

1 NOVEMBER 1997

Operations

LEAVE AND TDY RECALL PROCEDURES



COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This publication implements Air Force Policy Directive 10-4, *Operations Planning*. This publication sets forth responsibilities and outlines procedures for recall of personnel on leave (except emergency leave) and nonessential TDY personnel. This instruction applies to all squadrons and staff agencies assigned/attached to the 60th Air Mobility Wing.

**1. RESPONSIBILITIES.** Under the Military Personnel Flight (MPF) concept, the Military Personnel Flight Commander is responsible for personnel matters pertaining to recall of assigned individuals. Squadron commanders/staff agency chiefs, control centers, squadron or commander support staffs and the Manpower Personnel Readiness Center (MPRC) share in this task. Specific responsibilities are as follows:

**1.1. Squadron Commanders/Staff Agency Chiefs.** As soon as practical following receipt of a WARNING ORDER for deployment, squadron commanders/staff agency chiefs will direct their support staffs to identify personnel on leave and TDY. Squadron commander/staff agency chiefs will determine which individuals to recall. (NOTE: Refer to the procedures section of this instruction.) DO NOT IMPLEMENT ACTUAL RECALL PROCEDURES UNTIL DIRECTED BY THE CRISIS ACTION TEAM (CAT).

**1.2. Commander Support Staffs.** Commander support staff personnel are charged with contacting recalled individuals by either telephone or message as indicated below.

1.2.1. Leave Recall.

1.2.1.1. When instructed to initiate recall procedures, the commander's support staff will recall personnel from leave using telephonic means. For personnel whose leave telephone number is not available, the commander's support staff will contact the local military or civilian law enforcement agency closest to the member's leave address and request personal notifi-

cation. If personal contact is not accomplished, the unit will prepare a recall memorandum and mail it to the individual's leave address by the most expeditious means available (Attachment 3). The unit will maintain a log of telephone contacts made and copies of letters sent out. Upon completion of leave recall (all personnel contacted by telephone and recall memos mailed), each support staff will report completion by submitting a copy of their log to the Group Control Center (GCC) through their respective Unit Control Center (UCC). The CAT representative will forward a copy of the final report to the MPRC. Negative reports will be provided as appropriate.

#### 1.2.2. TDY Recall.

1.2.2.1. When directed to initiate TDY recall, each commander's squadron support staff or equivalent will recall personnel from TDY by preparing one (1) TDY recall message per individual on TDY (except for Contingency TDYs) in the format shown at **Attachment 2** (use the SARAH-Lite message format, DD Form 173). The SARAH-Lite disk will be forwarded to the Telecommunications Center for transmission. Upon completion of TDY recall (message transmitted), each support staff will report completion and submit a paper copy of each transmitted message to the GCC. **NEGATIVE REPORTS ARE REQUIRED.** The GCC will then forward the results to their CAT representative and the CAT representative will provide a copy of the final report to the MPRC.

**1.3. Unit Control Center.** UCCs will receive notification of recall from the CAT via their GCC. UCC will then notify squadron commanders/staff agency chiefs to recall individuals on leave and TDY. UCC will also collect data related to recall of assigned personnel from their squadron support staff and relay this information to the GCC.

**1.4. Group Control Center.** GCCs are the focal points for completion of all recall letters, messages, and notifications between their respective UCCs, the CAT, and the MPRC.

1.4.1. Recall Notification. Immediately upon notification from the CAT to implement units recall procedures, the GCC will advise their UCCs, and insure compliance with the administrative requirements of this instruction.

**1.4.2. MPRC Notification.** The GCCs will notify the MPRC immediately of completion time after all recall messages have been sent and recall phone calls made. **NEGATIVE REPORTS ARE REQUIRED.** Upon completion of TDY recall by all GCCs inform the Support Group CAT representative of completion time.

**1.4.3. PROCEDURES.** Recall actions are limited to those individuals on leave (except emergency leave) or non-essential TDY personnel in the continental United States whose presence is deemed necessary to mission accomplishment. This will include personnel TDY to Transition Training Unit (TTU) at Altus AFB OK and TDY to the NCO and SNCO Academy. Individuals deployed TDY in support of contingency or other mobility operations are considered "essential TDY personnel" and are not subject to recall. In addition, members on leave and TDY will be monitored and maintained on a log by each commander's support staff. All units will dispose of recall documents as transitory files.

**1.4.4. SIMULATED RECALL.** In the event a simulated recall is directed, all correspondence will clearly state: "EXERCISE ONLY-DO NOT TRANSMIT" at the top and bottom. Messages

WILL NOT, REPEAT, WILL NOT be delivered to the Telecommunications Center for transmission.

MICHAEL J. REAGAN, Lt Col, USAF  
Director of Wing Staff

Attachment 1

TDY SARAH-LITE MESSAGE FORMAT

NOTE: The TDY Recall will use the SARAH-Lite message format (DD Form 173). The message will be formatted as follows: (This is a sample)

UNCLASSIFIED

01 01 301400Z AUG 97 00 00 UUUU ZYUW  
NO

FROM: 60 MSS TRAVIS AFB CA//CC// (INDIVIDUAL SQUADRON ADDRESS)

TO: (ADDRESS EACH TDY LOCATION NEEDED TO RECALL THE INDIVIDUALS)

INFO: HQ AMC SCOTT AFB IL//DPXCR//

ZEN: 60 AW TRAVIS AFB CA//CAT/DCC//  
60 MSS TRAVIS AFB CA//DPMD//

UNCLAS

SUBJECT: RECALL OF TDY INDIVIDUALS

1. EFFECTIVE IMMEDIATELY THE FOLLOWING INDIVIDUALS ARE RECALLED FROM TDY AND WILL RETURN TO TRAVIS AFB CA BY THE MOST EXPEDITIOUS MEANS POSSIBLE.

RANK	NAME (FULL)	TDY LOCATION (INCLUDE UNIT) TDY DATES
SSGT	JONES, JOHN J.	355 AGS, DAVIS-MONTHAN AFB AZ1 JUL - 3 NOV 97
MAJ	SMITH, ROBERT J.	437 OSS, CHARLESTON AFB SC 3 AUG - 5 SEP 97

2. INSTRUCT INDIVIDUALS(S) TO CONTACT THEIR COMMANDER SUPPORT STAFF/MISSION CONTROL TO ACKNOWLEDGE RECEIPT OF THIS MESSAGE AND ADVISE THEIR UNIT OF THEIR ESTIMATED TIME OF ARRIVAL. FURTHER INSTRUCT MEMBER THAT UPON RETURN TO LOCAL AREA TO IMMEDIATELY CONTACT THEIR IMMEDIATE SUPERVISOR TO RECEIVE FURTHER INSTRUCTIONS.

3. DIRECT ANY QUESTIONS TO (NAME OF POC) UNIT/CCS.

MICHAEL JOHNSON, A1C, USAF

60 MSS/CCS

SQUADRON COMMANDER

60 MSS/CC

CRC:

UNCLASSIFIED

301400Z

AUG 97

**Attachment 2****RECALL FROM LEAVE SAMPLE LETTER**

MEMORANDUM FOR (Individual Being Recalled)

FROM: (Unit Commander)

SUBJECT: Recall from Leave

1. Effective immediately you are recalled from leave and will return to Travis AFB CA by the most expeditious means possible. Contact the commander support staff to acknowledge receipt of this letter, and advise them of your estimated time of arrival. Upon return to the local area, immediately check-in with your immediate supervisor. He/she will give you further instructions regarding your work schedule.

2. Direct any questions to (name of POC), Unit/CCS.

**SQUADRON COMMANDER, Major, USAF**  
Commander

cc:

Group Control Center

Individual's Supervisor