

**BY ORDER OF THE COMMANDER
8TH FIGHTER WING**

**8TH FIGHTER WING INSTRUCTION
10-401**



22 OCTOBER 2020

Operations

PYRAMID RECALL SYSTEM (PRS)

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

ACCESSIBILITY: Publications and forms are available on the e-Publishing website at www.e-Publishing.af.mil for downloading or ordering

RELEASABILITY: There are no releasability restrictions on this publication

OPR: 8FW/CP

Certified by: 8FW/CV
(Col David Ross)

Supersedes: 8FWI 10-401, 10 June 2013

Pages: 13

This instruction implements Air Force Policy Directive (AFPD) 10-4, *Operations Planning: Air Expeditionary Force and Global Force Management* and defines types of recalls initiated in response to actual emergencies, readiness conditions, or their exercise equivalents. It establishes procedures and responsibilities for the notification and recall of personnel under actual and/or exercise situations. It applies to all assigned, attached, or associated units to the 8th Fighter Wing (8 FW), Kunsan Air Base (AB), Republic of Korea hereunto referred to as “organizations.” 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 the appropriate functional chain of command. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Instruction (AFI) 33-322, *Records Management and Information Governance Program*, and disposed of in accordance with Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS). 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 United States Air Force.

SUMMARY OF CHANGES

This document has been substantially revised and must be completely reviewed. Major changes include two additional recall conditions, tenant unit and civilian recall procedures. Additionally, **Attachments 2 and 3** have been significantly updated to reflect new recall conditions and tenant unit assignments.

1. General. This instruction provides a system to expeditiously pass critical information to personnel assigned to Kunsan AB. The primary method of recalling personnel is the Pyramid Recall System (PRS). Additional methods of recall notification dissemination include the Giant Voice system, AtHoc alerts, the Commander's Access Channel, and personal contact or runners.

2. Responsibilities.

2.1. The Commander, 8th Fighter Wing (8 FW/CC), or designated representative will:

2.1.1. Determine the type and method of recall.

2.1.2. Direct the 8th Fighter Wing Command Post (8 FW/CP) to activate the PRS.

2.2. Group Commanders (GP/CCs) will:

2.2.1. Designate primary and alternate Group recall monitors.

2.2.2. Ensure subordinate organizations update Pyramid Recall Rosters (PRRs) and communications-out (comm-out) recall rosters as personnel changes occur.

2.2.3. Maintain current copies of PRRs for subordinate organizations within the group staff.

2.2.4. Ensure organizations in their chain of command are notified during a recall.

2.3. Unit Commanders will:

2.3.1. Assign unit recall monitor(s).

2.3.2. Ensure PRR and comm-out recall rosters are updated as personnel changes occur.

2.3.3. Ensure individuals in their chain of command and tenant organizations, assigned in [Attachment 3](#), are notified during a recall.

2.3.4. For inclusion into the AtHoc system, ensure senior leadership of assigned tenant organizations (in [Attachment 3](#)) provide their full name and rank, cell phone, work phone, email address, DEROS, and respective unit/position to the 8 FW/CP.

2.3.5. Maintain accountability for personnel with crew rest or other restrictions.

2.4. Organization Recall Monitors will:

2.4.1. Update PRRs and comm-out recall rosters as personnel changes occur.

2.4.2. Provide updated PRRs as directed by group commander or group recall monitors.

2.4.3. Submit current PRRs to the 8 FW/CP on a quarterly basis.

2.4.4. Ensure personnel appropriately destroy obsolete versions of unit PRRs.

2.4.5. Notify personnel within the organization and assigned tenant organizations, as identified in [Attachment 3](#), during a recall.

2.4.6. Report accountability to the organization's Unit Control Center (UCC).

2.4.6.1. Names of individuals not contacted will be up-channeled.

2.4.6.2. Attempts to contact individuals will continue until attaining 100% accountability of all personnel within the organization.

2.4.7. Obtain “end user manager” AtHoc permissions to update their personnel in the system.

2.5. The 8 FW/CP will:

2.5.1. Maintain procedures to initiate each PRS type using any or all methods directed by the 8 FW/CC or designated representative.

2.5.2. Advise 8 FW/CC of recall conditions and recommended methods of dissemination (i.e., AtHoc, telephonic, etc).

2.5.3. Initiate the PRS as directed by the 8 FW/CC or designated representative.

2.5.4. Notify the 8th Security Forces Squadron (8 SFS) Base Defense Operations Center (BDOC) when a comm-out recall is directed by the 8 FW/CC or designated representative for 8 SFS assistance in notifying key personnel which includes the Wing Commander, Vice Wing Commander, Group Commanders, and Deputy Group Commanders.

2.5.5. Provide “end user manager” AtHoc permissions to designated unit level recall monitors.

2.6. In the event of a comm-out recall, the Commander, 8 SFS will:

2.6.1. Develop and maintain procedures to notify key personnel.

2.6.2. Ensure Security Forces personnel assist in notifying key personnel.

2.7. Personnel assigned to Kunsan Air Base will:

2.7.1. Keep a copy of their respective PRRs on them at all times, in case of emergency.

2.7.2. Provide the unit recall monitors with pertinent recall information as determined by the organization’s commander.

2.7.3. Inform the unit recall monitors of recall information changes as they occur.

2.7.4. Have a sense of urgency; if personnel are to immediately report to their designated duty section, they will not stop to shave, shower, or eat.

2.7.5. Update AtHoc with applicable contact information and identify within AtHoc if the member is part of a base Emergency Support Function.

2.7.6. Monitor audible and visible signals, indicated in section 4, for recall information. If conflicting or confusing information has been provided, contact respective UCC for resolution or clarification.

3. PRS Activation.

3.1. When directed by the 8 FW/CC, or designated alternate, the 8 FW/CP will initiate the required recall.

3.2. When recall notifications are made, special instructions may be given within the notification.

3.2.1. Only essential and unclassified information will be used.

3.2.2. All recall related information is privileged and releasable on a need-to-know basis.

3.2.3. To avoid multiple recalls, if any directed changes occur affecting the initial notification, UCCs may receive additional or follow-up information through the Emergency Operations Center (EOC) channels for incorporation in their recall procedures.

3.3. UCCs will provide hourly strength reports to the EOC until the entire unit and associated tenant units (as indicated in [Attachment 3](#)) have been successfully recalled.

3.3.1. The 8th Comptroller Squadron (8 CPTS) UCC will serve as the recall focal point for both the 8 CPTS and 8 FW Staff agencies.

3.4. Recall methods.

3.4.1. Normal recall procedures include using any or all reasonable methods necessary to recall base personnel based on information needing to be passed in the recall.

3.4.2. Comm-Out recall procedures are used to recall base personnel when all communication systems are inoperative or cannot be used.

3.4.2.1. Base personnel will receive recall information only through personal contact.

3.4.2.2. Strength reporting to UCCs will be gathered by organization recall monitors physically going to the UCC.

3.4.2.3. Strength reporting to the EOC will be gathered by UCC messengers physically going to the EOC.

3.5. Wing recall conditions.

3.5.1. RECALL CONDITION 1: *Wing General Recall*

3.5.1.1. Immediate recall of all wing personnel to their designated duty stations.

3.5.1.2. Personnel will make their required PRS notifications and report to their designated duty station wearing Mission Oriented Protective Posture (MOPP) and/or Individual Protective Equipment (IPE) gear as directed by the recall.

3.5.1.3. Members of the CAT and EOC will automatically report to their primary facility unless directed otherwise.

3.5.1.4. Squadron UCC/GCC members will automatically report to their designated duty location.

3.5.1.5. 8 SFS augmentee personnel and those directed to selectively arm will report to Bldg 1310, 8 SFS Training Section, for augmentee duty posting unless directed otherwise.

3.5.1.5.1. 8 SFS Training Section will report accountability of augmentees to the EOC.

3.5.1.5.2. For augmentees who fail to report in, the respective unit EOC representatives will coordinate with their UCCs and/or Unit Augmentee program managers to account for or locate missing members.

3.5.1.6. Unit recall monitors will report personnel accountability through their respective UCCs.

3.5.2. RECALL CONDITION 2: *Wing Shift Recall*

3.5.2.1. Immediately implement 12-hour shifts.

3.5.2.2. Personnel scheduled to work the current shift will report to their designated duty station wearing MOPP and/or IPE gear as directed by the recall.

3.5.2.3. All other personnel will remain on telephone standby and report to their duty station when called or at their scheduled shift time, whichever occurs first.

3.5.2.4. Members of the CAT and EOC will automatically report to the primary facility unless directed otherwise.

3.5.2.5. Squadron UCC/GCC members will automatically report to their designated duty location.

3.5.2.6. 8 SFS augmentee personnel and those directed to selectively arm will report directly to Bldg 1310, 8 SFS Training Section, for augmentee duty posting unless directed otherwise.

3.5.2.7. Unit recall monitors will report personnel accountability through their respective UCCs.

3.5.3. RECALL CONDITION 3 ALPHA: *Crisis Action Team (CAT) Recall*.

3.5.3.1. This recall consists of the following individuals: Wing Commander, Vice Wing Commander, Command Chief, all Group Commanders and/or Deputies, EOC Director, Director of Staff, XP Chief, Public Affairs (PA), Staff Judge Advocate (SJA), 8 OG Intel Flight Chief, and CP Representative.

3.5.3.2. All members will report to the primary facility unless directed otherwise.

3.5.4. RECALL CONDITION 3 BRAVO: *CAT Plus Recall*.

3.5.4.1. This recall consists of the following individuals: All members from recall condition 3 Alpha, Squadron Commanders (or designated deputies), Mission Director, Weather, Senior Maintenance Operations Center (MOC) Controller, Maintenance Director, EOC Director, Anti-terrorism Officer, Air Force Office of Special Investigations/Commander (AFOSI/CC), U.S. Army Patriot Battery representative, and EOC admin.

3.5.4.2. All members will report to the primary facility unless directed otherwise.

3.5.4.3. Group commanders will notify their respective squadron commanders or deputies.

3.5.5. RECALL CONDITION 3 CHARLIE: *EOC Recall*.

3.5.5.1. This recall consists of the following individuals: All members from the EOC: EOC Director, EOC Manager, Emergency Support Functions (ESF), Weather, US Army Patriot Battery representative, Senior MOC Controller, Maintenance Director, Intel, Mission Director, PA, Judge Advocate (JA), Anti-Terrorism/Force Protection, and EOC Admin.

3.5.5.2. Squadron UCC/GCC members must report immediately to their designated duty locations unless directed otherwise.

3.5.6. RECALL CONDITION 3 DELTA: *CAT/EOC Combined Recall.*

3.5.6.1. This recall consists of the following individuals: All members from recall conditions 3 Alpha, 3 Bravo, and 3 Charlie, and the representatives from the following agencies: EOC, MOC, Maintenance Director, 8th Fighter Wing Protocol (8 FW/CCP), 8th Fighter Wing Commander's Executive Officer (8 FW/CCE), 8th Fighter Wing Safety Office (8 FW/SE), 8th Fighter Wing Chaplain Office (8 FW/HC).

3.5.6.2. Squadron UCC/GCC members must report immediately to their designated duty locations unless directed otherwise.

3.5.7. RECALL CONDITION 4: *GROUP Recall (Commander's Discretion).*

3.5.7.1. Group commanders are delegated authority to initiate recall within their designated groups, and will provide unit specific instructions (i.e., reporting procedures, shift implementations, etc.) at their discretion.

3.5.7.2. 8 FW/CP will notify group commanders who will initiate internally within their organizations.

3.5.8. RECALL CONDITION 5: Telephone Accountability Recall.

3.5.8.1. Accountability of all wing personnel must be reported.

3.5.8.2. UCC members will report to their duty locations.

3.5.8.3. Accountability will be reported through respective UCCs and up-channeled.

3.5.8.4. Wing personnel will not report to their duty locations unless directed.

3.5.8.5. If applicable, tenant units will be accounted for in accordance with [paragraph 3.3](#) and [attachment 3](#).

4. Audible and Visible Signals.

4.1. Base Giant Voice System. The Giant Voice System can announce recall instructions and other notifications in near real time, however, is intended for personnel outdoors and may not be audible inside many buildings.

4.2. Commander's Access Channel. 8 FW/PA personnel or designated representatives can place recall instructions and other notification slides on the Commander's Access Channel in near real time. Information can be continuously updated at the direction of the 8 FW/CC or EOC Director as appropriate.

4.3. Radio and Television. Headquarters (HQ) American Forces Network Korea (AFN Korea) is the sole authority to direct radio and television broadcasts in the event of a Korea-wide contingency. 8 FW/PA will coordinate recall instructions and other notifications with HQ AFN Korea. These announcements may take longer than other notifications due to the additional coordination required.

4.4. AtHoc. AtHoc can be used to transmit recall instructions and other notifications to the entire base or to select individuals in specific user groups, to include Emergency Support Functions, in multiple ways.

4.4.1. AtHoc can transmit recall instructions and other notifications in near real time as a computer pop-up window. For this to occur, the computer must have AtHoc running and the member signed into the computer must be registered in AtHoc.

4.4.2. AtHoc can transmit recall instructions and other notifications by text message to registered cell phone. The time from initiation to completion of the notification is dependent on the number of individuals being sent the text message. The more individuals the notification is being sent to, the more time required.

4.4.3. AtHoc can transmit recall instructions and other notifications by phone calls to registered work and/or personal phones. The time from initiation to completion of the notification is dependent on the number of individuals being called. The more individuals the notification is being sent to, the more time required.

4.4.4. AtHoc can transmit recall instructions and other notifications to registered work and/or personal email accounts in near real time.

5. PRS for Civilian Personnel.

5.1. When conducting a recall affecting Korean National or US GS/NAF Civilian/Contractors, the following rules of engagement must be followed:

5.1.1. Per DoD 7000.14-R, *Department of Defense Financial Management Regulation Volume 8: "Civilian Pay Policy"*, US GS civilians who are recalled outside of normal duty hours will be paid at a minimum two hours for recall.

5.1.2. Per USFK 690-1, *Regulations and Procedures – Korean Nationals*, Chapter 6, Korean National civilians who are recalled outside of normal duty hours will be paid at a minimum two hours for recall.

5.1.3. The squadron commander will contact flight chiefs, who will ensure US/KN civilians within their flight are reported on through their UCC.

5.1.4. The FSS/DD will contact DECA and AAFES, while FSS/FSO will contact Kunsan American Red Cross to provide recall information.

5.1.5. The appointed Contracting Officer Representatives (COR) shall contact all designated contractors to provide recall information and acquire information requested by their UCCs. The CORs will contact their squadron's respective UCC to report all requirements.

CHRISTOPHER B. HAMMOND, Colonel, USAF
Commander

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

AFPD 10-4, *Operations Planning: Air Expeditionary Force and Global Force Management*, 04 Apr 2019

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

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

DoD 7000.14-R, *Department of Defense Financial Management Regulation Volume 8: "Civilian Pay Policy"*, Oct 2019

USFK 690-1, *Regulations and Procedures – Korean Nationals*, 1 Jul 2017

Adopted Forms

AF Form 847, *Recommendation for Change of Publication*

Abbreviations

AB—Air Base

AMAN—Air Force Manual

AFPAAS—Air Force Personnel Accountability and Assessment System

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

AFPD—Air Force Policy Directive

AFRIMS—Air Force Records Information Management System

AFN—American Forces Network

BDOC—Base Defense Operations Center

CAT—Crisis Action Team

COMM-OUT—Communications Outage

EOC—Emergency Operations Center

GP/CC—Group Commander

HQ—Headquarters

IPE—Individual Protective Equipment

MOC—Maintenance Operations Center

MOPP—Mission Oriented Protective Posture

OPR—Office of Primary Responsibility

PRR—Pyramid Recall Roster

PRS—Pyramid Recall System

RDS—Records Disposition Schedule

UCC—Unit Control Center

8FW—8th Fighter Wing

8FW/CC—8th Fighter Wing Commander

8FW/CCE—8th Fighter Wing/Wing Commander’s Executive Officer

8FW/CCP—8th Fighter Wing/Protocol Office

8FW/CP—8th Fighter Wing/Command Post

8FW/HC—8th Fighter Wing/Chaplain Office

8FW/JA—8th Fighter Wing/Judge Advocate

8FW/PA—8th Fighter Wing/Public Affairs

8FW/SE—8th Fighter Wing/Safety Office

8SFS—8th Security Forces Squadron

8CPTS—8th Comptroller Squadron

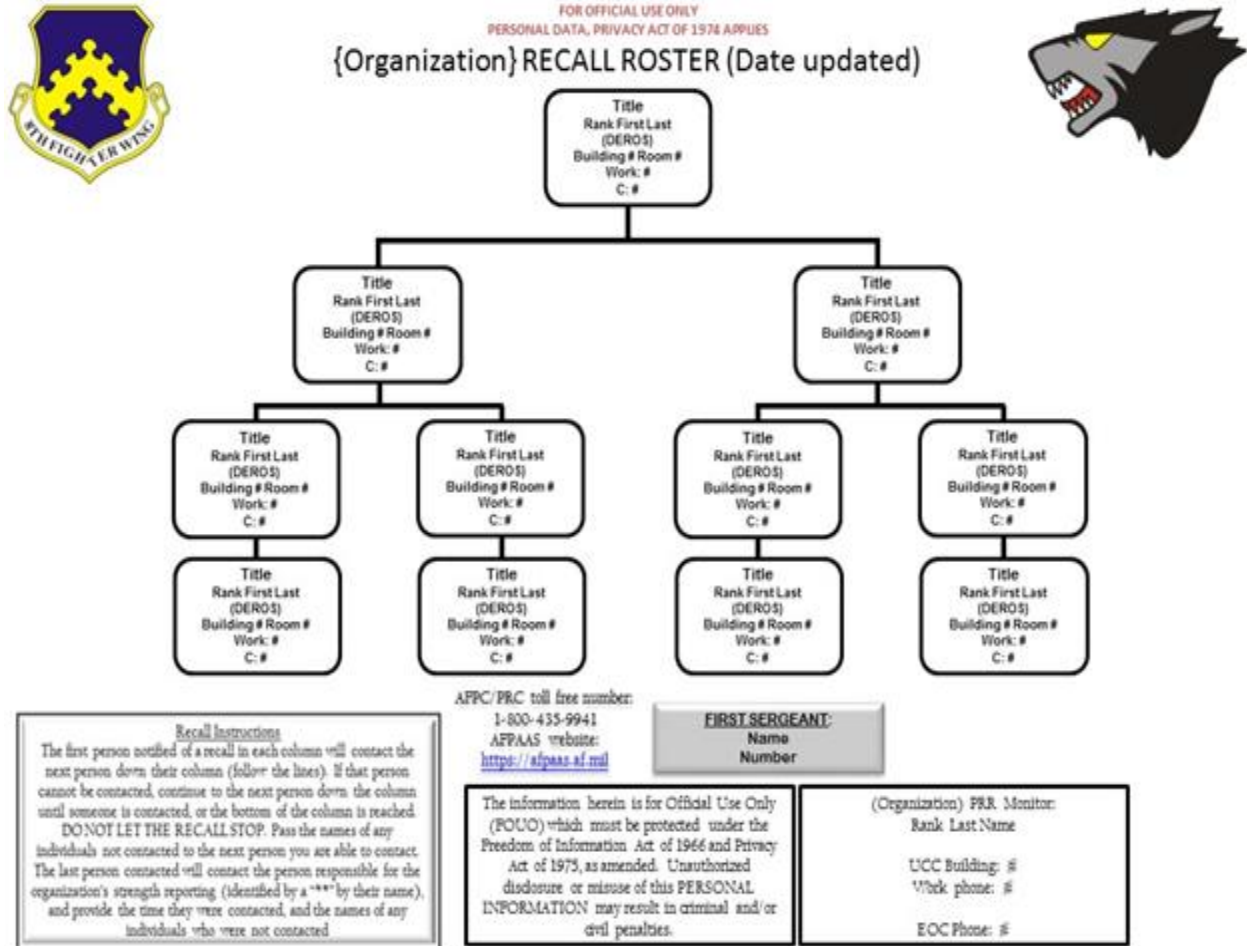
AFOSI/CC—Air Force Office of Special Investigations/Commander

XP—Exercise and Plans

Attachment 2

NOTIONAL PYRAMID RECALL ROSTER

Figure A2.1. Front Page of the Pyramid Recall Roster Template



A2.1. The following information must be on all recall rosters:

A2.1.1. Air Force Personnel Center/Personnel Readiness Cell (AFPC/PRC) toll free number (1-800-435-9941).

A2.1.2. Air Force Personnel Accountability and Assessment System (AFPAAS) website: <https://afpass.af.mil>.

A2.1.3. “FOR OFFICIAL USE ONLY” (FOUO) markings and the statement: “The information herein is FOR OFFICIAL USE ONLY (FOUO) information which must be protected under the Freedom of Information Act (5 U.S.C 552) and/or the Privacy Act of 1974 (5 U.S.C. 552a). Unauthorized disclosure or misuse of this PERSONAL INFORMATION may result in disciplinary action, criminal and/or civil penalties.”

A2.2. Comm-out recall rosters can be incorporated into PRRs, but must include:

A2.2.1. Building and room numbers for all individuals residing on-base.

A2.2.2. Addresses and maps for all individuals residing off-base.

Figure A2.2. Back Page of the Pyramid Recall Roster Template.

Read the statement below when making recall notifications:

"THIS IS PERSONNEL _____ WITH A RECALL NOTIFICATION. IMPLEMENT RECALL CONDITION _____.
 (Name)

IF APPLICABLE, REPORT TO YOUR DUTY SECTION IN MOPP LEVEL __. A 72 HOUR BAG (IS / IS NOT) REQUIRED. RECALL START TIME IS _____.
THE TIME NOW IS _____."

RECALL CONDITION 1: WING "GENERAL" RECALL - All wing personnel are recalled and must report immediately to their duty locations in MOPP level __ (as directed) after making required notifications. Crisis Action Team (CAT), Emergency Operations Center (EOC), and Squadron Unit Control Center (UCC) and Group Control Center (GCC) members must report immediately to their designated duty locations. All accountability must be reported through squadron UCCs and upchanneled.

RECALL CONDITION 2: WING "SHIFT" RECALL - Immediately implement 12-hour shifts. Current shift workers must report to their duty locations in MOPP level __ (as directed) after making required notifications. Crisis Action Team (CAT), Emergency Operations Center (EOC), and Squadron UCC and GCC members must report immediately to their designated duty locations. All accountability must be reported through squadron UCCs and upchanneled.

RECALL CONDITION 3 ALPHA (3A): CRISIS ACTION TEAM (CAT) - The following wing personnel are recalled and must report to the CAT: Wing Commander, Vice Wing Commander, Command Chief, all Group Commanders and/or Deputies, EOC Director, Director of Staff, XP Chief, Public Affairs (PA), Staff Judge Advocate (SJA), 8 OG Intel Flight Chief, and CP Representative. The 8 FW/CP will notify all CAT members during this recall.

RECALL CONDITION 3 BRAVO (3B): CAT PLUS Recall - The following wing personnel are recalled and must report to the CAT: all members from recall condition 3 Alpha, Squadron Commanders (or designated deputies), Mission Director, Weather, Senior Maintenance Operations Center (MOC) Controller, Maintenance Director, EOC Director, Anti-terrorism Officer, Air Force Office of Special Investigations/Commander (AFOSI/CC), U.S. Army Patriot Battery representative, and EOC admin. Group commanders will notify their respective squadron commanders or deputies.

RECALL CONDITION 3 CHARLIE (3C): EMERGENCY OPERATIONS CENTER (EOC) Recall - All members from the EOC: EOC Director, EOC Manager, Emergency Support Functions (ESF), Weather, US Army Patriot Battery representative, Senior MOC Controller, Maintenance Director, Intel, Mission Director, PA, Judge Advocate (JA), Anti-Terrorism/Force Protection, and EOC Admin. Squadron UCC/GCC members must report immediately to their designated duty locations.

RECALL CONDITION 3 DELTA (3D): CAT/EOC "COMBINED" Recall - All members from recall conditions 3 Alpha, 3 Bravo, and 3 Charlie representatives from the following agencies: EOC, MOC, Maintenance Director, 8th Fighter Wing Protocol (8 FW/CCP), 8th Fighter Wing Commander's Executive Officer (8 FW/CCE), 8th Fighter Wing Safety Office (8 FW/SE), 8th Fighter Wing Chaplain Office (8 FW/HC). Squadron UCC/GCC members must report immediately to their designated duty locations.

RECALL CONDITION 4: GROUP Recall (Commander's Discretion) - Group Commanders are delegated authority to initiate recall within their designated groups, and will provide unit specific instructions (ie, reporting procedures, shift implementations, etc) at their discretion. The 8 FW/CP will notify all Group CCs who will initiate at their discretion.

RECALL CONDITION 5: Telephone Accountability Recall - Accountability of all wing personnel must be reported. UCC members must immediately report to their duty location. All accountability must be reported through squadron UCCs and upchanneled. Remaining wing personnel will not report to their duty location unless directed.

Attachment 3

TENANT ORGANIZATION RECALL ASSIGNMENT

Table A3.1. Tenant Organization Recall Assignment.

Kunsan Air Base Tenant Organization:	Notified by:
AAFES	8 FSS
AFN Kunsan	8 FW/PA
AFOSI	8 SFS
American Red Cross	8 FSS
Area Defense Counsel	8 FW/JA
CATO (PAX Terminal)	8 OSS/OSAA
Commissary (DECA)	8 FSS
US ARMY Contracting Services	8 MSG/CCE
US ARMY Corps of Engineers	8 CES
US ARMY Gray Eagle	8 OG/CCE
US Army Patriot Battery	8 OG/CCE

A3.1. Organizations listed under the “Notified by”: Column are responsible for notifying the appropriate tenant organization(s) in the left column upon activation of the PRS.

**Attachment 4
GENERAL RECALL PYRAMID**

Figure A4.1. General Recall Pyramid.

