



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

MCIEAST-MCB CAMLEJO 1080.1A

G-1

11 APR 2016

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

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

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

c. Recent disasters 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 at the first available opportunity after a disaster has been declared.

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:

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(1) Active Duty members.

(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 1080.1.

3. Mission. Promulgate regional policy and instructions governing accountability for Commanders and staff under the cognizance of MCIEAST.

4. Execution

a. Commander's Intent. My intent is to maintain an accurate MOL data base of current MCIEAST 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 when 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) Installation Commanders

(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 as directed by Higher Headquarters, installation 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 (SNCO's), managers, supervisors, and employees to accomplish

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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, SNCO's, and civilian employees to report accountability to the appropriate Battalion/Squadron Level Commands.

(2) Battalion/Squadron Level Commanders

(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). Non-bargaining unit employees will be assessed in MOL/MCTFS using their actual social security number (SSN). Bargaining unit employees who volunteer the use of their SSN for the establishment of the MOL/MCTFS 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

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MOL/MCTFS utilizing the first nine digits of their Electronic Data Interchange Personal Identifier (EDIPI). 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.

(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.

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

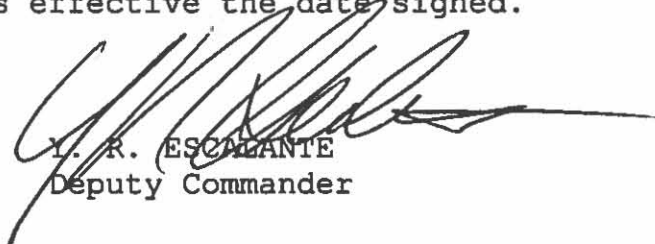
5. Administration and Logistics. Directives issued by this Headquarters are published and distributed electronically on the following website:

<http://www.mcieast.marines.mil/StaffOffices/Adjutant.aspx>

6. Command and Signal

a. Command. This Order is applicable to all installations and units assigned to MCIEAST.

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



Y. R. ESCALANTE
Deputy Commander

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