



Personnel

PERSONNEL ACCOUNTABILITY AND RECALL PROCEDURES

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This instruction provides guidance for daily personnel accountability of all active duty and reserve military personnel, Department of Defense (DOD) civilians, and contractors assigned to the United States Transportation Command (USTRANSCOM) and establishes command-wide recall procedures. It establishes policy and applies to all directorates and the Command Support Group (CSG) at USTRANSCOM. Send comments and suggested improvements to this publication on Air Force IMT Form 847, Recommendation for Change of Publication, to USTRANSCOM/TCJ1-O.

1. Background. All DOD components are required to establish procedures to expeditiously account for all personnel, taking precautions to avoid double counting, to include Active and Reserve Component military personnel, DOD civilians, and contractors. All bases, posts, stations, detachments and separate reporting units are required to have and exercise personnel accountability programs for all DOD personnel, to include civilian employees and non-appropriated fund employees, and are required to have current emergency contact information on file in a centralized electronic database. Contractors are an integral part of daily operations and will be accounted for in the event of an emergency. The USTRANSCOM Manpower and Personnel Directorate (TCJ1) is the single point of contact for accountability of command personnel, but requires daily support from all directorates and CSG offices to ensure personnel are accurately accounted for and can be reached in an emergency. Personnel Accountability and Recall Service (PARS) procedures outlined below provide a single, consistent method for personnel accountability.

2. Accountability and Recall Data Service (PARS). PARS is an unclassified database located on the USTRANSCOM NIPRnet portal that will be used to account for all USTRANSCOM military, DOD civilian personnel, and contractors physically located at Scott Air Force Base, Illinois. Each directorate and CSG office will assign primary and alternate personnel accountability representatives who will request access to PARS by submitting the service access request form contained in attachment 2. Upon approval, the directorate/CSG representatives will be provided access to PARS allowing them to perform daily status updates, obtain required reports, and update recall information using completed individual recall data sheets (USTRANCOM IMT 60). Recall rosters, including recall notification information outlined in attachment 4, are required to be maintained at the appropriate levels. In the event of a recall or muster-type event (i.e., fire drill), the directorate/CSG representatives will use system reports to track personnel and forward their accountability status to the TCJ1 Duty Officer as directed in the initial notification. A sample accountability report and the Recall Instruction Sheet outlining emergency recall information are contained in attachments 3 and 4, respectively.

2.1. Official Record Updates. Updating personnel recall information in PARS does not negate the requirement to update Service record emergency data sheets (i.e., Air Force v-RED, Navy Page 2, Army Emergency Notification sheet, Marine Corps RED and Coast Guard Record of Emergency Data, and SGLI forms). All changes regarding emergency notification contact information must continue to be made through the respective Service element or civilian personnel office.

2.2. PARS Access. There are three levels of access to PARS. All requests for access should be submitted through the directorate/CSG representatives to TCJ1 on a Service Access Request form (attachment 2). The levels of access are as follows:

2.2.1. Owner Access. Authorized for limited TCJ1 and TCJ9 personnel only. TCJ1 is the owner/manager of this program and monitors the organization mailbox, maintains Service access requests and performs routine administrative functions for Active Duty personnel actions while TCJ9 manages Reserve Component personnel records/actions. Owner access provides access to all personnel records and reports in the system and provides capability to add/delete/change information/records. Owner access is requested through submission of a PARS Access Request (attachment 2).

2.2.2. Administrator Access. Administrator access is granted to directorate/CSG representatives for access to personnel within their directorate/office. Administrator access is requested through submission of a PARS Access Request form (attachment 2). Directorate level access provides access to all directorate records, while division level representatives will only see/access information for their particular division. Directorate/division representatives will be authorized to perform daily accountability status updates, maintain recall information, and print reports. Admin level access is not authorized to add/delete personnel records.

2.2.3. Read-only Access. Read-only access provides access to specific reports but does not allow for change to recall information or update to the daily status for command personnel. Read-only access is requested through submission of a PARS Access Request form (attachment 2).

3. Policy:

3.1. Personnel Accountability:

3.1.1. Routine/Daily Reporting. NLT 0830 each duty day, each directorate/CSG office shall account for personnel in their areas using PARS. Directors may designate military or DOD civilian division personnel to complete this action. The designated personnel will indicate the daily status of each person as follows: Present, Leave, Liberty/Pass, SDO, Convalescence, Unauthorized Absence, or TDY. The location block is to indicate the location for either Leave or TDY. When the status is changed in PARS, it will be automatically updated in the system for a real-time view of personnel status. It is not necessary to update the system when personnel depart at the end of the day. However, the system may be updated as needed to reflect personnel status appropriately. For example, if an employee came to work and was marked "Present" for duty and later became ill and went home sick, their status could be changed later in the day to reflect them leaving. Designated personnel shall ensure they have accurate reports for their assigned personnel. TCJ1 will monitor PARS to obtain daily accountability reports as required. Directorate/CSG representatives shall print and retain a hard copy report after each morning muster for use in the event of an emergency.

3.1.1.1. 24-Hour Operations/Shift Workers. Personnel who work rotating shifts at USTRANSCOM will be accounted for in PARS. Directors will designate accountability representatives to update the status of shift-workers at the shift-change.

3.1.1.2. Geographically Separated Personnel. Personnel assigned to USTRANSCOM but not physically located at Scott Air Force Base (i.e., Defense Courier Stations and USTRANSCOM Liaison Officers (LNOs) to other COCOMS) are accountable to their immediate supervisor in their geographic location for daily accountability and will not be included in the PARS. In the event of an emergency at an outlying location (i.e., hurricane, wildfire, flooding, or other threat), geographically separated personnel will report their accountability status through their USTRANSCOM chain of command for visibility at the command level.

3.1.1.3. Contractors and LNOs Assigned to USTRANSCOM. Contractors and LNOs to USTRANSCOM will be included in PARS. The directorate/CSG representatives responsible for the office of the contractor or LNO will be responsible for daily accountability reporting. Contractors are not required to provide recall information, but they are included in the daily accountability status reporting for visibility in the event of an emergency. Contractor recall information may be indicated in PARS if voluntarily provided by the contractor using IMT 60. Contractors will be marked either "Present" or "Liberty/Pass" in PARS to indicate their status within USTRANSCOM facilities.

3.1.2. Emergency/Exercise Reporting. In the event of an emergency or exercise (i.e., fire drill), designated representatives will muster their personnel and obtain an accurate accountability report as soon as possible. The use of PARS is not required in the case of an emergency; however, reports generated/available in PARS will provide an accurate starting point for the emergency muster. The directorate/CSG representatives will receive input from each division representative and provide a consolidated accountability report to TCJ1 Duty Officer. Force Protection (TCJ3-FP) will include the TCJ1 Duty Officer phone number to the USTRANSCOM emergency response plan. When an emergency or drill is initiated, the TCJ1 Duty Officer will report to the vicinity of the TCCS and will be prepared to receive and report personnel status for the affected buildings. The TCJ1 Duty Officer will consolidate all reports for the command accountability report.

3.1.2.1. Individual Action After an Emergency/Catastrophic Event. All personnel shall report to their supervisor and/or TCJ1 Duty Officer as soon as possible in the event of a natural or manmade disaster (i.e., wildfire, hurricane, flood, tornado). They should report using any/all of the following: Phone muster self and family; e-mail status of self and family; report in person to work center. In the event of a natural or manmade disaster, all Services and combatant commands (COCOM) are required by regulation to report the status of all DOD personnel, both military and civilian employees and their family members. It will be critical that each DOD member initiate contact with the command as soon as possible during this type of emergency.

3.2. Recall Procedures:

3.2.1. Recall Information Collection. Designated directorate/CSG representatives will obtain a signed recall information sheet using USTRANSCOM IMT 60 from every military and DOD civilian member assigned within their area of responsibility and will maintain a paper file of the documents. Individuals have the responsibility to ensure their information on file is current. Directorate/CSG representatives will enter recall information into PARS making updates as required. Minimally, directorate/CSG representatives will conduct a quarterly check of recall information for accuracy. Designated representatives are reminded to hold all recall information in accordance with the Privacy Act of 1974 and file according to the Command Record Management Program (references c and d).

3.2.2. Recall Notification Instructions. In the event of a recall or emergency notification (i.e., adverse weather operations), the Deployment Distribution Operations Center (DDOC) will initiate the notification process. Initial notification will be made by phone call to the Director or his/her designated representative as recorded in the SIPRnet Logbook. Notification verbiage will be standardized in accordance with the recall instruction sheet (attachment 4). Directors and CSG offices will internally complete their recall/accountability and will make one consolidated report by phone to the TCJ1 Duty Officer. The report will consist of the number of personnel assigned, number contacted, and percent of personnel accounted for. The first report will be made within one hour and every hour thereafter until the recall is complete. The TCJ1 Duty Officer will notify the DDOC Chief with hourly updates. **NOTE: Leaving a message or paging an individual is NOT sufficient contact.**

3.2.2.1. Communication Outage Instructions. It is the responsibility of each directorate/CSG office to develop procedures to contact and account for their personnel when normal communications channels are impaired. Every attempt will be made to locate the TCJ1 Duty Officer to report accountability status.

4. IMTs Prescribed. USTRANSCOM IMT 60, *Recall Information Sheet.*

WILLIAM H. JOHNSON
Major General, U.S. Army
Chief of Staff

4 Attachments:

1. Glossary of References, Abbreviations, Acronyms, and Terms
2. PARS Access Request
3. Sample Muster Report
4. Recall Notification Instructions

Attachment 1**GLOSSARY OF REFERENCES, ABBREVIATIONS, ACRONYMS, AND TERMS****Section A – References**

Department of Defense Instruction 3001.02; Personnel Accountability in Conjunction With Natural or Manmade Disasters

Chairman of the Joint Chiefs of Staff Manual 3150.13B; Joint Reporting Structure - Personnel Manual

USTRANSCOM Policy Directive 90-10; Adverse Weather Operations

USTRANSCOM Instruction 33-35; Privacy Act Program

USTRANSCOM Instruction 33-32; Records Management Program

Federal Registry System of Record Notices F033 AF C; Locator, Registration and Postal Directory Files

Federal Registry System of Record Notices F036 AF A; Biographical Data and Automated Personnel Management System

Federal Registry System of Record Notices A0001DAPE; Personnel Locator/Organizational Roster/Telephone Directory

Federal Registry System of Record Notices NM05000-2; Program Management and Locator System

Federal Registry System of Record Notices MMN00042; Marine Corps Locator Files

Section B - Abbreviations and Acronyms

Not Used

Section C - Terms

Not Used

Attachment 2

PARS ACCESS REQUEST

DATE: _____

MEMORANDUM FOR: USTRANSCOMJ1-PARS

FROM: _____

SUBJECT: Personnel Accountability and Recall Service (PARS) Access Request

The following military or DOD civilian personnel are appointed as users of the USTRANSCOM Personnel Accountability and Recall Service (PARS) and require access as indicated below:

NAME/RANK	DIRECTORATE / DIVISION	PHONE	PERMISSION REQUESTED

Permissions Categories

- 1. Owner
- 2. Administrator
- 3. Read Only

Designated personnel who have been given access to the system to allow for daily updates and to obtain reports will use PARS which is on the USTRANSCOM NIPRnet portal. Instructions on how to use the system are located at the portal site <https://portal.transcom.mil/applications/pars>.

PRINTED NAME:
(Directorate, Division, or Branch Chief, as applicable)

Signature: _____

Attachment 4

RECALL NOTIFICATION INSTRUCTIONS

When notified, record the time you were notified and initiate your accountability and notification roster. Immediately pass the appropriate message to the next person in your contact chain. After recall is initiated, the responsible division representatives will contact their Directorate/CSG OPR as soon as possible to report their accountability status. The Directorate/CSG OPR will consolidate their unit accountability and report to the J1 Duty Officer at the number listed below. All Directorates/CSG officers will make initial accountability reports to the J1 Duty Officer within 1 hour and every hour thereafter until muster is complete.

Message for Recall/Threat Notification:

“This is a USTRANSCOM recall option _____. (Read Option _____ directions). Recall initiation time was _____ local.”

Recall/Threat Notification options:

- One: Telephone pyramid notification only. Report to work at normal duty hours unless directed otherwise.
- Two: All military personnel report to duty. Civilian personnel remain on telephone alert.
- Three: All military personnel, except shift workers, report to duty. Civilian personnel remain on telephone alert.
- Four: All military and designated key and essential civilian personnel report to duty.
- Five: Only key and essential military and civilian personnel as identified by directorate/SCG office report to duty.
- Six: COOP Increment 1 personnel report to location _____ NLT _____ hrs. All other personnel remain on telephone alert until directed otherwise.
- Seven: All personnel remain on telephone alert until directed otherwise.
- Eight: Delay in reporting to work for _____ hours due to inclement weather.

Communications-Out Procedures:

Attempt to accomplish the recall/threat notification by all means available (cell phones, pagers, email, radios, off-base telephones). Dispatch a runner if necessary, use of POV is authorized, to attempt to locate key individuals. Make every attempt to locate the TCJ1 Duty Officer to provide status.

Key Contact	Primary Number	Alternate Numbers
DDOC	(618) 229-1747	DSN 779-4946
TCJ1 Duty Officer	(618) 334-7829 (cell phone)	(618) 229-7085 (TCJ1 suite) (618) 229-7089/7097/7099/8346 (TCJ1-P)
USTCJ1 PARS Org email account	USTCJ1-PARS	USTCJ1-PARS@USTRANSCOM.MIL
USTRANSCOM Safety Officer	(618) 229-8289	
Force Protection Duty Officer	(618) 604-3203	