

**BY ORDER OF THE COMMANDER
SEVENTH AIR FORCE**

**SEVENTH AIR FORCE INSTRUCTION
10-401**



**18 JANUARY 2012
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Operations**

**RECALL AND ALERT
NOTIFICATION PROCEDURES**

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This instruction implements Air Force Policy Directive (AFPD) 10-4, *Operations Planning: Air & Space Expeditionary Force (AEF)*. It explains unit and individual responsibilities for the prompt alert notification and/or recall of personnel during times of increased readiness or contingencies. It describes the system for reporting unit recall progress to the 7 AF Commander and sets up the structure for the initial Air Force Korea (USAFK) Alert and Recall Plan. It applies to all Seventh Air Force or associated units (e.g., 607th Air and Space Operations Center (607 AOC), 607th Air Support Operations Group (607 ASOG) and 694 Intelligence, Surveillance, and Reconnaissance Group (694 ISRG)). The 51st Fighter Wing (51 FW) and 8th Fighter Wing (8 FW) may be recalled by the 7 AF/CC but will publish their own wing directives. 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 the AF Form 847 from the field through major command (MAJCOM) publications/forms managers. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of in accordance with the Air Force Records Disposition Schedule (RDS) located at <https://my.af.mil/afrims/afrims/afrims/rims.cfm>

1. General.

1.1. This instruction establishes procedures for conducting a 7 AF Commander-directed general (pyramid), selective, and contingency response or planning group recalls or alert notifications. This policy identifies individual and unit responsibilities from start to finish of the 7 AF recall and alert notification system.

1.2. This instruction pertains to all active duty, Reserve or Air National Guard (ANG) military personnel, US emergency-essential civilian employees, and Korean contingency-essential civilian in Seventh Air Force Component Numbered Air Force (C-NAF) and associate units.

2. Responsibilities.

2.1. The 7 AF/CC will:

2.1.1. Initiate all 7 AF (USAFK) recalls/alert notifications through the Osan Command Center (OCC).

2.1.2. Direct what level of Recall/Alert is to be used: General Recall, Selective Recall, Initial Response Cell Recall, Crisis Action Team Recall, or Accountability/Alert Notification.

2.1.3. For Selective Recalls, specify which, if any, individuals beyond the following should be recalled: 7 AF/CV, 607 AOC/CC, 7 AF/CS, 7 AF/A2 Director, 7 AF/A3A5 Director, 7 AF/A6 Director, ACC/PJ Director, 607 ASOG/CC, and 694 ISRG/CC. See Attachment 2 for additional details.

2.1.4. Provide the OCC the information required to complete the required recall/alert notification script(s). See Attachment 3 (page 2) for example recall/alert notification scripts included on the recall roster template.

2.1.5. Direct what Recall/Alert notification method will be used: overt, covert or Comm-Out.

2.2. All 7 AF Directors (A-Staff and Personal Staff), group commanders and commanders of associated and subordinate units will:

2.2.1. Establish a unit recall roster using the 7 AF template (Attachment 3) as a guide. The unit recall roster will contain sufficient information and instructions. Page 2 of Attachment 3 is provided as a reference.

2.2.2. Review/update recall rosters monthly, to include comm-out recall procedures and maps (as needed) for all assigned personnel. Provide a copy of the C-NAF roster to OCC NLT the 1st calendar day of each month. This may be done electronically through encrypted NIPRNet email to 51FW.OC@osan.af.mil. 7 AF/PJ and/or 7 AF/CVI will spot check that the OCC has the correct Recall Roster at least twice a year.

2.2.3. Initiate their unit pyramid notification system after recall notification as directed by the OCC.

2.2.4. Ensure strength reporting is conducted.

2.2.4.1. Collect unit strength data using 7 AF Form 2, *Unit Strength Accountability Worksheet* (See Attachment 4). Units/Directorates will submit the first report one hour after the Recall Start Time (RST) of the recall/alert notification and every 30 minutes thereafter until 100 percent accountability has been accomplished. Availability and accountability data should be considered protected and For Official Use Only (FOUO), with every means of protecting the information. See paragraph 4.3. for details.

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

2.2.6. Notify the OCC (51st Command Center) of all Directors or Unit Commanders off-station on duty, leave or TDY, to include the name and contact information of the individual who will be acting as the director/commander in their absence as well as their contact information.

2.2.7. The Headquarters, 7 AF Personal Staff will report their numbers to the 7 AF Staff Unit Control Center (UCC).

2.3. The OCC will:

2.3.1. Have access to current recall rosters on all units/directorates governed by this instruction.

2.3.2. Maintain a written checklist of actions/procedures required to initiate/complete the types of recalls/alert notifications defined in paragraph 3. below. This will include asking for guidance from the commander on simulations and whether or not to recall/alert personnel on leave/TDY either on- or off-peninsula at the time of the recall/alert.

2.3.3. Notify personnel per 7 AF C-NAF Recall Roster for recalls/alert notifications.

2.3.4. Continue to try to reach those on the 7 AF C-NAF Recall Roster or their alternates.

2.4. The 7 AF/CS will:

2.4.1. Ensure personnel update their recall rosters monthly.

2.4.2. Ensure that the personal staff consolidates and reports their numbers via a single Point of Contact (POC) to the 7 AF Staff UCC.

2.5. The ACC/PJ will:

2.5.1. Ensure that the OCC has the most current copy of the 7 AF C-NAF Recall.

2.5.2. Maintain the 7 AF C-NAF Recall Roster.

2.6. The 7 AF/A1 will:

2.6.1. During a General or Accountability Recall, report recall status and data to 7 AF/CV and 7 AF/CS at the prescribed report times plus 20 minutes (e.g., RST + 80, RST + 110, etc.), ensuring the most current data is transmitted.

2.6.2. During a General or Accountability Recall, advise 7 AF senior leadership once 7 AF has reached 100% accountability.

2.7. All military and key civilian members assigned to 7 AF or associated with will:

2.7.1. Know and comply with the requirements/procedures defined in this operating instruction.

2.7.2. Provide their unit recall monitor and the person responsible for notifying them during recall/alert notification, and 7 AF/PJ (if on C-NAF Recall Roster) with locator data, to include home and/or cell phone number, duty phone number, address, and written directions if living off-base (for COMM OUT include directions and map). **Keeping this**

data current is an individual (NOT A UNIT) responsibility. Individuals will notify their supervisor and unit recall monitor immediately when information on the recall roster changes.

2.7.3. Know how to contact/find the person(s) they are required to notify during recalls/alert notifications.

2.7.4. When notified of a recall, unless specified otherwise:

2.7.4.1. Read back the received message to ensure it was understood.

2.7.4.2. Contact personnel as directed on the recall roster. When using a recall roster, contact the individual personally. Leaving a message with another person or on an answering machine/voicemail does NOT constitute contact with that person.

2.7.4.3. Report to their wartime or normal duty location/position as directed or as soon as safely possible. IRC members (primary or alternate) should report within 30 minutes, unless otherwise specified.

2.7.4.4. Employ an appropriate sense of urgency. Do not delay for personal amenities, such as taking showers, shaving, meals, etc. During transit, observe all traffic laws and safety procedures and restrictions associated with road conditions.

2.7.4.5. Wear field gear (helmet, web belt, canteen and body armor), Individual Protective Equipment (chemical defense ensemble and field gear) and comply with MOPP level as directed, and the appropriate utility uniform (BDU, ABU or flight suit). (**NOTE:** If you are on duty at the time of the alert and you are in a uniform other than the BDU or flight suit, you will not be required to go home and change. You may be accounted for and then released to return home for the proper uniform, gear and personal hygiene as directed by director or unit commander).

2.7.4.6. Do not make any stops on the way to your recall location except to notify the next person in your recall pyramid (if COMM-OUT or if the individual has no home or cell phone available), or necessary stops for child care arrangements.

2.7.4.7. Remember the Force Protection conditions and take appropriate actions.

3. Recall/Alert Notifications. A pyramid notification system is required to facilitate immediate response to a crisis. Recalls are accomplished in response to higher headquarters (HHQ) direction, or as directed by the 7 AF Commander or a designated representative. The following are 7 AF recall/alert notification methods:

3.1. Recall/Alert Notification methods.

3.1.1. Overt: Recall personnel using the fastest means available. This may include the use of Giant Voice, telephones, radios, public television including the Commander's Access Channel, speaker-equipped vehicles, e-mail, or any other viable means of communication.

3.1.2. Covert: Recall personnel as quickly as possible while minimizing public notice and actions which may alarm the general public. Use only telephone or personal contact; do NOT use Giant Voice, Commander's Access Channel, radios, public television, speaker equipped vehicles, etc

3.1.3. Comm-Out: Recall personnel by personal contact only. To be used when communication systems are inoperative, cannot, or should not be used.

3.2. Recall/Alert Notification types. 7 AF recalls will include five types of recalls listed below. Shift personnel will report to their duty locations unless directed to do otherwise by their unit commander or director.

3.2.1. General Recall. The objective of a General Recall is to posture the entire organization for immediate action. All units will initiate 100% notification and accountability. All personnel, will report to work as directed, wearing field gear and Individual Protective Equipment and carrying/wearing chemical gear, as MOPP level dictates and prepared for wartime work schedules and duty. As directed, personnel on leave or TDY on- and/or off-peninsula are contacted and directed to return to their duty station. Unless specified otherwise, personnel are to report to their wartime duty locations. Attachment 2 identifies personnel who will be recalled.

3.2.2. Selective Recall. The objective of a Selective Recall is to alert, inform or direct to duty specific personnel or functions. Selective recalls may be used to recall or alert key personnel to assess a crisis situation or to prepare for other type(s) of notification/recall. Recalled personnel will be prepared for wartime work schedules and duty. As directed, personnel on leave or TDY off-peninsula are contacted and directed to return to their duty station (NOTE: One example of this recall is a Senior Staff Recall). Attachment 2 identifies who will be recalled.

3.2.3. Initial Response Cell (IRC) Recall. The objective of an IRC recall is to recall those 7 AF (USAFK) commanders (minus 51 FW, 8 FW and following on forces group CCs), staff directors, and other agency leaders who the 7 AF/CC deems necessary to provide an initial assessment and recommended courses of action for a particular situation. Recalled personnel will be prepared for wartime work schedules and duty. As directed, personnel on leave or TDY off-peninsula are contacted and directed to return to their duty station. Attachment 2 identifies personnel who will normally be recalled.

3.2.4. Crisis Action Team (CAT) Recall. The objective of a CAT recall is to immediately recall *all* 7 AF (USAFK) commanders (minus 51 FW, 8 FW and following on forces group CCs), staff directors, AOC division chiefs and other agency leaders who the 7 AF/CC deems necessary to assess a crisis situation. Recalled personnel will be prepared for wartime work schedules and duty. As directed, personnel on leave or TDY off-peninsula are contacted and directed to return to their duty station Attachment 2 identifies personnel who will be recalled.

3.2.5. Accountability/Alert Notification. The objective of an Accountability/Alert Notification is to verify the current location of, and disseminate time-sensitive information to all 7 AF associated personnel and their dependents that will, or may be, affected by an impending natural disaster or threat to a specific region/area or other critical situation. Unless directed otherwise, commanders will ensure contact is made with all affected members and their dependents who are believed to be in the affected area(s), and pass information to those individuals as directed. Attachment 2 identifies personnel who will be recalled. This type of recall may also be used to test the recall notification system. UCC and 7 AF/A1 personnel will report to their duty location to compile the accountability. All other personnel do not have to report for duty, but are

directed to note any problems with the notification process and pass details of such problems to their supervisor. Commanders/Directors will take whatever actions are necessary to assess the effectiveness of the recall test.

3.2.6. Recall Instruction: If you are notified of a recall, notify the person below you on the recall chain. If you cannot reach the assigned individual, try their alternate. If neither are available, note the names, skip down to the next person and notify them. **DO NOT BREAK THE CHAIN.** Continue to attempt contact with anyone not reached by the initial attempt, however, do not delay your response and advise the UCC of any individual(s) not contacted. Personnel at the end of the recall roster will report the status of the recall to the UCC.

4. Procedures.

4.1. Initiating a Recall or Alert Notification. The 7 AF/CC or his designee will direct the type of recall to conduct. Recall essential personnel are required to be immediately reachable via telephone (cellular or land line). The OCC will initiate the required recall procedures as defined in the 7 AF Recall Checklist and this instruction.

4.2. Simulations: 7 AF/CC or his designated representative will determine when to simulate recalling or alerting personnel on leave/TDY on- or off-peninsula. This decision may be whether or not to physically recall or to simply notify these individuals. The OCC will ensure he/she has this guidance from the commander or his representative to disseminate it with 7 AF recalls/alert notifications.

4.3. Reporting for General Recall and Accountability/Alert Notification.

4.3.1. Personnel strength reporting is implemented in conjunction with the RST. The 7 AF/CC will set the RST when directing a recall. This time will be passed to every individual through the recall script, and will be used as the baseline time to measure progress of the recall.

4.3.2. Directors/unit commanders are required to report personnel strength data to their UCC at RST plus 60, 90, and 120 minutes. This data should be reported via the Unit Strength Accountability Worksheet (Recall Matrix Master) located under the Recall folder on the 7AF shared drive at P:\RECALL.

4.3.2.1. The 7AF Personal Staff and Directorates, 607 AOC, and each Group/Squadron (607 ASOG, 694 ISRG, 607 SPTS and 607 MMS) have a POC who will access the Recall Matrix Master worksheet and report their numbers at the appropriate time, save the data, and exit the worksheet. The POC will repeat this action at each reporting time.

4.3.2.2. The 7 AF/A1 will monitor progress and ensure the file is ready for use within 15 minutes from report time (RST +60, RST +90, etc).

4.3.2.3. If access to the Recall folder is not possible, each unit will record the number of personnel assigned, the number on leave or TDY, the number available for duty, and the number present for duty (PFD) at each interval (+60, +90, +120, etc) and call those figures in to 7 AF Staff UCC.

4.3.3. For the 7 AF standard, units must have a minimum of 80 percent of available Airmen and Emergency-Essential civilians PFD NLT RST plus 2 hours. Continue recall

procedures until 100% accountability is reached. Directors and commanders should assess if 80 percent PFD will meet mission and capability requirements outside recall parameters and can make recall timelines more demanding for their organizations.

4.3.4. The 7 AF/A1 will provide the Seventh Air Force commander/leadership with a status update at RST + 80, 110, 140, and 200 minutes and a final report after all units are 100% complete by accessing the Recall Matrix Master Worksheet under the Recall Folder of the 7AF shared drive P:\RECALL.

Table 4.1. Recall Matrix Master Worksheet

Cutoff Time	Unit Updates Worksheet	7 AF/A1 Call in to 7 AF Leadership
RST + 60 mins	RST + 60 mins	RST + 80 mins
RST + 90 mins	RST + 90 mins	RST + 110 mins
RST + 120 mins	RST + 120 mins	RST + 140 mins
RST + 180 mins	RST + 180 mins	RST + 200 mins

5. Records Management.

5.1. Refer to AFI 33-322, *Record Management Program* for instructions on storing and disposing of any records generated by this instruction.

6. Pyramid Recall Rosters (PRR).

6.1. All pyramid recall rosters will contain, as a minimum, the effective date of the roster, the identity of the organization, the recall roster monitor's name and contact information to include their DEROS and each unit member's name, grade, residence address, residence telephone, and/or cellular phone number. Include a Privacy Act statement and the statements "FOUO" and that the roster will not be placed on a NIPRNET webpage, sent to a commercial email address, or sent over non-encrypted NIPR email. Finally, use attachment 3 as a guide for information on the reverse of the unit roster.

6.2. Recall rosters may be e-mailed provided they are sent from ".mil" to ".mil" e-mail addresses and digitally encrypted using a Common Access Card or organizational account certificate. When providing a recall roster via e-mail, the e-mail must include the appropriate Privacy Act statement IAW AFI 33-332, *Air Force Privacy Program*, and a warning not to forward to a commercial email address, or sent over non-encrypted NIPR email.

6.3. Notification will include only essential, unclassified information. All information related to a recall is privileged FOUO and releasable only on a need-to-know basis.

6.4. Treat accountability and availability data as sensitive and FOUO in nature. See paragraph 4.3. for further instructions.

JEFFREY A. REMINGTON, Lt Gen, USAF
Commander

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

AFPD 10-4, *Operations Planning: Air & Space Expeditionary Force (AEF)*, 30 April 2009

AFI 33-322, *Record Management Program*, 7 October 2003

AFI 33-332, *Air Force Privacy Program*, 16 May 2011

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

Prescribed Forms

7 AF Form 2, *Unit Strength Accountability Worksheet*, 5 January 2012

Adopted Forms

AF Form 847, *Recommendation for Change of Publication*, 22 September 2009

Abbreviations and Acronyms

51FW—51st Fighter Wing

607AOC—607th Air and Space Operations Center

607ASOG—607th Air Support Operations Group

694ISRG—694 Intelligence, Surveillance, and Reconnaissance Group

8 FW—8th Fighter Wing

AEF—Air & Space Expeditionary Force

AFMAN—Air Force Manual

AFPD—Air Force Policy Directive

ANG—Air National Guard

CAT—Crisis Action Team

C-NAF—Component Number Air Force

CS—Chief of Staff

FOUO—For Official Use Only

HHQ—Higher Headquarters

IRC—Initial Response Cell

MAJCOM—major command

OCC—Osan Command Center

OPR—Office of Primary Responsibility

PFD—Present For Duty

POC—Point of Contact

PRR—Pyramid Recall Roster

RDS—Records Disposition Schedule

RST—Recall Start Time

UCC—Unit Control Center

USAFK—Air Forces Korea

Attachment 2

RECALL NOTIFICATION PARTICIPANTS

Figure A2.1. Recall Notification Participants

General	Selective	IRC	CAT	Accounting / Alert
Mandatory: 7 AF/CC 7 AF/CV 607 AOC/CC 7 AF/CS 7 AF/CCE 7 AF/CVE 7 AF/CCA 7AF/CCC 7 AF/RE All A-staff Directors All AOC Div Chiefs 621 ACS/CC 607 ASOG/CC 7 AF Personal Staff All Other 7 AF Personnel 694 ISRG/CC 7 AF/PJ 3rd BCD-K MARLO JSOLE 5 FIS/CC 731 AMS/CC 35 ADA/CC 607 SPTS Others as directed Info: 51 FW /CC 8 FW/CC	Mandatory: 7 AF/CC 7 AF/CV 607 AOC/CC 7 AF/CS 7 AF/A2 7 AF/A3A5 607 AOC/ ISRD 7 AF/PJ Additional: 694 ISRG/CC Others as directed	Mandatory: 7 AF/CC 7 AF/CV 607 AOC/CC 607 AOC/ISRD 607 AOC/COD 7 AF/CS 7 AF/CCE A2 A3/A5 607 ASOG/CC 7 AF/JA 7 AF/A7S 694 ISRG/CC 7 AF/PJ 3rd BCD-K A6 Others as directed	Mandatory: 7 AF/CC 7 AF/CV 607 AOC/CC 7 AF/CS All A-staff Directors All AOC Div Chiefs 607 ASOG/CC 7 AF Personal Staff Directors 694 ISRG/CC 7 AF/PJ 3rd BCD-K 35 ADA BDE 5 FIS/CC 621 ACS/CC 731 AMS/CC 607 SPTS Others as directed	Mandatory: 7 AF/CC 7 AF/CV 607 AOC/CC 7 AF/CS 7 AF/CCE 7 AF/CVE 7 AF/CCA 7AF/CCC 7 AF/RE All A-staff Directors All AOC Div Chiefs 621 ACS/CC 607 ASOG/CC 7 AF Personal Staff All Other 7 AF Personnel 694 ISRG/CC 7 AF/PJ 3rd BCD-K MARLO JSOLE 5 FIS/CC 731 AMS/CC 35 ADA/CC 607 SPTS Others as directed


Attachment 3

RECALL ROSTER TEMPLATE W/ SCRIPTS (FRONT) (EXAMPLE)


Figure A3.1. Recall Roster Template W/ Scripts (Front) (Example)

FOR OFFICIAL USE ONLY: Contains Information Not Releasable Without the Approval of the Individual (Privacy Act of 1974 applies)	
RST _____	“UNIT” PYRAMID ALERT RECALL ROSTER
<pre> graph TD A["COL WILLIAM SMITH (x1234) 7AF/A-X Hallasan Tower, Rm 1401 CELL: XXX-XXXX-XXXX H: XXXX-XXXX-XXXX"] B["RANK NAME (Office Ext) Office Symbol Address CELL: XXX-XXXX-XXXX H: XXXX-XXXX-XXXX"] C["RANK NAME (Office Ext) Office Symbol Address CELL: XXX-XXXX-XXXX H: XXXX-XXXX-XXXX"] D["RANK NAME (Office Ext) Office Symbol Address CELL: XXX-XXXX-XXXX H: XXXX-XXXX-XXXX"] E["RANK NAME (Office Ext) Office Symbol Address CELL: XXX-XXXX-XXXX H: XXXX-XXXX-XXXX"] F["RANK NAME (Office Ext) Office Symbol Address CELL: XXX-XXXX-XXXX H: XXXX-XXXX-XXXX"] G["RANK NAME (Office Ext) Office Symbol Address CELL: XXX-XXXX-XXXX H: XXXX-XXXX-XXXX"] H["RANK NAME (Office Ext) Office Symbol Address CELL: XXX-XXXX-XXXX H: XXXX-XXXX-XXXX"] A --> B A --> C A --> D C --> E D --> F E --> G F --> H </pre>	
<p>LAST UPDATE: _____ Date UPDATE POC: _____ Recall Monitor Name/Rank Office Phone Number DEROS: Date</p> <p>File Location: \\ shared drive location</p> <p>Important Numbers Unit UCCA: 784-XXX784-1XXX CFPP/Help Desk: 784-8000 51 CS Help Desk: 784-2666 51 CS Job Control: 784-4117 51 FW Command Post 784-7000</p> <p>Off-Base Exchange: 660 = 783, 661 = 784 First Sergeant XXXX: <u>Cell: XXX-XXX-XXXX</u></p> <p><u>(Other numbers as the Commander or Director requires)</u></p> <p>Recall Rosters updates are due to 51FW Command Post by the 1st day of the month.</p> <p>Comm-out procedures When all communication systems are inoperative or cannot be used, notify all personnel by personal contact only.</p>	
<p>If you are notified of a recall, notify the person below you on the recall chain. If you cannot reach the assigned individual, note the name and skip down to the next person and notify them. DO NOT BREAK THE CHAIN. Continue to attempt contact with anyone not reached by the initial attempt, however, do not delay your response and advise the recall monitor/UCC of any individual(s) not contacted. Personnel at the end of the recall roster will report the status of the recall to the lead POC. Report to duty in uniform and do not delay reporting by showering, shaving, applying make-up or eating.</p>	

Figure A3.2. Recall Roster Template W/ Scripts (Back) (Example)



C-NAF RECALLS



Recall Script/Info to relay:
Use this checklist and circle/initial in appropriate info to pass when conducting recalls.

EXERCISE / REAL WORLD

RST: _____

TYPE (Circle 1 of 6):	GENERAL	IRC	CAT
	SELECTIVE	ACCOUNTABILITY	7 AF
Recall Method (circle 1 of 3)	COMM OUT	Covert	Overt
Reporting Location:	Normal Duty	Wartime	
Wear Field gear (vest/helmet):	Yes	No	
MOPP gear required:	Yes	No	
Contact ON-pen personnel on leave/TDY/pass	Yes	No	
Contact OFF-pen personnel on leave/TDY/pass	Yes	No	
Conditions:	ALARM:	MOPP:	FPCON:

Further Instructions:

Recall Method

Overt: Normal Recall
Covert: No Giant Voice
COMM Out: Person to Person

MOPP Conditions:

MOPP 0 – All MOPP gear and equipment must be readily available within 5 minutes.
MOPP 2 – Wear over garments. Carry – mask and gloves.
MOPP 4 – Wear all MOPP gear!
*During ALL MOPP Levels the helmet, web belt, mask carrier and field vest will be worn.

Road Conditions:

GREEN – NO Restrictions. RED – Emergency Vehicles Only.
AMBER – Mission Essential. BLACK – Roads Impassable, NO driving.

Alarm Conditions/Signals:

GREEN – Attack not probable. All Clear, resume normal operations or initiate recovery if applicable.
YELLOW – Attack probable. Don helmet and available body armor. Go to shelter WHEN DIRECTED.
BLUE – Attack imminent or in progress. Take cover. SCUD attacks take cover in a building, vehicle or shelter. Aircraft attacks, take cover in a shelter or low-lying area. Don all gear immediately.
BLACK Limited Release – Attack over. Go to or stay in shelter unless otherwise directed. Stay in appropriate MOPP gear.
BLACK General Release – Attack over. Initiate post attack recon in appropriate MOPP gear.

RECALL INSTRUCTIONS:

1. Read back the received message to ensure it was understood.
2. Contact personnel as specified on the recall roster. Contact primary, if unavailable contact alternate. If both are unreachable, contact OCC and report non-contact and skip to next person in recall chain.
3. Leaving a message with another person or on an answering machine/voicemail does NOT constitute contact with that person.
4. Report to their wartime or normal duty location/position, as directed, as quickly as possible.
5. Employ an appropriate sense of urgency. Do not delay or make any unnecessary stops (except to call next person or for child care) for personal amenities, such as taking showers, shaving, meals, etc. During transit, observe all traffic laws & safety procedures/restrictions with road conditions.
6. Wear field gear (helmet and flak vest), other IPE (gas mask, web belt, canteen etc.) and carry / wear appropriate chemical gear. **NOTE:** If you are on duty at the time of the alert and you are in a uniform other than the ABU, BDU or flight suit, you will not be required to go home and change. You may be accounted for and then released to return home for the proper uniform / gear / personal hygiene as directed by director / unit commander.

RECALL TYPES:

General Recall
All available personnel will report to work as soon as possible, wearing field gear and Individual Protective Equipment (IPE) and carrying/wearing chemical gear, as MOPP level dictates and prepared for wartime work schedules and duty. As directed, personnel on leave or TDY on- and off-peninsula are contacted and directed to return to their duty station. Unless specified otherwise, personnel are to report to their wartime duty locations.

Selective Recall
Key personnel are recalled /alerted to assess a crisis situation or to prepare for other type(s) of recall/ notification. Recalled personnel will report to work with field gear, other IPE, chem gear and be prepared for war-time work schedules and duty.

Initial Response Cell (IRC) Recall
7 AF (AFKOR) group commanders (not at 51 FW or 8 FW), staff directors, and other agencies' leaders who the 7 AF/CC deems necessary to provide an initial assessment and recommended courses of action for a particular situation are recalled to duty.

Crisis Action Team (CAT) Recall
7 AF (AFKOR) group commanders (not at 51 FW or 8 FW), staff directors, and other agencies' leaders who the 7 AF/CC deems necessary to assess a crisis situation are immediately recalled to duty. Recalled personnel will report to work wearing field gear, other IPE and carrying/wearing chemical gear, as MOPP level dictates and prepared for wartime work schedules and duty. As directed, personnel on leave or TDY on- or off-peninsula are contacted and directed to return to their duty station.

7 AF Staff Recall
All 7 AF (AFKOR) group commanders (not at 51 FW or 8 FW), staff directors, and other agencies' leaders who the 7 AF/CC deems necessary to assess a crisis situation are immediately recalled to duty. Recalled personnel will report to work wearing field gear, other IPE and carrying/wearing chemical gear, as MOPP level dictates and prepared for wartime work schedules and duty. As directed, personnel on leave or TDY on- or off-peninsula are contacted and directed to return to their duty station.

Accountability Recall
Purpose is to verify the current location of, and disseminate time-sensitive information to, all C-NAF personnel and their dependents who will, or may be, affected by an impending natural disaster or threat to a specific region/area or other critical situation. Unless directed otherwise, commanders will ensure contact is made with all affected members and their dependents who are believed to be in the affected area(s), and pass information to those individuals as directed. This type of recall may also be used to test the recall notification system. Personnel do not report for duty, but are directed to note any problems with the notification process and pass details of such problems to their supervisor. Commanders/Directors will take whatever actions are necessary to assess the effectiveness of the recall test on the next duty day.

attachment 4

UNIT STRENGTH ACCOUNTABILITY WORKSHEET (EXAMPLE)

Figure A4.1. Unit Strength Accountability Worksheet (Example)

UNIT STRENGTH ACCOUNTABILITY WORKSHEET													
UNIT	ASSIGNED	LEAVE/TDY	AVAILABLE	PFD	RST +60	PFD	RST +90	PFD	RST +120	PFD	RST +180	PFD	RST +240
7 AF PERSONAL STAFF													
A1													
A2													
A3/5													
A4													
607 MMS													
A5													
607 SPTS													
A7													
A8/9													
607 AOC													
621 ACS													
607 ASOG													
TOTAL													

SAMPLE

7AF Form 2, 20120105