

**BY ORDER OF THE COMMANDER
6TH AIR MOBILITY WING**

**MACDILL AIR FORCE BASE
INSTRUCTION 10-201**

24 JANUARY 2002

Operations

RECALL PROCEDURES



COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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Supersedes 6 ARW PLAN 1

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This instruction implements Air Force Policy Directive (AFPD) 10-2, Readiness. This instruction establishes recall procedures for units assigned to the 6th Air Mobility Wing (6 AMW) and tenant organizations assigned to MacDill Air Force Base (AFB). It applies to all United States Air Force personnel, emergency essential civilian personnel, and applicable tenant organizations; National Oceanic and Atmospheric Administration (NOAA), 290th Joint Communications Support Squadron (JCSS), 622nd Aeromedical Evacuation Squadron (AES), Air Force Office of Special Investigations (AFOSI), Detachment (Det) 323, and 347th Rescue Wing (347 RQW) Det 1 OLA, Avon Park Air Force Range. Recall of Headquarters (HQ) United States Special Operations Command (USSOCOM), HQ United States Central Command (USCENTCOM), and Joint Communications Support Element (JCSE) personnel will be directed by their respective commanders. The 6 AMW Command Post will notify USSOCOM, USCENTCOM and JCSE of recalls directed by the Wing Commander (6 AMW/CC) in response to a natural disaster or pertinent peacetime contingencies (i.e., FPCON change). This publication applies to members of the US Air Force Reserve who are Individual Mobilization Augmentees (IMA) assigned to the 6 AMW. This instruction requires the collection and maintenance of information protected by the Privacy Act of 1974. The authorities to collect and maintain the records prescribed in this instruction are 10 U.S.C. 8013, Secretary of the Air Force: powers and duties; delegation by, and E.O. 9397. System of records notice F011 AF A applies. Place a Privacy Act caveat on recall rosters according to applicable Air Force instructions.

SUMMARY OF REVISIONS

This document replaces 6 ARW Plan 1, *Personnel Alerting and Recall*, and is substantially revised and must be completely reviewed. Revisions include creating separate listings for Primary Crisis Action Team (CAT) members and Expanded CAT members, adding specific instructions for each recall, updating office symbols, adding individual recall responsibilities, requiring training of Unit Control Centers (UCC), and updating the General Recall flowchart.

1. Concept of Operations. 6 AMW/CC or designated representative will direct recall of MacDill AFB personnel in response to wartime contingencies, natural disasters, or peacetime exercises. Unit recalls will be initiated as required by the appropriate subordinate commanders in response to direction from higher authority.

2. Definitions.

2.1. Primary Crisis Action Team (CAT) Recall (Attachment 1). Recall of the Vice Commander (6 AMW/CV), 6th Support Group Commander (6 SPTG/CC), 6th Operations Group Commander (6 OG/CC), 6th Logistics Group Commander (6 LG/CC), 6th Medical Group Commander (6 MDG/CC), Director of Staff (6 AMW/DS), Command Chief Master Sergeant (6 AMW/CCC), Chief, Wing Plans and Programs (6 AMW/XP), Command Post (6 AMW/CP), Judge Advocate (6 AMW/JA), Wing Safety (6 AMW/SE), Public Affairs (6 AMW/PA), and other personnel directly requested by the Commander (i.e., weather and intelligence briefers) constitute recall of primary CAT members. Primary CAT members will normally be recalled to the Command Post, Building 54. If another location is selected, members will be notified at the time of the recall.

2.2. Expanded CAT Recall (Attachment 2). All Primary CAT members along with USSOCOM, USCENTCOM, JCSE, NOAA, and AFOSI Det 323 will normally be recalled to the Command Post, Building 54. If another location is selected, members will be notified at the time of the recall.

2.3. General Recall (Attachment 3). All assigned and attached personnel are recalled immediately to their duty stations. Individuals assigned to a mobility position will report with their mobility bags. Functional areas routinely conducting 24-hour operations or requiring crew rest (i.e., security forces, fire department, aircrews, ATC/C2 controllers, etc.) may be recalled, placed on telephone standby, or otherwise accounted for, depending on the requirements of the recall (e.g., deployment generation, FPCON, etc.). The total number of personnel in either status will be reported according to paragraph 5. of this instruction.

2.4. Resource Augmentation Duty (READY) Recall. Recall of READY augmentees, in response to a General Recall, must be authorized by the 6 AMW/CC or 6 AMW/CV. Recall will be accomplished through the applicable chains of command. Contacted personnel will report to their assigned unit and sign in for accountability and then immediately be released to report to their augmentation duty sections. For strength reporting and accounting, augmentees will be accounted for by their assigned unit, not their augmented unit. All other READY augmentee recalls will be accomplished in accordance with para 4.2.6. of this instruction.

2.5. Selective Recall. The 6 AMW/CC or designated representative will direct the recall of selected organizations to support specific operations. Recalled personnel will immediately report to their duty sections. Individuals assigned to mobility will report with their mobility bags, if directed. Currently there are two distinct Selective Recalls associated with the 6 AMW, "Selective Recall-Mobility" and Selective Recall-Generate". The 6 AMW/CC may at any time designate additional Selective Recalls as the situation dictates to support operations.

2.6. Telephone Standby. Units will complete their pyramid alert notifications and remain on telephone standby. CAT members may be directed to report to the Command Post.

2.7. Communications-Out (Comm-Out) Recall. The 6 AMW/CC will designate a comm-out recall whenever the wing sustains an overall communications failure or if the nature of the threat and need for security dictate. A comm-out recall involves groups and subordinate units activating their

comm-out recall with the individuals walking or driving to the next individual's residence to pass the recall instructions. A comm-out recall could be used in conjunction with a general recall or a selective recall.

2.8. Alert Notification Test. A practice or test of the pyramid notification system. Units will complete their telephone calls and report results through their respective chains of command.

3. Responsibilities.

3.1. The 6 AMW/CC or designated representative will direct a personnel recall.

3.2. Commanders and staff agency chiefs will appoint a recall monitor who will be responsible for consolidating strength data and reporting it as outlined in paragraph 5.

3.2.1. Ensure their respective group/unit control centers (GCC/UCC) are staffed and trained to implement recall procedures accurately and in a timely manner.

3.2.2. Establish internal recall procedures and develop telephone and communications-out recall rosters. Recall rosters are to be reviewed monthly for accuracy and a copy sent to the Command Post not later than the 5th day of the month. Rosters must be labeled with a caveat to advise individuals that the roster contains personal information and is "For Official Use Only." Use a Privacy Act Statement on all personnel rosters as prescribed in AFSUPDODR 5400.7-R, *DOD Freedom of Information Act Program*. Rosters will be destroyed when obsolete (i.e., burning, shredding). Destroy computer records by degaussing or overwriting them. Unlisted telephone numbers must be listed on the roster with the annotation "unlisted" or "UL" next to it. Units must ensure each member has a copy of the recall roster and one is maintained in the unit's command section. Commanders will ensure members understand the importance of safeguarding their recall roster.

3.2.3. Ensure recall rosters include key civilian personnel and Individual Mobilization Augmentees (IMAs). URCs will maintain their applicable rosters. IMA personnel can only be recalled by higher headquarters tasking.

3.2.4. Upon a General or Selective Recall-Mobility, ensure all mobility personnel report to work with their mobility bags. GCCs/UCCs will activate in preparation for deployment operations, unless directed otherwise.

3.3. The Command Post will maintain a list of Primary CAT members with alternates. This list will include current addresses and telephone numbers and will be verified on a monthly basis. Primary CAT members are:

3.3.1. 6 AMW/CC

3.3.2. 6 AMW/CV

3.3.3. 6 AMW/CCC

3.3.4. 6 AMW/DS

3.3.5. 6 LG/CC

3.3.6. 6 MDG/CC

3.3.7. 6 OG/CC

3.3.8. 6 SPTG/CC

- 3.3.9. Chief, 6 AMW/XP
- 3.3.10. Chief, 6 AMW/CP
- 3.3.11. 6 AMW/JA
- 3.3.12. Chief, 6 AMW/SE
- 3.3.13. Chief, 6 AMW/PA

3.4. An Expanded CAT Recall includes those listed in paragraphs [3.4.1.](#) through 3.4.13., plus the following:

- 3.4.1. USSOCOM
- 3.4.2. USCENTCOM
- 3.4.3. JCSE
- 3.4.4. NOAA
- 3.4.5. AFOSI Det 323

3.5. Commanders will develop procedures to recall and/or relay information to assigned tenant units as outlined in [Attachment 4](#). The 6 AMW/XP and 6 AMW/CP will advise the 6 AMW/CC on the need for tenant units to participate in a recall as circumstances dictate. When the decision is made to include tenant units in a recall, the tasked group responsible for notifying the tenant will contact the tenant and relay instruction as received from the Command Post or CAT, when activated.

4. Execution:

4.1. General:

- 4.1.1. Higher headquarters, 6 AMW/CC or designated representative will direct the execution of this program.
- 4.1.2. Upon execution, Command Post controllers will initiate the required recall as directed.

4.2. The 6 AMW recalls are: Primary CAT Recall, Expanded CAT Recall, General Recall, READY Team Recall, Telephone Standby Recall, Communications-Out Recall, and Selective Recall. The procedures for each recall are as follows:

4.2.1. Primary CAT Recall:

- 4.2.1.1. 6 AMW/CC or designated representative directs the Command Post to implement a Primary CAT Recall.
- 4.2.1.2. Command Post will notify the following commanders and staff agency chiefs: 6 AMW/CV, 6 AMW/CCC, 6 AMW/DS, 6 OG/CC, 6 LG/CC, 6 SPTG/CC, 6 MDG/CC, 6 AMW/XP, 6 AMW/CP, 6 AMW/SE, 6 AMW/JA, and 6 AMW/PA. Additionally, the Command Post will notify Intelligence, 6th Operations Support Squadron (6 OSS/IN) and Weather Flight (6 OSS/OSW) to send briefers to the Command Post.
- 4.2.1.3. When possible, members will report to the Command Post a minimum of 10 minutes prior to the scheduled briefing time to review applicable messages and recall personnel as needed.

4.2.2. Expanded CAT Recall:

4.2.2.1. 6 AMW/CC or designated representative directs the Command Post to implement an Expanded CAT Recall.

4.2.2.2. Command Post will notify all Primary CAT members along with intelligence and weather briefers, plus USCENTCOM, USSOCOM, JCSE, NOAA, and AFOSI Det 323.

4.2.2.3. When possible, members will report to the Command Post a minimum of 10 minutes prior to the scheduled briefing time to review applicable messages and recall personnel as needed.

4.2.3. General Recall:

4.2.3.1. Command Post will notify all personnel and agencies identified in paragraph 4.2.2.2., plus one 24-hour work-center for each group. Upon receiving notification, all units will initiate their pyramid recall procedures and CAT members will report to the Command Post within one hour of the recall initiation time or as otherwise directed.

4.2.3.2. Each contacted individual will:

4.2.3.2.1. Initiate their portion of the telephone pyramid as detailed in their unit recall procedures. Contact will be made with each individual personally. Information on the mission tasking will not be relayed; only reporting instructions will be discussed. If an individual cannot be reached, contact the personnel the absent individual would normally call. Advise your UCC about personnel that could not be reached and were skipped in the pyramid.

4.2.3.2.2. Report to their normal duty station unless directed otherwise. Dress is the utility uniform/battle dress uniform (clothing as required for mission-essential civilian personnel). During incidents where immediate response of emergency personnel is required, the duty uniform requirement can be waived by the unit for those personnel not at home when notified of the recall. In these cases, the unit will arrange for personnel to change into the duty uniform as soon as the situation allows. Deployment personnel will report with their deployment bags. Attached pilots will remain at their normal duty station unless the squadron commander declares the need for all pilots to report in. The attached pilots will then notify their respective UCC and report as requested.

4.2.4. READY Team Recall:

4.2.4.1. Only the 6 AMW/CC or 6 AMW/CV has the authority to recall READY augmentees.

4.2.4.2. The using organization will request augmentation by coordinating with their group commander or designated representative. The using activity will not contact augmentees directly. Exception: Due to the immediate response requirement for READY Team recalls, Group READY monitors will directly contact READY augmentees.

4.2.4.3. The 6 SPTG/CC or Deputy Commander (6 SPTG/CD) may request recall of 6th Security Forces Squadron (6 SFS) augmentees.

4.2.5. Telephone Standby Recall. Units will complete their pyramid alert notifications and remain on telephone standby. CAT members may be directed to report to the CAT located in the Command Post.

4.2.6. Selective Recall. If the 6 AMW/CC or designated representative directs a selective recall, the Command Post will notify those agencies previously identified to support that operation or agencies identified by the 6 AMW/CC and relay instructions.

4.2.7. Communication-Out (Comm-Out) Recall.

4.2.7.1. Communications-Out Recall procedures will be implemented if the commercial telephone system is inoperable and a recall is necessary, or if the nature of the threat and need for security dictate.

4.2.7.2. Command Post will direct the 6 SFS to contact the wing commander, brief him on the situation and, if required, request his presence in the Command Post. The runner will return to the Command Post and relay any instructions received from the 6 AMW/CC.

4.2.7.3. As directed by the 6 AMW/CC, the Command Post will provide addresses to and direct the 6 SFS to dispatch patrols to the following senior officers' on-base residences:

4.2.7.3.1. 6 AMW/CV

4.2.7.3.2. 6 OG/CC

4.2.7.3.3. 6 LG/CC

4.2.7.3.4. 6 SPTG/CC

4.2.7.3.5. 6 MDG/CC

4.2.7.4. On Base: Command Post will notify the Security Forces Control Center (SFCC) to dispatch sound equipped security forces vehicles to common use, base dormitory, and housing areas. Additionally, the Command Post will utilize Base Public Address System (Giant Voice) and the Commander's television channel, as necessary.

4.2.7.5. Off Base: With the approval of 6 AMW/CC, the Command Post will notify 6 AMW/PA who will request local television and radio media announce the recall of MacDill AFB personnel.

4.2.7.6. When contacted, individuals will initiate their portion of the unit's Communications-Out Recall, then report to duty.

4.2.8. Alert Notification Test. A practice or test of the pyramid notification system. Units will complete their telephone calls and report results through their respective chains of command.

5. Reporting.

5.1. UCCs will report their manning strength to their applicable Group Control Center (GCC). GCCs will report for their units directly to the Contingency Support Staff (CSS) located in the Command Post. Wing staff agencies will report unit manning strength information to the 6 AMW/DS administration. The 6 AMW/DS will report personnel strength number to the 6th Mission Support Squadron (6 MSS) UCC for inclusion into 6 SPTG accountability. This information will be reported initially when the UCC is manned and every hour (UCCs/GCCs back-up report times accordingly) until 100 percent of the unit and group is accounted for.

5.2. The 6 MSS Commander (6 MSS/CC) will appoint a CSS representative who will compile this information for the CAT Director for updating the CAT on the current strength status a minimum of

every hour, starting 1 hour after recall. For a general recall of all personnel, the following objectives apply:

- 5.2.1. Twenty-five percent (25%) of available personnel within 1 hour.
 - 5.2.2. Seventy-five percent (75%) of available personnel within 2 hours.
 - 5.2.3. One hundred percent (100%) of available personnel within 3 hours.
 - 5.2.4. All recall messages (**Attachment 7** and **Attachment 8**) for temporary duty (TDY)/leave personnel generated/sent within 4 hours.
 - 5.2.5. UCCs will be prepared to provide copies of all recall messages to their GCC or CSS representative as requested.
- 5.3. The strength reports for the CSS, GCCs, and UCCs will include; 1) total assigned personnel, 2) total available for duty, 3) total present for duty or accounted for, and 4) total percentage present for duty. Each GCC and UCC is responsible for maintaining all worksheets (see **Attachment 5** and **Attachment 6**).
- 5.3.1. The 6 MSS will conduct training on strength accounting and reporting with all GCCs. Training should be accomplished within 30 days of initial appointment and on an annual basis thereafter. Training must be documented by the GCC.
 - 5.3.2. The GCCs are responsible for conducting training on strength accounting and reporting with their UCCs. Training should be accomplished within 30 days of initial appointment and on an annual basis thereafter. Training must be documented by the UCC.

6. Alert Notification Test. Communications tests are designed to evaluate the effectiveness of the recall system, but personnel are not required to report to their duty stations. Status reports are not required nor will the READY program be implemented. Called units will record the time the communications test is completed (last person contacted) and report the results back to their group recall monitor, who will telephonically report to the Command Post. This information will be provided to the Command Post no later than close of business the first duty day following the test.

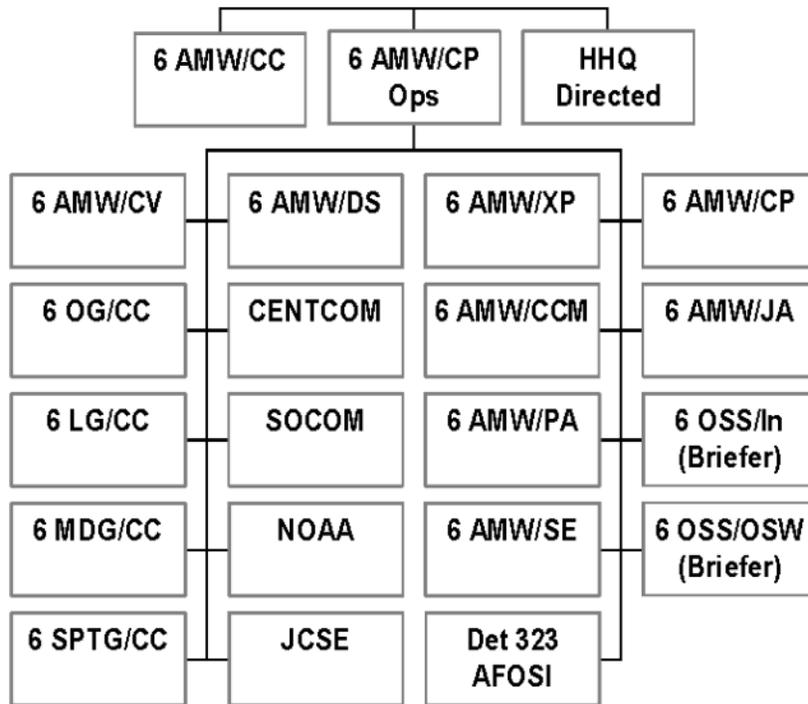
7. Records Management. Maintain and dispose of all records according to AFMAN 37-139, *Records Disposition Schedule*.

WILLIAM W. HODGES, Brig Gen, USAF
Commander

Attachment 2

EXPANDED CAT RECALL FLOWCHART

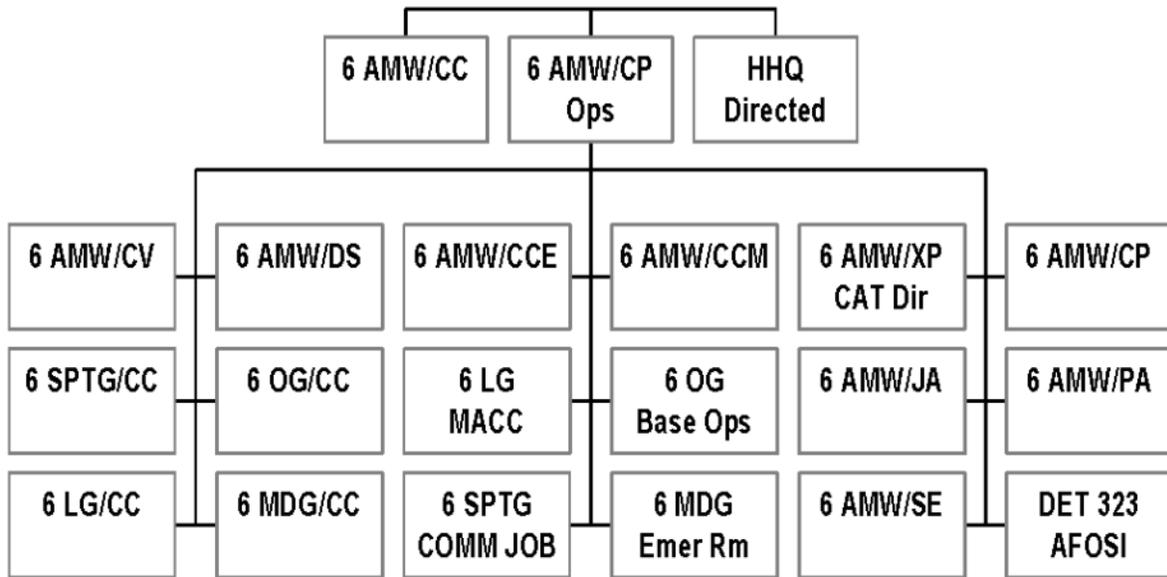
EXPANDED CAT RECALL FLOWCHART



Attachment 3

GENERAL RECALL FLOWCHART

GENERAL RECALL FLOWCHART



Attachment 4

TENANT UNIT NOTIFICATION RECALL

TENANT UNIT NOTIFICATION/RECALL

A4.1. Each group is responsible for developing appropriate checklists and initiating their respective unit recalls/alerts for their group, supported tenants, and all other agencies under their command. Recall of tenant units will be specifically directed in the recall instruction when their presence is required.

A4.2. When requested by the Command Post, Base Operations will notify 24-hour agencies via the Secondary Crash Net of a recall or any other information as directed by the commander or CAT.

A4.2.1. 6 AMW/DS notifies:

USCENTCOM Command Center through 6 AMW/CP
USSOCOM Command Center through 6 AMW/CP
JSCE through 6 AMW/CP
NOAA through 6 AMW/CP
MacDill Federal Credit Union through 6 AMW/XP (CAT)
Area Defense Council through 6 AMW/JA
USDA (MEDFLY) through 6 AMW/XP (CAT)

A4.2.2. 6 OG notifies:

Det 1, 347 RQW
AWACS
Civil Air Patrol
HQ AMC/AOS OL-J
612 ASOS Det 3 (SOUTHAF)
Det B, 229th Aviation Regiment
Army NG Range Control

A4.2.3. 6 LG notifies:

Precision Measurement Equipment Laboratory through 6 MXS
Defense Fuels Support Center
Defense Reutilization and Marketing Office
DLA Maps Support Office
Det 21, Aerospace Fuels Lab

A4.2.4. 6 SPTG notifies:

Defense Investigative Service through 6 SFS
Det 1, AFOSI through 6 SFS
AAFES through 6 SVS
Commissary through 6 SVS
Boy Scouts through 6 CES
Girl Scouts through 6 CES
Major construction contractors through 6 CES
Corps of Engineers - Jacksonville through 6 CES
Corps of Engineers - Mobile through 6 CES

A4.2.5. 6 MDG notifies:

622 AES

American Red Cross

US Army Recruiting Battalion Tampa

Air Force Audit Agency

A4.2.6. USCENTCOM notifies:

All subordinate units and direct support agencies

A4.2.7. USSOCOM notifies:

All subordinate units and direct support agencies

Attachment 5

UNIT CONTROL CENTER (UCC) WORKSHEET & STATUS REPORT

UNIT CONTROL CENTER (UCC)
WORKSHEET & STATUS REPORT

REFERENCE START TIME (RST - CMD Post Initiated Recall):	
TODAY'S DATE:	

UCC ACTIONS:

- ★ NOTIFY THE GCC ONCE YOUR UCC IS UP AND OBTAIN THE RST
- ★ REPORT THE BELOW "STATUS REPORT TO GCC" 10 MINS PRIOR TO EACH HOUR

UCC WORKSHEET

1	TOTAL PERSONNEL ASSIGNED:			
2	TOTAL PERSONNEL DISQUALIFIED FOR DUTY (2a+2b+2c+2d):			
	2a	OVERSEAS TDY:		
	2b	OVERSEAS LEAVE:		
	2c	IN HOSPITAL / ON QUARTERS:		
	2d	IN MIL/CIV CONFINEMENT:		
3	TOTAL PERSONNEL AVAILABLE FOR DUTY (Block 1 minus Block 2):			

STATUS REPORT TO GCC

	RST + 1 Hr	RST + 2 Hrs	RST +3 Hrs	As Needed
TOTAL DISQUALIFIED FROM DUTY:				
TOTAL AVAILABLE FOR DUTY:				
TOTAL REPORTED FOR DUTY or ACCOUNTED FOR:				

Blocks 2a & 2b - Personnel on Overseas leave(s) and TDY(s):

- ★ *For both exercises and real world situations are reported as disqualified for duty until back in CONUS.*

Blocks 3 - Personnel on CONUS leave(s) and TDY(s):

- ★ *For exercises are reported as available for duty.*
- ★ *For real world situations do not report personnel as available for duty until actually contacted.*

CREW REST: All functional areas routinely conducting 24-hour operations or requiring crew rest (i.e., Security Forces, Fire Department, aircrews, ATC/C2 controllers, etc.) may be recalled, placed on telephone standby or otherwise accounted for, depending on the requirements of the recall (e.g., deployment generation, THREATCON, etc.).

Attachment 6

GCC/CSS STATUS REPORT

DATE _____

UNIT	RST +1 HR			RST +2 HRS			RST +3 HRS			AS NEEDED		
	TOTAL AVAILABLE FOR DUTY	TOTAL PRESENT FOR DUTY	PERCENT ACCOUNTED FOR	TOTAL AVAILABLE FOR DUTY	TOTAL PRESENT FOR DUTY	PERCENT ACCOUNTED FOR	TOTAL AVAILABLE FOR DUTY	TOTAL PRESENT FOR DUTY	PERCENT ACCOUNTED FOR	TOTAL AVAILABLE FOR DUTY	TOTAL PRESENT FOR DUTY	PERCENT ACCOUNTED FOR
6 AMW STAFF -												
6 CES												
6 SFS												
6 MSS												
6 SVS												
6 CS												
6 OSS												
91 ARS												
310 AS												
6 TRANS												
6 CONS												
6 SUPS												
6 AGS												
6 MXS												
6 LSS												
6 MDOS												
6 MDSS												
6 AMDS												
6 DS												
TOTAL												

TOTAL ASSIGNED: The total number of personnel assigned to the organization
TOTAL AVAILABLE FOR DUTY: The number of personnel who, for exercises, are in a present for duty status or CONUS leave or TDY. For actual situations, personnel are in a present for duty status or on CONUS leave or TDY and have been contacted.
TOTAL PRESENT FOR DUTY: The total number of personnel who have actually reported in for duty (exceptions as needed for 24-hour/crew rest personnel), for exercise and actual situation.
PERCENT PRESENT & ACCOUNTED FOR: Percentage based on the total personnel assigned as compared to the total personnel not contacted or reported in.

Attachment 7

RECALL OF TDY PERSONNEL



/// EXERCISE / EXERCISE / EXERCISE ///

DEPARTMENT OF THE AIR FORCE
 6TH AIR MOBILITY WING (AMC)
 MACDILL AIR FORCE BASE, FLORIDA

MEMORANDUM FOR 56 TRS/CC
 12 MSS/CC

FROM: 6 MSS/CC

SUBJECT: Recall of TDY Personnel

1. The following personnel are TDY to your unit. Request your assistance notifying personnel to return to their home station immediately. Request members contact home station commander support staff or commander ASAP. Your assistance in this matter is appreciated.

GRADE	NAME	SSN	AFSC	ATTACHED UNIT
SSGT	DOE, JOE	XXX-XX-XXXX	3S0X1	56 TRS
SSGT	DOE, JOHN	XXX-XX-XXXX	3S0X1	12 MSS

2. Should you have any questions, my Unit Control Center can be reached at DSN 896-2724.

SANDRA A. MOSCOVIC, Major, USAF
 Commander, 6th Mission Support Squadron

/// EXERCISE / EXERCISE / EXERCISE ///

- Personnel TDY out of the local area (within the CONUS) who are required, will be recalled by phone first. If unsuccessful in reaching the member by phone, the member is to be recalled by recall message. UCCs will prepare recall messages by either wing recall guidance or unit commander direction. Recall messages will be sent not later than RST+4 hours.
- **ATTEMPT TO CALL FIRST!** For exercises and real world, attempt to call the members first, prior to proceeding to the recall message (DO NOT transmit message for exercises).
- During wing exercises, all messages recalling personnel from TDY will be annotated "EXERCISE, EXERCISE, EXERCISE" and **will not be transmitted.**

Attachment 8

RECALL OF LEAVE PERSONNEL

/// EXERCISE / EXERCISE / EXERCISE ///

DEPARTMENT OF THE AIR FORCE
 6TH AIR MOBILITY WING (AMC)
 MACDILL AIR FORCE BASE, FLORIDA



MEMORANDUM FOR LT JOSEPH C. BLOE
 1045 E. 10TH AVE
 BAYONNE, NJ 07002

FROM: 6 MSS/CC

SUBJECT: Recall of Leave Personnel

1. Lt Joseph C. Bloe, SSN XXX-XX-XXXX, you are instructed to return to your place of duty immediately. A military emergency exists that requires termination of your leave. Return immediately to your duty section by the most expeditious means available.
2. Contact home station commander support staff/commander ASAP at DSN 968-2724 or Commercial (813) 828-2724. Your assistance in this matter is appreciated.

SANDRA A. MOSCOVIC, Major, USAF
 Commander, 6th Mission Support Squadron

/// EXERCISE / EXERCISE / EXERCISE ///

- Personnel TDY out of the local area (within the CONUS) who are required, will be recalled by phone first. If unsuccessful in reaching the member by phone, the member is to be recalled by recall message. UCCs will prepare recall messages by either wing recall guidance or unit commander direction. Recall messages will be sent not later than RST+4 hours.
- **ATTEMPT TO CALL FIRST!** For exercises and real world, attempt to call the members first, prior to proceeding to the recall message (DO NOT transmit message for exercises).
- During wing exercises, all messages recalling personnel from TDY will be annotated "EXERCISE, EXERCISE, EXERCISE" and will not be transmitted.

Attachment 9

MACDI 10-201 DISTRIBUTION

MACDI 10-201 DISTRIBUTION

<u>ADDRESSEE</u>	<u>NO. COPIES</u>	<u>ADDRESSEE</u>	<u>NO. COPIES</u>
USSOCOM/RCJ1	1	<u>6TH MEDICAL GROUP</u>	<u>6</u>
USSOCOM/RCJ3-OC	1	CC	1
USCENTCOM/CCJ3-CC	1	AMDS/CC/SGPR	2
<u>6TH AIR MOBILITY WING</u>	<u>18</u>	MDSS/CC	1
CC	1	MDOS/CC	1
CV	1	DS/CC	1
DS	1	<u>6TH SUPPORT GROUP</u>	<u>15</u>
CCE/CCEA	2	CC	1
CVI	1	CES/CC/CEF/CEX	3
PA	1	SFS/CC/SFOL/SFOS	3
CP	2	SVS/CC/SVX	2
JA	1	CS/CC/CSX	2
SE	1	MSS/CC/DPM/DPMD/DPMMAE	4
HC	1		
HO	1	<u>TENANT UNITS</u>	<u>7</u>
MEO	1	DET 323, AFOSI	1
CPTS/CC	1	NOAA	1
MO	1	AMERICAN RED CROSS	1
XP/XPL	2	622 AES	1
		JCSE	1
<u>6TH OPERATIONS GROUP</u>	<u>13</u>	290th JCSS	1
CC/CCQA/DOV	3	347th RQW, DET 1/CC	1
OSS/CC/DO/OSA/OSAT/OSW/IN	6		
91 ARS/CC/DO	2		
310 AS/CC/DO	2		
<u>6TH LOGISTICS GROUP</u>	<u>14</u>		
CC/CCQA	2		
TRNS/CC/LGTO/LGTR	3		
SUPS/CC/SUF	2		
CONS/CC	1		
AGS/CC/CCM	2		
MXS/CC/CCM	2		
LSS/CC/LGLOP	2		