UNITED STATES MARINE CORPS
MARINE CORPS INSTALLATIONS EAST-MARINE CORPS BASE
PSC BOX 20005
CAMP LEJEUNE NC 28542-0005

MCIEAST-MCB CAMLEJO 1080.1B
G-1
OCT 0 2 2020

MARINE CORPS INSTALLATIONS EAST-MARINE CORPS BASE CAMP LEJEUNE ORDER 1080.1B

From: Commanding General
To: Distribution List

Subj: PERSONNEL ACCOUNTABILITY

Ref: (a) DoD Instruction 3001.02, "Personnel Accountability in Conjunction with Natural or Manmade Disasters," May 3, 2010
(b) MARADMIN 475-14 of 24 Sep 14
(c) MARADMIN 356-20 of 18 Jun 20

Encl: (1) Duty Status Information

1. Situation

a. In accordance with reference (a), this Order establishes regional policy and assigns responsibilities for accounting of Department of Defense (DoD) affiliated personnel. The accurate accountability of personnel, both military and civilian, is a required and essential function at all levels of command, and is an inherent command and supervisory responsibility.

b. Per references (b) and (c), Marine On-Line (MOL) has been designated as the Marine Corps Enterprise Personnel Accountability System.

c. Recent events have highlighted the importance of personnel accountability. It is critical that commands establish and maintain an accurate personnel roster within MOL, and are prepared to execute personnel accountability and report statuses when directed or the situation requires. All specified DoD affiliated personnel who work or reside within a declared disaster area are required to physically, telephonically, or electronically check-in with appropriate authorities daily and when directed.

d. Marine Corps Installations East (MCIEAST) commands will establish personnel accountability procedures to provide for the most expeditious accountability of personnel outlined in the following categories:

(1) Active Duty members.

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(2) Selected Reserve (SELRES) members and Individual Mobilization Augmentees (IMA).

(3) DoD Civilian Employees (both appropriated fund (APF) 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 (DEERS) 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 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 manmade disaster.

2. Cancellation. MCIEAST-MCB CAMLEJO 1080.1A.

3. Mission. Promulgate regional policy and instructions governing accountability for Commanders and staff under the cognizance of MCIEAST and MCIEAST-Marine Corps Base Camp Lejeune (MCIEAST-MCB CAMLEJ).

4. Execution

a. Commander's Intent. My intent is to maintain an accurate MOL data base of current MCIEAST and MCIEAST-MCB CAMLEJ military and civilian employees. Further, to accurately and efficiently conduct personnel accountability during a National Emergency, Natural Disaster, or when directed.

b. Concept of Operations

(1) Commanders 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 employees necessary to maintain an accurate MOL workforce. The UMSR is the primary reporting means for personnel accountability during daily operations.

(2) Commanders will report personnel accountability as directed. 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.

c. Tasks

(1) Assistant Chief of Staff (AC/S) G-1 shall: During emergency operations and at the direction of the Commanding General or cognizant authority, the Commandant of the Marine Corps, Manpower Management will be contacted to formally request that a Disaster Event Code be generated for the forecasted area. Establish accountability measures to support the response and recovery effort.

(2) MCIEAST Subordinate Commanders shall:

(a) Establish a Personnel Accountability Crisis Action Team.

(b) Delegate staff cognizance over personnel accountability for MCIEAST organizations.

(c) During emergency or crisis situations requiring immediate accountability of personnel, Commanders receive reports of accountability from the chain-of-command of each unit under their cognizance, consolidates reports for the commander, and reports accountability of personnel to the MCIEAST-MCB CAMLEJ, G-1.

(d) Provide Military One Source with an installation emergency call-in number for posting on their website at www.militaryonesource.mil. Ensure the emergency call-in numbers are 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 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.

(e) Provide a telecommunications device for the deaf, or Telecommunications Device for the Deaf line, for hearing impaired employees.

(f) Require officers, staff noncommissioned officers (SNCOs), managers, supervisors, and employees to accomplish their roles and responsibilities per command directives for personnel accountability. Command leadership should emphasize the responsibilities in accountability in the event of a Natural Disaster or National Emergency.

(g) Require Assistant Chiefs of Staff, department heads, managers, supervisors, officers, SNCOs, and civilian employees to report accountability to the appropriate Battalion/Squadron Level Commands.

(h) In the case of an unanticipated emergency, Commanders will report to the Commanding General, MCIEAST-MCB CAMLEJ as appropriate under the given conditions. If the incident expands significantly in size or complexity the Commanders may chose a higher level of support, oversight and coordination in response, recovery and accountability and may request a Disaster Event Code be generated for their installation when facing a potential disaster, or an emergency with potentially disastrous implications.

(3) Battalion/Squadron Level Commanders shall:

(a) Implement the use of MOL UMSR application as the primary reporting means for personnel accountability.

(b) Assign a command personnel accountability coordinator.

(c) Establish organizational hierarchy in MOL and grant MOL permissions to authorize supervisory personnel to execute management functions, periodic hierarchy reviews, and MOL functionality to report accountability on behalf of the assigned work force. The appropriate department for assigned uniformed and civilian personnel is responsible for daily accountability reporting. It is strongly encouraged that an department MOL manager be assigned to create and manage MOL hierarchies for the department and serve as the subject matter expert to render assistance where needed.

(d) Develop and publish an appropriate order or standard operating procedures to provide specific guidance in maintaining accuracy of the assigned workforce in MOL to instruct departments heads, managers, supervisors, and employees of their roles and responsibilities in reporting personnel accountability.

(e) Both APF and NAF employees must be accounted for via the MOL UMSR. To be accounted for via MOL, all civilian employees (bargaining and non-bargaining) must be joined into the Marine Corps Total Force System (MCTFS) via MOL (create joined account). Once MOL is enhanced to permit the registration of civilian family member information, non-bargaining unit, bargaining unit employees and contractors may voluntarily report family member information for accountability purposes. Providing family member information is required to receive needed benefits and/or assistance upon occurrence of a natural or manmade disaster.

(f) Establish MOL/MCTFS joined account for civilian personnel reporting for Entrance on Duty within three working days from the date of reporting for employment. Commanders will join APF employees using component code 2C (Civil Service), NAF employees using component code 2E (Other Civilian), and Contractors utilizing component code 2D (Contractor).

(g) Establish procedures to ensure the MOL UMSR "Morning Report" is published daily at all levels of command that have assigned military and civilian personnel. Enclosure (1) is provided as a quick reference table for reporting the appropriate UMSR Duty Status for both Military and Civilian personnel.

(h) Establish internal control procedures to remove employees from the UMSR as a result of termination, discharge, resignation, retirement, death, or transfer of civilian employment. Procedures should include instructions to effect personnel changes within the UMSR for military and civilian personnel being reassigned within the same organization.

(i) Ensure assigned personnel are provided the necessary information and guidance to report personnel accountability when required. Further, that procedures include multiple and redundant means of communication in case of circumstances which normal communication means are disrupted or nonexistent.

(j) Establish procedures for the conduct of recurring quality control checks to reconcile MOL UMSR employees against the APF and NAF employee Human Resources database to maintain accuracy of the MOL work force.

(k) Provide oversight to ensure unit leaders and staff are accurately and efficiently reporting individual duty status changes, and publishing a daily MOL UMSR "Morning Report" for assigned military and civilian personnel.

(l) Conduct annual exercises, consistent with the guidance contained in this Order.

(m) Accurately and expeditiously account for military and civilian personnel, and their family members during a National Emergency, Natural Disaster, or when directed.

5. Administration and Logistics. Directives issued by this Headquarters are published and distributed electronically on the following website:
http://www.mcieast.marines.mil/StaffOffices/Adjutant.aspx

6. Command and Signal

a. Command. This Order is applicable to all MCIEAST installations, MCIEAST-MCB CAMLEJ General and Special Staff Departments and units assigned to MCIEAST for accountability purposes.

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

N. E. DAVIS
Chief of Staff

DISTRIBUTION: A/B

Duty Status Information (* Applicable for Civilian Employees)

					NOTES
On Hand	Present for Duty *			Location	RG
	Field Duty	Start Date	End Date	Location	
	Range	Start Date	End Date	Location	
	Telework *			Location	TW, TS
Other	Transient			Location	
	Special Liberty	Start Date	End Date	Location	LN, LM
Leave	Leave(Terminal)	Start Date	End Date	Location	
	Leave(Convalescent)	Start Date	End Date	Location	
	Leave(Annual) *	Start Date	End Date	Location	LA, LC
	Leave(EML)	Start Date	End Date	Location	
	Leave(Emergency)	Start Date	End Date	Location	
	Leave(Special) *	Start Date	End Date	Location	LY, CT
	Leave(Respite)	Start Date	End Date	Location	
	Leave(Non-Chargeable Rest & Recuperation)	Start Date	End Date	Location	
	Leave(Maternity)	Start Date	End Date	Location	
	Leave(Parental Leave)	Start Date	End Date	Location	
Medical	Medical(Hospital) *	Start Date		Location	LS
	Medical(SIQ) *	Start Date	End Date	Location	LS
Legal	Legal(Foreign Civil Authorities)	Start Date		Location	
	Legal(Confinement)	Start Date	End Date	Location	
	Legal(Civil Authorities)	Start Date		Location	
	Legal(CCU)	Start Date	End Date	Location	
	Legal(Missed Movement)	Start Date			
	Legal(UA)	Start Date			
	Legal(Appellate Leave)	Start Date	End Date	Location	
	Unaccounted For *	Start Date			
	Home Awaiting Orders	Start Date		Location	
Deployed	Unit Deployment(30 Days or Less)	Start Date	End Date	Location	
	Unit Deployment(31 Days or More)	Start Date	End Date	Location	
TAD	TAD(30 days or less) *	Start Date	End Date	Location	
	TAD(31 days or more) *	Start Date	End Date	Location	
	TAD(Permissive)	Start Date	End Date	Location	
	TAD(Humanitarian)	Start Date	End Date	Location	
	TAD(Sea Duty)	Start Date	End Date	Location	
	FAP(Fleet Assistance Program)	Start Date	End Date	Location	
Additional	Legal Hold	Start Date			
	Medical(Light Duty) *	Start Date	End Date		
	Medical(Limited Duty) *	Start Date	End Date		
	Medical(Sick Call)				
	Medical(Med Board/PEB)	Start Date			
	Pregnancy	Start Date	End Date		

1. Regular Duty Status (RG) = On Hand + Present For Duty & Location
2. Telework Duty Status (TW/TS) = On Hand + Telework & their Location, Telework, or Remote in the location field.
3. RDO Status = Other + Special Liberty, add applicable dates, annotate "RDO" in the location field.
4. Weather/Safety Leave Status (PS) = Other + Special Liberty, add applicable dates, annotate "Safety Leave" and Location in the location field.
5. Civilian Reserve Service Member on Military Orders (LM/KG) = Other + Special Liberty, add applicable dates, annotate "LWOP (Military Orders)" in the location field.