



NAVFAC SOUTHEAST (FEC and PWDs/ROICCs) - 2014 Personnel Accountability (Mustering) Instructions - IT'S IMPORTANT!

INDIVIDUAL EMPLOYEE INSTRUCTIONS

Personal Information Review and Update

ALL NAVFAC personnel must review and update personnel information in both of the Navy's two primary database systems used for personnel records and accountability, using the links and procedures provided in the following 2 paragraphs:

Total Workforce Management System (TWMS)

Use this link <https://twms.nmci.navy.mil>, and then click on the Self Service link. No user ID or pass word are required.

When your record opens, look on the left of the screen and click on the Personal/Recall Information. Verify that your information is correct. Changes to your home address must be made in My Pay and there is a link on this page that will take you to that website. If your current address is different from your official address of record, you can enter your current address directly into TWMS.

Navy Family Accountability and Assessment System (NFAAS)

ALL personnel must review and update twice a year. Use this link <https://navyfamily.navy.mil>, and then click on the button on the lefthand side under "Navy Military, Civilians, OCONUS Contractors, and their Families".

On the page, you will need to select your log-in method - normally Common Access Card (CAC) is the easiest, but can also log in on a non-CAC non-NMCI computer using just personal information (SSN, DoB, and last name) - then click the LOGIN button on the bottom of the page.

The next page will probably display the following statement (unless you are required to muster for an ongoing event in progress):

“Our records currently indicate that you are not affected by any active event. Therefore, the Assessment Survey is disabled. Please select the “My Info” tab to verify and update your information.”

At this point, click on your “My Info” tab to verify and update your contact and personal information. When updating your information, DO NOT UPDATE event information.

Actions Following a Disaster Event:

Personnel Accountability (Mustering), to account for you and your dependents:

In the event that your installation (or your local area of domicile) is impacted by a disaster event (whether natural, terrorist event, or an exercise), you may be subject to any of the following:

- 1) Simulated disaster event during exercises, to test muster procedures
- 2) Minor event, restricted/delayed access to installation
- 3) Voluntary evacuation
- 4) Mandatory evacuation
- 5) Installation Shut-down - Restricted Access (pre-identified Critical and Essential personnel only)

If you are not able to report to work due to a disaster event, you must immediately attempt to contact the Command (preferably your immediate supervisors) to report your status, following the procedures and

contact information listed on your employee wallet cards. If you are displaced from your permanent address, this report must include your current contact information, including phone numbers and physical location.

Following disaster events, the Navy will establish Geographic Area of Interest (GAOI) for those events. The addresses of you and each of your dependents within the NFAAS database (based on your latest updates) will properly place you and your dependents either inside or outside the GAOI. Navy requires your personnel accountability, or “muster”, if NFAAS identifies you as being within the GAOI.

If you are affected by a disaster event and you are not able to report to work, you must immediately attempt to contact the Command (preferably your immediate supervisor) to advise of your status and, if you are displaced from your permanent address, provide your current contact phone numbers and physical address.

The **EMERGENCY INFORMATION and REPORTING INSTRUCTION WALLET CARDS** are provided to assist NAVFAC employees in making contact with the Command. Each employee should print sufficient copies of the card for themselves, each family members, and Emergency Contacts as appropriate. Be sure to obtain and record on these copies the numbers for your supervisor and your Department/ROICC, all others are pre-printed. On the reverse side of the card, you will see three steps...call your supervisor, call your Department/ROICC emergency number (usually their Emergency Operations Center (EOC)), or contact the NAVFAC Southeast EOC in Jacksonville, FL at (904)542-6608 or email navfac_se_eoc.fct@navy.mil. If you are unable to reach anyone at these numbers after repeated attempts, and have access to a computer, log in to the Navy Family Accountability and Assessment System (NFAAS) website at www.navyfamily.navy.mil. As a last resort, call the 24-hour Navy Emergency Call Center at (877)414-5358. If you need assistance, complete a Needs Assessment Survey, which you can do either over the telephone with the 24-hour Navy Emergency Call Center, or on-line at the NFAAS website.

Request assistance from your Supervisor if you need help with computer access or getting copies of your EMERGENCY INFORMATION and REPORTING INSTRUCTION WALLET CARD.