

19 APRIL 2000



Operations

18TH WING OPERATIONS CENTER (WOC)

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements AFD 10-2, *Readiness*. It establishes recall guidance and applies to 18th Wing and associate units at Kadena AB. This publication does not apply to the Air National Guard or US Air Force Reserve.

1. Recall notifications are initiated upon direction of the 18 WG/CC or designated representative when determined locally or when directed by higher headquarters to notify Kadena personnel to report for duty in response to a contingency or crisis. Members must report ready for duty in a timely manner. Flexibility exists to accommodate a limited or full personnel recall. Conditions requiring recall notification vary from implementation of locally generated exercises to general war. The strategic location of Okinawa, the proximity of potentially hostile countries, and the mission of the 18th Wing and associate units all demand an efficient recall notification system.

2. References: AFI 32-4001, PACAFI 10-207.

3. Responsibilities: Commanders and supervisors at all levels are to ensure their personnel are familiar with this instruction. Effective execution of this plan is imperative to accomplish our mission. Unit commanders are responsible for designing recall rosters that ensure rapid dissemination of recall notifications. Units with personnel working shift rotations must ensure prompt notification of off-duty personnel for possible duty augmentation. Normally host workers and shift workers will not be recalled to duty within eight hours of their last shift or eight hours before their next shift. In addition, aircrew members in crew rest will not be recalled to duty unless directed by the unit commander.

4. Recall Notification Signals: Base siren, telephone, runner, and mass media (American Forces Network (AFN)).

4.1. The 18 WG/CP will activate the base siren system when directed by 18 WG/CC. It will be THREE 1-MINUTE BLASTS AT 1-MINUTE INTERVALS.

4.1.1. Upon hearing the siren, personnel should don utility uniform, inventory their Individual Protective Equipment (IPE), and mobility gear; and either stand by for the pyramid recall notification, or if not located near their telephone, call their duty section as soon as possible. Shift workers and aircrew members in crew rest will receive confirmation of their duty roles as determined by unit commanders and supervisors.

4.1.2. Battle Staff members will immediately report to the 18 WG/CP unless otherwise directed by 18 WG/CC.

4.2. Telephone/communications-out pyramid and selective recall notification rosters will be created and maintained to ensure all personnel are notified. It is recommended that units require members to submit a map with detailed directions to facilitate a communications-out recall. In the event of siren or telephone system failure, all other means of notification will be used, to include Commander's Radio Net, Security Police Patrols, and runners.

4.3. AFN Okinawa will broadcast recall information on radio (*648 AM, 89.1 FM*), cable television access channels (*channels 8,9,10,11*), and AFN Pacific (*channel 8*) upon request from the 18 WG/CP, when approved by the 18 WG/CC. Message will air four times during the first hour, twice during the second hour, and once an hour during the next six hours, or until the recall notification message is withdrawn. The AFN broadcast should follow this format: "This is a recall notification for (All personnel assigned to Kadena AB, or all 18th Wing personnel and tenant units assigned to Kadena AB, as appropriate). Contact your duty section immediately."

5. Recall Execution Plan: Recall notifications are as follows:

5.1. The 18 WG/CP will notify the 18 WG/CC when advised by higher headquarters of any condition requiring a recall notification.

5.1.1. When directed by the 18 WG/CC, the 18 WG/CP will notify the vice-commander, group commanders, and any tenant unit commanders in accordance with 18 WG/CP Recall Notification Checklist. Group commanders are responsible for notifying all personnel in their group. The 18 WG/CC will specify the type of recall notification to be initiated (*see attachment two for recall matrix*).

5.1.2. When directed by the 18 WG/CC, the 18 WG/CP will recall the Battle Staff. Battle Staff members will report to the command post immediately, unless otherwise directed.

5.1.3. When directed by the 18 WG/CC, the 18 SPTG/CC will recall the Survival Recovery Center (SRC) Director via the most expedient method to activate the SRC. The SRC director will immediately recall SRC members, and report to the command post unless otherwise directed.

5.1.4. When directed by the 18 SPTG/CC, the 18 WG/CP will recall the Disaster Control Group.

5.2. Group commanders and wing staff agencies will ensure *general or selective* recall notification procedures are tested at least once per quarter. Recall notifications initiated above unit level will serve to satisfy this requirement.

6. Recall Response. (Always use OPSEC when making notifications.)

6.1. When directed, units will implement their recall notification plan using the following format; however, squadron commanders may include additional information or directives to meet mission

requirements (“This is a recall for 18th Wing personnel as of 0500L. Complete your recall notifications, and report to your duty station immediately. Bring personal bag, IPE, and mobility gear” or “begin crew rest for 1700L flight briefing” or “stand by the phone,” etc.).

6.1.1. Personnel will report to duty with personnel bag, IPE, chemical warfare defense ensemble (CWDE), and any mobility gear unless otherwise directed.

6.1.2. It is the unit commander’s responsibility to determine if/when aircrew members/shift workers will be recalled. Be specific on report-in time in order to minimize confusion.

6.1.3. Unit commanders will determine if personnel on leave or TDY need to be recalled to accomplish the mission tasking. See attachment one for sample Recall of TDY Personnel Notification Message.

6.1.3.1. For exercises, recall of personnel on leave and TDY will be simulated. However, a list of personnel on leave and their phone numbers will be available at the unit, and reported to the personnel readiness unit (PRU). The following general guidelines apply to recalling personnel from TDY.

6.1.3.2. Personnel who are TDY will be requested to return through their operational controlling agency. If personnel are engaged in direct support of wartime or contingency requirements they will not normally be recalled.

6.1.3.3. Personnel TDY for medical treatment or evaluation may be recalled if their medical condition is not life threatening.

6.1.3.4. Personnel recalled to duty will be authorized travel and transportation allowances in accordance with the *Joint Federal Travel Regulation, Vol 1, para U4105*. Travel orders directing return to duty will be issued as soon as possible.

6.2. The Battle Staff will convene upon the direction of the 18 WG/CC for implementation of general war plans, contingency plans, Defense Condition (DEFCON) changes, and/or higher headquarters inspections, evaluations, etc.

7. Battle Staff Operations. Battle Staff members listed in attachment two are responsible for ensuring their subordinate staff agencies are notified of conditions that generated the recall. It is paramount for Battle Staff members to quickly assess mission-capable attainment for the wing. Upon implementation of operation plans or other contingency operations, units must be able to recall personnel to meet the timing criteria required by the plan being implemented.

8. Contingency Support Staff (CSS) Operations. The CSS consists of the Battle Staff in concert with the SRC and other functions. When two or more of these functions are activated simultaneously it becomes a CSS. Augmentation of the CSS may be necessary to maintain 24-hour operations.

9. Disaster Control Group (DCG) Operations. DCGs are formed at the direction of the 18 SPTG/CC to respond to a local emergency such as an aircraft mishap. When activated, members will immediately report to their primary location in building 1461--the Civil Engineering Readiness building; the alternate location in building 99, or as directed.

10. Unit Control Centers (UCC). UCCs are formed and operated at the direction of the unit commander.

11. Reporting Responsibilities:

11.1. When a recall notification is implemented, units will report mission capability status via the Interim Solution to Wing Command and Control System (WCCS) (ICCS) to 18 MSS Personnel (PRU), and the SRC. It is the unit commander's responsibility to ensure enough personnel are trained and have accounts for ICCS. If the unit cannot access ICCS, secure telephone is the secondary method.

11.2. The first unit report will be submitted no later than one hour after the initiation of the recall notification. Subsequent reports will be submitted hourly until the unit is mission capable, or until the exercise or contingency terminates. Each unit commander is responsible for determining what makes his/her unit mission capable. Units must be able to provide specifics on personnel accountability. The SRC will provide this information to Shogun Control for inclusion in Battle Staff briefings and updates.

12. Administration.

12.1. The SRC Director will provide the 18 WG/CP a current recall list of all SRC members.

12.2. Unit commanders will ensure the PRU has a current recall monitor appointment letter designating a primary and alternate point of contact.

12.3. Recall rosters will be designed to facilitate the dissemination of recall notifications (telephone and communication-out).

12.3.1. Telephone numbers must be listed on recall rosters even if the number is unlisted.

12.3.2. Recall rosters will be marked FOR OFFICIAL USE ONLY.

JAMES B. SMITH, Brigadier General, USAF
Commander, 18th Wing

Attachment 1**SAMPLE RECALL OF TDY PERSONNEL NOTIFICATION MESSAGE**

The following message is a sample only. Messages will be transmitted upon direction of the CSS only.
CONTACT 18 WG SRC AT DSN 634-1623 FOR ADDITIONAL INFORMATION.

18XX KADENA AB JA//XX//

374 WG YOKOTA AB JA//CC//

MSGID/GENADMIN/RI/18OSS CCQ//
SUBJ/RECALL OF TDY PERSONNEL//
REF/A/GENADMIN/18WG/CP/XXXXXXXXZOCT1999//
POC/NAME/RANK/POSITION/LOCATION/DSN: 634-XXXX//
RMKS/
(U) PLAIN TEXT
(U) CONTACT XXX AT DSN: 634-XXXX//
DECL/X4//

NOTE: Messages will be prepared, signed, and forwarded to the Base Communications Center. For exercises, "DO NOT TRANSMIT" will be typed in the special instructions block.

Attachment 2

RECALL NOTIFICATION CATEGORIES

18 WG Senior Staff	18 WG Battle Staff	18 WG Recall	Survival Recovery Center (SRC)	Contingency Support Staff (CSS)	Disaster Control Group (DCG)
18 WG/CC	18 WG/CC	Total wing recall; tenant unit notifications will be made at 18 WG/CC request.	18 SPTG/CC	Battle Staff	18 SPTG/CC
18 WG/CV	18 WG/CV	* 633 AMSS/CC	18 SPTG/CD	SRC	18 SPTG/CD
18 OG/CC	18 OG/CC	* 353 SOG/CC	18 MSS/CC (Director)	Shogun Control	18 WG/HC REP
18 SPTG/CC	18 SPTG/CC	* CFAO	18 MDG/CC	Log Resource Ctr	18 TRANS REP
18 LG/CC	18 LG/CC	* 82 RS/CC	18 MPF REP	* 633 AMCC/CC	18 COMM REP
18 MDG/CC	18 MDG/CC	* 390IS/CC	18 CES/R REP	* 353 SOG/CC	18 WG/JA REP
18 CEG/CC	18 CEG/CC	* MWLK (USMC)	18 SFS REP	* 82 RS/CC	18 SVS REP
18 WG/IG	18 WG/IG		18 COMM REP	* 390IS/CC	18 WG/PA REP
18 WG/CCC	18 WG/CCC		18 SVS REP	* MWLK (USMC)	18 MX REP:
18 WOC	18 WOC				18 MEDG REP
18WG/PA	18 WG/PA				BIO ENVIRO REP
	18 WG/SE				AIRFIELD MGT REP
	18 MSS/CC				Contracting REP
	18 SFS/CC				18 WG/SE REP
	18 OSS/CC				18 CEG REP
	18 OSS/IN				18 CEG READINESS
	18 OSS/OSW				18 DP (CASUALTY)
	18 LGX				18 EOD REP
	18 WG/HC				390IS REP
	18 LG/IDO				82RS REP
	18 LG/IMO				* 633 AMSS REP
	AFOSI				* 353 SOG REP
	CADRE CC				* AFOSI

NOTE: * indicates notification made upon 18WG/CC request.