



**DEPARTMENT OF DEFENSE  
EDUCATION ACTIVITY  
4040 NORTH FAIRFAX DRIVE  
ARLINGTON, VA 22203-1635**

Human Resources Regional Service Center

09-HRC-002  
May 15, 2009

**DEPARTMENT OF DEFENSE EDUCATION ACTIVITY  
POLICY MEMORANDUM**

**SUBJECT:** Personnel Accountability in Conjunction with Natural or Man-made Disasters

**References:** (a) DoD Instruction 3001.02 "Personnel Accountability in Conjunction with Natural or Manmade Disasters," August 8, 2006  
(b) Office of the Under Secretary of Defense Memorandum, "Personnel Accountability," August 27, 2008

It is Department of Defense Education Activity (DoDEA) policy that the agency achieves 100 percent personnel accountability in the event of a natural or man-made disaster. This is required by References (a) and (b). When directed by the Secretary of Defense, all DoD-affiliated personnel within the affected geographical area of the disaster are required to positively and personally check-in either physically, telephonically, or electronically. An affected geographical area is established by the Chairman of the Joint Chiefs of Staff or the Federal Emergency Management Agency.

DoD affiliated employees for DoDEA include DoD civilian employees, family members (ID card holders and those dependents reflected in the Defense Enrollment Reporting System without an ID card), and all DoD-affiliated civilian personnel; including contractors and family members, excluding foreign nationals outside the continental United States.

DoDEA employees must maintain current emergency contact information in their MyBiz account located within the Defense Civilian Personnel Data System. Supervisors will maintain emergency contact information for each of their employees. Should employees be on leave away from their current duty location or at a temporary duty location, the employees must provide immediate contact information to their supervisor before departing their area.

The information provided by employees should contain their current emergency contact information and contact information for family members residing near their

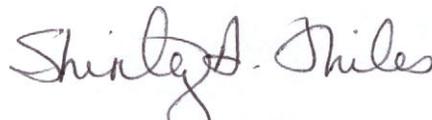
current duty location. Additionally, employees should designate another family member or friend who resides outside of their local area as an emergency point of contact.

Normal personnel accountability begins with the activation of organizational phone trees/recall roster.

In the event this measure fails, the employees' first priority is to contact their supervisor. If employees cannot contact their supervisor, they shall use one of the following procedures in order of appearance to verify their accountability. When updating their status, they will need to provide their name, status, location, contact number, directorate, and supervisor's name.

- Send an e-mail to [Personnel.Accountability@hq.dodea.edu](mailto:Personnel.Accountability@hq.dodea.edu) to update status.
- Contact DoDEA Headquarters at 1-877-851-0150 to leave a message referencing current status.

We believe these systems and procedures will enable DoDEA to meet DoD personnel accountability requirements, providing flexible communication capabilities for our employees and provide 100 percent accountability in the event of a natural or man-made disaster.



Dr. Shirley A. Miles  
Director