COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

This instruction implements Air Force Policy Directive (AFPD) 10-2, Readiness. This instruction establishes recall procedures for all units assigned to the 552d Air Control Wing (552 ACW). It applies to all military personnel or key civilian personnel assigned to 552 ACW and its subordinate units. This instruction applies to members of the U.S. Air Force Reserve who are Individual Mobilization Augmentees (IMAs) assigned to the 552 ACW. A copy of this instruction is provided to HQ ACC/A3YA. This instruction requires the collection and maintenance of information protected by the Privacy Act of 1974. The authorities to collect and maintain the records prescribed in this instruction are 10 U.S.C. 8013, Secretary of the Air Force: powers and duties; delegation by, and E.O. 9397. System of records notice F011 AFA applies. Place a *Privacy Act of 1974 Applies* caveat on recall rosters according to applicable Air Force instructions. Recall rosters containing active duty personnel require a For Official Use Only (FOUO) caveat in accordance with DoD 5400.7-R, *Freedom of Information Act Program*. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN 33-363, *Management of Record*, and disposed of in accordance with the Air Force Records Disposition Schedule (RDS). This publication may be supplemented at any level, but all supplements must be routed to the Office of Primary Responsibility (OPR) listed above for coordination prior to certification and approval. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Information Management Tool (IMT) 847, *Recommendation for Change of Publication*; route AF IMT 847s from the field through Major Command (MAJCOM) publications/forms managers.

SUMMARY OF CHANGES

Changes exist throughout this instruction. Unit Level/Unit Command and Control (UL/UC2) has been replaced by a locally managed recall reporting capability "Battle Staff Command Center" (BSCC). All references to UL/UC2 have been removed and replaced with BSCC instructions. All references to "NIPR DCO Jabber chat" have been replaced with "Transverse chat." All references to Telephonic Automatic Notification System (TANS) have been replaced with AtHOC (a similar emergency notification system). Removed references to pagers in Readiness Posture instructions. Defined 552 ACW Group Control Center (GCC) and Unit Control Center (UCC) training requirements (see paragraph 4.5).

1. General. 552d Air Control Wing Commander (552 ACW/CC), Deputy Commander (552 ACW/CV) or designated representative will direct recall of 552 ACW personnel as required. A recall may be executed in the event of national or local emergency, increased Defense Condition (DEFCON), implementation of Higher Headquarters (HHQ) or 552 ACW plans, execution of HHQ inspections, or locally-generated recall exercises. Unit recalls can be initiated by subordinate commanders as required.

2. Responsibilities.

   2.1. Commanders will:

      2.1.1. Appoint a recall coordinator who will be responsible for consolidating strength data and reporting it as outlined in paragraph 4.

      2.1.2. Ensure their respective GCCs/UCCs are staffed and trained to implement recall procedures accurately and in a timely manner IAW this ACWI and higher governing instructions.

      2.1.3. Establish procedures to govern unit recall programs.

      2.1.4. Ensure unit members understand the importance of safeguarding their recall roster as critical information (CI) and of properly destroying obsolete rosters. **Recall rosters are not to be used as social rosters.** Guidance for social rosters is available in Air Force Instruction (AFI) 33-332*, Privacy Act Program.*

   2.2. GCCs/UCCs are or will:

      2.2.1. Be primarily responsible for implementing recall procedures, accounting for all required personnel, and reporting status IAW paragraph 4 of this instruction.

      2.2.2. Upon a General or Selective Recall, ensure all personnel report to work with their personal mobility bag (MOBAG), if required (see Attachment 3). It is strongly recommended GCCs/UCCs activate as soon as possible in preparation for deployment operations to ensure accurate accounting and reporting of personnel.

      2.2.3. Sign in to BSCC to notify Battle Staff (BS) of activation as soon as possible after arriving at their work centers. The primary means of communication will be via NIPR Transverse chat. Secondary means will be telephonic notification. All members will use the nickname format of: organizational symbol, DSN telephone number, rank and name. This allows more effective Transverse user identification. Example: *963 AACS/DOR, 884-1234. SSgt John Brown.* GCCs/UCCs will use the following Transverse chat rooms:

2.2.3.1. *552_acw_gcc*: wing staff and GCCs only.

2.2.3.2. *552_acg_gcc_ucc*: all 552 ACG units

2.2.3.3. *552_mxg_gcc_ucc*: all 552 MXG units

2.2.3.4. *552_og_gcc_ucc*: all 552 OG units

2.3. Unit Recall Coordinators (URC) will:

2.3.1. Develop telephone and degraded communications recall rosters (also known as comm out recall roster).

2.3.1.1. Unit Deployment Managers (UDMs) should be listed at the top of the recall roster so they are among the first to be called.

2.3.1.2. Rosters **must** be labeled with a caveat to advise individuals that "This Roster Contains Personal Information and Is For Official Use Only." Use a "Privacy Act Statement of 1974 Applies" coversheet on all personnel rosters as prescribed in *DODR 5400.7/Air Force Supplement, DOD Freedom of Information Act (FOIA) Program*.

2.3.1.3. Rosters will be destroyed (i.e., burned, shredded, etc.) when obsolete. Destroy electronic records by any means to prevent unauthorized transmission or duplication.

2.3.1.4. Under FOIA, military and civilian personnel may exclude unlisted numbers from the printed roster. However, all members should be encouraged to include their information to ensure mission accomplishment. Unlisted telephone numbers listed on the roster must be annotated with "unlisted" or "UL." If a member has all unlisted number(s), identify another individual or supervisor who can be notified, who will, in turn, notify the required individual. Example: *John Brown, home phone unlisted. Notify John Doe, 555-1234*. It is the unit recall coordinator's responsibility to ensure the notifying individual or supervisor's availability (e.g. deployed, crew rest or flying) and include an alternate if not available.

2.3.1.5. Units will ensure each member has a copy of the recall roster and understands the unit's recall procedures. The URC will ensure a copy of the recall roster is maintained in the unit's command section.

2.3.1.6. At a minimum, the recall quick reference in Attachment 3 will be located somewhere on the recall roster. Any deviations from Attachment 3 will be approved by 552 ACW/XP.

2.3.1.7. Rosters will be annotated with date and time of last update to eliminate confusion on information currency.

2.3.1.8. Alternates to organizational supervisors must be able to implement the recall roster for their organization in the absence of the supervisor.

2.3.2. Review recall rosters for accuracy at least monthly and/or as changes occur.

2.3.3. Recall rosters are due to 552 ACW/CP by the 15th of every month or the first duty day after changes take place. Email a copy of the updated recall roster to **552acw.cp@tinker.af.mil**.

2.3.4. Train all unit personnel on the use of the recall roster and recall procedures. Ensure unit leadership personnel know the processes for keeping recall rosters current.

2.3.5. Ensure recall rosters include key civilian personnel and Individual Mobilization Augmentees (IMAs). IMAs and civilians do not have to be recalled for alert notifications tests and exercises unless essential to the unit's mission. Recall rosters can be annotated so these individuals are not recalled for exercises or notification tests.

2.4. 552 ACW/XP will:

2.4.1. Update and maintain a list of the Senior Battle Staff (SBS) and the Full Battle Staff (FBS) members and alternates. This list will include current addresses and telephone numbers and will be verified on a monthly basis. Wing XP will distribute the rosters monthly. The 552 ACW/CP is a required distribution recipient.

2.4.2. Ensure all appointed Battle Staff members (SBS and FBS) inform 552 ACW/XP and 552 ACW/CP any time their contact information changes, a new person is assigned that position, or when the member will be unavailable due to absence (TDY, leave, etc.).

2.4.3. Inform CP of any discrepancies found during recall procedures upon completion of recall.

2.5. 552 ACW/CP will:

2.5.1. Create and utilize checklists to conduct Battle Staff (BS) recalls IAW this instruction and AFI 10-207. Automated notification systems such as AtHoc may be utilized for recalls. The automated notification system will be verified on a monthly basis. CP will make verbal contact with key personnel who are not on the automated notification system.

2.5.2. Review SBS and FBS rosters provided by Wing XP and update procedures accordingly.

2.5.3. Provide 552 ACW/XP results of initiated recalls.

2.5.4. Maintain copies of 552 ACW recall rosters for all Wing, Group and Squadron levels and update CP checklists, status boards, and recall roster binders.

2.5.5. Execute any recall initiated by 552 ACW/CC, 552 ACW/CV or designated personnel.

2.6. All personnel have the individual responsibility to ensure his/her contact information on recall rosters is accurate at all times and notify leadership as soon as it changes.

3. Execution.

3.1. General.

3.1.1. All 552 ACW recalls will be initiated by 552 ACW/CC, 552 ACW/CV or designated representatives.

3.1.2. 552 ACW recalls may be one of the following types: General, Selective, Telephone Standby, Accountability Only, Senior Battle Staff (SBS), Full Battle Staff (FBS) (consisting of SBS Cell, Synergy Cell, Functional Cell, and Advisory Cells) per table 3.2 through table 3.4, and Degraded Communications recall. All recalls will have

procedures in place to conduct using either functional communication or degraded communication procedures.

3.1.3. General Recalls and Selective Recalls (Line 1 and Line 2) will include instructions indicating whether personnel should report with their MOBAGs. All units will adhere to specified guidance on MOBAG contents as found in TAFB Plan 10-403, *Installation Deployment Plan* and the 552 ACW *Deployment Guide*. Mobility items are dog tags (if checked out of mobility folder), CAC card, and line badge (if applicable), government issued credit card, and government passport (if checked out of mobility folder).

3.1.3.1. Alpha. BRING MOBILITY BAGS AND ALL REQUIRED ITEMS WHEN REPORTING. LEAVE MOBILITY BAGS IN YOUR CAR BUT BRING ALL OTHER REQUIRED ITEMS WITH YOU WHEN YOU SIGN INTO YOUR UNIT, UNLESS THEY ARE ALREADY IN YOUR MOBILITY FOLDER.

3.1.3.2. Bravo. MOBILITY BAGS ARE NOT REQUIRED, BUT BRING ALL OTHER MOBILITY ITEMS WHEN REPORTING. BRING THE REQUIRED ITEMS WITH YOU WHEN YOU SIGN INTO YOUR UNIT, UNLESS THEY ARE ALREADY IN YOUR MOBILITY FOLDER.

3.2. Line One – General Recall.

3.2.1. 552 ACW/CP will:

3.2.1.1. Notify the SBS by verbal contact to initiate the pyramid recall of 552 ACW personnel. The SBS is annotated in Table 3.1.

3.2.1.2. Notify all other BS members with the exception of Squadron Commanders. SBS members will notify their respective Squadron Commanders. 552 ACW/Director of Staff will notify Wing Deployments (552 ACW/DR) and Director of Personnel (552 ACW/DP). In addition to the SBS, the CP will make verbal contact with 552 ACW/XP, 552 ACW/CP Chief, and 513 ACG/CC. CP will notify additional personnel as directed to support the mission.

3.2.1.3. The following verbiage will be used: THIS IS A LINE ONE (ALPHA/BRAVO) GENERAL RECALL. RECALL INITIATION TIME IS XXXX LOCAL. THE TIME IS NOW XXXX LOCAL. THE BATTLE STAFF WILL CONVENE AT XXXX LOCAL IN THE BATTLE CAB. ALL PERSONNEL REPORT TO YOUR DUTY SECTION AS SOON AS POSSIBLE. GCC AND UCC (WILL/WILL NOT) ACTIVATE. GSU (WILL/WILL NOT) ACTIVATE. [INSERT 552 ACW/CC DIRECTED GUIDANCE/INSTRUCTIONS].

3.2.2. BS members will report to the Battle Cab as directed.

3.2.3. Contacted individuals will:

3.2.3.1. Initiate their portion of the telephone pyramid as directed in their unit recall procedures. Contact will be made with each individual by voice or by Short Message Service (SMS) text message. Voice messages, voicemails, or answering machines are not sufficient for recall purposes. Messages left with other people are also not sufficient. If utilizing SMS texts, the contacted individual must acknowledge receipt of the recall message. For OPSEC considerations, information on the mission tasking will not be relayed; only reporting instructions will be discussed. If an individual

cannot be reached, contact the personnel the absent individual would normally call. Do not delay your response to continue attempts to contact unaccounted for personnel. Advise your UCC of personnel that could not be reached in the pyramid. The UCC or designated representative will continue to attempt to contact the personnel he or she would normally contact on the recall roster.

3.2.3.2. Expeditiously report to their normal duty station unless directed otherwise. Observe posted speed limits and traffic safety guidelines when reporting. Sign in at the UCC. Dress is the Airman Battle Uniform (ABU) or Flight Duty Uniform (FDU). Mission-essential civilian personnel will wear the appropriate clothing required for their duties. During incidents where immediate response of emergency personnel is required, the duty uniform requirement may be waived by the unit for those personnel not at home when notified of the recall. In these cases, the unit will arrange for personnel to change into the duty uniform as soon as the situation allows. Personnel will report to their duty sections ASAP with their mobility items and their MOBAGs as directed in the recall message (Alpha/Bravo). Personnel will not delay in order to shower or eat.

3.2.4. UCCs will make every attempt to make contact with all unit personnel not contacted during the pyramid recall. If telephone contact cannot be made, the unit commander should consider the needs of the mission before sending runners to search for personnel who are unaccounted for.

3.3. Line 2 – Selective Recall.

3.3.1. This option gives commanders the ability to tailor personnel for a particular mission while minimizing the disruption of other base functions. This option assumes some time to prepare and organize forces prior to execution of the recall. Preparations may be initiated with a telephone recall, general recall, or deliberate planning.

3.3.2. A selective recall may be executed by the CP or the Battle Staff Director (BSD). For selective recalls, the CP will notify those agencies identified by the Wing Commander or designated representative and relay instructions. If executed by the BSD, the BSD will contact the Group Commanders, or designated representative, by secure means if necessary, and relay information on the mission being directed and any other guidance from the 552 ACW/CC. The CP will be notified that a selective recall has been initiated. Upon receiving notification, all units will initiate their pyramid recall procedures and BS members will report to the Battle Cab as soon as possible or as otherwise directed.

3.3.3. All commanders will use available time prior to execution of the selective recall to prepare for anticipated mission requirements, including setting shift schedules, determining mobility needs, assigning aircrew to appropriate alert posture or crew rest.

3.3.4. Individuals will initiate their portions of the telephone pyramid as directed in their unit recall procedures. Contact will be made directly with each individual recalled. Messages left with other people or on answering machines are not sufficient for recall purposes. Information on the mission tasking will not be relayed; only reporting instructions will be discussed. If an individual cannot be reached, contact the personnel the absent individual would normally call. Do not delay your response to continue

attempts to contact unaccounted for personnel. Advise your UCC of personnel that could not be reached in the pyramid. The UCC or designated representative will continue to attempt contact with personnel who were not contacted during the initial pyramid recall.

3.3.5. Notify only personnel necessary for the selective recall. Recalled personnel will immediately report to their duty sections. Individuals assigned to mobility status will report with their mobility items and MOBAGs as directed. Personnel assigned to a shift later in the day will remain on telephone standby and report for their shift as previously directed.

3.3.6. Individuals in crew rest will remain in crew rest until alerted. Once alerted, aircrew assigned to mobility status should report with mobility items and MOBAGs.

3.4. Line 3 – Telephone Standby Recall.

3.4.1. 552 ACW/CP will:

3.4.1.1. Notify the SBS by verbal contact to initiate the pyramid recall of 552 ACW personnel. The SBS is annotated in Table 3.1. CP will notify BS members with the exception of Squadron Commanders. SBS members will notify their respective Squadron Commanders.

3.4.1.2. Make verbal contact with 552 ACW/XP, 552 ACW/CP Chief, and 513 ACG/CC (if directed by 552 ACW/CC). The CP will notify additional personnel as directed to support the mission.

3.4.1.3. The following verbiage will be used: "THIS IS A LINE THREE TELEPHONE STANDBY RECALL. DO NOT REPORT TO YOUR DUTY SECTION. YOU ARE TO REMAIN AT HOME, ON STANDBY, UNTIL FURTHER NOTICE. DO NOT LEAVE YOUR HOME. SQUADRON PERSONNEL SHOULD BE ABLE TO REACH YOU WITHIN SIX (6) RINGS." The CP will notify additional personnel as directed to support the mission.

3.4.2. Units will complete their pyramid alert notifications and remain on telephone standby. Each unit will report its recall status to the BS via its Group Commander if the GCCs and UCCs are not formed. If the GCCs and UCCs are formed, the groups will report recall status in accordance with section 4 (Reporting) of this instruction.

3.4.3. Personnel will remain available for contact by telephone to receive further instructions. Individuals will ensure that their telephone(s) are in working order and that they are able to answer without delay. If an individual's telephone(s) are inoperative or the individual needs to be away from his/her telephone(s), the individual will contact his/her chain of command and inform them of his/her whereabouts.

3.5. Line 4 – Accountability Only Recall.

3.5.1. In addition to directed accountability of personnel, this recall can be used to practice or test the pyramid notification system. This test is designed to evaluate the effectiveness of the recall system, but personnel are not required to report to their duty sections. Status reports are not required. Called units will record the time the communications test is completed.

3.5.2. The same procedures will be used to initiate/conduct this recall as a General Recall except the following verbiage will be used: "THIS IS A LINE FOUR ACCOUNTABILITY ONLY RECALL. INITIATE ACCOUNTABILITY RECALL. DO NOT RECALL PERSONNEL IN CREW REST. RECALLED PERSONNEL WILL REPORT TO THEIR DUTY SECTIONS AT THE NEXT NORMALLY SCHEDULED DUTY TIME AND SIGN IN WITH TIME NOTIFIED OF RECALL."

3.5.3. Units will complete their pyramid recall procedures and report results to appropriate GCCs.

3.5.4. Individuals will initiate their portion of the telephone pyramid as directed in their unit recall procedures. Contact will be made directly with each individual. Messages left with other people or on answering machines are not sufficient for recall purposes. If an individual cannot be reached, contact the personnel the absent individual would normally call. Do not delay your response to continue attempts to contact unaccounted for personnel. Advise your UCC of personnel that could not be reached in the pyramid. The UCC or designated representative will continue to attempt to contact personnel who were not contacted during the initial pyramid recall.

3.5.5. Everyone in the unit, except those in crew rest, will be personally notified of the accountability recall. Recalled personnel will report to their duty sections at the next normally scheduled duty time and sign in with time notified of the accountability recall.

3.6. Line 5 – SBS Recall.

3.6.1. 552 ACW/CC or designated representative may direct the CP or Wing XP to implement a SBS Recall. Members of the SBS Cell are depicted in Table 3.1. The CP will add or delete members to/from this list as directed.

Table 3.1. SBS Cell

Battle Staff Commander*	552 MXG/CC**	552 ACW Director of Staff***
552 OG/CC**	552 ACW/CV	72 ABW/CC***
552 ACG/CC**	Battle Director (552 ACW/XP)	512 ACG/CC***
* 552 ACW/CC or delegated representative		
** Delegated representative can attend on behalf		
*** As required and delegated representative can attend on behalf		

3.6.2. CP or Wing XP will notify the SBS members verbally. The following verbiage will be used: "THIS IS WITH A RECALL OF THE 552 ACW SENIOR BATTLE STAFF CELL. THE RECALL INITIATION TIME WAS ____L. THE SBS CELL WILL CONVENE AT ____L IN THE BATTLE CAB."

3.6.3. The CP will notify additional personnel as directed to support the mission.

3.6.4. SBS members will normally be recalled to the Battle Cab, Building 280. Recall to other locations is possible. Members will report a minimum of 10 minutes prior to the appointed time to review applicable messages and recall additional personnel as needed.

3.7. Line 6 – FBS Recall.

3.7.1. 552 ACW/CC, BSD or designated representative may direct the CP or Wing XP to implement a FBS Recall. FBS members include those in the SBS Cell (see Table 3.1) and three BS cells – Synergy, Advisory, and Functional – as depicted in Tables 3.2-5.

Table 3.2. Synergy Cell

Executive Officer	Admin Support

Table 3.3. Advisory Cell Tier 1

Safety	Command Chief	Public Affairs
Historian*	Security Forces	Wing Deployment Officer
Financial Management*	Director of Personnel	Command Post
Intelligence	Plans	Requirements*
Inspector General	Weather	Foreign Disclosure Officer*
Squadron Commanders**		
* Government Civilian impact		
** Can include 970th AACS/CC and/or Canadian Component/CC		

Table 3.4. Advisory Cell Tier 2 (552 ACW/CC may request the following to participate)

Installation Deployment Manager	Flight Surgeon
Security Forces Squadron Commander	Office of Special Investigations
Staff Judge Advocate	Base Chaplain
* Government Civilian impact	

Table 3.5. Functional Cells

Maintenance Cell Director (MCD)*
Operations Cell Director (OCD)*
Communications Cell Director (CCD)*
* Lead GCC director and manned from MXG, OG, or ACG designated location

3.7.2. CP will notify the BS members, with the exception of Squadron Commanders, via AtHoc and by verbal contact for those not in AtHoc.

3.7.3. The following verbiage will be used: "THIS IS THE TINKER CP WITH A RECALL OF THE 552 ACW FULL BATTLE STAFF CELL. THE RECALL INITIATION TIME WAS _____L. THE FBS WILL CONVENE AT_____L IN THE BATTLE CAB."

3.7.4. The CP will notify additional personnel or delete personnel as directed to support the mission. The 552 ACG/CC, 552 MXG/CC, and 552 OG/CC will notify their respective Squadron Commanders in the event of a BS Recall.

3.7.5. FBS members will normally be recalled to the Battle Cab, Building 280, although recall to other locations is possible (i.e. Alternate Battle Cab, Building 989). Members will report a minimum of 10 minutes prior to the appointed briefing time to review applicable messages and recall additional personnel as needed.

3.8. Degraded Communication (Degraded Comm) Procedures:

3.8.1. Degraded Comm recall procedures will be implemented if a recall is necessary and normal communications procedures are not available.

3.8.2. If unable to contact the 552 ACW/CC, the CP will dispatch any available personnel (Maintenance Operations Center, Supervisor of Flying (SOF), Support Staff, Command Section, Safety, 72 ABW Security Forces, etc.) to the 552 ACW/CC's location to advise 552 ACW/CC of the situation and to get further instructions.

3.8.3. In the event the 552 ACW/CC directs a Degraded Comm recall, the BSD (552 ACW/XP) will appoint and assemble five (5) runners. In the event 552 ACW/XP personnel are not available, the 552 ACW/CC will appoint another agency, such as 552 ACW/CCEA, to assemble the runners. Any available personnel (SOF, Support Staff, Command Section, Safety, etc) can be used as runners. One (1) individual will be appointed team chief and will maintain contact with 552 ACW/CP. The runner team chief will ensure adequate transportation is available. The team chief will arrange available Wing GOVs (e.g. SOF, SE trucks) or acquire vehicles from Base Transportation. 72 ABW Security Forces may be of assistance in completing a Degraded Comm recall.

3.8.4. As directed by the 552 ACW/CC, the CP will provide addresses to and direct the runners to the following senior officers' residences: 552 ACW/CV, 552 OG/CC, 552 MXG/CC, and 552 ACG/CC.

3.8.5. On Base: Utilize runners to notify additional on-base personnel. The CP will utilize Land Mobile Radio (LMR) network and the Commander's channel as necessary.

3.8.6. Off Base: With the approval of 552 ACW/CC in coordination with 72 ABW, the CP will notify 72 ABW Public Affairs, who will request local television and radio media to announce the recall of 552 ACW personnel.

3.8.7. When contacted, individuals will initiate their portion of the unit's Degraded Comm Recall, then report to duty. A Degraded Comm Recall requires individuals to walk or drive to the next individual's residence to pass the recall instructions. If an individual cannot be reached, contact the personnel the absent individual would normally contact. Advise your UCC of personnel that could not be reached.

3.8.7.1. Unit Degraded Comm recall procedures should be organized by geographic locale to the maximum extent possible to minimize the amount of time and distance between successive contacts. Units should use maps or detailed instructions to assist in locating individual's homes. URCs will review Degraded Comm recall procedures monthly to confirm mission effectiveness.

3.8.7.2. UCCs will make every attempt to make contact with all unit personnel. If contact cannot be made, the unit commander should consider the needs of the mission before sending runners to search for unaccounted for personnel.

4. Reporting.

4.1. The primary means for reporting manning strength is through NIPR BSCC and NIPR Transverse chat. This information will be reported initially when the UCC is manned and

every hour (GCCs/UCCs back-up report times accordingly) until 100 percent of the unit and group is accounted for.

4.2. In the event that NIPR BSCC and/or NIPR Transverse chat are unavailable, an alternate means such as telephonic communications or sending a runner to report manning strength will be used. The alternate means is for UCCs to report manning strength to their applicable GCC. GCCs will report their units' status to 552 ACW/XP. This information will be reported initially when the UCC is manned and every hour (GCCs/UCCs back-up report times accordingly) until 100 percent of the unit and group is accounted for. In turn, 552 ACW/XP will report directly to the BS (when stood up) or to the 552 ACW/CC.

4.3. The strength reports for the GCCs and UCCs will include total percentage of personnel present or accounted for (PAF). The Unit Status Worksheets (see Figure 4.1 and Attachment 2) are a guide to aid data collection and reporting. The Worksheets mirror categories found on BSCC. It is important to note that the "D," "I," and "M" categories (Deceased, Injured, Missing) on BSCC will not be used unless directed by 552 ACW/CC. An example of a unit status worksheet and definitions of the accountability categories are in Attachment 2. Figure 4.1 is an example of how the form should be used.

4.3.1. PAF is defined as personnel whose whereabouts are positively established by personal contact or by reference to official forms such as leave forms, TDY/deployment orders or equivalent. Other examples include personnel already at their duty sections, on crew rest, performing mission duties such as flying, flight line shift or live ground missions. All personnel must be accounted for after the recall is initiated. PAF does not include personnel who were seen earlier in the day but not contacted after recall initiation.

4.3.2. Telephone standby recall requires units report percentage of personnel personally contacted. Messages left on answering machines, voice mail or with other people do not count for accountability purposes. If utilizing SMS texts, the contacted individual must reply back that the recall message has been received.

4.3.3. When BSCC is not available, UCCs will report unit manning strength information to their GCC. Each GCC will report total group manning strength to the BSD (552 ACW/XP). This information will be reported initially every hour (GCCs/UCCs back-up report times accordingly) until 100 percent of the unit and group is accounted for.

Figure 4.1. Example of Unit Status Worksheet

UNIT STATUS WORKSHEET

NOTE: The following status categories align with UL/UC2 - Non Combat Quantity will not be used

Categories Defined Below

RECALL INITIATION TIME (RIT): ___0733L___

1. TOTAL AUTHORIZED: _____320_____

2. TOTAL ASSIGNED: _____300_____

3. TOTAL UNAVAILABLE FOR DUTY:

    A. Total on Leave: _____10_____

    B. Total TDY: ___4___

    C. Total Deployed ___36___

    D. Total Deceased ___0___

    E. Total Hospitalized ___1___

    F. Total Missing ___4___

    ADD SECTIONS A TO F = _____55_____

4. TOTAL PRESENT FOR DUTIES: ___245___

    ADD #3 & #4, THEN SUBTRACT F = ___296___ TOTAL PAF

    DIVIDE TOTAL PAF FROM #2 x 100 = ___98.6___% PAF

    RIT + 1: ___12___ %

    RIT + 2: ___98.6___%

    RIT + 3: ___100___ %

4.4. BSD Update the BS. The BSD will update the BS on the current strength status a minimum of every hour, starting one (1) hour after recall. In the event the alternate means of reporting is accomplished, 552 ACW/XP will compile strength status for the BSD prior to the required BS update times. For general and selective recalls, accountability objectives are as follows:

4.4.1. 100% SBS notification by RIT + 1 hour.

4.4.2. Fifty percent (50%) of available personnel present or accounted for by RIT + 2 hours.

4.4.3. One hundred percent (100%) of available personnel present or accounted for by RIT + 3 hours.

4.4.4. All recall messages for TDY/leave personnel generated/sent by RIT + 4 hours.

4.4.5. All UCCs prepared and able to provide copies of all recall messages to their GCC.

4.5. GCC/UCC Training. Units will ensure GCC/UCC personnel are trained within 30 days of being assigned. Current GCCs/UCCs are responsible for ensuring replacement GCCs/UCCs complete the following training:

4.5.1. Unit Command and Control CBT (located on ADLS)

4.5.2. BSCC SharePoint Familiarization

4.5.3. Transverse Chat login procedures and chat room orientation

5. Readiness Posture (RP) Recall Procedures

5.1. Applicable RPs. The 552 ACW is accountable to NORAD-USNORTHCOM IAW NORAD Instruction 10-8 for air homeland defense alerts to include Operation Noble Eagle. These alerts are known as RP-15, RP-3 and RP-1 as described in AFI 11-2E-3 V3.

5.1.1. RP-1 denotes an aircraft and crew capable of launching in 1 hour from notification. Crews designated for RP-1 alert duty should normally be housed in a designated alert facility. 12 hours of pre-alert crew rest is required prior to assuming RP-1 alert. CP will be notified by CONR or HHQ to launch. CP will then notify the SBS cell, the Noble Eagle DO (NEDO) (552 OSS/DO or designated representative), and 552 OSS/OSX (Sled Dogs). All notifications should be accomplished within 15 minutes of initial notification from CONR or HHQ. All coordination for authority to launch the RP-1 aircraft and crew will be pre-coordinated between the NEDO and CP.

5.1.2. RP-3 denotes an aircraft and crew capable of launching in 3 hours from notification. 12 hours of pre-alert crew rest is required prior to assuming RP-3 alert. CP will be notified by CONR or HHQ to launch. CP will then notify the SBS cell, NEDO, and 552 OSS/OSX (Sled Dogs). All notifications should be accomplished within 15 minutes of initial notification from CONR or HHQ. All coordination for authority to launch the RP-3 aircraft and crew will be pre-coordinated between the NEDO and CP.

5.1.3. RP-15 denotes an aircraft and crew capable of launching 15 hours after notification. The RP-15 crew will be present for normal duty each day and carry cell phones for notification. CP will be notified by CONR or HHQ to launch the RP-15 aircraft. CP will then notify the SBS cell, NEDO, 552 OSS/OSX, and the designated RP-15 Sq/DO of CONR/HHQ RP-15 launch instructions. The RP-15 Sq/DO (or designated representative) is responsible for notifying crew members assigned to RP-15 duty to immediately enter their 12-hour crew rest period prior to the mission's show time. RP-15 crew members will be available to respond to alert instructions.

5.1.3.1. All notifications should be accomplished within 15 minutes of initial notification from CONR or HHQ. Crew members will report to the RP-15 AC or MCC within 15 minutes of notification to verify receipt and any accompanying orders. Crew rest begins after notification and NLT 12 hours prior to crew show time.

GEOFFREY F. WEISS, Colonel, USAF
Commander, 552 Air Control Wing

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

AFI 10-207, *Command Posts*, 11 June 2014

AFI 11-2E-3V3, *E-3 Operations Procedures*, 2 March 2016

AFI 33-332, *Privacy Act Program*, 12 January 2015

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

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

DoD 5400.7-R, *DoD Freedom of Information Act Program*, 21 October 2010

552 ACWI 10-203, *Battle Staff Operations*, 11 March 2016

NORAD Instruction 10-8, *NORAD E-3 Operating Instructions (S//REL)*, 28 July 2017
Tinker AFB Plan 10-2, *Comprehensive Emergency Management Plan (CEMP)*, November 2016
Tinker AFB Plan 10-205, *Installation Recall and Notification Plan*, November 2015

Tinker AFB Plan 10-403, *Installation Deployment Plan*, February 2014

Precribed Forms

None

Adopted Forms

AF IMT 847, *Recommendation for Change of Publication*

552 ACW Form 7, *Document Error Report*

Abbreviations and Acronyms

ABU—Airman Battle Uniform

AC—Aircraft Commander

BS—Battle Staff

BSD—Battle Staff Director

CAC—Common Access Card

CCD—Communications Cell Director

CI—Critical Information

CONR—Continental United States NORAD Region

CP—Command Post

DCO—Defense Connect Online

DP—Director of Personnel

FDU—Flight Duty Uniform

FOIA—Freedom of Information Act

GCC—Group Control Center

HHQ—Higher Headquarters

IMA—Individual Mobilization Augmentee

LMR—Land Mobile Radio

MCC—Mission Crew Commander

MCD—Maintenance Cell Director

MOBAG—Mobility Bag

MOC—Maintenance Operations Center

NEDO—Noble Eagle Director of Operations

NIPR—Non-Secure Internet Protocol Router

NORAD—North American Aerospace Defense Command

OCD—Operations Cell Director

OPSEC—Operational Security

PAF—Present or Accounted For

RIT—Recall Initiation Time

RP—Readiness Posture

SBS—Senior Battle Staff

TANS—Telephone Automatic Notification System

UCC—Unit Control Center

UL/UC2—Unit Level/Unit Command and Control

UDM—Unit Deployment Manager

URC—Unit Recall Coordinator

USNORTHCOM—United States Northern Command

XP—Wing Plans

Attachment 2

UNIT STATUS WORKSHEET

Figure A2.1. Unit Status Worksheet

UNIT STATUS WORKSHEET
(Use in event of non-availability of BSCC)
NOTE: The following status categories align with BSCC. Mark "0" for section D, E, F unless directed otherwise. Categories Defined below.

RECALL INITIATION TIME (RIT): _____
1. **TOTAL AUTHORIZED:** _____

2. **TOTAL ASSIGNED:** _____

3. **TOTAL UNAVAILABLE FOR DUTY:**

        A. Total on Leave: _____   **D. Total Deceased** _____

        B. Total TDY: _____   **E. Total Hospitalized** _____

        C. Total Deployed _____   **F. Total Missing** _____

        ADD SECTIONS A THROUGH F = _____

4. **TOTAL PRESENT FOR DUTIES:**

        ADD #3 & #4, THEN SUBTRACT F = _____**TOTAL PAF**

        DIVIDE TOTAL PAF FROM #2 x 100 = _____**% PAF**

        RIT + 1: _____**%**

        RIT + 2: _____**%**

        RIT + 3: _____**%**

****
USEFUL DEFINITIONS

Assigned: Total number of members assigned to the organization not to include attached individuals (i.e. Wing Staff)
Authorized: Total number of personnel authorized by unit manning document
Deceased: Total number of members killed, real-world or exercise
Deployed: Total number of members geographically separated in support of CONUS or OCONUS real-world ops
Hospitalized: Total number of members confined to a hospital or quarters for illness. If member is imprisoned include in category.
Leave: Total number of members on local, non-local or Commander sanctioned pass
Missing: Total number of members which whereabouts are unknown or still in question.
Present for Duties: Total personnel present at their duty section to include flying, crew rest, official business appointments, etc.
Present or Accounted For (PAF): Personnel whose condition and location are positively established by personal contact or by reference to official forms such as leave forms, TDY/Deployment orders or equivalent
TDY: Total personnel temporarily separated off-station for exercises or training (i.e. PME in-residence, RED FLAG)

Attachment 3

RECALL ROSTER INFO PAGE EXAMPLE

Figure A3.1. Deployment Clothing and Equipment Requirements per TAFB Plan 10-403

DOP6.1.2. Deployment Clothing and Equipment requirements:

ITEM	REMARKS Items worn/carried are considered part of required quantity	* = mandatory
Uniforms/Flightsuits	ABU/Flight Duty Uniforms (FDU) or applicable issued uniform as required by destination.	*4
Undergarments	includes T-shirt, bras, underwear and panties	*6
Socks	As required for ABY/FDU IAW 36-2903 or applicable issued uniforms as required by destination	*6
Belt w/ Buckle	As authorized with above uniform	*1
ABU/DFDU Cap	As authorized with above uniform	*1
Boots	As authorized with above uniform (Safety toe if required by duty)	*1
Field/Gortex jacket	As authorized with above uniform	*1
AF PT uniform	Any Combination/**Refer to ARI**	4
Athletic shoes	Appropriate for PT/**Refer to ARI**	1
Towels	Body towels, subdued colors are preferred	*3
Washcloth	Subdued colors are preferred	*2
Luggage	Soft luggage such as a duffel bag, B-4 bag, A-3 Bag or soft sided commercial luggage with rounded corners (highly encouraged). Footlockers/trunks are prohibited.	Min *1 Max 2
Reflective belt		*1
Prescription eyewear	For members requiring vision correction	*2
Mask inserts	For members requiring vision correction	*1

Personal health / hygiene	Members should pack sufficient supply based on personal requirements and deployed location availability of supplies/duration of deployment.	
Shaving Cream/lotion	Comb or Brush	Spare boot/shoe laces and polish
Laundry bag	Laundry soap	Disposable razor/clippers
Feminine products	Visine or saline solution	Pillow and bed linens
Padlock	Talcum/body powder	Shampoo/conditioner
Medication (prescription)	Hand and body lotion	Facial Tissue
Deodorant	Lip Balm	Hand mirror
Soap personal	Flashlight	Clothesline and clothes pins
Toothbrush/paste	Can/bottle opener	Sunglasses
Nail clippers	Pocket knife/gerber	Sun screen/block
Shower shoes	Sewing kit	Insect repellant
Batteries		

Figure A3.2. 552 ACW Recall Types and Procedures

RECALL TYPES & PROCEDURES

Note: Commanders may consider adding Alpha or Bravo sub-options to the Recall LINE options as appropriate.

When called, follow the instructions of the person calling you. If instructed to call other personnel, pass recall LINE number and message listed below or as *directed by person calling you.*

ALPHA:

Pass message as: Mobility bags and all required items are required when reporting. Leave mobility bags in your car but bring all other required items with you when you sign into your unit unless they are already in your mobility folder.

BRAVO:

Pass message as: Mobility bags ARE NOT required but bring all other mobility items when reporting. Bring the required items unless they are already in your mobility folder.

LINE ONE: GENERAL RECALL:

This is a Line One (Alpha/Bravo) General Recall. Recall Initiation Time was _____ L. The time now is _____ L. Report to your duty section ASAP.

Upon notification: Personnel will contact the next individual(s) as directed in their unit's recall pyramid and report with weather, traffic, and speed limits. Do not take time for unnecessary activities.

LINE TWO: SELECTIVE RECALL:

This is a Line Two (Alpha/Bravo) Selective Recall. Recall Initiation Time was _____ L. The time is now _____ L. Report to your duty section ASAP, as predetermined by your supervisor.

Upon notification: Personnel will contact the next individual(s) as precoordinated and report in a safe and in a safe and orderly manner consistent with weather, traffic and speed limits. Do not take time for unnecessary activities.

LINE THREE: TELEPHONE STANDBY RECALL

This is a Line Three telephone standby recall. Do not report to your duty section. You are to remain at home, on standby, until further notice. Do not leave your home. Squadron personnel should be able to reach you within six (6) rings.

Upon notification: Personnel will remain on telephone stand-by as instructed. Expect to receive additional instructions. Be prepared for instant response in a safe and orderly manner consistent weather, traffic and speed limits.

LINE FOUR: ACCOUNTABILITY ONLY RECALL

This is a Line Four accountability only recall. Recall Initiation Time (RIT) was _____ L. The time is now _____ L. Report to your duty section at the next normally scheduled duty time and sign in with time notified of recall.

Upon notification: Personnel will contact the next individual(s) as directed in their unit's recall pyramid.

LINE FIVE: SENIOR BATTLE STAFF RECALL

This is the _____ with a recall of the 552 ACW Senior Battle Staff Cell. The Recall Initiation Time (RIT) was _____ L. The SBS Cell will convene at _____ L in the Battle Cab.

LINE SIX: FULL BATTLE STAFF RECALL

This is the Tinker CP with a recall of the 552 ACW Full Battle Staff Cell. The Recall Initiation Time (RIT) was _____ L. The FBS Cell will convene at _____ L in the Battle Cab.