

**BY ORDER OF THE COMMANDER
366TH MOUNTAIN HOME AFB**

MOUNTAINHOME AIR FORCE BASE 10-202

11 FEBRUARY 2010

Operations

PYRAMID RECALL



COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements Air Force Policy Directive (AFPD) 10-2, *Readiness*. It establishes responsibilities and procedures for the alerting/recall of base personnel in the event of national emergencies, contingencies or other events as directed by the Commander, 366th Fighter Wing (366 FW) or authorized key personnel. Alerts/recalls may be necessary to support war plans, periods of increased readiness, emergency key/emergency-essential civilian personnel. Use this instruction in conjunction with AFI 10-207, *Command and Control*; AFI 10-402V1, *Mobilization, Planning, and Personnel Readiness*; AFI 10-403, *Deployment Planning and Execution*; AFH 10-416, *Personnel Readiness and Mobilization*; AFI 10-2501, *Air Force Emergency Management (EM) Program Planning and Operations*; and AFI 33-332, *Air Force Privacy Act Program*. Ensure all records created as a result of processes prescribed in this publication are maintained in accordance with (IAW) Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of IAW Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS) located at <https://www.my.af.mil/gICC-af61a/afirms/afirms/>. Contact supporting records managers as required. Refer recommended changes and questions regarding this publication to the office of primary responsibility (OPR) using AF Form 847, *Recommendation for Change of Publication*, route AF Forms 847 through the base publications and forms manager.

PRIVACY ACT STATEMENT: This publication requires the collection and or maintenance of information protected by the Privacy Act of 1974. Documents generated as a result of this instruction will contain a Privacy Act Statement (PAS). The authority to collect and or maintain the records prescribed in this publication are Executive Order 9397, Title 10, United States Code (USC) 8013, *Secretary of the Air Force: powers and duties; delegation by*, and Executive Order (E.O.) 9397 (10 USC 8013). Systems of records notice F011 AFA, *Locator, Registration and Postal Directory Files* apply.

SUMMARY OF CHANGES

Updated organizations and office symbols. Added "For accountability recalls during natural or manmade disasters or crisis, Air Force personnel and family members are encouraged to log into <https://afpaas.af.mil> or call 1-800-435-9941 to report individual and family member status" to paragraph **1.3**. Updated **Attachment 5**, *366th Fighter Wing General Recall Pyramid*.

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1. Recall Procedures. Mountain Home AFB (MHAFB) may be required to increase its readiness posture to prepare for or respond to many possible scenarios, including exercises or inspections, severe weather, increased terrorist threat, contingency operations, or general war. There is a continuous threat of terrorism, sabotage, and other clandestine or covert activities against U.S. civilian and military installations.

1.1. Recall execution postures the wing for contingency operations and involves activities such as installation control center (ICC) activation, unit control center (UCC) stand up, personnel accountability, sortie generation, and disaster response. 366 FW/CC will determine the extent and type of recall.

1.2. The pyramid system provides a means to rapidly spreading alert messages and recalling personnel within a unit, beginning with the key position in each organization down to the lowest levels of the command chain. Each person notified will pass the recall information to others. See **Attachments 2**, *Recall Roster Template Front*, and **Attachment 3**, *Mandatory*

Use Recall Roster Back, for proper formatting of recall rosters. Units are authorized to add information to the back of the recall roster as long as the mandatory items in place.

1.3. Immediate action is required by each individual to pass recall information and ensure continuity of the pyramid. Prompt response to the recall is required, tempered only by safety. For accountability recalls during natural or manmade disasters or crisis, AF personnel and family members are encouraged to log into <https://afpaas.af.mil>, or call 1-800-435-9941 to report individual and family member status.

1.4. Continuity of the pyramid is essential. Therefore, when an individual cannot be contacted, the person attempting contact is responsible for alerting all personnel whom the absent person would normally contact. In the event an individual cannot be contacted, that information is passed to the next available person. Personnel at the bottom of the pyramid or unit-designated representatives will contact their UCC and work center to inform them their portion of the pyramid recall is complete. Additionally, personnel at the bottom of the pyramid or unit-designated representatives will forward names of personnel not contacted to their UCC and work center as directed.

1.5. Upon arrival, each person must report/sign-in at their UCC, then duty section and receive a briefing explaining why they were recalled. Strength reports are consolidated by the UCC. Strength reporting procedures are outlined in Section 2 of this instruction.

1.6. 366 FW agency chiefs and unit commanders will periodically brief their personnel on 366 FW recall procedures. They must stress the importance of expeditious and safe response, relay accurately the recall message to those under them on the pyramid, and to report any changes that will affect the pyramid system, immediately.

1.7. Update recall rosters and publish a minimum of once each month. Group commanders are responsible for ensuring rosters for their group/staff agencies are current and accurate. Group and wing staff agency recall rosters will be forwarded to 366 FW/CP (Command Post) "366FW.CP@mountainhome.af.mil" no later than the 1st of each month.

1.7.1. Each recall roster must contain the following: recall pyramid, list of 366 FW recall types, and marked For Official Use Only (top, bottom, front, and back). Units are encouraged to place additional unit specific information on the recall rosters. The pyramid system will work only when the chain is unbroken. In the event a person cannot be contacted, the person attempting contact becomes responsible for notifying those individuals in the pyramid structure below the individual who cannot be contacted. They must also pass the names of the personnel who have not been contacted. Personnel need to instruct all adult members of their families on the importance of recall notification. This appendix requires the collection and/or maintenance of information protected by the Privacy Act of 1974. The authority to collect and/or maintain the records prescribed in this appendix is Title 10, USC Section 8013. Consult AFI 33-332 for specific guidance on statements.

1.8. During nonduty hours, and when directed by 366 FW/CC or designated representative, 366 FW/CP will initiate the recall type directed by contacting individuals identified in this plan. Each unit commander or Director of Staff (DS) will then activate their pyramid recall plan.

1.9. During normal duty hours, 366 FW/CP is responsible for contacting all group commanders and 366 FW/DS. Group commanders and 366 FW/DS are then responsible for further recall notification of assigned personnel.

1.9.1. 366 FW/CC determines the type, option(s) and extent of the recall.

1.9.2. 366 FW/CP Emergency Actions controllers will:

1.9.2.1. Define and communicate Recall Initiation Time (RIT) in local time.

1.9.2.2. Complete the appropriate recall Quick Reaction Checklist (QRC).

1.9.2.3. Contact the 366th Security Forces Squadron (366 SFS) and request a sentry for ICC entry control point (ECP) duties if in Force Protection Condition (FPCON) Charlie or other emergency circumstances exist.

1.9.3. Squadrons/units will initiate 24-hour UCC operations until further notice and recall in accordance with (IAW) this instruction.

1.9.4. When authorized by 366 FW/CC, commanders may excuse personnel from responding to a recall (days off, leave, passes, etc.). Commanders may exempt selected individuals involved in essential peacetime activities (e.g., aircrew in crew rest, hospital shift personnel, AF Office of Special Investigations (AFOSI), etc.). Personnel operating 24-hour work centers or currently not on duty during a recall may be placed on telephone stand-by instead of being recalled. It is the unit commander or agency chief's decision to place shift workers on telephone stand-by.

1.9.5. UCCs will begin strength reporting IAW this instruction.

1.9.6. Personnel response:

1.9.7.1. Recalled personnel who feel they cannot safely and legally respond to a recall (e.g., under the influence of medications or alcohol), will notify their supervisor immediately.

1.9.7.2. Recalled personnel will not shave, shower or eat prior to reporting to their work center. Response to a recall is not a sufficient reason to exceed normal speed limits or drive without due care and caution.

1.9.7.3. Recalled personnel will report to their normal duty stations in uniform (battle dress uniform (BDU)/Airman battle uniform (ABU)/flight suit) with the appropriate gear as soon as possible.

1.9.7.4. During recall responses, personnel will increase security, vigilance, and antiterrorism awareness incrementally based on the force protection condition (FPCON) and should assume recall procedures are monitored.

1.9.8. Augmentees will report to their normal duty locations and wait for tasking from their unit.

1.10. Recalls are not accomplished by public announcement (news media) unless 366 FW/CC or designated representative advises otherwise. Press releases will only be as directed by the appropriate higher headquarters (HHQ) or 366 FW/CC (Commander) through 366 FW/Public Affairs. The actual reason for a recall will not be announced. The word "exercise" is used when appropriate. Personnel will respond to recalls as directed.

1.11. Although units must be able to recall personnel from leave or temporary duty (TDY), no action will be taken locally to require physical return of these members unless specifically directed by the appropriate major command, HHQ, or 366 FW/CC.

2. Strength Reporting:

2.1. Recall phase starts with approval of 366 FW/CC or designated representative, and ends when wing accountability is 100 percent or as directed by 366 FW/CC or designated representative.

2.2. As soon as possible after a recall, UCCs will begin strength reporting procedures. Upon activation, liaison officers (LNO) will call the ICC Emergency Action (EA) controllers to obtain RIT, if not known. LNOs will relay RIT to each UCC in their group.

2.2.1. Theater Battle Management Computer System (TBMCS) is the primary strength reporting tool.

2.2.2. Strength reports should flow directly from UCCs to LNOs to the ICC. The ICC Director briefs 366 FW/CC on the recall status.

2.2.3. Report data NLT the following timeline:

UCC UPDATE	LNO UPDATE	ICC DIRECTOR
RIT + 0:40	RIT + 0:45	RIT + 1:00
RIT + 1:40	RIT + 1:45	RIT + 2:00
RIT + 2:40	RIT + 2:45	RIT + 3:00

2.2.4. Each report will include:

2.2.4.1. Total number contacted (but not present for duty) + present for duty. Percent of available personnel contacted or reported for duty (number present for duty + contacted, divided by number available).

2.2.4.2. Only the first report will include:

2.2.4.2.1. Total assigned.

2.2.4.2.2. Total excused (which includes leave, TDY, hospital/quarters, confined, exempt, in-processing, out-processing).

2.2.4.2.3. Total available (assigned - excused).

2.2.4.3. Strength reporting goals are as follows:

2.2.4.3.1. 80 percent of available personnel contacted or present for duty RIT+2 hours.

2.2.4.3.2. 100 percent of available personnel contacted or present for duty at RIT+3 hours.

2.2.4.3.3. UCCs will continue strength reporting hourly until 100 percent of available personnel are contacted or present for duty.

2.2.4.4. Use Manual Strength Reporting if problems prevent TBMCS usage and a UCC update is due. LNOs and UCCs will use the Manual Strength Reporting table in [Attachment 4, Sample of Manual Strength Collection](#), as a backup at all times during a recall.

2.3. 366 FW/CP will complete the appropriate recall QRC and announce over the "Gunfighter" land mobile radio (LMR) net (during duty hours) type of recall being initiated (e.g., Installation Control Center (ICC), Emergency Operations Center (EOC), General, etc.) and any special instructions required. Refer to **Attachments 5**, *366th Fighter Wing General Recall Pyramid*, and **Attachment 6**, *Sample of Initiating a Recall*.

2.3.1. **Recalls:**

2.3.1.1. **Tier 1 (Installation Control Center (ICC)) Recall** – A recall intended to assemble senior military leaders in the ICC to advise 366 FW/CC during contingency response decision making. A Tier 1 Recall may or may not include activation of EOC. See paragraph 2.3.1.3.1. for composition of the ICC.

2.3.1.2. **General Recall** – A recall of all personnel to their LNOs/UCCs/work centers, or direct personnel into crew rest/shift work or to account for them during a contingency response. Wing recalls flow from the EA Cell to group commanders and down to squadron/unit commanders/agency chiefs down to individuals. Wing recalls require activation of all LNOs/UCCs and 24-hour operations unless otherwise noted. Wing recalls require strength reporting. Wing recalls will include RIT in local time. Reference wing recalls with using "Options" and a "FPCON." For example, an Airman could be contacted with the following words: "This is (Rank, Name) General Recall Option 2 and 4. Recall initiated at 0530L." This would direct the Airman to report to his/her work center with his/her mobility bags at his/her normal shift time, or at the time specified by 366 FW/CC or group commander via recall message.

2.3.1.3. **Selective Recalls** can recall any of the following functions:

2.3.1.3.1. ICC, which is comprised of: 366 FW/CC, 366 FW/CV (Vice Commander), all group commanders, 366 FW/DS, 366 FW/Command Chief Master Sergeant, ICC Director, 366 FW/Historian, 366 FW/Safety, 366 FW/Plans, Programs, and Assessments, 366 FW/Force Protection Office, 366 FW/PA, 366 FW/Judge Advocate, 366 SFS/CC, the 366th Logistics Readiness Squadron Commander, the 366th Communications Squadron Commander (366 CS/CC), 366 FW/Chaplain, 366 FW/CP Chief/Superintendent, ICC Coordinator and two ICC Information Managers (ICC IM).

2.3.1.3.2. Core Threat Working Group (TWG), which is comprised of: the 366th Operations Support Squadron, Intelligence Flight, AFOSI Det 221 Superintendent; 366 FW/Force Protection, 366 CS/Information Assurance, 366 SFS/CC and the 366th Aerospace Medicine Squadron, Public Health Flight (366 AMDS/SGPM).

2.3.1.3.3. EOC Recall (Incident Commander will normally direct the recall of appropriate Emergency Support Function (ESF) agencies (reference 366 FW 10-2).

2.3.1.3.4. Accountability Recall – This recall tests the unit's ability to make 100 percent contact with all wing personnel. Strength reporting will be derived from the Air Force Personnel Accountability and Assessment System (AFPAAS) website at <https://afpass.af.mil>.

2.4. Recall Postures:

2.4.1. **Normal.** This is the normal day-to-day posture. Normal wing policies are in effect.

2.4.2. **Twelve-Twelve (12-12).** Critical personnel not on leave or TDY will follow the 12-12 principle. Under the 12-12 principle, personnel will remain within 12 hours of contact from MHAFB and be able to report for duty within 12 hours after contact. This does not constitute leave policy, but rather assures personnel not available for up to 12 hours (e.g., camping, hunting, skiing, away from contact), can be notified in the required time and report for duty. Assuming worst case scenario using the 12-12 principle, an individual will be available for duty within 24 hours.

2.4.3. **Six-Six (6-6).** Critical personnel not on leave or TDY will follow the 6-6 principle. Under the 6-6 principle, personnel will remain within 6 hours of contact from MHAFB and be able to report for duty within 6 hours after contact. This does not constitute leave policy, but rather assures personnel not available for up to 6 hours (e.g., camping, hunting, skiing, away from contact), can be notified in the required time, and report for duty. Assuming worst case scenario using the 6-6 principle, an individual will be available for duty within 12 hours.

2.4.4. **Three-Three (3-3).** Critical personnel not on leave or TDY will follow the 3-3 principle. Under the 3-3 principle, personnel will remain within 3 hours of contact from MHAFB and be able to report for duty within 3 hours after contact. Assuming worst case scenario using the 3-3 principle, an individual will be available for duty within 6 hours.

2.4.5. **Telephone Stand-by.** Critical personnel not on leave or TDY will be on telephone stand-by. When under telephone stand-by, personnel will remain within immediate contact vicinity (e.g., telephone, cell phone, pager, radio - number known to supervisor). Under this principle, an individual will be available for immediate notification and report to work in minimal amount of time (e.g., home to work, Boise to work).

2.4.6. Communications-Out (Comm-Out) Recall:

2.4.6.1. Recall notification procedures for situations when normal communications are not available. For a wing recall, EA controllers will attempt to notify ICC members using all communications available (LMR, cell phone, e-mail etc.). EA controllers will request 366 SFS send a runner to recall those members they were unable to contact. As with normal recalls, group commanders and 366 FW/DS will develop procedures for notifying their groups. If normal communications are available, but security is the over-riding concern, EA controllers will notify ICC members via secure communications or by runner.

2.4.6.2. Comm-Out Procedures:

2.4.6.2.1. When directed to conduct a "Comm-out" recall, EA controllers initiate the following sequence of events:

2.4.6.2.2. Notify ICC members by the most efficient means available. If security is the overriding concern, communications will be over secure means or with a runner. "WING RECALL, TYPE "TIER ONE, GENERAL, or SELECTIVE"

(one of the four is chosen to indicate the scope of the recall), OPTION 1, 2, 3, or 4 (one of the 4 are chosen to indicate required equipment), FPCON: ALPHA, BRAVO, CHARLIE, or DELTA (to denote FPCON)."

2.4.6.2.3. If personnel are not home, the team will leave a recall notice instructing them to report to their work center IAW recall instructions.

2.4.6.2.4. Notification team will go to every home on their list, in order, to maintain continuity of the notification process. Log all contacts with member's name, time notified, alternate point of contact (POC) name (i.e., family member), or if there was no contact made, but recall notice was left at the residence. Reasonable attempts should be made to contact the member. Also note problems encountered, such as failing to locate the residence, unable to access residence due to gate guard or vicious pets, or natural or manmade obstacles.

2.4.6.2.5. After the teams have completed their list, return to their unit to report the results to the senior-ranking individual.

2.4.6.2.6. See **Attachment 7**, *Communication-Out Pre-Departure Checklist*

2.5. Use of Local Media to Recall MHAFB Personnel:

2.5.1. 366 FW/CC or his designated representative is the only approval authority for use of local radio and television (TV) stations to announce a recall.

2.5.2. When directed by 366 FW/CC, 366 FW/PA will contact local TV and radio stations and request the spot announcements listed below to advise military personnel assigned to MHAFB to immediately report for duty:

2.5.2.1. "All 366th Fighter Wing personnel are directed by 366 FW/CC to report to their duty sections immediately."

2.5.2.2. "All military personnel of the (specify unit) are directed by 366 FW/CC to report to their duty sections immediately."

2.5.2.3. Upon receipt of notification through radio and/or TV of an actual recall of this wing, all personnel will immediately report to their duty sections.

2.6. Recall Rosters:

2.6.1. Military personnel are required to carry a recall roster on their person at all times. It is the individuals' responsibility to keep the information on this roster current by immediately informing their supervisor and mobility office of any changes. The commander may modify this policy at any time to ensure an appropriate level of deployment readiness.

2.6.2. Personnel will receive information about the type of recall, options, FPCON, and special instructions or reporting procedures when contacted.

2.6.3. Personnel will pass the exact message as received. If unable to contact an individual, leave a message, contact the next person on the list, and notify UCCs of who was not contacted. If you are the last person on the list, contact your UCC and notify them you received the message and names of individuals not reached. Supervisors or

designated representatives will continue to attempt to contact individuals who were not contacted on the initial recall and inform the UCC status of the recall.

2.6.4. Immediately proceed to the squadron/unit. Do not shave, shower, eat, or exceed the speed limit. Bring appropriate gear IAW recall option.

2.6.5. Upon arrival at the squadron, immediately sign-in with your exact reporting time, review initial instructions, review ICCDs and proceed to your duty section for further instructions. Supervisors will account for their assigned personnel and report the following information to the mobility monitor: number assigned, number available for duty, number not available for duty with reason (e.g., TDY/leave, medically excused, or other). Attempt to contact initially noncontacted members by all means necessary. ICC members will report directly to ICC and then notify their respective UCC of arrival.

2.6.6. For comm-out procedures, commanders/supervisors will implement a door-to-door recall. Once informed of the comm-out recall, follow paragraphs 2.4.6.2.1..

2.7. Leave/TDY Personnel Recall Procedures:

2.7.1. In the event members are TDY, each organizational commander is responsible for preparing recall messages IAW: **Attachments 8**, *Sample Military Addressed Recall Message*; **Attachment 9**, *Sample Listing of Personnel TDY/On Leave Outside the Local Area*; **Attachment 10**, *Sample Recall Listing of Personnel TDY/On Leave in Local Area or TDY in AOR*; and **Attachment 11**, *Sample Message – Recall of Personnel from TDY*. Units will deliver messages to the Personnel Readiness Unit.

2.7.2. If an individual is TDY to another AF installation, the message goes directly to the TDY unit. If unable to determine TDY unit from orders, address message to the Forces Support Squadron, Personnel Readiness at the TDY location requesting assistance in notification. Do not send messages to the TDY location's wing or group commanders.

2.7.3. If an individual is TDY to another branch of the Armed Forces, send the message directly to the TDY unit.

2.7.4. If an individual is TDY to an overseas location other than at a military installation, the message is sent to the United States (U.S.) Embassy or Consulate in the country where the individual is TDY.

2.7.5. In the event members are TDY to a nonmilitary organization or on leave either in or outside the local area, each organizational commander will recall them by telephone using the number provided by the member prior to departure or found in Block 14, Emergency Phone, of the completed AF Form 988, *Leave Request/Authorization*.

2.7.6. Commanders are responsible for preparing lists of personnel on leave/TDY both in and outside the local area. Deliver lists to the UCC and LNOs. Status of TDY/leave members is tracked until reaching 100 percent accountability.

2.7.7. Unit commanders will need to establish procedures for recall of assigned personnel from leave/TDY. Recall of personnel from leave/TDY may be directed by HQ Air Combat Command, 366 FW/CC or unit commander. Reference Joint Federal Travel Regulations, Volume I, paragraph U7220, for responsibilities of expenses incurred during recall of personnel from leave (travel costs, lodging, etc). Centralized ICC will maintain the capability to telephone those on leave and initiate recall when directed. To recall

personnel from TDY status (routine TDYs and schools), units should place a telephone call to the TDY location's Military Personnel Flight and temporary unit of assignment asking for the member to return to their home station.

2.8. Unit Commanders or Designated Representatives will:

2.8.1. Brief wing pyramid alert/recall procedures during unit in-processing, and at least annually during a commander's call.

2.8.2. Conduct a unit-level pyramid alert exercise quarterly via telephone or comm-out procedures if not conducted at a higher level.

2.8.3. Provide runners for communication outages and classified pickups.

2.8.4. Comply with personnel strength reporting procedures IAW paragraph 2.2.1.

2.8.5. Provide and train assigned personnel (and/or teams as required) to support command and control organizations during contingency operations.

2.8.6. Ensure sufficient numbers of personnel are trained to use TBMCS.

3. Prescribed and Adopted Forms:

3.1. **Prescribed Forms:** No forms prescribed.

3.2. **Adopted Forms:** AF Form 847, *Recommendation for Change of Publication*

AF Form 988, *Leave Request/Authorization*

JOHN D. BIRD II, Colonel, USAF
Commander

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

AFPD 10-2, *Readiness*, 30 October 2006, (<http://www.e-publishing.af.mil/shared/media/epubs/AFP10-2.pdf>)

AFI 10-207, *Command Posts*, 31 December 2005, (<http://www.e-publishing.af.mil/shared/media/epubs/AFI10-207.pdf>)

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Joint Federal Travel Regulation Volume I

F011 AFA, Locator, Registration and Postal Directory Files

Executive Order 9397, Title 10, United States Code 8013

Abbreviations and Acronyms

ABU—Airman Battle Uniform

AMDS—Aerospace Medicine Squadron (366 AMDS)

AF—Air Force

AFI—Air Force Instruction

AFMAN—Air Force Manual

AFOSI—Air Force Office of Special Investigations

BDU—Battle Dress Uniform

CC—Commander

CP—Command Post

CS—Communications Squadron (366 CS)

CV—Vice Commander (366 FW/CV)

DS—Director of Staff (366 FW/DS)
ECP—Entry Control Point
EAM—Emergency Action Message
EM—Emergency Management
EO—Executive Order
EOC—Emergency Operations Center
ESF—Emergency Support Function
FPCON—Force Protection Condition
FW—Fighter Wing
HHQ—Higher Headquarters
IAW—In Accordance With
ICC—Installation Control Center
JFTR—Joint Federal Travel Regulations
LMR—Land Mobile Radio
LNO—Liaison Officer
MHAFB—Mountain Home Air Force Base
OPR—Office of Primary Responsibility
PAS—Privacy Act System
POC—Point of Contact
PRU—Personnel Readiness Unit
QRC—Quick Reaction Checklist
RDS—Records Disposition Schedule
RIMS—Records Information Management System
RIT—Recall Initiation Time
SFS—Security Forces Squadron (366 SFS)
SGPM—Public Health Flight (366 AMDS/SGPM)
TBMCS—Theater Battle Management Core Systems
TDY—Temporary Duty
TV—Television
UCC—Unit Control Center
U.S.—United States
USC—United States Code

Terms

Accountability—Process in which designated units identify duty status and/or location of assigned personnel and make 100 percent contact with available personnel.

Available—Personnel are available if they are assigned and not excused. Examples are present for duty, on telephone stand by, and/or normal shift workers who are off duty.

Contact—Contact has been made when recall information has been passed by the initiating member and acknowledged by receiving member.

C4—Command, Control, Communications, and Computer Systems - Integrated systems of doctrine, procedures, organizational structures, personnel, equipment, facilities, and communications designed to support a commander's exercise of command and control across the range of military operations.

C2—Command and Control - Exercise of authority and direction by a properly designated commander over assigned and attached forces in the accomplishment of the mission. Command and control functions are performed through an arrangement of personnel, equipment, communications, facilities, and procedures employed by a commander in planning, directing, coordinating, and controlling forces and operations in the accomplishment of the mission.

Command and Control System—Also referred to as C2 systems. Facilities, equipment, communications, procedures, and personnel essential to a commander for planning, directing, and controlling operations of assigned forces pursuant to missions assigned.

Excused—Personnel officially on leave, TDY, hospital/quarters, confined, exempt, in-processing, out-processing or in an approved status by their commander or wing staff agency chief.

Mission—Essential Personnel-Personnel identified by their unit commander or designated representative as vital to the continuity of unit operations.

Recall Initiation Time (RIT)—Time directed in an Emergency Action Message (EAM), or by 366 FW/CC for the initiation of directed recall and/or readiness actions. RIT is the base time for strength reporting.

Strength Reporting—Process of compiling, forwarding, and or presenting accountability information in a coherent manner and as described in this plan.

Attachment 2

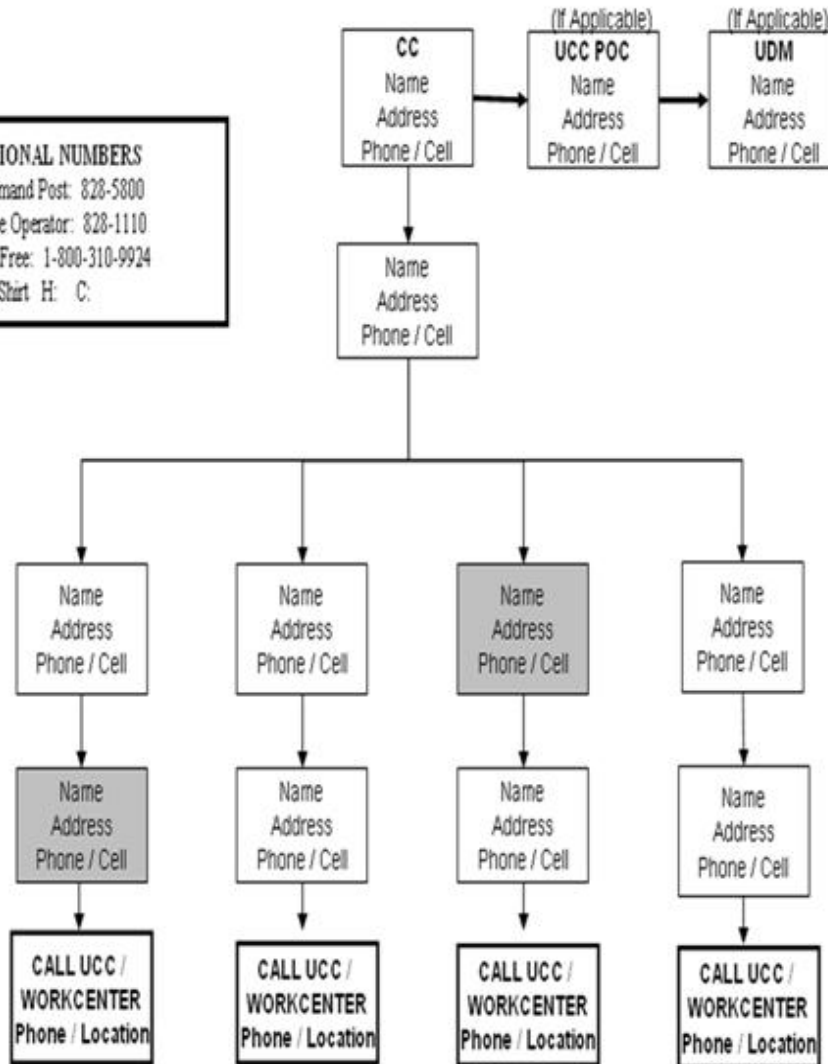
RECALL ROSTER TEMPLATE FRONT

FOR OFFICIAL USE ONLY (When filled in)



INFORMATIONAL NUMBERS
 366 FW Command Post: 828-5800
 Mt Home Base Operator: 828-1110
 Mt Home Toll Free: 1-800-310-9924
 First Shirt H: C:

UNIT NAME



Unit Recall Roster as of: DD Mon Year
 Unit POC: xx, ext.

U = Unlisted

D = Deployed TDY

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Attachment 3

MANDATORY USE RECALL ROSTER BACK

*This is (name of individual calling) from the (wing, group, squadron), this is a (Tier 1/General/Selective RECALL, OPTION ONE/TWO/THREE/FOUR, PFCOM (AL/PA/ BRAVO/ CHARLIE/ DELTA). Recall initiation time is _____. For example: "This is Alpha Squads, from the 346 EAMS, this is a TIER ONE RECALL, OPTION ONE, PFCOM CHARLIE. Recall initiation time is 0530hrs Local."

Recall Type:
 Tier 1 - Installation Control Center, Group LNOs and ICCC
 General - Recall of all wing personnel
 Selective - Recall of select individuals or agencies as determined by 346 PW/CC

Recall Option
 Option 1 - Training Bag only
 Option 2 - Mobility Bags (Training Bag and Personal Bag)
 Option 3 - Normal Day (Uniform and Equipment only, see mobility bags)
 Option 4 - Do not report for duty at this time; Normal Day shifts apply

OPTION 1 Training Gear (Carried in your Training Bag)

Item	Qty
MCU 2AP Gas Mask*	1
C-3 Canister	1
MCU 2AP Hood	1
MCU 2AP Mask Carrier	1
Protective Over garment	1
Isopropyl, Cotton, pair	1
Gloves, Chemical, pair	1
Overboots, pair	1
A-3 Kit Bag	1
Cup, water canteen	1
Waterproof bag	1
Over, canteen	1
Cap, canteen M-1	1
Web belt, full equip	1
Canteen	1
Helmets, Mestral	1
Airman's Manual	1

Note: The MCU 2AP gas mask issued with your training gear is a real world mask for use in training or real world contingencies, when combined with the contents of a C-1 (Chemical) Bag, *any other equipment required for deployment will be stored by the 346 LMS prior to the deployment.*

RECALL POSTURES (AWI/M44FB 10-202)

Normal: Normal dry-to-dry recall posture. Normal wing policies are in effect.
 Wet/Dry: Implemented by the Commander to first personnel to remain within 12 hours of contact from M44FB, and be able to report for duty within 12 hours after contact. Maximum of 24 hours to report to duty.
 Stand-By: Implemented by the Commander to first personnel to remain within 6 hours of contact from M44FB, and be able to report for duty within 6 hours after contact. Maximum of 12 hours to report to duty.
 Three-Phase: Implemented by the commander to first personnel to remain within 3 hours of contact from M44FB, and be able to report for duty within 3 hours after contact. Maximum of 6 hours to report to duty.
 Stand-By: Personnel will remain where immediate contact vicinity (e.g., telephone, cell phone, pager, radio - number known to supervisor). Individuals will be available for immediate notification and report to work in normal amount of time (e.g., home to work)

IAW AFI 10-218, dated 31 October 2006, Para. 2.11.1.1, Unit Commanders will ensure the HQ AFPC/PRC toll-free number and the National Disaster Registry website are printed on all recall rosters. Para. 2.11.8.2, If a member is unable to contact their UCC or Command Post, they should immediately contact the HQ AFPC/PRC at 1-800-455-9941 to report their whereabouts. HQ AFPC/PRC is manned 24/7 to respond to any emergency. Para. 2.11.8.3, In the event all of the above are unsuccessful, individuals should register at the National Disaster Registry Web Application at: <http://www.ndrcenter.dhs.gov/>

FOR OFFICIAL USE ONLY

Recall: Tier 1- Recall of installation Control Center (ICC) members + Group LNOs + UCCs
 Recall: General- General recall of all wing personnel (the wing commander may designate exceptions (e.g., shift workers, crew rest) without sacrificing the integrity of a general recall). ICC personnel report to the ICC and call their UCC to establish accountability.
 Recall: Selective- Selective recall of individuals and/or units as directed by the wing commander (i.e. Recall Tier 1 and ICC only).
 ICC: PW/CC, PW/VC, all G/ICCs, PW/MS, PW/CC, ICC Director, PW/NO, PW/ISE, PW/OP, PW/PA, PW/UA, SFS/CC, LRS/CC, CS/CC, PW/HC, PW/CC/PP, AF/OSI, PW/CP, CW/AS/SP, ICC Coordinator, 2 ICC Help Managers (ICC HM).
 Emergency Operations Center (EOC): NS/CC, EDC DM, MSS, PA, LRS, CS, SFS, MDG, SVS, BIOENV/NO, HC, OSS, MK, SE, EOD, CES, CER, EM, JA, AF/OSI, FM, COMS, XZ, C/CP.
 Threat Working Group (TWIG): OSS/SW, AFOSI/DET 221 Superintendent, C/CP, SFS/CC, ADS/SSGM.
 Organization Unit Control Center Members (UCC): All unit control centers

OPTION 2 - Required Clothing Items (quantities reflect items worn while traveling) per AFI 36-3014

BDU/DCU/ABU/ACU Flight Suit (Determined by deployed location and Reporting Instructions)	4 PR
Undergarments (includes T-shirt, bra and underwear)	6 EA
Socks (No White socks)	6 PR
Belt w/ Buckle (BDU/DCU/ABU/ACU)	1 EA
Cap (Squadron Cap not authorized)	1 EA
Boots	1 EA
Field Jacket/Gauntlet/AFEC/Flight Jacket (Contract/PRC authorized at unit expense)	1 PR
Personal hygiene kit (See recommended items below)	1 EA
Towels	2 EA
PT (Uniform (Top and bottom)	1 EA
Reflective Belt	1 EA
Christian Altire: conservative fashion	As Required
Baggage (Self baggage such as a duffel bag, A-3 bag, or comm. bag/pack with rounded corners. Footlockers/breakers are prohibited - 70 pounds max unless authorized excess baggage)	1 EA

Recommended Personal Hygiene Items for 30-Day Deployment

Laundry detergent	1 EA
Sewing Kit	1 KIT
Nail Clippers	1 EA
Shoe Brush/Polish	1 EA
Shower Socks	1 PR
Shaving Cream	1 EA
Razors	6 EA
Deodorant	1 EA
Soap	4 EA
Toothbrush/Toothpaste	1 EA
Comb/Brush	1 EA
Shampoo/Conditioner	1 EA
Hand and body lotion	2 EA
Talcum powder	1 EA
Female hygiene products	As Required
Toilets	1 EA
Wash Cloths	3 EA
Combination or Key Lock	1 EA
Flashlight with spare batteries	1 EA
Sawtooth and Chapstick	2 EA
Sunglasses	2 PR

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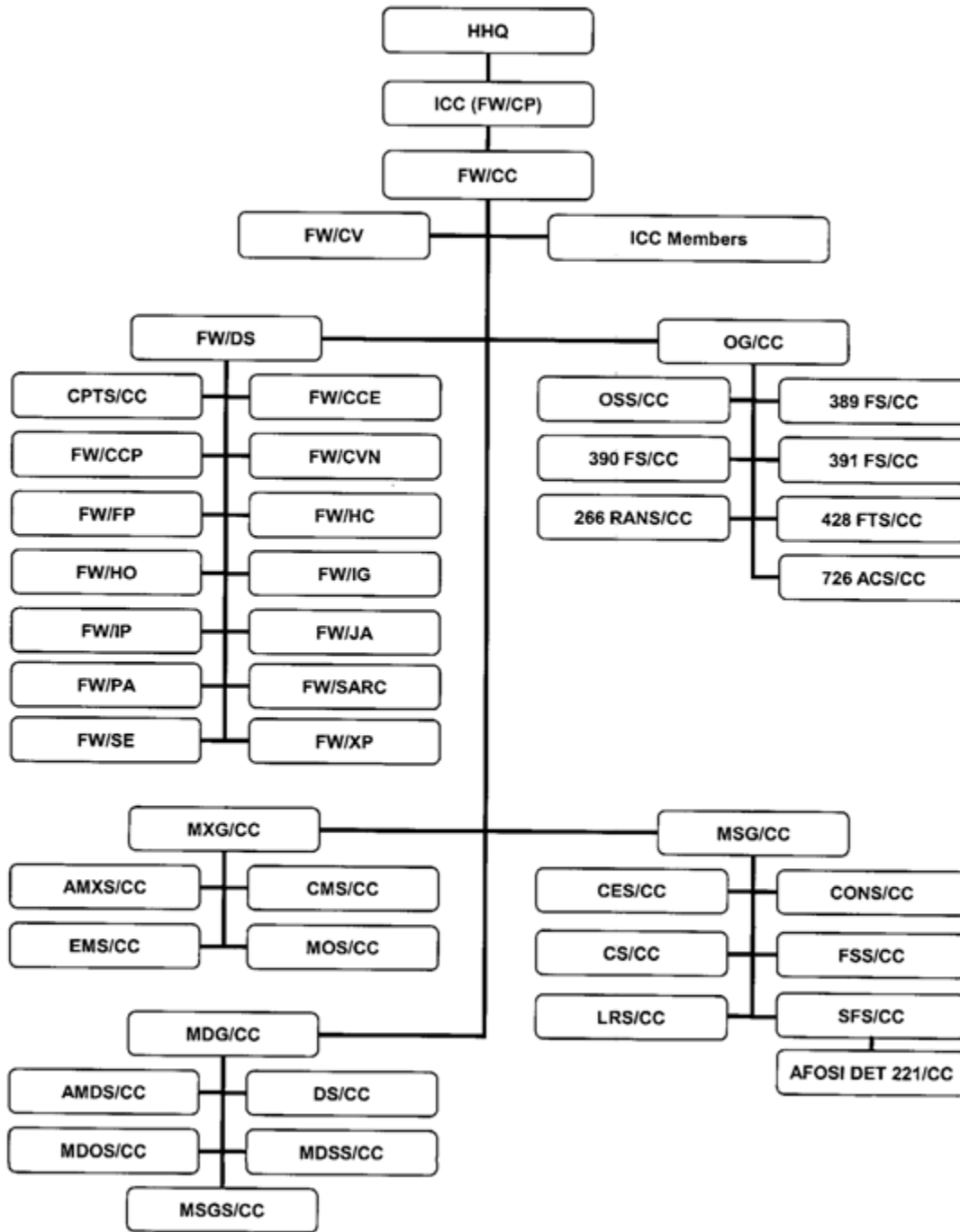
Attachment 4

SAMPLE OF MANUAL STRENGTH COLLECTION

UNIT	60+ %	120+ %	180+ %	REMARKS
Wing Staff	30	97	100	Data recorded/input by PRU
366 CPTS	84	90	100	
366 AMXS	69	95	100	
366 CMS	10	77	100	
366 EMS	79	100	100	
366 MOS	100	100	100	
366 AMDS	76	100	100	
366 DS	74	97	100	
366 MDOS	64	100	100	
366 MDSS	70	100	100	
366 MSGS	78	89	100	
389 FS	XX	XX	XX	(Exercise nonplayer)
390 FS	XX	XX	XX	(Exercise nonplayer)
391 FS	35	70	100	
428 FTS	45	56	100	
366 OSS	53	100	100	
266 RANS	36	72	100	
726 RANS	53	100	100	
366 CES	100	100	100	Data recorded/input by PRU
366 CONS	0	100	100	
366 CS	0	56	100	
366 FSS	100	100	100	
366 LRS	39	66	100	
366 SFS	13	60	100	
AFOSI DET 221	84	90	100	

Attachment 5

366TH FIGHTER WING GENERAL RECALL PYRAMID



Attachment 6**SAMPLE OF INITIATING A RECALL**

This is (*name of individual calling*), (*wing, group, squadron*) RECALL (Tier 1/General/Selective, OPTION (ONE/TWO/THREE/FOUR), FPCON (*ALPHA/ BRAVO/ CHARLIE/ DELTA*), recall initiation time is _____L." For example "*This is Airman Snuffy, from 366 EMS, WING RECALL TYPE: TIER TWO, OPTION ONE, FPCON CHARLIE. Recall initiated at 0530hrs Local.*"

Recall Type - Tier 1:

Installation Control Center (ICC) members, Group LNOs and UCCs

General – Recall of all wing personnel

Selective – Recall of select individuals or agencies as determined by 366 FW/CC

Recall Options:

Option 1 – Training Bag only

Option 2 – Mobility Bag (Training Bag and Personal Bag)

Option 3 – Normal Duty Uniform and Equipment

Option 4 – Do not report for duty at this time; Normal Duty shifts

Force Protection Conditions (FPCON):

ALPHA – General warning of possible terrorist activity.

BRAVO – Increased and more predictable threat of terrorist activity.

CHARLIE – Terrorist incident has occurred or is likely.

DELTA – Terrorist acts has occurred or is imminent.

Attachment 7

COMMUNICATION-OUT PRE-DEPARTURE CHECKLIST

	ACTION	STATUS
1	Receive Geographic Package	
2	Inventory Package	
	City/County/Area Maps	
	Unit Radio and/or Cell Phone with extra batteries	
	Individual residence location maps	
	Notebook, pens	
	Recall notice flyers and tape	
	Flashlight	
3	Review maps and planned travel route	
4	Brief the senior member on the planned route	
5	Sign out Government vehicle (if applicable)	
	Perform operator's safety checks	
	Ensure fuel tank is full	
	Ensure you have drivers license and military ID card	
6	Log starting vehicle mileage	
7	Drive in a safe manner to each residence in your area	
	Switch drivers when fatigued	
8	Return to unit and brief senior member on route results	
9	Log ending vehicle mileage	
	File Standard Form 1164, <i>Claim for Reimbursement for Expenditure on Official Travel</i> , for mileage and any gas purchased	
10	Turn in vehicle (if applicable) and area package	
	IN THE EVENT OF AN EMERGENCY:	
	IF AN EXERCISE, CONTACT UNIT OR COMMAND POST	
	IF A REAL-WORLD COMM-OUT, TEAM MUST	
	EXERCISE BEST JUDGMENT TO HANDLE SITUATION	

Attachment 8

SAMPLE MILITARY ADDRESSED RECALL MESSAGE

UNCLASSIFIED EFTO

01 01 151600Z NOV 09

PP EEEE

EXERCISE EXERCISE EXERCISE DO NOT TRANSMIT OFF BASE

366 FW MOUNTAIN HOME AFB ID//CC//

436 TS DYESS AFB TX//CC//

UNCLAS E F T O

SUBJ: RECALL TO HOME STATION

1. PASS TO MSGT BEST CONTROLLER, 00-0000, TDY TO YOUR STATION FOR SORTS TRAINING COURSE – CLASS 02-12-09.
2. THE 366 FW IS ON RECALL STATUS. RETURN IMMEDIATELY TO DUTY. ACKNOWLEDGE RECEIPT BY TELEPHONE, COMMERCIAL (208) 828-XXXX.
3. THIS DOCUMENT CONTAINS PERSONAL INFORMATION PROTECTED BY PRIVACY ACT OF 1974 AND IS FOR OFFICIAL USE ONLY

Note: Send message directly to TDY unit (use Message Address Directory to verify message address). Message must be from and released by the unit commander/orderly room. If unable to obtain TDY unit designation, message is sent to the TDY Base Personnel Readiness (i.e. 434 FSS/DPM).

F. MUCHECK, SSGT, 366 FW/CP, 5800

For an exercise, ensure the following statement appears in this block:

EXERCISE EXERCISE EXERCISE DO NOT TRANSMIT OFF BASE

SAMUEL SMALL, LT COL, USAF

CHIEF, COMMAND POST

UNCLASSIFIED EFTO 011600ZMAY09

Attachment 9

SAMPLE LISTING OF PERSONNEL TDY/ON LEAVE OUTSIDE LOCAL AREA



DEPARTMENT OF THE AIR FORCE
 HEADQUARTERS 366TH FIGHTER WING (ACC)
 MOUNTAIN HOME AIR FORCE BASE IDAHO

MEMORANDUM FOR 366 FSS/PRU

(Date)

FROM: (Unit Commander)

SUBJECT: Listing of Personnel TDY/On Leave Outside Local Area

1. The following personnel are TDY to a civilian address and have been recalled:

GRADE/NAME	ADDRESS	STATUS
LTC SMITH, SUE Q.	Days Inn, Trenton, NJ (123) 456-7890	Recalled
SMS DAVIS, TIM B.	Ramada Inn, Prescott, AZ (234) 567-8901	Recalled

2. The following personnel are On Leave Outside Local Area and have been recalled:

GRADE/NAME	ADDRESS	STATUS
MAJ WEED, DILL E.	Dallas, TX, (345) 678-9012	Recalled
TSG CHILL, JIM B.	Minot, ND(456) 789-0123	Pending
AMN PLAY, IAN D.	Orlando, FL (567) 890-1234	Recalled
CIV HANKS, PETER D.	Chicago, IL (678) 901-2345	Recalled

(Your Unit Commander), (Rank), USAF
 Commander

Attachment 10

SAMPLE RECALL LISTING OF PERSONNEL TDY/ON LEAVE IN LOCAL AREA OR
TDY IN AOR

DEPARTMENT OF THE AIR FORCE
HEADQUARTERS 366TH FIGHTER WING (ACC)
MOUNTAIN HOME AIR FORCE BASE IDAHO

MEMORANDUM FOR 366 FSS/PRU

(Date)

FROM: (Unit Commander)

SUBJECT: Listing of Personnel TDY/On Leave in Local Area or TDY in AOR

1. The following personnel TDY/on leave in local area have been recalled

GRADE/NAME	STATUS
MAJ OH, JAY T.	LEAVE
SRA DOE, JANE A.	TDY (PME)
SMS DOIT, RIGHT Z.	TDY (12 AF/MGT)
CIV JOHNSON, STEVE R.	LEAVE

2. The following personnel are TDY in the AOR and have not been recalled:

GRADE/NAME
COL SMITH, JOHN A.
SSG O'MALLEY, BARBARA

(Your Unit Commander), (Rank), USAF
Commander

Attachment 11

SAMPLE MESSAGE - RECALL OF PERSONNEL FROM TDY

UNCLASSIFIED EFTO

01 151600Z MAY 09 PP EEEE

EXERCISE MESSAGE - DO NOT TRANSMIT

366 FSS MOUNTAIN HOME AFB ID//CC//

57 WG WHEELER AFB TX//CC//

UNCLAS E F T O

SUBJ: RECALL OF PERSONNEL FROM TDY

1. THE INDIVIDUAL(S) LISTED BELOW ARE TDY AT YOUR LOCATION AND ARE RECALLED FROM TDY IMMEDIATELY:

RANK/NAME	TDY UNIT	TDY ORDER INFO
TSG BROWN, DONALD J.	57 SFS	TC-4321, 366 FSS, 15 JUN 09

2. REQUEST MEMBER RETURN TO HOMESTATION BY THE MOST EXPEDITIOUS MEANS AVAILABLE.

SIGNED

JEFFREY J. JIM, MAJ, USAF

COMMANDER, 366 FSS

MOUNTAIN HOME AFB, ID 83648

POC: LEN W. LEWIS, SSG, 366 FSS INSTALLATION CONTROL CENTER REPRESENTATIVE, DSN 728-5835

MINIMIZE CONSIDERED

EXERCISE MESSAGE - DO NOT TRANSMIT