

**10 JANUARY 2004**

**Operations Planning**

**PYRAMID RECALL SYSTEM**



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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 51st Fighter Wing at Osan AB, Korea.

**SUMMARY OF REVISIONS**

Procedures for sending monthly recall rosters to group commanders and the Command Center were changed to sending the rosters electronically vs. fax (para. **1.1.1.**, **2.1.4.**, and **2.2.4.**). Standardized minimal information for recall rosters is now established (para. **1.1.1.** and **2.3.1.**). Agencies on preset conferences (PC) 2 and 3 updated (para. **2.4.8.**). Senior Battlestaff Recall defined and added to instruction. (para. **3.2.4.** and **Attachment 2**). Agencies in **Attachment 1 – Attachment 5** updated to include office symbols, order of notifications and deletion of agencies that no longer exist (**Attachment 1 – Attachment 5**). Personnel Strength Reporting definitions were changed to accommodate computer based reporting methods (para. **6.2.**). A bar (|) indicates revisions from the previous edition.

**1. General:**

1.1. Concept of Operations. The primary way 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:

1.1.1. Each unit's PRR will be updated NLT than the 1st of every month. All units assigned to Osan AB will send an electronic copy to their group commander's office (if applicable) and Osan Command Center (e-mail: 51 FW/CPv3). PRRs must contain, as a minimum: current date; a header which identifies the organization; a footer identifying the recall roster monitor's name, office phone, and DEROS; unit members' name, grade, residence address, residence telephone

number, cellular phone/pager number, (if applicable); a Privacy Act statement; the statement "For Official Use Only"; and have the information in **Attachment 6** on the backside.

1.1.2. Each person residing off the installation will provide their orderly room and/or supervisor with a detailed map of the area in which they reside, using well-known streets or land marks as a guide. The mapped area will include an "X" at the location of each set of quarters. Each map will include instructions, with initial starting point of an Osan gate to the individual's quarters.

1.1.3. All military and emergency essential civilian personnel will inform their unit orderly room of address and/or telephone number changes, to include providing a new or updated map to their quarters, as soon as the change occurs.

1.1.4. Individuals listed in **Attachment 1 - Attachment 5** who are notified or recalled directly by the Osan Command Center (OCC) are responsible for keeping the OCC informed of their location. In the event they will not be available, they will immediately inform the OCC of their alternate's name and location. Individuals in **Attachment 1 - Attachment 5** are responsible for briefing their replacements on duties to be performed, and will notify the OCC of any changes to key personnel rosters.

1.1.5. Abbreviations and Acronyms:

BS - Battle Staff

CAC - Commander Access Channel

CAT - Crisis Action Team (7th AF)

CBS - Contingency Battle Staff (7th AF)

SFCC - Security Forces Control Center

CSS - Contingency Support Staff

DCG - Disaster Control Group

DOC - Designed Operational Capability

EUSA - Eighth US Army

GSU - Geographically Separated Unit

HTACC - Hardened Theater Air Control Center

OCC - Osan Command Center

PA - Public Affairs

PRR - Pyramid Recall Roster

PRS - Pyramid Recall System

PRF - Personnel Readiness Function

RST - Recall Start Time

SODO - Senior Operations Duty Officer

TOC - Tactical Operation Center

UCC - Unit Control Center

UMD - Unit Manning Document

UMPR - Unit Manning Personnel Roster

WOC - Wing Operations Center

## 2. Responsibilities.

### 2.1. The 7 AF/CC or 51 FW/CC will:

2.1.1. Direct OCC to implement recall. See paragraph 3.2. for types of recall. Recalls involving 7 AF staff agencies will be conducted IAW 7 AF/CC Letter of Instruction. Recalls of the 51 FW will be started or approved by 51 FW/CC.

2.1.2. Direct Type (General, Standby, BS, CAT, Senior Battle Staff and Selective) of recall. See paragraph 3.2. for specific types of recall.

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

2.1.4. Send an electronic copy of staff recall roster and comm-out map to the OCC e-mail: 51 FW/CPv3, NLT the 5th of each month.

### 2.2. Each group CC will:

2.2.1. Ensure subordinate units develop and update recall rosters each month.

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. Send an electronic copy of group recall roster and comm-out map to the OCC e-mail: 51 FW/CPv3, NLT the 5th of each month.

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

### 2.3. Each unit (51 FW and tenant) will:

2.3.1. Maintain a Recall Roster. Recall rosters must contain, as a minimum: current date; a header which identifies the organization; a footer identifying the recall roster monitor's name, office phone, and DEROS; unit members' name, grade, residence address, residence telephone number, cellular phone/pager number, (if applicable); a Privacy Act statement; the statement "For Official Use Only"; and have the information in [Attachment 6](#) on the backside.

2.3.2. Assign a recall monitor to update recall rosters monthly.

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. Agencies operating 24 hours, notified by the OCC conference call net (PC2-PC3, see Para. [2.4.7.](#)) will:

2.3.5.1. Maintain a dedicated phone line to the PC net.

2.3.5.2. Acknowledge receipt and understanding with phonetic initials when polled.

2.3.6. If required, develop procedures through the chain of command to ensure all tenant units are notified in a timely manner. See [Attachment 5](#).

2.3.7. Send the latest electronic copy of recall rosters to the group commander's office, if applicable and the OCC e-mail: 51 FW/CPv3, NLT the 5th of each month.

2.3.8. Report personnel strength reports to Personnel Readiness Function (PRF) through UCC.

2.4. The OCC will:

2.4.1. Maintain current recall rosters on all 7 AF, 51 FW, and tenant units assigned or attached to Osan AB.

2.4.2. Maintain procedures to initiate the PRS.

2.4.3. Start recalls of personnel and agencies shown in **Attachment 1 - Attachment 5**, as directed by appropriate authority.

2.4.4. Tell PRF whether the 51 FW recall is part of a 7 AF recall.

2.4.5. Activate Giant Voice systems when directed by 51 FW/CC.

2.4.6. Initiate periodic tests of the PRS when directed. Tests will consist of telephonic contact of Battle Staff (BS) members, Disaster Control Group (DCG) and/or selected units to determine their ability to perform pyramid recall actions.

2.4.7. Notify Security Forces Control Center to conduct a communication outage recall.

2.4.8. Maintain a conference call capability (PC2-PC3 Nets) to notify 24-hour agencies in the event of a recall.

2.4.9. OCC Preset Conference Nets:

2.4.9.1. **PC2 Alert/Recall Net:** SODO (x4097), TRANS (x4266), EMER RM (x2500), SFCC (x4049), TOWER (x2828), WX (4377), AIRDALE (5694/6181), COMM. JOB (x4117), AMOPS (4222), ATOC (4715), MOC (4105), AFKN (6968/6725/5555).

2.4.9.2. **PC3 Alert/Recall Net:** 303 IS (x2522), BASE WX (x4377), 25 FS (x5021), 36 FS (x4430), ALT CP (x7090), 5 RS (x5017), OSI (x1852/2441), HTAC/WX (x4133), Command Advisory Function (x6613), Red Horse (x5682).

2.5. The 51 FW/IGI will:

2.5.1. Coordinate the extent to which 7 AF and associate units will participate in 51 FW local exercises.

2.5.2. Coordinate with 51 FW/OC EET Team Chief, and PRF prior to exercise initiation regarding which units will or will not participate in exercise recall.

2.5.3. Notify ACC/CD aide-de-camp (USAF), ACC/PJ, and 607 ASOG/CD (7 AF/CVI), regarding no-notice exercises prior to exercise Giant Voice activation.

2.6. Chief of Security Forces will:

2.6.1. Dispatch available public address (PA) equipped vehicles to on and off base areas to announce recall instructions.

2.6.2. Assist in the notification of key personnel in the event of a comm-out recall.

2.6.3. Dispatch 2-armed guards for entry control to the MOF and Command Center for Battle Staff/CSS or general recall IAW 51 FWI 10-401.

2.7. 51 MSS/DPMX (PRF) will:

2.7.1. Provide OCC with an updated standby letter NLT than the 5th of each month identifying personnel on standby in the event of a recall.

2.7.2. Immediately report to duty when a General or Standby Recall has been initiated.

2.7.3. Complete their portion of the directed recall.

2.8. Unit Control Centers (UCCs) will:

2.8.1. Report to their assigned duty locations immediately.

2.8.2. Provide 51 MSS/DPMX with personnel strength reports IAW paragraph 6.

2.8.3. Keep a current listing of reporting templates, instructions and phone numbers of 51 MSS/DPMX.

2.9. Personnel assigned to Osan AB will:

2.9.1. Provide unit recall monitor with name, grade, residence address, residence telephone number, and cell phone/pager number, as applicable.

2.9.2. If residing off base, provide a map to their quarters. The map must include detailed directions from the Main gate, Doolittle gate, or Hill 180 gate; whichever is closest to their quarters.

2.9.3. Notify supervisor and unit recall monitor immediately when information on recall roster changes.

2.9.4. Upon notification of recall, complete PRS actions then report to your duty station immediately.

2.9.5. If notified by OCC in **Attachment 1 - Attachment 5**:

2.9.5.1. Provide OCC with immediate means of connection (Mustang Net, pager, standby roster, etc.).

2.9.5.2. If not available, identify an alternate means of contact.

### 3. Recalls.

3.1. Recall Methods.

3.1.1. Overt Recall Procedures: Use all means available to recall base personnel, to include use of Giant Voice, CAC, telephones, radios, public television, speaker equipped vehicles, etc.

3.1.2. Covert Recall Procedures: Use only telephone or personal contact to recall base personnel. **Do not** use Giant Voice, CAC, radios, public television, speaker equipped vehicles, etc.

3.1.3. Comm-out Recall Procedures: Recall base personnel when all communication systems are inoperative or cannot be used. Notify base personnel by personal contact only.

3.2. Types of Recall.

3.2.1. General Recall: The objective of a General recall is to **posture for immediate action**. All available personnel, including personnel on leave or pass on-peninsula, are directed to report to work with field gear and Individual Protective Equipment (chem gear) and be prepared for war-

time work schedules and duty. Personnel on leave or TDY off-peninsula are contacted and directed to return to their duty station.

3.2.1.1. Notification will be through the PRS and may include the use of audible signals. Unless directed otherwise, assigned military personnel will report to their duty section immediately after notification of a recall. Upon hearing the Giant Voice recall notification, 51 FW personnel normally notified telephonically by OCC will attempt to advise OCC upon receipt of the recall signal. Do not unnecessarily delay reporting for duty in favor of making this advisory call. Members of the 51 FW BS and CSS will automatically report to the Command Center. See [Attachment 3](#) and [Attachment 5](#).

3.2.2. Selective Recall: The objective of Selective recall is to alert, inform or direct to duty **specific personnel or functions**. A Selective recall may be conducted independent of, or in conjunction with, another type of recall. Selective recalls may be used to recall Crisis Action Teams (CAT) or key personnel (Initial Response Cells (IRC)) to assess a crisis situation or to prepare for a full scale Stand By or General recall.

3.2.2.1. When directed, the OCC will notify the affected unit to initiate their pyramid recall. If recall is a test of the pyramid notification system, then the last individual to be notified will call the initiating person on the recall roster with the time they were notified. The results of the test will be passed to the OCC.

3.2.3. Battle Staff (BS) and Contingency Support Staff (CSS) Recall: Recall of specific elements without implementing a general recall. Recall will be initiated by the OCC. Group CCs will initiate recall of their CSS members.

3.2.3.1. To carry out this responsibility in the most expeditious manner possible and meet the prescribed timing criteria, it is essential that OCC duty personnel, group commanders, their deputies, and other 24-hour work centers involved (e.g., Security Forces Control Center, Emergency Room, etc.) have the most accurate information available.

3.2.3.2. Senior BS members will advise the OCC (or their responsible 24-hour work center, as outlined in appropriate attachments) 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.

3.2.3.3. CSS rosters with ranks, names, duty/home phone numbers, addresses, and pager numbers will be maintained by the appropriate deputy commanders (or 24-hour work centers). Work centers responsible for providing CSS personnel will ensure these rosters are updated monthly, or as soon as changes occur.

3.2.4. Senior Battle Staff Recall (SRBS): Used to immediately recall group level commanders and agencies needed by the FW/CC to assess a crisis situation. [Attachment 2](#) identifies personnel who will be recalled.

3.2.5. Standby Recall: The objective of a Standby recall is to give a commander a means to **assess personnel readiness status**, ensure personnel are in place to respond to a general recall, or relay information or instructions. In a standby recall, **all available personnel are contacted (or otherwise accounted for)** and instructed to "stand by" until ordered to report for duty, released from standby status, or given further instructions. "All available personnel" is defined as all assigned personnel, including those on leave or pass **on-peninsula**, unless they are otherwise unable to per-

form duty (e.g., hospitalized, on quarters, in confinement). In some cases, commanders may be directed to contact personnel TDY or on-leave off-peninsula for accounting purposes or to alert them to the possibility of a recall to the duty station.

3.2.5.1. Upon notification of this recall the OCC will begin the PRS system and contact personnel in [Attachment 2](#) and [Attachment 4](#). Personnel will complete their unit recalls and report personnel strengths to DPMX.

3.2.6. Disaster Control Group (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 (i.e., aircraft accident, chemical spill). See [Attachment 4](#).

#### **4. Pyramid Alerting System.**

4.1. When directed by the 51 FW Commander or designated alternate, the OCC will initiate the required recall.

4.2. Units will ensure recall rosters are kept current and a copy is provided to the OCC and all assigned personnel.

4.3. The OCC will devise checklists that provide procedures and terminology to be used in each type of recall described in paragraphs [3.1.](#) – [3.2.](#)

4.4. General/Standby, BS, SRBS, and/or DCG recalls will proceed IAW the diagrams listed in [Attachment 1](#) - [Attachment 5](#). In a “Real World” general recall situation, it will be necessary to recall associate and attached units at Osan. Recall for these units will be initiated by the “Parent” agencies tasked in [Attachment 5](#). Associate and attached units are responsible for providing their “Parent” agency with current recall rosters.

4.5. Upon notification of a 51 FW ORE/ORI, OCC will contact the Command Post EET Member to determine 7 AF and associate units level of participation (if not previously accomplished).

4.6. The Pyramid Alerting System may be used to pass time critical information such as natural disaster, FPCON, etc., to the base populace.

#### **5. Audible Signals (General Recall).**

5.1. Giant Voice: The Giant Voice system may be activated and recall instructions announced.

5.2. PA Announcements: Security Forces speaker trucks will immediately go through the base and Songtan to alert military personnel. The sound trucks will be driven through all accessible side roads and main roads. All personnel will complete their pyramid recall notifications and report to their duty stations immediately.

5.3. Osan Commander’s TV Channel 6: OCC will seize control of channel 6 and make announcements at the instruction of the 51 FW/CC or designated representative.

5.4. HQ AFKN is the sole authority to direct radio and television broadcasts in the event of a Korea-wide contingency. 51 FW/PA will coordinate with HQ AFKN.

#### **6. Personnel Strength Reporting.**

6.1. Personnel strength reporting is implemented in conjunction with the recall start time. All 51 FW and associate units must coordinate with their respective BS/CSS representative to obtain the recall start time (RST). Unit control centers/orderly rooms are required to report personnel strength data at recall start time plus 60, 90, and 120 minutes (units must have a minimum of 80 percent present for duty strength numbers NLT RST plus 2 hours). This information will be up-channeled to 51 MSS/DPMX (PRF), Bldg 936, Room 216. Accordingly, this data must arrive at DPMX NLT the prescribed cutoff time(s) plus 15 minutes (i.e., 75, 105, 135 minutes). DPMX will provide the wing commander with a status update at RST plus 90, 120, and 150 minutes and a final report after all units are complete.

CUTOFF TIME	UNIT CALL-IN TO PRF NLT	PRF CALL-IN TO CSS NLT
RST + 60 MINS	RST + 75 MINS	RST + 90 MINS
RST + 90 MINS	RST + 105 MINS	RST + 120 MINS
RST + 120 MINS	RST + 135 MINS	RST + 150 MINS

6.2. UCCs will provide PRF with the information defined in sections **6.2.1. - 6.2.5.** Do not report numbers using the terms defined here, unless reporting by secure means. PRF will provide guidance for reporting recall status. The following definitions apply:

6.2.1. Present for Duty: Total number of personnel who have reported for duty.

6.2.2. Assigned: Total number of personnel currently assigned to the unit as reflected on the UMPR.

6.2.3. TDY: Total number of personnel on Temporary Duty.

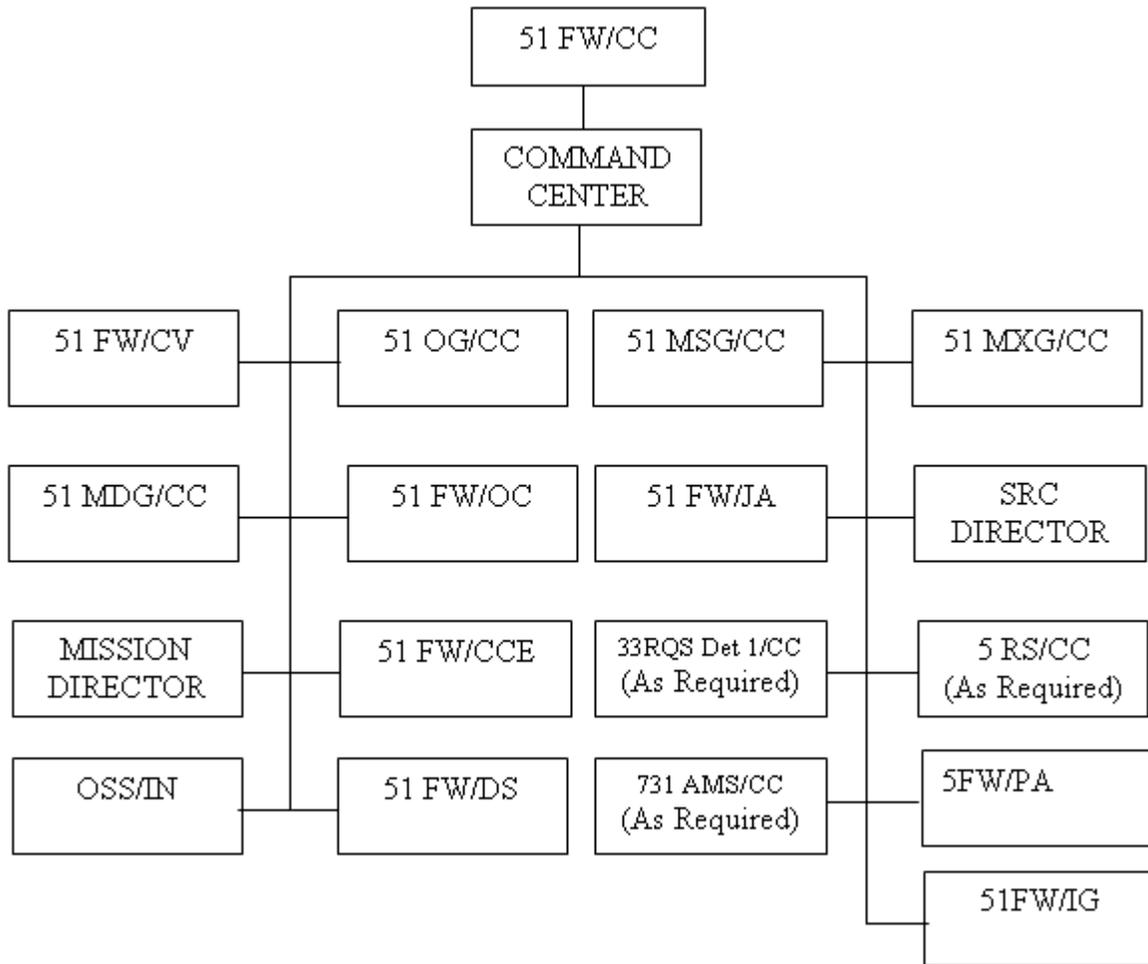
6.2.4. On Leave: Total number of personnel on leave.

6.2.5. Other: Sum of the numbers of personnel who are dead, missing or have been hospitalized.

6.3. GSUs will comply with their local recall procedures. GSUs will report to OCC and their parent headquarters with the initiation of any recalls that have not been directed by the 7 AF/CC or 51 FW/CC.

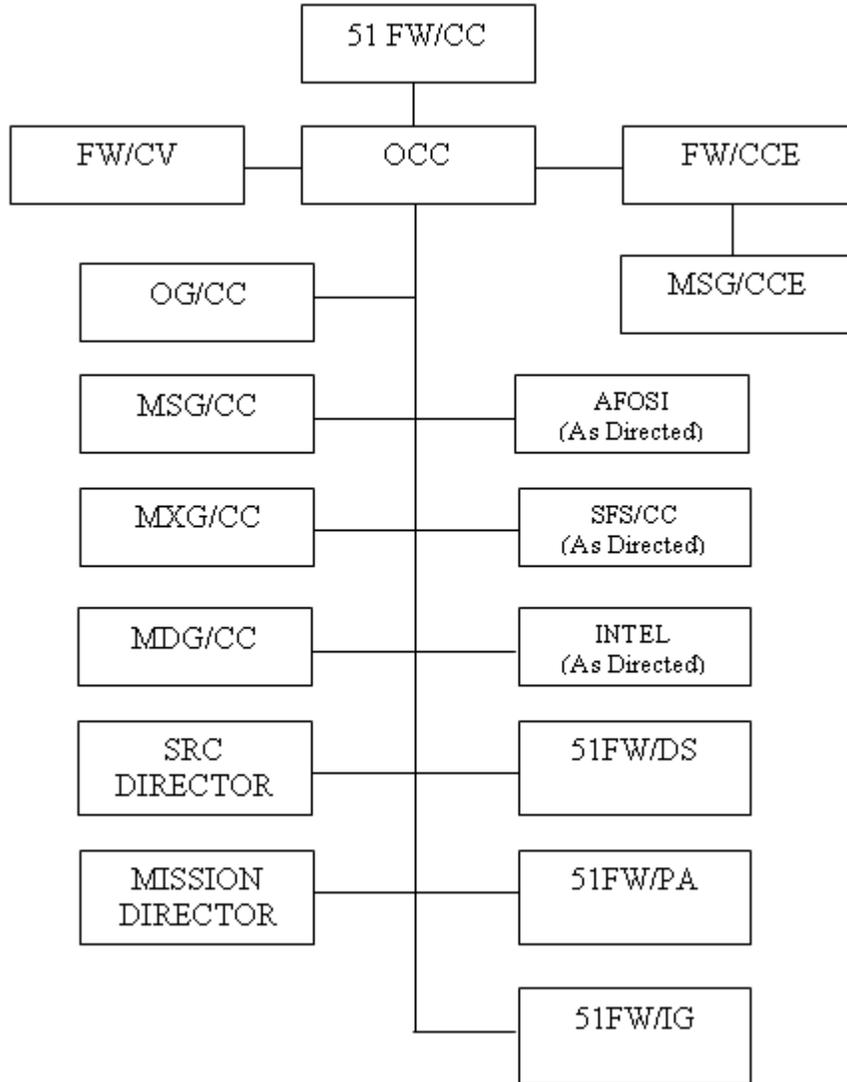
MAURICE H. FORSYTH, Brigadier General, USAF  
Commander

**Attachment 1**  
**BATTLE STAFF RECALL**



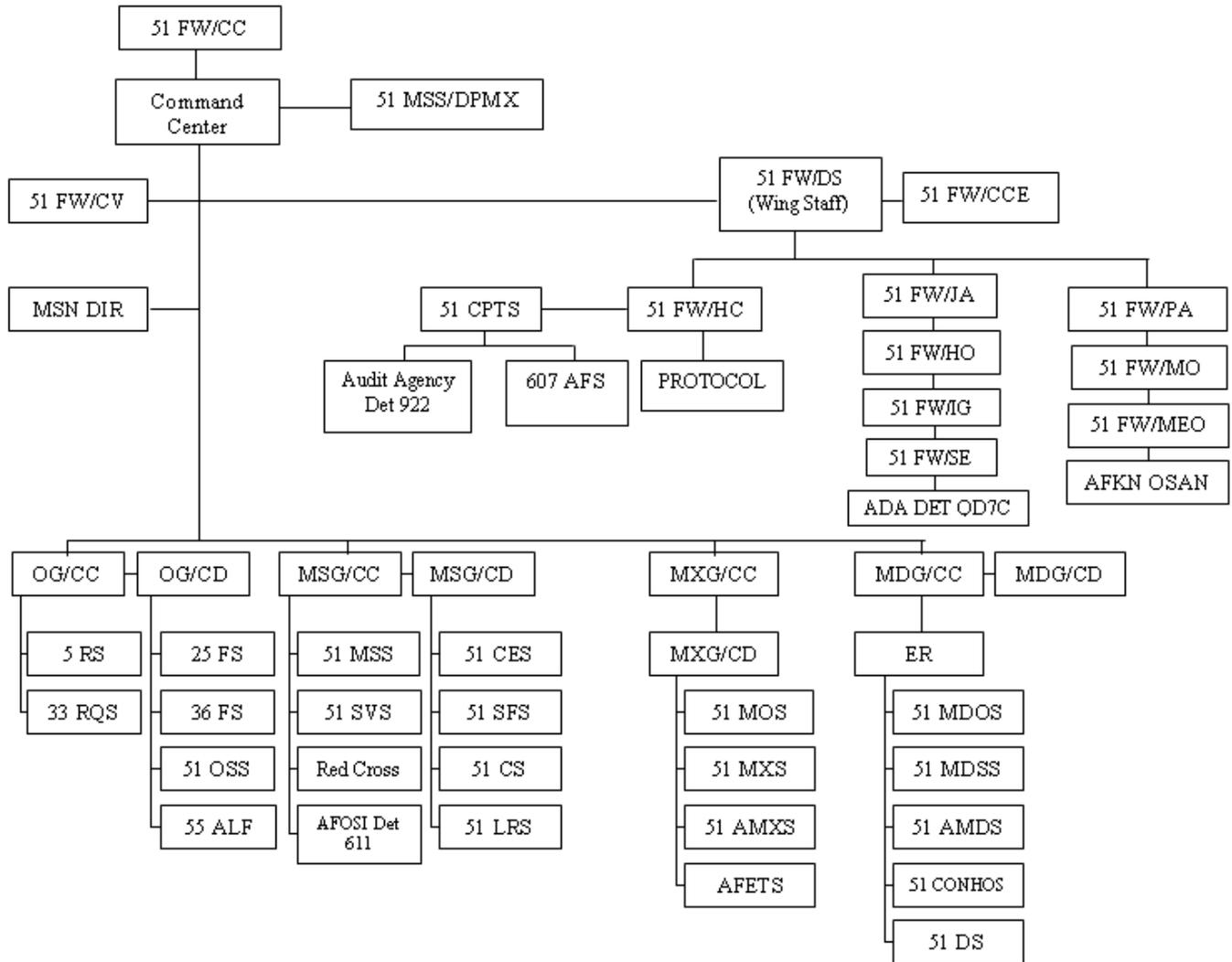
Attachment 2

SENIOR BATTLE STAFF RECALL



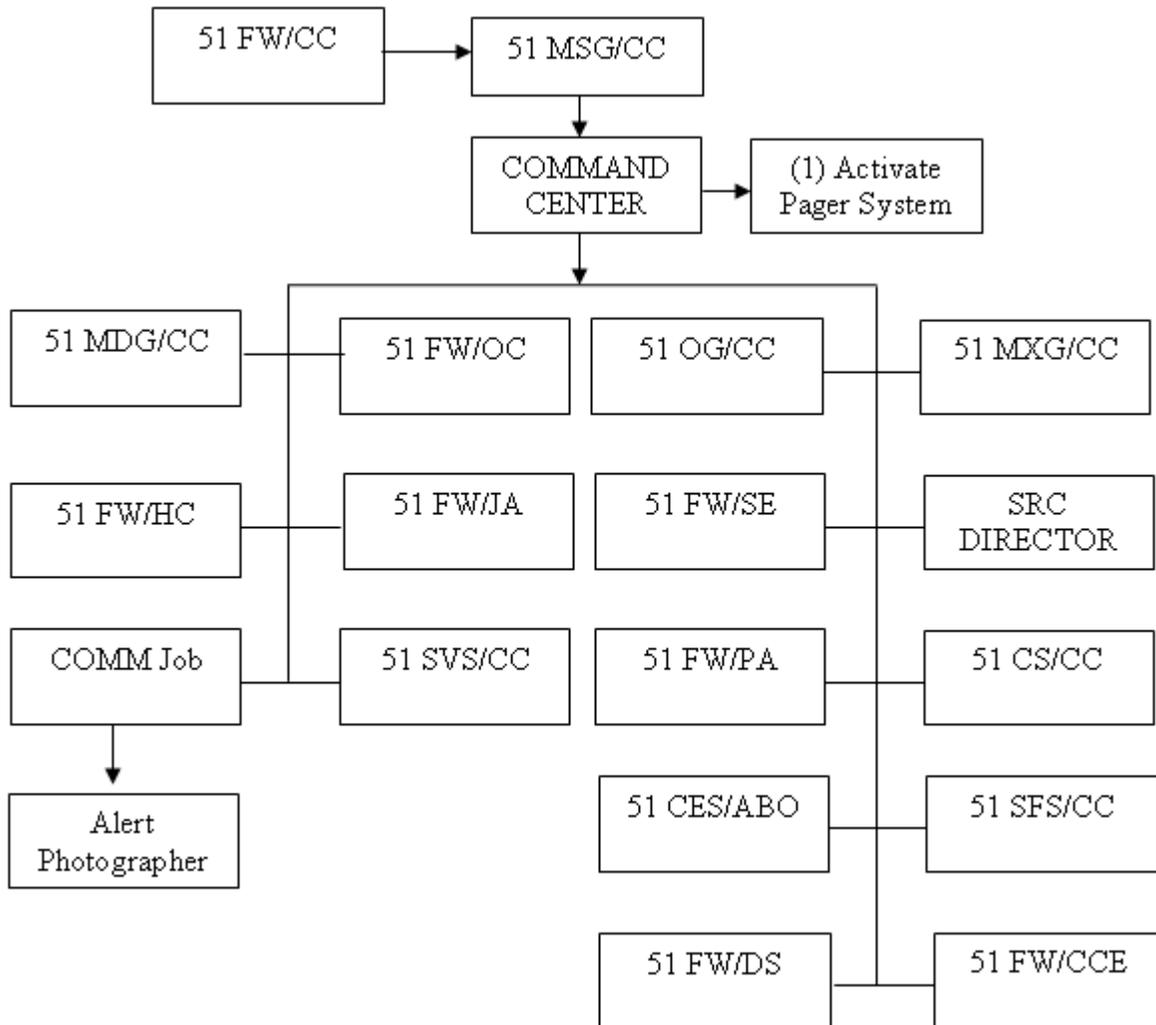
Attachment 3

51 FW GENERAL/STANDBY RECALL



## Attachment 4

## DCG RECALL



1. Note: The following agencies are members of the DCG Group Paging System:

Airfield Management	Mortuary Affairs
Alert Photographer	Red Cross
Bioenvironmental Engineering	OSS
CES	Public Affairs
CES/CED	Medical
CES/CEF	SFS
CES/CEX	JA
Chaplain	Maintenance
Communications	MX Ops.
CPTS	LRS

## Attachment 5

## TENANT UNIT NOTIFICATION MATRIX

<b>IF YOUR UNIT IS:</b>	<b>YOUR UNIT WILL BE NOTIFIED BY:</b>
18 MACG Det Kilo	607 ASOG (7AF)
18 IS, Det 2	607 AIG
303 IS	51 FW/607 AIG
33 RQS	51 FW/OG
51 USAF Contingency Hospital	51 MDG Emergency Room
554 Red Horse Squadron	7 AF/CCE
5 RS	OG
61 FIS, AFOSI	ACC/PJ
731 AMSS	ACC/PJ
7 AF	51 FW/OC
AAFES	51 SVS/CCE
AFKN Osan, Det 3 OLA	51 FW/PA
AFOSI, Det 611	51 SFCC
Area Defense Council, Det QD7C	51 FW/JA
AF Audit Agency, Det 922	51 CPTS
Commissary	51 SVS/CCE
Cubic Field, Services (ACMI)	51 MXG/CCE
Defense Courier Services	51 MSS
DODEA Schools	51 MSG/CCE
EUSA TOC	51 FW/OC
EUSA, 1-43 <sup>RD</sup> Field Artillery	EUSA TOC
EUSA, Battlefield Coordinate Element, Det 1	SODO
EUSA, C2 Element	EUSA TOC
General Services Administration	51 LRS
Marine Liaison	SODO
SODO	51 FW/OC
US Army Contracting Services	51 MXG/CCE
US Army Corp Of Engineers	51 CES/CC
US Army, 25 Transportation Center	731 AMSS/ATOC

## Attachment 6

### RECALL ROSTER INSTRUCTIONS

**A6.1.** The reverse side of all recall rosters will contain, as a minimum the following instructions/information:

**A6.1.1. Recall Definitions:**

A6.1.1.1. General Recall: All available personnel, including personnel on leave or pass on-peninsula, are directed to report to work with field gear and Individual Protective Equipment (chem. Gear) and be prepared for wartime work schedules and duty.

A6.1.1.2. Standby Recall: All available personnel are contacted (or otherwise accounted for) and instructed to “standby” until ordered to report for duty, released from standby status, or given further instructions. “All available personnel” is defined as all assigned personnel, including those on leave or pass on-peninsula, unless they are otherwise unable to perform duty (e.g., hospitalized, on quarters, in confinement).

A6.1.2. **Recall Instruction:** If you are notified of a recall, notify the person below you on the recall chain. If you cannot reach the assigned individual, note the name and skip down to the next person and notify them. **DO NOT BREAK THE CHAIN.** Continue to attempt contact with anyone not reached by the initial attempt, however, do not delay your response and advise the recall monitor/UCC/Orderly Room of any individual(s) not contacted. Personnel at the end of the recall roster will report the status of the recall to the UCC. Report to duty in uniform and do not delay reporting by showering, shaving, applying make-up or eating.

**A6.1.3. MOPP Conditions:**

MOPP 0 – All MOPP gear and equipment must be readily available within 5-minutes.

MOPP 2 – Wear over garments. Carry – over boots, mask, and gloves.

MOPP 4 – Wear all MOPP gear!

During ALL MOPP Levels the helmet, web belt, mask carrier and field vest will be worn.

**A6.1.4. Road Conditions:**

GREEN – NO Restrictions.

AMBER – Mission Essential.

RED – Emergency Vehicles Only.

Black – Roads Impassable, NO DRIVING.

**A6.1.5. Alarm Conditions/Signals:**

GREEN – Attack not probable. All Clear, resume normal operations or initiate recovery if applicable.

YELLOW – Attack is probable. Don helmet and available body armor. Go to shelter WHEN DIRECTED.

BLUE – Attack is imminent or in progress. Take cover. SCUD attacks take cover in a building, vehicle or shelter. Aircraft attacks, take cover in a shelter or low-lying area. Don all gear immediately.

BLACK Limited Release – Attack is over. Go to or stay in shelter unless otherwise directed. Stay in appropriate MOPP gear.

BLACK General Release – Attack is over. Initiate post attack reconnaissance in appropriate MOPP gear.

A6.1.6. **Important Numbers:**

Orderly Room : ###-####

Command Center: 784-7000