

**BY ORDER OF THE COMMANDER  
SPACE LAUNCH DELTA 30**

**SPACE LAUNCH DELTA 30  
INSTRUCTION 36-3802**

**25 JUNE 2021**

**Personnel**

**INSTALLATION ALERT  
NOTIFICATION/RECALL  
PROCEDURES**



**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This instruction extends the guidance in Air Force Instruction (AFI) 36-3802, *Force Support Readiness Programs*. The purpose of this instruction is to provide guidance and information to installation organizations such as staff agencies, groups, squadrons, tenant units, and contractors. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) listed above using the AF Form 847, *Recommendation for Change of Publication*; route AF Forms 847 from the field through the appropriate chain of command. Requests for waivers must be submitted to the OPR listed above for consideration and approved by the installation commander. Ensure that all records created as a result of processes prescribed in this publication are maintained IAW Air Force Instruction (AFI) 33-322, *Records Management and Information Governance Program*, and disposed of IAW Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS). This publication requires the collection and or maintenance of information protected by the Privacy Act of 1974 authorized by Title 10, U.S.C 8013, Secretary of the Air Force and E.O. 9397, as amended. Documents generated as a result of this instruction will contain a Privacy Act Statement (PAS) to include: the Authority; the Purpose; the Routine Uses; and the Disclosure. The applicable Privacy Act System of Records Notice (SORN) F031 AFMC B, Air Force Information Systems Records, are available at <https://dpcl.d.defense.gov/Privacy/SORNsIndex/DOD-Component-Notices/Air-Force-Article-List/>.

***SUMMARY OF CHANGES***

This publication has been substantially revised and must be completely reviewed. It clarifies management of mission essential civilians during recall scenarios. It updates the alert notification sequence. It updates Unit Control Center/Group Control Center guidance. Changes also add requirements for incident notification to Space Launch Delta 30 Command Post. Furthermore, it clarifies Secondary Crash Net (SCN) notifications and the responsibilities between the Space Launch Delta 30 Command Post and Airfield Management Operations.

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## Chapter 1

### CONCEPT OF OPERATIONS

**1.1. Background.** During natural disasters or national emergencies, the ability to quickly assess the status of Air Force members, Department of the Air Force (DAF) and Non-Appropriated Funds (NAF) civilians, contractors, and families is critical. Both our ability to recover from these incidents and to return to normal operations are top priorities.

**1.2. Introduction.** This instruction outlines accountability requirements and procedures for all units, agencies, commanders, directors and joint assigned members. In order to ensure all personnel are accounted for, it is paramount that all Air Force installations and units have recall and evacuation plans in place and personnel are aware of their responsibilities to ensure fast, accurate accountability.

**1.3. Scope.** The roles and responsibilities of involved agencies are fully explained in accordance with the references listed in [Attachment 1](#). Understanding and accomplishing these roles and responsibilities are crucial for ensuring the accurate and timely actions necessary to establish Total Force Accountability (TFA). During a disaster event it is the commander's inherent responsibility to ensure awareness of the status of personnel under their command. Commanders must take prudent measures and apply the guidance outlined in this instruction to ensure they are able to account for all personnel. This instruction is intended to aid commanders and those involved in personnel accountability by providing guidance on accountability for victims/survivors of an event. It is not intended to govern accountability for forces deployed in support of rescue, recovery, or contingency operations.

## Chapter 2

### RESPONSIBILITIES

**2.1. Personnel accountability is a shared responsibility between a commander/staff agency chief, supervisor, and their assigned personnel.** Under certain circumstances however, their ability to accurately track and account for the required forces and certain family members may be impeded. Utilizing robust systems and ensuring individual members are aware of reporting requirements will ensure that accountability can be achieved in the dire situations.

**2.2. Unit Commanders/Agency Chiefs.** Unit Commanders/Agency Chiefs are responsible to establish accountability of assigned members, including military, DAF, NAF civilians, Defense Enrollment Eligibility Reporting System (DEERS) enrolled family members, family members of DAF/NAF employees (when receiving evacuation entitlements), and outside of the contiguous United States assigned contractors and their family members as soon as possible, but not later than 48 hours after accountability is directed.

2.2.1. Ensure a unit recall roster and an actionable Communications-Outage (Comm-Out) recall roster are maintained and updated monthly in the event local communications is inoperative or overloaded. Comm-Out procedures will be implemented when directed.

2.2.2. Be familiar with wing operational plans and situations that may require alert notifications.

2.2.3. Ensure unit personnel are trained on alert notification and recall procedures. Unit Commanders/Agency Chiefs will coordinate all unit alert notification and recalls with the 30 SW Inspector General (30 SW/IGI) in order to de-conflict with any planned wing exercises.

2.2.4. Notify key leadership of on-site associated contractors. The high degree of contractor cooperation required to accomplish Vandenberg AFB mission sets, often requires contractor's awareness of alert postures and installation readiness status.

**2.3. Vandenberg Command Post (VCP).** The VCP will be responsible for the operation of the alert notification system (i.e. AtHoc message, Giant Voice, mass email, etc.) and for making alert and emergency notifications, as directed by the 30th Space Wing Commander (30 SW/CC), or designated representative.

**2.4. Personnel Control Center (PCC).** The PCC is manned by the 30th Force Support Squadron Installation Personnel Readiness (30 FSS/FSPI). When the 30 SW/CC initiates a recall the 30 FSS/FSPI stands up and operates the PCC and is responsible for overall management of the wing personnel strength/accountability reporting system located on the sharepoint site.

**2.5. Unit Control Centers (UCC)/Group Control Center (GCC).** UCC/GCCs are responsible for consolidating and relaying strength and accountability reports to the PCC. The Installation Personnel Readiness Office is responsible to train UCC/GCC on the accountability reporting process.

2.5.1. UCC/GCCs serve as a commander's communications channel to each individual assigned to an organization. They also provide a single contact for resources requested from Incident Commander via Vandenberg Emergency Communications Center (VECC) or Emergency Operations Center (EOC).

2.5.2. UCC/GCCs relay emergency information within the chain of command regarding major accidents, natural disasters, and enemy attacks. They also direct, monitor, and report mitigation and preparedness activities, and maintain unit continuity for command and control. UCC/GCCs support the installation commander and EOC by providing subject-matter-experts and resources.

**2.6. 30th Space Wing Public Affairs (30 SW/PA).** The 30 SW/PA is the primary releasing authority for all public information concerning Vandenberg AFB activities, units, and individuals. This includes information regarding accidents and or incidents. The 30 SW/PA coordinates all news items that are released locally.

**2.7. Base Defense Operations Center (BDOC).** When an alert notification is initiated and base communications are impaired, Comm-Out notifications will be implemented. The VCP will attempt contact with the BDOC by any means available and request their assistance in implementing the pyramid recall and alert notification. The BDOC will dispatch a patrol to notify wing/group commanders.

**2.8. Emergency Response.** Although primary responsibility for reporting events and incidents rests with the VCP and other 24-hour operations centers, all personnel will ensure emergency response elements and their command chain are informed of significant events. If there is a question, report the incident. Do not delay emergency notifications.

2.8.1. Personnel (Active Duty, selected Reserve, DAF and NAF Civilians, and Contractors) will contact their leadership and keep them informed of their location and account for family members.

2.8.2. All personnel are responsible to acknowledge and comply with all alert notifications. Acknowledgement instructions will be provided in each message.

## Chapter 3

### DEFINITIONS

#### 3.1. Alert Notification Types.

3.1.1. Format 1: Report for Duty Recall. Used to immediately recall to duty all or a select number or category (i.e., military, civilian, mission-essential) of personnel. Unit strength reporting is required. Pertinent information will be included in the notification.

3.1.1.1. The urgent nature of a recall requires all affected personnel to immediately report to their assigned duty section in uniform unless otherwise directed. Personnel will complete their pyramid alert notifications and not delay for personal grooming (showering, shaving, etc.) or eating.

3.1.1.2. During exercises, personnel on non-duty status, such as leave, crew rest and temporary duty, are not normally recalled to duty. Non-duty Individual Mobilization Augmentees (IMA) are not normally recalled for exercises. Shift workers will be contacted at the discretion of the unit commander.

3.1.2. Format 2: Telephone Standby. This is used to quickly relay time-critical information to the base populace. Personnel should be immediately available to receive information or instructions by telephone, cellular phone, government issued cellular devices, email or similar device. Pertinent information will be included in the notification.

3.1.2.1. Personnel will complete their pyramid recall and must remain available to be contacted by one of these means of communications while telephone standby is in effect and be readily available to be recalled until released. It is each individual's responsibility to inform their supervisor and/or work center of their means of contact at all times.

3.1.2.2. Messages left on voice mail or answering machines do not constitute contact for military personnel. For civilian employees, this will constitute an "on-call" status.

3.1.3. Format 3: Notification Advisory. This is used to disseminate time-critical instructions and other information of any nature deemed appropriate by the 30 SW/CC. All personnel will be contacted for these notifications. Situations requiring these notifications may include, but are not limited to, accountability reporting, release from telephone standby, delayed reporting, base closure, local emergency, or security condition requiring immediate notification of personnel. Personnel must copy and relay special notifications completely and correctly and if directed, complete their pyramid alert notifications.

3.1.4. Format 4: Tests. All assigned personnel will be contacted as required (except those personnel on leave, TDY status, or on crew rest). Testing of the alert notification system is normally associated with base or installation (including tenant units) exercises or as directed by the 30 SW/CC. Units will comply and respond with real-world urgency. Units are encouraged to test their pyramid alert notification procedures frequently.

3.1.5. Comm-Out Recall. Used when normal communications methods are unavailable. The 30 SW/CC will designate a Comm-Out recall when the installation sustains an overall communications failure or if the nature of the threat and need for security dictate. Units will establish Comm-Out procedures that coincide with their recall rosters.

**3.2. Alert Notification Methods.** Personnel normally receive alert notifications from their chain of command.

3.2.1. Unit commanders receive notifications from AtHoc via desk top pop-up, telephone, Short Message System (SMS) texts, or email. Unit commanders will pass notifications via pyramid alert.

3.2.2. If the telephone system is inoperable, or when directed, the Comm-Out recall and notification process will be initiated and runners will be utilized.

3.2.3. As directed by the 30 SW/CC, the 30 SW/PA will notify radio and television stations to broadcast the applicable notification message. Press releases will be made through the 30 SW/PA only.

**3.3. Civilian Employees.** Unit commanders will recall civilian employees at their discretion based on the situation and mission requirements.

3.3.1. Unit commanders will identify and maintain status of civilian personnel and ensure they are properly identified on recall rosters and notified during recalls. Civilian employees will be clearly delineated on recall rosters to eliminate confusion with military members and will be easily identifiable by special marking (asterisk, ampersand, etc.).

3.3.2. Contractors must be identified as essential for operations through their contract or statement of work in order to be recalled.

**3.4. Recall Rosters.** The term "recall rosters" and/or "rosters" pertain to all alert notification types of rosters. Units will develop and maintain a recall roster that includes both communications-in (Comm-In) and Comm-Out formats and instructions.

3.4.1. Recall Roster Organization.

3.4.1.1. Units will organize rosters as needed to meet unit requirements. Reference [Attachment 2](#) for detailed recall roster instructions.

3.4.1.2. Comm-In recall rosters will be organized in a logical sequence with key personnel (or individuals who collect and report status) notified first. Whenever possible, consolidate individual offices into a broader system to increase the speed of notifications.

3.4.1.3. Comm-Out recall rosters should be grouped logically according to geographic areas to facilitate quickest possible notifications. When possible, on-base personnel will be contacted first, then notifications will expand to the surrounding communities. The Comm-Out pyramid roster should be well organized and not copy the Comm-In roster.

3.4.2. Recall roster contents will comply with [Attachment 2](#) of this instruction.

3.4.2.1. Specify format as Comm-In or Comm-Out.

3.4.2.2. All rosters are required to have alert notification procedures IAW [Chapter 5](#) and strength/accountability reporting procedures IAW [Chapter 6](#).

3.4.2.3. A special symbol (i.e., \$, #) will be used to differentiate between military, civilian, or task force personnel. Members of the Crisis Action Team (CAT) will be identified with a separate special symbol.

3.4.3. Roster Distribution. Each unit commander/agency chief will send a copy of the recall roster to each unit/agency above them in the chain of command.

3.4.3.1. A copy will be sent to VCP monthly or when there are changes.

3.4.4. Recall rosters contain sensitive Personally Identifiable Information (PII) and should be marked and handled accordingly. Email transmissions must be encrypted and electronic file storage must be access restricted. Destroy hardcopies of outdated rosters on approved shredders.

## Chapter 4

### PROCEDURES

**4.1. Emergency Procedures.** Alert notifications will be accomplished only after emergency responder notifications have been accomplished (i.e., Fire Department, Medical, Security Forces, etc.).

4.1.1. VCP. The VCP will notify, at a minimum, the 30 SW/CC, wing executive director (30 SW/CD), wing command chief (30 SW/CCC), and group/tenant unit commanders for each alert notification. The VCP controllers will make no more than 20 notifications (10 per controller) to prevent the delay in the alert notification process.

4.1.2. Group/tenant unit commanders/agency chiefs. Alert notifications will be accomplished for their respective units/agencies, to include contractors which operate under that unit, if required. UCC/GCCs will not be tasked with more than 10 notifications per person.

4.1.3. CAT. When an alert notification is directed and the physical CAT is already formed, the CAT Support Team will initiate alert notifications, as applicable. CAT Team lead will relay notifications/information through the VCP liaison, which is normally the VCP Chief or Superintendent.

#### **4.2. Loss of Communications.**

4.2.1. Impaired Communications. When an alert notification is initiated and base communications are impaired, the VCP will attempt contact with the BDOC by any means available and request their assistance in implementing the pyramid recall and alert notification. The BDOC will dispatch a patrol to notify wing/group commanders.

4.2.2. Communications Outage. Each unit will develop alert notification procedures to use in the event of a communications outage. Refer to Section 3.4. of this instruction.

**4.3. Training.** Unit commanders/agency chiefs must be familiar with wing operational plans and/or situations that require alert notifications. Unit personnel must be trained on alert notification procedures. Units are authorized and encouraged to test procedures at the discretion of the unit commander. Unit commanders are advised to coordinate tests with 30 SW/IGI to ensure there are no conflicts with base-wide exercises already planned.

**4.4. Exercises.** Installation-wide alert notifications in support of a base exercise will be coordinated with 30 SW/IGI and approved by the 30 SW/CC. 30 SW/IGI conducts periodic, base-wide exercises in which the alert notification system is tested. Recalls used in support of an exercise frequently require real-world actions or responses from various base personnel and units must maintain a sense of urgency.

**4.5. Commander's Availability.** VCP should be able to contact group commanders within 15 minutes. Therefore, it is incumbent upon all group commanders to notify VCP when they are not reachable. In those instances, group commanders should provide VCP an alternate point of contact (POC) for their unit. VCP will attempt contact with the deputy commander, or designated alternate, if the group commander is unreachable and there is no alternate provided.

## Chapter 5

### ALERT NOTIFICATION PROCEDURES

**5.1. The VCP will initiate alert notifications and relay the appropriate message as described in Attachment 2.**

**5.2. AtHoc Alert Notification Sequence.** Personnel are responsible for receiving, acknowledging, and complying with any notification received via the AtHoc system. Personnel should acknowledge the first AtHoc message disseminated via any device to mitigate “slowing down” the AtHoc system. Questions concerning notification information contained in an AtHoc message should be addressed to their chain of command.

**5.3. Pyramid Alert Notification Sequence.** This section outlines recommended procedures, however commanders may have discretion to authorize changes in implementation, dependent on unit size and efficiency.

5.3.1. Personnel responsible for initiating contact to multiple columns on a recall roster will contact the first individual in each column and relay the information verbatim. If the first person is not available, the initiating caller is responsible for calling subsequent personnel in that column until actual contact is made.

5.3.2. Leaving a message on an answering machine or leaving a voicemail does not constitute contact, however leaving the information is required.

5.3.3. Attempts to re-contact personnel must be made expeditiously until contact is made. Personnel in “other” status (shift workers, prisoner, correctional custody, etc.) must be accounted for. This precludes a break in the pyramid if an individual cannot be contacted.

5.3.4. Individuals not contacted must be reported as “no-contact” and will not be considered accounted for. “No contact made” and “other” status will be passed from individual to individual as the recall progresses.

5.3.5. The final individual in each column to receive contact will report accountability of their column to the person who initiated contact.

5.3.6. Unit commanders/agency chiefs must notify their subordinate commanders and other organizations as directed by this instruction.

**5.4. Response.** Personnel will respond in accordance with the instructions provided. Unit commanders/agency chiefs and supervisors must ensure proper response and exercise discretion when shift workers are involved or when other circumstances preclude contact or reporting of personnel.

**5.5. Crisis Action Team (CAT).** When the CAT is recalled (virtual or physical), personnel will report as required. After the situation is briefed, the battle rhythm will be established. The CAT Team Chief will request the VCP notify additional tenant unit commanders if their representation is required in the CAT.

**5.6. Space Operations Command (SpOC).** The VCP will support/conduct alert notifications for the Space Operations Command Commander (SpOC/CC) when directed by the 30 SW/CC.

**5.7. Contractor Alert Notifications.** With the high degree of contractor cooperation required to accomplish Vandenberg's mission, it is incumbent upon program managers, contracting officers, customers, and building managers to ensure that contractors are aware of Vandenberg's current readiness status. Additionally, they must be informed of any emergency/disaster situation or general advisory affecting Vandenberg AFB. Unit commanders, with operational control of the contract, will ensure notifications are made as applicable.

## Chapter 6

### STRENGTH REPORTING, ACCOUNTABILITY REPORTING AND ATTAINMENT PROCESS

**6.1. Unit Control Center/Group Control Center (UCC/GCC).** A UCC/GCC is the agency designated by each squadron/group for disseminating critical information for that unit. The UCC/GCC is also responsible for strength/accountability reporting.

6.1.1. All group/tenant/unit commanders are responsible for appointing monitors to fulfill the reporting requirements for strength/accountability reporting. Monitors will receive training within 60 days of appointment.

6.1.2. The organizations listed below identify the UCC/GCC. Each UCC will record strength/accountability reports from within their units and update the information on the Wing Recall Management database.

6.1.2.1. 30th Comptroller Squadron/Wing Staff Agencies

6.1.2.2. 30th Operations Group

6.1.2.2.1. 30th Operations Support Squadron

6.1.2.2.2. 30th Space Communications Squadron

6.1.2.2.3. 2d Range Operations Squadron

6.1.2.2.4. 2d Space Launch Squadron

6.1.2.3. 30th Mission Support Group

6.1.2.3.1. 30th Civil Engineer Squadron

6.1.2.3.2. 30th Force Support Squadron

6.1.2.3.3. 30th Logistics Readiness Squadron

6.1.2.3.4. 30th Security Forces Squadron

6.1.2.3.5. 30th Contracting Squadron

6.1.2.4. 30th Medical Group

6.1.2.4.1. 30th Operational Medical Readiness Squadron

6.1.2.4.2. 30th Healthcare Operations Squadron

6.1.2.5. Tenant Units

6.1.2.5.1. Space Operations Command

6.1.2.5.2. 18th Space Control Squadron

6.1.2.5.3. 21st Space Operations Squadron

6.1.2.5.4. 381st Training Group

6.1.2.5.4.1. 381st Training Support Squadron

6.1.2.5.4.2. 532d Training Squadron

6.1.2.5.4.3. 533d Training Squadron

6.1.2.5.5. 576th Flight Test Squadron

6.1.2.5.6. 148th Space Operations Squadron

6.1.2.5.7. Additional Tenant Units, as applicable or directed

**6.2. Personnel Control Center (PCC).** The 30 FSS/FSP, Military Personnel Flight Superintendent, is the wing POC for contacting the 30 FSS/FSPI to establish the PCC. The 30 FSS/FSP designate primary and alternate personnel to fully man the PCC during recalls, alerts, and exercise alerts.

6.2.1. Alternate PCC. In the event the primary PCC cannot be reached by phone, attempt to contact the Alternate PCC (determined at time of activation). If there is no answer, assume a communications outage and dispatch a runner to the primary PCC to report strength/accountability data. If the primary PCC has been destroyed or evacuated, the runner will report to the alternate PCC. During PCC relocation, PCC personnel will dispatch a runner to the VCP to report wing strength/accountability. The PCC will ensure UCC/GCC and VCP controllers are notified of its operating location.

**6.3. Air Force Personnel Center/Personnel Readiness Cell (AFPC/PRC).** When there is an emergency, natural disaster, or crisis situation, the AFPC/PRC is activated and will run a 24-hour operation (if the situation deems it necessary) in order to provide prompt, timely actions concerning Air Force personnel. The PRC also functions as the AFPC POC between HQ USAF, MAJCOMs, direct reporting units, and other field operating agencies.

6.3.1. The AFPC/PRC monitors and anticipates changes to personnel programs, policies, and procedures as they relate to the crisis.

6.3.2. The AFPC/PRC serves as a focal point for commanders in the event personnel are evacuated and communications have been damaged or impaired. In these situations, the AFPC/PRC acts as a central POC to pass on information from an installation's command authority to its personnel.

6.3.3. For the AFPC/PRC to account for all Air Force personnel, when evacuated, personnel should notify either their unit POC (if designated) or contact the AFPC/PRC at 1-800-435-9941.

**6.4. Strength Reporting Process.** This process will start with a message to the unit commander. Strength reporting is the process of recording and reporting the total number of personnel available to react to a recall, to sustain the mission in response to a given situation, and takes into account personnel on leave, TDY, or crew rest. This applies only to military personnel and mission essential civilians.

6.4.1. Each unit is responsible for collecting internal strength reports and passing that information to their respective UCC/GCC. The UCC/GCC will collect all respective unit reports and update the Wing Recall Management database via the 30 SW SharePoint site. Refer to Section 6.7.

6.4.2. During times requiring strength reports, PCC personnel are considered deployed-in-place, are tasked with collecting strength reports, and are on-call 24/7 during the operation. Units will consider a process utilizing runners to update accountability to the PCC during a Comm-out recall.

6.4.3. Strength reports are made available to the VCP.

**6.5. TFA Reporting Process.** TFA reporting is the process of recording and reporting the total number of personnel (including military dependents as accounted in DEERS and AF civilian employees) for safety of the Vandenberg populace during an emergency situation and takes into account personnel on leave, TDY, or crew rest. This applies to Vandenberg personnel only.

6.5.1. Each unit is responsible for collecting internal accountability reports and passing that information to their respective UCC/GCC. The UCC/GCC collect all respective unit reports and update the Wing Recall Management SharePoint site.

6.5.2. During times requiring accountability reports, PCC personnel are considered deployed-in-place, are tasked with collecting accountability reports, and are on-call 24/7 during the operation. Accountability reports are made available to the VCP.

6.5.3. Accountability reporting applies to Active Duty Air Force, Air National Guard, Air Force Reserve, and Air Force Individual Ready Reserve personnel assigned to the 30 SW and to any tenant unit on Vandenberg AFB and their family members who are enrolled in DEERS and physically residing in the Geographic Area of Interest (GAOI).

6.5.3.1. Military personnel will account for dependents listed in DEERS, when required.

6.5.3.2. A military member is not included in the accountability report as “accounted for” until ALL of their dependents are accounted for.

6.5.4. Civilian personnel. Accountability reporting applies to civilian personnel assigned to the 30 SW or to any tenant unit on Vandenberg AFB and their family members who are actively enrolled in DEERS and physically residing in the Geographic Area of Interest (GAOI) or when receiving evacuation entitlements.

6.5.5. Guidance applies to any personnel listed in paragraphs **6.5.3** and **6.5.4** of this instruction who are on TDY, leave, or liberty/pass.

**6.6. Attainment Reporting Process.** The attainment process will continue until 100% strength/accountability has been reached.

6.6.1. TFA will be attained by using the Wing Recall Management database via the 30 SW SharePoint site.

6.6.1.1. The UCC/GCC will forward current appointment letters for their representatives to 30 FSS/FSPI, to receive training and gain the appropriate access.

6.6.1.2. The accountability process is available online. Only Vandenberg personnel (with network access) will be able to view the database. Access will be provided to those personnel that are appointed by their respective squadron/group commanders.

6.6.1.3. During Comm-out procedures, units will complete the “Unit Recall Strength/Accountability Worksheet”. Refer to **Attachment 5**.

6.6.2. The UCC/GCC will utilize local reports and tools (Alpha Roster, Sign-In Sheet, Recall Roster, BLSDM, etc.) to attain accountability. The UCC/GCC will make updates under the “Recall Accountability” section of the Wing Recall Management database and track their unit’s accountability.

6.6.3. The UCC/GCC will initially report accountability via SharePoint no later than 90 minutes after the accountability and/or recall start time. Accountability will be continuously updated until all units are 100%”.

6.6.4. The VCP will review installation TFA reports via the Wing Recall Management database until 100% accountability or until instructed to terminate reporting by the 30 SW/CC.

**6.7. Wide Spread Catastrophic Events.** The Air Force Personnel Accountability and Assessment System (AFPAAS) will be used to account for personnel during a wide-spread catastrophic event at the direction of Headquarters Air Force.

6.7.1. Once a member (or family member if evacuating separately) has arrived at a safe evacuation location, their first act should be to report their status and location via AFPAAS or other means.

6.7.2. If a member is unable to either update AFPAAS, or contact their UCC/GCC they should immediately contact the AFPC/PRC at 1-800-435-9941 to report their whereabouts. AFPC/PRC is manned 24/7 to respond to any emergency.

6.7.3. In the event a member is stranded in a crisis area with no communications available, members are encouraged to report their status to any responding agency (Red Cross, local police, Federal Emergency Management Agency, etc.) and ask that agency to report the status of the member to the Air Force through any means available.

**6.8. Readiness Attainment Reporting Process.** Readiness attainment reporting is the process of ensuring all necessary actions are taken in response to changes in readiness (i.e. HPCON changes, FPCON changes). This includes, but is not limited to, posturing of personnel and/or equipment, implementing Random Anti-Terrorism Measures, and updating readiness status displays. Unit commanders must ensure all assigned personnel are notified of alert notification information. Each unit will develop and incorporate procedures on respective recall rosters to ensure all personnel are notified of changes in readiness status. UCC/GCC will report attainment of readiness changes to VCP. Units will immediately notify VCP if projected milestones cannot be completed.

ANTHONY J. MASTALIR, Colonel, USAF  
Commander

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

**AFI 10-2501**, *Air Force Emergency Management (EM) Program Planning and Program*, 19 April 2016, AFGM2019-01, 13 November 2019

**AFI 33-332**, *Air Force Privacy and Civil Liberties Program*, 12 January 2015, AFGM2019-01, 14 February 2019

**AFI 36-3802**, *Force Support Readiness Programs*, 08 January 2019

**AFMAN 10-207**, *Command Posts*, 10 April 2018

**AFMAN 10-207** AFSPC Supplement, *Command Posts*, 11 March 2019

**30 SWI 10-116-O**, *Crisis Action Team Operations*, 13 August 2013

**30 SW PLAN 31-101**, *Integrated Defense Plan*, 15 November 2017

***Adopted Forms***

**AF Form 847**, *Recommendation for Change of Publications*

***Abbreviations and Acronyms***

**AADD**—Airman Against Drunk Driving

**AF**—Air Force

**AFB**—Air Force Base

**AFI**—Air Force Instruction

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

**AFMAN**—Air Force Manual

**AFPC/PRC**—Air Force Personnel Center/Personnel Readiness Cell

**AFSPC**—Air Force Space Command

**AFRIMS**—Air Force Records Information Management System

**BDOC**—Base Defense Operations Center

**BLSDM**—Base Level Service Delivery Model

**CAT**—Crisis Action Team

**CC**—Commander

**CCC**—Command Chief

**Comm**—in—Communications-In

**Comm**—out—Communications-Outage

**DAF**—Department of the Air Force

**DEERS**—Defense Enrollment Eligibility Reporting System

**EOC**—Emergency Operations Center

**FSS/FSPI**—Force Support Squadron/Installation Readiness

**FPCON**—Force Protection Condition

**GAOI**—Geographic Area of Interest

**GSU**—Geographically Separated Unit

**GCC**—Group Control Center

**HQ**—Headquarters

**IAO**—Information Assurance Officer

**IAW**—In Accordance With

**IGI**—Inspector General

**IMA**—Individual Mobilization Augmentees

**INWS**—Installation Notification Warning System

**IPR**—Installation Personnel Readiness

**MAJCOMS**—Major Commands

**MSG**—Mission Support Group

**NAF**—Non-appropriated Funds

**OPR**—Office of Primary Responsibility

**PA**—Public Affairs

**PAS**—Privacy Act Statement

**PCC**—Personnel Control Center

**POC**—Point of Contact

**PRC**—Personnel Readiness Cell

**RDS**—Records Disposition Schedule

**SCS**—Space Communication Squadron

**SMS**—Short Message Service

**SORN**—System of Records Notice

**SpOC**—Space Operations Command

**SW**—Space Wing

**TFA**—Total Force Accountability

**TDY**—Temporary Duty

**UCC**—Unit Control Center

**USAF**—United States Air Force

**VCP**—Vandenberg Command Post

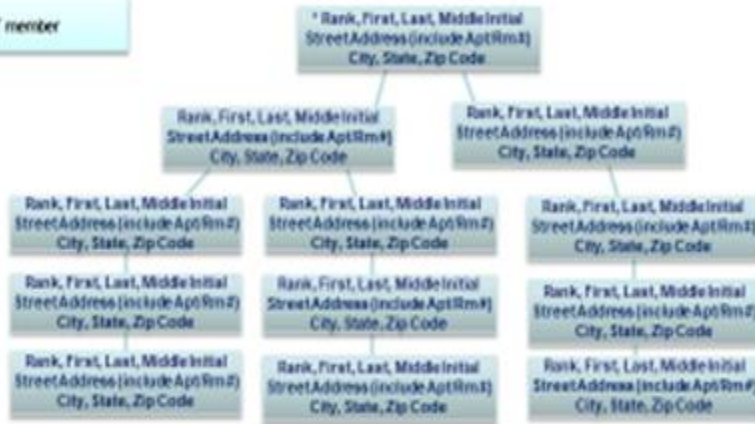
**VECC**—Vandenberg Emergency Communications Center.



Recall Roster  
(COMM-OUT Current as of DDMMYYYY)

\* Denotes CAT member

FOR OFFICIAL USE ONLY



**COMM-OUT PROCEDURES:**

Each person will be responsible to notify the next person in their respective column. The last person will report status to the first person within their column.

**Gate Hours:**

Lompoc: M-Su 0600-1800  
Santa Maria: 24/7  
Sokang: 24/7  
South: 24/7  
Utah: Closed  
Titan: Closed

**YCP:** Comm: 805-606-9961 DSN: 276-9961

**First Sergeant:** Rank, First, Last  
**Duty Cell:** 805-XXX-XXXX  
**ICC:** 805-XXX-XXXX  
**GCC:** 805-XXX-XXXX  
**Airman Against Drunk Driving:** 805-665-0156  
**AEPC/PRC:** 800-435-9941 <https://afpaas.af.mil>  
**SARC:** 805-7272 **Afterhours:** 588-7233  
**Base Operator:** 805-606-1110

"This roster is subject to the "Privacy Act of 1974," 5 U.S.C. § 552a. Personal privacy information regarding government employees and members of the Armed Forces is protected, as implemented by AFI 33-332, Air Force Privacy Act Program. Information is being collected to allow for alert notifications procedures and is for official intra-governmental use only."

FOR OFFICIAL USE ONLY

**A2.1. The top of the roster:**

- A2.1.1. "For Official Use Only"
- A2.1.2. Organization name
- A2.1.3. Specify format as Comm-In or Comm-Out Recall Roster
- A2.1.4. Correct Date appears on roster (not to exceed one month)

**A2.2. Organizational branches.** Can extend sideways at any level, indicating another notification such as a unit executive officer or a follow-on organization notification. If a follow-on notification is required, it is recommended that the unit commander/agency chief makes the call so that timely notification is ensured. Pertinent information such as home telephone numbers and addresses must be included.

**A2.3. Comm-In contact information.** Should include personnel name, duty number, and home number. Include cell phone and alternate numbers, as applicable.

**A2.4. Comm-Out contact information.** Should include personnel name, home street address, and city. Format is grouped logically according to geographical area in order to facilitate quickest notification with on-base personnel contacted first.

**A2.5. Distinction between military and civilian personnel.** Should be apparent (i.e., rank, title, etc.).

**A2.6. Members of the Crisis Action Team (CAT).** Are identified on roster with a special symbol (#, \$, \*, etc.) next to their name and represented in a legend code.

**A2.7. UCC members responsible to report are.** Identified on roster with a special symbol (#, \$, \*, etc.) next to their name and represented in a legend code.

**A2.8. Task force personnel.** Are included in the alert notification system (applicable to units supporting task forces, i.e., Personnel Support for Contingency Operations, Mobility Cargo Processing, etc.).

**A2.9. Include Vandenberg AFB gate hours.**

A2.9.1. Lompoc: M-Su 0600-1800

A2.9.2. Santa Maria: 24/7

A2.9.3. Solvang: 24/7

A2.9.4. South: 24/7

A2.9.5. Utah: Closed

A2.9.6. Titan: Closed

**A2.10. Include Important agency phone numbers.**

A2.10.1. VCP phone number: Comm: 606-9961, DSN: 276-9961

A2.10.2. First Sergeant (unit specific)

A2.10.3. UCC/GCC phone number (unit specific)

A2.10.4. Airman Against Drunk Driving (AADD) 805-665-0156

A2.10.5. AFPC/PRC (1-800-435-9941); <https://afpaas.af.mil>

A2.10.6. SARC Comm: 606-7272 After Hours: 805-588-7233

A2.10.7. Base Operator Comm: 606-1110

**A2.11. Bottom of the roster must include.**

A2.11.1. Roster points of contact.

A2.11.2. Privacy Act Statement of 1974: “This roster is subject to the “Privacy Act of 1974,” 5 U.S.C. § 552a. Personal privacy information regarding government employees and members of the Armed Forces is protected, as implemented by AFI 33-332, Air Force Privacy Act Program. Information is being collected to allow for alert notifications procedures and is for official intra-governmental use only.”

A2.11.3. “For Official Use Only”.

**A2.12. The reverse of the roster must.** Contain alert/recall procedures and standard statements found in [Attachment 3](#).

**A2.13. Forward updated rosters to the following.**

A2.13.1. VCP via unclassified e-mail [30SW.CP@us.af.mil](mailto:30SW.CP@us.af.mil)

A2.13.2. Each member of the unit

A2.13.3. Any follow-on units that require notification.

### Attachment 3

#### PYRAMID ALERT NOTIFICATION PROCEDURES

**A3.1. Keep a copy of the current unit roster readily available at all times.**

**A3.2. When using pyramid recall Relay all information exactly as received.** Verify information to the caller by repeating it.

A3.2.1. Upon notification, contact the next person on the roster.

A3.2.2. Leaving a message with another person or on an answering machine/voice mail does NOT constitute contact with that person; however, you are required to leave a message with appropriate instructions.

A3.2.3. If you are unable to contact the next person, you are responsible for continuing notifications to the next person(s) in the chain until contact is made.

A3.2.4. The final person will notify the individual at the top of their chain and report accountability and members not contacted.

A3.2.5. Include the following verbiage, required actions, and instructions on the four recall formats on the reverse of the recall rosters:

**A3.3. FORMAT 1, REPORT TO DUTY RECALL: Required Actions:**

A3.3.1. -All members must be capable of being contacted by radio or telephone within 1 hour.

A3.3.2. Complete your pyramid alert notifications.

A3.3.3. At the direction of the 30 SW/CC or designated alternate:

A3.3.4. Recall all personnel including individuals on leave or TDY (DO NOT recall civilians or personnel on TDY/Leave for exercises).

A3.3.5. Recall local area personnel only.

A3.3.6. Report to your duty section in uniform immediately / at the designated time. If immediate, do not delay for grooming or meals. Shift workers will be called / recalled at the discretion of their commander/agency chief. The first person to arrive will prepare a sign-in roster.

A3.3.7. Strength Reporting is REQUIRED using SharePoint site: <https://usaf.dps.mil/sites/afspc-30sw/30MSG/30FSS/wrm/SitePages/Home.aspx>

A3.3.8. Duty sections will report their strength to their respective UCC/GCC. The Installation Personnel Control Center (PCC) will be activated. *NOTE: During exercises, personnel in non-duty status (leave, TDY, non-duty IMAs) are not normally contacted.*

**A3.4. FORMAT 2, TELEPHONE STANDBY: Required Actions:**

A3.4.1. - All members must be capable of being contacted by radio or telephone within 1 hour.

A3.4.2. Complete your pyramid alert notifications.

A3.4.3. All off-duty personnel will be contacted and placed on telephone standby alert.

A3.4.4. Members will notify their work center of any change in contact information immediately.

A3.4.5. Members will remain on standby until released.

A3.4.6. Relying on voice mail or answering machines as a means of “contact” is unauthorized.

A3.4.7. Personnel will be released from Telephone Standby through a Format 4 notification.

**A3.5. FORMAT 3, NOTIFICATION ADVISORY: Required Actions:**

A3.5.1. Personnel contacted will relay exact information as received.

A3.5.2. Complete your pyramid alert notifications.

A3.5.3. Follow instructions contained within the notification.

A3.5.4. Complete required actions. All personnel available for duty (not on leave, TDY, quarters) will be contacted.

**A3.6. FORMAT 4, TEST: Required Actions:**

A3.6.1. Complete your pyramid alert notifications.

A3.6.2. Do not report for duty.

A3.6.3. Strength reporting is **NOT REQUIRED**.

#### Attachment 4

### PERSONNEL ACCOUNTABILITY FOLLOWING NATURAL DISASTERS OR NATIONAL EMERGENCIES

**A4.1. 30 SW/CC shall.** Initiate an total accountability recall during and/or following a natural disaster or national emergency as deemed necessary to account for all active duty, civilians, Non-Appropriated Fund employees and dependents.

**A4.2. Once the Wing/CC initiates a recall.** The 30th Force Support Squadron Installation Personnel Readiness (30 FSS/FSPI) activates and mans the PCC and is responsible for overall management of the wing personnel strength/accountability reporting system.

**A4.3. Military and civilian members contacted.** Shall be asked about the status of their dependents as applicable. Accountability for all members shall be reported by UCCs IAW existing alert notification procedures with the addition of reporting numbers of missing active duty dependents. In the event the sponsor is away from home station, UCCs will contact the sponsor's dependents to ascertain their status and report it accordingly if a dependent is missing.

**A4.4. All 30 SW and tenant unit organizations will.** Gather and maintain home addresses and phone numbers on all civilians and NAF employees assigned to their units. This information will be safeguarded for official use only and maintained by only those with a need to have the information such as section chiefs, UCCs, unit commanders, etc. When directed, UCCs will use this information to contact their civilians and report accountability to the PCC using the reporting tool described in [paragraph A4.9](#).

**A4.5. Federal Employees.** May be contacted during an alert notification, but will not report outside of normal work schedules unless a commander or supervisor deems them essential for providing a particular response capability. Contractors must be identified as essential for operations through their contract or statement of work to be recalled.

**A4.6. When unable to make contact with an individual.** Report names of personnel not contacted to the commander/UCC initiating the recall.

**A4.7. UCCs are responsible for.** Knowing and leave locations and valid contact information of unit members. Units will report status to UCCs.

**A4.8. If already formed.** The CAT will initiate recall of all subordinate units and staffs. Recall status of 30 SW Geographically Separated Units (GSU) is the responsibility of the CAT.

**A4.9. The 30 SW UCCs will.** Accomplish strength/accountability reporting using Wing Recall Management Database.

**A4.10. Unit commanders will.** Ensure unit strength/accountability statistics are up-channelled to the PCC. GSUs will send their data to the CAT which will then forward it to the PCC.

**A4.11. GCCs/UCCs will.** Use the reporting process outlined in [Attachment 5](#). The 30 SW is expected to achieve 100% accountability no later than Recall Hour +6 hours.

Attachment 5

UNIT RECALL STRENGTH/ACCOUNTABILITY WORKSHEET

A5.1. Unit Recall Strength/Accountability Worksheet.

Figure A5.1. Unit Recall Strength/Accountability Worksheet.

Squadron:

POC:

Phone:

Date:

Time:

Accountability/Recall Start Time:

dd-mmm-yy
XXXXL

		PDS Personnel:	
1.	Enter the <b>Total</b> number of <b>Personnel Assigned</b> (This is you unit's total strength/accountability):		
2.	Enter the number of personnel <b>Present For Duty</b> :		
3.	Enter the number of personnel on <b>TDY</b> :	+	
4.	Enter the number of personnel on <b>Leave</b> :	+	
5.	Enter the number of personnel on <b>Quarters/Hospital</b> :	+	
6.	Enter the number of personnel in <b>Other Status</b> : (Include here personnel who have been notified but are not required to report for duty --i.e.: crew/shift workers, prisoner, correctional custody):	+	
7.	Total Number of <b>Personnel Accounted For</b> : (This is the sum of blocks 2-6 above)	=	
8.	Total Number of personnel still <b>Unaccounted For</b> : (This is the difference between the number of personnel assigned (block 1) and personnel accounted for (block 7).	?	
9.	<b>Percentage</b> of personnel Accounted For: (This is the total number of personnel accounted for (block 7) <i>divided by</i> the total number of personnel assigned (block 1))	%	
10.	Personnel Accountability <b>Error</b> : (This indicates any discrepancy between the Total number of personnel assigned (block 1) & the total number of personnel accounted for (block 7). Subtract Block 7 from Block		