

BY ORDER OF THE
SECRETARY OF THE AIR FORCE

AIR FORCE INSTRUCTION 10-218

31 OCTOBER 2006



Operations

**PERSONNEL ACCOUNTABILITY
IN CONJUNCTION WITH
NATURAL DISASTERS OR
NATIONAL EMERGENCIES**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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RELEASABILITY: There are no releasability restrictions on this publication.

OPR: HQ USAF/A1PR

Certified by: HQ USAF/A1P
(Brig Gen K.C. McClain)
Pages: 33

This Air Force Instruction (AFI) implements Air Force Policy Directive (AFPD) 10-2, *Readiness*, AFPD 10-4, *Operations Planning* and AFPD 10-25, *Full Spectrum Threat Response*. This instruction provides policy and guidance for establishing and maintaining personnel accountability in the event of natural disasters or national emergencies for Air Force (AF) personnel in accordance with Department of Defense Instruction (DoDI) 3001.aa, *Personnel Accountability in Conjunction with National Emergencies or Natural Disasters*. This AFI applies to both the continental United States (CONUS) and locations outside the continental United States (OCONUS), but is not intended to supercede AFI 10-216, *Evacuating and Repatriating Air Force Family Members and Other US Noncombatants*.

This publication requires the collection and or maintenance of information protected by the Privacy Act (PA) of 1974. The authorities to collect and or maintain the records prescribed in this publication are Title 37 *United States Code*, Section 301a and Executive Order 9397, *NUMBERING SYSTEM FOR FEDERAL ACCOUNTS RELATING TO INDIVIDUAL PERSONS*, November 22, 1943. Forms affected by the PA have an appropriate PA statement. System of records notice F033 AF C Locator, Registration and Postal Directory Files (May 9, 2003, 68 FR 24944) applies.

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1. CONCEPT OF OPERATIONS

1.1. Background. During natural disasters or national emergencies, the ability to quickly assess the status of Air Force Airmen, Department of the Air Force (DAF) and Nonappropriated Funds (NAF) civilians and families is critical. Both our ability to recover from these incidents and to return to normal operations are top priorities.

1.2. Introduction. This instruction outlines accountability requirements and procedures for Air Force personnel agencies and commanders. In order to ensure all personnel are accounted for, it is paramount all Air Force installations and units have recall and evacuation plans in place and personnel are aware of their responsibilities to ensure fast, accurate accountability.

1.3. Scope. The roles and responsibilities of involved agencies are fully explained in this instruction. Understanding and accomplishing these roles and responsibilities are crucial for ensuring the accurate and timely actions necessary to establish Total Force accountability. Central to accountability during a natural disaster is the commander's inherent responsibility to ensure awareness of the status of personnel under their command. Commanders must take prudent measures and apply the guidance outlined in this instruction to ensure they are able to account for all personnel. This instruction is intended to aid commanders and those involved in personnel accountability by providing guidance on accountability for victims/survivors of an event. It is not intended to govern accountability for forces deployed in support of rescue, recovery, or contingency operations.

1.4. Total Force Accountability Concept. Total Force accountability is defined as the accurate accounting for all Air Force personnel at all times regardless of location.

1.4.1. For the purpose of this Instruction, the term "Total Force" includes Air Force active duty personnel, Selected Reserve (SELRES) personnel, DAF and NAF civilians, Defense Enrollment Eligibility Reporting System (DEERS) enrolled family members, and family members of DAF/NAF employees (when receiving evacuation entitlements).

1.4.2. Specifically, this instruction applies to:

1.4.2.1. Active Duty members and their DEERS-enrolled family members.

1.4.2.2. Selected Reserve (SELRES):

1.4.2.2.1. Air National Guard (ANG) Active Duty Title 10, Active Duty Title 32, State Active Duty, Drilling Guardsmen (Traditional and ANG Technicians), and DEERS-enrolled family members of these Guard categories (see [1.4.2.4](#) below).

1.4.2.2.2. Reserve on Title 10 Active Duty, Drilling Reservist (Traditional and Air Reserve Technicians), Individual Mobilization Augmentees (IMAs), and the DEERS enrolled family members of these Reserve categories (see [1.4.2.4](#) below).

1.4.2.3. DAF and NAF civilian employees.

1.4.2.4. Family members of Active Duty, Air National Guard, certain Air Force Reserve (described in paragraphs [1.4.2.2.1](#) and [1.4.2.2.2](#)) who are actively enrolled in the Defense Enrollment Eligibility Reporting System (DEERS) and physically residing in the area of concern.

1.4.2.5. Family members of DAF/NAF employees when those family members are receiving evacuation entitlements.

1.4.2.6. Personnel TDY, on leave, or on a pass in the impacted area.

1.4.2.7. When the impacted area is OCONUS, all DAF sponsored military and civilian personnel, including all family members and contractors.

1.5. Basic Accountability Operations. Wherever and whenever possible, personnel accountability procedures should follow the chain of command and mimic normal day to day reporting procedures. In the event regular reporting channels are not viable, individuals and units will use any means available to report accountability information to AF, DoD, State, or Federal agencies.

2. RESPONSIBILITIES. Accountability is first and foremost a command responsibility. Under certain circumstances however, a commander's ability to accurately track and account for the required forces and certain family members may be greatly impeded. Utilizing redundant systems and ensuring that the individual members are aware of these requirements will ensure that accountability can be achieved in the direst of situations.

2.1. Air Force Crisis Action Team (AF CAT) Director

2.1.1. Will direct the impacted MAJCOM CAT Directors to provide accountability to HQ AFPC/PRC twice each day according to the accountability reporting formats in the attachments in this document. Reporting timelines/frequency may change depending on the event.

2.2. Headquarters USAF/Personnel Readiness Division (AF/A1PR)

2.2.1. **Represents the AF/A1 when the AF CAT is activated.**

2.2.2. Will activate the HQ AFPC/PRC and provide specific geographical parameters (e.g., zip codes) of the expected/known impact area.

2.2.3. Provides guidance (through the AF CAT Director) to the impacted MAJCOM CAT Directors with courtesy copy to MAJCOM CAT/A1 representative that personnel accountability will be provided to HQ AFPC/PRC in accordance with the frequency and formats as prescribed in this document. Will determine reporting timelines based on the event.

2.2.4. Will coordinate with the Combatant Command if crisis dictates early return of deployed personnel. The Air Expeditionary Force Center (AEFC) and HQ AFPC/PRC will work with impacted MAJCOMs, PRFs and Personnel Support for Contingency Operations (PERSCO) Teams, IAW AFI 10-215, *Personnel Support for Contingency Operations*, to have these individuals identified, returned, and replaced if requested by the Combatant Commander.

2.2.5. Works with Component Commands to determine tasking of PERSCO Teams needed for crisis accountability.

2.2.6. Will provide oversight to HQ AFPC/DPSOA, the lead agency for the AF on assisting personnel during evacuation and repatriation IAW AFI 10-216, *Evacuating and Repatriating Air Force Family Members and Other US Noncombatants*, during an OCONUS crisis requiring Non-combatant Evacuation operations (NEO), repatriation operations, and safe haven entitlements.

2.3. Headquarters Air Force Personnel Center/Personnel Readiness Center (HQ AFPC/PRC)

2.3.1. Serves as the primary distribution and collection point for information regarding impacted/threatened personnel.

2.3.2. **Makes contact with both the impacted MAJCOMs and the impacted bases' Wing CAT/A1 representatives (e.g., MSS/CC) to ensure all are aware of their responsibilities and to communicate HQ AFPC/PRC's role and the services provided as outlined in this instruction.**

2.3.3. Ensure MAJCOMs have communicated to the impacted bases' Wing Cat/A1 representative (e.g., MSS/CC), all GSUs, and Tenant Units (e.g., personnel who are geographically separated such as recruiters, AFIT, Special Duty such as Astronauts, etc.) the need to implement an evacuation plan and their responsibility to provide their accountability to their parent MAJCOM.

2.3.4. Ensure MAJCOMs have communicated to their personnel the need to utilize Evacuation Tracking Roster spreadsheets (**Attachment 8**) to track evacuation locations and establish points of contacts that will provide this information daily to the MAJCOM.

2.3.4.1. In the event there is adequate forewarning, MAJCOMs will require their GSUs, Tenant Units and Wing CAT/A1 (e.g., MSS/CC) to send them the Evacuation Tracking Roster spreadsheets (see **Attachment 8**). The MAJCOM Airman and Family Readiness Matters POC will consolidate and forward to HQ AFPC/DPSOA to allow for preparation and reception of evacuees.

2.3.4.2. In addition, after reporting strength accountability, MAJCOMs will send updates to the PRC on any changes to evacuation locations until the impacted members have returned to their assigned base.

2.3.4.3. HQ AFPC/PRC will provide baseline data periodically throughout the calendar year on a web-based link and will notify affected MAJCOMs and bases to retrieve the data.

2.3.4.4. Additionally, data will be provided, as required, to any base that is projected for a hurricane or impacted by a natural disaster or national crisis.

2.3.4.5. Data Delivery. HQ AFPC PRC will provide to all MAJCOMs and the impacted Military Personnel Flights (MPFs) and/or Wing CAT/A1 representative(s) (e.g., MSS/CC) a baseline product via a web-based link.

2.3.4.6. The product will identify individuals assigned within the affected area who are not necessarily on a major AF installation (one without an MPF) or who are serviced by an MPF located outside the area. It will be the responsibility of the owning MAJCOM to account for their personnel regardless of their location.

2.3.4.7. These baseline numbers provided to the owning base are for planning purposes and to provide a holistic picture to the Wing Commander of the Total AF population for the care of feeding of those that are not in their chain of command. Local commanders hold final authority for accountability of their people. **Each MAJCOM will be required to report accountability of their personnel on each base. AFRC and NGB will provide Total Force Accountability of their personnel.**

2.3.4.8. In the event of little or no warning before an event, HQ AFPC will provide the information as soon as they are able.

2.3.5. Compiles accountability information received from MAJCOM(s) and reports it to AF CAT/A1 twice daily in accordance with the accountability reporting format and timelines in the attachments of this instruction.

2.3.6. Will contact HQ AFPC Public Affairs (PA) Office to turn on the appropriate link on HQ AFPC main webpage for impacted personnel within 24 hours of the event. The link will include the National Disaster Registry Web Application for those that cannot get through to HQ AFPC/PRC or their Unit Control Center (UCC) via telephone.

2.3.6.1. Coordinates with HQ AFPC PA on news releases and media outreach as needed.

2.3.7. Publishes a message or e-mail to MAJCOM CAT Directors with courtesy copy to MAJCOM CAT A1 representatives outlining accountability procedures requiring all bases to identify personnel who are TDY, on a pass (if known), or on leave from their base in the affected areas, and directing the 100 percent accountability of their personnel within 48 hours of the event.

2.3.8. Will update the message on HQ AFPC/PRC's toll free number with the latest status of the impacted military installation(s) based on input from the respective MAJCOM and/or Wing-level CAT/A1 (e.g., MSS/CC) representative's instructions.

2.3.9. Implements and rescinds STOP MOVEMENT at the request of the Wing Commander(s) of the impacted base(s)/GSUs/personnel and coordinates this action with HQ AFPC/PA and HQ AFPC Director of Assignments (DPA).

2.3.10. Will provide, upon request from the AFCAT, pertinent information regarding deployed/deploying personnel assigned to, or with family members (paragraph 1.4.2.4.) living in the impacted area (i.e., dependent children living with a former spouse). The following categories will be queried and the AEFC and affected MAJCOM(s) will be contacted to determine if deployed personnel impacted by the crisis should return and, if necessary, will implement notification procedures.

2.3.10.1. Personnel due to return from deployment within 30 days of the event (flag and count personnel who are actually en route).

2.3.10.2. Personnel preparing to deploy from the same area.

2.3.10.3. Personnel deployed whose RNLTD is beyond 30 days and who may have to return early as a result of the event.

2.3.11. If a crisis occurs or has the potential to occur, either CONUS or OCONUS, AF/A1PR will request HQ AFPC/PRC run products to identify the AF population impacted.

2.3.12. HQ AFPC has the authority to deviate from the prescribed reporting chain described in this instruction in the event they cannot obtain personnel accountability when circumstances warrant.

2.4. Headquarters Air Force Personnel Center/Airman, Family & Community Operations (HQ AFPC/DPSOA)

2.4.1. Will ensure that installation Airman & Family Readiness Flights (A&FRF) are trained and prepared to assist commanders with the activation of a Family Assistance Control Center (FACC) to serve as the focal point for family assistance services. The FACC, prescribed by DoDI 1342.22, *Family Centers* and AFI 34-1101, *Assistance to Survivors of Persons Killed in Air Force Aviation Mishaps and Other Incidents*, serves as a staging area where families can obtain disaster relief, contingency information, and other services. The FACC's primary mission is to handle the practical and emotional needs of families of potential DoD casualties and DoD personnel affected by the disaster.

2.4.1.1. HQ AFPC/DPSOA provides informational updates to the (A&FRF) with a courtesy copy to their respective MAJCOM Airman and Family Readiness Matters so they can act as focal point for dissemination of timely information for affected families excluding casualty notification.

2.4.1.2. When personnel and/or their families are evacuated, HQ AFPC/ DPSOA alerts all A&FRF with a courtesy copy to their respective MAJCOM Airman and Family Readiness Matters to prepare for families evacuating to their geographic area. Guidance includes but is not limited to relocation assistance, financial information, employment services and eligibility if applicable.

2.4.1.3. Noncombatant Evacuation Operation (NEO). HQ AFPC/DPSOA complies with the DoD Joint Plan for NEO and is the lead agency for support to AF families during NEO and repatriation operations. Provides guidance/coordination to the installation A&AFRF at each location being evacuated, the intermediate stop, and the repatriation site that processes families back into the U.S.

2.4.1.3.1. Responsible for tracking, accounting, reporting and ensuring follow-up support is provided to family members during preparation, evacuation, and safe haven. When DD Form 2585, *Repatriation Center Processing Sheet*, is not collected at a repatriation site, HQ AFPC/DPSOA contacts the closest installation A&FRF to ensure completion and collection of the DD Form 2585 and input into the NEO Tracking System (NTS).

2.4.1.4. Will ensure the A&FRF contacts families of members on remote assignments to determine family status and evacuation plans and remind them of contact procedures once they arrive at their final destination. The Family Support Flight will provide member with initial family status.

2.5. Major Commands (MAJCOMs) and the National Guard Bureau (NGB)

2.5.1. Each MAJCOM and NGB will provide personnel accountability of their personnel (paragraph 1.4.) assigned to any base or outlying area impacted by the natural disaster or national emergency and any personnel on Leave/TDY in the area of concern.

2.5.2. Will ensure all personnel, to include GSUs and Tenant Units have evacuation plans and have prepared evacuation tracking spreadsheets (see [Attachment 8](#)).

2.5.3. AFRC and NGB will make provisions to include evacuation plans on ARC members who may not work in the affected area but who live in the affected area (traditional ARC members may live in different states than they drill).

2.5.4. MAJCOMs and NGB will utilize the data pull provided by HQ AFPC/PRC to establish a baseline of their personnel if there is notice of the event (AFRC will produce their own data pull). They will provide daily updates to the PRC until they have achieved 100 percent accountability. In addition, after reporting strength accountability, MAJCOMs will send updates to the PRC on any changes to evacuation locations until all impacted personnel (to include all categories in paragraph 1.4.) have returned to their assigned base/residence.

2.5.5. Additionally, MAJCOMs will ensure they have POCs on all installations, GSUs, tenant units etc., that will provide their accountability and evacuation locations (see [Attachment 8](#)) to the MAJCOM.

2.5.6. Will direct Plans and Requirements (A5) to ensure all Wing/Installation Commanders and GSUs have evacuation plans and tracking procedures in place to account for all personnel in the event of a natural disaster or national emergency.

2.6. MAJCOM CAT Director

2.6.1. At the direction of AF CAT Director, directs impacted installation CAT Directors to provide installation accountability twice each day to MAJCOM CAT/A1 representatives for consolidation/submission to HQ AFPC/PRC.

2.7. MAJCOM CAT A1 Representatives

2.7.1. Will perform accountability responsibilities when a servicing MPF is unable to perform those functions.

2.7.2. HQ AFPC/PRC will provide to the owning installation MAJCOM and the impacted MPFs a baseline product listing the names, social security numbers and address information of Air Force military and civilian personnel who are assigned to, or who live within the projected area of concern. Baseline data provided to the MAJCOM and affected bases will include the targeted population. Active Duty and Civilian populations will be determined based on the ZIP code of their assigned Personal Accounting System (PAS) Code (**Note: Baseline SELRES data will be sent to NGB who in turn will communicate with their affected units. AFRC will pull their own data**).

2.7.2.1. Baseline numbers are for planning purposes for the impacted Air Force installation to provide a holistic picture of the Total AF population and are subject to change based upon the event.

2.7.2.2. The impacted installation is only required to report on their equivalent component (to include dependents, DAF, and NAF civilian) population to the owning MAJCOM. For example: The 81st Training Wing at Keesler AFB would not report accountability for the 403rd Air Reserve Wing.

2.7.3. Review/validate Personnel Accountability Reports received from Wing CAT/A1 representative(s) (e.g., MSS/CC).

2.7.4. Consolidate accountability information and forward to HQ AFPC/PRC according to the timelines established for submission (see [Attachment 5](#), [Attachment 6](#), [Attachment 7](#)). Spreadsheets may be sent via e-mail to afpc.prc@randolph.af.mil or by fax to DSN 665-3805/Commercial (210) 565-3805.

2.7.5. In the event there is adequate forewarning, will require their GSUs, Tenant Units and Wing CAT/A1 (e.g., MSS/CC) to send them the Evacuation Tracking Roster spreadsheets (see [Attachment 8](#)). The MAJCOM Airman and Family Readiness Matters POC will consolidate and forward to HQ AFPC/DPSOA to allow for preparation and reception of evacuees.

2.7.6. Will consolidate any published evacuation orders received from the Wing CAT/A1 for DAF and NAF civilian dependents only and will use this information to complete the accountability report (see [Attachment 5](#)) according to the timelines established by HQ AFPC/PRC. **Note: There is no requirement to forward copies of evacuation orders of military dependents.**

2.7.7. Units not within the affected area will emphasize the need for awareness of possible evacuees arriving on base who may need to have individual evacuation orders published. **If evacua-**

tion orders for DAF or NAF civilian family members are published by any unit outside the affected area, a listing of the names published in the order should be collected by the MAJCOM CAT A1 representative or MAJCOM A1 Readiness staff if the CAT is not activated. Listing should be forwarded to the HQ AFPC/PRC.

2.7.8. Work with MAJCOM CAT Director to contact Wing Commanders of bases/GSUs in impacted area to consider STOP MOVEMENT as situation warrants.

2.8. Installation Commanders or Equivalents

2.8.1. Will ensure unit commanders are aware of their responsibilities as outlined in this instruction and that evacuation plans for bases have fully addressed the need to account for the categories of personnel described in this instruction within 48 hours of a natural disaster or national emergency.

2.8.2. Will ensure all assigned personnel are completely familiar with the three-tiered approach (outlined below) for displaced personnel to contact their leadership, keep them informed of their location, and account for family members.

2.8.2.1. Once a member has arrived at a safe evacuation location, their first act should be to report their status and location back to their UCC or their base's Command Post.

2.8.2.2. If a member is unable to contact their UCC or Command Post, they should immediately contact the HQ AFPC/PRC at 1-800-435-9941 to report their whereabouts. HQ AFPC/PRC is manned 24/7 to respond to any emergency.

2.8.2.2.1. AFRC personnel (military and civilian) will contact their Numbered Air Force CAT at the following numbers: 4 AF: DSN 447-3572, Commercial: 951-655-3572, or Toll Free 1-888-452-1121, ext 13572/12249; 10 AF: DSN 739-3079, Commercial: 817-782-3079 or Toll Free 1-800-828-4624, ext 3079; 22 AF: DSN 625-775/3156, Commercial: 678-655-4513/4756 or Toll Free 1-888-436-2246, ext 54513/53156

2.8.2.2.2. IMAs will contact the Readiness Management Group (RMG) at the following numbers: DSN 497-2450, Commercial: 478-327-2450, Toll Free 1-800-223-1784, ext 7-2450 or use the following e-mail address: afrc.cat.rmg@afrc.af.mil.

2.8.2.2.3. ARPC Mobilization Assistant (MA) and HQ personnel call DSN: 926-7074, Commercial: 303-676-7074, or Toll Free: 1-800-525-0102.

2.8.2.3. In the event all of the above are unsuccessful, individuals should register at the National Disaster Registry Web Application at: <https://www.afpc.randolph.af.mil>.

2.8.3. In the event a member is stranded in a crisis area with no communications available, members are encouraged to report their status to any responding agency (Red Cross, local police, FEMA, etc.) and ask that agency to report the status of the member to the Air Force through any means available.

2.8.4. Will brief all military members on the importance of having their family members report their status in the event they evacuate without the military member. Commanders are encouraged to emphasize the military's concern for the safety of family members and the vital need for positive contact to allow for maximum assistance to the family members.

2.9. Wing CAT Director

2.9.1. Will direct accountability for the installation as required.

2.10. Wing CAT/A1 Representative

2.10.1. This position may be filled by the MSS/CC or any other member as determined by Wing leadership.

2.10.2. Will act as the primary information conduit between the impacted units, the installation's senior leadership and the MAJCOM CAT/A1 representative.,

2.10.3. In the event there is adequate forewarning, will ensure all consolidated evacuation rosters (see **Attachment 8**) are sent to the MAJCOM CAT/A1 as directed at the time of the event.

2.10.3.1. After the initial spreadsheets are sent, send updates to the evacuation spreadsheets daily to the MAJCOM CAT/A1.

2.10.4. For the duration of a crisis, will ensure the appropriate accountability rosters (to include members on leave/TDY into the affected area) are forwarded to the appropriate MAJCOM CAT/A1.

2.10.5. Ensure all UCCs or those designated to provide unit accountability are identified on the baseline data, which will include additional units that do not necessarily belong to the bases' parent MAJCOM.

2.10.5.1. Ensure all units have Evacuation Spreadsheet templates for personnel accountability that will capture all required fields by unit (See **Attachment 8**.)

2.10.5.2. Ensure the UCCs are aware of the requirement to send their Evacuation Spreadsheets prior to the evacuation to the Wing CAT/A1 and provide an accountability report twice a day until they have reached 100 percent accountability of their personnel. Will continue to track until all personnel and their families have returned to their normal place of duty or have been reassigned to a new place of duty.

2.10.6. Will inform MAJCOM and/or HQ AFPC/PRC if STOP MOVEMENT is requested and the expected timeline for its rescission.

2.10.7. Will send a copy of the Blanket Evacuation Order and radius of authorized evacuation to HQ AFPC/PRC to post on the HQ AFPC website. The unit will also courtesy copy their MAJCOM CAT/A1, and HQ USAF/A1SF (af1sf.workflow@pentagon.af.mil) on all of these messages. AFRC Wings will forward information to AFRC/CAT (afrc.cat.unclass@afrc.af.mil) with courtesy copy to prc@afrc.af.mil. ANG Wings will forward information to the ANG/CAT with courtesy copy to hqngba1pr@ngb.ang.af.mil.

2.10.8. Will consolidate any published evacuation orders received from the UCCs or CSSs for DAF and NAF civilian dependents only and forward to MAJCOM CAT A1. There is no requirement to forward copies of evacuation orders of military dependents.

2.10.9. Will receive and disseminate accountability data received from HQ AFPC/PRC, HQ AFRC, or NGB for Reserve and ANG units/individuals if needed. AFRC Wings will only execute accountability on data received from AFRC CAT.

2.10.9.1. HQ AFPC/PRC will provide as early as possible (approximately 48 hours in advance in situations with advanced warning) to all MAJCOMs, impacted MPFs and/or Wing CAT/A1 representative(s) (e.g., MSS/CC) a baseline product via a web-based link. (Note:

Baseline SELRES data will be sent to NGB who in turn will communicate with their affected units. AFRC will pull their own data and will forward baseline data for IMAs in the affected area to the RMG for accountability.)

2.10.10. Will ensure checklists used for hurricanes/typhoons mandate pre-storm accountability to begin 48 hours prior to expected landfall.

2.11. **Unit Commanders.** Individual unit commanders are the first and most critical link when it comes to establishing accountability. The Air Force's ability to track its members will succeed or fail based on their efforts.

2.11.1. Will address the need to account for assigned military, military family members, civilian (appropriated and nonappropriated fund) personnel, and certain family members of civilian personnel within 48 hours of a natural disaster or national emergency.

2.11.2. **Will verify all members, military, DAF, and NAF civilians, assigned to their units have evacuation plans in place that are reasonable, actionable, and current. Ensure these plans are maintained in a centralized location or database so they may be accessed/transmitted from/to an alternate location with little or no warning. Ensure they are reviewed annually, at a minimum.**

2.11.2.1. Will verify all unit members have current and correct addresses in MilPDS or CivPDS, as applicable.

2.11.2.2. Will review baseline data received from the Wing CAT A1 representative (e.g., MSS/CC) for accuracy.

2.11.3. Will brief all military members annually on the importance of having their family members report their status in the event they evacuate without the military member. Commanders are encouraged to emphasize the military's concern for the safety of family members and the vital need for positive contact to allow for maximum assistance to the family members.

2.11.4. Will brief all civilian personnel on the need for their assistance in reporting their status (and in some cases the status of their family members) in the event of a disaster or crisis. Will emphasize that civilians on leave or on a pass when a disaster happens can assist greatly in achieving 100 percent accountability by calling back to their supervisor or commander/director to confirm they are safe.

2.11.5. Will encourage all civilian personnel whose family members are receiving evacuation entitlements to report the status of those family members to their supervisor or commander/director and to continue reporting their status until entitlements cease.

2.11.6. Will ensure UCCs are trained and in place (as conditions permit) for members to report their evacuation location in the event the member and/or their families are required to relocate (See [Attachment 8](#) Evacuation Tracking Spreadsheet).

2.11.6.1. When directed by the Wing CAT, will report the status of all personnel described in paragraph [1.4.2.](#) through their established chain of command. Will utilize [Attachment 8](#) to record information provided by members and will forward to established chain of command.

2.11.6.2. Will continue to report accountability until 100% of their personnel are accounted for. Will continue to track and report evacuation information until all personnel and their fam-

ilies have returned to their normal place of duty or have been reassigned to a new place of duty.

2.11.6.3. If a unit does not reside at an Air Force installation, the Unit Commander or equivalent will ensure his UCCs will report their accountability strength to their servicing MPF who in turn will forward to the (UCCs) parent MAJCOM .

2.11.6.4. Will ensure all evacuation orders cut by the CSS or UCC are forwarded to the PRF as soon as possible to identify both military and civilian dependents receiving evacuation entitlements.

2.11.7. Will ensure an up-to-date unit recall roster is maintained and forwarded to the installation Command Post. Will also ensure an actionable Communications-Out recall roster is maintained. Since in many cases, local communications will be inoperative or overloaded, Communications-Out recall rosters will be essential.

2.11.7.1. Will ensure the HQ AFPC/PRC toll-free number and the National Disaster Registry website are printed on all recall rosters.

2.11.8. Will ensure all assigned personnel are completely familiar with the three-tiered approach for displaced personnel to contact their leadership, keep them informed of their location and account for family members.

2.11.8.1. Once a member (or family member if evacuating separately) has arrived at a safe evacuation location, their first act should be to report their status and location back to their UCC or their base's Command Post.

2.11.8.2. If a member is unable to contact their UCC or Command Post they should immediately contact the HQ AFPC/PRC at 1-800-435-9941 to report their whereabouts. HQ AFPC/PRC is manned 24/7 to respond to any emergency.

2.11.8.2.1. AFRC personnel (military and civilian) will contact their NAF CAT at the following numbers: 4 AF: DSN 447-3572, Commercial: 951-655-3572, or Toll Free 1-888-452-1121, ext 13572/12249; 10 AF: DSN 739-3079, Commercial: 817-782-3079, or Toll Free 1-800-828-4624, ext 3079; 22 AF: DSN 625-4775/3156, Commercial: 655-4513/4756, or Toll Free 1-888-436-2246, ext 54513/53156.

2.11.8.2.2. IMAs will contact the RMG at the following numbers: DSN 497-2450, Commercial: 478-327-2450, Toll Free 1-800-223-1784, ext 7-2450 or use the following e-mail address: afrc.cat.rmg@afrc.af.mil.

2.11.8.2.3. ARPC MA and HQ personnel call DSN: 926-7074, Commercial: 303-676-7074, Toll Free: 1-800-525-0102.

2.11.8.3. In the event all of the above are unsuccessful, individuals should register at the National Disaster Registry Web Application at: <https://www.afpc.randolph.af.mil>.

2.11.9. In the event a member is stranded in a crisis area with no communications available, members are encouraged to report their status to any responding agency (Red Cross, local police, FEMA, etc.) and ask that agency to report the status of the member to the Air Force through any means available.

2.11.10. Will encourage all civilian employees to initiate or update address and emergency contact information in the Emergency Management Data System (EMDS) and/or ensure their supervisor's record of employee contains current contact information.

2.11.11. Commanders at non-impacted bases will identify all AF personnel on leave, on a pass (if known), or TDY in the projected area of impact and report that information to their MPF/PRF for consolidation. See [Attachment 7](#) in this instruction for a Leave/TDY Listing template.

2.11.11.1. Commanders are responsible to ensure all military members who have family members living in the area of concern (i.e., dependent children living with a former spouse) will account for those members. Commanders will forward their status to their servicing MPF who in turn will forward to the member's parent MAJCOM.

2.11.11.2. For DAF and NAF civilians, commanders will report all civilians on leave or scheduled time off until such time as those civilians are confirmed to be outside the affected area or confirmed to be in the affected area but accounted for. When prudent, a commander may use reasonable judgment to determine it is unlikely that an employee on leave or on scheduled time off is in the affected area (i.e., a commander of a unit in Europe may well determine that it is unlikely that an employee traveled to the CONUS on a two-day period of scheduled time-off). However, if that employee does not return to duty at the appropriate time, the commander will immediately report the employee as "Unaccounted For."

2.11.12. Receives periodic baseline numbers from the MSS/CC. Verifies/validates these rosters and forwards discrepancies back to the MSS/CC.

2.12. Unit Control Centers (UCCs)

2.12.1. Will have a plan in place to quickly transfer accountability rosters and evacuation spreadsheets to a different location in the event the UCC is forced to "bug out" or loses connectivity with the rest of the base.

2.12.2. UCCs in the area of concern will receive baseline data from their servicing MPF and will validate accuracy and use as a tool for their personnel accountability.

2.12.3. UCCs not in the impacted area may receive baseline data showing members in their unit who have family members (as defined in paragraph 1.4.) in the area of impact and will contact the sponsor to account for their family member(s). UCCs will notify commander if they have any members with family members living in the area of concern.

2.12.3.1. If unit member is deployed, the commander will contact the deployed commander to request assistance in tracking. The unit will assist the deployed member in any way possible to contact the family members to verify their safety.

2.12.4. Will collect and compile accountability data from all assigned flights/offices to include satellite offices that are geographically separated (see [Attachment 8](#)). Will provide accountability data to MSS/PRF, or as directed by the Wing CAT A1 within established timelines.

2.12.5. Will consolidate rosters of those individuals on leave, on a pass (if known), or TDY in the impacted area assigned to their unit and provide this data MSS/PRF, or as directed by the Wing CAT A1 within established timelines (see [Attachment 7](#) for an example spreadsheet).

2.12.6. Will consolidate any published evacuation orders for DAF and NAF civilian dependents only and forward to MSS/PRF, or as directed by the Wing CAT A1. There is no requirement to forward copies of evacuation orders of military dependents.

2.12.7. Will continue to report accountability until 100% of their personnel are accounted for. Will continue to track and report evacuation information until all personnel and their families have returned to their normal place of duty or have been reassigned to a new place of duty.

2.12.8. If the UCC “stands-down” prior to the return of all personnel and their families, will ensure all current information is properly transferred over to the person/office responsible for tracking all evacuees as designated by the unit commander.

2.13. Mission Support Squadron Commanders (MSS/CCs)

2.13.1. In most cases, will serve as the Wing CAT/A1 representative and will perform all the duties prescribed in paragraph 2.10. of this instruction. In addition to meeting all of the requirements of other unit commanders, will serve as the primary advisor on all personnel-related matters and provide critical interface between their installation commander (or equivalent) and their MAJCOM of assignment.

2.13.2. Ensure that the PRF and civilian personnel flight (CPF) follows the guidelines as stated in paragraphs 2.14. and 2.15. below.

2.13.3. In the event the Wing-level CAT is not activated, the MSS/CC will assume the responsibilities of the Wing-level CAT/A1 representative listed in paragraph 2.10. of this AFI as required.

2.13.4. If the AF installation is considered an area of concern, HQ AFPC/PRC will provide baseline data periodically throughout the calendar year on a web-based link and will notify affected MAJCOMs and bases to retrieve the data. Disseminates these products to each serviced unit commander for verification/validation. AFRC/PRC will provide periodic baseline data to AFRC Wings.

2.13.4.1. Consolidates inputs from unit commanders during review/validation process and will work with MAJCOM/A1 staff to resolve major discrepancies (i.e., incorrect PAS Codes, missing GSUs).

2.13.5. Units not within the affected area will emphasize the need for awareness of possible evacuees arriving on base who may need to have individual evacuation orders published. If evacuation orders for DAF or NAF civilian family members are published by any unit outside the affected area, a listing of these names should be forwarded to the MAJCOM CAT A1 or MAJCOM A1 Readiness staff if the CAT is not activated.

2.14. Personnel Readiness Function (PRF)

2.14.1. During a national crisis or natural disaster will disseminate to their assigned base units an overall baseline product provided by HQ AFPC/PRC, listing the names, social security numbers and address information of Air Force military and civilian personnel who are assigned to, or who live within the projected area of concern. This product is for the Wing CC’s situational awareness. For example for Eglin AFB, Air Force Materiel Command (AFMC) will receive a baseline of AF military and civilian personnel assigned to, or who live within, the projected area of concern. (Note: Baseline SELRES data will be sent to NGB who in turn will communicate with their

affected units. AFRC will pull their own data.) Note: PRFs are only responsible for the accountability for the units serviced by their MPF.

2.14.1.1. The product will identify individuals assigned within the affected area who are not necessarily on a major AF installation (one without an MPF) and/or who are serviced by an MPF located outside the area. For example, if the disaster affected area is Melbourne FL, and the closest installation is Patrick AFB, then the list for Patrick AFB would include Office of Special Investigations (OSI) and other personnel not stationed on or supported by Patrick AFB. HQ OSI will also get a list of their personnel in the area.

2.14.2. Will collect and compile accountability data from all serviced units identified in the baseline data. Will provide accountability data to Wing CAT/A1 representative (e.g., MSS/CC) on all units assigned to their MPF within established timelines.

2.14.2.1. Upon receipt of accountability information from units who are serviced by that MPF, but who belong to a different MAJCOM, will forward information for those units to the appropriate MAJCOM CAT A1. **This does NOT replace the need to inform the owning installation commander about the accountability status for all units serviced by the MPF.**

2.14.3. Will consolidate rosters of those individuals on leave, on a pass (if known), or TDY in the impacted area assigned to their MPF and provide this data to the Wing CAT/A1 representative within established timelines.

2.14.4. For PRFs not in the impacted area, may receive a baseline listing from the Wing CAT A1 identifying military members who have family members (paragraph 1.4.2.4.) living in the area of concern (i.e., dependent children living with a former spouse) from their parent MAJCOM. PRFs will send to the unit commander who will forward back to the PRF the accountability status of these family members. The PRF will forward this to the impacted member's parent MAJCOM CAT A1.

2.14.5. Will consolidate any published evacuation orders for DAF and NAF civilian dependents only and forward to Wing CAT A1. There is no requirement to forward copies of evacuation orders of military dependents.

2.15. **Civilian Personnel Flight (CPF). (Appropriated Fund Civilian Employees - Department of the Air Force [DAF])**

2.15.1. Unit commanders will account for assigned DoD civilians. CPF will assist the unit commander to ensure civilian employees are aware of their responsibilities and completely familiar with the three-tiered approach for displaced personnel to contact their leadership and keep them informed of their location.

2.15.1.1. Once an employee has arrived at a safe evacuation location, their first act should be to report their status and location back to their UCC or their base's Command Post.

2.15.1.2. If an employee is unable to contact their UCC or Command Post, they should immediately contact the HQ AFPC/PRC at 1-800-435-9941 to report their whereabouts. HQ AFPC/PRC is manned 24/7 to respond to any emergency.

2.15.1.2.1. AFRC personnel (military and civilian) will contact their Numbered AF CAT at the following numbers: 4 AF: DSN 447-3572, Commercial: 951-655-3572, or Toll Free

1-888-452-1121, ext 13572/12249; 10 AF: DSN 739-3079, Commercial: 817-782-3079, or Toll Free 1-800-828-4624, ext 3079; 22 AF: DSN 625-4775/3156, Commercial: 678-655-4513/4756, or Toll Free 1-888-436-2246, ext 54513/53156.

2.15.1.2.2. IMAs will contact the RMG at the following numbers:

DSN 497-2450, Commercial: 478-327-2450, or Toll Free: 1-800-223-1784, ext 7-2450 or use the following e-mail address: afrc.cat.rmg@afrc.af.mil.

2.15.1.3. In the event all of the above are unsuccessful, individuals should register at the National Disaster Registry Web Application at: <https://www.afpc.randolph.af.mil/>.

2.15.2. In the event a member is stranded in a crisis area with no communications available, members are encouraged to report their status to any responding agency (Red Cross, local police, FEMA, etc.) and ask that agency to report the status of the member to the Air Force through any means available.

2.15.3. CPF will assist unit commanders and the MSS/PRF in reviewing the baseline data provided by HQ AFPC/PRC on civilians and determine if it is complete. Provide the Wing CAT/A1 representative (e.g., MSS/CC) any additional names of DAF employees that have not been identified in the product provided by HQ AFPC/PRC. AFRC CPFs will only execute accountability on data received from AFRC CAT or AFRC PRC.

2.15.3.1. AFRC is responsible for accounting for their civilian employees to HQ AFPC/PRC. In the event that any SELRES civilian employees report their accountability to the CPF, the CPF will direct them to also report their accountability to their SELRES unit of assignment.

2.15.4. Will encourage civilian employees to initiate or update address and emergency contact information in EMDS and/or ensure their supervisor's record of employee contains current contact information.

2.15.5. Will ensure all personnel are aware that they should immediately contact their unit to report their status if they are either on leave, on scheduled off-duty time (regardless of location), or TDY during a crisis.

2.15.5.1. Civilian personnel should provide a leave address otherwise commanders will not be able to determine who may have been in an affected area.

2.15.6. Will encourage all civilian personnel whose family members are receiving evacuation entitlements to report the status of those family members to their supervisor or commander/director. Will encourage them to continue reporting their status until entitlements cease.

2.16. Services Squadron Commander (Nonappropriated Fund [NAF] Civilian Employees, including Flex Employees)

2.16.1. In addition to meeting all the requirements of the other unit commanders, will ensure all NAF personnel maintain comprehensive and actionable evacuation plans in anticipation of either natural disasters or national crises.

2.16.2. Will ensure there are mechanisms for NAF employees to record their evacuation location and an emergency point of contact in the event the member is required to relocate (See [Attachment 8](#) in this instruction).

2.16.3. Will ensure the baseline data provided by HQ AFPC on NAF civilians is complete. Provide the Wing CAT/A1 representative (or MSS/CC if the CAT is not activated) other products if additional records or data is needed to account for NAF civilians within the affected area.

2.16.4. Assists the Wing CAT/A1 representative with the accounting of NAF civilians who are assigned within the affected area until 100 percent accountability is achieved (See **Attachment 5** in this instruction). Will continue to track, assist, and report until all personnel and their families have returned to their normal place of duty or have been reassigned to a new place of duty.

2.16.5. Will ensure NAF civilian employees are aware of their responsibilities and completely familiar with the three-tiered approach for displaced personnel to contact their leadership and keep them informed of their location.

2.16.5.1. ***Once an employee has arrived at a safe evacuation location, their first act should be to report their status and location back to their UCC or their base's Command Post.***

2.16.5.2. If an employee is unable to contact their UCC or Command Post, they should immediately contact the HQ AFPC/PRC at 1-800-435-9941 to report their whereabouts. HQ AFPC/PRC is manned 24/7 to respond to any emergency.

2.16.5.2.1. AFRC personnel (military and civilian) will contact their NAF CAT at the following numbers: 4 AF: DSN 447-3572, Commercial: 951-655-3572, or Toll Free 1-888-452-1121, ext 13572/12249; 10 AF: DSN 739-3079, Commercial: 817-782-3079, or Toll Free 1-800-828-4624, ext 3079; 22 AF: DSN 625-4775/3156, Commercial: 678-655-4513/4756, or Toll Free 1-888-436-2246, ext 54513/53156.

2.16.5.2.2. IMAs will contact the RMG at the following numbers: DSN 497-2450, Commercial: 478-327-2450, Toll Free 1-800-223-1784, ext 7-2450 or use the following e-mail address: afrc.cat.rmg@afrc.af.mil.

2.16.5.3. In the event all of the above are unsuccessful, individuals should register at the National Disaster Registry Web Application at: <https://www.afpc.randolph.af.mil>.

2.16.6. In the event a member is stranded in a crisis area with no communications available, members are encouraged to report their status to any responding agency (Red Cross, local police, FEMA, etc.) and ask that agency to report the status of the member to the Air Force through any means available.

2.16.7. Will ensure all personnel are aware that they should immediately contact their supervisor to report their status if they are either on leave, on scheduled off-duty time (regardless of location), or TDY during a crisis.

2.16.7.1. Will encourage civilian personnel to provide a leave address to enable commanders to determine who may have been in an affected area.

2.16.8. **Will encourage all civilian personnel whose family members are receiving evacuation entitlements to report the status of those family members to their supervisor or commander/director and to continue reporting their status until entitlements cease.**

2.17. **Individuals (Active Duty, SELRES, DAF and NAF Civilians)**

2.17.1. Will maintain realistic and actionable evacuation plans in anticipation of national crises or natural disasters.

2.17.2. If the military member has family members (as defined in paragraph 1.4.2.4.) living in the area of concern (i.e., dependent children living with a former spouse) will account for those members. They will inform their commander who will forward their status to their servicing MPF who in turn will forward to the member's parent MAJCOM.

2.17.3. Will use all mechanisms available to report their evacuation plans and emergency contact information in the event they are required to relocate.

2.17.4. Military members will update their Virtual Record of Emergency Data (vRED) along with their home and mailing address information under Record Review application in vMPF. DAF civilians will update EMDS and/or ensure their supervisor's record of employee contains current contact information (as applicable). NAF civilians will ensure their supervisor's record of employee contains current emergency point of contact information.

2.17.5. Will ensure they and their family members are familiar with the three-tiered approach for displaced personnel to contact their leadership and keep them informed of their location.

2.17.5.1. Once a member/employee/family member has arrived at a safe evacuation location, their first act should be to report their status and location back to their UCC or their base's Command Post.

2.17.5.2. If a member/employee/family member is unable to contact their UCC or Command Post, they should immediately contact the HQ AFPC/PRC at 1-800-435-9941 to report their whereabouts. HQ AFPC/PRC is manned 24/7 to respond to any emergency.

2.17.5.2.1. AFRC personnel (military and civilian) will contact their NAF CAT at the following numbers: 4 AF: DSN 447-3572, Commercial: 951-655-3572, or Toll Free 1-888-452-1121, ext 13572/12249; 10 AF: DSN 739-3079, Commercial: 817-782-3079 or Toll Free 1-800-828-4624, ext 3079; 22 AF: DSN 625-4775/3156, Commercial: 678-655-4513/4756, or Toll Free 1-888-436-2246, ext 54513/53156.

2.17.5.2.2. IMAs will contact the RMG at the following numbers: DSN 497-2450, Commercial: 478-327-2450, Toll Free 1-800-223-1784, ext 7-2450 or use the following e-mail address: afrc.cat.rmg@afrc.af.mil.

2.17.5.2.3. ARPC MA and HQ personnel call: DSN 926-7074, Commercial: 303-676-7074, Toll Free: 1-800-525-0102.

2.17.5.3. In the event all of the above are unsuccessful, individuals should register at the National Disaster Registry Web Application at: <https://www.afpc.randolph.af.mil>.

2.17.6. If a member is on leave, pass (military), scheduled off-duty time (civilians), or TDY into an affected area, the member will take immediate action to report their status to their home unit, their TDY unit, and/or HQ AFPC/PRC. AFRC personnel will report their status to their home unit, their TDY unit or their NAF (see paragraph 2.17.4.2.1 for contact information).

2.17.6.1. Civilians who are on leave, on scheduled off-duty time, or TDY during a crisis, should immediately report their status back to their supervisor or home unit, regardless of their location. This will allow the home unit to know the member is not in the affected area or is in the affected area but is safe and can be accounted for.

2.17.7. In the event a member is stranded in a crisis area with no communications available, members are encouraged to report their status to any responding agency (Red Cross, local police,

FEMA, etc.) and ask that agency to report the status of the member to the Air Force through any means available.

2.17.8. Will maintain contact with and know the whereabouts of DEERS dependents physically residing in the area of concern, and then provide accountability information on those same dependents. If family members of civilian employees (DAF or NAF) are receiving evacuation entitlements, employees should provide a listing of those family members to their commander/director or UCC for tracking purposes.

2.17.9. Members on or going on a remote assignment will notify the nearest Airman & Family Readiness Flight to where the family members will be residing so they can be contacted for follow up in case of an emergency or evacuation.

3. Adopted Form

AF Form 847, Recommendation for Change of Publication; DD Form 2585, Repatriation Center Processing Sheet

CARROL H. CHANDLER, Lt Gen, USAF
DCS, Air, Space & Information
Operations, Plans & Requirements

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFI 10-215, *Personnel Support for Contingency Operations (PERSCO)*

AFI 10-216, *Evacuating and Repatriating Air Force Family Members and Other US Noncombatants*

AFI 36-507, *Mobilization of the Civilian Work Force*

AFI 34-1101, *Assistance to Survivors of Persons Killed in Air Force Aviation Mishaps and Other Incidents*

AFI 36-3009, *Family Support Center Program*

AFI 10-2501, *Full Spectrum Threat Response (FSTR)*

Joint Publication 1-02, *DoD Dictionary of Military and Associated Terms*

AFMAN 37-123, *Management of Records*

AFPD 10-2, *Readiness*

AFPD 10-4, *Operations Planning*

AFPD 10-25, *Full Spectrum Threat Response (FSTR)*

DoDI 1342.22, *Family Centers*

DoDI 3001.aa, *Personnel Accountability in Conjunction with National Emergencies or Natural Disasters*
Air Force Records Information Management Systems (AFRIMS)

Abbreviations and Acronyms

A1PR—HQ USAF Personnel Readiness Division

A&FRF—Airman & Family Readiness Flights

AEFC—Air & Space Expeditionary Force Center

AF—Air Force

AFI—Air Force Instruction

AFIT—Air Force Institute of Technology

AFMC—Air Force Material Command

AFPD—Air Force Policy Directive

AFPC—Air Force Personnel Center

AFRIMS—Air Force Records Information Management System

ANG—Air National Guard

ARC—Air Reserve Component

CAT—Crisis Action Team
CPF—Civilian Personnel Flight
COCOM—Component Command
CONUS—Continental United States
DAF—Department of the Air Force
DD Form—Department of Defense Form
DEERS—Defense Enrollment Eligibility Reporting System
DMDC—Defense Manpower Data Center
DoD—Department of Defense
EMDS—Emergency Data System
FACC—Family Assistance Control Center
FEMA—Federal Emergency Management Agency
GSU—Geographically Separated Unit
HQ AFPC—Headquarters Air Force Personnel Center
HQ USAF—Headquarters United States Air Force
IMA—Individual Mobilization Augmentee
MPF—Military Personnel Flight
MSS/CC—Mission Support Squadron Commander
NAF—Nonappropriated Fund
NEO—Noncombatant Evacuation Operations
NGB—National Guard Bureau
NOK—Next of Kin
NTS—Noncombatant Evacuation Operations Tracking System
OCONUS—Outside the Continental United States
OPLAN—Operational Plan
OPR—Office of Primary Responsibility
OSI—Office of Special Investigation
PERSCO—Personnel Support for Contingency Operations
POC—Point of Contact
PRF—Personnel Readiness Function
RDS—Records Disposition Schedule
TDY—Temporary Duty

UCC—Unit Command and Control

USAF—United States Air Force

vRED—Virtual Record of Emergency Data

Terms

Accounted For—Personnel are considered “accounted for” when any of the following occur: 1) The individual is physically present, 2) The individual has been contacted or has made contact (e.g. by telephone or other means) or 3) The individual is in an official status of unauthorized absence (UA), desertion, deceased, or missing.

Concept of Operations (CONOPS)—(DoD) A verbal or graphic statement, in broad outline, of a commander’s assumptions or intent in regard to an operation or series of operations. The concept of operations frequently is embodied in campaign plans and operation plans, in the latter case, particularly when the plans cover a series of connected operations to be carried out simultaneously or in succession. The concept is design to give an overall picture of the operation. It is included primarily for additional clarity of purpose; it is also called commander’s concept.

Drilling Unit Reservists—Unit members who participate in unit training activities on a part-time basis.

DEERS—A computerized database of military sponsors, families and others worldwide who are entitled under the law to TRICARE benefits; required for TRICARE eligibility.

Defense Manpower Data Center (DMDC)—Collects and maintains an archive of automated manpower, personnel, training, and financial databases; operates personnel programs and conducts research and analysis.

Domestic Emergencies—Includes any or all of the emergency conditions defined below:

Civil Defense Emergency—A domestic emergency disaster situation resulting from devastation created by an enemy attack and requiring emergency operations during and following that attack. Appropriate authority in anticipation of an attack may proclaim a Civil Defense Emergency.

Civil Disturbances—Riots, acts of violence, insurrections, and unlawful disorders prejudicial to public law and order. The term civil disturbance includes all domestic conditions requiring or likely to require the use of Federal Armed Forces pursuant to the provisions of Chapter 15 of Title 10, United States Code.

Excused Absence – Whereabouts Unknown (EAWUN)—An administrative status, applicable only to civilian personnel, that is used when the responsible commander suspects the employee may be a casualty whose absence is involuntary, but does not feel sufficient evidence currently exists to make a definite determination of missing or deceased.

Family Member—Family members who are enrolled in DEERS in an active file status. For DAF and NAF employees, family members should be accounted for if they are receiving evacuation entitlements.

Flex Employees—Any employee who works from 0 to 40 hours per week and who does not receive benefits; e.g., lifeguards.

Force Accountability—The ability to accurately account for all Air Force personnel and the related Air Force manpower requirements at all times regardless of their location.

Major Disaster—Any catastrophe (including any tornado, storm, high water, wind-driven water, tidal wave, tsunami, earthquake, volcanic eruption, or other catastrophe) or regardless of cause, any fire, flood,

or explosion, in any part of the United States, which in the determination of the President causes damage of sufficient severity and magnitude to warrant major disaster assistance under the Stafford Act (Chapter 68 of Title 42, United States Code) to supplement the efforts and available resources of States, local governments, and disaster relief organizations in alleviating the damage, loss, hardship, or suffering caused thereby.

National Emergency—A condition declared by the President or the Congress by virtue of powers previously vested in them that authorize certain emergency actions to be undertaken in the national interest. Action to be taken may include partial, full, or total mobilization of national resources.

Natural Disaster—All domestic emergencies except those created as a result of enemy attack or civil disturbance.

Noncombatant Evacuation Operation (NEO)—Operation directed by the Department of State, the Department of Defense, or other appropriate authority whereby noncombatants are evacuated from areas of danger overseas to safe havens or to the United States.

Overseas (OCONUS)—(DoD) All locations, including Alaska and Hawaii, outside the continental United States.

Safe Haven—(DoD) Designated area(s) to which noncombatants of the United States Government's responsibility and commercial vehicles and materiel may be evacuated during a domestic or other valid emergency.

Selected Reserve (SELRES)—Those units and individuals within the Ready Reserve designated by their respective services and approved by the Joint Chiefs of Staff as so essential to initial wartime missions that they have priority over all other Reserves. All Selected Reservists are in active status. The Selected Reserve also includes persons performing initial active duty training.

STOP MOVEMENT - A program implemented under the authority of the Chief of Staff of the Air Force (CSAF). State Department or Wing Commanders may request STOP MOVEMENT as a result of a natural disaster such as a hurricane, typhoon, political unrest, terrorism etc. It is the temporary suspension of a member's Permanent Change of Station (PCS) travel or cancellation of PCS. STOP MOVEMENT of the military member does not in itself stop travel of family members. The requester must contact HQ AFPC/PRC first, who in turn will coordinate with HQ AFPC/DPA to implement STOP MOVEMENT.

Total Force—For the purpose of this instruction, consists of AF Active Duty, Selected Reserve, Department of the Air Force (DAF) and Nonappropriated Fund (NAF) employees, and certain family members of AD and SELRES.

Unaccounted For—An inclusive term (not a casualty status) applicable to personnel whose person or remains are not recovered or otherwise accounted for.

Attachment 2

ACCOUNTABILITY REPORTING TEMPLATE EXAMPLE
FROM HQ AFPC/PRC TO AF CAT\A1

Figure A2.1. Sample: Consolidated Accountability Report

Service: Air Force	Reportable Area	Total Assigned	Accounted for	Unaccounted for*	Deceased*	Evacuated, Alt Duty, Safe Haven (Current)	Evacuated, Alt Duty, Safe Haven (Cumulative)	EAWUN
1. Active Duty	HOMESTEAD	23	23	0		3	13	N/A
	SELFRIDGE	98	98	0		8	18	N/A
	HURLBURT	7854	7812	40	2	812	1612	N/A
2. Reserve on Active Duty	HOMESTEAD	45	45	0		5	15	N/A
	SELFRIDGE	34	34	0		4	14	N/A
	HURLBURT	23	23	0		3	13	N/A
3. DOD Civilians	HOMESTEAD	345	345	0		45	145	0
	SELFRIDGE	11	11	0		1	11	0
	HURLBURT	888	888	0		88	188	0
4. NAF Civilians	HOMESTEAD	56	56	0		6	16	0
	SELFRIDGE	0	0	0		0	0	0
	HURLBURT	234	234	0		34	134	0
5. Selected Reserve (Excluding ANG)	HOMESTEAD	1456	1456	0		456	456	N/A
	SELFRIDGE	987	987	0		87	187	N/A
	HURLBURT	123	123	0		23	23	N/A
6. Dependents of Active Duty	HOMESTEAD	34	34	0		4	14	N/A
	SELFRIDGE	0	0	0		0	0	N/A
	HURLBURT	7854	7854	0		654	1654	N/A
7. Dependents of Selected Reserve	HOMESTEAD	2345	2345	0		345	1345	N/A
	SELFRIDGE	1234	1234	0		234	234	N/A
	HURLBURT	111	111	0		11	11	N/A
8. Family members of DOD Civilians (as Identified by the civilian employee)	HOMESTEAD	N/A	22	0		22	22	N/A
	SELFRIDGE	N/A	33	0		33	33	N/A
	HURLBURT	N/A	44	0		44	44	N/A
9. Family members of NAF Civilians (as Identified by the civilian employee)	HOMESTEAD	N/A	44	0		44	44	N/A
	SELFRIDGE	N/A	33	0		33	33	N/A
	HURLBURT	N/A	22	0		22	22	N/A
Sub Total		23355	23511	40	2	2821	6301	0

* For "unaccounted for" and deceased provide required unit information on Tab 2.

Air National Guard (ANG)	Reportable Area	Total Assigned	Accounted for	Unaccounted for*	Deceased*	Evacuated, Alt Duty, Safe Haven (Current)	Evacuated, Alt Duty, Safe Haven (Cumulative)	EAWUN
1. Active, Title 10	TBD							N/A
2. Active, Title 32	TBD							N/A
3. State Active Duty	TBD							N/A
4. Drilling Guard	TBD							N/A
5. ANG Civilians	TBD							
6. Dependents of ANG	TBD							N/A
7. Families of ANG Civilians (as identified by the civilian employee)	TBD	N/A						N/A
Sub Total		0	0	0	0	0	0	0

Note - Tracking of family members of civilian DOD and NAF employees is mandatory while evacuated or in safe haven following a domestic emergency or natural disaster

DEFINITIONS:
1. This report is applicable for all DOD personnel, defined below, assigned to or residing within the effected areas of a Natural Disaster or National Emergency at the time of the event. When directed by the Joint Staff following a natural or man made catastrophic event, DOD components and the National Guard Bureau will report:
a. Active Duty: Currently on Active Duty (regular force). Includes full time support.
b. Reserve on Active Duty: Active Guard and Reserve, on Active Duty Orders, or Title 10. Includes Annual Training, Active Duty for Training, Active Duty for Special Work, and in a Mobilized or recalled status.
c. DOD Civilians and Non-Appropriated Funds (NAF) personnel.
d. Activated Guard:
- Title 10
- Title 32
- State Active Duty
e. Drilling Guard: Member of Guard unit still attending monthly Training. Note: if deployed under ONE/OIF/OEF will be counted under Activated Guard Title 10.
f. Dependents: For the purpose of this report, Dependents are those family members holding DOD ID cards, and or eligible for DEERS benefits.
g. Family Members: For the purpose of this report, the Family Members of DOD Civilian Employees who are receiving benefits associated with being evacuated to authorized safe haven or relocated to a designated place.
h. Selected Reserve: Includes other reserve members actively participating in a reserve component training program. Also includes persons performing initial active duty for training. For the purposes of this report it does not include National Guard personnel who are reported elsewhere by the National Guard Bureau. Note: if deployed under ONE/OIF/OEF will be counted under Title 10 above.
2. Reportable area: May be defined geographically (e.g. FEMA designated counties for individual assistance) or by incident (e.g. specific domestic emergency).
§ Will be defined by Joint Staff prior to initial report due date.
3. Accounted For: A command will consider its personnel accounted for when any of the following occur:
§ The person is physically present
§ The person has been contacted or has made contact (e.g. by telephone or other means).
§ The person is in an official status of unauthorized absence (UA), desertion, deceased, or missing
§ The person indicates their family members are accounted for
4. Unreported: Personnel who are unreported, (no report has been received for the command) shall be reported as Unaccounted for to the Joint Staff.
5. Excused Absence – Whereabouts Unknown (EAWUN): An administrative status, applicable only to civilian personnel, that is used when the responsible commander suspects the employee may be a casualty whose absence is involuntary, but does not feel sufficient evidence currently exists to make a definitive determination of missing or deceased.
6. Evacuated, Alternate Duty Station, Safe Haven (Current): Current number of personnel with whom the component has positive contact and have relocated to an area away from the geographic area or interest or their permanent duty station. Includes all evacuated personnel and Military personnel relocated to an alternate temporary duty station or port, DOD Civilian personnel at a designated safe haven, and Dependents (Military and Civilian) at a designated safe haven or any personnel at a designated place.
7. Evacuated, Alternate Duty Station, Safe Haven (Cumulative): Cumulative number of personnel with whom the component has positive contact and have relocated to an area away from the geographic area or interest or their permanent duty station. Includes all evacuated personnel and Military personnel relocated to an alternate temporary duty station or port, DOD Civilian personnel at a designated safe haven, and Dependents (Military and Civilian) at a designated safe haven or any personnel at a designated place.
8. Designated Place: Once a determination is made that the evacuated dependents should not return to their sponsor's permanent duty station or their return will not be authorized in the near future, the dependents will be directed to move to a designated place (JFTR, par. U6052). A "designated place" is a location selected by the evacuated dependents where they will establish a permanent residence until the member is in receipt of new permanent change of station (PCS) orders or they are authorized to return to the member's duty station.

Attachment 3

ACCOUNTABILITY REPORTING TEMPLATE EXAMPLE
FROM HQ AFPC/PRC TO AF CAT\A1

Figure A3.1. Sample: Accountability Excerpt By Unit for “Unaccounted For” and “Deceased”

SERVICE:	Type Unit/Activity ("X" one)				As of: 5 Jan 2004			
Unit/Activity and Installation/Location	Active Duty	National Guard	Reserve	Other	Total Assigned	Accounted for	Unaccounted for	Deceased
3 SOS, Hurlburt AFB FL	X				345	320	25	
16 MXS, Hurlburt AFB, FL	X				567	550	15	2
Total					912	870	40	2

Include only those command(s)/unit(s) reporting unaccounted for personnel

Attachment 4

**ACCOUNTABILITY REPORTING TEMPLATE EXAMPLE
FROM HQ AFPC/PRC TO AF CAT\A1**

Figure A4.1. Sample: TDY/Leave into Affected Area

MAJCOM LEAVE and TDY UNACCOUNTED (AFFECTED AREAS)			
MAJCOM	<u>Total On Leave/On Pass/ TDY Into Area</u>	<u>Total Unaccounted For</u> Military/DAF or NAF Civilian/ Family Members (If Available)	Remarks
	Military / DAF or NAF Civilian / Family Members (If Available)		
AETC	1/2/3	0/0/1	
HQ OSI	5/4/3	0/1/0	Leave location not yet confirmed--may be outside the area of concern.
ACC	12/13/14	1/0/0	
AFMC	0/0/7	0/0/0	
AIA	0/0/0	0/0/0	
PACAF	0/0/0	0/0/0	
AFSPC	9/8/7	0/0/3	Family members camping in area--no cell phone coverage.
USAFE	7/6/5	0/0/4	
AFRC	4/5/6	4/3/2	
AMC	2/2/2	0/0/1	
TOTAL UNACCOUNTED FOR TO DATE: 20 (as of 5 Jan 2004)			

Attachment 5

ACCOUNTABILITY REPORTING TEMPLATE EXAMPLES
FROM MAJCOMS AND ANG TO HQ AFPC/PRC

A5.1. Each MAJCOM will provide personnel accountability of their personnel (paragraph 1.4.) assigned to any base or outlining area impacted by the natural disaster or national emergency.

Figure A5.1. Sample: Consolidated Accountability Report

As of: 1 Dec 2003, 1000 or 2200 CST								
MAJCOM: ACC	Location	Total Assigned	Accounted for	Unaccounted for*	Deceased*	Evacuated, Alt Duty, Safe Haven (Current)	Evacuated, Alt Duty, Safe Haven (Cumulative)	EAWUN
1. Active Duty (AD MAJCOMS)	Langley	6789	6357	432	21	456	3456	N/A
2. Air Force Reserve Personnel (AFRC)								N/A
2a. Reserve on Active Duty								N/A
2b. Drilling Reserve (AFRC)								N/A
2c. IMAs (AFRC)								N/A
3. DAF Civilians Assigned to AD Units	Langley	543	511	32	1	34	234	0
4. DAF Civilians Assigned to Reserve Units								0
5. NAF Civilians Assigned to AD Units	Langley	123	58	65	4	3	23	0
6. NAF Civilians Assigned to Reserve Units								0
7. Dependents of AD								N/A
7a. In Household	Langley	7800	7799	1	0	670	5600	N/A
7b. Not in Household	Langley	90	86	4	0	8	78	N/A
8. Dependents of AFRC								N/A
8a. In Household								N/A
8b. Not in Household								N/A
9. Dependents of DAF Civilians (AD)	Langley	N/A	901	901	0	901	901	N/A
10. Dependents of DAF Civilians (Res)		N/A						N/A
11. Dependents of NAF Civilians (AD)	Langley	N/A	123	123	0	123	123	N/A
12. Dependents of NAF Civilians (Res)		N/A						N/A
Total		15345	13910	1435	26	2195	10415	0

Air National Guard (ANG)	Reportable Area	Total Assigned	Accounted for	Unaccounted for*	Deceased*	Evacuated, Alt Duty, Safe Haven (Current)	Evacuated, Alt Duty, Safe Haven (Cumulative)	EAWUN
1. Active, Title 10	TBD							N/A
2. Active, Title 32	TBD							N/A
3. State Active Duty	TBD							N/A
4. Drilling Guard	TBD							N/A
5. ANG Civilians	TBD							
6. Dependents of ANG	TBD							N/A
7. Families of ANG Civilians (as identified by the civilian employee)	TBD	N/A						N/A
Sub Total		0	0	0	0	0	0	0

NOTE: See Attachment 2 for definitions.

A5.2. Reserve on AD Orders (Mob/Vol/AGR) (Unit/IMA): AFRC will be required to provide strength accountability data on various types of Reservists. HQ AFPC will provide sufficient baseline data to help identify these groups. The selection criteria for AFRC baseline data (military to include unit TRs and ARTs, IMAs, and AGRs) will be based on the Zip-code(s) of the assigned PAS and Home Address.

A5.3. DoD Civilians (Title 5, Non-ART): The Unit CC will account for civilian personnel (DoD civilians Title 5, Non-ART) assigned to Active Duty units in the affected area and will be reported to their base installation's owning MAJCOM. The accountability of civilian personnel assigned to AFRC units will be reported by AFRC to HQ AFPC/PRC. The CPF will assist the AFRC in accounting for their DAF civilian employees who reside or work in the reportable area. AFRC/A1CE POC DSN 497-1324.

A5.4. NAF Civilians: The Services/CC will maintain and report accountability of NAF employees assigned to Active Duty units to the MSS for reporting to the owning MAJCOM. The accountability of NAF personnel assigned to AFRC units will be reported by AFRC to HQ AFPC/PRC. **AFRC/SV will also assist in accounting for their NAF civilian employees.**

A5.5. Reserve not on AD orders (Unit/IMA): AFRC may be required to provide strength accountability data on various types of Reservists. HQ AFPC will provide sufficient baseline data to help identify these groups. The selection criteria for AFRC baseline data (military and civilian) will be based on the volunteer man-day order or mobilization order.

A5.6. Dependents of Reservists in the household only: AFRC may be required to provide strength accountability data on family members of Reserve members only. These are family members (residing in the household) of a Reserve member to include unit and IMA military members, ARTS and AGRs.

Attachment 6

ACCOUNTABILITY REPORTING TEMPLATE EXAMPLE
FROM MAJCOMS AND ANG TO HQ AFPC/PRC

Figure A6.1. Sample: Accountability Excerpt By Unit for “Unaccounted For” and “Deceased”

MAJCOM: AETC	Type Unit/Activity ("X" one)				As of: 1 Dec 03			
Unit/Activity and Installation/Location	Active Duty	National Guard	Reserve	Other	Total Assigned	Accounted for	Unaccounted for	Deceased
12 MSS, Randolph AFB TX	X				210	209	1	
81 SVS, Keelser AFB, MS	X				123	123	0	1
ROTC Det 030, Little Rock AR	X				2	1	1	
Total					335	333	2	1

Attachment 7

**ACCOUNTABILITY REPORTING TEMPLATE EXAMPLE
FROM MAJCOMS AND ANG TO HQ AFPC/PRC**

Figure A7.1. Sample: TDY/Leave into Affected Area

MAJCOM On Leave or TDY in Affected Area As of 1 Dec 03						
MAJCOM	Base	NAME (Last, First MI)	GRD	SSAN	Leave Address, Phone #/TDY Address Phone #	Accounted? Y/N*
ACC	Barksdale	Doe, John M.	O5	123-45-6789	23 Main St, Hampton Beach VA, (808)-456- 7890	Y
ACC	Barksdale	Doe, Mary B.	04	45-678-9012	23 Main St, Hampton Beach VA, (808)-456- 7890	Y
ACC	Luke	Smith, Jill D.	E5	56-789-0123	12 Oak St, Hampton Beach VA (808) 678- 9012	N
ACC	Luke	Lynch, Bennie	GS-12	11-222-3333	Unknown	N
TOTAL ACCOUNTED FOR:			2			
TOTAL UNACCOUNTED FOR:			2			

Attachment 8

Figure A8.1. Sample: Unit Level Evacuation Tracking Spreadsheet
(Shown in segments for easier reading)

“PRIVACY ACT INFORMATION – The information in this spreadsheet is FOR OFFICIAL USE ONLY and must be protected in accordance with the Privacy Act and AFI 33-332.”

Last Name	First Name, MI	Is This Person the Sponsor?	Sponsor SSAN	Sponsor Rank	Component	Dependent(s)
Skywalker	Luke A.	Y	123-45-6789	Col	AD	
Skywalker	Sally	N	123-45-6789			X
Potter	Harold B.		234-56-7890	GS-12		

NAF Civilian	DAF Civilian	# of Dependents (Military Sponsors Only)	Unit of Assignment	Base Assignment	Cell Phone	Evacuation Address	Evacuation City
		4	12 FTW	Randolph AFB	210-555-1212	12 Degoba St	Hollywood
			N/A	N/A	210-555-1213	345 Main St	Jacksonville
	X		12 FTW	Randolph AFB	210-777-8989	4 Pivot Dr	Hollywood

ST	ZIP	Evacuation Phone	Dependents w Sponsor?	Remarks
CA	90210	701-555-3434	No	
AR	72076	501-667-8989	Children are with mother at this address.	Special needs child. Advised to seek assistance from LRAFB Family Support center.
CA	90210	701-777-4343	Yes	2nd cell Phone: 210-777-8990

Attachment 9

Figure A9.1. Sample: Unit Level Tracking Overseas Travel Spreadsheet
(To Be Used in the Event of a Pandemic Crisis)

AD/ANG/RES/ CIV/Family Member	Base/ Installation	Rank	Name	Location Traveled To	Dates Travelled
AD Fam Mbr	Andrews AFB	N/A	Smithy, Eugene	London, UK	22-27 Nov 03
RES	Fairchild AFB	E8	Jones, Robert	Frankfurt, GE	1-5 Nov 03