



**8 JANUARY 2020**

**Operations**

**ALERT  
NOTIFICATION/RECALL/ACCOUNTABILITY  
PROCEDURES**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This instruction implements AFPD 10-2, Readiness and AFPD 10-25, Emergency Management. It outlines the purpose, procedures and responsibilities for conducting alert notifications and recall of personnel assigned to the installation in the event of national emergencies, contingencies, or other events, as directed by the 11th Wing Commander or designated representative. Alerts may be necessary to support operations plans, periods of increased readiness, or emergency or disaster situations. Moreover, this instruction outlines the purpose, procedures, and responsibilities associated with the operation of the Joint Base Andrews (JBA) Installation Warning System (IWS), known as AtHoc. It applies to all active duty personnel assigned to the 11th Wing (11 WG), 89th Airlift Wing (89 AW), and tenant units on Joint Base Andrews. The Air Force Reserve Command (AFRC), Air National Guard (ANG) and Civil Air Patrol (CAP) personnel will follow guidance from their appropriate Major Command (MAJCOM) or Guard Bureau. Refer recommended changes and questions to the Office of Primary Responsibility (OPR) using the AF Form 847, Recommendation for Change of Publication; route AF Forms 847 from the field through the appropriate functional chain of command. Waiver authority for this instruction is the 11 WG/CC.

This publication requires the collection and or maintenance of information protected by the Privacy Act of 1974 authorized by Title 10, U.S.C 8013, Secretary of the Air Force and E.O. 9397, as amended. Documents generated as a result of this instruction will contain a Privacy Act Statement (PAS) to include: the Authority; the Purpose; the Routine Uses; and the Disclosure.

The applicable Privacy Act System of Records Notice (SORNs) FO36 AF PC N, Unit Assigned Personnel Information and F010 AFSPC A, Telecommunications Notification System, are available at <http://dpclo.defense.gov/privacy/SORNs/component/airforce/index.html>.

Ensure that all records created as a result of processes prescribed in this publication are maintained In Accordance With (IAW) AFMAN 33-363, Management of Records, and disposed of IAW the Air Force Records Disposition Schedule (RDS) located at <http://www.my.af.mil/afrims/afrims/afrims/rims/cfm/>.

## **1. General Policy.**

1.1. Background. During heightened states of readiness, natural disasters or national emergencies, or upon the direction of commanders; the ability to quickly assess the status of all Active Duty military, Guard/Reserves on orders, Tenant/GSUs, Appropriated Fund (APF) and Nonappropriated Fund (NAF) civilians, and dependents assigned to Joint Base Andrews is critical. Both the ability to recover from these incidents and to return to normal operations are top priorities.

1.2. Introduction. This instruction outlines accountability requirements and procedures for all units, agencies, commanders, directors, assigned personnel and their dependents. In order to ensure all personnel are accounted for, it is paramount that all Air Force installations and units have personnel accountability procedures in place and personnel are aware of their responsibilities to ensure fast, accurate responses.

1.3. Scope. The roles and responsibilities of involved agencies are fully explained in this instruction. Understanding and accomplishing these roles and responsibilities are crucial for ensuring the accurate and timely actions necessary to perform all actions contained in the personnel accountability system: alert notification, recall, and Total Force Accountability. All commanders have the inherent responsibility to ensure awareness of the status of personnel under their command. Commanders must take prudent measures and apply the guidance outlined in this instruction to ensure they are able to account for all personnel. This instruction is intended to aid commanders and those involved in disseminating alerts by providing guidance on procedures for all personnel. It is not intended to govern procedures for forces deployed in support of rescue, recovery, or contingency operations.

1.4. Recalls and personnel strength reporting should be conducted without public announcement (news media) unless the declaring authority advises differently. Do not display signs in public that indicate a recall is in progress, unless directed otherwise by the declaring authority.

1.5. Personnel placed on telephone standby will remain in the immediate vicinity (i.e. within hearing distance) of their telephone or carry a cell phone while awaiting further instructions. They will be available for immediate recall and will report for duty at their regularly scheduled time unless otherwise directed.

1.6. For alert recalls and tests of the alert notification system, civilians and contractors will be contacted as directed by the declaring authority but will not be placed on standby or recalled to duty without explicit direction of the wing, group, or tenant unit commander.

1.6.1. Placing a civilian on standby or recalling them to duty incurs additional costs and will only be done in the event of an emergency.

1.6.2. Contractor personnel should not be placed on standby or recalled unless such a provision is specifically addressed in their contract.

1.7. During a recall to duty, crew/shift workers should follow their current duty schedule and remain on telephone standby unless otherwise directed.

1.8. Depending on the situation, certain personnel may be excused from the recall, as determined by assigned wing/group/squadron commander or director.

1.9. Units will designate a Point of Contact (POC) for maintaining recall rosters and key personnel rosters. Designated POCs will be identified on the published roster.

1.10. Due to the breadth of service/agency representation located on Joint Base Andrews, the 11 WG has established the "Adopt-a-Tenant" program. This program is designed to ensure all tenant units/organizations on Joint Base Andrews are notified when the Installation Notification/Recall Procedures are activated.

1.10.1. The "Adopt-a-Tenant" program is broken into five groups and utilizes a "parent/subordinate" unit structure (i.e. one group has one "parent" and multiple "subordinate" units within it). Each 11 WG group is responsible for notifying their subordinate organizations as shown in [Attachment 3](#). Groups may delegate notification of tenant organizations to specific squadrons within their group.

## 2. Purpose.

2.1. The Installation Alert Notification/Recall/Accountability Procedure serves a twofold purpose: it provides timely notification to all wing and tenant units, and it recalls personnel to duty. Information passed using these procedures includes, but is not limited to, national emergency; natural disaster; changes in information (INFOCON), force protection (FPCON) or hurricane (HURCON) conditions; or any other time-sensitive information that requires broad dissemination.

2.2. Installation Alert Notification/Recall/Accountability Procedure. This procedure identifies the notification/recall chain from the 11th Wing Commander (11 WG/CC) through the 89th Airlift Wing Commander (89 AW/CC), 844th Communications Group Commander (844 CG/CC), Naval Air Facility Washington (NAFW/CC), Air National Guard Readiness Center (ANGRC/CC), Air Force District of Washington (AFDW/CC), 113th Wing (113 WG/CC), and 459th Air Refueling Wing (459 ARW/CC) down to the group and tenant organization level.

2.3. Unit Alert Notification/Recall/Accountability Procedure. Each group, unit, and tenant organization is responsible for developing and maintaining a plan to contact all assigned unit personnel.

2.4. Personnel Categories:

2.4.1. Mission Essential Military Personnel. Personnel deemed necessary to ensure military missions identified as "essential" are performed.

2.4.2. Mission Essential Civilian Personnel. Civilian personnel deemed necessary to ensure military missions identified as "essential" are performed.

2.4.3. Non Mission Essential Personnel. Personnel who can delay reporting for short periods of time (hours to days) without serious mission impact.

2.4.4. Contractor Personnel. Contractor personnel should not be used to make notifications unless such a provision is specifically addressed in their contract.

### 3. Responsibilities.

3.1. Personnel Accountability is a shared responsibility between a commander/director, supervisor, and their assigned personnel. Under certain circumstances, the ability to accurately track and account for the required forces and certain dependents may be impeded. Utilizing robust systems and ensuring individual members are aware of reporting requirements will ensure that accountability can be achieved despite the situation.

3.2. The 11 WG/CC (or designated representative):

3.2.1. Is the declaring authority for the Installation Alert Notification/Recall Procedure.

3.2.2. Will ensure notification of all 11 WG units, including all geographically separated units (GSU) and tenant organizations assigned to Joint Base Andrews.

3.2.3. Will determine if the "Adopt-a-Tenant" program is in effect in the event of a telephone alert notification/recall.

3.2.4. Will ensure testing of the Installation Alert Notification/Recall Procedure is accomplished at least annually.

3.3. Wing Staff Agencies (WSA), Group Commanders, Squadron Commanders, and AF Tenant Commanders:

3.3.1. Are the first and most critical link when it comes to establishing accountability of assigned members.

3.3.2. Will ensure that all assigned members of the unit have a current copy of the recall roster readily available at all times.

3.3.3. Will ensure strength reporting procedures established within each subordinate unit are consistent with the procedures set forth in this instruction.

3.3.4. Will ensure each member in the unit receives initial training during unit in-processing and annual recurrency training on notification, recall, accountability, and standby procedures unique to their job and respective unit. This training will include procedures and requirements for updating their personal information in the Installation Warning System (IWS AtHoc) and in the Air Force Personnel Accountability and Assessment System (AFPAAS). Lastly, ensure unit in/out-processing checklists include these action items.

3.3.5. Will review and revise recall rosters monthly or appoint a designated POC who will maintain the unit's recall roster IAW the requirements listed in [Attachment 4](#).

3.3.6. If not directed by the recall declaring authority, determine whether civilian, contractor, and shift workers will be notified/recalled.

3.3.7. Will ensure unit alert notification/recall/accountability procedures are executable when communications are inoperable or impaired. Commanders will ensure comm-out procedures are as efficient as possible and personnel are familiar with the procedures.

3.3.8. Will work with tenant units and functional managers as necessary to resolve all recall or accountability notification problems.

3.4. The Andrews Regional Command Post (ARCP):

3.4.1. Is responsible for the overall operation of the alert systems: AtHoc, Giant Voice, and Base Siren. The ARCP disseminates alerts as directed by the Installation Commander or designated representative.

3.4.2. Will execute the Installation Alert Notification/Recall Procedure, when directed, in accordance with [Attachment 2](#). The Command Post will contact the Installation Personnel Readiness (IPR) immediately when alert notification procedures are activated. If the Command Post cannot reach the IPR, they will contact the 11th Force Support Squadron Commander (11 FSS/CC).

3.4.3. Will conduct testing of the Installation Alert Notification/Recall Procedure at least annually, as directed by the 11 WG/CC.

3.4.4. Will assist both host and tenant units with end user manager registration in AtHoc. Refer to [Chapter 7](#) for the registration policy.

3.5. The Installation Personnel Readiness (IPR). During a national crisis or natural disaster in which Total Force Accountability has been initiated by HHQ and/or directed by the 11 WG/CC, the IPR will be the focal point for overall management of the personnel accountability reporting process via AFPAAS and/or the Unit Accountability Worksheet. The IPR:

3.5.1. Is manned by 11 FSS personnel Monday-Friday from 0730-1630. The office contact numbers are 301-981-5922 and can be reached via email at [usaf.jbanafw.afdw-staff.mbx.11-fss-installationpersonnel-readin@mail.mil](mailto:usaf.jbanafw.afdw-staff.mbx.11-fss-installationpersonnel-readin@mail.mil).

3.5.2. Will be manned within one hour of initiation time.

3.5.3. Will compile the Wing's recall data and report to the Crisis Action Team (CAT) admin staff (if activated).

3.5.3.1. If the CAT is not activated, the IPR will retain end strength reporting information until the information is requested by Group or Wing leadership.

3.5.3.2. Report problems encountered during recalls/accountability to appropriate commanders or the CAT if activated.

#### 4. Alert Notification/Recall/Accountability Procedures.

4.1. The Installation Alert Notification/Recall Procedure is used to initiate a personnel recall or to disseminate information. Methods of notification include IWS AtHoc (primary), telephone (secondary), and communications outage (tertiary).

4.2. IWS AtHoc. The ARCP will send the IWS AtHoc alert message. Personnel are responsible for acknowledging and complying with any notification received via the IWS AtHoc system.

4.3. Telephone. In the event of network outage, the telephone system will be utilized.

4.3.1. Notification/Recall Scripts. During a telephone notification/recall, personnel will read scripted messages verbatim to ensure accurate passage of information. The preformatted scripts are included in [Attachment 5](#).

4.3.2. Missed Personnel. Units will ensure procedures are developed to contact personnel missed during the initial recall and continue trying to reach those individuals until notification is made. Reaching an individual's voice mail, text message, e-mail, pager, or a family member is not considered notification. Direct, two-way communication must be established with the individual member.

4.3.3. Local Exercises. Personnel on leave/pass, flight crewmembers in pre or post mission crew rest or shift workers in crew rest will not be recalled or placed on telephone standby for locally generated exercises unless directed by their commander. Mission-essential civilian personnel may be recalled to duty to respond to operational requirements and/or to participate in exercises during other than normal duty hours at the discretion of the wing, group or tenant unit commander.

4.3.4. Tenant unit notification is determined at the direction of the Wing Commander via "Adopt-a- Tenant" procedures outlined in [Attachment 2](#) and [Attachment 3](#).

4.3.5. Agencies with contractor personnel working within their units are responsible for notifying those personnel as applicable.

4.4. Communications Outage. Used during a partial or total outage of all base communication systems.

4.4.1. The ARCP will notify group commanders using any available means to include cellular telephones, Giant Voice and runners (as provided by the 11th Security Forces Group).

4.4.2. If required, the 11 SFG will dispatch patrols to notify key unit commanders to initiate the communications outage recall process. When the contacts have been completed, Base Defense Operations Center (BDOC) will notify Command Post.

4.4.3. The 11 SFG will use public address-equipped vehicles when possible to advise personnel in base-housing of alert notifications/recalls. Unit communications outage procedures should not rely on this as a primary notification measure, but as an additional measure.

4.4.4. Each unit will develop alert notification procedures to use in the event of communication outages.

## 5. End Strength Report Procedures.

5.1. Units will have a centralized point for collecting unit data at the Unit Control Center (UCC).

5.2. Group and Wing Staff Agency will have a Group Control Center (GCC) to report the notification or recall status. Commanders will appoint GCC and UCC personnel via appointment letter and forward to the IPR org box ([usaf.jbanafw.afdw-staff.mbx.11-fss-installation-personnel-readin@mail.mil](mailto:usaf.jbanafw.afdw-staff.mbx.11-fss-installation-personnel-readin@mail.mil)).

5.3.1. The UCC will, when directed during an alert notification/recall/accountability, report end strength data to their respective GCC within one hour after initiation time and every hour thereafter.

5.3.2. The GCC will:

5.3.2.1. Be manned NLT one hour after initiation time during all alert notifications/recalls/accountability unless otherwise directed.

5.3.2.2. Consolidate UCC reports and submit to the IPR org inbox ([usaf.jbanafw.afdw-staff.mbx.11-fssinstallation-personnel-readin@mail.mil](mailto:usaf.jbanafw.afdw-staff.mbx.11-fssinstallation-personnel-readin@mail.mil)).

## 6. Air Force Personnel Accountability & Assessment (AFPAAS).

6.1. AFPAAS provides Air Force leadership with real-time feedback, accountability of Airmen, and assessment of family needs. AFPAAS is a web-based application used to account for and assess the needs of the Total Force including: Active Duty members, Selected Reserve members, Air Force Civilian Employees, Family members of Active Duty and Selected Reserve members, All AF-affiliated military and civilian personnel, including OCONUS contractors and family members, excluding foreign nationals, when assigned outside the Continental United States (OCONUS).

6.1.1. AFPAAS is the sole source for total force accountability. Commanders, their Commanding Officer Representatives (CORs) and the individual Air Force member/family members will use AFPAAS to attain 100% accountability following a declared crisis or natural disaster, or when directed. Airman & Family Readiness Centers (A&FRCs) Case Managers are responsible to process the Assessments within AFPAAS.

6.1.2. Commanders will appoint CORs in writing and submit appointment letter to IPR ([usaf.jbanafw.afdw-staff.mbx.11-fss-installation-personnel-readin@mail.mil](mailto:usaf.jbanafw.afdw-staff.mbx.11-fss-installation-personnel-readin@mail.mil)).

Commanders will notify IPR when a COR leaves their unit (i.e. PCS/PCA) and submit an updated appointment letter.

6.2. AFPAAS Accountability/Assessment Events: When directed by the Joint Staff, or Air Force leadership, the Air Force Crisis Action Team (AFCAT) directs personnel accountability in support of real world or exercise events. The event announcement is made through the established command and control processes to the Major Commands (e.g. AFDW) and subsequently to subordinate Wing Command Centers/Posts. The announcement will include the event name (e.g. Hurricane Sandra) and the projected area of impact.

6.2.1. AFPAAS and base-level CORs/UCC/GCC/CSS will (if able) access AFPAAS, determine personnel accountability by event name, and initiate the accountability process. FSS Commanders and the CORs must ensure all A&FRCs within their command are aware of the event. After evacuees update their safe haven location and complete the Needs Assessment if necessary, the closest A&FRC to the safe haven location will assess and track Airmen and/or evacuee family members within their geographic area.

6.3. Responsibilities. AFPAAS contains roles and permissions to support individual, unit personnel accountability, and assessment.

6.3.1. Higher-level permissions are granted to individuals responsible for administration/oversight of the accountability process for their respective units. Permissions are based on the Personnel Accounting Symbol Code (PAS Code) hierarchy

structure from the Headquarters Air Force level through unit level. Trusted agents are designated as CORs and are assigned permissions based on their level of responsibility via appointment letter.

6.3.2. Member Roles/Responsibilities: When directed, members will access AFPAAS, account for themselves and their family members, validate their personal information, and if necessary, the member or family member will complete the Needs Assessment survey.

6.3.3. COR/UCC/GCC Roles/Responsibilities. CORs receive AFPAAS access and annual training from the Force Support Squadron/Installation Personnel Readiness (FSS/IPR) via CBT ([https://afpaassupport.af.mil/CBT/AFPAAS\\_CM\\_CBT/presentation.html](https://afpaassupport.af.mil/CBT/AFPAAS_CM_CBT/presentation.html)) and will:

6.3.4. When directed by higher authority, ensure the status of all personnel described in paragraph 7.2.1 are updated in AFPAAS.

6.3.5. Continue efforts to achieve accountability of their personnel until 100% accountability is achieved. (T-1). Continue to track and report evacuation information until all personnel and their families have returned to their normal place of duty or have been reassigned to a new place of duty.

6.3.6. Ensure all evacuation orders published by the CSS or UCC are forwarded to the IPR as soon as possible to identify both military and civilian dependents receiving evacuation entitlements.

6.3.7. Ensure each member in the unit receives initial training during unit in-processing and annual recurrent training on AFPAAS procedures unique to their job and respective unit. This training will include procedures and requirements for updating their personal information in the AtHoc system and AFPAAS. Lastly, ensure unit in/out-processing checklists include these action items.

6.4. Access and Training: AFPAAS is accessible at <https://afpaas.af.mil> or the Air Force Portal. System access requires use of your CAC or establishing a user ID and password.

## **7. Installation Warning System (IWS AtHoc).**

7.1. The JBA IWS AtHoc fulfills the installation's need for a reliable, rapid, and broad-based method to deliver time-sensitive emergent notifications to JBA-assigned personnel. The system is designed to transmit computer-generated alert notifications in an expeditious manner via desktop computer pop-up windows, home/work emails, and home/work/mobile telephones.

7.2. Mandatory enrollment:

7.2.1. All personnel assigned to JBA and Air Force personnel assigned to Joint Base Anacostia-Bolling (JBAB) must enroll in the JBA IWS AtHoc system.

7.2.2. Personnel shall complete all mandatory fields in IWS AtHoc (identified via asterisk \*).

7.2.3. Members of specialized operations centers (i.e., EOC, UCC, GCC, BDOC, AFDW/320 AEW) will select all applicable fields when updating their account information.

7.2.4. All users may, at their discretion, elect to provide a spouse's mobile device number as an "alternate" number in IWS, enabling spouses or personnel other than the member to receive emergency IWS AtHoc alerts.

7.3. To avoid saturation of end users, IWS AtHoc notifications shall be mission-essential only. In addition, alerts directed to personal mobile devices shall be kept to an absolute minimum, consistent with mission execution.

7.4. Publishing authority.

7.4.1. JBA and NCR-wide alert. Only ARCP duty controllers may initiate JBA and NCR-wide alerts.

7.4.2. Unit-wide alert. Unit commanders of installation command and control centers and operations centers (i.e. base defense operations center, emergency operations center, fire department, medical control center, and tenant command posts) may designate personnel to publish AtHoc IWS notifications to personnel within their scope of authority.

7.5. Roles and Responsibilities.

7.5.1. The 11 WG/CC or designated representative:

7.5.1.1. Is the declaration authority for all 11 WG or installation-level IWS AtHoc alerts.

7.5.2. Wing Staff Agency / Commanders at all levels:

7.5.2.1. Will appoint Unit IWS Managers in writing and provide a copy of the appointment letter to the ARCP duty inbox ([usaf.jbanafw.afdw-staff.mbx.11-wg-cp-duty-officer@mail.mil](mailto:usaf.jbanafw.afdw-staff.mbx.11-wg-cp-duty-officer@mail.mil)). See **Attachment 7** for an appointment letter template.

7.5.2.2. Will ensure Unit IWS Managers are trained by the ARCP within 60 days of appointment. IWS Manager training will be coordinated by ARCP.

7.5.2.3. Will ensure IWS enrollment and disenrollment is included in unit in-processing out-processing checklists respectively.

7.5.2.4. Will ensure personnel assigned to specialized operations centers (i.e., CAT, EOC, UCC, GCC, BDOC, etc.) enroll their information in IWS AtHoc upon appointment.

7.5.3. The 11 FSS:

7.5.3.1. Will ensure IWS AtHoc disenrollment is a required item on the JBA virtual out processing checklist.

7.5.3.2. Confirm at "final out" that disenrollment has occurred, verified through squadron/unit out-processing checklist and/or AtHoc Manager.

7.5.4. The ARCP:

7.5.4.1. Will train Unit IWS Managers on the use of the IWS AtHoc system within 60 days of appointment.

7.5.4.2. Will maintain IWS scripts IAW Air Force level guidance.

- 7.5.4.3. Will conduct weekly tests of the IWS system to verify system connectivity to AFNCR workstations.
  - 7.5.4.4. Will configure the system to remove user accounts after prolonged inactivity. “Prolonged inactivity” is defined as the user not logging into the AFNCR domain for 220 days or longer.
  - 7.5.4.5. Will configure the system to present a desktop pop-up upon login to users who have not provided required enrollment information (\* items).
- 7.5.5. Unit IWS Managers.
- 7.5.5.1. Assist individual users with IWS client issues on unit workstations.
  - 7.5.5.2. Ensure unit users are enrolled upon assignment, and disenroll members who are no longer assigned to the unit.
- 7.5.6. Individuals:
- 7.5.6.1. Will enroll in IWS within 30 days of arrival at JBA.
  - 7.5.6.2. Users can set up AtHoc notifications on Non-classified Internet Protocol Router Network (NIPRnet) workstations. On the icon tray, right click the “AtHoc icon (White Globe),” select “Access Self Service,” select “My Profile” and ensure all personal information is correct.
  - 7.5.6.3. Are highly encouraged to register their spouse’s mobile device (if applicable) in the “Alternate” contact information field.
  - 7.5.6.4. Will self-identify in IWS if they are a member of a specialized operations center (i.e., EOC, UCC, GCC, BDOC, AFDW/320 AEW).

ANDREW M. PURATH, Colonel, USAF  
Commander

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

AFPD 10-2, *Readiness*, 6 November 2012

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

AFI 10-2501, *Air Force Emergency Management Program Planning and Operations*, 19 April 2016

AFDWI 10-101, *Emergency Procedures, Notification, and Accountability Procedures*, 8 July 2016

AFMAN 10-207, *Command Posts*, 11 April 2018

***Prescribed Forms***

None

***Adopted Forms***

AF Form 847, Recommendation for Change of Publications

***Abbreviations and Acronyms***

**AFDW**—Air Force District of Washington

**AFRC**—Air Force Reserve Command

**ANG**—Air National Guard

**ARCP**—Andrews Regional Command Post

**CAT**—Crisis Action Team

**FOUO**—For Official Use Only

**GCC**—Group Control Center

**GSU**—Geographically Separated Unit

**IPR**—Installation Personnel Readiness

**IWS**—Installation Warning System

**MAJCOM**—Major Command

**NPFD**—Not Present For Duty

**OPR**—Office of Primary Responsibility

**PA**—Privacy Act

**PFD**—Present for Duty

**POC**—Point of Contact

**RDS**—Records Disposition Schedule

**TDY**—Temporary Duty

**UCC**—Unit Control Center

### *Terms*

**Adopt-a-Tenant program**—The “Adopt-a-Tenant” program is designed to ensure all tenant units/organizations on the installation are notified when the host wing activates the notification/recall procedures.

**Alert Notification/Recall Procedures**—The alert notification/recall procedures are the requirements implemented to either notify or recall base personnel during crisis situations. The procedures are used to disseminate timely notification to all wing and tenant units or recall personnel to duty.

**Command Post (CP)**—A unit or sub-unit’s headquarters where the commander and the staff perform their activities. In combat, a unit or sub-unit’s headquarters is often divided into echelons.

**Crisis Action Team (CAT)**—A staff formed by the commander to plan, direct, and coordinate forces in response to contingencies, crises, natural/manmade disasters, or wartime situations.

The CAT develops courses of action and executes the commander's and HHQ’s directives. The composition and function of the CAT is largely mission driven and therefore a MAJCOM or unit commander prerogative. However, membership for the CAT is most frequently a combination of the commander’s senior staff and special staff which includes a CP representative. The composition of a CAT varies according to the situation.

**Geographically Separated Unit (GSU)**—A GSU is a unit that is physically separated from the parent organization.

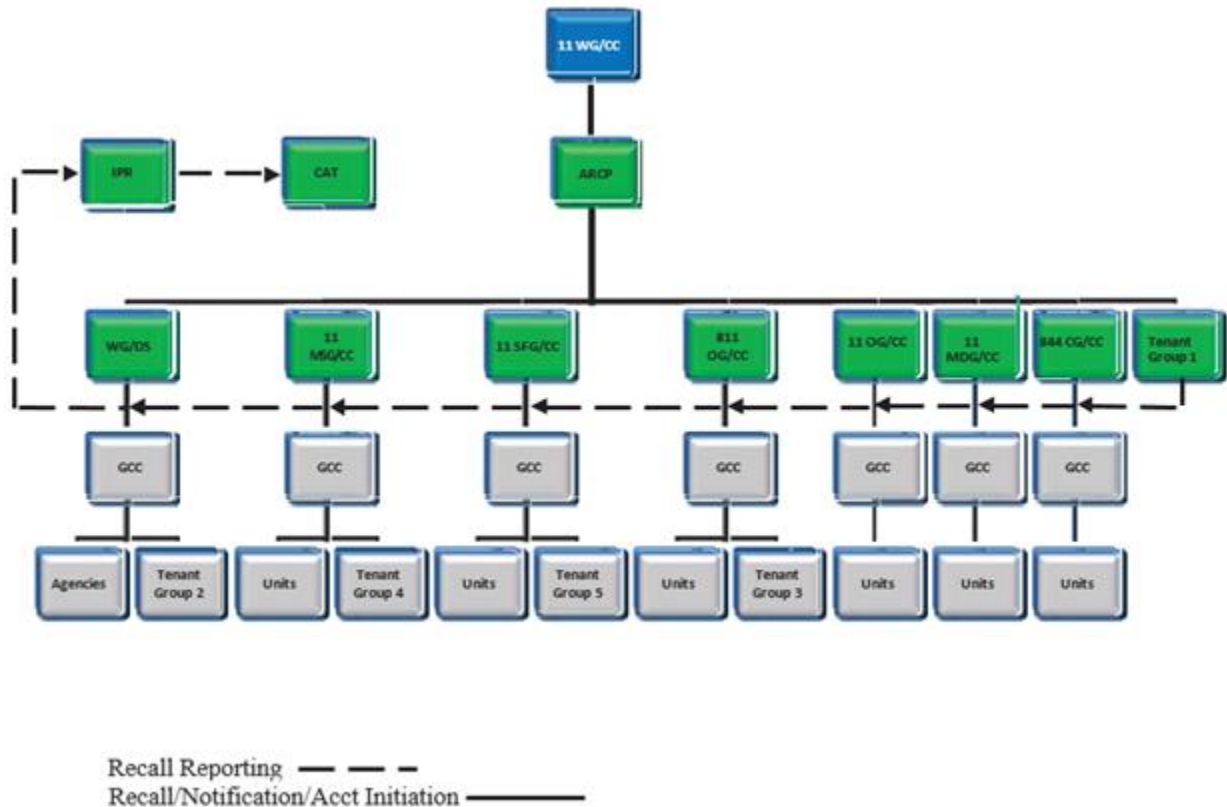
**Group Control Center (GCC)**—The group control center is an entity within each group level organization activated during crisis situations. The control center acts as the liaison between the group and the group commander responsible to relay, pertinent information, collect and report their respective unit data.

**Unit Control Center (UCC)**—The unit control center is an entity within each squadron level organization activated during crisis situations. The control center acts as the liaison between the squadron and the squadron commander responsible to relay, pertinent information, collect and report their respective unit data.

Attachment 2

INSTALLATION ALERT NOTIFICATION/RECALL/ACCOUNTABILITY

Figure A2.1. Installation Alert Notification/Recall/Accountability.



**Note:** Upon notification of an alert notification/recall, the Andrews Regional Command Post will contact the CAT, IPR and Key Partner Units as applicable. Key partner units are defined as 89 AW, 844 CG, 459 ARW, 113 WG, NAF Washington, ANGRC, and AFDW. The Andrews Regional Command Post will notify the CV, DS, and group commanders who will notify their GCC/UCCs and assigned partner units. Units will notify their personnel and provide strength reporting to the group control centers. The GCCs will provide strength reporting to the IPR, who will provide wing strength reporting to the CAT (if activated) or Andrews Regional Command Post.

## Attachment 3

## GROUP ADOPT-A-TENANT LIST

Table A3.1. Group Adopt-A-Tenant List.

<b>Tenant Group 1 (CP)</b>				
<b>Tenant Org</b>	<b>Primary Contact</b>	<b>Secondary Contact #</b>	<b>Org Email</b>	<b>Bldg #/Location</b>
113th Wing (113 WG)	240-857-6743 (DSN 857)	240-857-2884	usaf.dc.113- wg.mbx.cp-command- post@mail.mil	Bldg 2489 2489 E Perimeter Rd
459th Air Refueling Wing (459 ARW)	240-857-5556 (DSN 857)	240-857-5557	459aw.cp@us.af.mil	Bldg 3613 3613 Seattle Ave
844th Communications Group (844 CG)	240-612-0844	202-255-6068	usaf.jbanafw.844- cg.mbx.844- cg-cc- workflow1@mail.mil	Bldg 1500 1500 W Perimeter Rd
89th Airlift Wing (89 AW)	301-981-5702 (DSN 858)	202-498-1146		Bldg 1419 1419 Menoher
Air Force Office of Special Investigation (Region 7)	240-857-3937 (DSN 857)	240-691-2241		Bldg 1413 1413 Arkansas Rd
Air National Guard Command Center	301-981-6001 (DSN 858)	240-612-9700 (DSN 612)	ang.a3yc@ang.af. mil	Bldg 3500 3500 Fetchet Ave
Naval Air Facility Washington	240-857-9259 (DSN 857)	240-381-2739	nafw-duty- office@navy.mil nafw- cdo.fct@navy.mil	Bldg 3198 1 San Diego Loop
<b>Tenant Group 2 (DS)</b>				
<b>Tenant Org</b>	<b>Primary Contact</b>	<b>Secondary Contact #</b>	<b>Org Email</b>	<b>Bldg #/Location</b>
Air Force Audit Agency	240-612-5140 (DSN 612)	240-612-5147 (DSN 612)	usaf.pentagon.saf- ag.mbx.rss-afaa- do@mail	Bldg 1500 1500 W Perimeter Rd
Air Force Historical Foundation	301-736-1959	703-395-7261	ofcmgr@afhistorical foundation.org	Bldg 1602 1602 California Ave
Air Force Review Board Agency	240-612-5400 (DSN 612)	703-765-0428 571-334-3069	usaf.pentagon.saf- mr.mbx.saf- mrb@mail.mil	Bldg 1500 1500 W Perimeter Rd
Air Force Legal Operations Agency	240-612-4590	202-386-344014	usaf.pentagon.af- ja.mbx.afloa-cc- workflow@mail.mil	Bldg 1500 1500 W Perimeter Rd

Area Defense Counsel	240-857-6624 (DSN 857)	240-254-7299		Bldg 1398 1398 Menoher Dr
Department of State	301-981-6312			Bldg 1240 1240 Menoher Dr
<b>Tenant Group 3 (811 OG)</b>				
<b>Tenant Org</b>	<b>Primary Contact</b>	<b>Secondary Contact #</b>	<b>Org Email</b>	<b>Bldg #/Location</b>
Air Force Element DoD MED Support	240-857-3097 (DSN 857)	301-254-7528	afelm.med@us.af.mil	Bldg 1050 1050 W Perimeter Rd
Army Jet Detachment (USAPAT)	240-857-5040 (DSN 857)	240-472-8089	usapat.operation@us.af. mil	Bldg 1778 1778 First St
Civil Air Patrol, Det 2 (ACC) <small>(will contact ADW Composite Sq)</small>	240-857-2266	240-857-6229 803-847-6951		Bldg 1602 1602 California Ave
Department of Energy (DOE)	301-817-3331 301-817-3372			Bldg 1783 1783 Arnold Ave
<b>Tenant Group 4 (MSG)</b>				
<b>Tenant Org</b>	<b>Primary Contact</b>	<b>Secondary Contact #</b>	<b>Org Email</b>	<b>Bldg #/Location</b>
AAFES	301-568-2222 x 223	240-863-8233 845-430-9068		Bldg 1673 1673 D St
American Foundation of Government Employees	301-981-9697 (DSN 858)	240-716-9071		Bldg 1398 1398 Menoher Dr
Andrews Federal Credit Union	301-967-5030	301-967-5032		Bldg 1677 1677 D St
Andrews Thrift Shop	301-735-3533	240-472-5527	ascts@comcast.net	Bldg 1676 1676 Brookley Ave
Bldg 1500 (Jones Bldg Facility Mgrs)	240-612-4860	240-533-7171 240-612-4861		Bldg 1500 1500 W Perimeter Rd
DECA	301-541-1370 x 3003	202-510-4068		Bldg 1684 1684 Starkey
National Capital District Veterinary Command	240-857-2651 (DSN 857)	202-327-0424		Bldg 1781 1781 Arnold Ave
Terrapin Utility Services United States Postal Service Post Office	301-735-4101 301-568-2218	24-hr answering svc N/A		Trailer R69 R69 Pennsylvania Ave Bldg 1668 1668 D St
<b>Tenant Group 5 (SFG)</b>				
<b>Tenant Org</b>	<b>Primary Contact</b>	<b>Secondary Contact #</b>	<b>Org Email</b>	<b>Bldg #/Location</b>

2nd Field Investigation Squadron	240-857-1785 (DSN 857)	Contact 7th FIS		Bldg 1413 1413 Arkansas Ave
7th Field Investigation Squadron	240-857-0640 (DSN 857)	240-682-3600		Bldg 1413 1413 Arkansas Ave
Department of Homeland Security (Customs & Border Patrol)	301-981-5965 301-763-4549	240-417-4204 301-67 -8757		Bldg 1220 1220 Operation Dr
Federal Investigative Services/ Office of Personnel Management (OPM)	240-857-3054 (DSN 857)			Bldg 1602 1602 California Ave
Maryland State Police	301-420-9061	410-783-7525 (24-hr call center)	mstp.trooper2@maryland.gov	Bldg 2487 2487 East Perimeter Rd
United States Secret Service (Washington Field Office)	202-406-8800	202-406-8600	wfo.oc@ussf.dhs.gov	1100 L St NW Washington, DC 20005
White House Communications Agency	202-757-0003	202-814-8150		Bldg 3415 3415 Pensacola

## Attachment 4

## RECALL ROSTER REQUIREMENTS

Figure A4.1. Recall Roster Requirements.

Information Protection: IAW AFI 33-332, *Air Force Privacy and Civil Liberties Program*, all Recall Rosters must be properly stored and protected using Personally Identifiable Information (PII) protection measures. All paper documents and printed materials that contain personal information shall be covered with the AF Form 3227, *Privacy Act Cover Sheet* or DD Form 2923, *Privacy Act Data Cover Sheet* when removed from its approved storage area. Air Force policy is that personal information or PII collected, maintained, and stored in an electronic system shall be evaluated by the ISO for impact of loss or unauthorized disclosure and protected accordingly.

**Recall rosters will include the following information:****FRONT:**

1. Top of the recall roster:
  - a. "For Official Use Only" (FOUO) in the header
  - b. Organization
  - c. Recall roster POC name and contact information (duty number and/or official email address). This is the person who maintains the recall roster.
  - d. Current date (not to exceed one month)
  - e. Specify whether the roster is "Comm-In" or "Comm-Out"
2. Notification chain: Organizational branches can extend sideways at any level, indicating another notification such as a unit executive officer or a follow-on organization notification. If a follow-on notification is required, it is recommended that the unit commander/agency chief makes the call so that timely notification is ensured.
  - a. Communications-In: contact information should include personnel name, duty number, and cell phone. Include home number and alternate numbers (as applicable).
  - b. Communications-out: contact information should include personnel name, home street address, and city. Format is grouped logically according to geographic area in order to facilitate quickest notification with on-base personnel contacted first.
3. Identify mission essential, non-mission essential, and civilian personnel by special marking (i.e., asterisk, ampersand, etc.) or coloring. Distinction between military and civilian should be apparent (i.e., rank, title, etc.).
4. Bottom of the recall roster:
  - a. "For Official Use Only" (FOUO) in the footer
  - b. Privacy Act of 1974 statement as follows: "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."

**BACK:**

1. Adopt-a-Tenant notification chain (see **Attachments 2 and 3**)
2. Alert notification/recall procedure preformatted scripts and instructions for recall of non-mission essential and civilian personnel (**Attachment 5**) are attached to the back of all recall roster or on a separate page that will accompany the recall roster. See **Attachment 6** for a sample reverse side of the recall roster.
3. Important agency phone numbers:
  - c. JBA Straight Talk Line: 301-981-5995
  - d. AFPC/PRC: 1-800-525-0102

- e. AFPAAS: 1-800-435-9941 / <https://afpaas.af.mil/>
- f. 11 WG IPR: 301-981-5922
- g. Andrews Regional Command Post: 301-981-5058
- h. UCC / GCC (unit specific)
- i. First Sergeant (unit specific)
- j. (other agencies pertinent to the unit)

## Attachment 5

## ALERT NOTIFICATION/RECALL SCRIPTS

Figure A5.1. Alert Notification/Recall Scripts.

**Instructions:**

If you are notified of a recall, notify the person below you on the recall chain. If you cannot reach the assigned individual, note the name and skip down to the next person and notify them. **DO NOT BREAK THE CHAIN.** Continue to attempt contact with anyone not reached by the initial attempt, however, do not delay your response and advise the recall monitor/UCC/CSS of any individual(s) not contacted. Personnel at the end of the recall roster will report the status of the recall to the UCC. Unless directed otherwise, civilians will participate in all script messages from the Command Post. Civilians will only be recalled to duty or placed on telephone standby at the explicit direction of the wing, group or tenant unit commander. Report to duty in uniform and do not delay reporting by showering, shaving, applying make-up or eating. Civilians report in comparable clothing.

**RECALL:** Report to duty immediately.

**TELEPHONE STANDBY:** Remain within hearing distance of your telephone until released from standby; report for normal duty hours unless otherwise directed.

**MISSION ESSENTIAL CIVILIANS.** Civilian employees identified by their squadron commander and approved by the wing commander and noted in their job descriptions, as people needed to operate the base and its mission essential services. These individuals will be identified on the unit's recall roster.

**MISSION ESSENTIAL MILITARY PERSONNEL.** Specifically identified on a unit's recall roster.

**UPDATE OF ALERT NOTIFICATION ROSTER:** Contact your unit recall POC immediately with any change in contact information .

**CONTACT INFORMATION:**

Straight Talk Line: 301-981-5995

Group Control Center: \_\_\_\_\_

Unit Control Center: \_\_\_\_\_

Command Post: 301-981-5058/5059

Individual Personnel Readiness: 301-981-5922

AFPAAS: 1-800-435-9941 (<https://afpaas.af.mil/>)

**Types of Recalls:**

**General Recall:** The objective of a General Recall is to posture for immediate action. Units are to make all alert notifications, relay instructions and report personnel accountability

through their UCCs. Unless otherwise instructed, all available personnel will report to the primary contingency duty location and be prepared for wartime work schedules and duty. "All available personnel" is defined as all assigned personnel, including those on leave or pass in local area, unless they are otherwise unable to perform duty (e.g., hospitalized, on quarters, in confinement). Adopt-a-Tenant (is/is not) in effect.

**General Exercise Recall:** Same as a General Recall except units will skip personnel on leave, pass, and mandatory crew rest when making all alert notifications. Skipped personnel will be counted as contacted when reporting personnel accountability through unit UCCs. Skipped personnel are to report to duty at next regularly scheduled time, unless directed otherwise. Adopt-a-Tenant (is/is not) in effect.

**Crisis Action Team (CAT) Recall:** Used to immediately recall wing/group level commanders and agencies (11 WG/CV, 11 OG/CC, 811 OG/CC, 11 MSG/CC, 11 WG/DS, 89 AW/CC, 779 MDG/CC, 459 ARW/CC, 113 WG/CC, ANGR/CC, NAF/CC, AFDW Rep, 11 WG/XP, 744 CS/CC, 11 SFG/CC, 11 CES/CC, 11 FSS/CC, 7 FIS/CC, 11 WG/SE, 11 WG/AT, 11 WG/CCC, 11 WG/CP) needed by 11 WG/CC to assess a crisis situation. Unless otherwise instructed, CAT personnel will report to the primary contingency duty location without delay. GCCs and UCCs will stand up unless otherwise directed.

**Emergency Operations Center (EOC) Recall:** Used to immediately recall the EOC to include EOC Director, EOC Manager, EOC Admin Support, ESF(Emergency Support Function)-1 Transportation and ESF-7 Resource Support (11LRS), ESF-2 Communications (744CS), ESF-3 Public Works and Engineering & ESF-12 Energy & ESF-14 Long-term Community Recovery and Mitigation (11CES), ESF-4 Fire Fighting & ESF-9 Urban Search and Rescue & ESF-10 Oil and HAZMAT Response (11CES/CEF), ESF-5 Emergency Management (11CES/CEX), ESF-6 Mass Care, Housing & Human Services (11 FSS), ESF-8 Public Health and Medical Services & ESF-11 Agriculture and Natural Resources (779 MDG), ESF-13 Public Safety & Security (11 SFG), ESF-15 External Affairs (11 WG/PA), and other agency representatives (11 WG/CED, 11 WG/CONS, 11WG/CPTS, 11OG/OSS, 11 WG/HC, 11 WG/JA, 11 WG/SE, 7 FIS, 89 APS, 89 MXG/Dyncorp) to supporting leadership or an incident commander during a crisis situation. Unless otherwise instructed, EOC personnel will report to the primary EOC BLDG 3056 without delay.

**Accountability:** Used for assessing personnel accountability and to relay any instructions. Units are to make all alert notifications, relay instructions and report personnel accountability through unit UCCs. Unit commanders will determine if interrupting crew rest is appropriate. Skipped personnel on crew rest will be counted as contacted. Personnel are to report to duty at next regularly scheduled time, unless directed otherwise. Adopt-a-Tenant (is/is not) in effect.

**Notification format for relaying telephone recall message:**

**General, General Exercise, CAT and EOC Recalls:** "This is (RANK, NAME) with a(n) (\_\_\_\_\_) recall. Individuals not contacted are \_\_\_\_\_. Start time is \_\_\_\_\_ local. Adopt-a-Tenant is/is not in effect. You are instructed to

\_\_\_\_\_. Complete your required notifications and report to duty at next regularly scheduled time.”

**FORCE PROTECTION CONDITIONS (FPCONS)**

**FPCON NORMAL:** A general global threat of possible terrorist activity exists.

**FPCON ALPHA:** A general warning of possible hostile activity against personnel and facilities, the nature of which is unpredictable.

**FPCON BRAVO:** An increased and more predictable threat of hostile activity exists.

**FPCON CHARLIE:** An incident occurs or intelligence is received that indicated imminent hostile acts against personnel and facilities.

**FPCON DELTA:** An attack occurs or intelligence indicated that an imminent attack against a specific location or person is likely.

**INFORMATION CONDITIONS (INFOCONS)**

**INFOCON 5:** Normal readiness of information systems and networks that can be sustained indefinitely.

**INFOCON 4:** Increased Military Vigilance - An increased risk of attack, increases NetOps readiness, in preparation for operations or exercises, with a limited impact to the end-user.

**INFOCON 3:** Enhanced Readiness - Specific risk of attack to include compromise of system resources, further increases NetOps readiness by increasing the frequency of validation of the information network and its corresponding configuration. Impact to end-users is minor.

**INFOCON 2:** Greater Readiness - Limited attack, requiring a further increase in frequency of validation of the information network and its corresponding configuration. The impact on system administrators will increase in comparison to INFOCON 3 and will require an increase in preplanning, personnel training, and the exercising and pre-positioning of system rebuilding utilities.

**INFOCON 1:** Maximum Readiness - General attack, highest readiness condition and addresses intrusion techniques that cannot be identified or defeated at lower readiness levels; the most effective method for ensuring the system has not been compromised in this manner is to reload operating system software on key infrastructure servers.

## Attachment 6

## SAMPLE RECALL ROSTER (REVERSE)

Figure A6.1. Sample Recall Roster (Reverse).

**Instructions:**

If you are notified of a recall, notify the person below you on the recall chain. If you cannot reach the assigned individual, note the name and skip down to the next person and notify them. DO NOT BREAK THE CHAIN. Continue to attempt contact with anyone not reached by the initial attempt, however, do not delay your response and advise the recall monitor/UCC/CSS of any individual(s) not contacted. Personnel at the end of the recall roster will report the status of the recall to the UCC. Unless directed otherwise, civilians will participate in all script messages from the Command Post. Civilians will only be recalled to duty or placed on telephone standby at the explicit direction of the wing, group or tenant unit commander. Report to duty in uniform and do not delay reporting by showering, shaving, applying make-up or eating. Civilians report in comparable clothing.

**RECALL:** Report to duty immediately.

**TELEPHONE STANDBY:** Remain within hearing distance of your telephone until released from standby; report for normal duty hours unless otherwise directed.

**MISSION-ESSENTIAL CIVILIANS:** Civilian employees identified by their squadron commander and approved by the wing commander and noted in their job descriptions, as people needed to operate the base and its mission essential services. These individuals will be identified on the unit's recall roster.

**MISSION ESSENTIAL MILITARY PERSONNEL:** Specifically identified on a unit's recall roster.

**UPDATE OF PYRAMID NOTIFICATION ROSTER:** Contact your unit recall POC immediately with any change in contact information

**CONTACT INFORMATION:**

Straight Talk Line: 301-981-5995 / WSA/CC Cell: 202-498-4341 Command Post: 301-981-5058 / 5059 AFPAA: <https://afpaas.af.mil/>  
 Group Control Center (GCC): 240-612-5932 / 6753 / 6788 Individual Personnel Readiness: 301-981-5922/5923 AFPAA: 1-800-435-9941  
 Comptroller Squadron UCC (Alternate GCC): 240-612-6781 Crisis Action Team: 301-981-5905 / 9798 / 1863 AFPC: 1-800-525-0102

**PYRAMID NOTIFICATION/RECALL SCRIPTS**

**General Recall:** The objective of a General Recall is to posture for immediate action. Units are to make all pyramid notifications, relay instructions and report personnel accountability through their UCCs. Unless otherwise instructed, all available personnel will report to the primary contingency duty location and be prepared for wartime work schedules and duty. "All available personnel" is defined as all assigned personnel, including those on leave or pass in local area, unless they are otherwise unable to perform duty (e.g., hospitalized, on quarters, in confinement). Adopt-a-tenant (is/is not) in effect.

**General Exercise Recall:** Same as a General Recall except units will skip personnel on leave, pass, and mandatory crew rest when making all pyramid notifications. Skipped personnel will be counted as contacted when reporting personnel accountability through unit UCCs. Skipped personnel are to report to duty at next regularly scheduled time, unless directed otherwise. Adopt-a-tenant (is/is not) in effect.

**Crisis Action Team (CAT) Recall:** Used to immediately recall wing/group level commanders and agencies (11 WG/CV, 11 OG/CC, 811 OG/CC, 11 MSG/CC, 11 WG/DS, 89 AWCC, 779 MDG/CC, 469 ARWCC, 113 WG/CC, ANGR/CC, NAF/CC, AFDW/Rep, 11 WG/XP, 744 CS/CC, 11 SFG/CC, 11 CES/CC, 11 FSS/CC, 7 FIS/CC, 11 WG/SE, 11 WG/AT, 11 WG/CC, 11 WG/CP) needed by 11 WG/CC to assess a crisis situation. Unless otherwise instructed, CAT personnel will report to the primary contingency duty location without delay. GCCs and UCCs will stand up unless otherwise directed.

**Emergency Operations Center (EOC) Recall:** Used to immediately recall the EOC to include EOC Director, EOC Manager, EOC Admin Support, ESF(Emergency Support Function)-1 Transportation and ESF-7 Resource Support (11LRS), ESF-2 Communications (744CS), ESF-3 Public Works and Engineering & ESF-12 Energy & ESF-14 Long-term Community Recovery and Mitigation (11CES), ESF-4 Fire Fighting & ESF-9 Urban Search and Rescue & ESF-10 Oil and HAZMAT Response (11CES/CEP), ESF-5 Emergency Management (11CES/CEX), ESF-8 Mass Care, Housing & Human Services (11 FSS), ESF-8 Public Health and Medical Services & ESF-11 Agriculture and Natural Resources (779 MDG), ESF-13 Public Safety & Security (11 SFG), ESF-15 External Affairs (11 WG/PA), and other agency representatives (11 WG/CED, 11WG/CONS, 11WG/CPTS, 11OG/OSS, 11 WG/HC, 11 WG/JA, 11WG/SE, 7 FIS, 89 APS, 89 MXG/DynCorp) to supporting leadership or an incident commander during a crisis situation. Unless otherwise instructed, EOC personnel will report to the primary EOC BLDG 3056 without delay.

**Accountability Recall:** Used for assessing personnel accountability and to relay any instructions. Units are to make all pyramid notifications, relay instructions and report personnel accountability through unit UCCs. Unit commanders will determine if interrupting crew rest is appropriate. Skipped personnel on crew rest will be counted as contacted. Personnel are to report to duty at next regularly scheduled time, unless directed otherwise. Adopt-a-tenant (is/is not) in effect.

**Notification format for relaying telephone recall message:**

General, General Exercise, CAT and EOC Recalls: "This is (RANK, NAME) WITH A ( ) recall. Individuals not contacted are . Start time is local. Adopt-a-tenant is / is not in effect. You are instructed to  
 Complete your required notifications and report to duty at next regularly scheduled time. Start time is local."

**FORCE PROTECTION CONDITIONS (FPCONS)**

**FPCON NORMAL:** A general global threat of possible terrorist activity exists.

**FPCON ALPHA:** A general warning of possible hostile activity against personnel and facilities, the nature of which is unpredictable.

**FPCON BRAVO:** An increased and more predictable threat of hostile activity exists

**FPCON CHARLIE:** An incident occurs or intelligence is received that indicated imminent hostile acts against personnel and facilities

**FPCON DELTA:** An attack occurs or intelligence indicated that an imminent attack against a specific location or person is likely

**INFORMATION CONDITIONS (INFOCONS)**

**INFOCON 5:** Normal readiness of information systems and networks that can be sustained indefinitely.

**INFOCON 4:** Increased Military Vigilance - An increased risk of attack, increases NetOps readiness, in preparation for operations or exercises, with a limited impact to the end-user.

**INFOCON 3:** Enhanced Readiness - Specific risk of attack to include compromise of system resources, further increases NetOps readiness by increasing the frequency of validation of the information network and its corresponding configuration. Impact to end-users is minor

**INFOCON 2:** Greater Readiness - Limited attack, requiring a further increase in frequency of validation of the information network and its corresponding configuration. The impact on system administrators will increase in comparison to INFOCON 3 and will require an increase in preplanning, personnel training, and the exercising and pre-positioning of system rebuilding utilities.

**INFOCON 1:** Maximum Readiness - General attack, highest readiness condition and addresses intrusion techniques that cannot be identified or defeated at lower readiness levels; the most effective method for ensuring the system has not been compromised in this manner is to reload operating system software on key infrastructure servers

Attachment 7

IWS ATHOC APPOINTMENT LETTER

Figure A7.1. IWS ATHOC Appointment Letter.

DATE

MEMORANDUM FOR ARCP

FROM: UNIT/CC

SUBJECT: Installation Warning System (IWS) AtHoc End User Manager Appointment Letter

1. The following individuals are appointed as IWS AtHoc End User Managers, and will oversee the administration and end user management of the SO/Grp/Unit IWS AtHoc Account:

Last, First	Email	EDIPI (DoD ID #)

2. Newly appointed End User Managers will contact the Andrews Regional Command Post (ARCP) for training no later than 10 days following appointment. A new appointment letter will be sent to the ARCP immediately identifying personnel to be removed/added if there are any changes to the appointed personnel above.

3. The XXX Squadron/CC assumes responsibility for the appointed managers. The appointed managers will ensure the prevention of the unauthorized disclosure or misuse of personal information.

4. POC for this matter is RANK FIRST LAST, DUTY PHONE, EMAIL.

5. This letter supersedes all previous letters, same subject.

FIRST LAST, Rank, USAF  
Commander, Unit

*Note: (When filed in)The information herein is For Official Use Only (FOUO) which must be protected under the Freedom of Information Act of 1966 and Privacy Act of 1974, as amended. Unauthorized disclosure or misuse of this PERSONAL INFORMATION may result in criminal and/or civil penalties.*