



DEPARTMENT OF DEFENSE
UNITED STATES SOUTHERN COMMAND
3511 NW 91ST AVENUE
MIAMI, FL 33172-1217

REPLY TO
ATTENTION OF

SCCS

JAN 31 2000

POLICY MEMORANDUM 1-00

From: Commander in Chief
To: See Distribution

SUBJECT: Updating the SOUTHCOM Hurricane Recall Database

1. Hurricane planning is a natural part of living and working in southern Florida. Having accurate home address, accompanied status, and evacuation relocation information are essential to maintaining personnel readiness and accountability in the event of an evacuation. The SOUTHCOM Hurricane Recall Database is the primary repository to maintain hurricane evacuation information for military, civilian, and contractor personnel--and the accompanying family members of each--assigned or attached to U.S. Southern Command in Miami. The information is "for official use only".
2. Accurate accounting of their personnel is each addressee's responsibility. However, the ultimate responsibility to maintain current evacuation information rests with each individual.
3. Effective immediately, each addressee will:
 - a. Ensure information on new arrivals (military, civilian, or contractors) is updated into the Hurricane Recall Database (sample entry database worksheet, with instructions, attached);
 - b. Ensure the Hurricane Recall Database is updated when changes occur; and,
 - c. *At a minimum*, review the currency of the information in the Hurricane Recall Database quarterly, in January, April, July, and October.
4. Personnel within each addressee's organization with OMB access are authorized to update information in the Hurricane Recall Database.

FOR THE COMMANDER IN CHIEF


JERRY C. McABEE
Brigadier General, U.S. Marine Corps
Chief of Staff, U. S. Southern Command

Encl.
Emergency Recall Update Form

DISTRIBUTION
E, plus NIMA, CSG, NRO, NCR, USCS, DEA, SARA,
DISO, DISA, CESAM, ASA, and each LNO