CHAPTER SEVEN

Alert

1. INTRODUCTION.

    a. Outlines the procedures for recalling units and personnel for emergency deployment, contingency operations, and Emergency Deployment Readiness Exercises (EDREs).

    b. Describes staff responsibilities for execution of an Alert Notification.

    c. Provides sample RED X-RAY message (found in the reports annex at the end of the RSOP), N+10 Briefing content and N+10 Room Seating Chart.

2. CONCEPT.

    a. Unit Notification. Initial notification is made by the Division Operations Center (DOC). The DOC will utilize several methods to alert key leaders and staff throughout the Division and BCTs to include: phone alerts, and emails sent to leaders. **Units will immediately dispatch a runner to the DOC to pick up a hard copy of the Alert message. Simultaneously, the alert will be announced on the DIV Command FM net.** Units receiving the Alert Message will fill in their copy, by line number as it is transmitted by the originator. Units notified to assemble will notify subordinate, attached, and augmenting units. The BCT SDNCO will ensure that all affected subordinate, attachment and Outload Support Team OST SDNCOs receive identical messages and that they correspond to the BCT message. Units will assemble with all attachments STS, TACP, and Weather Detachment personnel will not be attached unless specifically stated.

    b. Assembly of Personnel. A leader centric recall system will be used to alert personnel. This system will be established to ensure that a duty officer, staff duty NCO, and CQ make a minimum number of calls. The system should be designed to ensure rapid notification of all personnel. Instructions should tell the caller that if he cannot contact the next man in the chain, to continue down the chain until all reachable personnel are alerted. This system will include a call-back feature that ensures the last person calls the initiator informing him that the system has been completed and/or reports the names of those personnel not notified. The BCT that is designated in managing the IRF will administer its own automated alerting system.

    c. Units will establish and maintain a non-telephonic recall system. This will consist of accurate and verified electronic maps to all off-post residences. Personnel residing in post quarters will be included. Units will establish procedures to conduct the non-telephonic recall system and rehearse the telephonic system at least once prior to assuming IRF HQ, OST, and Division TAC 1/BMC/DOC Staff.

3. RECALL STANDARDS. Recall standards for the IRF are established as:

ELEMENT	RECALL STANDARD
IRF1	24 HRS
IRF2	48 HRS

4. ALERT CODES AND MEANINGS:

FIRST CODE WORD	MEANING
RED	RECALL TEST

WHITE	ASSEMBLE IN CIVILIAN CLOTHES
BLUE	ASSEMBLE IN DUTY UNIFORM
GREEN	ASSEMBLE IN DUTY UNIFORM WITH DRF-LIST

SECOND CODE WORD	MEANING
FOCUS	DO NOT INITIATE INTERNAL ROSTERS
CORVETTE	INITIATE INTERNAL ROSTERS

5. INDIVIDUAL RESPONSE. When a unit is alerted, Soldiers in the unit immediately begin preparation for deployment. Soldiers who live off-post are notified through the recall system or individually (personnel on pass or leave). Upon notification of an alert, each Soldier moves to the Unit Area (UA) as directed in the Red X-Ray Message and begins to prepare for out loading.

WHEN ALERTED, EVERY SOLDIER MOVES TO THE UNIT AREA AS DIRECTED, QUICKLY <u>AND AS SAFELY</u> AS POSSIBLE AND PREPARES TO DEPLOY.

6. RECALL CHANGES. The unique capabilities of the Division and its subordinate commands enable national planners to select elements of the Division for a wide range of missions. It is possible that all or part of a specific command may be deployed in response to a specific requirement. It is anticipated that the Division will be notified in advance of any special requirements for deployment. At that time, the CG may decide to change the recall standard and level of preparation of selected units. The ACofS, G3 will notify units of changes in recall standards using the Red X-Ray Message format. When an element of a separate command is out loading, not as part of an IRF, an N-Hour Sequence unique to that unit is used. These sequences are developed by the separate commands to permit the out loading in an airland or airdrop configuration. Sequences must be developed to outload elements of the Combat Aviation Brigade (CAB) and Sustainment Brigade, if deployed separately.

7. PARTIAL OUTLOADING. There may be times when circumstances at the national level dictate a requirement for the Division to increase its deployability posture to a level short of actual movement. Under such circumstances the Division will follow the normal alert notification and out loading procedures to the point where the prescribed deployability posture is attained. Special requirements attendant to such circumstances will be announced at the N+10 Briefing. Generally, units can expect to complete the out loading process short of loading the aircraft. Personnel will complete and sustain troop leading procedures and administrative preparations in the Passenger Shed Area and remain there until instructions are given to load the aircraft, or they are relieved.

8. RESPONSIBILITIES.

    a. ACofS, G2. Maintain current DIV HQs Security implementing instructions.

    b. ACofS, G3.

        (1) Prepare and send Alert Message w/ACofS G3/7/9 approval.

        (2) Ensure that attached USAF personnel of the alerted force are notified and advised of the reporting location. Advise the deploying force if USAF personnel are to be included, record the names of personnel and types of equipment to be provided by the USAF, and the projected arrival time in the UA of the USAF personnel and equipment.

        (3) Ensure that the Army Ground Liaison Officer (GLO), McChord AFB, is advised of the alert. The Division DOC will notify the McChord Command Post during any alert, to ensure that

Marshalling and Tear down Areas (MATDAs) can be allocated. The GLO will coordinate with MATDA allocation.

      (4) Ensure the proper OPSEC measures are in effect from N-hour to termination.

      (5) Prepare for N+10 DIV WARNO.

      (6) Participate in N+12 Outload Synch Meeting.

      (7) Notify command group and operations elements or on-call officers of each Division staff section. (Hand carry alert message). The automated notification system will have already provided a WARNORD to the respective staff.

      (8) Notify all Division HQ radio operators (DOC radio operators) through Division G6.

  c. Division PAO:

      (1) Provide common Division messages that are mission non-specific to QRF tasking and which are relevant to individual Soldier level.

      (2) Provide Soldier deployment briefing at the APOD.

      (3) Coordinate background briefing to media representatives and link-up media with QRF/RRF.

      (4) Serve as the primary point of contact for media representatives and for media queries during alerts and preparation for deployment.

      (5) Provide Public Affairs guidance to the deploying unit.

  d. Subordinate Commanders.

      (1) Ensure the duty officer, staff duty NCO, and CQ instruction books contain copies of the Alert Message and the responsible individuals are knowledgeable of the procedure for processing the Alert Message without delay.

      (2) Maintain current checklists of the actions for a staff duty officer, staff duty NCO and CQ upon receipt of an Alert Message. This list will contain phone numbers of subordinate/attached units and personnel to be notified of an alert, procedures and challenge/authentication.

      (3) Maintain a current recall system.

      (4) Ensure newly-assigned personnel are thoroughly briefed on the unit recall system. All personnel will be briefed on the recall system prior to assumption of the IRF, or duty in the OST.

9. COORDINATING INSTRUCTIONS.

  a. One automated notification test and one telephonic recall test is required before any unit assumes IRF1. It is an option of the commander to require an assembly.

b. The Alert Message will be used for telephone recall of attachments or subordinate units (battalion to company).

c. Each soldier in the IRF is required to meet a recall standard. Commanders will ensure that each soldier understands their recall standard.

d. On being notified to assemble, each soldier moves immediately to the UA to begin preparation for deployment.

e. All means of communication (i.e. telephones, cellular phones, computers, etc.) will be used for official business only. All communications must adhere to OPSEC considerations.

f. Military ID is required for entrance to all marshaling areas. Access rosters will be used at briefing sites.