

30 APRIL 2004



Operations Planning

PYRAMID RECALL

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This instruction establishes procedures and responsibilities for the notification and recall of personnel under actual and/or exercise situations. It implements AFD 10-4, Operations Planning, and defines types of recalls initiated in response to actual emergencies, Readiness Condition, or their exercise equivalents. It applies to all units assigned to the 35th Fighter Wing and Tenant Units at Misawa AB, Japan. This instruction requires the collection and or maintenance of information protected by the Privacy Act of 1974. The authority to collect and or maintain the records prescribed in this instruction is Title 10, U.S.C. 8013. Consult AFI 33-332, *Air Force Privacy Act Program (PA)*, for further guidance on Privacy Act Statements. Maintain and dispose of records created as a result of processes prescribed by this AFI in accordance with AFMAN 37-139, *Records Disposition Schedule* (will convert to AFI 33-338).

SUMMARY OF REVISIONS

This document is substantially revised and must be completely reviewed.

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1. GENERAL

1.1. **CONCEPT OF OPERATIONS.** The primary method of recalling personnel is the Pyramid Recall System (PRS). It is the responsibility of each organization and staff agency to develop and keep a current Pyramid Recall Roster (PRR) that will provide immediate recall of personnel.

1.2. Each unit's PRR will be updated as necessary, but at least monthly. All units assigned to Misawa AB will send electronic copies to their respective group commander's office, and the 35 FW Command Post (CP) within five (5) duty days of the update.

1.3. Each person residing off the installation will provide their orderly room and supervisor with a detailed map of the area in which they reside, using well known landmarks as a guide. The mapped area will include the members Rank/Name, House Number, and Telephone Number (if applicable). Each map will include instructions, with initial starting point at the Misawa Main/POL gate to the individual's quarters. Maps will be provided to the Unit Control Center (UCC).

1.4. Individuals listed in [Attachment 1](#), [Attachment 2](#), [Attachment 3](#), and [Attachment 4](#) who are notified or recalled directly by the Emergency Actions Console (EA CAB) are responsible for keeping the EA CAB informed of their location. In the event they will not be available, they will immediately notify the EA CAB of their alternate's name and location. Individuals in [Attachment 1 - Attachment 4](#) are responsible for briefing their replacements on duties performed.

1.5. Abbreviations and Acronyms:

BS - Battle Staff

CAC - Commander's Access Channel

CP - Command Post

CSS - Contingency Support Staff

DCG - Disaster Control Group

DOC - Designed Operational Capability

DRAGON SLAYER - Survival Recovery Center Director

EA CAB - Emergency Actions Console

IME - Information Management Element

GSM - Geographically Separated Unit

MADDOG - Mission Director

PA - Public Affairs

PRR - Pyramid Recall Roster

PRU - Personnel Readiness Unit

PRS - Pyramid Recall System

RST - Recall Start Time

SBS - Senior Battle Staff

SRC - Survival Recovery Center

TBMCS - Terminal Base Management Computer System

UCC - Unit Control Center

UMD - Unit Manning Document

WOC - Wing Operations Center

1.6. RECALL/COMM-OUT ROSTER CONTENTS: To facilitate an orderly telephone recall, rosters should be organized in a logical sequence with key personnel, including personnel who collect and report recall status, notified first. Whenever possible, consolidate individual small offices into a single roster to increase the speed of notifications.

1.6.1. Recall rosters must contain at a minimum: Name, Grade, Residence Address, Residence Telephone Number, Pager/Cell Phone Number (if applicable), and common numbers (CP, SFS, Hospital, SRC, and UCC).

1.6.2. Key Personnel will be identified by an asterisk (*) next to their name. Recall rosters will be created using MS Organizational Chart in Word or PowerPoint.

1.6.3. The reverse of both the recall and the comm-out roster shall contain a fill-in-the blank table for members to use during recalls to relate pass-on information such as recall type, FPCON, reporting location, required gear, and MOPP level. An example can be found on [Attachment 7](#).

1.6.4. Units will provide wallet-sized cards to all personnel of the unit recall roster or appropriate subset.

1.6.5. Units are encouraged to combine the Recall and Comm-Out rosters. Format the combined roster using the example found in [Attachment 8](#).

2. RESPONSIBILITIES

2.1. THE 35 FW/CC OR CV IN CC'S ABSENCE WILL:

2.1.1. Direct the EA CAB to implement recall. See paragraph [4](#). for types of recall.

2.1.2. Direct Type of recall.

2.1.3. Direct Method (Overt, Covert, Comm-Out) of recall.

2.1.4. Send a copy of wing staff recall roster to 35 FW/CP and 35 OSS/OSX.

2.1.5. Conduct periodic recall exercises to ensure all are familiar with and experience the different types and methods of recalls.

2.2. EACH GROUP CC AND FW/CV (for Wing Staff) WILL:

2.2.1. Ensure subordinate units develop and update recall/comm-out rosters each month. An example is provided in [Attachment 6](#) and [Attachment 8](#).

2.2.2. Maintain current copies of subordinate units, staff agencies, and CSS recall rosters.

2.2.3. Develop and maintain Comm-Out recall procedures and maps for their units.

2.2.4. Ensure units in their chain of command are notified in the event of a recall.

2.2.5. Compile group recall rosters and forward to 35 FW/CP and 35 OSS/OSX.

2.2.6. Ensure all personnel in their group have a current recall roster.

- 2.2.7. Ensure units update reporting strength during exercises.
- 2.2.8. Ensure units exercise the recall process once a quarter.
- 2.2.9. Ensure observations from recall exercises are addressed and resolved.

2.3. EACH UNIT WILL:

- 2.3.1. Develop and maintain a Recall/Comm-Out Roster.
- 2.3.2. Assign a recall primary and alternate monitor to update recall rosters at least monthly.
 - 2.3.2.1. The primary and alternate’s name and phone number will be on the front of the roster.
 - 2.3.2.2. Update the roster within 5 duty days after an individual has PCS’d/PCA’d in or out.
- 2.3.3. Develop procedures to ensure all unit personnel are recalled in a timely manner.
- 2.3.4. Develop and maintain comm-out recall procedures and maps.
- 2.3.5. Ensure Comm-Out Element Leaders have maps for individuals in their element.
- 2.3.6. Report personnel strength reports to their unit’s SRC representative through the UCC.
- 2.3.7. Do not recall personnel assigned to operations manned 24 hours a day, or on crew rest, who are not on shift, unless specifically directed to do so.
- 2.3.8. Forward copies of rosters to the group.
- 2.3.9. Provide each individual with the applicable section of the roster.
- 2.3.10. At least once quarterly, conduct a recall exercise. At least once annually, conduct a Comm-Out recall.
- 2.3.11. Develop recall wallet cards (both the recall roster and recall instructions) for each flight IAW **Table 1**. These wallet cards will be carried by personnel at all times.

Table 1. Wallet Cards

<p align="center">PYRAMID RECALL ACTIVATION PROCEDURES</p> <p align="center"><i>(Reference 35 FWI 10-208, Attachment 7)</i></p> <p>All agencies will use the following statements as required:</p> <p>RECALL: “This is (identify yourself). The 35 FW/CC has directed a (Recall Message) recall. Recall time is _____L. Item numbers (IPE Item Number), (MOPP Level Item Number) and (FPCON Item Number) apply. Complete your recall notifications and report to your appropriate place of duty immediately.”</p> <p>TELEPHONE NOTIFICATION INFORMATION: “This is (identify yourself). Telephone Notification information follows: _____. Complete your portion of the recall.”</p>	Recall Messages	IPE Item Number
	ALPHA - Overt General	Item #1 - None
	BRAVO - Covert General	Item #2 - Carried
	CHARLIE - Overt Selective	Item #3 - Worn
	C-1: Senior Battle Staff	MOPP Level Item Number
	C-2: Battle Staff	Item #4 - MOPP None
	DELTA - Covert Selective	Item #5 - MOPP 0
	D-1: Senior Battle Staff	Item #6 - MOPP 1
	D-2: Battle Staff	Item #7 - MOPP 2
	ECHO - DCG	Item #8 - MOPP 3
	TELEPHONE NOTIFICATION	Item #9 - MOPP 4
		FPCON Item Number
		Item #10 - FPCON Alpha
	Item #11 - FPCON Bravo	
	Item #12 - FPCON Charlie	
	Item #13 - FPCON Delta	

- 2.3.12. Provide a unit and flight recall roster (if separate), and all exercise wallet cards, utilized by the unit, to newly arrived personnel during initial in-processing.

2.4. THE EA CAB WILL:

- 2.4.1. Maintain current recall rosters on all 35 FW groups and tenant units assigned or attached to Misawa AB.
- 2.4.2. Devise checklists providing procedures and terminology to be used in each of the type of recalls described in Chapter 4.
- 2.4.3. Start recalls of personnel and agencies shown in [Attachment 1](#) through [Attachment 4](#), as directed, by the appropriate authority.
- 2.4.4. Activate giant voice and siren systems when directed.
- 2.4.5. Initiate periodic tests of the PRS when directed. Tests will consist of telephonic contact of BS members, DCG and/or selected units to determine their ability to perform recall actions.
- 2.4.6. Notify Security Forces Control Center (SFCC) to conduct a communication outage recall.
- 2.4.7. Maintain a current list of telephone numbers to notify 24-hour agencies in the event of a recall.
- 2.4.8. Update and maintain the CAC slides reflecting current exercise/real world information.

2.5. CHIEF OF SECURITY FORCES WILL:

- 2.5.1. Assist in the notification of Senior Battle Staff in the event of a comm-out recall.
- 2.5.2. Dispatch armed guards for entry control to the WOC for Battle Staff or general recall, unless directed otherwise.

2.6. PERSONNEL ASSIGNED TO MISAWA AB WILL:

- 2.6.1. Provide unit recall monitor and supervisor with current Name, Grade, Residence Address, Residence Telephone Number and Pager/Cell phone number (if applicable).
- 2.6.2. If residing off base, provide a map to your residence. The map must include detailed directions from the main gate, or POL gate, whichever is closest to your residence.
- 2.6.3. Notify your supervisor and unit recall monitor immediately when information changes.
- 2.6.4. Upon notification of general recall, report to your duty section immediately (do not shave, shower, or eat) wearing the required duty uniform and with the specified gear, unless directed otherwise (as in the case of a recall/notification to establish 100% accountability of personnel).
- 2.6.5. Maintain a current copy of your recall roster at home and at work.
- 2.6.6. Destroy old copies of recall rosters by any method that prevents compromise, such as tearing, burning, or shredding, so long as personal data is not recognizable and beyond reconstruction.
- 2.6.7. Once you have been notified that a recall has been initiated:
 - 2.6.7.1. Contact personnel beneath you on the roster.
 - 2.6.7.2. Pass on the information that was given to you. Have the individual you contacted repeat back to you the information.

NOTE: Personnel should attempt to call individuals beneath you on the roster. If there is no answer, move to the next person on the list to keep the integrity of the recall system. Once the next person is notified, try to contact the previous individual again. If the individual has still not been contacted, contact the

individual's supervisor. The supervisor will contact the UCC to arrange for a runner to be sent to their residence.

2.7. UNIT CONTROL CENTERS (UCCs) WILL:

2.7.1. Upon activation, the UCC will identify those assigned/attached and those personnel on TDY/leave.

2.7.2. Prepare and consolidate strength accounting report IAW **Attachment 10**, UCC Recall Checklist.

2.7.2.1. The following definitions apply:

2.7.2.1.1. Assigned: Total number of personnel currently assigned to the unit as reflected on the Unit Personnel Management Roster.

2.7.2.1.2. Available: Total number of military personnel that can be recalled or are currently available to meet the DOC response time or unit mission.

2.7.2.1.3. Leave: The total number of personnel that are currently on leave.

2.7.2.1.4. TDY: The number of personnel that are TDY (ie: PME, AEF, other deployments).

2.7.3. The consolidated UCC initial strength or "available numbers" should not change in subsequent reports.

2.7.3.1. Report only TOTALs in each category.

2.7.4. Ensure those members required to report for duty sign in on an accountability roster (**Attachment 5**) with time notified and time arrived. This procedure is used to maintain unit strength and to check recall response time.

2.7.5. Prepare and deliver messages recalling personnel and deliver to SRC representative when directed.

2.7.6. Send a runner out to individuals who have not been contacted (ensure individuals are not on leave outside the local area/TDY).

2.8. SURVIVAL RECOVERY CENTER (SRC) REPRESENTATIVES WILL:

2.8.1. Upon activation, contact UCCs with strength accountability report times.

2.8.2. If UCCs are unable to update TBMCS due to connectivity problems, SRC reps will update TBMCS no later than RST +60, +120, and +180 minute cutoffs or until 100% accountability is reached.

2.8.3. SRCs should keep current copies of all group/unit Recall and Comm-Out rosters as well as personnel maps. In case of a Comm-Out, SRCs should have copies/examples of all computer generated forms/info in their continuity books.

3. RECALL METHODS

3.1. All units/agencies will ensure pyramid recall procedures are established for all situations.

3.2. OVERT RECALL PROCEDURES: Use all means available to recall base personnel, to include use of sirens, giant voice, CAC, telephones, radios, public television, speaker equipped vehicles, etc.

3.3. COVERT RECALL PROCEDURES: Use only telephone or personal contact to recall base personnel. Do not use sirens, giant voice, CAC, radios, public television, etc.

3.4. COMM-OUT RECALL PROCEDURES: Recall personnel when all communications systems are inoperative or cannot be used.

3.4.1. Utilize maps to notify individuals by personal contact only.

3.4.2. Comm-Out Rosters will be arranged according to housing area. See [Attachment 8](#) and [Attachment 9](#) for examples of a Comm-Out Recall Roster and Map.

3.4.3. Element leaders will maintain maps of personnel in their element.

4. TYPES OF RECALL

4.1. GENERAL RECALL: A recall of all personnel to their duty stations. In a “Real World” general recall situation, it will be necessary to recall associate and attached units at Misawa. Recall for these units will be initiated by the “Parent” agencies tasked in [Attachment 4](#). Associate and attached units are responsible for providing their “Parent” agency with current recall rosters.

4.1.1. Notification will be through the PRS and may include the use of audible signals.

4.1.2. Unless directed otherwise, assigned military personnel will report to their duty section immediately after notification of a general recall.

4.1.3. Upon hearing the base siren/Giant Voice recall notification, Senior Wing Leadership normally notified telephonically by the EA CAB will attempt to advise the EA CAB upon receipt of the recall signal. Do not unnecessarily delay reporting for duty in favor of making this advisory call.

4.1.4. Members of the 35 FW BS, SRC, and IME will automatically report to the WOC.

4.1.5. RECALL FROM BASE FACILITIES: Services will contact facilities equipped with public address systems (ie: BX, Commissary, Theater, Child Centers, etc.) who will then notify military personnel of a recall during operating hours, at the discretion of the 35 FW/CC or designated alternate.

4.2. SELECTIVE RECALL: Recall of specific units without a general recall of all personnel.

4.2.1. When directed, the EA CAB will notify the affected unit to initiate their pyramid recall.

4.2.2. If recall is a test of the pyramid notification system, then the last individual to be notified will call the initiating person of the recall roster with the time they were notified.

4.2.3. The results of the test will be passed to the requestor.

4.2.4. Can be Sq/CC initiated.

4.3. SBS, BS, SRC, DCG RECALL: Recall of specific elements without implementing a general recall. Recall will be initiated by the EA CAB. Group CCs will initiate recall of their SRC members. See [Attachment 1](#).

4.3.1. To carry out this responsibility in an expeditious manner, and meet the prescribed timing criteria, it is essential that EA CAB duty personnel, group commanders, their deputies, and other 24 hour work centers involved have the most accurate information available.

4.3.2. Primary BS members will advise the EA CAB of their location (office, mobile, or in quarters), or whenever an alternate has been designated, along with other pertinent information such as estimated return, additional telephone numbers, etc.

4.3.3. SRC rosters, complete with names, duty and home phone numbers, addresses, and pager numbers will be maintained by the appropriate deputy commanders. Work centers responsible for providing SRC personnel will ensure that these rosters are updated as soon as changes occur.

4.4. DCG RECALL: The Mission Support Group Commander will recall the DCG to support the Wing Commander and/or the BS during a natural (e.g. typhoon, earthquake) or man-made disaster (e.g. aircraft accident, chemical spill). See [Attachment 3](#).

4.5. TENANT UNIT RECALLS: Tenant units are encouraged to, at least once quarterly, conduct a recall exercise of some type. At least once annually, conduct a Comm-Out recall.

4.6. TELEPHONE NOTIFICATION/100% ACCOUNTABILITY RECALL: Recall will be accomplished in the same fashion as a general recall using the PRS. For duty sections/personnel not required to report for duty, the individual at the bottom of the recall chain will contact the individual at the top of their chain to report number of personnel contacted.

4.6.1. Element leaders will call the UCC/SRC with personnel numbers of contacted/not contacted. UCCs will report numbers IAW Chapter 7, 35 FWI 10-208.

5. AUDIBLE SIGNALS (GENERAL RECALL)

5.1. All audible signals will be used at the discretion of the 35 FW/CC or designated alternate.

5.2. BASE SIREN: All personnel will contact the personnel in their recall chain immediately (before reporting to their duty stations). The siren will be sounded a minimum of two times.

5.3. GIANT VOICE: In between siren signals, the Giant Voice system will be activated and recall instructions announced.

5.4. CAC: The EA CAB will seize control of the CAC and make announcements at the instruction of 35 FW/CC or designated representative.

5.5. RADIO/TELEVISION BROADCAST: AFN is the sole authority to direct radio and television broadcasts in the event of a Japan-wide contingency. 35 FW/PA will coordinate with AFN, at the direction of the Wing Commander, to use AFN resources for recall/information distribution purposes.

6. PERSONNEL STRENGTH REPORTING

6.1. Personnel strength reporting is implemented in conjunction with the recall start time.

6.1.1. Units must coordinate with their respective BS/SRC representative to obtain the RST.

6.1.2. UCCs are required to report personnel strength data at recall start time plus 45, 105, and 165 minutes or until 100% accountability is reached (units should strive for 100% accountability NLT RST + 120).

6.1.3. Accordingly, this data must be updated in TBMCS prior to the prescribed cutoff times.

6.1.4. During Comm-Out recalls, all units are required to hand-carry the strength data and mission capability status to the unit SRC representative.

6.1.5. SRCs will ensure UCCs update TBMCS NLT the required cutoff time. SRCs will update accountability numbers if the UCC encounters connectivity problems.

Table 2. Accountability Update Times

CUTOFF TIME	UNIT CALL-IN TO SRC NLT	UCC UPDATE TBMCS NLT
RST + 60 min	RST + 60 min	RST + 45 min
RST + 120 min	RST + 120 min	RST + 105 min
RST + 180 min	RST + 180 min	RST + 165 min

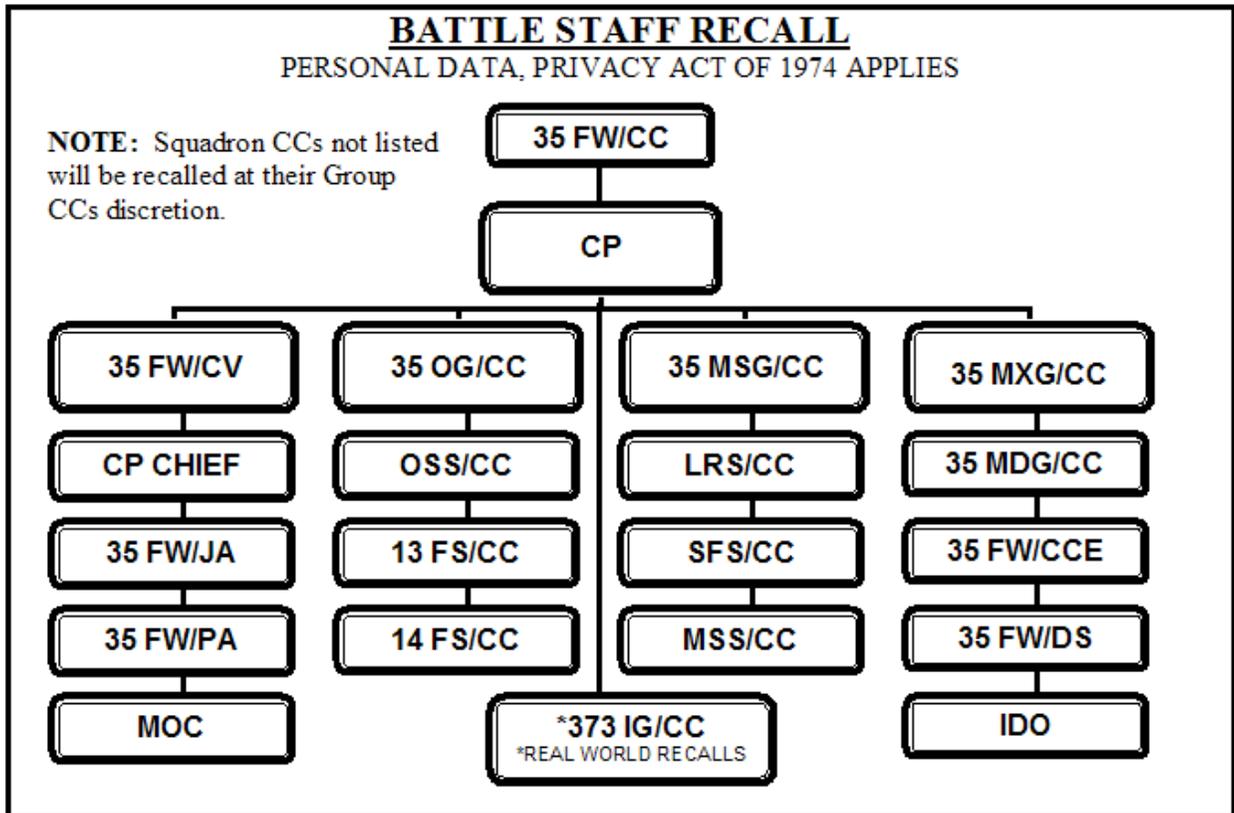
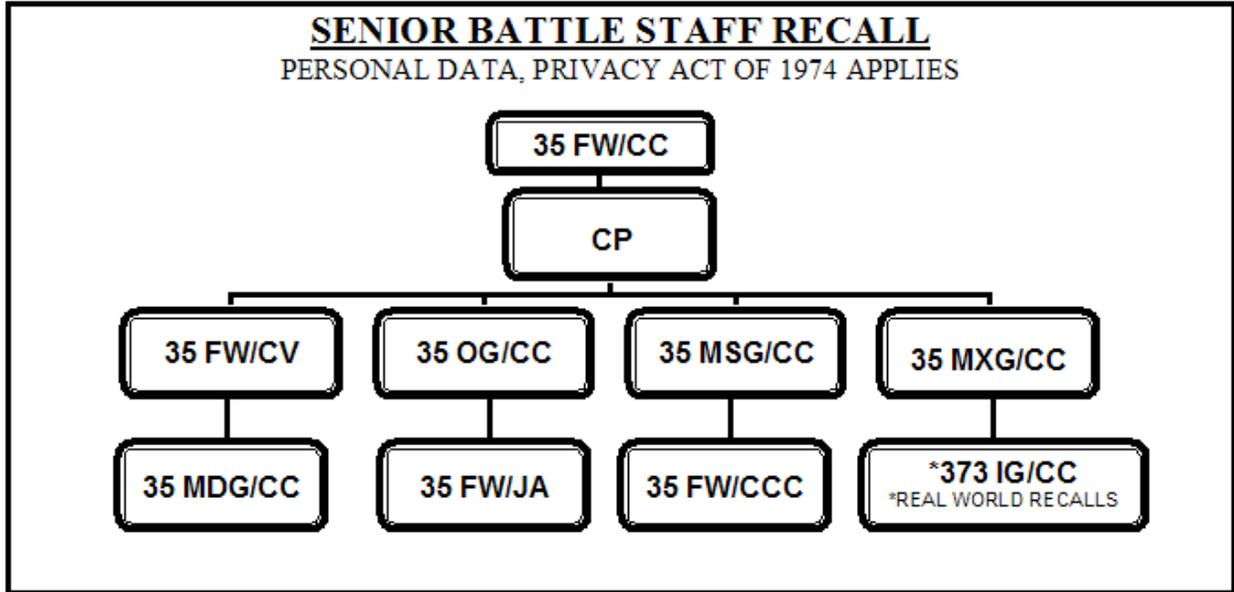
NOTE: The FW/CC, depending on the given situation, will determine whether individuals TDY or on leave must be individually contacted. By default, those members will not be contacted unless otherwise directed. Members on leave or TDY will not be considered available for exercise purposes.

6.2. TENANT UNITS: Tenant units, not normally notified by a base contact, will provide the 35 FW/CP with a monthly recall/standby roster or a 24-hour phone contact in case of emergencies or disaster notification.

WILLIAM J. REW, Colonel, USAF
Commander

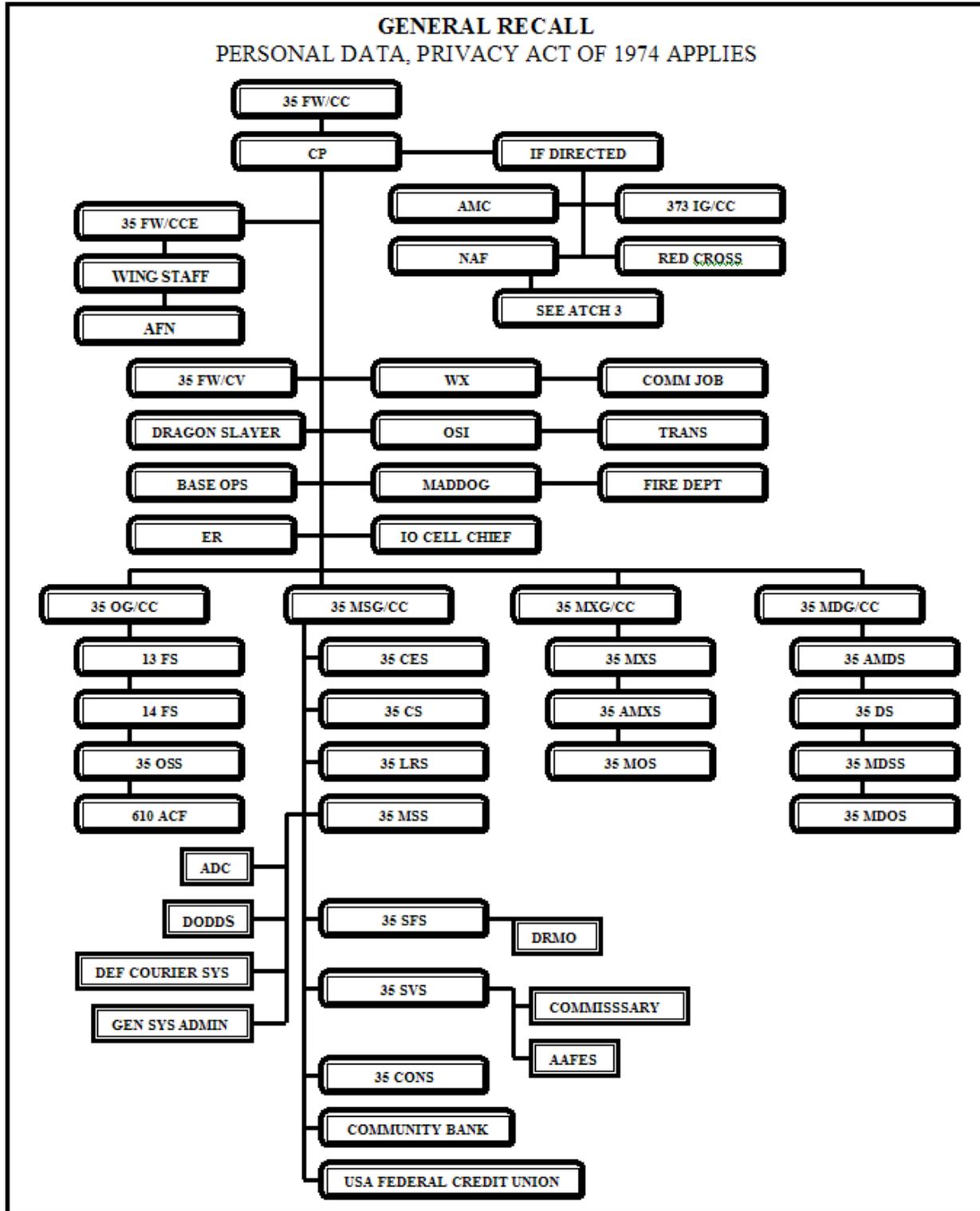
Attachment 1

SENIOR BATTLE STAFF AND BATTLE STAFF RECALL



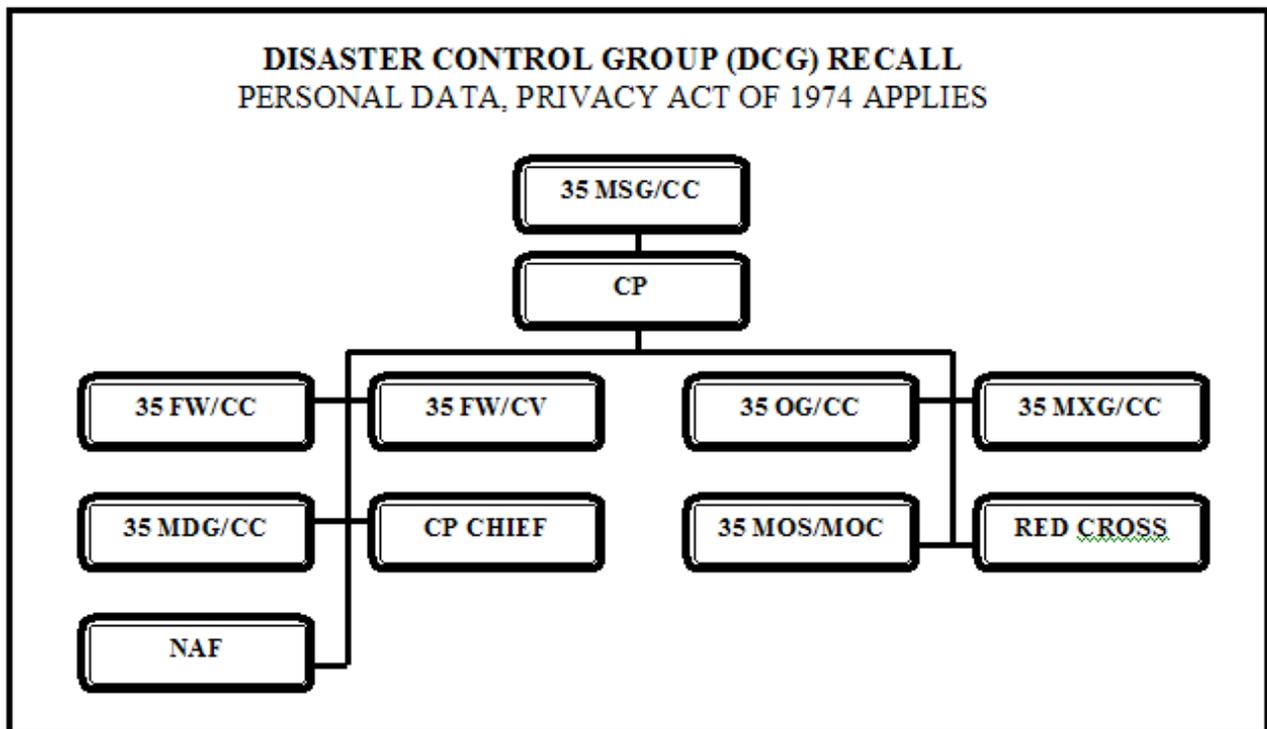
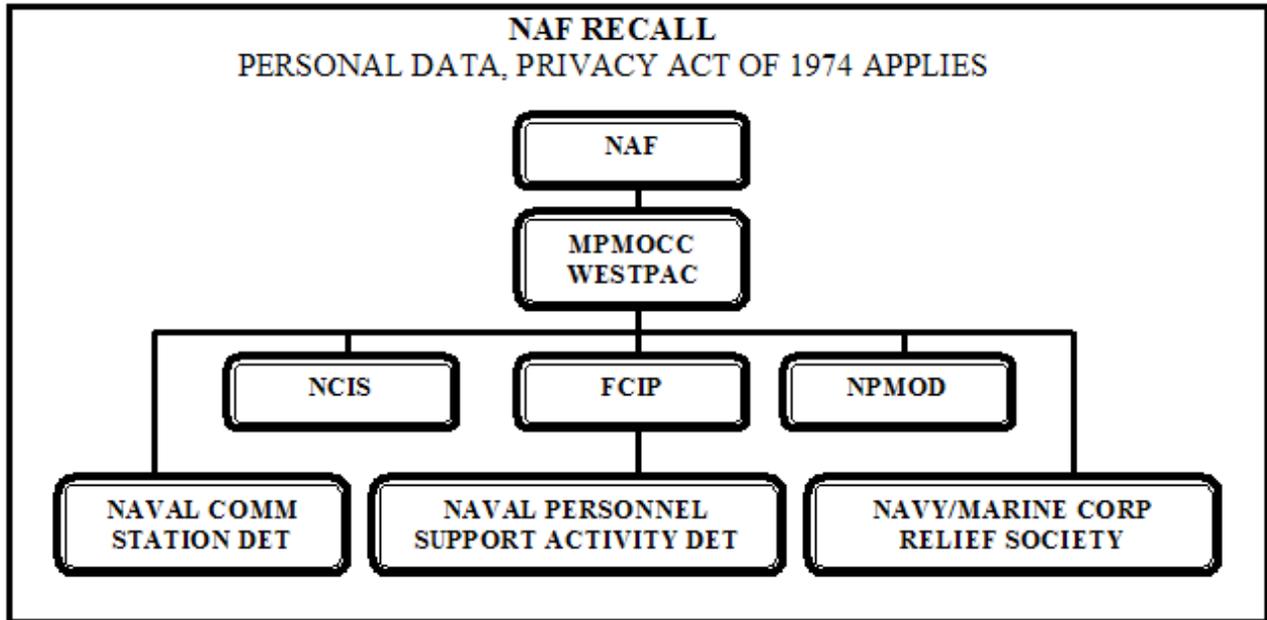
Attachment 2

GENERAL RECALL



Attachment 3

NAF RECALL AND
DISASTER CONTROL GROUP (DCG) RECALL



Attachment 4

TENANT UNIT NOTIFICATION MATRIX

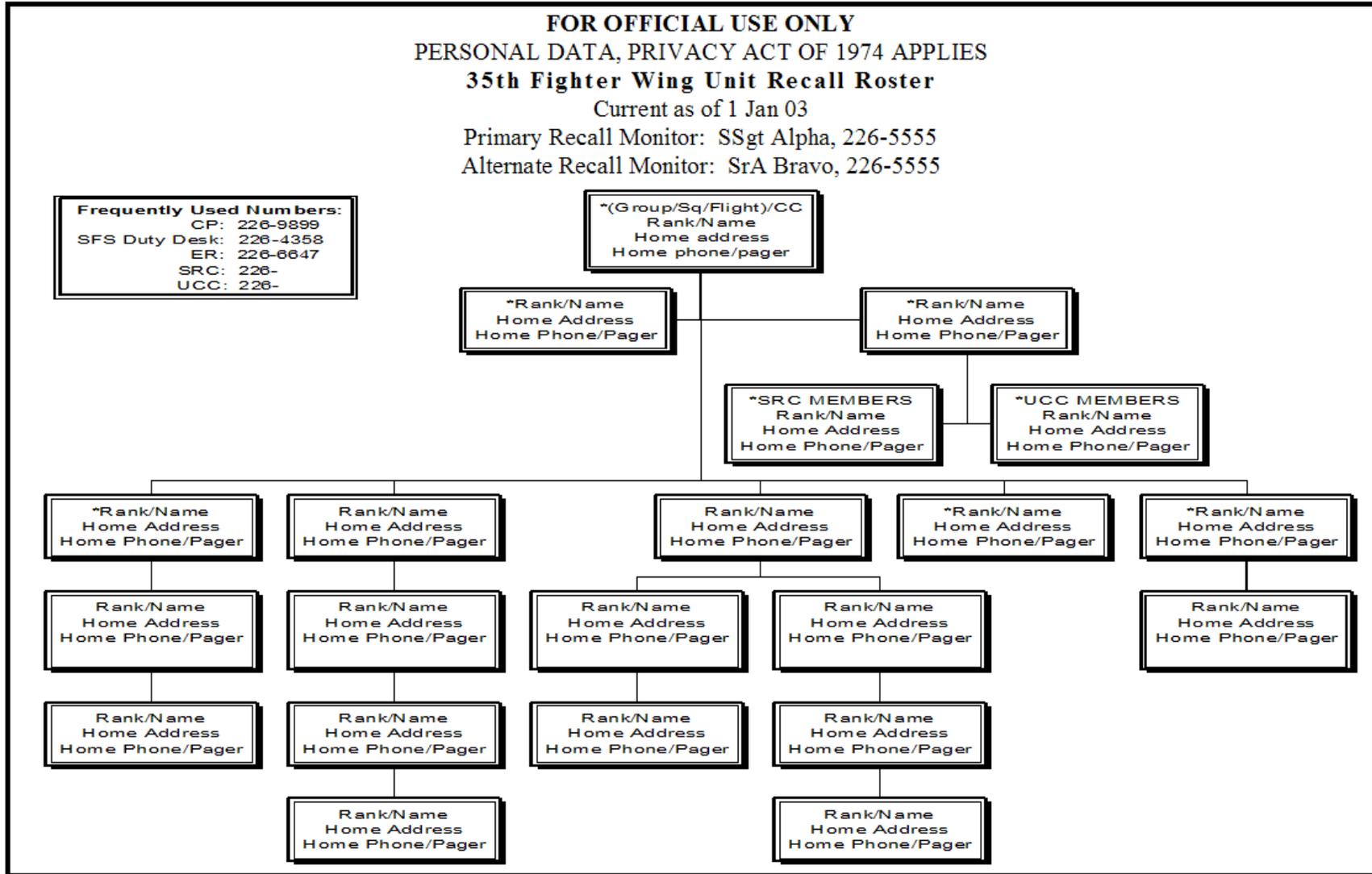
IF YOUR UNIT IS:	YOU SHOULD BE NOTIFIED BY:	YOU UNIT SHOULD NOTIFY:
AAFES	35 SVS	N/A
ADC	35 MSS	N/A
AFOSI	CP	N/A
AMC	CP	N/A
AFN	35 FW/PA	N/A
Community Bank	35 MSG	N/A
DECA	35 SVS	N/A
Defense Courier Service	35 MSS	N/A
Det 12, AFN	CP	N/A
Det 15, OL-A, 372 Trng Sq	CP	N/A
DODDS	35 MSS	N/A
DRMO	35 SFS	N/A
General Services Administration	35 MSS	N/A
USA Federal Credit Union	35 MSG	N/A
373 IG/CC	CP	NSGA 403 MI 301 IS 373 SPTS
NAF	CP	All NAF unit
Red Cross	CP	N/A
Army Corps of Engineers	CP	N/A

Attachment 5

SAMPLE SIGN-IN SHEET

35 FW UNIT RECALL SIGN-IN SHEET				
RECALL DATE:			REAL WORLD / EXERCISE	
RECALL START TIME:			RECALL 100% TIME:	
RANK/NAME		TIME NOTIFIED	TIME ARRIVED	HR:MIN RESPONSE TIME
1	AB Alpha	0515	0600	:45
2	Amn Bravo	0520	0605	:45
3	A1C Charlie	0510	0605	:55
4	SrA Delta	0515	0605	:55
5	SSgt Echo	0516	0600	:45
6	TSgt Foxtrot	0516	0605	:49
7	MSgt Gamma	0522	0605	:49
8	SMSgt Hotel	0525	0610	:58
9	CMSgt India	0525	0610	:45
10	2d Lt Juliet	0530	0613	:48
11	1st Lt Kilo	0532	0615	:45
12	Capt Lima	0535	0600	:28
13	Maj Mike	0535	0600	:25
14	Lt Col November	0545	0604	:29
15	Col Oscar	0545	0630	:45
16	Brig Gen Papa	0515	0600	:45
17	Maj Gen Québec	0520	0605	:45
18	Lt Gen Romeo	0510	0605	:55
19	Gen Sierra	0510	0605	:55

EXAMPLE PYRAMID RECALL ROSTER - FRONT



Attachment 7

EXAMPLE PYRAMID RECALL ROSTER - BACK

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**FOR OFFICIAL USE ONLY
PERSONAL DATA, PRIVACY ACT OF 1974 APPLIES**

PYRAMID ACTIVATION PROCEDURES: All agencies will use the following statements as required:

RECALL: "This is (identify yourself). The 35 FW/CC has directed a (Recall Message) recall. Recall time is _____ L. Item numbers (IPE Item Number), (MOPP Level Item Number) and (FPCON Item Number) apply. Complete your recall notifications and report to your appropriate place of duty if applicable

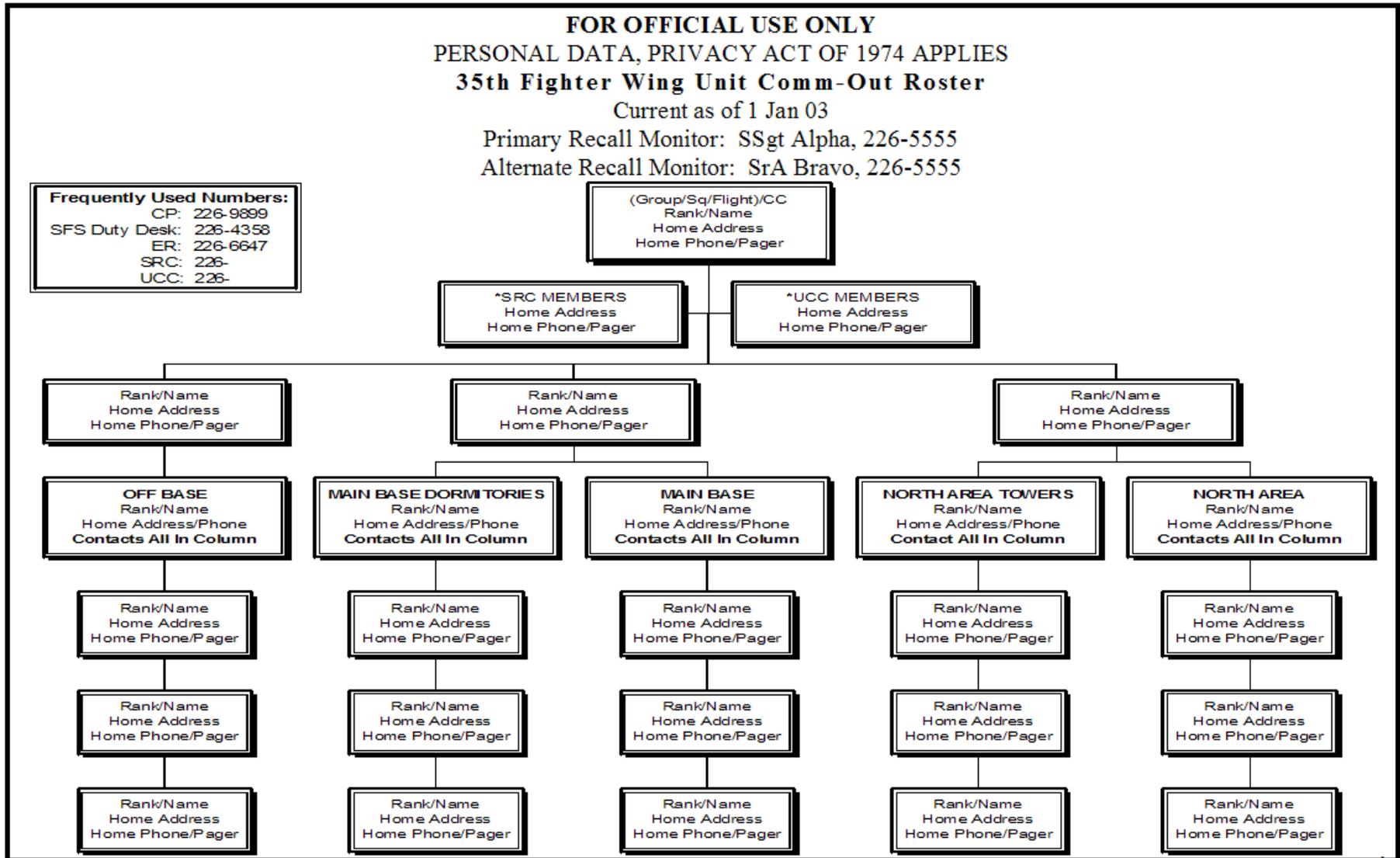
TELEPHONE NOTIFICATION SYSTEM INFORMATION: "This is (identify yourself). Pyramid Notification System information follows: _____ Complete your portion of the recall.

Recall Messages	IPE Item Numbers	MOPP Level Item Number	FPCON Item Number
ALPHA – Overt General Recall	Item # 1 - None	Item # 4 – MOPP None	Item # 10 – FPCON Alpha
BRAVO – Covert General Recall	Item # 2 - Carried	Item # 5 – MOPP 0	Item # 11 – FPCON Bravo
CHARLIE – Overt Selective Recall	Item # 3 - Worn	Item # 6 – MOPP 1	Item # 12 – FPCON Charlie
C-1: Senior Battle Staff C-2: Battle Staff		Item # 7 – MOPP 2	Item # 13 – FPCON Delta
		Item # 8 – MOPP 3	
DELTA – Covert Selective Recall		Item # 9 – MOPP 4	
D-1: Senior Battle Staff D-2: Battle Staff			
ECHO – DCG Recall			
Telephone Notification			

Personal Bag (Required Items)	Amt	Personal Bag (Required Items)	Amt
Bag/Duffle/B-4/Suitable Sub	1	Deodorant (m/f)	2
BDU Cap (no Sq)/Flight Cap (Aircrew only)	1	Soap (m/f)(bar)	4
Undergarments (male/female)	4 sets	Toothbrush/container	1
BDUs/Flight Suits	3 ea	Toothpaste (large tube)	2
Towels	2	Cream/shaving (m/f)	2
Boots/combat/safety toe (as req by AFSC)	1 pr	Disposable razors/blades (m)	12
Socks, black	3 pr	Disposable razors/blades (f)	4
Belt w/buckle	1	Shampoo (m/f)	4
Gloves, black or leather w/inserts	1 pr	Feminine napkins/tampons	2 bx
Field jacket/flight jacket/gortex	1	Combination or key lock	1

IPE/CHEM Bag (A-1 and C, Required Items)	Amt
Bag./duffle/B-4/suitable sub	1
Belt, reflective	1
Canteen w/cover, M1 cap, cup	1
Flack vest w/web belt, harness	1
Helmet w/liner, neckband, cover	1
Gortex w/Gortex pants	1

EXAMPLE - COMM-OUT RECALL ROSTER



Attachment 10**UCC RECALL CHECKLIST**

This document is meant merely as a suggestion to ensure recall actions are accomplished at the UCC level. This checklist is not all-inclusive and does not relieve any agency from complying with instructions or directives referenced or not reference.

1. _____ Immediately upon activation of the UCC contact your SRC representative to determine the recall start time.
 - 1a. _____ Set up sign in sheet or other means of verifying personnel are present for duty. Example found in **Attachment 5** of 35 FWI 10-208.
2. _____ Get strength figures from PC-III
 - 2a. _____ From the PC-III Main Menu select "Reports & Rips".
 - 2b. _____ From the next menu select "Reports" and transmit.
 - 2c. _____ From the next menu select "Duty Status Reports" and transmit.
 - 2d. _____ From the next menu select "Duty Status Statistics" and transmit.
 - 2e. _____ The Duty Status Statistics Report will go to your Production and Products area in a few minutes.
3. _____ Unlock safe, retrieve classified hard drive, turn on computer and log on to TBMCS. (if unable, go to step 4a--and **IMMEDIATELY** notify your SRC of the situation).
 - 3a. _____ If you are unable to access TBMCS, due to personal limitations (forgot password, forgot combination to the safe with the classified hard drives, don't have access rights, etc)...Find someone who can access TBMCS!
4. _____ Verify personnel numbers in TBMCS.
 - 4a. _____ Verify authorized and assigned numbers against most recent UMD (If unable proceed to step 4b).
 - 4b. _____ Verify personnel on Leave, TDY Status (If unable proceed to step 4c).

4c. _____ Confirm all other absent personnel status (those without possibility of return that duty day). I.E. – hospitalized, otherwise unavailable. **LV/TDY/OTHER** – Total number of personnel not available for duty. Personnel who are hospitalized, confinement, Airman Leadership School, etc, are considered not available for duty. Enter the “other” information in the remarks section.

5. _____ NLT **RST + 40**, account for individuals present for duty within your UCC purview. **AVAIL** – You can obtain this number by subtracting the total number of **LV/TDY/OTHER** from the number **ASGN**.

5a. _____ Save the changes made to your unit’s Recall Input view, by clicking on the **COMMIT** button, uncommitted changes will not be displayed on the Battle Staff slide.

6. _____ Update TBMCS or, if unable, use NetMeeting or secure phone call, to up channel numbers to SRC before **RST + 45**.

7. _____ Prepare the recall report directed in 35 FWI 10–208 para **2.8.2**. IAW and **Attachment 11**, thereby simulating recall of personnel on Leave/TDY, if so directed.

7a. _____ From the PC-III Main Menu select “Reports & Rips”.

7b. _____ From the next menu select “Reports” and transmit.

7c. _____ From the next menu select “Duty Status Reports” and transmit.

7d. _____ From the next menu select “Duty Status Except for PFD” and transmit.

7e. _____ The Duty Status Except for PFD Report will go to your Production and Products area in a few minutes.

7f. _____ Create a recall accountability memorandum to justify differences between strength and accountability, using **Attachment 11** as an example.

NOTE: Recall of personnel on Leave/TDY/etc. Other than a DOD installation: Use the most effective means of communication possible (telephone, message, FAX, US mail, etc.). A list of these individuals and the means used to contact them must be delivered to the SRC NLT R Hour + 4 hours.

8. _____ E-mail the simulation letter to **35 FW/XP(n)DMS or 35 FW/XP(s)** or use whatever means available (runner), if e-mail capability is down.

9. _____ Review this instruction and ensure section **2.8**. is complied with.

10. _____ NLT **RST + 100**, account for individuals present for duty within your UCC purview.

10. _____ Update TBMCS or, if unable, use whatever means most readily available to up channel numbers to SRC before **RST + 105**.
11. _____ Return to steps 3a and 7 if unaccomplished.
12. _____ NLT **RST + 160**, account for individuals present for duty within your UCC purview.
13. _____ Update TBMCS or, if unable, use whatever means most readily available to up channel numbers to SRC before **RST + 165**.
14. _____ Ensure all reports and requirements directed via 35 FWI 10-208 are complete.

IF TBMCS is inoperative, unusable, down, or malfunctioning, relay this fact to your SRC representative and keep them informed of your status at the times detailed above. Continue to query SRC personnel on status of TBMCS if there is a chance it will become useful.

Attachment 11**SAMPLE OF DMS RECALL MESSAGE**

TO: 35 FW/XPI

SUBJECT (line will include): BS XX-XX/TDY and Leave Recall Message
DTG 182004Z May 01

1. IAW 35 FW P-BSD # 103, 35 MXS is reporting the following accountability information:

Total Number Assigned:	350
Leave/TDY/Other:	15
Total Number Available:	335

2. The personnel listed below are on leave or TDY in the local area and have been recalled by telephone, runner, or other means.

Local Leaves:

MSgt Randy Groves QTRS 1411 Rm 102, Misawa AB Japan

Local TDY:

SSgt Bob Jones Safety Investigation Board, Misawa AB Japan

3. The personnel listed below are on leave outside the local area, TDY on a DOD installation or TDY not on a DOD installation and have been recalled by telephone, DSN, FAX, or other means.

Leave outside local area:

Amn John J. Doe New Sanno Hotel, Tokyo, Japan

TDY (DOD Installation):

SMSgt Mary Johnson	18 MSS, Kadena AB Japan
TSgt Jon Winger	333 TRS, Keesler AFB MO

TDY (Non-DOD Installation):

Lt Col Mary M. Scott Radisson Hotel, Los Angeles, CA

4. The personnel listed below are TDY to SNCOA or NCOA and will be recalled at the direction of HQ AFPC.

SMSgt Bill Reno	SNCOA
TSgt Michelle Simms	NCOA

///Signed///
Unit Recall Monitor

Attachment 12

SAMPLE OF RECALL ACCOUNTABILITY MEMORANDUM

MEMORANDUM FOR 35 FW/SRC (PERSONNEL POSITION)

FROM: 35 MXS/UCC

SUBJECT: Recall Accountability Memorandum – “Beverly Sunrise XX-XX”

1. IAW 35 FW P-BSD # 103, 35 MXS is reporting the following accountability information:

Total Number Assigned:	350
Leave/TDY/Other:	15
Total Number Available:	335

2. The following list shows the names of those people in a duty status other than Present For Duty (PFD):

SMSgt Bill Reno	Leave (Emergency)	Not Recalled
MSgt Randy Groves	Leave	Recalled
MSgt Sara Smith	Leave (Emergency)	Not Recalled
TSgt Timothy Stevens	Leave (CONUS)	Not Recalled
SSgt Bob Jones	Leave	Recalled
SMSgt Mary Johnson	TDY School	Recalled
SMSgt Bill Reno	TDY School	Not Recalled
TSgt Jon Winger	TDY School	Recalled
TSgt Michelle Simms	TDY School	Not Recalled
MSgt Randy Groober	TDY Contingency	Not Recalled
TSgt Lance Dukes	TDY Contingency	Recalled
TSgt Bobby Jones	TDY Contingency	Not Recalled
SrA Sara Jones	Convalescent Leave	Not Recalled
SRA George Williams	Convalescent Leave	Not Recalled
TSgt David Lantz	Confinement	Not Recalled

3. If there are any questions, please contact us at 226-1115.

DAVID L. WILLIAMS, MSgt, USAF
NCOIC, Unit Control Center