

UNCLASSIFIED//

ROUTINE

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FM CNO WASHINGTON DC

TO NAVADMIN

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NAVADMIN 067/20

MSGID/GENADMIN/CNIC WASHINGTON DC/N1/MAR//

SUBJ/ORDER TO UPDATE NAVY FAMILY ACCOUNTABILITY AND ASSESSMENT SYSTEM
PERSONAL CONTACT INFORMATION//

REF/A/DOC/OPNAVINST/23OCT14//

AMPN/REF A is OPNAVINST 3006.1, Personnel Accountability in Conjunction with
Catastrophic Events.//

RMKS/1. This NAVADMIN announces the semi-annual requirement for all Navy
military and civilian personnel to update/verify their personal information
in the Navy Family Accountability and Assessment System (NFAAS) no later than
31 March 2020. If a record has been updated in the system between 1 October
2019 and 31 March 2020, that record is considered validated for the 31 March
2020 deadline.

a. NFAAS is the system utilized by the Navy to account for personnel and
their families during widespread natural or man-made disasters.

b. Accurate contact information of personnel and family members is
required to facilitate a quick and accurate muster of personnel in affected
areas.

2. Applicability. This message applies to all Navy uniformed personnel
(Active Duty and Reserve), Navy civilians, and Outside Continental United
States (OCONUS) contractors.

a. It is mandatory for all military personnel to update and verify
contact information and all categories of dependents.

b. It is mandatory for non-bargaining unit civilian employees to update
their contact information. Providing dependent's information is voluntary
but highly encouraged. Failure to provide dependent information may exclude
them from receiving potential benefits, if applicable.

c. It is mandatory for all OCONUS contractors to update and verify
contact information and all categories of dependents.

d. It is highly encouraged that bargaining unit civilian employees
provide their contact and dependent information on a voluntary basis, until
union notification and subsequent impact and implementation bargaining takes
place (when applicable). Providing contact information is critical in
providing support to DON civilians and their dependents during the recovery
period following a disaster.

3. Echelon 2 Commanders, Region Commanders and Region Personnel
Accountability Representatives will ensure widest dissemination to all
subordinate commands, tenant commands and detachments for action as

required. All Commanding Officers (CO)/Officers-in-Charge (OIC) will ensure 100 percent compliance for required personnel. COs/OICs will also contact the human resources office to request applicable union notifications. This requirement also includes OCONUS contractors (must enter associated Unit Identification Code (UIC)). A report of 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 review/update their NFAAS data as standard practice during check-in and check-out. A tool is available in NFAAS to allow Commanding Officer Representatives (COR) to "pull" personnel into their UIC. Military members/dependents must also update NFAAS in any instance in which they make a permanent change of address. Civilian non-bargaining unit employees must update their contact information and are highly encouraged to update their dependent's information on a voluntary basis whenever there is a change. Civilian bargaining unit employees are highly encouraged to update their information whenever there is a change.

5. To update contact data, access the NFAAS website at <https://navyfamily.navy.mil>. Login and update member information under the "My Info" tab, "Contact Information" section, and update sponsor's work location information. 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. Personnel are required to input their physical address; PO/APO/FPO addresses are not authorized. Additionally, users must ensure a Cell Carrier is selected from the applicable drop-down list. All family members enrolled in the Exceptional Family Member Program must be identified as such.

6. NFAAS can also be accessed from any mobile device web browser. All personnel are encouraged to download the latest version of the NFAAS mobile app which provides cognizant resources, checklists, preparation guidelines, etc. The app also provides a link to the mobile version of the NFAAS website. Although the application uses the same URL address as the NFAAS website, when accessed via a mobile device, the site will be optimized to allow easy viewing and navigation. To ensure NFAAS notifications are received via the app, go to the dashboard, select "Settings" and ensure the "Receive Notifications" option is enabled.

7. CORs can validate contact information has been verified by using the Reports tab in NFAAS and selecting "Address Information Update Status Roster Report by UIC." Column K contains the date the contact information was last updated.

8. Points of contact:

a. NFAAS Help Desk at (866) 946-9183 or via e-mail at nfaas@spawar.navy.mil.

b. NFAAS Assistant Program Manager, Chief Isa Grace, at (202) 433-4321 or via e-mail at isa.n.grace@navy.mil.

9. This NAVADMIN will remain in effect until superseded or canceled, whichever occurs first.

10. Released by Vice Admiral M. M. Jackson, Commander, Navy Installations Command.//

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