

**BY ORDER OF THE COMMANDER
ARNOLD ENGINEERING
DEVELOPMENT COMPLEX**

**ARNOLD ENGINEERING
DEVELOPMENT COMPLEX
INSTRUCTION 10-205**



3 OCTOBER 2022

Operations

**ALERT, RECALL AND
NOTIFICATION ACTIONS**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This publication implements Air Force Materiel Command Instruction (AFMCI) 10-205, *Alert, Recall and Notification Actions*, and provides guidance to formulate pyramid alert, recall and notification procedures. This publication applies to all AEDC personnel who are subject to alert, recall and notification contact during on/off duty hours, seven days a week. It applies to all AEDC organizations. This instruction requires the collection and or maintenance of information protected by the Privacy Act of 1974 authorized by Title 10, United State Code, Section 9013 and Executive Order 13478, *Relating to Federal Agency Use of Social Security Numbers*. The applicable SORN F036 AF PCC, *Military Personnel Records System*, is available at: <http://dpclo.defense.gov/Privacy/SORNs.aspx>. This instruction does not require waiver tiers at or below the Wing level. This publication may not be supplemented or further implemented or extended. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with (IAW) AFI 33-322, *Records Management and Information Governance Program*, and disposed of IAW the Air Force Records Disposition Schedule (RDS) located in the Air Force Records Information Management System (AFRIMS). Refer recommended changes and questions about this publication to the AEDC/CSD using the Department of the Air Force (DAF) Form 847, *Recommendation for Change of Publication*; route DAF Forms 847 through the appropriate chain of command. 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 Air Force. Compliance with the attachments in this publication is mandatory.

Chapter 1

INTRODUCTION

1.1. Overview. This publication establishes procedures within AEDC for alert, recall, and notification actions of assigned personnel (military, civilian, reservists, and if within the scope of contract, contractors), to include those Geographically Separated Units (GSUs), Operating Locations (OLs), and those located at non-AEDC installations as required. Recall is used to gain accountability of AEDC personnel. Accountability can fall under Air Force Personnel Accountability and Assessment System (AFPAAS) in relation to an emergency, such as natural disaster and is focused on a Geographic Area of Interest, or a locally initiated event.

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

1.2.1. AEDC Commander (AEDC/CC), AEDC Vice Director (AEDC/DV) or their designee may direct Complex-wide alert, recall and notification actions IAW AEDCI 10-205, *Alert, Recall and Notification Procedures*, in response to a local or Complex-wide emergency or to test/exercise the process.

1.2.1.1. The AEDC Chief, Complex Support (AEDC/CSD) may direct a recall notification for the purpose of a Crisis Action Team activation per AEDCI 10-200, *Crisis Action Operations*.

1.2.2. The AEDC Commander exercises command authority over organizations assigned to AEDC. However, AFMC has the option to request and exercise Direct Liaison Authority (DIRLAUTH) with AFMC units during contingency/peace time operations. DIRLAUTH is on a case-by-case basis and no assumption should be made a blanket DIRLAUTH 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.

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. 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.

Chapter 2

ORGANIZATIONAL RESPONSIBILITIES

2.1. AEDC/CSD will:

- 2.1.1. Establish procedures and maintain the capability to execute command wide alert, recall and notification actions.
- 2.1.2. Report results to the AEDC/CC, AEDC/DV, or their designated representative.
- 2.1.3. Establish notification and reporting procedures for AEDC Crisis Action Team (CAT) activations.
- 2.1.4. Test procedures semi-annually. A real-world event or base exercise that conducts and/or tests alert, recall, and notification actions fulfills this requirement.
- 2.1.5. Ensure AEDC Operations Center notifies Division, Group, and Complex Staff Points of Contact (POCs) listed on recall notification letters, of any AEDC-directed alert, recall and notification actions.
 - 2.1.5.1. When the CAT is activated, the CAT Director will disseminate an Installation CAT Directive (ICD) that could initiate alert, recall and notification actions, receive reports from Divisions and Staff when up-channel reporting is required and provide results to AEDC leadership.
 - 2.1.5.2. The CAT Director will track notification/recall attainment and provide status updates to the AEDC/CC and higher headquarters, as directed.

2.2. AEDC Operations Center (Ops Center) will:

- 2.2.1. Develop checklists IAW this AEDCI. 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 capability to initiate alert, recall and notification actions when communications are inoperative. Alternate contact methods (vehicle messengers) will be used during communication outage situations. See [paragraph 4.3](#) for additional information on communication outage procedures.
- 2.2.4. AEDC Ops Center will initiate the pyramid notification process and notify AEDC Divisions, Groups, and Complex Staff when:
 - 2.2.4.1. Directed by the AEDC/CC, AEDC/DV or their designated representatives.
 - 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.
- 2.2.6. Maintain recall rosters for Specialized/Support Teams per organizational responsibility:
 - 2.2.6.1. Crisis Action Support Team (CAST) – AEDC/CCC
 - 2.2.6.2. Emergency Operations Center (EOC) – AEDC/TSDCX

2.2.6.3. Search and Recovery (SAR) – AEDC/TSD-SV

2.2.6.4. Threat Working Group (TWG) – AEDC/TSD-SF

2.3. AEDC Division, Group, and Complex Staff will:

2.3.1. Provide recall notification letters with designated organization representatives (e.g., Chief, Deputy) to the AEDC Ops Center to conduct a pyramid notification/recall for specific messages, reports, or events. See [Attachment 2](#) for sample; modify as necessary for specific organizational requirements.

2.3.2. Provide accountability updates every hour, on the hour, unless otherwise directed, until 100 percent accountability is achieved.

2.3.2.1. Accountability updates will include the number of military and civilian personnel assigned, the number contacted, and any members located within the specified Geographic Area of Interest for AFPAAS events.

2.3.3. Develop, maintain, and disseminate organizational pyramid alert/recall roster including personnel assigned to GSUs and OLs (if applicable). See [Attachment 3](#) for template. Alternate contact methods (vehicle messengers) will be used during communication outage situations. See [paragraph 4.3](#) for additional information on communication outage procedures. Ensure rosters are updated monthly.

2.3.4. Determine appropriate procedures for recalling shift workers, and personnel on leave or temporary duty (TDY).

2.3.5. Immediately notify your organizational recall coordinator and the AEDC Ops Center if a problem is discovered that could hinder an effective recall.

2.3.6. If appropriate, release personnel upon conclusion of recall/activation events.

2.3.7. Coordinate actions within this plan with related plans or procedures as applicable.

2.3.8. 704th Test Group will abide by the host installation procedures for notification/recall events that are geographic in nature (local FPCON change, natural disaster, etc.).

2.3.8.1. For notification/recall events that pertain to operational test mission and/or have an AEDC nexus, abide by these instructions.

2.4. AEDC Public Affairs (AEDC/PA) will . Inform local media of AEDC notification/recall/alert, when deemed appropriate and/or when directed.

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, Department of Defense (DoD) civilians and contractors (if required by contract).

3.2. AEDC Division, Group, and Complex Staff. Division, Group, and Complex Staff must be able to perform alert, recall, and notification actions during or after duty hours, including GSUs/OLs.

3.3. Alert/Recall Roster . Direct subordinate organizations to develop, disseminate, and maintain a current organizational alert/recall roster, containing names, telephone numbers, and addresses for personnel. Observe Privacy Act caveats for personal contact information, refer to AFI 33-332. Include procedures for comm-out recall.

3.3.1. Bargaining Unit employees, while voluntary, are encouraged to provide personal phone numbers and addresses for inclusion into a recall roster. Supervisors should, however, maintain the employee's contact information and be the one to contact them in the event of a recall/emergency if the employee does not wish to submit their information to a recall roster.

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

Chapter 4

NOTIFICATION PROCESS

4.1. Direct/Initiate Complex-wide Alert, Recall and Notification Actions. Only AEDC/CC, AEDC/DV or their designated representatives may direct/initiate Complex-wide alert, recall, and notification actions.

4.1.1. The AEDC Ops Center will follow the installation notification/recall plan if the requirement is for all or limited organizations on an installation. **Note:** During exercises, personnel on leave or TDY need not be contacted.

4.1.2. The AEDC Ops Center will use any available communications system to pass emergency notification and report status through the chain of command: AtHoc, Giant Voice, radio net, computer LAN, etc. For GSUs and OLs, will use radio, commercial telephone, etc. If no local communication system is available (comm-out situation), commanders will determine an appropriate contact method (e.g., runners). **Note:** AEDC Ops Center 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. Each individual 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 or face-to-face. Leaving a voicemail or message with a family member does NOT constitute a contact.

4.2.2. If a person cannot be contacted, call 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 in turn notify their division chief 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 Division and Complex Staff Chief, Group Commander, civilian leader or their designated representative may dispatch a runner to their residence.

4.2.4. To complete a telephone notification test, the Division, Group, and Complex Staff POCs listed on their respective recall notification letter, or other designated individual, will notify AEDC Ops Center 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 the AEDC Ops Center according to [paragraph 2.3.2](#), unless otherwise directed. The AEDC Ops Center will up-channel report results.

4.2.7. Do not display signs or make a public announcement unless directed. Direct all media inquiries or requests to AEDC/PA or the appropriate Public Affairs office for GSUs/OLs.

4.2.8. Although Division, Group, and Complex Staff are able to recall personnel from leave/TDY, no action will be taken to require these members' physical return unless the AEDC/CC, AEDC/DV, or designated representative specifically directs it. The recall directing authority will provide guidance on various TDY categories.

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

4.2.9.1. Recall personnel from leave/TDY outside the local area by any means available through appropriate supervisor.

4.2.9.1.1. If the AEDC/CC, AEDC/DV, 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.

4.3. Communications Outage (Comm-Out).

4.3.1. The AEDC/CC, AEDC/DV, or designated representative will maintain the ability to account for and recall assigned government personnel during a partial or total communications outage. Each organization's recall roster should include street addresses of all individuals required to be notified. When notified using the pyramid recall notification process, organizational leaders will employ all available means (including vehicle messengers, if needed) to account for assigned government personnel during an event characterized by reduced or no electronic communications. For events affecting geographically separated units, comm-out recall information will be provided to the host installation command post and/or emergency responders to assist with accounting for, and reporting the status of, AEDC personnel.

4.4. Reporting Procedures.

4.4.1. For installation-wide notifications, report results to AEDC Ops Center.

4.4.2. Unless otherwise directed, members will report to their duty section immediately without compromising safety and remain there until released by their Division Chief or 2-Letter equivalent. Military personnel will report in duty uniform unless doing so would cause significant delay.

4.4.3. An After-Action Review will be accomplished no more than 30 days after real-world or exercise recall actions are complete to provide feedback and/or lessons learned.

RANDEL J. GORDON, Colonel, USAF
Commander

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

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

AFMCI 10-205, *Alert, Recall and Notification Actions*, 05 Jan 2021

DAFMAN90-161, *Publishing Processes and Procedures*, 15 April 2022

Prescribed Forms

None.

Adopted forms

DAF Form 847, *Recommendation for Change of Publication*

Acronyms and Abbreviations

AEDC—Arnold Engineering Development Complex

AFPAAS—Air Force Personnel Accountability and Assessment System

CAT—Crisis Action eam

COOP—Continuity of Operations Plans

CSD—Complex Support Director

CUI—Controlled Unclassified Information

DIRLAUTH—Direct Liaison Authority

DV—Vice Director

EOC—Emergency Operations Center

GSUs—Geographically Separated Units

IAW—In Accordance With

ICD—Installation CAT Directive

JA—Staff Judge Advocate

MCD—MAJCOM CAT Directive

OLs—Operating Locations

OPSEC—Operations Security

SAR—Search and Recovery

TDY—Temporary Duty

TWG—Threat Working Group

WIT—Wing Inspection Team

Terms

Crisis Action Team (CAT)—A disaster response group which coordinates AFMC's response to anything that might be a threat to the United States. Representatives from all command staff divisions and may include representatives from a wide range of involved organizations.

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

Notification—Contacting personnel via telephone (or physically)--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, Vice Director, 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.

Attachment 2

NOTIFICATION/RECALL LETTER TEMPLATE

Figure A2.1. Notification/Recall Letter.

CUI



DEPARTMENT OF THE AIR FORCE
HEADQUARTERS ARNOLD ENGINEERING DEVELOPMENT COMPLEX (AFMC)
ARNOLD AIR FORCE BASE TENNESSEE

XX Sep 2021

MEMORANDUM FOR AEDC OPERATIONS CENTER.

FROM: AEDC/Office Symbol

SUBJECT: Recall Notification

- Request you notify AEDC (Division/Directorate) when so directed for emergency alert/recall or Crisis Action Team notification during duty or non-duty (1630-0730) hours; leaving a message (i.e. voicemail, etc.) does not constitute contact.
- Notify the following personnel when directed during duty or non-duty hours for CAT recall notification:

Name, Rank/Grade	Duty Phone	Gov't/Personal Cell Phone	Home address
First MI. Last, Rank/Grade	340-1234	(123) 456-7890	123 Main St, YourTown
First MI. Last, Rank/Grade	340-1234	(123) 456-7890	123 Main St, YourTown
First MI. Last, Rank/Grade	340-1234	(123) 456-7890	123 Main St, YourTown

- If the AEDC Operations Center cannot reach any of the above personnel, initiate Comm-out recall procedures.
- 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.
- This letter supersedes previous letters, same subject.

X

FIRST MI. LAST, Rank, USAF
Title

cc: AEDC CAT Manager

Controlled by: AEDC/CSD
 Controlled by: Complex Support Director
 CUI Category: General Privacy
 Distribution/Dissemination Control: FEDCON
 POC: DSN 340-7959, sarah.morgan@us.af.mil

CUI

Attachment 3

NOTIFICATION/RECALL ROSTER TEMPLATE

Figure A3.1. Notification/Recall Roster.

