

**BY ORDER OF THE  
932D AIRLIFT WING COMMANDER**

**932D AIRLIFT WING INSTRUCTION  
10-401**



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**Operations**

**RECALL AND ACCOUNTABILITY**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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## 1. General.

1.1. The ability of a commander to recall unit members is one of the basic premises for a unit to mobilize and meet its wartime commitments, and disseminate information to unit members. To accomplish this, the Commander must have a plan that ensures he or she will be able to contact and assemble all assigned personnel within any required response times. The unit commander is responsible for contacting assigned personnel until 100 percent notification is achieved.

1.2. National emergencies or other contingencies require the capability to notify personnel or deny a potential enemy useful information and to avoid public speculation or alarm. This operating instruction establishes the requirement for all units to develop processes to facilitate timely recall of personnel. Depending on the reason for a recall, certain personnel may be excused as determined by specific governing directives or the senior officer in charge.

1.3. Due to AFCI 10-404 Unit Recall and AFI 36-3803 Personnel Accountability in Conjunction with Natural Disasters or National Emergencies being rescinded, there is no requirement for the Command Post to facilitate a recall program. However, under the direction of AFI 1-2, Commander's Responsibilities, a two-way vertical and lateral communication system is required and is accomplished with the recall program detailed in this instruction.

1.4. This instruction provides a system to expeditiously pass critical information to personnel assigned to the 932d Airlift Wing. The primary method of recalling personnel is through the person-to-person (P2P) recall system established by Unit Commanders. Notification of recall will be accomplished with the AtHoc notification system. The primary method taking accountability will be through Air Force Personnel Accountability and Assessment System (AFPAAS) and/or up channeling status via the chain of command and/or Unit Control Center (UCC). It is the responsibility of each organization to keep current contact information that will facilitate the immediate recall of their assigned personnel. All information related to a recall is privileged and releasable only on a need-to-know basis.

## 2. Roles and Responsibilities.

### 2.1. The Commander, 932d Airlift Wing (932 AW/CC) shall.

2.1.1. Determine the type and method of recall and will direct the 932 AW/CP to activate a P2P recall. See [Attachment 2](#) for recall types.

2.1.2. Recall key civilian personnel and key contractor personnel, at their discretion, unless otherwise directed. Consideration should be given to the provisions in the Collective Bargaining Agreement, memorandums of agreement, overtime pay, and contract provisions.

2.1.3. Determine appropriate procedures for recalling shift workers and personnel on leave or Temporary Duty (TDY).

**2.2. Group Commanders shall.**

- 2.2.1. Establish a group staff P2P recall plan in support of this instruction.
- 2.2.2. Ensure each subordinate units have a designated P2P recall system in place in accordance with this instruction.
- 2.2.3. Designate primary and alternate group staff recall monitors.
- 2.2.4. Ensure organizations in their chain of command are notified in the event of a recall.
- 2.2.5. Recall key civilian personnel and key contractor personnel, at their discretion, unless otherwise directed. Consideration should be given to the provisions in the Collective Bargaining Agreement, memorandums of agreement, overtime pay, and contract provisions.
- 2.2.6. Determine appropriate procedures for recalling shift workers and personnel on leave or TDY.
- 2.2.7. Ensure a current and reviewed AtHoc notification roster is emailed to 932 AW/CP by 1600L on each Sunday of the monthly Unit Training Assembly (UTA). Required notification roster format is kept at the 932 AW/CP and available upon request.

**2.3. Unit Commanders/Director of Staff shall.**

- 2.3.1. Establish a unit recall plan in support of this instruction.
- 2.3.2. Ensure organizations in their chain of command are notified in the event of a recall.
- 2.3.3. Recall key civilian personnel and key contractor personnel, at their discretion, unless otherwise directed. Consideration should be given to the provisions in the Collective Bargaining Agreement, memorandums of agreement, overtime pay, and contract provisions.
- 2.3.4. Determine appropriate procedures for recalling shift workers and personnel on leave or TDY.
- 2.3.5. Ensure all personnel have a current AtHoc profile.
- 2.3.6. Ensure a current and reviewed AtHoc notification roster is emailed to 932 AW/CP by 1600L on each Sunday of the monthly UTA. Required notification roster format is kept at the 932 AW/CP and available upon request.

**2.4. The 932 Command Post shall.**

- 2.4.1. Maintain procedures to initiate the appropriate Recall/Notification/Alert type and method as directed by the 932 AW/CC or designated representative. Command Post will notify the unit 932 OG/CC, 932 MSG/CC or Senior ART, 932 MDG/CC or Senior ART, 932 MXG/ CC and Director of Staff.
- 2.4.2. Initiate or conduct tests of the P2P recall system as directed by the 932 AW/CC or designated representative in the absence of the 932 AW/CC.
- 2.4.3. Be responsible for the creation and maintenance of a comprehensive system to monitor and update personnel information in the AtHoc database.

2.4.4. Provide quarterly updates to commanders on their units AtHoc status.

**2.5. Personnel Assigned shall.**

2.5.1. Provide their supervisors with pertinent recall information as determined by the unit commander (such as residence address, residence telephone number, work telephone number, pager number (if applicable), and cell phone number (if applicable) and will inform their supervisor of address and/or telephone number changes as changes occur.

**3. Emergency Mass Notification System (AtHoc).**

3.1. Specific details and guidance for AtHoc can be found in AFMAN 10-206 and Scott AFB AtHoc Concept of Operations (CONOPS) located on the 375 AMW/CP Enterprise Information Management (EIM) site. While initial notifications and alerts will be made using AtHoc, recalls and accountability are the responsibility of the unit commander.

3.2. AtHoc has the ability to load contact information from and .xls/.csv file. This ability requires the notification roster to have a specific format. The formatted file is kept at the 932 AW/CP and will be sent via email to all units upon implementation of this OI and upon request thereafter.

**4. Air Force Personnel Accountability and Assessment System (AFPAAS.)**

4.1. In the event of unit accountability, if personnel are unable to contact their respective UCC they will use one of the following options:

4.1.1. Contact Headquarters Air Force Personnel Center Personnel Center Personnel Readiness Center (HQ AFPRC/PRC) at 1-800-435-9941 to report location and status.

4.1.2. In the event personnel are located within a designated disaster area, register with the Air Force Personnel Accountability and Assessment System (AFPAAS) at <http://afpass.af.mil/cas/logon>. This system allows for accountability of all Department of the Air Force personnel and their family members.

4.1.3. Contact 932 AW/CP commercial at 618-256-5891 or DSN 576-5891.

Glenn Collins, Colonel, USAF  
Commander

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

AFI 1-2, *Commander's Responsibility*

AFMAN 10-401, *Air Force Operations Planning and Execution* AFPD 10-2, *Readiness*

AFI 10-402, *Mobilization Planning*

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

AFI 36-3802, *Force Support Readiness Programs*

***Abbreviations and Acronyms***

**AFMAN**—Air Force Manual

**AFPAAS**—Air Force Personnel Accountability and Assessment System

**AFRC**—Air Force Reserve Command

**AMW**—Air Mobility Wing

**ART**—Air Force Reserve Technician

**AtHoc**—Emergency Mass Notification System

**AW**—Airlift Wing

**CC**—Commander

**CONOPS**—Concept of Operations

**CP**—Command Post

**EIM**—Enterprise Information Management

**HQ AFPRC/PRC**—Headquarters Air Force Personnel Center Personnel Center Personnel Readiness Center

**P2P**—person-to-person

**TDY**—Temporary Duty

**UCC**—Unit Control Center

**UTA**—Unit Training Assembly

***Terms***

**Accountability**—Verbal confirmation from members routed through recall chain.

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

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

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

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

**Notification**—Actual notification to personnel by competent authority.

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

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

## Attachment 2

## RECALL/NOTIFICATION/ALERT TYPES

Figure A2.1. Recall/Notification/Alert Types.

TYPE 1: ALL PERSONNEL RECALL. All civilian and military personnel report to duty section by _____ L.
TYPE 2: ESSENTIAL PERSONNEL RECALL. Only mission essential personnel will report to duty section by _____ L.
Type 3: SELECTIVE RECALL. Only personnel identified by Wing or Unit CC, or a designated representative will be notified.
Type 4: TELEPHONE RECALL. All personnel will be notified but will not immediately report to their duty section or assembly area. Members will report at normal duty time.
Type 5: TELEPHONE STANDBY. All personnel will be notified but will not immediately report to their duty section or assembly area. Members will remain at home and be available for further instructions.
Type 6. ALERT NOTIFICATION. When authorized by the Secretary of the Air Force, affected reservists may be alerted for possible recall. Whenever possible, these members are given reasonable advance notice before they must report.
Type 7. COMMUNICATIONS TEST. When directed by AFRC/CV, WG/CC or Unit Commander, all personnel will be notified.