

CLASSIFICATION: UNCLASSIFIED/  
PRIORITY  
P 171339Z MAR 26 MID320018580204U  
FM COMUSFLTFORCOM NORFOLK VA  
TO NAVADMIN  
INFO SECDEF WASHINGTON DC  
JOINT STAFF WASHINGTON DC  
CNO WASHINGTON DC  
CMC WASHINGTON DC  
CDR USPACOM HONOLULU HI  
CDR USEUCOM VAIHINGEN GE  
CDR USAFRICOM STUTTGART GE  
CDR USCENTCOM MACDILL AFB FL  
CDR USNORTHCOM PETERSON AFB CO  
CDR USSOUTHCOM MIAMI FL  
CDR USSOCOM MACDILL AFB FL  
CDR USTRANSCOM SCOTT AFB IL  
CDR USSTRATCOM OFFUTT AFB NE  
DIRSSP WASHINGTON DC  
DARPA ARLINGTON VA  
DCMA HQ ALEXANDRIA VA  
DFAS HQ ARLINGTON VA  
DIA WASHINGTON DC  
DLA FT BELVOIR VA  
DTRA ALEX WASHINGTON DC  
NGA WASHINGTON DC  
MDA WASHINGTON DC  
NSA FT GEORGE G MEADE MD  
USCENTCOM COMMAND CENTER MACDILL AFB FL  
COMUSFLTFORCOM NORFOLK VA  
CNIC WASHINGTON DC  
BT  
UNCLAS  
UNCLAS

SUBJ/ORDER TO ACCOUNT FOR THE NAVY FAMILY IN EUCOM AND AFRICOM//

NAVADMIN 062/26

MSGID/GENADMIN/USFFC NORFOLK VA/N1/JUL//

REF/A/DOC/OPNAVINST 3006.1/01MAR2011//  
REF/B/DOC/DODINST 3001.02/03MAY2010//  
REF/C/DOC/DODINST 1015.15/20MAR2008//  
REF/D/DOC/NAVSOP-1000/12DEC2002//  
REF/E/MSG/PTC WASHINGTON DC/171821ZMAR09//  
REF/F/MSG/PTC WASHINGTON DC/171846ZMAR09//

NARR/REF A IS OPNAVINST 3006.1, PERSONNEL ACCOUNTABILITY IN CONJUNCTION WITH CATASTROPHIC EVENTS, NAVY PERSONNEL ACCOUNTABILITY POLICY.  
REF B IS DODINST 3001.02, PERSONNEL ACCOUNTABILITY IN CONJUNCTION WITH NATURAL OR MAN-MADE DISASTERS.  
REF C IS DODINST 1015.15, PROCEDURES AND SUPPORT FOR NON-FEDERAL ENTITIES AUTHORIZED TO OPERATE ON DOD INSTALLATIONS (ENCL 4).  
REF D IS FINANCIAL MANAGEMENT POLICY MANUAL.  
REF E IS ALARACT 070/2009, CONUS EVACUATION ALLOWANCES.

REF F IS ALARACT 071/2009, NONCOMBATANT EVACUATION ORDER/OCONUS EVACUATION ALLOWANCES.//

RMKS/1. THIS ORDER TO ACCOUNT APPLIES TO ALL NAVY ACTIVE DUTY, RESERVE, DON CIVILIAN EMPLOYEES, NAF EMPLOYEES, NEX EMPLOYEES, AND APPLICABLE DEPENDENTS ASSIGNED TO THE FOLLOWING GEOGRAPHIC AREA OF INTEREST: EUCOM AND AFRICOM. ECHELON II COMMANDERS AND ALL REGIONAL COMMANDERS SHALL ENSURE WIDEST DISSEMINATION TO ALL SUBORDINATE AND TENANT COMMANDS AND DETACHMENTS FOR IMMEDIATE ACTION UPON RECEIPT.

2. THE GEOGRAPHIC AREA OF INTEREST (GAOI) FOR THIS ACCOUNT IS EUCOM AND AFRICOM.

3. ALL COMMANDS ARE EXPECTED TO:

A. COMMANDING OFFICERS (CO) AND/OR COMMANDING OFFICER REPRESENTATIVES (COR) WILL ENSURE THAT THEIR COMMAND'S NAVY FAMILY ACCOUNTABILITY AND ASSESSMENT SYSTEM (NFAAS) DATABASE IS CURRENT AND ACCURATE, TO INCLUDE PHONE NUMBERS AND ADDRESSES. ENSURE ANY RECENT CHECK-INS TO YOUR COMMAND WHO HAVE NOT HAD THEIR CONTACT INFORMATION UPDATED IN NFAAS, COMMUNICATE RECALL INFORMATION TO THEIR RESPECTIVE CHAIN OF COMMAND.

B. IMMEDIATELY MUSTER AND ACCOUNT FOR ALL NAVY ACTIVE DUTY, RESERVE, DON CIVILIAN EMPLOYEES, NAF EMPLOYEES, NEX EMPLOYEES, AND APPLICABLE DEPENDENTS IN THE GAOI. ALL CORS/SPONSORS IN THE AFFECTED GAOI WILL RECEIVE NOTIFICATION FROM NFAAS VIA TEXT/EMAIL TO MUSTER THEMSELVES AND DEPENDENTS IN NFAAS. COS AND/OR CORS WILL ENSURE WIDEST DISSEMINATION OF REQUIREMENT FOR ACCURATE AND TIMELY ACCOUNTABILITY VIA NFAAS. IF MEMBERS ARE UNABLE TO ACCESS NFAAS, COS/CORS WILL DETERMINE ACCURATE STATUS AND WHEREABOUTS OF THEIR PERSONNEL AND MUSTER AND ACCOUNT FOR THEM AT HOME, WORK, TELEWORK, EVACUATED, OR DISPLACED LOCATION, OR NOT IN THE GAOI WITH SPECIFIED CIRCUMSTANCE (DEPLOYED, TDY/TAD/IA, ON LEAVE, SEPARATED/RETIRED, TRANSFERRED, UA/DESERTER, OTHER).

C. COMMANDS SHALL DIRECT CORS/SPONSORS TO MUSTER IN NFAAS, AT <https://navyfamily.navy.mil/>. IF NFAAS IS NOT AVAILABLE, COMMANDS/MEMBERS ARE TO REPORT THE STATUS OF PERSONNEL ACCOUNTABILITY (PA) TO THE AFFECTED REGION OPERATIONS CENTER (ROC) OR DIRECT CHAIN OF COMMAND.

D. DO NOT DELAY REPORTING ON PERSONNEL UNTIL ALL INFORMATION IS COMPLETE. REPORT AND ACCOUNT MUSTERING INFORMATION WHEN OBTAINED, INCLUDING THE POSTING OF AMPLIFYING DATA IN THE NOTES AREA ON THE INDIVIDUAL'S ACCOUNTING LINE.

4. ALL CORS/SPONSORS ARE EXPECTED TO:

A. ACCOUNT FOR THEMSELVES AND DEPENDENTS IN NFAAS VIA THE ALERT! TEXT NOTIFICATION AND RESPONSE MESSAGE AND OR AT <https://navyfamily.navy.mil/>.

B. IF UNABLE TO ACCESS NFAAS, SPONSORS SHOULD CONTACT THEIR COR, COMMAND MUSTERING OFFICER, OR SUPERVISOR TO CHECK IN (MUSTER).

C. SPONSORS WILL PROVIDE COMMAND REPRESENTATIVES WITH CURRENT RESIDENCE, DISPLACED LOCATION, OR IF NOT IN THE GAOI, WITH SPECIFIED CIRCUMSTANCE (DEPLOYED, TDY/TAD/IA, ON LEAVE, SEPARATED/RETIRED, TRANSFERRED, UA/DESERTER, OTHER).

5. FOR NFAAS TECHNICAL SUPPORT, CONTACT THE NFAAS HELP DESK AT 866-946-9183 OR VIA EMAIL AT NFAAS(AT).NAVY.MIL.

6. IF UNABLE TO MUSTER VIA NFAAS, YOUR COR, YOUR MUSTERING POC, OR YOUR CHAIN OF COMMAND, CONTACT THE BELOW POCS (LOCATION/PHONE/EMAIL):

A. MNCC /833-330-6622/ASKMNCC(AT)NAVY.MIL.

B. CNRE 3049B PA REP/777-235-1012/DIMITRIUS.L.REID.MIL(AT)US.NAVY.MIL OR 314-626-2967/GERLOCECIL.R.PARROTINA.MIL(AT)US.NAVY.MIL.

C. CNIC BWC/202-433-4321/CNIC.N36.BWC(AT)NAVY.MIL.

D. USFFC N1 PERS WATCH/757-836-0584/USFF\_NFLT\_N1\_CATPERS (AT) US.NAVY.MIL  
E. USFFC BWC/757-836-5397/5398/5359/BWC.FFC (AT) NAVY.MIL.  
F. NFAAS PROGRAM MGRS/202-765-6011/DOUGLAS.AGUILARQUEZADA.CIV (AT) US.NAVY.MIL  
OR/ETHAN.T.AUDETAT.MIL (AT) US.NAVY.MIL.

7. RELEASED BY D. A. NELSON, CAPT, DIRECTOR, FLEET PERSONNEL DEVELOPMENT AND  
ALLOCATION, USFF N1.//

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