



**7 APRIL 2000**

**OPERATIONS**

**EMERGENCY NOTIFICATION ALERT  
AND RECALL**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This instruction implements AFD 10-2, *Readiness*, and provides guidance to formulate pyramid alert/recall procedures for personnel, and alert/recall procedures for center battle staffs. It applies to all AFMC organizations. Organizations preparing plans based on this instruction will insure their plan conforms to their host base's Plan 17 or comparable emergency plan. This instruction requires collecting and maintaining information protected by the Privacy Act of 1974 as authorized by 10 U.S.C. 8013.

**SUMMARY OF REVISIONS**

This instruction has been extensively revised. Rather than procedures for AFMC HQ only, it now provides more generalized guidance for the entire command. HQ guidance is contained in HOI 10-4, which replaces AFMCI 10-205, *Standby Duty Officer (SDO) Notification Alert/Recall and Battle Staff Recall*, 21 December 1995.

**1. Organizational Responsibilities**

1.1. The center Plans & Programs office (or equivalent) will.

1.1.1. Develop, maintain and update a plan that will

1.1.1.1. Alert or recall all or specific personnel after duty hours.

1.1.1.2. If applicable, alert or recall center battle staff members during or after duty hours.

1.1.1.3. Allow the Command Post (CP) to notify center personnel in situations that require immediate response after duty hours (see **1.2.3.** below).

1.1.1.4. Be compatible with CP operations and procedures.

1.1.2. Coordinate required actions in this plan with those in related documents as applicable.

1.1.3. Provide assistance and training materials to directorates as necessary.

1.2. The base or center (as applicable) Command Post (CP) will

1.2.1. Develop and maintain currency of notification, alert and recall procedures to guide controller actions.

1.2.2. Review directorate/staff level/unit procedures for compatibility with CP procedures.

1.2.3. Notify directorate/staff office/units when

1.2.3.1. Directed by higher authority (base commander, center commander etc).

1.2.3.2. Receiving specific information or messages after duty hours IAW the organizations' instructions.

1.2.3.3. A battle staff alert/recall is directed (see 3 below.)

1.2.4. Be able to initiate notifications when communications are inoperative (see 4.3. below.)

1.2.5. Check/test procedures and equipment semiannually to insure proper operation. Base exercises that test recall procedures will fulfill this requirement.

1.3. Organizational directorates and staff offices will:

1.3.1. Implement and administer a directorate-wide system meeting the plan's requirements as described in 1.1.1. above.

1.3.2. Identify directorate-specific situations when non-duty hour notifications are required, and provide the CP a letter detailing these situations, including message or report types (e.g. OPREP-3, aircraft accident or incident, etc). See Attachment 1 for sample.

1.3.3. If applicable, designate one or more of the organization's battle staff representatives as the Point Of Contact (POC) to notify for a battle staff alert or recall.

1.3.4. Develop, disseminate and maintain a current organizational pyramid alert/recall roster, containing names and telephone numbers for all personnel. Unlisted phone numbers will be marked as such, and Privacy Act caveats will be observed.

**2. Mission.** Organization directorates and staff offices must provide 24-hour/7 day response capability to work tasked problems, alert/recall personnel and/or provide pre-designated battle staff personnel when so directed.

### **3. Organization battle staff recall**

3.1. The CP initiates battle staff recall at the direction of local or higher authority.

3.2. The CP contacts designated directorate POC(s) IAW established procedures. Use the appropriate statement from Attachment 2.

3.3. Once notified, battle staff members will respond as directed and IAW the time limits in the organization's applicable battle staff instructions

**4. Notification Procedures.** The CP will use all available communications systems to pass emergency notification messages to all appropriate directorates/staff offices/unit commanders and report status to competent authority.

4.1. During normal duty hours the CP will notify appropriate directorate/staff office/unit's command section directly via the most expedient means.

4.2. Non-duty hours.

4.2.1. The CP will first try to contact the designated person(s) at home.

4.2.2. If unsuccessful, the CP will then try the person's pager or cell phone, if applicable.

4.2.3. If no contact is made within a set time, the CP will contact other individuals according to a pre-determined sequence.

4.3. Notification procedures, communications inoperative. The CP may use any available method for emergency notification: base-wide cable television message system, public address system, radio net, computer LAN, broadcast media, etc. If no communication system is available, either during or after duty hours, the CP may elect to use runners if available.

TODD I. STEWART, Major General, USAF  
Director of Plans and Programs.

**Attachment 1****REASONS FOR NOTIFICATION LETTER (SAMPLE)**

MEMORANDUM FOR XXX/CP

FROM: (Organization name)

SUBJECT: After duty hours notifications

1. In addition to after normal duty hours emergency alert/ recall or battle staff notification, notify \_\_\_\_\_ when you receive the following reports.

a. \_\_\_\_\_

b. \_\_\_\_\_

c. \_\_\_\_\_

2. Messages in the following categories should also be immediately passed to our designated point of contact.

a. \_\_\_\_\_

b. \_\_\_\_\_

c. \_\_\_\_\_

FRITZ OBERST  
COLONEL, USAF

**Attachment 2**

**SAMPLE MESSAGE SCRIPT**

**PYRAMID ALERT (Telephone Standby):** "This is the Command Post with a telephone pyramid alert. All personnel complete your alert notifications and remain on telephone standby until further notice."

**PYRAMID ALERT NOTIFICATION:** "This is the Command Post with a telephone pyramid alert."

**Potential reasons (not inclusive)**

"THREATCON \_\_\_\_\_ has been declared for \_\_\_\_\_ AFB.

"Staggered work hours are in effect."

"Due to (emergency situation), all personnel are directed to \_\_\_\_\_. Please contact all personnel in your notification chain."

**PYRAMID RECALL, ALL PERSONNEL:** "This is the Command Post with a pyramid recall. Complete your pyramid recall notifications and report to your normal duty station at (reporting time)."

**BATTLE STAFF RECALL, ALL AFFECTED PERSONNEL:** "This is the Command Post. The \_\_\_\_\_ Battle Staff is recalled. Please notify your battle staff members and have them report to the \_\_\_\_\_ at \_\_\_\_\_ hours for a \_\_\_\_\_."