



UNITED STATES MARINE CORPS
MARINE CORPS AIR STATION NEW RIVER
PSC BOX 21001
JACKSONVILLE, NC 28545-1001

ASO 1080.1A

S-1

OCT 31 2010

AIR STATION ORDER 1080.1A

From: Commanding Officer, Marine Corps Air Station New River
To: Distribution List

Subj: PERSONNEL ACCOUNTABILITY

Ref: (a) DoD Instruction 3001.02, "Personnel Accountability in
Conjunction with Natural or Man made Disasters,"
3 May 2010
(b) MARADMIN 475-14 of 24 Sep 14
(c) MCIEAST-MCB CAMLEJO 1080.1A

Encl: (1) All Others Service Join Checklist

1. Situation. Recent disasters highlight the importance of facilitating personnel accountability. All specified Department of Defense (DoD) affiliated personnel who work or reside within a declared disaster area are required to physically, telephonically, or electronically check-in with supervisory personnel at the first available opportunity after a disaster is declared.

2. Cancellation. ASO 1080.1.

3. Mission. To promulgate instructions governing day-to-day personnel accountability for managers and supervisors under the cognizance of this command. Further, to publish instructions governing personnel accountability during a declared emergency or crisis for those assigned to this command.

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commanders Intent. To maintain an accurate Marine-

On-Line (MOL) database of military and civilian personnel that facilitates an efficient means of conducting personnel accountability during a national emergency, natural disaster, or when directed.

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distribution is unlimited.

(2) Concept of Operations

(a) In accordance with the references, this Order establishes policies, procedures, and assigns responsibilities for accounting of DoD affiliated personnel. Additionally, this directive provides specific guidance in maintaining accuracy of the assigned workforce in MOL and instructs managers, supervisors, and employees of their roles and responsibilities in reporting personnel accountability.

(b) MOL is the Marine Corps Enterprise Personnel Accountability System.

(c) Per the references, this command has established personnel accountability procedures, roles, guidance, and responsibilities to provide for the most expeditious accountability of personnel outlined in the following categories:

1. Active Duty members.
2. Selected Reserve (SELRES) members and Individual Mobilization Augmentees (IMA).
3. DoD Civilian Employees (both appropriated and non-appropriated fund [NAF] employees).
4. Family members of Active Duty, SELRES, and IMA members who are DoD Identification (ID) card holders and those members reflected in Defense Eligibility Enrollment System without an ID card, (e.g., children under 10 years of age).
5. Continental United States based contractors and their family members may be accounted-for via their contracting agency or within the MOL Personnel Accountability Module.
6. Family members of DoD Civilians 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 occurrence of a natural or man made disaster.

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(d) Marine Corps Air Station (MCAS) New River will utilize the MOL Unit Management Status Report (UMSR) application to join military and civilian personnel and perform recurring maintenance actions to add or remove military and civilian personnel as needed to maintain an accurate MOL workforce.

(e) MCAS New River will report personnel accountability when directed. All assigned DoD-affiliated personnel identified as working or residing within the affected geographical area of a disaster are required to positively and personally check-in physically, telephonically, or electronically, at the first available opportunity with the appropriate authority or established emergency call-in number.

b. Tasks

(1) S-1 Officer

(a) Establish and appoint in writing a Personnel Accountability Crisis Action Team (PACAT) to monitor the emergency call-in phone during a national emergency, natural disaster, or when directed. The PACAT will be comprised of no less than three personnel and one supervisor in order to conduct 24 hour operations at a location outside of the Emergency Operations Center (EOC).

(b) During an emergency or crisis situations requiring immediate accountability of personnel, or when directed by higher Headquarters, the PACAT will monitor the emergency call-in phone line and account for personnel within the UMSR in MOL and update the physical location of all personnel under the Personnel Accountability Information tab in MOL as the crisis dictates. Additionally, personnel accountability will be relayed to the S-1 Watch Officer within the EOC and the Marine Corps Installation East, Marine Corps Base G-1 EOC Watch Officer as required.

(c) Provide the Military One Source office with an emergency call-in number for posting on their website at www.militaryonesource.mil. Ensure the emergency call-in number is toll-free to allow maximum opportunity for accountability without cost to personnel. Emergency contact information (name of unit, address, emergency contact numbers, and a point of

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contact) can be sent to Military One Source electronically at www.militaryonesource.mil, 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.

(d) Ensure that all newly hired civilian employees are properly joined in Marine Corps Total Force System, as well as the UMSR morning report, and that an account is created in the MOL Management/User Management tab for all new hires. Additionally, ensure accounts of all employees who have detached from the New River workforce are removed from the UMSR morning report.

(e) Establish MOL record for civilian personnel reporting for entrance on duty by joining them in MOL within three working days from the date of reporting for employment.

(f) Ensure those personnel joined, be joined as a component code C2 (Civil Service-AF) or E2 (Other Service-NAFI) and Contractors utilizing component code 2D (Contractor) accordingly.

(g) Non-bargaining unit employees will be assessed in MOL using their actual social security number (SSN). Bargaining unit employees who volunteer the use of their SSN for the establishment of the MOL join will be accessed in the same manner as non-bargaining unit employees. Bargaining unit employees electing not to provide their SSN will be joined in MOL utilizing the first nine digits of their EDIPI.

(h) Assign an MOL Account/Command Personnel Accountability Permissions Coordinator.

(i) Conduct quarterly quality control checks to reconcile MOL UMSR employees against the appropriated and NAF employees resident in Total Workforce Management System (TWMS) to maintain accuracy of the MOL workforce throughout the departments.

(j) Conduct an annual exercise, consistent with the guidance contained in this Order to accurately and expeditiously account for military and civilian personnel, and their family members during a national emergency, natural disaster, or when directed.

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(2) Station S-6. Provide telecommunication devices for the deaf and/or hearing impaired employees, as required.

(3) Commanding Officer, HQHQRON

(a) Mandate the use of MOL UMSR/Morning Report application as the single source for personnel accountability.

(b) Assign an MOL Account/Command Personnel Accountability Permissions Coordinator.

(c) Establish an organizational hierarchy in MOL and grant MOL permissions as required to authorize supervisory personnel the ability to execute management functions, periodic hierarchy reviews, and MOL functionality to report accountability on behalf of the assigned workforce.

(d) Ensure all sections with assigned military personnel publish their MOL UMSR Morning Report and ensure the final command morning report is published NLT 0900 daily.

(4) MOL Account/Command Personnel Accountability Permissions Coordinator

(a) Grant Read Only permissions for the UMSR Morning Report, Duty Status via the MOL Management/Permissions tab for all Department Heads, Supervisors, and Managers.

(b) Conduct quality control checks to reconcile MOL UMSR employees against the appropriated and NAF employees resident in TWMS.

(c) Ensure all Departments with assigned military or civilian personnel publish their MOL UMSR morning report NLT 0815 daily and ensure the final command morning report is published NLT 0900 daily.

(5) Department Heads and Supervisors

(a) Implement and instruct internal controls for emergency reporting for all personnel. In the event of a natural or man made disaster, personnel accountability will be reported in MOL or via the PACAT.

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(b) Publish Department MOL UMSR 'Morning Report' NLT 0815 daily.

(c) Maintain accuracy of your assigned workforce in MOL.

(d) Discrepancies with the morning report or MOL will be brought to the attention of the S-1 Officer.

(e) Both appropriated fund and NAF employees will be accounted for via the MOL morning report under the Unit Management Status Report tab.

(f) Ensure civilian employees are aware that registration of family member information is voluntary. Providing family member information is required to receive benefits and/or assistance in case of a natural or man made disaster. This is accomplished by selecting personal updates under the personal info tab within MOL.

(6) All Employees

(a) Check in with their Supervisor/Department Head and report their physical location during a natural or man made disaster or as directed.

(b) The following procedures for accountability are prioritized in the order of preference based on availability at the time of reporting.

1. Self-Report via MOL.
2. Self-Report to Supervisor via phone call/text/email, or other form of electronic means.
3. Report by other employee, family member, or friend.
4. Report via Military One Source hotline.

(7) Newly Hired Employees. Complete and submit enclosure (1) to the S-1 office within three working days of joining the command.

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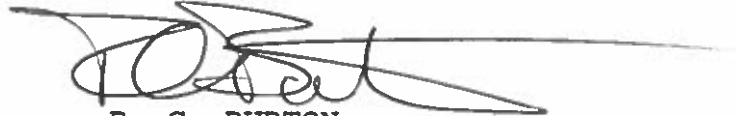
4. Administration and Logistics. Directives issued by this Headquarters are published and distributed electronically on the following website:

<https://eis.usmc.mil/sites/nrvr/Adjutant/Orders%20Policies%20Bulletins%20Templates/Forms/Department%20View.aspx>.

5. Command and Signal

a. Command. This Order is applicable to MCAS New River Departments and Sections.

b. Signal. This Order is effective the date signed.

A handwritten signature in black ink, appearing to read 'R. C. Burton', with a long horizontal line extending to the right.

R. C. BURTON

DISTRIBUTION: A

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ALL OTHERS SERVICE JOIN CHECKLIST

The following information is necessary for civilians/other service personnel to be joined in MCTFS.
Disclosure is voluntary; however, failure to furnish personal identifying information will negate the application for access to MOL and be in violation of MARADMIN 475-14 and MCIE-MCB CAMLEJO 1080.1 (Personnel Accountability).

NAME _____
Last Name First Name Middle Name

SSN _____ EDIPI _____ GRADE _____ DOB _____

SERVICE: CIVILIAN/NAF/NAVY/ARMY/AIR FORCE/COAST GUARD/CONTRACTOR (circle appropriate category)

BILLET DESCRIPTION _____

HOME ADDRESS _____ CITY _____ ST _____ ZIP _____

MARITAL STATUS _____ HOME PHONE _____
(SINGLE OR MARRIED)

WORK PHONE _____

JOIN: RUC 02021
(5 DIGIT NUMERIC REPORTING UNIT CODE)

MCC 024
(3 BYTE CODE)

UNIT NAME H&HS
(NAME OF COMMAND)

COMPANY CODE: _____

PLT CODE: _____

WORK SECTION: _____

RACE NOT REQUIRED
(REFER TO RIGHT OF PAGE)

SEX _____ ETHNIC NOT REQ
(REFER TO RIGHT OF PAGE)

RACE CODES

A=AMERICAN INDIAN OR ALASKA NATIVE
B=ASIAN
C=BLACK OR AFRICAN AMERICAN
D=NATIVE HAWAIIAN OR OTHER PACIFIC ISLANDER
E=WHITE
F=DECLINED TO RESPOND

EFF DATE NOT REQ

ETHNIC CODES

1=OTHER HISPANIC
2=US/CANADIAN INDIAN
3=OTHER ASIAN
4=PUERTO RICAN
5=FILIPINO
6=MEXICAN
7= ALASKA NATIVE
9=CUBAN

Signature _____

Date _____

PRIVACY ACT - 1974 AS AMENDED APPLIES

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ENCLOSURE (1)