

**BY ORDER OF THE COMMANDER
WHITEMAN AIR FORCE BASE**

**WHITEMAN AIR FORCE BASE
INSTRUCTION 36-3802**



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Personnel

BASE ACCOUNTABILITY

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This publication implements Department of the Air Force Instruction (DAFI) 36-3802, *Force Support Readiness Programs*. It provides guidance and procedures on conducting total force accountability of 509 BW personnel and other tenant units throughout Whiteman Air Force Base. Ensure all records generated as a result of processes prescribed in this publication adhere to AFI 33-322, *Records Management and Information Governance Program*, and are disposed in accordance with the Air Force Records Disposition Schedule, which is located in the Air Force Records Information Management System. Refer recommended changes and questions about this publication to the office of primary responsibility (OPR) using the DAF Form 847, *Recommendation for Change of Publication*; route DAF Forms 847 from the field through the appropriate functional chain of command. This publication may be supplemented at any level, but all supplements must be routed to the OPR of this publication for coordination prior to certification and approval. The authorities to waive wing, unit, delta or garrison level requirements in this publication are identified with a Tier (“T-0, T-1, T-2, T-3”) number following the compliance statement. Submit requests for waivers through the chain of command to the appropriate Tier waiver approval authority, or alternately, to the publication OPR for non-tiered compliance items. The use of the name or mark of any specific manufacturer, commercial product, commodity, or service in this publication does not imply endorsement by the Department of the Air Force.

1. Roles and Responsibilities.

1.1. The 509 BW/CC shall:

1.1.1. Direct accountability of required personnel by assigned, tenant, and GSU in the Geographical Area of Interest during events to include:

1.1.1.1. Severe Weather Warnings

1.1.1.2. Emergency Management (EM)

1.1.1.3. Wing Readiness Exercise

1.1.1.4. Other situations as directed.

1.2. The 509 FSS/CC shall:

1.2.1. Ensure 509 FSS/FSPI are appointed, in writing, as base point of contacts for accountability.

1.2.2. Ensure 509 FSS/FSPI trains all Commanding Officer Representatives (CORs) as required, at a minimum annually.

1.3. The 509 FSS/FSPI shall:

1.3.1. Be appointed as the base point of contact for accountability actions.

1.3.2. Train unit CORs at least annually and maintains copies of appointment letters and training certification.

1.3.3. Provide or remove unit CORs access to AFPAAS.

1.3.4. Initiate accountability actions in Command and Control Incident Management Emergency Response Application (C2IMERA) and/or Air Force Personnel Accountability and Assessment System (AFPAAS).

1.3.5. Conduct an annual accountability exercise using AFPAAS.

1.4. The Unit Commanders shall:

1.4.1. Identify in writing at least two (2) CORs.

1.4.2. Ensure unit members verify addresses in the Defense Enrollment Eligibility Reporting System (DEERS) at least annually.

2. Accountability Procedures.

2.1. Command and Control Incident Management Emergency Response Application (C2IMERA).

2.1.1. C2IMERA is an automated Command and Control (C2) and emergency management system providing enhanced situational awareness through “a single pane of glass” to wing commanders, staff, and their subordinates, whether in garrison or deployed.

2.1.2. 509 FSS/FSPI will be notified by 509 BW/CP in order to initiate accountability.

2.1.3. 509 FSPI will create accountability event in C2IMERA and manage the event until 100% accountability is obtained.

2.1.4. Unit Control Centers (UCCs) will stand up along with unit CORs to initiate unit accountability procedures.

2.1.5. UCCs will report their numbers via C2IMERA by updating their numbers within the C2IMERA open event at a minimum of every hour on the hour until accountability reaches 100%.

2.1.6. UCC will ensure they provide data regarding injured, missing, and or deceased Airman during the event (exercise or real world). This will ensure 509 FSS/FSPI can report information accurately through proper channels.

2.1.7. Unit UCC are responsible for attaining C2IMERA access and training through Emergency Management office as the office of primary responsibility for the C2IMERA database.

2.2. Air Force Personnel Accountability and Assessment (AFPAAS)

2.2.1. In the Event of a disaster or national emergency (real world or exercise) and when directed by AF leadership, AFPAAS is the system used to attain and report Total Force Accountability. AFPAAS utilizes data from the Defense Manpower Data Center's (DMDC) Personnel Accountability Reporting System database to identify members assigned, living, or temporarily in the affected area.

2.2.2. AFPAAS provides valuable information to the AF chain of command, enabling commanders at all levels to make strategic decisions and facilitating a return to normal operations after a disaster or national emergency.

2.2.3. 509 FSS/FSPI will be directed to establish accountability using AFPAAS.

2.2.4. Each member will be responsible for accounting for themselves and their dependents using AFPAAS.

2.2.4.1. If a member cannot account for themselves or family in AFPAAS, the unit CORs will be responsible for accounting for them.

2.2.4.2. If a unit COR cannot account for their members in AFPAAS, 509 FSS/FSPI will account for them.

2.2.5. For local exercises, 509 FSS/FSPI will coordinate with the 509 BW/CC to establish an exercise within AFPAAS. The Air Force Personnel Center (AFPC) will be responsible for creating the AFPAAS event.

2.2.6. 509 FSS/FSPI will report accountability numbers to 509 BW senior leaders every hour on the hour until 100% accountability is obtained.

KEITH J. BUTLER, Colonel, USAF
Commander

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

DAFI 36-3802, *Force Support Readiness Programs*

Prescribed Forms

None

Adopted Forms

DAF Form 847, *Recommendation for Change of Publication*

Abbreviations and Acronyms

AFI—Air Force Instruction

AFDIR—Air Force Departmental Publishing Office

AFPAAS—Air Force Manual

AFPC—Air Force Policy Directive

AFRIMS—Department of Defense

BWI—Office of Primary Responsibility

COR—Commanding Officer Representative

C2MERA—Command and Control Incident Management Emergency Response Application

DEERS—Defense Enrollment Eligibility Reporting System

DMDC—Defense Enrollment Eligibility Reporting System

EM—Emergency Management

FSPI—Installation Personnel Readiness

FSS—Force Support Squadron

IC—Interim Changes

OPR—Office of Primary Responsibility

OPLAN—Operations Plan Tasking

RDS—Records Disposition Schedule

PTDO—Prepare to Deploy Center

UCC—Unit Control Centers

Office Symbols

BW/CC—Bomb Wing Commander

FSS/CC—Force Support Squadron Commander

FSS/FSPI—Force Support Squadron Installation Personnel Readiness