BY ORDER OF THE COMMANDER
45TH SPACE WING

45TH SPACE WING INSTRUCTION
36-3802

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Personnel

WING RECALLS/ACCOUNTABILITY, EMERGENCY/ROUTINE NOTIFICATIONS, AND STAND-BY ROSTERS

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This 45th Space Wing Instruction (45 SWI) implements Air Force Instruction (AFI) 36-3802, *Force Support Readiness Programs* and outlines the purpose, procedures and responsibilities for conducting pyramid recalls, notifications and total force accountability of 45 SW personnel assigned to units at Patrick Air Force Base (PAFB), Cape Canaveral Air Force Station (CCAFS), Eastern Range (ER) sites, Mission Partner and tenant organizations, including the Air Force Reserve and Air National Guard (ANG), except where noted otherwise. The Privacy Act of 1974 affects this instruction. Authority for collecting the information required by this instruction is contained in 10 U.S.C. 8012. The information will be used by management to locate personnel for alerting purposes. Routine uses listed in Air Force Directive (AFDIR) 37-144, Air Force Privacy Act Systems of Records Notices, apply. Ensure that all records created as a result of processes prescribed in this publication are maintained IAW Air Force Instruction (AFI) 33-322, *Records Management and Information Governance Program*, and disposed of IAW Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS). 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 chain of command. This publication may be supplemented at any level, but all supplements must be routed to the Office of Primary Responsibility (OPR) of this publication for coordination prior to certification and approval. Submit requests for waivers through the chain of command to the Publication OPR. 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. This instruction will be revised bi-annually and interim changes (IC) will be published as required. **Attachments 6, 7, 8, and 9** are available on the Patrick Command Post SharePoint since these will change regularly and will not directly affect procedures outlined in this SWI.

SUMMARY OF CHANGES

This instruction was changed in its entirety and requires complete review by the 45 SW/CD Executive Director and group/squadron commanders, and all Mission Partner/Tenant Unit Leadership. Chapters added to document to provide guidance on notifications. The recall types, process, and formats have changed entirely. Mission Partner/Tenant Unit listing has been re-designed and procedures for change/updates to the listings had been added to the instruction. Finally, a chapter was added to address the "*stand-by*" letter requirement for some key base agencies.

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Chapter 1

PATRICK AFB/CAPE CANAVERAL AFS NOTIFICATIONS

1.1. General. The purpose of this chapter is to codify the informational flow between the Patrick Command Post (CP), 45th Space Wing (45 SW) leadership, 920th Rescue Wing (920 RQW) leadership, subordinate units, base agencies and tenant units. This includes notification processes between PAFB and CCAFS where appropriate.

1.2. Policies.

1.2.1. Health Insurance Portability and Accountability Act (HIPAA) and Law Enforcement Sensitive (LES) Data. The Patrick CP acts as an executive agent for the commander and is allowed access to For Official Use Only (FOUO) information. Any incident addressing the attached notification matrix or meeting potential Operational Reports (OPREP) criteria IAW AFMAN 10-206 *Operational Reporting* should be up-channeled to the Patrick CP. Utilizing the appropriate communication channels, base agencies will include all information from the incident in their report to the Patrick CP, even that which may be HIPAA, LES, or classified information. When reporting on civilians on PAFB, ensure at a minimum name, age, health status (red, yellow, green), and location where the individual was transported to is provided.

1.2.2. Checklist Notifications. The attached notification matrices (see **Attachments 7, 8, and 9**) will define Patrick CP notification requirements to leadership and will be used to build Patrick CP checklists. Some of the identified requirements are based on respective wing instructions and plans; a number of items are based on previous informal leadership information requests. NOTE: This chapter does not supersede MAJCOM, Air Force, or higher guidance.

1.2.3. Lateral communication. The 45 SW extends to CCAFS and includes other Geographically Separated Units (GSU). Cape Support and GSUs will notify Patrick CP of any emergency notifications received to ensure timely communication. As the central focal point for C2, the Patrick CP will provide status updates IAW AFMAN 10-207, *Command Posts.*

1.2.4. Feedback. Feedback from leadership/base agencies is desired to ensure a quality notification process. **Attachment 7 and 8** will be reviewed semi-annually and **Attachment 9** will be reviewed annually to ensure assigned leadership notification parameters and operational needs are met. Because this instruction drives wing-wide policy, any broad changes to this process will require an IC to this instruction."

1.3. Responsibilities.

1.3.1. Patrick CP will:

1.3.1.1. Meet with newly assigned 45 SW and 920 RQW wing and group leaders as soon as convenient, and whenever necessary to discuss detailed processes.

1.3.1.2. Work with wing leadership, on-base agencies, and mission partners to continuously evaluate processes and optimize effectiveness. This includes identifying 45 SW and 920 RQW information requirements that should be identified in other base instructions or plans to optimize respective processes.

1.3.1.3. Notify leadership at 45 SW, 920 RQW and Air Force Technical Applications Center (AFTAC) of any scenario that may meet OPREP-3 requirements. Command Post controllers will present higher headquarter reporting requirement options and recommendations to wing leadership for any incident that wing leadership or Patrick CP controllers find a correlation to reporting requirements.

1.3.1.4. Track the location of wing leadership to expedite notifications and ensure Higher Headquarters (HHQ) directives and critical information efficiently flows up and down the chain of command. To avoid delayed/missed notifications, the Patrick CP will track the location of members identified in **table 1.1**

Table 1.1. Senior Leadership.

45 SW/CC	45th Space Wing Commander
45 SW/CV	45th Space Wing Vice Commander
45 OG/CC (or deputy w/availability)	45th Operations Group Commander
45 MSG/CC (or deputy w/availability)	45th Mission Support Group Commander
45 MDG/CC (or deputy w/availability)	45th Medical Group Commander
920 RQW/CC	920th Rescue Wing Commander
920 OG/CC	920th Operations Group Commander
920 MXG/CC	920th Maintenance Group Commander

1.3.1.4.1. During duty hours, Patrick CP personnel will first contact senior leadership at his/her office numbers or on his/her government cell phones. If at any time these commanders are unavailable on his/her cell, he/she must inform the Patrick CP. An alternate means of contact should be provided to the on-duty controllers. NOTE: Senior leaders' Outlook calendar will not be used as a substitute for formal contact information.

1.3.1.5. Maintain leadership situational awareness. When a commander passes command responsibility temporarily (TDY, leave, etc.) to an alternate or deputy, the responsible commander should notify the Patrick CP to ensure controller awareness. Patrick CP controllers will advise deputy/temporary CC of the wing leadership tracking requirement in **paragraph 1.3.1.4**

1.3.1.6. Initiate contact with the 45 SW/CV (when practical) for all 45 SW/CC notifications. The 45 SW/CV will determine CC notification requirements. In the absence or non-availability of the CV, the Patrick CP will directly contact the 45 SW/CC or the individual with wing responsibility.

1.3.1.7. Laterally notify Cape Support of any incident occurring at PAFB that may have an impact on CCAFS operations, security and for general situational awareness.

1.3.2. Cape Support will:

1.3.2.1. Advise Patrick CP of all events occurring at CCAFS that require MSG Det 1/CC notification.

1.3.2.2. Ensure an emergency response, medical emergency, or significant event received by Cape Support personnel is laterally passed to Patrick CP personnel for situational awareness and for any additional notifications. Patrick CP personnel will identify any OPREP or Commander's Critical Information Requirements (CCIR) and initiate the reporting process when required.

1.3.2.3. Make CCAFS-specific notifications to CCAFS personnel. When required, initiate AtHoc-based notifications IAW 45SWI 10-205 *Installation Notification and Warning System (INWS)* Attachment 7.

1.3.2.4. Notify Patrick CP the Cape Support EOC is being initiated when required to manage a CCAFS-specific incident.

1.3.3. PAFB Emergency Communications Center (ECC) will:

1.3.3.1. Notify Patrick CP of all responses/significant events on PAFB. ECC personnel will determine Patrick CP notification precedence. 45th Security Forces Squadron (45 SFS) personnel may need additional time to validate information before notifications are made to base leaders. Notifications to 45 SFS personnel are also determined by the flight chief.

1.3.3.2. If requested by on-duty controllers, pass LES Data pertaining to an incident to ensure required notifications/HHQ reporting requirements are met.

1.3.3.3. Make all "*in-house*" 45 SFS notifications IAW their procedures (45 SFS/CC, Flight leaders, MSG/CC, etc.). Notification to individual commanders and first sergeants (of personnel involved with an incident) will also be made by ECC personnel. If for any reason this cannot be accomplished, Patrick CP controllers will aid in the process. Patrick CP personnel will make all other "*information-only-based*" notifications once information is provided to Patrick CP by the ECC.

1.3.4. PAFB Fire Department will:

1.3.4.1. Ensure Patrick CP is notified of medical/fire emergencies immediately when responding. This allows Patrick CP controllers to have situational awareness should the Patrick CP be queried by leadership.

1.3.4.2. Keep Patrick CP aware of evolving scenarios and provide specific information if/when requested. Any information requested by Patrick CP personnel will be in response to leadership request and will not be informational, or out of curiosity. The Patrick CP <u>will never</u> ask for details during a response/incident unless required, and will normally receive detailed information after a response is terminated.

1.3.5. CCAFS Base Defense operations Center (BDOC)) will:

1.3.5.1. Advise Cape Support of all emergency responses/significant events.

1.3.5.2. Advise Patrick CP of all emergency/significant events. Ensure follow-up notifications are made after termination, to close the "*notification loop*" and ensure base leadership awareness.

1.3.6. 45th Weather Squadron (45 WS) will:

1.3.6.1. Notify Patrick CP and Cape Support of weather advisories, watches, and warnings.

1.3.6.2. As required, make additional notifications IAW 45SWI 15-101, *Weather Support*.

1.3.7. 45th Mission Support Group Detachment 1 Commander (45 MSG Det 1/CC) will:

1.3.7.1. When required, notify the 45 Mission Support Group Commander (45 MSG/CC) regarding significant events at CCAFS.

1.3.7.2. Ensure Patrick CP is notified of all CCAFS events that would require notification to 45 SW leadership regardless of notifications, 45 MSG Det 1/CC has made to wing leadership.

1.3.7.3. Notify Patrick CP of events that may require HHQ reporting (i.e., OPREP/CCIRs) and act as an information conduit between CCAFS personnel and the Patrick CP or 45 SW/CC as the situation dictates.

1.3.8. AFTAC Watch will:

1.3.8.1. Notify Patrick CP of any significant event concerning AFTAC personnel, property, or mission degradation. These events will be up-channeled to 45 SW leadership, when appropriate, for situational awareness or potential HHQ reporting.

1.3.8.2. When required by AFI 10-206 ACC Sup 1, *Operational Reporting*, submit voice/hard-copy OPREP/CCIR verbiage for Patrick CP personnel to report significant events to HHQ.

1.4. Reporting Process (Notifications to Patrick CP).

1.4.1. Emergency Notifications. Patrick CP will be the installation focal point for emergency notifications (e.g., Fire Department/Medical responses and Security Forces events). A detailed list of required notification events is contained in **Attachments 7, 8, and 9**.

1.4.2. Patrick CP Organizational E-mail. Non-Emergent notifications and general situational awareness messages should be forwarded to the Patrick CP Organizational inbox, **cpost2@us.af.mil**. This organizational inbox should be used for reporting information to Patrick CP controllers that do not require immediate action. If further action is required, contact the on-duty Patrick CP controller to follow-up and clarify requirements. E-mails sent to this box are not considered "*official notification*" of any kind.

1.4.3. Down-Channeled HHQ Directives. As the conduit between United States Space Force (USSF) (45 SW), Air Force Reserve Command (AFRC) (920 RW), and ACC (AFTAC), the Patrick CP will receive HHQ directives and disseminate them IAW established procedures and checklists. When in receipt of these HHQ directives, the Patrick CP will make notifications in a timely manner to initiate commander action.

1.4.4. Lateral Notifications from CCAFS. The Patrick CP will receive "*courtesy*" notifications from Cape Support to ensure effective communications flow. For incidents that require notification of the entire base populace or wing commander-level notification, Cape Support will notify the Patrick CP and the Patrick CP will make these notifications.

1.5. Notification Process (Notifications from Patrick CP/Cape Support).

1.5.1. General Policy.

1.5.1.1. As the executive agents for the wing commander responsible for carrying out C2 guidance IAW AFMAN 10-207 and meeting HHQ reporting requirements IAW AFI 10-206, the Patrick CP must ensure notifications are limited in scope and completed at the proper level

1.5.1.2. Notifications below group commander will only be completed if the Patrick CP is briefed by ECC of an event, but have not contacted the respective first sergeant or commander. If the Fire Department or ECC has notified the unit or is attempting to make contact, the Patrick CP will not make any notifications below the group commander. NOTE: Base agencies requiring notification are not considered below group level.

1.5.1.3. The following are general guidelines for the Patrick CP notifications to wing and group leadership. Notifications for the following events will always be made at a minimum to the respective group commander, the 45 MSG/CC, and the appropriate wing CC or CV:

1.5.1.3.1. Any Drug or Alcohol Related Incidents (ARI).

1.5.1.3.2. Reported assaults on or by an active duty member.

1.5.1.3.3. Potential criminal activity by an active duty member.

1.5.1.3.4. Injuries of an active duty member.

1.5.1.3.5. Regardless of Active Duty/Reserve/Civilian status, all suicide attempts and deaths of PAFB or CCAFS personnel.

1.5.1.3.6. Damage to Government property or explosive mishap occurrence.

1.5.1.3.7. Any aircraft, space vehicle, vessel, or hazardous cargo mishap.

1.5.1.4. Patrick CP will make notifications outlined in **Attachments 7, 8, and 9**. These attachments will be updated when required and Patrick CP checklists will be revised as necessary. NOTE: Attachment 7 and 8 (Wing and Tenant Leadership Notifications) will be reviewed semi-annually as unit leadership changes are frequent. **Attachment 9** (Base Agency Notifications) will be reviewed annually.

1.5.2. Telephonic Notifications (Traditional Method).

1.5.2.1. Most notifications from Patrick CP and Cape Support will be made by traditional means, (i.e., a phone call). This method will be used for emergency notifications.

1.5.2.2. Notifications will be made to the agency's primary office numbers first and stand-by numbers next. If contact is made on either number, notification has been made. Leaving voicemail messages is optional as notifications are not complete until actual contact is made. If in receipt of a voicemail, contact the originating agency to confirm receipt.

1.5.2.3. During the duty day, if the Patrick CP controller makes a notification to wing or group leadership and respective office staff take the notification, controllers will cease any further attempts to pass on the information. It is the responsibility of the staff to pass the information to their respective leadership as soon as convenient.

1.5.2.4. After 1630 hours Monday-Friday, and weekends/holidays, notifications will be made to stand-by duty numbers or 24-hour points of contact (i.e., BDOC, Fire Department, etc.). Stand-by duty rosters and procedures for agencies requiring notification are outlined in **Chapter 4** of this instruction.

1.5.3. CP Notification E-mail.

1.5.3.1. Controllers will make voice contact with leadership if they deem it necessary. Alternatively, notifications can be made via e-mail, especially between 2100 and 0600 for "*information only*" notices, and will be sent to all Wing, Group CC's and their deputies.

1.5.3.2. During non-duty hours or at CP personnel's discretion, the on duty senior controller may elect to use the Patrick CP organizational accounts for e-mail notifications to 45 SW, 920 RQW, or AFTAC leadership. In the event the controller chooses this option, they will always send the e-mail from the Patrick CP organizational box. Controllers will end the e-mail with his/her personal rank and name not, e.g., "*v/r, Patrick CP*". NOTE: Official notifications will never be made using this method. E-mails are informational only.

1.5.3.2.1. E-mails will never contain names or any other Personally Identifiable Information (PII) data. Where appropriate, e-mails will be as generic as possible to protect the identity of personnel. The "*Who, When, What, Where, How*" model will be used to provide base leaders appropriate situational awareness.

Chapter 2

RECALLS

2.1. General Policy.

2.1.1. Wing Recalls will be conducted without public announcement (news media) unless the declaring authority advises differently. Unless directed otherwise by the declaring authority, do not display signs in public that indicate a recall is in progress.

2.1.2. Unless otherwise directed, crews/shift workers will follow their current duty schedule and remain on telephone standby during a recall.

2.1.3. As a minimum, each unit will have **Attachment 2** listed on the back of their unit's recall roster.

2.1.4. Mission Essential Federal Employees (MEFE). Wing staff agencies, group and unit commanders will identify and notify those civilian employees deemed mission essential to the accomplishment of the 45 SW mission during contingencies or emergencies.

2.1.4.1. Contractors must be identified as mission essential for operations in their contract Statement Of Work and also include Defense Acquisition Regulations System (DFARS) 252.237-7023 prior to a unit listing contractor key personnel on a recall roster.

2.1.4.2. Contact made to MEFE and other government employees after-hours does not incur overtime pay. Phone calls made in support of this instruction (e.g., accountability, recall, pyramid notifications, etc.) will not constitute a time-card change.

2.2. Purpose.

2.2.1. Provide a timely and well-organized process for all wing (45 SW, 920 RQW, and AFTAC) personnel (active duty, MEFEs and contractors) to be contacted and recalled to their duty stations when directed. This is known as a "*Wing Recall.*" This recall process is addressed in **paragraph 2.6**

2.2.2. During real-world or exercise scenarios, provide a timely and efficient way to notify all PAFB and CCAFS personnel, mission partners/tenant organizations and base agencies of important information. This is known as an "*Informational Alert*".

2.2.3. During real-world or exercise scenarios, ensure all members of PAFB, CCAFS and GSUs are accounted for if the scenario dictates. This accountability process is addressed in **paragraph 2.6.4.2** and is known as an "*Accountability Recall.*"

2.3. Structure.

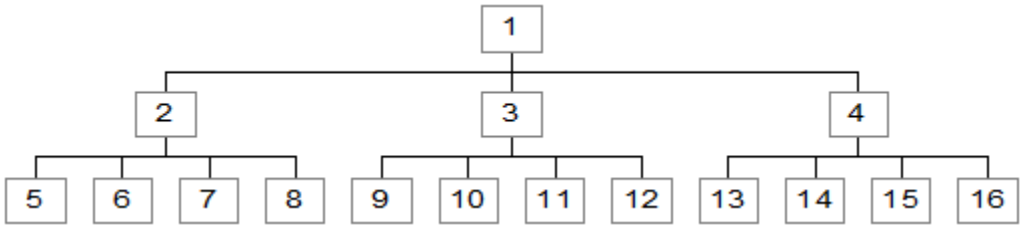
2.3.1. Wing or Unit Recalls, Informational Alerts, and Accountability Recalls are disseminated via an INW platform IAW 45SWI 10-205.

2.3.1.1. Wing/Unit commanders should be aware that the recall process is usually initiated through AtHoc. Units will continue making traditional (telephone/in-person) notifications until complete. The recall/notification process will be completed by Unit Control Center personnel after determining what notifications were missed or failed (using the AtHoc Event Reports capability).

2.3.2. If AtHoc is not operational, Patrick CP will notify 45 SW and 920 RQW group commanders and a unit pyramid notification system will be initiated.

2.3.2.1. The pyramid notification system provides a means to rapidly spread alert notifications and recall personnel. Beginning with organizational leadership, information will flow down to the individual personnel via a reverse chain of command. Structure the pyramid will be as in **Figure 2.1**

Figure 2.1. Pyramid Example.



2.3.2.2. Unit Pyramid Notification procedures. Each wing staff, group and unit organization is responsible for developing and managing specific procedures designed to contact their assigned personnel (i.e., active duty, Mission Partners, civilians and reserve personnel).

2.3.3. Mission Partner/tenant organizations also receive notifications via AtHoc, or if required, via pyramid notification. Mission partner/tenant organizations are paired up with groups and units according to their missions/functions (see **Attachment 6**) to facilitate the notification process.

2.3.4. The Wing Accountability Management website is located on the 45th Space Wing SharePoint homepage This site will be used by Unit Control Centers (UCCs) to report accountability statistics (for Non-Total Force Accountability (TFA) incidents) **and** recall strength reporting. UCC and Personnel Control Centers (PCC) personnel will be trained by 45 Force Support Squadron (FSS)/IPR and have access to report numbers to the website. All users with access to SharePoint will be able to view the information. This will enable wing, group, squadron and tenant unit visibility without additional layers of coordination.

2.4. Recall Rosters.

2.4.1. Recall Roster Requirements. The term "*recall rosters*" and/or "*rosters*" pertains to all alert notification types of rosters. Units will develop and maintain recall rosters that include both Communications-In (Comm-In) and Communications-Out (Comm-Out) formats and instructions.

2.4.1.1. Individual UCC's will maintain current recall rosters for their respective units and paired mission partners (with government/federal employees) IAW AFI 10-2501, *Air Force Emergency Management Program Planning and Operations*.

2.4.1.1.1. The Patrick CP is not required to maintain recall rosters for all units in the 45 SW. The Command Post will maintain a current list of all UCC contacts and the WSA recall roster only. These are required to effectively initiate the pyramid notification system if needed.

2.4.1.2. Element, flight, section or squadron recall rosters will be provided to assigned UCC's personnel via encrypted e-mail and updated monthly.

2.4.1.3. All recall rosters will have the following information included:

2.4.1.3.1. **Attachment 2** Recall Types (reverse side of roster).

2.4.1.3.2. The following statement: *"The information herein is For Official Use Only (FOUO) which must be protected under the Freedom of Information Act of 1966 and Privacy Act of 1974, as amended. Unauthorized disclosure or misuse of this PERSONAL INFORMATION may result in criminal and/or civil penalties. Information is being collected to allow for alert notifications procedures and is for official intra-governmental use only."*

2.4.1.3.3. UCC contact information.

2.4.1.3.4. The Air Force Personnel Center/Personnel Readiness Center (AFPC/PRC) toll-free number (1-800-435-9941) and the Air Force Personnel Accountability and Assessment System (AFPAAS) website (**https://afpaas.af.mil**).

2.4.1.4. Release of any individual's home phone number is NOT authorized without permission of the individual.

2.4.1.5. UCC's may use these rosters to execute their duties as "*End-User Managers*" and verify the accuracy of member's contact information in AtHoc IAW 45SWI 10-205.

2.4.2. Privacy and Information Protection.

2.4.2.1. Mark rosters "**FOR OFFICIAL USE ONLY**" in the header or top of document. Show an "*as of*" date and identify the unit's recall roster POC.

2.4.2.2. Use of Rosters to populate AtHoc registration/contact information is authorized. Reports generated by UCC's in performance of their assigned duties in AtHoc will be safeguarded and destroyed when no longer in use.

2.4.2.3. Destroy obsolete rosters in such a manner as to prevent the unauthorized release of personal information.

2.5. Responsibilities.

2.5.1. 45th Space Wing Commander (45 SW/CC).

2.5.1.1. The 45 SW/CC or designated representative, is the declaring authority for 45 SW recalls.

2.5.1.2. The 45 SW/CC or designated representative will direct the TFA, as required, through the Patrick CP IAW AFI 36-3802, *Force Support Readiness Programs*.

2.5.1.3. The 45 SW/CC or designated representative, will be the "*releasing authority*" for informational alerts disseminated via AtHoc or the Pyramid Notification process. They will ensure released messages are appropriate for base wide dissemination (emergent in nature and not routine notifications).

2.5.1.4. The 45 SW/CC will stand-up (at a minimum) the Crisis Action Team (CAT) Support Team. The CAT Support team will act as liaison between the UCCs and the 45 SW/CC during recalls and will collect recall strength reports. NOTE: This function falls on the 45 FSS/CC and his/her PCC during wing accountability recalls and TFA recalls only.

2.5.2. Patrick Command Post (CP).

2.5.2.1. When directed by the 45 SW/CC or designated representative, initiate 45 SW recalls, informational alerts and accountability process IAW this instruction.

2.5.2.2. Report notification problems encountered during recalls, pyramid notifications, or accountability procedures to appropriate commanders for resolution, as required.

2.5.2.3. Utilize INWS to provide personnel installation-wide Information Alerts such as general orders, FPCON/INFOCON changes, natural disaster warnings and other emergent information at the commander's discretion. The CP will be the lead AtHoc operational administrator/manager. The activation node will be located in the CP EA cell.

2.5.2.4. Activate the UCC and PCC for accountability recalls. UCCs are required during EOC activation. However, for TFA and SW/CC directed accountability, the UCCs require specific activation notification.

2.5.2.5. If not already activated, notify the on-call CAT Support Team to stand-up "*skeleton crew*" CAT.

2.5.3. Personnel Control Center (PCC).

2.5.3.1. The PCC is a 45 FSS function used for accountability of personnel. They will collect and compile accountability data from UCCs and AFPAAS (**https://afpaas.af.mil**). They may provide accountability data to the CAT Director (if CAT is activated) and/or the 45 SW/CC, if directed. Ideally, this data should come from the 45 FSS/CC regardless of CAT activation and reported to 45 SW/CC.

2.5.3.2. Collect and compile accountability data, from UCCs, via the Wing Accountability Management SharePoint (located on the 45 SW SharePoint homepage) for locally initiated scenarios.

2.5.3.3. Perform actions prescribed in AFI 36-3802, as directed by 45 FSS/CC and 45 SW/CC.

2.5.3.4. Coordinate accountability progress with UCCs. The PCC is not a parent UCC. UCCs report their unit's accountability status to the PCC, for up-channeling only. PCCs are not responsible for functions outside the scope of manpower/accountability duties (i.e., attainment, FPCON actions, etc.). UCC responsibilities regarding recalls are addressed in **paragraph 2.5.5**

2.5.4. Group CCs, Squadron CCs, and Wing Staff Agency Chiefs.

2.5.4.1. Ensure unit members have provided accurate contact information in the unit's pyramid recall roster. The Air Force's ability to track its members will succeed or fail based on these efforts.

2.5.4.2. Ensure all military/federal employees assigned provide all the necessary current and accurate information in the AtHoc Client's "*Access Self-Service*" option IAW 45SWI 10-205.

2.5.4.3. Establish unit procedures to ensure accountability of unit personnel for non-TFA incidents (i.e., exercises, local disaster, hurricane evacuations, and recall/accountability tests).

2.5.4.4. Stress importance of AtHoc registration; coordinate efforts with UCCs to validate unit personnel registration data. Develop unit procedures to correct erroneous data.

2.5.4.5. Account for all assigned military, military family members, DoD civilians (appropriated and non-appropriated fund personnel), and immediate family members of civilian personnel within 48 hours of a natural disaster or national emergency.

2.5.4.6. Perform actions prescribed in AFI 36-3802.

2.5.4.7. Ensure all personnel are aware he/she should immediately contact his/her supervisor to report current status if either on leave, on scheduled off-duty time (regardless of location), or TDY during a crisis.

2.5.4.8. Ensure all assigned unit personnel provide a minimum of rank, name, office symbol, duty phone number, address (for Comm-Out procedures) home phone number and cell phone number (if available) for the unit recall roster.

2.5.4.9. Ensure the POC places a new effective date on the unit recall roster each month to verify it has been reviewed and updated, if required.

2.5.4.10. Include assigned mission partner/tenant organizations in group pyramid recall rosters. Ensure assigned mission partners/tenant units have a current copy of the units' pyramid recall roster.

2.5.4.11. Ensure the HQ AFPC/PRC toll-free number (1-800-435-9941, 1-210-565-2020, DSN 665-2020) and the AFPAAS website (**https://afpaas.af.mil/**) are printed on all unit pyramid recall rosters.

2.5.4.12. Designate, in writing, at least two unit members as AFPAAS trusted agents with Commanding Officer Representative (COR) "permissions", to account for all Airmen and family members assigned or subordinate to the PAS Code in his/her hierarchy, upon request from the PCC.

2.5.4.13. Post **Attachment 2** of this wing instruction on the back of his/her unit pyramid notification and recall roster(s). NOTE: AFPAAS is not available for local accountability or exercises.

2.5.4.14. Ensure an actionable Comm-Out pyramid recall roster is maintained. In the event local means of communications are inoperative or overloaded, Comm-Out recall rosters are essential.

2.5.4.15. Ensure AFPAAS information is reviewed and updated bi-annually and immediately when there is a change in information.

2.5.5. Unit Control Centers (UCCs).

2.5.5.1. UCC responsibilities regarding TFA are outlined in AFI 36-3802. However, for locally directed accountability, additional duties include:

2.5.5.2. Planning for quick transfer of accountability rosters and evacuation spreadsheets to a different location in the event the UCC is forced to evacuate or loses connectivity with the rest of the base.

2.5.5.3. Collecting and compiling accountability data from all assigned flights/offices, to include satellite offices that are geographically separated. Provide accountability data to the PCC. If the PCC is not available/cannot be activated, the UCCs will pass accountability data to their unit commander and update unit accountability using the Wing Accountability Management Share Point website. In case of website outage, UCCs will use **Attachments 4 and 5**, as applicable.

2.5.5.4. Establishing redundant procedures for accounting for unit personnel in the event of network outage (SharePoint outage) or when directed.

2.5.5.5. Utilizing AtHoc as "*End User Managers*" (see 45SWI 10-205) to collect unit accountability and pull AtHoc Message Delivery reports for non-TFA events.

2.5.5.6. Report at the 1-hour mark, then every half-hour (30 min) to the 45th SW Accountability SharePoint, or contact the PCC via phone, until 100% accountability of unit personnel is attained. Continue to track and report evacuation information until all unit personnel and their families return to their normal place of duty or have been reassigned to a new place of duty.

2.5.5.7. During an AFPAAS event, will have Commanding Officer Representatives (COR)s with AFPAAS access trained and in place (as conditions permit) for members to report their evacuation location in the event the member and/or their families are required to relocate.

2.5.5.8. If the UCC is deactivated (post-evacuation) prior to the return of all personnel and their families, ensure all current information is properly transferred over to the person/office responsible for tracking all evacuees as designated by their unit commander or designee.

2.5.6. Others.

2.5.6.1. The 45 FSS/CC or designated alternate will be the Patrick CAT/A1 rep and will perform actions prescribed in AFI 36-3802.

2.5.6.2. 45th Range Squadron (45 RANS) when notified by the Patrick CP, will stand-up a "*skeleton CAT*" to monitor unit/group strength reporting during TYPE 1-Recalls. This duty includes collecting strength reporting for recalled personnel and information/statistics on notified personnel provided by UCCs. This data will be available to the 45 SW/CC when requested. NOTE: Accountability strength reporting for Type 2 and 3 recalls will be monitored by the PCC on the 45th SW Accountability SharePoint site.

2.5.7. Individuals (Active Duty, Selective Reserve, DoD Civilians).

2.5.7.1. Be familiar with recall types IAW **paragraph 2.6.4** in this instruction and recall procedures IAW **paragraph 2.7** of this instruction.

2.5.7.2. Upon receipt of AtHoc relayed recalls, Acknowledge Receipt and Understanding (ARU) of at least one message format. This provides UCCs with verification that the message was received. For phone messages, text messages, and e-mails, a simple method of ARU will be provided in the message.

2.5.7.3. Comply with locally initiated recall messages.

2.5.7.4. Comply with prescribed actions IAW AFI 36-3802, Force Support Readiness Programs.

2.5.7.5. Ensure personal information is current on unit recall roster(s). Keep most current recall roster(s) readily available at all times. Unit commanders will determine "readily available" policies. NOTE: Recall rosters contain Personally Identifiable Information (PII) and should be protected accordingly. Recall rosters will not be kept on personal electronic devices, IAW AFMAN 17-1303, *Cybersecurity Workforce Improvement Program*. Additionally, keeping recall rosters in POVs is a poor OPSEC practice and will be avoided.

2.5.7.6. Ensure personal information is current and accurate in the AtHoc "*Self-Service*" client IAW 45SWI 10-205.

2.5.7.7. Follow guidance issued by UCC or Unit Commander in the event of a 45 SW/CC directed evacuation (e.g., HURCON evacuation). Provide accountability information to chain of command via AFPAAS. Consider contacting supervisors/section chiefs directly to pass evacuation plans/details.

2.5.7.8. Ensure AFPAAS information is reviewed and updated bi-annually or immediately when there is a change to information.

2.6. Notification Procedures. AtHoc is the default means to disseminate emergent information to PAFB and CCAFS personnel. However, AtHoc is not intended to take the place of normal pyramid recalls and/or other notification methods--it is a tool to help facilitate the communication process. During a recall or accountability event, AtHoc will make most of these notifications. If notification via AtHoc is unsuccessful (contact not confirmed) or unavailable (system outage), the Pyramid Notification System is the means to finish emergent notifications AtHoc did not make. To some degree, a pyramid notification process will be used regardless of AtHoc functionality. In the event of a Communications-Outage (Comm-Out) situation, a Comm-Out pyramid notification system is initiated without the use of AtHoc to relay information or recalls as directed by 45 SW/CC.

2.6.1. AtHoc Recall Notifications.

2.6.1.1. Recalls and Informational Alerts will be transmitted to all registered users in AtHoc nearly simultaneously (within system capabilities) provided all personnel have accurate contact information IAW 45SWI 10-205.

2.6.1.2. Use of preformatted "*Recall Message*" templates when relaying information is mandatory. See **Attachment 2** for Recall Types And Message Formats. Personnel will receive the 45 SW/CC-approved messages *verbatim* to ensure that the correct information is relayed. Instructions for users to ARU messages will be standardized. Under no circumstances will users be required to "*call back and enter a pin#*" to receive recalls or informational alerts. The ability to rapidly ARU messages is critical and as such, the following standard ARU methods will be applied:

2.6.1.2.1. AtHoc system-made phone calls will provide recipients the opportunity to "*acknowledge receipt*" after message is read by pressing "*1*" on the keypad.

2.6.1.2.2. AtHoc text messages with recall/informational alerts will provide end users the opportunity to acknowledge receipt by responding to the text message itself simply by typing "*1*" and send.

2.6.1.2.3. AtHoc system generated e-mail notifications and recalls will allow users to respond to the e-mail itself with acknowledgement.

2.6.1.3. Units will ensure procedures are in place to continue contacting personnel who did not ARU the initial recall notification via AtHoc. Traditional attempts must be made until positive contact is made and the notification is relayed. Leaving a message on someone's answering machine, mobile phone voicemail, or text message is <u>not</u> considered notification unless contacted via the AtHoc system <u>and ARU actions were taken</u>.

2.6.2. Pyramid Notification System.

2.6.2.1. In the event of an AtHoc outage or Comm-Out situation, personnel/units will receive recall notifications via the Pyramid Notification System, as soon as possible with considerations made for safety, security, and priority of notification.

2.6.2.2. Patrick CP controllers, at the direction of the 45 SW/CC, will initiate the Pyramid Notification System by notifying all wing/group commanders via telephone.

2.6.2.3. The Patrick CP will make telephone contact with each individual UCC POC to inform them of the recall and direct them to activate immediately; UCC personnel will continue unit pyramid notifications. NOTE: Not all UCC members will be contacted, rather at least one from each UCC.

2.6.2.3.1. IAW AFMAN 10-207, Patrick CP notifications will be limited to no more than 10 per controller. To focus Patrick CP controller efforts, notifications will be made to the UCCs as all tenant units will either have their own UCC or be "*paired*" with another UCC. Mission partners will also be paired with an appropriate UCC to ensure coverage/notification.

2.6.2.4. The Patrick CP will notify tenant unit commanders on PAFB (920 RQW, AFTAC, and Defense Equal Opportunity Management Institute (DEOMI) of recalls as a courtesy and as time permits. Primary responsibility of notification will come from the tenant unit's UCC. Similarly, Mission Partners (nonmilitary units) will receive notification from their paired group/squadron via the pyramid notification process. See **Attachment 6** for Mission Partner pairings.

2.6.2.5. Agencies with contractor personnel working within their units are responsible for notifying those personnel, as applicable. For contractors not registered in AtHoc, pyramid notification is the only means of official notification.

2.6.3. Pyramid Notification-Communications-Outage (Comm-Out) Recalls.

2.6.3.1. The 45 SW/CC will initiate the Comm-Out Pyramid Notification System and will notify the 45 SW Group Commanders and Wing Staff Agencies. The 45 SW Group Commanders and Wing Staff Agencies will notify their individual Squadron Commanders and the Squadron Commanders direct activation of their unit UCCs; UCCs ensure all unit personnel are notified.

2.6.3.2. 45 SFS/ ECC may be employed to aid Wing/Group leadership notifications via 45 SFS patrols to expedite pyramid notifications system activations. 45 MSG/CC will approve use of 45 SFS personnel.

2.6.3.3. Units will implement (Comm-Out) procedures when notified by their unit leadership (likely in-person). Personnel will use the Comm-Out rosters required by AFI 10-2501.

2.6.3.4. Runners, loudspeaker-equipped vehicles, and the giant voice speaker system may be used to notify personnel when communications are impaired. Any problem areas identified during actual, or exercise notification, will be forwarded to 45 SW senior leadership.

2.6.3.5. For Comm-Out situations, and there is information vital to the safety of base, the 45 SFS may be required to notify personnel residing in base housing and family campgrounds (FamCamp) via PA/speaker-equipped vehicles. The Patrick CP will activate the base Giant-Voice system if available.

2.6.3.6. During Comm-Out situations, personnel will make in-person notifications and then report to his/her duty section or UCC depending on unit guidance or relayed message.

2.6.4. Types of Recalls/Notifications.

2.6.4.1. Wing/Unit Recall (Type 1). Used to direct military personnel to report for duty during real-world or exercise situations. Report in wearing the Uniform of the Day (UOD) in accordance with local directives. MEFE will be recalled at the discretion of the unit commander based on the situation. During exercises, personnel in non-duty status (leave, temporary duty, traditional reservists, and non-duty Individual Mobilization Augmentees) are not normally contacted but may receive AtHoc notifications. UCCs will be stood up and will begin strength reporting via the 45th SW Accountability SharePoint site, as directed, no later than Recall Reference Time +1 hour. If the CAT is not already activated, the CAT Support Team will be recalled to provide liaison between UCCs and the 45 SW/CC. Type 1 Wing recalls will have an option associated with them. These include:

2.6.4.1.1. Option Alpha. 45 SW (920 RQW and/or AFTAC, when directed) military personnel and MEFE only (may omit MEFE). Crew/Shift workers will follow specific guidance given and will follow their current duty schedule as needed.

2.6.4.1.2. Option Bravo. All PAFB/CCAFS military, federal employees, tenant and contractors as deemed appropriate (add/omit tenant units). Crew/Shift workers will follow specific guidance given and will follow their current duty schedule as needed.

2.6.4.1.3. Option Charlie. Specific unit stand-by (identified in message).

2.6.4.1.4. When used by squadron/unit commanders to conduct "internal recalls" the recall message will identify recall parameters and will not contain an "Option" (i.e., 45 CES Recall)

2.6.4.2. Wing/Unit Accountability (Type 2). During a local emergency, accident or in-conjunction with an exercise scenario; accountability of PAFB and CCAFS personnel may be necessary. When directed by the 45 SW/CC, a Wing Accountability Recall will be initiated. UCCs will stand-up immediately. Strength reporting is required via the Wing Accountability Management SharePoint site located on the 45 SW SharePoint homepage and IAW **paragraph 2.8.1** of this instruction. The PCC may provide accountability expertise/progress to the 45 SW/CC if able, however the PCC is primarily a Total Force Accountability tool.

2.6.4.3. Total Force Accountability-TFA Recall (Type 3). A TFA Recall is HHQ directed as a result of a national-level emergency, natural disaster, or other wide-spread catastrophic event. The 45 SW/CC will initiate the TFA recall through the Patrick CP. UCC/PCCs will stand-up immediately and strength reporting will be required until 100% accountability reached**.** TFA procedures are discussed in **paragraph 2.8.2**

2.6.4.4. Practice/Test (Type 4). Used primarily by unit commanders and UCCs to test the notification alerting process. Personnel will acknowledge receipt and understanding (ARU) of messages received. This allows UCCs to verify accurate AtHoc registration and ensure a reliable recall/information notification system is available to commanders. Strength reporting is required via Wing Accountability Management SharePoint webpage, if Type 4 recall is directed by 45 SW/CC. Individual unit commanders (through their UCCs) may initiate unit-level accountability and notification tests. For unit-level accountability, strength reporting is not required at the wing level.

2.6.4.5. Informational Alert (Type 5). Although not a traditional "*recall*", the Informational Alert uses the recall process and structure to disseminate need-to-know information to the base populace. Notifications normally passed include (but are not limited to) information regarding a national emergency, natural disaster(s), changes in Hurricane Condition (HURCON), Information Operation Condition (INFOCON), Force Protection Condition (FPCON), or other time-sensitive information requiring instant and broad dissemination. The 45 SW/CC or 45 SW/CV will determine releasability of an Informational Alert. NOTE: Non-emergency information should be disseminated via 45 SCS "*Global E-mail*"

2.6.4.6. There are additional specialty team recalls that do not fall within the guidelines of this instruction. These special recalls include the CAT, EOC and UCC. A Disaster Response Force recall is conducted at the discretion of the 45 SW/CC (or 920 RQW/CC when directed).

2.7. Recall Procedures (For personnel recalled). Recalls are used to recall military personnel and MEFE to their duty stations. The 45 SW/CC determines the personnel who will be recalled and the type of recall. It is paramount that individuals respond in an expeditious and safe manner.

2.7.1. Response to Recalls.

2.7.1.1. Personnel will respond to recall messages as soon as possible and when safe (i.e., not while driving). Informational Alerts (Type 5) do not require response unless specifically stated in the message.

2.7.1.2. All government employees are required to respond to all recall/accountability messages when they are received. This will not violate any overtime rules unless they are recalled to duty location. Prior coordination with 45 SW/CC will occur prior to recall of government employees

2.7.1.3. For pyramid notification recalls, make required notifications to next person(s) as directed on unit recall roster. If unable to make contact with next person, skip them and make the next subsequent notification as situation warrants (telephone or in-person). Personnel will not "*break the chain*" of the pyramid notification process without permission from his/her chain-of-command.

2.7.1.4. Reporting for duty. When recalled, all military members will report to their assigned/appointed duty sections or designated location as directed. Report wearing the authorized UOD per local directives. Do not delay reporting for personal grooming, meals, etc. (with the exception of child care).

2.7.1.5. Civilian personnel recalled will report to their duty sections in their appropriate/designated attire.

2.7.1.6. MEFE recalled, will comply with procedures outlined in this instruction regardless of notification time (if MEFE recall option was disseminated). Prior coordination with 45 SW/CC will occur prior to MEFE recall.

2.7.1.7. In the event of a Comm-Out recall, ensure UCC personnel are advised and updated of personnel arrival to duty locations (NOTE: Units may direct reporting to UCC location before duty location, if appropriate).

2.7.1.8. Problem areas identified during tests, exercises, or actual recall drills will be forwarded to respective group commanders, 45 SW/CCE, 45 SW/CD for wing staff agencies, or the agency conducting the recall, as appropriate. Also, problem areas should be accompanied by a recommended solution.

2.7.2. Unit/Wing Strength Reporting.

2.7.2.1. Once activated, UCCs will begin strength reporting via Wing Accountability Management site. Military and/or MEFE will require strength reporting unless otherwise directed.

2.7.2.2. Unless otherwise directed, the Reference Time is the time at which accountability was initiated.

2.7.2.3. UCCs will report military strength numbers at Recall Reference Time +1 hour, then every 30 mins until complete.

2.7.2.4. For all recalls, UCC personnel will utilize the report function in AtHoc to track personnel notified of recall and report these numbers to the Wing Accountability Management site. This process will provide commanders up the chain, the information on how many people were notified of the recall. Strength reports provide commanders information on personnel that have reported for duty.

2.7.2.5. For pyramid notifications and Comm-Out pyramid notifications, the ability to report "*personnel notified*" will be limited. UCCs will attempt to provide this information if possible for situational awareness, however; focus shall be on reporting personnel that have reported for duty.

2.7.2.6. In addition to reporting figures on the Wing Accountability Management website, UCCs will collect strength reporting figures and record them on hard-copy documents such as the *Unit Military Strength Report* (see **Attachment 4**) in case of network failure, website problems, or Comm-Out scenario.

2.7.2.7. If there is a network/website problem, UCCs will up-channel recall strength reports to their unit commanders. Unit commanders up-channel this information to his/her group commanders and he/she in-turn provide this information to the CAT or CAT Support Team. This is to ensure the 45 SW/CC has strength numbers to make decisions.

2.8. Accountability Procedures. The two accountability recalls (Type 2 and Type 3) are a means for the 45 SW/CC to account for all assigned personnel. Although similar, they differ in scope, reason, and how accountability is reported. Wing Accountability (Type 2) is locally directed by the 45 SW/CC in response to a PAFB/CCAFS event. TFA (Type 3) is HHQ directed and in response to a much larger event/area of concern.

2.8.1. Wing Accountability.

2.8.1.1. Directed by 45 SW/CC, 920 RQW/CC or AFTAC/CC for all military and government employees.

2.8.1.2. Military and government employees will acknowledge receipt and understanding of accountability when they receive a Type-2 recall message. Reporting to work is not-required.

2.8.1.3. Personnel will verify their accountability by responding directly to one of the AtHoc messages directing wing accountability. Acknowledgement of accountability of the one (or any) Wing Accountability message is sufficient.

2.8.1.4. UCC's will use the AtHoc reports function to determine if their assigned personnel have acknowledged and received the wing accountability recall message. This data will be reported in the accountability strength report.

2.8.1.5. UCC's will report "*accountability*" using the *Unit Military Strength Reporting* format in **Attachment 4**. UCCs will differentiate personnel on leave, TDY, etc. Report via the 45th SW Accountability SharePoint site to allow the PCC and 45 FSS/CC to provide the 45 SW/CC statistics. Reporting will begin at Recall Reference Time +1 hour, and every 30 min thereafter until 100% accountability is completed.

2.8.1.6. The 45 SW/PCC, duty phone 494-7832 (primary), 494-7577 (secondary), 494-5121 (tertiary) or 494-5604 (tertiary), is the installation focal point primarily for TFA, but may support the 45 SW/CC, during wing accountability recalls as well. The PCC is the installation subject matter expert on accountability. Units will report accountability to the 45th SW Accountability SharePoint Site primarily, or contact them via telephone to report.

2.8.1.7. In the event of website problems, network outage, or Comm-Out scenario, UCCs will provide hard copy "*Unit Strength Report*" at Recall Reference Time +1 hour, and every 30 min thereafter until 100% accountability is completed to the PCC in building 537 Room 220.

2.8.1.8. PCC will provide the 45 SW/CC, a *PAFB/CCAFS Strength Report* IAW **Attachment 5** at Recall Reference Time +1 hour, and every 30 min thereafter until 100% accountability is completed. NOTE: SharePoint outages will delay reporting times.

2.8.2. Total Force Accountability (TFA).

2.8.2.1. TFA recalls will be used to account for personnel in a geographical area of concern, following a natural disaster or national emergency.

2.8.2.1.1. TFA is directed by HQ USAF. The Type 3 Recall message is disseminated with the 45 SW/CC concurrence.

2.8.2.2. Unless otherwise directed, AFPAAS is the Air Force's web-based system designed to gain TFA of Air Force personnel and their families directly affected by natural and man-made disasters.

2.8.2.3. AFPAAS is the primary means to report and attain accountability in the event of a disaster or unless otherwise directed by AF leadership.

2.8.2.4. Applies to the Total Force – which includes active duty, reservists on active duty, Department of Defense (DoD) and Non-Appropriated Fund (NAF) civilian employees, family members of active duty/selected reservists, and family members of DoD/NAF civilians receiving benefits - reflected in Defense Enrollment Eligibility Reporting System (DEERS) - associated with being evacuated to an authorized safe haven.

2.8.2.5. AFPAAS utilizes data from the Defense Military Data Center's (DMDC) Personnel Accountability Reporting System (PARS) to identify members assigned or living in the affected area. AFPAAS provides valuable information to the Air Force chain of command, enabling commanders at all levels to make strategic decisions, which facilitate a return to normal operations following a national emergency or disaster.

2.8.2.6. The PCC (via the AFPAAS website and the 45th SW Accountability SharePoint site) will provide the 45 SW/CC information on TFA for the Geographic Area of Interest (GAOI).

2.8.2.6.1. 45 FSS/CC and PCC will identify all AF personnel on leave, on a pass (if known), or TDY in the GAOI and add them to the disaster event within AFPAAS.

Chapter 3

MISSION PARTNERS AND TENANT UNITS

3.1. General.

3.1.1. The 45 SW, provides support to CCAFS for Space Operations conducted throughout the ER. This cannot be accomplished without the support of associated military (tenant units) and civilian agencies (Mission Partners). PAFB/CCAFS is home to various tenant units, whose missions are unrelated to the 45 SW mission.

3.1.2. For the purposes of clarity, a tenant unit has their own Unit Control Center (UCC) to provide their unit's input during exercises, contingencies, recalls, or base-wide emergencies. They have AtHoc trained "*End-User Managers*" and are self-contained. These units include the 920 RQ), AFTAC and the DEOMI as well as many other smaller units.

3.1.2.1. IAW AFI 10-2501, *USAF Emergency Management Program Planning and Operations*, Paragraph 3.11, unit commanders (to include tenant units) will appoint Emergency Management (EM) representatives and ensure their UCC is properly staffed and trained.

3.1.2.2. UCC's are the individual unit's focal point for disseminating information to unit personnel, and for collecting information on their units for up-channeling to the wing. It is vital to the safety of the mission partners, that solid contact information is collected, maintained, and up-channeled IAW **Chapter 2**, of this instruction.

3.1.2.3. Some military units on PAFB/CCAFS are too small to have their own UCC. These units are paired with another, larger UCC. These smaller tenant units and their paired UCCs are listed on **Attachment 6.**

3.1.3. The term "*Mission Partner*" refers to any non-military unit, civilian contractor, commercial business, or federal organization that works on PAFB or CCAFS. These entities do not have their own UCC. A listing of "*Mission Partners*" is located in **Attachment 6**, and is available on the 45 SW SharePoint homepage. This list will be reviewed semi-annually in January and July of each year.

3.2. Responsibilities.

3.2.1. 45 Civil Engineering Squadron (CES)/CEX Emergency Management Flight (Includes Cape Emergency Management where appropriate).

3.2.1.1. Provides UCC members training.

3.2.1.2. Ensures Command Post/EOC/CAT Support Teams have up-to-date UCC Contact information to include:

3.2.1.2.1. UCC Org Box E-mail addresses.

3.2.1.2.2. UCC POCs Names and contact information (hard copy at a minimum).

3.2.1.2.3. Ensure "*paired*" unit contact information on each UCC Roster, when applicable.

3.2.1.3. Validate small tenant unit UCC association and resolve disagreements of these assignments with unit CCs.

3.2.1.4. As required, provide Patrick CP a revised UCC/Tenant unit listing for publishing an updated **Attachment 6** for posting to 45th Space Wing SharePoint site.

3.2.2. Unit Control Centers (UCCs).

3.2.2.1. Provide 45 CEX Emergency Management contact information for their unit's UCC members.

3.2.2.2. Coordinate with paired mission partners/tenant units to determine points of contact (POC) for emergent notifications.

3.2.2.3. Maintain aligned Mission Partner contact information. Since Mission Partners will not have their own AtHoc accounts, UCCs (End-User Managers) will build/maintain a manually created distribution lists/accounts. For further details, reference 45SWI 10-205.

3.2.3. 45th Space Wing Plans (45 SW/XP).

3.2.3.1. 45 SW/XP is responsible for facilitating Mission Partner/tenant organization pairings with appropriate wing agencies, groups and/or units during the initial bed down process whenever a host-tenant support agreement is initiated.

3.2.3.2. When a Mission Partner/tenant organization status has changed, notify the host unit and provide an update to the Mission Partner/tenants' list to CP personnel. The most current listing can be viewed on the 45 SW SharePoint page.

3.2.4. Patrick Command Post (CP).

3.2.4.1. Will publish, at least semi-annually, a revised **Attachment 6** to this document.

3.2.4.2. Will post current mission partner listing to 45th Space Wing/Patrick Command Post SharePoint homepage.

3.2.4.3. Report discrepancies to mission partner lists and contact information to UCC's/unit CC's for action, as appropriate.

Chapter 4

STAND-BY DUTIES

4.1. General. The Patrick Command Post (CP) maintains a 24/7, 365-day operations environment. In this capacity, often times, the Patrick CP is contacted by personnel requesting after-hours contact information for various base agencies. In order to provide quality customer service and ensure mission effectiveness, the Patrick CP requires stand-by duty rosters from base agencies that conceivably, could be needed outside of normal duty hours. This chapter addresses the stand-by roster requirements, and identifies key agencies that are required to provide this information.

4.1.1. Stand-by Duty Rosters and Recall Rosters are not the same. Recall rosters are for recall of all assigned personnel. Stand-by rosters are specifically for the purposes of after-hours contact of required resources/personnel. Stand-by rosters (or "*letters*") are specific to a range of dates and will be formatted IAW **Attachment 3**. **NOTE:** At no time will these products be used interchangeably.

4.2. Policy. The 45 SW is the host wing for PAFB. However, there are many units that conduct business on PAFB. Sometimes, these missions require after-hours notification or coordination. It is critical to the success of all missions at PAFB that a reliable, current, and robust after hours "*Stand-By*" program be established and maintained.

4.3. Responsibilities.

4.3.1. Commanders/Chiefs.

4.3.1.1. Ensure identified personnel (see **Attachment 3**) provide current stand-by rosters to Patrick CP quarterly or when changes occur.

4.3.1.2. Ensure personnel performing stand-by duty understand duty requirements.

4.3.1.3. For contractors/civilian personnel, ensure any fiscal considerations have been made regarding overtime pay and are de-conflicted prior to personnel assuming stand-by responsibilities.

4.3.2. Agencies (Identified in **Attachment 3**).

4.3.2.1. Using **Attachment 3** as a template, agencies will create their stand-by rosters.

4.3.2.2. Provide current stand-by roster to Patrick CP no later than the 1st of the month, quarterly (Jan, Apr, Jul, Oct) or as changes occur. Regardless of recent changes, a new roster will be sent to Patrick CP, quarterly. NOTE: At no time will any stand-by roster be valid for more than 90 days.

4.3.2.3. Submit stand-by roster changes as appropriate by contacting the Patrick CP or sending an e-mail to the Patrick CP organization inbox.

4.4. Procedures.

4.4.1. Coordinate with the on-duty controller (494-7001) to send Stand-by rosters via encrypted email or dropping off at the CP.

4.4.2. Minor changes can be made with the on-duty controller. Significant changes to any roster warrants a revision.

4.4.3. Command Post controllers will file the stand-by rosters for use/reference.

4.4.4. Command Post controllers will make reasonable efforts to receive current stand-by rosters. If unable to do so, the Patrick CP will contact the applicable unit commander(s).

DOUGLAS A. SHIESS
Brigadier General, USAF
Commander

Attachment 1

GLOSSARY OF REFERENCES & SUPPORTING INFORMATION

References

AFI 36-3802, *Force Support Readiness Programs*, 9 January 2019

AFI 33-322, *Records Management and Information Governance Program*, 23 March 2020

AFMAN 10-206, *Operational Reporting (OPREP)*, 18 June 2018

AFMAN 10-207, *Command Posts*, 11 Apr 2018

AFMAN 10-207_AFSPCSUP, *Command Posts*, 12 March 2019

45SWI 10-205, *Installation Notification and Warning System (INWS)*, 16 December 2016.

AFMAN 10-206_ACCSUP, *Operational Reporting (OPREP)*, 6 March 2019

AFI 10-2501, *Emergency Management Program*, 10 March 2020

AFMAN 17-1303, *Cybersecurity Workforce Improvement Program*, 12 May 2020

Adopted Forms

AF Form 847, *Recommendation for Change of Publication*

Abbreviations and Acronyms

45SW—45th Space Wing

45SWI—45th Space Wing Instruction

920RQW—920th Rescue Wing

ABU—Airman Battle Uniform

AFMAN—Air Force Manual

AFPAAS—Air Force Personnel Accountability and Assessment System

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

AFRC—Air Force Reserve Command

AFRIMS—Air Force Records Information Management System

AFTAC—Air Force Technical Applications Center

ARI—Alcohol Related Incidents

ARU—Acknowledge Receipt and Understanding

BDOC—Base Defense Operations Center

CCAFS—Cape Canaveral Air Force Station

CP—Command Post

CAT—Crisis Action Team

CCIR—Commander's Critical Information Requirements

COR—Commanding Officer Representative

DAF—Department of the Air Force

DEERS—Defense Enrollment Eligibility Reporting System

DEOMI—Defense Equal Opportunity Management Institute

DMDC—Defense Military Data Center

DoD—Department of Defense

ECC—Emergency Operations Center

EOC—Emergency Operations

EA—Emergency Actions

ER—Eastern Range

ESF—Emergency Support Function

FOUO—For Official Use Only

FPCON—Force Protection Condition

FSS—Force Support Squadron

GAOI—Geographic Area of Interest

GSU—Geographically Separated Unit

HHQ—Higher Headquarters

HIPAA—Health Insurance Portability and Accountability Act

HURCON—Hurricane Condition

IC—Interim Change

INFOCON—Information Operation Condition

INWS—Installation Notification and Warning System

LES—Law Enforcement Sensitive

LMR—Land Mobile Radio

MOA—Memorandum of Agreement

MEFE—Mission Essential Federal Employees

MNS—Mass Notification System

NAF—Non-Appropriated Funds

OPREP-3—Operational Reports-3

PAFB—Patrick Air Force Base

PARS—Personnel Accountability Reporting System

PCC—Personnel Control Center

PII—Personally Identifiable Information

RDS—Records Disposition Schedule

TFA—Total Force Accountability

TDY—Temporary Duty

UCC—Unit Control Center

Attachment 2

RECALL TYPES & MESSAGE FORMATS

Figure A2.1. Recall Types & Message Formats.

TERRORISM FORCE PROTECTION CONDITIONS (FPCONS)

FPCON NORMAL: Defined as a general threat that possible terrorist activity exists, but warrants only a routine security posture. At a minimum, access control will be conducted at all DoD installations and facilities. This FPCON equates to normal day-to-day operations.

FPCON ALPHA: This condition is declared as a when there is an increased general threat of possible terrorist activity against personnel or facilities, the nature and extent of which are unpredictable, and circumstances do not justify full implementation of FPCON BRAVO measures. However, it may be necessary to implement certain measures from higher FPCON measures resulting from intelligence received or as a deterrent. The measures in this FPCON must be capable of being maintained indefinitely.

FPCON BRAVO: This condition is applies when an increased or more predictable threat of terrorist activity exists. Sustaining FPCON BRAVO measures for a prolonged period may affect operational capability and relations with local authorities.

FPCON CHARLIE: This condition is declared when an incident occurs or when intelligence is received indicating that some form of terrorist action is imminent. Implementation of this measure for applies when an incident occurs or intelligence is received indicating some form of terrorist action or targeting against personnel or facilities is likely. Sustaining FPCON CHARLIE measures for a prolonged period may affect operational capability and relations with local authorities.

FPCON DELTA: This condition applies in the immediate area where a terrorist attack has occurred, or when intelligence has been received that terrorist action against a specific location is likely. Normally, this FPCON is declared as a localized warning.

PHASE I - LIGHTNING WITHIN 30-MINUTE RANGE

Phase I Lightning Condition: Lightning within 5 nautical miles is expected to occur with the next 30 minutes. Take protective action.

PHASE II - LIGHTNING IMMINENT OR OCCURRING WITHIN A 5-MILE RADIUS

Phase II Lightning Condition: Lightning within 5 nautical miles is imminent or occurring.

HURRICANE CONDITIONS (HURCONS)

HURCON IV: 96 hours prior to forecast--arrival of 50-knot (58 mph) winds

HURCON III: 72 hours prior to forecast--arrival of 50-knot (58 mph) winds

HURCON II: 48 hours prior to forecast--arrival of 50-knot (58 mph) winds

HURCON I: 24 hours prior to forecast--arrival of 50-knot (58 mph) winds

HURCON IE: Indicates surface winds in excess of 58 mph are occurring and other dangerous conditions associated with the storm are present. All outside activity is strictly prohibited.

HURCON IR: indicates life-threatening storm hazards have passed but damage may persist and only emergency responders and damage assessment personnel are released to move about

FOR HURRICANE INFORMATION CALL: 1-800-470-PAFB or 321-494-4636

PERSONNEL WHO EVACUATED PAFB (HURRICANE OR OTHER NATURAL DISASTER) log into AFPAAS at https://afpaas.af.mil, update their status and complete the assessment survey. If a degraded environment does not allow access to the AFPAAS website, members should contact their UCC or the Air Force Personnel Center's Personnel Readiness Cell (PRC) at 1-800-435-9941, DSN 665-2020, Commercial 210-565-2020.

PERSONNEL MUST ALSO CALL FOR RETURN TO BASE INFORMATION.

TYPE 1 RECALL: WING/UNIT RECALL

"This is the (name and organization) with a TYPE 1 RECALL notification.
-Option **Alpha**: 45 SW military personnel and MEFE only. (May omit MEFE)
-Option **Bravo**: All PAFB CCAFS military, federal employees, tenant and contractors as deemed appropriate (Add Omit Tenant units)
-Option **Charlie**: Specific unit (identified in message) Stand-by
Reference Time is:_____L.

Instructions: Acknowledge message IAW 45 SWI 10-302, complete your required notifications and report for duty immediately.

(NOTE: **Unit commanders and supervisors must ensure proper response. Unit commanders and supervisors may exercise discretion when shift workers are involved or when other circumstances preclude contacting or having personnel report for duty.**)

TYPE 2 RECALL: WING ACCOUNTABILITY

"This is the (name and organization) with a TYPE 2 RECALL, WING ACCOUNTABILITY notification." Reference Time is: _____L. Contact your supervisor/Unit Control Center to report accountability"

TYPE 3 RECALL: TOTAL FORCE ACCOUNTABILITY (TFA)

"This is the (name and organization) with a TYPE 3 RECALL notification. Initiate Total Force Accountability IAW AFI 36-3803. Reference time is _____L. Personnel are directed to contact their chain of command/UCC or log into AFPAAS website as directed"

TYPE 4 RECALL: PRACTICE /TEST RECALL

"This is the (name and organization) with a TYPE 4 RECALL notification. This is a test of the Recall system. Reference time is _____L. Recall test instructions are as follows..."

TYPE 5: INFORMATION ALERT

"This is the (name and organization) with an INFORMATION ALERT notification of _____L. THE 45 SW commander has authorized the following informational alert _____

EVACUATION CONTACT INFORMATION

Supervisor *After Evacuation:* _____
Personnel Control Center (PCC): 321-494-7832; fax 321-494-4382
Air Force Personnel Center's Personnel Readiness Cell (PRC): 800-435-9941, Comm 210-565-2020; DSN 665-2020.

*****Once a member (or dependents if evacuating separately) has arrived at a safe evacuation location, report status and location back to unit. If member is unable to contact unit, immediately contact HQ AFPC/PRC at 1-800-435-9941 to report status and location. *****

Attachment 3

STAND-BY ROSTER TEMPLATE ARE REQUIRED PARTICIPANTS

Figure A3.1. Stand-By Roster Template and Required Participants.

DD MMM YYYY

MEMORANDUM FOR PATRICK CP

FROM: OFFICE SYMBOL/COMMON NAME

SUBJECT: Month/Year Stand-By Roster (NOTE: Rosters are effective for NO MORE THAN 90 DAYS)

1. Agency's stand-by procedure/details. This paragraph is for Stand-By duty effective hours (if applicable), duty hour contact information, and any specific detail the agency deems significant to this process.

2. Government Cell Phone. If agency has a government-issued mobile phone-they will include the number on this line and any directions. If no government device used, put "Government Cell: N/A"

3. Stand-by duty "*situational*" variances/instructions. This section will cover details like, effective dates of each individual, personal/home contact info, primary and alternates on call, and PROCEDURES IF CONTACT WITH PRIMARY IS NOT SUCCESSFUL.

4. Chart/table example below will be used. Agencies may however, amend it, based on their requirements.

Date	**Name**	**Contact Number**

5. Contact information if ALL OTHER ATTEMPTS to make contact fail (Flight Chief, OIC, etc.). This letter supersedes our previous letter, same subject.

FIRST MI. LAST, Rank, USAF
Duty Title

The following agencies have been identified as requiring after-hours notifications and will provide the Patrick CP and stand-by duty letter (see paragraph 4.3): NOTE: Agencies/units will not combine stand-by letters when more than one flight/section requires stand-by letters.

-ALERT PHOTOGRAPHER (PA)
-AIRFIELD MANAGER (AMOPS)
-AMN & FAMILY READINESS
-AREA DEFENSE COUNCIL
-BIOENVIRONMENTAL ENGINEERING
-CASUALTY AFFAIRS
-CAT SUPPORT TEAM (CAT ADMIN)
-CHAPLAIN
-COMM FOCAL POINT
-DRUG DEMAND REDUCTION (DDR)
-EMERGENCY MANAGEMENT (EOC)
-EQUAL OPPORTUNITY
-EXPLOSIVE ORDINANCE DISPOSAL (EOD)
-FIRST SGT ROSTER (No MFR required but must provide product)
-FUELS (FOR TRANSIENT ACFT)
-HONOR GUARD
-INST. DEPLOYMENT OFFICER (IDO)
-INTEL
-JAG/LEGAL OFFICE
-LABORATORY
-MENTAL HEALTH/ADAPT
-MORTUARY AFFAIRS
-OSI
-PROTOCOL
-PUBLIC AFFAIRS OFFICER
-PUBLIC HEALTH
-SAFETY
-SARC
-TRANSIENT ALERT
-UNIT CONTROL CENTER ROSTER (No MFR required but must provide product)
-PSAB BLDG CUSTODIANS (No MFR required but must provide product)
-CCAFS BLDG CUSTODIANS (No MFR required but must provide product)

Attachment 4

UNIT MILITARY STRENGTH REPORTING TEMPLATE

Figure A4.1. Unit Military Strength Reporting Template.

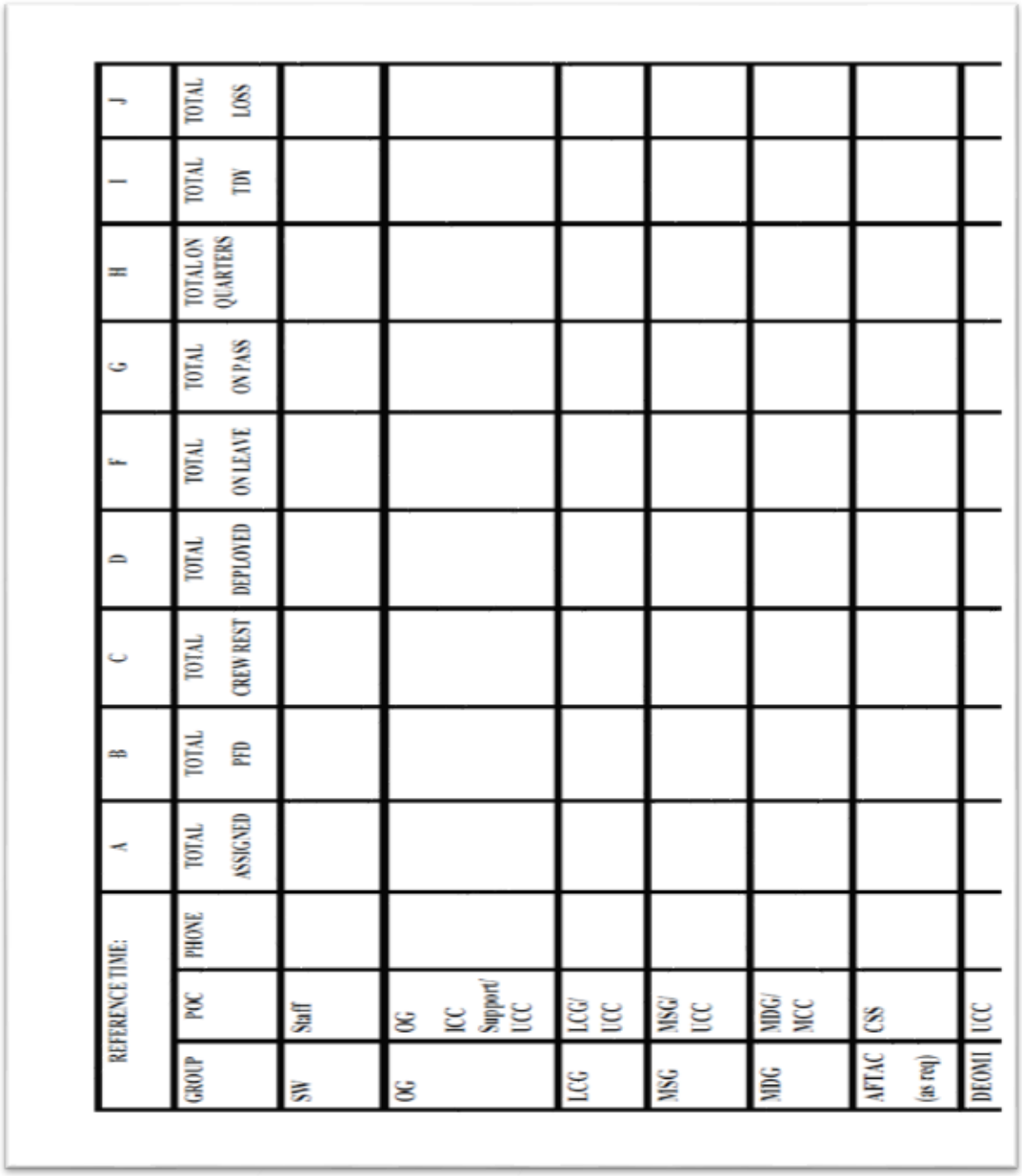
CATEGORY OF PERSONNEL: _____

	A	B	C	D	E	F	G	H	I	J
REPORT DUE AT	TOTAL ASSIGNED	TOTAL PFD	TOTAL CREW REST	TOTAL DEPLOYED	TOTAL ON LEAVE	TOTAL ON PASS	TOTAL ON QUARTERS	TOTAL TDY	TOTAL LOSS	TOTAL OTHER
RT + 1 HOUR										
RT + 1.5 HOURS										
RT + 2 HOURS										
RT + 2.5 HOURS										
RT + 3 HOURS										

Attachment 5

PAFB/CCAFS STRENGTH REPORTING TEMPLATE

Figure A5.1. PAFB/CCAFS Strength Reporting Template.



REFERENCE TIME:			A	B	C	D	F	G	H	I	J
GROUP	POC	PHONE	TOTAL ASSIGNED	TOTAL PFD	TOTAL CREW REST	TOTAL DEPLOYED	TOTAL ON LEAVE	TOTAL ON PASS	TOTAL ON QUARTERS	TOTAL TDY	TOTAL LOSS
SW	Staff										
OG	OG ICC Support/ UCC										
LCG	LCG/ UCC										
MSG	MSG/ UCC										
MDG	MDG/ MCC										
AFTAC	CSS										
(as req)											
DEOMI	UCC										

Attachment 6

TENANT UNIT LIST

Table A6.1. Tenant Unit List.

IAW AFI 10-2501, Unit Commanders WILL establish UCCs to provide a focal point within an organization, to maintain unit C2, relay information to and from unit personnel, provide expertise to the EOC or IC, and leverage unit resources to respond to and mitigate an incident. Collective grouping of units under a single UCC is authorized when a stand-alone unit-level UCC is impractical, however this does not absolve unit CC's of the requirement			
Tenant Units are Military/Federal agencies that operate on/are attached to PAFB/CCAFS STRONGLY RECOMMEND REVIEWING 45 SW SHAREPOINT ON A QUARTERLY BASIS TO VERIFY LIST OF ASSOCIATED/TENNANT UNITS			
Associated Tenant Units	**OPR**	**Location**	**UCC**
114th Space Control Squadron	45 RANS	PAFB	45 RANS
143d Sustainment Command (Expeditionary)	45 CES	Housing support for Army personnel	45 CES
17th Test Squadron	45 OG	PAFB	45 RANS
23d Space Operation Squadron/Global Position System Ground Station	5 SLS	CCAFS	5 SLS
23d Space Operation Squadron/Global Position System Ground Station	45 MSG	Ascension Auxiliary Airfield	45 MSG
23d Space Operations Squadron/Eastern Vehicle Checkout Facility/Transportable Vehicle Checkout Facility	5 SLS	CCAFS	5 SLS
309th Software Maintenance Group	45 OG	PAFB	45 SCS
333d Recruiting Squadron (333 RCS)	45 FSS	PAFB	45 FSS
37th Training Wing 342d Training Squadron/Detachment 1	45SW/ LGRDX	Kirtland AFB NM	N/A
482 Fighter Wing	45 SW/ LGRDX	Homestead ARB FL	N/A
70th Intelligence Surveillance Reconnaissance Wing/543d Intelligence Surveillance Reconnaissance Group	45 SW/ LGRDX	Miami City FL and Key West FL	N/A

Associated Tenant Units	OPR	Location	UCC
920th Rescue Wing	920 RQW	PAFB	920 RQW
96th Test Wing/Aerial Ground Surveillance Joint Test Force	45 OG	Melbourne FL	45 RANS
AFOSI/Det 802	45 SFS	PAFB	45 SFS
Air Force Agency for Modeling and Simulation	45 SW/XP	Orlando FL	N/A
Air Force Audit Agency/Atlantic Area Audit Office/Team C	45 CPTS	PAFB	45 WSA
Air Force Element/Joint Interagency Task Force-South	45 SW/ LGRDX	Key West FL	N/A
Air Force Element/US Southern Command	45 SW/ LGRDX	Miami FL	N/A
Air Force Labor Advisors Office (SAF/AQCR)	45 MSG	PAFB	45 CONS
Air Force Research Laboratories - Corrosion Testing	45 MSG	CCAFS	45 MSG
Air Force Technical Applications Center (AFTAC)	AFTAC	PAFB	AFTAC
Area Defense Counsel	45 SW/JA	MacDill AFB FL	N/A
Army Corps of Engineers/Mobile District (COE)	45 CES/CEI	PAFB	45 CES
Cape Canaveral Lighthouse Foundation	45 MSG Det 1	CCAFS	45 MSG Det 1
Defense Intelligence Agency/Joint Military Attaché School	45 MSG Det 1	PAFB and CCAFS	45 MSG Det 1

Associated Tenant Units	OPR	Location	UCC
Defense Contract Management Agency/Aircraft integrated Maintenance Operation	45 MSG	Melbourne FL	45 CONS
Defense Contract Audit Agency (DCAA)	45 CONS	PAFB	45 CONS
Defense Equal Opportunity Institute (DEOMI)	DEOMI	PAFB	DEOMI
Department of State, Bureau of International Narcotics and Law Enforcement, Office of Aviation	45 MSG	PAFB	45 SFS
Detachment 3, 17th Test Squadron	45 RANS	PAFB	45 RANS
Florida Army National Guard	45 MSG	Geographical area of PAFB	45 FSS
General Services Administration/Customer Accounts and Research.	45 CPTS	PAFB	45 WSA
General Services Administration (GSA) Federal Service Acquisition	45 CONS	PAFB	45 CONS
Holmes Center	45 MSG	JROTC and SROTC in the geographical area of PAFB	45 FSS
Joint Military Attaché Training (JMAS) - Defense Intelligence Agency	45 MSG/ Det 1	CCAFS	45 RANS
Joint STARS/Test Force (OL-AA 751 ELSG JTF/DD)	45 RANS	PAFB	45 RANS
Miami Military Entrance Processing Station	45 SW/ LGRDX	Miami, FL	N/A
Military Surface Deployment and Distribution Command/ 832d Transportation Battalion/Cape Canaveral Detachment	5 SLS	CCAFS	5 SLS

MSDDC 832d Transportation Battalion, Cape Canaveral Det	45 MSG	CCAFS	45 MSG
National Airborne Operations Center	45 RANS	Langley AFB VA	N/A
Associated Tenant Units	**OPR**	**Location**	**UCC**
National Geospatial-Intelligence Agency	45 MSG Det 1	PAFB	45 MSG Det 1
National Imagery and Mapping Agency (NIMA)	45 CES/CEO	PAFB	45 CES
National Reconnaissance Office, Office of Space Launch, Det 1	5 SLS	CCAFS	5 SLS
Naval Ordnance Test Unit (NOTU)	45 RANS	CCAFS	45 RANS
Naval Recruiting District, Jacksonville	45 MSG	Geographical area of PAFB	45 FSS
Seventh District/Coast Guard Station Port Canaveral	45 MSG	Munitions Storage - CCAFS	45 MSG
Space and Missile Center/Operating Location U (SMC OL-U)	45 RANS	PAFB	45 RANS
Space and Missile Systems Center/Global Positioning Systems/Telecommunications Simulator Test Stations	45 OG	PAFB	45 SCS
Space and Missile Systems Center/Launch Test Range Systems	45 OG	PAFB	45 SCS
U.S. Army Corp of Engineers/Mobile District/Patrick Resident Office	45 CES	PAFB	45 CES
U.S. Army Criminal Investigation Command/Major Procurement Fraud Unit	45 OG	Melbourne FL	45 OG

Associated Tenant Units	OPR	Location	UCC
U.S. Army Medical Department Activity (Veterinary Services)	45 MDG	PAFB	45 MDG
U.S. Army Tampa Recruiting Battalion	45 MSG	Support for Army recruiting units in the geographical area of PAFB	45 FSS
United States Coast Guard Seventh District	45 MSG	Port Canaveral FL	45 MSG
United States Coast Guard, Force Readiness Command, Ordnance Support Facility	5 SLS	CCAFS	5 SLS

Table A6.2. 45 SW Mission Partner Listing.

Mission Partners are NON-Military/Federal agencies ONLY that operate on PAFB/CCAFS. Associated Groups/Sqdns MAY add them to AtHoc. Contact UCC for guidance.		
45 SW Mission Partners	**OPR**	**Location**
Pad Safety	45 SW/SE	CCAFS
Launch Federal Credit Union (Cape)	45 CPTS	Building 01704
Space Coast Credit Union	45 CPTS	Bldg 1364, PAFB
Base Service Store (LCI)	45 CPTS	PAFB
45 MDG Mission Partners	**OPR**	**Location**
Defense Security Service (DSS)	45 MDG/MCC	Local Area (Melbourne)
Red Cross	45 MDG/MCC	Bldg 1380
IHA Medical and Environmental	45 MDG/MCC	Bldg M6-495 (KSC industrial area)
IHA Health Physics	45 MDG/MCC	Bldg K6-1547 (KSC 'Logistics' building)
45 OG Mission Partners	**OPR**	**Location**
Civil Air Patrol – US Liason Office	45 RANS	3650 Shearwater Pkwy Satellite Beach, FL 32937
Computer Sciences Raytheon 1100	45 RANS	Bldg 559, PAFB
RGNext Maintenance Control Center	45 RANS	Bldg 81900, CCAFS
Customs and Border Protection	45 RANS	200 George King Blvd, CCAFS
Department of State/ Bureau of International Narcotics and Law Enforcement/Office Of Aviation (DOS/INL/OA)	45 RANS	Bldg 985, PAFB

NASA/AF Management Office (NAMO)	45 OG/Det 3	PAFB/CCAFS
Defense Automated Printing Service (DAPS)	45 SCS	Bldg 318, PAFB
Federal Aviation Administration (FAA) /Associate Administrator for Commercial Space Transportation (AST)	45 RANS	13291 Satellite Rd Bldg 55899, Suite 203 CCAFS, FL 32925
National Geospatial-Intelligence Agency/Geodetic Surveys Division (NGA)	45 SCS	698 O'Malley Road, PAFB
U.S. Post Office	45 SCS	Bldg 424, PAFB
Lockheed Martin NOTU Branch	45 RANS	CCAFS
Aerospace Corp (ASC)	5 SLS	CCAFS
Boeing GPS	5 SLS	CCAFS
Boeing TSTS Ops	5 SLS	CCAFS
Lockheed Martin Director of Florida Government Relations	5 SLS	CCAFS
Seventh District/Coast Guard Station Port Canaveral	5 SLS	CCAFS
National Reconnaissance Office (NRO) /Office of Space Launch-Detachment 1 (OSL-Det 1)	5 SLS	CCAFS
Space X	5 SLS	CCAFS
United Launch Alliance-(ULA)	5 SLS	CCAFS
Propellants South	5 SLS	CCAFS

LOSC SCLS	5 SLS	CCAFS
Space Florida	5 SLS	CCAFS
Elvis II	5 SLS	CCAFS
NASA LSP	5 SLS	CCAFS
RAEIS	45 CES	Bldg 1708, CCAFS and Bldg 535, PAFB
ESC (VZT)	45 CES	Bldg 1704, CCAFS and Bldg 534, PAFB
Pride Industries	45 CES	Bldg 44603, CCAFS
Brevard Achievement Center	45 CES	Bldg 60748, CCAFS
Bridges BTC, Inc. (Recycling)	45 CES/CEO	Bldg 631, PAFB
Dorado Services, Inc. (Refueling)	45 CES/CEO	Melbourne FL
RTS, Inc. (Grounds KTR)	45 CES/CEO	Bldg 1391, PAFB
Hunt Family Housing	45 CES/CEIH	Bldg 1060, PAFB
AFCEC Environmental Inst	AFCEC/CZOE	Bldg 534, PAFB
Project Emeritus	45 FSS	Bldg 514, PAFB

Attachment 7

PATRICK COMMAND POST NOTIFICATION MATRIX FOR 45TH SPACE WING LEADERSHIP

Figure A7.1. Patrick Command Post Notification Matrix for 45th Space Wing Leadership.

QRC #	Appendix B — Patrick Command Post Notification Matrix for 45 Space Wing Leadership Incident/Event/Scenario Notes/References	45 SW EC/CV	45 OG/CC	45 MSG/CC	45 MDG/CC	45 MSG DET 1 CC	CAT Support Team	45 SW DS	45 SW/CCC	1st Shirt	App SQ/CC
	100 Series Emergency Management										
100	Active Shooter AFI 10-206; 45 SW IDP 31-1; SWI 10-202; SWI 10-205; IEMP 10-2	X	X	X	X	X					
100A	Active Shooter (AtHoc Outage) AFI 10-206; 45 SW IDP 31-1; SWI 10-202; SWI 10-205; IEMP 10-2										
102	Fuel/Chemical Spill 45 SW IEMP 10-2; AFMAN 10-2502	X	X	X							
103	Major Accident - Ground Emergency AFMAN 10-2502; 45 SW IEMP 10-2; 45 SWI 10-202	X		X	X	X	X		X		
104	Hazardous Cargo Movement (Inbound/Outbound) AFI 36-3803; AFI 36-3002; AFI 36-3002_45SW Sup; AFI 91-204; 45 SWI 10-202; 45 IEMP 10-2; 45 SW OPLAN 19-04	X	X	X	X						
105	Rocket Propellant Incident (Off-Base) 45 SW IEMP 10-2; 45 SW OPLAN 19-14; 45 SWI 10-205	X	X	X	X	X					
106	Disease Containment AFI 36-3002, AFI 36-3002_45SW_SUP_1; AFI 91-204	X		X	X	X					X
107	Natural Disaster 45 SW IEMP 10-2	X		X	X						
	200 Series Aircraft Missiles Satellites										
200	Aircraft In-Flight Emergency 45 SW IEMP 10-2, 45 SWI 13-203	X	X	X	X						
201	Aircraft Accident Notify support agencies if SCN was not activated or EOC is not activated. AFI 10-207, 45 SW IEMP 10-2, 45 SWI 13-203	X	X	X	X						
202	Aircraft Ground Emergency Notify support agencies if SCN was not activated or EOC is not activated. AFI 10-207, 45 SW OPLAN 10-2 Vol 1 Annex A, 45 SWI 10-203	X	X	X	X						
203	Aircraft Diversion Also notify scheduled arrival base. AFI 10-207, AFI 11-418, 45 SWI 13-203	X	X	X	X						
204	Aircraft Hijacking/Unauthorized Movement Notify support agencies if SCN was not activated or EOC is not activated. 45 SW OPLAN 31-101 Vol 1	X	X	X	X						
205	Aircraft Incursion Notify FAA flight Standards District Office in Orlando45 SW OPLAN 31-101 Vol 1	X	X	X	X						
206	Aircraft Ground Operations (Non-Airfield Hours) 45 SW OPLAN 31-101 Vol 1, 45 SWI 13-203										
207	Aircraft Takeoff/Landing (Non-Airfield Hours) AM Ops is primary notification for approval. 45 SWI 13-203, 45 SW OPLAN 31-101 Vol 1		X								
208	Aircraft Bird Strike/Hazard 45 SW SWI 13-203; AFPAM 91-223	X	X	X	X						
209	Conference Hotel AFI 11-418; Notify AMC Command Center										
210	Dropped Object AFI 21-101	X	X								
211	Emergency Locator Transponder/Emergency Position For weather equipment outages contact Cape Weather; AFI 10-201										
212	Cargo/Fuel Jettison 45 SWI 13-203, 45 CEMP 10-2 Vol 1	X	X	X	X						
213	Hydrazine Leak 45 SW EMP 10-2	X	X	X	X						
214	Medevac Airlift Support Notify applicable Sq/CC and 1st Shirt. GLOBAL PATIENT REQUIREMENT CENTER , TACC AIR EVAC LIASON; 45 SW OPLAN 16-12	X	X			X				X	X
215	Off DZ Drop/Malfunction AFI 11-202 Vol 3, AFI 13-217	X	X	X	X						
216	Overdue/Missing Aircraft Notify Previous base departed from, USCG District 8, AF Rescue Cord Ctr, Miami Center, Afct Home Unit, Washington DC Flight	X	X	X	X						
217	Runway/Airfield Closure Notify 14 AF, 10 AF, AFSPCC and AFRC Command Center. 45 SWI 13-203	X	X	X	X						
218	Emergency Security Control of Air Traffic (ESCAT) Notify 45 OSS/OC FAAD 7610.4 PAFB ESCAT Procedures; Contact Com Focal Point	X	X	X	X						
219	Personnel Recovery (PR) Rescue Operations AFI 10-206; 45 SW IEMP 10-2;AFMAN 10-2504	X	X	X							
220	Aircraft Hurricane Evacuation 45 SW IEMP 10-2	X	X	X	X	X		X			

QRC #	Incident/Event/Scenario Notes/References	45 SW CC/CV	45 OG/CC	45 MSG/CC	45 MSG DET 1 CC	45 MDG/CC	45 SW/DS	CAT Suppt Team	45 SW/CCC	1st Shirt	App SQ/CC
221	Unauthorized Civil Aircraft Landing Notify Miami Center. 45 SWI 13-203.	X	X	X	X						
222	Aircraft Ditching/Forced Landing AFI 11-418, 13-213. 45 SW IEMP 10-2.	X	X	X	X						
223	Launch Scrub/Rescheduling Notify if appropriate 45 SW/CD, JSPOC, AFSPCCC. 45 SWI 13-206, AFI 10-206 AFSPC Supp; E-mail WG/HO	X	X	X	X	X					
224	Nominal Launch of Space Asset E-mail WG/HO; 45 SW 13-206, AFI 10-206 AFSPC Sup										
225	Sensor Outages For weather equipment outages contact Cape Weather; 45 SWI 13-206	X	X								
226	International Space Station Emergency Soyuz Patch AFRCC or STRATCOM to HSFS/CC and HSFS Deputy Director. SOYUZ DEPORD	X	X								
227	Launch Mishap/Anomaly 45 SWI 13-206; AFI 10-206	X	X	X	X	X	X				
228	Spectrum/Electromagnetic Interference (EMI)	X	X	X	X						
229	Satellite/Ground Station Anomaly Notify JSPOC if not being briefed at wing stand up. 45 SWI 10-206	X	X								
	300 Series Recalls										
300	Wing/Unit Recall (Type 1) Make notification only if AtHoc is INOP. AFI 10-208, 45 SWI 10-202. Request SFS open South Gate if closed	X	X	X	X	X	X		X		
301	Wing Accountability Notify SFS/CC and OSS/INTEL; AFI 10-208; 45 SWI 10-202.	X	X	X	X	X	X	X	X		
302	Emergency Operations Center Recall Make notification only if AtHoc is INOP, include 45 SFS/CC, OSS Intel. AFI 10-208, 45 SWI 10-202.										
303	Total Force Accountability (Type 3) Make notifications only if AtHoc is INOP. AFI 10-208, 45 SWI 10-202.	X	X	X	X	X	X		X		
304	Practice/Test (Type 4) Recall Make notifications only if AtHoc is INOP. AFI 10-208, 45 SWI 10-202.		X	X	X	X	X		X		
305	Information Alert (Type 5) Notify 45 SW/ATO, OSI Det 2/CC, SFS/CC, SFS/S3, 45 OSS/OSK. AFI 10-208, 45 SWI 10-202.								X		
306	Threat Working Group (TWG) Recall AFI 10-208 AFRCI 10-404										
307	CAT Activation Notify CAT Exec. AFI 10-208, AFRCI 10-404.										
308	Mobility Alert/Warnings/Execution Orders Notify appropriate IDO and/or 920 LFR/CC. AFI 10-403	X									
	400 Series Security										
400	Covered Wagon AFI 31-101; 45 SW IDP 31-1	X	X	X	X	X	X		X		
401	Bomb Threat AFI 31-101; 45 SW IDP 31-1	X	X	X	X	X	X		X		
402	Suspicious Package AFI 31-101; 45 SW IDP 31-1	X	X	X	X	X	X		X		
403	Hostage Situation AFI 31-101; 45 SW IDP 31-1	X					X	X	X		
404	Civil Disturbance AFI 31-101; 45 SW IDP 31-1	X	X	X	X	X	X	X	X		
405	Criminal Activity/Alcohol Related Incidents Only Notify appropriate Group/CC, Sq/CC and 1st Shirt. AFI 31-101.	X							X		
406	Force Protection Condition (FPCON) Change 45 SWI 31-102, AFI 31-101; 45 SW 10-245 AT Plan; 45 SW IDP	X	X	X	X	X	X	X	X		
407	FPCON Alerting Message (FPCAM)/FP Advisories 45 SWI 31-102, AFI 31-101; 45 SW 10-245 AT Plan; 45 SW IDP	X	X	X	X	X	X	X	X		
408	Information Condition (INFOCON) Change Notify Comm Focal Point. AFI 10-710	X	X	X	X	X	X	X	X		
409	Security Compromise/Deviation/Incident CP COMSEC CRO, CP Security Manager, if it involves a NIPR Computer notify COM Focal Point; AFI 33-210 V1										
410	Safe Haven (Nuclear) Contact JNACC (427-2003) if request for DOE Safehaven did not originate from JNACC; Notify 45 LRS. DoD-S 5210.41M, AFI 10-404	X		X	X						
411	Secure Parking Notify 45 LRS. DoD-S 5210.41M, AFI 10-404, 45SWI 13-203; Notify Cape Support if applicable	CV		X							
412	EAL Authentication Local Procedures										

QRC #	Incident/Event/Scenario Notes/References	45 SW CC/CV	45 OG/CC	45 MSG/CC	45 MSG DET 1 CC	45 MDG/CC	CAT Support Team 45 SW/DS	45 SW/CCC	App SO/CC 1st Shirt		
413	Eagle Eyes 45 SW 10-245; 45 SW IDP 31-1										
414	BDOC Duress Notify main gate. 45 SW IDP 31-1, Local Policy From 45 SFS/SSP.	X		X							
	500 Series Weather										
500	WX Advisory/Watch/Warning (PAFB Only) Notify Fitness Center and Golf Course. If Airfield Ops are affected notify 45 OSS/CC. PAFB IEMP 10-2 AFMAN 10-2502; 45SWI 15-101	X	X	X	X	X					
502	Tornado Watch/Warning 45 SW IEMP 10-2; AFMAN 10-2502; 45SWI 15-101			X	X						
503	Tsunami Advisory/Watch/Warning 45 SW IEMP 10-2; AFMAN 10-2502; 45SWI 15-101			X	X						
504	Hurricane Hunter (53 WRS) Support Notify 45 SW/XPL and Billeting. 45 SW/403 MOA 15A-2-1.; 45 SW IEMP 10-2; AFMAN 10-2502; 45SWI 15-101	X	X								
505	Hurricane/Tropical Storm/Tropical Depression 1 RQPS, KSC EOC. 45 SW IEMP 10-2; AFMAN 10-2502; 45SWI 15-101	X	X	X	X	X	X				
506	Base Hurricane Evacuation (Team A Silver) ICC Director will contact Transportation; 45 SW IEMP 10-2; AFMAN 10-2504; 45SWI 15-101; AFI 10-206							X			
507	Base Hurricane Evacuation (Team B Blue) Notify J-Stars, 14AF, 10AF, Space Coast Middle School, Brevard County Vehicle Compound, Brevard County EOC, X HRT. 45 SW IEMP 10-2; AFMAN 10-2502; 45SWI 15-101							X			
508	Post Hurricane Reconstruction Notify 14AF, 10AF, Brevard EOC, Refuge Bases. 45 SW IEMP 10-2; AFMAN 10-2502; 45SWI 15-101	X	X	X	X	X	X				
	700 Series Miscellaneous										
700	Emergency Vehicle Response (EVR) Notify Wing CC if actual fire; 45SWI 10-202	X		X							
701	Death/Serious Injury Applicable Group and Sq/CCs. Notify Casualty Affairs and Mortuary Affairs. AFI 36-3002, 91-404, AFI 36-3002 45 SW Sup 1	X		X	X	X			X		X
702	DV Arrival/Departure AFI 34-1201										
703	EOD Assistance (Civilian/Military) AFI 10-801 AF 32-3001.	X		X	X						
704	Communication Outage (Command Post) Notify 45 CS Job Control, CE Service Call, 30 SW, AFSPCCC, 10AF,	X	X	X	X						
705	Lowering Flag to Half Staff Notify ALS, NRO, AFROTC, Det 1 and 2, Golf Course, Marina AFI 34-1201	X		X	X				X		
706	Mutual Aid Assistance (DSCA Response) Notify Brevard EOC AFI 10-207	X		X	X						
707	Noise Complaint/Low Flying Aircraft 45 SWI 13-203	X		X							
708	Power Outage (CP/PAFB/CCAFS) Notify CE Service Call, Power Production; AFI 32-1062	X	X	X	X	X					
709	Sexual Assault Response Notify SARC; Notify appropiate Group/CC and Sq/CC. AFI 10-206 AF C2CIF 15-005, AFSPC CIF 13-011.	X							X	X	X
710	Traumatic Stress Response (TSR) *Notify TSR Team Chief. AFI 44-153.	X		X							
711	Inspection Team Arrival/Departure Notify 45SW/IG AFI 90-201.	X	X	X	X	X	X	X			
712	Command Post Relocation/Evacuation Notify Transportation if needed. AFI 10-2501,AFI 10-206 Patrick OI 10-8.	X	X	X	X	X	X				
713	Command Post Reconstitution Notify Transportation if needed. AFI 10-2501,AFI 10-206 Patrick OI 10-8.	X	X	X	X	X	X				
714	Unusual Incident Notify applicable Sq/CC and 1st Shirt. 45 SW IEMP 10-2	X							X		
715	Red Cross Notification E-mail appropriate information to CCC and 1st Shirt. AFI 36-3002								X	X	
718	Suicide (Gestures, Attempts, Ideations) Notify Applicable Gr/Sq/CC. AFI 44-153.	X								X	

Attachment 8

PATRICK COMMAND POST NOTIFICATION MATRIX FOR TENANT UNIT LEADERSHIP AGENCIES

Figure A8.1. Patrick Command Post Notification Matrix for Tenant Unit Leadership Agencies.

QRC #	Appendix C Patrick Command Post Notification Matrix for Tenant Unit Leadership Agencies Incident/Event/Scenario Notes/References	920th CC/CV	920th AMXS	920th OG	920th MSG	1st Shift CCC	1st Shift Safety	301st OPS Support	39th Ops Support	920th MXS	920th PA	AMP SQ	AFTAC Watch	AFTAC CC	AFTAC CV		
	100 Series Emergency Management																
100	Active Shooter AFI 10-206; 45 SW IDP 31-1; SWI 10-202; SWI 10-205; AFMAN 10-2501	X	X	X	X						X						
100A	Active Shooter (AtHoc Outage) AFI 10-206; 45 SW IDP 31-1; SWI 10-202; SWI 10-205; AFMAN 10-2501	X	X	X	X						X						
102	Fuel/Chemical Spill 45 SW IEMP 10-2; AFMAN 10-2504	X		X				X			X						
103	Major Accident - Ground Emergency AFMAN 10-2504; 45 SW IEMP 10-2; 45 SWI 10-202	X						X				X	X				
104	Hazardous Cargo Movement (Inbound/Outbound) AFI 36-3803; AFI 36-3002; AFI 36-3002_45SW Sup; AFI 91-204; 45 SWI 10-202; 45 IEMP 10-2; 45 SW OPLAN 19-14																
105	Rocket Propellant Incident (Off-Base) 45 SW IEMP 10-2; 45 SW OPLAN 19-14; 45 SWI 10-205																
106	Disease Containment AFI 36-3002, AFI 36-3002_45SW_SUP_1; AFI 91-204	X						X				X	X				
107	Natural Disaster 45 SW IEMP 10-2	X									X			X	X		
	200 Series Aircraft Missiles Satellites																
200	Aircraft In-Flight Emergency 45 SW IEMP 10-2, 45 SWI 13-203	X	X	X				X	X	X	X						
201	Aircraft Accident Notify support agencies if SCN was not activated or EOC is not activated. AFI 10-207, 45 SW IEMP 10-2, 45 SWI 13-203	X	X	X				X	X	X	X						
202	Aircraft Ground Emergency Notify support agencies if SCN was not activated or EOC is not activated. AFI 10-207, 45 SW OPLAN 10-2 Vol 1 Annex A, 45 SWI 10-203	X	X	X				X	X	X	X						
203	Aircraft Diversion Also notify scheduled arrival base. AFI 10-207, AFI 11-418, 45 SWI 13-203	X	X	X				X	X	X	X						
204	Aircraft Hijacking/Unauthorized Movement Notify support agencies if SCN was not activated or EOC is not activated. 45 SW OPLAN 31-101 Vol 1	X	X	X					X	X	X						
205	Aircraft Incursion Notify FAA Flight Standards District Office in Orlando45 SW OPLAN 31-101 Vol 1																
206	Aircraft Ground Operations (Non-Airfield Hours) 45 SW OPLAN 31-101 Vol 1, 45 SWI 13-203																
207	Aircraft Takeoff/Landing (Non-Airfield Hours) AM Ops is primary notification for approval. 45 SWI 13-203, 45 SW OPLAN 31-101 Vol 1.																
208	Aircraft Bird Strike/Hazard 45 SW SWI 13-203; AFPAM 91-223	X	X	X				X	X	X	X						
209	Conference Hotel AFI 11-418; Notify AMC Command Center	X	X	X					X	X	X						
210	Dropped Object AFI 21-101	X	X	X				X	X	X	X						
211	Emergency Locator Transponder/Emergency Position For weather equipment outages contact Cape Weather; AFI 10-201										X						
212	Cargo/Fuel Jettison 45 SWI 13-203, 45 CEMP 10-2 Vol 1	X	X	X				X	X	X	X	X					
213	Hydrazine Leak 45 SW EMP 10-2										X						
214	Medevac Airlift Support Notify applicable Sq/CC and 1st Shirt. GLOBAL PATIENT REQUIREMENT CENTER , TACC AIR EVAC LIAISON, 45 SW OPLAN 16-12																
215	Off DZ Drop/Malfunction AFI 11-202 Vol 3, AFI 13-217	X	X	X				X	X	X	X						
216	Overdue/Missing Aircraft Notify Previous base departed from, USCG District 8, AF Rescue Coord Ctr, Miami Center, Afct Home Unit, Washington DC Flight	X	X	X				X	X	X							
217	Runway/Airfield Closure Notify 14 AF, 10 AF, AFSPCC and AFRC Command Center. 45 SWI 13-203	X	X	X				X	X	X	X						
218	Emergency Security Control of Air Traffic (ESCAT) Notify 45 OSS/CC FAAO 7610.4 PAFB ESCAT Procedures; Contact Com Focal Point	X	X	X				X	X	X	X						
219	Personnel Recovery (PR) Rescue Operations AFI 10-206; 45 SW IEMP 10-2;AFMAN 10-2504	X	X	X				X			X	X					
220	Aircraft Hurricane Evacuation 45 SW IEMP 10-2	X	X	X	X				X	X	X						

QRC #	Incident/Event/Scenario Notes/References	920th CC/CV	920th MXG	920th OG	920th MSG	1st Sqdn	301st Ops Suppt Sqdn	30th Ops Support Sqdn	920th MOC	920th PA	App SO	AFTAC CC	AFTAC CV	AFTAC Watch
221	Unauthorized Civil Aircraft Landing Notify Miami Center. 45 SWI 13-203.									X				
222	Aircraft Ditching/Forced Landing AFI 13-418, 13-213, 45 SW IEMP 10-2.	X	X	X			X	X	X	X				
223	Launch Scrub/Rescheduling Notify if appropriate 45 SW/CD, JSPOC, AFSPCCC. 45 SWI 13-206, AFI 10-206 AFSPC Supp; E-mail WG/HO	X						X						
224	Nominal Launch of Space Asset E-mail WG/HO; 45 SW 13-206, AFI 10-206 AFSPC Sup													
225	Sensor Outages For weather equipment outages contact Cape Weather; 45 SWI 13-206													
226	International Space Station Emergency Soyuz Patch AFRCC or STRATCOM to HSFS/CC and HSFS Deputy Director. SOYUZ DEPORD													
227	Launch Mishap/Anomaly 45 SWI 13-206; AFI 10-206	X		X										
228	Spectrum/Electromagnetic Interference (EMI)													
229	Satellite/Ground Station Anomaly Notify JSPOC if not being briefed at wing stand up. 45 SWI 10-206													
	300 Series Recalls													
300	Wing/Unit Recall (Type 1) Make notification only if AtHoc is INOP. AFI 10-208, 45 SWI 10-202. Request SFS open South Gate if closed	X												
301	Wing Accountability Notify SFS/CC and OSS/INTEL; AFI 10-208; 45 SWI 10-202.	X										X		
302	Emergency Operations Center Recall Make notification only if AtHoc is INOP, include 45 SFS/CC, OSS Intel. AFI 10-208, 45 SWI 10-202.	X												
303	Total Force Accountability (Type 3) Make notifications only if AtHoc is INOP. AFI 10-208, 45 SWI 10-202.	X												
304	Practice/Test (Type 4) Recall Make notifications only if AtHoc is INOP. AFI 10-208, 45 SWI 10-202.	X												
305	Information Alert (Type 5) Notify 45 SW/ATO, OSI Det 2/CC, SFS/CC, SFS/S3, 45 OSS/OSK. AFI 10-208, 45 SWI 10-202.	X												
306	Threat Working Group (TWG) Recall AFI 10-208 AFRCI 10-404	X	X	X	X							X		
307	CAT Activation Notify CAT Exec. AFI 10-208, AFRCI 10-404.	X	X	X	X		X							
308	Mobility Alert/Warnings/Execution Orders Notify appropriate IDO and/or 920 LFR/CC. AFI 10-403	X												
	400 Series Security													
400	Covered Wagon AFI 31-101; 45 SW IDP 31-1	X												
401	Bomb Threat AFI 31-101; 45 SW IDP 31-1	X		X								X	X	
402	Suspicious Package AFI 31-101; 45 SW IDP 31-1	X		X								X	X	
403	Hostage Situation AFI 31-101; 45 SW IDP 31-1													
404	Civil Disturbance AFI 31-101; 45 SW IDP 31-1	X		X								X	X	
405	Criminal Activity/Alcohol Related Incidents Only Notify appropriate Group/CC, Sq/CC and 1st Shirt. AFI 31-101.	X					X			X				
406	Force Protection Condition (FPCON) Change 45 SWI 31-102, AFI 31-101; 45 SW 10-245 AT Plan; 45 SW IDP	X	X	X										X
407	FPCON Alerting Message (FPCAM)/FP Advisories 45 SWI 31-102, AFI 31-101; 45 SW 10-245 AT Plan; 45 SW IDP	X	X	X	X									X
408	Information Condition (INFOCON) Change Notify Comm Focal Point. AFI 10-710	X			X									X
409	Security Compromise/Deviation/Incident CP COMSEC CRO, CP Security Manager, if it involves a NIPR Computer notify COM Focal Point; AFI 33-210 V1													
410	Safe Haven (Nuclear) Contact JNACC (427-2003) if request for DOE Safehaven did not originate from JNACC; Notify 45 LRS. DoD-5 5210.41M, AFI 10-404													

QRC #	Incident/Event/Scenario Notes/References	920th CC/CV	920th MXG	920th OG	920th RQG	1st Sgt/1st Shirt	301st Ops Suppt Squadron	39th Ops Support Squadron	920th MOF	920th PA	App SQ	AFTAC Watch	AFTAC CC	AFTAC CV		
411	Secure Parking Notify 45 LRS. DoD-S 5210.41M, AFI 10-404, 45SWI 13-203; Notify Cape Support if applicable															
412	EAL Authentication Local Procedures															
413	Eagle Eyes 45 SW 10-245; 45 SW IDP 31-1															
414	BDOC Duress Notify main gate. 45 SW IDP 31-1, Local Policy From 45 SFS/SSP.															
	500 Series Weather															
500	WX Advisory/Watch/Warning (PAFB Only) Notify Fitness Center and Golf Course. If Airfield Ops are affected notify 45 OSS/CC. PAFB IEMP 10-2 ; AFMAN 10-2504; 45SWI 15-101	X							X	X	X					X
502	Tornado Watch/Warning 45 SW IEMP 10-2; AFMAN 10-2504; 45SWI 15-101	X									X					X
503	Tsunami Advisory/Watch/Warning 45 SW IEMP 10-2; AFMAN 10-2504; 45SWI 15-101	X									X					X
504	Hurricane Hunter (53 WRS) Support Notify 45 SW/XPL and Billeting. 45 SW/403 MOA 15A-2-1.; 45 SW IEMP 10-2; AFMAN 10-2504; 45SWI 15-101	X														
505	Hurricane/Tropical Storm/Tropical Depression 1 ROPS, KSC EOC. 45 SW IEMP 10-2; AFMAN 10-2504; 45SWI 15-101	X	X	X	X			X								X
506	Base Hurricane Evacuation (Team A Silver) ICC Director will contact Transportation; 45 SW IEMP 10-2; AFMAN 10-2504; 45SWI 15-101; AFI 10-206															
507	Base Hurricane Evacuation (Team B Blue) Notify J-Stars, 14AF, 10AF, Space Coast Middle School, Brevard County Vehicle Compound, Brevard County EOC, HRT. 45 SW IEMP 10-2; AFMAN 10-2504; 45SWI 15-101															
508	Post Hurricane Reconstruction Notify 14AF, 10AF, Brevard EOC, Refuge Bases. 45 SW IEMP 10-2; AFMAN 10-2504; 45SWI 15-101	X	X	X	X											
	700 Series Miscellaneous															
700	Emergency Vehicle Response (EVR) Notify Wing CC if actual fire; 45SWI 10-202	X						X								
701	Death/Serious Injury Applicable Group and Sq/CCs. Notify Casualty Affairs and Mortuary Affairs. AFI 36-3002, 91-404, AFI 36-3002 45 SW Sup 1	X				X		X			X					
702	DV Arrival/Departure AFI 34-1201	X									X					
703	EOD Assistance (Civilian/Military) AFI 10-801 AF 32-3001.															
704	Communication Outage (Command Post) Notify 45 CS Job Control, CE Service Call, 30 SW, AFSPCCC, 10AF,	X														
705	Lowering Flag to Half Staff Notify ALS, NRO, AFROTC, Det 1 and 2, Golf Course, Marina AFI 34-1201															
706	Mutual Aid Assistance (DSCA Response) Notify Brevard EOC AFI 10-207															
707	Noise Complaint/Low Flying Aircraft 45 SWI 13-203	X		X												
708	Power Outage (CP/PAFB/CCAFS) Notify CE Service Call, Power Production; AFI 32-1062	X														
709	Sexual Assault Response Notify SARC; Notify appropiate Group/CC and Sq/CC. AFI 10-206 AF C2CIF 15-005, AFSPC CIF 13-011.	X				X	X									
710	Traumatic Stress Response (TSR) *Notify TSR Team Chief. AFI 44-153.															
711	Inspection Team Arrival/Departure Notify 45SW/IG AFI 90-201.	X														X
712	Command Post Relocation/Evacuation Notify Transportation if needed. AFI 10-2501,AFI 10-206 Patrick OI 10-8.	X	X	X												
713	Command Post Reconstitution Notify Transportation if needed. AFI 10-2501,AFI 10-206 Patrick OI 10-8.	X	X	X												
714	Unusual Incident Notify applicable Sq/CC and 1st Shirt. 45 SW IEMP 10-2	X				X										
715	Red Cross Notification E-mail appropriate information to CCC and 1st Shirt. AFI 36-3002															
718	Suicide (Gestures, Attempts, Ideations) Notify Applicable Gr/Sq/CC. AFI 44-153.	X									X					

Attachment 9

PATRICK COMMAND POST NOTIFICATION MATRIX FOR 45 SW BASE AGENCIES

Figure A9.1. Patrick Command Post Notification Matrix for 45 SW Base Agencies.

QRC #	Appendix D Patrick Command Post Notification Matrix for 45 SW Base Agencies Incident/Event/Scenario Notes/References	AM Ops SE	BDOC	Tenant	FD	EA	JA	EOD	ASOS	FSCS/CS	Mental Health	Chaplain	Protocol	Cape EOC	Cape FD	Cape Support	Tenant Alert	Cape Wx	NAOC (If on station)
	100 Series Emergency Management																		
100	Active Shooter AFI 10-206; 45 SW IDP 31-1; SWI 10-202; SWI 10-205; AFMAN 10-2501		X			X	X			X							X		X
100A	Active Shooter (AtHoc Outage) AFI 10-206; 45 SW IDP 31-1; SWI 10-202; SWI 10-205; AFMAN 10-2501	X	X	X	X						X								
102	Fuel/Chemical Spill 45 SW IEMP 10-2; AFMAN 10-2504	X	X			X	X	X		X							X		X
103	Major Accident - Ground Emergency AFMAN 10-2504; 45 SW IEMP 10-2; 45 SWI 10-202	X	X			X	X		X							X	X	X	
104	Hazardous Cargo Movement (Inbound/Outbound) AFI 36-3803; AFI 36-3002; AFI 36-3002_45SW Sup; AFI 91-204; 45 SWI 10-202; 45 IEMP 10-2; 45 SW OPLAN 19-14		X			X			X										
105	Rocket Propellant Incident (Off-Base) 45 SW IEMP 10-2; 45 SW OPLAN 19-14; 45 SWI 10-205		X			X			X							X			
106	Disease Containment AFI 36-3002, AFI 36-3002_45SW_SUP_1; AFI 91-204	X	X			X	X			X		X	X	X	X				
107	Natural Disaster 45 SW IEMP 10-2		X	X	X	X													X
	200 Series Aircraft Missiles Satellites																		
200	Aircraft In-Flight Emergency 45 SW IEMP 10-2, 45 SWI 13-203	X	X		X	X			X			X						X	
201	Aircraft Accident Notify support agencies if SCN was not activated or EOC is not activated. AFI 10-207, 45 SW IEMP 10-2, 45 SWI 13-203	X	X			X			X							X	X	X	X
202	Aircraft Ground Emergency Notify support agencies if SCN was not activated or EOC is not activated. AFI 10-207, 45 SW OPLAN 10-2 Vol 1 Annex A, 45 SWI 10-203	X	X			X			X							X	X	X	X
203	Aircraft Diversion Also notify scheduled arrival base. AFI 10-207, AFI 11-418, 45 SWI 13-203	X	X			X			X							X	X	X	X
204	Aircraft Hijacking/Unauthorized Movement Notify support agencies if SCN was not activated or EOC is not activated. 45 SW OPLAN 31-101 Vol 1	X	X			X			X							X	X	X	
205	Aircraft Incursion Notify FAA Flight Standards District Office in Orlando45 SW OPLAN 31-101 Vol 1		X				X			X						X	X	X	
206	Aircraft Ground Operations (Non-Airfield Hours) 45 SW OPLAN 31-101 Vol 1, 45 SWI 13-203		X			X													
207	Aircraft Takeoff/Landing (Non-Airfield Hours) AM Ops is primary notification for approval. 45 SWI 13-203, 45 SW OPLAN 31-101 Vol 1.		X	X		X													
208	Aircraft Bird Strike/Hazard 45 SW SWI 13-203; AFPAM 91-223	X	X			X													
209	Conference Hotel AFI 11-418; Notify AMC Command Center																	X	
210	Dropped Object AFI 23-101	X	X			X													
211	Emergency Locator Transponder/Emergency Position For weather equipment outages contact Cape Weather; AFI 10-201			X															
212	Cargo/Fuel Jettison 45 SWI 13-203, 45 CEMP 10-2 Vol 1.	X	X		X	X			X							X	X	X	X
213	Hydrazine Leak 45 SW EMP 10-2	X	X			X	X		X							X	X	X	
214	Medevac Airlift Support Notify applicable Sq/CC and 1st Shirt. GLOBAL PATIENT REQUIREMENT CENTER, ; TACC AIR EVAC LIASON; 45 SW OPLAN 16-12	X		X		X				X									
215	Off DZ Drop/Malfunction AFI 11-202 Vol 3, AFI 13-217	X																	
216	Overdue/Missing Aircraft Notify Previous base departed from, USCG District 8, AF Rescue Coord Ctr, Miami Center, Afct Home Unit, Washington DC Flight	X		X	X		X												
217	Runway/Airfield Closure Notify 14 AF, 10 AF, AFSPCC and AFRC Command Center. 45 SWI 13-203																		
218	Emergency Security Control of Air Traffic (ESCAT) Notify 45 OSS/CC FAAO 7610.4 PAFB ESCAT Procedures; Contact Com Focal Point	X	X						X			X				X	X	X	

QRC #	Incident/Event/Scenario Notes/References	AM BDOC SE	OSS	Tower	FD	BA	JA	FOD	AFOSI	FSS/CSS	Bn Med	Mental Health	protocol	Chaplain	Cape BDOC	Cape FD	Cape Support	Transient Alert	Cape Wx	NAOC (lift on station)
219	Personnel Recovery (PR) Rescue Operations AFI 10-206; 45 SW IEMP 10-2;AFMAN 10-2504																			
220	Aircraft Hurricane Evacuation 45 SW IEMP 10-2			X																
221	Unauthorized Civil Aircraft Landing Notify Miami Center. 45 SWI 13-203.	X	X		X	X	X		X	X						X	X	X		X
222	Aircraft Ditching/Forced Landing AFI 11-418, 13-213. 45 SW IEMP 10-2.	X	X		X	X			X									X		
223	Launch Scrub/Rescheduling Notify if appropriate 45 SW/CD, JSPOC, AFSPCCC. 45 SWI 13-206, AFI 10-206 AFSPC Supp; E-mail WG/HO	X					X		X											
224	Nominal Launch of Space Asset E-mail WG/HO; 45 SW 13-206, AFI 10-206 AFSPC Sup																			
225	Sensor Outages For weather equipment outages contact Cape Weather; 45 SWI 13-206																			
226	International Space Station Emergency Soyuz Patch AFRCC or STRATCOM to HSFS/CC and HSFS Deputy Director. SOYUZ DEPORD																			
227	Launch Mishap/Anomaly	X					X													
228	Spectrum/Electromagnetic Interference (EMI) Patch caller to 45 SW Frequency Manager. Notify Cape MOCC; AFI 33-118_45SWSUP	X					X													
229	Satellite/Ground Station Anomaly Notify JSPOC if not being briefed at wing stand up. 45 SWI 10-206																			
	300 Series Recalls																			
300	Wing/Unit Recall (Type 1) Make notification only if AtHoc is INOP. AFI 10-208, 45 SWI 10-202. Request SFS open South Gate if closed		X																	
301	Wing Accountability Notify SFS/CC and OSS/INTEL; AFI 10-208; 45 SWI 10-202.	X					X	X												
302	Emergency Operations Center Recall Make notification only if AtHoc is INOP, include 45 SFS/CC, OSS Intel. AFI 10-208, 45 SWI 10-202.																			
303	Total Force Accountability (Type 3) Make notifications only if AtHoc is INOP. AFI 10-208, 45 SWI 10-202.																			
304	Practice/Test (Type 4) Recall Make notifications only if AtHoc is INOP. AFI 10-208, 45 SWI 10-202.																			
305	Information Alert (Type 5) Notify 45 SW/ATO, OSI Det 2/CC, SFS/CC, SFS/S3, 45 OSS/OSK. AFI 10-208, 45 SWI 10-202.																			
306	Threat Working Group (TWG) Recall AFI 10-208 AFRCI 10-404									X										
307	CAT Activation Notify CAT Exec. AFI 10-208, AFRCI 10-404.																			
308	Mobility Alert/Warnings/Execution Orders Notify appropriate IDO and/or 920 LFR/CC. AFI 10-403																			
	400 Series Security																			
400	Covered Wagon AFI 31-101; 45 SW IDP 31-1		X				X	X		X							X			X
401	Bomb Threat AFI 31-101; 45 SW IDP 31-1		X	X	X	X	X	X	X	X						X	X	X			X
402	Suspicious Package AFI 31-101; 45 SW IDP 31-1		X	X	X	X	X	X	X	X						X	X	X			X
403	Hostage Situation AFI 31-101; 45 SW IDP 31-1		X				X	X		X			X		X						X
404	Civil Disturbance AFI 31-101; 45 SW IDP 31-1		X				X	X		X											X
405	Criminal Activity/Alcohol Related Incidents Only Notify appropriate Group/CC, Sq/CC and 1st Shirt. AFI 31-101.						X	X		X											
406	Force Protection Condition (FPCON) Change 45 SWI 31-102, AFI 31-101; 45 SW 10-245 AT Plan; 45 SW IDP		X				X	X		X											X
407	FPCON Alerting Message (FPCAM)/FP Advisories 45 SWI 31-102, AFI 31-101; 45 SW 10-245 AT Plan; 45 SW IDP		X				X	X		X											X
408	Information Condition (INFOCON) Change Notify Comm Focal Point. AFI 10-710						X														X
409	Security Compromise/Deviation/Incident CP COMSEC CRO, CP Security Manager, if it involves a NIPR Computer notify COM Focal Point; AFI 33-210 V1																			
410	Safe Haven (Nuclear) Contact JNACC (427-2003) if request for DOE Safehaven did not originate from JNACC; Notify 45 LRS. DoD-S 5210.41M, AFI 10-404	X	X			X	X		X	X								X			X

QRC #	Incident/Event/Scenario Notes/References	Antiterrorism Officer (ATO)	Command Post	FPA	PA	Public Affairs Officer (PAO)	Force Support Squadron (FSS)	Mental Health	Medical Group (MDG)	Civil Engineer Squadron (CES)	Chaplain	Cape Support Group (CSG)	Cape Fire Department (CFD)	Command Post	Command Post Alternate	NAOC (Airborne Command Post)
411	Secure Parking Notify 45 LRS. DoD-S 5210.41M, AFI 10-404, 45SWI 13-203; Notify Cape Support if applicable		X													
412	EAL Authentication Local Procedures		X													
413	Eagle Eyes 45 SW 10-245; 45 SW IDP 31-1		X						X				X			
414	BDOC Duress Notify main gate. 45 SW IDP 31-1, Local Policy From 45 SFS/SSP.															
	500 Series Weather															
500	WX Advisory/Watch/Warning (PAFB Only) Notify Fitness Center and Golf Course. If Airfield Ops are affected notify 45 OSS/CC. PAFB IEMP 10-2 ; AFMAN 10-2504; 45SWI 15-101		X		X											X
502	Tornado Watch/Warning 45 SW IEMP 10-2; AFMAN 10-2504; 45SWI 15-101		X	X	X											X
503	Tsunami Advisory/Watch/Warning 45 SW IEMP 10-2; AFMAN 10-2504; 45SWI 15-101		X	X	X											X
504	Hurricane Hunter (53 WRS) Support Notify 45 SW/XPL and Billeting. 45 SW/403 MOA 15A-2-1.; 45 SW IEMP 10-2; AFMAN 10-2504; 45SWI 15-101			X												
505	Hurricane/Tropical Storm/Tropical Depression 1 ROPS, KSC EOC. 45 SW IEMP 10-2; AFMAN 10-2504; 45SWI 15-101	X	X		X	X								X		
506	Base Hurricane Evacuation (Team A Silver) CAT Director will contact Trainsportation; 45 SW IEMP 10-2; AFMAN 10-2504; 45SWI 15-101; AFI 10-206															
507	Base Hurricane Evacuation (Team B Blue) Notify J-Stars, 14AF, 10AF, AF Agency for Modeling and Simulation, Brevard County Vehicle Compound, Brevard County EOC, MacDill AFB, HRT. 45 SW IEMP 10-2; AFMAN 10-2504; 45SWI 15-101															
508	Post Hurricane Reconstruction Notify 14AF, 10AF, Brevard EOC, Refuge Bases. 45 SW IEMP 10-2; AFMAN 10-2504; 45SWI 15-101													X		
	700 Series Miscellaneous															
700	Emergency Vehicle Response (EVR) Notify Wing CC if actual fire; 45SWI 10-202	X														
701	Death/Serious Injury Applicable Group and Sq/CCs. Notify Casualty Affairs and Mortuary Affairs. AFI 36-3002, 91-404, AFI 36-3002 45 SW Sup 1	X				X		X		X	X	X	X			
702	DV Arrival/Departure AFI 34-1201			X								X				
703	EOD Assistance (Civilian/Military) AFI 10-801 AF 32-3001.	X				X		X								
704	Communication Outage (Command Post) Notify 45 CS Job Control, CE Service Call, 30 SW, AFSPCCC, 10AF.,															X
705	Lowering Flag to Half Staff Notify ALS, NRO, AFROTC, Det 1 and 2, Golf Course, Marina AFI 34-1201		X			X							X			
706	Mutual Aid Assistance (DSCA Response) Notify Brevard EOC AFI 10-207	X	X		X	X	X									
707	Noise Complaint/Low Flying Aircraft 45 SWI 13-203					X										
708	Power Outage (CP/PAFB/CCAFS) Notify CE Service Call, Power Production; AFI 32-1062		X										X	X		X
709	Sexual Assault Response Notify SARC; Notify appropiate Group/CC and Sq/CC. AFI 10-206 AF C2CIF 15-005, AFSPC CIF 13-011.															
710	Traumatic Stress Response (TSR) *Notify TSR Team Chief. AFI 44-153.	X				X	X									
711	Inspection Team Arrival/Departure Notify 45SW/IG AFI 90-201.															
712	Command Post Relocation/Evacuation Notify Transportation if needed. AFI 10-2501,AFI 10-206 Patrick CI 10-8.		X			X										
713	Command Post Reconstitution Notify Transportation if needed. AFI 10-2501,AFI 10-206 Patrick CI 10-8.		X			X										
714	Unusual Incident Notify applicable Sq/CC and 1st Shirt. 45 SW IEMP 10-2															
715	Red Cross Notification E-mail appropriate information to CCC and 1st Shirt. AFI 36-3002															
718	Suicide (Gestures, Attempts, Ideations) Notify Applicable Gr/Sq/CC. AFI 44-153		X			X	X				X		X			