



DEPARTMENT OF THE NAVY
BUREAU OF NAVAL PERSONNEL
5720 INTEGRITY DRIVE
MILLINGTON, TN 38055-0000

BUPERSINST 3006.1
BUPERS-05
3 Jan 2018

BUPERS INSTRUCTION 3006.1

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) CNICINST 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), annex 6.
2. Cancellation. ADMINMAN Article 1080-010 of NAVPERSCOM M-5000.1.
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 accounting 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 the Navy Family Accountability and Assessment System (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. Total Force Human Resources and Manpower Office (BUPERS-05). Serves as the BUPERS TWMS program manager. Grants TWMS access to designated muster coordinators. 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), annex 6, and as directed by leadership, the following offices are responsible for ensuring assigned personnel are mustered in NFAAS:

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

(2) Commander, Navy Recruiting Command (COMNAVCRUITCOM) N00S:
(901) 874-9244

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

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

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

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 supervisor or your local 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 (ECC) at (877) 414-5358; the telecommunications device for the deaf telephone number is (866) 297-1971.

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

7. Records Management. Records created as a result of this instruction, regardless of media and format, must be managed per Secretary of the Navy (SECNAV) Manual 5210.1 of January 2012.

8. Review and Effective Date. Per OPNAVINST 5215.17A, BUPERS-05 will review this instruction annually on the anniversary of its issuance date to ensure applicability, currency, and consistency with Federal, Department of Defense, SECNAV, and Navy policy and statutory authority using OPNAV 5215/40 Review of Instruction. This instruction will automatically expire 5 years after its issuance date unless reissued or canceled prior to the 5-year anniversary date, or an extension has been granted.



R. A. BROWN
Deputy Chief of Naval Personnel

Releasability and distribution:

This instruction is cleared for public release and is available electronically only via BUPERS Web site, <http://www.public.navy.mil/bupers-npc/Pages/default.aspx>