

BUPERS INSTRUCTION 3006.1B

From: Chief of Naval Personnel

Subj: BUREAU OF NAVAL PERSONNEL RECALL AND POST-INCIDENT
ACCOUNTABILITY PROCEDURES FOR MILITARY AND CIVILIAN
PERSONNEL

Ref: (a) DoD Instruction 3001.02 of 3 May 2010
(b) OPNAVINST 3006.1
(c) CNIC M-3440.17

1. Purpose. To establish procedures and assign responsibilities for the Bureau of Naval Personnel (BUPERS) recall and post-incident accountability of military and civilian personnel per references (a) through (c). This revision adds Commander, MyNavy Career Center's (MNCC) responsibility for ensuring assigned personnel are mustered in the Navy Family Accountability and Assessment System (NFAAS) under BUPERS.

2. Cancellation. BUPERSINST 3006.1A

3. Scope and Applicability. This instruction is applicable to BUPERS and its subordinate commands.

4. Discussion. Emergencies such as the 2010 flooding of Naval Support Activity Mid-South emphasized the need to maintain command and departmental recall bills. Post-incident mustering and accounting of all personnel and their family members must be routinely practiced to ensure complete personnel accountability, should a man-made or natural catastrophe occur. In the event a personnel recall is initiated, it is imperative that the recall bill include detailed contact information for both sponsors and their family members. Post-incident personnel accountability for all assigned personnel and their family members is critical.

5. Responsibilities

a. Commanding Officers, Officers-in-Charge, Directors, and Department Heads

(1) Procedures for Recall. Ensure a standardized procedure to update personnel recall bills is in place and that Privacy Act regulations are followed. Assign Total Workforce Management Services (TWMS) mustering coordinators, as desired.

(2) Inform and Train Personnel. Train assigned personnel and provide contact information to facilitate post-incident muster requirements.

(3) Update Information. Ensure assigned personnel maintain accurate recall information in TWMS and NFAAS. Military members must also update the Navy Standard Integrated Personnel System (NSIPS), as applicable.

(4) Post-Incident. Following a natural disaster, terrorist event, or mandatory evacuation, ensure all assigned personnel are accounted for and have self-reported their status via NFAAS.

b. BUPERS Total Force Human Resources and Manpower Office (BUPERS-05).

(1) Serves as the BUPERS TWMS Program Manager,

(2) Grants TWMS access to designated muster coordinators, and

(3) Provides initial training to TWMS muster coordinators.

c. NFAAS Commanding Officer Representative. Following a natural disaster, terrorist event, mandatory evacuation, or in the event of an incident requiring the muster and accounting of personnel, per reference (c) and as directed by leadership, the following offices are responsible for ensuring assigned personnel are mustered in NFAAS:

(1) BUPERS/NAVPERSCOM, Military Support Office (MSO): (901) 874-3119

(2) MNCC: (901) 874-2325

(3) Navy Pay and Personnel Service Center (NPPSC): (901) 874-4517

(4) Navy Manpower Analysis Center (NAVMAC) N1: (901) 874-6246

(5) BUPERS Navy Corrections and Programs Office (BUPERS-00D): (901) 874-4446

(6) Command duty office: (901) 874-3070

d. Individuals

(1) Update Recall Information. Each military member and civilian employee is required to maintain a current recall number and address in TWMS and NFAAS. Military members must also update NSIPS. The recall information provided must be a non-work number and home address to assist the command in reaching members during non-working hours.

(2) Post-Incident Muster. Following a natural disaster, terrorist event, or mandatory evacuation, individuals will proceed to a safe location and safe haven, per local instruction. As

soon as possible, individuals will report their status and whereabouts of themselves and their family members via:

(a) Phone, text, or e-mail to their supervisor and the command duty office;

(b) Self-report status in NFAAS; or

(c) If unsuccessful with methods in subparagraph 5d(2), contact the NAVPERSCOM Emergency Coordination Center at (877) 414-5358; the telecommunications device for the deaf telephone number is (866) 297-1971.

Note: Continue to try mustering until successful.

6. Categories of Personnel to be Recalled and or Mustered

a. Active duty personnel, including full-time support;

b. Selected Reserve personnel on active duty, including annual training, active duty for training, active duty for special work, and in a mobilized or recalled status;

c. Navy Federal civilian personnel; and

d. Family members of aforementioned personnel (post-incident personnel accountability).

7. Records Management

a. Records created as a result of this instruction, regardless of format or media, must be maintained and dispositioned for the standard subject identification codes (SSIC) 1000 through 13000 series, per the records disposition schedules located on the Department of the Navy/Assistant for Administration (DON/AA) Directives and Records Management Division (DRMD) portal page at: <https://portal.secnav.navy.mil/orgs/DUSNM/DONAA/DRM/Records-and-Information-Management/Approved%20Record%20Schedules/Forms/AllItems.aspx>.

b. For questions concerning the management of records related to this instruction or the records disposition schedules, please contact your local records manager or the DON/AA DRMD Program Office.

8. **Review and Effective Date.** Per OPNAVINST 5215.17A, BUPERS-05 will review this instruction annually around the anniversary of its issuance date to ensure applicability, currency, and consistency with Federal, Department of Defense, Secretary of the Navy, and Navy policy and statutory authority using OPNAV 5215/40 Review of Instruction. This instruction will be in effect for 10 years, unless revised or cancelled in the interim, and will be reissued by the 10-year anniversary date if it is still required, unless it meets one of the exceptions in OPNAVINST 5215.17A, paragraph 9. Otherwise, if the instruction is no longer required, it will be processed for cancellation as soon as the cancellation is known following the guidance in OPNAV Manual 5215.1 of May 2016.



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Releasability and distribution:

This instruction is cleared for public release and is available electronically only via BUPERS Web site at: <https://www.mynavyhr.navy.mil/References/Instructions/BUPERS-Instructions/>.