



# Department of Defense INSTRUCTION

NUMBER 3001.02  
May 3, 2010

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USD(P&R)

**SUBJECT:** Personnel Accountability in Conjunction With Natural or Manmade Disasters

**References:** See Enclosure 1

1. **PURPOSE.** This Instruction reissues DoD Instruction (DoDI) 3001.02 (Reference (a)), in accordance with the authority in DoD Directive (DoDD) 5124.02 (Reference (b)), to establish policy and assign responsibilities for accounting and reporting of specified DoD-affiliated personnel, within the continental United States (CONUS) and outside the continental United States (OCONUS), following a natural or manmade disaster (hereafter referred to collectively as “disaster”).

2. **APPLICABILITY.** This Instruction applies to OSD, the Military Departments, the Office of the Chairman of the Joint Chiefs of Staff and the Joint Staff, the Combatant Commands, the Office of the Inspector General of the Department of Defense, the Defense Agencies, the DoD Field Activities, and all other organizational entities within the Department of Defense (hereafter referred to collectively as the “DoD Components”).

3. **DEFINITIONS.** See Glossary.

4. **POLICY.** It is DoD policy that:

a. Personnel accountability is a shared responsibility between the commander and/or supervisor and the individual.

b. All DoD Components shall commence internal accountability activities immediately upon the occurrence of a disaster.

c. All DoD Components shall provide preplanned guidance and procedures to all assigned or attached personnel so they can establish accountability upon the occurrence of a disaster.

d. All DoD Components shall report personnel accountability when directed.

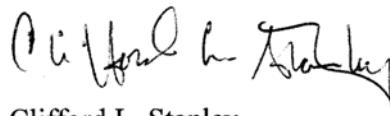
e. All specified DoD-affiliated personnel who work or reside within the affected geographical area of a disaster as defined by the Chairman of the Joint Chiefs of Staff are required to positively and personally check in (i.e., physically, telephonically, or electronically), at the first available opportunity, with the appropriate authority or emergency call-in number established by the DoD Component.

f. The Personnel Accountability Reporting System (PARS) will be the central repository used by all DoD Components when accomplishing personnel accountability upon the occurrence of a disaster. **EXCEPTION:** Information required by this Instruction that is determined to be classified in accordance with DoD 5200.1-R (Reference (c)) or to require protection due to operational security considerations in accordance with DoDD 5205.02 (Reference (d)) will be collected and maintained by a designated element of the Component on an appropriately classified system. The Component office maintaining the information will provide it as required by this Instruction via an appropriately classified system. Once provided, this information shall be maintained in classified channels.

5. RESPONSIBILITIES. See Enclosure 2.

6. RELEASABILITY. UNLIMITED. This Instruction is approved for public release and is available on the Internet from the DoD Issuances Website at <http://www.dtic.mil/whs/directives>.

7. EFFECTIVE DATE. This Instruction is effective immediately.



Clifford L. Stanley  
Under Secretary of Defense  
(Personnel and Readiness)

Enclosures

1. References
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- Glossary

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ENCLOSURE 1

REFERENCES

- (a) DoD Instruction 3001.02, "Personnel Accountability in Conjunction With Natural or Manmade Disasters," August 8, 2006 (hereby cancelled)
- (b) DoD Directive 5124.02, "Under Secretary of Defense for Personnel and Readiness (USD(P&R))," June 23, 2008
- (c) DoD 5200.1-R, "Information Security Program," January 14, 1997
- (d) DoD Directive 5205.02, "DoD Operations Security (OPSEC) Program," March 6, 2006
- (e) DoD Directive 1332.35, "Transition Assistance for Military Personnel," December 9, 1993
- (f) DoD Instruction 1300.18, "Department of Defense (DoD) Personnel Casualty Matters, Policies, and Procedures," January 8, 2008
- (g) DoD Directive 3025.14, "Protection and Evacuation of U.S. Citizens and Designated Aliens in Danger Areas Abroad (Short Title: Noncombatant Evacuation Operations)," November 5, 1990
- (h) DoD Directive 1400.31, "DoD Civilian Work Force Contingency and Emergency Planning and Execution," April 28, 1995
- (i) DoD Instruction 1400.32, "DoD Civilian Work Force Contingency and Emergency Planning Guidelines and Procedures," April 24, 1995
- (j) DoD Instruction 1100.22, "Policy and Procedures for Determining Workforce Mix," April 12, 2010
- (k) DoD Instruction 3020.41, "Contractor Personnel Authorized to Accompany the U.S. Armed Forces," October 3, 2005
- (l) Chairman of the Joint Chiefs of Staff Manual 3150.13C, "Joint Reporting Structure - Personnel Manual," March 10, 2010
- (m) DoD Instruction 1304.25, "Fulfilling the Military Service Obligation (MSO)," August 25, 1997
- (n) Joint Travel Regulations, Volume 2, "Department of Defense Civilian Personnel," current edition

ENCLOSURE 2

RESPONSIBILITIES

1. UNDER SECRETARY OF DEFENSE FOR PERSONNEL AND READINESS (USD(P&R)). The USD(P&R) shall:

- a. Be the focal point for coordinating personnel accounting requirements with the DoD Components.
- b. Establish the specific personnel categories to be accounted for reporting purposes when directed by the Secretary of Defense.
- c. Ensure Military OneSource is the central point of contact for distribution of information and referral services for Service members and DoD civilians and their families.
- d. Coordinate with the Assistant Secretary of Defense for Public Affairs for publication of the Military OneSource 1-800 call center telephone number and website ([www.militaryonesource.com](http://www.militaryonesource.com)) in all media outlets.

2. PRINCIPAL DEPUTY UNDER SECRETARY OF DEFENSE FOR PERSONNEL AND READINESS (PDUSD(P&R)). The PDUSD(P&R), under the authority, direction, and control of the USD(P&R), shall:

- a. Monitor the implementation and effectiveness of this Instruction.
- b. Ensure that transition assistance guidance, published in accordance with DoDD 1332.35 (Reference (e)), includes the requirement to inform separating Service members who have a remaining Service obligation of the requirement to keep the Service concerned informed of their current address and contact information. The appropriate Service will ensure this address information is forwarded to the Defense Manpower Data Center (DMDC).

3. ASSISTANT SECRETARY OF DEFENSE FOR RESERVE AFFAIRS (ASD(RA)). The ASD(RA), under the authority, direction, and control of the USD(P&R), shall:

- a. Ensure guidance is published specifying that all members of the Ready Reserve are obligated to keep their Military Service informed of their current address and that this address information is forwarded to the DMDC.
- b. Place increased emphasis, in published guidance, on documenting the current addresses and contact information of members transferring from the Selected Reserve (SELRES) to the Individual Ready Reserve (IRR).

4. DEPUTY UNDER SECRETARY OF DEFENSE FOR CIVILIAN PERSONNEL POLICY (DUSD(CPP)). The DUSD(CPP), under the authority, direction, and control of the USD(P&R), shall:

- a. Develop DoD-wide guidance for recording emergency contact information for DoD civilian employees.
- b. Require emergency contact information be reviewed and validated by all DoD civilian employees annually at a minimum. The designated form for recording emergency contact information is the DD Form 93, "Record of Emergency Data."
- c. Inform employees that DD Form 93 information is for use as defined in the purpose statement of the form. The information provided on the DD Form 93 has no correlation with, or impact upon, any other form an employee may have completed with the Department of Defense or another employer.
- d. Coordinate directly with the DMDC regarding the format and submission of any civilian employee report being submitted to organizations outside the Department of Defense.

5. DIRECTOR, DMDC. The Director, DMDC, under the authority, direction, and control of the USD(P&R), shall:

- a. Provide the initial baseline totals to the DoD Components for all specified personnel categories as identified in this Instruction, upon request from the Chairman of the Joint Chiefs of Staff.
- b. Coordinate with the DoD Components to account to the reconciled DMDC baseline as required until all reportable personnel have been accounted for, or upon notification by USD(P&R) memorandum that reporting is suspended.
- c. Serve as the single DoD point of contact for collecting and maintaining personnel accountability information for the DoD Components.
- d. Administer the PARS.
  - (1) Distribute PARS reports via the PARS Web application, and by other means upon request. Ensure all geographic Combatant Commanders are on distribution for the daily PARS reports.
  - (2) Develop, maintain, and update PARS reporting files.
  - (3) Upon receipt of a completed DD Form 2875, "System Authorization Access Request (SAAR)," available at <http://www.dtic.mil/whs/directives/infomgt/forms/formsprogram.htm>,

provide the requester with the data element files for the personnel accountability baseline and reporting requirements. Provide immediate updates as data element changes occur.

(4) Support Service-specific and national-level exercises with the initial baseline data.

(5) Provide a PARS reporting capability in support of Service-specific and national-level exercises.

e. Assist the assigned Service liaison personnel to enhance the quality of their Service's data provided to the DMDC Defense Enrollment Eligibility Reporting System (DEERS).

f. Develop, in coordination with the DoD Components, the necessary actions to effect near-real-time reporting for personnel accounting purposes.

6. HEADS OF THE DoD COMPONENTS. The Heads of the DoD Components shall:

a. Appoint a personnel accountability program manager who will serve as the Component subject matter expert on personnel accountability. The program manager will complete and submit a DD Form 2875 to the Director, DMDC, to request user account access to the PARS. EXCEPTION: Those Components, identified by the Chairman of the Joint Chiefs of Staff, that require a classified reporting capability, as identified in paragraph 4.f. above the signature of this Instruction, are not required to obtain access to PARS.

b. Establish procedures within each Component to provide for the most expeditious accountability of personnel in the following categories:

(1) Active duty members.

(2) SELRES members.

(3) DoD civilian employees (including nonappropriated fund employees).

(4) Family members of active duty and SELRES members who are identification (ID) card holders and those members reflected in the DEERS without an ID card (e.g., children under 10 years of age).

(5) Family members of DoD civilian employees who are receiving benefits associated with being evacuated to an authorized safe haven. With respect to civilian employees, these procedures will include voluntarily providing family member information prior to a disaster. Providing this information is required to receive needed benefits and/or assistance upon the occurrence of a natural or manmade disaster.

(6) OCONUS DoD-affiliated contractors, excluding foreign nationals.

- c. Ensure all personnel are provided the necessary information and guidance to check in upon the occurrence of a disaster.
- d. Ensure procedures include multiple and redundant means of communication in case of circumstances in which normal communication means are disrupted or nonexistent.
- e. Ensure that emergency call-in numbers are toll-free to allow maximum opportunity for accountability without cost to personnel.
- f. Provide a telecommunications device for the deaf, or TDD line, for hearing impaired employees.
- g. Provide Military OneSource with 1-800 emergency call-in numbers for posting on Military OneSource. Emergency contact information (name of unit, emergency contact numbers, and a point of contact) can be sent to Military OneSource electronically at [milcontent@militaryonesource.com](mailto:milcontent@militaryonesource.com), or assistance can be provided at 1-800-342-9647. Emergency numbers will be kept current for immediate posting in the event of a disaster.
- h. Require all managers, supervisors, and employees over which they have cognizance to understand and accomplish their personnel accountability roles and responsibilities, as stated in section 4 above the signature of this Instruction, understand and emphasize the urgency in effecting these roles and responsibilities in the event of a disaster, and carry out annual exercises, consistent with the guidance contained in this Instruction.
- i. Ensure all reportable casualties are reported according to DoDI 1300.18 (Reference (f)) and included in personnel accountability reports as required. The DoD Components, other than the Military Departments, generally do not have a formalized casualty reporting system. See Enclosure 6 of Reference (f) for the necessary assistance.
- j. Ensure that noncombatant evacuation operation tracking systems are in place to fully support the Department of the Army, as the Executive Agent for repatriation during noncombatant evacuation operations, according to DoDD 3025.14 (Reference (g)).
- k. Implement emergency contact procedures as part of theater entry requirements under the provisions of DoDD 1400.31 (Reference (h)) and DoDIs 1400.32, 1100.22, and 3020.41 (References (i) through (k), respectively). All DoD-affiliated personnel, to include civilian employees and contractors, prior to entry into a possible theater of operations, will have current emergency contact information on file in a centralized electronic database. The DD Form 93 shall be used for this purpose. Emergency contact rosters that may include cellular telephone numbers, personal e-mail addresses, and alternate addresses may be maintained to facilitate communications under emergency situations.
- l. Commence personnel accountability reporting using the PARS when directed by the Chairman of the Joint Chiefs of Staff. EXCEPTION: Those Components identified by the Chairman of the Joint Chiefs of Staff as requiring a classified reporting capability will complete



the manual disaster personnel accountability report (DPAR) as outlined in the Chairman of the Joint Chiefs of Staff Manual 3150.13C (Reference (l)).

m. When reporting is directed, get the baseline population from the PARS and report updates to the PARS at least daily, if applicable

n. Establish internal procedures to monitor compliance with this Instruction, to include monitoring the status of separating Service members with remaining obligated service pursuant to DoDI 1304.25 (Reference (m)).

o. Direct the Component or Service lead exercise planner to coordinate with the DMDC to enable a PARS report capability during an exercise.

7. INSPECTORS GENERAL OF THE DoD COMPONENTS. The Inspectors General of the DoD Components shall:

a. Conduct inspections biannually, beginning in calendar year 2011, of the personnel accountability programs in their respective Components to ensure compliance with this Instruction.

b. Upon completion of such inspections, forward a copy of the personnel accountability program inspection report to the USD(P&R) (ATTN: Military Community and Family Policy) and a courtesy copy to the DoD Inspector General (ATTN: Inspections and Evaluations). The report is due in February 2012 and in February of every even-numbered year thereafter.

8. CHAIRMAN OF THE JOINT CHIEFS OF STAFF. The Chairman of the Joint Chiefs of Staff shall:

a. Notify the USD(P&R) each time DoD Component reporting is implemented.

b. Conduct a joint staff analysis to determine the magnitude of widespread injury or death to DoD-affiliated personnel, the scope of which is not readily obtainable or is unclear, following a disaster.

c. Establish, in conjunction with the Federal Emergency Management Agency (FEMA) when applicable, the geographical area of coverage for personnel accounting by the DoD Components.

d. Coordinate with the Director, DMDC, to establish the initial personnel baseline for all required personnel categories.

e. Identify, and formally notify, those Components or Agencies requiring a classified reporting capability of the manual reporting requirements contained in Reference (l).

- f. Coordinate with the DoD Components to reconcile the PARS baseline, if applicable, as required until all reportable personnel have been accounted for or until directed to cease reporting.
- g. Establish, in coordination with the DMDC, the specific reporting timelines following the occurrence of a disaster.
- h. Direct commencement of personnel accountability from the DoD Components upon the occurrence of a disaster.
- i. Recommend to the USD(P&R) when personnel reporting should be suspended.
- j. Include guidance in Reference (l) addressing the use of the PARS as the system of record of personnel accountability in the event of a natural or manmade disaster or the manual DPAR for select agencies or components.
- k. Coordinate with the Secretaries of the Military Departments and Combatant Commanders on personnel accounting actions and reports in conjunction with noncombatant evacuation operations according to Reference (g).
- l. Include disaster personnel accountability requirements in national-level exercises when scenario-supported.

GLOSSARY

PART I. ABBREVIATIONS AND ACRONYMS

ASD(RA)	Assistant Secretary of Defense for Reserve Affairs
CONUS	continental United States
DEERS	Defense Enrollment Eligibility Reporting System
DMDC	Defense Manpower Data Center
DoDD	DoD Directive
DoDI	DoD Instruction
DPAR	disaster personnel accountability report
DUSD(CPP)	Deputy Under Secretary of Defense for Civilian Personnel Policy
FEMA	Federal Emergency Management Agency
ID	identification
IRR	Individual Ready Reserve
OCONUS	outside the continental United States
PARS	Personnel Accountability Reporting System
PDUSD(P&R)	Principal Deputy Under Secretary of Defense for Personnel and Readiness
SELRES	Selected Reserve
TDD	telecommunications device for the deaf
USD(P&R)	Under Secretary of Defense for Personnel and Readiness

PART II. DEFINITIONS

These terms and their definitions are for the purpose of this Instruction.

accounted for. A person's status and whereabouts have been confirmed by a commander and/or supervisor. Family members of a person in a desertion status will not be accounted for and will be reconciled off the DMDC baseline. A DoD Component shall consider its personnel accounted for when:

The person is physically present.

The person has been contacted or has made contact (i.e., by telephone or other means).

The person is in an official status of unauthorized absence, desertion, deceased, or missing. The person will not be physically accounted for and will be reconciled off the PARS baseline.

The employee or military member indicates his or her family members are accounted for or accountability is verified through other means.

civilian employee. Appropriated fund (DoD civilian employees) and nonappropriated fund employees. This does not include foreign national employees OCONUS.

contractor. An employee of a firm, corporation, partnership, association, or other legal non-Federal entity that enters into a contract directly with the Department of Defense to furnish services, supplies, or construction and working in and/or on a DoD facility, including commercial facilities. Foreign governments, representatives of foreign governments, or foreign corporations wholly owned by foreign governments that have entered into contracts with the Department of Defense are not defense contractors.

DoD-affiliated personnel. Individuals who are members of groups associated with the Department of Defense. These groups include Military Service members (active duty and Guard and SELRES), DoD civilian employees paid from appropriated or nonappropriated funds, DoD-funded contractors, and dependent family members of DoD-affiliated personnel. This definition does not include the IRR and Military or DoD civilian retirees and annuitants.

family member. The family members of DoD-affiliated personnel including:

Family members of active duty and SELRES members who are ID card holders and those members reflected in DEERS without an ID card (e.g., children under 10 years of age).

Family members of OCONUS civilian employees and contractors who are eligible to receive benefits.

Family members of CONUS civilian employees who are receiving benefits pursuant to Volume 2 of the Joint Travel Regulations (Reference (n)) associated with evacuation to an authorized safe haven.

geographical area of coverage. An area established by the Chairman of the Joint Chiefs of Staff, in conjunction with FEMA, when applicable, in which DoD-affiliated personnel accountability will be accomplished, using the PARS, upon the occurrence of a natural or manmade disaster.

OCONUS. Locations outside the continental United States, including the States of Hawaii and Alaska, the Commonwealth of Puerto Rico, Guam, the Commonwealth of the Northern Mariana Islands, and U.S. territories.

personnel accountability. The process of determining the status and whereabouts of all assigned or attached personnel at the social security number level of detail.