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OPERATIONS

PYRAMID ALERT/RECALL

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This instruction implements AFD 10-2, *Readiness*, and establishes 341st Space Wing procedures for the design, use and implementation of Alert Notification Procedures, personnel recall, or Pyramid Alert Notification for all units assigned to Malmstrom AFB. It also provides instructions for strength reporting and recall message preparation. It applies to all personnel assigned to the 341st Space Wing and subordinate units. Dispose of all records created as a result of prescribe processes in accordance with AFMAN 37-139, Records Disposition Schedule. The Personnel Readiness Center (PRC), 341 MSS/DPMX, is the Office of Primary Responsibility (OPR) for this program. This publication governs the maintenance of certain records that contain personal information protected by the Privacy Act (PA) of 1974, the disclosure of which may constitute an unwarranted invasion of personal privacy. Information will not be disclosed without consent of the individual concerned. See DoD 5400.7-R, Air Force Supplement/AFSPCSUP1, DoD Freedom of Information Act Program, and AFI 33-332, Air Force Privacy Act Program, for guidance.

SUMMARY OF REVISIONS

This document has been substantially revised and needs to be completely reviewed. The following paragraphs have changed: paragraphs 2.0-2.16 were made into **Attachment 1** and subsequent attachments were renumbered. Paragraph **2**. "Policy" was renumbered 2.0-**2.3**. Paragraphs **3.1.3**, 3.4.3 were deleted and subsequent paragraphs renumbered. Paragraph **3.2.2**, **4.1.2**. was added. Numerous changes were made to the content of the following paragraphs: **1**, **2**, **2.1**, **2.2**, **2.3**, **3.1**, **3.1.1**, **3.1.5**, **3.2.1**, **3.3.1**, **3.3.2**, **3.3.5**, **3.4.1**, **3.4.2**, **4**, **4.2.1**, **4.3.1**, **4.3.2**, **4.3.3**, **4.3.4**, **6.1**, **6.2**, **7.1**, **7.3**, **7.5**. Changes were made to the following attachments: **Attachment 1**, **Attachment 3**, **Attachment 4**, and **Attachment 6**. A "" indicates revised material since the last edition.

1. General. National emergencies or other contingencies require the base to have the capability to notify/recall personnel to their primary duty locations. These notifications/recalls should be as covert as possible, without undue alarm to the local civilian/military population. Thus denying potential enemy useful information while avoiding public speculation or alarm. There are some instances where an overt alert

recall would be required and directed. This instruction establishes the requirement for all Malmstrom AFB organizations to produce recall rosters and utilize them to facilitate timely notification/recall of personnel. The 341 SW/CC or designated representative can terminate the recall at any time. However, units not achieving 100% accountability at time of termination must continue contacting personnel and report their unit's status to the Support Battle Staff every 2 hours or until 100% of unit personnel are accounted for.

2. Policy. To implement the Pyramid Alert System (PAS), as directed locally or by higher headquarters, informing individuals of a condition that requires their participation which results in a recall of required personnel.

2.1. It is essential to the success of the PAS that all personnel complete the pyramid alert, relay instructions received verbatim, and report to duty (if required) expeditiously and safely as possible.

2.2. All organizations, squadrons, and staff agencies must prepare, keep current, and distribute pyramid alert recall rosters to all assigned personnel.

2.3. Each individual must provide a telephone contact number or an acceptable alternate means, as approved by the unit commander, for use on the recall roster.

3. Responsibilities:

3.1. Unit Commanders will:

3.1.1. Review Pyramid Alert System rosters for accuracy at least monthly and distribute as needed.

3.1.2. Ensure newly assigned personnel are trained on their responsibilities during pyramid alerts.

3.1.3. Establish a Unit Control Center (UCC) to act as the unit focal point during pyramid alerts, and identify UCC recall monitors to the Personnel Readiness Center (PRC) by letter.

3.1.4. Ensure personnel are trained to operate the UCC for 24-hour operations when required.

3.1.5. Establish a means to verify the completion of a Pyramid Alert Notification (PAN) for the organization.

3.1.6. Upon completion of PAN, notify the commander immediately above them in their chain of command.

3.1.7. Establish procedures to notify all dormitory residents in the event of a recall.

3.2. Commander, Military Personnel Flight will:

3.2.1. Ensure an adequate number of personnel are trained to operate the PRC upon initiation of personnel recall.

3.2.2. Established personnel requirements and procedures for 24-hour operations of the PRC when required.

3.3. Individuals will:

3.3.1. When receiving notice of an alert by any means, initiate their portion of the recall roster and report for duty (if required). Do not delay for personal grooming or meals and ensure contact is made at the earliest opportunity. Members must personally talk to the individuals. (Leaving a mes-

sage with another person or an answering machine/voice mail does not constitute contact with that person).

3.3.2. When unable to contact an individual within 5 minutes, notify the next person(s) on the roster and continue the recall process. Each person will relay the names of those not contacted to the next person. The last individual contacted will report the names of all members not contacted to the UCC. The UCC will continue to make every effort to contact those members not reached until all squadron personnel are accounted for.

3.3.3. Make note of the time recalled.

3.3.4. Have a current copy of the recall roster available at all times.

3.3.5. Upon assignment to the organization, provide a telephone contact number or other acceptable means as deemed appropriate by the unit commander, to the person responsible for preparing recall rosters.

3.3.6. Verify (at least monthly) that individual information on the recall roster is correct. Report any changes in information within 24-hours to the person above them on the roster, their first sergeant, and the person responsible for preparing the recall roster.

3.4. Malmstrom Command Post will:

3.4.1. Upon receipt of proper notification, implement and complete the first level of the PAS according to instructions received ([Attachment 5](#) and [Attachment 6](#)).

3.4.2. Disseminate changes in condition when directed by the Support Battle Staff.

4. Personnel Recall Accounting Procedures: These procedures are used whenever a recall statement 1 ([Attachment 5](#)) is used and the recall of personnel is directed.

4.1. Commander, Military Personnel Flight will:

4.1.1. Activate the PRC upon notification from the Malmstrom Command Post.

4.1.2. Ensure there is communication and coordination between the PRC, Support Battle Staff, and any other necessary agencies supporting the PRC.

4.2. The PRC will:

4.2.1. Prepare and provide personnel recall status information to the Support Battle Staff, giving the recall strength reported by the units, NLT Recall Hour plus 1:30, 3:00, 4:00, and every 2 hours thereafter until 100 % accountability has been reached or recall is terminated.

4.2.2. Act as focal point for all personnel actions during periods of increased readiness.

4.3. Each UCC will:

4.3.1. Submit personnel recall status information to include: total number of personnel assigned, TDY (include personnel deployed in support of operations/exercises/inspections), Leave (include personnel on terminal leave for separation and retirement), Hospital/Quarters, Other Status (Airman Leadership School students, individuals enroute to new duty station, crew rest, confinement), Present for Duty and Un-accounted for Personnel (individuals not falling into any other previous categories). These reports must arrive at the PRC by telephone or runner NLT the following cutoff times: Recall Hour plus 1:20, 2:50, 3:50 and every 1:50 hours thereafter until 100 % accountabil-

ity is reached. If recall is terminated prior to 100 % accountability, then UCCs must contact the Support Battle Staff every 2 hours with their unit's status until 100 % of unit personnel are accounted for. During communications outages, no extensions or waivers to cutoff times will be granted.

4.3.2. Prepare a message recalling personnel from TDY (**Attachment 2**) as directed by the wing commander or higher headquarters. For exercises/inspections, messages will ALWAYS be prepared. Messages must be accomplished using the Defense Message System (DMS) and will be faxed to the Sim-Switch and to the PRC NLT Recall Hour plus 3:15 (DO NOT TRANSMIT the message via DMS). The original message must be kept on file for the duration of the exercise/operation. If delivered by hand, you must provide the original message to the Sim-Switch and a copy to the PRC NLT Recall Hour plus 3:15. NOTE: Use the statement "EXERCISE MESSAGE - DO NOT TRANSMIT" in the subject block and main text of the message if the recall is for an exercise. It is very important to leave this out for an actual recall message. Include "MINIMIZE CONSIDERED" in the main text if minimize is in effect for any of the addressees. Always comply with additional restrictions/statements set forth by the ground rules for the current exercise/operation/inspection.

4.3.3. (EXERCISE ONLY) Notify the Sim-Switch and PRC, of personnel recalled from CONUS leave status, via letter (**Attachment 3**). Notification letter must be faxed or hand-delivered NLT Recall Hour plus 3:15. The letter must be kept on file for the duration of the exercise. DO NOT actually recall individuals who are in leave status unless directed by the wing commander or their representative. Information to be provided to Sim-Switch will include, but not be limited to, name, rank, SSAN, leave address, and phone number. The Sim-Switch personnel may request additional data.

4.3.4. (REAL WORLD RECALL) As directed by the wing commander or above, notify personnel on leave the requirement to immediately return to their duty station. Utilize the leave form address and phone number or other acceptable means. If unable to contact member at the emergency phone number or other acceptable means, immediately contact nearest military installation/law enforcement agency for assistance. Additionally, notify PRC of individuals who are being recalled via letter outlined in **Attachment 4**.

5. Recall During Duty Hours. If recall is initiated during duty hours, commanders and staff agency directors will notify all their personnel either covertly or overtly as the situation dictates. Whichever means is used, the notification must be done by the most expeditious means available and comply with the directions of paragraph 4.

6. Communication Outage Procedures:

6.1. During normal duty hours, the Malmstrom Command Post Controller will request runners from 341 SFS 9-1-1 Dispatch Center. The runners will report to the Malmstrom Command Post and will be given lists of personnel to notify. After notifying all personnel on their list, they will report back to the Malmstrom Command Post.

6.2. During non-duty hours, the Malmstrom Command Post Controller will request runners from the 341 SFS 9-1-1 Dispatch Center. The runners will report to the Malmstrom Command Post to receive notification lists, then proceed to the 9-1-1 Dispatch Center with three (3) separate notification lists to be given to the dispatcher. The dispatcher will dispatch a radio-equipped vehicle, if available, with

each notification list. After making every effort to notify all individuals and agencies concerned, each security forces (SF) patrol will proceed to the Malmstrom Command Post and report the notification status. Once Malmstrom Command Post has received completion notification from the SF patrol, the patrol will return to normal duty.

7. Pyramid Alert System (Recall Rosters):

7.1. Information on individuals will include name, phone number (or other approved means), and address. Units may use two separate rosters: one for telephone use and a separate one for communication outage (**Attachment 4**)

7.1.1. Must identify unlisted phone numbers with an asterisk (*). Release of unlisted number is not authorized without the permission of the individual.

7.2. Provide all necessary recall instructions, to include procedures during a communications outage, under the heading "Instructions for Use."

7.3. Must contain statements identifying the purpose and type of recall to be repeated verbatim during a recall (**Attachment 5**).

7.4. Must show "as of" date and identify organization's recall POC.

7.5. Mark all unclassified documents Per, DoD 5400.7/R/AFSUP/AFSPCSUP1 and place "FOR OFFICIAL USE ONLY" (FOUO) markings in unclassified documents at the bottom of each page containing FOUO information. Both DoD 5400.7/R/AFSUP/AFSPCSUP1 and AFI 33-332 apply to recall rosters. The following statement will be added: "INFORMATION CONTAINED HERE ON IS PERSONAL AND WILL NOT BE DISCLOSED WITHOUT THE CONSENT OF THE INDIVIDUAL. DoD 5400.7/R/AFSUP/AFSPCSUP1 and AFI 33-332 APPLY."

7.6. Rosters are for official military use only and will not list spouses' or other dependants names.

THOMAS F. DEPPE, Colonel, USAF
Commander

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

Terms

Accounted For—Personnel in this category are individuals who report in to their CSS or designated location and sign in upon recall. Also, includes personnel who are not physically at their location for reasons of crew rest, shift work, and Protected Time Off (PTO). These personnel will be considered accounted for, but not currently available for duty. During exercises, these personnel will be simulated recalled back to duty, unless otherwise specified by each respective group or squadron commander.

Battle Staff—The Battle Staff consists of those individuals and agencies listed in the 341 SW Battle Staff Plan.

Control Center Personnel—Personnel assigned to Unit Control Centers (UCC) or to a wing functional control center, which acts as a wing focal point for information during contingency, exercise, mobility, etc. (e.g. Personnel Readiness Center).

Covert Alert—Notification of essential personnel without undue alarm to the local population.

Crew rest—(This definition applies to those authorized personnel as determined by the unit commander.) Personnel are on crew rest if they are the next crew to come on shift or have just completed a shift. If coming off shift, only the first 8 to 12 hours after a shift is considered crew rest, dependent on normal shift length. If scheduled for the next shift, only the 8 to 12 hours before a shift is considered crew rest, again dependent on normal shift length. At all other times, personnel are "off" and subject to recall. All personnel must respond to a national emergency recall regardless of their crew rest status. Being contacted either in person or by telephone does not constitute reinitiating crew rest time.

Duty Hours—0730L to 1630L, Mondays through Fridays, exceptions holidays/compensatory days.

Other Status—Personnel in this category are not physically at their duty location for reasons of; Airman Leadership School, crew rest, and confinement. Individuals who are enroute to new duty stations but are still assigned to Malmstrom AFB will be included in this category. These individuals are considered accounted for but not currently available for duty. During exercises, these personnel will be simulated recalled back to duty.

Overt Alert—Notification of personnel using all available means, e.g., radio, television, sirens, loud speakers, etc. Use overt notification only when directed by higher headquarters.

Personnel Readiness Center (PRC)—The PRC is the focal point for personnel strength accounting and assists in the implementation of the base manpower pool during personnel recalls.

Personnel Recall— The direction of some or all Malmstrom AFB personnel to report to their primary or wartime duty location.

Present for Duty—Personnel physically at their duty location.

Protected Time Off (PTO)—(This definition applies to those authorized personnel as determined by the unit commander.) All personnel scheduled for dispatch or shift work in the next 12 hours will not report to work but remain on 6-ring standby and report for their normal duty shift. Being contacted either in person or by telephone does not constitute reinitiating protected time off.

Pyramid Alert System (PAS)—Procedures and notification rosters used to pass on information to all Malmstrom AFB personnel or to recall personnel to duty. The PAS rosters are often referred to as recall rosters.

Pyramid Alert Notification (PAN)—Use of the PAS roster to pass information to all Malmstrom AFB personnel. A PAN may also be the initiation of a personnel recall.

Shift Work—Generally applies to duty performed outside of normal duty hours on a regular basis. Example: Day shift 0700-1500, Swing shift 1500-2300, Mid shift 2300-0700 with days off of Tue. and Wed.

Simulated Switch (Sim-Switch)—Location where all exercise related correspondence and inputs are either faxed or telephoned into. Refer to current exercise ground rules for fax and voice numbers.

Attachment 2

SAMPLE MESSAGE - RECALL OF PERSONNEL FROM TDY

Attachment 2

SAMPLE MESSAGE – RECALL OF PERSONNEL FROM TDY

From: (DMS addresses)
Sent: Thursday, November 1, 2001 3:45 PM
To: (DMS addresses)
CC: (DMS addresses)
SUBJECT: RECALL OF PERSONNEL FROM TDY (EXERCISE EXERCISE EXERCISE)

(Body of the Message)

UNCLASSIFIED

EXERCISE MESSAGE – DO NOT TRANSMIT
MINIMIZE CONSIDERED

THIS MESSAGE IS INTENDED FOR (LIST TDY UNITS)

1. THE INDIVIDUAL (S) LISTED BELOW ARE TDY AT YOUR LOCATION AND ARE RECALLED FROM TDY IMMEDIATELY:

GR/NAME	TDY UNIT	TDY ORDER INFO
TSGT/DOE, JANE J.	92 BW	TC-0852, 341 MSS/15 NOV 00

2. REQUEST MBR BE RETURNED BY THE MOST EXPEDITIOUS MEANS AVAILABLE.

SIGNED

(SQUADRONS COMMANDERS
SIGNATURE BLOCK)

3. POC (YOUR INFO)

EXERCISE, EXERCISE, EXERCISE MESSAGE-
DO NOT TRANSMIT-EXERCISE, EXERCISE, EXERCISE

UNCLASSIFIED

NOTE: Do not recall personnel from contingency TDYs. Use the Defense Message System (DMS), however do not actually send the message. Make a copy of the message and fax it to the SimSwitch and to PRC (341 MSS/DPMX).

FOR OFFICIAL USE ONLY

INFORMATION CONTAINED HERE ON IS PERSONAL AND WILL NOT BE DISCLOSED
WITHOUT THE CONSENT OF THE INDIVIDUAL

Attachment 3

SAMPLE RECALL FROM LEAVE LETTER

Attachment 3

SAMPLE RECALL FROM LEAVE LETTER

Wing Letter Head

MEMORANDUM FOR SIMSWITCH
PRC (341 MSS/DPMX)

FROM (UNIT CC)

SUBJECT: Recall of Personnel From Leave Exercise/Exercise/Exercise

1. The individual(s) listed below are on leave and have been recalled:

NAME	LEAVE ADDRESS	PHONE
AIC Doe, John J.	11111 Rocky Road, Glacier AZ 99999	(509) 111-2222

2. Individuals have been requested to return by the most expeditious means available.

Squadron Commander's
Signature Block

EXERCISE//EXERCISE//EXERCISE

FOR OFFICIAL USE ONLY

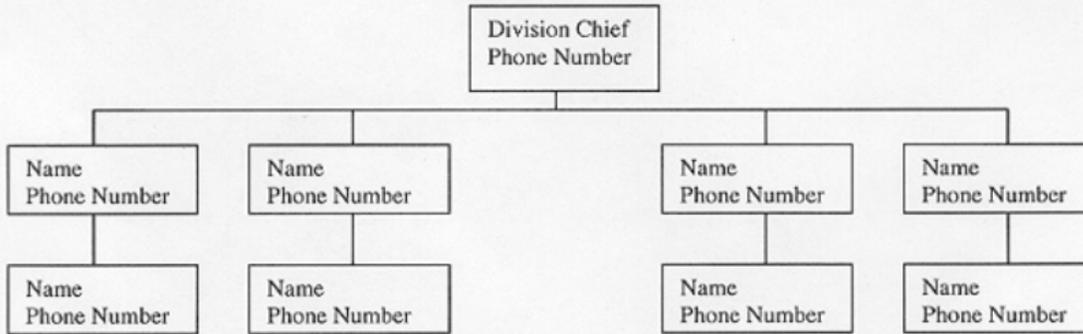
INFORMATION CONTAINED HERE ON IS PERSONAL AND WILL NOT BE
DISCLOSED WITHOUT THE CONSENT OF THE INDIVIDUAL

Attachment 4

SAMPLE PYRAMID ALERT SYSTEM/RECALL ROSTER

Attachment 4

SAMPLE PYRAMID ALERT SYSTEM/RECALL ROSTER



INSTRUCTIONS: Immediately upon notification of actual/exercise alert contact the person below you on the recall roster. When unable to contact an individual within five (5) minutes, notify the next person(s) on the roster and continue the recall process. Each person will relay the names of those not contacted to the next person. The last individual contacted will report the names of all members not contacted to the units commander's support staff (CSS) who will in-turn attempt to contact individuals until all individuals are accounted for. DO NOT delay notification or reporting, but ensure contact is made at the earliest opportunity.

INSTRUCTIONS FOR USE:

The statements below will be used for notifications as the situation indicates, relay verbatim.

Statement 1: "This is a pyramid alert notification. Complete your pyramid alert notifications and report to your duty section immediately. All Primary Battle Staff members report to the Wing Command post at _____ L. All Support Battle Staff members report to Wing Command Post at _____ L. Recall Hour is _____ L."

Statement 2: This is a pyramid alert notification. Complete your pyramid alert notifications and remain on six-ring telephone stand-by. All Primary Battle Staff members report to the Wing Command post at _____ L. All Support Battle Staff members report to Wing Command Post at _____ L. Recall Hour is _____ L."

Statement 3: This is a recall of all Battle Staff and Control Center Members only. All Primary Battle Staff members report to the Wing Command post at _____ L. All Support Battle Staff members report to Wing Command Post at _____ L. All Control Center personnel report to duty immediately. Recall Hour is _____ L."

Statement 4: "This is a test of the pyramid alert notification system. Complete your pyramid alert notifications. Recall of personnel is/is not required. Recall Hour is _____ L."

Statement 5: "Recall is terminated. Personnel are released to their normal duties. Complete your pyramid alert notifications."

Additions to statements are unit specific; they MUST NOT dilute the intent of the required statements.

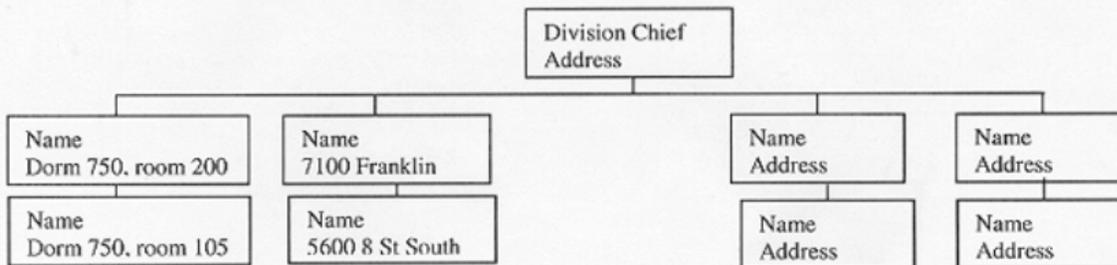
INFORMATION ONLY: CC Phone Number/First Sergeants Phone Number

NOTE: When initiating pyramid alert notification the terms "A-hour" and "P-hour" will not be used. Reference time will not be divulged over unsecured means. Those personnel requiring the reference time must contact their battle staff representative via secure means. POC for this roster is _____

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SAMPLE COMMUNICATION OUTAGE ROSTER



NOTE: See paragraph 7, for minimum information required to be on recall rosters.

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Attachment 5**REQUIRED STATEMENTS USED DURING RECALLS**

Statement 1: "This is a pyramid alert notification. Complete your pyramid alert notifications and report to your duty section immediately. All Primary Battle Staff members report to the Wing Command post at _____ L. All Support Battle Staff members report to Wing Command Post at _____ L. Recall Hour is _____ L."

Statement 2: This is a pyramid alert notification. Complete your pyramid alert notifications and remain on six-ring telephone stand-by. All Primary Battle Staff members report to the Wing Command post at _____ L. All Support Battle Staff members report to Wing Command Post at _____ L. Recall Hour is _____ L."

Statement 3: This is a recall of all Battle Staff and Control Center Members only. All Primary Battle Staff members report to the Wing Command post at _____ L. All Support Battle Staff members report to Wing Command Post at _____ L. All Control Center personnel report to duty immediately. Recall Hour is _____ L."

Statement 4: "This is a test of the pyramid alert notification system. Complete your pyramid alert notifications. Recall of personnel is/is not required. Recall Hour is _____ L."

Statement 5: "Recall is terminated. Personnel are released to their normal duties. Complete your pyramid alert notifications."

Additions to statements are unit specific; they MUST NOT dilute the intent of the required statements.

Attachment 6

SAMPLE PYRAMID ALERT CONFIGURATION

