

9 May 1997

Operations

PERSONAL RECALL NOTIFICATION

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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OPR: 92 MSS/DPMD (TSgt D. L. Nagy, Jr.) Certified by: 92 ARW/CC (Colonel Paul W. Essex)
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1. MISSION. Recall is a formalized system of emergency notification procedures documented by recall rosters and supported by defined procedures. Recall rosters will be constructed to efficiently notify personnel in a minimal amount of time. If there is need to recall personnel during duty hours, the most expeditious means will be used.

2. EXECUTION.

2.1. Concept of Operations. A system utilizing unit recall rosters is required to expeditiously notify Fairchild AFB personnel (excluding those on leave, TDY, and quarters, who will be recalled via other means) of an order to report for duty. The Military Personnel Flight (MPF) Personnel Readiness Center (PRC, 92 MSS/DPMD) will be the base focal point for recalls and strength reporting. The Command Post is responsible for the initiation of all recalls, real-world or tests.

2.2. Tasks.

2.2.1. Unit Commanders will develop procedures for the preparation and maintenance of recall rosters for their units. They will ensure the Command Post receives monthly updates of all rosters. Unit Commanders will compile strength figures and report information to the PRC during personnel recalls (**Attachment 1**). Unit Commanders will prepare the letter to recall personnel from leave/TDY in the local area along with the written strength summary report (**Attachment 2**) and messages to recall personnel from TDY outside the local area (**Attachment 3**).

2.2.2. The 92 ARW will conduct periodic tests of the recall system. Approval of the 92 ARW/CC is required prior to initiating any wing-wide test.

2.2.3. Unit commanders will conduct quarterly tests of their recall system.

2.2.4. The PRC will provide training to unit recall monitors in basic recall and strength reporting procedures.

2.2.5. The PRC is responsible for compiling unit strength statistics provided by unit orderly rooms/unit control centers during personnel recalls and forwarding this information to the 92 SPTG/CC for presentation to the Crisis Action Team (CAT) on the status of a recall.

2.3. PERSONNEL POLICIES.

2.3.1. General Guidance.

2.3.1.1. When a recall has been initiated, the Command Post will contact each group commander who will contact each unit commander within the group to instruct them to initiate recall of unit personnel. If the group commander cannot be reached, the Command Post will continue trying until someone within the group is notified of the recall. This individual will initiate the group's recall system and advise all other personnel who could not be contacted.

2.3.1.2. Unit commander responsibilities:

2.3.1.2.1. Maintain a current recall roster.

2.3.1.2.2. Appoint Recall Roster Monitors who will educate unit personnel on proper recall procedures, and ensure rosters are developed, revised, and copies provided to the Command Post.

2.3.1.2.3. Ensure updates are provided to the Command Post not later than the 5th duty day of each month, with an information copy to the respective group commander. If no updates are required during the month, a negative reply may be sent to the Command Post Recall Monitor via e-mail or letter.

2.3.1.2.4. Develop procedures to notify personnel who do not have telephones.

2.3.1.2.5. Establish internal sign-in procedures.

2.3.1.2.6. Develop procedures for notifying personnel in the event of a communications outage recall.

2.3.1.3. All organizations employing civilians will maintain civilian recall rosters. These rosters are to be used in hazardous weather/emergency situations to ensure pertinent information (duty status determinations, delayed reporting requirements, etc.) is relayed to all workers. All civilian employees (even those with unlisted phone numbers) can be required to provide an emergency phone number for recall roster purposes. As recall rosters are for official use only, Privacy Act requirements must be observed.

2.3.1.4. Key military personnel required to maintain continuous operations must be identified on the recall roster. An example of when these personnel could be called include when severe weather, such as blizzards, have closed the base. Certain operations within the 92 ARW must continue. A corresponding note will be printed at the bottom of the roster stating, "*** KEY PERSONNEL."

2.3.1.5. Do not recall personnel assigned to operations manned 24 hours a day unless specifically directed to do so. Personnel working shifts are normally considered present for duty.

2.3.1.6. Personnel will report to their duty section immediately. All personnel should wear appropriate uniform/attire. If not at home when notified of a recall, personnel will report

immediately to their duty section.

2.3.1.7. Personnel with unlisted numbers must provide those individuals in their "contact chain" their unlisted number for recall purposes.

2.3.1.8. All recall rosters must contain the Privacy Act Statement. All personnel must be aware the recall roster is for official use only. Disclosure or use of information contained on these rosters for other than official business can result in disciplinary actions.

2.3.1.9. One of the following phrases will be used, as appropriate, to notify personnel of a recall:

- OPTION 1. "This is a Wing Recall. Complete your pyramid alert notification and report to your duty section immediately." RECALL TIME IS _____L.
- OPTION 2. "This is a Wing Alert. Complete your pyramid alert notification and remain on telephone stand-by". ALERT TIME IS _____L.
- OPTION 3. "This is a selective Wing Recall. Essential personnel as determined by Group and Squadron Commanders will report to their duty section as directed by their unit. All other personnel will remain on telephone stand-by pending further direction from their units." RECALL TIME IS _____L.
- OPTION 4. "This is a test of the pyramid alert notification system. Complete your pyramid alert notification. This is NOT a recall or a Wing Alert." TIME IS _____L.

NOTE:

You will be provided additional instructions as necessary, i.e., recall of essential, non-essential personnel, key personnel only, etc.

2.3.2. Limiting Factors (LIMFACs).

2.3.2.1. Lack of voice communication capabilities could severely hamper recall actions. Units must prepare non-telephonic recall procedures.

2.3.2.2. Some individuals may not have telephones. In these cases, maps, and directions will have to be provided to all individuals in the contact chain to assure recall of the member.

PAUL W. ESSEX Colonel, USAF
Commander

Attachment 1

RECALL REPORTING TIMES EXAMPLE

A1.1. Reporting Times: Units should contact the PRC to obtain the correct "RECALL Hour". All suspenses are based on this time. The following is a list of the suspenses for submission of strength figures:

UNIT SUSPENSE TO PRC

RECALL + 1:20 (Initial Strength Report)

RECALL + 2:50 (Second Strength Report)

RECALL + 3:00 (Messages/Letters Due) /WHEN DIRECTED

RECALL + 12:00 (Only required if you haven't reached 100% strength accountability)

PRC SUSPENSE TO SPTG/CC

RECALL + 1:30 (Initial Strength Report to SPTG/CC)

RECALL + 2:50 (Second Strength Report)

RECALL + 12:10 (Required only if 100% accountability hasn't been reached)

A1.2. Reporting Fomat: The following statement should be used when reporting strength figures by telephone to PRU: "This is (Rank/Name) from (Squadron). Our assigned strength is _____. Our adjusted strength is _____. Our available strength is _____." The following definitions apply:

A1.2.1. Assigned Strength: The total number of personnel assigned to your unit. This includes personnel on TDY, leave, PCS en route to next duty station, hospitalized, etc.. Your Orderly Room can retrieve this figure through the PC-III computer system.

A1.2.2. Adjusted Strength: Your assigned strength minus all personnel who are on TDY, leave, pass, PCS en route to next duty station, etc.

A1.2.3. Available Strength: The number of personnel you have available for duty. (You may count all personnel on crew rest/shift workers directed to report for a later shift as present for duty.)

A1.3. Communications Outage Procedures: If you are unable to contact the PRC by phone, you must send a runner with your strength report to arrive NLT the established suspenses. No extension of the suspenses can be granted.

Attachment 2**SAMPLE RECALL FROM LEAVE/TDY IN THE LOCAL AREA MEMORANDUM
MEMORANDUM FOR 92 MSS/DPMD**

FROM: 92 MSS/CC

SUBJ: Recall Listing of Personnel on Leave, Pass, or TDY in the Local Area

1. The following personnel are on leave or pass:

(Note: Include all personnel, both local and out of local area)

RANK	NAME	LEAVE ADDRESS	PHONE
Capt	Taylor, James N.	123 Sunny Rd., Spokane WA 99223	555-1234
1Lt	Majors, Samuel	9310 Park St., Miami FL 325544	(307) 555-9876

2. The following personnel are TDY in the local area:

RANK	NAME	TDY UNIT	ORDER #
Maj	Payne, Irma	Washington State University Attending Surgical Seminar	TD-1230
Sgt	Collins, Gerald B.	Cavanaugh's River Inn Business Effort	TA-2222

3. The confirmed adjustments in this unit's strength are as follows:

People Departed on Leave	= 2
People TDY	= 5
People Departed PCS	= 2
People Hospitalized	= 1
Other Adjustments	= 1
(Specify) (i.e. AWOL)	
TOTAL ADJUSTMENT	= 11

JOHN K. SMITH, Lt Col, USAF
Commander

Attachment 3

SAMPLE RECALL FROM TDY MESSAGE

01 01 171825Z APR 97 00 UUU ZYUW DPMD

EXERCISE PURPOSES ONLY - DO NOT TRANSMIT

FROM: 92 MSS FAIRCHILD AFB WA//DPMD//

TO: 554 MG NELLIS AFB NV//SG//
USAF ACADEMY CO//CC
1722CCS MCCHORD AFB WA//CC//
4404MSS//PERSCO//

UNCLAS

SUBJ: RECALL OF TDY PERSONNEL

INDIVIDUALS IDENTIFIED BELOW ARE TDY TO YOUR DUTY STATION FROM THE 92 MSS AND ARE RECALLED FROM TDY IMMEDIATELY:

RANK	NAME	TDY UNIT	ORDER NO.
LTC	NEWTON, HUEY C.	554 MG NELLIS AFB NV	TA-234
		ATTENDING CC CONFERENCE	
CAPT	JONES, TIMOTHY	USAF ACADEMY	TC-075
		ATTENDING CLASS 95-02 GRAD	
MSGT	SMITH, RANDY R.	1722 CCS MCCHORD AFB WA	TD-1234

ATTENDING CRS: E3ABRIT071

A1C HOTEN, SANDY

4404MSS, AL KHARJ, SA

TE-179

DESERT STORM SUPPORT

MICHAEL R. BITSBURG, MSGT
CCQ, 7-5555

EXERCISE PURPOSES ONLY
DO NOT TRANSMIT
MINIMIZE CONSIDERED

DAVID C. COOK, COL, CC, 7-5555
CRC:

UNCLASSIFIED