

NOTIFICATION / RECALL ROSTER

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

NOTICE: This publication is available electronically on the local area network. The instruction applies to all personnel assigned to the NJANG.

OPR: JFHQ NJANG/Deputy CoS
(Major Steve Rothstein)
Supersedes NJANGR 35-14, 25 May 86

Certified by: NJANG/ CC
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Pages: 2
Distribution: F

SUMMARY OF CHANGES: This document is substantially revised and must be completely reviewed.

1. PURPOSE: This Instruction establishes procedures for a recall in the event that one or more units may be ordered to active duty in support of either the State or Federal mission. Accordingly, it is important that units have a current and effective system for reaching members of the units on short notice.

2. REQUIREMENTS: Each unit will establish and maintain recall rosters to include all unit members. Rosters will be updated quarterly, or as information changes. The following information will be listed on each roster.

2.1. Name and rank of each Officer and Airman

2.1.1. Home address and phone number

2.1.2. Business phone and fax number (if applicable)

2.1.3. Email Address and Alternate Email Address (if applicable)

2.1.4. Cell Phone

2.1.5. Pager Number (if applicable), but not required

2.2. To insure accuracy and currency of alert rosters, each Commander will exercise his/her complete recall roster once each calendar year. The test may be on other than a UTA weekend and will not require unit members to report to their bases.

2.3. New Jersey Air National Guard Wing/Groups will develop procedures and reports to evaluate practice alerts. It is imperative that each alert be evaluated to insure that all recall plans are current and accurate. These evaluations reports of test alerts will be maintained by each wing/group for a period of twelve months and will be available to inspectors and other interested groups.

3. MAINTENANCE: It will be the responsibilities of each unit commander to review his/her recall plan and supporting rosters quarterly to insure that they are maintained on a current basis.

4. PRIVACT ACT STATEMENT: Following statement will be included on all unit/section recall rosters containing personal information:

Privacy Act Statement

Authority: Title 10, U.S.C. 8013, EO 9397 and Title 5, U.S.C. Section 552a.

Principal Purposes: Used to notify personnel for mobilization.

Routine Uses: Maintained in roster form for distribution to all personnel and concerned agencies. Used as a reference for alert notification of individuals. Does not become a permanent record.

Disclosure is voluntary: However, failure to provide the information and personnel data will jeopardize the ability of the unit to perform its assigned mission if mobilized.

OFFICIAL

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