

**BY ORDER OF THE
COMMANDER**



NJANG INSTRUCTION 36-3803

12 February 2012

Personnel

PERSONNEL ACCOUNTABILITY

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

NOTICE: This publication is available electronically digitally on the 108th Wing and 177th FW local area network. The instruction applies to all personnel assigned to the New Jersey Air National Guard (NJANG).

OPR: JFHQ NJANG/XP
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This publication implements portions of, AFI 10-201, *Air Force Organization* and ANG S1/AFI 10-206, *Operational Reporting*. The purpose of this instruction is to establish policies and procedures for notification and a recall roster for all members assigned to the New Jersey Air National Guard. This instruction requires collecting and maintaining information protected by the *Privacy Act of 1974*. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN 33-363, *Management of Records*, and disposed of in accordance with the Air Force Records Disposition Schedule (RDS) located at <https://afrims.amc.af.mil/>.

SUMMARY OF CHANGES:

This publication is updated to reflect changes in functions and responsibilities of the commanders and units with the mission of the NJANG. It is also updated requirements for recall in the event of a disaster via automated systems. Requirements have been for members to update recall information in electronic Military Personnel Data Systems and to maintain accountability of DEERS enrolled family members as well as the new requirements for utilization of Air Force Personnel Accountability and Assessment System (AFPAAS).

1. PURPOSE: This Instruction establishes procedures for maintaining recall procedures in the event that one or more units may be ordered to active duty in support of either the State or Federal mission. Accordingly, it is important that units have a current and effective system for reaching members of the units on short notice.

2. REQUIREMENTS: Each unit will be responsible to account for assigned military and DEERS enrolled family members. In the event of a disaster, all reasonable efforts, to include unit recalls and review of automated systems (LeaveWeb, Defense Travel System, etc) should be

made to obtain the status of assigned members and their family members.

2.1. Each unit will establish and maintain hard-copy or electronic recall rosters to include all unit members. Rosters will be updated quarterly, or as information changes. The following information will be listed on each roster.

2.1.1. Name and rank of each Airman

2.1.2. Home address and phone number

2.1.3. Business phone and fax number (if applicable)

2.1.4. Email Address and Alternate Email Address (if applicable)

2.1.5. Cell phone number

2.1.6 To insure accuracy and currency of recall rosters, each Wing/Group Commander will exercise his/her complete recall roster once each calendar year. The test may be on other than a UTA weekend and will not require unit members to report to their bases. The test may be performed by traditional phone-tree methods or via available automated systems.

2.1.7 AFPC/PRC toll-free number (1-800-435-9941) and AFPAAS Website (<https://afpaas.mil>) will be printed on all recall rosters.

2.1.8 The following statement will be included on all unit/section recall rosters containing personal information:

Privacy Act Statement

Authority: Title 10, U.S.C. 8013, EO 9397 and Title 5, U.S.C. Section 552a.

Principal Purposes: Used to notify personnel for mobilization.

Routine Uses: Maintained in roster form for distribution to all personnel and concerned agencies. Used as a reference for alert notification of individuals. Does not become a permanent record.

Disclosure is voluntary: However, failure to provide the information and personnel data will jeopardize the ability of the unit to perform its assigned mission if mobilized.

2.2. NJANG Wing/Groups will develop procedures and reports to evaluate practice recalls. It is imperative that each recall be evaluated to insure that all recall plans are current and accurate. These evaluations reports of test recalls will be maintained by each wing/group for a period of twelve months and will be available to inspectors and other interested groups.

2.3. NJANG Wings will verify that all unit members have current and correct addressees in Military Personnel Data Systems.

2.4. NJANG Wing/Group commanders will ensure that all assigned personnel are familiar with their accountability responsibilities to contact their leadership, keep them informed of their location, and account for DEERS registered family members.

2.5. When directed by higher headquarters, will ensure the status of all personnel are updated in the Air Force Personnel Accountability and Assessment System (AFPAAS).

OFFICIAL

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