



UNITED STATES MARINE CORPS
MARINE CORPS AIR STATION
BEAUFORT, SOUTH CAROLINA 29904-5001

IN REPLY REFER TO
ASO 1080.1
S-1
13 Jan 20

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 Manmade 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.

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- (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 (EDIPI), 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.

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(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

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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.


T. P. MILLER

Distribution: A



Marine Online

<https://www.mol.usmc.mil/>



Planned Location Reporting

In this module you will be introduced to Reporting and Updating individuals Planned Location information and Accountability related to an evacuation connected to a national emergency or natural disaster event. The primary function is accountability of personnel declared emergency situation. The most common functions and roles are;

- ❖ Modify Planned Location information (Self or On Behalf of others).
- ❖ Accountability of members of the command or work section.
- ❖ Produce reports of Individual Location of members and their dependents.



Marine Online

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.

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Click on the “Unit Leaders” tab located on the top tool bar.



Marine Online

The screenshot shows the MARGINE ONLINE website. The header is dark red with the 'MARGINE ONLINE' logo and a navigation menu. The menu includes links for Home, Resources, Mail to us, Reports, POC Management, A Few Good... (lib), Users (Panel), USER, My Data, Press Desc, BGC, View Reports, and Yielding. The main content area is white and contains a large, faint watermark that reads 'MARGINE ONLINE'. The footer is dark red and contains the text '© 2012 MARGINE ONLINE'.

Small Unit Leader Support Tools

The following options may be available if you have reached applicable parameters:

with Management Status Report (MSR).
Identify duty status (i.e. Present for Duty or SQ).
Change unit membership (i.e. move member to another work section).
Join/Drop members at the current level.

Consumer's Message (Foster's Mom)

Circle and mail selected responses to the members of your organization.

Lemon and Liberty (Lemon/Liberty)

View, Edit, and Approve Loans, Special Library, Formative TAD, and FIDEN requests for your organization.

Resistance/Conduct (Pro/Con)

David, Herbert, and Agnes Proctor Foundation

Practical Business Arithmetic (Pratt)

Wiley, Eds., and Agents Recommendations for publication (P.T. Sci.)

ERC Assignment Report

View and Edit members' BIC, and other Description.

Your Reports

THE UNIVERSITY OF CHICAGO PRESS
530 N. Dearborn St., Chicago, Ill. 60610
U.S.A. and Canada
£10.00 net (U.K.)
£12.00 net (Europe)
£14.00 net (Australia)
£16.00 net (Japan)
£18.00 net (South Africa)
£20.00 net (India)
£22.00 net (Africa)
£24.00 net (Asia)
£26.00 net (Latin America)
£28.00 net (Middle East)
£30.00 net (Russia)
£32.00 net (Czech Republic)
£34.00 net (Poland)
£36.00 net (Slovak Republic)
£38.00 net (Hungary)
£40.00 net (Croatia)
£42.00 net (Slovenia)
£44.00 net (Bosnia and Herzegovina)
£46.00 net (Serbia)
£48.00 net (Montenegro)
£50.00 net (Albania)
£52.00 net (Macedonia)
£54.00 net (Bulgaria)
£56.00 net (Romania)
£58.00 net (Greece)
£60.00 net (Turkey)
£62.00 net (Cyprus)
£64.00 net (Israel)
£66.00 net (Jordan)
£68.00 net (Lebanon)
£70.00 net (Syria)
£72.00 net (Iraq)
£74.00 net (Kuwait)
£76.00 net (Saudi Arabia)
£78.00 net (Yemen)
£80.00 net (Oman)
£82.00 net (U.A.E.)
£84.00 net (Qatar)
£86.00 net (Bahrain)
£88.00 net (Brunei)
£90.00 net (Malaysia)
£92.00 net (Singapore)
£94.00 net (Thailand)
£96.00 net (Philippines)
£98.00 net (Indonesia)
£100.00 net (Vietnam)
£102.00 net (Laos)
£104.00 net (Cambodia)
£106.00 net (Myanmar)
£108.00 net (Burma)
£110.00 net (Nepal)
£112.00 net (Bhutan)
£114.00 net (Tibet)
£116.00 net (Mongolia)
£118.00 net (Kazakhstan)
£120.00 net (Kyrgyzstan)
£122.00 net (Uzbekistan)
£124.00 net (Tajikistan)
£126.00 net (Turkmenistan)
£128.00 net (Azerbaijan)
£130.00 net (Georgia)
£132.00 net (Armenia)
£134.00 net (Chechnya)
£136.00 net (Dagestan)
£138.00 net (Ingushetia)
£140.00 net (Kabard-Balkaria)
£142.00 net (Karachay-Cherkessia)
£144.00 net (North Ossetia-Alania)
£146.00 net (South Ossetia)
£148.00 net (Abkhazia)
£150.00 net (South Ossetia)
£152.00 net (Abkhazia)
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£158.00 net (South Ossetia)
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£168.00 net (Abkhazia)
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£194.00 net (South Ossetia)
£196.00 net (Abkhazia)
£198.00 net (South Ossetia)
£200.00 net (Abkhazia)

References

View and update (revise) Material A13 Web and Instructor E14 on

Outstanding Issues:

Consider, Vavra, Edl, and Augustine PCSI/PCA One-handed Interventions for your organization.

Electronic Personnel Action Requests (EPAR)

Create, View, Edit, and Approve Electronic Personnel Action Request's for your organization.

Answered

View, Edit, and Approve Card Content and Subject Matter Corps features models for your organization.

Welcome to the Unit Leaders' home page. As you can see, depending on your access granted, you will be able to access a number of applications from this page. Click on "UMSR" located on the lower tool bar to continue.



1. *Journal of the American Medical Association*, 2000; 284: 2689-2695.





Marine Online

U.S. Marine Corps
UNIT MANAGEMENT SYSTEM REPORT (UMSR)

Home | Reports | Documents | News | Help | Contact Us

MCCEAST 0-1 (31001-1-0151)

Planned Location

From the UMSR home page you will be able to:

- ❖ Review and Publish your work section status
- ❖ View a Detail listing of personnel in your work section
- ❖ View a Summary of status' for personnel in work section
- ❖ Review and print reports of personnel status
- ❖ Change the scope of your Unit Reports (if multiple sections are assigned)
- ❖ Report and Update Planned Location information

To report and update a member of your work section's Planned Location will begin from the UMSR home page. Select "Planned Location" located in the left hand menu to proceed.



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[illegible]



Marine Online

Internet Explorer 6.0.2600.5512
http://www.marineonline.com/...
CMISR

Select The Member To Enter Planned Location Information On Behalf Of:

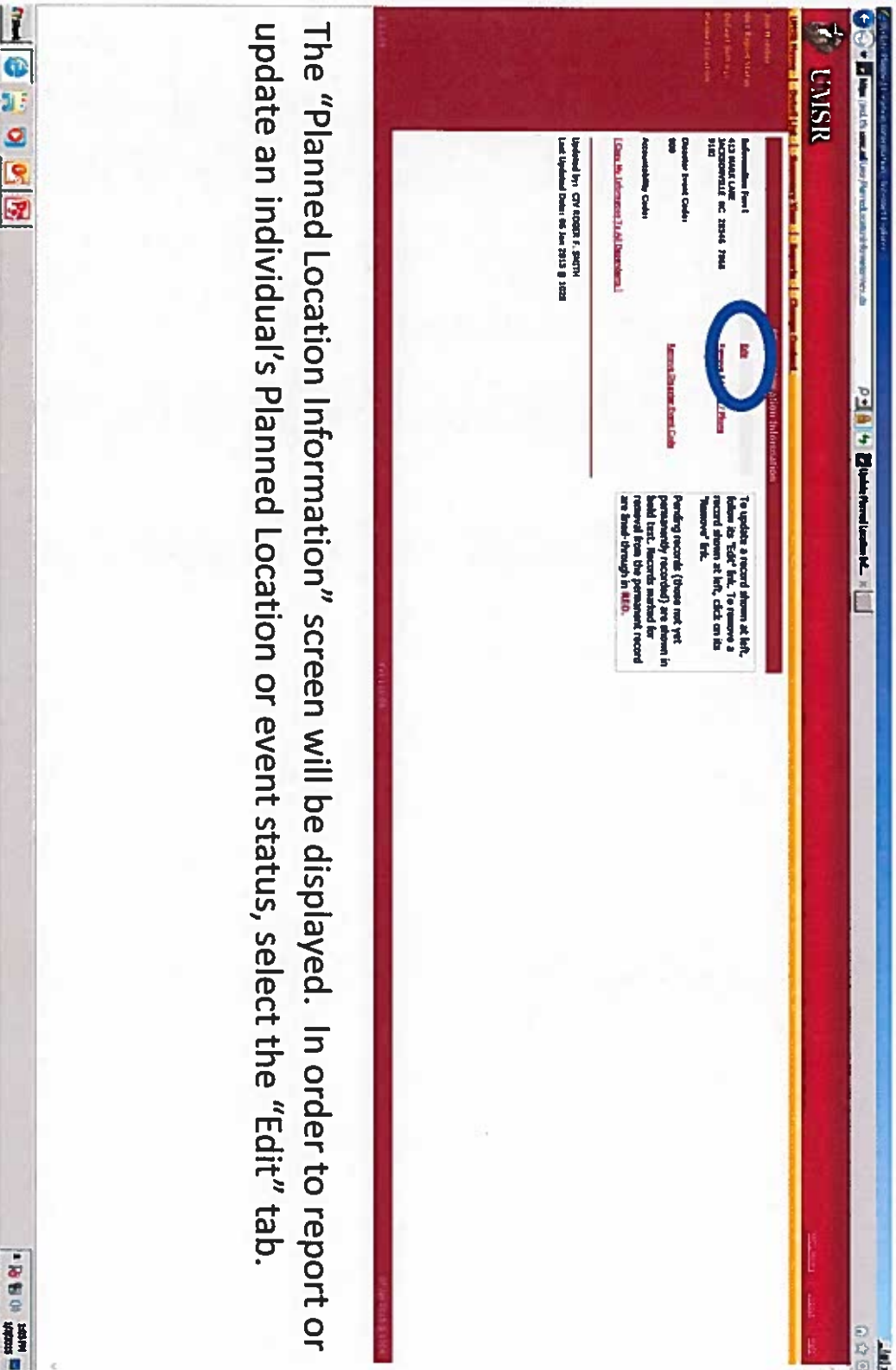
0	NAME	UNIT	STATUS
0	210001 010001	210001 010001	Active

Select Search Cancel

A listing of all personnel meeting the search criteria entered will be displayed.
Select the individual who's information will be updated.
Click "Select" to continue.



The “Planned Location” screen will be displayed. In order to report or update an individual’s Planned Location or event status, select the “Edit” tab.





Marine Online

The "Reason for update" pane displays the individual selected current information and status. This status will be updated Before, During and After an emergency event as appropriate. Contingency Planning is to be used when updating information not related to an evacuation. Disaster Event Code will be set to: 000 - PLANNED LOCATION.



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[illegible]

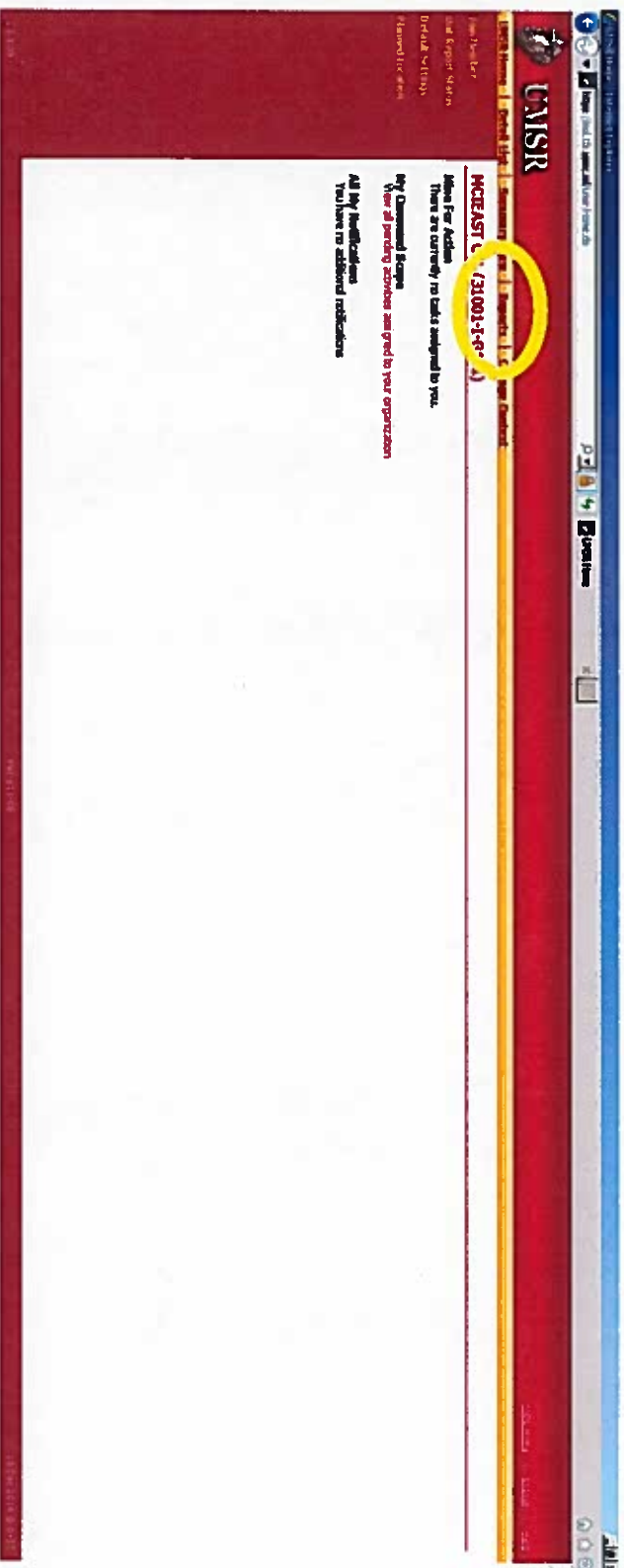
The "Accountability Code" will be default to "A. Accounted for", however if for some reason the individuals cannot be accounted for choose the from the selections provided. Select the "Submit Changes" to continue.

[illegible]

***At this time this action is not functional for Civilian personnel.**



Marine Online



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.





After you have updated individual Planned Location information you will be able to review and print a detail listing of the status of your work section's:

- ❖ Personnel Accountability
- ❖ Dependents Accountability

Simply select "View Report" for the desired roster you wish to create.





Marine Online

Personnel Accountability Report

CMISR

Personnel Accountability Report
Report User: SMITH, RODGER F. CIV
Report based on: 31001-1-6151-MMPR

DATE	NAME	SSN	EMERGENCY CONTACT	EMERGENCY PHONE	EMERGENCY ADDRESS	EMERGENCY CITY	EMERGENCY STATE	EMERGENCY ZIP	EMERGENCY COUNTRY
20 Dec 2014	SMITH, RODGER F.	31001-1-6151-MMPR	6111						
20 Dec 2014	CIV	31001-1-6151-MMPR	27184						
06 Jan 2015	CIV	31001-1-6151-MMPR	021						
06 Jan 2015	CIV	31001-1-6151-MMPR	2514						



Marine Online

Dependents Accountability Report



Dependents Accountability Report
Report User: SMITH, RODGER F. CIV
Report based on: 31001-1-G151-MMPR

USMC 00000000	Dependent's Name	Dependent's SSN	Dependent's DOB	Dependent's Address	Dependent's City	Dependent's State	Dependent's Zip	Dependent's Phone	Dependent's Email
20 Dec 2014	SMITH, RODGER F. CIV	00000000	000000	000000000000000000	000000	000000	000000	0000000000	0000000000
20 Dec 2014	SMITH, RODGER F. CIV	00000000	000000	000000000000000000	000000	000000	000000	0000000000	0000000000
20 Dec 2014	SMITH, RODGER F. CIV	00000000	000000	000000000000000000	000000	000000	000000	0000000000	0000000000
20 Dec 2014	SMITH, RODGER F. CIV	00000000	000000	000000000000000000	000000	000000	000000	0000000000	0000000000





Marine Online



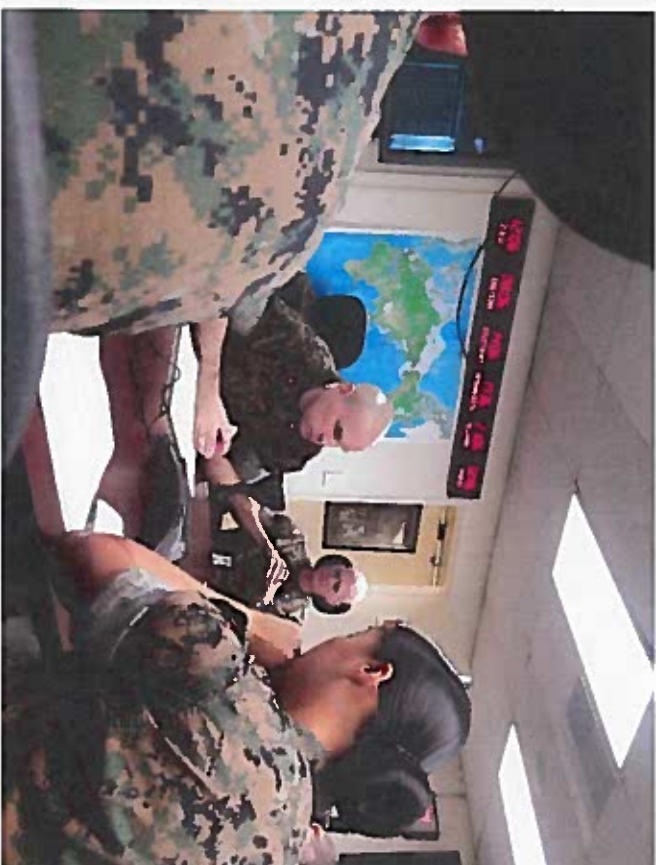
MARINE ONLINE



**This concludes this
Marine Online Training
module.**



UPDATING A MARINE'S EMERGENCY INFORMATION




Enclosure (1)





UPDATING A MARINE'S EMERGENCY INFORMATION

**MARINE ONLINE**

Home | Resources | Unit Leaders | Reports | A Few Good... Links | Users Manual | Travel |
Personal Info | My Profile | Security | Tools | Launcher | My Account | My Messages | My Permissions | My OMPF |

Account Access Information

• Last Successful Login was at Wed Oct 09 07:54:14 EDT 2019
• Last Unsuccessful Login was at Thu Mar 15 12:45:21 EDT 2018

As soon as you are logged into MOL
select the 'Unit Leaders' Tab

Information Last Updated: 07 Oct 2019

● Collapse List

Read | Date and Time | System | Subject





UPDATING A MARINE'S EMERGENCY INFORMATION



Select Profile

You have more than one type of permission for UMISR, please select one to continue.


<input checked="" type="radio"/>	SELECT	ORGANIZATION NAME	ORGANIZATION
<input type="radio"/>	SGT CARROLL JADON K.	OUTR Work Section	020031 + PAC-OUTR
<input type="radio"/>	MCAS BEAUFORT	020031	020031

Select 'MCAS BEAUFORT' profile





UPDATING A MARINE'S EMERGENCY INFORMATION

**UMSR**

UMSR Home | Change Contact

Personal Accountability

MCAS BEAUFORT (02031)

Mine For Action
There are currently no tasks assigned to you.

Activity Notifications
You have no additional notifications

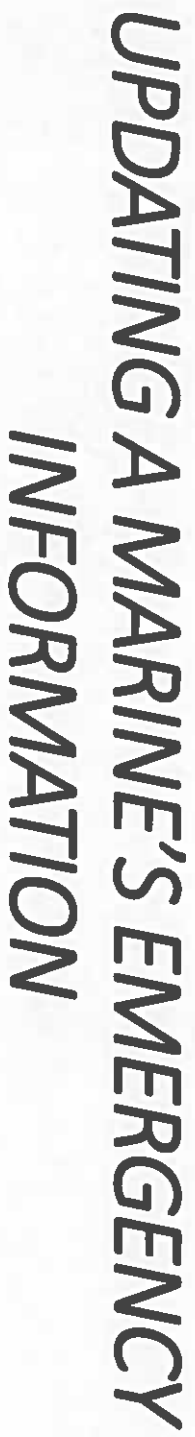
Permissions may vary but make sure to select 'Personnel Accountability'





Type in Member's respective information



[illegible]