



Operations

CONTINGENCY OPERATIONS AND PREPARATION

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY.

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★ Supersedes AETCI 10-202/Keesler AFB Sup 1, 1 Sep 99. Pages: 13/Distribution: F

AETCI 10-202, 12 Sep 97, is supplemented as follows.

★ **SUMMARY OF REVISIONS**

This change incorporates interim change (IC) 99-1. It adds Staff Judge Advocate to Battle Staff and changes information at Atch 4 that is required by the Freedom of Information Act and the Privacy Act of 1974. A ★ indicates changes from the previous edition.

12.1. The primary reason a Battle Staff, Crisis Action Team (CAT), or Watch Team is activated is to provide enhanced command, control and communications in a contingency or wartime situation. At the lowest level of response, Watch Teams may be established to monitor ongoing or developing situations, which may affect the installation. The Watch Team keeps the chain of command informed (including the next higher headquarters echelon) and may recommend the watch cease or continue, or a CAT or Battle Staff be activated as required by the situation. Use a CAT concept to tailor the Battle Staff to deal with specific events or circumstances without convening or maintaining a full Battle Staff.

12.1.1. The Chief, Operations Plans (XPO) is appointed as the primary Battle Staff Coordinator (BSC) and will be augmented by officers assigned under the READY Program.

12.1.1.1. (Added) All representatives must attend Battle Staff orientation training within 30 days of appointment. The 81 TRW Operations Plans Chief (XPO) will provide training sessions on an appointment basis. Unit Plans representatives must provide in-depth unit unique training for their Battle Staff representatives. Each Battle Staff agency will provide 81 TRW/CP/XPO with a current roster of personnel appointed as Battle Staff representatives as changes occur, using the format contained in Attachment 3. The Command Post will ensure Battle Staff appointment memorandums are posted when received.

12.1.2.1. (Added) When directed by one of the following individuals (in order listed): Wing Commander, Vice Commander, Support Group Commander, Training Group Commander, or Logistics Group Commander, the 81 TRW Command Post will initiate a Battle Staff, Watch Team, CAT, and/or Disaster Control Group (DCG) recall.

12.1.3.1. (Added) Once the Keesler Command Post implements a Battle Staff recall, appropriate Battle Staff members will immediately proceed to the 81 TRW Command Post, Wolfe Hall (Bldg 4330), or other location directed in the recall notification. The Battle Staff can also be convened/recalled at a pre-determined time, as directed. During normal duty hours, immediate response time is not more than 30 minutes. After normal duty hours, response time is not more than 1 hour.

12.1.3.2. (Added) The Wing Commander or designated representative may direct a Battle Staff recall.

12.1.3.3. (Added) Battle Staff members are:

12.1.3.3.1. (Added) Wing Commander

12.1.3.3.2. (Added) Vice Commander

12.1.3.3.3. (Added) Support Group Commander

12.1.3.3.4. (Added) Training Group Commander

12.1.3.3.5. (Added) Logistics Group Commander

12.1.3.3.6. (Added) Medical Group Commander

12.1.3.3.7. (Added) Civil Engineer Commander

12.1.3.3.8. (Added) Security Forces Commander

12.1.3.3.9. (Added) Public Affairs

12.1.3.3.10. (Added) Wing Safety

12.1.3.3.11. (Added) 2 AF Commander

12.1.3.3.12. (Added) 403 Wing Commander

12.1.3.3.13. (Added) Communications Commander

12.1.3.3.14. (Added) Civil Engineer Readiness Flight Commander

12.1.3.3.15. (Added) Mission Support Commander

12.1.3.3.16. (Added) 738 Engineering Installation Squadron Commander

12.1.3.3.17. (Added) 81 TRW Wing Plans (XP) and other agencies that may be required to support Battle Staff operations (i.e., Weather, FM, CONS, OSI, DPC, or 403 WG Intel)

★ 12.1.3.3.18. (Added) Staff Judge Advocate

12.1.3.4. (Added) Battle Staff Representatives will ensure they have available all required or needed support materials during Battle Staff operations. The unit's plans representative will maintain these support materials.

12.1.3.5. (Added) During normal duty hours, Command Post personnel perform duties as entry controller until relieved by Security Forces (if required). After duty hours, the Command Post Controller on duty in the control room requests an entry controller from Security Forces (if available). If Security Forces are unavailable, the first responding Battle Staff augmentee will control entry. Upon arrival of the Wing Plans Officer or a Battle Staff augmentee, release the security force guard to resume normal duties, unless under terrorist threat condition "CHARLIE" or higher.

12.1.3.6. (Added) When directed to implement a wing recall, the Command Post will notify Group Commanders and required tenant organizations. The time recall was initiated ("X" hour) will be communicated on initial notification. Battle Staff Representatives should immediately report to the Keesler Command Post and establish contact with their Group or Unit Control Center.

12.1.3.7. (Added) When directed to implement a DCG recall, the Command Post will activate the Keesler Alert Net (KAN) during duty hours. To recall the DCG after duty hours, the Command Post will notify 81 SPTG/CC (On-Scene Commander) and 81 CE EMCS to implement the recall. DCG members will be directed to report to either the primary or alternate DCG facility. Composition of the DCG is found in 81 TRW Plan 32-1, Disaster Preparedness Operations.

12.1.6. Wing Operations Plans will develop and maintain a Battle Staff Guide to be used as written guidance for Battle Staff operations and the master copies of the Wing Battle Staff Director's emergency action checklists.

12.1.8.1. (Added) As a minimum, commanders will:

12.1.8.1.1. (Added) Ensure their unit/staff agencies develop and maintain two current pyramid recall systems or one recall system that meets the requirements of both normal and communications outage (comm-out) recalls. Recall rosters will include all military and Key Civilian (mission essential) Personnel. Personnel are required by Air Force policy/guidance to furnish this information for purpose indicated. The division that has notification responsibilities maintains a copy of each unit/staff agency's recall roster. Update these recall rosters as changes occur.

12.1.8.1.2. (Added) Provide a copy of their top echelon pyramid recall roster to the Command Post no later than the first duty day of each calendar quarter (more frequently as changes occur). If no changes have occurred within the quarter, send the Command Post an email stating "no changes have occurred." Battle Staff members and tenant units will also send a copy their recall roster to the Command Post.

12.1.8.1.3. (Added) Keep a current and accurate recall roster designating the primary and alternate personnel and who they are to notify, with address and telephone number of each, or a unit pyramid recall roster of sufficient depth to ensure contact with all personnel.

12.1.8.1.4. (Added) 81 TRG will establish procedures to recall all assigned military personnel to include permanent party and non-prior service students.

12.1.8.1.5. (Added) Civilian personnel recall rosters will list names of all mission essential civilian personnel, home address, and telephone numbers. Group Commanders will determine which civilians will be recalled unless specific guidance is given by 81 TRW/CC.

12.1.8.2. (Added) Each individual will become familiar with these instructions and with their unit's pyramid recall system. They must ensure the unit/staff agency/section pyramid recall rosters have their

correct address and phone number. Each member must keep their supervisor advised of availability; for example, available for duty, on leave, or weekend trip if out of the local area. When advised of a recall, members will proceed to their duty station/section as quickly and safely as possible, obeying all traffic laws. Wear the battle dress uniform.

12.1.8.3. (Added) Commanders of 2 AF and 738 EIS will direct implementation of this regulation in support of their units. The 403 WG will implement applicable portions of this instruction and AFRCI 10-203. In addition, 403 WG units will adhere to 403 WG Crisis Action Team directed recall options.

12.1.8.4. (Added) Each Group Control Center (GCC) or designated reporting agency will establish procedures to recall unit personnel upon implementation of this directive and accomplish the following:

12.1.8.4.1. (Added) Establish contact with the 81 MSS Personnel Readiness Unit (PRU) upon arrival at their work center, Exts 7-2153 or 7-7107, or in the event of a telephone outage, by runner to room 127, Sablich Center (building 0701). The PRU will advise units of the time (X-hour) the recall was initiated.

12.1.8.4.2. (Added) Provide PRU with the first (X+60) report not later than 75 minutes (X+75) after the recall was initiated. Provide PRU subsequent reports (X+120 and X+180) not later than 15 minutes after the reporting periods (X+135 and X+195, respectively).

12.1.8.4.3. (Added) Ensure the first strength report includes: (1) the total number of assigned and attached personnel; (2) the total number of personnel who are TDY from Keesler; (3) the total number of personnel who are on leave, or other category (e.g., otherwise excused from duty, hospitalization, appointments, or sick in quarters); and, (4) the total number of personnel who have reported for duty (PFD) as of that time.

12.1.8.4.4. (Added) The second and subsequent reports will include only the cumulative total of those personnel who have reported to duty.

12.1.8.4.5. (Added) Provide a consolidated status report of a telephonic test to the PRU during the first duty hour of the next day if retest is conducted during non-duty hours. Results will include the time of initial notification, total number of personnel contacted, assigned strength (exclude number of personnel not available for duty due to TDY, leave, hospitalization or sick in quarters from total), and time the notifications were completed.

12.1.8.4.6. (Added) Use Attachment 4 as a quick reference in developing recall information statements on unit recall checklists.

12.1.8.4.7. (Added) Establish procedures for obtaining personnel strength reports for assigned and attached personnel from staff agencies, divisions, branches, etc.

12.1.8.4.8. (Added) Use the following means to recall personnel identified as TDY, on leave, and so forth, when required:

12.1.8.4.8.1. (Added) Telephone. Use the telephone as the primary means when contacting personnel on leave. Use the phraseology contained in Attachment 4.

12.1.8.4.8.2. (Added) Message. Send a message to individuals TDY to other military locations. See suggested format in Attachment 5. **NOTE:** Messages prepared for exercise purposes must have the

following statement in the Special Instructions block of the Sarah Lite Message Format. "Do not transmit. This is an exercise message."

12.1.8.4.9. (Added) Notify those subordinate and tenant units assigned to your agency for contingency notification purposes. Host and tenant unit and tenant notification responsibilities are designated in 81 TRW Plan 32-1, Disaster Preparedness Operations. An extract is provided in Attachment 6.

12.1.8.5. (Added) Upon notification to implement a pyramid recall, commanders should pass the minimum information necessary to expedite the recall. Specific actions apply:

12.1.8.5.1. (Added) Actual Telephone recall:

12.1.8.5.1.1. (Added) State the following verbatim: "This is a (base/staff/unit) recall, implement the pyramid recall and report to your duty section/designated area immediately. Reference start time is _____ Local." (Only 81 MDG has a unit specific format.)

12.1.8.5.1.2. (Added) Do not provide explanations concerning the purpose of the recall during telephone recall notifications. Further explanation delays the pyramid alerting and could possibly compromise sensitive information.

12.1.8.5.1.3. (Added) When the primary individual cannot be reached, contact the next individual in the pyramid alert/recall chain. The contacted individual will ensure continuity of the recall system.

12.1.8.5.2. (Added) Telephone Standby Procedures:

12.1.8.5.2.1. (Added) Use telephone standby to facilitate immediate access to all unit personnel and to improve alert posture and response times to subsequent partial or total recall. **NOTE:** Normally civilian employees are not subject to recall or standby procedures because of possible call-back and overtime pay involved.

12.1.8.5.2.2. (Added) Initiate telephone standby procedures at the direction of the Wing or Vice Commander. Use the telephone pyramid recall roster. Do not contact personnel on leave or TDY unless directed by appropriate authority.

12.1.8.5.3. (Added) Commanders will establish a point of contact within their units for reporting completion of standby notification. Commanders will ensure all personnel are familiar with telephone standby procedures and are aware of their responsibilities.

12.1.8.5.4. (Added) Individuals will be familiar with telephone standby procedures and with their unit's recall system. After notification, stay close to the telephone, i.e., stay within six rings of the telephone. If you must leave your residence, contact the person responsible for notifying you. Advise him/her of your whereabouts and expected time of return.

12.1.8.5.5. (Added) Individuals conducting the telephone standby notifications will ensure continuity of the telephone standby alerting system by contacting the next individual in line when a primary contact cannot be reached. Pass all information verbatim. Always properly identify yourself and use the following phraseology verbatim: "This is a telephone standby notification. Implement telephone standby notification procedures." (Pass all other information provided.)

12.1.8.6. (Added) Communications Outage (Comm-Out) Recall Procedures:

12.1.8.6.1. (Added) The possible loss of all normal communications through a natural disaster, equipment failure, or sabotage necessitates preparing a means of recalling personnel under comm-out conditions. Since the nature of the comm-out situation cannot be predicated, the “worst-case” situation is anticipated.

12.1.8.6.2. (Added) The needs of the individual agencies vary and a standardized system is not practical. In preparing comm-out procedures, agencies should consider the following:

12.1.8.6.2.1. (Added) Normally, a system based on geographical location is more efficient than one based on duty section, work center, or chain of command. Individuals should contact a larger number of personnel than under normal pyramid recall procedures. Consider dedicating one individual to one geographical area. Emphasize early notification of key personnel. Consider the advantages of an “in-to-out” versus an “out-to-in” system. Evaluate the need to get the largest number of personnel in the shortest period of time versus the need for obtaining needed capability in critical areas. Always notify key personnel early in the process.

12.1.8.6.3. (Added) Security Forces patrols will notify 81 TRW/CC/CV, 81 SPTG/CC, 81 TRG/CC, 81 LG/CC and 81 MDG/CC provided these individuals reside in government quarters. Each commander will establish procedures to notify their staffs and subordinate units.

12.1.8.6.4. (Added) The 81 TRW/CC or designated representative will direct use of other means of getting the information to 81 TRW and associated unit personnel as deemed appropriate. These include, but are not limited to, loudspeaker equipped vehicles in the base housing areas, radio and television announcements, use of civilian law enforcement and fire department resources, and runners to all barracks.

12.1.8.6.5. (Added) Each organization should establish an effective runner system for intra-base communications as part of the overall comm-out planning effort.

12.1.8.7. (Added) The Wing Commander/Battle Staff Director will terminate recall/reporting procedures through normal communications or by a runner.

12.1.9.1. (Added) The Wing Commander may direct the Exercise Evaluation Team to conduct no-notice tests of the pyramid recall system. The Wing expectation for recall reporting is to attain 35 percent PFD within the first hour, 65 percent PFD within the second hour, and 95 percent PFD by the third hour.

12.1.9.2. (Added) For telephonic test of the pyramid alert recall, units will use the following phraseology: “This is a test of the pyramid alert recall, implement your pyramid recall, do not report to your duty station/designated area, (number) of personnel contacted thus far.” Each primary representative will provide the results of the telephonic test to the designated central point of contact, normally the unit personnel office. Results will include time of initial notification and total number of personnel contacted, assigned strength (exclude personnel not available for duty due to TDY, leave, hospitalization or sick in quarters from total). Also, include time the notifications were completed.

12.1.10. The minimum manning requirements to successfully meet the objectives of a partial recall (i.e., Disaster Control Group, Battle Staff, Mobility, etc.) have been established as determined by specific base operations plans.

12.1.10.1. (Added) Resource Augmentation Duty (READY) Program requirements in support of Battle Staff Operations are as follows:

12.1.10.1.1. (Added) Battle Staff Augmenter (Coordinator). Two officer personnel, Captain or below, minimum Secret security clearance required. Reviews incoming messages for command room actions. Ensures staff coordination on command room actions and ensures outgoing messages/reports are accomplished.

12.1.10.1.2. (Added) Battle Staff Augmenter (Recorder). Four enlisted personnel with administrative background desired; minimum Secret security clearance required.

12.1.10.1.3. (Added) Battle Staff Support Team (BSST). A team formed during contingency operations to provide operational plans implementation, administration, monitoring, and message handling expertise to the Battle Staff (BS) Director and the Battle Staff. The team consists of the Battle Staff Coordinator and Battle Staff Augmentees.

12.1.10.2. (Added) Intelligence Liaison Officer (ILO). The Wing Commander will appoint a primary and alternate officer according to AETCI 14-101, *Intelligence Functions and Responsibilities*, to function in the absence of dedicated intelligence personnel. Operations Plans will monitor ILO appointments.

12.2.1. (Added) The 81 MSS Personnel Readiness Unit (PRU) will report the status of an actual or test recall (base-wide or telephone) to the 81 TRW Command Post. This status report will contain the time the recall was initiated and the overall percentage of personnel available for duty three hours from initiation (X+180). Submit this report to the Command Post not later than 3-1/2 hours from recall initiation. Submit status reports to the MSS Battle Staff Representative at extension 7-2188, upon completion of the recapitulation of the X+ 75, X+ 135 and X+195 recall statistics.

14.2.5. (Added) The 81 TRW Command Post (CP) is the focal point for command and control actions during emergencies, contingencies, and exercises. Upon receipt of emergency action messages, notify the applicable commander and the Chief, Operations Plans (Battle Staff Coordinator). Develop checklists necessary to implement recall procedures and ensure controllers are trained to accomplish them. The CP is the initial point of contact for all emergency action messages that may require the deployment of AETC resources, Keesler support forces, or 738 EIS. The 403 WG will notify the 81 TRW Command Post upon receipt of an emergency action message directing recall for the 403 WG. The CP will maintain a current Battle Staff appointment memorandum file and will request updates to this file quarterly or as changes occur.

14.2.6. (Added) The CP will maintain current upper echelon pyramid recall rosters for the Wing Staff, Group Commanders, and tenant units.

14.3.4. (Added) Develops procedures to ensure efficient Battle Staff communication during contingencies, exercises or inspections.

14.3.4.1. (Added) The Keesler AFB Form 257, **Battle Staff Memo/Directive**, is used to communicate/document various attainment status to Battle Staff Recorders. XPO provides memos to Battle Staff Members.

16. (Added) PRESCRIBED FORM. Keesler AFB Form 16, **Battle Staff Events Log**.

17. (Added) Records Management. Maintain and dispose of all records according to AFMAN 37-139, *Records Disposition Schedule*.

MICHAEL W. BARTLETT, Colonel, USAF
Vice Commander, 81st Training Wing

Attachments (Added)

3. Format for Battle Staff Appointment Memorandum
4. Sample Telephone Recall Statements
5. Sample Message Format for Personnel TDY
6. Tenant Unit Notification (81 TRW OPLAN 32-1 Extract)
7. IC 99-1

Attachment 3**FORMAT FOR BATTLE STAFF APPOINTMENT MEMORANDUM**

MEMORANDUM FOR 81 TRW/CP/XPO

(DATE)

FROM: APPROPRIATE STAFF AGENCY, GROUP, OR UNIT

SUBJECT: Battle Staff Representative Appointment

1. The following individuals are appointed as Battle Staff (BS) representatives:

Primary (or Alternate):**Name/ Grade:****Office Symbol:****SSN:****Security Clearance:****Duty Phone:****Home Phone:****Cell Phone:****Beeper/Pager:****FAX:***NOTE:* Repeat the above information for each representative appointed.

2. This letter supersedes all previous letters from this organization.

3. Individual security clearances have been verified by the unit security manager on _____ (Date and Initials).

4. This information is **FOR OFFICIAL USE ONLY** and will be safeguarded and disposed of in accordance with AFI 37-131.**SIGNATURE BLOCK****Authorized Appointing Official****FOR OFFICIAL USE ONLY**

Attachment 4**SAMPLE TELEPHONE RECALL STATEMENTS**

Basic Instructions: Each individual will call the name listed below his/her name. If there is no answer, call the next person in line. The responsible person notifies personnel who do not have a telephone.

RECALL PHRASEOLOGY

FOR A RECALL: “This is a base/ staff /unit recall; implement the pyramid recall and report to your duty section/designated area immediately. Reference start time is _____Local.”

FOR A TELEPHONIC TEST OF RECALL SYSTEM: “This is a test of the pyramid alert recall, implement your pyramid recall. DO NOT, repeat DO NOT report to your duty section/designated area. (Number) of personnel contacted thus far.”

FOR A TELEPHONE STANDBY NOTIFICATION: “This is a telephone standby notification. Implement telephone standby pyramid notification procedures. Stay within six rings of your telephone unless told otherwise.”

NOTE: The last person on each recall list will (1) call the designated central point of contact (usually the unit control center) to ensure message has been received during the recall test, and (2) during telephonic test, give the total number of personnel contacted versus the total number assigned or attached and available. Also, include time the notifications were completed.

★ Add the following statement at the bottom of the recall roster:

“For Official Use Only: This document contains information exempt from mandatory disclosure under the Freedom of Information Act. Exemption 5 U.S.C. 552(b)(6) applies. This information is also protected by the Privacy Act of 1974 and must be safeguarded from unauthorized disclosure.”

Attachment 5**SAMPLE MESSAGE FORMAT FOR PERSONNEL TDY**

NOTE: Do not recall personnel from TDY unless directed by appropriate authority.

UNCLASSIFIED
PRIORITY PRECEDENCE

FROM: YOUR UNIT ADDRESS// CC//
TO: MEMBER'S TDY UNIT OF ATTACHMENT// CC //

INFO: SERVICING MPF OF TDY UNIT// DPMDR //
SUBJECT: IMMEDIATE RECALL TO HOME STATION - GRADE/NAME/SSN

THE UNIT COMMANDER IS DIRECTING THE ABOVE INDIVIDUAL'S IMMEDIATE RECALL/RETURN TO HOME STATION. ADVISE MEMBER TO MAKE NECESSARY TRAVEL ARRANGEMENTS TO ARRIVE AT THE EARLIEST POSSIBLE TIME/DATE. DIRECT MEMBER TO ADVISE UNIT POC OF FINAL TRAVEL ARRANGEMENTS. POC IS: YOUR UNIT ORDERLY ROOM PERSONNEL OR MEMBER'S IMMEDIATE SUPERVISOR. DSN: 597- XXXX.

DRAFTER: NAME, GRADE

RELEASER: NAME , GRADE

UNCLASSIFIED

NOTE: During recall exercises, ensure special instructions block reads: **"EXERCISE ONLY, DO NOT TRANSMIT"**

Attachment 6**TENANT UNIT NOTIFICATION (81 TRW OPLAN 32-1 EXTRACT)**Associate Unit Notification:

(1) The following list identifies base organizations tasked to contact associate unit and other base activities of contingency situations that could impact their mission/operations.

(2) Tasked organizations are responsible for notifying units of HURCONS, THREATCONS, major accidents, natural disasters, etc.

TASKED ORGANIZATION	NOTIFIES
81 TRW/CP	2 AF
81 TRW/CP	403 WG, 738 EIS
403 WG	Det 510, AF Audit Agency (Co-located)
81 TRW/UCC	CCD, CCE, CSE, CCP, HO, HC, IG, XP, Keesler NCO Academy, 33FTS, Det 2, Keesler Credit Union, Bank of Mississippi
81 LG/CC	Subordinate Units, DRMO
81 SPTG/CC	Subordinate Units, 81 SVS
81 SVS/CC	DECA (Commissary), AAFES (Base Exchange) Correctional Custody
81 MSS/CC	JA, MQ, DPC, DPE, DPM, DPF, DPN, ISR, SA, Area Defense Council, American Red Cross, 81 CPTS
81 CES/CC	All On-base Government Contractors (Engineering and Operations)
81 SFS/CC	Det 407 AFOSI, Defense Investigative Service
81 CS/CC	Defense Printing Service, All Postal Operations, including US Postal Office
81 TRG/CC	Subordinate Units, US ARMY Det, US NAVY Det, US MARINE CORP Det, AFRC Liaison
81 MDG/CC	Subordinate units, Veterinary Services

Attachment 7

5 October 1999

IC 99-1 to AETCI 10-202/Keesler AFB Supplement 1, *CONTINGENCY OPERATIONS AND PREPARATION*.

SUMMARY OF REVISIONS

This interim change (IC 99-1) to AETCI 10-202/Keesler AFB Supplement 1, adds Staff Judge Advocate to Battle Staff and changes information at Atch 4 that is required by the Freedom of Information Act and the Privacy Act of 1974.

★ 12.1.3.3.18. (Added) Staff Judge Advocate

★ **Attachment 4** -- Delete the last statement of Atch 4 and replace with the following:

Add the following statement at the bottom of the recall roster.

For Official Use Only: This document contains information exempt from mandatory disclosure under the Freedom of Information Act. Exemption 5 U.S.C. 552(b)(6) applies. This information is also protected by the Privacy Act of 1974 and must be safeguarded from unauthorized disclosure.