

**BY ORDER OF THE COMMANDER  
AIR FORCE MATERIEL COMMAND**

**AIR FORCE MATERIEL COMMAND  
INSTRUCTION 10-205**



**16 OCTOBER 2023**

**Operations**

**ALERT, RECALL, AND NOTIFICATION  
ACTIONS**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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OPR: HQ AFMC/A30X

Certified by: HQ AFMC/A30  
(Mr. Donald R. Ball, NH-04)

Supersedes: AFMCI 10-205, 5 January 2021

Pages: 21

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This publication implements DAFPD 10-2, *Readiness*, and provides guidance to formulate pyramid alert, recall and notification procedures. It aligns with DAFPD 10-7, *Information Operations*, and AFI 10-701, *Operational Security (OPSEC)*, integrating OPSEC requirements into the AFMC alert, recall and notification process. This publication applies to all AFMC personnel who are subject to alert, recall and notification contact during on/off duty hours, seven days a week. It applies to all AFMC organizations. This publication does not apply to the Air National Guard and the Air Force Reserve Command and their units, except for Air Reserve Component members on orders supporting AFMC who should be notified along with the rest of the population when conditions require execution of a recall/notification event. At this time this publication does not apply to the USSF. Personnel Accountability program is not covered in this AFMCI; see DAFI 36-3802, *Force Support Readiness Programs*, and DODI 3001.02, *Personnel Accountability in Conjunction with Natural or Manmade Disasters*. A Command Center, Installation Command Post (CP) exercise, or real-world event involving the execution of a Center Level Notification/Recall will be triggered by an Air Force Personnel Accountability and Assessment System (AFPAAS) requirement. Refer recommended changes and/or questions about this publication to the OPR using the DAF Form 847, *Recommendation for Change of Publication*. Route DAF Form 847 from the field through the appropriate functional chain of command to the OPR. The authorities to waive wing/unit level requirements in this publication are identified with a tier number (“T-0, T-1, T-2, T-3”) following the compliance statement. See DAFMAN 90-161, *Publishing Processes and Procedures*, for a description of the authorities associated with the Tier numbers. Submit requests for waivers through the chain of command to the appropriate Tier waiver approval authority through the publication OPR, or alternately, to the requestor’s commander for

non-tiered compliance items. Ensure that all records created because of processes prescribed in this publication are maintained IAW AFI 33-322, *Records Management and Information Governance Program*, and disposed of IAW the Air Force Records Information Management System Records Disposition Schedule. This instruction requires collecting and maintaining information protected by the Privacy Act of 1974 as authorized by 5 U.S.C. § 552a. This instruction may not be supplemented at any level. 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 Department of the Air Force.

### ***SUMMARY OF CHANGES***

This document needs to be completely reviewed.

## Chapter 1

### INTRODUCTION

**1.1. Overview:** This publication establishes procedures within AFMC for alert, recall, and notification actions of assigned personnel (e.g., military, civilian, reservists and, if within the scope of contract, contractors), to include those Geographically Separated Unit(s) (GSU(s)), Operating Location(s) (OL(s)) and those located at non-AFMC installations.

1.1.1. It is important to understand that AFPAAS is not a notification/recall action. Notification/accountability actions are required to conduct and complete an AFPAAS event.

1.1.2. There is no specific AFI that directs alert, recall, and notification actions; therefore, the identification of AFMCI 10-205 does not link to any specific AFI/DAFI.

**1.2. Implementation Authority:** The following authorities may initiate alert, recall, and notification actions as described below.

1.2.1. AFMC/CC or their designee may direct command-wide alert, recall, and notification actions IAW this instruction.

1.2.2. Center/CC or their designee may direct center-wide alert, recall, and notification actions in response to local or center wide emergency or to test/exercise the process.

1.2.3. Local installation commander or their designee may direct local alert, recall, and notification actions in response to a local emergency or directed by local installation commander chain of command.

1.2.4. Center commander exercises command authority over organizations assigned to their respective center. However, AFMC has the option to request and exercise Direct Liaison Authorized with AFMC units during contingency/peace time operations. Direct Liaison Authorized is on a case-by-case basis and no assumption should be made that blanket Direct Liaison Authorized is in effect.

**1.3. Operations Security (OPSEC):** OPSEC applies to all activities that prepare, sustain, or employ forces during all phases of operations. Sensitive, unclassified, and critical information concerning personnel, logistics, training, and operational matters which, when properly correlated to reveal operational capability, must be protected by all personnel. It is the responsibility of commanders, directors, and supervisors to ensure compliance with OPSEC procedures and practices. **(T-0)**

**1.4. Privacy:** All correspondence identifying the presence of Personally Identifiable Information or personal information (e.g., letters, recall rosters) herein is Controlled Unclassified Information (CUI) which must be protected and marked as CUI IAW DoDI 5200.48, *Controlled Unclassified Information (CUI)*. Unauthorized disclosure or misuse of this PERSONAL INFORMATION may result in civil and/or criminal penalties. All paper documents and printed materials shall be covered with the Standard Form 901, *Controlled Unclassified Information (CUI) Coversheet*, when removed from its approved storage area. **(T-0)**

## Chapter 2

### ORGANIZATIONAL RESPONSIBILITIES

#### 2.1. HQ AFMC/A3/6 will:

- 2.1.1. Establish procedures and maintain the capability to execute command wide alert, recall, and notification actions.
- 2.1.2. Report command results to the AFMC/CC/CD/CA.
- 2.1.3. Test procedures semi-annually.

#### 2.2. HQ AFMC Command Center, HQ AFMC/A3OC will:

- 2.2.1. Develop checklists IAW this AFMCI. Checklists will guide controller actions through the alert, recall, and notification actions.
- 2.2.2. Establish and maintain procedures to execute and report command-wide alert, recall, and notification actions according to the situation.
- 2.2.3. Maintain a current Staff Duty Officer (SDO) memorandum for each HQ AFMC Directorate and Staff Office.
- 2.2.4. Notify HQ AFMC Directorate/Staff Office SDOs when:
  - 2.2.4.1. Directed by the AFMC Commander, Deputy Commander, Director of Staff, or their designated representative.
  - 2.2.4.2. Receiving specific information or messages after duty hours IAW the organization's instructions.
- 2.2.5. Activate the alert notification systems when directed.

#### 2.3. HQ AFMC/A3OX will:

- 2.3.1. Establish notification and reporting procedures for HQ AFMC Crisis Action Team (CAT) during activation.
  - 2.3.1.1. Ensure CP notifies Center/CC of any AFMC-directed alert, recall, and notification actions sent to the Center's servicing CP.
  - 2.3.1.2. When CAT is activated, CAT Director will disseminate MAJCOM CAT Directive (MCD) initiating command wide alert, recall, and notification actions, receive reports from centers when up-channel reporting is required and provide results to the AFMC leadership.
  - 2.3.1.3. If CAT is not activated, A3OX will activate the CAT and disseminate MCD(s) initiating command wide alert, recall, and notification actions, receive reports from centers and provide results to the AFMC Commander.

#### 2.4. HQ AFMC Centers, Complexes, Wings and Groups will:

- 2.4.1. Develop and maintain recall plan(s), which includes the requirement to have the ability to perform alert, recall, and notification actions for their subordinate OL(s) and GSU(s) during or after duty hours.

2.4.1.1. Activate Center CATs as directed by the AFMC CAT Director via MCD and provide results to the HQ AFMC CAT.

2.4.2. Coordinate actions within this instruction with those in related plans or procedures, as applicable.

2.4.3. Test procedures semi-annually. Base exercises or HQ AFMC CAT directed alert, recall, and notification actions that test those capabilities fulfill this requirement.

2.4.4. AFMC bases, responsibilities for the development of notification/recall plans may be delegated to the Installation Plans and Programs office.

## **2.5. HQ AFMC Directorates and Staff Offices will:**

2.5.1. Develop, maintain, and disseminate a current organizational pyramid alert/recall roster including personnel assigned to GSUs and OLs, if applicable. See **Attachment 4** for template. Provide a current recall roster to the HQ AFMC Command Center at [hqafmc.command.center@us.af.mil](mailto:hqafmc.command.center@us.af.mil) on the first duty day of each CY quarter.

2.5.2. Establish and maintain an SDO program. SDOs may be an officer, NCO, or Federal Service civilian employee, must have at a minimum a SECRET security clearance and “need to know” on all organizational matters. **(T-0)** Federal Service employees performing SDO duties are in an “on call” duty status per 5 CFR § 550.112 - *Computation of overtime work*. **Note:** A telephone recording/voice mail system is not an acceptable substitute for an SDO.

2.5.3. Appoint permanent or rotating SDOs by Directorate/Staff Office providing the AFMC Command Center a 24/7 POC. See **Attachment 2** for a sample of permanent SDO appointment and **Attachment 3** for rotating SDO appointments; modify as necessary for specific organizational requirements. SDO memorandum should be signed by the director.

2.5.4. SDO memorandums must have at least four names plus the Executive Officer or equivalent and include the SDO’s name and telephone number.

2.5.5. All SDOs in a rotating system must have a cell phone. They can be government-provided or individually owned but must be always operational during a duty tour.

2.5.6. Submit updated memorandums to the HQ AFMC Command Center at [hqafmc.command.center@us.af.mil](mailto:hqafmc.command.center@us.af.mil) and HQ AFMC/DSH at [afmc.dsh.workflow@us.af.mil](mailto:afmc.dsh.workflow@us.af.mil) by the first duty day of the month if the memorandum will expire the following month. Emergency changes made on short notice may be called into the HQ AFMC Command Center.

## **2.6. Appointed SDOs will:**

2.6.1. Maintain an SDO binder based on permanent/rotating SDO requirements. Organizations with permanently assigned SDOs must have a binder for each SDO; those with rotating SDOs must ensure the assigned SDO has the binder. It must contain at a minimum:

2.6.1.1. A copy of this instruction.

2.6.1.2. Organization pyramid alert/recall roster with pertinent instructions.

2.6.1.3. Organization’s CAT representatives and Continuity of Operations Plan POCs with home and cell phone numbers as applicable, see Attachment **2** or **3** for an example.

2.6.2. When directed, initiate organization's pyramid alert/recall or make contact IAW instructions from the HQ AFMC Command Center.

**2.7. Host Installation Command Post (CP) will:**

2.7.1. Develop and maintain current alert, recall, and notification procedures to guide controller actions.

2.7.2. Ensure CP procedures are compatible with wing/directorate/staff office/GSU/OL unit alert and recall plans.

2.7.3. Notify wing/directorate/staff office/GSU/OL units as applicable, when:

2.7.3.1. Directed by higher authority (e.g., Center Commander, Installation Commander, etc.).

2.7.3.2. Receiving specific information or messages after duty hours IAW the organizations' instructions.

2.7.4. Maintain capability to initiate alert, recall, and notification actions when communications are inoperative.

## Chapter 3

### ORGANIZATIONAL PLAN REQUIREMENTS

**3.1. Installations.** Installations must have the ability to alert, recall, and notify, any/all installation personnel during or after duty hours to include military personnel, DoD civilians and contractors (if required by contract).

**3.2. Centers, Complexes, Wings, and Groups.** Centers, Complexes, Wings, and Groups must be able to perform alert, recall, and notification actions during or after duty hours, including GSUs and OLs.

3.2.1. During Command-wide notifications only, HQ AFMC/DSH is responsible for the accountability of HQ AFMC personnel associated with the alert, recall, and notification actions. HQ AFMC/DSH will utilize the HQ AFMC/DSH Unit Control Center to provide a consolidated report of HQ personnel to AFMC CAT at DSN (312) 787-7900/7914/7990 or comm: (937) 257-7900/7914/7990 and an e-mail to [hqafmc.cat.director\\_workflow@us.af.mil](mailto:hqafmc.cat.director_workflow@us.af.mil). Refer to MCD for further guidelines and reporting requirements.

**3.3. All units.** All units (e.g., HQ Directorates, Staff Offices, Centers, Complexes, Wings, and subordinate units as appropriate) will provide after-hours notification letters to their installation CP including POCs for specific messages, reports, or events (e.g., Operational Report-3 (OPREP-3), aircraft accident or incident, etc.). See **Attachment 2** for sample; modify as necessary for specific organizational requirements.

**3.4. Alert/Recall Roster.** Direct subordinate organizations to develop, disseminate, and maintain a current organizational alert/recall roster, containing names and telephone numbers for all military and non-bargaining unit personnel. Providing information is optional for bargaining unit personnel assigned to the organization but highly encouraged. **Note:** Unless contractually specified, contractors cannot be recalled after duty hours.

3.4.1. Validate organizational alert/recall roster quarterly and/or when a change warrant publishing an updated alert/recall roster.

## Chapter 4

### NOTIFICATION PROCESS

**4.1. Direct/Initiate Command-wide Alert, Recall, and Notification Actions.** Only AFMC/CC, CD, CA, DS, or the Commander's Designated Alternate may direct/initiate Command-wide alert, recall, and notification actions. When directed, the HQ AFMC CAT will initiate actions to all or specified AFMC Centers/Installations. Center and Installation CATs will contact their designated POCs IAW direction and notification type.

4.1.1. CPs will follow the installation notification/recall plan if the requirement is for all or limited organizations on an installation. CPs will follow the center alert/recall plan if the requirement is 100% Command or Center contact. **Note:** During exercises, personnel on leave or TDY need not be contacted.

4.1.2. CP will use any available communications system to pass emergency notification and report status through the chain of command. If no local communication system is available (comm-out situation), commanders will determine an appropriate contact method (e.g., runners). **Note:** CP personnel will not be used as runners.

#### **4.2. Conducting the Notification/Recall.**

4.2.1. When activating the Pyramid Notification System, state the message to be relayed. The initial directive message will specify whether GSUs and/or OLs will be contacted. Everyone contacted will in turn relay the same message to the next person in the pyramid chain, plus pass on the names of individuals skipped in the recall chain due to non-contact. **Note:** To be considered "contacted," personal contact with an individual must be made either by phone, text message, or face-to-face. Leaving a voicemail or message with a family member does NOT constitute a contact.

4.2.1.1. A text message constitutes contact if the notified individual responds back to the original text message within a timely manner. Notifying person should not wait for return text message before notifying the next person in the chain to prevent unnecessary delay in the notification process.

4.2.2. If a person cannot be contacted, call or text the next person in the chain. Continue efforts to notify the bypassed individual until successful or the person has been located, but do not delay reporting for duty. The last individual will follow the procedures on the recall roster or notify the first person in their chain with completion time and the names of individuals not contacted.

4.2.3. If an individual cannot be contacted by phone and two hours have passed with no contact, the Directorate/Staff Office Chief, commander, civilian leader, or their designated representative may dispatch a runner to their residence. **Note:** Runners will not be sent during exercises.

4.2.4. To complete a telephone notification test, the Directorate/Staff Office Exec, SDO or other designated individual will notify respective UCC with completion times and the names of individuals not contacted.

4.2.5. When executing a recall, leadership will determine specific after-hours reporting instructions and provide them as part of the recall.



4.2.6. Pyramid notification/recall will begin when a local Recall Hour (RH) is established. When directed, each Directorate/Staff Office Notification/Recall POC will provide call status to their respective UCC at RH + 2 and RH + 4. Goals are 75% at RH + 2 and 98% at RH + 4. The Telephone Recall Test will terminate at RH + 4 unless otherwise directed. The UCC will up-channel report results.

4.2.7. Do not display signs or make a public announcement unless directed.

4.2.8. Direct all media inquiries or requests to the appropriate Public Affairs office.

4.2.9. Although Centers, Complexes, Wings, Groups and HQ AFMC Directorates/Staff Offices can recall personnel from leave/TDY, no action will be taken to require these members' physical return unless the AFMC Commander, Deputy Commander, Director of Staff, or designated representative specifically directs it. The recall directing authority will provide guidance on various TDY categories.

4.2.10. When directed, recall those selected personnel from leave/TDY in the local area by telephone, runner, or public news media (if authorized). The AFMC Commander or designated representative will define "local area."

4.2.10.1. When directed by the recalling authority, recall personnel from leave/TDY outside the local area by any means available through appropriate military personnel offices or directorates.

4.2.10.1.1. If the AFMC Commander, Deputy Commander, Director of Staff, or designated representative authorizes recalling military and civilian personnel from leave due to actual emergency/contingency war operations, travel and transportation allowances will be authorized as provided in Joint Travel Regulation, Volume 1, *Uniformed Service Members*, current edition. **(T-0)**

### 4.3. Reporting Procedures.

4.3.1. For installation-wide notifications, report results IAW the installation's alert/recall plan.

4.3.2. For Command-wide notifications, Center CATs will provide updates using the HQ AFMC CAT SharePoint ®™. If SharePoint®™ accessibility is not available, contact HQ AFMC CAT by telephone at DSN: (312) 787-7900/7914/7990) or comm: (937) 257-7900/7914/7990 or an e-mail [hqafmc.cat.director\\_workflow@us.af.mil](mailto:hqafmc.cat.director_workflow@us.af.mil).

JEFFREY T. SCHEINER, Brigadier General,  
USAF  
Director of Air, Space and Cyberspace Operations

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

5 CFR 550.112 (1), *Computation of overtime work, On-call status*, 1 January 2018

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

AFI 10-701, *Operations Security (OPSEC)*, 24 July 2019

DAFI 36-3802, *Force Support Readiness Programs*, 21 November 2021

DAFI 90-160, *Publications and Forms Management*, 14 April 2022

DAFMAN 90-161, *Publishing Processes and Procedures*, 15 April 2022

DAFPD 10-2, *Readiness*, 20 May 2021

DAFPD 10-7, *Information Operations*, 22 June 2021

DoDI 3001.02, *Personnel Accountability in Conjunction with Natural or Manmade Disasters*, 3 May 2010

DoDI 5200.48, *Controlled Unclassified Information (CUI)*, 6 March 2020

DoDM 5200.01, Volume 2, *DoD Information Security Program: Marking of Information*, 24 February 2012

Joint Travel Regulation JTR, *Uniformed Service Members and DoD Civilian Employees*, current edition

*Master Labor Agreement*, 1 June 2017

***Prescribed Forms***

None.

***Adopted Forms***

**DAF Form 847**, *Recommendation for Change of Publication*

**SF 901**, *Controlled Unclassified Information (CUI) Coversheet*

***Abbreviations and Acronyms***

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

**CAT**—Crisis Action Team

**COOP**—Continuity of Operations Plan

**CP**—Command Post

**FPCON**—Force Protection Condition

**MCD**—MAJCOM CAT Directive

**OPR**—Office of Primary Responsibility

**OPSEC**—Operations Security

**GSUs**—Geographically Separated Units

**OLs**—Operating Locations

**SDO**—Staff Duty Officer

**UCC**—Unit Control Center

### *Office Symbols*

**HQ AFMC/DSH**—AFMC Headquarters Operations

**HQ AFMC/A3/6**—Air, Space and Cyberspace Operations Directorate

**HQ AFMC/A3O**—Current Operations Division

**HQ AFMC/A3OC**—HQ AFMC Command Center

**HQ AFMC/A3OX**—Crisis C2 & Mission Operations Branch

### *Terms*

**Crisis Action Team (CAT)**—A command-and-control function normally activated for a specific incident to oversee the mission operation of the installation. The Crisis Action Team is scalable to support and coordinate with the Emergency Operations Center.

**Contingency**—An emergency involving military forces caused by natural disasters, terrorists, subversives, or by required military operations. Due to the uncertainty of the situation, contingencies require plans, rapid response, and special procedures to ensure the safety and readiness of personnel, installations, and equipment.

**Continuity of Operations Plan (COOP)**—Executed in response to events resulting in interruption of some or all Mission Essential Functions requiring mission relocation to alternate sites.

**Notification**—Contacting personnel via telephone--normally after duty hours--to disseminate important information that can't wait until the next duty day.

**Normal Duty Hours**—0730 to 1630, Monday-Friday excluding holidays.

**Non-Duty Hours**—1630 to 0730, Monday-Friday. Weekends from 1630 Friday to 0730 on Monday. Holidays from 1630 on the preceding workday to 0730 on the next duty day.

**Pyramid Alert System Recall/Notification**—Allows the AFMC Commander, Deputy Commander, and Chief of Staff, or their designated alternate to alert, recall, and notification of military and civilian personnel during duty and non-duty hours.

**Recall**—Notifying all or selected personnel to report for duty after normal duty hours.

**Recall Hour (RH)**—The official time a notification or recall is directed. Primarily used as a start time for response timing. It is the original time verbally specified in the recall message and does not change the time individuals receive the notification.

**Staff Duty Officer (SDO)**—The single point of contact for each Directorate/Staff Office for after duty hour recall/notification purposes. SDO duties may either be permanent or rotating.

**Unit Control Center (UCC)**—Focal point for gathering results of HQ-wide alert, recall and notification actions, actual or exercise, and disseminating results to leadership as requested.

Attachment 2

STAFF DUTY OFFICER MEMORANDUM- PERMANENT

Table A2.1. Staff Duty Officer Memorandum Permanent.

| CUI   |                        |                     |                           |
|---|------------------------|---------------------|---------------------------|
|   |                        |                     | DATE                      |
| MEMORANDUM FOR HQ AFMC/A3OC (Command Center)  |                        |                     |                           |
| FROM: (Directorate name)  |                        |                     |                           |
| SUBJECT: Staff Duty Officer (SDO) After Duty Hours Notifications  |                        |                     |                           |
| 1. Request you notify (Directorate name) SDO, IAW our instructions or when so directed for emergency alert/recall or CAT notification during non-duty (1630-0730) hours or our directorate during duty hours.   |                        |                     |                           |
| 2. The SDO is the focal point during non-duty hour recalls; contact during date assigned. Call the SDO cell phone (xxx)- xxx-xxxx.  |                        |                     |                           |
| 3. Notify our directorate office at DSN xxx-xxxx or comm (xxx) xxx-xxxx when above situations occur during duty hours.  |                        |                     |                           |
| <u>Name/Rank</u>  | <u>Home/Cell Phone</u> | <u>Office Phone</u> | <u>Security Clearance</u> |
| XXXXXXXXXX  | (xxx) xxx-xxxx         | (xxx) xxx-xxxx      | TS                        |
| XXXXXXXXXX  | (xxx) xxx-xxxx         | (xxx) xxx-xxxx      | TS                        |
| XXXXXXXXXX  | (xxx) xxx-xxxx         | (xxx) xxx-xxxx      | TS                        |
| XXXXXXXXXX  | (xxx) xxx-xxxx         | (xxx) xxx-xxxx      | S                         |
| XXXXXXXXXX  | (xxx) xxx-xxxx         | (xxx) xxx-xxxx      | TS                        |
| 4. The following individuals will only be contacted when the AFMC Command Center is unable to contact the assigned SDO:   |                        |                     |                           |
|   | <u>Home/Cell Phone</u> | <u>Duty Phone</u>   |                           |
| Exec: Maj John Doe  | (xxx) xxx-xxxx         | (xxx) xxx-xxxx      |                           |
| Deputy: Col Jane Doe  | (xxx) xxx-xxxx         | (xxx) xxx-xxxx      |                           |
| 5. The information herein is marked Controlled Unclassified Information (CUI) which must be protected. Unauthorized disclosure or misuse of this PERSONAL INFORMATION may result in civil and/or criminal penalties. All paper documents and printed materials shall be covered with the SF 901, CUI Cover Sheet when removed from its approved storage area. |                        |                     |                           |

6. This letter supersedes previous letters, same subject.

//SIGNED//

JOHN DOE, Maj, USAF

AFMC/XXX Executive Officer

Note: The following CUI Designation Indicator must be on the first page or cover of your letter (T-0):

**Controlled by:** [Name of DoD Component] (Only if not on letterhead)

**Controlled by:** [Name of Office]

**CUI Category:** [List Category or categories of CUI]

**Distribution/Dissemination Control:**

**POC:** [Phone email address]

CUI

Attachment 3

STAFF DUTY OFFICER MEMORANDUM – ROTATING

Table A3.1. Staff Duty Officer Memorandum Rotating.

|  |                  |                        |                   |                           |
|--|------------------|------------------------|-------------------|---------------------------|
| CUI<br><br>DATE  |                  |                        |                   |                           |
| MEMORANDUM FOR HQ AFMC/A3XOC (Command Center)  |                  |                        |                   |                           |
| FROM: (Directorate name)   |                  |                        |                   |                           |
| SUBJECT: Staff Duty Officer (SDO) - Rotating   |                  |                        |                   |                           |
| 1. Request you notify the (Directorate name) SDO, IAW our instructions or when so directed for emergency alert/recall or CAT notification during non-duty (1630-0730) hours or our directorate during duty hours.    |                  |                        |                   |                           |
| 2. The SDO is the focal point during non-duty hour recalls; contact during date assigned. Call the SDO cell phone (xxx) xxx-xxxx.  |                  |                        |                   |                           |
| 3. Notify our directorate office at DSN xxx-xxxx or comm (xxx) xxx-xxxx when situations occur during duty hours.   |                  |                        |                   |                           |
| <u>Dates of Assignment</u>   | <u>Name/Rank</u> | <u>Home/Cell Phone</u> | <u>Duty Phone</u> | <u>Security Clearance</u> |
| 29 Sep-06 Oct  | XXXXXXXXXX       | (xxx) xxx-xxxx         | (xxx) xxx-xxxx    | TS                        |
| 07 Oct-13 Oct  | XXXXXXXXXX       | (xxx) xxx-xxxx         | (xxx) xxx-xxxx    | TS                        |
| 14 Oct-20 Oct  | XXXXXXXXXX       | (xxx) xxx-xxxx         | (xxx) xxx-xxxx    | TS                        |
| 21 Oct-27 Oct  | XXXXXXXXXX       | (xxx) xxx-xxxx         | (xxx) xxx-xxxx    | S                         |
| 28 Oct-3 Nov   | XXXXXXXXXX       | (xxx) xxx-xxxx         | (xxx) xxx-xxxx    | TS                        |
| 4. The following individuals will only be contacted when the AFMC Command Center is unable to contact the assigned SDO:  |                  |                        |                   |                           |
|  |                  | <u>Home/Cell Phone</u> | <u>Duty Phone</u> |                           |
| Exec: Maj  | XXXXXXXXXX       | (xxx) xxx-xxxx         | (xxx) xxx-xxxx    |                           |
| Deputy: Col  | XXXXXXXXXX       | (xxx) xxx-xxxx         | (xxx) xxx-xxxx    |                           |
| 5. The information herein is marked Controlled Unclassified Information (CUI) which must be protected. Unauthorized disclosure or misuse of this PERSONAL INFORMATION may result in civil/and or criminal penalties. |                  |                        |                   |                           |
| 6. This letter supersedes previous letters, same subject.  |                  |                        |                   |                           |
| //SIGNED//   |                  |                        |                   |                           |

JOHN DOE, Maj, USAF

AFMC/XXX Executive Officer

Note: the following CUI Designation Indicator must be on the first page or cover of your letter (**T-0**):

**Controlled by:** [Name of DoD Component] (Only if not on letterhead)

**Controlled by:** [Name of Office]

**CUI Category:** [List Category or categories of CUI]

**Distribution/Dissemination Control:**

**POC:** [Phone email address]

CUI



**Attachment 4**  
**SAMPLE NOTIFICATIONS**

**Table A4.1. Sample Notifications.**

|   |
|---|
| <p><b>PYRAMID ALERT (Telephone Standby):</b></p> <p>“This is the Command Post with a pyramid recall. All personnel are placed on telephone standby until further notice.”</p> <p><b>PYRAMID ALERT NOTIFICATION:</b></p> <p>“This is the Command Post with a telephone pyramid alert. <b>(Insert information here)</b></p> <p><b>Potential reasons (not all inclusive)</b></p> <p>“FPCON _____ has been declared for _____ AFB.</p> <p>“Staggered work hours are in effect.”</p> <p>“Due to (<u>emergency situation</u>), all personnel are directed to _____. Please contact all personnel in your notification chain.”</p> <p><b>PYRAMID RECALL, ALL PERSONNEL:</b></p> <p>"This is the Command Post with a pyramid recall. Complete your pyramid recall notifications and report to your normal duty station at (<u>reporting time</u>)."</p> <p><b>CRISIS ACTION TEAM RECALL:</b></p> <p>“The (Organization)/CC/CD has directed a CAT recall. All CAT members will report to the (<u>primary/alternate</u>) location immediately/at_____.”</p> <p><b>Note:</b> Customize announcements to meet local requirements/situations</p> |
|---|

Attachment 5

NOTIFICATION/RECALL ROSTER TEMPLATE (FRONT PAGE)

Table A5.1. Notification/Recall Roster Template (Front Page).

CUI

MONTH/YEAR

HQ AFMC/ (ORG) NOTIFICATION/RECALL ROSTER

Rank/Grade Name  
 Home: XXX-xxxx  
 Cell: XXX-xxxx  
 Home Address

Recall notify IMAs only if previously mobilized and/or are currently filling their military duty position in the directorate.

|   |   |   |   |
|---|---|---|---|
| <div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;">                     Rank/Grade Name<br/>                     Home: XXX-xxxx<br/>                     Cell: XXX-xxxx<br/>                     Home Address                 </div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;">                     Rank/Grade Name<br/>                     Home: XXX-xxxx<br/>                     Cell: XXX-xxxx<br/>                     Home Address                 </div> <div style="border: 1px solid black; padding: 5px;">                     Rank/Grade Name<br/>                     Home: XXX-xxxx<br/>                     Cell: XXX-xxxx<br/>                     Home Address                 </div> | <div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;">                     Rank/Grade Name<br/>                     Home: XXX-xxxx<br/>                     Cell: XXX-xxxx<br/>                     Home Address                 </div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;">                     Rank/Grade Name<br/>                     Home: XXX-xxxx<br/>                     Cell: XXX-xxxx<br/>                     Home Address                 </div> <div style="border: 1px solid black; padding: 5px;">                     Rank/Grade Name<br/>                     Home: XXX-xxxx<br/>                     Cell: XXX-xxxx<br/>                     Home Address                 </div> | <div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;">                     Rank/Grade Name<br/>                     Home: XXX-xxxx<br/>                     Cell: XXX-xxxx<br/>                     Home Address                 </div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;">                     Rank/Grade Name<br/>                     Home: XXX-xxxx<br/>                     Cell: XXX-xxxx<br/>                     Home Address                 </div> <div style="border: 1px solid black; padding: 5px;">                     Rank/Grade Name<br/>                     Home: XXX-xxxx<br/>                     Cell: XXX-xxxx<br/>                     Home Address                 </div> | <div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;">                     Rank/Grade Name<br/>                     Home: XXX-xxxx<br/>                     Cell: XXX-xxxx<br/>                     Home Address                 </div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;">                     Rank/Grade Name<br/>                     Home: XXX-xxxx<br/>                     Cell: XXX-xxxx<br/>                     Home Address                 </div> <div style="border: 1px solid black; padding: 5px;">                     Rank/Grade Name<br/>                     Home: XXX-xxxx<br/>                     Cell: XXX-xxxx<br/>                     Home Address                 </div> |
|---|---|---|---|

All correspondence identifying the presence of Personally Identifiable Information or personal information herein is Controlled Unclassified Information (CUI) which must be protected and marked as CUI IAW DoDI 5200.48. Unauthorized disclosure or misuse of this PERSONAL INFORMATION may result in civil and/or criminal penalties. All paper documents and printed materials shall be covered with the SF 901, CUI Cover Sheet when removed from its approved storage area.

Note: The following CUI Designation Indicator must be on the first page or cover of your roster (T-0):

**Controlled by:** [Name of DoD Component] (Only if not on letterhead)

**Controlled by:** [Name of Office]

**CUI Category:** [List Category or categories of CUI]

**Distribution/Dissemination Control:**

**POC: [Phone email address]**

**CUI**

## Attachment 6

## NOTIFICATION/RECALL ROSTER TEMPLATE (BACK PAGE)

Table A6.1. Notification/Recall Roster Template (Back Page).

**RECALL.** “ THIS IS \_\_\_\_\_ WITH A HQ AFMC/CENTER/ABW/TW/ABG  
**RECALL. PERSONNEL REPORT TO DUTY. CAT REPRESENTATIVES REPORT TO THE CAT IMMEDIATELY. RECALL HOUR IS \_L.”** The Commander/ designated representative has directed a recall of all personnel. Complete your pyramid notifications. All personnel will report to their duty section immediately or as directed in the message. CAT representatives report to the CAT as directed.

**Note:** RECALL HOUR is the original time verbally specified in the original message and does not change. It’s not the time you receive it.

**NOTIFICATION.** “THIS IS \_\_\_\_\_ WITH A PYRAMID ALERT MESSAGE.  
**ACTIVATE YOUR PYRAMID ALERT NOTIFICATION SYSTEM WITH THE”**

**FOLLOWING MESSAGE:** \_\_\_\_\_ . This is a narrative message that can be used by the Commander to relay information to personnel that does not include after-hours recall. Examples: HQ COOP plan execution, Base closure/delay

**TELEPHONE NOTIFICATION TEST** (used *only* for exercises and system tests). “THIS IS \_\_\_\_\_ WITH A TELEPHONE ALERT TEST. **ACTIVATE YOUR PYRAMID ALERT**

**NOTIFICATION SYSTEM.”** Report your completion times to your directorate POC. It’s not necessary to contact individuals on leave or TDY.

**Note 1:** Ensure the AFPC toll-free number (1-800-435-9941) and the AFPAAS website (<https://afpaas.af.mil>) are printed on all recall rosters.

**Note 2:** For notifications, both real world and test/exercise, the last person in each chain must report results to their division chief; division chiefs will in turn report to the directorate’s POC. If so directed, Directorate POCs will report telephone recall test progress percentages, numbers and times to the UCC (Commercial (xxx) XXX-XXXX) at RH + 2:00 and RH +4:00. The telephone recall test will terminate at RH + 4 unless otherwise directed in the initial message.

## Attachment 7

## CENTER-WIDE REPORTING TEMPLATE

Table A7.1. Center-Wide Reporting Template.

DTG:

FROM: HQ AFMC/ (Command Center or CAT Director)

TO: (tasked Center Commanders)

SUBJECT: Center-wide contact and reporting

1. (U) The AFMC/CC has directed 100% contact of all personnel, including GSUs and OLs. Upon receiving this message, IAW AFMCI 10-205, utilize your alert/recall plan to contact all military and civilian personnel under your command, regardless of location, via your pyramid alerting system.

2. (U) Report your results as follows:

Total Center personnel \_\_\_\_\_

Number successfully contacted \_\_\_\_\_

Percentage contacted \_\_\_\_\_

3. (U) Centers will report results at (*specify start date/time*), with follow-up reports at (*specify start date/time*). If 100% contact is not completed by (*specify*), continue efforts until complete or (*specify*).

4. (U) HQ AFMC Directors will report results at (*specify start date/time*), with follow-up reports at (*specify start date/time*). If 100% contact is not completed by (*specify*), continue efforts until complete or (*specify*).

5. (U) Submit Center reports to HQ AFMC CAT at DSN (312) 787-7900/7914/7990 or comm (937) 257-7900/7914/7990 or via encrypted email, if practicable to [hqafmc.cat.director\\_workflow@us.af.mil](mailto:hqafmc.cat.director_workflow@us.af.mil).