



DoDEA ADMINISTRATIVE INSTRUCTION 3001.01

PERSONNEL ACCOUNTABILITY IN CONJUNCTION WITH EMERGENCY EVENTS

Originating Division: Operations, Plans, Legislation and Policy

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Approved by: Thomas M. Brady, Director

Purpose: This Issuance establishes policy, assigns responsibilities, and provides direction for the accounting of all DoDEA affiliated personnel within the contiguous United States (CONUS) and outside the contiguous United States (OCONUS) following an emergency event. DoDEA-affiliated personnel include DoDEA employees, DoDEA employee dependent family members, and OCONUS U.S. defense contractor personnel employed under a DoDEA contract. Accounting for U.S. defense contractors employed under a DoDEA contract in CONUS is the responsibility of the contractor's parent organization.

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SECTION 1: GENERAL ISSUANCE INFORMATION

1.1. APPLICABILITY. This Issuance applies to the Office of the Director, DoDEA; the Principal Deputy Director and Associate Director for Academics, DoDEA; the Associate Director for Financial and Business Operations, DoDEA; the Chief of Staff, DoDEA; the Director for Student Excellence, DoDEA Americas/Associate Director for Performance and Accountability (formerly the Director, Domestic Dependent Elementary and Secondary Schools, and Department of Defense Dependents Schools, Cuba (DDESS/DoDDS-Cuba)); the Director for Student Excellence, DoDEA Europe (formerly the Director, Department of Defense Dependents Schools, Europe (DoDDS-E)); the Director for Student Excellence, DoDEA Pacific (formerly the Director, Department of Defense Dependents Schools, Pacific, and Domestic Dependent Elementary and Secondary Schools, Guam (DoDDS-P/DDESS-Guam)); (referred to collectively in this Issuance as "DoDEA Region Directors for Student Excellence"); and all DoDEA region, district, community, and school leaders and support staff.

1.2. POLICY. Pursuant to DoD Instruction 3001.02, it is DoDEA policy that all DoDEA-affiliated personnel within a geographical area affected by an emergency event will personally account for themselves and their dependent family members in accordance with this Issuance at the first practical opportunity following the emergency event. Personnel accountability is a shared responsibility between DoDEA-affiliated employees, supervisors, the senior DoDEA leader within the emergency area, and the DoDEA Headquarters Personnel Accountability Program Manager.

1.3. INFORMATION COLLECTION. This Issuance may result in the collection of information due to its policy and procedures. Any collection of information must follow all applicable Federal, DoD, and DoDEA regulations, policies, and guidance.

SECTION 2: RESPONSIBILITIES

2.1. DODEA DIRECTOR. The DoDEA Director shall:

- a. Appoint the Chief, Operations, Plans, Legislation, and Policy (OPLP) in writing to serve as the DoDEA Personnel Accountability Program Manager.
- b. Establish DoDEA procedures for establishing and maintaining accountability of DoDEA-affiliated personnel and monitoring compliance with this Issuance and associated DoD policies.
- c. Fulfill all labor relations obligations related to DoDEA-specific personnel accountability requirements.

2.2. DODEA PERSONNEL ACCOUNTABILITY PROGRAM MANAGER. The Chief, OPLP, shall serve as the DoDEA Personnel Accountability Program Manager and shall:

- a. Represent DoDEA at Fourth Estate accountability meetings and Interagency Change Control Board meetings.
- b. Participate in DoDEA Headquarters-sponsored evacuation table-top exercises to ensure personnel accountability processes and procedures are exercised.
- c. Appoint a Personnel Accountability and Reporting System (PARS) Program Manager to perform personnel accountability reporting using the PARS when directed by the Chairman of the Joint Chiefs of Staff to do so.
- d. Ensure DoDEA-affiliated personnel provide current contact information in the Fourth Estate Personnel Accountability and Assessment System (FEPAAS) and verify the information annually or as directed.
- e. Coordinate the use of the DoDEA Alert Notification System (ANS) with the ANS program manager to distribute personnel accountability instructions to DoDEA employees affected by an emergency event.

2.3. SENIOR LEADERS OF DODEA ORGANIZATIONS EXPERIENCING AN EMERGENCY EVENT. The DoDEA senior leader of DoDEA organizations experiencing an emergency event shall:

- a. Commence personnel accountability activities as soon as practical, but not later than one (1) hour following an emergency event and continue personnel accountability activities until 100-percent (100%) of the DoDEA-affiliated personnel within their area of responsibility have been accounted for.
- b. Provide personnel accountability reports to the DoDEA Headquarters Personnel Accountability Program Manager in accordance with reporting instructions.

c. Adhere to local military installation (or community) personnel accountability reporting procedures.

d. Require all DoDEA-affiliated personnel within their area of responsibility to provide work and personal contact information in FEPAAS and comply with the personnel accountability requirements established in this Issuance.

e. Require each DoDEA organization within their area of responsibility to maintain (and safeguard) locally produced employee emergency contact rosters. The rosters facilitate non-work period accountability and communications (i.e., in the evenings, during weekends, or while an employee is in a leave status).

f. Direct the use of the DoDEA ANS to distribute information and guidance to DoDEA-affiliated personnel affected by an emergency event.

2.4. DODEA SUPERVISORY PERSONNEL. DoDEA Supervisory Personnel shall:

a. Establish and maintain an emergency contact roster for the personnel directly under their supervisory control that includes contractor personnel overseas, and distribute the roster using a government email account or in hardcopy to: 1) the personnel listed on the roster; and 2) the higher-level supervisor.

b. Establish the manner in which contact rosters are used during an emergency event to facilitate the distribution of information and to establish personnel accountability. DoDEA Supervisory Personnel are responsible for directly contacting subordinate personnel to include those who elect not to have their emergency contact information publicly distributed.

c. Ensure all personnel under their direct supervisory control establish current contact information in FEPAAS and review/update the contact information during the onboarding process, at the beginning of each school year, or as directed by a DoDEA official.

d. Ensure all personnel are provided the necessary information and guidance to check in on the occurrence of an emergency event during the onboarding process, at the beginning of each school year, or as directed by a DoDEA official.

2.5. DODEA-AFFILIATED PERSONNEL. DoDEA-affiliated personnel shall:

a. Pursuant to DoD Instruction 6055.17:

(1) Establish work and personal contact information in FEPAAS and review/update the contact information annually or as directed by a DoDEA official.

(2) Provide emergency contact information to their supervisor and inform their supervisor if they do not want their contact information distributed on an organizational emergency contact roster. DoDEA-affiliated personnel are required to provide the following emergency contact information to their supervisor:

(a) First and last name.

- (b) Home address.
- (c) Personal email address.
- (d) Home and mobile phone numbers (as applicable).
- (e) Emergency contact name and home and mobile phone numbers (as applicable).

2.6. DODEA COMMUNICATIONS DIVISION CHIEF. The DoDEA Communications Division Chief, in coordination with the DoDEA Personnel Accountability Program Manager and DoDEA Human Resources Division Chief, shall establish and maintain a hyperlink on the DoDEA website to facilitate the dissemination of personnel accountability information and instructions.

SECTION 3: PERSONNEL ACCOUNTABILITY PROCEDURES

3.1. NON-EVACUATED PERSONNEL. DoDEA organizations affected by an emergency event that does not involve an ordered or authorized evacuation of DoDEA-affiliated personnel will use local procedures (i.e., the DoDEA ANS and local emergency contact rosters) to establish and maintain personnel accountability.

3.2. EVACUATED PERSONNEL. DoDEA-affiliated personnel that are evacuated as the result of an emergency event will complete the following personal accountability procedures upon arriving at the final safe haven location:

a. Contact their supervisor, if possible, to provide an accountability update for themselves and dependent family members.

b. Login to the FEPAAS at <https://fepaas.whs.mil> and click on the "Fourth Estate Civilians, OCONUS Contractors and their Families" link and update the contact information in the "Employee's Contact Info Tab." FEPAAS can be accessed using a Common Access Card (CAC) or username and password login options.

c. If unable to access FEPAAS, DoDEA-affiliated personnel will use the below procedures to facilitate the update of emergency contact information in FEPAAS.

(1) Send an email to either:

(a) At Hoc-FEPAASHelpDesk@hq.dodea.edu, providing full legal name(s), the safe haven location/address, and contact phone numbers.

(b) Contact the DoDEA Personnel Accountability Program Manager at toll free 1-833-816-1638, commercial 571-372-0585, Defense Switched Network (DSN) 372-0585, to provide location and contact information for the DoDEA Personnel Accountability Program Manager to record in FEPAAS.

(2) For the hearing impaired, use the Text Telephone/Telecommunication Device number published on the DoDEA Website during the emergency event, and distributed to evacuated DoDEA-affiliated personnel on the DoDEA ANS.

d. Follow all instructions received from DoDEA leadership or the DoDEA Headquarters Personnel Accountability Program Manager while in the safe haven location.

GLOSSARY

G.1. ACRONYMS.

ANS	Alert Notification System
CAC	Common Access Card
CONUS	Contiguous United States
FEPAAS	Fourth Estate Personnel Accountability and Assessment System
OCONUS	Outside of the Contiguous United States
OPLP	Operations, Plans, Legislation, and Policy
PARS	Personnel Accountability and Reporting System

G.2. DEFINITIONS. Unless otherwise noted, the following terms and definitions are for the purpose of this Issuance.

accounted for. DoDEA-affiliated personnel shall be considered accounted for if: (1) physically present; (2) successfully contacted or made contact (by telephone, electronically, or other means); (3) in an official status of authorized absence; (4) accountability is verified through another means.

CONUS. The 48 contiguous states including the District of Columbia.

DoDEA-affiliated personnel. DoDEA employees, DoDEA-employee dependent family members, and DoD defense contractor personnel funded by DoDEA to perform work overseas (excluding foreign national contractor personnel).

DoDEA employee. Civilian employees hired by DoDEA and assigned to a DoDEA organization. This does not include foreign national employees OCONUS.

dependent family members. Dependents of a DoDEA employee that are enrolled in the Defense Enrollment Eligibility Reporting System, including family members without an Identification Card (e.g., family members under 10 years of age); or Dependents of DoD contractor personnel working for DoDEA overseas and eligible to receive benefits pursuant to current Joint Travel Regulations located at Defense Travel Management Office website.

emergency event. An event that risks the security, safety, or health of DoDEA-affiliated personnel.

Fourth Estate. All organizational entities in the DoD that are not in the Military Departments or the Combatant Commands (Office of the Secretary of Defense, non-Intelligence Defense Agencies and Department of Defense Field Activities).

FEPAAS. Standardizes a method for the Fourth Estate to account, manage, and monitor the recovery process for personnel affected and/or scattered by a wide-spread catastrophic event. FEPAAS provides valuable information to all levels of the Fourth Estate chain of command, allowing leadership to make strategic decisions which facilitate a return to stability.

OCONUS. Locations outside the contiguous U.S., including Cuba, Hawaii, and U.S. territories including Puerto Rico, Guam, the Northern Mariana Islands, U.S. Virgin Islands, and American Samoa.

personnel accountability. The process of determining the status and location of personnel.

safe haven. A local safe haven is a facility on the military installation or a local geographical area that provides temporary protection during and after large-scale emergency events, such as a hurricane, earthquake, or tsunami. A remote safe haven is a geographic location outside of the area impacted by an emergency event. Safe haven locations are identified by the evacuation authority. Entitlements for evacuated personnel in a safe haven location are determined by the evacuation authority in accordance with the Joint Travel Regulations.

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

REFERENCES

DoD Instruction 3001.02, “Personnel Accountability in Conjunction with Natural or Manmade Disasters,” May 3, 2010

DoD Instruction 6055.17, “DoD Emergency Management (EM) Program,” February 13, 2017, as amended. Change 1 published on November 14, 2017

Joint Travel Regulations, current edition