

3 DECEMBER 2002



Operations

PYRAMID RECALL PROCEDURES

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This instruction implements Air Force Policy Directive 10-2, *Readiness*. This instruction applies to all personnel assigned to Andersen Air Force Base (AFB), including associate units. It establishes policies and procedures and assigns responsibilities for pyramid recall procedures during expanded operations in response to increased readiness, emergencies, or disaster situations to attain and maintain 24-hour operations. Some of these actions may be in conjunction with Andersen AFB Operations Plan 32-1, *Base Disaster Preparedness Operations Plan* and Andersen AFB Operations Plan 360-3, *Battle Staff/Contingency Support Staff Plan*.

SUMMARY OF REVISIONS

Revisions to 36 ABWI 10-201, *Pyramid Recall Procedures* include a title change from *Contingency Operations* and the following: changed all references to 36th Support Group and 36th Logistics Group to 36th Mission Support Group (36 MSG) and 36th Maintenance Group (36 MXG) respectively. Realigned all squadrons and flights under the new wing structure. Changed all references to 36th Transportation Squadron and 36th Supply Squadron to Trend Western. All references to 634th Air Mobility Support Squadron (634 AMSS) were changed to 734th Air Mobility Squadron (734 AMS). All references to 36th Manpower Quality Office (MQ) were changed to 36th Manpower Office (MO). Removed 613 ACOMS from this instruction. Changed Protocol Office location to Bldg 1091. Added 36 CPTF to this instruction. Pyramid recall chart has minor changes.

1. This plan has been developed to recall personnel during increased readiness, emergencies, and natural disaster situations within our area of responsibility (AOR) on- and off- base).

1.1. Recalls may be directed by the 36th Air Base Wing Commander (36 ABW/CC) or his designated representative in response to one or more experienced or anticipated contingencies.

- 1.2. The 36th Air Base Wing Command Post (36 ABW/CP) will initiate recalls for the battle staff (BS), the disaster control group (DCG), and wing personnel recall. All recalls initiated by the command post will be accomplished using the pyramid alert recall system.
2. BS Recall. When directed by the 36 ABW/CC or designated alternate, the wing command post controller implements BS recall procedures. BS members will implement unit and CSS recall procedures as required, activate Unit Control Centers (UCCs), and take other actions as directed by the Wing Commander. Each member will appoint designated alternates for 24-hour operations. They will report to the primary or alternate wing command post as directed when recalled.
 - 2.1. The Commander, 36 CS, will provide priority support to the command post and BS/CSS during contingency operations. When requested, 36 CS will provide land mobile radios (LMR) and batteries for use by UCCs.
 - 2.2. The Commander, 36 SFS, will, as necessary, provide 24-hour security for the command post/alternate command post when local conditions, such as an increased force protection condition, increased Defense Condition (DEFCON,) or terrorist attack dictate. When requested, 36 SF will provide SF escort for the BS and command post during relocation to the alternate command post.
 - 2.3. The Project Manager, Trend Western, when requested, will provide the BS at least one GOV sedan and two GOV passenger vans for use by BS during contingency operations and for relocation.
 3. Wing Recall. When the scope of a contingency operation or emergency situation dictates the immediate recall of all personnel, the 36 ABW/CC directs such action through the BS/CSS. The recall action is initiated by the wing command post, through battle staff members and the 24-hour operation points, to their assigned organizations for notification. The Wing Pyramid Notification Chart ([Attachment 1](#)) will be used by the command post to initiate recalls and notifications.
 - 3.1. The Wing recall will consist of a recall of all military and key civilian personnel. A military only personnel recall may be directed by the commander. Personnel will report to their duty section or as directed by their unit commander. To facilitate a recall, each month, or as changes occur, each unit will ensure that the command post has a current copy of their unit recall roster. Each unit recall roster will identify key civilian personnel required to respond during a base recall. Each recall roster will indicate members of augmentation teams, such as mobility, BS, CSS, UCC, etc., and show required reporting instructions in the event of a recall. Rosters must contain procedures to notify sub-units, if applicable. A sub-unit is any organization or unit you are required to notify in accordance with this plan that is external to your organization or unit.
 - 3.2. Each organization will relay recall messages immediately to all sub-units. After sub-units have been notified, each organization will relay recall messages immediately through their internal recall procedures. After all external and internal recall responsibilities have been met, comply with the message contents.
 4. Manpower and Personnel Readiness Unit (MPRU) of the 36th Mission Support Squadron (36 MSS) will compile the strength accounting figures for Andersen AFB. The MPRU will compile the data from UCC reports and provide total unit strength and percentage figures to the Wing command post 30 minutes after the cutoff for relay to the battle staff. The 36th Mission Support Squadron Commander (36 MSS/CC) is responsible for establishing procedures to account for personnel during periods of increased readiness.

This includes all assigned and attached military and DoD civilian personnel under the operational control of the PACAF unit/organization. The Chief of Military Personnel will:

- 4.1. Ensure that an adequate number of qualified and readily available primary and alternate personnel are predesignated and trained to man the MPRU effectively upon activation.
- 4.2. Ensure that quarterly training sessions are conducted by the Personnel Readiness Unit (PRU) with appropriate unit recall monitors for a thorough and thorough understanding of pyramid alert recall and accounting procedures. Training sessions will be documented in writing and will include the specific subjects covered and the names of attendees. Newly appointed unit representatives will be briefed within 30 days by PRU personnel on the procedures and requirements.
- 4.3. Recall Instructions. Pyramid recall and personnel accounting will commence upon designation of a locally established pyramid recall initiation time (R).
 - 4.3.1. Pyramid recall and personnel accounting will be accomplished without public announcement (news media) unless the directing authority advises to do so otherwise. Press releases will be accomplished only as directed by 36 ABW Public Affairs. Signs indicating that a pyramid recall is in progress will not be displayed at any place in public view.
 - 4.3.2. Upon initial notification of a recall, the 36 MSS/CC or MPRU representative will activate the MPRU. MPRU activation must occur in sufficient time for units to begin reporting personnel strength statistics through the MPRU. The MPRU will submit strength statistics to the BS at R+1:30, R+2:30, R+ 3:30, and every 12 hours thereafter, until 100 percent accountability is achieved. The MPRU is located at Bldg. 23008, room 112.
 - 4.3.3. Unit recall monitors will report strength statistics at R+1:00, R+2:00, and R+3:00. Personnel strength normally will be stabilized and shifts established by R+3:00. However, significant personnel changes occurring after R+3:00 (unit deployments, employments, recall of personnel from leave or TDY, losses to unit strength due to casualties, etc.) must be reported to the MPRU. The MPRU will submit update reports at 12-hour intervals beginning at R+12:00 for the duration of the emergency and for periods of increased readiness.
 - 4.3.4. The following recall instructions pertain to the recall of members on leave or TDY:
 - 4.3.4.1. Leave in the Local Area (On-Island): Personnel on leave in the local area will be contacted by the unit but will not be required physically to report for duty unless specifically directed by higher headquarters. Recall of personnel will be accomplished by telephone or runner.
 - 4.3.4.2. Leave or TDY Outside Local Area (Off-Island): When directed by higher headquarters, recall will be accomplished by any means available and will be followed up by a recall message IAW AFMAN 37-126, *Preparing Official Correspondence*, Atch 2, Message Preparation and Processing. Guidance, including various categories of TDY personnel, will be specified by the recall directing authority. (Refer to the Joint Federal Travel Regulation (JFTR), Para U7220, for restrictions imposed for travel and transportation allowances for members recalled from leave status.)
 - 4.3.4.3. When recall of personnel on leave or TDY off-island) is directed, units will prepare recall messages by using data on AF Form 988, **Leave Request Authorization** and DD Form 1610, **Request and Authorization for TDY Travel of DOD Personnel**. **Attachment 3** and **Attachment 4** provide a sample format of messages. The unit monitor will deliver one copy of

each message and the Sarah Lite disk to the MPRU NLT R+3:15. The MPRU will review all messages for accuracy and will dispatch the messages to the base communications center. Under exercise situations, members will not be contacted; however, exercise messages will be prepared and submitted to the MPRU.

4.3.5. The following guidelines for strength statistics ([Attachment 4](#)) are provided.

4.3.5.1. Units will report strength statistics by telephone; in the event of communications outage, units will submit strength reports by runner. The following data items will be reported:

4.3.5.1.1. Assigned Strength: Total number of personnel assigned. (This total can be retrieved from MILPDS.) Add the number of personnel who have in-processed but have not yet been gained to file to the assigned strength. Each unit's total assigned strength will be reviewed and validated by the MPRU.

4.3.5.1.2. Adjusted Strength: Assigned strength minus personnel TDY off island, personnel on leave off-island, personnel in hospital or on quarters, and personnel AWOL or in custody.

4.3.5.1.3. To be counted as available.

4.3.5.1.3.1. Personnel must report for duty or be contacted and directed to go on telephone standby or report for a later shift. Exception: Crew members on crew rest for higher headquarters directed missions, deployments, or redeployments will not be recalled, but considered "available" for reporting purposes.

4.3.5.1.3.2. Personnel on leave in the local area must be contacted by telephone or runner. Telephone standby or physically reporting for duty will not be required unless specifically directed by higher headquarters.

4.3.5.2. To determine percentage recalled, divide the sum of available personnel by the sum of the adjusted strength. A sample worksheet is provided at [Attachment 4](#). Provide a copy of the completed worksheet to the MPRU NLT R+ 3:15.

4.3.6. Casualty Services will be administered by 36 MSS/DPMPS; all losses to unit strength must be reported to the military personnel readiness unit.

4.3.7. Personnel status reports will be consolidated by the MPRU representative to reflect strength by unit. These figures must be maintained by the MPRU and made available to the 36 ABW/CC and his battle staff upon request.

5. The wing command post will conduct no-notice tests of the pyramid recall system. During actual and exercise wing recalls, military personnel will report in battle dress uniform (BDU) unless otherwise directed by the unit commander. Unit commander's discretion may be used in recalling shift personnel. Unit commanders will identify key civilian personnel to be recalled on their unit recall roster. Associate units will be excluded unless otherwise directed.

6. RECALL INSTRUCTIONS. 36 ABW/CP will develop and maintain a Base pyramid recall chart ([Attachment 1](#)). Organizations will submit changes to 36 ABW/CP as they occur.

6.1. All personnel involved with and using the pyramid recall system must consider OPSEC. They must take adequate precautions to avoid disclosing information of intelligence value over unsecured communications lines.

6.1.1. During normal operations the pyramid recall system may also be used to relay information of interest to all assigned and associate units. This includes typhoon and tropical storm conditions, weather warnings and advisories, and administrative announcements. Sub-units wishing to be exempted from specific messages should contact the notifying organization in writing.

6.1.2. When notified of a recall, BS and DCG members must report for duty within 30 minutes during duty hours and 1 hour during non-duty hours or as specified in the recall. All other recalled personnel must report to their duty station without delay. The pyramid notification chart in **Attachment 1** will be used to make notifications.

6.1.3. Once each quarter, in coordination with the Wing's IG Office, in conjunction with a local exercise, the command post will activate the pyramid recall system with an exercise message. Command post controllers will log results. Organizations notified by the command post will first activate their external pyramid recall system to notify sub-units and then activate internal pyramid recall system to notify assigned personnel. Personnel must relay the message verbatim. If applicable, sub-units will activate their external pyramid recall system and internal pyramid recall for their own personnel. Again, personnel must relay the message verbatim. The last person within the sub-unit will notify the sub-unit primary contact who, in turn, notifies the organization that notified them.

6.2. Recall instructions. The wing command post will relay instructions through the pyramid notification system IAW this instruction by using one of the following examples. These examples show the terminology used by the command post (bold print) and the guidance for each type of recall:

6.2.1. **WING RECALL: THIS IS THE COMMAND POST WITH A WING RECALL. RECALL INITIATION TIME IS _____ LOCAL. REPORT TO YOUR DUTY SECTION IMMEDIATELY. (repeat message) PLEASE ACKNOWLEDGE WHEN POLLED.**
The Wing Commander has directed a wing recall. Complete your pyramid notifications and report to your duty section immediately or as directed by your commander. Do not recall associate units unless directed. Recall initiation time is _____ local.

6.2.2. **BATTLE STAFF RECALL: THIS IS THE COBRA CONTROL/COMMAND POST WITH A SENIOR/EXTENDED BATTLE STAFF RECALL. SENIOR/EXTENDED BATTLE STAFF MEMBERS REPORT IMMEDIATELY /AT _____ LOCAL. (repeat message) PLEASE ACKNOWLEDGE WHEN POLLED.**

Battle staff memers report as directed to the wing command post. Extended battle staff members report to the wing conference room, as directed.

6.2.3. **DCG RECALL: THIS IS THE COMMAND POST WITH A DCG RECALL. DCG MEMBERS REPORT TO:**

__ Primary Location (Bldg. 18001 CE Training Room)

__ Secondary Location (Bldg. 1091 Ocean View Conference Center (OVCC))

6.2.4. **TELEPHONE RECALL TEST: THIS IS THE COMMAND POST WITH A TEST OF THE PYRAMID RECALL NOTIFICATION PROCEDURES. INITIATION TIME**

IS _____ LOCAL. DO NOT REPORT TO YOUR DUTY SECTION. PLEASE ACKNOWLEDGE WHEN POLLED. This is not a recall. Commanders, ensure completion time is reported to the wing command post. Recall Initiation Time is _____ local.

6.2.5. PYRAMID NOTIFICATION MESSAGE: **THIS IS THE COMMAND POST WITH A PYRAMID NOTIFICATION MESSAGE:** _____.
PLEASE ACKNOWLEDGE WHEN POLLED. Activate your pyramid notification system with the following message: _____.

6.3. Instructions for conducting recall: When activating the pyramid notification system, the command post controller will state the message to be relayed. Each individual contacted by the command post controller will then relay the exact message to the next person in the pyramid chain. If a person cannot be contacted, call the next person in the chain. Continue efforts to notify the bypassed individual until the person has been located, but do not delay reporting for duty.

6.3.1. To prevent misunderstanding or confusion in passing the message, use the terminology as stated in paragraph 6.2.

6.3.2. Organizations with personnel residing in dormitories will ensure those personnel receive applicable messages.

6.3.3. For telephone recall tests, the last person in each pyramid chain will notify the person at the top of that chain that the message has been received. This action completes the pyramid notification.

7. Special Instructions: Recall rosters will include a primary and alternate point of contact (POC) for sub-units. Examples from paragraph 6.2. should be placed on the bottom or the back of the unit recall rosters. Recall rosters will be updated monthly and as changes occur. Wing command post will transmit additional instructions as determined by 36 ABW/CC at implementation time. Sub-units will ensure organizations required to notify them possess the sub-unit recall roster or a duty and non-duty hour POC letter.

8. The battle staff coordinator will use the battle staff directive, transmitted by phone, fax, or e-mail, to pass contingency information to the unit control centers (UCCs).

9. COMMOUT PROCEDURES. If a contingency alert occurs during duty hours and normal telephone communications fail, command post runners assigned to the wing command post will notify organizations in the order listed in paragraph 9.3. These organizations will in turn notify sub-units in the order listed in paragraph 9.4. The wing command section, staff judge advocate, and inspector general's office will provide runners to assist the command post when necessary. If a pyramid recall occurs during non-duty hours and there is a COMMOUT, the following procedures apply:

9.1. COMMOUT limited to Andersen AFB:

9.1.1. The wing command post controller will notify the Security Forces controller, via LMR of COMMOUT conditions or by runner if LMR is out, and coordinate initial notification actions. The command post controller will monitor the Commander's Net, if operational, for recall instructions as determined by the 36 ABW Commander or designated alternate.

9.1.2. Battle Staff/CSS representatives will provide the wing command post with a letter containing the following information: A duty hour contact point (building and room number), a non-duty

hour contact point on base (building and room number or home address), the location of UCC (building and room number), the phone number of the UCC, and a POC for the letter. If a 24-hour contact point within the organization has been established, it will be designated the non-duty hour contact point. Organizations will update this letter when changes occur.

9.1.2.1. The wing command post will develop and maintain a consolidated unit listing that includes an efficient notification route. The listing will also contain instructions that will be passed to key personnel. Instructions will, as a minimum, declare a COMMOUT recall; and announce that a BS recall or wing recall has been directed by the 36 ABW/CC.

9.1.2.2. When directed, SFS will dispatch two patrols to the command post. The SF patrols will pick up the listing and pass recall instructions on a door-to-door basis.

9.1.2.3. The two SF patrols will notify key representatives or their designated alternates about the recall.

9.1.2.4. When directed by the 36 ABW/CC or designated alternate, SFS personnel will use public address systems to alert the Andersen AFB population of a base recall.

9.1.2.5. When directed by the 36 ABW/CC, PA will program a recall message on the Andersen television channel (ATV).

9.1.2.6. The person residing off base who is initially contacted will initiate telephone contact with the next available individual down his/her recall list who resides off base. Instructions to contact others residing off base will be passed with subsequent calls. If personnel residing off base are listed on the recall roster above the initially contacted individual, attempts to contact these personnel will be made while access to an off-base telephone is available. Do not delay reporting for a recall more than 30 minutes to further attempt upward contacts.

9.2. Alerting System to UCCs or shelters during COMMOUT:

9.2.1. When directed by the 36 ABW/CC, radios will be issued to the UCCs. At least two radios will be retained for BS use. When required, UCC and BS communication will be by runner.

9.2.2. Organizations with access to LMRs will ensure LMRs and two batteries are available for use by their UCCs.

9.3. Primary Phase Notification for a COMMOUT During Duty Hours:

9.3.1. First command post runner will carry the notification message to the organizations in the order listed:

- Wing Command Section - Bldg. 23028
- 36 MSG - Bldg 23008
- 36 MSS – Bldg 23008
- 36 CPTF – Bldg 23008
- 36 MDG - Bldg. 26000
- 36 SFS - Bldg 21000

9.3.2. Second command post runner will carry the alerting notification message to the following organizations in the order listed:

- 36 MXS - Bldg. 18006 Orderly Room
- 36 OSS - Bldg. 17002
- 734 AMS Command Post - Bldg. 17002
- Fire Department - Bldg. 17002
- 36 CS - Bldg. 23002
- 13 AF - Bldg. 23003
- 36 ABW/PA - Bldg 23003
- 36 ABW/CCP - Bldg 1091

9.4. Secondary Phase Notification For a COMMOUT During Duty Hours. Runners from the following organizations will notify the sub-units listed during the secondary phase of a COMMOUT.

9.4.1. Wing Command Section

- 36 ABW/IG
- 36 ABW/JA
- 36 ABW/HC
- 36 ABW/SE
- 36 ABW/MO
- 36 ABW/MEO
- 36 ABW/HO
- ADC

9.4.2. 36 MSG

- 36 LGX
- 36 CONS
- Trend Western
- AAFES
- DECA
- DoDEA

9.4.3. 36th Mission Support Squadron (36 MSS)

- MPF
- 36 SVS
- Red Cross

9.4.4. 36 SFS

- AFOSI, Det. 602
- Defense Courier Service (DCS)

- HC-5
- Det. 5, 22 SOPS
- 9.4.5. 36 MXS
 - 36 MXG
 - 36 MOF
- 9.4.6. 36 OSS
 - 36 OSS/OSX
 - 36 OSS/OSW
 - CERAP (FAA)
- 9.4.7. 734 AMS Command Post
 - 734 AMS
 - 44th Aerial Port Squadron (AFRES)
- 9.4.8. Fire Department (36 CES/CEF)
 - 36 CES
 - 254th Air Base Group

9.5. Primary Phase Notification for COMMOUT during non-duty hours. Command post will attempt to make initial notification to ASFCC via LMR. ASFCC will dispatch two patrols to the wing command post to make primary notifications.

- 9.5.1. First Security Forces Runner
 - 36 ABW/CC/CV/CCE
 - 13 AF CC/CV
 - 36 MSG/CC
 - 36 MXG/CC
 - 36 MDG/CC
 - 36 OSS/CC
 - 36 ABW/CP/OIC or Superintendent
- 9.5.2. Second Security Forces Runner
 - Fire Department
 - Base Operations
 - 734 AMS Command Post
 - Base Clinic
 - Communications Center
 - Trend Western Transportation Dispatch

- HC-5 Duty Officer
- Det 5, 22 SOPS

9.5.3. Secondary Phase notifications for COMMOUT during Non-duty hours will be implementation of a wing recall or notification, if directed by the wing commander.

9.6. COMMOUT notifications to unit control centers during contingency operations:

9.6.1. First Command Post Runner

- 36 OSS - Bldg 17002
- 36 CONS - Bldg. 17000
- 44 APS - Bldg. 17005
- 36 MXS - Bldg. 18006
- Trend Western - Bldg. 18002
- 36 CES - Bldg. 18001
- 734 AMS - Bldg 17002

9.6.2. Second Command Post Runner

- 36 MSS - Bldg 23008
- 36 CPTF – Bldg 23008
- 36 CS - Bldg 23002
- 13 AF Bldg 23003
- 36 SFS - Bldg. 21000 (LE Desk)
- 36 SVS - Bldg. 21000 (Bay 12)
- 254 ANG - Bldg. 21012

9.6.3. Third Command Post Runner:

- 36 MDG - Bldg. 26000 (Conf. Room)
- HC-5 - Bldg 2641
- Det. 5 - Bldg. 34

9.6.4. Unit control centers will utilize runners to ensure that all personnel in their organizations are notified of all base-wide notifications during COMMOUT.

//Signed//

JOSEPH F. MUDD, JR., Colonel, USAF
Commander, 36th Air Base Wing

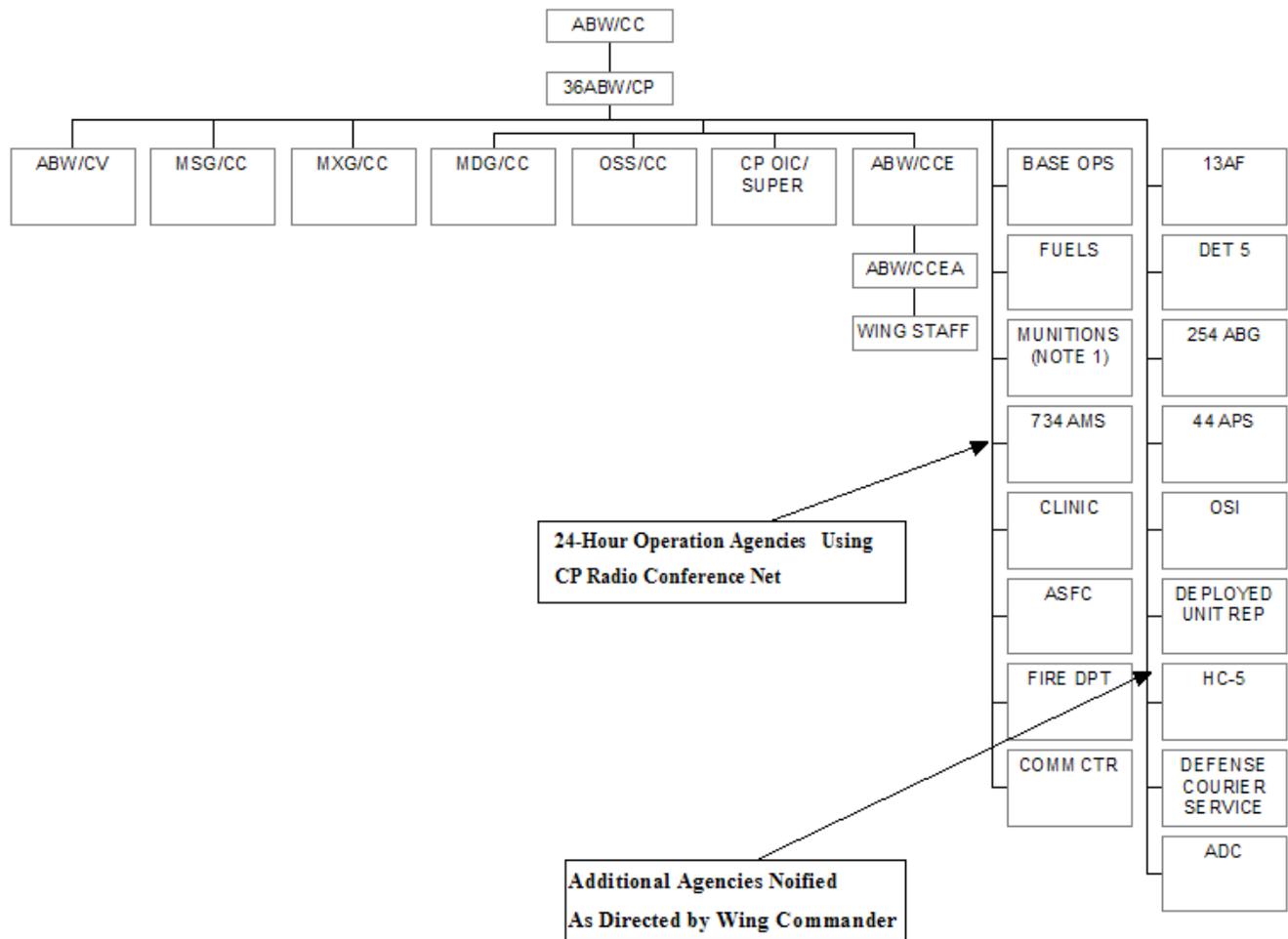
Attachment 1

BASE-WIDE PYRAMID NOTIFICATION CHART

Additional Notifications as Directed by Wing Commander

PYRAMID (BASE WIDE) NOTIFICATION

Note: Recall is initiated only to agencies indicated below, units must follow their internal recall rosters.



Note 1: Notified when operating as 24-hour agency, if not, notified via 36 MXG/MXS

Note 2: Command post limited to 10 notifications while operating under single controller waiver per PACAFI 10-207

Attachment 2

SAMPLE RECALL MESSAGE FOR PERSONNEL ON TDY

UNCLASSIFIED

01 01 MAR 99 PP UUUU
EXERCISE EXERCISE EXERCISE

36MSS ANDERSEN AFB GU//CC//
27MSS CANNON AFB NM//CC//

UNCLAS
QQQQ

MSGID/SYS.RRM/36 MSS-CCQ//
AMPN/SUBJ: RECALL OF TDY PERSONNEL//

RMK/1. INDIVIDUAL (S) IDENTIFIED BELOW ARE TDY AT YOUR STN FROM THE 36 MSS.
THESE INDIVIDUALS ARE RECALLED FROM TDY EFFECTIVE IMMEDIATELY.

GRADE/NAME/SSAN/DATE/TDY UNIT/S.O. NUMBER//

SSGT SKYLARD Y. STEELE, 000-00-0000, 1 MAR 99, 36MSS, TC-49.

RMKS/2. REQUEST INDIVIDUAL (S) BE RETURNED TO THEIR DUTY STATION BY THE MOST
EXPEDITIOUS MEANS AVAILABLE.

LTC JOHN R. SINGLETARY, COMMANDER 36TH MISSION SUPPORT SQUADRON, ANDERSEN
AFB GUAM 96543. EXERCISE//

NNNN

JOHN H. GARTH, SGT
36 MSS/CCQ
J.R. SINGLETARY, LTC, CC, 5195

(HAVE COMMANDER INITIAL)
MINIMIZE CONSIDERED FOR

EXERCISE ONLY

UNCLASSIFIED

Attachment 3

SAMPLE RECALL MESSAGE FOR PERSONNEL ON LEAVE

UNCLASSIFIED

01 01 MAR 99 PP UUU
 EXERCISE EXERCISE EXERCISE
 36MSS ANDERSEN AFB GU//CC//
 27MSS CANNON AFB NM//CC//

UNCLAS

QQQQ

MSGID/SYS.RRM/36 MSS-CCQ//

AMPN/SUBJ: RECALL OF PERSONNEL FROM LEAVE//

RMKS/1. THE FOLLOWING INDIVIDUAL (S) IS ON LEAVE IN YOUR AREA.

RMKS/2. PLEASE MAKE CONTACT AND DIRECT INDIVIDUAL (S) TO TERMINATE LEAVE EFFECTIVE IMMEDIATELY AND RETURN TO THEIR DUTY STATION BY MOST EXPEDITIOUS MEANS AVAILABLE. WE ARE UNABLE TO REACH THEM BY TELEPHONE. LV ANDERSEN AFB, GUAM 96543. EXERCISE//

ADDRESS

JOHN H. GARTH, SGT
36MSS/CCQ

J.R. SINGLETARY, LTC, CC,5195

(HAVE COMMANDER INITIAL)
MINIMIZE CONSIDERED FOR
EXERCISE ONLY

UNCLASSIFIED

Attachment 4

UNIT CONTROL CENTER PERSONNEL STRENGTH REPORT WORKSHEET

UNIT CONTROL CENTER WORKSHEET

PERSONNEL STRENGTH REPORT

UNIT: _____

RECALL INITIATION TIME (R): _____

REPORTS DUE: R + 1:00: _____, R + 2:00: _____, R + 3:00: _____, AND EVERY 12 HOURS THEREAFTER UNTIL 100% ACCOUNTABILITY IS REACHED.

A. **ASSIGNED STRENGTH:** (ADD THE FOLLOWING:)

PERSONNEL ASSIGNED (PC-III REPORT): _____

INPROCESSED BUT NOT GAINED TO FILE: _____

ASSIGNED STRENGTH: _____

B. **ADJUSTED STRENGTH:** (ASSIGNED STRENGTH MINUS THE FOLLOWING:)

TDY-OFF ISLAND: _____ (CONTINGENCY: _____, PME: _____, OTHER: _____)

LEAVE OFF-ISLAND: _____

HOSPITALIZED OR ON QUARTERS: _____

AWOL OR IN CUSTODY: _____

TOTAL : _____

ASSIGNED STRENGTH MINUS ABOVE TOTAL = ADJUSTED STRENGTH: _____

C. **AVAILABLE:**

PERSONNEL REPORTED FOR DUTY: _____

SHIFT WORKERS PLACED ON STANDBY: _____

ON LEAVE (ON-ISLAND) PERSONNEL CONTACTED: _____

AVAILABLE: _____

NUMBER AVAILABLE DIVIDED BY THE ADJUSTED STRENGTH = _____ % AVAILABLE.