



## DEPARTMENT OF THE NAVY

COMMANDING OFFICER  
TRARON EIGHT SIX  
390 SAN CARLOS RD SUITE G  
PENSACOLA FLORIDA 32508-5503

IN REPLY REFER TO:

TRARONEIGHTSIXINST 1080.2K

N1

**AUG 26 2014**

TRARON EIGHT SIX INSTRUCTION 1080.2K

Subj: EMERGENCY RECALL OF PERSONNEL

Ref: (a) OPNAVINST 3120.32D

1. Purpose. To establish procedures and responsibilities for emergency recall of squadron personnel.
2. Cancellation. TRARONEIGHTSIXINST 1080.2J
3. Discussion. As a military organization, this squadron must be prepared to respond at any time to an emergency. National emergencies, destructive weather, civil disturbances, or serious accidents are examples of situations which could require an increased state of personnel readiness. Recall rosters for staff personnel are produced and updated monthly by the squadron Executive Secretary. An emergency recall roster is held by the Command Duty Officer/Squadron Duty Officer (CDO/SDO).
4. Action
  - a. Upon initial check-in, all Training Squadron EIGHT SIX officers will provide complete recall information where they can normally be reached during non-working hours. All information will be treated as "restricted use" and will be available for "official use only."
  - b. In the event of a significant emergency during non-working hours which requires increased squadron manning, the CDO/SDO will notify the Commanding Officer. When the Commanding Officer or higher authority determines that a general recall of squadron personnel is required, the CDO/SDO will initiate the recall. The Executive Officer, Administrative Officer, and Student Control Officer shall be notified as soon as possible to ensure timely completion of the recall.
5. Responsibilities
  - a. Executive Secretary

(1) Ensure staff officers and civilian personnel directories, are updated monthly and any changes are provided to the CDO/SDO.

b. Administrative Officer

(1) Supervise and coordinate the recall of staff officers.

c. Student Control Officer

(1) Maintain a current recall for all students and provide notification of changes to the CDO/SDO.

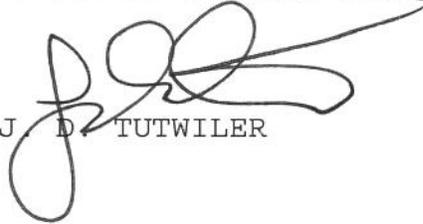
(2) Supervise and coordinate the recall of students.

d. CDO/SDO

(1) At the direction of the Commanding Officer or higher authority, initiate a recall of squadron personnel.

(2) Strictly guard the confidentiality of all phone numbers.

e. All Personnel. Promptly inform the Executive Secretary and Duty Office whenever recall number or address changes occur.



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