Annex 7: Personnel Accountability

Coordination Lead: NSA Naples Administration Dept. / PSD

Supporting Departments: NAVSUPPACT Naples and all Tenant Commands

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Approved: _____   Date: 8 APR 21
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References

Table 1: References

	Applicable References
(a)	OPNAV INST 3440.17(series) Navy Installation Emergency Management (EM) Program, 22 July 2005
(b)	CNIC INST 3440.17(series) Navy Installation Emergency Management EM Program, 26 January 2006
(c)	CNRE INST 3440.17(series) Region Emergency Management Program
(d)	NSA Naples INST 3440.17(series) Emergency Management Program
(e)	CNIC MSG 151035Z/JUN06.
(f)	OPNAVINST 3001.02 Personnel Accountability in Conjunction with Catastrophic Events (Jan 07).
(g)	NAVADMIN 032/08
(h)	NAVSUPPACT Naples Policy Directive on Personnel Categorization (3 Dec 10).

Scope / Mission Area: An introduction to personnel accountability is provided in the Basic Plan. This Support Annex provides supporting procedures and policy relevant to this task.

- **Assumptions:** None

- **Limitations:** None

Situation: In an emergency, a rapid accounting for military members, DOD civilian and contractor employees, and their dependents is required to provide disaster relief to them and to restore operational capability. The NAVSUPPACT Naples Manpower departments/branches are primarily responsible for accountability.

General Guidance: The following procedures for obtaining an accurate count of all assigned Category 1-5 personnel, including family members, post-evacuation will be utilized. A complete muster, including the names and last known locations of personnel not accounted for, shall be provided to the EOC for forwarding via the Regional Operations Center to the CNIC ISC. Daily accountability (muster) reports are due to the CNIC ISC post-evacuation and shall continue until the CNIC ISC terminates the reporting requirement.

Note: All reporting times are based upon the local time.

Concept of Operations: The following guidance is provided.
- **Personnel Accountability Categories:** Navy Family Accountability and Assessment System (NFAAS). The NFAAS is a Navy-wide system for tracking the Navy Family during post incident response with 12 categories of personnel as listed below. NFAAS provides an electronic means to individually muster personnel, call in support and Command level muster (post incident) per references (b), (c) and (f). It also tracks Navy Family members with emergent needs such as medical care and transportation. Current privacy regulations do not require civilian personnel to update their family information in NFAAS. However, all members of the Navy Family are encouraged to update their information in the personnel system to ensure effective tracking of people in the event of

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evacuation and post incident needs assessment. Personnel must be accounted for as indicated below. The pre-formatted template for this report is posted on the CNIC C4I portal.

- o Active Duty

- o Reservists on Active Duty

- o DoD Civilians

- o NAF Civilians

- o Drilling/Paid Reservists

- o DOD Contractors

- o Dependents of Active Duty

- o Dependents of Reservists on Active Duty

- o Dependents of DOD Civilians

- o Dependents of NAF Civilians

- o Dependents of Drilling/Paid Reservists

- o Dependents of DOD Contractors

Note: The term "dependent" is defined in Appendix U of reference (b).

Muster Status:
- **Total assigned:** Total personnel assigned to the command in each category above. Accounted for and unaccounted personnel combined will match this total.

- **Total Affected:** Total personnel assigned to the command in each category above that are affected in the Geographical Area of Interest (GAOI).

- **Accounted for:** Personnel the command has contact with. This category includes personnel in the evacuated and deceased categories below.

- **Not accounted for:** No report has been received for the Individual.

- **Displaced Location:** Personnel the command has positive contact with that have relocated to an area away from the permanent duty station.

- **Deceased:** Personnel who are confirmed deceased. Commands must comply with all Personnel Status (PERSTAT) requirements in addition to this report.

- **Added:** Personnel added to the command after population of Navy Family and Assessment System (NFAAS).

- **Subtracted:** Personnel subtracted from the command after population of Navy Family and Assessment System (NFAAS).

Planning Considerations: Personnel Accountability is the command responsibility and as such, Commanders, Officers-in-Charge (OICs), and directors of civilian activities will:

- Continuously update recall rosters for all personnel and dependents.

- Develop an evacuation plan that includes unit contact and accountability procedures. Train unit personnel and their families on evacuation procedures.

- Exercise evacuation and accountability plan. The exercise plan should include a communications plan.

- Ensure that the evacuation order directs personnel to contact the CDO. The NAVSUPPACT Naples CDO will contact the Region CDO and provide updates as required. Additionally commands will follow the guidance provided in reference (c), which illustrates the use of a wallet size list of important contact numbers.

- Use locally produced personnel rosters to validate NFAAS database during an evacuation.

- Maintain awareness of personnel residing in the area that are not associated with any local command (e.g. retirees). Communication and public affairs (PA) plans should be designed to reach these personnel and inform them of command contact information.

- Develop Emergency Public Information (EPI) procedures, to include the capability to contact and communicate information to non-English speaking personnel.

Assignments:
- **Personnel:** Upon arrival at remote safe haven, all personnel will muster with their parent command in accordance with established command reporting procedures. Personnel that are unable to contact their parent command should report directly in to the Naval Personnel Command (NPC) Watch Team at (877) 414-5358 or via Navy Family and Assessment System (NFAAS) at https://www.navyfamily.navy.mil.

- **Tenant Commands:** All commands (including tenant commands, detachments, offices, etc.) located on a Navy Installation will muster their personnel (including those TAD to the command) and report personnel accounting summary data (per above category and status) to the Installation Emergency Operations Center (EOC) as soon as practical.

Commands should also inform their Immediate Superior in Command (ISIC), as required. Daily updates begin immediately following the incident and will be provided to the EOC no later than 0500 and 1700 (local). Reports are passed to the EOC in the most convenient method available (e.g. in person, phone, email). These reports will be done concurrently with the NFAAS muster, until directed by the Commander Officer to report exclusively via NFAAS. It is critical that all commands regularly update their respective personnel system with gains and losses through the normal administrative process and identify a Commanding Officer Representative (COR) to account for and validate their unit personnel. This will ensure that NFAAS can be populated with the most accurate information following an incident.

- **Installation Commanders:** The EOC shall collect and report personnel accounting data as described above, to the Regional Operations Center no later than 0600 and 1800.

- **Independent Commands:** Commands not located on a Navy Installation (such as National Support Elements) shall muster their personnel and report personnel accounting data to the Installation to which they are assigned for Personnel Accountability.

- **Regional Commanders:** The Regional Operations Center shall consolidate installation reports and provide results to the Naval Personnel Center (NPC) Watch Team via phone at (877) 414-5358 or via e-mail at ecc.watch.commander@navy.mil at 0600 and 1800 (local). Reports must indicate which commands have not provided the twice daily mustering information. Reports shall be updated daily until all personnel are accounted for or otherwise directed.

- **Naval Personnel Center (NPC):** NPC will compile most recent personnel rosters to populate the NFAAS application and inform all Navy commands via NAVADMIN when the tool is online. Commands will employ the command muster function of NFAAS to account for their personnel and update the NFAAS accounting tab. These actions will be done concurrently with providing daily muster reports updates to the supported Regional Operations Center until it is determined that NFAAS is accurately reflecting the status of all personnel. The NFAAS application will be available for Commanding Officers, Officers in Charge, Executive Officers, and Command Master Chiefs. Detailed instructions to support accounting for all personnel are embedded in the NFAAS application, including accounting of active duty and selected reserve family members. NFAAS may take up to 24-48 hours to be populated and available for Personnel Accounting. NPC will track all personnel assigned to duties within the defined Geographical Area of Interest (GAOI) and forward personnel accounting data to senior leadership and adjacent commands. This includes personnel assigned temporary duty, personnel assigned to detachments, and commands in the impacted area. This report will be the authoritative personnel accounting report.

- **Navy Family Accountability and Assessment System (NFAAS):** The NFAAS system will be used to account for the whereabouts and needs of Navy family members that are affected by a disaster. Access to the system is gained by logging on the

https://navyfamily.navy.mil. Further, assistance can be obtained by calling: 001-877-414-5358.