

16 JUNE 2003



Operations

ALERT NOTIFICATION PROCEDURES

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Pages: 10

Distribution: F

This instruction implements Air Force Policy Directive (AFPD) 10-2, *Readiness*, and extends the guidance of Air Force Space Command Instruction (AFSPCI) 10-207, *Alert Notification Procedures*. This supplement describes 460th Air Base Wing (460 ABW) procedures for use in conjunction with the basic AFSPCI. This supplement applies to the 460 ABW and its subordinate units. It establishes the recall and personnel strength reporting requirements and associated policies, responsibilities and procedures for personnel within the 460 ABW. Send comments or recommended changes to the wing plans and programs office (460 ABW/XP), 18400 East Crested Butte Avenue, Stop 88, Buckley Air Force Base, Colorado 80011-9525. Send waiver and clarification requests with justification to 460 ABW/XP for 460 ABW/CC approvals. Units may develop operating instructions supporting this supplement and to establish unit procedures or requirements. This instruction requires the collecting and maintaining of information protected by the Privacy Act of 1974 authorized by 5 USC, title 552a Systems of records notice applies. See **Attachment 1** for glossary of references and supporting information. See **Attachment 2** for Standard Terminology for Recalls. See **Attachment 3** for Unit Strength Reporting Worksheet. Maintain and dispose of records created as a result of prescribed processes in accordance with Air Force Manual (AFMAN) 37-139, *Records Disposition Schedule* (will convert to AFMAN 33-322, **Volume 4**). Comply with Air Force Instruction (AFI) 33-332, *Air Force Privacy Act Program*, for documents containing "Privacy Act Information." For "Official Use Only" information comply with Department of Defense Regulation (DoD) 5400.7-R/AFSUP, *DoD Freedom of Information Act Program*, **Chapter 4**. This supplement streamlines alert notification terminology for the 460 ABW and defines Alert Notification 6 for general notification of emergency conditions. It expands upon AFSPCI guidance regarding availability of shift workers in crew rest. It defines "local area" as an Area from Cheyenne, Wyoming to Colorado Springs, Colorado and from Fort Collins, Colorado to Estes Park, Colorado and eliminates the requirement for a personnel strength report at Reference Hour (H) plus 1 hour.

1. General. National and local emergencies and other contingencies require the 460 ABW to notify personnel or recall them to their place of duty. Notifications and recalls shall be as covert as possible to deny potential adversaries useful information and to avoid public alarm. This instruction establishes the

requirement for all 460 ABW organizations to produce recall rosters to facilitate timely notification/recall of personnel. Depending on the situation, certain personnel may be excused from the recall, as determined by specific governing directives or the senior officer in charge. The 460th Air Base Wing Command Post (460 ABW/CP) is responsible for overall management of the wing alert notification system. The 460th Mission Support Squadron (460 MSS/PRU) is responsible for overall management of the wing personnel strength reporting system.

1.1. Standard wing alert notification terminology (see **Attachment 2**) will be used for each type of recall. Alert notification terminology consists of a number, verbiage (in bold face), and instructions to follow upon notification. All wing organizations maintaining a recall roster will have standard terminology for recalls printed on the back.

2. Recall exemptions.

2.1. **Crew Rest.** Shift workers in crew rest will be contacted for Alert Notifications 1, 2, 4, and 6, but are not required to report for duty unless directed by the supervisor or unit commander. These personnel should be accounted for as available for duty.

2.2. **Mission Essential Federal Employees (MEFE).** Those civilians identified (by local authority) as essential for the accomplishment of the 460 ABW mission during contingencies or emergencies may be recalled.

2.3. Types of Recalls.

2.3.1. Covert/Communications-out Recall. Recall personnel as quickly as possible without public notice and minimizes action, which might alarm the general public. The telephone is normally used but if the telephone is out or a person does not have a telephone, person-to-person contact is required. Therefore, it is recommended that commanders assign sector notification responsibilities to individuals and develop maps for their use in conducting Covert/Communications-out recall notifications.

2.3.2. Overt Recall. Recall personnel using the fastest means available. Telephone and public media (radio and television) are authorized for use.

2.4. Scope of Recall.

2.4.1. 460th Air Base Wing Wide. Used to recall or notify personnel for either exercise or actual situations. Initiated by the installation commander or their designated representative.

2.4.2. Selective. Used when a specific situation requires the recall of certain personnel, such as a Crisis Action Team (CAT). The senior officer responsible for the crisis initiates the recall.

2.4.3. Organizational. Initiated by the commander of an organization to recall that organization's personnel for a specific reason.

2.5. Types of Recall and Notifications.

2.5.1. Tests. Used to assess the effectiveness of an organization's telephone recall procedures.

2.5.1.1. The recall roster is completed in its entirety by telephone and the last person contacted in each column notes the time of their notification and completes the chain by calling the unit commander. The latest time reported determines the "Total time" for the recall. **ALL** assigned personnel will be contacted. Personnel are not required to report for duty. Use Alert Notifica-

tion 5 for all test recalls ([Attachment 2](#)).

2.5.2. Notification Advisory. Used to notify personnel of an actual or imminent situation, (e.g. severe weather) when they must be notified of early release, delayed release, delayed reporting or other directed action other than recall. Use Alert Notification 6 for all notification advisories. Only personnel available for duty are contacted. Do not contact personnel on leave or temporary duty ([Attachment 2](#)).

2.5.3. Actual and Exercise Recall. Used to direct personnel to report for duty during real world or exercise situations. The nature of the situation and Higher Headquarters direction determines the personnel who will be recalled. **It is paramount that personnel respond in an expeditious and safe manner. Personnel report in an appropriate uniform.** All personnel in duty status are to report for duty. Personnel in Non-Duty status (leave, temporary duty, crew rest or hospitalized) are contacted as directed or as required and will report for duty if so directed. Use Alert Notification 1 or 2 for this type of notification ([Attachment 2](#)).

2.5.4. Battle Staff Recall. Used to recall the Wing Battle Staff members for exercises, events, contingencies or Higher Headquarters direction. Use Alert Notification 3 for this type notification ([Attachment 2](#)).

2.5.5. Telephone Standby (Six Ring Recall). This notification is used to place personnel in an immediately available status to receive information or instructions by telephone, hand-held radio, or pager. Personnel must stay by their telephone or have an operable hand-held radio, pager or cellular telephone in their possession. Use Alert Notification 4 for this notification. **If personnel leave their home while telephone standby procedures are in effect, it is their responsibility to inform their supervisor, the person who calls them and/or work center of how they may be reached** ([Attachment 2](#)).

2.5.6. The 460 ABW Commander (460 ABW/CC) or designated alternate will determine Reference Hour for all recalls.

3. Recall Roster Requirements. Recall rosters for all 460 ABW organizations will have the following minimum requirements.

3.1. **Mandatory Markings** . Mark all rosters **“FOR OFFICIAL USE ONLY,”** show an as of date, and identify the organization’s recall roster point of contact (POC).

3.2. **Required Instructions.** Provide all necessary recall instructions. As a minimum include the following “instructions for use.”

3.2.1. Notification Process. Actions when primary contact cannot be made; provisions for reporting when required actions and notifications are complete; what to do when the telephone is inoperative or an individual is otherwise unavailable.

3.2.2. Personnel Listing. Include military and civilian personnel. Identify mission essential federal employees (MEFE). List personnel by rank, name, duty phone and home phone. It is recommended that home addresses be included to facilitate “Communications-out” notification procedures. Commanders, Directors and key personnel may be identified by title.

3.3. **Information Protection.** Recall rosters must contain the following paragraph: “This roster is subject to the “Privacy Act of 1974”, 5 USC Title 552a. Personal privacy information regarding government employees and members of the Armed Forces is protected, as implemented by AFI 33-332,

Air Force Privacy Act Program. Information is being collected to allow for alert notification procedures and is for official intra-governmental use only.”

3.4. Organizational Responsibility. All 460 ABW organizations will review rosters monthly and generate new rosters as necessary.

3.4.1. Dispose of obsolete rosters by shredding so as to ensure the unauthorized release of personal information.

3.4.2. Provide each listed person a copy of the roster.

3.4.3. Comply with AFI 10-205 and AFSPC supplement, *Availability of Major Command Commanders*.

3.4.4. 460th Security Forces Squadron (460 SFS). Security Forces Squadron (460 SFS/SFT) will compile and maintain recall information for Resources Augmentation Duty (READY) personnel assigned to support Security Force operations during crisis or exercises. The Security Forces Squadron CSC will contact READY augmenters for recall purposes.

3.4.5. Each Individual. Each individual will ensure personal information is current on recall rosters and keep the latest recall roster readily available at all times. Contact personnel as specified on the recall roster immediately upon notification of a recall. Ensure you personally talk to the individual. Leaving a message on an answering machine or with another person does **NOT** constitute contact with that person. When unable to contact an individual within five minutes, go to the next person(s) on the roster and continue the recall process. Do **NOT** delay notification or reporting but notify your supervisor of any person not contacted to ensure contact is made at the earliest opportunity. Note the time of your notification and your notification of the personnel you notify.

3.4.6. Reporting. Report to your duty location in the appropriate uniform and **DO NOT DELAY** for personal grooming, meals, etc.

4. Release From Recall. The 460 ABW/CC or their designated representative shall initiate release of personnel from recall. Release announcements shall be accomplished through the 460 ABW Command Post or Battle Staff stating, “Recall is terminated.” Personnel are then released back to their supervisor’s for accountability and assignment of duty.

5. Strength Reporting. All wing units will report numbers of personnel accounted for and contacted as a result of a recall. Units on Buckley AFB will call the 460 MSS Personnel Readiness Unit (460 MSS/PRU) directly with inputs. The 460 MSS/PRU will report wing personnel strength data to the 460 MSS representative on the Wing Battle Staff ([Attachment 3](#)).

The 460 MSS/PRU is located in Bldg 606, (Military Personnel Flight). Plain language address: 460 ABW MSS BUCKLEY AFB CO//DPMX//: Phone numbers, Commercial (303) 677-9087-DSN 877-9087, Fax Commercial (303) 677-6126-DSN 877-6126

5.1. **Assigned Strength.** The assigned strength is the number of personnel actually assigned to the unit including personnel still carried on the unit strength report and includes civilians. Include the total number of military personnel, including those on pass, temporary duty (TDY), and leave or hospitalized assigned to the unit. **DO NOT** include non-essential civilians, foreign nationals, contractors or Individual Mobilization Augmenters (IMA). **DO** include personnel on terminal leave, inbound per-

sonnel, or personnel signed out of the unit due to permanent change of station (PCS), retirement or separation.

5.1.1. Leave. Personnel on ordinary, emergency, or convalescent leave (must have a leave number reflected in the Personnel Data System).

5.1.2. TDY. All personnel who are on TDY orders, attending Professional Military Education, or at conferences and classes off base.

5.1.3. Hospitalized. Personnel admitted to the hospital or placed on quarters.

5.1.4. Other. Personnel in correctional custody, confinement, lost security access, or absent without leave. These personnel are accounted for, but not available for duty.

5.2. **Available for Duty.** The number of personnel available for duty is the number of personnel who can respond to the situation. Include all personnel currently on duty, and all other personnel contacted but not required to report for duty (such as those in crew rest). During exercises, personnel undergoing promotion testing, at military appointments or meetings, or performing exercise evaluator or controller duties are considered available for duty.

5.2.1. Duty Location. Unit or base location of assignment.

5.2.2. Not Present for Duty. Individuals not contacted or accounted for during the recall or not able to perform duties (Hospitalized, TDY ect.).

6. Unit Control Center (UCC). During disasters and contingencies, a UCC is the Buckley Complex unit 24-hour manned control center that manages unit resources. All UCCs must activate immediately upon an Alert Notification 1, 2 or 3. For all other alert notifications, UCCs will activate at the discretion of the unit commander, staff agency chief or higher authority.

7. Battle Staff. A contingency staff formed to plan operations and direct forces in response to contingencies and crises, develop courses of action, and execute the commander's directives (Reference AFSPCI 10-101, *Battle Staff Operations*, and its supporting 460 ABWI 10-101).

7.1. All units will identify personnel who are assigned to the Wing Battle Staff and UCCs on organizational recall rosters. A separate recall roster may be published and maintained for this purpose (Reference AFSPCI 10-101 and its supporting 460 ABWI 10-101).

8. Command Post . The 460 ABW/CP will maintain a recall roster for the 460 ABW staff, each squadron, and wing staff agency in the Buckley Complex. It is the responsibility of each organization to provide the 460 ABW/CP with an updated copy of the recall roster when changes occur.

8.1. 460 ABW/CP will initiate recall of 460 ABW units upon direction from the 460 ABW/CC, 460 ABW/CV or by higher headquarters.

8.1.1. 460 ABW/CP will notify key personnel (460 ABW/CC/CV//XP and 460MSG/CC) or their designated alternates using published recall rosters. Notified personnel will initiate recall of their subordinate units or agencies. For Alert Notifications the 460 ABW/CP will initiate recalls with key personnel using Alert Notification system terminology ([Attachment 2](#)).

8.1.1.1. 460 ABW/CV. Initiate recall of the 460 ABW Command Section and all staff agencies.

- 8.1.1.2. 460 MSG/CC. Initiate recall of Group staff and Services Division. Mission Support Group Squadron Commander's initiate their Squadron's recalls.
 - 8.1.1.3. 460 ABW/CP notify tenant units.
 - 8.1.1.4. 460 MDS/CC. Initiate recall of 460 MDS (Buckley location) staff and subordinate units.
- 8.2. Upon recall initiation, UCCs will form to account for personnel and report strength results to the 460 MSS/PRU. During a total Wing recall, the 460 ABW Contingency Action Team (CAT) will form to account for and report wing strength.
- 8.2.1. 460 ABW/CP will recall the Wing Battle Staff, if needed. The Battle Staff functional representatives through their UCC will monitor and control unit activities and strength reporting.
- 8.3. Upon recall initiation, 460 MSS/DPMX, Personnel Readiness will activate the PRU to collect and report unit strength data.
- 8.3.1. Upon recall initiation, all UCCs will report their unit strength to the 460 MSS/PRU. UCCs will verbally report attained recall strength to the 460 MSS/PRU at 15 minutes prior to the Reference Start time (H-hour) the first report to be at H - plus two hours, and then at H - plus three hours. All units will continue to contact personnel missed during recall initiation, and will make a final report to the 460 MSS/PRU when all personnel are accounted for, but not later than H - plus six hours. Report any unusual circumstances that impact personnel reporting for duty, such as weather, security threats, etc.

JAMES A. SANDS, Colonel, USAF
Commander

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

Assigned Strength—All personnel assigned to the unit, excluding inbound personnel or personnel who recently departed PCS, separated, or retired. (Do not include non-essential civilians, foreign nationals, IMAs, or contractors).

Total Leave—Personnel who are reflected in the Personnel Data System (PDS) in leave status.

Total Hospitalized—Personnel who are reflected in PDS in hospital status.

Attained Recall Strength—The number of personnel actually contacted and available for duty

Unit Control Center (UCC)—a Buckley Complex unit's 24-hour manned center that manages unit resources.

Attachment 2

STANDARD TERMINOLOGY FOR RECALLS

ALERT NOTIFICATION #1: *This is the 460th Air Base Wing Command Post with a recall for the Buckley Complex. Reference Hour is _____ L.*

Instructions: Complete your pyramid alert notifications and report for duty immediately. BATTLE STAFF MEMBERS REPORT TO THE BATTLE STAFF LOCATION IMMEDIATELY. UNIT CONTROL CENTER PERSONNEL REPORT TO YOUR UNITS IMMEDIATELY.

ALERT NOTIFICATION #2: *This is the 460th Air Base Wing Command Post with a 460th Air Base Wing recall. Reference Hour is _____ L.*

Instructions: Complete your pyramid alert notifications and report for duty immediately. BATTLE STAFF MEMBERS REPORT TO THE BATTLE STAFF LOCATION IMMEDIATELY. UNIT CONTROL CENTER PERSONNEL REPORT TO YOUR UNITS IMMEDIATELY.

ALERT NOTIFICATION #3: *This is the 460th Air Base Wing Command Post with a recall of the 460th Air Base Wing Battle Staff and Buckley Complex Unit Control Centers only. Reference hour is _____ L.*

Instructions: BATTLE STAFF MEMBERS REPORT TO THE BATTLE STAFF LOCATION IMMEDIATELY. UNIT CONTROL CENTER PERSONNEL REPORT TO YOUR DUTY STATION IMMEDIATELY.

ALERT NOTIFICATION #4: *This is the 460th Air Base Wing Command Post with a 460th Air Base Wing Six-Ring Alert notification. (Stand by on Six-Ring Alert for ORI Notification, Real World Operational Requirements, or Exercise Operational Requirements). Reference Hour is _____ L.*

Instructions: Complete your pyramid alert notifications and stand by on six-ring alert until further notice.

ALERT NOTIFICATION #5: *This is the 460th Air Base Wing Command Post with a test of the telephone pyramid alert system. Reference hour is _____L.*

Instructions: Complete your pyramid alert notifications. THIS IS ONLY A TEST. Report for duty at the normal duty hour. Last individual in each notification chain will report notification time and personnel not contacted to your unit commander at the first duty hour of the first duty day.

ALERT NOTIFICATION #6: *This is the 460 ABW Command Post with a general notification. _____insert notification here_____. (Delayed Reporting, Base Closure, or other emergency condition requiring immediate notification of Buckley Complex personnel)*

Instructions: Complete your pyramid alert notifications.

Attachment 3

UNIT STRENGTH REPORTING WORKSHEET

REFERENCE HOUR: _____

UNIT: _____

POC AND PHONE #: _____

A. TOTAL ASSIGNED: _____

B. TOTAL ACCOUNTED FOR: _____

C. TOTAL ON LEAVE: _____

D. TOTAL HOSPITALIZED: _____

E. TOTAL TDY: _____

F. TOTAL OTHER: _____

G. GRAND TOTAL: _____
(C+D+E=F)

H. ATTAINED RECALL STRENGTH: R+2 _____

(# of people signed in/available for duty

Don't include categories A/B/C/D/E/F) R+3 _____

R+6 _____

TOTAL PERCENT: $\frac{\quad}{(R+2)} / \frac{\quad}{(R+3)} / \frac{\quad}{(R+6)}$ (% of ALL personnel ACCOUNTED for)

TOTAL PERCENT: $\frac{\quad}{(R+2)} / \frac{\quad}{(R+3)} / \frac{\quad}{(R+6)}$ (% of ALL personnel AVAILABLE)