

1 JANUARY 2003

Operations

**ALERT RECALL PROCEDURES**



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This instruction establishes policy, assigns responsibilities, and prescribes procedures for personnel alert and recall. It implements AFD 10-2, *Readiness*, and AFSPCI 10-207, *Air Force Space Command Alert Notification Procedures*. It applies to all 50th Space Wing (50 SW) units and all Schriever Air Force Base (SAFB) units.

This instruction requires collecting and maintaining information protected by the Privacy Act of 1974 authorized by 10 U.S.C. 8013. System of records notice F011 AF A applies.

**SUMMARY OF REVISIONS**

Updates Instruction by inserting additional and clarifying existing notification procedures for mission essential contractor personnel. Removed requirement for WOC to provide a complete set of wing recall rosters to 50 SW/CCE. Removed all references to Senior Leadership Group.

**1. Terms Explained:** See [Attachment 1](#).

**2. General Policy:**

2.1. All organizations will prepare a pyramid alert/recall roster (see [Attachment 2](#)). The pyramid notification procedure enables personnel to be contacted in a timely manner. DoD civilians may be contacted, but will report outside of normal duty hours only if they are considered essential to operations. To be recalled, contractors must be subject to recall as directed by their government contract. Contractor Program Managers (CPM) and unit commanders will determine mission essential contractor personnel requirements.

2.2. All units will review their recall rosters monthly and submit changes as necessary. Notification will be made to the WOC monthly by e-mail or memo indicating a review has been accomplished and no changes are made. Format recall rosters, as much as possible, to match unit organizational struc-

ture. Include CPM contact information for any unit contractor activities deemed mission essential (See para 3.1.3.).

2.3. Conduct recalls and accounting without public announcement (news media) unless the direction authority advises differently. Do not display signs in public that indicate a recall is in progress.

2.4. Press releases are directed by the 50 SW/CC or designated representative through Public Affairs. Copies of all releases will be provided to and maintained by the WOC.

2.5. Personnel placed on telephone standby will remain in the immediate vicinity (6-ring alert) of the telephone number listed on the recall roster. They will be available for immediate recall. They will report for duty at their regularly scheduled time unless otherwise directed. Personnel who have a cellular phone as their primary means of notification must take all steps necessary to remain in contact with their unit (i.e. battery charged; within calling range, volume at a reasonable level to hear incoming call, etc.)

2.6. For Battle Staff recall, Battle Staff (BS) and Support Battle Staff (SBS) should make every attempt to report in uniform. Situations may exist where personnel should report in civilian attire so as not to delay Battle Staff activation.

2.7. When responding to a recall, all military personnel, except Battle Staff and SBS personnel as noted in paragraph 2.6. above, report in duty uniform.

2.8. During a recall, units will notify and account for their crew/shift workers. These workers will follow current duty schedules and will remain on telephone standby unless otherwise directed.

2.9. Personnel on leave who are recalled are authorized travel and transportation allowances as provided in the Joint Federal Travel Regulation.

2.10. All units should test their organization's recall capabilities at least semiannually. Wing recall tests will be conducted as directed by 50 SW/CC through the WOC.

2.11. There are six types of recalls:

2.11.1. Type 1. A Type 1 recall places all military, Crisis Response Element (CRE) civilian, and designated contractor personnel\* on 6-ring telephone standby. All personnel remain on their normal duty schedules. Strength reporting for government personnel will be accomplished beginning the first duty hour of the first duty day following the recall.

2.11.2. Type 2. A Type 2 recall requires all military, CRE civilian, and designated contractor personnel to report to their duty station. All Battle Staff and SBS members report to the primary or alternate WOC location as directed. CREs/Unit Control Centers (UCCs) are formed. Strength reporting required. Mission Essential contractor personnel will report only if directed by the CPM in coordination with the applicable unit commander. Military shift workers follow normal duty schedule and remain on 6-ring standby.

\*NOTE: Participation in unit CREs by contractor personnel should be clearly stated in the contractor's government contract.

2.11.3. Type 3. A Type 3 recall requires all military personnel to remain on 6-ring standby. All Battle Staff and SBS members report to their primary or alternate WOC location as directed. CREs/UCCs are formed. Strength reporting required.

2.11.4. Type 4. A Type 4 recall requires all Battle Staff and SBS members to report to their primary or alternate WOC location as directed. CREs (or equivalent) are formed. No strength reporting required.

2.11.5. Type 5. A Type 5 recall is a telephone test of the pyramid alert notification system. All personnel remain on their normal duty schedules. Strength reporting accomplished beginning the first duty hour of the first duty day following the recall.

2.11.6. Type 6. A Type 6 recall notifies personnel of conditions that exist or are expected to exist. No strength reporting required. CPMs will notify their personnel of any conditions that may affect their activities.

### 3. Responsibilities:

#### 3.1. Organizations:

3.1.1. Forward a copy of the unit recall roster as necessary or e-mail/memo monthly indicating a review has been accomplished to the WOC.

3.1.1.1. Annotate at the bottom of the roster "For Official Use Only".

3.1.1.2. Annotate an "as of" date on the roster.

3.1.1.3. Identify the organization's recall roster point of contact.

3.1.1.4. Protect roster according to Privacy Act of 1974.

3.1.1.5. Identify primary (p) and alternate (a) roster initiators, CRE/UCC members and CPMs. For groups with units outside the Schriever AFB complex, the group UCCs are responsible for ensuring 100% personnel accountability for those units, including updating those units' data with the Strength Accounting and Recall Reporting System (STARRS).

3.1.1.6. List personnel rank, name, duty telephone number, home telephone number, cellular telephone number (if they have one), pager number (if they have one), and home address. If the individual's pager requires specific codes to be entered, they should also be indicated. ([Attachment 1](#))

3.1.1.7. Signify unlisted telephone numbers with an asterisk (\*), CRE personnel with a @, Crisis Action Team personnel with a ©, UCC personnel with a #, Contractor Program Manager with CPM, and note information on the bottom of the roster.

3.1.1.8. Identify number of mission essential personnel at the bottom of the roster. Roster should include mission essential contractor personnel as designated by the unit commander and the CPM (see para [2.1](#)).

3.1.1.9. Identify number of mission sustainment personnel at the bottom of the roster. Roster should include mission sustainment contractor personnel as designated by the unit commander and the CPM (see para [2.1](#)).

3.1.1.10. Include WOC phone number (719) 567-2180, DSN 560-2180 on the roster.

3.1.1.11. Include recall terminology as an attachment with each roster. ([Attachment 3](#))

3.1.1.12. Clearly identify any specific additional organization instructions.

3.1.2. Designate in writing the DoD civilians and contractors, if any, who are considered essential for operations or crisis response and are subject to recall. This designation will be maintained by the UCC and coordinated with the CPM.

3.1.3. Consider civilian personnel directives and contract statements of work before any action is taken to actually employ mission essential personnel during a contingency or exercise. DoD civilian employees must be paid for a minimum of 2 hours of overtime or compensation time, when recalled for duty. Contractor personnel may be subject to overtime payments as stipulated in the contract.

3.1.4. Conduct pyramid alert/recall procedures when directed by the unit commander or WOC.

3.1.5. When directed by 50 SW/CC, or higher headquarters, recall personnel on leave, pass, or Temporary Duty (TDY).

3.1.6. Activate the CRE/UCC when the Battle Staff/Support Battle Staff is activated for Type 2 and 3 recalls, and the CRE (or equivalent) for Type 4 recalls. For Type 1 and 5 recalls, the UCC will report strength using the Strength Accounting and Recall Reporting System (STARRS) beginning the first duty hour of the first duty day following recall, or during duty hours if recalled during duty hours.

3.1.7. Have a pyramid alert/recall “communications-out” plan that can be used in case of a telephone communications failure. This plan should include runners to allow for efficient notification of each member. Follow STARRS Manual reporting procedures in [Attachment 4](#) for Comm out reporting procedures.

### 3.2. **50 MSS/DPM will:**

3.2.1. Activate the Wing Personnel Control Center (PCC) during the reporting phase of the strength accounting process.

3.2.2. Compile personnel strength reports the first hour of the first duty day after Type 1 and 5 recalls.

### 3.3. **WOC:**

3.3.1. Maintain a book of current pyramid alert/recall rosters (not applicable to contractor recall rosters).

3.3.2. Recall the Battle Staff and organizations, as directed.

## 4. **Procedures:**

### 4.1. **Activation Procedures:**

#### 4.1.1. Battle Staff recalls:

4.1.1.1. For Battle Staff activation, the WOC confers with the wing commander and recommends/determines when recall is required. If a recall is required, the WOC notifies the following individuals or their alternate: 50 SW/CV, IMA, 50 SW/CCE, 50 SW/CCC, 50 OG/CC, 50 CG/CC, 50 SPTG/CC, 50 SW/DS, “A” Team BS Executive, “A” Team BS Director, and the WOC Director.

4.1.1.2. Battle Staff A team Executive Officer (XO) notifies the additional A team XO’s, and the B and C team XO’s. The B team XO’s notifies the A team SPTG lead and the A team OPS

Group lead, and the C team XO's will notify the A team CG lead and the 50 OSS/Tactics officer. The three A team Group leads will notify their counterparts on B and C teams and all Group leads will notify their team members. The A team Battle Staff Director will notify their counterparts on B and C teams. The C team Battle Staff Director will notify Intel who will then notify weather. The 50 SW/DS will notify the Judge Advocate, XP and Public Affairs. The 50 OSS/Tactics shop will notify the 10 Medical Group who will notify the Alternate Battle Staff.

4.1.1.3. All Battle Staff and SBS members report to their primary or alternate WOC location, as directed.

4.1.1.4. Once B and C team members have reported and received a status/situation brief, they may be released and placed on rest status in order to maintain 24-hour operations.

4.1.2. For wing recalls:

4.1.2.1. WOC confers with wing commander and recommends/determines if a recall is required. If a recall is required, the WOC notifies the following individuals or their alternate: 50 SW/CV, IMA, 50 SW/CCE, 50 SW/CCC, 50 OG/CC, 50 CG/CC, 50 SPTG/CC, 50 SW/XP, 50 OSS/IN, and the WOC Director. The 50 SW/CC determines unit exemptions. The WOC identifies exempted organizations during notification.

4.1.2.2. Tenants units will be notified as directed by the 50 SW/CC.

4.1.3. For Crisis Action Team (CAT) activation: The commander, with Battle Staff input, will determine CAT composition after assessing the situation.

#### 4.2. Notification Procedures:

4.2.1. Group commanders will notify their unit commanders. Unit commanders or the unit's 24-hour duty center will initiate recall within their units to include activating the UCC as required.

4.2.2. Each person in the notification chain attempts to contact the next person in the chain. If the person is not contacted in person, continue to follow your recall sequence until an individual is contacted.

4.2.3. Pass on the pyramid alert notification message and identify number of personnel who were not personally contacted.

4.2.4. Units may have the lead/alternate person in each chain contact all persons in that chain. The lead person in the chain must note who was not personally contacted.

4.2.5. The last person contacted in each organization's reporting chain or the lead person in the chain must contact their UCC and identify the personnel who were not contacted. For contractors, the CPM or designate accounts for their personnel as they deem appropriate. Upon completion of the recall, the CPM will provide information to either the UCC or the lead person in the recall chain in accordance with previously established procedures between the unit commander and the CPM.

#### 4.3. Reporting Procedures:

4.3.1. UCC:

4.3.1.1. Continue attempts to notify personnel who were not contacted during the recall. For a Type 5 recall do not attempt to notify personnel beyond R + 3:30. Messages left on an answering machine or beeper does not constitute contact.

- 4.3.1.1.1. The UCCs will utilize the 50 SW STARRS as the primary means to report their strength data changes. Any updates made to the system are tracked in real-time, so the UCCs should update any duty status/strength changes, as they become available.
- 4.3.1.1.2. For groups with units outside the Schriever AFB complex, the group UCCs are responsible for ensuring 100% personnel accountability for those units, including updating those units's data in STARRS.
- 4.3.1.1.3. The 50 SW's PCC (normally located in the MPF Personnel Readiness Section (PRU) is the base OPR for STARRS. Any training or access issues with the system can be addressed directly to the PCC. Functionally, the PCC reports to the 50 MSS/DPM.
- 4.3.1.1.4. The PCC has the capability to send UCC-only messages through the STARRS. These messages can include PCC relocation data, etc., and are readable to the UCCs any time an update is done by the UCC.
- 4.3.1.2. Provide personnel strength reports in accordance with **Attachment 3** to the PCC by R + 1:30 hour, R + 3:30 hours, and R + 5:30 hours for Type 2 or 3 recall and as directed. If after R+5:30 hour, a unit has not obtained 100 percent personnel accountability, that unit should continue strength reporting every hour until 100 percent accountability is obtained.
- 4.3.1.3. Provide personnel strength reports to PCC within the first hour of the first duty day following a Type 1 and recalls or during duty hours if recalled during duty hours. Only R + 3:30 data will be reported for the Type 5 recall.
- 4.3.2. PCC:
- 4.3.2.1. Wing PCC compiles data throughout the recall reporting process.
- 4.3.2.2. Wing PCC collect personnel strength reports within the first hour of the first duty day following Type 1 and 5 recalls.
- 4.3.3. SBS: Provides personnel strength reports to the Battle Staff at R + 2 hour, R+4 hour, and R + 6 hour for Type 2 and any other recall as directed.

LARRY D. JAMES, Colonel, USAF  
Commander

## Attachment 1

### GLOSSARY OF REFERENCE AND SUPPORTING INFORMATION

#### *Terms*

**Accounted for**—Personnel are accounted for when they are present for duty, on leave, TDY, in the hospital, on quarters, confinement, and correctional custody or contacted personally or via telephone (answering machines/pagers do not constitute being contacted).

**Battle Staff (BS)**—A staffing level directed by the commander to plan, direct, and coordinate forces in response to contingency and crisis situations. This includes developing courses of action and executing the commander's and Higher Headquarters' directives. This staffing level is the highest state of WOC readiness. The Battle Staff has three teams: the "A" team, usually led by the wing commander and group commanders, normally work day shift; the "B" team, usually led by the vice wing commander and deputy group commanders, normally work swing shift; the "C" team, usually led by the Director of Staff or the OG/CC and deputy group commanders or designees. A Support Battle Staff, working mirror shifts, supports all three teams. When activated, Battle Staff is considered mission essential.

**Contractor Program Manager (CPM)**—Contractor employee representing a 50 SW contractor who acts as the single interface with supported squadron group, and wing commanders. Each 50 SW contractor will assign a single CPM for purposes of executing the procedures herein. This includes contractors who have no mission essential personnel identified per their contract performance work statement.

**CRE Civilians**—Civilians assigned to duties within a Crisis Response Element.

**Crisis Action Team (CAT)**—A team consisting of individuals from various functional areas organized to respond to specific crisis situations but not requiring the efforts of the complete Battle Staff. The composition of a CAT varies according to the situation and is determined by the commander.

**Crisis Response Element (CRE)**—An organization that may be formed by squadron/detachment level unit commanders to plan, direct, and coordinate site personnel in response to contingency/crisis situations. The purpose of the CRE is to augment normal duty operations and to assume additional workloads imposed by an increased alert posture or abnormal situation. The CRE may also support higher level CAT in planning, directing, controlling, and coordinating activities. It may also prepare a squadron's input to the Wing SITREP. When activated, CREs are considered mission essential.

**Duty Hours**—0730L to 1630L, Mondays through Fridays except holidays

**Mission Essential (ME) Personnel**—Minimum number of personnel required to meet immediate unit mission objectives and requirements (e.g., on-duty crew; and CRE, if formed).

**Mission Sustainment Personnel**—Minimum number of personnel required to sustain unit mission objectives and requirements (typically 2 times ME).

**Organizations**—All 50 SW units and staff agencies, and Schriever AFB tenant units.

**Personnel Control Center (PCC)**—Wing organization that collects and consolidates squadron and group strength reports. The 50th Mission Support Squadron, Military Personnel Flight located in Bldg 210, Room 138 is the PCC.

**Pyramid Alert/Recall Roster**—A roster used to notify personnel for recall purposes. It is also used to disseminate important information requiring immediate attention.

**Pyramid Alert/Recall Test**—This type recall exercises the recall system. Unit pyramid/alert recalls will be implemented to ensure all systems are adequate in the event of an actual recall.

**Reference Hour (R-hour)**—The time a recall is initiated. It is used as a tool for determining the time various recall actions will occur. All R-hours must be reported in Zulu and local time since many 50 SW units are located in different time zones.

**Strength Accounting and Recall Reporting System (STARRS)**—A data base system resident on the Schriever AFB LAN which allows remote strength reporting by UCCs and can produce unit and wing strength reports.

**Telephone Standby**—Personnel notified through the pyramid alert notification system who are not to report to work, should remain near the telephone number listed on the recall roster and be prepared to answer within 6 rings (6-ring alert) until otherwise notified.

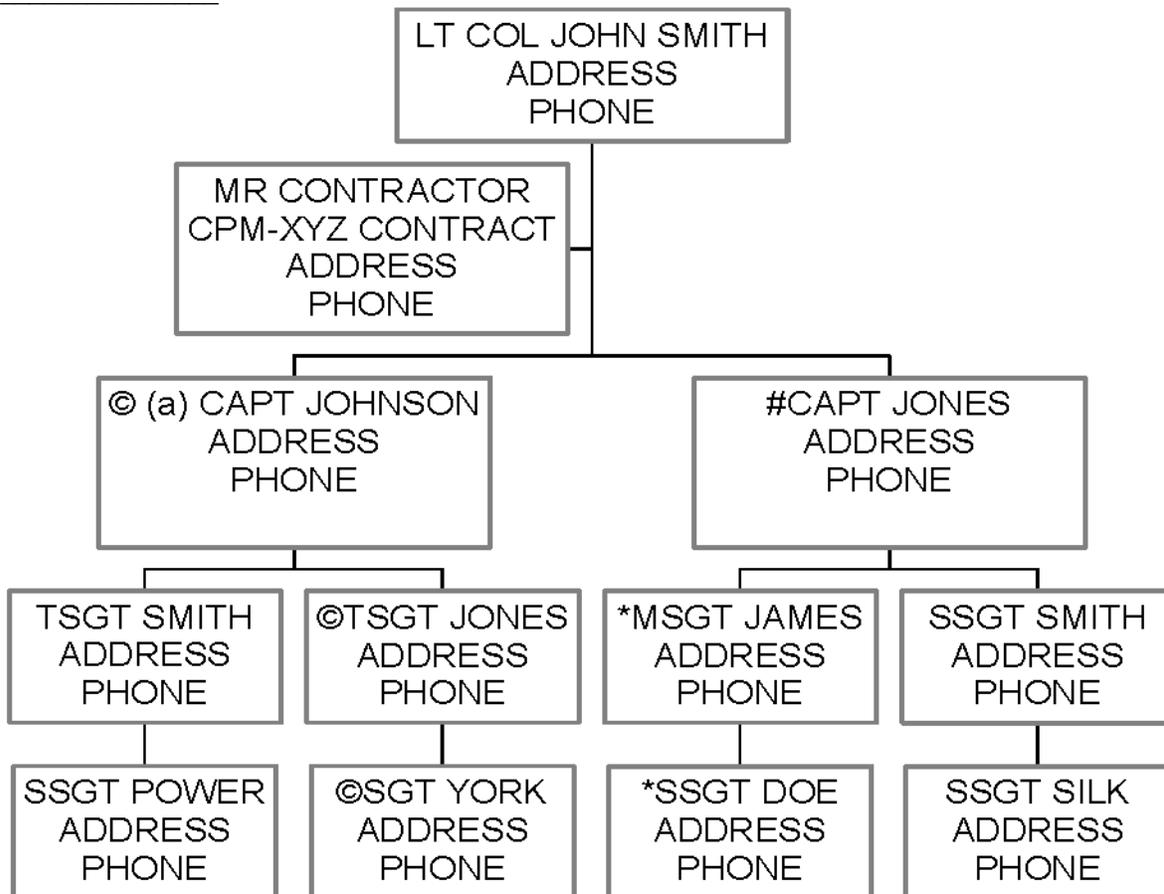
**Unit Control Center (UCC)**—Usually composed of commander support staff (CSS) personnel or may be the on-duty crew, led by the crew commander. This center produces the unit strength report using STARRS. The UCC continues to report personnel strength data until 100% accountability is achieved, and any time thereafter if the accountability percentage decreases (due to duty status changes, etc), or at whatever time the 50 SW/CC directs termination of the reporting.

**Wing Operations Center (WOC)**—A 24-hour, 7-day per week duty center located in Mod 19A of building 400 at SAFB; consisting of an operations and a contingency operations area. The WOC is responsible for all wing up channel and down channel reporting, Emergency Action procedures and wing-wide notifications.

**Attachment 2**

**SAMPLE 50TH SPACE WING RECALL ROSTER**

As Of \_\_\_\_\_



# UCC Member

\*Unlisted Phone Number

@ CRE Personnel

© CAT (Crisis Action Team) member

CPM – Contractor Program Manager

Number of Mission Essential Personnel \_\_\_\_\_

Number of Mission Sustainment Personnel \_\_\_\_\_

(a) Alternate Roster Initiator

WOC (567-2180)

Recall Roster Point of Contact: \_\_\_\_\_

**FOR OFFICIAL USE ONLY**

PERSONNEL DATA - PRIVACY ACT OF 1974

**Attachment 3****INSTRUCTIONS FOR USE**

**NOTE:** For Type 1 through 5 recalls, only the type recall and reference hour need be passed.

**TYPE 1. Reference hour is \_\_\_\_\_Z/L.** This is a telephone standby recall for all 50 SW personnel. Complete your pyramid alert notifications and remain on 6-ring telephone standby (except non-essential civilian and non-essential contractor personnel). All personnel remain on their normal duty schedule. UCC report strength during duty hours or the first hour of the first duty day (local time for Geographic Separated Units (GSUs) following recall.

**TYPE 2. Reference hour is \_\_\_\_\_Z/L.** This is a recall for all 50 SW personnel. Complete your pyramid alert notifications and report to your duty station (except non-essential civilian and non-essential contractor personnel). Military shift personnel follow normal duty schedule and remain on 6-ring telephone standby. Units accomplish strength reporting IAW 50 SWI 10-203. Battle Staff and Support Battle Staff members report to the WOC immediately. CRE/UCC personnel report to their units for duty.

**TYPE 3. Reference hour is \_\_\_\_\_Z/L.** This is a recall for all 50 SW personnel. Complete your pyramid alert notifications and remain on 6-ring telephone standby (except non-essential civilian and non-essential contractor personnel). Units accomplish strength reporting IAW 50 SWI 10-203. Battle Staff and Support Battle Staff member report to the WOC immediately. CRE/UCC personnel report to their units for duty.

**TYPE 4. Reference hour is \_\_\_\_\_Z/L.** This is a recall for all 50 SW Battle Staff, Support Battle Staff, and CRE (or equivalent) personnel. Only BS, SBS, and CRE (or equivalent) personnel are to be contacted. Battle Staff, Support Battle Staff and CRE (or equivalent) personnel report for duty immediately. Do not accomplish strength reporting.

**TYPE 5. Reference hour is Z/L.** This is a telephone test of the 50 SW pyramid alert recall system. Complete your pyramid alert notifications. UCC report R + 3:30 hour strength during duty hours, or the first hour of the first duty day (local time for GSUs) following recall. UCC and PCC do not report to duty station. All personnel remain on normal duty schedule.

**TYPE 6. This is a notification recall for (give instructions as required).** Complete your pyramid alert notifications. No strength reporting required.

**STRENGTH REPORTING.** Follow recall procedures by contacting the next person in sequence, pass on the names of those who were not contacted, and the last person on each notification chain contact your UCC. The UCC will update STARRS at R + 1:30, R + 3:30, and R + 5:30. Wing PCC report strength figures to the SBS Base Support cell at R + 2, R + 4, and R+6. If 100% accountability is not attained by R + 5:30, units continue reporting every hour until 100% accountability is attained, or reporting requirements are terminated by the 50 SW/CC.

**Attachment 4****MILITARY STRENGTH REPORTING****Military Reporting Strength Information: (refer to [Attachment 5](#))**

1. Personnel assigned.
2. Personnel present for duty.
3. Total personnel TDY.
4. Total personnel on leave.
5. Total personnel in hospital or on quarters.
6. Other: All other members notified but not required to report during recall (do not include individuals that have not been notified). Include any unit members in confinement. NOTE: Include personnel in this category who do not meet criteria established in items 3,4,5, or 8 (i.e., crew/shift workers who were notified through a recall, but are not required to report for duty).
7. Total accounted for.
8. Total not-accounted for.
9. Percentage accounted for.

**Military Strength Reporting Procedures:**

1. UCCs provide name of the unit, rank, name & phone number of individual providing report and date & time of data (current as of) as well as the above information by LAN, phone or send a runner to the PCC. For recall Types 1 and 5 this information will be passed to the PCC within the first hour of the first duty day (local time for GSUs) following recall, unless otherwise directed. Use the following reporting methods (in order of importance): STARRS system (electronic, fax, runner, phone), manual accounting (runner, fax, phone). Use the STARRS system unless the UCC has no access to a desktop computer system. If the computer being used has no LAN access (Or if a Comm-out situation has disabled its LAN capabili-

ties), STARRS can be used in off-line mode. Additionally, a copy of the software should also be installed on a laptop computer to allow even power-out accountability through the system.

2. UCCs report information using the following sequence: R + 1:30 hour, R + 3:30 hours, R + 5:30 hours. If 100% accountability is not attained by R + 5:30, UCC should continue reporting every hour until 100% accountability is attained, or reporting requirements are terminated by the

50 SW/CC. Additionally, if the percentage drops below 100%, the unit should begin reporting until 100% is re-attained. When using the Strength Accounting and Recall Reporting System, the UCC does not need to wait for the next "R" time in order to report any changes; simply input changes as they occur (and at the "R" hour if desired for reference at unit level), and the PCC will keep a base-wide "R" report. UCCs should check (by sending updates into the system) every hour or so to ensure no in-system messages have been sent by the PCC.

3. The primary location for the wing PCC is Bldg 210, Room 138, ext. 7-5346, DSN 560-5346, and comm. 719-567-5346. The alternate location for the Wing PCC is Bldg. 500, Room 141, ext. 7-6810/6828, DSN 560-6810/6828, and comm 719-567.6810/6828.

Attachment 5

50SW SQUADRON RECALL WORKSHEET

# 50 SW Squadron Recall Worksheet

*OPR: 50 MSS/DPMDX, Bldg 210/Rm 138, Phone(s) 7-5346/5353/5912*

Squadron: **50 MSS**

POC: **T Sgt Wheeler**

Phone: **7-3726**

Date: **01 Jan 02 (Friday)**

Time (local): **1:33:32 PM (13:33:32)**

Reference Hour: **12:00 (Local)**

PDS Strength: **65**

|           |   |           |
|-----------|---|-----------|
| <b>1.</b> | Enter the <b>Total</b> number of <b>Personnel Assigned</b> (This is you unit's total strength): | <b>63</b> |
|-----------|---|-----------|

|           |  |  |   |           |
|-----------|--|--|---|-----------|
| <b>2.</b> | Enter the number of personnel <b>Present For Duty</b> :  |  |   | <b>48</b> |
| <b>3.</b> | Enter the number of personnel on <b>TDY</b> :  |  | + | <b>2</b>  |
| <b>4.</b> | Enter the number of personnel on <b>Leave</b> :  |  | + | <b>5</b>  |
| <b>5.</b> | Enter the number of personnel on <b>Quarters/Hospital</b> :  |  | + | <b>0</b>  |
| <b>6.</b> | Enter the number of personnel in <b>Other Status</b> : (Included here are personnel who have been notified but not required to report for duty -- i.e.: crew/shift workers, prisoner, correctional custody): |  | + | <b>8</b>  |
| <b>7.</b> | <b>Total Number of Personnel Accounted For</b> : (this is the sum of blocks 2-6 above)   |  | = | <b>63</b> |

|           |  |  |   |                |
|-----------|--|--|---|----------------|
| <b>8.</b> | Total Number of personnel still <b>Unaccounted For</b> : (This is the difference between the number of personnel assigned (block 1) and personnel accounted for (block 7)).      |  |   | <b>0</b>       |
| <b>9.</b> | <b>Percentage</b> of personnel Accounted For: (This is the total number of personnel accounted for (block 7) <i>divided by</i> the total number of personnel assigned (block 1)) |  | % | <b>100.00%</b> |

|            |   |  |  |             |
|------------|---|--|--|-------------|
| <b>10.</b> | Personnel Accountability <b>Error</b> : (This indicates any discrepancy between the Total number of personnel assigned (block 1) & the total number of personnel accounted for (block 7). Regardless the status of personnel, the total number of personnel accounted for (block 7) should never be greater than the number of personnel assigned (block 1).) |  |  | <b>None</b> |
|------------|---|--|--|-------------|