



CIVILIAN PERSONNEL SECTION FACTSHEET

Current as of Feb 19

ACCOUNTABILITY AND RECALL

Applicable to U.S. (APF and NAF) and Non-U.S. civilian employees

PURPOSE: Personnel accountability programs help commanders meet the inherent responsibility of knowing the status of personnel under their command. AFI 36-3802, Force Support Readiness Programs, requires the Air Force to provide accountability status to the Personnel Accountability and Reporting System when directed upon the occurrence of a disaster or national emergency. When the impacted area is outside the continental United States, this includes all Air Force sponsored US civilians (APF and NAF) and their family members.

U.S. Civilian Employees

- Agencies shall test and evaluate civilian workforce contingency and emergency plans, programs, requirements, and readiness in exercises and implement any necessary changes arising from exercise evaluations and real-life experiences.
- Air Force leadership requires contact and location information on civilian employees should a recall be necessary or in the event of an emergency. Per AFI 36-815, Absence and Leave, U.S. civilian employees must comply with the requirement to provide contact information (i.e., telephone number, email address, etc.) regarding their location while on leave.
- U.S. Emergency Essential (EE) civilian employees must as a condition of their employment respond to recall notifications and participate in emergency plans exercises when required. EE employees can be required to furnish contact information for and be contacted during recall activities to the same extent as military members, so long as such requirement is stated in their position description or other hiring document as a condition of their employment.
- U.S. Nonessential (NE) employees are not required as a condition of employment to participate in emergency recall exercises and cannot be required to receive or respond to an exercise recall when not on duty. However, those that previously and voluntarily opted to participate during recall exercises and provided their contact information for that purpose may be contacted during installation exercise recall activities. As employees working on a military installation, appropriate responses to exercise scenarios such as Active Shooter and increased FPCONs may be expected to periodically reinforce and practice emergency preparedness procedures in a non-crisis environment.
- Overtime and call back procedures apply for employees required to work during an exercise outside of regularly scheduled duty hours. In the event of an installation-wide lockdown at the end of a duty day, employees required to remain in the work center performing work must be appropriately compensated. Employees who remain on the installation and not in the performance of their duties

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may not be compensated (e.g., stuck at the gate). Employees prohibited from entering the installation to perform duties due to an installation-wide lockdown may or may not be entitled to compensation based upon the circumstances (e.g., factors such as the duration of the delay, whether or not the employee was recalled to duty, and the appropriateness of excused absence).

Local National Civilian Employees

- Local National (LN) employees are obligated to perform their contractual duties as defined in their position description. As such, active participation in a military exercise may be directed by management insofar as that participation/activity is similar in nature to their job related duties (e.g., first responders in a mass casualty exercise) and during their regularly scheduled work hours. If management determines during the exercise that unforeseeable overtime is required, it may be directed and must be compensated appropriately. However, the maximum number of hours that may be worked is 10 hours on a particular working day.
- In the event of an installation-wide lockdown at the end of a duty day, employees required to remain in the work center performing work must be appropriately compensated. Employees who remain on the installation and not in the performance of their duties may not be compensated (e.g. stuck at the gate). Employees prohibited from entering the installation to perform their contractual duties due to an installation-wide lockdown must also be compensated. Employees in an “on call” status may be called in outside of regular duty hours for the performance of their duties and must be compensated appropriately.
- As employees working on a military installation, appropriate responses to exercise scenarios such as Active Shooter and increased FPCONs may be expected to periodically reinforce and practice emergency preparedness procedures in a non-crisis environment.
- Accountability/Recall Exercises: 86 AW Recall Accountability/Opt-In Procedures were adopted to encourage LN participation in accountability exercises resulting in greater ability to demonstrate emergency preparedness and account for the well-being of employees during crisis situations. Accountability of LN employees outside of duty hours may be directed for those who have opted in to recall exercises (signed voluntary release of information) and have provided their private telephone number on the recall roster. This information is to be used exclusively to contact employees and keep them informed of important information during a military exercise outside work hours. Employees who have opted in may be asked to provide their current status for accountability. Employees may not be compelled outside of duty hours to return a phone call made for this purpose. LN supervisors required to conduct accountability exercises outside of his/her duty hours will be compensated for work performed while they were in an off-duty status. LN employees responding to telephone accountability recall exercises are not entitled to compensation.

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REFERENCES:

- [AFI 36-507](#), *Mobilization of the Civilian Workforce*, para 1.8
- [AFI 36-815](#), *Absence and Leave*, para 2.3.5
- [AFI 36-3802](#), *Force Support Readiness Programs*, Chapter 5
- [AFMAN 10-206](#), *Operational Reporting (OPREP)*, Chapter 8
- [AFMAN 34-310](#), *NAF Personnel Program Management and Administration Procedures*, paras 18.14 and A17.8.4
- [DoDD 1400.31](#), *DoD Civilian Work Force Contingency and Emergency Planning and Execution*
- [DoDI 1400.32](#), *DoD Civilian Work Force Contingency and Emergency Planning Guidelines and Procedures*
- [DoDI 3001.02](#), *Personnel Accountability in Conjunction With Natural or Manmade Disasters*
- [DoDI 3020.42](#), *Defense Continuity Plan Development*
- [Directive-type Memorandum \(DTM\) 17-004](#), *Department of Defense Expeditionary Civilian Workforce*
- [United States Code, Title 5, Sec. 7106](#), *Management rights*

Additional guidance on this topic is available from your Employee Relations Specialist. Contact information found in the footer below.