



UNDER SECRETARY OF DEFENSE  
4000 DEFENSE PENTAGON  
WASHINGTON, D.C. 20301-4000

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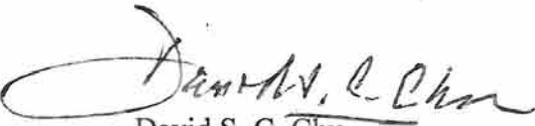
PERSONNEL AND  
READINESS

MEMORANDUM FOR SECRETARIES OF THE MILITARY DEPARTMENTS  
CHAIRMAN OF THE JOINT CHIEFS OF STAFF  
UNDER SECRETARIES OF DEFENSE  
COMMANDERS OF THE COMBATANT COMMANDS  
ASSISTANT SECRETARIES OF DEFENSE  
GENERAL COUNSEL OF THE DEPARTMENT OF DEFENSE  
DIRECTOR, ADMINISTRATION AND MANAGEMENT  
DIRECTORS OF THE DEFENSE AGENCIES  
DIRECTORS OF THE DOD FIELD ACTIVITIES

SUBJECT: Personnel Accountability Reporting for Natural or Manmade Disasters

Effective this date, the Chairman of the Joint Chiefs of Staff is delegated the authority to commence collection of disaster personnel accountability information from DOD Components upon the occurrence of a natural or manmade disaster, as outlined in DoD Instruction 3001.02, "Personnel Accountability in Conjunction with Natural or Manmade Disasters." The Chairman directs disaster personnel accountability reporting to commence only after the occurrence of an event (e.g., when the Federal Emergency Management Agency (FEMA) issues a Major Disaster Declaration) and a Joint Staff analysis determines the possibility of widespread injury or death to Department personnel, the scope of which is not readily obtainable or is unclear. All DoD Components shall ensure their personnel are accounted for using the mechanisms established by the Components in accordance with DoD Instruction 3001.02. The revocation or modification of this delegation will be conveyed in writing.

The Chairman will establish, in coordination with FEMA, the geographical area of coverage for personnel accounting by the DoD Components and will notify the Under Secretary of Defense (Personnel and Readiness) (USD(P&R)) each time DOD Component reporting is implemented. The Director, Defense Manpower and Data Center (DMDC) will provide the initial personnel baseline totals for all required personnel categories. This memorandum directs the use of the Personnel Accounting Reporting System developed by DMDC. Once the Chairman determines all personnel are accounted for per DoD Instruction 3001.02, or otherwise determines reporting should not be continued, the Chairman shall recommend to the USD(P&R) that reporting be suspended. Supplementary guidance will be provided as needed.

  
David S. C. Chu

Copy to:  
Chief of Staff, U.S. Army  
Commandant, U.S. Marine Corps  
Chief of Naval Operations  
Chief of Staff, U.S. Air Force