CLASSIFICATION: UNCLASSIFIED//
ROUTINE
R 071916Z FEB 25 MID180001598330U
FM CNO WASHINGTON DC
TO NAVADMIN
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NAVADMIN 023/25

MSGID/GENADMIN/CNO WASHINGTON DC/N1/FEB//

SUBJ/ORDER TO UPDATE NAVY FAMILY ACCOUNTABILITY AND ASSESSMENT SYSTEM
PERSONAL CONTACT INFORMATION (MARCH 2025)//

REF/A/DOC/OPNAV/23OCT14//

AMPN/REF A is OPNAVINST 3006.1 CH-2, PERSONNEL ACCOUNTABILITY IN
CONJUNCTION WITH CATASTROPHIC EVENTS.//

RMKS/1. This NAVADMIN announces the semi-annual requirement for all Navy
uniformed and civilian personnel to update/verify their personal
information in the Navy Family Accountability and Assessment System
(NFAAS), per reference (a), no later than 31 March 2025. If a record has
been updated in the system between 1 October 2024 and 31 March 2025, that
record is considered validated for the 31 March 2025 deadline.
     a. NFAAS is the system utilized by the Navy to account for personnel
and their families during widespread natural or man-made disasters.
     b. Accurate contact information of personnel and family members is
required to facilitate a quick and accurate muster of personnel in
affected areas.

2. Applicability. This message applies to all Navy uniformed personnel
(Active Duty and Reserve), Navy civilians (both APF and NAF), and Outside
Continental United States (OCONUS) contractors.
     a. It is mandatory for all uniformed personnel, and all categories
of their dependents to update and verify contact information.
     b. It is mandatory for non-bargaining unit civilian employees to
update their contact information. Providing dependent's information is
voluntary but highly encouraged. Failure to provide dependent
information may impinge on receipt of potential benefits, if applicable.
     c. It is mandatory for all OCONUS contractors, and all categories of
their dependents to update and verify contact information.
     d. Bargaining unit civilian employees are highly encouraged to
provide their contact and dependent information on a voluntary basis,
until union notification and subsequent impact and implementation
bargaining takes place (when applicable). Providing contact information
is critical in providing support to DON civilians and their dependents
during a disaster and the subsequent recovery period.

3. Echelon 2 commanders, region commanders, and region personnel
accountability representatives will ensure widest dissemination of this
notice to all subordinate commands, tenant commands and detachments for
action, as required. All commanding officers (CO)/officers-in-charge

(OIC) will ensure 100 percent compliance for mandatory personnel. COs/OICs shall contact pertinent human resources offices to request notification of applicable unions and OCONUS contractors (must provide associated unit identification code (UIC)).

4. In addition, each command shall institute policies requiring personnel to review/update their NFAAS data as standard practice during check-in and check-out. A tool is available in NFAAS to allow commanding officer representatives (COR) to "pull" personnel into their UIC. In the event of permanent address or contact information changes:
    a. Uniformed personnel, OCONUS contractors, and/or their dependents are required to update NFAAS.
    b. Civilian non-bargaining unit employees are required to update NFAAS, and their dependents are highly encouraged to update NFAAS.
    c. Civilian bargaining unit employees and their dependents are highly encouraged to update NFAAS.

5. To update contact information, access the NFAAS website at https://navyfamily.navy.mil/cas/login?service. Login and update member information under the "My Info" tab, "Contact Information" section, and sponsor's work location information. Update family member information under the "My Info" tab, "Family Member Info" section. Edit member and family member information as necessary and verify as current. Personnel are required to input their physical address; PO/APO/FPO addresses are not authorized. Additionally, users must ensure a cell carrier is selected from the applicable drop-down list. All family members enrolled in the Exceptional Family Member program must be identified as such.

6. CORs can verify personnel update status using the "reports" tab in NFAAS and selecting "Address Information Update Status Roster Report by UIC." Column K contains the date contact information was last updated.

7. Points of contact:
    a. NFAAS Help Desk at paas(at)navy.mil or nfaas.cnic.fct@navy.mil
    b. NFAAS Assistant Program Manager, FC1(SW/AW) Audetat, Ethan at (202) 433-9833 or via e-mail at ethan.t.audetat.mil@us.navy.mil

8. This NAVADMIN will remain in effect until superseded or canceled.

9. Released by Vice Admiral C. S. GRAY, Commander, Navy Installations Command.//

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