

R 062235Z SEP 12 PSN 307152K18

FM CNO WASHINGTON DC

TO NAVADMIN

SUBJ: ORDER TO UPDATE NAVY FAMILY ACCOUNTABILITY AND ASSESSMENT SYSTEM PERSONNEL CONTACT INFORMATION UNCLASSIFIED/ PASS TO ALL OFFICE CODES:

FM CNO WASHINGTON DC//N1//

NAVADMIN 270/12

MSGID/GENADMIN/CNO WASHINGTON DC/N1/SEP//

AMPN/REF A IS OPNAVINST 3006.1, PERSONNEL ACCOUNTABILITY IN CONJUNCTION WITH CATASTROPHIC EVENTS//

RMKS/1. THIS NAVADMIN ANNOUNCES THE SEMI-ANNUAL UPDATE/VERIFICATION OF PERSONAL INFORMATION IN NAVY FAMILY ACCOUNTABILITY AND ASSESSMENT SYSTEM (NFAAS) BY ALL NAVY MILITARY PERSONNEL, PER REF A. ALL NAVY CIVILIAN PERSONNEL ARE HIGHLY ENCOURAGED TO DO THE SAME. THIS MESSAGE APPLIES TO ALL NAVY PERSONNEL, UNIFORMED (ACTIVE AND RESERVE) AND CIVILIAN, ALL DEPENDENTS, AND OCONUS CONTRACTORS.

2. ECHELON II COMMANDERS AND ALL REGIONAL COMMANDERS WILL ENSURE WIDEST DISSEMINATION TO ALL SUBORDINATE AND TENANT COMMANDS AND DETACHMENTS FOR ACTION AS REQUIRED. NFAAS IS THE SYSTEM UTILIZED BY THE NAVY TO ACCOUNT FOR PERSONNEL AND THEIR FAMILIES DURING WIDESPREAD NATURAL OR MANMADE DISASTERS. IT IS IMPERATIVE TO HAVE ACCURATE CONTACT INFORMATION OF PERSONNEL AND FAMILY MEMBERS TO FACILITATE A QUICK AND ACCURATE MUSTER OF PERSONNEL IN AFFECTED AREAS.

3. ALL COMMANDING OFFICERS/OFFICERS-IN-CHARGE WILL ENSURE TIMELY AND ACCURATE UPDATES OF NAVY MEMBER AND FAMILY MEMBER CONTACT INFORMATION. THIS REQUIREMENT ALSO INCLUDES OCONUS CONTRACTORS (MUST ENTER ASSOCIATED UIC).

PER REF A, UPDATES OF PERSONAL INFORMATION WILL BE VERIFIED AS CURRENT BY 1 APRIL AND 1 OCTOBER. A REPORT OF THOSE COMMANDS NOT IN COMPLIANCE WITH THIS NAVADMIN WILL BE PROVIDED TO THE OFFICE OF THE CHIEF OF NAVAL OPERATIONS FOR REVIEW.

4. ADDITIONALLY, EACH COMMAND WILL INSTITUTE POLICIES REQUIRING PERSONNEL TO UPDATE THEIR NFAAS DATA DURING THE CHECK-IN AND CHECK-OUT PROCESS AS STANDARD PRACTICE. MEMBERS/DEPENDENTS MUST ALSO UPDATE NFAAS IN ANY INSTANCE IN WHICH THEY MAKE A PERMANENT CHANGE OF ADDRESS.

5. FOR MEMBERS TO UPDATE CONTACT DATA, UTILIZE THE NFAAS SITE AT [HTTPS://NAVYFAMILY.NAVY.MIL](https://NAVYFAMILY.NAVY.MIL). LOG IN AND UPDATE MEMBER INFORMATION UNDER THE "MY INFO" TAB "CONTACT INFORMATION" SECTION. UPDATE FAMILY MEMBER INFORMATION UNDER THE "MY INFO" TAB "FAMILY MEMBER INFO" SECTION. EDIT MEMBER AND FAMILY MEMBER INFORMATION AS NECESSARY AND VERIFY AS CURRENT. ALL FAMILY MEMBERS ENROLLED IN THE EXCEPTIONAL FAMILY MEMBER PROGRAM MUST BE IDENTIFIED AS SUCH.

6. COMMANDS CAN VALIDATE CONTACT INFORMATION HAS BEEN VERIFIED BY USING THE PERSONNEL TAB IN NFAAS AND USE THE "EXPORT TO EXCEL" OPTION. COLUMN N CONTAINS THE DATE THE CONTACT INFORMATION WAS LAST UPDATED.

7. A TOOL IS AVAILABLE IN NFAAS TO ALLOW COMMANDS TO "PULL" PERSONNEL INTO THEIR UIC. THIS PREVENTS INFORMATION FROM INCORRECTLY REMAINING IN A PREVIOUS UIC AND NOT BEING ACCOUNTED FOR IN THE CURRENT COMMAND WITHIN NFAAS. FOR

ASSISTANCE, CONTACT THE NFAAS COMMANDING OFFICER REPRESENTATIVE OR BELOW CONTACTS WITH QUESTIONS.

8. POINTS OF CONTACT:

A. NFAAS HELP DESK/SPAWAR - 1-866-946-9183.

B. NPC EMERGENCY COORDINATION CENTER - 1-877-414-5358 OR VIA E-MAIL AT NPC.CAT.CAPTAIN(AT)NAVY.MIL.

9. RELEASED BY VICE ADMIRAL S. R. VAN BUSKIRK, N1.//

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UNCLASSIFIED//