

**BY ORDER OF THE COMMANDER  
VANCE AIR FORCE BASE (AETC)**

**VANCE AIR FORCE BASE  
INSTRUCTION 10-200**



**12 JUNE 2026**

**Operations**

**CONTINGENCY  
OPERATIONS AND PREPARATION**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

---

**ACCESSIBILITY:** Publications and forms are available on the e-Publishing website at [www.e-Publishing.af.mil](http://www.e-Publishing.af.mil) for downloading or ordering

**RELEASABILITY:** There are no releasability restrictions on this publication

---

OPR: 71FTW/XP

Certified by: 71FTW/XP  
(Lori A. Shackelford, DAFC)

Supersedes: VANCEAFBI10-200, 24 June 2025

Pages: 30

---

The purpose of this instruction is to provide guidance and information to wing agencies that support contingency operations in accordance with DAFI 10-2501, *Emergency Management Program* and DAFI 36-3802, *Force Support Readiness Programs*. This includes the activation and management of the Commander's Senior Staff, Wing Operations Center, recall, accountability, and Emergency Mass Notification System (Giant Voice and AtHoc Systems) procedures.

This instruction applies to wing organizations such as staff agencies, squadrons, tenant units, and contractors. Refer recommended changes and questions about this publication to the Office of Primary Responsibility listed above using the DAF Form 847, *Recommendation for Change of Product*; route DAF Forms 847 from the field through the appropriate chain of command. Requests for waivers must be submitted to the Office of Primary Responsibility listed above for consideration and approval. Ensure all records generated as a result of processes prescribed in this publication adhere to Air Force Instruction 33-322, *Records Management and Information Governance Program*, and are disposed of in accordance with Air Force Records Disposition Schedule, which is located in the Air Force Records Information Management System. The use of the name or mark of any specific manufacturer, commercial product, commodity, or service in this publication does not imply endorsement by the Air Force.

**SUMMARY OF CHANGES**

This revision incorporates significant updates to recall and personnel accountability procedures, specifically introducing new requirements for the Pyramid Recall System (PRS) and Pyramid

Recall Rosters (PRR). Commanders are now explicitly required to develop and conduct overt, covert, and comm-out recall exercises at least annually while appointing trained recall roster monitors. The update formally establishes C2IMERA as the primary system for reporting recall statistics and mandates a four-tier PACE (Primary, Alternate, Contingency, Emergency) communications plan to ensure resilience during degraded operations. Additionally, the revision introduces detailed total "Comm-Out" procedures utilizing physical runners coordinated by the 71st Mission Support Group (MSG), clarifies unit-level accountability for specific personnel groups such as student pilots and tenants, and outlines explicit operational requirements for Unit Control Center (UCC) activation, reporting, and stand-down procedures.

	1.	Responsibilities.....	4
	2.	Commander's Senior Staff Composition.....	4
Table	1.	Commander's Senior Staff.....	4
	3.	Wing Operations Center.....	4
Table	2.	Wing Operations Center.....	5
	4.	Wing Operations Center Appointment.....	5
	5.	Wing Operations Center Training.....	6
	6.	Commander's Senior Staff/Wing Operations Center Recall/Notification.....	6
	7.	Wing Operations Center.....	7
	8.	Wing Operations Center/Emergency Operations Center Event Logs and C2IMERA.....	9
	9.	Classified Briefings.....	10
	10.	Wing Operations Center/Command Post Relocation.....	11
	11.	Recall/Accountability.....	11
	12.	Communications Outage (Comm-Out).....	12
	13.	Severe Weather Procedures.....	13
	14.	Enid Emergency Operations Center Liaison.....	13
	15.	Operations Security.....	13
	16.	The Vance AFB Command Net and its Users.....	13
Table	3.	Vance AFB Command Net and Users.....	14
	17.	Emergency Mass Notification System Procedures.....	15
	18.	Movement of Personnel Responding to Contingencies:.....	16
	19.	Supporting Checklist Requirements and Format.....	18
<b>Attachment 1—GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION</b>			<b>19</b>
<b>Attachment 2—SAMPLE WING OPERATIONS CENTER APPOINTMENT LETTER</b>			<b>20</b>

**VANCEAFBI10-200 12 JUNE 2026**

**3**

**Attachment 3—RECALL/ACCOUNTABILITY INSTRUCTIONS**

**22**

**Attachment 4—EXAMPLE CHECKLIST**

**30**

**1. Responsibilities.** All 71 Flying Training Wing personnel will become familiar with and comply with the responsibilities within.

## **2. Commander's Senior Staff Composition.**

### **2.1. Commander's Senior Staff.**

2.1.1. The Commander's Senior Staff personnel support the commander in decision-making processes and offer strategic response options, particularly in scenarios where the Wing Operations Center and/or Emergency Operations Center have not yet been activated, or when it is not suitable to fully mobilize those entities. Additional personnel may be recalled at the discretion of the 71 FTW/CC.

**Table 1. Commander's Senior Staff.**

<b>Agency</b>	<b>Position</b>
71 FTW/CC	Wing Commander
71 FTW/CD	Deputy Commander
71 FTW/CCC	Command Chief
71 OG/CC	Operations Group Commander
71 MSG/CC	Mission Support Group Commander
71 MDG/CC	Medical Group Commander
71 FTW/DS	Director of Staff
FOS/PM	Flying Operations Support Contractor Program Manager
BOS/PM	Base Operations Support Contractor Program Manager

2.1.2. Members of the Commander's Senior Staff identified above will notify the Command Post with availability changes (i.e., leave, temporary duty, or outside a 2-hour response time during non-duty hours) and contact information for the alternate with decision authority. The Command Post may be notified via telephone call or e-mail to [71ftw.cp@us.af.mil](mailto:71ftw.cp@us.af.mil).

2.1.3. The Commander's Senior Staff will assemble in the primary Wing Operation Center area (Bldg. 500, Room 8) unless directed otherwise upon recall.

2.1.4. A Commander's Senior Staff recall will **not** automatically activate Unit Control Centers.

## **3. Wing Operations Center.**

### **3.1. Wing Operations Center Responsibilities.**

3.1.1. The Wing Operations Center is a strategic element focused on mission continuation. IAW DAFI 10-2501, para 9.11, The Wing Operations Center will assume all responsibilities as the top echelon of installation mission continuation and sustainment. The Wing Operations Center supports the installation commander by assessing the situation, determining mission priorities, and directing subordinate units not directly affected by the incident. (Note: The Wing Operations Center is intended to focus on mission continuation and sustainment and not the management of the incident which is the responsibility of the Incident Commander and Emergency Operations Center Director.

### 3.2. Wing Operations Center Composition.

3.2.1. The Wing Operations Center comprises senior officers and senior enlisted leaders from the A-Staff and supporting units. The Vance AFB Wing Operations Center includes representatives from agencies detailed in [Table 2](#).

3.2.2. The Vance AFB Wing Operations Center is composed of representatives from the following agencies:

**Table 2. Wing Operations Center.**

<b>Agency</b>	<b>Position</b>
71 FTW/CC	Wing Operations Center Director (Wing Commander)
71 FTW/CD	Alternate Wing Operations Center Director (Deputy Commander)
71 FTW/CCC	Command Chief
71 OG/CC	Operations Group Commander
71 MSG/CC	Mission Support Group Commander
71 MDG/CC	Medical Group Commander
71 FTW/DS	Wing Operations Center Manager (Director of Staff)
71 FTW/XP	Alternate Wing Operations Center Manager (XP)
FOS/PM	Flying Operations Support Contractor Program Manager
BOS/PM	Base Operations Support Contractor Program Manager
71 FTW/CCE	Wing Operations Center Executive Officer
71 FTW/PA	Public Affairs
71 FTW/CP	Command Post
71 FTW/HC	Chaplain
71 FTW/JA	Staff Judge Advocate
71 FTW/SE	Safety
71 CPTS	Comptroller Squadron
71 FSS	Force Support Squadron
71 ISS	Installation Support Squadron
71 SFS	Security Forces Squadron
71 SFS/ATPM	Wing Anti-Terrorism Program Manager
AFOSI/Detachment 438	AF Office of Special Investigations

3.2.3. The primary Wing Operations Center area is located in Bldg. 500, Room 8. The alternate Wing Operations Center area is located in Bldg. 672, Room 243.

3.2.4. The 71 FTW/DS will act as the primary Wing Operations Center Manager. The Director, Wing Plans and Programs (71 FTW/XP) will act as the Alternate Wing Operations Center Manager.

3.2.5. The Wing Commander's executive staff (or designated representative) will fill the Wing Operations Center Executive Officer position.

## 4. Wing Operations Center Appointment.

### 4.1. Appointment Requirements.

4.1.1. Each Wing Operations Center agency will appoint at least one primary and one alternate member using the Vance AFB Entry Authorization List appointment letter shown in **Attachment 2**. To ensure sufficient qualified personnel are available to support continuous 24-hour operations, additional members may be assigned. Only those personnel who have a recurring need to enter the Command Post controlled area will be added to the Entry Authorization List. The "Reason" column of the appointment letter should reflect the recurring needs as defined by the Command Post (Wing Operations Center, Defense Readiness Reporting System, Status of Resources and Training System, etc).

4.1.2. All Wing Operations Center members must possess, at a minimum, a current SECRET security clearance.

4.1.3. Each unit should ensure their assigned personnel participate in at least one real-world or exercise Wing Operations Center activation annually to maintain their currency in response operations.

## **5. Wing Operations Center Training.**

### **5.1. Training Requirements.**

5.1.1. In accordance with DAFI 10-2501, *Emergency Management Program*, para. A5.2.3.2..., Wing Operations Center members will complete the Air Force Emergency Management Program Course (ZZ133131) and follow-on local procedures training. The Air Force Emergency Management Program Course serves as the foundation for the follow-on specialized area training.

5.1.2. Wing Operation Center personnel training completion is tracked by 71 FTW/XP.

**6. Commander's Senior Staff/Wing Operations Center Recall/Notification.** When directed by the 71 FTW/CC, the Command Post will initiate the recall of the Commander's Senior Staff and/or Wing Operations Center.

### **6.1. Notifications.**

6.1.1. Notification for recalls is accomplished via Land Mobile Radio, commander's duty cell phone, the Emergency Mass Notification System, or other available means. The Emergency Mass Notification System consists of the Giant Voice and AtHoc Systems. (Note: Additional notification methods can include the use of emails, Microsoft Teams, internal public address systems, and runners.)

6.1.2. Upon notification of a Wing Operations Center recall, personnel will report to the designated location ASAP. Time requirements are within 30 minutes during duty hours or 2 hours for non-duty hour recalls, or at the time directed by the 71 FTW/CC. Personnel who cannot arrive within the above time constraints will call the Wing Operations Center Executive Officer at (580) 213-5117 who will alert the Wing Operations Center Manager on their status. The 71 FTW/CC has the authority to activate a TeleWOC at their discretion. Detailed instructions, including the start time and contact number with codes, will be communicated through AtHoc. As a last resort, members may contact the Command Post with a brief status message.

6.1.3. When conditions prevent physical response to the Wing Operations Center location (i.e., lockdown, sheltering, shelter-in-place, etc.), personnel may virtually connect to Command-and-Control Incident Management Emergency Response Application (C2IMERA), via any computer or smart phone/tablet to communicate and view the common operating picture. The website address for C2IMERA is <https://c2imera.cce.af.mil/vance/#!/u/Home>. The 71 FTW/CC has the authority to activate a TeleWOC at their discretion. Detailed instructions, including the start time and contact number with codes, will be communicated through AtHoc.

## 7. Wing Operations Center.

### 7.1. Operations.

7.1.1. The Wing Operations Center will assume all responsibilities as the top echelon of installation mission continuation and sustainment. The Wing Operation Center includes senior officers and senior enlisted leaders across the A-Staff and supporting units. The Wing Operations Center supports the installation commander by assessing the situation, determining mission priorities, and directing subordinate units not directly affected by the incident. (Note: The Wing Operations Center is intended to focus on mission continuation and sustainment and not the management of the incident which is the responsibility of the Incident Commander and Emergency Operations Center Director.

7.1.2. A Wing Operations Center recall does not automatically activate Unit Control Centers. Senior Staff will activate their Unit Control Centers as the situation dictates, regardless of the time of day. Unit Control Center activation may be initiated by the commander via multiple channels across the Emergency Mass Notification System (Giant Voice and AtHoc Systems) or via commander-initiated telephonic means.

7.1.3. Upon arrival at the Wing Operations Center, personnel will have identification card (Common Access Card) available to verify identity for entrance and for computer usage. All cell phones, pagers, Land Mobile Radios, vehicle key fobs, smart devices (watches, rings, etc.), and other electronic devices will be surrendered in the entrapment area. Individuals with wireless or Bluetooth pacemakers or defibrillators may be restricted from entry. The Command Post is responsible for entry to the controlled area.

7.1.4. After entering the Wing Operations Center, members will log on to the computer at their designated station and review any information projected or available via C2IMERA. (Note: The C2IMERA website is <https://c2imera.cce.af.mil/vance/#!/u/Home>).

7.1.5. Normal Wing Operations Center communications will be conducted via telephone, radio, or internet connectivity (i.e., TeleWOC, e-mail, C2IMERA, etc.). Cell phones are prohibited in the Wing Operations Center controlled area per AFSSI 7702, *Emissions Security Countermeasures Reviews*, paragraph 5.4.1.. The 71 FTW/CC has the authority to activate a TeleWOC at their discretion. Detailed instructions, including the start time and contact number with codes, will be communicated through AtHoc.

- 7.1.5.1. Should communications be lost, Unit Control Centers will send a runner to pass/receive information to/from the Wing Operations Center. During operations when classified information must be passed, the runners must possess at least a SECRET or higher clearance and have signed a Standard Form 312, *Classified Information Nondisclosure Agreement*. If the contractor is unable to provide a runner with a SECRET or higher clearance, the program manager must coordinate available runner support with the 71 FTW/CC as appropriate.
- 7.1.6. Though entry to the Command Post/Wing Operations Center area is controlled only by Command Post personnel, all Wing Operations Center members may serve as escorts for visitors. When a classified mode is anticipated, the visitor must have at least a SECRET or higher clearance and a need to know. The Command Post controller will verify the visitor's identity against the Entry Authorization List prior to admitting them into the Command Post/Wing Operations Center area. Wing Operations Center members will not escort anyone they do not personally recognize. All visitors will be signed in by the Command Post controller on the Visitor Register Log, AF Form 1109, sign a Non-Disclosure Agreement, wear a visitor's badge while in the controlled area, and stay within visual sight of their escort, who will assume responsibility for their visitor, at all times.
- 7.1.7. Once the majority of the members are present, and/or when deemed ready, the Wing Operations Center Director/Manager (and others depending on the situation), will brief the details of the situation to those that support their function. After the briefing, each Wing Operations Center member will contact their Unit Control Center (if activated) and request or give additional information as required. Each Wing Operations Center member will ensure their Unit Control Centers are briefed on the current situation (if activated).
- 7.1.8. The 71 ISS/SC will provide a technician for computer support to the Wing Operations Center each time it is activated.
- 7.1.9. The master checklists for emergency response operations are written by functional area experts (71 ISS/CEX, 71 FTW/XP, Wing Anti-Terrorism Program Manager, etc.). Each checklist will include the Office of Primary Responsibility. Any suggested changes will be coordinated through 71 ISS/CEX. At present, there are no classified plans or checklists associated with classified plan; however, should the situation change, those documents must be marked, stored, and reviewed in accordance with DAFI 16-1401, *Information Protection*.
- 7.1.10. While there are currently no classified plans, should that change, access to classified plans will be coordinated with 71 FTW/XP. All Wing Operations Center personnel who have an appropriate security clearance, a nondisclosure agreement on file, and a need to know are allowed access to the classified plans.
- 7.1.11. Depending on the situation, the 71 FTW/CC may tailor the Wing Operations Center composition, direct termination of the Wing Operations Center, or activate a watch team. Each Wing Operations Center representative will update their respective Unit Control Center on changes in status. At the lowest level of response, the watch team is a person, or persons designated by the 71 FTW/CC to monitor situations or events that may affect normal operations, resources, or facilities. The watch team keeps the chain of command informed and may recommend the watch cease or the Wing Operations Center and/or Emergency Operations Center be activated as required by the situation.

7.1.12. During extended operations, Wing Operations Center shift changes and work schedule will be determined by Wing Operations Center Director.

7.1.13. In accordance with AFH 84-106, *Aerospace Historian Operations in Peace and War*, para. 2.8.1.7., the Wing Historian will activate with the Wing Operations Center, assess historical implications, and elect to conduct on- or off-site information collation, as appropriate. This requirement is being coordinated within this instruction to alleviate the need for historical annexes in every Vance AFB Plan, as all plans would require Wing Operations Center activation.

**8. Wing Operations Center/Emergency Operations Center Event Logs and C2IMERA.** Event logs provide a detailed account throughout a situation to keep response forces informed. This information may also be used for after-action or lessons learned reports.

#### 8.1. Software.

8.1.1. All response agencies (Wing Operations Center, Emergency Operations Center, Unit Control Centers, etc.) will capture and document significant events using C2IMERA and any locally maintained log of events. The 71 FTW/CCE will maintain logs until a final report is published for the event. The 71 FTW/CCE will provide logs authorized offices, with a need to know, as requested.

8.1.1.1. The C2IMERA page will be managed as follows:

8.1.1.1.1. **Hosts.** C2IMERA sessions will be created and hosted by the Emergency Operations Center Manager.

8.1.1.1.2. **User Access.** Each functional representative requesting use of C2IMERA must contact Emergency Management to receive access and training.

8.1.1.1.3. **Incident Tracker.** The Incident Tracker on the C2IMERA page will be used to present the major details of the event (i.e., exercise or actual situation, incident overview, casualty count, etc.). Information in this section will be input and maintained by the Emergency Operations Center Manager. If the Emergency Operations Center is not activated, event logs will be kept by the Wing Operations Center Executive Officer.

8.1.1.1.4. **Wing Operations Center Master Log.** The Wing Operations Center Master Log will focus on the strategic mission of the wing and base awareness information. All suggested inputs for the Wing Operations Center Master Log will be channeled to the Wing Operations Center Executive Officer. Only the Wing Operation Center Executive Officer will input information into the Wing Operations Center Master Log.

8.1.1.1.5. **Emergency Operations Center Master Log.** The Emergency Operations Center Master Log on the C2IMERA page will be used to document actions in support of the Incident Commander. All suggested inputs for the Emergency Operations Center Master Log will be channeled to the Emergency Operations Center Manager. The Emergency Operations Center Manager will input information into the Emergency Operations Center Master Log.

8.1.1.1.6. **Wing Operations Center Directives.** Directives are the primary tool to implement actions from the Wing Operations Center at the Wing Commander's discretion. Only the Wing Operations Center Manager or Executive Officers will enter information into the Wing Operations Center Active Directives section in C2IMERA. Wing Operations Center Manager or Executive Officer will email out Wing Operations Center Directives for wider distribution as required. If Unit Control Centers are activated, they will report compliance and contact their Wing Operations Center representative. In the event of a C2IMERA outage, the Wing Operations Center Manager will ensure Unit Control Center/Wing Operation Center member compliance with Wing Operations Center directives.

8.1.1.1.7. **Open/Private Chat.** All users may enter information or discussion items in the Open/Private Chat section on the C2IMERA page. Unless a specific user is selected (private chat) when entering information, the item should be useful information for all personnel or a request for information from across the wing.

8.1.1.1.8. **Maps.** The Emergency Operations Center Director is the final release authority for all maps published on the C2IMERA page. C2IMERA will be the source for the base Common Operating Picture. The maps will be prepared by 71 ISS/CEX personnel or Base Defense Operations Center who are proficient in incident site management, plotting, plume data, wind/weather effects, etc. If required, maps produced using the GEObase ERTOOL will be synchronized with the GEObase server to allow the Wing Operations Center access to updated information outside the C2IMERA system. The Wing Operations Center and Emergency Operations Center have GEObase ERTOOL capabilities. As soon as an incident is created in the GEObase ERTOOL, 71 ISS/CEX will advise the Wing Operations Center of the incident name to allow the Wing Operations Center to display the current map information through the GEObase software.

8.1.1.2. In the event of a loss of internet connectivity, the Wing Operations Center and Emergency Operations Center personnel will keep a detailed events log on an AF Form 4377, *Events Log*. The logs will be turned in to the Wing Operations Center Executive Officer when the situation is terminated. The executive officer will disseminate the logs as necessary (i.e., to the Safety Investigation Board, the Wing Inspection Team, etc.).

**9. Classified Briefings.** The Wing Operations Center Manager will announce when a classified briefing takes place. The following items apply to each member.

**9.1. Briefing Requirements.**

9.1.1. All portable radios, cell phones, and pagers will be confirmed turned off and placed outside of the room. Any wireless devices discovered inside the Command Post/Wing Operations Center controlled area are subject to confiscation and/or destruction.

9.1.2. Any person lacking the appropriate security clearance or not having a need to know will be identified and removed from the room. All personnel wearing visitor badges must have their security clearance and Nondisclosure Agreement verified through the Joint Personnel Adjudication System prior to being allowed to participate in the classified session.

9.1.3. Notes taken during the briefing may be classified working papers in accordance with DAFI 16-1401, *Information Protection*, and will be marked and controlled as required.

9.1.4. No classified information will be entered into the electronic logs or chat sessions on unclassified computer systems.

9.1.5. After a classified session, Wing Operations Center personnel will not remove any paperwork from the area without 71 FTW/XP or the Wing Operations Center Manager scrutinizing the material for classification and approval.

**10. Wing Operations Center/Command Post Relocation.** In the event of a Command Post relocation or a Command Post and Wing Operations Center relocation, 71 SFS will provide secure transportation if required for the Command Post duty controller(s) and the 71 FTW/CC or designated alternate to ensure safe relocation of personnel and classified material. If deemed necessary, the Command Post will contact the facility manager for the alternate Command Post/Wing Operations Center location (or send a Command Post representative if one is available) to ensure operability and access to the area. Upon accessing the alternate location, the Wing Operations Center Manager or other Wing Operations Center representative will turn on and perform an operations check of all equipment in the area, excluding the Secure Internet Protocol Router Network.

**11. Recall/Accountability.** Detailed procedures for recall/accountability can be found in [Attachment 3](#) of this instruction. Recall and accountability are two separate events but will utilize the same communication process.

#### 11.1. Procedures.

11.1.1. Each Squadron Commander/Wing Staff Agency chief will appoint a primary and alternate unit recall roster monitor on the Emergency Management Quarterly Report and submit to 71 ISS/CEX. The monitors will ensure the At-Risk Database is updated as changes occur. Replacements will be identified and trained 30 days prior to previous personnel departure.

11.1.1.1. The Command Post will maintain a binder with printed copies of all recall rosters. MSG/CC will designate meeting location and runners to be used during comm-out (ideally non-mission critical base personnel). During periods of degraded communications and/or C2IMERA outages the MSG will print recall zone maps as needed for distribution to runners.

11.1.1.2. Unit recall roster monitors or Unit/Group Control Centers will provide unit assigned numbers, to include civilians and dependents, to the Installation Personnel Readiness function via their organizational email address ([pru@us.af.mil](mailto:pru@us.af.mil)) upon Accountability activation by the 71 FTW/CC.

11.1.2. The Contractor Program Manager or designee will coordinate with 71 FTW/CC to determine recall/accountability actions for contractor personnel. This decision should be coordinated with functional commanders/directors as necessary. Due to contractor confidentiality, the actual numbers of contractor personnel assigned, present for duty, etc., are not required to be listed on accountability spreadsheets or other tracking documents.

11.1.3. All Vance AFB contracting program managers and tenant units (except for the BOS/PM and FOS/PM who are notified by the Command Post or 71 FTW/CC) will be notified of a recall/accountability by the primary functional organization for which they perform duties or the organization that provides surveillance of their work (i.e., the FSS Unit Control Center will notify the Commissary and Base Exchange, the WSA/CPTS Unit Control Center will notify the Tinker Federal Credit Union-Vance Branch, etc.).

11.1.4. When directed by the wing commander, each unit commander/staff agency chief will recall their essential and non-essential personnel as outlined in [Attachment 3](#) or determined by the contingency situation.

## **12. Communications Outage (Comm-Out).**

### **12.1. Recall Procedures.**

12.1.1. The MSG will be responsible for maintaining and initiating the comm-out recall in accordance with this instruction. Individual units are not required to develop or maintain comm-out recall plans as it is automatically developed in At Risk. In the event a comm-out recall is initiated, Vance AFB military and civilian personnel may be notified by manpower pool personnel from any organization of the recall or to disseminate information.

12.1.2. At the direction of 71 FTW/CC, the 71 MSG/CC will initiate the comm-out recall for the wing. All available manpower resources (ideally non-mission critical personnel) on Vance AFB will be utilized to conduct the recall, regardless of group organization. The primary source of these personnel is on-base dormitory residents. The required manpower pool is 50 personnel to cover 25 zones surrounding Vance AFB.

12.1.3. Personnel contacted to conduct the comm-out recall (manpower pool) will report to the base theater (or other designated location as decided by the MSG/CC) at the designated time to receive instructions on the recall procedures.

12.1.4. Transportation assets (Government Vehicles/U-Drives) will be made available for personnel conducting the comm-out recall. If transportation is not available or personally owned vehicles are required, personnel operating personally owned vehicles may file travel vouchers in accordance with finance regulations.

12.1.5. If required (recall as opposed to information dissemination), Unit Control Centers will stand up and account for personnel, reporting numbers to the Installation Personnel Readiness Office (71 FSS/FSOX) using any available means, including a runner, in the event that normal communication methods are inoperable. (Reference [Attachment 3](#) of this instruction).

12.1.6. The 71 FTW/CC or 71 MSG/CC may direct use of other means of getting the information to unit personnel. These include, but are not limited to, Emergency Mass Notification System (Giant Voice and AtHoc Systems), loudspeaker-equipped vehicles in the base housing areas, radio and television announcements, use of civilian law enforcement, and fire department resources.

**13. Severe Weather Procedures.** 71 FTW/CP disseminates all weather warnings, watches, and advisories in accordance with VAFBI 15-101, *Weather Support*. The Command Post will activate the base siren for a tornado warning upon notification from a member of the Weather Flight. When notified by the Weather Flight that the tornado is no longer a threat, the Command Post will telephonically notify first responders (see [paragraph 18.](#), *Movement of Personnel Responding to Contingencies*, for more detailed information). After the first responders have provided their damage assessment and the base-wide “all clear” is given for the general base populace, the Command Post will re-notify the base-wide “all clear” and make an announcement over the base Giant Voice system and other announcement means as necessary. See Vance AFB 10-2, *Installation Emergency Management Plan* for additional guidance.

**14. Enid Emergency Operations Center Liaison.** When deemed necessary by the 71 FTW/CC and/or the situation, the 71 FTW/CC will direct a wing representative to report to the Enid/Garfield County Emergency Operations Center to facilitate communication and coordination between Vance AFB senior leadership and the city of Enid. The wing representatives should receive a briefing from the Wing Operations Center/Emergency Operations Center Director before departing to the Enid Emergency Operations Center. The wing representative will be the 71 ISS/CC, 71 ISS/DO, or other individual designated by the 71 FTW/CC. When determined necessary, the Enid/Garfield County Emergency Management Director may be requested to respond to the Vance AFB Emergency Operations Center to assist in response operations.

**15. Operations Security.** Each person involved in a response to a contingency situation, whether on scene, in the Wing Operations Center, Emergency Operations Center, or Unit Control Center, will observe Operations Security when passing information. Names of casualties and personal information (i.e., Social Security Numbers, etc.) should not be broadcast over radios, cell phones or other easily monitored communication devices. Land-line telephones, e-mail, or runner are the preferred methods of information relay.

## **16. The Vance AFB Command Net and its Users.**

### **16.1. Authorizations**

16.1.1. The following commanders and agencies have been authorized use of the Vance AFB Command Net and will use their designated call sign:

**Table 3. Vance AFB Command Net and Users.**

<b>Commander/Agency</b>	<b>Primary</b>	<b>Alternate</b>
71 FTW/CP	Boomer Ops	
71 FTW/CC	Boomer 1	
71 FTW/CD	Boomer 2	
71 FTW/DS		Boomer 2A
71 OG/CC	Boomer 3	
71 OG/CD		Boomer 3A
71 OG/CD		Boomer 3B
71 MSG/CC	Boomer 4	
71 MSG/CD		Boomer 4A
71 MSG/Alternate		Boomer 4B
71 MDG/CC	Boomer 5	
71 MDG/CD		Boomer 5A
71 MDG/Alternate		Boomer 5B
71 FTW/CCC	Boomer 6	
71 FTW/SE	Boomer 7	
Supervisor of Flying (SOF)	Boomer 8	
BOS/PM	Boomer 10	
BOS/DPM		Boomer 10A

16.1.2. Each primary party listed in [paragraph 16.1.1](#), will notify the Command Post any time he or she will be unavailable for contact via the Land Mobile Radio and will provide the Command Post an alternate means for contact. If an alternate has availability for the organization, that information will also be provided to the Command Post.

## 16.2. Commander Notifications.

16.2.1. The Command Post's primary means for incident notification is the Command Net, the secondary is telephone, and the tertiary is e-mail. The Command Post will always pass incident notifications over the Command Net (Boomer Net) prior to notifying parties not available on the Land Mobile Radio. If a Command Net party cannot be reached by any means, Command Post controllers will notify the next individual in succession (i.e., 71 FTW/CD for 71 FTW/CC, 71 FTW/SE for the on-duty Flight Safety Officer, etc.). Command Post controllers are expected to exercise sound judgment and evaluate Operations Security considerations when deciding whether to communicate specific incident information over the Command Net. If, in the controller's judgment information should not be passed over the Command Net, these notifications will be made via the secondary or tertiary means.

16.2.2. The Command Post will use the following narrative when passing incident notifications over the Command Net:

16.2.2.1. "(Boomer 3, Boomer 4) or (All commands), this is Boomer Ops (incident details)." "(Boomer 3, Boomer 4) or (All commands), respond in sequence."

16.2.2.1.1. Command Net parties are required to acknowledge all Command Net notifications in which they are specifically addressed.

16.2.3. The Command Post notification matrix will be used to determine the proper notifications for each incident that occurs. Each commander will review and update the notification matrix upon assuming command responsibility and as necessary when notification requirements change. The Command Post notification matrix will not be made an attachment to this instruction due to frequent changes made to meet each commander's needs.

## **17. Emergency Mass Notification System Procedures.**

### **17.1. Mass Notification Procedures.**

17.1.1. The Command Post will make mass notifications and recalls of active duty, civil service, and select contractor personnel via the Emergency Mass Notification System (Giant Voice and AtHoc Systems). It is mandatory that all military and civil service personnel assigned to Vance AFB complete AtHoc registration and update personal information in accordance with the instructions. All mandatory information is required. Personnel must provide at least one after-hours contact number. Participation by other civilians, contractor personnel, and dependents is voluntary, although highly encouraged. Should a contractor employee elect to provide information other than the work number, Vance AFB and/or the contractor will not be financially liable for any after-duty contact made when the system is activated. Additionally, the Squadron AtHoc point of contact will update AtHoc for personnel separating or moving monthly, upon receiving that information from FSS/FSMPJ.

17.1.1.1. Instructions for AtHoc self-registration can be located on the wing share drive at S:\Public\Emergency Mass Notification System\AtHoc.

17.1.1.2. The AtHoc system self-registration can be accessed by clicking on the white globe icon in the active icon tray located in the lower right corner of the computer desktop. Click on "Access Self Service", an Internet Explorer window will open containing the following tabs: My Info, My Device Info, and Base Specific Info. Mandatory items are highlighted below.

17.1.1.2.1. The section labeled "My Info" contains a user's personal information (First Name, Last Name, Duty Status, Military Service Branch, Pay Grade, and Organization Information - Select unit's hierarchy).

17.1.1.2.2. The section labeled "Delivery Methods" contains the contact information for a user's telephone and E-mail. All telephone numbers must be entered as ten-digit numbers.

17.1.1.2.2.1. Phone - Work: Mandatory for ALL

17.1.1.2.2.2. Phone - Mobile: Mandatory for one after-hours contact phone number (home/mobile) for active duty only. Civilians are highly encouraged to provide phone number.

17.1.1.2.2.3. Phone - Home: Mandatory for one after-hours contact phone number (home/mobile) for active duty only. Civilians are highly encouraged to provide phone number.

17.1.1.2.2.4. Email - Work: Mandatory for ALL

17.1.1.2.3. The “Advanced Information” section is where the user must select the distribution lists to which he/she is a member (i.e., Threat Working Group, Unit Control Center, Wing Operations Center, etc.) and updates their off-station status. When a user changes the off-station status (Deployed, Temporary Duty, or Leave), he/she is responsible to change it back to “None” upon returning to duty.

17.1.2. Unit AtHoc end user managers will ensure newly assigned personnel update their information in the Access Self Service portion of AtHoc, ideally as part of the individuals’ in-processing requirements into the unit. Managers should also remind unit personnel to review AtHoc settings monthly. AtHoc end user managers will add a step on unit out-processing checklist to remove separating personnel from the AtHoc system.

17.1.3. Within the AtHoc platform, there is a dedicated section for military personnel to input dependent contact information. By navigating to the self-help feature located in the top banner, users will find a "dependent" tab. This section allows military members to enter the relevant information for their dependents.

#### 17.2. **Installation Deployment Readiness Cell will:**

17.2.1. Include a note on the deployment out-processing checklist instructing personnel to update their off-station status to “deployed” in the self-service portion of their AtHoc system account.

17.2.2. Include a note on the deployment in-processing checklist instructing personnel to update their off-station status in the self-service portion of their AtHoc system account.

17.3. **Individual responsibilities:** Ensure accurate and up-to-date contact information within the AtHoc databases at all times.

### 18. **Movement of Personnel Responding to Contingencies:**

#### 18.1. **Contingency Response.**

18.1.1. For all scenarios below, if possible, all personnel should retain their cell phone and watch for AtHoc alerts. Personnel are **only** released by a) SFS personnel if you are in an affected area, b) leadership or your building manager, if in an unaffected area, or c) you hear the All Clear or receive it via Emergency Mass Notification Systems (Giant Voice System and AtHoc System).

18.1.1.1. **Shelter-in-Place:** Shelter-in-Place is used in response to hazards requiring personnel to immediately take shelter in their current location. Shelter-in-Place will be followed with the type of hazard to shelter from. The message may have further instructions such as area of base or building number for area requiring sheltering from HAZMAT incident or additional natural disaster warnings or watches.

18.1.1.2. **Lockdown:** Immediately take Active Shooter precautions, to include locking yourself in a secured area or fleeing, as appropriate.

18.1.1.3. **All Clear:** Broadcast via Giant Voice, in-building overhead systems, e-mail, AtHoc, Land Mobile Radio, etc. This means it is appropriate to begin to move about the base in a normal fashion. Personnel in affected areas should either be evacuated, or in the process of evacuation when the All Clear is given.

18.1.2. The following terminology and procedures will be used to inform the Vance populace of movement procedures via the Emergency Mass Notification System (Giant Voice/AtHoc Systems). All movement and personnel will deploy at the direction of the Wing Commander or his/her designee, based upon situational input (i.e. the Wing Commander may direct the Wing Operations Center/Emergency Operations Center, or a specialized team activation and movement at any time during limited releases).

18.1.2.1. **First Responders:** IAW DAFI 10-2501, para. 9.6.1., first responders include **Fire and Emergency Services, medical, Security Forces, and other personnel** who immediately engage in activities to save lives, stabilize the incident, and prevent further property damage. At a minimum, first and emergency responders (not including Security Forces) directly handling and disposing of hazardous material will meet the minimum training, qualification, and certification requirements IAW 29 CFR 1910.120 and NFPA 470, *Hazardous Materials/Weapons of Mass Destruction (WMD) Standard for Responders*. Notifications via AtHoc and overhead messaging will state: ***Limited Release for First Responders***.

18.1.2.2. **Emergency Responders:** IAW DAFI 10-2501, para. 9.6.2. Emergency Responders are the response elements of a Disaster Response Force. Emergency responders include but are not limited to the follow-on elements of Emergency Management, CBRN defense specialists, physicians, nurses, medical treatment providers, and mortuary affairs personnel. These teams are deployed upon the request of the Incident Commander or directed by the 71FTW/CC (or authorized authority) after the First Responders to enhance command and control and provide further assistance. The emergency responders include, but not limited to: ***Emergency Management personnel, physicians, nurses, and additional medical treatment providers, public health officers, bioenvironmental engineering, safety, and mortuary affairs personnel***. Notifications via AtHoc and overhead messaging will state: ***Limited Release for Emergency Responders***.

18.1.2.2.1. **Wing Operations Center (WOC) and/or Emergency Operations Center (EOC).** In the event of an emergency, the 71 FTW/CC (or authorized authority) may issue a directive to activate the Wing Operations Center and/or the Emergency Operations Center to enhance command and control capabilities. Command Post messaging for required Wing and/or Emergency Operations Centers will be tailored as directed by the 71 FTW/CC (or authorized authority). Notifications via AtHoc and overhead messaging will state: ***Limited Release for Wing Operations Center (WOC) and/or Emergency Operations Center (EOC) personnel***.

18.1.2.3. **Specialized and Emergency Support Teams:** Emergency support teams include but are not limited to the Readiness Support Team, Shelter Management Team, Contamination Control Team, and SFS Augmentees. These teams are deployed upon the request of the Incident Commander or directed by the 71FTW/CC (or authorized authority) after the First Responders and Emergency Responders to provide further assistance. Notification via AtHoc and overhead messaging will state: ***Limited Release for XXXXX Team***.

## 19. Supporting Checklist Requirements and Format.

### 19.1. Checklist Format.

19.1.1. Emergency action checklists are used by the Wing Operations Center, Emergency Operations Center, and Unit Control Centers to conduct response operations. C2IMERA will serve as the master reference for checklist numbering. Standardized checklist numbers increase accuracy across the wing on all tasks assigned by the Wing Operations Center or Emergency Operations Center and the wing commander's ability to command and control forces.

19.1.2. Units tasked as the Office of Primary Responsibility in wing-level checklists will develop supporting checklists (if required) in enough detail to accomplish the assigned task.

19.1.3. Unit supporting checklists should follow the wing-level checklist format. When possible, tasked units can incorporate their specific details directly into their copy of the wing-level checklist. Should a task be repeated in multiple checklists, the unit may develop a separate unit-specific checklist using a letter system (i.e., FSS Checklist A, B, C, etc.) to support the assigned task. Reference [Attachment 4](#) for example checklist.

19.1.4. Wing and unit checklists will include a header containing the current as-of date and an Office of Primary Responsibility.

JOSHUA D. LUNDEBY, Colonel, USAF  
Commander, 71st Flying Training Wing

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

DAFI 10-2501, *Emergency Management Program*, 16 October 2023, IC 29 October 2024

DAFI 36-3802, *Force Support Readiness Programs*, 14 January 2026

DAFI 16-1401, *Information Protection*, 03 February 2023

***Adopted Forms***

DAF Form 847, *Recommendation for Change of Product*

AF Form 1109, *Visitor Register Log*

AF Form 4377, *Events Log*

Standard Form 312, *Classified Information Nondisclosure Agreement*

***Terms***

**Assigned personnel**—Utilizing the recall roster to determine the number of personnel assigned to the flight/squadron. Adjust the total personnel count by including any individuals who have recently joined the unit but are not yet listed on the recall roster.

**Attached/on-loan personnel**—Except for students, those personnel who are assigned in the Base Level Service Delivery Model to one unit, but work primarily in another (i.e., assigned to fly with the 25 FTS, but on-loan as the MSG executive officer). These personnel will be recalled/accounted by the on-loan unit (i.e., the MSG will account for their executive officer). All students (current and Officers Awaiting Pilot Training) will be recalled/accounted by the 71st Student Squadron. Personnel will ensure they are in the correct recall/accountability roster.

**Available personnel**—Number of assigned personnel minus those who are on temporary duty, on leave, hospitalized/on quarters, on terminal leave, departed but not yet dropped from rolls, Absent Without Leave, in confinement, etc.

**Leave**—The number of people in the unit who are on leave to include permissive temporary duty and special pass. Account for early returnees and those who may have just recently requested a leave number.

**Local area of interest**—The geographic region impacted by an emergency situation or disaster. This area may encompass a specific structure or extend to a broader region as determined by the Emergency Operations Center or Wing Operations Center.

**Present for duty**—An individual who has been recalled and is physically present at the duty section or recalled and directed when to report for duty at a designated time (in the case of crew rest, shift workers, or placed on telephone standby).

## Attachment 2

## SAMPLE WING OPERATIONS CENTER APPOINTMENT LETTER

Figure A2.1. Wing Operations Center Appointment Letter.

<b>CRITICAL UNCLASSIFIED INFORMATION</b>	
	(Date)
MEMORANDUM FOR 71 FTW/CP 71 FTW/XP	
FROM: (Your Agency's Office Symbol)	
SUBJECT: Entry Authorization List	
<p>1. The following individuals from (office symbol) require access to the Command Post on a regular basis. Each individual is verified to be current for Classified Information Nondisclosure Agreement, Standard Form 312. All listed individuals have a valid need to know and are authorized access to classified information and materials to the level of their identified clearance.</p> <p>2. This Entry Authorization List will expire (DD Mon YYYY). This letter supersedes all previous letters, same subject.</p> <p>3. All clearances have been verified through the Joint Personnel Adjudication System. All visitors are authorized unescorted entry to the Command Post based on this list and a valid DD Form 2/2AF/Common Access Card.</p> <p>4. Any questions may be referred to (Rank, Name) at (duty phone).</p>	
(Signature Block of Commander or Staff Agency Chief)	
Attachments:	
1. Entry Authorization List	
Page 1 of X	

Authenticated by  
(Name/Rank): (Security Manager)

Authenticator  
Signature \_\_\_\_\_

Date/Time: \_\_\_\_\_

**Entry Authorization List**

**Privacy Act**

Authority: DAFI 31-101, V1 Base Defense Operations & DoDD 5210.41-M\_AFMAN\_31-108

Purpose: Verification of Authorization to enter a designated area.

SSN: Is used for further identification of an individual.

Routine Use(s): Entry controllers will use the SSN or Controlled Picture ID (CPID) number as a means to verify a person is allowed to enter a designated area.

Disclosure: Disclosure is voluntary. Failure to disclose required information will result in the person not being allowed to enter a designated area.

**BLOCK 1. Personal Data**

Last Name	First Name	MI.	Rank	SSN-6 or CPID	Clearance	Access Reason
			Lt Col	12-3456	Top Secret	
			Capt	12-3456	Top Secret	
			Capt	34-5678	Top Secret	
			GS-11	12-3456	Secret	
			2Lt	34-5678	Top Secret	
			MSgt	12-3456	Top Secret	
			TSgt	34-5678	Secret	
			SSgt	12-3456	Top Secret	
			A1C	34-5678	Top Secret	
			<b>///LAST</b>	<b>ITEM///</b>		

Page 2 of X

The information herein is Critical Unclassified Information (CUI) which must be protected under the Freedom of Information Act of 1866 and Privacy Act of 1874, as amended. Unauthorized disclosure or misuse of this PERSONAL INFORMATION may result in criminal and/or civil penalties.

**CRITICAL UNCLASSIFIED INFORMATION**

### Attachment 3

## RECALL/ACCOUNTABILITY INSTRUCTIONS

### A3.1. General.

A3.1.1. The primary means of recalling 71st Flying Training Wing personnel is the Pyramid Recall System (PRS). All units will develop and maintain current Pyramid Recall Rosters (PRRs) to enable immediate recall of personnel — overtly, covertly, and without electronic communications if necessary.

A3.1.2. For this attachment, "unit" means all 71 FTW organizations, including groups, wing staff agencies, squadrons, and flights.

A3.1.3. Recall and personnel accountability are two distinct actions but share the same notification process.

### A3.2. Definitions.

A3.2.1. **Recall.** Directed when a commander determines all or part of the workforce must report to their duty stations to support a contingency or situation. Executed using a pyramid notification process via recall rosters.

A3.2.2. **Personnel Accountability.** Directed when an accurate account of personnel location is required — typically when a contingency or disaster is predicted or has occurred. May include family members, contractors, and reservists as directed. May also require use of the Air Force Personnel Accountability and Assessment System (AFPAAS).

### A3.3. Recall Types.

A3.3.1. **Report-to-Duty Recall.** All base personnel report for duty immediately.

A3.3.2. **Selective Recall.** Used when only specific personnel are needed. The commander identifies who is required and what actions they will take.

A3.3.2.1. **Mission Essential Personnel.** The Wing Commander, with Group Commander input, determines mission essential personnel based on the situation.

A3.3.2.2. **Civilian Personnel.** Civilians report as directed by the Wing, Group, or Squadron Commander. The Civilian Personnel Officer (71 FSS/FSMC) advises leadership on compensatory and overtime procedures.

A3.3.2.3. **Contractor Employees.** The Contractor Program Manager or Deputy Program Manager will be reachable during non-duty hours to coordinate support. All other contractor personnel follow the Contractor Program Manager's direction.

A3.3.3. **Information Dissemination Recall.** Used to pass information to base personnel. Unit Control Centers (UCCs) do not activate unless separately directed.

### **A3.4. Accountability Types.**

A3.4.1. **Total Force Accountability.** Directed by higher headquarters. Accounts for all personnel regardless of location. Unless directed otherwise, personnel do not need to report for duty. Personnel use AFPAAS (<https://afpaas.af.mil>) to account for themselves and family members (see DAFI 36-3802). The 5 FTS reports through the 340 FTG to the Air Force Reserve Center unless directed otherwise.

A3.4.2. **Local Accountability.** Directed by the 71 FTW/CC, WOC Director, EOC Director, or unit commanders during a localized emergency. Accounts for all personnel regardless of location using recall rosters. Unless directed otherwise, personnel do not need to report for duty. May use AFPAAS or local means at the wing commander's discretion.

### **A3.5. Commander Responsibilities.**

A3.5.1. Commanders will develop, maintain, and publish PRRs and comm-out procedures for their staffs. Subordinate commanders are responsible for doing the same within their units.

A3.5.2. Commanders and agency chiefs are highly encouraged to exercise internal overt, covert, and comm-out recall procedures at least annually.

A3.5.3. Unit commanders are responsible for initiating and completing accountability within their units.

A3.5.4. Each Squadron Commander and Wing Staff Agency Chief will appoint a primary and alternate unit recall roster monitor on the Emergency Management Quarterly Report and submit it to 71 ISS/CEX. Monitors should keep the At-Risk Database current. Replacements are identified and trained no later than 30 days before the departing monitor leaves.

A3.5.5. During Alternate, Contingency, or Emergency PACE conditions, UCCs report status directly to 71 FSS/IPR. IPR consolidates all reports and serves as the single point of contact for wing personnel accountability status to the EOC/WOC. 71 FSS/IPR organizational inbox: [71FSS.FSPI.71FSSIPR@us.af.mil](mailto:71FSS.FSPI.71FSSIPR@us.af.mil).

### **A3.6. Reporting Recall Statistics.**

A3.6.1. Upon initiation of a recall or accountability event, each UCC enters personnel accountability data directly into C2IMERA per the timeline directed by the EOC/WOC. The 71 FSS/IPR office provides quality control and oversight within C2IMERA to ensure data integrity.

A3.6.2. If UCCs are not activated, unit commanders or designated representatives update C2IMERA directly.

A3.6.3. IPR is the last resort for units that cannot enter data into C2IMERA. Units will exhaust all other options before requesting IPR assistance.

#### **A3.6.4. Reporting Timeline:**

A3.6.4.1. Report initial statistics as soon as possible, but no later than 60 minutes after the Recall Start Time (RST). Continue reporting every 60 minutes until all personnel are accounted for.

A3.6.4.2. When the WOC is activated: FSS representative can display statistics in real-time. When the WOC is not activated: IPR reports statistics every 60 minutes to the Command Post until 100% accountability is achieved.

### A3.6.5. C2IMERA Reporting Instructions:

A3.6.5.1. Access C2IMERA at <https://c2imera.cce.af.mil/vance/#!/u/Home>. Before entering data, confirm whether the *EXERCISE* or *REAL-WORLD* environment is selected using the drop-down in the upper left of the screen.

A3.6.5.2. Navigate to *Personnel > Unit Recall Setup*. Select your unit and enter the following:

A3.6.5.2.1. Total personnel assigned. Personnel will be accounted for by the unit where they perform their primary duties, regardless of their official unit of assignment, with the exception for the 71st Student Squadron.

A3.6.5.2.2. Total personnel on leave.

A3.6.5.2.3. Total personnel on TDY.

A3.6.5.2.4. Total personnel deployed.

A3.6.5.2.5. Total personnel confirmed deceased.

A3.6.5.2.6. Total personnel missing (not yet accounted for).

A3.6.5.3. UCCs without C2IMERA access report statistics to IPR per the PACE Plan ([paragraph A3.10](#)). IPR enters those statistics into C2IMERA.

### A3.7. Pyramid Recall System (PRS).

#### A3.7.1. Method 1 — Sequential Chain:

A3.7.1.1. The topmost individual on the PRR contacts the person listed directly below them and directs that person to contact the next person in sequence.

A3.7.1.2. Each person contacted repeats this process until all personnel in the chain are reached.

A3.7.1.3. If contact cannot be made, the caller moves to the next person on the list and continues.

A3.7.1.4. During each relay, the caller records who has not yet been contacted.

A3.7.1.5. The person being contacted will repeat the recall message back to the caller before ending the call to confirm accuracy.

A3.7.1.6. The last person in the chain reports back to the topmost individual with the names of those not contacted and reads back the recall information to confirm the message was relayed accurately.

A3.7.1.7. The topmost individual reports the names of those not contacted to their UCC (if activated) or their unit recall representative.

**A3.7.2. Method 2 — Parallel Chain:**

A3.7.2.1. The topmost individual contacts the head of each chain. Each chain head then contacts all personnel within their chain.

A3.7.2.2. If contact cannot be made, the caller moves to the next person on the list and continues.

A3.7.2.3. After each individual is called once (contacted or not), statistics are relayed to the topmost individual. Attempts to reach those not contacted continue.

A3.7.2.4. Each chain will have no more than six contacts when using this method.

**A3.7.3. Recall Notification Statement:**

A3.7.3.1. Use the following standard statement for all recall notifications:

A3.7.3.1.1. "This is [caller's rank and name]. The 71st Flying Training Wing Commander [or other authority] has directed a [type] recall. Recall Start Time is [time] local. Item numbers [applicable numbers] apply. Complete required recall notifications. [Additional information as necessary.]"

A3.7.3.2. Example: "This is Airman Swenson. The 71st Flying Training Wing Commander has directed an Accountability recall, with option XX. Recall Start Time is 1700 local."

A3.7.3.3. All exercise transmissions will begin and end with "EXERCISE EXERCISE EXERCISE."

**A3.7.4. Uncontacted Personnel:**

A3.7.4.1. If an individual cannot be contacted within 24 hours of the RST, the unit contacts the Base Defense Operations Center (BDOC) and requests a Be On the Look Out (BOLO). This applies in both real-world and exercise situations.

A3.7.4.2. Individuals not yet contacted are listed as "MISSING" until contact is confirmed.

**A3.8. Pyramid Recall Roster (PRR) Requirements.**

A3.8.1. All PRRs will include the following:

A3.8.1.1. Controlled Unclassified Information (CUI) warning at the top or bottom of each page.

A3.8.1.2. A "Current As Of" date showing when the last changes were made.

A3.8.1.3. A single individual at the topmost position.

A3.8.1.4. Rank, name, physical address, and primary telephone number for each individual.

A3.8.1.5. The format for reporting recall statistics.

A3.8.1.6. The Recall Notification Statement and associated recall option codes (see [paragraph A3.7.3.](#)).

A3.8.1.7. Contact information for the applicable UCC and IPR for reporting recall statistics.

A3.8.2. All units will make an updated copy of their PRR available monthly or whenever significant personnel changes occur.

### **A3.9. Recall and Accountability Process.**

A3.9.1. The Recall Start Time (RST) is the time the Command Post is contacted to initiate the recall or accountability, or the time of a higher headquarters message directing the action. Local time is used.

A3.9.2. At accountability initiation, the Command Post notifies the 71 FSS/CC, who assigns an Installation Personnel Readiness (IPR) representative to oversee the process. The Wing Commander (or designated representative) determines the type of recall or accountability, the official start time, and additional guidance. The Command Post disseminates these instructions via AtHoc to all Vance AFB personnel.

A3.9.3. The primary means of tracking accountability is direct UCC entry into C2IMERA. In the event of system degradation, UCCs will follow the Accountability PACE Plan (see [paragraph A3.10.](#)).

A3.9.4. Except for an Information Dissemination recall, UCCs must activate to conduct recall and accountability operations.

A3.9.5. When 100% accountability is reached, IPR notifies the EOC. If the EOC is not activated, IPR notifies the Command Post. Either agency then informs the 71 FTW/CC through the WOC and awaits further guidance.

A3.9.6. The wing commander or designated representative determines which options from [Table A3.1](#) apply based on the situation.

**Table A3.1. Recall/Accountability Options.**

ITEM	CATEGORY	ACTION / OPTIONS
1	Military Members	a. Recall. b. Contact for accountability. c. Do not contact members on authorized crew rest — account for administratively.
2	Deployed, TDY, Leave, Pass, or Hospitalized/On Quarters	a. Recall. b. Contact for accountability. c. Account for administratively only. Do not contact.
3	Civilians (GS, WG, NAF, DoD, etc.)	a. Recall. b. Contact for accountability. c. Account for administratively only. Do not contact.
4	Dependents in the local area of interest	a. Account for, to include family members of those on TDY, deployed, or remote tour. b. No action required.
5	Contractor employees	a. Account for program managers/functional areas. b. No action required.
6	Tenant units	a. Account for personnel as directed. b. No action required.
7	Child Development Center and Youth Center	a. Open for members who already use these services. b. No action required.
8	Other guidance	To be determined based on the event.

A3.9.7. Group or unit commanders may conduct a recall or accountability within their group or unit at any time without notifying IPR or the Command Post, unless the initiating commander requests it.

**A3.10. Accountability PACE Plan.**

A3.10.1. All organizations will follow this PACE plan during any accountability event. Move to the next tier only when the current tier is unavailable.

**Table A3.2. Accountability PACE Plan.**

PACE TIER	METHOD	ACTION
<b>PRIMARY</b>	C2IMERA / AtHoc	UCCs input accountability data directly into C2IMERA.
<b>ALTERNATE</b>	NIPR/SIPR Email	If C2IMERA is unavailable, UCCs email a standardized status report to 71 FSS/IPR at 71FSS.FSPI.71FSSIPR@us.af.mil.
<b>CONTINGENCY</b>	Voice	If network capabilities are lost, UCCs use voice communications (LMRs, cell phones, landlines) to report status to 71 FSS/IPR.
<b>EMERGENCY</b>	Runners	As a last resort during total communications outage, the comm-out runner plan is initiated (see paragraph A3.11).

***NOTE:** The Command Post maintains a binder with printed copies of all recall rosters for use during degraded communications. The MSG/CC designates runner meeting locations and will print recall zone maps from the At-Risk system as needed.*

**A3.11. Total Communications Outage (Comm-Out) Recall.**

A3.11.1. The 71 MSG is responsible for maintaining and executing the comm-out recall. Individual units do not need separate comm-out recall plans — comm-out zones are automatically generated within the At-Risk system.

A3.11.2. At the direction of the 71 FTW/CC, the 71 MSG/CC initiates the comm-out recall for the wing. All available, non-mission-critical personnel will conduct the recall regardless of group affiliation. On-base dormitory residents are the primary manpower source. A minimum of 50 personnel is required to cover 25 zones surrounding Vance AFB.

A3.11.3. Personnel assigned to conduct the comm-out recall report to the base theater (or other location designated by the MSG/CC) at the directed time to receive instructions.

A3.11.4. Government vehicles/U-Drives will be made available. Personnel using personally owned vehicles may file travel vouchers per applicable finance regulations.

A3.11.5. UCCs stand up and account for personnel, reporting numbers to 71 FSS/IPR in accordance with the established PACE Plan ([paragraph A3.10.](#)).

A3.11.6. The 71 FTW/CC or 71 MSG/CC may direct additional notification means as appropriate, including the Emergency Mass Notification System (Giant Voice and AtHoc), social media platforms, radio and television announcements, and civilian law enforcement or fire department resources.

### A3.12. Unit Control Centers.

A3.12.1. Upon initiation of a recall or accountability, each UCC provides current baseline numbers for their unit in accordance with the directed accountability rules and enters them into C2IMERA. These numbers include all personnel on the unit's recall roster: active-duty Air Force, Army, Navy, Marines, foreign military, and civilians.

A3.12.1.1. When accountability includes dependents, units account for family members in the local area of interest affected by a natural disaster or emergency, including dependents of reservists on active duty and families of those deployed, on TDY, or on remote tour. Dependent accountability may also include civilian personnel dependents as directed by the wing commander.

A3.12.1.2. Personnel will be accounted for by the unit where they perform their primary duties, regardless of their official unit of assignment, with the exception for the 71st Student Squadron.

A3.12.1.3. Student pilots are accounted for by the 71st Student Squadron.

A3.12.1.4. Officers Awaiting Pilot Training and personnel Awaiting Retention/Reclassification are accounted for by the 71st Student Squadron. If the unit where these individuals are temporarily working can account for them at the time of recall, that unit will notify the 71st Student Squadron as a courtesy. The 71st Student Squadron remains the responsible agency.

A3.12.1.5. Tenant unit notifications are as follows:

A3.12.1.5.1. **71 FSS notifies:** Defense Commissary Agency, Army and Air Forces Exchange Services, and Eisenhower Elementary School.

A3.12.1.5.2. **71 ISS notifies:** Corps of Engineers, Hunt Housing Office, and Armed Forces Reserve Center.

A3.12.1.5.3. **71 SFS notifies:** Air Force Office of Special Investigations and Center for Federal Investigative Services.

A3.12.1.5.4. **71 CPTS notifies:** Tinker Federal Credit Union.

A3.12.1.5.5. For the 5 FTS, only Armed Forces Reserve Center personnel currently in an on-duty status are accounted for. The reserve unit's home base is responsible for AFPAAS accountability.

A3.12.2. Reporting will follow the instructions provided at the time of recall or accountability initiation.

A3.12.3. UCCs remain activated throughout the recall or accountability process until directed to stand down by the wing commander or their senior staff representative. Reaching 100% accountability does not automatically deactivate a UCC. When unsure, UCCs query their WOC representative or IPR.

A3.12.4. Upon stand-down, UCCs notify IPR or their WOC representative.

A3.12.5. Individual Mobilization Augmentees (IMAs) currently on active duty at Vance will be accounted for by their active-duty unit. Unless directed otherwise, IMAs not in an active-duty status will not be contacted. The owning unit is responsible for AFPAAS accountability.

## Attachment 4

## EXAMPLE CHECKLIST

**A4.1. Wing-level checklists.** The current wing-level checklists can be accessed on C2IMERA at <https://c2imera.cce.af.mil/vance/#!/u/Home>.

A4.1.1. **Office of Primary Responsibility:** Primary Office of Concern is 71 ISS/CEX. Current as of: 6 Mar 25 on this specific checklist example.

**Table A4.1. Checklist 10 – HAZMAT.**

<b>Checklist 10: HAZMAT</b>			
#	TASK	OPR	AGENCY
NOTE: The actions listed below are in approximate order; however, many actions occur simultaneously, and some may deviate from sequence. All should be considered.			
58	Advise 71 FTW/CC and 71 MSG/CC on legal/jurisdictional issues with local, Oklahoma, federal agencies, and private organizations.	JA	Wing Operations Center
59	Provide legal assistance for families, claims, victims, and witnesses.	JA	Wing Operations Center
60	Utilize weather data from MECC on scene to develop plume models for on-base incidents. Contact 71 OSW for regional weather data for incidents off-base.	OSW/Emergency Management	Emergency Operations Center

**A4.2. Unit-level checklists.** Unit specific checklists will be maintained electronically and/or in hard copy in the group/unit control center.