



DEPARTMENT OF THE NAVY

NAVY MEDICINE EAST
620 JOHN PAUL JONES CIRCLE
PORTSMOUTH, VIRGINIA 23708-2106

NAVMEDEASTINST 3000.1A

M1

5 Sep 08

NAVMEDEAST INSTRUCTION 3000.1A

Subj: PERSONNEL RECALL PROGRAM

Encl: (1) SAMPLE Navy Medicine East (NME) Recall Chart

1. Purpose. To establish responsibilities and the procedures for recall of Command personnel in support of operational requirements, disaster or emergency response.

2. Cancellation. NAVMEDEASTNOTE 3000.1

3. Local Event. As a general rule, all NME personnel fall into the non-essential (or bravo) category for most situations necessitating emergency recall. However, contingencies may arise calling for extraordinary measures that would affect our staff. A general recall will include **all** staff, but a selected recall may involve only military or military/selected civilians.

4. Catastrophic Event. The Navy Family Accountability and Assessment System (NFAAS) standardizes a method for the Navy to account, assess, manage and monitor the recovery process for personnel and their families affected and/or scattered by a wide-spread catastrophic event. The NFAAS <https://www.navyfamily.navy.mil>, provides valuable information to all levels of the Navy chain of command, allowing commands to make strategic decisions which facilitate a return to stability.

5. Responsibilities

a. The Chief of Staff (CoS) or the Assistant Chief of Staff (ACoS) will activate the NME Personnel Recall as required.

b. The NME Command Duty Officer (CDO) will execute all recalls, real or simulated.

c. The Deputy Chiefs of Staff (DCoS') will:

(1) Indoctrinate their personnel on the recall process

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(2) Ensure that each member assigned to their directorate are provided the following:

(a) Receives a copy of their directorate recall bill

(b) Understands where the Master Recall bill is maintained on the NME shared drive

(c) Understands their role in the personnel recall process.

(d) Is familiar with the NFAAS website.

(3) Activate their directorate recall bill when directed.

d. The CoS' Secretary will ensure that the NME Recall Bill is updated monthly and accessible to all NME personnel.

e. The Operational Readiness Department Head will ensure that if higher level coordination be required or if the recall event necessitates evacuation from the local geographic area that it is reported in the NFAAS system.

f. All NME personnel:

(1) Are required to have a telephonic method of recall. Each individual is responsible for updating his/her telephone number as changes occur, and verifying the accuracy of their recall information at least monthly.

(2) Will ensure continuity of the recall plan by maintaining a current copy of the recall bill.

(3) Respond rapidly to recall activation as directed.

(4) Shall be aware that civilian personnel are not to be recalled unless specifically authorized by the CoS or ACoS.

(5) Shall be mindful of the sensitive nature of the information contained in the recall bill and not use the information for anything other than its intended purpose.

6. Action. The personnel recall system will be conducted as outlined in enclosure (1). Specifically:

a. The CDO will immediately notify the CoS when a situation presents which may warrant recall activation.

b. The CoS will activate the personnel recall by having the CDO contact the ACoS and each DCoS or other designated caller. Upon completion, the CDO will present a final notification report to the CoS and ACoS.

c. The DCoS' or designated callers will execute the recall and upon completion will present a final notification report to the CDO.

d. Each person is responsible for relaying the message directly to the next person. If unable to make direct contact, continue down the chain until successful in making a direct (voice) contact. Pass on the names of those you were unable to reach. The last person in the chain contacts their respective DCoS to verify completion of the process and to pass on the names of those not contacted.

e. The CDO is to ensure that all recall information will be properly logged in the Command Duty Log and reported to the CoS. If NFAAS reporting is required, the CDO will coordinate reporting requirements with the NME Operational Readiness Department Head.


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Chief of Staff

Distribution: (NAVMEDEASTINST 5215.1A)
List C

Navy Medicine East Human Resources Directorate (M1) Recall Bill

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