



AFPAAS

Air Force Personnel Accountability and Assessment System *Airman / Civilian Site*





What is AFPAAS?

The Air Force's web-based tool for initial accounting and ongoing support of Airmen after a disaster event -- <https://afpaas.af.mil>

- 1) After an event, allows Airmen to log-on to and answer...
 - “How are you?”
 - “Where are you?” and “How can we contact you?”
 - “What do you need right now?”
- 2) Provides tools to command leadership and support personnel for accountability, case management and reporting
 - Role-based
 - Automated reporting
 - Supports DODINST 3001.02 (“By Name” Accountability and Reporting)

What is an AFPAAS “Event”?

- Natural or man-made disaster...
- Catastrophic in nature...
- Potential for wide spread injury or death to Airmen and families



Who is Included in AFPAAS Data?

AFPAAS Personnel Categories

1. Active Duty
2. Guard/Reservists on Active Duty
3. DOD Civilians
4. NAF Civilians
5. Drilling/Paid Reservists
6. DOD Contractors (OCONUS)
7. Dependents of Active Duty
8. Dependents of Guard/Reservists on Active Duty
9. Dependents of DOD Civilians
10. Dependents of NAF Civilians
11. Dependents of Drilling/Paid Reservists
12. Dependents of DOD Contractors (OCONUS)



Airman Self-Accounting Steps

When an Event Occurs: (Notification through email or phone)

- 1. Report status and whereabouts to your Command**
- 2. Log-on to AFPAAS (<https://afpaas.af.mil>)**
 - Step 1: Self-account for Event**
 - Step 2: Update Location and Contact Info**
 - Step 3: Complete Needs Survey (IF Required)**

Air Force Personnel Readiness Cell: 800-435-9941

When an Event Occurs: Log-on to AFPAAS

<https://afpaas.af.mil>

1. Choose the “Airmen / Civilian” option



AFPAAS / Air Force Personnel Accountability
and Assessment System

AFPAAS Login Page

Airmen / Civilian
To update your accounting status, family and contact information

Click Here >

All Air Force Support, Authorized Personnel and Staff
Click Here >
(CAC Required for Access)

Includes Active Duty, Air National Guard, Reservists, Air Force Civilian Employees, NAF Employees, and their Family Members, as well as OCONUS Contractors affected by an event.
Note: Does not include COMUS contractors or IRR Reservists

To perform duties for COR, MPF, MAJCOM, Personnel Accountability, Analysis & Reporting, Case Management and other related tasks.

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

What is AFPAAS?
Air Force Personnel Accountability and Assessment System (AFPAAS) standardizes a method for the Air Force to account, assess, manage, and monitor the recovery and reconstitution process for personnel and their families affected and/or scattered by a wide-spread catastrophic event. The AFPAAS provides valuable information to all levels of the Air Force chain of command, allowing commanders to make strategic decisions which facilitate a return to stability.
AFPAAS allows Air Force Personnel to do the following:

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

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

This is a Department of Defense computer system. This computer system, including all related equipment, networks and network devices (specifically including Internet access), are provided only for authorized U.S. Government use. DoD computer systems may be monitored for all lawful purposes, including to ensure that their use is authorized, for management of the system, to facilitate protection

Internet



2. Login with your SSN and DOB

AFPAAS / Air Force Personnel Accountability
and Assessment System

Air Force Personnel Accountability and Assessment System
Technical Support:
afpaas@spawar.navy.mil
1-866-946-9183 or
1-619-553-8167

Username/Password Authentication

Note: AFPAAS Does not include CONUS contractors or IRR Reservists

Sponsor SSN:
Enter SSN with no dashes or spaces

Password:

Initial password is the sponsor's Date of Birth (YYYYMMDD).

LOGIN Cancel

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

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- The Sponsor's SSN if you are the spouse
- DOB must be entered as YYYYMMDD (e.g., 19731231)



IF you can't log in to the system...

The screenshot shows the AFPAAS website header with the logo and title. A central grey box contains the following text:

Authentication Error

Possible Reasons:

1. **SSN has 9 digits** and 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)

For further assistance, please call
1-866-946-9183 or 1-619-553-8167.

Below the error box, there is a navigation bar with links: [Contact AFPAAS Support](#), [This is an Official U.S. Air Force Web Site](#), and [Privacy & Security Notice](#).

At the bottom of the page, there is a disclaimer: "This is a Department of Defense computer system. This computer system, including all related equipment, networks and network devices (specifically including Internet access), are provided only for authorized U.S. Government use. DoD computer systems may be monitored for all lawful purposes, including to ensure that their use is authorized, for management of the system, to facilitate protection against unauthorized access, and to verify security procedures, survivability and operational security. Monitoring includes active attacks by authorized DoD entities to test or verify the security of the system. During monitoring, information may be examined, recorded, copied and used for..."

The browser window shows "Done" on the left and "Internet" on the right.

- Contact the AFPAAS Help Desk



Step 1. Self-Account for Event

Account For Event

Event: Training Select an Accounting Status from the drop down menu

Name(Last, First, MI): Accounting Status:

Sponsor: Training, Honcho Unreported

Dependents: Training, Baby Honcho Unreported

Training, Mrs. Honcho Current Residence

Other

Separated/Retired

Transferred

DSN:

Cell:

Family Information

Name	Relationship	Age
Training, Baby Honcho	Child	4

- Choose an accounting status for the event.
- Click the **Save** button

Step 2. Update Contact Information

2
→



AFPAAS / Air Force Personnel Accountability and Assessment System

Home My Info Assessment Reference Help

Please update your contact information.

Full Profile for Training, Honcho

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

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.

Home Address Manually edit this section as it will NOT be overwritten with data updates! [Verify Info as Current](#) [Edit](#)

Training, Honcho (Sponsor) *Preferred Contact (as of 03-13-2009)

1234 Sandy Way	Home:	Primary Email:
San Diego, CA 92131	Work: 555-555-1234*	Secondary Email:
usa	Cell:	Cell Carrier: Unknown

DEERS Home Address and Contact Info
Data from NPC (pulled from DEERS and other DAF 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](#)

- A. Click the **Verify Info as Current** button or...
- B. Click the **Edit** button and update it



Step 2b. Save Updated Information

AFPAAS / Air Force Personnel Accountability and Assessment System

Home My Info Assessment Reference Help

Please update your contact information.

Full Profile for Training, Honcho

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

Preferred:

Home:

Work: 555-555-1234 < Copy Phone

Cell: 619-555-2222 **Cell Carrier:** AT&T

Email 1: < Copy Email

Email 2:

*This data is pulled from DEERS periodically.
To login to DEERS and update your info, click [here](#).

Time Saver: Would you also like to apply any of the above contact changes to these family members?

Addr.	Phone	Name
<input type="checkbox"/>	<input type="checkbox"/>	Training, Baby Honcho (Child)
<input type="checkbox"/>	<input type="checkbox"/>	Training, Mrs. Honcho (Spouse)

2b

Save Cancel

- If you make changes, scroll to the bottom of the page
- Click the **Save** button



Step 3. Needs Assessment Survey

- Complete Needs Assessment Survey, if necessary
- You are now finished and may click **Logout**.
- Thank you for your participation!



NEXT STEPS:

1. Log-on to AFPAAS w/ CAC (<https://afpaas.af.mil>)
 1. Update personal information (not just AFPAAS)
 2. If incorrect, also update DEERS (link on AFPAAS)
2. Download “Air Force Emergency Management, Be Ready” App on your Smart Phone
3. 2 Exercises coming up: 3 May and 18 June
 1. Be aware and ready to report your status
 2. Know your Chain of Command phone #s

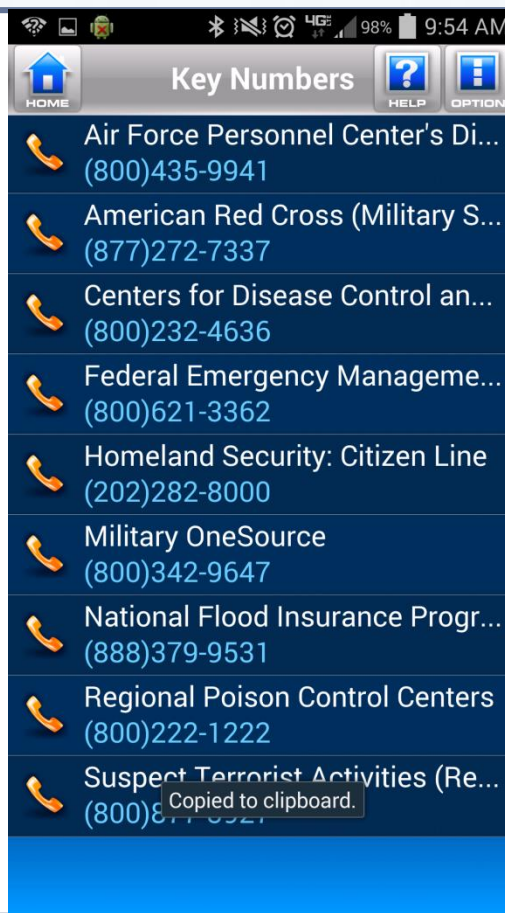
Overview: Airman Self-Accounting Steps

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Air Force Emergency Management, AFEM, "Be Ready" App





Air Force Emergency Management, AFEM, "Be Ready" App

afpaas.af.mil

! The site's security certificate is not trusted!

You attempted to reach **afpaas.af.mil**, but the server presented a certificate issued by an entity that is not trusted by your computer's operating system. This may mean that the server has generated its own security credentials, which cannot rely on for identity information, and an attacker may be trying to intercept your communications.

You should not proceed, **especially** if you have never seen this warning before for this site.

[Proceed anyway](#) [Back to safety](#)

[Help me understand](#)

afpaas.af.mil

AFPAAS / Air Force Personnel Accountability and Assessment System


Air Force Personnel Accountability and Assessment System
Technical Support:
afpaas@afpaas.af.mil
Total Force Service Center
1-800-925-0102
CdRs, COs and IPRs contact AFPRC
1-800-435-9941

Select Login Method

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

[I don't know my password and/or username](#)

Note: PIR/CAC E / IRR Reservists and contractors in the Continental U.S. can NOT login at this time.

LOGIN

Privacy Act Statement

Authority: Title 10 U.S.C. 8013 and DODI 3001.02

Purpose: To provide a means of positive identification for the purpose of processing applications or retrieving data.

Routine Uses: None

Disclosure: Voluntary. Failure to provide the requested information may result in a delay or termination of your request.

Privacy Act Information is not shared from this system to any other system or user. SSN and DOB information entered into AFPAAS is encrypted and compared with SSN and DOB information residing in Defense Manpower Data Center (DMDC), an Authoritative Data Source for the Department of Defense. SSN and DOB are not displayed in AFPAAS in any form and are not used for any other purpose than U.S Air Force-approved personnel accountability.

[Contact AFPAAS Support](#)

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[Privacy & Security Notice](#)

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



QUESTIONS?

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