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FM CNO WASHINGTON DC
TO NAVADMIN
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NAVADMIN 092/26

MSGID/GENADMIN/CNO WASHINGTON DC/N1/APR//

SUBJ/ORDER TO UPDATE NAVY FAMILY ACCOUNTABILITY AND ASSESSMENT SYSTEM
PERSONAL AND EMERGENCY CONTACT INFORMATION (APRIL 2026)//

REF/A/DOC/OPNAVINST/21MAR01//
REF/B/DOC/CNICINST/MAR2026//
REF/C/DOC/NAVADMIN 190/25/SEP2025//

NARR/Reference A is OPNAVINST 3006.1 CH-2, Personnel Accountability in
Conjunction With Catastrophic Events.
Reference B is CNICINST 3006.1 Personnel Accountability Utilizing Navy Family
Accountability and Assessment System Policy and Responsibilities.
Reference C is NAVADMIN 190/25 Order to Update Navy Family Accountability and
Assessment System Personal Contact Information//

RMKS/1. This NAVADMIN announces the semi-annual requirement for all Navy
uniformed and civilian personnel, including contractors working Outside the
Continental United States (OCONUS) to update/verify their personal
information in the Navy Family Accountability and Assessment System (NFAAS),
per reference (a) and (b), no later than 15 May 2026. If a sponsors record
(Profile, Address information, Family info, Emergency Contact) has been
updated between 01 October 2025 and 15 May 2026 their record is considered
valid for this cycle.

- a. NFAAS is the designated Navy system 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 quick and accurate accountability of personnel in
affected areas.

2. Applicability. This message applies to all Navy uniformed personnel
(Active Duty and Reserve), Navy civilians (APF, NAF and, NEX), 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.
- 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/>. 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 sponsor 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 are required to select a cell carrier from the applicable drop-down list. For best notification via Alert, Sailors are required to list their personal cell phone number as primary contact. All family members enrolled in the Exceptional Family Member program must be identified as such.

6. While updating contact information in NFAAS, sponsors should view their DEERs data and update as required.

7. Sponsors should have at least one person listed under emergency contact information, to view emergency contact: use the "My Info" tab and on the left panel there is a tab labeled "Emergency Contacts".

8. Commanding Officers are encouraged to check NFAAS and ensure their command has at least one COR assigned to it. To check the assigned CORs for a UIC, click on the Command" tab and then "COR lookup by UIC" enter the desired UIC information and a list of CORs will generate. The Regional CORs are listed on the NFAAS webpage.

9. 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.

10. Points of contact:

a. NFAAS Help Desk at paas.fct@navy.mil

b. NFAAS Program Manager, Douglas Aguilarquezada, at douglas.aguilarquezada.civ@us.navy.mil

c. NFAAS Assistant Program Manager, FC1 (SW/AW) Audetat, Ethan at (202) 433-0763 or via e-mail at ethan.t.audetat.mil@us.navy.mil

11. This NAVADMIN supersedes reference (c) and will remain in effect until superseded or cancelled.

12. Released by Vice Admiral C. S. Gray, Commander, Navy Installations Command.

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