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Operations

**AIR FORCE RESERVE COMMAND (AFRC)
UNIT NOTIFICATION AND ASSEMBLY
PROCEDURES**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements AFPD 10-4, *Operations Plans*. It articulates AFRC procedural guidance for notifying and assembling personnel under actual, alert, and test conditions.

This instruction addresses information protected by the *Privacy Act of 1974*. The authority to collect and maintain this information is 10 United States Code, Section 8013. The information that is subject to the provisions of AFI 37-132, *Air Force Privacy Act Program*, and required by this instruction is included in paragraph 2.1.4. Following the guidance in AFI 37-132, give a Privacy Act statement orally or in writing to anyone from whom you are collecting personal information that will be put in a system of records, regardless of how you collect or record the answers. Safeguard and dispose of personal information according to AFMAN 37-139, *Records Disposition Schedule*.

SUMMARY OF REVISIONS

This revision expands guidance for establishing notification procedures (para 1.), further defines communications test (para 3.1.2), updates the acronym for the command, revises action addressees on notification and assembly status reports (para 3.1.7 and para 3.2), deletes the requirement for NAFs to monitor unit status during communications tests unless initiated by HQ AFRC (para 3.2), and adds a reference to groups in the channel of communications (attachment 3, figure A3.1). An | indicates revision from previous edition.

1. General. The ability of a commander to recall his or her unit members is one of the basic premises for a unit to mobilize and meet its wartime commitments. To accomplish this, the commander must have a plan that ensures he or she will be able to contact and assemble all assigned personnel within the required response time as designated in the mobilization order. The response time could be as early as the time

stipulated in the Designed Operational Capability (DOC) Statement for units which have a DOC statement. The wing commander designates the office of primary responsibility for managing and monitoring the recall program.

2. Guidance for Establishing Unit Notification Procedures:

2.1. Use a pyramid notification system and include both home and business phone numbers in the notification roster. Units may wish to include cellular phone numbers where applicable.

2.1.1. The first echelon of the system should consist of full-time personnel residing in the local area.

2.1.2. The second echelon should consist of reservists residing in the local area.

2.1.3. The third and remaining echelons should consist of personnel residing outside the local area.

2.2. Unit notification procedures must be cost effective and responsive, using DSN assets whenever possible. Consolidate personnel by area and/or ZIP Code when practical.

2.3. Because some units within a wing may be notified or assembled individually, ensure notification procedures allow each unit of a wing to be notified independently.

2.4. A properly designed pyramid recall system uses quality considerations (that is, do key alerters have both availability and access to communications necessary to make notifications, has consideration for grouping all those who live in the same distant community been made, have members who do not have a street address provided brief directions to their homes).

2.5. Recall plans should address alternate procedures so the unit can make every effort to meet its mobilization order response time. In the event of total communications loss, contacting members at their home address by messenger may need to be considered if no other feasible method exists.

2.6. All unit notification rosters comply with provisions of the Privacy Act.

2.7. Include a system for reporting results of an actual or test notification.

2.8. Consider operations security (OPSEC) in all actions.

3. Responsibilities for Unit Notification and Assembly:

3.1. All units:

3.1.1. Develop notification and assembly procedures as specified in this instruction.

3.1.2. Conduct a no-notice communications test at least once annually to demonstrate an ability to contact all assigned unit personnel.

3.1.3. Program adequate funding in annual budget estimates to conduct at least one communications test each fiscal year. Units that do not prepare annual budgets ensure the appropriate budgeting agency includes funding to conduct at least one communications test each fiscal year.

3.1.4. Ensure the pyramid notification roster and any alternate recall systems are current and include all assigned personnel. Individuals are responsible for notifying their unit when their business telephone number, home telephone number, or home address changes (AFI 36-2115, *Assignments Within the Reserve Components*, paragraph 2.4). If a unit member's home address is a post

office box, maintain specific directions to the member's home. Commanders may collect additional information (within the parameters of the Privacy Act) that assist in locating assigned personnel.

3.1.5. Develop a positive validation system with at least quarterly verification of individual, address, and telephone data. Accurate information is essential for a current notification roster of all assigned personnel, as it is used to notify under alert, actual recall, and test conditions. Furnishing this information is mandatory. Failure to do so would have an adverse effect on mobilization of the AFRC and could make an individual liable to administrative or disciplinary action and be disqualified from eligibility in the Air Force Reserve.

3.1.6. Maintain test results by unit. Include date and time (ZULU) initiated, number of personnel authorized and assigned, number and percent of those assigned who have been contacted as of 12 and 24 hours, problems encountered, commander's comments, and other pertinent information. Test results need not be sent to HQ AFRC except when requested or when HQ AFRC initiates the test.

3.1.7. Upon initiation of an actual recall or mobilization, send the notification and assembly status as of the 12- and 24-hour period (or as directed by HQ AFRC) through the appropriate AFRC wing command post to the appropriate NAF/CAT/DOOC. Consolidate results by location, including all units at that location. Send by Immediate AUTODIN as the primary mode of transmission and secure fax as a backup. When submitting via AUTODIN, include HQ AFRC ROBINS AFB GA//DOC/DOOX/CAT/DPXX// as action addressees.

3.2. Each NAF monitors unit status during actual alert or recall and HQ AFRC-initiated communications tests to ensure required reports are submitted. NAFs consolidate unit strength reports and forward to HQ AFRC ROBINS AFB GA//DOC/CAT//. (See attachment 2 for sample message format.) Send Immediate AUTODIN as the primary mode of transmission with secure fax or STU-III as backup. When submitting via AUTODIN, include HQ AFRC ROBINS AFB GA//DOC/DOOX/CAT/DPXX// as action addressees.

4. Notification System:

4.1. The unit commander is responsible for contacting assigned personnel as follows:

4.1.1. During alert, actual recall, or mobilization use the telephone as the primary system. Unless absolutely essential to the mission, do not use radio, television, or newspapers to notify individuals of an alert to mobilize until DoD has provided detailed information to Congress and the public. The unit commander determines whether to use these media to expedite recall. The unit public affairs office provides guidance and assistance concerning the release of this information.

4.1.2. For actual recall or mobilization under degraded communications conditions, maintain a specific alternate recall system so that messengers can be sent to members' homes if they cannot be contacted by phone. Recall procedures include provisions for these notifications to be made by unit members. (Units may establish contacts with local law enforcement, civil defense, Civil Air Patrol (CAP), and other local agencies for assistance in notifying personnel. However, these sources should not be considered primary means of notification. During an actual comm-out situation, other priorities would probably limit the support these agencies could provide.) Alternate recall plans should be flexible. For example, the comm-out condition may only affect the base and immediate surrounding area. In some cases, contact via messenger may not be practical (for

example, members who reside out of state or long distances from base). The commander may defer notification of these individuals until communications capability is restored, use of news media is authorized, or other means of notification become available.

4.1.3. During a communications test, use only telephone or messenger systems to contact individuals. Do not use spot television or radio announcements. Tests originated by HQ AFRC are initiated by telephone.

4.1.4. When notifying unit members, relay the message directly to the member. Messages to co-workers, family members, answering machines, babysitters, etc., do not constitute contact.

4.1.5. Use the Air Force Reserve Command Pyramid Alert Channel of Communication, as shown in attachment 3, when passing notification down-channel and forwarding results up-channel.

4.2. Contact Phraseology and Procedures:

4.2.1. Communications Tests. Conduct communications tests at times other than unit training assemblies (UTA) whenever possible. Unit commanders initiate their own tests of the unit pyramid notification system. Use the following contact phraseology: "This is (grade, name, and duty assignment). This is a communications test, I repeat, a communications test. Assembly is not required." Follow with any instructions, then ask, "Do you understand?" Note the time at which each individual was notified and any problems encountered.

4.2.2. Alert Notification. When authorized by the Secretary of the Air Force, affected reservists may be alerted for possible recall. Whenever possible, these members are given reasonable advance notice before they must report. The following alert phraseology is provided as an example: "This is (grade, name, and duty assignment). You are placed on alert for possible short notice recall to active duty. This is not a notice to report. This alert is to allow time for you to arrange your personal and business affairs. You will remain in this alert status until recalled or notified of alert cancellation. Do you understand?" Note the time at which each individual was notified and any problems encountered.

4.2.3. Actual Recall. Use the following contact phraseology to relay notification of an actual recall: "This is (grade, name, and duty assignment). This is an actual, I repeat, actual, recall." Follow with any instructions, then ask, "Do you understand?" Note the time at which each individual was notified and any problems encountered.

DAVID S. SIBLEY, Brig Gen, USAFR
Assistant Vice Commander

Attachment 1

GLOSSARY OF REFERENCES AND TERMS

References

AFPD 10-2, *Readiness*.

AFI 10-402, *USAF Mobilization Planning*.

AFMAN 10-401, *USAF Operation Planning Process*.

AFRESI 10-101, *Wing/Group Plans Procedures*.

Terms

Alert—An emergency notification to warn personnel of an impending action which requires increased readiness or mobilization.

Assembly—All personnel signing in at their unit of assignment.

Communications Outage (Comm-Out)—Lost or degraded communications capability.

Communications Test—A test of the effectiveness of the unit's notification procedures. Assembly is not required.

Contact—For notification purposes, contact is complete when a unit member is notified, in person, of a communications test, alert or recall and acknowledges receipt and understanding.

Recall—Actual recall to active duty by competent authority.

Unit—The lowest level of command that is subject to recall. All units, including NAFs, wings, groups, squadrons, flights, detachments, operating locations, hospitals, clinics, etc., follow the procedures in this instruction.

Unit Notification Procedures—Procedures for contacting personnel, including notification and assembly.

Attachment 2

UNIT NOTIFICATION RESULTS (SAMPLE MESSAGE FORMAT)

NOTE: Use GENERAL ADMINISTRATIVE MESSAGE (GENADMIN) format (see AFP 102-2, Volume 1, Part 2, Chapter 3)

UNCLASSIFIED E F T O

RMKS/1. DATE AND TIME NOTIFIED OF TEST OR RECALL (ZULU):

2. START TIME:

3. UNIT DATA:

A. (UNIT / PAS CODE / UIC)(AUTHORIZED) / (ASSIGNED)

CONTACTED: (NUMBER/PERCENT)_____ / _____

ASSEMBLED: (NUMBER/PERCENT)_____ / _____

B. (UNIT / PAS CODE / UIC)(AUTHORIZED) / (ASSIGNED)

CONTACTED: (NUMBER/PERCENT)_____ / _____

ASSEMBLED: (NUMBER/PERCENT)_____ / _____

C. (UNIT / PAS CODE / UIC)(AUTHORIZED) / (ASSIGNED)

CONTACTED: (NUMBER/PERCENT)_____ / _____

ASSEMBLED: (NUMBER/PERCENT)_____ / _____

4. TOTAL: (AUTHORIZED / (ASSIGNED)

CONTACTED: (NUMBER / PERCENT)_____ / _____

ASSEMBLED: (NUMBER / PERCENT)_____ / _____

5. REMARKS: (COMMANDER'S COMMENTS, PROBLEMS, LIMITING FACTORS)

6. NAME AND TELEPHONE NUMBER OF AUTHENTICATING INDIVIDUAL/POC: //

Attachment 3

AIR FORCE RESERVE COMMAND PYRAMID ALERT CHANNEL OF COMMUNICATIONS

Figure A3.1. Air Force Reserve Command Pyramid Alert Channel of Communication.

