

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

**MACDILL AIR FORCE BASE  
INSTRUCTION 10-202**



**2 NOVEMBER 2021**

**Operations**

**RECALL PROCEDURES**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This instruction implements Air Force Policy Directive (AFPD) 10-2, *Readiness*. It applies to all personnel assigned or attached to the 6th Air Refueling Wing (ARW) and tenant organizations assigned to MacDill Air Force Base (AFB) including, but not limited to the 927th ARW, 290th Joint Communications Support Squadron (JCSS), 45th Aeromedical Evacuation Squadron (AES), Air Force Office of Special Investigations (AFOSI) Detachment (Det) 340, and Avon Park Air Force Range. Recall of Headquarters (HQ) United States Special Operations Command (USSOCOM), HQ United States Central Command (USCENTCOM), and Joint Communications Support Element (JCSE) personnel will be directed by their respective commanders. The 6 ARW Command Post will notify USSOCOM, USCENTCOM, and JCSE of recalls directed by the Wing Commander (6 ARW/CC) in response to a natural disaster or pertinent peacetime contingencies (i.e., Force Protection Condition [FPCON] change). This publication may be supplemented at any level, but all direct Supplements must be routed to the OPR of this publication for coordination prior to certification and approval. 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 (IAW) the Air Force Records Disposition Schedule (RDS), which is located in the Air Force Records Information Management System (AFRIMS). Refer recommended changes and questions about this publication 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. Compliance with attachments **2, 4, 5, and 6** in this publication are mandatory. The authorities to waive wing/unit level requirements in this

publication are identified with a Tier (“T-0, T-1, T-2, T-3”) number following the compliance statement. See DAFI 33-360, Publications and Forms Management, for a description of the authorities associated with the Tier numbers. Submit requests for waivers through the chain of command to the appropriate Tier waiver approval authority, or alternately, to the requestor’s commander for non-tiered compliance items. This instruction requires the collection and maintenance of information protected by the Privacy Act of 1974 authorized by 10 U.S.C. 8013, Secretary of the Air Force: powers and duties; delegation by, and E.O. 9397. The applicable System of records notices F036 AF A, *Biographical Data and Automated Personnel Management System*, and DPR 39 DoD, *DoD Personnel Accountability and Assessment System*, apply and are available at <http://dpclo.defense.gov/Privacy/SORNs.aspx>. The use of the name or mark of any specific manufacturer, commercial product, commodity, or service in this publication does not imply endorsement by the Air Force.

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

This document has been substantially revised and must be thoroughly reviewed. Major changes include: several organizational name changes (i.e. 6 AMW to 6 ARW), incorporation of the updated Incident Command System, addition of a “Test and/or information dissemination” recall, clarification of Crisis Action Team and Battle Staff personnel, clarification on tenant unit notifications, removal of “For Official Use Only” and addition of “Controlled Unclassified Information”, updated requirements on marking recall rosters, and additional clarification of recall procedures.

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## 1. Overview.

1.1. The purpose of this instruction is to outline required procedures to recall personnel, specialized teams, and command functions per commander authority and maintain accountability of personnel assigned to MacDill AFB.

## 2. Roles and Responsibilities.

2.1. The Commander, 6th Air Refueling Wing (6 ARW/CC) or designated representative will direct recall of MacDill AFB personnel as required.

2.2. Commanders will:

2.2.1. Initiate unit recalls when directed by 6 ARW/CC or as required/needed by subordinate commanders.

2.2.2. Assign a recall monitor.

2.2.3. Ensure recall roster(s) are maintained on all personnel assigned to their unit and are accessible to their respective Group Control Centers (GCCs)/Unit Control Centers (UCCs) and their respective unit's command section.

2.2.4. Ensure their respective GCCs/UCCs are staffed and trained to implement recall procedures accurately and in a timely manner.

2.2.5. Ensure unit members understand the importance of safeguarding their recall rosters as critical information (CI) and of properly destroying obsolete rosters. Recall rosters are not to be used as social rosters.

2.2.6. Develop procedures to recall and/or relay information to assigned mission partners as outlined in [Attachment 2](#) of this instruction and any other on or off-base agency with which they have significant support agreements. When the decision is made to include mission partners in a recall, the tasked group responsible for notifying the mission partner will contact them and relay instructions as received from the MacDill Command Post (MCP) or Crisis Action Team (CAT).

2.2.7. Ensure all offices and functions that require after-hours response maintain a current stand-by personnel roster or current stand-by phone number on file with the MCP.

2.2.8. Maintain accurate AtHoc® information for assigned personnel and assign an AtHoc® unit administrator.

2.2.8.1. Unit commanders are responsible for the recall actions of their personnel and must ensure their individuals assigned to MacDill AFB update their personal contact information in AtHoc® routinely, using the AtHoc® self-service module (purple globe icon at the bottom right-hand corner of government computer task bars). The AtHoc® system is only as effective in notifying personnel as the information contained in its database; therefore, all personnel newly assigned to MacDill AFB must update their personal contact information in AtHoc® upon reporting to their unit. All Military personnel are required to provide name, organization, duty phone, duty email, and an after-hours contact phone number. Participation by civilian personnel is highly encouraged.

- 2.2.8.2. The AtHoc® system will be used to the maximum extent possible; however, each unit must maintain the capability to immediately recall their people in the event that AtHoc® is not functioning properly. Unit Commanders will ensure they have an AtHoc® unit administrator to manage unit information and initiate unit level recall/information distribution. The MCP can issue AtHoc® administrative accounts.
- 2.3. GCCs/UCCs will:
- 2.3.1. Implement recall procedures.
  - 2.3.2. Account for all required personnel.
  - 2.3.3. Activate as soon as possible in preparation for deployment operations to ensure accurate accounting and reporting of personnel.
- 2.4. Unit Recall Monitors will:
- 2.4.1. Establish internal recall procedures and develop telephone and degraded communication recall rosters.
  - 2.4.2. Be responsible for consolidating strength data and reporting it as outlined in [paragraph 5](#).
  - 2.4.3. Be a member of their respective GCCs/UCCs.
- 2.5. The 6 CES/CEX will provide training for GCC/UCC personnel (see AFI 10-2501, *Emergency Management Program*).
- 2.6. MCP will:
- 2.6.1. Maintain a list of Battle Staff and CAT members with alternates IAW [para 3.2 and 3.3](#) of this instruction.
  - 2.6.2. Maintain a working catalog of unit recall rosters, provided by units IAW [para 3.5.9](#) of this instruction.
  - 2.6.3. Maintain a working catalog of stand-by rosters and stand-by numbers, as required.
- 2.7. CAT members will immediately inform MCP any time their contact information changes or when another individual relieves them of their CAT duties.
- 2.8. All unit members will:
- 2.8.1. Ensure they have a copy of the recall roster at all times.
  - 2.8.2. Provide updates to the unit recall monitor if their information changes.
  - 2.8.3. Ensure they protect and properly destroy recall rosters according to the National Institute of Standards and Technology (NIST) Special Publication 800-88, Revision 1, *Guidelines for Media Sanitation* (<https://nvlpubs.nist.gov/nistpubs/SpecialPublications/NIST.SP.800-88r1.pdf>), once recall roster has met its records disposition (see [paragraph 3.6.5](#)).

### 3. General Recall Descriptions.

3.1. Recall. Direction given to personnel to report to a specified duty section. Personnel will report as soon as possible unless given other instructions. When reporting as soon as possible, individuals will report without delay (if at home, don a duty uniform and do not delay to shower, shave, etc.).

#### 3.2. Battle Staff

3.2.1. The Battle Staff consists of the 6 ARW/CC, 927 ARW/CC, 6 ARW/CV, 6 ARW/CCC, 6 ARW/DS, 6 OG/CC, 6 MXG/CC, 6 MSG/CC, 6 MDG/CC, 927 ARW/OG, 927 MXG/CC, 927 MSG/CC, 6 ARW/XP, 6 ARW/CP, 6 ARW/JA, 6 ARW/PA, 6 SFS/CC and CAT Director.

#### 3.3. CAT

3.3.1. The CAT consists of the Battle Staff, CAT Admin, 6 ARW/IG, 6 ARW/SE, 6 CPTS/CC, 6 CS/CC, Weather, Intel, Installation Deployment Office, and Mission Partners as directed by the installation commander. CAT Director is responsible for managing CAT administration personnel, and notifies them of CAT activation.

3.4. There are ten types of Recall Responses available to the commander.

3.4.1. Recall Response 1: All wing personnel recalled with Individual Protective Equipment (IPE) and mobility bags (if issued).

3.4.2. Recall Response 2: All wing personnel recalled without IPE or mobility bags.

3.4.3. Recall Response 3: Battle Staff or CAT.

3.4.4. Recall Response 4: Emergency Operations Center (EOC).

3.4.5. Recall Response 5: Telephone Standby.

3.4.6. Recall Response 6: Mission essential personnel required for generation.

3.4.7. Recall Response 7: Mission essential personnel required for mobility.

3.4.8. Recall Response 8: Mission essential Hurricane Recovery Team (HRT) personnel.

3.4.9. Recall Response 9: Necessary augmentee personnel.

3.4.10. Recall Response 10: Test of the Wing recall system or information dissemination.

3.5. Recall Options. There are three Recall Options available under the Recall Responses.

3.5.1. Option A: Activate Commanders Support Staff (CSS), Unit Control Centers (UCC) and Group Control Centers (GCC) with Accountability Directed of those personnel as identified in Recall Response ONLY.

3.5.2. Option B: Activate CSS, UCCs and GCCs with Accountability NOT Directed.

3.5.3. Option C: Accountability NOT Directed.

3.6. Recall roster instructions.

3.6.1. Recall rosters containing personally identifiable information (PII) are protected under the Privacy Act (PA) of 1974 (5 U.S.C. 552a) per AFI 33-332, *Privacy and Civil Liberties Program*, and under the Freedom of Information Act (5 U.S.C 552) per DOD5400.7-R\_AFMAN33-302, *Freedom of Information Act Program*.

3.6.2. Per DoDI 5200.48, *Controlled Unclassified Information (CUI)*, recall rosters will be marked with “CUI” at the top and bottom. Additionally, recall rosters will require a CUI Designation Indicator (see [Figure 1](#), and paragraphs [3.6.2.1-3.6.2.5](#)). Refer to DoDI 5200.48 and AFGM2021-16-01, *Air Force Guidance Memorandum for Controlled Unclassified Information (CUI)*, for proper marking of documents containing CUI (formally FOUO) such as documents that contain personal, financial, law enforcement, legal, medical information, etc..

**Figure 1. CUI Designator Indicator for MacDill AFB Recall Rosters.**

Controlled by: [Name of DoD Component] (Only if not on letterhead; e.g. Unit)
Controlled by: [Name of Office]
CUI Category: (List category or categories of CUI)
Distribution/Dissemination Control:
POC: [Phone or email address]

3.6.2.1. Controlled by, First Line: List the Unit who is the OPR for the recall roster.

3.6.2.2. Controlled by, Second Line: List the Office who is the OPR for the recall roster.

3.6.2.3. CUI Category: The CUI Category for recall rosters is “PRVCY”

3.6.2.4. Distribution/Dissemination Control. For recall rosters, the Distribution/Dissemination Control in the CUI Designator Indicator will be “DL ONLY.” This indicates that recall rosters are only to be disseminated to those individuals, organizations, or entities included on an accompanying dissemination list. The distribution list will be placed on the recall roster and must identify only those personnel/organizations/entities authorized to receive copies of the recall roster with a need to know for their official duties. See [Figure 2](#) for an example of a distribution list.

**Figure 2. Distribution List Example.**

<b>Distribution List:</b>	
Recall Roster Members	
UCC	XXX-XXX-XXXX
Commander	XXX-XXX-XXXX
First Sgt	XXX-XXX-XXXX
Flight Commander	XXX-XXX-XXXX
Flight Chief	XXX-XXX-XXXX
Key Spouse Coordinator	
Etc.	

3.6.2.5. POC. List the Point of Contact for the recall roster duty phone or duty email address; preferably list the duty phone.

3.6.3. Additionally, to comply with DoDI 5200.48, AFGM2021-16-01 and AFI 33-332, para 7.3.1, recall rosters will contain the following statement: “The information herein is CONTROLLED UNCLASSIFIED INFORMATION (CUI) which must be protected under the Freedom of Information Act (Title 5 United States Code Section 552) and/or the Privacy Act of 1974. Unauthorized disclosure or misuse of this PERSONAL INFORMATION may result in disciplinary action, criminal and /or civil penalties.”

3.6.4. Ensure recall rosters, which are accessible or viewable through SharePoint® or similar web base applications, shared drives, folders, and/or directories, are properly safeguarded to where only individuals who have an official need-to-know in the performance of official duties may gain access or view (Reference MACDILLAFBI 33-301, *Enterprise Information Management – SharePoint®*).

3.6.5. All records generated as a result of recall procedures will be maintained as official records under disposition instruction T 33 – 46 R 27.00 as further described in the Air Force Records Information Management System (AFRIMS).

3.6.6. Destroy recall rosters when record has met its records disposition (see [paragraph 3.6.5](#)) by any means approved for classified destruction or by means identified in NIST Special Publication 800-88, Revision 1 (<http://csrc.nist.gov/publications/PubsSPs.html>). Additionally, electronic records that contain PA, PII, and/or other CUI material will be destroyed IAW with this NIST SP 800-88, Revision 1 as established in DoDI 5200.48, and AFGM2021-16-01.

3.6.7. Unlisted telephone numbers must be listed on the roster with the annotation “unlisted” or “UL”. Civilian personnel may exclude unlisted numbers from the printed roster. Military members are required to provide an after-hours contact phone number. All members should be encouraged to include their information to ensure mission accomplishment. At a minimum, their immediate supervisor must be able to contact them in the event of a natural or manmade disaster.

3.6.8. Ensure recall rosters include key civilian personnel and IMA. IMAs and civilians do not have to be recalled for alert notification tests and exercises unless essential to the unit’s mission. Recall rosters can be annotated so these individuals are not recalled for exercises or notification tests.

3.6.9. Recall rosters are to be reviewed monthly for accuracy and a copy sent to the MCP no later than the 15th day of the month.

3.6.10. An example of information that needs to be included on recall roster is in [Attachment 6](#).

3.6.11. The list of CAT members with alternates (that the MCP maintains) will include current addresses and telephone numbers and will be verified on a monthly basis.

#### 4. Recall Execution.

4.1. General: MCP will initiate required pyramid recall notifications as directed by 6 ARW/CC or designated alternate and will provide a recall start time.

4.2. Battle Staff and/or CAT Activation:

4.2.1. 6 ARW/CC or designated representative directs the MCP to activate the Battle Staff and/or CAT.

4.2.2. MCP will notify the Battle Staff and/or CAT members as directed. The required additional personnel will be recalled through command channels.

4.2.3. CAT members will normally be recalled to the CAT Area, Building 54. If another location is selected, members will be notified at the time of the recall. When possible, members will report a minimum of 10 minutes prior to the scheduled briefing time to review applicable messages and recall additional personnel as needed.

4.2.4. The CAT should form as soon as possible, but no later than 1 hour from commander's direction or at the scheduled briefing time.

4.2.5. In the event of virtual Battle Staff or CAT, Microsoft Teams CVR is the primary method. An alternate method is via conference call.

4.3. Recall Response Procedures:

4.3.1. All units will initiate their pyramid recall procedures and CAT members will report to the Building 54 as soon as possible or as directed.

4.3.2. Unit commanders may utilize AtHoc® or C2IMERA for recall and notification if procedures incorporate message receipt functions that are documented, trained, and validated by the unit recall monitor. Unit Commanders are responsible for ensuring unit personnel data is current within the systems. It is the commander's responsibility to meet recall/accountability timelines IAW [paragraph 5.2.3](#) of this instruction.

4.3.3. Each contacted individual will:

4.3.3.1. Initiate their portion of the telephone pyramid as detailed in their unit recall procedures. Contact will be made directly with each individual required to be recalled. Messages left with other people or on answering machines are not sufficient for recall purposes. Information on the mission tasking will not be relayed, only reporting instructions will be discussed. If an individual cannot be reached, contact the personnel the absent individual would normally call. Do not delay your response to continue attempts to contact unaccounted for personnel. Advise your UCC of personnel that could not be reached in the pyramid. The UCC or designated representative will continue to attempt contact with all people that were not contacted with the initial pyramid recall.

4.3.3.2. Report to their normal duty station unless directed otherwise. Dress is the utility uniform/Airman Battle Uniform or Operational Camouflage Pattern Uniform (civilian clothing as required for mission-essential civilian personnel). During incidents where immediate response of emergency personnel is required, the duty uniform requirement may be waived by the unit for those personnel not at home when notified of the recall. In these cases, the unit will arrange for personnel to change into the duty uniform as soon as the situation allows. Attached aircrew members will remain at their normal duty station unless the OG/CC declares the need for all their respective crewmembers to report in. The attached crewmembers will then notify their respective UCC and report as requested.

4.3.4. UCCs will make every attempt to make personal contact with all required unit personnel not contacted with the pyramid recall. If telephone contact cannot be made, the unit commander should consider the needs of the mission before sending runners to search for unaccounted for personnel.

#### 4.4. Degraded Communication:

4.4.1. Degraded Communication recall procedures will be implemented if a recall is necessary but normal communications procedures are not available.

4.4.2. If runners are required, the MCP will direct the 6th Security Forces Squadron (6 SFS) to contact the 6 ARW/CC and inform them of the situation. The runners will then return to the MCP and relay any instructions received from the 6 ARW/CC.

4.4.3. As directed by the 6 ARW/CC, the MCP will provide addresses to and direct the 6 SFS to dispatch patrols to the following senior leaders' on-base residences:

4.4.3.1. 6 ARW/CV, 6 OG/CC, 6 MXG/CC, 6 MSG/CC, and 6 MDG/CC.

4.4.3.2. 927 ARW/CC. **NOTE:** When 927 ARW/CC is residing off base, 927 ARW Superintendent, Command Post will develop degraded communication recall procedures.

4.4.4. On Base Notification: MCP will notify the Base Defense Operations Center (BDOC) to dispatch sound equipped security forces vehicles to common use, base dormitory, and housing areas. Additionally, the MCP will utilize Base Public Address System (Giant Voice), and Land Mobile Radio network as necessary.

4.4.5. Off Base Notification: With the approval of 6 ARW/CC, the MCP will notify Public Affairs (6 ARW/PA) who will use the installations public web page, social media sites and request local television and radio media to announce the recall of MacDill AFB personnel.

4.4.6. When contacted, individuals will initiate their portion of the unit's Degraded Communication notifications, then report to duty. A Degraded Communication recall involves individuals walking or driving to the next individual's residence to pass the recall instructions. If an individual cannot be reached, contact the personnel the absent individual would normally contact. Advise your UCC of personnel that could not be reached.

4.4.6.1. Unit Degraded Communication recall procedures should be organized by geographic locale to the maximum extent possible to minimize the amount of time and distance between successive contacts. Units should utilize maps or printed directions to assist in locating individuals' homes.

4.4.6.2. UCCs will make every attempt to make contact with all unit personnel. If contact cannot be made, the unit commander should consider the needs of the mission before sending runners to search for unaccounted for personnel.

4.5. All Mobility Personnel with Mobility Bags (MOBAGs) and IPE (Recall Response 1): Upon a Recall Response 1, ensure all personnel on mobility status report to work with their IPE and mobility bag for processing.

4.6. All Mobility Personnel, no MOBAGs or IPE (Recall Response 2): Upon a Recall Response 2, ensure all personnel on mobility status report to work for processing (no mobility bag or IPE required).

4.7. Battle Staff or CAT (Recall Response 3): Upon direction of the 6 ARW/CC or designated alternate the MCP will recall the Battle Staff or CAT.

4.8. EOC (Recall Response 4): Upon direction of the 6 MSG/CC, Incident Commander or EOC Director the MCP will recall the EOC.

4.9. Telephone Standby (Recall Response 5):

4.9.1. Units will complete their pyramid alert notifications and remain on telephone standby. If the UCCs and GCCs are formed, the groups will report recall status in accordance with **paragraph 5** of this instruction.

4.9.2. Required personnel will remain available for contact by telephone to receive further instructions. Individuals will ensure their telephone is maintained in working order and able to be answered without delay. If an individual's telephone is inoperative or they need to be away from their telephone, they will contact their supervisor and inform them of their whereabouts.

4.10. Mission Essential Generation Personnel (Recall Response 6):

4.10.1. This option gives the commander the ability to tailor personnel mustered for aircraft generation while minimizing the disruption of other base functions. This option may require additional time to prepare and organize forces prior to execution of the recall. Preparations may be initiated with a Recall Response or deliberate planning.

4.10.2. The MCP will contact the 6 ARW/CV, 927 ARW/CC, Gp/CCs, and 6 ARW/DS and relay information on the mission being directed and any other guidance from the 6 ARW/CC. Upon receiving notification, Gp/CCs and the 6 ARW/DS will initiate their recall and CAT members will report to the WOC as soon as possible or as otherwise directed.

4.10.3. Commanders will use available time prior to execution of the selective recall to prepare for anticipated mission sets to include setting shift schedules, assigning aircrew to appropriate alert posture, or initiating crew rest.

4.10.4. Selected individuals, except those in crew rest, will be personally notified of the selective recall. Recalled personnel will immediately report to their duty sections. Personnel assigned to a shift later in the day will remain on telephone standby and report for their shift as previously directed.

4.10.5. Individuals in crew rest will remain in crew rest until alerted. Once alerted, aircrew assigned to mobility should report with mobility gear. Air traffic controllers and other personnel in crew rest will report for their designated shift.

4.11. Mission Essential Deployment Personnel (Recall Response 7):

4.11.1. This option gives the commander the ability to tailor personnel mustered for deployment while minimizing the disruption of other base functions. Individuals required for the deployment process (UDMs and IDO) will report as directed. Preparations may be initiated with a Recall Response or deliberate planning.

4.11.2. The MCP will contact the 6 ARW/CV, 927 ARW/CC, Gp/CCs, and 6 ARW/DS and relay information on the mission being directed and any other guidance from the 6 ARW/CC. Upon receiving notification, Gp/CCs and the 6 ARW/DS will initiate their recall and CAT members will report to the WOC as soon as possible or as otherwise directed.

4.11.3. Commanders will use available time to determine deployment needs, prepare for anticipated mission sets to include setting shift schedules, and assigning personnel.

4.12. Mission essential Hurricane Recovery Team (HRT) personnel (Recall Response 8):

4.12.1. This option gives the commander the ability to tailor personnel to implement Hurricane response plans while minimizing impacts to individual evacuation preparation. Individuals required for Hurricane preparation will report for duty immediately or when directed.

4.12.2. The MCP will contact the 6 ARW/CV, 927 ARW/CC, Gp/CCs, and 6 ARW/DS and relay information and any other guidance from the 6 ARW/CC. Upon receiving notification, all identified HRT personnel will report to the designated meeting point (e.g. work location, base theater, etc.) as soon as possible or as otherwise directed.

4.13. Necessary Augmentee Personnel (Recall Response 9):

4.13.1. Only the 6 ARW/CC or 6 ARW/CV has the authority to activate augmentees.

4.13.2. Recall will be accomplished through the applicable chains of command IAW MACDILLAFBI 10-243, *Augmentation Duty Program*.

4.13.3. There are two groups of augmentees that may be recalled.

4.13.3.1. Security Forces.

4.13.3.2. Search and Recovery.

4.13.4. The 6 MSG/CC or Deputy Commander (6 MSG/CD) may request activation of 6 SFS augmentees IAW MACDILLAFBI 10-243.

4.13.5. Contacted augmentees will report to their assigned unit and sign in for accountability and then immediately report to their augmentation duty sections.

4.14. Test of the Wing Recall System and Information Dissemination (Recall Response 10):

4.14.1. Status reports are not required nor will the augmentee program be implemented.

4.14.2. This test is designed to evaluate the effectiveness of the recall system or pass essential information. Personnel are not required to report to their duty stations.

4.14.3. Called units will record the time the communications test is completed (last person contacted) and report the results back to their group recall monitor, who will telephonically report the results to the UCCs and GCCs. If UCCs and GCCs are not activated, the results will be relayed to the MCP. This information will be provided no later than close of business the first duty day following the test or as directed.

## 5. Reporting Accountability.

5.1. Accountability can be directed by the installation commander using recall Option A of this instruction. If accountability is required due to natural disaster or national emergency, it will be done IAW AFI 36-3802, *Force Support Readiness Programs*, using the Air Force Personnel Accountability and Assessment System (AFPAAS).

5.2. Accountability directed by Installation Commander. UCCs will report their manning strength to their applicable GCC as required through Option A. GCCs will report their unit's accountability information directly to the CAT Admin, via C2IMERA or alternate method. WSA will report unit manning strength information through the 6 ARW/DS, GCC, or their own UCC. This information will be reported initially when the UCC is manned and a minimum of every hour until 100% of the unit and group is accounted for.

5.2.1. Personnel already at their duty sections or in crew rest are considered accounted for. Personnel on leave, TDY, or officially detained or excused from duty may be accounted for by reference to their official documentation such as leave forms, TDY orders, etc.

5.2.2. Augmentee recall strength reporting and accounting will be accomplished by the individual's augmented unit.

5.2.3. The CAT Admin will compile the information from C2IMERA or alternate method and provide the CAT Director with updates on the current strength status, a minimum of every hour, beginning 1 hour after recall start time (RST). For Recall Option A, the following objectives apply:

5.2.3.1. 10% of available personnel present or accounted for within 1 hour of RST.

5.2.3.2. 50% of available personnel present or accounted for within 2 hours of RST.

5.2.3.3. 100% of available personnel present or accounted for within 3 hours of RST.

- 5.2.3.4. All recall messages ([Attachment 4](#) and [Attachment 5](#)) for TDY/leave personnel generated/sent within 4 hours of RST.
- 5.2.3.5. UCCs will be prepared to provide copies of all recall messages to their GCC or CSS representative as requested.
- 5.2.4. The strength reports for the CSS, GCCs, and UCCs will include: 1) total assigned personnel, 2) total available for duty, 3) total present for duty or accounted for, and 4) total percentage present for duty. The Unit Status Worksheets (see [Attachment 3](#)) are a guide to aid data collection and reporting.
- 5.3. Accountability directed by Higher Headquarters using AFPAAS. In the event of a disaster or national emergency (real world or exercise) and when directed by AF Leadership, AFPAAS is the system used to attain and report Total Force accountability and direct actions taken by the 6 ARW. When a Geographical Area of Interest (GAOI) is established, units will be directed to utilize AFPAAS to conduct accountability for personnel identified within the GAOI. AFPAAS actions apply to personnel specified in chapter 5 of AFI 36-3802.
- 5.3.1. When MacDill AFB is outside of the GAOI. MacDill AFB units will utilize AFPAAS to account for all personnel, to include leave and TDY members, who are in the GAOI. Individual units will add identified personnel to the event in AFPAAS and account for them. 6 FSS Installation Personnel Readiness Office (IPR) will monitor AFPAAS to ensure units meet timelines for accountability and provide updates/make recommendations to the 6 ARW/CC for action, and pass information to appropriate personnel via Recall Response 10 of this instruction. The 927 ARW/CC will be informed of the event and determine the appropriate response based on the specific event.
- 5.3.2. When MacDill AFB is inside the GAOI. The installation commander and personnel will follow instructions identified by HQ AMC or AFPC/DP2W. MCP will ensure messages are passed to all applicable personnel, including tenant units, via any means available, including distributed notification specified in [Attachment 2](#) of this instruction. Personnel will utilize AFPAAS to report their own status as well as their dependents' and their current location, to include their displacement, if required. Designated unit personnel accountability duty status monitors will monitor AFPAAS until 100% Total Force Accountability has been obtained via AFPAAS. 6 FSS IPR will monitor AFPAAS to ensure units meet timelines for accountability and provide updates/make recommendations to the 6 ARW/CC for action. If 100% evacuation of the local GAOI is required, 6 FSS IPR will take over for the individual units and conduct AFPAAS accountability.

BENJAMIN R. JONSSON, Colonel, USAF  
Commander

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

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

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

**AFI 10-2501**, *Emergency Management (EM) Program*, 10 Mar 2020

**AFGM2021-16-01**, *Air Force Guidance Memorandum Controlled Unclassified Information*, 22 July 2021

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

**AFI 33-332**, *Air Force Privacy and Civil Liberties Program*, 10 Mar 2020

**AFI 36-3802**, *Force Support Readiness Programs*, 9 Jan 2019

**DoDM 5400.07\_AFMAN 33-302**, *Freedom of Information Act Program*, 26 Apr 2018

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

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

**MACDILLAFBI 10-243**, *Augmentation Duty Program*, 24 Apr 2018

**MACDILLAFBI 33-301**, *Enterprise Information Management – SharePoint®*, 13 May 2019

MacDill Air Force Base, *Installation Deployment Plan (IDP)* 22 Jul 2019

MacDill Air Force Base *Emergency Mass Notification System CONOPS*

6 ARW *Incident Command System CONOPS*

***Adopted Forms***

AF Form 847, *Recommendation for Change of Publication*

***Abbreviations and Acronyms***

**6 ARW**—6th Air Mobility Wing

**6 ARW/CC**—Wing Commander

**6 ARW/CCC**—Command Chief

**6 ARW/CV**—Vice Commander

**6 ARW/DS**—Director of Staff

**6 ARW/JA**—Legal Office

**6 ARW/PA**—Public Affairs

**6 CES/CEX**—6th Civil Engineer Squadron, Readiness and Emergency Management Flight

**6 OG/CC**—6th Operations Group Commander

**6 LRS/LGRF**—6th Logistics Readiness Squadron, Readiness Flight

**6 MDG/CC**—6th Medical Group Commander

**6 MSG/CC**—6th Mission Support Group Commander

**6 MSG/CD**—6th Mission Support Group Deputy Commander

**6 MXG/CC**—6th Maintenance Group Commander

**6 SFS**—6th Security Forces Squadron

**927 ARW**—927th Air Refueling Wing

**AAFES**—Army and Air Force Exchange Service

**AES**—Aeromedical Evacuation Squadron

**AFB**—Air Force Base

**AFOSI**—Air Force Office of Special Investigations

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

**AFPD**—Air Force Policy Directive

**AMC**—Air Mobility Command

**BDOC**—Base Defense Operations Center

**CAT**—Crisis Action Team

**CI**—Critical Information

**CONUS**—Continental United States

**MCP**—MacDill Command Post

**CSS**—Crisis Action Team Support Staff

**CUI**—Controlled Unclassified Information

**Det**—Detachment

**FOIA**—Freedom of Information Act

**FOUO**—For Official Use Only

**FPCON**—Force Protection Condition

**GAOI**—Geographical Area of Interest

**GCC**—Group Control Centers

**HQ**—Headquarters

**HRT**—Hurricane Recovery Team

**IMA**—Individual Mobilization Augmentees

**IPE**—Individual Protective Equipment

**JCSE**—Joint Communications Support Element

**JCSS**—Joint Communications Support Squadron

**MOBAG**—Mobility Bag

**PA**—Privacy Act

**TDY**—Temporary Duty

**TFA**—Total Force Accountability

**UCC**—Unit Control Centers

**USCENTCOM**—United States Central Command

**USSOCOM**—United States Special Operations Command

### *Terms*

**R-hour**—The designated starting time of a recall for measuring higher headquarters timing, it begins when the initiating commander issues the recall order.

**Total Assigned**—The total number of personnel assigned to the organization (each unit is responsible for controlling their denominator of personnel for reporting purposes).

**Accounted For**—Individuals with positively established whereabouts through personal contact with the individual or by reference to official records such as leave forms, temporary duty (TDY) orders, or equivalent.

**Present For Duty**—Unit personnel physically present at their duty section.

**Total Available For Duty**—All assigned personnel that can be recalled to their duty sections including those on Continental United States (CONUS) leave or TDY. For exercises, those on leave, TDY, or otherwise officially detained or excused may be excluded by direction of the recalling commander.

**Percent Present or Accounted For**—Percentage of total present or accounted for compared to total available for duty.

**Attachment 2****TENANT UNIT NOTIFICATION/RECALL**

**A2.1. Each Group is responsible for.** Developing appropriate procedures and maintaining current contact information with supported tenants, and all other on-base or off-base agencies for which they have significant support agreements. Recall of tenant units will be specifically directed in the recall instruction when their presence is required.

A2.1.1. When the decision is made to include tenant or supported units in a recall, the tasked group responsible for notifying the unit as detailed in **paragraph A2.2** will contact the unit and relay instruction as received from the MCP or CAT, when activated.

**A2.2. The following agencies are responsible for.** Maintaining current contact for the supported agencies.

A2.2.1. 6 ARW/Staff notifies:

A2.2.1.1. USCENTCOM Command Center through MCP

A2.2.1.2. USSOCOM Command Center through MCP

A2.2.1.3. JCSE through MCP

A2.2.1.4. AFOSI through MCP

A2.2.1.5. Area Defense Council through 6 ARW/JA

A2.2.2. 6 MXG notifies:

A2.2.2.1. Precision Measurement Equipment Laboratory through 6 MXS

A2.2.3. 6 MSG notifies:

A2.2.3.1. Defense Investigative Service through 6 SFS

A2.2.3.2. Army and Air Force Exchange Service (AAFES) through 6 FSS

A2.2.3.3. Commissary through 6 FSS

A2.2.3.4. Major construction contractors through 6 CES and 6 CONS

A2.2.3.5. Corps of Engineers - Jacksonville through 6 CES

A2.2.3.6. Corps of Engineers - Mobile through 6 CES

A2.2.3.7. Defense Fuels Support Center through 6 LRS/LGRF

A2.2.3.8. American Red Cross

A2.2.4. USCENTCOM notifies all subordinate units and direct support agencies.

A2.2.5. USSOCOM notifies all subordinate units and direct support agencies.

## Attachment 3

## UNIT STATUS WORKSHEET

Figure A3.1. Unit Status Worksheet Example.

## USEFUL DATA FOR CALCULATING PERSONNEL STATUS:

Total Assigned: \_\_\_\_\_

## DATA FOR PERSONNEL UNAVAILABLE FOR DUTY:

# Local Leave*		# Excused by Unit CC	
# CONUS Leave Outside Local Area*		# Otherwise Officially Detained Or Unavailable	
# OCONUS Leave*		# At Safe House	
# CONUS TDY*		# At Safe Haven	
# OCONUS TDY*			

\*Unavailable for duty during exercises only

\_\_\_\_\_ Total Available = \_\_\_\_\_ Total Assigned - \_\_\_\_\_ Total Unavailable

## DATA FOR PERSONNEL PRESENT OR ACCOUNTED FOR:

Personally Contacted	
Physically Present At Their Duty Section	
Leave	
TDY	
Crew Rest	
Otherwise Accounted For	

Total # Accounted For: \_\_\_\_\_

$$\text{Percent Present or Accounted For} = \frac{(\# \text{ Present or Accounted For}) * 100}{(\# \text{ Available})}$$

## USEFUL DEFINITIONS:

**Total Assigned:** The total number of personnel assigned to the organization.

**\*Available for Duty:** All assigned personnel that can be recalled to their duty sections including those on CONUS leave or TDY. For exercises, those on leave, TDY, or otherwise officially detained or excused may be excluded by direction of the recalling commander.

**Accounted For:** Positively establishing the whereabouts of an individual by personal contact with the individual, or by reference to official records such as leave forms, TDY orders, or equivalent.

**Present for Duty:** Unit personnel physically present at their duty section.

**Attachment 4****RECALL OF TDY PERSONNEL**

**A4.1. Personnel TDY out of the local area (within the CONUS) who are required to return will be recalled by phone first.** If unsuccessful in reaching the member by phone, the member is to be recalled by recall message. UCCs will prepare recall messages by either wing recall guidance or unit commander direction. Recall messages will be sent no later than R-Hour+4 hours.

**A4.2. ATTEMPT TO CALL FIRST! For exercises and real world, attempt to call the members first prior to proceeding to the recall message. (DO NOT transmit message for exercises).**

**A4.3. During wing exercises.** All messages recalling personnel from TDY will be annotated “EXERCISE, EXERCISE, EXERCISE” and **will not be transmitted.**

Figure A4.1. Recall of Personnel on TDY Example.



CUI  
 DEPARTMENT OF THE AIR FORCE  
 6TH AIR REFUELING WING (AMC)  
 MACDILL AIR FORCE BASE, FLORIDA

DD MMM YYYY

MEMORANDUM FOR

FROM: *Unit/CC*

SUBJECT: (U) Recall of TDY Personnel

1. (U) The following personnel are TDY to your unit. Request your assistance notifying personnel to return to their home station immediately. Request members contact home station Commander's Support Staff (CSS) or Commander ASAP. Your assistance is greatly appreciated.

(CUI)

GRADE	NAME	SSN	AFSC	ATTACHED UNIT
E-5	DOE, JOHN	XXX-XX-XXXX	1C3X1	6 LRS
O-3	DOE, JANE	XXX-XX-XXXX	19ZXC	6 FSS

2. (U) If you have any questions, you can contact my UCC at DSN XXX-XXXX.

JOHN E. DOE, Lt Col, USAF  
 Commander, *Unit*

Controlled by: [Name of DoD Component] ( <i>i.e. Unit, Note: this line may be omitted if letter is being sent from a "6 ARW" Office; e.g. 6 ARW/SE, 6 ARW/JA, etc.</i> ) Controlled by: [Name of Office] ( <i>e.g. Office Symbol, OPR for letter and maintains official record copy</i> ) CUI Category: PRVCY Distribution/Dissemination Control: FED ONLY POC: [Duty Phone or email address]
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The information herein is CONTROLLED UNCLASSIFIED INFORMATION (CUI) information which must be protected under the Freedom of Information Act (Title 5 United States Code Section 552) and/or the Privacy Act of 1974. Unauthorized disclosure or misuse of this PERSONAL INFORMATION may result in disciplinary action, criminal and/or civil penalties.

**MISSION FOCUSED...VALUED AIRMEN**

CUI

**Attachment 5****RECALL OF LEAVE PERSONNEL**

**A5.1. Personnel on leave out of the local area (within the CONUS) who are required to return will be recalled by phone first.** If unsuccessful in reaching the member by phone, the member is to be recalled by recall message. UCCs will prepare recall messages by either wing recall guidance or unit commander direction. Recall messages will be sent no later than RST+4 hours.

**A5.2. ATTEMPT TO CALL FIRST! For exercises and real world, attempt to call the members first prior to proceeding to the recall message. (DO NOT transmit message for exercises).**

**A5.3. During wing exercises:** All messages recalling personnel from leave will be annotated “EXERCISE, EXERCISE, EXERCISE” and **will not be transmitted.**

**Figure A5.1. Recall of Personnel on Leave Example.**

**DEPARTMENT OF THE AIR FORCE  
6TH AIR REFUELING WING (AMC)  
MACDILL AIR FORCE BASE, FLORIDA**

DD Month YYYY

MEMORANDUM FOR LT JANE E. DOE  
1045 E. 10TH AVE  
BAYONNE, NJ 07002

FROM: 6 FSS/CC

SUBJECT: Recall of Leave Personnel

1. Lt Jane E. Doe, SSN XXX-XX-XXXX, you are instructed to return to your place of duty immediately. A military emergency exists that requires termination of your leave. Return immediately to your duty station by the most expeditious means available.
2. Contact home station Commander's Support Staff (CSS) or Commander ASAP at DSN XXXXXXXX or Commercial (XXX) XXX-XXX. Your assistance in this matter is greatly appreciated.

JOHN E. DOE, Lt Col USAF  
Commander, 6th Force Support Squadron

**MISSION FOCUSED...VALUED AIRMEN**

## Attachment 6

## 6ARW REVERSE SIDE OF RECALL ROSTER EXAMPLE

Figure A6.1. 6ARW Reverse Side of Recall Roster Example.

## RECALL ROSTER INSTRUCTIONS

- Recall. Direction given to personnel to report to a specified duty section. Personnel will assume a requirement to report as soon as possible unless given other instructions. Individuals will report without delay (if at home, don a duty uniform, and don't delay to shower, shave, etc.).
- Battle Staff or Crisis Action Team(CAT) activation is directed by the Installation Commander and notification is conducted via Command Post.

**Responses. There are 10 types of Recall Responses available to the Commander.**

- Recall Response 1: All wing personnel recalled with Individual Protective Equipment and mobility bags (If issued).
- Recall Response 2: All wing personnel recalled without Individual Protective Equipment or mobility bags.
- Recall Response 3: Battle Staff or CAT.
- Recall Response 4: Emergency Operations Center (EOC).
- Recall Response 5: Telephone Standby.
- Recall Response 6: Mission essential personnel required for generation.
- Recall Response 7: Mission essential personnel required for mobility.
- Recall Response 8: Mission essential Hurricane Recovery Team(HRT) personnel.
- Recall Response 9: Necessary augmentee personnel.
- Recall Response 10: Test of the Wing recall system or information dissemination.

**Recall Options. There are 3 Recall Options available under each of the Response Measures.**

- Option A: Activate Commanders Support Staff(CSS), Unit Control Centers (UCC) and Group Control Centers (GCC) with Accountability Directed of those personnel as identified in Recall Response ONLY.
- Option B: Activate CSS, UCCs and GCCs with Accountability NOT Directed
- Option C: Accountability NOT Directed

**Recall Response Procedures:**

- All units will initiate their pyramid recall procedures and CAT members will report to the Building 54 as soon as possible or as directed.
- Each contacted individual will:
  - Initiate their portion of the telephone pyramid as detailed in their unit recall procedures.
  - Contact will be made directly with each individual required to be recalled.
  - Messages left with other people or on answering machines are not sufficient for recall purposes.
  - Information on the mission tasking will not be relayed, only reporting instructions will be discussed.
  - If an individual cannot be reached, contact the personnel the absent individual would normally call.
  - Do not delay your response to continue attempts to contact unaccounted for personnel.
  - Advise your UCC of personnel that could not be reached in the pyramid.
  - Report to their normal duty station unless directed otherwise.
  - Dress in the ABU or OCP (civilian clothing as required for mission-essential civilians), unless otherwise stated.