

**BY ORDER OF THE COMMANDER
SCOTT AIR FORCE BASE (AMC)**

**SCOTT AIR FORCE BASE
INSTRUCTION**



10-201

24 AUGUST 2023

Operations

RECALL & ALERT PROCEDURES

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements DAFPD 10-2, *Readiness*, DAFI 36-3802, *Force Support Readiness Programs*, and AFI 10-2501, *Air Force Emergency Management Program*, and establishes responsibilities and procedures to follow during local base recalls and provides guidance and instructions for personnel strength reporting. The procedures outlined in this instruction apply to real world crises, contingencies, and exercise scenarios and is applicable to all personnel assigned or attached to the 375th Air Mobility Wing (AMW). This instruction does not apply to the 932d Airlift Wing (AFRES) or the 126th Air Refueling Wing (ILANG). Ensure all records created as a result of processes prescribed in this publication are maintained IAW AFI 33-322, *Records Management and Information Governance Program*, and disposed of IAW 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 DAF Form 847, *Recommendation for Change of Publication*; route DAF Forms 847 from the field through the appropriate functional's chain of command. This publication requires the collection and or maintenance of information protected by the Privacy Act of 1974. The authority to collect and or maintain the records in this publication are Title 5, United States Code (U.S.C.) Section 552a. The applicable Privacy Act SORN(s) F036 AF PC C, *Military Personnel Records System* (October 13, 2000, 65 FR 60916) is available at <http://dpclo.defense.gov/privacy/SORNs/SORNs.html>.

SUMMARY OF CHANGES

This document has been substantially revised and must be completely reviewed. Major changes include: Reduction of recall options; conversion to recall-types, with reporting options, flexibility for group/unit commanders to conduct personnel accountability.

1. General. The wing commander or their designated representative are the only authority to determine and direct the type, options and extent of a wing recall. Approved wing plans also constitute authority to conduct a recall, such as force accountability following an installation attack.

1.1. When directed by 375 AMW/CC, 375 AMW Command Post (375 AMW/CP) will initiate recall procedures. Groups will report their recall status to the 375 AMW/CP.

1.2. The Crisis Action Team (CAT) or Emergency Operations Center (EOC) may initiate strength reporting procedures through 375 AMW/CP when executing an approved wing plan or checklist which directs a recall. The 375 AMW/CP holds the responsibility for recall messaging.

1.3. Units, the wing staff, and organizations are responsible for developing their own recall procedures to ensure required information is passed and personnel are accounted for as directed. This includes a communications-out procedure using runners in case telephone service is not available or not to be used for operations security (OPSEC) purposes.

1.4. Units should periodically brief and practice recall procedures to validate their effectiveness, emphasizing that immediate action is required to pass recall information. Members should promptly respond per recall instructions but not exceed speed limits or otherwise act in an unsafe manner during the response.

1.5. Permanent tenant units and organizations temporarily assigned or attached to 375 AMW will by default report their accountability and recall status through the Wing Staff Agencies (WSA) unless they are attached to another organization.

2. Responsibilities.

2.1. All 375 AMW Commanders and WSA Chiefs will:

2.1.1. Appoint unit AtHOC OPRs to verify hierarchy and maintain accuracy of all assigned personnel.

2.1.2. Develop, maintain, publish, and initiate current 375 AMW Pyramid Recall rosters and communications-out procedures for all personnel IAW this instruction, and ensure all personnel are trained on all recall procedures.

2.1.3. Ensure sufficient numbers of personnel are trained to use command and control incident management emergency response application (C2IMERA).

2.1.4. Ensure personnel rosters are verified accurate in C2IMERA at least monthly, or when personnel are gained/lost.

2.1.5. Ensure Unit Control Center (UCC) members are appointed and trained IAW requirements identified in DAFI 10-2501. All units will track UCC member appointment and training via Unit Quarterly Emergency Management Reports.

2.1.6. Activate UCCs when directed.

2.1.7. Provide and train personnel to support command and control (C2) organizations during contingency operations.

2.1.8. Ensure all assigned personnel are briefed on the contents of this plan and their responsibilities.

3. Procedures.

3.1. Units will provide updated recall rosters to their respective group staff NLT the 1st duty day of each month. Units may tailor recall rosters to include additional information but will contain the following at a minimum:

3.1.1. Squadron / Unit Name, date produced, and POC information (name, rank, and phone number).

3.1.2. UCC contact information: location and phone number. If UCC does not continuously operate, give contact details for the primary contact telephone number for the unit during duty hours.

3.1.3. List of 375 AMW recall types and options.

3.1.4. Unit recall procedures and contact details for unit members.

3.1.5. Applicable Privacy Act statements and CUI markings.

3.2. Recall messages.

3.2.1. Recall messages will follow this format: *“THIS IS A 375TH AIR MOBILITY WING TYPE # RECALL, OPTION (ALPHA/BRAVO/CHARLIE), ADDITIONAL REMARKS (NONE/ADDITIONAL DATA), REFERENCE TIME (LOCAL TIME THAT THE WG/CC DIRECTED THE RECALL) LOCAL.”*

3.2.2. Recall types. Do not recall contractor, or civil service personnel unless identified as a mission critical position. Do not recall personnel from leave or TDY unless specifically directed.

3.2.2.1. Type 1. One hundred percent accountability; make 100% contact with all members except those on leave/TDY. UCCs will be activated. Personnel will report to duty station in accordance with the recall option and equipment.

3.2.2.2. Type 2. One hundred percent accountability; make 100% contact with all personnel except those on leave/TDY. UCC activation is per commander's discretion. Personnel will report to duty station in accordance with the recall option and equipment.

3.2.2.3. Type 3. One hundred percent accountability including dependents; make 100% contact with all personnel, including those on leave/TDY, as directed by wing commander (i.e., in a particular affected area or region). UCC activation is up to the group/squadron commanders' discretion. Personnel will report to duty station in accordance with the recall option and equipment. Member will not be considered accounted for in strength reporting until all of the member's dependents are accounted for. Do not include the numbers of dependents in strength reporting. Additional remarks may include regions of interest for personnel and dependents.

3.2.2.4. Type 4. Information only; make 100% contact with all personnel and pass relevant details. UCCs and strength reporting are not required. Examples of information to pass include significant weather or base access concerns.

3.2.2.5. Type 5. Communications-out recall; make 100% contact with all members except those on leave/TDY. Do not use telephone calls to contact members. See [paragraph 3.5](#) for additional guidance.

3.2.3. Recall options.

3.2.3.1. Option Alpha. Report to work for normal duty shifts.

3.2.3.2. Option Bravo. Mission essential personnel report to work as directed or per additional remarks.

3.2.3.3. Option Charlie. All personnel report to work as soon as possible or as directed to conduct continuous operations.

3.2.4. Additional remarks. This section will be used to include or update any requirements beyond the main recall options. **Examples:** members report for augmentation duty or to report with any additional/specialized equipment.

3.2.5. On receipt of the recall, unit members will report to work in the directed uniform at the time directed in the recall option and with the equipment specified.

3.2.6. When members are directed to report to work as soon as possible, they will arrive in the directed uniform and will not delay reporting to shave, shower, or eat. Members who are unsafe to report to work, such as when under the effects of medication or alcohol, must inform their supervisor immediately.

3.2.7. **Example:** *“THIS IS A 375TH AIR MOBILITY WING TYPE 1 RECALL, OPTION ALPHA, ADDITIONAL REMARKS NONE. REFERENCE TIME 1230L.”* Units will conduct 100% accountability of all personnel (except those on leave/TDY) and stand up UCCs, members will report for duty for their normal shift and will bring training chemical defense ensemble and field gear, the recall began at 1230L and status reporting will be based on that time.

3.3. Recall execution.

3.3.1. The wing commander or designated representative will direct wing recalls to include recall type, options, equipment, and any additional remarks.

3.3.2. If directed to recall the CAT, EOC, or a limited group in addition to the wing recall, 375 AMW/CP will initiate that recall prior to the wing recall.

3.3.3. When directed to conduct a wing recall, 375 AMW/CP will first initiate a wing recall via mass notification means such as AtHoc if the recall type permits, and then directly contact group commanders. During duty hours, 375 AMW/CP will contact group commanders via duty phone numbers first. Outside of duty hours, 375 AMW/CP will first attempt contact group commanders via duty mobile phones and then by the best available means.

3.3.4. Upon initiating a recall, 375 AMW/CP will establish a reference start time (RST) in local time.

3.3.5. Do not use public media such as radio stations or news channels to broadcast a recall unless specifically directed to do so by the wing commander or designated representative. If the wing commander directs a press release via Public Affairs (PA), the reason for the recall and whether it is for an exercise or real world event will not be mentioned.

3.3.6. Group commanders will conduct the directed recall within their groups and will inform or update the CAT (or 375 AMW/CP if CAT is not active) regarding which individual(s) or organization will provide their group's recall status reporting.

3.3.7. All commanders are responsible for ensuring that their personnel receive the recall instructions and are responsible for ensuring that their commander receives their recall status reporting. Group commanders will ensure that the CAT (or 375 AMW/CP if the CAT is not active) receives recall status reporting for their group.

3.3.8. Recall status definitions.

3.3.8.1. Accountability—the process by which directed units confirm duty status and location of their assigned personnel.

3.3.8.2. Contact—contact is considered made when recall information is passed to a unit member and that member acknowledges receipt.

3.3.8.3. Available—personnel are available if they are assigned and not excused.

3.3.8.4. Excused—personnel on leave or TDY status, shift workers on a rest period will report following that rest period, aircrew on required crew rest, or other personnel required for unit operations at the commander's discretion. If in doubt on the authority to excuse their personnel unit commanders will clarify intent with their higher echelon.

3.3.8.5. Mission-essential personnel—specific personnel or duty positions required for a unit's basic operational functions.

3.3.9. Recall status reporting.

3.3.9.1. The first recall status report is due to the CAT (or 375 AMW/CP if the CAT is not active) at the recall reference time plus 1 hour. Each subsequent report is due 1 hour later until all personnel are contacted and accounted for in accordance with the recall type. Units must achieve 100% accountability within 3 hours of recall start time.

3.3.9.2. C2IMERA is the primary force accountability reporting tool. Units will ensure sufficient individuals have access and proficiency for reporting via C2IMERA. If C2IMERA is not available (or if a recall type that does not require personnel to report for duty is executed outside duty hours), units will record and report via appropriate email or voice means. Manual strength reporting worksheets are provided in [Attachment 5](#) to this instruction to facilitate accountability actions during network outages. In the case of report via alternate means, units will update C2IMERA as soon as able.

3.3.9.3. Recall status reports will include the following:

3.3.9.3.1. Effective date and time group of the report.

3.3.9.3.2. Total assigned personnel (initial report only), total excused personnel (initial report only).

3.3.9.3.3. Total contacted personnel, percentage of available personnel contacted, total available personnel.

3.3.9.3.4. If applicable, units should also report additional data such as dead, injured, or missing personnel.

3.3.10. The recall is complete when the CAT (or 375 AMW/CP when CAT is not active) reports 100% accountability to the wing commander or designated representative.

3.4. AtHoc procedures.

3.4.1. The 375 AMW/CP personnel will only use AtHoc to issue directed time-sensitive mass notifications or required system tests.

3.4.2. Unit commanders will ensure members enter appropriate details into AtHoc or appropriate successor system to permit mass notifications. Minimum contact details include assigned unit, official email, personal email, and text message.

3.4.3. Unit commanders will provide at least one unit monitor to have end user manager access to AtHoc in order to validate and manage unit members' data and to recommend users for removal when they no longer need access to AtHoc.

3.5. Communications-out recall procedures.

3.5.1. All units, the CAT, and EOC will have a communications-out recall procedure in case normal communications are not available or not permitted to be used. Units should consider organizing their communications-out plan by geographic area and using on-base residents as initial notification teams.

3.5.2. When directed to initiate a communications-out recall, the CAT (or 375 AMW/CP if the CAT is not active) will clarify how covert or overt the recall will be and what available systems or mass communications methods can be used. If no voice communications are available or permitted, the CAT (or 375 AMW/CP if the CAT is not active) will send runners to contact group commanders if runners are available. If runners are not available, personnel will contact 375th Security Forces Squadron (SFS) Base Defense Operations Center (BDOC) and request a runner to contact group commanders. Personnel will attempt duty locations first during duty hours, and home locations first outside of duty hours.

3.5.3. If available and permitted, 375 AMW/CP will consider announcing the recall to the base via mass notification systems and through the use of vehicles with loudspeakers. For example, 375 SFS vehicles with speaker capabilities may be used to drive to dormitories, base housing, and common areas to announce the recall.

3.5.4. Notification teams should use assigned or allocated general purpose government vehicles to the maximum extent possible. Do not use special purpose vehicles such as fuel trucks or utility vehicles.

3.5.5. Notification teams should go to every unit member's home and deliver the recall message to the member. If the member is not available, the teams should leave a message with a family member or other resident of the home, or else leave a recall notice at the residence where it can be reasonably found.

3.5.6. Units will conduct recall status reporting via the best available method consistent with the commander's guidance and available systems.

3.5.7. If members are on leave or TDY and must be contacted or recalled, and normal communications systems are not available or permitted, attempt to contact those members via the following means:

3.5.7.1. Utilize the 375 AMW Installation Personnel Readiness (IPR) section to contact the Force Support Squadron (FSS) or Personnel Support for Contingency Operations (PERSCO) function at the TDY location.

3.5.7.2. Attempt to contact the wing command post at the TDY location or nearest installation to the leave location.

3.5.7.3. Attempt to contact the US Embassy or consulate for the country the member is TDY or on leave in.

CHRISTOPHER M. ROBINSON, Colonel, USAF
Commander

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

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

DAFI 36-3802, *Force Support Readiness Programs*, 9 January 2019

AFI 10-2501, *Emergency Management Program*, 10 March 2020

DAFI 10-2501_DAFGM23-01, *Emergency Management Program*, 6 June 2023

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

375 IEMP 10-2, *Comprehensive Emergency Management Plan*, 1 December 2022

Abbreviations and Acronyms

AMC—Air Mobility Command

AMW—Air Mobility Wing

BDOC—Base Defense Operations Center

C2—Command & Control

C2IMERA—Command and Control Incident Management Emergency Response Application

CAT—Crisis Action Team

CP—Command Post

DS—Director of Staff

EOC—Emergency Operations Center

FSS—Force Support Squadron

IPR—Installation Personnel Readiness

MDG—Medical Group

MSG—Mission Support Group

OG—Operations Group

OPSEC—Operations Security

PA—Public Affairs

PERSCO—Personnel Support for Contingency Operations

RST—Reference Start Time

SFS—Security Forces Squadron

UCC—Unit Control Center

WSA—Wing Staff Agency

XP—Plans, Programs, and Readiness

Attachment 2

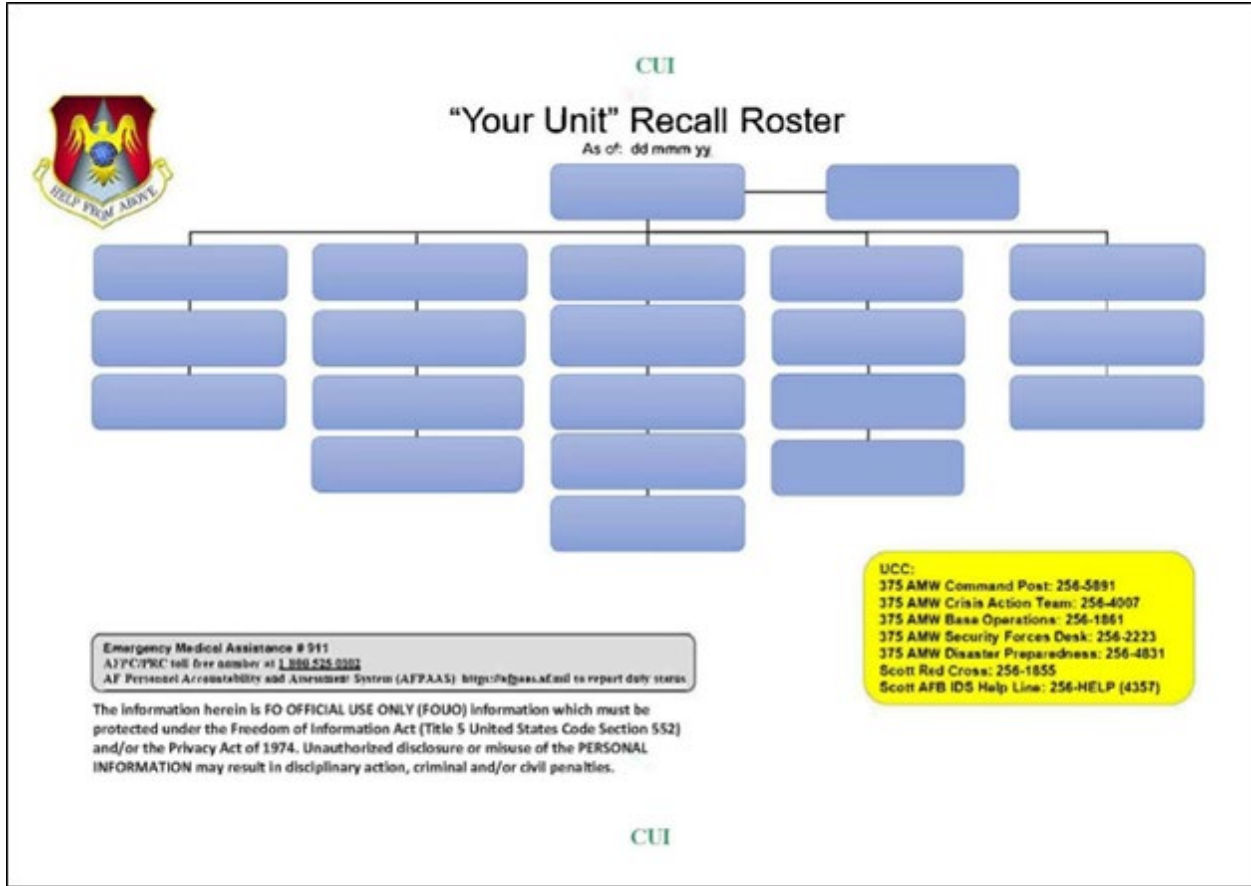
REQUIRED PERSONNEL NOTIFICATION LIST

Table A2.1. CAT/Base Alert/Recall Notification Required Personnel.

For CAT Recall, the CP will notify:	<i>For Wing Alert/Recall, the CP will notify:</i>
Vice Wing Commander (375 AMW/CV)	<i>Vice Wing Commander (375 AMW/CV)</i>
Command Chief Master Sergeant (375 AMW/CCC)	<i>Command Chief Master Sergeant (375 AMW/CCC)</i>
Operations Group Commander (375 OG/CC)	<i>Operations Group Commander (375 OG/CC)</i>
Mission Support Group Commander (375 MSG/CC)	<i>Mission Support Group Commander (375 MSG/CC)</i>
Medical Group Commander (375 MDG/CC)	<i>Medical Group Commander (375 MDG/CC)</i>
Director of Staff (375 AMW/DS)	<i>Director of Staff (375 AMW/DS)</i>
932d Airlift Wing Commander (932 AW/CC)	<i>Wing Plans, Programs, and Readiness (XP) Chief (375 AMW/XP)</i>
126th Air Refueling Wing Commander (126 ARW/CC)	<i>AMC Command Center</i>
Staff Judge Advocate (375 AMW/JA)	
Chief, Public Affairs (375AMW/PA)	
Command Post Chief (375 AMW/CP)	
Wing Plans, Programs, and Readiness Chief (375 AMW/XP)	
CAT Manager (XPO Chief)	
On Call XP Personnel (375 AMW/XP)	
AMC Command Center	

Attachment 3 RECALL ROSTER

Figure A3.1. Example Recall Roster.



Attachment 4

PYRAMID RECALL PROCEDURES

Figure A4.1. Pyramid Recall Procedures Template.

1. Keep this recall roster with you at all times. It is your responsibility to keep the information on this roster current by immediately informing your supervisor and the mobility office of any changes. The commander may modify this policy at any time to ensure an appropriate level of deployment readiness.

2. You will receive info about the type of recall, recall option, FPCON and additional remarks when contacted. The message will follow the format below:

“THIS IS A 375 Air Mobility Wing TYPE # RECALL, OPTION (ALPHA/BRAVO/CHARLIE), ADDITIONAL REMARKS (NONE/ADDITIONAL DATA), REFERENCE TIME (LOCAL TIME THAT THE WG/CC DIRECTED THE RECALL) LOCAL.”

RECALL

Type 1. 100% accountability; make 100% contact with all members except those on leave/TDY. UCCs will be activated. Personnel will report to duty station in accordance with the recall option and equipment.

Type 2. 100% accountability; make 100% contact with all personnel except those on leave/TDY. UCC activation is per commander’s discretion. Personnel will report to duty station in accordance with the recall option and equipment.

Type 3. 100% accountability including dependents; make 100% contact with all personnel, including those on leave/TDY, as directed by wing commander (i.e., in a particular affected area or region). UCC activation is up to the group/squadron commanders’ discretion. Personnel will report to duty station in accordance with the recall option and equipment. Member will not be considered accounted for in strength reporting until all of the member’s dependents are accounted for. Do not include the numbers of dependents in strength reporting. Additional remarks may include regions of interest for personnel and dependents.

Type 4. Information only; make 100% contact with all personnel and pass relevant details. UCCs and strength reporting are not required. Examples of information to pass include significant weather or base access concerns.

Type 5. Communications-out recall; make 100% contact with all members except those on leave/TDY. Do not use telephone calls to contact members.

Note: Commanders may be more restrictive on Option (i.e., increase from A to C, but not C to A).

Option	A—Report for duty at normal duty shifts B—Mission essential personnel ONLY will report for duty as directed. C—Report for duty ASAP
FPCON	ALPHA—General warning of possible terrorist activity. BRAVO—Increased and more predictable threat of terrorist activity. CHARLIE—Terrorist incident has occurred or terrorist action imminent. DELTA—Terrorist acts/threats in progress on or directed at nearby U.S. facility or personnel.

Units may include additional relevant data such as unit-specific recall procedures or mobility bag requirements.

Attachment 5

REPORTING TOOL WORKSHEET

Figure A5.1. Sample Reporting Tool Worksheet for UCC.

1		ASSIGNED	ACCOUNTED				PERCENTAGE			
2	SQUADRON	STRENGTH	PFD	LEAVE	TDY	OTHER	TOTAL	ACCOUNTED %		
3	???????	0	0	0	0	0	0	#DIV/0!		
4						OTHER				
5	RANK	NAME	OFFICE	PFD	LV	TDY	Crew Rest	Flying Duties	Medical	SRM Worker
6										
7										
8										
9										
10										
11										
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34										
35										

DEFINITIONS RELATED TO THE UCC SPREADSHEET

Assigned Strength. Includes all personnel for which the unit is accountable as indicated on the most recent Unit Manning Document (UMD), and/or Unit Personnel Management Report (UPMR), to include any IMA or reservist TDY to your unit or from your unit to perform duties like manning assistance, etc. Do not include projected gains that have not yet arrived.

Present For Duty. Is exactly that – if someone is physically at the work center. Member should be at assigned place of duty. LINE six and below for those members not present for duty.

Leave: Includes Permissive/Terminal leave status or members on a special pass.

Temporary Duty (TDY). Includes anyone TDY as designated on DD Form 1610 for formal training, site visits, conferences, etc. Anyone deployed on Contingency Deployment (CED) order. All members are required to out process the unit prior to leaving the area. Orders should be on file with immediate supervisor.

Travel of DOD Personnel. For formal training, site visits, conference, etc.

Other. Includes members while at First Term Airman’s Center (FTAC), Airman Leadership School (ALS), hospitalized, assigned on quarters, Absence Without Official Leave, confined, or otherwise not readily available for duty.

Attachment 6

RECALL LETTER FOR TDY PERSONNEL

Table A6.1. Sample Recall Message For Personnel TDY.


<p>CUI</p> <p>DEPARTMENT OF THE AIR FORCE HEADQUARTERS 375TH AIR MOBILITY WING (AMC)</p> <p>/// EXERCISE / EXERCISE / EXERCISE ///</p> <p style="text-align: right;">Day Month Year</p> <p>MEMORANDUM FOR 56 TRS/CC</p> <p>FROM: 375 FSS/CC</p> <p>SUBJECT: Recall of TDY Personnel</p> <p>1. The following personnel are TDY to you unit. Request you assistance notifying personnel to return to their home station immediately. Request members promptly contact home station commander or commander's support staff.</p> <table border="1"> <thead> <tr> <th>GRADE</th> <th>NAME</th> <th>AFSC</th> <th>ATTACHED UNIT</th> </tr> </thead> <tbody> <tr> <td>SSGT</td> <td>DOES, JOE</td> <td>3F0X1</td> <td>56 TRS</td> </tr> </tbody> </table> <p>2. Your assistance in this matter is greatly appreciated. For questions, please contact me at commercial (618) 256-XXXX or DSN 576-XXXX.</p> <p style="text-align: right;">MARY A. DOE, Major, USAF Commander</p> <div style="border: 1px solid black; padding: 5px;"> <p>NOTES:</p> <p>1. Personnel TDY out of the local area (within the CONUS) who are required 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 discretion. Recall messages will be sent to IPR not later than recall +3:00 hours.</p> <p>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).</p> <p>3. During wing exercises, all messages recalling personnel from TDY will be annotated.</p> </div> <p style="text-align: center;">/// EXERCISE / EXERCISE / EXERCISE ///</p> <p style="text-align: center;">COMBAT READY...SHOWCASE WORTHY</p> <p style="text-align: center;">CUI</p>				GRADE	NAME	AFSC	ATTACHED UNIT	SSGT	DOES, JOE	3F0X1	56 TRS
GRADE	NAME	AFSC	ATTACHED UNIT								
SSGT	DOES, JOE	3F0X1	56 TRS								

Attachment 7

EXAMPLE RECALL LETTER FOR LEAVE PERSONNEL

Table A7.1. Sample Recall Message For Personnel on Leave.

CUI



DEPARTMENT OF THE AIR FORCE
HEADQUARTERS 375TH AIR MOBILITY WING (AMC)

/// EXERCISE / EXERCISE / EXERCISE ///

Day Month Year

MEMORANDUM FOR LT JOSEPH C. BLOE
1045 E. 10TH AVE
BAYONNE, NJ 070028

FROM: 375 FSS/CC

SUBJECT: Recall of Leave Personnel

1. Lt Joseph C. Bloe, 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 or the commander support staff at commercial (618) 256-XXXX or DSN 576-XXXX. Your assistance in this matter is appreciated.

MARY A. DOE, Major, USAF
Commander

NOTES:

1. Personnel on leave out of the local area (within the CONUS) who are required 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 discretion. Recall messages will be sent to IPR not later than recall +3:00 hours.
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).
3. During wing exercises, all messages recalling personnel from TDY will be annotated.

/// EXERCISE / EXERCISE / EXERCISE ///

COMBAT READY...SHOWCASE WORTHY

CUI

Attachment 8

MANUAL STRENGTH COLLECTION

Figure A8.1. Sample Manual Strength Collection Format.

Unit	RST+60' %	RST+120 %	RST+180' %	TIME/REMARKS
375 CPTS/ WSA				
375 CSPTS				
375 OG				
375 AES				
375 OG, Det 1				
375 OSS				
458 AS				
54 AS				
906 ARS				
375 MSG				
375 CES				
375 CONS				
375 CS				
375 FSS				
375 LRS				
375 SFS				
375 MDG				
375 HCOS				
375 MDSS				
375 OMRS				

Attachment 9

FIGURE A9.1. SAMPLE MANUAL STRENGTH REPORTING WORKSHEET.

<u>TOTAL AVAILABLE</u>						
	SUB UNIT 1	SUB UNIT 2	SUB UNIT 3	SUB UNIT 4	SUB UNIT 5	TOTAL
ASSIGNED						
EXCUSED						
AVAILABLE (Assigned minus excused)						
<u>TOTAL CONTACTED OR PRESENT FOR DUTY</u>						
	RST +	RST +	RST +	RST +	RST +	
SUB UNIT 1						
SUB UNIT 2						
SUB UNIT 3						
SUB UNIT 4						
TOTAL						
PERCENT (Total contacted divided by total available)						

Attachment 10

COMM-OUT RECALL NOTICE

Figure A10.1. Sample Comm-Out Recall Notice.

RECALL

A RECALL WAS INITIATED ON _____ AT _____ HOURS LOCAL TIME.
(DATE) *(TIME)*

YOU ARE NOT REQUIRED TO NOTIFY ANY OTHER PERSONNEL. REPORT TO YOUR UNIT PER INSTRUCTIONS BELOW.

REAL WORLD EXERCISE *(CIRCLE ONE)*

MESSENGER RANK/NAME: _____

RECALL TYPE: _____

OPTION: _____

ADDITIONAL REMARKS