

**6 FEBRUARY 2004**

**Operations**

**18TH WING RECALL INSTRUCTION**



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OPR: 18 WOC (SMSgt Patrick L. Camper)  
Supersedes 18 WGI 10-202, 7 February 2002

Certified by: 18 WOC (Maj Phillip E. Helton)  
Pages: 8  
Distribution: F

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This instruction implements AFD 10-2, *Readiness*. It establishes recall guidance and applies to 18th Wing and associate units at Kadena AB. It applies to 18th Wing and associate units at Kadena AB. This publication does not apply to the Air National Guard or US Air Force Reserve. The instruction has been substantially revised to provide standard recall, reporting, and after hours stand-by procedures.

**SUMMARY OF REVISIONS**

This instruction is a complete revision of the 18th Wing Recall instruction. It also clarifies and changes some procedures to incorporate local procedures to meet mission requirement. New or revised material is indicated by an bar (|).

**1. Overview.** Recall notifications are initiated upon direction of the 18 WG/CC or designated representative when determined locally or when directed by higher headquarters to notify Kadena personnel to report for duty in response to a contingency or crisis. Members must report ready for duty in a timely manner. Flexibility exists to accommodate a limited or full personnel recall. Conditions requiring recall notification vary from implementation of locally generated exercises to general war. The strategic location of Okinawa, the proximity of potentially hostile countries, and the mission of the 18th Wing and associate units all demand an efficient recall notification system.

**2. References.** AFI 32-4001, PACAFI 10-207.

**3. Responsibilities.** Commanders and supervisors at all levels are to ensure their personnel are familiar with this instruction. Effective execution of this plan is imperative to accomplish our mission. Unit commanders are responsible for designing recall plans that ensure rapid dissemination of recall notifications and accountability of personnel in their command. Units with personnel working shift rotations must ensure prompt notification of off-duty personnel for possible duty augmentation. Normally host nation workers and shift workers will not be recalled to duty within eight hours of their last shift or eight hours

before their next shift. In addition, aircrew members in crew rest will not be recalled to duty unless directed by the unit commander.

#### 4. Recall Execution Plan.

4.1. The 18 WG/CP notifies the 18 WG/CC when advised by higher headquarters of any condition requiring a recall notification.

4.2. The 18 WG/CC will specify type recall and the 18 WG/CP will initiate the recall in accordance with 18 WG/CP recall notification checklist. Group commanders are responsible for notifying personnel in their respective groups. Refer to 18 WG Instruction 10-201 for specific information concerning Senior Staff, Battle Staff, Survival Recovery Center, Disaster Control Group functions and responsibilities.

4.2.1. Senior Staff Recall. The Senior Staff normally consists of the wing commander, vice wing commander, group commanders, and designated wing staff agency chiefs. Refer to [Attachment 1](#) for complete list. When recalled, commanders will report to the command post in building 868 immediately unless otherwise directed.

4.2.2. Battle Staff Recall. The Battle Staff consists of the Senior Staff along with various squadron commanders and representatives from throughout the wing (see [Attachment 1](#)). When recalled, Battle Staff members will report to the command post immediately unless otherwise directed. When the situation dictates or as directed by WG/CC, they will recall their subordinate agencies and quickly assess mission-capable attainment.

4.2.3. Survival Recovery Center (SRC) Recall. When directed by the 18 MSG/CC or 18 CEG/CC, the SRC Director activates/recalls the SRC. When recalled, SRC members report to the command post immediately unless otherwise directed.

4.2.4. Disaster Control Group (DCG) Recall. When directed by the 18 MSG/CC, the 18 WG/CP will recall the DCG. When recalled, DCG members will immediately report to their primary location in building 1461 - Civil Engineering Group Readiness Flight. If building 1461 is in the cordon, the DCG will be directed to assemble at one of the following assembly points selected by the on-scene commander: Building 88, Fire Station #3 or Building 3489.

4.2.5. Type Recall. There are five recall options.

4.2.5.1. Type One Recall. A Type One Recall is a general recall; the following actions apply.

4.2.5.1.1. Military personnel report in BDU/flight suit to their duty section ASAP. Personnel on island but otherwise exempt from duty (leave/R&R) will be contacted, but do not have to report for duty unless directed. All personnel must have copies of the USAF Ability to Survive and Operate Procedures in a *Nuclear, Biological, and Chemical (NBC) Environment* (AFH 32-4014, Vol 4), and the *Airman's Manual* (AFM 10-100) readily available at all times. Personnel wearing BDU will report with non-organizational BDU cap. Reflective belts are required of all personnel.

4.2.5.1.2. Aircrew members assume crew rest/remain on telephone stand-by unless otherwise directed.

4.2.5.1.3. Shift workers assume telephone stand-by unless otherwise directed.

4.2.5.1.4. Personnel on mobility status report with mobility gear.

4.2.5.1.5. Commanders activate unit control centers (UCCs).

4.2.5.2. Type Two Recall. A Type Two Recall places the wing on telephone stand-by; the following actions apply.

4.2.5.2.1. Personnel do not report for duty. Members remain on telephone stand-by at the telephone number listed on the recall roster and wait for further instructions in accordance with squadron/unit SOP. Personnel on island but otherwise exempt from duty (leave/R&R) will be contacted but do not have to remain on telephone stand-by unless directed.

4.2.5.2.2. If stand-by status has not been terminated prior to next scheduled shift, report for duty in BDU/flight suit.

4.2.5.3. Type Three Recall. A Type Three Recall is a practice recall; the following actions apply.

4.2.5.3.1. Personnel do not report for duty.

4.2.5.3.2. Note any and all problems with the recall and pass to UCC or unit commander.

4.2.5.4. Type Four Recall. A Type Four recall is a Communications-Out recall. This type of notification may be required when telephone and radio transmissions are degraded or if the notification requires additional OPSEC. The following actions apply.

4.2.5.4.1. Initiate recall notifications without the use of a telephone or radio; notifications are made by physically contacting individuals.

4.2.5.4.2. Unless otherwise directed, the procedures for a Type Four Recall are the same for a Type One Recall except telephone and radio transmissions are either unauthorized or unavailable.

4.2.5.5. Type Five Recall. A Type Five recall returns the wing to normal operations; the following actions apply.

4.2.5.5.1. Personnel are released from stand-by status and will resume normal duty schedule.

## 5. Specific Reporting Instructions.

5.1. Unit commanders determine if/when aircrew members/shift workers will be recalled. Be specific on report-in time in order to minimize confusion.

5.2. Unit commanders determine if personnel on leave or TDY need to be recalled to accomplish the mission.

5.2.1. Recall of personnel on leave and TDY will be simulated for exercises. However, a list of personnel on leave and their phone numbers will be available at the unit and reported to the personnel readiness unit (PRU). The following general guidelines apply to recalling personnel from TDY.

5.2.1.1. Personnel who are TDY will be requested to return through their operational controlling agency. If personnel are engaged in direct support of wartime or contingency requirements they will not normally be recalled.

5.2.1.2. Personnel TDY for medical treatment or evaluation may be recalled if their medical condition is not life threatening and released by servicing physician.

5.2.2. Personnel recalled to duty will be authorized travel and transportation allowances in accordance with the *Joint Federal Travel Regulation*, Vol 1, para U4105. Unit commander support staff's will issue travel orders directing return to duty as soon as possible.

5.3. Group commanders and wing staff agency chiefs will ensure **general or selective** recall plans are tested at least once per quarter. Recall notifications initiated above unit level will satisfy this requirement.

**6. Recall Notification Methods and Signals.** Base Siren, Giant Voice, telephone, runner, and mass media (American Forces Network (AFN)) are all authorized depending on the situation.

6.1. The 18 WG/CP activates the base siren system when directed by 18 WG/CC. The wing recall signal will be THREE 1-MINUTE BLASTS AT 1-MINUTE INTERVALS.

6.1.1. Upon hearing the siren, personnel should don utility uniform, inventory their individual protective equipment (IPE) and mobility gear, and report to your duty section as soon as possible. Shift workers and aircrew members in crew rest will receive confirmation of their duty roles as determined by unit commanders and supervisors.

6.2. Telephone/communications-out pyramid and selective recall notification rosters will be created and maintained to ensure all personnel are notified. Units are encouraged to maintain detailed maps to facilitate a communications-out recall. In the event of siren or telephone system failure, all other means of notification will be used, to include commander's radio net, security police patrols, and runners.

6.3. AFN Okinawa will broadcast recall information on radio (648 AM, 89.1 FM), cable television access channels (channels 8,9,10,11), and AFN Pacific (channel 8) upon request from the 18 WG/CP, when approved by the 18 WG/CC. Message will air four times during the first hour, twice during the second hour, and once an hour during the next six hours, or until the recall notification message is withdrawn. The AFN broadcast should follow this format: "The 18th Wing Commander has directed a Type \_\_\_ recall for Kadena." Recall descriptions are provided in paragraph 4.

**7. Administration.** Unit commanders must construct a recall plan/roster that provides rapid notifications with accurate information; which also includes procedures to track personnel availability.

7.1. Recall Plan/Roster (Front Side). Units may develop their own unique recall plan/roster, but are encouraged to use **Attachment 2** as a guide. In this example, when a recall is initiated, key personnel are immediately notified, make only one or two notifications, and report for duty. As the chain progresses to about the third tier, personnel identified in the bold boxes complete the remaining notifications in their respective chains. When a reasonable attempt to notify everyone in the chain is complete, report availability status to the UCC. If UCCs have not been activated or are not available, this information is passed to the commander's support staff. UCCs will report this information to the SRC using Theater Battle Management Control System-Unit Level (TBMCS-UL).

7.2. Standard Recall Instructions (Reverse Side). To ensure all wing personnel understand the standard recall policy, **Attachment 3** must be provided as part of the recall roster. If possible, make this the reverse side of the recall roster.

- 7.2.1. Section One, Recall Procedures. Self-Explanatory.
- 7.2.2. Section Two, Pyramid Alert Notifications. This section is used to disseminate critical information throughout the wing. Normal recall procedures are used, but reporting for duty and telephone stand-by are not normally part of the pyramid alert notification.
- 7.2.3. Section Three, Mobility Guidance. Self-Explanatory.
- 7.2.4. Section Four, Phone Numbers. Self-Explanatory.
- 7.2.5. Section Five, Unit Unique. Provided for the unit's use.
- 7.3. Telephone numbers must be included on recall rosters, even if the number is unlisted.
- 7.4. Recall rosters will be marked FOR OFFICIAL USE ONLY and include the Privacy Act Statement.
- 7.5. All units/groups assigned to Kadena AB are required to forward current recall rosters to the 18 WG/CP when key personnel change or every 60 days; whichever comes first.
- 7.6. The SRC Director will ensure the 18 WG/CP has a current recall list of all SRC members.
- 7.7. 18 CEG Readiness will ensure the 18 WG/CP has a current DCG recall roster.

**8. Personnel Availability Reporting.** 18 WG standard for 100 percent personnel accounted for is 3 hours. When a recall is initiated and UCCs are activated, they must report personnel accountability status via TBMCS-UL directly to the SRC. If for some reason reporting via TBMCS-UL is not possible, secure telephone is the secondary method. Units report the commander's assessment until personnel are "100 percent accounted for". **NOTE:** Unit commanders are responsible to ensure personnel have TBMCS-UL training and active accounts.

8.1. The first unit report is submitted no later than one hour after the initiation of the recall notification. Subsequent reports will be submitted hourly until the unit is "100 percent accounted for" or until the exercise or contingency terminates. Units must be able to provide specifics on personnel accountability. The SRC will provide this information to the Battle Staff Coordinator for inclusion in Battle Staff Briefings and Updates.

**9. After Hours Stand-By Program.** The 18 WG/CP is the primary agency for receiving and responding to emergency and time critical notifications. Units not manned 24-hours a day that may be required to respond to these situations after normal duty hours need to have a current stand-by letter on file at the 18 WG/CP. All Recall/Stand-By letters must be signed by the unit/agency commander and forwarded to the Command Post NLT 5th of each month. Stand-By letters must identify specific functions and notification procedures.

9.1. After hours support is available Monday – Friday 1630 – 0730L, all day Saturday, Sunday, and federal holidays. The 18 WG/CP chief or designated representative must approve additional support.

JAN-MARC JOUAS, Brigadier General, USAF  
Commander, 18th Wing

## Attachment 1

## SAMPLE RECALL NOTIFICATION CATEGORIES

18 WG Senior Staff	18 WG Battle Staff	18 WG (Type 1,2,3,4,5)	Survival Recovery Center (SRC)	Contingency Support Staff (CSS)	Disaster Control Group (DCG)
18 WG/CC	#Senior Staff	Senior Staff	#18 MSS/CC	Battle Staff	#18 MSG/CC
18 WG/CV	18 MSG/CD	Battle Staff	#18 CONS/CC	SRC	#18 MSG/CD
18 OG/CC	18 MSS/CC	18th Wing	#SRC Director	Shogun Control	18 CES/CC
18 MSG/CC	18 WG/MO	Kadena Wide	18 MDG/Rep	Log Resource Ctr	18 TRANS/Rep
18 MXG/CC	18 SFS/CC		18 MPF/Rep		18 CS/Rep
18 MDG/CC	18 CES/CC		18 CES/Rep		18 WG/JA Rep
18 CEG/CC	718 CES/CC		18 SFS/Rep		18 SVS/Rep
18 WG/IG	18 MOS/CC		18 CS/Rep		18 WG/PA Rep
18 WG/CCC	18 MXG/CCE		18 SVS/Rep		18 MX/Rep
18 WG/WOC	18 MXG/SUPT		18 LRS/Rep		18 MDG/Rep
18WG/PA	18 MXG/MOC		18 OG/Rep		Bio Enviro Rep
#18 WG/JA	18 OSS/OSX		18 MXG/Rep		Airfield Mgmt Rep
#18 WG/HC	18 WG/CCE		SRC Execs		18 CONS/Rep
18 WG/SE	AFOSI		Bio Env Rep		18 WG/SE Rep
18 OSS/CC	18 LRS/CC				18 MSS/DPMP (Casualty)
SRC Dir	#CFAO (USN)				18 EOD Rep
18 OSS/IN	#82 RS/CC				18 WG/HC Rep
18 OSS/OSW	#390 IS/CC				390 IS/Rep
18 LRS/LGRRP/IDO	#MWLK (USMC)				82 RS/Rep
#733 AMS/CC	#353 SOG/CC				@733 AMS/Rep
					@353 SOG/Rep
					@AFOSI
					@18 CEG/Rep
					@18 CEG/R Rep

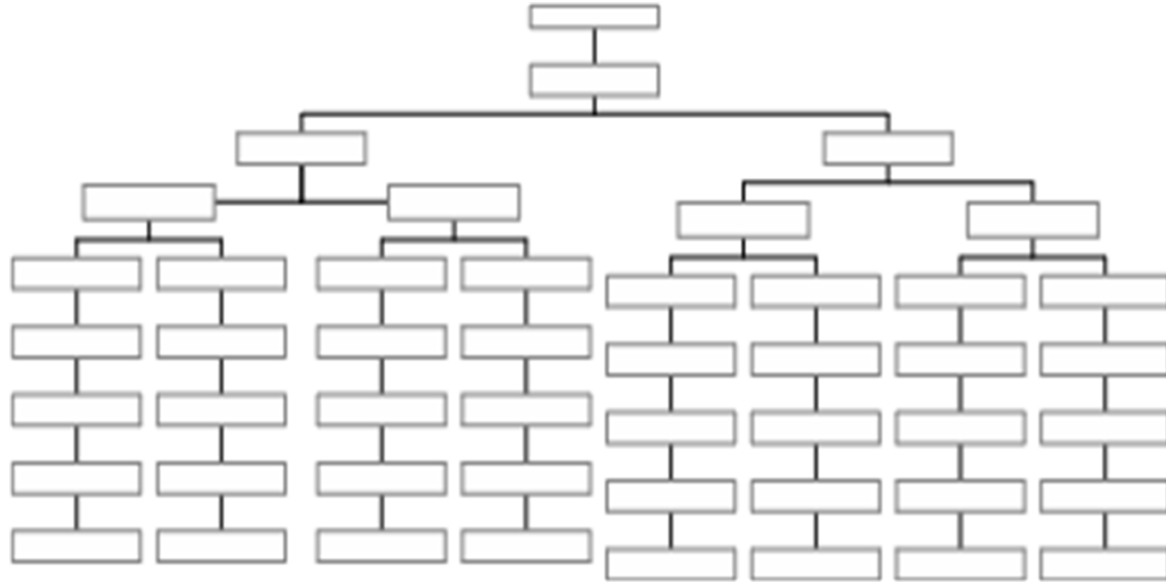
#: Notification upon 18 WG/CC request.

**BOLD:** When added to 18 WG Battlestaff this group is the Kadena Wide Battlestaff.

@: Only at DCG/CC Request.

Attachment 2

SAMPLE RECALL ROSTER, FRONT SIDE (EXAMPLE)



**NOTE:** Personnel identified in the bold boxes will notify everyone in their respective chain and report availability status to their unit control center (UCC) or commander’s support staff if UCCs are not activated.

“FOR OFFICIAL USE ONLY” PRIVACY ACT STATEMENT: The following information contained herein has been collected for the sole purpose of officially recalling personnel and is not releasable in whole or in part without the expressed consent of authorized personnel in accordance with AFI 137-132.

Attachment 3

SAMPLE RECALL ROSTER, REVERSE SIDE (MANDATORY)

FOR OFFICIAL USE ONLY  RECALL PROCEDURES		
Section 1 <b>THIS IS</b> _____ <b>FROM</b> _____ <b>INITIATE TYPE</b> _____ <b>RECALL EXCEPT NUMBER(S)</b> _____ (RANK/NAME) (UNIT) (SEE TYPE #BELOW) (IF APPLICABLE)		
<b>TYPE 1 Recall: General Recall</b> 1. Initiate recall notifications. 2. Military personnel will report in BDU/light suit to their duty section ASAP. Personnel on-island but otherwise exempt from duty (leave/R&R) will be contacted, but do not have to report for duty unless directed. 3. Aircrew members assume crew rest/remain on telephone stand-by. 4. Shift workers assume telephone stand-by unless otherwise directed. 5. Personnel on mobility status report with mobility gear. 6. Activate UCCs.		
<b>TYPE 2 Recall: Telephone Stand-By</b> 1. Initiate recall notifications. 2. Personnel do not report for duty. Members remain on telephone stand-by at the telephone listed on the recall roster and wait further instructions. Personnel on-island but otherwise exempt from duty (leave/R&R) will be contacted, but do not have to report for duty unless directed. 3. If stand-by status has not been terminated prior to your next scheduled shift, report for duty in BDU/light suit.		
<b>TYPE 3 Recall: Practice Recall</b> 1. Initiate recall notifications; include all personnel in the local area. 2. Personnel do not report for duty. 3. Note any and all problems with the recall and pass to unit OPR.		
<b>TYPE 4 Recall: Communications-Out</b> 1. Initiate recall notifications without the use of a telephone; notification must be made with physical contact. 2. Report for duty ASAP unless otherwise directed.		
<b>TYPE 5 Recall: Return to Normal Operations</b> 1. Initiate recall notifications; include all personnel in the local area. 2. Personnel are released from stand-by status and will resume normal duty schedule.		
Section 2 Pyramid Alert Notifications are used to notify base personnel of critical information (e.g., typhoon condition change). <b>THIS IS</b> _____ <b>FROM</b> _____ <b>BE ADVISED</b> _____ (RANK/NAME) (UNIT) (MESSAGE)		
Section 3 <p style="text-align: center;"><b>Mobility Bags</b></p> A-bag: Protective Gear B-bag: Cold Weather Gear C-bag: Exercise Chem Gear Personal bag: 30 Day Supply  <p style="text-align: center;"><b>Mobility Folder Contents</b></p> ID Card            Weapons Card Line Badge        LES Dog Tags           Shot Record Passport           Emergency Data Card Gov Drivers Lic (if required) OJT Records (if required)	Section 4 <p style="text-align: center;"><b>Phone Numbers</b></p> UCC                    634-xxxx Alt UCC                634-xxxx Unit UDM              634-xxxx Command Post        634-1800 SRC                    634-xxxx Mobility Processing   634-0619 Fire Department      911 Law Enforcement    632-2475 Personnel Readiness 634-1444 To dial on base from off-base, dial 938-1111 first and wait for the dial tone.	Section 5 <p style="text-align: center;"><b>Unit Unique</b></p> The alternate UCC is building XXX ATSO Guide AFH 32-4014, Vol 4 and Airman's Manual AFM 10-100 must be hand-carried during all exercises, inspections, and contingencies.