AIR STATION ORDER 1080.1

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

Subj: PERSONNEL ACCOUNTABILITY

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

Encl (1) Step by step instructions for self and section reporting

1. Situation

   a. Per reference (a), this Order establishes 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. Personnel accountability is the shared responsibility between the Commanding Officer (CO), his/her staff, supervisors, and the individual.

   b. Per reference (b), Marine Online (MOL) has been designated as the Marine Corps Enterprise Personnel Accountability System. The enclosure contains step by step instructions and screen shots for self and section reporting of personnel accountability.

   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 when 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 is declared.

2. Cancellation. Not applicable.

3. Mission. Promulgate installation policy and instructions governing accountability for commanders and staff under the cognizance of Marine Corps Air Station (MCAS) Beaufort.

4. Execution

   a. Commander's Intent. Maintain an accurate MOL database of current MCAS Beaufort military and DoD civilian employees to conduct personnel accountability utilizing the Unit Management Status Report (UMSR) application.

   b. Concept of Operations. MCAS Beaufort shall establish personnel accountability procedures to provide the most expeditious accountability of personnel outlined in the following categories.

DISTRIBUTION STATEMENT A: This is approved for public release; distribution is unlimited.
(1) Active duty members.

(2) Selected reserve (SELRES) members and individual mobilization augmentees (IMAs).

(3) DoD civilian employees (appropriated fund (APF) employees).

(4) Active duty family members, SELRES, and IMAs who are DoD identification (ID) card holders and those members reflected in the defense eligibility enrollment reporting system without an ID card (e.g., children under ten years of age).

(5) Family members of DoD civilian employees who are receiving benefits associated with being evacuated to an authorized safe haven. With respect to DoD civilian employees, these procedures will include voluntarily providing family member information prior to a disaster. Per reference (a) this information is required to receive needed benefits and/or assistance upon the occurrence of a natural or manmade disaster.

(6) Continental United States based contractors and their family members may be accounted for via their contracting agency or within the UMSR. Contractors may be joined and voluntarily report family member information for accountability purposes.

c. Tasks

(1) Station S-1 Department

(a) Ensure assigned DoD personnel are identified as working or residing within the affected geographical area of disaster.

(b) Ensure all APF employees (bargaining and non-bargaining) are entered into the Marine Corps Total Force System (MCTFS) via MOL for accountability. Employees will be assessed in MOL/MCTFS using their social security number, electronic data interchange personal identifier (EDIPFI), common access card expiration date, and date of birth.

(c) Establish an MOL/MCTFS joined account for DoD civilian personnel within three working days from the date of reporting for employment. Designated S-1 staff will join APF employees using component code 2C (civil service) and contractors utilizing component code 2D (contractor).

(d) Establish internal control procedures to remove employees from the UMSR as a result of termination, discharge, resignation, retirement, death, or transfer of civilian employment. These procedures shall also cover military and civilian personnel being reassigned within the organization.

(e) Establish procedures for the conduct of recurring quality control checks to reconcile employees listed on the UMSR against the APF employee human resources database to maintain accuracy of the MOL workforce.

(f) Establish an Installation personnel accountability team (IPAT).

(2) Marine Corps Community Services South Carolina, Human Resources Office (HRO)

(a) Ensure assigned DoD personnel are identified as working or residing within the affected geographical area of disaster.
(b) Ensure all Non Appropriated Fund (NAF) employees (bargaining and non-bargaining) are entered into MCTFS via MOL for accountability. Employees will be assessed in MOL/MCTFS using their social security number, EDIPI, common access card expiration date, and date of birth.

(c) Establish a MOL/MCTFS joined account for civilian personnel within three working days from the date of reporting for employment. Designated HRO personnel will join NAF employees using component code 2E (other civilian employee).

(d) Establish internal control procedures to remove employees from the UMSR as a result of termination, discharge, resignation, retirement, death, or transfer of civilian employment. These procedures shall also cover military and civilian personnel being reassigned within the organization.

(e) Establish procedures for the conduct of recurring quality control checks to reconcile employees listed on the UMSR against the APF employee human resource database to maintain accuracy of the MOL workforce.

(f) During emergency or crisis situations requiring immediate accountability of personnel, report accountability through the chain of command to the Headquarters and Headquarters Squadron (HQHQRON) personnel accountability coordinator.

(3) MCAS Beaufort Department Heads

(a) Assign a department MOL manager to create and manage MOL hierarchies for the department and serve as the subject matter expert to render assistance when required.

(b) Ensure all supervisors and employees are aware and understand their personnel accountability roles and responsibilities.

(c) Ensure sections submit the daily morning report as directed by the HQHQRON personnel accountability coordinator.

(d) In the event of a natural or manmade disaster ensure supervisors and employees have the ability to remotely access MOL and have emergency telephone numbers and websites available to muster at the first available opportunity.

(4) CO, HQHQRON

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

(b) Assign a primary and alternate command personnel accountability coordinator. CO, HQHQRON, along with all other tenant commands, shall report their respective unit accountability to IPAT/Emergency Operations Center (EOC).

(c) Establish an organizational hierarchy in MOL and assign a command MOL manager to create and manage MOL hierarchies and serve as the subject matter expert to render assistance when required.

(d) Provide guidance and oversight for maintaining accuracy of the assigned workforce in MOL. Delineate roles and responsibilities to department heads, managers, supervisors, and employees for reporting
individual duty status changes and personnel accountability to ensure the UMSR is accurately published daily.

(e) Provide assigned personnel the necessary information and guidance to report personnel accountability, when required. Ensure multiple and redundant means of communication exist in circumstances where normal communication means are disrupted or nonexistent.

(h) Account and report HQHQRON military, military dependents, and DoD civilian personnel accountability to the IPAT during a national emergency, natural disaster, or when directed.

(5) IPAT. During emergency or crisis situation requiring immediate accountability of personnel, report personnel accountability to the CO or his designated representative as required.

5. Administration and Logistics. Directives issued by this Headquarters are published and distributed electronically via the shared drive and SharePoint.

6. Command and Signal
   a. Command. This Order is applicable to MCAS Beaufort and HQHQRON.
   b. Signal. This Order is effective the date signed.

Distribution: A
Produce reports on individual location of members and their dependents.

- Accountability of members of the command or work section.
- Modify planned location information (self or on behalf of others).
- Common functions and roles are:

The most common function is accountability of personnel declared emergency situation. The primary function is accountability of personnel declared emergency or natural disaster event. The primary planned location information and accountability related to an evacuation.

In this module you will be introduced to reporting and updating individuals.

Report

Planned Location

http://www.mol.usmc.mil

Marine Online
Click on the "Unit Leaders" tab located on the top tool bar.

From the Marine Online (MOL) home page you will be able to access a number of applications and systems supported through MOL. During this module we will be specifically covering the Planned Location located at the UMSR home page.
Welcome to the Unit Leaders' Home Page. As located on the lower tool bar to continue, applications from this page. Click on "UMSR" and after a number of granted, you will be able to access your access depending on your access.
Depending on the scope or your permissions or if your profile is associated with more than one work section you will be required to choose the relevant section to continue. If you are a single scope user you will be sent directly to the next screen.

Choose the appropriate work section and then click "Select" to continue.
To report and update a member of your work section's planned location you will begin from the UMSR Home Page. Select "Planned Location" located in the left hand menu to proceed.

- Report and Update Planned Location Information
  - Change the scope of your Unit Reports (if multiple sections are assigned)
  - Print Reports or Personnel Status
  - View a Summary of Status for Personnel in your Work Section
  - View a Detailed Listing of Personnel in your Work Section
  - Review and Publish Your Work Section Status

From the UMSR Home Page you will be able to:
Input the appropriate search criteria and then click "Select" to continue.

Planned location screen.

If you are a single scope user you will be sent directly to the means to continue. If you are a single scope user you will be sent directly to the other members of your work section. As noted here you can search by various depending on the scope of your permissions you may have the ability to report on.
Click "Select" to continue.

A listing of all personnel meeting the search criteria entered will be displayed. Select the individual who's information will be updated.
Update an individual's planned location or event status, select the "Edit" tab.

The "Planned Location Information" screen will be displayed. In order to report or...
Select the "Submit Changes" to continue.

The "Accountability Code" will be default to "A. Accounted for", however if for some reason the individuals cannot be accounted for choose the from the selections provided. Select the "Submit Changes" to continue.
*At this time this action is not functional for Civilian personnel.

Military members can populate their planned location to their dependents who are in the same household by selecting "Copy My Information To All Dependents" tab. This action will copy the planned location to all the dependents resident in MOL. Should the service member have dependents in multiple locations they will need to update each dependent individually following the same steps for each.
Next we will discuss how to review the Planned Location Information for your command or work section. We will utilize the “Reports” menu from the UMSR home page located on the upper tool bar to proceed.
Simply select "View Report" for the desired roster you wish to create.

- Dependent Accountability
- Personal Accountability

and print a detailed listing of the status of your work section:

After you have updated individual planned location information you will be able to review...
Updating Marine's Emergency Information
Select MCAE BEAUFORT Profile
UPDATING A MARINE'S EMERGENCY INFORMATION

Type in Member's respective information
Information
Updating a Marine’s Emergency Information

Ensure that the member’s information is up to date. Make sure all changes are accounted for.

Reason for Update:

[Form fields and options circled]