



## DoD INSTRUCTION 3001.02

### PERSONNEL ACCOUNTABILITY IN CONJUNCTION WITH NATURAL OR MANMADE DISASTERS

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| <b>Originating Component:</b> | Office of the Under Secretary of Defense for Personnel and Readiness  |
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| <b>Reissues and Cancels:</b>  | DoD Instruction 3001.02, "Personnel Accountability in Conjunction with Natural or Manmade Disasters," May 3, 2010                                   |
| <b>Approved by:</b>           | Anthony J. Tata, Under Secretary of Defense for Personnel and Readiness   |

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**Purpose:** In accordance with the authority in DoD Directive (DoDD) 5124.02, this issuance:

- Establishes policy, assigns responsibilities, and provides procedures for accounting and reporting of all specified DoD-affiliated personnel within the continental United States and outside the continental United States (OCONUS), following a natural or manmade disaster (referred to collectively in this issuance as "disaster").
- Establishes the DoD Configuration Control Board (CCB) to develop recommendations for policy, procedures, and system developments, and to address issues with the prescribed personnel accountability and assessment system, maintenance, and continuous improvements.

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## SECTION 1: GENERAL ISSUANCE INFORMATION

### 1.1. APPLICABILITY.

This issuance applies to OSD, the Military Departments, the Office of the Chairman of the Joint Chiefs of Staff (CJCS) and the Joint Staff, the Combatant Commands, the Office of Inspector General of the Department of Defense, the Defense Agencies, the DoD Field Activities, and all other organizational entities within the DoD (referred to collectively in this issuance as the “DoD Components”).

### 1.2. POLICY.

a. The system administered by the Deputy Assistant Secretary of Defense for Military Community and Family Policy (DASD(MC&FP)) will be the central repository used by all DoD Components when accomplishing personnel accountability upon the occurrence of a disaster. Personal records in the central repository will be collected and maintained in accordance with Section 552a of Title 5, United States Code, also known and referred to in this issuance as the “Privacy Act of 1974,” as amended, and DoD Instruction (DoDI) 5400.11, as applicable. Such records are covered under the DoD-wide Privacy Act of 1974 system of records titled, “Defense Accountability and Assessment Records, DoD–0012.”

(1) When information required by this issuance is determined to be classified in accordance with Volume 1 of DoD Manual 5200.01 or requires protection due to operations security considerations in accordance with DoDD 5205.02E, classified personnel accountability information will be collected and maintained by a designated element of the DoD Component concerned on an appropriately classified system instead of the system administered by the DASD(MC&FP).

(2) The DoD Component office maintaining the classified information will provide it as required by this issuance via an appropriately classified system. Classified information will be safeguarded in accordance with Volume 3 of DoD Manual 5200.01. Any classified personal records will be collected and maintained in accordance with the Privacy Act of 1974 and DoDI 5400.11, as applicable. These classified records are also covered under DoD–0012.

b. Active-duty Service members, Selected Reserve (SELRES) Service members, DoD civilian employees (including nonappropriated fund employees), and OCONUS DoD-affiliated contractors, excluding foreign nationals, who work, reside, are on travel, or are vacationing within the affected geographical area of a disaster must, at the first available opportunity, positively and personally check in physically, telephonically, or electronically to report to their chain of command their status and whereabouts following any disaster. Family members are highly encouraged to account for themselves, but it is a sponsor’s responsibility to ensure that the status and whereabouts of their affected family members are reported.

## **SECTION 2: RESPONSIBILITIES**

### **2.1. UNDER SECRETARY OF DEFENSE FOR PERSONNEL AND READINESS (USD(P&R)).**

The USD(P&R):

- a. Establishes policy for personnel accountability.
- b. Designates the specific personnel categories for personnel accountability reporting purposes.
- c. May direct DoD-wide personnel accountability reporting events (DoD events, as defined in this issuance).

### **2.2. DIRECTOR, DEPARTMENT OF DEFENSE HUMAN RESOURCES ACTIVITY.**

Under the authority, direction, and control of the USD(P&R), the Director, Department of Defense Human Resources Activity:

- a. Administers the central database of authoritative personnel accountability data, sourced from Defense Manpower Data Center (DMDC) personnel data systems (e.g., the Personnel Accountability Reporting System (PARS) and Defense Enrollment Eligibility Reporting System (DEERS)).
- b. Upon declaration of a DoD event by the USD(P&R) or the CJCS, provides the initial baseline data with all specified personnel categories as identified in this issuance.
- c. Coordinates with the DoD Components to account the baseline data as required, until all reportable personnel have been accounted for and reconciled, or upon notification by the USD(P&R) that reporting is suspended.
- d. Administers the central database of authoritative personnel accountability data, sourced from DMDC personnel data systems (e.g., PARS and DEERS).
  - (1) Provides all DoD Components self-service capability for reports via PARS and other supportable reports as requested.
  - (2) Develops, maintains, and updates reporting data.
  - (3) Upon receipt and approval of a completed DD Form 2875, "System Authorization Access Request (SAAR)," available at <https://www.esd.whs.mil/Directives/forms>, grants the requester access to PARS based on their specified level of requirements.
  - (4) Supports DoD Component-specific and national-level exercises with the initial baseline data.

(5) Provides a reporting capability in support of Military Service-level specific and national-level exercises.

e. Assists assigned liaison personnel to enhance the quality of the data provided by their DoD Component to DMDC.

f. Develops, in consultation with the DoD Components, the necessary actions to effect near-real-time reporting for personnel accounting purposes.

g. Ensures help desk support.

h. Manages the central database of authoritative personnel accountability data.

### **2.3. ASSISTANT SECRETARY OF DEFENSE FOR MANPOWER AND RESERVE AFFAIRS (ASD(M&RA)).**

Under the authority, direction, and control of the USD(P&R), the ASD(M&RA):

a. Monitors the implementation and effectiveness of this issuance.

b. Publishes guidance specifying that all members of the Ready Reserve are obligated to keep their Military Service branch informed of their current physical address and contact information, in accordance with Section 10205 of Title 10, United States Code, DoDI 1200.07, and DoDI 1215.13, and that this physical address information is updated in the prescribed DASD(MC&FP) personnel accountability and assessment system administered by the DASD(MC&FP).

### **2.4. DASD(MC&FP).**

Under the authority, direction, and control of the ASD(M&RA), the DASD(MC&FP):

a. Administers the central repository for personnel accountability reporting and assessment to be used by all DoD Components, unless exempted in accordance with Paragraph 1.2.a.(1) of this issuance.

b. Administers the system for conducting personnel accountability and assessment, unless exempted in accordance with Paragraph 1.2.a.(1) of this issuance and personnel assessment, as appropriate.

c. Ensures Military OneSource is the central point of contact for distribution of information and referral services for Service members, DoD civilians, and their families.

d. Provides an e-learning course stressing that personnel accountability is a shared responsibility between the commander or director, supervisor, and the individual.

e. Coordinates with the Assistant to the Secretary of Defense for Public Affairs for publication of the Military OneSource 1-800-342-9647 call center telephone number and website ([www.militaryonesource.mil](http://www.militaryonesource.mil)) in all media outlets.

f. Designates the Director, Casualty, Mortuary Affairs, and Military Funeral Honors to serve as the chairperson of the DoD CCB.

g. Hosts an annual Personnel Accountability and Evacuation Operations Forum.

## **2.5. DEPUTY ASSISTANT SECRETARY OF DEFENSE FOR CIVILIAN PERSONNEL POLICY.**

Under the authority, direction, and control of the ASD(M&RA), the Deputy Assistant Secretary of Defense for Civilian Personnel Policy:

a. Develops DoD-wide guidance for recording emergency contact information for DoD civilian employees.

b. Requires emergency contact information be reviewed and validated by all DoD civilian employees biannually at a minimum.

## **2.6. DOD COMPONENT HEADS.**

The DoD Component heads:

a. Appoint a personnel accountability program manager and an alternate that serve as subject matter experts on personnel accountability for the DoD Component concerned, and provides the contact information (i.e., full name, phone number, and email address) to the DASD(MC&FP) upon appointment and when any change to program personnel occurs.

(1) The program manager and alternate complete and submit DD Form 2875 to the Director, DMDC to request user account access to the PARS for obtaining the personnel accountability baseline and reporting, as appropriate.

(2) Those DoD Components identified by the CJCS that require a classified reporting capability, as identified in Paragraph 1.2.a.(1) of this issuance, are not required to obtain access to the PARS for personnel accountability.

b. Provide preplanned guidance and procedures to all assigned or attached personnel for conducting accountability upon the occurrence of a disaster.

c. Commence accountability in a timely manner following the occurrence of a disaster in their area of responsibility and are prepared to report accountability through the DoD's accountability system upon request by OSD or the Joint Staff.

d. May conduct Component exercises.

e. Withhold the names of deceased and missing personnel and comply with the policies and procedures regarding casualty reporting, notification of next of kin, and the release of names in accordance with DoDI 1300.18. The DoD Components, other than the Military Departments, generally do not have a formalized casualty reporting system. See Enclosure 6 of DoDI 1300.18 to obtain the necessary assistance.

f. Must use the prescribed system for personnel accountability and assessment unless a classified reporting capability is required, in accordance with Paragraph 1.2.(a)(2) of this issuance.

g. Establish procedures within each DoD Component to provide for the most expeditious accountability of personnel in these categories:

(1) Active-duty Service members.

(2) SELRES Service members.

(3) DoD civilian employees (including nonappropriated fund employees).

(4) Family members of active duty and SELRES Service members who are DoD identification (ID) card holders, as well as those members reflected in DEERS without an ID card (e.g., children under 10 years of age).

(5) Family members of DoD civilian employees who are receiving benefits associated with being evacuated to an authorized safe haven. With respect to civilian employees, these procedures include voluntarily providing family member information prior to a disaster. Providing this information is required to receive needed benefits and assistance upon the occurrence of a natural or manmade disaster.

(6) OCONUS DoD-affiliated contractors, excluding foreign nationals.

h. Ensure all personnel are provided the necessary information and guidance to report their location and circumstances through the prescribed accountability system upon the occurrence of a disaster.

i. Ensure procedures include multiple and redundant means of communication in case of circumstances in which normal communication means are disrupted or nonexistent.

j. Ensure that emergency call-in numbers are toll-free to allow maximum opportunity for accountability without cost to personnel.

k. Provide telecommunications devices for the deaf or a telecommunications line for hearing impaired employees; or refer employees to contact Military OneSource.

l. Provide Military OneSource with emergency call-in numbers for posting on Military OneSource. Emergency contact information (i.e., name of unit, emergency contact numbers, and a point of contact) can be sent to Military OneSource electronically at

<https://public.militaryonesource.mil/emergency-contact>, or assistance can be provided at 1-800-342-9647. Emergency numbers are kept current and reviewed and validated annually.

m. Require all employees to keep their information in DEERS up to date and to accomplish their personnel accountability responsibilities, emphasizing the urgency of their role while conducting annual exercises or in the event of a disaster.

n. Implement emergency contact procedures as part of theater entry requirements in accordance with the provisions of DoDIs 1100.22 and 3020.41. All DoD-affiliated personnel, including civilian employees and contractors, prior to entry into a possible theater of operations, must have current emergency contact information on file in a centralized electronic database. DD Form 93, "Record of Emergency Data," available at <https://www.esd.whs.mil/Directives/forms> may be used for this purpose.

o. Those DoD Components identified by the CJCS as requiring a classified reporting capability complete the manual Disaster Personnel Accountability Report as outlined in CJCS Manual 3150.13.

p. When reporting is directed, receive the baseline population from the designated system and report updates to the designated system at least daily, if applicable.

q. Establish internal Component procedures to monitor compliance with this issuance, to include monitoring the status of separating Service members with remaining obligated service, pursuant to DoDI 1304.25.

r. Direct the lead exercise planner for their respective DoD Component to coordinate with the DMDC to enable a PARS report capability during a DoD or Component exercise.

s. Establish policies and procedures, with a mass alert interface, for performing personnel accountability in accordance with this issuance.

t. Direct the inspectors general for their respective DoD Component to:

(1) Conduct inspections biennially of the personnel accountability programs in their respective DoD Components to ensure compliance with this issuance. If the DoD Component or Principal Staff Assistant does not have an inspector general, make arrangements to have an inspector general of another DoD Component conduct their biennial inspections.

(2) Upon completion of inspection, forward a copy of the personnel accountability program inspection report to the USD(P&R). The report is due no later than February 28, 2026, and no later than the last day in February of every even-numbered year thereafter.

u. Provide a representative to serve as a voting member on the DoD CCB.

v. Ensure mission, function, and program records identified in this issuance or created and received in support of personnel accountability are retained in accordance with Chapters 29, 31, and 33 of Title 44, United States Code; Parts 1220-1228 of Title 36, Code of Federal Regulations; DoDI 5015.02; and DoD Manual 8180.01.

## **2.7. SECRETARIES OF THE MILITARY DEPARTMENTS.**

In addition to the responsibilities in Paragraph 2.6., the Secretaries of the Military Departments inform separating Service members who have a remaining Service obligation of the requirement to keep the Military Service concerned informed of their current physical address and contact information. The appropriate Military Service ensures this address information is forwarded to the DMDC through appropriate means.

## **2.8. SECRETARY OF THE NAVY.**

In addition to the responsibilities in Paragraphs 2.6. and 2.7., the Secretary of the Navy:

a. Serves as the lead Component for the continued development, operation, sustainment, and management of the personnel accountability and assessment system of record and prescribes standard operating procedures.

b. Appoints the project manager of the personnel accountability and assessment systems of Naval Information Warfare Center, Pacific to serve as the organizer of the DoD CCB and be responsible for maintaining the official charter for the DoD CCB, personnel accountability and assessment system records, and meeting minutes.

c. Serves as the training facilitator and technical service provider for the personnel accountability and assessment system of record.

d. During a DoD event, coordinates with the DoD Components and the DMDC to account for all reportable personnel reflected in the baseline data until all such reportable personnel have been accounted for and reconciled, or upon notification by the USD(P&R) that reporting is suspended.

e. Administers the prescribed personnel accountability and assessment systems.

(1) Provides all DoD Components self-service capability for reports via the prescribed DASD(MC&FP) system and other supportable reports as requested.

(2) Develops, maintains, and updates reporting data.

(3) Upon receipt of a completed DD Form 2875, provides the requester access to the prescribed DASD(MC&FP) personnel accountability and assessment system.

(4) Supports DoD Component-specific and national-level exercises.

(5) Provides a reporting capability in support of Service-specific and national-level exercises and real-world natural or manmade disasters.

f. Develops, in consultation with the DoD Components, the necessary actions to effect near-real-time reporting for personnel accounting purposes.

g. Ensures help desk support.

## 2.9. CJCS.

In addition to the responsibilities in Paragraph 2.6., the CJCS:

- a. In coordination with the USD(P&R), may direct DoD-wide personnel accountability reporting events and exercises.
- b. Notifies the USD(P&R) each time DoD Component reporting is implemented.
- c. Serves as the DoD point of contact for consolidating, analyzing, and reporting personnel accountability data collected by the DoD Components during a DoD event.
- d. Conducts a joint staff analysis to determine the magnitude of widespread injury or death to DoD-affiliated personnel, the scope of which is not readily obtainable or is unclear, following a disaster.
- e. Establishes, in collaboration with the Federal Emergency Management Agency when applicable, the geographical area of coverage for personnel accounting by the DoD Components.
- f. In coordination with the Director, DMDC, establish the initial personnel baseline for all required personnel categories.
- g. In coordination with the DoD Components, reconcile the PARS baseline, if applicable and as required, until all reportable personnel have been accounted for or until directed to cease reporting.
- h. Establishes, in coordination with the Director, DMDC and the project manager of the personnel accountability and assessment systems of Naval Information Warfare Center, Pacific, the prescribed personnel accountability and assessment system of record, and the specific reporting timelines following the occurrence of a disaster.
- i. Directs commencement of personnel accountability from the DoD Components upon the occurrence of a disaster.
- j. Recommends when personnel reporting should be suspended to the USD(P&R).
- k. Provides guidance addressing the use of PARS as the personnel baseline data source for personnel accountability in the event of a natural or manmade disaster or the manual disaster personnel accountability report for select agencies or DoD Components.
- l. In coordination with the Secretaries of the Military Departments and the Combatant Commanders reviews personnel accounting actions and reports in conjunction with noncombatant evacuation operations pursuant to DoDD 3025.14.
- m. Includes disaster personnel accountability requirements in national-level exercises when scenario-supported.

**2.10. COMBATANT COMMANDERS.**

In addition to the responsibilities in Paragraphs 2.6., the Combatant Commanders develop procedures to account for personnel assigned to their Combatant Command.

## **SECTION 3: PROCESS**

### **3.1. THE PERSONNEL ACCOUNTABILITY AND ASSESSMENT SYSTEM CCB.**

- a. The DoD CCB will meet a minimum of twice a year.
- b. The DoD CCB charter will identify membership across the DoD.

### **3.2. DATA RELIABILITY AND RECONCILIATION.**

a. DoD Components identified by the CJCS that require a classified reporting capability will collect, maintain, and provide classified personnel accountability information on an appropriately classified system, pursuant to this issuance and safeguarded in accordance with Volume 3 of DoD Manual 5200.01. In accordance with DoDI 5400.11, classified personal records collected and maintained are also covered under DoD-0012.

b. During pre-planning, an exercise, or real-world event, data errors will be fixed by the appropriate DoD Component and the system owner, as appropriate, to ensure data reliability.

## GLOSSARY

### G.1. ACRONYMS.

| <b>ACRONYM</b> | <b>MEANING</b>   |
|----------------|--|
| ASD(M&RA)      | Assistant Secretary of Defense for Manpower and Reserve Affairs                |
| CCB            | configuration control board  |
| CJCS           | Chairman of the Joint Chiefs of Staff  |
| DASD(MC&FP)    | Deputy Assistant Secretary of Defense for Military Community and Family Policy |
| DD             | Department of Defense (form)   |
| DEERS          | Defense Enrollment Eligibility Reporting System                                |
| DMDC           | Defense Manpower Data Center   |
| DoDD           | DoD directive  |
| DoDI           | DoD instruction  |
| ID             | identification   |
| OCONUS         | outside the continental United States  |
| PARS           | Personnel Accountability Reporting System                                      |
| SELRES         | Selected Reserve   |
| USD(P&R)       | Under Secretary of Defense for Personnel and Readiness                         |

## G.2. DEFINITIONS.

Unless otherwise noted, these terms and their definitions are for the purpose of this issuance.

| <b>TERM</b>              | <b>DEFINITION</b>  |
|--------------------------|--|
| <b>accounted for</b>     | <p>A person’s status and whereabouts have been confirmed by a commander or supervisor. Family members of a person in a desertion status will not be accounted for and will be reconciled off the DMDC baseline. A DoD Component will consider its personnel accounted for when:</p> <ul style="list-style-type: none"><li>The person is physically present.</li><li>The person has been contacted or has made contact (e.g., by telephone or other means).</li><li>The person is in an official status of unauthorized absence, desertion, deceased, or missing.</li><li>The person will not be physically accounted for and will be reconciled off the PARS baseline.</li><li>The employee or Service member indicates their family members are accounted for, or accountability is verified through other means.</li></ul> |
| <b>CCB</b>               | <p>A permanent standing DoD board to develop recommendations for policy, procedures, and system developments, and to address issues with the prescribed personnel accountability and assessment system, maintenance, and continuous improvements prioritized by the DoD CCB members.</p>   |
| <b>civilian employee</b> | <p>A civilian employee of the DoD. This does not include foreign national employees OCONUS.</p>  |
| <b>contractor</b>        | <p>An employee of a firm, corporation, partnership, association, or other legal non-Federal entity that enters into a contract directly with the DoD to furnish services, supplies, or construction and works in or on a DoD facility, including commercial facilities. Foreign governments, representatives of foreign governments, or foreign corporations wholly owned by foreign governments that have entered into contracts with the DoD are not defense contractors.</p>  |
| <b>DoD–0012</b>          | <p>The DoD-wide Privacy Act of 1974 system of records entitled “Defense Accountability and Assessment Records, DoD–0012”.</p>  |

| <b>TERM</b>                          | <b>DEFINITION</b>   |
|--------------------------------------|---|
| <b>DoD-affiliated personnel</b>      | Individuals who are members of groups associated with the DoD. These groups include Service members (active duty, Guard, and SELRES), DoD civilian employees, nonappropriated fund personnel, DoD-funded contractors, and family members of DoD-affiliated personnel. This definition does not include the Individual Ready Reserve or DoD civilian retirees and annuitants.  |
| <b>DoD event</b>                     | A natural or manmade disaster designated by the USD(P&R) or CJCS that requires the DoD Components to report accountability to OSD or the Joint Staff. This may be an exercise or real-world event. Lack of designation of a “DoD event” does not preclude a DoD Component from accounting for personnel in the event of an emergency or disaster.   |
| <b>DoD-wide</b>                      | Includes the Military Services and DoD organizations outside of the Military Services. This includes OSD, the Joint Staff, the Combatant Commands, the Defense Agencies, and the DoD Field Activities.  |
| <b>family member</b>                 | The family members of DoD-affiliated personnel including family members of:<br><br>Active duty and SELRES members who are DoD ID card holders and those members reflected in DEERS without a DoD ID card (e.g., children under 10 years of age).<br><br>OCONUS civilian employees and contractors who are eligible to receive benefits.<br><br>Continental United States civilian employees who are receiving benefits pursuant to Chapter 6 the Joint Travel Regulations associated with evacuation to an authorized safe haven. |
| <b>geographical area of coverage</b> | An area established by the CJCS, in conjunction with the Federal Emergency Management Agency, when applicable, in which DoD-affiliated personnel accountability will be accomplished, using PARS, upon the occurrence of a natural or manmade disaster.   |
| <b>OCONUS</b>                        | Locations outside the continental United States, including the States of Hawaii and Alaska, the Commonwealth of Puerto Rico, Guam, the Commonwealth of the Northern Mariana Islands, and the U.S. territories.  |
| <b>PARS</b>                          | The official personnel baseline data source for personnel accountability.   |

| <b>TERM</b>                     | <b>DEFINITION</b>  |
|---------------------------------|--|
| <b>personnel accountability</b> | The process of determining the status and whereabouts of all assigned or attached personnel at the unique identifier number level of detail. |
| <b>physical address</b>         | The actual location of where a person can be found. It is not a Post Office Box, Army Post Office address, or Fleet Post Office address.     |
| <b>sponsor</b>                  | Defined in Volume 2 of DoD Manual 1000.13.   |

## REFERENCES

- Chairman of the Joint Chiefs of Staff Manual 3150.13, “Joint Reporting Structure - Personnel Manual,” current edition
- Code of Federal Regulations, Title 36
- DoD Directive 3025.14, “Evacuation of U.S. Citizens and Designated Aliens from Threatened Areas Abroad,” February 26, 2013, as amended
- DoD Directive 5124.02, “Under Secretary of Defense for Personnel and Readiness (USD(P&R)),” June 23, 2008, as amended
- DoD Directive 5205.02E, “DoD Operations Security (OPSEC) Program,” June 20, 2012, as amended
- DoD Instruction 1100.22, “Policy and Procedures for Determining Workforce Mix,” April 12, 2010, as amended
- DoD Instruction 1200.07, “Screening the Ready Reserve,” January 22, 2021
- DoD Instruction 1215.13, “Ready Reserve Member Participation Policy,” May 5, 2015
- DoD Instruction 1300.18, “DoD Personnel Casualty Matters, Policies, and Procedures,” January 8, 2008, as amended
- DoD Instruction 1304.25, “Fulfilling the Military Service Obligation,” October 13, 2021
- DoD Instruction 3020.41, “Operational Contract Support Outside the United States,” November 27, 2024
- DoD Instruction 5015.02, “DoD Records Management Program,” February 24, 2015, as amended
- DoD Instruction 5400.11, “DoD Privacy and Civil Liberties Programs,” January 29, 2019, as amended
- DoD Manual 1000.13, Volume 2, “DoD Identification (ID) Cards: Benefits for Members of the Uniformed Services, Their Dependents, and Other Eligible Individuals,” January 23, 2014, as amended
- DoD Manual 5200.01, Volume 1, “DoD Information Security Program: Overview, Classification, and Declassification,” February 24, 2012, as amended
- DoD Manual 5200.01, Volume 3, “DoD Information Security Program: Protection of Classified Information,” February 24, 2012, as amended
- DoD Manual 8180.01 “Information Technology Planning for Electronic Records Management,” August 4, 2023
- Joint Travel Regulations, current edition
- United States Code, Title 5, Section 552a (also known as the “Privacy Act of 1974,” as amended)
- United States Code, Title 10
- United States Code, Title 44