

**BY ORDER OF THE COMMANDER
LUKE AIR FORCE BASE**



**LUKE AIR FORCE BASE
INSTRUCTION 10-201**

3 JULY 2024

Operations

**PYRAMID RECALL SYSTEM (PRS) AND
CRISIS ACTION TEAM PROCEDURES**

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Authority for this instruction is derived from Department of the Air Force Instruction (DAFI) 10-208_AETCSUP, *Continuity of Operations (COOP) Program*, and implements Department of the Air Force Policy Directive (DAFPD) 10-2, *Readiness* and DAFI 10-2501, *Emergency Management Program*. This instruction establishes procedures and responsibilities for the notification, accountability, and/or recall of personnel and Commander's Crisis Action Team (CAT) procedures under actual and/or exercise situations. It applies to all units assigned to the 56th Fighter Wing (56 FW) and tenant units assigned to Luke AFB to include all active-duty Air Force personnel, Luke AFB civilian personnel, and ANG/Reserve personnel who are Individual Mobilization Augmentees (IMA) assigned to the 56 FW. Recall of the 944th Fighter Wing (944 FW) will be directed by their commander. Refer recommended changes and questions about this publication to the OPR using the DAF Form 847, *Recommendation for Change of Publication*; route DAF Forms 847 from the field through the appropriate functional chain of command. Ensure all records generated as a result of processes prescribed in this publication adhere to Air Force Instruction (AFI) 33-322, *Records Management and Information Governance Program*, and are disposed in accordance with the Air Force Records Disposition Schedule, which is located in the Air Force Records Information Management System. This publication may not be supplemented or further implemented or extended. The authorities to waive wing, unit, delta or garrison level requirements in this publication are identified with a Tier ("T-0, T-1, T-2, T-3") number following the compliance statement. Submit requests for waivers through the chain of command to the appropriate tier waiver approval authority or alternately to the publication OPR for non-tiered compliance items. See DAF Manual (DAFMAN) 90-161, *Publishing Processes and Procedures*, for a description of the authorities associated with the tier numbers. The use of the name or mark

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SUMMARY OF CHANGES

This document is substantially revised and must be completely reviewed. Changes include OPR change from Plans to Command Post. Fighter Wing Plans symbol from XP to IGP. Provide instructions for CAT Manager, **paragraph 3.6.**

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1. General.

1.1. Definitions.

1.1.1. Civilian Mission-Essential positions, IAW DAFI 36-129, *Civilian Personnel Management and Administration* Chapter 7 paragraph 7.1, are those that are needed to ensure the continued operation of mission essential functions and remain at home station or are required to report to work during severe weather, Force Protection Condition levels, Force Health Protection levels, etc.

1.1.2. Luke AFB Mission-Essential positions, for recall purposes are ones identified by a commander as being essential for unit functionality during a recall.

2. Concept of Operations.

2.1. The primary way of recalling personnel is a Pyramid Recall System (PRS). The purpose of the PRS is to provide immediate recall, alerting, and/or accountability of personnel. The 56 FW/CC or designated representative may direct a recall of Luke AFB personnel in response to wartime contingencies, natural disasters, or peacetime exercises. Recalls begin with direction

from the 56 FW/CC or designated representative to the Command Post (CP). The CP then notifies group/detachment commanders, Emergency Operations Center (EOC), Crisis Action Team (CAT), tenant units, and Installation Personnel Readiness (IPR), as applicable. The group/detachment commanders notify their UCCs or UCMs and squadron commanders under their control. The Wing Staff Agency Chiefs notify personnel under their control who notify specific persons in their section. All UCCs will use the appropriate notification process (refer to **paragraph 4.**).

2.2. IAW DAFI 10-2501, *Emergency Management Program*, the UCC serves as the C2 node for all installation units tasked in the Installation Emergency Management Plan (IEMP) 10-2 with emergency response and recovery support responsibilities. UCCs are activated during EOC activation to provide expertise and resource support to the EOC Director. The EOC and CAT resolve any conflicting requirements. UCCs are used to prioritize squadron activities and allocation of available resources in support of an emergency incident. Unit commanders will assign knowledgeable personnel with tactical decision-making authority needed to execute C2 actions from the UCC to facilitate mission accomplishment. Members must meet the training requirements for UCC personnel outlined in Chapter 8, paragraph 8.9. **(T-1)** Appoint enough team members for 24-hour operations.

2.3. When required by the IEMP 10-2, the Unit Commander will appoint unit representatives to the CAT, EOC, and/or UCCs. Only fully trained unit representatives will be used to fill Disaster Response Force (DRF) positions. Unit representatives not fully trained can participate in installation emergency management exercises under the supervision of a fully trained equivalent unit representative.

2.3.1. All GCCs, UCCs or UCMs, once activated, will not stand down until directed by CP per direction of the 56 FW/CC or designee.

2.4. It is the responsibility of each organization to develop and keep a current PRS that will allow immediate recall of personnel. Each unit's roster will be updated NLT than the 5th day of every month. All recall rosters must contain, as a minimum: current date, name, grade, residence address, cellular phone and residence telephone (if applicable), a header which identifies the organization, and a Privacy Act statement. Rosters will be marked "Controlled Unclassified Information (CUI)". Attachment 2 contains an example PRS roster. Reverse side of the roster will contain the information in **Attachment 2**.

2.4.1. Ensure Luke AFB key personnel are identified for recall by their organization and placed on organizational recall rosters.

2.5. Individuals who are notified or recalled directly by the CP are responsible for keeping the CP informed of their location. In the event they will not be available, immediately inform the CP of their alternate's name, location, and contact numbers. Individuals are responsible for briefing their replacements on duties to be performed and will notify the CP of any changes to key personnel rosters.

2.6. Squadron Commanders and First Sergeants will submit a non-availability letter to their respective group commander, CP, and Security Forces if designated alternates will not be available. Attachments **3** and **4** contain example letters that may be sent electronically.

3. Roles and Responsibilities.

3.1. 56 FW/CC or designated representative:

- 3.1.1. Direct CP to initiate specific Recalls/Communication Alerts as required.
- 3.1.2. Direct implementation of higher headquarters directives, Defense Condition (DEFCON), and/or Force Protection Condition (FPCON).
- 3.1.3. Determine organizational representation required after a CAT recall.
- 3.1.4. Direct when Commander's Staff Directives (CSDs) will be drafted and published.
- 3.1.5. Approve all CSDs prior to release.
- 3.1.6. Appoint a Lead CAT Director (Major or Lt Col) to act as the Commander's representative during absence from the CAT. This Lead CAT Director, in conjunction with FW/IGP and the CAT Manager, will appoint additional individuals to act as alternates in time of extended crisis. All Groups will be required to provide a list of eligible officers to fill this role and other CAT positions.

3.2. Group Commanders:

- 3.2.1. Serve as Key CAT members. Exception: MSG/CC or designated rep to EOC as director if EOC activated.
- 3.2.2. Notify squadron/unit commanders when a Recall, Communication Alert, or Expanded CAT has been initiated.
- 3.2.3. Establish PRS rosters IAW with guidance within this instruction and **Attachment 2**.
- 3.2.4. Each organization must ensure recall rosters include Luke AFB key/emergency essential civilian personnel and IMAs gained by 56 FW units. The Base Individual Mobilization Augmentee Administrator (BIMAA) will furnish Unit Reserve Coordinators with a monthly information roster, reflecting pertinent recall information on each assigned IMA.
- 3.2.5. Ensure all Group, Squadron, and Tenant Unit UCC personnel attend training IAW DAFI 10-2501 Chapters 4 and 5 (CE Readiness Flight).
- 3.2.6. Ensure their respective GCC and squadron UCCs or UCMs are staffed and trained to implement Recall/Communication Alert procedures in an accurate and timely manner.
 - 3.2.6.1. The FSS/IPR will train all Group, Squadron, and Tenant UCCs or UCMs in strength reporting procedures.
- 3.2.7. Identify a list of group representatives to perform CAT duties during sustained operations. Representatives will be trained in CAT duties, complete AF Emergency Response Operations (MyLearning) CBT and possess a SECRET security clearance as a minimum. All CAT members will have the current Luke AFB Restricted Area Badge with area 3 open.
 - 3.2.7.1. Identify a single point of contact for scheduling representatives. Schedules will include name, rank, home, and duty phone numbers. Provide schedule to 56 FW/IGP during sustained operations.

3.2.7.2. OG/CC will identify a cadre of rated officers (excluding students in training) to perform duties as OG/CC designated representative in their absence. These individuals may perform OG and CAT Director duties simultaneously.

3.2.7.2.1. 56 FW/IGP manages and schedules this cadre. 56 OG/CC will deconflict scheduling problems (TDY, leave, illness) once cadre members are scheduled through 56 FW/IGP.

3.3. Subordinate Commanders, Staff Agency Chiefs, and Tenant Commanders:

3.3.1. Appoint a recall monitor in units below the squadron level to be responsible for consolidating unit strength data and reporting it to their UCC or UCM, who will in turn report the data to the applicable GCC.

3.3.2. 56 FW Staff Agencies will report strength/accountability data to 56 CPTS.

3.3.3. Ensure their respective UCC or UCM is staffed and trained to implement recall procedures in an accurate and timely manner.

3.3.4. Ensure POCs review standby letters and recall rosters monthly for accuracy and post updates by the 5th of each month. Additionally, POCs will submit standby letters and recall rosters to the CP.

3.3.5. Develop procedures to ensure all unit personnel are recalled IAW outlined recall procedures. If personnel live beyond the 30-minute window, identify those personnel on the recall roster to be able to determine capability to meet mission needs with limited personnel.

3.3.6. Those units with a CAT position will identify a list of representatives to perform CAT duties during sustained operations. Representatives will be trained in CAT duties, complete AF Emergency Response Operations (MyLearning) CBT, localized training, and possess a SECRET security clearance as a minimum. All CAT members will have the current Luke AFB Restricted Area Badge with area 3 open.

3.3.7. Provide information to the CAT manager (CATM) for a Commander's Staff Direction (CSD) if their section is the POC.

3.4. CP:

3.4.1. Maintain current recall rosters and standby letters (if applicable) on all 56 FW and tenant units assigned or attached to Luke AFB. A current list of tenant units and associated quick-reference POC listing will be maintained and updated by the CP.

3.4.2. The Command Post will ensure procedures are developed and maintained to ensure all tenant units and 56 FW personnel stationed at geographically separated locations are notified of a Recall/Communication Alert, as directed by the 56 FW/CC. The 56 FW/CC or designated representative will determine under which circumstances the units will participate (i.e., selection of Recall/Comm Alert ALPHA, BRAVO, CHARLIE, or DELTA or as directed).

3.4.3. Maintain quick reaction checklist to initiate Recalls or Communication Alerts.

3.4.4. Maintain a locator board of key wing leadership personnel location and status.

3.4.5. Initiate Recalls/Communication Alerts of personnel and agencies as directed by appropriate authority.

3.4.6. Submit applicable Operational Report (OPREP)/Situation Report (SITREP), as required by the situation to Higher Headquarters.

3.4.7. Notify the AETC Command Center when the CAT has been activated.

3.4.8. Maintain procedures to post and disseminate CSDs.

3.4.9. Assume CSD preparation duties in the absence of an active CAT.

3.4.10. Initiate activation of the IPR, if applicable.

3.4.11. Activate the Installation Notification and Warning System (INWS).

3.4.11.1. Initiate and post Luke AFB AtHoc messages as directed/applicable. When sending mass AtHoc messages, consider multiple “sends” in priority order (i.e., Senior CAT members prior to Luke AFB All).

3.4.11.2. CP will report AtHoc report strength to 56 FW/CC or designee hourly.

3.5. IPR:

3.5.1. Immediately report to duty upon notification of a Recall, Communications Alert, and/or when directed.

3.5.2. Monitor strength/accountability reporting and provide CP with strength/accountability report updates starting at Recall/Comm Alert start time (ST) plus 1.5 hours and every 30 minutes thereafter, unless otherwise directed. In the event of a COMM-Out, IPR will report strength information from group/tenant GCCs IAW **paragraph 4** and **Attachment 6**.

3.5.3. Conduct training on strength accounting and reporting with all GCCs, UCCs or UCMs. Accomplish this training within 30 days of initial appointment and annually thereafter in conjunction with the EOC/UCC training provided by 56 CES/CEX, IAW DAFI 10-2501. IPR must maintain documented training.

3.5.4. Provide Total Force Accountability (TFA) and AFPAAS training to all designated Commanding Officer Representatives (COR) IAW AFI 36-3802, *Force Support Readiness Programs*.

3.5.5. Maintain a current roster of all CORs, GCC, UCC and UCM members.

3.6. CAT Manager (CATM):

3.6.1. Coordinate CAT activities including accomplishment of contingency checklists and coordination of message traffic leaving the wing for HHQ.

3.6.2. Primary CATM will be 56 FW/IGP, Director of Plans. In coordination with 56 OG/CC, 56 FW/IGP will schedule all augmentees filling CAT Director and/or Manager duties.

3.6.3. Establish CAT procedures for the 56 FW/CC and train designated personnel required for the administrative staff and any alternate Managers to include training on the Pyramid Recall System.

- 3.6.4. Maintain CAT Binders for each key member as a back-up to digital procedures.
- 3.6.5. Binders will contain the appropriate checklists and copies of source plans for wartime contingencies, natural disasters, and peacetime exercises. These checklists will come from the appropriate plans or be synthesized from applicable instructions.
- 3.6.6. Monitor the status of wing DEFCON and FPCON actions.
- 3.6.7. Review incoming and outgoing messages and ensure all related taskings are complete.
- 3.6.8. Assist in managing CAT activities.
- 3.6.9. Draft CSDs per direction of the 56 FW/CC or designated representative.
 - 3.6.9.1. Secure 56 FW/CC or designated representative's signature on all CSDs prior to publication.
 - 3.6.9.2. Provide 56 FW/CP a signed and electronic copy of all CSDs for publication.
 - 3.6.9.3. The CAT director and IGP will create and maintain a virtual CAT.
- 3.6.10. Brief the CAT as required at meetings. During any CAT recall, the following briefing items are covered:
 - 3.6.10.1. Situation: A summary of events leading up to the current situation.
 - 3.6.10.2. Intelligence: 56 FW Anti-terrorism Officer (ATO), Air Force Office of Special Investigations (AFOSI) Special Agent, Intelligence Officer (IO) or other Threat Working Group representative will provide a briefing containing information of local and national threats as applicable, along with pertinent intelligence information that may impact the situation.
 - 3.6.10.3. Required Action Items: A summary of contingency plans providing options and requirements for response.
 - 3.6.10.4. Current Status: Completed or pending actions, delays and causes, and estimated completion times, etc.
 - 3.6.10.5. Security Precautions: Physical, document, communications and operations security pertaining to the situation, FPCON status, and recommendations for future implementation.

3.7. All personnel:

- 3.7.1. Provide unit recall monitor with name, grade, residence address, cell phone number, and residence telephone number (as applicable). In addition, update personnel information in Luke AtHoc to include the following sections: My Info, My Device Info, and Base Specific Info. Contact your unit AtHoc End User Manager if you need help updating.
- 3.7.2. Notify supervisor and unit recall monitor immediately when information on recall roster changes.
- 3.7.3. Upon notification of recall, complete PRS actions, and be en route to their duty sections in the utility uniform within 30 minutes of recall notification, unless otherwise directed. READY Augmentees and personnel with READY security responsibilities will adhere to guidance associated with Recalls/Communication Alerts.

3.7.3.1. Contacted individuals will initiate their portion of the telephone Pyramid Recall System, as detailed in their unit recall procedures. Make contact with each individual personally. Information on the mission tasking will not be relayed; discuss only the reporting instructions. If an individual cannot be reached, contact the next person in the recall chain. Advise your UCC or UCM on personnel that could not be reached and that were skipped in the pyramid.

3.7.3.2. All instructor pilots will contact the flying squadron to which they are assigned. Attached pilots will remain at their normal duty station unless the flying squadron commander declares the need for all pilots to report-in. Attached pilots will notify their respective UCC or UCM and report as directed. Squadron pilot trainees will notify their assigned duty section they are present for duty.

3.7.3.3. All personnel will update and utilize AFPAAS IAW AFPASS Total Force Personnel Services Delivery (PSD) Guide. AFPAAS website and the AFPC/PRC toll-free number is located on each recall roster (see [Attachment 2](#)).

4. Recalls and Communication Alerts.

4.1. Recalls provide commanders the ability to call in personnel to duty. Communication Alerts provide commanders the ability to pass information/instructions and direct 100% accountability without recalling personnel to duty. During any Recall/Comm Alert, group commanders are responsible for notifying squadron commanders as applicable and IAW [Attachment 2](#). Personnel reporting to duty for recall purposes will wear operational (utility) uniform vice UOD.

4.1.1. Recall ALPHA.

4.1.2. Used to recall all Luke AFB personnel to report to their respective duty location. All units initiate a recall with 100% notification and accountability IAW the PRS.

4.1.3. All active-duty personnel, Luke AFB civilian personnel, and IMAs gained by 56 FW units are recalled immediately to their duty stations using the PRS. Include personnel on leave, crew rest, shift, or on authorized pass. All assigned personnel must physically report for duty as soon as possible. **All personnel will be en route within 30 minutes of recall notification.**

4.1.4. Recall tenant units immediately to their duty stations using the PRS.

4.1.5. Activate the Crisis Action Team (CAT), IPR, all GCCs, UCCs or UCMs. All functional areas routinely conducting 24-hour operations or requiring crew rest (i.e., security forces, fire department, pilots, medical providers, and controllers) may be recalled or placed on telephone standby as determined by their respective commander.

4.1.6. Resource Augmentee Duty (READY) Augmentees currently performing security duty will be recalled and accounted for by the Security Forces Squadron. Other personnel with READY security responsibilities who are not currently assigned to SFS will be recalled and accounted for by their normal duty organization. Once accounted for immediately report to the Security Forces Squadron.

4.2. Recall BRAVO.

4.2.1. Used to recall 56 FW personnel to report to their respective duty location. All directed units initiate a recall with 100% notification and accountability IAW the PRS and the exceptions listed below.

4.2.2. All active-duty personnel, Luke AFB key/emergency essential civilian personnel, and IMAs gained by 56 FW units are recalled immediately to their duty stations using the PRS.

4.2.2.1. Do not contact personnel on shift work or crew rest; account for them but allow them to report to duty for their normal shift. Deviations per scenario are at commander discretion.

4.2.2.2. Do not contact personnel on leave or TDY, but account for them.

4.2.2.3. Do not recall tenant units or 944 FW personnel.

4.2.3. Do not activate the CAT unless otherwise directed.

4.2.4. Do not activate READY augmentees unless otherwise directed.

4.3. Recall CHARLIE.

4.3.1. Used to recall a specific group, squadron, or agency to report to their respective duty location. All directed units initiate a recall with 100% notification and accountability IAW the PRS or as directed by unit commander.

4.3.2. Installation Commander will direct the CP to recall applicable group commander(s) and/or staff agencies to report to their duty location. CP will contact personnel, as directed by installation commander, to report for duty as soon as possible. **All personnel will be en route within 30 minutes of recall notification.**

4.3.3. Group commanders and/or staff agencies will recall required squadrons/agencies to their duty station using the PRS. If directed, the IPR, GCCs, UCCs or UCMs will stand up immediately upon notification of a Recall CHARLIE.

4.3.4. Installation Commander will direct the CP to recall applicable tenant units to report to their duty location.

4.3.5. Do not activate the CAT unless otherwise directed.

4.3.6. Do not activate READY augmentees unless otherwise directed.

4.4. Recall DELTA.

4.4.1. Used to recall active-duty military personnel to report to their respective duty location. All directed units initiate a recall with 100% notification and accountability IAW the PRS and the exceptions listed below.

4.4.2. All active-duty personnel and IMAs gained by 56 FW units are recalled immediately to their duty stations using the PRS. Contacted personnel must physically report for duty as soon as possible. **All personnel will be en route within 30 minutes of recall notification.** The IPR, GCCs, UCCs or UCMs will stand up immediately upon notification of a Recall Delta.

- 4.4.2.1. Do not contact personnel on shift work or crew rest; account for them but allow them to report to duty for their normal shift. Deviations per scenario are at commander discretion.
- 4.4.2.2. Do not contact personnel on leave or TDY, but account for them.
- 4.4.2.3. Do not contact Luke AFB civilian personnel.
- 4.4.2.4. Do not recall tenant units or 944 FW personnel.
- 4.4.3. Do not activate the CAT unless otherwise directed.

4.5. Recall ECHO (Comm-Out).

- 4.5.1. Used to recall personnel whenever the wing sustains an overall communications failure or if the nature of the threat and need for security dictate and must be used in conjunction with ALPHA, BRAVO, CHARLIE, or DELTA recalls. Squadrons and duty sections should group their personnel into cells by location where personnel live. The process directs individuals to walk or drive to the next individual's residence to pass the information on concerning the recall.

4.6. Communication Alert.

- 4.6.1. Used to pass information/instructions or direct 100% accountability of Luke AFB personnel or specific group/squadron/tenant unit(s) without recalling personnel to their respective duty location. Notification of a Communication Alert is for accountability purposes unless further accompanied by message traffic. Examples of a Communication Alert are: personnel accountability, placing personnel on telephone standby, Pyramid Recall System tests, or any other information the FW/CC needs relayed. UCCs or UCMs will be activated at commander discretion; Communication Alerts will be tracked via commanders in the absence of a UCC or UCM.

4.6.2. Communication Alert ALPHA.

- 4.6.2.1. The same procedures used in Recall Alpha without requiring personnel to report for duty. If activated, GCC, UCCs, or UCMs report to duty station and will track message traffic. IPR will report to duty location for reporting requirements or when directed by the commander. All units will initiate 100% notification and accountability IAW the PRS.
- 4.6.2.2. All active duty personnel, Luke AFB civilian personnel, and IMAs gained by 56 FW units are contacted using the PRS. The last person contacted in the chain will contact the first person in the chain and state who was and was not contacted and their status. Contact information will flow back to the squadron commander (if no UCC or UCM activated), UCCs or UCMs, through the GCCs, and to the IPR.
- 4.6.2.3. Contact tenant units using the PRS. The last person contacted in the chain will contact the first person in the chain and state who was and was not contacted and their status. Contact information will flow back to the squadron commander (if no UCC or UCM activated), UCCs or UCMs through the GCCs, and to the IPR. If GCCs are not activated, group commanders will report status to IPR.

4.6.2.4. All functional areas routinely conducting 24-hour operations or requiring crew rest (i.e., security forces, fire department, pilots, medical providers, and controllers) will be contacted.

4.6.2.5. Do not activate the CAT unless otherwise directed.

4.6.2.6. Do not activate READY augmentees unless otherwise directed.

4.6.3. Communication Alert BRAVO.

4.6.3.1. The same procedures used in Recall BRAVO without requiring personnel to report for duty. If activated, GCCs, UCCs, or UCMs report to duty station and will track message traffic. IPR will report to duty location for reporting requirements or when directed by commander. All directed units will initiate 100% notification and accountability IAW the PRS and the exceptions listed below.

4.6.3.2. All active-duty personnel, Luke AFB key/emergency essential civilian personnel and IMAs gained by 56 FW units are contacted using the PRS. The last person contacted in the chain will contact the first person in the chain and state who was and was not contacted and their status. Contact information will flow back to the squadron commander (if no UCC or UCM activated), UCCs or UCMs through the GCCs, and to the IPR. If GCCs are not activated, group commanders will report status to IPR.

4.6.3.3. Do not contact personnel on shift work, crew rest, leave, or TDY, but account for them. Deviations per scenario are at commander discretion.

4.6.3.4. Do not contact tenant units or 944 FW personnel.

4.6.3.5. Do not activate the CAT unless otherwise directed.

4.6.3.6. Do not activate READY augmentees unless otherwise directed.

4.6.4. Communication Alert CHARLIE.

4.6.4.1. The same procedures used in Recall CHARLIE without requiring personnel to report for duty. If activated, GCCs, UCCs or UCMs report to duty station and will track message traffic. IPR will report to duty location for reporting requirements or when directed by commander. All directed units will initiate 100% notification and accountability IAW the PRS, or as directed by unit commander.

4.6.4.2. Installation Commander will direct the CP to contact applicable group commander(s) and/or staff agencies.

4.6.4.3. Group commanders and/or staff agencies will contact required squadrons/agencies using the PRS. The last person contacted in the chain will contact the first person in the chain and state who was and was not contacted and their status. Contact information will flow back to the squadron commander (if no UCC or UCM activated), UCCs or UCMs, through the GCCs, and to the IPR. If GCCs are not activated, group commanders will report status to IPR.

4.6.4.4. Installation Commander will direct the CP to contact applicable tenant units. The last person contacted in the chain will contact the first person in the chain and state who was and was not contacted and their status. Contact information will flow back to

the squadron commander (if no UCC or UCM activated), UCCs or UCMs, through the GCCs, and to the IPR. If GCCs are not activated, tenant commanders will report status via group commander or direct to IPR as applicable.

4.6.4.5. Do not activate the CAT unless otherwise directed.

4.6.4.6. Do not activate READY augmentees unless otherwise directed.

4.6.5. Communication Alert DELTA.

4.6.5.1. The same procedures used in Recall DELTA without requiring personnel to report for duty. If activated, UCCs or UCMs report to duty station and will track message traffic. IPR will report to duty location for reporting requirements or directed by commander. All directed units will initiate 100% notification and accountability IAW the PRS and the exceptions listed below.

4.6.5.2. All active-duty personnel and IMAs gained by 56 FW units are contacted using the PRS. The last person contacted in the chain will contact the first person in the chain and state who was and was not contacted and their status. Contact information will flow back to the squadron commander (if no UCC or UCM activated), UCCs or UCMs, through the GCCs, and to the IPR. If GCCs are not activated, group commanders will report status to IPR.

4.6.5.3. Do not contact personnel on shift work, crew rest, leave, or TDY, but account for them. Deviations per scenario are at commander discretion.

4.6.5.4. Do not contact Luke AFB civilian personnel. Do not recall tenant units or 944 FW personnel.

4.6.5.5. Do not activate the CAT unless otherwise directed.

4.6.5.6. Do not activate READY augmentees unless otherwise directed.

4.7. CAT Recall.

4.7.1. The Crisis Action Team is a specialized group of personnel designated by the commander to monitor, control, coordinate, and/or direct actions in the 56 FW. The primary location for CAT operations is the 56 FW CP, building S-11. Area 3 on the restricted area badge is required for personnel that perform CAT duties at the primary location. The alternate location for forming the CAT will be declared by the FW/CC at the 56 FW Wing Conference Room, building 452 or the 944th CAT, building 988. There are two types of CAT Recalls: Key CAT Recall and Expanded CAT Recall.

4.7.2. Key CAT Recall. Consists of the following commanders and staff agencies or respective designated alternates: 56 FW/CC, FW/CD, FW/CCC, OG/CC, MSG/CC, MXG/CC, MDG/CC, RMO DIR, CIT DIR, FW/PA, FW/JA, FW/ATO, FW/SE, FW/DS, FW/IGP, CPTS /CC, 944 FW/CC and 56 CS (tech support). If directed, expanded CAT recall will also include OG/IN, OSI, FW/HC, FW/CCP, and FW/MEO at the discretion of 56 FW/CC or designated representative.

4.7.2.1. The CP is responsible for contacting CAT members utilizing AtHoc or via cell phone during comm-out.

4.7.3. Expanded CAT Recall. The Expanded CAT consists of the Key CAT plus all squadron commanders. Group commanders are responsible for notifying squadron/unit commanders during an Expanded CAT recall.

4.7.4. See [Attachment 5](#) for CAT recall pyramid.

4.7.5. All Key CAT members will have a plan in-place to allow for 24-hr operations in the CAT, as required by the incident.

4.7.6. CAT members will be trained in CAT duties, complete AF Emergency Response Operations (MyLearning) CBT, local training, and possess a SECRET security clearance as a minimum. All CAT members will have the current Luke AFB Restricted Area Badge with area 3 open.

4.8. Emergency Operations Center (EOC) Recall:

4.8.1. The 56 MSG/CC, or designated representative, will recall the EOC, through the CP, to support the 56 FW/CC during an emergency situation or major accident/ incident. A major accident or incident may include: hazardous material, Class A mishap, extensive property damage, grave risk of injury or death to installation personnel or the general public, or adverse public reaction. Refer to the Installation Emergency Management PLAN 10-2 (IEMP), for specific instructions on this recall.

5. Accountability Procedures and Personnel Strength/Accountability Reporting:

5.1. Personnel strength reporting and accountability reporting both provide commanders with the number of personnel accounted for at any given time. Personnel strength reporting is primarily used for recalls as it provides the duty status (present for duty, leave, TDY, etc.) of individual members, and in a recall, personnel must report to their unit(s) to be present for duty. Communication Alerts are primarily used for accountability reporting as it provides only the number of personnel verbally or visually confirmed as safe or secure.

5.1.1. Personnel strength reporting is implemented in conjunction with any recall and begins at the Recall start time (ST). All UCCs or UCMs will report personnel strength data to their respective GCCs prior to ST plus 1.5 hours, ensuring sufficient time for GCCs to compile data and report to IPR at ST plus 1.5 hours. GCCs, UCCs, and UCMs will continue to report personnel strength every 30 minutes until 100% recall status is achieved.

5.1.2. Strength reporting data will include total assigned, present for duty, TDY, leave, other (i.e., hospital, prison), and percent accounted for. Each UCC or UCM will use a hardcopy version of the Recall Strength Reporting Slide (see [Attachment 6](#)) in the event of relocation or communication outage. Each group and unit are responsible for maintaining the Recall Strength Reporting Slide.

5.1.2.1. IAW AFI 10-201, *Force Readiness Reporting*, paragraph 5.4.2, AFR and ANG personnel attached to a RegAF unit will not be included in RegAF force personnel calculation (**T-1**) Likewise, RegAF personnel attached to AFR and ANG units will not be included in the AFR and ANG personnel calculation (**T-1**)

5.1.3. Accountability reporting via Communication Alerts will be initiated by the CP at the direction of the 56 FW/CC or authorized designee. All UCCs or UCMs will report accountability data to their respective GCCs prior to the Comm Alert start time plus 1.5 hours, ensuring sufficient time for GCCs to compile data and report to IPR at start time

plus 1.5 hours. GCCs, UCCs, and UCMs will continue to report accountability data every 30 minutes until 100% accountability status is achieved. All efforts should be taken to verbally or visually confirm safety of respective personnel. If not contacted at work, on cell phone, or at home, units will continue to attempt to locate the individual. After attempting to contact all personnel, report missing names to GCCs and continue to attempt to find remaining personnel. Unless directed, do not contact shift workers or personnel on crew rest that are known to be off-base; exception could be for off-base contingencies requiring associated accountability of off-base personnel or as directed by procedures in the PRS (i.e., Recall/Comm Alert ALPHA).

5.2. IPR will provide the GCCs a strength, LeaveWeb, and DTS roster every time an accountability event takes place. Every GCC is to review and print a hard copy of the strength roster which will be maintained in their continuity binder in preparation for Comm-Out Recall (ECHO) requirement.

5.3. In the event of a Comm-Out Recall (ECHO), UCCs or UCMs will report strength to their respective GCCs by any means possible, or with a runner. GCCs will report for their squadrons directly to the IPR using the printed out, manual accounting format from [Attachment 6](#). IPR will provide status updates to the 56 FW/CC through the CP.

5.4. For Recalls, group, squadron, or other UCCs or UCMs must be able to inform commanders of available manpower pool. As a guide, use the following objectives:

5.4.1. Fifteen percent of personnel accounted for within 1.5 hours.

5.4.2. Sixty-five percent of personnel accounted for within 3 hours.

5.4.3. Eighty-five percent of personnel accounted for within 4 hours.

5.5. IAW DAFI 36-3802, *Force Support Readiness Programs*, all individuals and units will utilize the Air Force Personnel Accountability and Assessment System (AFPAAS) for Total Force Accountability (TFA). All organizations responsible for UCCs will have Commanding Officer Representatives (CORs) with AFPAAS access trained and in-place, as applicable, to report unit accountability to the IPR. AFPAAS does not replace the PRS but should be used in conjunction with when applicable (i.e., national emergencies/incidents requiring TFA). See [Attachment 2](#) for AFPAAS website and AFPC/PRC phone number which will reside on each unit's PRS roster.

5.6. 56th Force Support Squadron Customer Support (56 FSS/FSMPC), is the point of contact for duty status inquiries.

6. CAT Operations.

6.1. CAT Composition. The 56 FW/CC will recall the appropriate level of the Crisis Action Team (key or expanded) and can modify the existing CAT levels as required to fit the situation. The 56 FW/CC will designate the location for the CAT if different from primary/alternate location.

6.2. Key Staff Binders. Key Staff Binders contain the relocation procedures/checklist. Use these procedures in case of loss of network, bomb threats, security breaches, power outages, or any other event that requires the evacuation of Building S-11.

6.3. All members of the CAT will perform the following tasks:

- 6.3.1. Coordinate and track all actions for which they are designated OPR, including coordination with other OPRs.
- 6.3.2. Prepare required message traffic implementing actions for which they are OPR.
- 6.3.3. Assist the CATM in preparing required briefings.
- 6.3.4. Provide the CATM pertinent information for inclusion in a CSD.
- 6.4. The Threat Working Group representative (ATO, AFOSI, IO) will perform the following tasks upon recall to CAT:
 - 6.4.1. Search for intelligence information to keep the Commander/CAT informed. Time permitting, the Threat Working Group will be used as a primary source of information/review.
 - 6.4.2. Provide current Intel briefing during CAT briefs, as required by 56 FW/CC or designated representative.
 - 6.4.3. Provide the CATM information for inclusion in CSDs as appropriate.
- 6.5. Commander's Staff Directive (CSD) Procedures:
 - 6.5.1. Units will provide CATM/IGP information for inclusion in a CSD for which they are considered the OPR for that action.
 - 6.5.2. All CSDs will be reviewed by the CATM (when CAT is activated) and signed by the 56 FW/CC or designated representative prior to distribution.
 - 6.5.3. Distribute unclassified CSDs through CP to all Luke personnel via e-mail and Network Alerting System when possible. Receipt and attainment status will be up channeled. Unit/flight UCCs – Squadron UCCs – Group GCCs – CP – FW/CC.
 - 6.5.4. Distribute classified CSDs through CP on a need-to-know basis. Groups will send runners to sign for CSDs. Mark classified CSDs according to DOD 5200.1R, Information Security.
- 6.6. Sustained Operations. During sustained operations, CAT members will receive a detailed changeover brief from the previous group representative. Members will also ensure the completion of the following items:
 - 6.6.1. Review all message traffic to include the latest CSDs.
 - 6.6.2. Review all open items and check on the status of actions requiring completion.
 - 6.6.3. Maintain events log and provide inputs to CATM/IGP as required.
 - 6.6.4. Provide slide inputs to the CATM (when applicable or as soon as requested) to the CAT briefings.
 - 6.6.5. Provide SITREP inputs to the CAT Manager. Report progress on open items, new equipment purchased/assembled, new Force Protection/Anti-Terrorism needs identified, and primary mission effectiveness.
 - 6.6.6. Keep track of personnel status and equipment operability for their unit.

7. CAT Equipment Requirements:

7.1. Secure communications including:

- 7.1.1. Secure Voice (located in the console of CP).
- 7.1.2. Two Classified stations, one SIPRNET for the commander's position and one standalone Classified station dedicated for CAT briefings.

7.2. Non-Secure Communications:

- 7.2.1. A minimum of three NIPRNET computers: one for commander's position, one for briefing display, and one for creation of CSDs. Planning will include preparation to equip each Key CAT member with NIPRNET access.
- 7.2.2. Two projectors for use with computers for CAT briefing presentations.
- 7.2.3. Phone lines for each Key CAT position.

JASON M. RUESCHHOFF
Brigadier General, USAF
Commander

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

AFI 10-201, *Force Readiness Reporting*, 22 December 2020 w/ AFI10-201_DAFGM2023-01, 6 June 2023

AFI 33-322, *Records Management and Information Governance Program*, 23 March 2020 w/IC1 28 July 2021

DAFI 10-2501, *Emergency Management Program*, 16 October 2023

DAFI 10-208-AETCSUP, *Continuity of Operations (COOP) Program*, 17 November 2023

DAFI 36-3003, *Military Leave Program*, 24 August 2020, w/ GM2023-04, 11 August 2023

DAFI 36-3802, *Force Support Readiness Programs*, 9 January 2019 w/ IC1 21 November 2021

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

DAFI 36-129, *Civilian Personnel Management and Administration, Chapter 7*, 6 April 2023

56 FW Installation Emergency Management Plan (IEMP) 10-2, 8 June 2023

Abbreviations and Acronyms

AFI—Air Force Instruction

AFMAN—Air Force Manual

AFPD—Air Force Policy Directive

AFRIMS—Air Force Records Information Management System

AFPAAS—Air Force Personnel Accountability and Assessment System

AFPC—Air Force Personnel Center

CAT—Crisis Action Team

CP—Command Post

CSD—Commander's Staff Directive

CUI—Controlled Unclassified Information

C2—Command and Control

EOC—Emergency Operations Center

EM—Emergency Management

FW—Fighter Wing

GCC—Group Control Centers

IMA—Individual Mobilization Augmentee

INWS—Installation Notification and Warning System

IPR—Installation Personnel Readiness

OAR—Organization Account Representative

OPR—Office of Primary Responsibility

PRC—Personnel Readiness Cell

PRS—Pyramid Recall System

RDS—Records Disposition Schedule

RegAF—Regular Air Force

ST—Start Time

TFA—Total Force Accountability

UCCs—Unit Control Centers

UCMs—Unit Control Managers

Attachment 2

SAMPLE RECALL ROSTER PYRAMID (CUI WHEN FILLED IN)

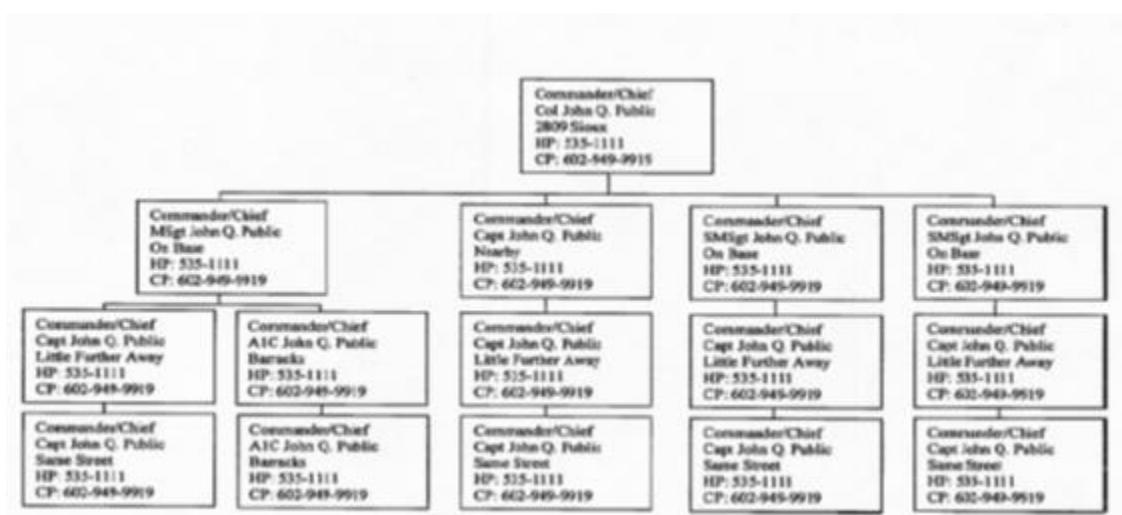
A2.1. CONTROLLED UNCLASSIFIED INFORMATION (CUI).

A2.1.1. All recall rosters will contain the Privacy Act Statement/AFPAAS web site, AFPC Toll Free Number, and CUI header.

A2.1.2. Information for personnel will include: rank, name, address, cell phone, and home phone (if applicable).

AFPC/PRC Toll-Free Number: 1-800-435-9941 AFPAAS website: <https://afpaas.af.mil>

Figure A2.1. Sample Recall Roster Pyramid.



Note: The information herein is CUI 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.

Figure A2.2. Recall/Comm Alert Procedures:

There are two basic “plays” under the Pyramid Recall System (PRS) with variations ALPHA through ECHO under each. A “Recall” is used to direct specified individuals to physically report to their unit, while a “Communication Alert” passes/receives information down the pyramid without individuals physically reporting for duty. Recalls and Comm Alerts both imply taking accountability for specified personnel. For Comm Alerts, GCC, UCC, or UCM and CAT activation is per respective commander discretion.

If you are notified of a Recall/Communication Alert, notify the person below you on the recall pyramid. If you cannot reach the assigned individual, note the name and skip down to the next person and notify them and pass on all personnel not contacted to the first person in the chain of the recall. DO NOT BREAK THE CHAIN. Personnel at the end of the recall roster will report the status of the recall including any individual(s) not contacted to the member at the top of their pyramid branch. Members at the top of each branch will contact member at the top of their pyramid chain until unit CC is notified. Applicable operational/utility uniform will be worn.

RECALL/COMMUNICATION ALERT ALPHA. Start time is _____(L) hours.

ACTION: All units initiate a Recall/Comm Alert with 100% notification and accountability IAW the PRS. All active duty military (including IMAs gained by 56 FW units), Luke AFB civilian personnel and tenant units will be recalled. Include personnel on leave, crew rest, shift, or on authorized pass. All assigned personnel must physically report for duty as soon as possible. **All personnel will be en route within 30 minutes of recall notification.** The CAT, IPR, GCCs and all UCCs or UCMs will stand up immediately upon notification of a Recall ALPHA.

RECALL/COMMUNICATION ALERT BRAVO. Start time is _____(L) hours.

ACTION: All directed units initiate a Recall/Comm Alert with 100% notification and accountability IAW the PRS and the exceptions listed below. All active duty military (including IMAs gained by 56 FW units) and Luke AFB key civilian personnel will be recalled. Do not contact personnel on shift work or crew rest; account for them but allow them to report to duty for their normal shift. Do not contact personnel on leave or TDY, but account for them. Do not recall tenant units or 944 FW personnel. Deviations per scenario are at commander discretion. Contacted personnel via "Recall" must physically report for duty as soon as possible. **All personnel will be en route within 30 minutes of recall notification.** The IPR, GCCs, and all UCCs or UCMs will stand up immediately upon notification of a Recall BRAVO.

RECALL/COMMUNICATION ALERT CHARLIE. Start time is _____(L) hours.

ACTION: CP will contact personnel, as directed by the installation commander, to report for duty as soon as possible. The CP will notify applicable group commander(s) who will recall required squadrons/agencies and activate the appropriate GCC, UCC, or UCM. All directed units initiate a Recall/Comm Alert with 100% notification and accountability IAW the PRS, or as directed by unit commander. The UCC or UCM will gather data and report to GCC or IPR as applicable. If directed, the IPR, GCCs and all UCCs or UCMs will stand up immediately upon notification of a Recall CHARLIE. **All personnel will be en route within 30 minutes of recall notification.**

RECALL/COMMUNICATION ALERT DELTA. Start time is _____(L) hours.

ACTION: All directed units initiate a Recall/Comm Alert with 100% notification and accountability IAW the PRS and the exceptions listed below. All active duty military (including IMAs gained by 56 FW units) will be recalled. Do not contact personnel on shift work or crew rest; account for them but allow them to report to duty for their normal shift. Do not contact personnel on leave or TDY, but account for them. Do not contact Luke AFB civilian personnel, tenant units, or 944 FW personnel. Deviations per scenario are at commander discretion. Contacted personnel via "Recall" must physically report for duty as soon as possible. **All personnel will be en route within 30 minutes of recall notification.** The IPR, GCCs, and all UCCs or UCMs will stand up immediately upon notification of a Recall DELTA.

RECALL/COMMUNICATION ALERT ECHO. Start time is _____(L) hours.

ACTION: (Comm-Out) Initiated when overall communications fail or if the nature of the threat and need for security dictate. Recall ECHO must be used in conjunction with ALPHA, BRAVO, CHARLIE, or DELTA recall. A Comm-Out recall involves groups and subordinate units running their pyramid recall rosters with the individuals walking or driving to the next individual's residence to pass the recall information and/or wait for pick up.

Important Numbers: UCC/UCM: ###-#### **Emergency Response:** 911 **EOC Position:** ###-###-### **AFPC/PRC Toll-Free Number:** 1-800-435-9941 --- **AFPAAS website:** <https://afpaas.af.mil>

Attachment 3

COMMANDERS NON-AVAILABILITY LETTER

Figure A3.1. Commanders Non-Availability Letter.



DEPARTMENT OF THE AIR FORCE
56TH _____ (AETC)
LUKE AIR FORCE BASE ARIZONA

Date

MEMORANDUM FOR Group CC (and others internally, as appropriate)

56 FW/CP (Command Post)

56 SFS/SFCC (SFS Desk)

FROM: Appropriate Office Symbol

SUBJECT: Notification of Acting Commander

1. The following individual will be the acting Commander for (Squadron) from (Date/time) to (Date/time).

Rank/Name	Office	Duty Phone	Home Phone	Cell Phone
Rank/Name	XXXX	856-XXXX	(XXX) XXX-XXXX	*(XXX) XXX-XXXX

* Identifies Primary means of notification

2. Information contained herein is personal and will not be disclosed to the public without consent of the individual concerned.
3. This letter supersedes all letters same subject.

//Signed//
Signature Block

cc: Each individual

"The information herein is CUI 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."

Attachment 4

FIRST SERGEANTS NON-AVAILABILITY LETTER

Figure A4.1. First Sergeants Non-Availability Letter.

DEPARTMENT OF THE AIR FORCE
56TH _____ (AETC)
LUKE AIR FORCE BASE ARIZONA

Date

MEMORANDUM FOR Group CC (and others internally, as appropriate)

1st Sergeants
56 FW/CP (Command Post)
56 SFS/SFCC (SFS Desk)
Luke American Red Cross

FROM: Appropriate Office Symbol

SUBJECT: Notification of Acting First Sergeant

1. The following individual will be the acting First Sergeant for (Squadron) from (Date/time) to (Date/time).

<u>Rank/Name</u>	<u>Office</u>	<u>Duty Phone</u>	<u>Home Phone</u>	<u>Cell Phone</u>
<i>Rank/Name</i>	<i>XXXX</i>	<i>856-XXXX</i>	<i>(XXX) XXX-XXXX</i>	<i>*(XXX) XXX-XXXX</i>

* Identifies Primary means of notification

2. Information contained herein is personal and will not be disclosed to the public without consent of the individual concerned.
3. This letter supersedes all letters same subject.

//Signed//

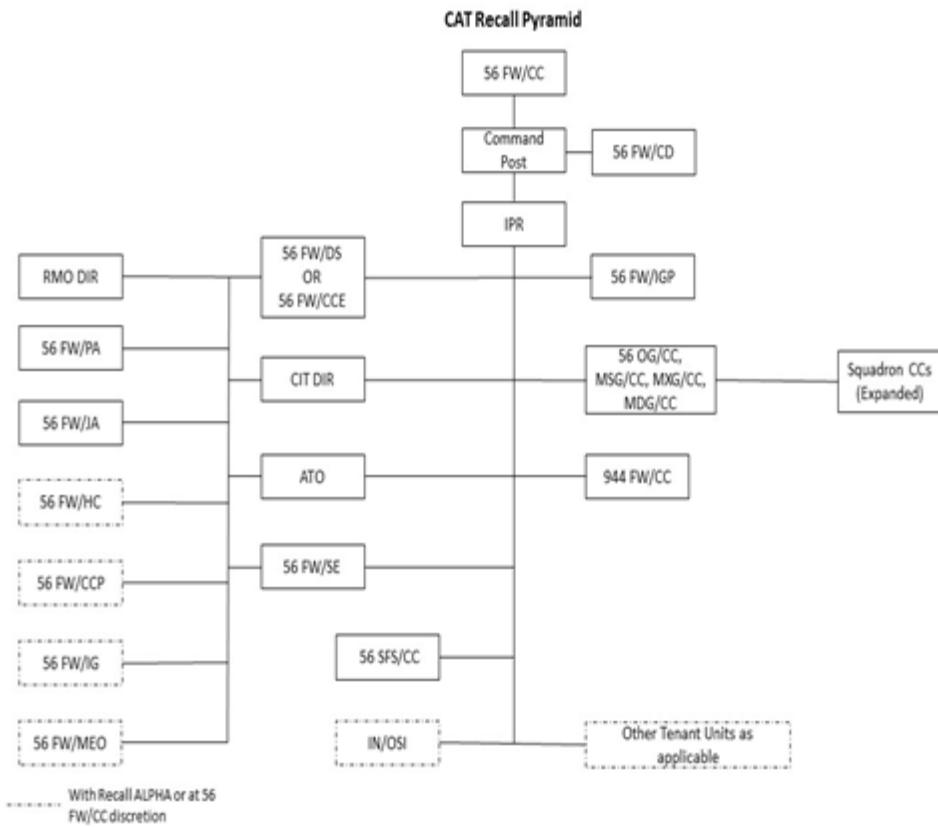
Signature Block

cc: Each individual

"The information herein is CUI 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."

Attachment 5
CAT RECALL PYRAMID

Figure A5.1. CAT Recall Pyramid.



Attachment 6

SAMPLE RECALL STRENGTH REPORTING SLIDE

Table A6.1. Sample Recall Strength Reporting Slide.

	Squadron:					
	POC:					
	Phone:					
	Date:					
	Time (local):					
	Recall Start Time:					
		Initial #	ST + 1.5 Hrs	ST + 2.0 Hrs.	ST + 2.5 Hrs	ST + 3 Hrs
1.	Enter the <u>Total</u> number of <u>Personnel Assigned</u> (This is your unit's total strength; this number does not change.)		(use initial #)	(use initial #)	(use initial #)	(use initial #)
2.	Enter the number of personnel on <u>TDY</u> :		(use initial #)	(use initial #)	(use initial #)	(use initial #)
3.	Enter the number of personnel on <u>Leave</u> :		(use initial #)	(use initial #)	(use initial #)	(use initial #)
4.	Enter the number of personnel in <u>Other Status</u> : (Included here are personnel who are not required to report for duty as they are accounted for in MilPDS -- i.e.: LUKEAFB BIRD/Wildlife Acft Hazard Mgmt Program prisoner, correctional custody, quarters, hospital):		(use initial #)	(use initial #)	(use initial #)	(use initial #)
5.	Total Number of <u>Personnel NOT AVAILABLE</u> : (this is the sum of blocks 2-4 above)		(use initial #)	(use initial #)	(use initial #)	(use initial #)
6.	Enter the number of personnel <u>AVAILABLE</u> : (Number does not		(use initial #)	(use initial #)	(use initial #)	(use initial #)

	change; this is the number of Personnel Assigned - Personnel TDY - Personnel Leave - Other)				
7.	Enter the number of personnel <u>Present for Duty</u> . This number is what you update as people sign in, plus shift work and crew rest personnel that are scheduled to report later.				
8.	Total Accounted for: item 5 plus 7. Report this number to your GCC.				
9.	<u>Percentage of</u> personnel Present for Duty: (This is the total number of personnel present for duty (block 7) <u>divided by</u> the total number of personnel available (block 6).)				

Definitions:

Total Assigned: Data provided by MilPDS through IPR

Present for Duty: Personnel present at duty location (shift/crew rest considerations apply)

TDY: Regular (i.e., DTS orders) or contingency (CED orders)

Leave: Ordinary, Convalescent or Permissive TDY (does not include pass i.e deployment R&R/special passes)

Other: Includes members in confinement, hospitalized, on quarters, or PCS'd/separated who have not dropped from unit rolls