

FM CCGDSEVEN MIAMI FL

TO AIG 8920

BT

UNCLAS //N03006//

2

SUBJ: 2017 HURRICANE PERSONNEL ACCOUNTABILITY POLICY GUIDANCE FOR D7 AOR

A. Personnel

Accountability System (PAS) Policy, COMDTINST 3006.4 (series) 1. This message provides policy

guidance and personnel accountability requirements and procedures for post-storm personnel

accountability. After storm passage, Coast Guard personnel and their dependents may

themselves be victims requiring humanitarian, financial, legal, and/or personal assistance.

Therefore, quickly obtaining 100 percent accountability for all Coast Guard personnel

including active duty, selected reserves (SELRES), civilian, and their dependents following a

hurricane, major storm, or a significant event is critical. Personnel accountability in this

context applies to all members of the Coast Guard and their dependents who are present within

the geographically affected area (e.g. members on leave, attending training, post graduate

school, etc). To this end, Commander, Seventh Coast Guard District will:

a. Coordinate setting appropriate hurricane or storm conditions for all Coast Guard units

located within the AOR; b. Establish contact with units likely to be affected by approaching

storms; c. Release evacuation orders and financial guidance as required; and d. Coordinate

reconstitution of assets, and support for members and dependents negatively impacted by

severe weather.

2. Personnel accountability: For safety and accountability, all Coast Guard personnel shall

ensure their personal contact information is correct in the authoritative data sources that

feed the Coast Guard Personnel Accountability and Assessment System (CGPAAS). Information and

direction on updating personal contact information within the authoritative sources (e.g.

Direct Access, Active Directory, DEERS, etc.) can be found within the CGPAAS portal site.

The information in CGPAAS is updated by the authoritative sources every 72 hours. To be

properly accounted for, members must respond to any one of the alerts sent by CGPAAS to their

phone, e-mail addresses, or text message. Members may also log into CGPAAS and account for

themselves and their dependents. Personnel accountable in CGPAAS include all active duty, SELRES, civilian employees, and dependents. All CG units within the D7 AOR shall designate in writing a CGPAAS Commanding Officer Representative (COR) to account for and validate personnel accountability and run accountability reports in CGPAAS. COR's must account for responses if the member used option 1 to account for their dependents.

Updated unit CGPAAS

CORs contact information shall be provided to the Personnel Accountability Unit (PAU) Leader

NLT 1 June 2017.

3. Personnel accountability for our reserves, Auxiliary, and dependents (including dependents of deployed, underway, TDY and geographic bachelors) is clearly challenging. When possible, Sector and Air Station commanders shall utilize Auxiliary leadership within their AOR to maintain rosters and manage accountability of Auxiliary members on orders. Similarly, Sector and Air Station Commanders shall utilize their Senior Reserve Officer (SRO) to assist with managing accountability for reserve forces.

a. As noted above, the Seventh District is responsible to account for and report all non-D7 personnel assigned within the D7 AOR. All non-D7 COR's shall be an active participant of the

D7 PAU (i.e. Area, FORCECOM, DCMS, etc.) 4. Post-storm personnel accountability reporting

procedures: our goal is to achieve 100 percent personnel accountability with 72 hours

following the passage of a storm. Sector and Air Station Commanders shall commence reporting

post-storm accountability no more than 12 hours after storm's passage, or upon change from

HURCON I to HURCON IV. Personnel accountability is defined in paragraphs 2 and 3 above, and

is conducted by local CGPAAS COR's, within the respective geographic AOR. There is NO NEED

to report personnel accountability to the D7 IMT. The D7 PAU Leader will have access to

CGPAAS reports and report accountability to the D7 IMT watch. Units shall continuously

ensure their members are responding to the CGPAAS alerts and run reports until 100 percent

accountability is reached.

5. When directed by the Commander, Seventh District, all units within the D7 AOR shall be

prepared to have their personnel evacuate to the designated safe haven location or a location

designated in the individual's personal evacuation plan and then establish contact with the

Personnel Support Team (PST) or the D7 PAU phone as soon as possible.

Units/personnel unable

to report to their Chain of Command using CGPAAS, next superior in the Chain of Command, D7

Command Center, or D7 IMT due to communication outages or Unit damage shall pass personnel

status reports to the CDO/DCMS watch in the expanded LANT Command Center.

Detailed guidance

and evacuation policy shall be promulgated under SEPCOR.

3

6. Site information:

CGPAAS portal site: <https://cglink.uscg.mil/63db6f29> CGPAAS website:

<https://cgpaas.uscg.mil>

7. POC information:

D7 Personnel Accountability Unit (PAU) Leader: CW02 Barbie Ogo (305) 415-6705

D7 Deputy Chief of Resources: CDR Erik Jensen (305) 415-6702

D7 Finance Section Chief: LCDR Efren Lopez (305) 415-6717

D7 PAU phone tree: (305) 415-7097 (option 1) or (800) 582-5943 (option 1)

Personnel Support

Team (PST): (305) 440-9729 LANT Command Center: (757) 398-6765 8. Internet release

authorized.

9. RADM Scott Buschman, Seventh Coast Guard District Commander, sends.