



DEPARTMENT OF THE NAVY  
OFFICE OF THE CHIEF OF NAVAL OPERATIONS  
2000 NAVY PENTAGON  
WASHINGTON, DC 20350-2000

OPNAVINST 3006.1 CH-2  
N1  
23 Oct 2014

OPNAV INSTRUCTION 3006.1 CHANGE TRANSMITTAL 2

From: Chief of Naval Operations

Subj: PERSONNEL ACCOUNTABILITY IN CONJUNCTION WITH CATASTROPHIC  
EVENTS

Encl: (1) Revised page 1-1  
(2) Revised pages 3-1 through 3-3  
(3) Revised page A-1  
(4) Revised page B-1

1. Purpose. To transmit new pages 1-1, 3-1 through 3-3, A-1 and B-1. This change issues "order to account" naval administrative message release authority to all Navy component commands (NCC) in order to facilitate rapid and accurate execution at the onset of the personnel accountability process in conjunction with catastrophic events.

2. Action

a. Remove page 1-1 of the basic instruction and replace with enclosure (1) of this change transmittal.

b. Remove pages 3-1 through 3-4 of the basic instruction and replace with enclosure (2) of this change transmittal.

c. Remove page A-1 of the basic instruction and replace with enclosure (3) of this change transmittal.

d. Remove page B-1 of this basic instruction and replace with enclosure (4) of this change transmittal.

A handwritten signature in blue ink, appearing to read "S. H. Swift", is located below the action items.

S. H. SWIFT  
Director, Navy Staff

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DEPARTMENT OF THE NAVY  
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2000 NAVY PENTAGON  
WASHINGTON, D.C. 20350-2000

OPNAVINST 3006.1 CH-1  
N1  
21 Jun 2013

OPNAV INSTRUCTION 3006.1 CHANGE TRANSMITTAL 1

From: Chief of Naval Operations

Subj: PERSONNEL ACCOUNTABILITY IN CONJUNCTION WITH CATASTROPHIC  
EVENTS

Encl: (1) Revised page 1-1  
(2) Revised pages 3-1 through 3-3 and new page 3-4  
(3) Revised page A-1  
(4) Revised page B-1

1. Purpose. To issue "order to account" naval administrative message release authority to Commander, U.S. Fleet Forces Command in order to facilitate rapid and accurate execution at the onset of the personnel accountability process in conjunction with catastrophic events.

2. Action

a. Remove page 1-1 of the basic instruction and replace with enclosure (1) of this change transmittal.

b. Remove pages 3-1 through 3-3 of the basic instruction and replace with enclosure (2) of this change transmittal.

c. Remove page A-1 of the basic instruction and replace with enclosure (3) of this change transmittal.

d. Remove page B-1 of this basic instruction and replace with enclosure (4) of this change transmittal.

A handwritten signature in black ink, appearing to read "R. W. Hunt", is located below the distribution list.

R. W. HUNT  
Vice Admiral, U.S. Navy  
Director, Navy Staff

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DEPARTMENT OF THE NAVY  
OFFICE OF THE CHIEF OF NAVAL OPERATIONS  
2000 NAVY PENTAGON  
WASHINGTON, DC 20350-2000

OPNAVINST 3006.1  
N09  
1 Mar 2011

OPNAV INSTRUCTION 3006.1

From: Chief of Naval Operations

Subj: PERSONNEL ACCOUNTABILITY IN CONJUNCTION WITH CATASTROPHIC  
EVENTS

Ref: (a) DoD Instruction 3001.02 of 03 May 2010  
(b) OPNAVINST 3440.17  
(c) CJCSM 3150.13C  
(d) SECNAVINST 5211.5E  
(e) DONCIO Interim Policy on the Protection of Personally  
Identifiable Information of 19 Apr 2007

Encl: (1) Personnel Accountability in Conjunction with  
Catastrophic Events

1. Purpose. Per reference (a), this instruction establishes personnel accountability (PA) policy guidance and provides PA procedures as defined in enclosure (1), following a natural or man-made catastrophic event.

2. Cancellation. NAVADMIN 177/06, Navy Personnel Accountability Policy and NAVADMIN 032/08, Update to Navy Personnel Accountability Program.

3. Background. Difficulties in the past with establishing a rapid and accurate personnel accounting requires the development of a program to ensure that Navy personnel are accounted for following a natural or man-made catastrophic event. PA is a shared responsibility between the commander and or supervisor and the individual. All commands are responsible for implementing and administering procedures for determining the status and location of Navy personnel following a catastrophic event. It is incumbent upon each member to report their location and status and that of their family members to their command. In order to enable efficient communications in areas affected by catastrophic events, commands shall perform PA via a geographic PA reporting chain which may entail a reporting relationship that is outside the traditional operational and or administrative chain of command (COC).

4. Applicability. This instruction applies to all Navy personnel, uniformed and civilian employees and contractors (outside the Continental United States (OCONUS) only) who are attached to commands assigned to the Navy Department of Defense (DoD) components, and agencies outside of the DoD. The terms "other Military Services," "other military personnel," and "other military members," as used herein, refer to the Army, Marine Corps, Air Force, and Coast Guard when operating as a Military Service in the Navy. The term "Navy accountable personnel" is defined in enclosure (1), appendix A. Commands shall make every effort to account for all assigned, attached, and affiliated personnel. For purposes of PA per reference (a), OCONUS is defined as locations outside the Continental United States including the states of Hawaii and Alaska, the Commonwealth of Puerto Rico, Guam, and U.S. territories.

5. Responsibilities

a. Deputy Chief of Naval Operations (CNO (N1)) shall:

(1) Ensure Navy policy complies with DoD requirements;

(2) Make updates to this instruction as required;

(3) Ensure up-to-date and accurate data for Navy accountable personnel to be reported per reference (a) as specified by Commander, Navy Installations Command (CNIC) is available to support PA execution and Navy family assistance requirements; and

(4) Transmit 'Order to Account' with Navy component commander (NCC) established geographic area of interest (GAOI) and PA reporting as required.

b. Director of Naval Education and Training (OPNAV (N00T)) shall:

(1) Integrate PA program awareness training into existing basic officer and enlisted training; and

(2) Develop, with CNIC support, a Navy family emergency preparedness, PA, and recovery awareness general military training annual training module to cover the requirements of this instruction and reference (b).

c. Echelon 1 and 2 commanders shall:

- (1) Ensure this PA policy and CNIC procedures are promulgated to all subordinate commands;
- (2) Establish liaison with CNIC PA representatives to coordinate response to PA events;
- (3) Provide CNIC with recommendations for updates to this instruction and the PA process and;
- (4) Ensure all subordinate commands conduct two semi-annual Navy Family Accountability and Assessment System (NFAAS) updates for all their personnel. Navy accountable personnel will be required to log into NFAAS and update and or verify their current information.

d. CNIC shall:

- (1) Develop, implement, and sustain a comprehensive PA program that is responsive to catastrophic events with the potential for widespread injury or death to Navy personnel.
- (2) Establish PA procedures and exercise administrative control over all Navy regions and installations and coordinating with all other Navy entities to ensure that an accurate and complete PA event is performed. Detailed roles and responsibilities are delineated in enclosure (1), chapters 2 and 3.
- (3) Develop, maintain, and sustain a Web-based electronic mechanism for PA and family assistance that accepts an all Navy personnel database from Defense Manpower Data Center (DMDC) Defense Enrollment Eligibility System (DEERS) extract per reference (a) and has the functionality to provide periodic, frequent, and accurate status reports of all affected personnel upon issuance of a directed "Order to Account" and or to conduct a Navy family assessment and recovery event as a result of a man-made or natural catastrophic event.
- (4) Transmit all related PA after action reports (AAR), warning orders (WARNORD), and other PA informational and update messages as required;

(5) Develop and promulgate PA guidance to region commands and all budget submitting offices (BSOs) via CNIC directive;

(6) Coordinate PA data requirements with CNO (N1);

(7) Ensure resource requirements for PA the process are coordinated for Program Objective Memorandum submissions to Director, Shore Installation Readiness Division (OPNAV (N46))

(8) Develop and promulgate, in coordination with OPNAV (N00T), viable training documents, modules, and media to educate all Navy commands of the PA program set forth in enclosure (1);

(9) Make recommendations for updates to this instruction when required by program or process evolution or revised guidance from the Office of the Secretary of Defense or the Joint Staff and;

(10) Ensure reports as required by references (a) and (c) are made to Joint Staff and DMDC.

e. All commands and activities with Navy accountable personnel shall:

(1) Ensure all personnel are trained, aware and comply with the requirements of this instruction.

(2) Ensure communication with PA reporting chain is maintained.

(3) Ensure their PA guidance and or instructions meet the criteria of this instruction. Subordinate implementing instructions shall not duplicate this instruction, but may add details necessary for local use and provide further guidance as directed herein. During the PA process, certain Privacy Act information will be collected and stored in electronic databases. To ensure the proper collection, maintenance, protection, storage, and destruction of this information, safeguards and procedures shall be established per references (d) and (e).

6. Records Management. Records created by this instruction, regardless of media and format, shall be managed per Secretary of the Navy (SECNAV) Manual 5210.1 of November 2007.

7. Forms and Reports Control

a. OPNAV 3006/1 NFAAS Family Needs Assessment is available for download via the NFAAS Web site at <https://navyfamily.navy.mil>. Sailors unable to access the on-line version may obtain a hardcopy of OPNAV 3006/1 at Fleet and Family Needs Centers.

b. The reporting requirements contained in this instruction are exempt from reports control per SECNAV Manual 5214.1 of December 2005.



J. M. BIRD  
Vice Admiral, U.S. Navy  
Director, Navy Staff

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OPNAVINST 3006.1  
1 Mar 2011

**PERSONNEL ACCOUNTABILITY IN  
CONJUNCTION WITH  
CATASTROPHIC EVENTS**

Enclosure (1)



**NAVY PERSONNEL ACCOUNTABILITY IN CONJUNCTION WITH  
CATASTROPHIC EVENTS**

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**CHAPTER 1**  
**PERSONNEL ACCOUNTABILITY PROCESS**

1. General. The PA procedures contained herein describe the communications and reporting chain to account for Navy personnel following a catastrophic event. The ability of the COC to effectively communicate with and accurately account for subordinate activities may be severely limited following a catastrophic event. This process outlines the requirement for the establishment of a point of contact for all commands in a geographic location so as to limit the requirement for communication pathways into and out of the affected area.

2. Navy Catastrophic Event PA Process. The flowchart contained in appendix B depicts the required actions and reporting scheme for PA. It is expected that individual commands will always and routinely conduct a muster to determine if there are affected personnel following any disaster or catastrophic event. Only events where there is the potential for widespread injury or death, the scope of which is not readily available or determinant, will require that Navywide PA reporting be initiated.

a. In anticipation of or during a catastrophic event, CNIC shall consult with the affected NCC and CNO (N1) regarding the scale of the event to determine whether PA reporting will be required.

(1) In cases where an 'Order to Account' is not published, commands will perform local musters and accounting, as necessary, and comply with casualty report (CASREP) procedures contained in the Military Personnel Manual (MILPERSMAN) 1770, Casualty and Survivor's Benefits.

(2) Following the decision to execute PA reporting, the NCC will establish a GAOI in coordination with CNIC and Navy Personnel Command (NAVPERSCOM), and release an 'Order to Account' in order to facilitate rapid and accurate execution at the onset of the personnel accountability process for catastrophic events within the NCC's area of responsibility (AOR). In cases where the Office of the Secretary of Defense (OSD) has ordered a DoD-wide PA, the NCC-defined GAOI will contain the OSD and Joint Chiefs of Staff defined area at a minimum.

(3) In cases where forecasts can predict potential catastrophic events (e.g., severe tropical cyclones), the expanded decision timeline will allow the promulgation of the 'Order to Account' in advance of the event.

b. When directed, units with Navy accountable personnel affected by the incident will report the results of the muster in one of two ways:

(1) The designated electronic PA tool, NFAAS;

(2) In cases where NFAAS is not available, the results of unit musters will be provided to the CNIC-identified PA reporting points of contact for compilation and further transmission.

c. CNIC will receive and consolidate PA reports from the GAOI and forward them to the NCC and CNO (N1) for review, or as directed. Operational commanders and BSOs with Navy accountable personnel within the GAOI shall establish communications with the CNIC Personnel Accountability Program Manager (N143) to ensure full compliance of all subordinate activities. When PA is complete to the satisfaction of the Chief of Naval Operations, based on recommendations from CNIC and NCC, reporting requirements will cease.

**CHAPTER 2**  
**PRE-INCIDENT PERSONNEL ACCOUNTABILITY GUIDELINES**

1. General. This chapter establishes pre-incident responsibilities and identifies actions for muster and accountability of all applicable Navy family individuals following a natural or man-made catastrophic event.

2. Pre-Incident Responsibilities

a. CNIC shall:

(1) Establish, implement, and review standardized procedures for PA reporting of Navy accountable personnel.

(2) Establish and promulgate a geographic based PA reporting chain for use by all commands and activities with Navy accountable personnel.

(3) Coordinate with the Navy Chief of Information (CHINFO) to communicate the standardized PA policy and procedures throughout the Navy.

(4) Be prepared to provide appropriate emergency call-in numbers to the Under Secretary of Defense for Personnel and Readiness (USD P&R) and CHINFO for promulgation via all appropriate media outlets.

(5) Administer the electronic PA tool, to include promulgation of a users guide.

(6) Coordinate with NCCs, echelon 1 and 2 commanders, BSO officials, and senior Navy representatives at other activities as appropriate to conduct a minimum of two PA exercises per calendar year. PA exercises should be conducted in conjunction with established fleet or national level exercises when possible. These exercises will include loading and activation of NFAAS. Standard AAR and lessons learned will be documented, reviewed, and reported to higher authority. Lessons learned that result from these exercises which have the most significant and lasting benefit to the PA process will be acted upon quickly and implemented prior to the next scheduled PA exercise. Actual events which require PA reporting can

substitute for an exercise if event scope is sufficient to meet training requirements and appropriate AARs are submitted and disseminated.

b. Echelon 1 and 2 commanders shall:

(1) Maintain an accurate manpower and personnel unit identification code (UIC) listing of all activities in their respective COC. Additions, deletions, and modifications to UICs shall be completed per OPNAVINST 1000.16K.

(2) Direct echelon 3 commands with deployable units to ensure deployed commands have established a 'coordinating unit' relationship (outlined in appendix A, subparagraph 12i) and have the required support to complete PA procedures for family members and stay-behind personnel.

c. NCCs shall:

(1) Contact and liaison with CNIC headquarters and region commander PA subject matter experts within their area of responsibility (AOR) in accurately generating the GAOI, executing PA, and conducting recovery operations as a result of catastrophic events.

(2) Maintain a readily available UIC list for the commands currently deployed into the AOR for use when establishing GAOI.

d. Commander, NAVPERSCOM shall:

(1) Act as CNO (N1) agent for PA data

(a) Ensure appropriate documentation is completed to compile data from required sources; and

(b) Provide individual and UIC level data to support CNIC defined PA requirements.

(2) Maintain the NAVPERSCOM Emergency Coordination Center (ECC) to enable support during PA events. Provide to CNIC appropriate point of contact information, including toll free phone and telecommunication device for the deaf (TDD) capability.

e. All Navy commands and activities shall:

(1) Assign commanding officer representatives (CORs) and reflect that designation in NFAAS. Ensure COR(s) is(are) familiar with reference (a), this instruction, CNIC implementing guidance and the NFAAS user's guide.

(2) Ensure COR will coordinate efforts with CNIC-designated reporting points of contact for the command.

(3) Maintain updated emergency contact information for all command members. At a minimum, obtain contact information for all Navy affiliated personnel in the categories required to be reported per reference (a) and as outlined in appendix A, paragraph 13.

(4) Ensure personnel periodically review and update, when necessary, their contact information located in the personnel systems of record and in the appropriate area in NFAAS:

(a) Uniformed active and reserve personnel and family: DEERS Navy Standard Integrated Personnel System (NSIPS) data should also be updated, but DEERS information will be utilized to generate lists of affected personnel within the NCC established GAOI to ensure coordination with reference (a) requirements.

(b) Appropriated funds civilian employees: Defense Civilian Personnel Data System.

(c) Non-appropriated funds (NAF) civilian employees: Navy Exchange or Morale Welfare and Recreation human resource systems, as appropriate.

(5) If applicable, ensure coordinating unit is continuously provided an updated copy of personnel contact information.

(6) Ensure command ombudsman is familiar with the PA program and its functions.

(7) Ensure all Navy family members have available command specific emergency contact and information wallet cards (sample at appendix C) with, at a minimum, the following information:

(a) Primary and alternate command site phone numbers.

(b) Installation or region command phone number, as appropriate.

(c) NAVPERSCOM ECC phone number.

(d) If applicable, primary and secondary phone numbers for assigned coordinating unit.

(e) The UIC to which the member is attached, to facilitate reporting.

(f) The NFAAS URL: <https://navyfamily.navy.mil>.

(8) Train all personnel to be familiar with Navy PA policy, procedures, requirements, and the approved PA tool.

(9) Retain responsibility for PA reporting of personnel temporarily assigned away (e.g., personnel temporary additional duty to a school will still be the responsibility of the parent command for reporting, in coordination with the school command) from permanent duty station.

f. The senior Navy uniformed member or civilian official at other activities shall:

(1) Assume the responsibilities of the commander of a Navy unit or activity in support of this policy.

(2) Ensure that all activities undertaken in support of this policy are coordinated with the parent activity.

**CHAPTER 3**  
**POST-INCIDENT PERSONNEL ACCOUNTABILITY GUIDELINES**

1. General. This chapter establishes post-incident responsibilities and identifies actions for muster and accountability for all applicable Navy family individuals following a natural or manmade catastrophic event.

2. Post-Incident Responsibilities

a. CNO (N1) shall provide CNIC authoritative 'baseline affected population' for loading in electronic PA tool.

b. CNIC shall:

(1) Receive, compile, and consolidate PA reports from the PA reporting chain.

(2) Provide summary PA data reports to CNO (N1) and the affected NCC.

(3) Verify and forward provided reports to Joint Staff and OSD as required.

(4) Provide detailed reports for use by other echelon 1 and 2 commands and BSOs to maintain awareness of individual unit status.

(5) Provide current emergency call-in numbers to USD P&R and Navy CHINFO for publication via all appropriate media outlets.

(6) Publish PA and disaster response AARs, warning orders, and other PA program updates and information as required.

c. Operational commanders and BSOs shall utilize CNIC-provided reports, monitor progress of PA, and provide assistance in tracking and locating affected accountable personnel within their span of control.

d. NCCs (Commander, U.S. Fleet Forces Command; Commander, U.S. Pacific Fleet; Commander, U.S. Naval Forces Europe/U.S.



Naval Forces Africa; Commander, U.S. Naval Forces, Central Command; Commander, U.S. Naval Forces, Southern Command) shall:

(1) Establish the GAOI for the catastrophic event in coordination with CNIC and CNO (N1) points of contact.

(2) Release an 'Order to Account' with established GAOI to facilitate rapid and accurate execution at the onset of the personnel accountability process for catastrophic events within the NCC's AOR.

(a) Provide geographic description: country, state, and county (or similar political entity) or geo-location codes (if available).

(b) If units are already deployed in the GAOI at the time of the event, provide a separate list of UICs for those units to ensure their personnel are included in the baseline affected population loaded into the electronic PA tool.

e. Commander, NAVPERSCOM shall man NAVPERSCOM ECC to assist region commanders.

f. Navy commands and activities shall:

(1) Ensure the safety of affected personnel.

(2) Contact and determine whereabouts (muster) of all affected personnel affiliated with the command once a situation has stabilized.

(a) Include family members, other service personnel if not already accounted for by their parent service organization, OCONUS contractors when applicable data is loaded into electronic mechanism, etc.

(b) Identify those personnel affected by the event, or that may be reflected in corporate data as affected by the event due to either residence address or work location on file.

(3) Report status of muster to COC and CNIC designated PA reporting point of contact as soon as possible. Summarize reports by UIC if the command has more than one UIC with personnel assigned.

(4) Account for all Navy accountable personnel and identified affiliated personnel in NFAAS.

(a) Currently, only specific categories of personnel as designated by reference (a) are required to be reported beyond command lifelines and are the only ones required to be entered in the PA tool.

(b) For members of other services, assist in their identification to parent service representatives or utilize the other service's procedures to report individual level information.

(c) Ensure all personnel reflected in the NFAAS are accounted for. If the PA tool reflects personnel not assigned to the command, then ensure the COC, the PA reporting chain, and the NAVPERSCOM ECC are notified of discrepancy.

g. Senior Navy member or civilian official of other DoD components shall:

(1) Report PA per subparagraph 2f(4)(c).

(2) Ensure compliance with parent activity requirements in addition to making reports per this instruction.

h. Navy accountable personnel shall:

(1) Report current contact information and location to parent command, the command's alternate site, the coordinating unit, and the command's PA point of contact, or the NAVPERSCOM ECC, in this order, via the most expeditious means available following a catastrophic event. Continue communication efforts until contact is made with command representatives, even if reports are made via the electronic PA tool, the command's PA point of contact, or the NAVPERSCOM ECC.

(2) If affected, log into NFAAS at <https://navyfamily.navy.mil> as soon as feasible. Fill out OPNAV 3006/1 NFAAS Needs Assessment and update current contact and location information.

**APPENDIX A**  
**DEFINITIONS**

The following terms and their definitions will aid in interpreting this instruction and in the execution of PA policy. The majority of these terms and their definitions have been adapted from reference (a).

1. Catastrophic Event. Any natural or manmade incident, including terrorism, that results in extraordinary levels of mass casualties, damage, or disruption severely affecting the population, infrastructure, environment, economy, national morale, and or government functions. A catastrophic event could result in sustained national impacts over a prolonged period of time; almost immediately exceeds resources normally available to state, local, tribal, and private-sector authorities in the impacted area; and significantly interrupts governmental operations and emergency services to such an extent that national security could be threatened. All catastrophic events are incidents of national significance.

2. Order to Account. An official order requiring execution of PA reporting procedures. Published via message from the NCC; however, receipt via any means is sufficient to require compliance with this instruction for all Navy commands and activities.

3. Accounted For

a. A person's status and whereabouts have been confirmed by a commander or supervisor. For the purposes of this instruction, a DoD component shall consider its personnel accounted for when any of the following occur:

(1) The person is physically present;

(2) The person has been contacted or has made contact (e.g., by telephone or other means); or

(3) The person is in an official status of unauthorized absence, desertion, deceased, or missing.

b. Family members can be accounted for by affirmation of the sponsor in addition to the three methods above. Family members of a person in a desertion status will not be accounted for and will be reconciled off the DMDC baseline.

4. DoD Affiliated. Individuals who are members of groups associated with DoD. These groups include military service members (both active duty (AD) and Guard/Reserve), civilian OCONUS employees (including NAF employees), contractors working in DoD facilities, and family members of the above.

5. Personnel Accountability (PA). An inherent shared responsibility between commander and or supervisor and the individual. PA is the action to determine the status and whereabouts of all assigned or attached personnel after a catastrophic event.

6. Unaccounted for. All personnel not in an "Accounted For" status per paragraph 3 of this appendix. For the purposes of this instruction, this definition does not relate solely to hostile action.

7. Unreported. Those personnel that have not had their status updated in the electronic PA tool. This category will not be reported from individual units or muster and accountability point of contacts. Commands that have made reports that do not include all personnel identified as assigned to that unit by the electronic PA tool will be queried to resolve discrepancies. Unreported personnel are a subset of "unaccounted for."

8. Evacuated. Subset of "Accounted For" that enables identification of those personnel who are not residing at their permanent address. If personnel are reported in this category, updated locator information is required for input into the electronic PA tool. If the permanent address in the electronic PA tool is not correct, but personnel are residing at their actual permanent address, update the address in the tool and the source systems, but do not account for as 'evacuated'.

9. Deceased. Subset of "Accounted For" that enables identification of deceased personnel. Only to be used for personnel deceased as a result of the event. All personnel status reports, CASREP and casualty assistance calls officer provisions for deceased personnel per DoD Instruction 1300.18 of

8 January 2008 and MILPERSMAN 1770 must still be accomplished. Reports of deceased in the electronic PA tool do not substitute these requirements.

10. Coordinating Unit. Unit assigned responsibilities to coordinate the muster and accountability of a unit not able to conduct the full PA function due to location or communications limitations. At a minimum, all commands that are deployable shall have a coordinating unit that has all information necessary to conduct a muster, report the results, and account for all required personnel of the deployable unit. Units that may deploy shall not be assigned sole coordinating unit responsibility for another unit, but, if present, may be used to assist the coordinating unit. Examples of coordinating units would be a class squadron (CLASSRONs) for surface ships, an aviation type wing for aviation squadrons, a Navy submarine support center for submarines or an explosive ordnance disposal (EOD) group for EOD mobile units.

11. Baseline Affected Population. Those categories of Navy accountable personnel that are identified as either working or living within the GAOI of the catastrophic event.

12. Navy Accountable Personnel. Categories of personnel identified by DoD (specifically the DMDC), as required to be reported for PA purposes (U.S. Marine Corps (USMC) activities report via USMC procedures):

- a. Navy AD members including full time support (FTS).
- b. Navy Reserve members on AD.
- c. DON civilian employees in Navy activities (this does not include foreign nationals OCONUS).
- d. Navy NAF employees (this does not include foreign nationals OCONUS).
- e. Navy contractors (U.S. citizen contractors assigned and residing in foreign OCONUS locations only).
- f. Navy Selected Reserve members (Navy Reserve in a drilling status not on AD).

g. Family members of AD and FTS (identification (ID) card holders and those family members reflected in DEERS without an ID card, e.g., children under 10 years old).

h. Family members of reserve on AD (ID card holders and those family members reflected in DEERS without an ID card, e.g., children under 10 years old).

i. Family members of DON civilian employees in Navy activities in one of two cases:

(1) Receiving evacuation benefits due to an event in U.S. territory.

(2) Living in foreign OCONUS locations in the same household as an employee assigned to an activity at the foreign OCONUS location.

j. Family members of Navy NAF employees in one of two cases as defined in subparagraph 12i.

k. Family members of U.S. citizen contractors assigned and living outside U.S. territory residing in the same household.

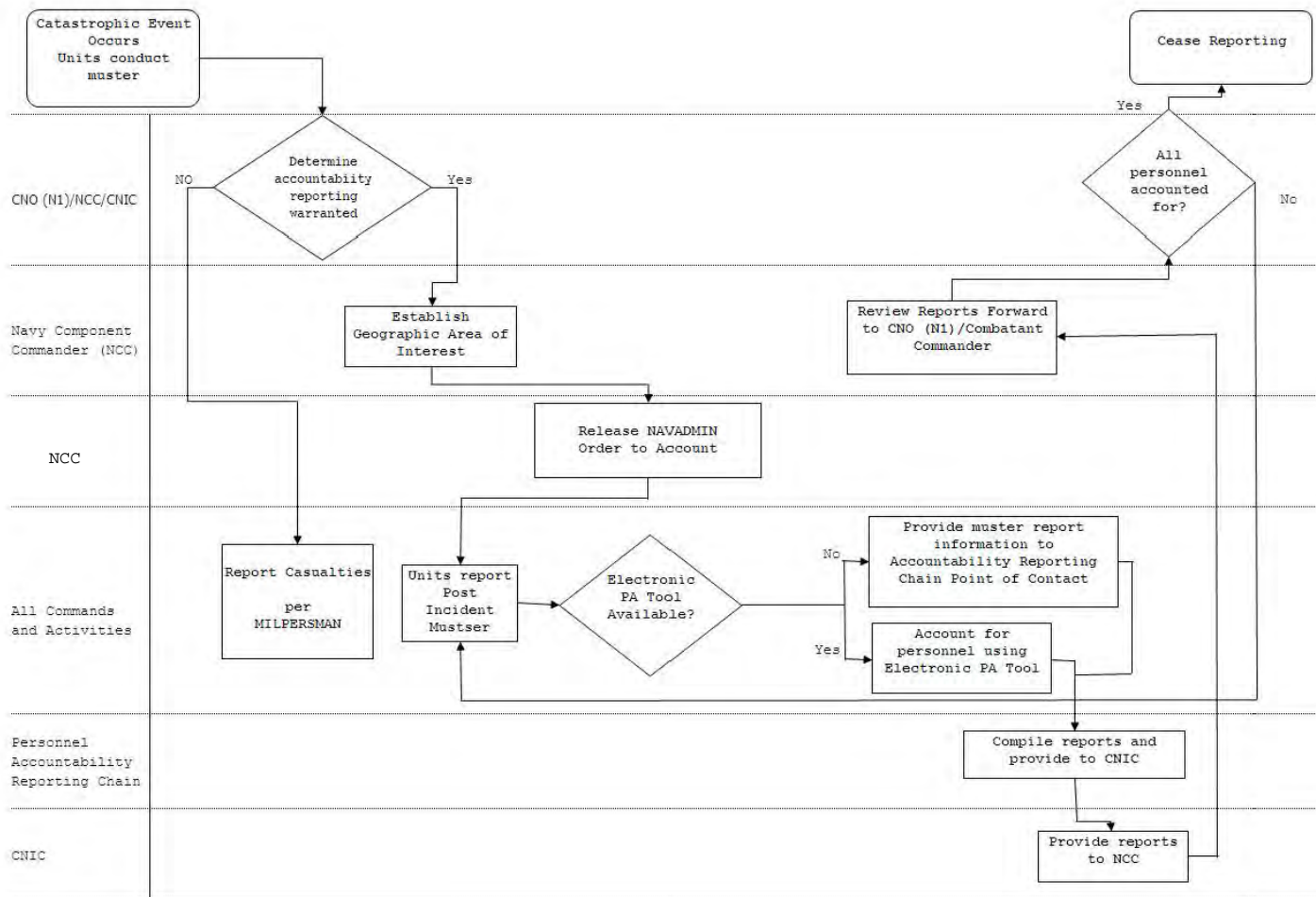
l. Family members of Navy Selected Reserve members (ID card holders and those family members reflected in DEERS without an ID card, e.g., children under 10 years old).

13. Navy Component Commander (NCC). The commander of Navy forces for a joint force, in this case the geographic combatant commanders. Pertaining to this instruction, NCC refers to the NCCs of the geographic combatant commands: U.S. Fleet Forces Command, Northern Command; U.S. Pacific Fleet; U.S. Naval Forces, European Command - including U.S. Africa Command; U.S. Naval Forces, Central Command; and U.S. Naval Forces, Southern Command.

14. Geographic Area of Interest (GAOI). Area of interest defined by the NCC which geographically encompasses the area of a catastrophic event required to complete PA reporting.

15. Impacted Area. A subset of the GAOI located within the geographic boundaries of the defined affected area.

**APPENDIX B**  
**NAVY PERSONNEL ACCOUNTABILITY PROCESS FLOW CHART**



**APPENDIX C  
COMMAND EMERGENCY CONTACT AND INFORMATION  
WALLET SIZE CARD EXAMPLE**

**SIDE A**

**Emergency Reporting Procedures:**

Following a disaster, terrorist, or mandatory evacuation event, proceed to a safe location/haven and report your status and whereabouts **ASAP** to:

1. **Direct chain of command, via:**
  - a. **Immediate CNIC Supervisor phone:** \_\_\_\_\_ or
  - b. **CNIC Shore Support Center (SSC) Duty Office:** (202) 433-0226/0259, or
  - c. **Naval District Washington (NDW):** (202) 433-5180
2. If unable to contact the command, log into the **NFAAS Web site** at **<https://navyfamily.navy.mil>** and muster yourself and your family.
3. If unsuccessful, call the **Emergency Coordination Center (ECC):** (877) 414-5358; ECC TDD: (866) 297-1971

**Repeat Steps 1 through 3 until contact is made.**

4. Once mustered, log into NFAAS to update your current information and complete an **OPNAV 3006/1 Needs Assessment**, if assistance is required.

**SIDE B**

**SOURCES FOR EMERGENCY INFORMATION**

CNIC SSC Office e-mail.....**[CNIC.N36.BWC@navy.mil](mailto:CNIC.N36.BWC@navy.mil)**  
CNIC Web site:.....**[www.cnic.navy.mil](http://www.cnic.navy.mil)**  
NDW Region:.....**<http://www.navy.mil/local/ndw/>**  
Military One Source:.....**[www.militaryonesource.com](http://www.militaryonesource.com)**  
Anacostia Fleet and Family Support Center:.....(866) 557-4410  
.....local office number:.....(202) 433-6151  
Red Cross Emergency Services:.....(800) 696-3873  
OPNAV Casualty Asst Branch (N135C):.....(800) 368-3202

**Imminent danger/emergency: Dial 911**

Monitor local AM/FM/TV stations for additional information.



**APPENDIX C  
COMMAND EMERGENCY CONTACT AND INFORMATION**

<p align="center"> <b>CNIC HEADQUARTERS</b>  <b>Emergency Reporting Procedures</b></p> <p>Following a disaster, terrorist, or mandatory evacuation event, proceed to a safe location/haven and report your status and whereabouts <b>ASAP</b> to:</p> <ol style="list-style-type: none"> <li>1. <b>Direct chain of command</b>, via:             <ol style="list-style-type: none"> <li>a. <b>Immediate CNIC Supervisor phone:</b> _____ or</li> <li>b. <b>CNIC SSC Duty Office:</b> (202) 433-0259/0226, or</li> <li>c. <b>NDW:</b> (202) 433-5180.</li> </ol> </li> <li>2. If unable to contact the command, log into the <b>NFAAS Web site</b> at <a href="https://navyfamily.navy.mil">https://navyfamily.navy.mil</a> and muster yourself and your family.</li> <li>3. If unsuccessful, call the <b>Emergency Coordination Center (ECC):</b> (877) 414-5358 ECC TDD: (866) 297-1971  <b><u>Repeat Steps 1 through 3 until contact is made.</u></b></li> <li>4. Once mustered, log into NFAAS to update your current information and complete an online <b>OPNAV 3006/1 Needs Assessment</b> if assistance is required.</li> </ol>	<p align="center"> <b>CNIC HEADQUARTERS</b>  UIC: 00052</p> <p align="center"><b>SOURCES FOR EMERGENCY INFORMATION</b></p> <p>CNIC SSC Office e-mail:.....<a href="mailto:cnic.N36.BWC@navy.mil">cnic.N36.BWC@navy.mil</a> CNIC Web site:.....<a href="http://www.cnic.navy.mil">www.cnic.navy.mil</a> NDW Region:.....<a href="http://www.navy.mil/local/ndw/">http://www.navy.mil/local/ndw/</a> Military One Source:.....<a href="http://www.militaryonesource.com">www.militaryonesource.com</a> Anacostia Fleet &amp; Family Support Center:.(866) 557-4410 Anacostia local office number.....(202) 433-6151 Red Cross Emergency Services:.....(800) 696-3873 OPNAV Casualty Asst Branch (N135C):.....(800) 368-3202</p> <p align="center"><b><u>Imminent danger/emergency: Dial 911</u></b></p> <p align="center"><b><i>Monitor WTOP 103.5/107.7 FM and TV stations for more information.</i></b></p>
<p align="center"> <b>CNIC HEADQUARTERS</b>  <b>Emergency Reporting Procedures</b></p> <p>Following a disaster, terrorist, or mandatory evacuation event, proceed to a safe location/haven and report your status and whereabouts <b>ASAP</b> to:</p> <ol style="list-style-type: none"> <li>1. <b>Direct chain of command</b>, via:             <ol style="list-style-type: none"> <li>a. <b>Immediate CNIC Supervisor phone:</b> _____ or</li> <li>b. <b>CNIC SSC Duty Office:</b> (202) 433-0259/0226 or</li> <li>c. <b>NDW:</b> (202) 433-5180.</li> </ol> </li> <li>2. If unable to contact the command, log into the <b>NFAAS Web site</b> at <a href="https://navyfamily.navy.mil">https://navyfamily.navy.mil</a> and muster yourself and your family.</li> <li>3. If unsuccessful, call the <b>Emergency Coordination Center (ECC):</b> (877) 414-5358; ECC TDD: (866) 297-1971  <b><u>Repeat Steps 1 through 3 until contact is made.</u></b></li> <li>4. Once mustered, log into NFAAS to update your current information and complete an online <b>OPNAV 3006/1 Needs Assessment</b>, if assistance is required.</li> </ol>	<p align="center"> <b>CNIC HEADQUARTERS</b>  UIC: 00052</p> <p align="center"><b>SOURCES FOR EMERGENCY INFORMATION</b></p> <p>CNIC SSC Office e-mail:.....<a href="mailto:cnic.N36.BWC@navy.mil">cnic.N36.BWC@navy.mil</a> CNIC Web site:.....<a href="http://www.cnic.navy.mil">www.cnic.navy.mil</a> NDW Region:.....<a href="http://www.navy.mil/local/ndw/">http://www.navy.mil/local/ndw/</a> Military One Source:.....<a href="http://www.militaryonesource.com">www.militaryonesource.com</a> Anacostia Fleet &amp; Family Support Center:.(866) 557-4410 Anacostia local office number.....(202) 433-6151 Red Cross Emergency Services:.....(800) 696-3873 OPNAV Casualty Asst Branch (N135C):.....(800) 368-3202</p> <p align="center"><b><u>Imminent danger/emergency: Dial 911</u></b></p> <p align="center"><b><i>Monitor WTOP 103.5/107.7 FM and TV stations for more information.</i></b></p>

**WALLET SIZE CARD (EXAMPLE ONLY)**