

**BY ORDER OF THE COMMANDER
PACIFIC AIR FORCES**

PACAF INSTRUCTION 10-202

18 MAY 2026



Operations

**HEADQUARTERS PACIFIC AIR FORCES
CRISIS NOTIFICATION SYSTEM**

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This instruction implements Air Force Policy Directive (AFPD) 10-4, *Operations Planning: Air Expeditionary Force and Global Force Management*, and defines types of recalls initiated in response to actual emergencies, readiness conditions, or their exercise equivalents. It establishes procedures and responsibilities for the notification and recall of personnel under actual and/or exercise situations. This publication applies to Headquarters Pacific Air Forces (HQ PACAF) personnel only, including Total Force members on Title 10 status. It does not apply to Air National Guard (ANG), Air Force Reserve Command (AFRC), or United States Space Force (USSF) units and members. The reporting requirement in this publication is exempt from licensing in accordance with Air Force Instruction (AFI) 33-324, *The Air Force Information Collections and Reports Management Program*. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with AFI 33-322, *Records Management and Information Governance Program*, and disposed of in accordance with Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS). Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the Department of the Air Force (DAF) Form 847, *Recommendation for Change of Product*; route DAF Form 847s from the field through the appropriate functional chain of command. 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. This publication may be supplemented at any level, but all supplements must be routed to the OPR of this publication for coordination prior to certification and approval.

SUMMARY OF CHANGES

This document has been substantially revised and must be completely reviewed. Major changes include title revision, designation of EMWN (AtHoc) as the primary method, pyramid recall as the secondary, and communication outage as the tertiary, updated office symbols, emails, and incorporated the Pacific Air Forces Watch Center (PAFWC).

Chapter 1

CRISIS NOTIFICATION SYSTEM

1.1. General. This publication establishes procedures within Headquarters (HQ) PACAF to alert, recall, and notify assigned personnel (e.g., military, civilian, total force members on Title 10 status and, if within the scope of contract, contractors). The crisis notification system may be activated to implement a general recall, a telephone standby, an information relay, personnel accountability, or a communications test. The existing Emergency Mass Warning and Notification (EMWN) system (e.g., AtHoc, ALERT, etc.) is the primary method for disseminating notifications. The EMWN system will be capable of delivering timely, accurate, and unified notifications to personnel via telephone, text message, email, desktop popups, and/or a mobile application. The pyramid recall notification system will be used as a secondary method to alert, recall, or notify personnel. In the absence of an EMWN system or telephonic capability, the tertiary means of conducting notification actions will be communications outage procedures.

1.2. Responsibilities.

1.2.1. Commander, Pacific Air Forces (COMPACAF) will direct activation of the Crisis Notification System in accordance with established plans and the Pacific Air Forces Watch Center (PAFWC) and Battle Staff Concept of Operations.

1.2.2. When COMPACAF is unavailable, this responsibility may be delegated to Deputy COMPACAF, Chief of Staff, the Director of Operations (A3), or PAFWC Director.

1.2.3. The PACAF Command Center (PCC) will develop and maintain procedures to notify each Directorate/Special Staff Agency.

1.2.4. The PCC, when directed by the appropriate authority, will activate the HQ PACAF Crisis Notification System.

1.2.5. The HQ PACAF Commanders Support Staff (PACAF/CCQ) is the Headquarters Control Center (HCC) and will perform all accountability and strength accounting responsibilities. The PCC will coordinate with PACAF/CCQ to maintain access to all recall rosters.

1.2.5.1. The PACAF/CCQ, as the designated HCC, may utilize a task management tool such as the Enterprise Task Management Software Solution (ETMS2) to obtain updated recall rosters from PACAF Directorates and assigned units.

1.2.6. Directorates/Special Staff Agencies.

1.2.6.1. Prepare and maintain organizational recall roster.

1.2.6.2. Update rosters as personnel changes occur to maintain the responsiveness of the system. Provide rosters to PACAF/CCQ monthly, or as changes occur.

1.2.6.3. Recall rosters may be transmitted securely between government email accounts using digital signatures and encryption. The following statement will also be applied, "This e-mail contains CUI which must be protected under the Freedom of Information Act (5 U.S.C. 552) and/or the Privacy Act of 1974 (5 U.S.C 552a). Unauthorized disclosure or misuse of this PERSONAL INFORMATION may result in disciplinary action, criminal and/or civil penalties. Further distribution is prohibited without the approval of the author

of this message unless the recipient has a need to know in the performance of official duties. If you have received this message in error, please notify the sender and delete all copies of this message.”

1.2.6.4. Appoint a monitor to maintain currency of recall rosters. Provide the name of the monitor to the PACAF/CCQ (pacaf.ccq@us.af.mil) and PCC via e-mail (pacaf.command.center@us.af.mil).

1.2.6.5. Establish Directorate Control Centers (DCC) and appoint a primary and alternate DCC representative by to the HCC. This will allow the HCC to train and identify DCCs for coordination of data collection/reporting during activation of the crisis notification system.

1.2.6.5.1. Maintain current recall rosters.

1.2.6.5.2. Ensure all assigned personnel complete EMWN profiles within 15 days of reporting for duty and maintain current contact information in the system. Personnel may utilize the EMWN User Training located on the A3 SharePoint site <https://go.intelink.gov/k3iNdp3>.

1.2.6.5.3. Attend required training as directed by the HCC.

1.2.6.6. Distribute a current copy of the pyramid notification recall roster to each person listed in the pyramid notification diagram.

1.2.6.7. Assigned personnel will maintain a current copy of the recall roster with them at all times. **Attachment 2** provides an example of a recall roster format.

1.2.6.7.1. Civilians and contractors may be identified on recall rosters by a dashed line. It is not necessary to recall civilians or contractors unless it is within the scope of their contract or position description (PD).

1.3. Crisis Notification Activation Procedures: The PCC will publish the appropriate EMWN crisis notification scenario to HQ personnel. The notification will include a response option for recipients to acknowledge receipt and understanding. The PCC will provide the notification summary to the PAFWC Center Wheel once the notification has expired, but no later than one hour after the notification was disseminated.

1.4. Secondary Activation Procedures (Pyramid):

1.4.1. Agencies will use the following statements as required:

1.4.1.1. GENERAL RECALL: This is (identify yourself). A General Recall has been activated for Headquarters PACAF. Report to your duty station after completing your portion of the pyramid notification.

1.4.1.2. KEY PERSONNEL RECALL: This is (identify yourself). A Key Personnel Recall has been activated for Headquarters PACAF. Key personnel report to your duty station after completing your portion of the pyramid notification.

1.4.1.3. TELEPHONE STANDBY: This is (identify yourself). Telephone Standby has been declared for Headquarters PACAF. Remain by your telephone until further notice. Complete your portion of the pyramid notification.

1.4.1.4. PYRAMID NOTIFICATION SYSTEM INFORMATION: This is (identify yourself). Pyramid Notification System information follows: (insert message). Complete your portion of the pyramid notification. EXAMPLE: “This is the PACAF Command Center. The Battle Staff has been activated in the Pacific Air Forces Watch Center (PAFWC). All key personnel will report to the PAFWC immediately. Complete your portion of the pyramid notification.

1.4.1.5. The person contacted by the PCC, regardless of position in the published alerting sequence, is responsible for ensuring that the pyramid for their directorate/staff agency is fully activated including any other required staff agency notification.

1.5. Tertiary Activation Procedures (Communications Outage):

1.5.1. The PCC will request assistance from the Joint Base Defense Operations Center (JDOC) to dispatch public address-equipped vehicles to recall HQ PACAF personnel to their duty stations.

1.5.2. Directorates/Special Staff Agencies will devise a system for recalling mission critical or mission essential off-base personnel during a communication outage.

1.6. Security: Notification will include only essential, unclassified information. All information related to a recall is privileged and releasable only on a need-to-know basis.

1.7. Air Force Personnel Accountability and Assessment System (AFPAAS):

1.7.1. PACAF/A1 is the OPR for AFPAAS related issues. They are the primary conduit between wing AFPAAS commander representatives, the Air Force Personnel Center, other Major Commands (MAJCOM), and Headquarters Air Force (HAF).

1.7.2. AFPAAS standardizes a method for the Air Force to account, assess, manage, and monitor the recovery process for personnel and their families affected and/or scattered by a wide-spread catastrophic event. AFPAAS provides valuable information to all levels of the Air Force chain of command, allowing commanders to make strategic decisions which facilitate a return to normal operations.

1.7.2.1. Affected members are active duty, guard, reserve, Department of War (DoW) civilians, contractors (i.e., individuals filling unit manning document positions) and their family members.

1.7.3. AFPAAS allows Air Force Personnel to report accounting status, update contact and location information, complete needs assessment and view reference information.

1.7.4. An AFPAAS reporting event may be initiated as a result of a national, natural, or manmade disaster. AFPAAS events may be requested by HAF, PACAF, United States Indo-Pacific Command (USINDOPACOM) or the installation commander and subsequently initiated by Air Force Personnel Center (AFPC).

Chapter 2

HQ PACAF RECALL AND STRENGTH ACCOUNTING PROCEDURES

2.1. Purpose: To establish HQ PACAF staff recall/strength reporting procedures and to provide DCCs useful tools to provide strength accounting inputs to the HCC.

2.2. Scope:

2.2.1. These procedures apply to real-world contingencies, crises, natural disasters and HAF, USINDOPACOM and/or PACAF directed exercises. They will not be implemented during 15 Wing exercises.

2.2.2. These procedures apply to all directorates, Field Operating Agencies (FOAs), groups and squadrons assigned to HQ PACAF.

2.2.2.1. FOAs, groups and squadrons assigned to the HQ PACAF will report to their directorate and their strength accounting information will be included in the DCC report to the HCC.

2.2.3. In the event of power or communication outages, DCCs will deliver all strength-reporting correspondences to HCC.

2.3. Office of Primary Responsibility for Strength and Accounting Procedures:

2.3.1. The 15 Wing Emergency Operations Center (EOC) is the installation Command and Control (C2) hub for real-world contingency, crises, or natural disaster accountability reporting affecting Joint Base Pearl Harbor-Hickam and assigned personnel.

2.3.2. The PACAF/CCQ, as the designated HCC, is the Point of Contact (POC) for COMPACAF-directed recalls (for exercise, real-world contingency, crises, and/or other limited purposes involving only HQ PACAF personnel). The HCC is located in building 1102, Suite G-100A, DSN 315-447-8124/8127, Commercial 808-789-8124/8127, email pacaf.ccq@us.af.mil.

2.3.3. DCCs are the POCs for directorate strength accounting and will report to the HCC.

2.4. HCC Responsibilities:

2.4.1. Upon direction to initiate strength and accountability reporting, the HCC will query the Military Personnel Data System (MILPDS) or other available system of record and identify those assigned or attached and those personnel on temporary duty (TDY) or leave. The HCC will provide the query results to the appropriate DCC.

2.4.2. Prepare and consolidate directorate strength accounting reports (see [Attachment 3](#)) based on input from DCCs.

2.4.2.1. The HCC will provide reports to the Deputy Chief of Staff, PAFWC Director, and PCC every hour (Recall (R)+1:00, R+2:00, R+3:00, etc.) until 100% accountability is reached.

2.4.3. The consolidated HCC initial strength or “available numbers” substantiated by reports from the DCCs should not change in subsequent reports.

2.4.4. The HCC will provide training to all DCC personnel on these procedures.

2.5. DCC Responsibilities:

2.5.1. Upon direction to initiate strength and accountability reporting , the HCC will provide DCCs information reports that identifies those assigned and attached and on TDY or leave. DCCs will ensure all products are correct and report any changes or updates to the HCC.

2.5.1.1. Ensure members who are required to report for duty sign in on an accountability roster (see [Attachment 4](#)) with time notified and arrival time. This procedure is used to manage unit strength and to check recall response time.

2.5.1.2. Prepare strength accounting report (see [Attachment 5](#)) based on information reports provided by the HCC.

2.5.1.3. R + (ASAP) Initial Strength Check. Report only the TOTAL of each category. The initial strength numbers reported by the DCCs should not change in the subsequent available reports.

2.5.1.4. Report available updates as established between the HCC and DCC until 100% accountability is achieved.

2.5.2. Prepare and deliver a list to the HCC (NLT R+3:30) of personnel on pass, leave or TDY in the local area.

2.5.3. Prepare and deliver messages and memorandums recalling personnel from pass, leave or TDY and deliver to HCC NLT R+3:30.

2.5.3.1. To recall personnel TDY outside the local area (off-island), prepare and transmit a signed and encrypted email from directorate command-level organizational account (see [Attachment 6](#)). The email must be coordinated and released by Directors or designated representative.

2.5.3.2. Directors or designated representative will provide a signed memorandum to the HCC which will be disseminated to applicable personnel (see [Attachment 7](#)).

2.5.4. The DCC will provide crisis notification training to directorate personnel.

DAVID S. EAGLIN, Major General
USAF Director of Air Operations

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

5 United States Code 552a, *Public Information; Agency Rules, Opinions, Orders, Records, and Proceedings*.

AFPD 10-4, *Operations Planning: Air Expeditionary Force and Global Force Management*, 04 April 2019

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

AFI 33-324, *The Air Force Information Collections and Reports Management Program*, 21 July 2019

Concept of Operations, *Pacific Air Forces Battle Staff Concept of Operations*.

Adopted Forms

DAF Form 847, *Recommendation for Change of Product*

Abbreviations and Acronyms

AFI—Air Force Instruction

AFPAAS—Air Force Personnel Accountability and Assessment System

AFPC—Air Force Personnel Center

AFPD—Air Force Policy Directive

AFRC—Air Force Reserve Command

AFRIMS—Air Force Records Information Management System

ANG—Air National Guard

CCQ—Commander's Support Staff

COMPACAF—Commander Pacific Air Forces

DCC—Directorate Control Center

DoW—Department of War

EMWN—Emergency Mass Warning and Notification

ETMS2—Enterprise Task Management Software Solution

FOA—Field Operating Agency

FSS—Force Support Squadron

HAF—Headquarters Air Force

HCC—Headquarters Control Center

HQ PACAF—Headquarters Pacific Air Forces

JDOC—Joint Base Defense Operations Center

MAJCOM—Major Command

MILPDS—Military Personnel Data System

OPR—Office of Primary Responsibility

PAFWC—Pacific air Forces Watch Center

PCC—PACAF Command Center

POC—Point of Contact

RDS—Records Disposition Schedule

TDY—Temporary Duty

USINDOPACOM—United States Indo-Pacific Command

USSF—United States Space Force

Attachment 2
 SAMPLE OF RECALL ROSTER

Figure A2.1. Front Page.

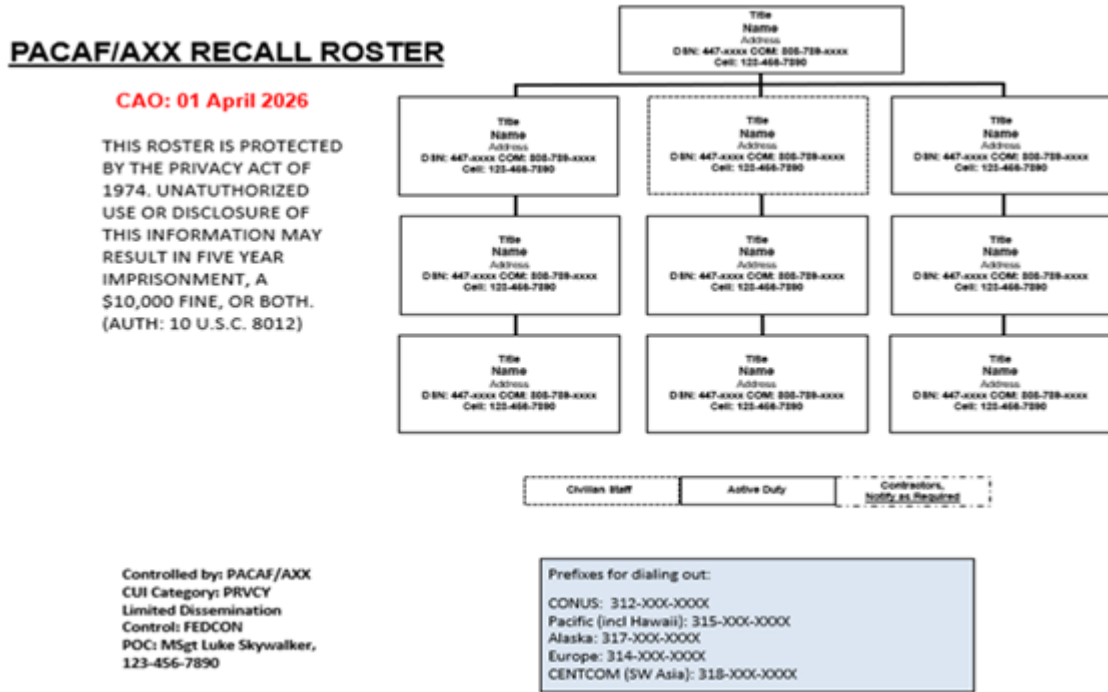


Figure A2.2. Back Page.

RECALL PROCEDURES:
 All agencies will use the following statements as required:
GENERAL RECALL:
 "This is (identify yourself). A General recall has been activated for Headquarters PACAF. Report to your duty station after completing your portion of the pyramid notification."
 "**This is (identify yourself). EXERCISE, EXERCISE, EXERCISE. A General recall has been activated for Headquarters PACAF. Report to your duty station after completing your portion of the pyramid notification."
TELEPHONE STANDBY:
 "This is (identify yourself). Telephone standby has been declared for Headquarters PACAF. Remain by your telephone until further notice. Complete your portion of the pyramid notification."
 "**This is (identify yourself). EXERCISE, EXERCISE, EXERCISE. Telephone standby has been declared for Headquarters PACAF. Remain by your telephone until further notice. Complete your portion of the pyramid notification."

1. When notified of a recall PACAF/AXX (as directed) will call the branch chiefs.
2. Branch chiefs will then call the next person on the roster; that person will call the next and so on to complete their portion of the pyramid recall roster.
3. If unable to make contact, move on to the next person and let them know you were unable to contact the member on the roster listed before them. That information will then be forwarded to the last person.
4. Last person will call the branch chief once complete to report accountability number of their section and report any personnel unaccounted for.
5. Branch chief will report accountability up the chain or as directed during initiation of the recall.

Attachment 3

SAMPLE OF DIRECTORATE STRENGTH ACCOUNTING

Table A3.1. Sample of DCC Strength Accounting.

DIRECTORATE: A3						
Recall Type: _____						
Recall Date: <u>DD Mon YY</u>						
Recall (R) Time: <u>0600W</u>						
	Assigned	TDY	Leave	Other	Available	Present
Initial	115	15	10	2	88	
R+ :30						60
R+ :45	NC	NC	NC	NC	NC	65
R+ 1:00	NC	NC	NC	NC	NC	73
R+ 1:15	NC	NC	NC	NC	NC	87
R+ 1:30	NC	NC	NC	NC	NC	88
R+ 3:20	NC	NC	NC	NC	NC	

Attachment 4

SAMPLE OF SIGN-IN ACCOUNTABILITY ROSTER

Table A4.1. Sample of Sign-In Accountability Roster.

DIRECTORATE: A3					
Recall Type: _____					
Recall Date: <u>DD Mon YY</u>					
Recall (R) Time: <u>0600W</u>					
	Rank	Name (Last, First)	Time Notified	Arrival Time	Response Time (Arrival – Notification)
1	CMSgt	Green, Patrick	0615	0700	:45
2	Col	Dirt, John	0620	0705	:45
3	MSgt	Swicz, Tim	0610	0705	:55
4	SSgt	Mullins, James	0615	0705	:55
5	A1C	Jackson, Lola	0615	0700	:45
6	TSgt	Lewis, Romeo	0616	0705	:49
7	SSgt	Franks, Adam	0616	0705	:49
8	Capt	Jones, Steve	0622	0710	:58
9	SrA	Hail, Briana	0630	0700	:30
10					
11					
12					
13					

Attachment 5

SAMPLE OF STRENGTH ACCOUNTING

Table A5.1. Sample of Strength Accounting.

DIRECTORATE: AX									
Recall Type: _____									
Recall Date: <u>DD Mon YY</u>									
Recall (R) Time: <u>0600W</u>									
Division /Branch	Initial	Initial	Initial	Initial	R+ :30	R+ :45	R +1:00	R+ 2:00	R+ 3:30
	Assigned	TDY	Leave	Other	Availabl e	Present	Present	Present	Present
DS	220	20	10	5	20	34	70	78	85
DO	50	2	3	0	10	30	45	45	45
502AOG	130	25	5	0	50	60	70	100	100
XP	100	0	0	0	25	35	60	85	100
CE	350	50	50	0	100	140	200	250	250
LG	115	15	10	2	60	65	73	88	88
PACAF RSS	40	0	0	0	20	40	40	40	40
IN	48	0	0	3	5	25	36	45	45
SF	85	30	5	0	20	45	50	50	50
SV	130	25	0	5	50	50	50	78	100
PA	20	1	1	1	3	14	17	17	17
HO	110	10	5	5	20	37	40	50	100
SG	95	5	0	0	50	90	90	90	90
HC	80	5	0	5	30	55	70	70	70
JA	45	0	0	5	20	23	32	40	40
IG	60	45	0	0	6	10	15	15	15
TOTAL	1678	233	89	31	489	753	958	1141	1235

Attachment 6

SAMPLE MESSAGE FORMAT TO RECALL OFF-ISLAND TDY MEMBERS


Figure A6.1. Sample Outlook Message Format to Recall Off-Island TDY Members.

<p>TO: Use Global Address Listing and find the address for the member's attached/assigned TDY unit, base, and office symbol. The location can be obtained from the TDY orders.¶</p> <p>INFO: Use the Global Address Listing to find the address for the MAJCOM/CCQ of the school, base, or exercise to which the member is TDY and PACAF/CCQ.¶</p> <p>SUBJECT: RECALL NOTIFICATION¶</p> <p>Text example: The following personnel are TDY to your station and by order of the commander are required to return to their permanent duty station via the most expeditious means available:¶</p> <p>FOR: Member's TDY unit designation. This helps the TDY unit to locate the deployed member.¶</p> <p style="padding-left: 40px;">Example: FOR: 332 STUS: TSgt Smith, Helen A., 123-45-6789¶</p> <p>POC: Should be one of the commander's support staff personnel, first sergeant, or commander.¶</p> <p>DRAFTER'S NAME AND ADDRESS: The person drafting the message.¶</p> <p>RELEASER'S NAME: Releaser must sign message to indicate approval for release.¶</p> <p>**NOTE: Ensure email is digitally signed and encrypted prior to sending.¶</p>
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Attachment 7

SAMPLE MEMORANDUM TO RECALL OFF-ISLAND MEMBERS ON LEAVE

Figure A7.1. Sample Memorandum to Recall Off-Island Members on Leave.

	<p>CUI</p> <p>DEPARTMENT OF THE AIR FORCE PACIFIC AIR FORCES</p>	<p>DD Month 2026</p>
<p>MEMORANDUM FOR <u>HQ</u> PACAF/CCQ</p>		
<p>FROM: PACAF/Directorate Name 25 E Street, Suite G-XXX Hickam HI 96853-5420</p>		
<p>SUBJECT: <u>Recall</u> Notification</p>		
<p>1. By <u>the order</u> of the commander, the following personnel are to return to their home station by the most expeditious means available.</p> <ul style="list-style-type: none">a. Rank Last, First MI, SSN Physical address (street #, street name, city, state, <u>zipcode</u>) Cell/Phone Number		
<p>2. Please direct inquiries to Rank Name, PACAF/00, at DSN: 123-4567 or via email at email@us.af.mil.</p>		
<p>FIRST M. LAST NAME, Rank, USAF Director</p>		
<p>Controlled by: PACAF Controlled by: PACAF/ CUI Category: Distribution/Dissemination Controls: POC: Contact Name, DSN #</p>		