



**DEPARTMENT OF THE NAVY**  
TRAINING SQUADRON THIRTY-ONE (VT-31)  
501 BATAAN STREET SUITE B  
CORPUS CHRISTI TX 78419-5249

VT31INST 3000.2G CH-1  
OPS

TRAINING SQUADRON THIRTY-ONE INSTRUCTION 3000.2G CHANGE  
TRANSMITTAL 1

Subj: PERSONNEL RECALL BILL

1. Purpose. To establish changes to the basic instruction.
2. Action. Make the following pen and ink change to the basic instruction:
  - a. Page 2, change Distribution List to read VT31INST 5216.1W

A handwritten signature in black ink, appearing to read "W. A. HEARTHER".

W. A. HEARTHER

Distribution: (VT31INST 5216.1W)  
List I



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VT31INST 3000.2G

OPS

**18 MAY 2007**

### TRAINING SQUADRON THIRTY-ONE INSTRUCTION 3000.2G

Subj: PERSONNEL RECALL BILL

1. Purpose. To promulgate procedures for rapid recall of all personnel assigned to TRAINING SQUADRON THIRTY-ONE.
2. Cancellation. VT31INST 3000.2F
3. Discussion. The potential for damage to naval facilities and equipment from natural disasters or sudden accidents is significant, warranting positive and swift recall of personnel to provide manpower to relocate aircraft, secure squadron spaces and to minimize loss of equipment.
4. Action. The Commanding Officer, Executive Officer, Operations Officer or Command Duty Officer (CDO), shall initiate personnel recall when required or directed by higher authority. Responsibilities and actions of the following personnel shall be accomplished in the shortest time possible.
  - a. Command Duty Officer shall be responsible for the execution of the emergency recall when so directed by competent authority. The CDO will immediately inform the Commanding Officer and Executive Officer of the circumstances requiring an emergency recall. He shall then notify the following personnel of the recall:
    - (1) Operations Officer
    - (2) Hurricane Preparedness Officer (if applicable)
    - (3) Student Control Officer
    - (4) Administrative Officer
    - (5) Safety Officer
    - (6) Training Officer
    - (7) Flight Leaders (VT-31 Emergency Recall Tree)
    - (8) T-44C Officer
    - (9) ITU Officer
    - (10) Senior Marine
    - (11) Maintenance Officer
    - (12) Information Technology Officer
    - (13) Reserve Officer
    - (14) Command Services Officer

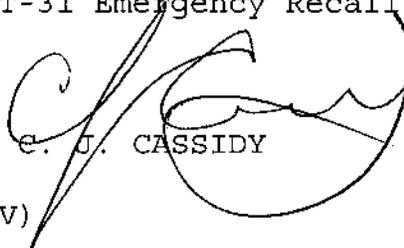
**18 MAY 2007**

b. By direction from the Student Control Officer, the Class Leaders shall contact the students of his/her respective flight and direct them to report to Training Squadron THIRTY-ONE. The Class Leaders will notify their Flight Leader. The Flight Leaders will then notify the Student Control Officer who shall report the completion of the class recall to the CDO.

c. Department Heads shall recall all personnel assigned within their departments.

d. All personnel notified will proceed as rapidly as possible, consistent with safety, to the squadron hangar and assume their assigned duties.

5. Recall Roster. It is the responsibility of the Department Heads and Class Leaders to maintain an up-to-date recall roster of their personnel. Department Heads and Class Leaders shall provide a listing of their personnel to the Administrative Officer, who shall maintain the Master Recall Roster and VT-31 Emergency Recall Tree. The Administrative Officer shall be responsible for providing the Duty Officer with an up-to-date copy of the Recall Roster and VT-31 Emergency Recall Tree.

  
C. J. CASSIDY

Distribution: (VT31INST 5216.1V)  
List I