

**30 SEPTEMBER 2003**



**Operations**

**PYRAMID RECALL SYSTEM (PRS)**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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OPR: 8 FW/CP (SMSgt Richard M. Lamb)  
Supersedes 8 FWI 10-401, 3 April 2002

Certified by: 8 FW/CP (Major Robert R. Webb)  
Pages: 15  
Distribution: F

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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 AFDPO 10-4, *Operations Planning*, and defines types of recalls initiated in response to actual emergencies, readiness conditions or their exercise equivalents. It applies to all assigned, attached or associated units to the 8th Fighter Wing, Kunsan Air Base, Republic of Korea hereunto referred to as "organizations."

**SUMMARY OF REVISIONS**

This instruction explains the overall philosophy for the Kunsan AB Pyramid Recall System. The previous recall system is completely rewritten in this instruction. Additionally, a standardized Pyramid Recall Roster format, recall terminology, individual organization updating requirements and READY reporting procedures have been added. A bar (|) indicates revision from the previous edition.

**1. General.** This instruction provides a system to expeditiously pass critical information to personnel assigned to Kunsan Air Base. The primary method of recalling Kunsan AB personnel is through the PRS, backed up by the base Giant Voice system. It is the responsibility of each organization to develop and keep a current PRR that will facilitate the immediate recall of their assigned personnel. Notifications via the PRS will include only essential, unclassified information. All information related to a recall is privileged and releasable only on a need-to-know basis. The notifications will be accomplished rapidly to limit information available to a potential enemy.

**2. Responsibilities:**

**2.1. The Commander, 8th Fighter Wing (8 FW/CC) Will:**

2.1.1. Determine the type and method of recall and will direct the 8th Fighter Wing Command Post (8 FW/CP) to activate the PRS.

2.1.2. Approve the standardized PRR format contained in **Attachment 2** to be used by all organizations assigned to Kunsan AB, without exception.

2.1.3. Ensure a copy of the 8 FW staff PRR and communication outage (Comm-Out) map is sent to the 8 FW/CP via e-mail at <mailto:8fw.cp@kunsan.af.mil> or FAX to 782-7255 by the first Friday of every month or whenever they are updated, whichever occurs first.

## 2.2. Each Group Commander Will:

2.2.1. Ensure subordinate organizations develop, maintain and update PRRs and Comm-Out recall procedures and maps, as personnel changes require.

2.2.2. Maintain current copies of PRRs for subordinate organizations.

2.2.3. Ensure a current copy of group staff PRRs are sent to the 8 FW/CP via e-mail at <mailto:8fw.cp@kunsan.af.mil> or FAX to 782-7255 by the first Friday of every month or whenever they are updated, whichever occurs first.

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

## 2.3. Each Organization Will:

2.3.1. Update and maintain a current PRR and Comm-Out roster with maps for off-base addresses.

2.3.2. Develop procedures to ensure all unit personnel are recalled in a timely manner.

2.3.3. Assign a recall monitor to update the PRRs as personnel changes require. Unit recall monitors will also maintain and update their unit's PRR in TBMCS. Unit monitors will coordinate TBMCS access privileges through the TBMCS office at 782-5222.

2.3.3.1. All organizations assigned to Kunsan AB will send copies of their updated PRR to their group commander's office (if applicable) and 8 FW/CP via e-mail at <mailto:8fw.cp@kunsan.af.mil> or FAX to 782-7255 by the first Friday of every month or whenever they are updated, whichever occurs first.

2.3.3.2. All PRRs will have a front and back page and conform to and provide the required information cited in the example in **Attachment 2**. All items enclosed in “{ }” require organizational inputs to be made. At a minimum, PRRs will contain the following required information:

2.3.3.2.1. Organization name and date updated centered at the top of each page and the statement “*THIS ROSTER CONTAINS INFORMATION PROTECTED BY THE PRIVACY ACT OF 1974*” centered on the bottom of each page.

2.3.3.2.2. The front page of each PRR will contain the following:

2.3.3.2.2.1. Rank, last name, residence address (building and room number), residence telephone number, work telephone number, pager number cell phone number (if applicable) for each individual assigned to the organization in the format provided in **Attachment 2**. Roommates should be included in the same box. Additionally, if there is more than one individual with the same last name in an organization, first names of those individuals may be included in the PRR to avoid confusion. **NOTE:** Civilian personnel who are not classified as “Mission Essential” can also be added to organizational PRRs for informational purposes.

2.3.3.2.2.2. The rank, last name and duty telephone number of the organization's recall monitor, as well as the building and telephone numbers for the UCC and the SRC telephone number.

2.3.3.2.2.3. The statement "*The first person notified of a recall in each column will contact the next person down their column (follow the lines). If that person cannot be contacted, continue on to the next person down the column until someone is contacted or the bottom of the column is reached. DO NOT LET THE RECALL STOP. Pass the names of any individuals not contacted on to the next person you do contact. The last person contacted in each column will contact the person responsible for the organization's strength reporting (identified with a "\*\*\*" by their name) and provide the time they were contacted and the names of any individuals who were not contacted*" explaining the recall process. It is the organization's responsibility to continue to try and contact anyone not contacted in the initial notifications and to continue to give strength reports until they have 100% accountability of all personnel in their organization.

2.3.3.2.2.4. The statement "*To access the base pager system dial 782-7300. When prompted, enter the desired pager number and then the number you want them to call followed by "#"*" giving instructions on how to access the base pager system.

2.3.3.2.2.5. The statement "*REPORT IN THE DIRECTED MOPP LEVEL AND CARRY ALL OTHER FIELD GEAR AND INDIVIDUAL PROTECTIVE EQUIPMENT WHEN RECALLED*" centered on the bottom, just above the privacy act statement.

2.3.3.2.3. The back page of each PRR will contain the following:

2.3.3.2.3.1. The statement "*Read the statement below when making recall notifications, filling in the first blank space with the appropriate recall condition and the last with the time you are making the notification. The MOPP level personnel will report to work in during Recall Conditions 1 and 2 will be determined at recall initiation by the Wolf. If there are any other special instructions, give those immediately after the notification is completed. Remember, notifications will include only essential, unclassified information. All information related to a recall is privileged and releasable only on a need-to-know basis. Accomplish the notifications rapidly to limit information available to a potential enemy*" centered at the top of the page.

2.3.3.2.3.2. The statement "*THIS IS (RANK AND NAME) WITH A RECALL NOTIFICATION. IMPLEMENT RECALL CONDITION \_\_\_. (Condition 1 or 2: "REPORT TO YOUR DUTY SECTION IN MOPP ZERO") THE TIME NOW IS \_\_\_*" centered just below the statement in section **2.3.3.2.3.1**. This statement will be read verbatim, while filling in the blanks with the supplied information, during recalls.

2.3.3.2.3.3. The Recall Condition table exactly as shown in **Attachment 2**.

2.3.3.2.3.4. The organization's personalized Comm-Out recall procedures.

2.3.3.2.4. Organizations can personalize the PRR by inserting their squadron patch or symbols and any other relevant information they want all organizational members to know, as long as the required information is included and easily readable.

2.3.4. Report personnel strength numbers to the UCC.

2.3.5. Each organization performing a stand-by or on-call commitment will develop a roster that conforms to the example in **Attachment 3**. All items enclosed in “{ }” require organizational inputs to be made. Each roster will be updated as necessary, but at least monthly, and will be sent to the 8 FW/CP via e-mail at <mailto:8fw.cp@kunsan.af.mil> or FAX to 782-7255 by the first Friday of every month or whenever updated, whichever occurs first.

2.3.6. Develop procedures to ensure all tenant organizations assigned, identified in **Attachment 4**, are notified in a timely manner.

#### 2.4. **The 8 FW/CP Will:**

2.4.1. Maintain current, hard-copy PRRs, stand-by and on-call rosters on all assigned, attached or associated units to the 8th Fighter Wing.

2.4.2. Maintain listing of the current up-to-date location of the members of the Senior Battle Staff, identified in **Attachment 5**, at all times.

2.4.3. Maintain procedures to initiate the appropriate PRS type and method as directed by the 8 FW/CC or designated representative.

2.4.4. Initiate or conduct tests of the PRS as directed by the 8 FW/CC or designated representative.

2.4.5. When necessary, notify 8th Security Forces Squadron (8 SFS), Law Enforcement Desk (LED) when a Comm-Out recall is directed by the 8 FW/CC or designated representative to obtain 8 SFS assistance in notifying key wing personnel.

#### 2.5. **The Commander, 8th Security Forces Squadron (8 SFS/CC) Will:**

2.5.1. Ensure LED assists in notifying key wing personnel in the event of a Comm-Out recall.

2.5.2. At the onset of a recall, unless directed otherwise, dispatch armed guards for entry control to the 8th Fighter Wing, WOC IAW 8 FWI 31-101, *Physical Security Program*.

#### 2.6. **Personnel Assigned To Kunsan AB Will:**

2.6.1. Provide organization recall monitor with name, grade, residence address (building and room number), residence telephone number, work telephone number, pager number (if applicable) and cell phone number (if applicable).

2.6.2. If residing off-base, provide a detailed map of the area in which they reside using well-known streets or landmarks as a guide to their organization. The mapped area will include a “dot” or “X” at the location of their quarters. Each map will include written instructions on how to get to the residence using Kunsan’s main gate as the initial starting point.

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

2.6.4. The members of the Senior Battle Staff, identified in **Attachment 5**, are responsible for keeping the 8 FW/CP informed of their current up-to-date location at all times. In the event they will not be available, they will immediately inform the 8 FW/CP of their alternate’s name and location. These individuals also have the responsibility of briefing their replacements on duties to be performed and will notify the 8 FW/CP of any changes to key personnel rosters.

2.6.5. The SRO Manager will develop and update the SRO recall roster and send it to the 8 FW/CP via e-mail at <mailto:8fw.cp@kunsan.af.mil> or FAX to 782-7255 by the first Friday of every month or whenever updated, whichever occurs first.

### 3. Pyramid Recall System (PRS) Activation.

3.1. When directed by the 8 FW/CC or designated alternate, the 8 FW/CP will initiate the required recall. The PRS may be used to pass time critical information such as natural disasters, threat cons, etc., to the base populace.

#### 3.2. Recall Methods.

3.2.1. Normal Recall Procedures: Use all means necessary and available to recall base personnel, to include the use of the base Giant Voice system, Commander's Access Channel (TV Channel 12), telephones, radios, speaker equipped vehicles, sirens, etc.

3.2.2. Comm-Out Recall Procedures: Used to recall base personnel when all communication systems are inoperative or cannot be used. Notify base personnel by personal contact only. Strength reporting will be accomplished by the organization's recall monitor physically going to the UCC.

#### 3.3. Recall Types.

3.3.1. Recall Condition 1: Immediate general recall of all wing personnel to their designated duty stations. Notification will be through the PRS, as shown in [Attachment 6](#), and may include the use of audible signals. Unless directed otherwise, assigned military personnel will make their required PRS notifications and immediately report to their designated duty station wearing MOPP level Zero (0) gear: BDUs and field gear (helmet, flak vest, web belt with canteen and mask carrier attached) while carrying all IPE. The 8FW/CC will direct whether personnel will bring training or real-world IPE and it will be announced during the recall. Members of the Battle Staff, SRC and CSS will automatically report to the WOC. Designated **primary** READY personnel will report to the SFS training building for READY duty posting and unless directed otherwise, **secondary** SFS READY personnel will report to their normal duty section until called for by the 8 SFS. (See paragraph [3.4.4](#) for further clarification).

3.3.2. Recall Condition 2: Immediately implement 12-hour shifts. Personnel scheduled to work the current shift will report to their designated duty station wearing MOPP level Zero (0) gear: BDUs and field gear (helmet, flak vest, web belt with canteen and mask carrier attached) after making required notifications. Carry all IPE. The 8FW/CC will direct whether personnel will bring training or real-world IPE and it will be announced during the recall. All other personnel will remain on telephone stand-by and report to their duty station when called or at their scheduled shift time, whichever occurs first. Members of the Battle Staff, SRC and CSS will automatically report to the WOC. Designated **primary** READY personnel will report to the SFS training building for READY duty posting and unless directed otherwise, **secondary** SFS READY personnel will report to their normal duty section until called for by the 8 SFS. (See paragraph [3.4.4](#) for further clarification).

3.3.3. Recall Condition 3: Recall of specific command personnel without implementing a general wing recall. See [Attachment 5](#) for a list of individuals included in these recalls. The 8 FW/CP will make the appropriate notifications as directed by the 8 FW/CC or designated representative.

3.3.4. Recall Condition 4: The 8th Mission Support Group Commander (8 MSG/CC) or the 8th Civil Engineer Squadron, Fire Chief (8 CES/CEF) will recall the DCG to support the 8 FW/CC and/or the Battle Staff during a natural (e.g., typhoon, earthquake) or man-made (e.g., aircraft accident, chemical spill) disaster. See [Attachment 7](#) for DCG member composition.

3.3.5. Recall Condition 5: This recall will be initiated upon notification of a requirement IAW 8 FW OPOD C-105.

#### 3.4. Personnel Actions.

3.4.1. Once a recall has been initiated, a sense of urgency is critical. Personnel will immediately report to their designated duty section and will not stop to shave, shower or eat.

3.4.1.1. Owing organizations are required to maintain accountability for personnel that are not required to report to duty due to crew rest or other restrictions.

3.4.2. When reporting, if Recall Condition 1 or 2, report in MOPP level Zero (0) gear: BDUs and field gear (helmet, flak vest, web belt with canteen and mask carrier attached) and bring all IPE. The 8FW/CC will direct whether personnel will bring training or real-world IPE and it will be announced during the recall.

3.4.3. Vehicle placards will be removed, and conspicuous vehicles will be removed from service to prevent easy identification of key personnel by snipers.

3.4.4. Upon notification of a wing-wide recall, 8 SFS designated **primary** and **secondary** READY personnel will take the following actions:

3.4.4.1. Unless directed otherwise, designated **primary** 8 SFS READY personnel will report directly to the 8 SFS training building for sign-in and posting.

3.4.4.1.1. Following sign-in, the 8 SFS will report all updated manning figures, including the READY personnel who have reported for 8 SFS augmentation, to the SRC.

3.4.4.1.2. The SRC will then report the READY personnel who have signed-in for 8 SFS READY duties to the appropriate owning organization representatives within the SRC.

3.4.4.2. All **secondary** 8 SFS READY augmentees will report to their normal duty section until called for by the 8 SFS for READY duty. However, if the base is in either of the following conditions during a recall, all 8 SFS READY augmentees (**primary** and **secondary**) will report directly to the 8 SFS training building for sign-in and posting upon recall notification:

3.4.4.2.1. FPCON Charlie or Delta.

3.4.4.2.2. An increased ground defense posture or "Bugle Call."

3.4.5. The 8 FW/CP will recall DCG members by activating group pagers. DCG members will report to the designated building assembly point specified in the recall page code.

#### 4. Audible Signals (General Recall).

4.1. **Base Giant Voice System.** The base Giant Voice System will be activated and recall instructions announced.

4.2. **A-Town Siren.** When directed by the 8 FW/CC or designated representative, the 8 FW/CP will coordinate with LED to initiate three one-minute steady tones of the A-Town siren. All personnel

residing in A-Town will immediately make their required notifications and then report to their duty stations.

4.3. **Commander's Access Channel 12.** 8 FW/CP personnel will place initial notification slides on Commanders Access Channel 12 and make initial recall announcements at the instruction of 8 FW/CC or designated representative. Commander's Access Channel 12 information will be updated by the CSS personnel at the direction of the 8 FW/CC or SRC Director as appropriate during exercises or real-world contingency situations.

4.4. **Radio and Television.** HQ AFKN is the sole authority to direct radio and television broadcasts in the event of a Korea-wide contingency. 8 FW Public Affairs (8 FW/PA) will coordinate this action with HQ AFKN.

ROBIN RAND, Colonel, USAF  
Commander

**Attachment 1****GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION***Abbreviations and Acronyms*

**Comm-Out**—Communications Outage

**CSS**—Contingency Support Staff

**DCG**—Disaster Control Group

**FPCON**—Force Protection Condition

**IAW**—In Accordance With

**IPE**—Individual Protective Equipment

**LED**—Law Enforcement Desk

**PRR**—Pyramid Recall Roster

**PRS**—Pyramid Recall System

**READY**—Resource Augmentation Duty

**SRC**—Survival Recovery Center

**SRO**—Sensitive Reconnaissance Operation

**TBMCS**—Theater Battle Management Core System

**UCC**—Unit Control Center

**WOC**—Wing Operations Center

Attachment 2

FRONT PAGE OF THE PYRAMID RECALL ROSTER TEMPLATE



**{ORGANIZATION} RECALL ROSTER**  
**{DATE UPDATED IN DAY-MONTH-YEAR FORMAT}**



**Recall Instructions**  
 The first person notified of a recall in each column will contact the next person down their column (follow the lines). If that person cannot be contacted, continue on to the next person down the column until someone is contacted or the bottom of the column is reached. DO NOT LET THE RECALLS STOP. Pass the names of any individuals not contacted onto the next person you do contact. The last person contacted in each column will contact the person responsible for the organization's strength reporting (identified with a "SR") by their name and provide the time they were contacted and the names of any individuals who were not contacted.

ETC

ETC

*(Organization) PRR Monitor*  
 ((Rank and Last Name): XXXX)  
  
 UCC Building: XXXXX  
 Telephone #: XXXX  
  
 SRC Telephone #: XXXXX)

ETC

**Attachment 2**

**CONTINUED BACK PAGE OF THE PYRAMID RECALL ROSTER TEMPLATE**



{ORGANIZATION} RECALL ROSTER  
{DATE UPDATED IN DAY-MONTH-YEAR FORMAT}



Read the statement below when making recall notifications, filling in the first blank space with the appropriate recall condition and the last with the time you are making the notification. The MOPP level personnel will report to work in during Recall Conditions 1 and 2 will be determined at recall initiation by the Wolf. If there are any other special instructions, give those immediately after the notification is completed. Remember, notifications will include only essential, unclassified information. All information related to a recall is privileged and releasable only on a need-to-know basis. Accomplish the notifications rapidly to limit information available to a potential enemy.

**“THIS IS (RANK AND NAME) WITH A RECALL NOTIFICATION.  
IMPLEMENT RECALL CONDITION \_\_\_\_.  
(Condition 1 or 2: “REPORT TO YOUR DUTY SECTION IN MOPP ZERO”)  
THE TIME NOW IS \_\_\_\_.”**

<b>RECALL CONDITION 1:</b>	Make all pyramid recall notifications and report to designated duty station in MOPP level Zero (0) immediately after making required notifications. Bring all Field Gear and Individual Protective Equipment (training or real world as directed).
<b>RECALL CONDITION 2:</b>	Immediately implement 12-Hour shifts. Current shift report to designated duty station in MOPP level Zero (0) after making required notifications. Bring all Field Gear and Individual Protective Equipment (training or real world as directed).
<b>RECALL CONDITION 3:</b>	Battle Staff Recall. Specified Battle Staff members will make required notifications and then report to the primary Battle Staff location.
<b>RECALL CONDITION 4:</b>	Disaster Control Group Recall. Make notifications and report as directed.
<b>RECALL CONDITION 5:</b>	SLAMMER Recall.

**Communication Outage (Comm-Out) Recall Procedures**

*{Each organization will put very simple instructions here on how their Comm-Out recall will operate. Be sure to include instructions on where individuals are to go / who to report to when they report to their duty section. Typically, the instructions will mirror the normal PRS process, except instead of calling, each person will physically go to the next person’s residence to notify them. To facilitate easier notification, some organizations have separate Comm-Out PRRs, while others set up their PRR so it will work the same with or without telephonic communication and individuals do not have to carry two separate PRRs; it is up to the individual organization to decide which is best for their situation. However, if a separate Com-Out PRR is developed it must contain the same required elements as this PRR and the notification statement is exactly the same. Any individual living off-base is required to provide the organization with a map and written directions to their residence with the starting point at the Kunsan AB main gate.}*

**THIS ROSTER CONTAINS INFORMATION PROTECTED BY THE PRIVACY ACT OF 1974**

Attachment 3

ON-CALL/STAND-BY LETTER TEMPLATE



DEPARTMENT OF THE AIR FORCE  
*{YOUR ORGANIZATION HERE}*  
 APO AP 96264-2090

*{Today's Date}*

MEMORANDUM FOR *{YOUR REPORTING OFFICE}*

FROM: *{YOUR OFFICE SYMBOL}*

SUBJECT: *{Your organization} {On-Call/ Stand-by} Schedule for {Dates Covered}*

1. The following is the *{on-call / stand-by}* schedule for *{Your Organization}* for *{Duration Covered in this Letter}*.

EFFECTIVE DATES	NAME	RESIDENCE	PHONE	PAGER	CELL

*{\*\*Fill in the above table with the appropriate information\*\*}*

2. *{Include any special instructions the on-call / stand-by individuals may need to conduct their duties}*.
3. *{Include any special instructions anyone trying to contact the on-call / stand-by individuals may need. Be sure to include details on what to do if the on-call / stand-by person cannot be reached}*.

*{YOUR NAME}, {Your Rank}, USAF  
 {Your Duty Title}*

cc: 8 FW/CP

*{Any other organizations that need a copy}*

## Attachment 4

## TENANT ORGANIZATION RECALL ASSIGNMENT

<b>Kunsan Tenant Organization:</b>	<b>Notified By:</b>
AAFES	8 SVS/CSS
AFKN	8 FW/PA
AFOSI	8 FW/CP
American Red Cross	8 MSS/CSS
Area Defense Counsel	8 FW/JA
CATO (PAX Terminal)	8 OSS/OSAM
Commissary (DECA)	8 SVS/CSS
DAPS	8 MSS/CSS
SAIC (TBMCS Tech Support)	8 CS/SCBM
SAIC (TBMCS Training Support)	8 FW/CP
US Army Contracting Service	8 MSG/CCE
US Army Corps of Engineers	8 CES/CSS
US Army Echo Battery	8 OG/CCE
US Army Foxtrot Battery	8 OG/CCE

**If you are a tenant organization assigned to Kunsan AB:** Check the left column for your organization. The organization in the right column will notify you upon activation of the PRS.

**If you are assigned to the 8 FW:** Check the right column for your organization. If listed, you are responsible for notifying the appropriate tenant organization(s) in the left column upon activation of the PRS.

**Attachment 5**

**SENIOR/FULL BATTLE STAFF RECALL PERSONNEL MAKEUP**

**A5.1. The Following Personnel Comprise The Senior Battle Staff:**

8 FW/CC

8 FW/CV

8 OG/CC\*\*

8 MNX/CC\*\*

8 MSG/CC\*\*

8 MDG/CC\*\*

Battle Staff Coordinator

\*\*The group deputy will sit in the Battle Staff when the group commander is unavailable.

**A5.2. The Following Personnel Comprise The Full Battle Staff:**

Everyone in the Senior Battle Staff

Survival Recovery Center (SRC) Director

Mission Director

8 OSS/Intel Flight Chief

8 SFS/CC

AFOSI Det 613/CC

A5.2.1. Additionally, representatives from the following agencies may be recalled when directed by the 8 FW/CC:

8 FW/SE

8 FW/JA

8 FW/PA

8 FW/HC

8 FW/CCM

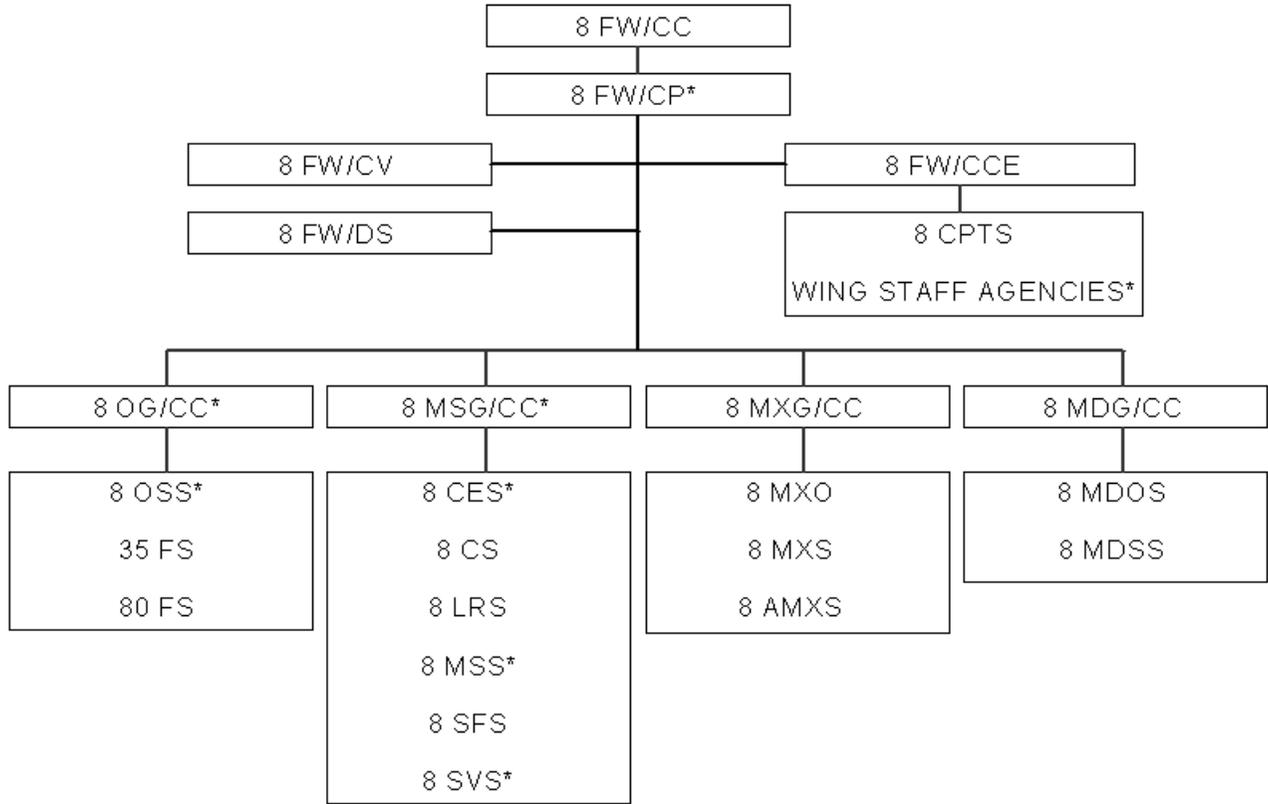
8 FW/HO

US Army Patriot Battery representatives for Foxtrot and Echo Batteries

**A5.3.** All Battle Staff personnel will report to the WOC upon notification of a Senior and/or Full Battle Staff Recall.

Attachment 6

GENERAL RECALL PYRAMID



See [Attachment 4](#) for Tenant Organization Notification responsibilities.

Attachment 7

DCG RECALL PYRAMID

