



# **NAVFAC SOUTHEAST (FEC and PWDs/ROICCs) - 2014 PERSONNEL ACCOUNTABILITY (Mustering) Instructions**

## **SUPERVISOR INSTRUCTIONS**

### **Employee Cards:**

Provide to all of your employees copies of Individual Employee Instructions and EMERGENCY INFORMATION and REPORTING INSTRUCTION WALLET CARDS. Ensure that they have the emergency contact information for their immediate supervisors to fill into their wallet cards. Facilitate their coordination at least annually with their immediate supervisors to update their contact information.

### **Supervisor Rosters:**

As supervisors, you must maintain rosters of all of your employees listing their contact information. Identify an alternate within your work center who can perform roster maintenance and muster duties if you are unable to, and give them access to current copies of your rosters. You may want to have your employees update their emergency contact information with you annually in conjunction with another recurring annual event, such as when you do their IPMS Performance Appraisal progress reviews. BD can assist you with getting EMERGENCY CONTACT reports out of TWMS, as well as other personnel-related assistance.

Also ensure that your personnel maintain their data in both of the Navy's two primary database systems used for personnel records and accountability: Total Workforce Management System (TWMS) and Navy Family Accountability and Assessment System (NFAAS). Refer to the Individual Employee instructions sheet for further details on how your personnel should maintain their data in TWMS and NFAAS.

### **Actions Following a Disaster Event: Personnel Accountability (Mustering) of Employees and Dependents:**

You may have to response to any of the following disaster events (whether natural, man-made, or exercise):

- 1) Simulated disaster event, during annual exercises, to test muster procedures as well as other actions.
- 2) Actual disaster event impacting either your installation or your local area of domicile, resulting in:
  - a. Restricted/delayed access to installation
  - b. Shut-down of installation - Access restricted to pre-identified Critical & Essential personnel only
  - c. Voluntary evacuation of area
  - d. Mandatory evacuation of area

Ensure that your employees understand that if they are not able to report to work due to a disaster event, they must immediately attempt to contact the command (preferably their immediate supervisors) to report their status, following the procedures and contact information listed on their employee wallet cards. If they are displaced from their permanent address, this report must include their 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 Navy employees and their dependents within the NFAAS database (based on each person's latest updates) will properly place each employee/dependent either inside or outside the GAOI. A GAOI may include thousands of Navy employees and dependents. Navy requires personnel accountability, or "muster", of each person that NFAAS identifies as being within the GAOI. All these people should be mustered within 72 hours.

Immediately after a disaster event impacting your installation and/or employees (either actual or when notified during an exercise), contact those employees of yours that have not already contacted you. Supervisors report status of muster status and POC information to higher level supervisors at least once a day. PWDs/ROICCs, IPTs, BLCs/SLCs, and ARE make their reports to Operations Core (Disaster Preparedness Officer, Contingency Engineer or other Ops-core staff), or the Emergency Operations Center (EOC) if it is activated and manned. Continue attempts to contact your un-mustered employees until all have been mustered.