

**BY ORDER OF THE
COMMANDER, PACIFIC AIR FORCES**

PACAF INSTRUCTION 10-202

15 AUGUST 1997



Operations

**HEADQUARTERS PACIFIC AIR FORCES
PYRAMID NOTIFICATION SYSTEM**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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Supersedes PACAFI 10-202, 1 September 1995

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Pages: 12
Distribution: F

This instruction implements AFPD 10-2, Readiness. It describes responsibilities and procedures for HQ PACAF Pyramid Notification. It does not apply to the Air National Guard or US Air Force Reserve units and members. ***This publication applies to HQ PACAF only.***

SUMMARY OF REVISIONS

This instruction changes the responsible agency for developing and maintaining the HQ PACAF Pyramid Notification System procedures from Chief, Command and Control Division (DOC) to the PACAF Command Center. This instruction adds a chapter on HQ PACAF Recall and Strength Accounting procedures. Five attachments were also added; sample of Strength Accounting, sample of Sign-in sheet, Sample of DCC Strength Accounting, sample Message Format to recall off-island TDY members, and sample message format to recall off-island members who are on leave. New or revised materials are indicated by an asterisk (*).

Chapter 1

PYRAMID NOTIFICATION SYSTEM

1.1. General. This instruction provides a system to expeditiously pass critical information to HQ PACAF military and key civilian personnel. Primary method is an expanding telephonic network (pyramid) to notify key personnel only or the entire HQ staff. An alternate procedure is provided for recall during communications outages. The pyramid notification system may be activated to implement a general recall, telephone standby, information relay, or a communications test of the notification system.

1.2. Responsibilities:

1.2.1. COMPACAF will direct activation of the pyramid notification system IAW established plans.

1.2.2. Vice COMPACAF, when COMPACAF is unavailable, will direct activation of the pyramid notification system IAW established plans.

1.2.3. Director of Operations (DO), when COMPACAF and Vice COMPACAF are unavailable, will direct activation of the pyramid notification system IAW established plans.

1.2.4. PACAF Command Center will develop and maintain procedures to notify each Directorate/Special Staff Agency.

1.2.5. PACAF Command and Control Center Controller Team, when directed by appropriate authority (ref para 1.1.1. thru 1.2.3.), will activate the HQ PACAF Pyramid Notification System. HQ PACAF/CCQ is the Unit Control Center (UCC) and will perform all accountability and strength accounting responsibility.

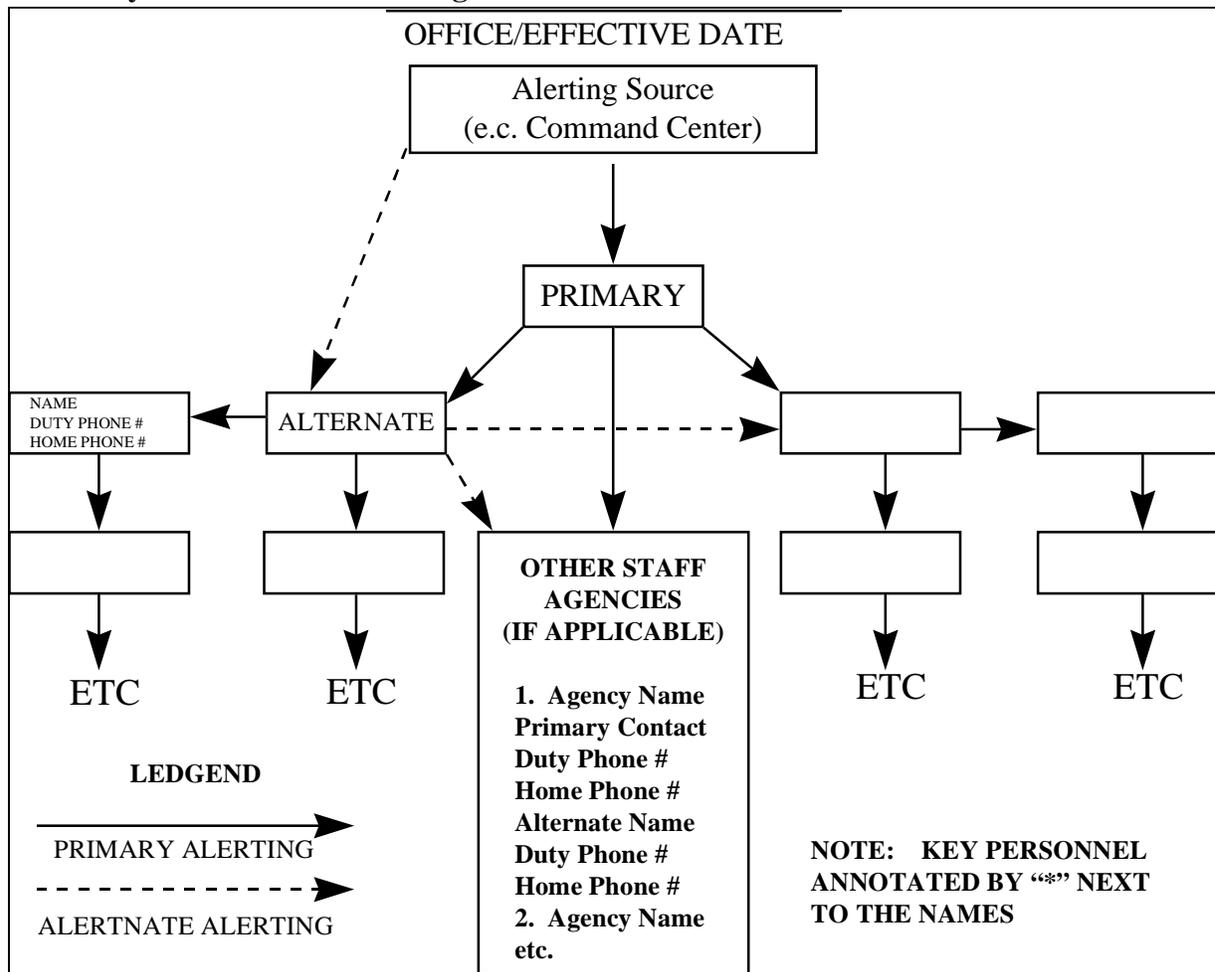
1.2.6. Directorates/Special Staff Agencies.

1.2.6.1. Prepare and maintain their own pyramid notification diagram marking the diagram "FOR OFFICIAL USE ONLY". A sample format is provided in Figure 1.1. The diagrams will be updated as personnel changes occur to maintain the responsiveness of the system. Recall rosters and changes will be provided to the PACAF Command Center.

1.2.6.2. Appoint a system monitor to maintain currency of the pyramid notification diagram. Provide the name of the system monitor to the PACAF Command Center.

1.2.6.3. Give one copy of the pyramid diagram to each person listed in the diagram. All personnel will keep a copy of the pyramid diagram with them at all times.

Figure 1.1. Pyramid Notification Diagram.



1.3. Pyramid Activation Procedures:

1.3.1. All agencies will use the following statements as required:

1.3.1.1. GENERAL RECALL: This is (identify yourself). General recall has been activated for Headquarters PACAF. Report to your duty station after completing your portion of the pyramid notification.

1.3.1.2. KEY PERSONNEL RECALL: This is (identify yourself). Key Personnel recall has been activated for Headquarters PACAF. Key personnel report to your duty station after completing your portion of the pyramid notification.

1.3.1.3. TELEPHONE STANDBY: This is (identify yourself). Telephone standby has been declared for Headquarters PACAF. Remain by your telephone until further notice. Complete your portion of the pyramid notification.

1.3.1.4. PYRAMID NOTIFICATION SYSTEM INFORMATION: This is (identify yourself). Pyramid Notification System information follows:(insert message)..... Complete your portion of the pyramid notification.

EXAMPLE: "This is the PACAF Command Center. Pyramid system information follows: The PACAF Crisis Action Staff was activated at _____W. All key personnel will report to the Senior Staff Briefing Room (SSBR) immediately. Complete your portion of the pyramid notification."

1.3.1.5. The person contacted by the PACAF Command Center, regardless of position in the published alerting sequence, is responsible for ensuring that the pyramid for his/her directorate/staff agency is fully activated including any "other staff agency" notification.

1.4. Alternate Activation Procedures-Communications Outage:

1.4.1. In the event telephone communications are inoperative, the following actions will be taken.

1.4.2. PACAF Command Center controller team will notify the PACAF Elite Guard.

1.4.3. PACAF Elite Guard will notify the Hickam Law Enforcement Desk Sergeant to dispatch public address-equipped vehicles to recall HQ PACAF personnel to their duty stations.

1.4.4. Directorates/Special Staff Agencies will devise a system for recall of critical/essential off-base personnel during a communication outage.

1.5. Security:

1.5.1. Notification will include only essential, unclassified information. All information related to a recall is privileged and releasable only on a need-to-know basis. The notification will be accomplished rapidly to limit information available to a potential enemy and minimize speculation and undue concern by the civilian populace.

Chapter 2

HQ PACAF RECALL AND STRENGTH ACCOUNTING PROCEDURES

2.1. Purpose :

2.1.1. To establish HQ PACAF staff recall and strength reporting procedures, and to provide Directorate Control Centers (DCCs) useful tools to provide strength accounting inputs to the Unit Control Center (UCC), the PACAF Headquarters Squadron Commanders Support Staff (PACAF/CCQ).

2.2. Scope:

2.2.1. These procedures apply to real-world contingencies, natural disasters and PACOM directed exercises. They will not be implemented during 15 ABW exercises.

2.2.2. These procedures apply to all directorates, Field Operating Agencies (FOAs), and squadrons assigned to the Headquarters.

2.2.2.1. FOAs and squadrons assigned to the Headquarters, will report to their directorate. Their strength accounting information will be included in the DCC report to the UCC.

2.2.3. In the event of a power or communication outages, DCCs will deliver all strength reporting correspondences to UCC, Bldg. 1102, Rm. G204.

2.3. OPRs for Strength Accounting Procedures:

2.3.1. 15 ABW Personnel Control Center (15 ABW/PCC) is the POC for real-world contingency or natural disaster scenarios.

2.3.1.1. Primary: Bldg. 2115, Room 115 Phone: 449-0094/6622/9722 Fax: 449-6166

2.3.1.2. Alternate: Bldg. 1102, Room M-3 (Personnel Readiness Unit) Phone: 449-9979

2.3.2. UCC is the POC for COMPACAF-directed recall, (for exercise or other limited purpose involving only the Headquarters).

2.3.2.1. Bldg. 1102, Room G204 Phone: 449-4547/4548/4549 Fax: 449-4550
@wpgate.hqpacaf.af.mil

2.3.3. DCCs are the POCs for directorate strength accounting.

2.4. UCC Responsibilities:

2.4.1. Upon activation, the UCC will call/email the DCCs, and have them check PC-III, to identify those assigned/attached and those personnel on TDY/leave.

2.4.2. Prepare/consolidate DCC strength accounting report IAW Atch 1. If HQ PACAF/CCQ is not on tracker--Automated Contingency Tracking System, the PCC will call the PACAF UCC to obtain strength figures.

2.4.2.1. The UCC will provide reports to the Personnel Control Center at R+1:00, R+2:00, R+3:00 until 100% accountability is reached.

2.4.3. The consolidated UCC initial strength or "available numbers" substantiated by reports from the DCCs should not change in subsequent reports.

2.4.4. The UCC will provide initial and refresher training to DCC personnel on these procedures.

2.5. DCC Responsibilities:

2.5.1. Ensure those members required to report for duty sign in on an accountability roster (Atch 2) with time notified and time arrived. This procedure is used to manage unit strength and to check recall response time.

2.5.1.1. Check PC-III and identify actual personnel assigned, attached personnel on TDY and on leave, and prepare strength accounting report in accordance with Atch 3.

2.5.1.2. R+(ASAP) **Initial** Strength Check. Report only the TOTAL of each category. The initial strength numbers reported by the DCCs should not change in the subsequent available reports.

2.5.1.3. Report available updates as established between the UCC and DCC until 100% accountability is achieved.

2.5.2. Prepare and deliver a list to the Orderly Room (NLT **R+3:30**) of personnel on **pass, leave or TDY in the local area**.

2.5.3. Prepare and deliver messages & memorandums recalling personnel and deliver to UCC NLT **R+3:30**.

2.5.3.1. To recall personnel on leave outside the local area, a memorandum (Atch 5) will be provided to the UCC signed by directorate executive officer or designated representative. UCC will deliver memorandum to PCC.

2.5.3.2. To recall personnel TDY outside the local area: Prepare SARAH-LITE message (Atch 4). Messages must be presented on diskett and hard copy. Use a low density floppy (3.5 or 5.25) diskette with releasing document signed by the directorate executive officer or designated representative.

STEVEN R. POLK, Brig Gen, USAF
Director of Operations

Attachment 1

SAMPLE OF DCC STRENGTH ACCOUNTING

DIRECTORATE: LG

RECALL DATE: 15 Aug 97

DY/MO/YR

R= 0600

	INITIAL	INITIAL	INITIAL	INITIAL	INITIAL		
	115	15	10	2	88		
	#ASGND	TDY	LEAVE	OTHER	AVAILABLE	PRESENT	RECALL
	PCIII	MESSAGE					
R+ :30							60
R+ :45	NC	NC	NC	NC	NC		65
R+ 1:00	NC	NC	NC	NC	NC		73
R+ 1:15	NC	NC	NC	NC	NC		87
R+ 1:30	NC	NC	NC	NC	NC		88
R+ 3:20	NC	NC	NC	NC	NC		

Attachment 2

SAMPLE OF SIGN-IN SHEET

RECALL DATE: REAL-WORLD

PACAF CC DIRECTED

HQ PACAF STAFF ONLY

R= 0600L

DIRECTORATE: LG

					HR:MIN
	<u>RANK</u>	<u>NAME</u>	<u>TIME NOTIFIED</u>	<u>TIME ARRIVED</u>	<u>RESPONSE TIME</u>
1	MSgt	Smith	0615	0700	:45
2	Col	Chapman	0620	0705	:45
3	1Lt	Ashton	0610	0705	:55
4	SSgt	Mullins	0615	0705	:55
5	A1C	Doe	0615	0700	:45
6	A1C	Still	0616	0705	:49
7	SSgt	Franks	0616	0705	:49
8	Capt	Jones	0622	0710	:58
9	Amn	Hams	0625	0710	:45
10	AB	Harris	0625	0713	:48
11	TSgt	Love	0630	0715	:45
12	TSgt	Davis	0632	0700	:28
13	AB	Taylor	0635	0700	:25
14	SSgt	Smith	0635	0704	:29
15	SSgt	Adams	0645	0730	:45
16					
17					
18					
19					
20					
21					
22					

Attachment 3

SAMPLE OF STRENGTH ACCOUNTING

STRENGTH REPORT

RECALL DATE: 8/15/97

DY/MO/YR

R= 0600

DIRECTORATE	#ASGND	TDY	LEAVE	OTHER	INITIAL	INITIAL	INITIAL	INITIAL	PRESENT	PRESENT	PRESENT	PRESENT	RECALL
					R+ :30	R+ :45	R+ 1:00	R+ 2:00					
DS	220	20	10	5	20	34	70	78	85				
DO	50	2	3	0	10	30	45	45	45				
PACAF AOS	130	25	5	0	50	60	70	100	100				
XP	100	0	0	0	25	35	60	85	100				
CE	350	50	50	0	100	140	200	250	250				
LG	115	15	10	2	60	65	73	88	88				
PACAF CES	40	0	0	0	20	40	40	40	40				
IN	48	0	0	3	5	25	36	45	45				
PACAF AIS	104	10	0	4	30	50	67	80	90				
DP	30	3	2	0	10	16	23	25	25				
FM	40	0	10	0	5	10	30	30	30				
SC	110	5	0	5	23	51	60	79	100				
PACAF CSS	57	1	0	1	20	50	50	55	55				
PACAF APS	22	0	0	0	10	20	22	22	22				
QI	67	7	0	5	15	22	30	42	55				
SE	20	0	0	0	10	14	20	20	20				
SP	85	30	5	0	20	45	50	50	50				
SV	130	25	0	5	50	50	50	78	100				
PA	20	1	1	1	3	14	17	17	17				
HO	110	10	5	5	20	37	40	50	100				
SG	95	5	0	0	50	90	90	90	90				
HC	80	5	0	5	30	55	70	70	70				
JA	45	0	0	5	20	23	32	40	40				
IG	60	45	0	0	6	10	15	15	15				
TOTAL	2128	259	96	51	622	986	1260	1494	1632				

MESSAGES

Attachment 4

SAMPLE MESSAGE FORMAT TO RECALL MEMBERS WHO ARE TDY OFF-ISLAND

FROM: HQ PACAF HICKAM AFB HI//CCQ//

TO: The member's attached/assigned TDY unit, base, and office symbol. This can be obtained from the TDY orders.

Example: **3303STUS KEESLER AFB MS//CCQ//**

INFO: The MAJCOM/DPXX of the school, base, or exercise to which the member is TDY and PACOPS

Example: **HQ AETC RANDOLPH AFB TX//DPXX//
PACOPS HICKAM AFB HI//DPXX//**

SUBJECT: RECALL NOTIFICATION

TEXT: Example: The following personnel are TDY to your station and by order of the commander are required to return to their permanent duty station via the most expeditious means available:

FOR: Member's TDY unit designation. This helps the TDY unit to locate the deployed member.

Example: **FOR: 3303 CC: TSgt Smith, Helen A., 000-00-0000**

POC: Should be one of the orderly room clerks, first sergeant, or commander

DRAFTER'S NAME AND ADDRESS:

RELEASER'S NAME: Releaser must sign message and releasing document

Attachment 5

**SAMPLE MESSAGE FORMAT TO RECALL MEMBERS WHO ARE ON LEAVE
OFF-ISLAND**

MEMORANDUM FOR WESTERN UNION

FROM: HQ PACAF/CCQ

25 E St Ste G204

Hickam AFB HI 96853-5420

SUBJECT: Recall Notification

By order of the commander, the following personnel are to return to their home station by the most expeditious means available.

SSgt Jones, Jane A., 111-11-2222

12 Main St

New York, NY 10032

(212) 111-2222

SrA Smith, John J., 222-22-3333

10 Sunset Lane

Los Angeles, CA 94999

(714) 222-33-4444

SIGNED BY DIRECTORATE
EXECUTIVE OFFICER OR
DESIGNATED REPRESENTATIVE

THIS FORM WILL BE DELIVERED TO THE PCC. THE PCC WILL FORWARD TO WESTERN UNION FOR DISSEMINATION. MEMBERS TAKING LEAVE ON-ISLAND WILL BE RECALLED TELEPHONICALLY.