



Army Disaster Personnel Accountability And Assessment System (ADPAAS)



Washington Army National Guard Family Members Brief





AGENDA

- **A D P A A S O v e r v i e w**
- **L o g i n M e t h o d s**
- **V e r i f y P r o f i l e I n f o r m a t i o n**
- **S e l f - A c c o u n t i n g**
- **N a v i g a t e A D P A A S**
- **P r a c t i c a l E x e r c i s e**



U.S. ARMY

What is ADPAAS?

The Army's web-based tool for initial accounting and ongoing support of the Army Family after a disaster event.

Assists the Army in answering the following :

“How are you?”

“Where are you?”

“How can we contact you?”

“What are your needs?”



Who is Required to Report?

All “Army Family Members”

- Sponsors—National Guard Soldiers and Federal Technicians
- National Guard Family members—dependents of Soldiers and Technicians





ADPAAS Terms

- EVENT – A natural or man-made disaster, terrorist attack or any other event large or small, where the Army has made a decision to conduct accountability
- GAOC – Geographical Area of Coverage. The area where the event occurred. Also known as “the affected” area
- AFFECTED – Any Army Family Members that lives, works, or are temporarily in the area where the event occurred



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ADPAAS Terms Continue

ACCOUNTED FOR

- physically present
- contacted or made contact with...
- in an official status (unauthorized absence, desertion, deceased, or missing)
- the sponsor indicates their family members are accounted for or accountability is verified through other means



U.S. ARMY

ADPAAS | ARMY DISASTER PERSONNEL ACCOUNTABILITY and ASSESSMENT SYSTEM

Logging into ADPAAS

Web Access → <https://adpaas.army.mil>

★ **ADPAAS is available via the web and on certain Smartphones**

Choose the left button (Army..)

**Note: Who are not required to account.

ADPAAS Entrance Page

Soldiers, Civilians, and Family Members.
To account or update your information.

Click Here

Includes Active Duty, all Reservists, National Guard, Army Civilian Employees, OCONUS Contractors and their dependents.

★ Note: In-Active IRR Reservists and CONUS Contractors can NOT login at this time.

COs, CO Reps (CORs), and Authorized Personnel
To account for personnel in your UIC(s).

Click Here
(CAC Required for Access)

What is ADPAAS?

U.S. Army Disaster Personnel Accountability and Assessment System (ADPAAS) standardizes a method for the Army to account, assess, manage, and monitor the recovery process for personnel and their families affected and/or scattered by a wide-spread catastrophic event. ADPAAS provides valuable information to all levels of the Army chain of command, allowing commanders to make strategic decisions which facilitate a return to stability.

ADPAAS allows Army Personnel to do the following:

- ★ Report Accounting Status
- ★ Update Contact/Location information
- ★ Complete Needs Assessment
- ★ View Reference Information

Login Problems
If you have problems accessing ADPAAS, [click here](#) to send an email for assistance. Please include your name, phone number and UIC (if possible) in order for us to contact you. **Please, do NOT include SSN/DOB.**



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Choosing a Login Method

1. Common Access Card (CAC)
2. Username & Password
3. Personal Information

** The CAC Card and Username Method have the same level of access

** The Personal Information Method has limited access

U.S. Army Disaster Personnel Accountability and Assessment System
 Technical Support:
 adpaas@conus.army.mil
 1-800-833-6622

Select Login Method

- Common Access Card (CAC)
- Username and Password
- Personal Information

Note: In-Active IRR Reservists and CONUS Contractors can NOT login at this time.

LOGIN

[Contact ADPAAS Support](#) This is an Official U.S Army Web Site [Privacy & Security Notice](#)

SSN and DOB are used by ADPAAS for user log-in and authentication only. It is sent to ADPAAS in encrypted format. SSN and DOB information already resides in ADPAAS and is not captured and stored from log-in. It is not displayed in ADPAAS in any form and is not used for any purpose other than U.S Army-approved personnel accountability. Users can change their password from DOB after log-in by going to the "MyInfo" page.



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Method 1: Common Access Card (CAC)

Select Login Method

Choose a digital certificate

Identification

The website you want to view requests identification. Please choose a certificate.

Name	Issuer
CLARKE.TALANTA.C...	DOD EMAIL CA-15
CLARKE.TALANTA.C...	DOD CA-15

More Info... View Certificate... OK Cancel

Select CAC Certificate

Type in CAC PIN

ActivCard Gold - Enter PIN

Enter PIN code: [XXXXXXXX]

OK Cancel



Method 2: Username and Password

U.S. Army Disaster Personnel Accountability and Assessment System
Technical Support:
adpaas@conus.army.mil
ADPAAS Information Hotline
1-800-833-6622

Select Login Method

- Common Access Card (CAC)
- Username and Password**
- Personal Information

Email:
(e.g., Sponsor's .mil addr)

Password:
(YYYYMMDDXXXX, e.g., 197602294321)

I don't know my password and/or username


Initial password is the sponsor's Date of Birth and last 4 of their SSN (Foreign Nationals use 0000 for the last 4 of their SSN).

Note: In-Active IRR Reservists and CONUS Contractors can NOT login at this time.

- The default username is your AKO email address
- The password is a combination of the DOB and the last 4 of the SSN
- You can **reset** your username and password directly from this feature
- **Click "I don't know my password and/or username"**



Resetting Username and Password



U.S. Army Disaster Personnel Accountability and Assessment System
Technical Support:
adpaas@conus.army.mil
ADPAAS Information Hotline
1-800-833-6622

Select Login Method

Sponsor SSN:
(No dashes or spaces)

DOB:

Last name:

Note: In-Active IRR Reservists and CONUS Contractors can NOT login at this time.

- Enter your SSN, DOB & Last Name
- Login



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Resetting Username and Password

U.S. ARMY Security Profile

Change Username and Reset Password

Change Username

Current username: talanta.c.parker@us.army.mil

To change username:
Set your username from one of the email address options below

★ Primary Email: talanta.c.parker@us.army.mil

Secondary Email: talanta.c.parker@onus.army.mil

NEW Primary Email:

NEW Secondary Email:

NOTE:

- Username must be a properly formatted email address (e.g. john.doe@example.com).
- Selection of NEW email address will update the sponsor's contact information on the My Info page.
- For security purposes, if the username is changed, a message will be sent to all email addresses on file for the sponsor (i.e. old primary email, old secondary email, and new primary or secondary email).

Reset Password

To reset your password:
Check on box below and click the save button to reset your password

★ Reset password

NOTE:


- Resetting a password will reset it to the sponsor's DOB and last 4 of SSN, YYYYMMDDXXXX (0000 is used for the last 4 of a Foreign National's SSN).

- Select your Username
- Click the Reset Password box
- An email notification will be sent to your email.
- Save, confirm and Logout




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Resetting Username and Password

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and ASSESSMENT SYSTEM

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 **U.S. ARMY**

U.S. Army Disaster Personnel Accountability and Assessment System
Technical Support:
adpaas@conus.army.mil
ADPAAS Information Hotline
1-800-833-6622

Select Login Method

- Common Access Card (CAC)
- Username and Password
- Personal Information

Email:
(e.g., Sponsor's .mil addr)

Password:
(YYYYMMDDXXXX, e.g., 197602294321)

I don't know my password and/or username

Initial password is the sponsor's Date of Birth and last 4 of their SSN(Foreign Nationals use 0000 for the last 4 of their SSN).

Note: In-Active IRR Reservists and CONUS Contractors can NOT login at this time.

- Continue to login with the new Username and Password



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ADPAAS Mobile Web App

Mobile Access → <https://adpaas.army.mil>

- Available **ONLY** Sponsors, and personnel affected by an event
- **Can't be used to update contact information**
- Designed for **ONLY** iPhone, Android, and certain touch-screen Blackberry phones (not iPad or non-touch screen phones)



- The default username is your AKO email address
- The password is a combination of the DOB and the last 4 of the SSN (YYYYMMDDXXXX)



Review & Update Personal Contact Information

AT ANY TIME:

- Review and update personal contact information
- Default Screen is the "Summary"

ADPAAS ARMY DISASTER PERSONNEL ACCOUNTABILITY and ASSESSMENT SYSTEM [Logout](#)

Home **My Info** Assessment Reference Help

Full Profile for Test, User Guy

Army Family Information Summary [Help](#)

To see more detail for any section, use the left menu.

Contact Information

Sponsor		Home Address
Name: Test, User Guy		123 ABC Street
Rank/Rate: CIV		Alpha New, HI 11234
Command: W0ZZAA - OFC DEP CHIEF STAFF, G-1		us
Phones		Email Addresses
Home: (516) 333-4444		Email1: user.test@test.mil
Work: (703) 555-7777		*Email2: user.test@us.army.mil
DSN:		
Cell:		

Family Information

Name	Relationship	Age
Test, User Girl	Spouse	Adult
Test, Mina G	Child	9

Event Information

Event Name	Active Dates
TestEx	06-17-2009 - Present

*=Preferred Contact method



Review & Update Personal Contact Information

- Verify and update contact Info
- Review DEERS information
- Add other POCs

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U.S. ARMY Home **My Info** Assessment Reference Help

Full Profile for Test, User Guy

Displaced Location [Help](#) Click the **Edit** button to make changes.

No Displaced Location **Edit**
Please edit this section if displaced!

Sponsor's Contact Info [Help](#) Click the **Edit** button to make changes.

Test, User Guy (Sponsor) Manually edit this section as it will NOT be overwritten with data updates! **★ Verify Info as Current** **Edit** (as of 09-01-2009)

Home Address *Preferred Contact
123 ABC Street Home: (516) 333-4444 Primary Email: user.test@test.mil
Alpha New, HI 11234 Work: (703) 555-7777 Secondary Email: user.test@us.army.mil*
Country: US Cell: Cell Carrier: Unknown

DEERS Home Address and Contact Info
Data from NPC (pulled from DEERS and other DOA databases). Will be overwritten with data updates. To login to DEERS, click [here](#)

Home: Primary Email:
Work: Secondary Email:

Other POCs [Help](#) Click **Add POC** to add another point of contact (e.g., Relative, Care Giver). **Add POC**

No POC Information. Click **Add POC** to add a Point of Contact.

*=Preferred Contact method

*** KEEP PERSONAL CONTACT INFORMATION UP-TO-DATE: MAKE CHANGES AT ANY TIME ***



Editing Contact Information

Two Ways to Update:

1. Type in the ADPAAS Information form
2. Over-write with DEERS info by selecting "Copy"
 - Location, phone, and email (separately)
 - For one or more family member
3. **Make sure you scroll down and SAVE**

- Your ADPAAS location and contact info will NOT be over-written by DEERS unless you copy it over



Editing Family Member Info

Family Members Info:

1. Add, Remove, or Edit
2. Edit allows manual update or over-write with DEERS info by selecting "Copy"
 - Location, phone, and email (separately)
 - For one or more family member

ADPAAS | ARMY DISASTER PERSONNEL ACCOUNTABILITY and ASSESSMENT SYSTEM

Home My Info Assessment Reference Help

Full Profile for Test, User Guy

Family Member Information [Help](#) [Click Add Member to add another family member](#) [Add Member](#)

Test, User Girl (Spouse) [Verify Info as Current](#) [Edit](#) [Remove](#) (as of 09-01-2009)

123 ABC Street Home: Email1:
Alpha New, HI 11234 Work: Email2:
US Cell: Cell Carrier: Unknown

DEERS Info

Home: Email1:
Work: Email2:
Cell:

Test, Mina G (Child) [Verify Info as Current](#) [Edit](#) [Remove](#) (as of 09-01-2009)

123 ABC Street Home: Email1:
Alpha New, HI 11234 Work: Email2:
US Cell: Cell Carrier: Unknown

DEERS Info

Home: Email1:
Work: Email2:
Cell:

- Family member ADPAAS location and contact info will NOT be over-written by DEERS unless you copy it over



When an Event Occurs

Report status and whereabouts to your Command by

- 1st – Logging onto ADPAAS (Self Account)
- 2nd – Contacting your Command/Organization/Call Center
- 3rd – Calling the Army Information Line

Self Account by

Logging onto ADPAAS (<https://adpaas.army.mil>)

Complete Steps 1-3

- ✓ Step 1: Self-account for Event
- ✓ Step 2: Update Location and Contact Info
- ✓ Step 3: Complete Needs Survey (IF Required)



Self-Accounting During an Event

1st – Logon to ADPAAS (Self Account)

2nd – Contact your Command/Organization/Call Center

3rd – Call Army Information Line

In ADPAAS, there is a three-step process:

- **Step 1: Self Account & Verify Contact Info**
- Step 2: Needs Assessment Survey (If Required)
- Step 3: Submit Needs Survey



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If ADPAAS Shows You are NOT Affected by an Event but you are affected...

ADPAAS | ARMY DISASTER PERSONNEL ACCOUNTABILITY
and ASSESSMENT SYSTEM

★ Logout ★

Home My Info **Assessment** Reference Help


> Survey
Introduction / FAQ
Print Blank Survey



Our records currently indicate that you are not affected by any event.

You are not required to self-account at this time.

You may log out now or click the “My Info” tab to verify and update your contact information.

 **If you are affected by an event, please contact your chain of command or call the Army Information Hotline at 1-800-833-6622**

“I logon but I’m not required to Account or Assess?”

- Contact Army Information Line - they can add you to the event so you can account/assess



If ADPAAS Shows You ARE Affected by an Event...

ADPAAS | ARMY DISASTER PERSONNEL ACCOUNTABILITY and ASSESSMENT SYSTEM Logout

Home My Info **Assessment** Reference Library Help

Survey
Introduction / FAQ
Print Blank Survey

If you need IMMEDIATE help with basic necessities, please call 703-697-4246

Step 1 of 3:
Verify and Update your current contact information!

Your current location is where you are currently located during this crisis.

This information is essential for us to provide you with assistance during this crisis.

What's the Process?

- Step 1: Verify and update your current contact information.
- Step 2: Complete the Assessment.
- Step 3: "Thank you" page, assistance, a Case Manager.

Notes: After completing the survey, you may click the home tab for other helpful information.

Step 1: Verify and Update Current Location

Display Name: Last: BLOODWORTH First: STEPHEN Middle: WAYNE I
Street 1: 3106 PENNSYLVANIA AVE SE
City: [] State: [] Zip: 200203710
Phone: []
Email 1: stephen.bloodworth@us.army.mil
Email 2: stephen.bloodworth@us.army.mil

Account For Event

Event: Test1
Name (Last, First, MI): [] Accounting Status: [Choose One]
Sponsor: BLOODWORTH,STEPHEN WAYNE I
Dependents: BLOODWORTH,NATALIE J [Same as]
[Save] [Cancel]

Accounting Status options:
Choose One
Current Residence
Displaced Location
Deployed/TDY
On Leave
Other (see notes)
Separated/Retired
Transferred

Other Info

- TDY / TAD Orders
- Member / Employee Deployed
- School-Age Children
- Have Pets

Step 2 >>

Accountability windows are automatically displayed:

Step 1: Self-Account for Event (can't move on until complete)

Update Location and Contact Info (can't move on until complete)



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Step 1 – Self-Account

Account For Event: **TRAINEX**

Event: Test1

Name(Last, First, MI):

Accounting Status:

Sponsor:

Altetor,Example12

Dependents:

Altetor,Junior

Altetor,Wendy

Current Location

Displaced Location

On Leave

Transferred

Deployed/TAD/IA

Separated/Retired

Separated/Retired

TAD

Transferred

Save

Step 1: Self-Account for Event

- Select appropriate status and click the 'Save' button



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Step 1 Cont. Contact / Location

Provide current contact and location information

- Pre-populated with DEERs data
 - Update with home address and multiple contact means if not evacuated
 - Update with evacuated location and multiple contact means if evacuated

Provide other 'checkbox' information

- TDY/TAD Orders
- Member Deployed
- School Aged Children
- Have Pets

Step 1: Verify and Update Current Location

Display Name: Last: Smith First: John Middle: A.

Street 1: 246 First Avenue

Street 2:

City: Sea Isle

State: NJ New Jersey Zip: 08402

Contact Info (At least two phone numbers or a phone number and an email is required)

Preferred Contact: Cell Phone

Home:

Work:

Cell: 212-5559876

Email 1:

Email 2:

Other Info

TDY / TAD Orders:

Member / Employee Deployed:

School-Age Children:

Have Pets:

Step 2 >>

- IF your default information isn't correct, update it here and....

...UPDATE YOUR DEERS INFO at <https://www.dmdc.osd.mil/appj/address/index.jsp>



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Step 2 - If Needs Assessment is NOT required...

You have completed accountability and may logoff

The screenshot shows the ADPAAS web application interface. At the top, there is a navigation bar with the ADPAAS logo and the text "ARMY DISASTER PERSONNEL ACCOUNTABILITY and ASSESSMENT SYSTEM". To the right of the logo is a "Logout" button. Below the navigation bar is a menu with "Home", "My Info", "Assessment", "Reference", and "Help". The "Assessment" tab is highlighted with a red box. On the left side, there is a sidebar with "Survey", "Introduction / FAQ", and "Print Blank Survey". The main content area displays a large green checkmark icon and the following text: "Accountability is complete. No Assessment Survey is required for this event. If you wish, you may logout now." A red arrow points to the "logout now" text. Below this text is a numbered list of three items: 1. Use the **My Info** tab to update your contact information, and to update other personal information. 2. Visit the **Home** tab for announcements and other up-to-date information. 3. Browse the **Reference Library** tab for helpful links and documents. At the bottom of the main content area, there is a paragraph: "If you need further assistance, please contact your chain of command or call the Army Information Hotline at 1-800-833-6622."

- Keep your location and contact information current throughout the event by going to the "My Info" tab



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Step 2 – If Needs Assessment Survey is Required

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★ Logout ★

U.S. ARMY Home My Info **Assessment** Reference Library Help

Survey
Introduction / FAQ
Print Blank Survey

Step 2 of 3: Needs Assessment Survey (Introduction)

If you or your family needs IMMEDIATE help with basic necessities such as water, food, shelter, or medical care, please call 1-800-833-6622

About This Survey

Please review each of the 19 categories in the survey and check whether you have disaster-related needs. In each area of need that you answer "Need Assistance" or "Not Sure", you will then be shown a more detailed checklist to identify your specific needs. It is important that you specify your needs honestly and as accurately as possible. Assistance will be provided as quickly as possible based on the severity and type of needs you identify.

1. Who is eligible for Army Family Disaster Assistance?
2. Why should I complete this survey?
3. What happens after I complete the survey?
4. How and when will I be contacted?
5. Who will have access to my information?

[Continue to Survey >>](#)

Q1: Who is eligible for Army Family Disaster Assistance?

Click on the Survey' button to continue



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Step 2 Cont. Needs Assessment Survey

Step 2 of 3: Test1 Needs Assessment Survey

Not Affected	Not Sure	Need Assistance (Check all that apply. Please choose Not Affected if none apply!)	
<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	MEDICAL (Do you or your family need medical help?)
<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	MISSING FAMILY LOCATOR (Do you need help finding missing family members?)
<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	TRANSPORTATION TO ONWARD DESTINATION (Do you or your family need help getting to Safe Haven or Permanent Duty Station (PDS)?)
<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	LOCAL TRANSPORTATION (Do you need transportation to meet personal/family needs?)
<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	TEMPORARY HOUSING (Do you need help with temporary housing?) <input type="checkbox"/> Need urgent help finding temporary housing more <input type="checkbox"/> Need help finding more adequate temporary housing more <input type="checkbox"/> Have adequate short-term temporary housing, but need help finding long-term temporary housing until my home can be rebuilt or repaired <input type="checkbox"/> Need information only Comments:(must check a box above first) <input type="text"/> For additional comments use the bottom of the form.
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	PERMANENT HOUSING (Do you need help with permanent housing?)
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	PERSONAL PROPERTY (Do you need help shipping and/or storing personal property?)
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	FINANCIAL ASSISTANCE (Do you need help with personal finances?)
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	PAY AND BENEFITS (Do you need help with your pay, benefits, evacuation allowances, or travel orders?)
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	ARMY CIVILIAN EMPLOYEES (Are you an Army civilian in need of help with a work-related issue?)

- Up to 19 categories of needs covered
- Select one button for each category
- Enter additional comment if desired



Step 3 – Submitting the Needs Assessment Survey

The screenshot shows the ADPAAS web application interface. At the top, there is a navigation bar with the ADPAAS logo and the text 'ARMY DISASTER PERSONNEL ACCOUNTABILITY and ASSESSMENT SYSTEM'. A 'Logout' button is visible in the top right corner. Below the navigation bar, there are tabs for 'Home', 'My Info', 'Assessment', 'Reference Library', and 'Help'. The 'Assessment' tab is currently selected.

The main content area is titled 'Test1 Needs Assessment' and shows that the assessment was completed on 08-04-2008 at 12:14. A message reads: 'Hello Smith, John A. Before your case indicates that you need assistance, a Case Manager from a Family Assistance Center (FAC) will be assigned to contact you and assist with your needs. Please be patient. Depending on the severity of your needs and those of other affected Army Family Members, it may take some time to contact you. The following options are available to you now and whenever you login again:'

The instructions provided are:

1. Use the **My Info** tab to update your contact information, and to update other personal information.
2. Visit the **Home** page for announcements and other up-to-date information.
3. Browse the **Reference Library** for helpful links and documents.
4. On the **Assessment** tab you will see your Assessment Summary. You can print a copy for your records, or you may click the "Edit" links to make changes.

A note states: 'Note: you can only make changes to your survey until your case has been opened. Once your case has been opened, use the "Add Comment" button which will appear. The "Print Blank Survey" link is on the left menu in case you need to provide others who can't access this system with blank survey forms to fax or deliver to a FAC.'

A 'Changes Saved' button is located at the bottom of the message box. To the left of the message box, there are several assessment categories with 'Edit' buttons and status indicators (e.g., 'Not Affected'). To the right, there is a sidebar with 'Assessments' and 'Assessment Categories' sections, listing various categories like 'MEDICAL', 'MISSING FAMILY LOCATOR', 'TRANSPORTATION TO ONWARD DESTINATION', etc.



Method 3. Personal Information



Select Login Method

- Common Access Card (CAC)
- Username and Password
- Personal Information

Sponsor SSN: (No dashes or spaces)

DOB: JAN (MM)

Last name:

Note:In-Active IRR Reservists and CONUS Contractors can NOT login at this time.

LOGIN

Enter the Sponsors' SSN, DOB and last name

**** This sign-on feature has limited access and can only be used for self-accounting and updating personal information**

[Contact ADPAAS Support](#)

This is an Official U.S Army Web Site

[Privacy & Security Notice](#)

SSN and DOB are used by ADPAAS for user log-in and authentication only. It is sent to ADPAAS in encrypted format. SSN and DOB information already resides in ADPAAS and is not captured and stored from log-in. It is not displayed in ADPAAS in any form and is not used for any purpose other than U.S Army-approved personnel accountability. Users can change their password from DOB after log-in by going to the "MyInfo" page.



Follow the Steps for Self-Accounting and Updating Limited Personnel Information



Update-Only Access

To **Protect your privacy**, logging in with personal information will not allow you to view any of your current information in ADPAAS; you can only update it.

If you wish to view *and* update your information, please Logout, then login again with your CAC or username and password.

Update Information Steps

1. Accounting for yourself and dependents (if required for the event)
2. Displaced Location (if you had to evacuate)
3. Contact Information
4. Needs Assessment (if required for the event)

Note: Information you enter is saved after each of the above steps.

If you or your family need IMMEDIATE help with basic necessities such as food, shelter, or medical care, please call
1-800-833-6622

[Next >](#)

**** UPDATE Access "ONLY" ****



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Step 1 - Choose an Accounting Status

Update-Only Access

Step 1 of 3

Accounting for Yourself (and Any Family Members)

AFM	Name (Last, First, MI)	Accounting Status	Event(s) to Accounting for	Add FM to Event(s)
	CLARKE, TALANTA	<input type="text" value="Unreported"/>	USARC TRAINEX TestEx JUNEX	
	Clarke, CarolA		USARCJUNEX	

< Previous Next >

- Select appropriate status and click the 'Next' button



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Step 2 – Update your Current Location

ADPAAS | ARMY DISASTER PERSONNEL ACCOUNTABILITY
and ASSESSMENT SYSTEM

U.S. ARMY Home Update Info Reference Help

★ Logout ★

Update-Only Access

Step 2 of 3

Are you Displaced/Evacuated? Yes No

< Previous Next >

- Choose “No” if you remained at your current location (Home or Work)
- Click “Next”



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Step 2 – Update your Current Location Cont..

- Choose Yes” if you were evacuated to a displaced location
- Enter your displaced location and click “Next”

ADPAAS | ARMY DISASTER PERSONNEL ACCOUNTABILITY and ASSESSMENT SYSTEM ★ Logout ★

U.S. ARMY Home Update Info Reference Help

Update-Only Access

Step 2 of 3

Are you Displaced/Evacuated? Yes No

Displaced Location Description:

Country:

Street:

City:

State/Province:

ZIP/Postal Code:

Primary Phone:

Secondary Phone:

< Previous Next >



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Step 3 - Update Contact Information

Update-Only Access

Step 3 of 3

Update your Personal Contact information

Work Phone: (On File)

Home Phone: (On File)

Cell Phone: (On File)

Log in with CAC or
Email 1: username password to modify (On File)

Log in with CAC or
Email 2: username password to modify (On File)

Preferred Contact: Choose one ▾

Note: At least two phone numbers or a phone number and an email (On File) is required to update your info.

If you believe the information on file is current, you may proceed to the next step.

< Previous Finish

** Indicates there is a record on file, the user can make "updates" only

- Click "Finish"



U.S. ARMY

Update Contact Information Cont....

The screenshot shows the ADPAAS web application interface. At the top, there is a navigation bar with the ADPAAS logo and the text "ARMY DISASTER PERSONNEL ACCOUNTABILITY and ASSESSMENT SYSTEM". Below the logo is a "U.S. ARMY" badge. The navigation bar includes tabs for "Home", "Update Info", "Reference", and "Help". In the upper right corner of the navigation bar, a "Logout" button is circled in red, with a red arrow pointing to it from the right. Below the navigation bar, there is a section titled "Update-Only Access" with a black background. The main content area has a light beige background and contains a red message: "Your Information has been updated. Thank you for your participation!". Below this message, it says "You may now do any of the following:" followed by a numbered list of four instructions: 1. Click the **Home** tab above to see up-to-date announcements and information. 2. Click the **Reference** tab above for additional information and web sites. 3. Click the **Help** tab above for Help Desk contact info and other documentation. 4. Click the **Logout** button in the upper-right corner when finished. Below the list, there is a yellow box with the text: "If you or your family need IMMEDIATE help with basic necessities such as food, shelter, or medical care, please call 1-800-833-6622". At the bottom of the page, there is a button labeled "< Previous".

- “Self-Accounting” complete
- close ADPAAS by logging out



U.S. ARMY

AUTHENTICATION ERROR



U.S. ARMY

Authentication Error

Possible Reasons:

1. **SSN should be just 9 digits** with NO dashes or spaces
2. Date of Birth (DOB) format should be: **YYYYMMDD** (e.g. DOB is July 4, 1976 enter 19760704 as the password)
3. Are you accessing the website through an **email link**? If yes, your password needs to be reset. Contact your ADPAAS COR for your organization or call the Army Information Hotline @ 1-800-833-6622 to reset your password.
4. Are you a **new hire**? (Past 3 months) If yes, your personnel information was not imported from DEERS.
 - a. During an **exercise**, you are not required to account for yourself. Wait for the next DEERS update (15th of every month).
 - b. During a **disaster event**, contact your ADPAAS COR for accountability or call the Army Information Hotline @ 1-800-833-6622.
5. Are you a **CONUS Contractor**? If yes, your personnel information is not reflected in ADPAAS. Contact your organization's accountability POC to be accounted for.

ALL Rock Island Arsenal Personnel - Refer all ADPAAS issues to:

★ Jane Doe - (111) 111-1234 / jane.doe@us.army.mil
 Or send inquires to: customersupportemail@us.army.mil

Remember: Contact your Command/Organization for accountability

For further assistance/technical issues, please call
Army Information Hotline @ 1-800-833-6622
 or send an email to adpaas@conus.army.mil.

The credentials you provided cannot be determined to be authentic.

Contact ADPAAS Support

This is an Official U.S Army Web Site

[Privacy & Security Notice](#)

- Review all possible reasons for receiving an error message
- ** Contact your organization ADPAAS COR to “Reset your username and password” and customer inquiries **
- **Note: POC information
- If you need further assistance call the Army Information Hotline



Updating your Displaced Location

- If you are displaced update your displaced location information.
- Select “Edit” button to Enter Displaced Location Info

The screenshot shows the ADPAAS user interface. At the top, there is a navigation bar with 'Home', 'My Info', 'Assessment', 'Reference', and 'Help'. The 'My Info' tab is selected. Below the navigation bar, the user's profile is displayed for 'Test, User Guy'. The left sidebar contains a menu with '1. Summary', '2. Contact Information', '3. Family Member Info', '4. Event Information', and '5. Change Password'. The '2. Contact Information' menu item is highlighted with a red circle. The main content area shows the 'Displaced Location' section, which currently displays 'No Displaced Location' and 'Please edit this section if displaced!'. A red arrow points from this text to an 'Edit' button, which is also highlighted with a red box. Below this section is the 'Sponsor's Contact Info' section, which includes fields for Home Address, Home, Work, and Cell phone numbers, and Primary and Secondary Email addresses. The 'DEERS Home Address and Contact Info' section is also visible, along with the 'Other POCs' section at the bottom.



Updating your Displaced Location

Enter Displaced Location Info

ADPAAS | ARMY DISASTER PERSONNEL ACCOUNTABILITY and ASSESSMENT SYSTEM

★ Logout ★

U.S. ARMY Home **My Info** Assessment Reference Help

1. Summary
2. Contact Information
3. Family Member Info
4. Event Information
5. Change Password

Edit Displaced Location [? Help](#)

Description:

Country: USA

Street:

City:

State/Province: Choose State

ZIP/Postal Code:

Primary Phone:

Secondary Phone:

Save Cancel

Ensure that you click the "SAVE" button at the end of every completed data entry



U.S. ARMY

Home Page

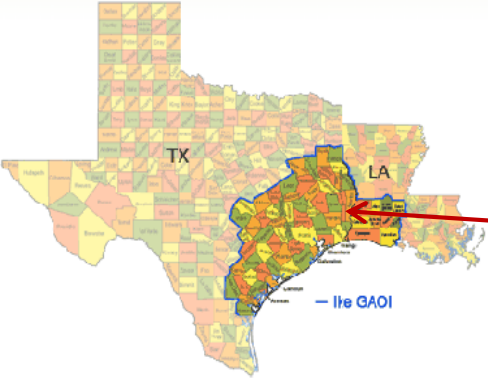
ADPAAS
ARMY DISASTER PERSONNEL ACCOUNTABILITY and ASSESSMENT SYSTEM
★ Logout ★

Home
My Info
Assessment
Reference Library
Help

Announcements

Hurricane Ike

A geographical area of interest (GAOI) has been established and accounting has been turned on. Check the Assessment tab to see if you need to account.



24-Hour Army Information Hotline:
1-800-833-6622

Army Preparedness


Army Rehearses for Hurricane Season - 15 April 2008
Source: Belvoir Eagle

FORT BELVOIR, Va. - Officials from 43 government agencies gathered around a detailed map here April 13 for a Rehearsal of Concept drill on hurricane relief operations

U.S. Army North hosted the two-day event, which saw the various agencies go through the steps of readying assistance in the

Resources


Community Services Locator



NAME of any State, Agency or person's Name, with Identification. Sheet for use


LOCATION OF PERMANENT

Entitlement Sample DD 1610 (PDF)




Military OneSource


Find an Operation Homefront Chapter



Near you!



Army Reserve Warrior & Family Assistance Center



National Weather Service

Useful Links

- ★ Today's Weather Map
- ★ Current Warnings and Watches
- ★ National Doppler Radar
- ★ National Hurricane Center

Review important event information (GAOC) !



U.S. ARMY

Reference Library



★ Logout ★

U.S. ARMY

Home My Info Assessment **Reference Library** Help

Directory

Key Phone Numbers and Web Addresses

Agency	Phone Number
ARMY INFORMATION HOTLINE	1-800-833-6622
24-hour Army Reserve Helpline	1-877-464-9330
Army Worldwide Locator Assistance (Active Duty Only)	703-325-3732
FEMA	1-800-621-FEMA (3362) TTY 1-800-642-7585
USA.gov	(Link)
GSA.gov	(404) 224-2222
American Red Cross	1-866-438-4636
DFAS	1-888-332-7411
APWU Healthcare Plan	1-800-222-2798 TDD 1-800-622-2511
Blue Cross and Blue Shield	1-888-258-3432
GEHA Benefit Plan	1-800-821-6136 TDD 1-800-821-4833
PBP Health Plan	1-800-544-7111

DoD Civilians and Retirees

DOD Component	Phone Number
Army Retired Affairs	1 800-336-4909
Department of the Air Force	1-800-435-9941
Department of the Army	1-888-766-3258
Department of the Navy	1-877-689-2722
Department of the Marine Corps	1-877-689-2722
All Defense Agencies	1-703-604-6071 (Call Collect)
DOD Civilian Hotline	1-888-363-4872
Defense Finance and Accounting Service (DFAS), or APF civilian pay, including how to re-direct paychecks or direct deposits	1-888-332-7411
Thrift Savings Plan (TSP)	1-877-968-3378

Military points of Contact

Agency	Phone Number
Army Contacts	

Online Resources

- ★ America Supports You
- ★ Army and Air Force Mutual aid Soci
- ★ Army Emergency Relief
- ★ Entitlement Sample DD 1610 (PDF)
- ★ FEMA - Declared Disasters
- ★ Military One Source
- ★ National Military Family Association
- ★ Pentagon Channel
- ★ Ready.gov
- ★ Red Cross
- ★ The Military Family Network
- ★ Tricare(Medical)
- ★ Tricare (Humana) - After the Disaste
- ★ United Concordia(Dental)
- ★ United We Serve

DoD/Government Websites

- ★ DEERS Login Page
- ★ Department of Defense Reserve Aff
- ★ Department of Homeland Security
- ★ Department of the Air Force
- ★ Department of the Army
- ★ Department of the Marine Corps
- ★ Department of the Navy
- ★ DFAS/Military Pay
- ★ Military Assistance Program
- ★ Operation Homefront
- ★ Operation Prepare



U.S. ARMY

Help Tab



★ Logout ★

Home My Info Assessment Reference **Help**

FeedBack

Family Member Feedback

Please take a few moments to answer the following questions and provide comments.

1. How easy was the sytem to log in to?

very easy very difficult

(If not easy, explain)

2. How clear were the steps to follow after you first logged in? In other words, did you understand where to go?

very clear not clear at all

(If not clear, explain)

3. Overall, how easy was the system to use ?

very easy very difficult

(If not easy, explain)

4. Do you understand why you were asked to provide contact information? (If no, please clarify)

yes

no (please explain)

User Guides and other Downloads

- ★ ADPAAS_AFM_Video_Nov08 (WMV) 29MB
- ★ ADPAAS AFM Users Guide v1.3_24Oct08 (DOC) 5.5MB

Contact Numbers

- 24-Hour Army Information Hotline: 1-800-833-6622
- ADPAAS Customer Support Email: adpaas@conus.army.mil
DO NOT email SSN or Date of Birth!

Release Notes

ADPAAS Release Notes - AFM Server

Version 2.5 - February 2009

Changes from last version:

- ▶ Added an "as of" date on the My Info Page's showing when was updated
- ▶ Reduced tab font and spacing so more fit across the page
- ▶ During a muster, can now indicate other family members that should be mustered

Page-Specific Changes



U.S. ARMY

PRACTICAL EXERCISE

(10 mins)

TASKS: 1. Logon to ADPAAS, update contact information and add a POC

CONDITIONS:

The current weather forecast is predicting a hurricane will be in the area by the end of the week. You were informed by your Commander/Organization to log into ADPAAS and update your contact information.



STANDARDS: Update contact information within 48 hours.
Review the Reference Library and Home Tab for references.



QUESTIONS



U.S. ARMY

J1 Contacts

COL Kevin McMahan

(253) 512-8349/DSN: 323-8349

kevin.d.mcmahan.mil@mail.mil

LTC Chris Blanco

(253) 512-7746/ DSN: 323-7746

christopher.a.blanco3.mil@mail.mil

CW2 Justin Shipman

(253) 512-8946/DSN: 323-8946

Justin.l.shipman2.mil@mail.mil