. It is essential the names and addresses on this list be arranged by geographical location, not by rank, section, squad, etc. This is due to a member will be physically going from one house to the next. The pyramid alert and COMM-out rosters can be combined into one roster for simplicity; however, all members must be ordered by geographic location.

2.5.6. Ensure notification procedures include provisions for notifications to be made by unit members. (Units may establish contacts with local law enforcement, civil defense, Civil Air Patrol, and other local agencies for assistance in notifying personnel; however, these sources should not be considered the primary means of notification. During an actual COMM-out situation, other priorities would probably limit the support these agencies could provide.) Alternate notification plans should be flexible. For example, the COMM-out condition may only affect the base and immediate surrounding area. In some cases, contact via messenger may not be practical (for example, members who reside out of state or long distances from base).

2.5.7. Develop a validation system for monthly verification of individual, address, and phone data. Accurate information is essential for a current notification roster of all assigned personnel. It is used to notify under alert, actual notification, and test conditions.

2.5.8. Provide update of notification rosters to include specific instructions for use of unit notification program and pyramid rosters.

2.5.8.1. 442 FW units stationed at Whiteman will provide the CP with a monthly updated paper or electronic copy of the unit's notification roster pyramid, with attached specific instructions for use.

2.5.8.2. Ensure all alerters receive a monthly updated copy of the unit's notification roster pyramid with specific instructions for use by 1500L on Sunday of the UTA.

2.5.8.3. Detached and GSU group notification program monitors will email their monthly updated unit's notification roster pyramid with specific instructions for use to the 442 FW Notification Program Manager and alternate.

2.5.9. Request and maintain Operator/Administrator roles (limited or full administrative rights) based on local requirements.

2.5.9.1. Be responsible for the creation and maintenance of a comprehensive system to monitor and update personnel information in the AtHoc database and notification rosters.

2.6. Unit Members will:

2.6.1. Provide the following mandatory information: name, physical address, and applicable phone numbers, to include home or cellular, and email addresses. Failure to do so can have an adverse effect on mobilization of the unit.

2.6.1.1. Notify their unit notification program monitor with changes to position, physical address, phone numbers or email addresses or status.

2.6.2. Military and civilian members are required to provide current contact information via the Virtual Military Personnel Flight Application and/or by using the AtHoc self-service application. All members are responsible for the accuracy of their own contact.

2.6.2.1. Out-process with the Unit monitor or wing manager to delete their AtHoc Profile.

3. Notification Rosters.

3.1. Units will employ a pyramid notification system that includes specific instructions for use, notification types and phraseology, a pyramid notification roster, and Excel spreadsheet with information identified in [para 3.5](#) (See attachment [4](#) and [5](#))

3.2. Notification Pyramids. The pyramid notification system will utilize key, primary, and secondary alerters who will have availability and access to communications necessary to make notifications.

3.3. Unit Pyramids will begin with the wing and will include all assigned groups and squadrons, (i.e. every individual in the unit, to include civilians, Traditional Reservists, Air Reserve Technicians, and Active Guard and Reserve personnel). Rosters will be organized to allow hierarchy to contact lower echelons and direct them to initiate notification of their respective organizations.

3.4. Be structured by organization and include specific instructions for use, notification phraseology, pyramids, and Excel spreadsheets that comply with the format shown in [attachment 4](#).

3.5. Comply with the provisions of the Privacy Act of 1974, Title 5, U.S.C., Section 552a, as amended, CUI designations, and AFI 33-332, Air Force Privacy and Civil Liberties Program.

3.6. Include procedures for reporting results of an actual or test notification to the notification program monitor for timely reporting. (See [paragraph 6](#) for reporting procedures.)

3.7. Consider operations security Operational Security (OPSEC) and Personally Identifiable information (PII) in all actions.

3.8. Notification rosters will identify personnel essential to the unit in the event a Type 2, Essential Personnel, notification is initiated.

4. Notification System.

4.1. The unit commander is responsible for contacting assigned personnel until 100 percent notification is achieved.

4.2. The CP will initiate unit recalls via AtHoc as the primary means with cell phones being an alternate means. Unless essential to the mission, do not use radio, television, or newspapers to notify individuals of an alert to mobilize until DoD has provided detailed information to Congress and the public.

4.3. When cell phones or alternate means is used, the 442 FW/CP will notify the wing commander. The commander will notify a key alerter from each unit required to be alerted from the following subordinate units: 442 FW Staff, 442d Operations Group, 442d Mission Support Group, 442d Maintenance Group, 442 MDS, and the 476th Fighter Group. The contacted key alerter will initiate the notification for their respective unit.

4.4. If required, and upon direction from AFRC Public Affairs, the 442 FW/CC will use the news media to expedite notification. The unit public affairs office provides guidance and assistance concerning the release of this information.

4.5. When notifying unit members, relay the message directly to the member. Messages to co-workers, family members, answering machines, etc., do not constitute contact.

4.6. Recall/Notification/Alert Types. The types of recalls/notifications listed below will be created in At Hoc.

4.6.1. TYPE 1A: ALL PERSONNEL RECALL. All civilian and military personnel report to duty section by _____. The CAT will activate. Script: This is (rank/name) with the 442 FW Command Post with a type one All Personnel recall. Pass this notification in accordance with your pyramid alert roster and report for duty by ___hours to your normal duty station. If assigned to a UTC, bring your mobility bag. Report to the Command Post the number of personnel assigned, number of personnel contacted/assembled, and percentage of personnel contacted/assembled every two hours from RST: for the first six hours, and then every six hours thereafter until you reach 100% contacted/assembled. Do you have any questions?

4.6.2. TYPE 1B: ALL PERSONNEL RECALL. All civilian and military personnel report to duty section by _____. The CAT will NOT activate. Script: This is (rank/name) with the 442 FW Command Post with a type one All Personnel recall. Pass this notification in accordance with your pyramid alert roster and report for duty by ___ hours to your normal duty station. If assigned to a UTC, bring your mobility bag. Report to the Command Post the number of personnel assigned, number of personnel contacted/assembled, and percentage of personnel contacted/assembled every two hours from RST: _ for the first six hours, and then every six hours thereafter until you reach 100% contacted/assembled. Do you have any questions?

4.6.3. TYPE 2: ESSENTIAL PERSONNEL RECALL. Only military personnel will report to duty section by _____. Civilian personnel will report at normal duty time. Script: This is (nam/rank) with the 442 Command Post with a type two Essential Personnel Report recall. Pass this notification in accordance with your alert pyramid roster and military

report for duty by hours to your normal duty station. If assigned to a UTC, bring your mobility bag.

4.6.4. TYPE 3: COMMUNICATIONS-OUT RECALL. (Refer to comm-out recall roster pyramid) All personnel will be contacted in person or by runner, in cases where communication systems (phone, computer, etc) are unavailable/inoperable. Script: This is (name/rank) with the 442 FW Command Post with a type Three Comm-Out recall. Pass this notification in accordance with your alert pyramid roster in person or by runner and then report for duty to your normal duty station. If assigned to a UTC, bring your mobility bag.

4.6.5. TYPE 4: SELECTIVE RECALL. Only personnel identified by Wing or Unit CC, or a designated representative, will be notified. Script: This is (name/rank) with the 442 FW Command Post with a type four Selective recall. Pass this notification to identified personnel in accordance with your pyramid alert roster and report for duty by hours to your normal duty station. If assigned to a UTC, bring your mobility bag.

4.6.6. TYPE 5: TELEPHONE NOTIFICATION. All personnel will be notified but WILL NOT immediately report to their duty section or assembly area. Members will report at normal duty time. Script: This is (name/rank) with the 442 FW Command Post with a type five Telephone notification. Pass this notification in accordance with your pyramid alert roster and report for duty at your normal time.

4.6.7. TYPE 6: TELEPHONE STANDBY. All personnel will be notified but will not immediately report to their duty section or assembly area. Members will remain at home and be available for further instructions. Script: This is (name/rank) with the 442 FW Command Post with a type six Telephone Standby notification. Pass this notification in accordance with your pyramid alert roster and remain on telephone standby for further instructions.

4.6.8. TYPE 7: SEVERE WEATHER EVACUATION NOTIFICATION. If time permits, all personnel will be notified. Script: This is (name/rank) with the 442 FW Command Post with a type seven Severe Weather / Evacuation notification. Based on CAT/BS directive.

4.6.9. TYPE 8: FORCE PROTECTION CONDITION (FPCON) NOTIFICATION. All civilian and military personnel will be notified. Script: This is (name/rank) with a type eight Force Protection change notification. There has been a Force Protection Condition change. We are now in FPCON _____. Pass this notification in accordance with your pyramid alert roster.

4.6.10. TYPE 9: ALERT NOTIFICATION. When authorized by the Secretary of the Air Force, affected reservists may be alerted for possible notification. Whenever possible, these members are given reasonable advance notice before they must report. The following alert phraseology is provided as a Script: "This is (grade, name, and duty assignment) with the 442 FW Command Post with a type 9 (Alert) Notification. You are placed on alert for possible short- notice notification to active duty. This is not a notice to report. This alert is to allow time for you to arrange your personal and business affairs. You will remain in this alert status until recalled or notified of alert cancellation. Do you understand?" (Note the time at which each individual was notified, and any problems encountered.)

4.6.11. TYPE 10. COMMUNICATIONS TEST. When directed by AFRC/CV, WG/CC or Unit Commander, all personnel will be notified. Script: "This is (name and organization) with a type ten (communications test). Assembly is NOT required. Do you understand?" Continue with any further instructions or guidance based on commander input. Note the time at which each individual was notified, and any problems encountered. For communication tests, non-participating members identified by Personnel Readiness Unit (PRU), members on leave, TDY, deployed will be considered contacted.

5. COMM-Out Notification Procedures.

- 5.1. 442 FW Staff, 442 MDS, 358 FG, 476 FS, 442 FSS, 442 MSG, 442 MXG, and 442 OG, and GSU commanders, will develop executable COMM-out notification procedures utilizing a runner system.
- 5.2. 442 FW Staff, 442 MDS, 442 FSS, 442 MSG, 442 MXG, and 442 OG, and group Unit Control Center's (UCC) located at Whiteman AFB will report notification results by runner to the CP every hour until 100% contacted, or as directed by the 442 FW/CC.
- 5.3. COMM-out roster. Specify alternate procedures in the event of the loss of primary communications. Be responsive and cost effective when possible. Consolidate personnel by area and/or zip code where practical. Consider grouping all those who live in the same distant community; and members who do not have a street address will provide brief directions to their homes.

6. Personnel Notification Reporting Procedures.

- 6.1. Commanders, through their respective (UCCs) or designated representative, will report notification progress/results every 2 hours starting from reference start time (RST), until notification is complete or as directed by 442 FW/CC. Notification is not complete until every member is contacted.
- 6.2. Key Alerters. Will report to their respective unit notification program monitors, UCCs, or designated representative.
- 6.3. Unit UCCs. Will report notification results of all assigned units to the CP NLT every 2 hours until notification is 100% complete.
- 6.4. Squadron UCCs. Will report notification results of all assigned personnel to their respective Unit UCC NLT every 2 hours until notification is 100% complete.
- 6.5. Command Post. Will report notification progress/results in accordance with [attachment 2](#) every 2 hours until 100% notification has been completed, and controllers will enter the results of each unit reporting into the UCC Accountability tab of the CP SharePoint.
 - 6.5.1. Will consolidate unit reports and send to HQ AFRC Command Center/CAT (see [Attachment 3](#)).
- 6.6. 442 FW Staff, 442 MDS, 442 FW Staff, 442 MDS, 358 FG, 476 FS, 442 FSS, 442 MSG, 442 MXG, and 442 OG, and GSU commanders, through their respective unit notification program monitors or UCC will report via email: number of personnel assigned, number of personnel contacted, percentage contacted, number assembled, percentage assembled to the 442 FW/CP. Reports will be broken out by subordinate unit. The email reports are due NLT 5

minutes prior to RST + 2:00, RST + 4:00, RST + 6:00, RST + 12:00, RST + 18:00, RST + 24:00, then every 6 hours until 100% contacted, or as directed by the 442 FW/CC.

6.6.1. Successful recalls will be completed within 24 hours.

MICHAEL D. LEONAS, Col, USAF
Commander, 442d Fighter Wing

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

AFI 33-332, *Air Force Privacy Program*.

AFI 10-402, *Mobilization Planning*.

AFI 36-3802, *Force Support Readiness Programs*

AFMAN 10-401, *Air Force Operations Planning and Execution*

AFPD 10-2, *Readiness*.

Adopted Forms

AF Form 847, *Recommendation for Change of Publication*

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

Standard Form 1164, *Claim for Reimbursement for Expenditure on Official Travel*

Abbreviations and Acronyms

AFRC—Air Force Reserve Command

CC—Commander

CP—CP

ENS—Emergency Notification System

GSU—Geographically Separated Unit

NLT—No Later Than

OPR—Office of Primary Responsibility

RDS—Records Disposition Schedule

RST—Reference Start Time

UCC—Unit Control Center

USC—United States Code

UTA—Unit Training Assembly

UTC—Unit Training Category

Terms

Alert—An emergency notification to warn personnel of an impending action which requires increased readiness or mobilization.

Assembly—All personnel signing in at their unit of assignment.

Communications Outage (COMM-Out)—Lost or degraded communications capability.

Communications Test—A test of the effectiveness of unit's notification procedures. Assembly is not required.

Contact—For notification purposes, contact is complete when a unit member is notified, in person, of a communications test, alert or notification and acknowledges receipt and understanding.

Notification—Actual notification to personnel by competent authority.

Unit—The lowest level of command that is subject to notification. All units, including NAFs, wings, groups, squadrons, flights, detachments, operating locations, hospitals, clinics, etc., follow the procedures in this instruction.

Unit Notification Procedures—Procedures for contacting personnel, including notification and assembly.

Attachment 2

UNIT COMMUNICATIONS TEST/NOTIFICATION RESULTS

Figure A2.1. UNIT COMMUNICATIONS TEST/NOTIFICATION RESULTS MEMO EXAMPLE.

MEMORANDUM FOR HQ AFRC
YYYY

DD MMM

FROM: 442 FW CP
931 Arnold Ave.
WAFB AFB, MO 65305

SUBJECT: 442 FW Communications (TEST or RECALL) Results for (Month)

1. Unit:
 - a. 442 FW
2. DTG unit was notified of Test or Recall: a. 12/0945ZOCT2018
3. Start Time: 12/0955ZOCT2018
4. Passcode:
5. UIC: a.
6. Number Assigned: a. 1500
7. Number contacted / Number Assembled: a. 980 / 350
8. Percentage Contacted / Number Assembled: a. 65% / 23%
9. Name and Contact information of Authentication POC: Mr. John Doe, Unit/Office Symbol, DSN, Email Address
10. Remarks: (commander's comments, problems, limiting factors)

John Q. Doe, MSgt, USAF
442 FW/CP Superintendent

Attachment 3

HQ AFRC DIRECTORATE NOTIFICATION RESULTS (SAMPLE FORMAT)

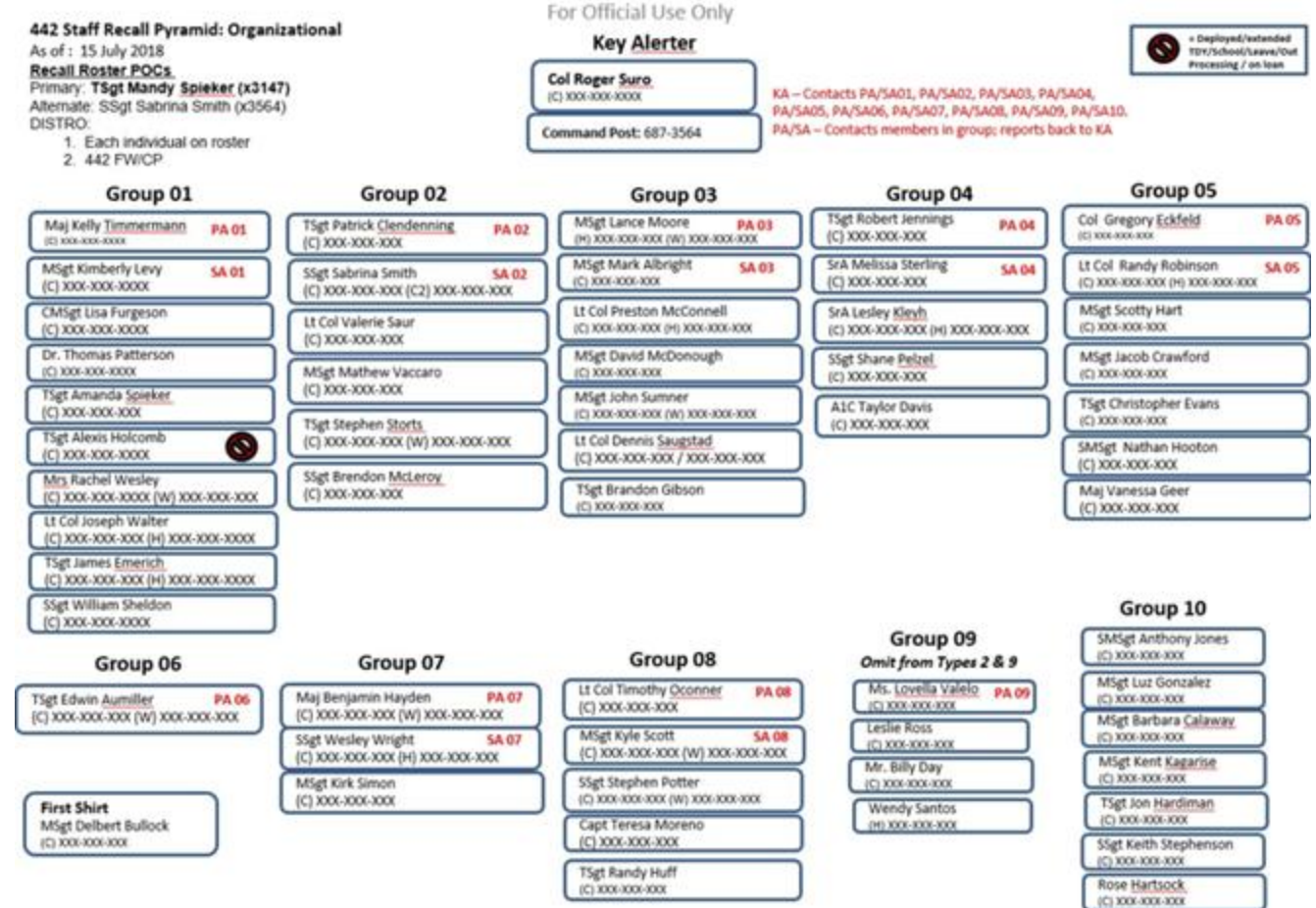
Figure A3.1. HQ AFRC DIRECTORATE NOTIFICATION RESULTS (SAMPLE FORMAT).

1. DATE AND TIME NOTIFIED OF TEST OR notification (ZULU):
2. START DATE and TIME:
3. REPORT AS OF DATE and TIME:
4. DIRECTORATE DATA: (DIRECTORATE NAME) TOTAL:(ASSIGNED)____
CONTACTED: (NUMBER/PERCENT) _____ / _____ ASSEMBLED:
(NUMBER/PERCENT) _____ / _____
5. REMARKS: (DIRECTOR'S COMMENTS)
6. NAME AND TELEPHONE NUMBER OF DIRECTORATE POC:

Attachment 4

442 STAFF RECALL PYRAMID

Figure A4.1. 442 STAFF RECALL PYRAMID.



This document may contain information which must be protected IAW AFI 33-332 and DOD Reg 5400.11; Privacy Act of 1974 as Amended Applies, and is For Official Use Only (FOUO). Recipient is responsible for safeguarding and maintaining this product IAW The Privacy Act of 1974, PL 93-579 and AFT 12-35

Attachment 5**ROSTER INSTRUCTIONS SAMPLE****442 FW Staff****Mobilization and Recall Roster**

Attach to recall roster and save these instructions until superseded.

Effective Date: 29 Aug 2024

Responsibility:

All Key Alerters (KA), Primary Alerters (PA) and Secondary Alerters (SA) will always have one copy of this plan available.

It is the responsibility of each person in the unit to ensure the accuracy of the information on this 442 FW staff recall roster.

Procedures:**Initial Actions:**

The 442 FW Command Post (CP) will initiate unit recalls via EMNS/AtHoc automated phone system as the primary means with manual telephones and runners being an alternate means. If using manual phones, the CP will contact the unit commander or vice commander.

The commander (the Key Alerter) will contact a Primary Alerter (PA) for each contact group on the attached recall roster spreadsheet (FW/CP example). That PA or a Secondary Alerter (SA) will contact all other personnel in that respective contact group. (EX: KA contacts PA01. PA01 contacts SA01. PA/SA will contact other members in contact group 01.)

All Primary Alerters contacted by the Key Alerter will then contact the Secondary Alerter (SA) in each contact group assigned to them in the code column on the attached recall roster spreadsheet. All primary and/or secondary alerters will contact all members in each contact group assigned to them. Once all members in the contact group have been alerted, the Primary Alerter will report back to Key Alerter (commander).

If an alerter cannot contact a KA, PA, or SA for a contact group, the alerter will then contact all other members in that group or designate an alternate to do so.

In a communications outage (Comm-Out) situation, the CP runner will contact Maj John Lisek. They will initiate the Comm-Out recall using the comm-out recall roster.

The use of DSN, Whiteman local phone service or government issued cellular phones/ Blackberry's is the preferred method for long distance contacting. If necessary to use personal phone service, reimbursement can be accomplished using SF Form 1164 and providing itemized charges.

The notification message must be relayed to the member using the notification script below. (Messages to co-workers, family members, answering machines, babysitters, etc., do not constitute contact.) Recall should not stop until 100 percent notification is complete.

Notification Types:

TYPE 1: ALL PERSONNEL RECALL. All civilian and military personnel report to duty section by _____. Script: This is (name and organization) with a type one (All Personnel) recall. All civilian and military personnel report to your normal duty section by _____ hours. If assigned to a UTC, bring your mobility bag. Monitors pass this notification in accordance with your pyramid alert roster.

TYPE 2: ESSENTIAL PERSONNEL RECALL. Only military personnel will report to duty section by _____. Civilian personnel will report at normal duty time. Script: This is (name and organization) with a type two (Essential Personnel Report) recall. All military personnel will report

to their normal duty section by _____ hours. If assigned to a UTC, bring your mobility bag. Civilian personnel will report at their normal duty time. Monitors pass this notification in accordance with your alert pyramid roster.

TYPE 3: COMMUNICATIONS-OUT RECALL. (Separate comm-out recall roster) Personnel will be contacted in person or by runner. Script: This is (name and organization) with a type Three (Comm-Out) recall. All personnel will report for duty to your normal duty station. If assigned to a UTC, bring your mobility bag. Comm-out monitors pass this notification in accordance with your comm-out alert pyramid roster in person or by runner and then report for duty to your normal duty station.

TYPE 4: SELECTIVE RECALL. Only personnel identified by Wing or Unit CC, or a designated representative will be notified. Script: This is (name and organization) with a type four (Selective) recall. _____ personnel have been selected for recall, _____ will report for duty by _____ hours to their normal duty station. If assigned to a UTC, bring your mobility bag. Monitors pass this notification to identified personnel in accordance with your pyramid alert roster.

TYPE 5: TELEPHONE RECALL. All personnel will be notified but will not immediately report to their duty section or assembly area. Members will report at normal duty time. Script: This is (name and organization) with a type five (Telephone) recall. All personnel will not immediately report to their duty section

or assembly area. Members will report at their normal duty time. Monitors pass this notification in accordance with your pyramid alert roster.

TYPE 6: TELEPHONE STANDBY. All personnel will be notified but will not immediately report to their duty section or assembly area. Members will remain at home and be available for further instructions. Script: This is (name and organization) with a type six (Telephone Standby) notification. All personnel will not immediately report to their duty section or assembly area. Members will remain at home and be available for further instructions. Monitors pass this notification in accordance with your pyramid alert roster and remain on telephone standby for further instructions.

TYPE 7: SEVERE WEATHER EVACUATION NOTIFICATION. If time permits, all personnel will be notified. Script: This is (name and organization) with a type seven (Severe Weather / Evacuation) notification. Based on CAT/BS directive, all personnel will _____.

TYPE 8: FORCE PROTECTION CONDITION (FPCON) NOTIFICATION. All civilian and military personnel will be notified. Script: This is (name and organization) with a type eight (Force Protection change) notification. There has been a Force Protection Condition change. We are now in FPCON _____. Monitors pass this notification in accordance with your pyramid alert roster.

TYPE 9: ALERT NOTIFICATION. When authorized by the Secretary of the Air Force, affected reservists may be alerted for possible recall. Whenever possible, these members are given reasonable advance notice before they must report. The following alert phraseology is provided as a Script: "This is (grade, name, and duty assignment) with a type 9 (Alert) Notification. You are placed on alert for possible short notice recall to active duty. This is not a notice to report. This alert is to allow time for you to arrange your personal and business affairs. You will remain in this alert status until recalled or notified of alert cancellation. Do you understand? Note the time at which each individual was notified, and any problems encountered.

TYPE 10. COMMUNICATIONS TEST. When directed by AFRC/CV, WG/CC or Unit Commander, all personnel will be notified. Script: This is (name and organization) with a type ten (communications test). Assembly is NOT required. Do you understand? Continue with any further instructions or guidance based on commander input. Note the time at which everyone was notified, and any problems encountered. For Communication tests, non-participating members identified by Personnel Readiness Unit (PRU), members on leave, TDY, deployed will be considered contacted.

Reporting the results of the recall:

(1) The contacted primary alerter will instruct all subsequent alerts to report test results. This report will include the number of personnel contacted, the names of those not contacted, and the reason for no contact will also be given. This report will be given to: Maj John Lisek at 660-687-3841.

(2) If assembly is required, when the person arrives to their work center, Maj Lisek will be notified by the work center supervisor.

(3) The alerter will report results at Reference Start Time (RST) + 2:30 hours, RST +5:30 hours, RST +11:30 hours, and then every six hours thereafter until you reach 100%, or as directed. If a comm-out situation exists, reports are due every six hours.

(4) If an alerter is unable to contact Maj Lisek, they can contact the 442 FW/CP at 660-687-3564. If an alerter is unable to contact Maj Lisek, or the 442 FW CP, they should immediately contact the HQ AFPC/PRC at 1-800-435-9941 to report their whereabouts. HQ AFPC/PRC is manned 24/7 to respond to any emergency.

*****Any questions regarding these recall roster instructions can be addressed to MSgt Sabrina Balandron or TSgt Brenda Clark at 660-687-3147.**

