



DEPARTMENT OF THE NAVY
COMMANDER
NAVAL EDUCATION AND TRAINING COMMAND
250 DALLAS STREET
PENSACOLA, FLORIDA 32508-5220

NETCINST 3006.1C
N04
29 Sep 2022

NETC INSTRUCTION 3006.1C

From: Commander, Naval Education and Training Command

Subj: PERSONNEL ACCOUNTABILITY IN CONJUNCTION WITH CATASTROPHIC
EVENTS

Ref: (a) OPNAVINST 3006.1

1. Purpose. To provide personnel accountability policy and procedures within the Naval Education and Training Command (NETC) domain that may not be covered by reference (a) and are specific to NETC.

2. Cancellation. NETCINST 3006.1B.

3. Background. Catastrophic events often occur without warning. Those first hours and days after a catastrophic event are crucial to the safety and welfare of our personnel; therefore 100 percent accountability must be accomplished and recorded within 72 hours of an Order to Account. Detached personnel may continue to reflect in Navy Family Accountability and Assessment System (NFAAS) under the Unit Identification Code (UIC) of the detaching command for a period of time as a result of authorized delays in reporting to the new duty station. NETC commands must be prepared to muster and account for all assigned personnel, including those who may have detached but reflect under the command UIC in NFAAS. Commands must also implement Emergency Action Plans to ensure effective communications can be maintained, needs assessed, and relief efforts coordinated.

4. Applicability. This instruction applies to all uniformed personnel (Active and Reserve), civilian employees, and Outside the Continental United States contractors who are assigned to any activity within the NETC domain.

5. Responsibilities. Commands shall make every effort to account for all assigned, attached, and affiliated personnel. Responsibilities for the execution and management of the

Personnel Accountability Program within the NETC domain are as follows:

a. NETC Administration (N04)

(1) Provide program policy, guidance, evaluation, and assistance as required.

(2) Appoint a Headquarters Commanding Officer's Representative (COR) and Alternate to coordinate accountability efforts and support domain activities in accomplishment of personnel accountability.

(3) Liaise with the Office of the Chief of Naval Operations, Navy Personnel Command, and Commander, Navy Installations Command as needed.

(4) Liaise with other Echelon II commands as appropriate.

(5) Review, consolidate, and report daily to the NETC Chief of Staff the status of personnel accountability efforts within the NETC domain.

b. NETC Activities

(1) Muster and account for all personnel affiliated with the command once a situation has stabilized. In addition to those specified in reference (a), new check-ins not yet appearing in the command's NFAAS roster, students, and personnel who have transferred and still appear on the command's NFAAS roster shall be mustered.

(2) Report personnel who are deceased or who have been discharged per reference (a).

(3) Establish internal procedures to update recall information for all assigned staff and student personnel during the check in and out processes, and maintain current recall information for personnel in a detached status until they have reported onboard their next command and no longer reflect on the NFAAS roster. Encourage all assigned staff and student personnel with smartphones to download and utilize the NFAAS application as a convenient means to account for themselves and

dependents in the event of a real world event. The NFAAS application can also be utilized to update their personal and dependent data during semi-annual verifications. NETC Direct Reports shall provide internal procedures used for their domain to the NETC COR within 30 days of the date of this instruction and as changes to the internal procedures occur.

(4) Acknowledge Order to Account via NFAAS and muster affected personnel. In situations where NFAAS cannot be used for muster, activities will submit a daily status report to their immediate superior in command. Students shall be mustered according to Table 1 (students on Temporary Additional Duty orders will muster with their permanent command). This report will provide the percentage of personnel mustered and specific barriers or reasons remaining personnel have not been mustered. Reports will be submitted daily via email to the NETC N04 COR by 1200 Central Standard Time. This reporting requirement will remain in effect until the activity attains 100 percent accountability. In the event of an actual disaster and disruption in communications, voice reports may be submitted to the NETC Domain COR listed in NFAAS, NETC Command Duty Officer (850-554-5312), or NETC Quarterdeck (850-452-4000).

TYPE STUDENT	MUSTER RESPONSIBILITY
Recruit	Recruit Training Command
Officer Candidate	Officer Training Command
A, C, D, F, G, T	Associated Schoolhouse
Education Program Students	Assigned NROTC Unit

Table 1. STUDENT MUSTER RESPONSIBILITY

(5) Assign a COR or Point of Contact (POC) and at least one alternate for each UIC under an activity or command's cognizance. CORs and POCs are responsible for mustering personnel in their activity and providing daily status reports to their chain of command. CORs for NFAAS reporting shall maintain current contact information for individual POCs and their alternates for each UIC under their cognizance.

(6) Update COR or POC list as changes occur and during the semi-annual NFAAS contact information validation.

6. Records Management

a. Records created as a result of this instruction, regardless of format or media, must be maintained and dispositioned per the records disposition schedules located on the Department of the Navy Assistant for Administration, Directives and Records Management Division portal page at <https://portal.secnav.navy.mil/orgs/DUSNM/DONAA/DRM/Records-and-Information-Management/Approved%20Record%20Schedules/Forms/AllItems.aspx>.

b. For questions concerning the management of records related to this instruction or the records disposition schedules, please contact the local records manager.

7. Review and Effective Date. Per OPNAVINST 5215.17A, NETC will review this instruction annually around the anniversary of its issuance date to ensure applicability, currency, and consistency with Federal, Department of Defense, Secretary of the Navy, and Navy policy and statutory authority using OPNAV 5215/40 (Review of Instruction). This instruction will be in effect for 10 years, unless revised or cancelled in the interim, and will be reissued by the 10-year anniversary date if it is still required, unless it meets one of the exceptions in OPNAVINST 5215.17A, paragraph 9. Otherwise, if the instruction is no longer required, it will be processed for cancellation as soon as the need for cancellation is known following the guidance in OPNAV Manual 5215.1 of May 2016.


C. COLLINS JR.
Chief of Staff

Releasability and distribution:

This instruction is cleared for public release and is available electronically on the NETC Public Web Site (www.netc.navy.mil), via the NETC Reference Library in DON TRACKER, or by e-mail at netc_directives@navy.mil.