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**\*Army Regulation 600–86**

**Effective 16 October 2024**

**Personnel-General**

**Army Disaster Personnel Accountability and Assessment Program**

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By Order of the Secretary of the Army:

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*General, United States Army*  
*Chief of Staff*

Official:

  
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*Administrative Assistant to the*  
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**History.** This publication is a major revision. The portions affected by this major revision are listed in the summary of change.

**Authorities.** This regulation implements DoDI 3001.02 and CJCSM 3150.13C.

**Applicability.** This regulation applies to the Regular Army, the Army National Guard/Army National Guard of the United States, and the U.S. Army Reserve, unless otherwise stated. It also applies to the Army's Active Guard Reserve Soldiers and their Defense Enrollment Eligibility Reporting System enrolled Family members, as well as Department of the Army Civilians (appropriated and non-appropriated fund) and their Family members (when those Family members are eligible to receive evacuation entitlements in accordance with the Joint Travel Regulations). When the affected area is outside the continental United States, this regulation applies to Army-sponsored U.S. contractors and their affected Family members. Any personnel in the previous categories, including separating Army personnel with a remaining service obligation, who are on temporary duty status, leave, or temporarily located in an affected area are required to account for themselves and their Family members. Disaster personnel accountability is not applicable to the following: Army retirees and their Family members; continental United States-based Army-sponsored contractors and Department of Defense contractors supporting the Army; members of the Individual Ready Reserve and their Family members; and foreign nationals working for Department of Defense or the Army.

**Proponent and exception authority.** The proponent of this regulation is the Deputy Chief of Staff, G–1. The proponent has the authority to approve exceptions or waivers to this regulation that are consistent with controlling law and regulations. The proponent may delegate this approval authority, in writing, to a division chief within the proponent agency or its direct reporting unit or field operating agency in the grade of colonel or the civilian equivalent. Activities may request a waiver to this regulation by providing justification that includes a full analysis of the expected benefits and must include a formal review by the activity's senior legal officer. All waiver requests will be endorsed by the commander or senior leader of the requesting activity and forwarded through their higher headquarters to the policy proponent. Refer to AR 25–30 for specific requirements.

**Army internal control process.** This regulation contains internal control provisions in accordance with AR 11–2 and identifies key internal controls that must be evaluated (see appendix B).

**Suggested improvements.** Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) via email [usarmy.pentagon.hqda.mbx.adpaas@army.mil](mailto:usarmy.pentagon.hqda.mbx.adpaas@army.mil).

**Distribution.** This publication is available in electronic media only and is intended for the Regular Army, the Army National Guard/Army National Guard of the United States, and the U.S. Army Reserve.

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\*This regulation supersedes AR 600-86, dated 23 November 2020.

# ***SUMMARY of CHANGE***

AR 600—86

Army Disaster Personnel Accountability and Assessment Program

This major revision, dated 16 September 2024—

- Updates case management policies and procedures for the Army Disaster Personnel Accountability and Assessment System (chap 2).
- Incorporates the provisions of the Integrated Personnel and Pay System-Army (throughout).

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## **Chapter 1**

### **Introduction**

#### **Section I**

#### **Disaster Personnel Accountability and Assessment General**

##### **1–1. Purpose**

This regulation prescribes policy, standards, and requirements for performing the functions of the Disaster Personnel Accountability and Assessment (DPAA) Program. All references to Soldiers in the regulation refer to commissioned officers, warrant officers, and enlisted Soldiers, unless otherwise stated. The Deputy Chief of Staff (DCS), G–1 requires Department of the Army (DA) Civilians to account for themselves and strongly encourages DA Civilians to account for their Family members. DA Civilians will have the opportunity to voluntarily provide Family member information prior to a disaster or evacuation. Providing Family member information is required for such Family members to receive benefits or assistance upon the occurrence of a disaster or evacuation. Additionally, DA Civilians' outside the continental United States (OCONUS) assignments may be contingent upon the DA Civilian employees voluntarily providing Family member information. The Army Disaster Personnel Accountability and Assessment System (ADPAAS) is used to report disaster personnel accountability (DPA).

##### **1–2. References, forms, and explanation of abbreviations**

See appendix A. The abbreviations, brevity codes, and acronyms (ABCAs) used in this electronic publication are defined when you hover over them. All ABCAs are listed in the ABCA database located at <https://armypubs.army.mil/abca/>.

##### **1–3. Associated publications**

This section contains no entries.

##### **1–4. Responsibilities**

Responsibilities are listed in section II of this chapter.

##### **1–5. Records management (recordkeeping) requirements**

The records management requirement for all record numbers, associated forms, and reports required by this regulation are addressed in the Records Retention Schedule-Army (RRS–A). Detailed information for all related record numbers, forms, and reports are located in Army Records Information Management System (ARIMS)/RRS–A at <https://www.arims.army.mil>. If any record numbers, forms, and reports are not current, addressed, and/or published correctly in ARIMS/RRS–A, see DA Pam 25–403 for guidance.

##### **1–6. Policy**

a. All Army-affiliated personnel within an affected geographical area of a disaster, evacuation operation, or other designated personnel accountability (PA) event will personally account, with the appropriate authorities, for themselves and may voluntarily provide information concerning their Family members at the first practical opportunity following a disaster. DPA is a shared responsibility among the commander, supervisor, and the individual.

b. It is an inherent command and supervisory responsibility to determine and report the status and whereabouts of all assigned or attached personnel and their Family members. DPA applies to the following personnel within the Army's Total Force:

(1) Regular Army Soldiers and their Defense Enrollment Eligibility Reporting System (DEERS)-enrolled Family members.

(2) Army National Guard (ARNG) and Army National Guard of the United States and their DEERS-enrolled Family members.

(3) U.S. Army Reserve (USAR) dual status technicians and their DEERS-enrolled Family members.

(4) DA Civilians (appropriated and non-appropriated funds employees), including dual status technicians, and their Family members (when those Family members are eligible to receive evacuation entitlements in accordance with the Joint Travel Regulations).

- (5) When the affected area is OCONUS, DPA also includes—
- (a) Army-sponsored and Department of Defense (DoD)-affiliated U.S. contractors and their affected Family members.
  - (b) Any personnel in the above categories on temporary duty (TDY) status, on leave, or temporarily located in an affected area and separating Army personnel with a remaining service obligation.
  - c. DPA is not applicable to the following:
    - (1) Army retirees and their Family members.
    - (2) Continental United States (CONUS) based, Army-sponsored contractors and DoD contractors supporting the Army.
    - (3) Members of the Individual Ready Reserve and their Family members. Individual Ready Reserve members can be mobilized/activated, put on orders for training or TDY, and so forth.
    - (4) Foreign nationals working for the DoD or the Army unless the foreign national is a DEERS-eligible DoD family member.
    - (5) ADPAAS is not intended to manage accountability of forces deployed in support of routine, daily muster, rescue, recovery, or contingency operations. ADPAAS is a post-DPA reporting tool. The only exception is pre-DPA reporting during authorized or ordered evacuations by a signed memorandum from the commander.
  - d. Dual status civilian personnel.
    - (1) Sponsors who hold a dual persona status (for example, DA Civilian and drilling Reservist/National Guard at the same time) will be assigned in ADPAAS to the organization unit identification code (UIC) where they spend the majority of their time.
    - (2) If a sponsor is mobilized or activated on orders, gaining commands will manually transfer the sponsor to their assigned mobilized or activated UIC in ADPAAS. Upon demobilization or deactivation, the losing command will manually transfer the sponsor back to the appropriate command UIC to which they are assigned and spend the majority of their time. The sponsor should communicate with both the departing and gaining units to ensure accurate and timely transfer.
    - (3) Organizations are responsible to report DPA on the sponsors' current organization UIC of assignment as reflected in ADPAAS and for transfer of sponsors that hold a dual status to their appropriate organization UIC of assignment. The responsibility to manage UIC of assignment is outlined in section II of this chapter.
  - e. Completion of the needs assessment is voluntary by the Soldier, DA Civilian, or Family member.

## **1-7. Overview**

- a. DPA defines the process of collecting, consolidating, and reporting the accounting of Army personnel, both military and DA Civilian (including Family members), during a disaster. DPA applies to the personnel categories listed in paragraph 1-6b. DA Civilian employee Family member reporting is voluntary but strongly encouraged. All Army commands (ACOMs) and lower units are highly encouraged to use the DA Poster 761 (Army Disaster Personnel Accountability and Assessment) to raise awareness of the ADPAAS program.
- b. DPA occurs at all organizational levels. DPA will be reported through ADPAAS to the DCS, G-1 and to the Under Secretary of Defense for Personnel and Readiness. When the DCS, G-1 directs DPA reporting, all affected organizations will report DPA using ADPAAS.
- c. Assessment defines the process of a Soldier, DA Civilian, or Family member completing a needs assessment. This is a self-report assessment to identify how the disaster impacted the individual in 19 needs areas, completed after all disaster operations are complete. The responsibility to manage needs assessment cases is outlined in section II of this chapter.
- d. The Personnel Accountability Reporting System is the primary DoD data source for the personnel data which feeds ADPAAS. To meet DoD reporting requirements in accordance with DoDI 3001.02 and the CJCSM 3150.13C, ADPAAS is designated as the Army system of record for reporting the status of personnel and for tracking Family member needs post disaster. The only exception for pre-disaster reporting in ADPAAS is for an authorized or ordered evacuation via an evacuation memorandum signed by the commander. If commands issuing authorized or ordered evacuation memorandum want to track their affected personnel in ADPAAS, they will submit a completed DA Form 7766 (Army Disaster Personnel Accountability and Assessment System, Event Request) to G-1, Personnel Contingency Cell (PCC) for immediate action.

e. Management officials and supervisors will adhere to the provisions of applicable collective bargaining agreements and fulfill all statutory and contractual labor relations obligations identified in Title 5, United States Code, Chapter 71 (5 USC Chapter 71) in advance of implementation and administration of this regulation. Questions concerning labor relations obligations should be addressed with the servicing civilian personnel advisory center.

f. Disaster Personnel Accountability Program Managers (DPAPMs) manage DPA within their units and the entire command on behalf of the commander. The DPAPMs' DPA responsibilities are outlined in section II of this chapter.

g. Command officer representatives (CORs) manage DPA within their units on behalf of the commander. CORs' DPA responsibilities are outlined in section II of this chapter.

h. Case managers (CMs) receive and provide assistance from filled out and submitted needs assessment surveys to track, refer, and provide assistance to sponsors and their Family members. The responsibility to manage needs assessment cases is outlined in section II of this chapter.

## **Section II**

### **Responsibilities**

#### **1–8. Assistant Secretary of the Army (Manpower and Reserve Affairs)**

The ASA (M&RA) will—

a. Supervise the development and implementation of this policy, to include the development of procedural instructions for DA Civilians and their Family members.

b. Supervise the establishment of procedures to monitor DPA program compliance, evaluation, and reporting requirements pursuant to DoD guidance.

c. Supervise the alignment of funds to support program requirements for Army data collection, maintenance, training, and reporting for DPA.

#### **1–9. The Inspector General**

TIG, in accordance with AR 1–201 and AR 20–1, will—

a. Conduct inspections biennially of the Army's DPAA Program to ensure compliance with DoDI 3001.02.

b. Upon completion, forward a copy of the DPAA Program inspection report to the Under Secretary of Defense for Personnel Readiness (Military Community and Family Policy) and a courtesy copy to the DoD Inspector General (Evaluations), and DAPE–ZXS–PC (ADPAAS Program Management) team.

#### **1–10. Deputy Chief of Staff, G–1**

The DCS, G–1 will—

a. Establish personnel policies and functions relating to ADPAAS to provide for expeditious accountability of affected Army personnel and determine the effects upon Total Army equities after a disaster, specifically upon personnel management, DPA, and readiness.

b. Designate an Army Disaster Personnel Accountability Program Manager (ADPAPM) to develop an overall concept of operations for the implementation and management of the DPAA Program. The ADPAPM has responsibility to establish ADPAAS events based on their notification of a disaster and to monitor ADPAAS reporting until 100 percent DPA is achieved.

c. Serve as the Headquarters, Department of the Army (HQDA) lead agent for the DPAA Program when there is a disaster anywhere in the world that affects Army military and Civilian personnel and their Family members.

d. Establish an Army information hotline for supporting DPA; coordinate the widest dissemination of hotline information.

e. Coordinate with the Defense Manpower Data Center to provide and obtain personnel data for populating and updating ADPAAS. Provide a centralized database that captures all required personnel categories and synchronizes the necessary actions to affect real-time DPA reporting.

f. Ensure that the ADPAAS system incorporates and fully supports evacuation operations in accordance with AR 525–94 and the HQDA mass casualty response plan in accordance with AR 525–27.

g. Provide biennial reports to the DA Inspector General; monitor and assist commands' compliance by performing the following tasks:

- (1) Supervise the DPA team in the DCS, G-1 PCC.
- (2) Advise and assist ACOMs in developing and implementing DPA.
- (3) Coordinate with the DCS, G-3/5/7 to publish a message to initiate DPA reporting using ADPAAS after an authorized disaster declaration.
- (4) After a disaster, monitor and consolidate ADPAAS reports from affected organizations and route them through senior Army leadership as appropriate.
- (5) Implement and maintain the ADPAAS website to support Army wide compliance with DoDI 3001.02.
- (6) Develop an ADPAAS user guide.
  - h. Through the Commanding General (CG), U.S. Army Human Resources Command—
    - (1) Provide support to all ADPAAS users with accountability and Family assistance through a 1-800 Army Information Line (1-800-833-6622). To ensure maximum accountability effort without cost to participating personnel, include a Teletypewriter (TTY)/Telecommunication Device for the Deaf (TDD) line for hearing impaired employees, located on Military One Source's website at <https://www.military-onesource.mil/>.
    - (2) Ensure the Casualty and Mortuary Affairs Operations Division is prepared for increased casualty reporting and assistance as needed.
    - (3) Coordinate with the Army Benefits Center-Civilian for Civilian casualty reporting follow-up and processing of any appropriate entitlements or benefits.

#### **1-11. Chief, National Guard Bureau**

The CNGB or their designee will—

- a. Appoint Family Programs ADPAAS CMs in every state and territory to provide assistance and support to ARNG Soldiers, DA Civilians, and Family members who submit a needs assessment.
- b. Work closely with U.S. Army Materiel Command (AMC)/U.S. Army Installation Management Command (IMCOM) lead for the ADPAAS Needs Assessment Module to monitor the status of any assessment cases assigned to ARNG CMs.
- c. Ensure ARNG CMs—
  - (1) Are trained by taking the ADPAAS CM computer based training (CBT) located on the ADPAAS website. All ADPAAS CMs are required to complete ADPAAS CBT refresher training every 12 months.
  - (2) Receive access to the ADPAAS Needs Assessment Module. DA Civilians and contractors may be appointed as an ADPAAS CM. Foreign nationals and local nationals will not be appointed as an ADPAAS CM.
  - (3) Are not performing COR duties.
  - (4) Initiate contact with the Soldier, DA Civilian, or Family member within 24 business hours of case assignment during a real-world event and 48 business hours during an exercise event.
  - (5) Make a minimum of three attempts to contact the Soldier, DA Civilian, or Family member. At least two of these attempts will be by telephone, including the initial attempt. After the third unsuccessful attempt for a real-world event, contact the sponsor's organization. For exercise events, the CM will resolve the case after the third unsuccessful attempt.
  - (6) Maintain confidentiality of the case in accordance with law and regulation.
  - (7) Keep real-world event cases open in ADPAAS until final resolution.
  - (8) Record all outreach attempts and case management in ADPAAS and component specific client tracking system.
- d. Appoint ADPAAS CORs in every state and territory to perform DPA on behalf of their commanders to support ARNG Soldiers, DA Civilians, and Family members who are affected by a DPA event. CORs will—
  - (1) Be trained by taking the ADPAAS COR CBT located on the ADPAAS website, scheduled or programmed virtual training, or attending the in-residence regional mobile training team (MTT) training. All ADPAAS CORs must complete ADPAAS COR training within 30 days of appointment, and refresher training every 12 months.
  - (2) Receive access to the ADPAAS PA Module. DA civilians and contractors may be appointed as an ADPAAS COR. Local and foreign nationals who have been issued a common access card (CAC) with a DoD identification (ID) number can be appointed as a COR.
  - (3) Not perform CM duties.

### **1–12. Chief of Army Reserve**

The CAR and CG, U.S. Army Reserve Command (USARC) or USARC designee will—

- a. Appoint Family Programs ADPAAS CMs to provide assistance and support to USAR Soldiers, DA Civilians, and Family members who submit a needs assessment. DA Civilians and contractors may be appointed as an ADPAAS CM.
- b. Work closely with the IMCOM lead for the ADPAAS Needs Assessment Module to monitor the status of any assessment cases assigned to USAR CMs.
- c. Ensure USAR CMs—
  - (1) Complete the ADPAAS CM CBT located on the ADPAAS website. All ADPAAS CMs must complete ADPAAS CM CBT refresher training every 12 months.
  - (2) Receive access to the ADPAAS Needs Assessment Module. DA Civilians and contractors may be appointed as an ADPAAS CM. Foreign nationals and local nationals will not be appointed as an ADPAAS CM.
  - (3) Are not performing COR duties.
  - (4) Initiate contact with the Soldier, DA Civilian, or Family member within 24 business hours of case assignment during a real-world event and 48 business hours during an exercise event.
  - (5) Make a minimum of three attempts to contact the Soldier, DA Civilian, or Family member. At least two of these attempts will be by telephone, including the initial attempt. After the third unsuccessful attempt during a real-world event, contact the sponsor's organization. For exercise events, the CM will resolve the case after the third unsuccessful attempt.
  - (6) Maintain confidentiality of the case in accordance with law and regulations.
  - (7) Keep real-world event cases open in ADPAAS until final resolution.
  - (8) Record all outreach attempts and case management in ADPAAS and component specific client tracking systems.
- d. Appoint ADPAAS CORs to perform DPA on behalf of their commanders to support USAR Soldiers, DA Civilians, and Family members who are affected by a DPA event. CORs will—
  - (1) Be trained by taking the ADPAAS COR CBT located on the ADPAAS website or by attending the scheduled or programmed virtual training or completing the in-residence regional MTT training. All ADPAAS CORs must complete ADPAAS COR training within 30 days of appointment, and refresher training every 12 months.
  - (2) Receive access to the ADPAAS PA Module. DA Civilians and contractors may be appointed as an ADPAAS COR. Local and foreign nationals who have been issued a CAC with a DoD ID can be appointed as a COR.
  - (3) Not perform CM duties.

### **1–13. Commanding General, U.S. Army Materiel Command**

The CG, AMC will—

- a. Provide oversight of the ADPAAS Needs Assessment Module through coordination with the ADPAPM.
- b. Establish procedures to assign and manage ADPAAS assessment cases that result from a disaster or an ordered evacuation. IMCOM will manage cases and ensure cases are assigned to the appropriate Army component Family Programs CM within 24 business hours of receipt.
- c. Provide guidance to senior commanders and garrisons which coordinate Family support efforts by activating an Emergency Family Assistance Center (EFAC) on or near the affected installation or disaster area in accordance with AR 608–1 and DA Pam 525–27.
- d. Conduct quarterly in-progress reviews with AMC directorates for feedback and recommendations on necessary enhancements to ADPAAS or the needs assessment process.
- e. Ensure ADPAAS CMs—
  - (1) Complete the ADPAAS CM CBT modules located on the ADPAAS website. All ADPAAS CMs must complete ADPAAS CM CBT refresher training every 12 months.
  - (2) Receive access to the ADPAAS Needs Assessment Module. DA Civilians and contractors may be appointed as an ADPAAS CM. Foreign nationals and local nationals will not be appointed as an ADPAAS CM.
  - (3) Are not performing COR duties.
  - (4) Initiate contact with the Soldier, DA Civilian, or Family member within 24 business hours of case assignment during a real-world event and 48 business hours during an exercise event.



(5) Make a minimum of three attempts to contact the Soldier, DA Civilian, or Family member. At least two of these attempts will be by telephone, including the initial attempt.

(6) Contact the sponsor's organization after the third unsuccessful attempt during a real-world event. For exercise events, CMs will resolve the case after the third unsuccessful attempt.

(7) Record all outreach attempts and case management in ADPAAS using the inherent case management tools.

(8) Maintain confidentiality of the case in accordance with laws and regulations.

(9) Keep real-world event cases open in ADPAAS until final resolution.

(10) Record all case management into ADPAAS, to include when an EFAC is activated.

f. Appoint ADPAAS CORs to perform DPA on behalf of their commanders to support USAR Soldiers, DA Civilians, and Family members who are affected by a DPA event. CORs will—

(1) Complete the ADPAAS COR training by taking the CBT located on the ADPAAS website or by attending the scheduled or programed virtual training or the in-residence regional MTT training. All ADPAAS CORs must complete ADPAAS COR training within 30 days of appointment, and refresher training every 12 months.

(2) Receive access to the ADPAAS PA Module. DA Civilians and contractors may be appointed as an ADPAAS CORs. Local and foreign nationals who have been issued a CAC with a DoD ID can be appointed as a COR.

(3) Not perform CM duties.

#### **1–14. Senior commanders**

ADPAAS is a commander's program in accordance with DoDI 3001.02. Senior commanders in affected areas will—

a. Appoint primary and alternate DPAPMs who must be in the minimum grade of E–5, or E–4 if in a promotable status, or civilian equivalent. Foreign nationals, local nationals, and contractors will not be appointed as ADPAAS DPAPMs. However, local and foreign nationals who have been issued a CAC with a DoD ID can be appointed as a DPAPM. The DPAPM will establish and maintain the ADPAAS Program on behalf of the commander.

b. Ensure all subordinate organizations perform DPA within ADPAAS upon notification via DA execution order (EXORD).

c. Collect DPA until 100 percent is achieved and continue to monitor disaster accountability in the event the disaster zone changes. Fully maximize the use of ADPAAS mobile application possible. After 48 hours from the start of DPA reporting, use unit mass accounting in ADPAAS to report unit DPA status, as applicable.

d. Coordinate with local authorities and agencies for accountability, recovery operations, and Family assistance.

e. Be prepared to issue evacuation orders via memorandum due to disasters affecting the safety and well-being of sponsors and their Family members within their area of responsibility. Evacuation orders will include a safe haven radius or address, a list of eligible personnel categories to evacuate, and a projected return date. Family members will travel on DD Form 1610 (Request and Authorization for TDY Travel of DoD Personnel). Prepare sponsors orders within the Defense Travel System. All evacuation orders will comply with the Joint Travel Regulations.

f. In ADPAAS assign dual status civilians to the unit where they spend the most time. If a dual status civilian is mobilized, use the mobilized UIC identified on their orders to manually update the civilian's UIC within their ADPAAS profile. At the completion of their active duty assignment, manually update their UIC to their previous organization.

#### **1–15. Commanders at all levels**

ADPAAS is a commander's program in accordance with DoDI 3001.02. Commanders at all levels will—

a. Establish procedures to ensure compliance with the requirements outlined in this regulation. Procedures must include scheduling of routine inspections through the organization's internal inspection program per AR 11–2, as outlined in appendix B.

b. Ensure the most expeditious accountability of personnel through procedures which include multiple and redundant means of communication in case of circumstances in which normal communication means are disrupted or nonexistent. Ensure that organizations use the emergency call-in toll-free numbers and TTY/TDD lines available for hearing impaired employees to allow maximum opportunity for accountability

without cost to participating personnel. These numbers are located on Military OneSource at <https://www.militaryonesource.mil>.

c. Conduct annual exercises consistent with the guidance contained in this chapter. Use after action reports (AARs) to document DPA and apply lessons learned after every ADPAAS event. DPA is a command inspector general inspection item.

d. Ensure all reportable casualties are reported in accordance with AR 638–8 and be prepared to implement the Army Mass Casualty Response Plan if appropriate.

e. Be prepared to support evacuation operations when directed by Army senior leadership/senior commander per paragraph 1–14e.

f. Appoint a primary and alternate COR to establish and maintain the commander's ADPAAS Program. All ADPAAS CORs must be in the minimum grade of E–5, or E–4 if in a promotable status, or civilian equivalent. Local and foreign nationals who have been issued a CAC with a DoD ID can be appointed as a COR. DPAPM and COR roles are mutually exclusive; no individual will be appointed to both DPAPM and COR roles. In addition, DPAPMs and CORs will not have access to the ADPAAS Needs Assessment Module or serve as CMs. Commanders will appoint all CORs via additional duty appointment memorandum or DA Form 7765 (Army Disaster Personnel Accountability and Assessment System, Command Officer Representative Access Request) with the commanders or designated representative signature and ensure all CORs complete COR training within 30 days of appointment.

g. Support all ADPAAS events upon notification to perform DPA via DA EXORD.

h. Continue DPA until 100 percent is achieved and monitor the disaster event in the event the disaster zone changes. Fully maximize the use of ADPAAS mobile application possible. After 48 hours from the start of DPA reporting, use unit mass accounting in ADPAAS to report unit status, as applicable.

i. Monitor the span of control and authority within ADPAAS for appointed CORs, such as tiers identifying hierarchy and permissions allowed. Tier 0 is established for the DCS, G–1 ADPAAS ADPAPM with full administration rights. Tier 1 is reserved for Secretariat levels, ACOMs, functional commands (FCs), Army service component commands (ASCCs), direct reporting units (DRUs), and combatant commands' G–1 CORs. All Tier 1 commands must maintain their command's ADPAAS COR points of contact list and ensure that at every command within their hierarchy appoints at least one primary and alternate COR. Tier 1 DPAPMs must review this list quarterly to ensure accuracy.

j. Ensure that senior commander-appointed DPAPMs (designated for Tier 1 and 2 organizations) and commander-appointed CORs at all levels (designated for Tier 3 and lower organizations)—

(1) Develop, administer, and manage the DPA plan for their organization through all phases of DPA. DPAPMs will not also act as CORs for their organizations.

(2) Request ADPAAS COR access using DA Form 7765 and ensure the COR completes training within 30 days of appointment. All CORs must maintain and provide proof of ADPAAS COR appointment via additional duty appointment and DA Form 7765 for command inspector general inspections of their ADPAAS programs.

(3) Ensure all CORs complete the ADPAAS COR CBT located on the ADPAAS website and receive necessary guidance to conduct DPA within 30 days of being appointed as an ADPAAS COR. All ADPAAS DPAPMs and CORs are required to complete ADPAAS COR CBT refresher training every 12 months. The ADPAAS COR CBT is located on the ADPAAS home page within the Support Training pane. All DPAPMs and CORs must maintain and provide proof of completion of the ADPAAS COR CBT, scheduled or programmed virtual training, or MTT training every 12 months for command inspector general inspections of their ADPAAS programs.

(4) Develop outreach plans to locate unaccounted for personnel, to include maintaining emergency alert contact rosters that include cellular telephone numbers, personal email addresses, and physical addresses to facilitate contact under emergency situations. The outreach plans will—

(a) Ensure all Army Total Force personnel (to include DA Civilians and non-appropriated fund employees) review, validate, and update their emergency contact information on a quarterly basis. Personnel who do not have access to a computer at work or home should complete quarterly reviews during duty time and receive the assistance as necessary to complete the task. Although not required, CONUS-based contractors supporting the Army may be manually entered into ADPAAS for accountability at the discretion of their commander or supervisor.

(b) Ensure that internal notification and accounting systems are compatible with updating status into ADPAAS when directed by a higher authority.

(5) Start DPA following a disaster by activating and staffing organization emergency phones, initiating outreach plans, and reporting issues and updates to the ADPAPM as needed. When directed by a higher authority or DA EXORD, implement ADPAAS reporting.

(6) Ensure DPA is part of the organization's command inspection program and conduct required inspections of subordinate tier programs annually, in accordance with AR 1–201.

k. Designate a COR who will—

(1) Be responsible for their UIC and managing all subordinate UICs levels and assist organization commanders and DPAPMs and other CORs through all phases of the DPA process.

(2) Support all administrative functions required by the DPAPM and the COR.

(3) Ensure all assigned personnel are trained and provided the necessary information and guidance to account for themselves and their Families following a natural or manmade disaster, to include self-accounting in ADPAAS and using the ADPAAS mobile app on their smart devices.

(4) Maintain emergency alert contact rosters that include cellular telephone numbers, personal email addresses, and physical addresses to facilitate contact under emergency situations. Ensure that internal notification and accounting systems are compatible with updating status in to the ADPAAS when directed by DA EXORD.

(5) Initiate DPA following a natural or manmade disaster by activating or staffing organization emergency phones, initiating outreach plans, and reporting issues and updates to the DPAPM and COR as needed. When directed locally or by DA EXORD, implement ADPAAS reporting. Continue DPA until the organization achieves 100 percent and then monitor for any changes in the disaster-affected area.

(6) Maintain all DPA reports for past events and exercises for 2 years in accordance with command inspector general inspections of ADPAAS programs.

l. Ensure Army personnel and, where possible, Family members—

(1) Verify and update current Family member personal information, location, and emergency contact information on organization alert rosters and in ADPAAS within 30 days of arrival and a minimum of once every quarter. Personnel who do not have a computer at work or home may be provided access to a computer on duty time and the reasonable assistance necessary to complete this task. Supervisors will ensure that employees under their supervision perform this requirement in a timely manner. Accurate location information ensures affected personnel and their Family members are properly identified and can be contacted, especially those on TDY or leave within a disaster area. It will be the sole responsibility of the sponsor to ensure that their Family member information, if provided, is accurate within the ADPAAS.

(2) Upon receiving a directive to account for self and eligible Family members after a disaster, do so at the first practical opportunity. Personnel should attend to the immediate needs of their Family members and property before self-accounting. The priority is evacuate, get safe, then report your status. Sponsors must ensure all Family members are familiar with methods of self-accounting following a disaster.

(3) Communicate critical needs through their chain-of-command or, if available, the ADPAAS Needs Assessment Survey.

#### **1–16. Disaster Personnel Accountability program manager, command officer representative, and case manager duties and responsibilities**

a. Senior commanders appoint DPAPMs regardless of assigned component. Suggested ratio of DPAPM to assigned personnel is 1:150. DPAPMs are appointed by using DA Form 7765 and must complete training within 30 days of appointment. DPAPMs are appointed at the Tier 1 and Tier 2 levels. DPAPMs may be appointed at the Tier 3 level with an approved waiver from the Tier 0 level. Waivers will be restricted and granted on a case by case basis. Commands must ensure adequate Tier 1 and Tier 2 DPAPMs have been assigned before Tier 3 CORs are assigned as DPAPMs. As such, Tier 3 CORs assigned as DPAPMs will be required to maintain ADPAAS records and be subject to inspector general or command inspections. Tier 1 level DPAPMs operate at the headquarters for ACOMs, ASCC, FC, DRUs, combatant commands, and Army Staff agencies. To comply with the command inspector general inspections for ADPAAS, all DPAPMs must maintain and provide proof of ADPAAS COR appointment via DA Form 7765 and a copy of their ADPAAS COR CBT, virtual training, or MTT training certificates required every 12 months. DPAPMs must maintain their commands' ADPAAS COR points of contact list and ensure their subordinate commands within their hierarchy appoint and train at least one primary and alternate COR. DPAPMs will review this contact list quarterly to ensure accuracy. DPAPMs will maintain all DPA reports for past events and exercises for 2 years in preparation for command inspector general inspections. DPAPMs will conduct internal inspections of their DPAA programs on an annual basis by using

the internal control evaluation to ensure compliance with DoDI 3001.02. DPAPMs are responsible to account for sponsors and their Family members during DPA and exercise events on behalf of their commanders.

b. Commanders appoint CORs regardless of assigned component. Suggested ratio of COR to assigned personnel is 1:150. Commanders appoint CORs using DA Form 7765. CORs must complete training within 30 days of appointment. Within the ADPAAS system, CORs are appointed at the Tier 3 and lower levels. Tier 3 and lower level CORs operate at the brigade and below. The lowest level COR is at the Company commander level. To comply with the command inspector general inspections for ADPAAS, all DPAPMs must maintain and provide proof of an ADPAAS COR appointment memorandum, DA Form 7765, and their ADPAAS COR CBT, virtual training, or MTT training certificates required every 12 months. CORs must maintain their commands ADPAAS COR points of contact list and ensure all commands within their hierarchy assign and train least one primary and alternate COR. CORs will review this contact list to ensure accuracy. CORs will maintain all DPA reports for past events and exercises for 2 years in preparation for command inspector general inspections of their ADPAAS program. CORs will conduct internal inspection of their DPAA programs on an annual basis by using the internal control evaluation to ensure compliance with DoDI 3001.02. CORs are responsible to account for sponsors and their Family members during DPA and exercise events on behalf of their commanders.

c. Appointed Family Programs ADPAAS CMs will provide assistance and support to USAR Soldiers, ARNG Soldiers, Regular Army Soldiers, DA Civilians, and Family members who submit a needs assessment. DA Civilians and contractors may be appointed as an ADPAAS CM. All USAR, ARNG, and Regular Army CMs will work closely with the IMCOM lead to monitor the ADPAAS Needs Assessment Module and the status of any assigned assessment cases.

d. Ensure USAR, ARNG, and Regular Army CMs—

(1) Complete ADPAAS CM CBT located on the ADPAAS website. All ADPAAS CMs are required to complete ADPAAS CM CBT refresher training every 12 months.

(2) Receive access to the ADPAAS Needs Assessment Module. DA Civilians and contractors may be appointed as an ADPAAS CM. Foreign nationals and local nationals will not be appointed as an ADPAAS CM.

(3) Are not performing COR duties.

(4) Initiate contact with the Soldier, DA Civilian, or Family member within 24 business hours of case assignment during a real-world event and 48 business hours during an exercise event.

(5) Make a minimum of three attempts to contact the Soldier, DA Civilian, or Family member. At least two of these attempts will be by telephone, including the initial attempt. After the third unsuccessful attempt, contact the sponsor's organization for a real-world event. For exercise events, CMs will resolve the case after the third unsuccessful outreach attempt.

(6) Maintain confidentiality of the case in accordance with laws and regulations.

(7) Keep real-world event cases open in ADPAAS until final resolution.

(8) Record all outreach attempts and case management in ADPAAS and component specific client tracking system.

## **Chapter 2**

### **Army Disaster Personnel Accountability and Assessment System**

#### **2-1. Army Disaster Personnel Accountability and Assessment System**

ADPAAS is the Army's official tool for reporting the accountability status of Soldiers, Family members, DA Civilians, and overseas defense contractors following a disaster event. ADPAAS was designed to meet the policy requirements outlined in DoDI 3001.02. It is an internet-based application for reporting, gathering, and processing real-time personnel information during times of emergency. ADPAAS has two modules (accountability and assessment) which are managed separately. Individuals with access to the accountability module will not have access to the assessment module and vice versa. ADPAAS offers a standardized method for the Army to account for, assess, manage, and monitor the recovery process for DA personnel and their Families affected, displaced, or evacuated by large-scale crises. This system provides affected DA personnel with world wide web accessibility to report their location and status, to request information and assistance, and to view useful reference information. The ADPAAS website is CAC-enabled and login and password enabled. The ADPAAS website is located at <https://ad-paas.army.mil>. The ADPAAS website can also be accessed via smart device using username and

password of sponsor. ADPAAS can also be accessed through the mobile application or home computer for accountability.

## **2-2. Process-declaration authority**

a. Commanders at all levels must account for their personnel after every disaster. Commanders must have a process to conduct such accountability, with or without a directive from higher headquarters. If DoD or the Army does not direct DPA reporting, commanders may request a local event be opened in ADPAAS as an option to facilitate their internal accounting. Higher headquarters Tier I commanders or their designated DPAPMs may direct additional instructions and coordination actions for requesting local event or training exercises throughout their commands. To request a local event or training exercise, commanders or their designated representatives will email a completed DA Form 7766 to the G-1 Personnel Contingency Center at [usarmy.pentagon.hqda.mbx.adpaas@army.mil](mailto:usarmy.pentagon.hqda.mbx.adpaas@army.mil) and follow up with a phone call to (703) 697-4246 to reach the DCS, G-1 PCC during duty hours or the duty officer on call after duty hours.

b. For an Army-level reporting event, the Secretary of the Army or designated representatives, the DCS, G-1, and the DCS, G-3/5/7, are the declaration authorities. ADPAAS is the official system of record for DPA reporting and will be directed for Army-level reporting via DA EXORD.

c. The threshold criterion for declaring an Army-level accountability reporting event is determined by the knowledge of the current situation (for example, proximity to military installations, potential for loss of life, level of evacuation, or extent of damage to Army equities) and is used as a guide in determining whether or not to conduct Army-level DPA reporting using ADPAAS.

d. DPA reporting within ADPAAS is not performed pre-disaster, with the exception of evacuations ordered by Army senior commanders or competent Army civilian authority. Organizations perform DPA reporting within ADPAAS after the declaration of a disaster. After the disaster has occurred, DPAPMs, CORs, and sponsors will login to ADPAAS and self-account for themselves and their Family members. DPA reporting is allowed in command channels, but must be reported in the ADPAAS system.

## **2-3. Execution**

a. After every disaster, commanders will initiate internal DPA plans. The DCS, G-1, in coordination with the DCS, G-3/5/7, will recommend to the Secretary of the Army whether or not to declare an Army-level ADPAAS DPA reporting event.

b. Organizations will use the following standards for determining accountability status. In cases whatever DPA method is used, the individual's status must be entered into ADPAAS. Army personnel are considered accounted for when any of the following occur:

- (1) The individual is physically present.
- (2) The individual self-accounts in ADPAAS.
- (3) The individual calls a centralized contact center established by the Army or their chain-of-command.
- (4) If the individual is in an official status of unauthorized absence, desertion, deceased, or missing, the organization has the responsibility to officially verify and annotate their status in ADPAAS. Detailed instructions on this process are identified in the ADPAAS user guide. The DPAPM or COR must be prepared to show documentation confirming the official status.
- (5) The individual is identified as a casualty and reported to the local Casualty Assistance Center who will account for, report, and document all casualties. Casualty reporting procedures are outlined in AR 638-8. If COR selects deceased in the Accounting module, the ADPAAS system will display a notice to contact the DCS, G-1 PCC for immediate assistance. CORs will follow this notice to ensure that DCS, G-1 PCC can confirm next of kin is complete, then the DCS, G-1 PCC will remove sponsor from ADPAAS rolls at the end of the event.
- (6) Family members are considered accounted for when they use one of the above accounting methods or their sponsor verifies that their Family members are accounted for.

c. DPA will continue until the organization achieves 100 percent accountability, and organizations will continue to monitor in the event that the disaster zone changes. DPA reporting will terminate once the declaring authority has ordered cessation of DPA reporting.

## **2-4. Event reporting**

a. Based on situational awareness at the HQDA level, the DCS, G-1 will establish an ADPAAS event for any disaster event confirmed by the Office of the DCS, G-3/5/7 and Office of the DCS, G-1 Operations Branch and any commander requesting an event creation on a properly filled out DA Form 7766. When the event is created, DCS, G-1 will notify affected ACOMs, ASCCs, DRUs, or Strategic Mission Command (SMC) of the event title and validate the need for the event. If the affected ASCCs, ACOMs, FC, DRUs, or SMC do not concur with event reporting, they must notify the DCS, G-1 to remove the ADPAAS event. Once the ADPAAS event begins, DPA reporting is mandatory for the following types of events within their area of operation, unless the ACOM, FC, ASCC, DRU, or SMC receives written DCS, G-1 approval to terminate ADPAAS DPA reporting. The ADPAAS reporting events are—

- (1) Category 1 or higher hurricane, cyclone, or typhoon.
- (2) Earthquake magnitude scale 7.0 or higher.
- (3) Tornado at enhanced Fujita scale 2 or higher.
- (4) Tsunami following a Pacific region earthquake greater than 7.0M magnitude.
- (5) Large-scale flooding or mudslides.
- (6) Large-scale wildfire or explosions.
- (7) Large-scale hazardous materials spill or release.
- (8) Pandemic or epidemic disease outbreak.
- (9) Nuclear reactor or nuclear weapon accident or incident.
- (10) Active shooter events.
- (11) Evacuation operation declared by the Department of State, combatant command, or other authority.

b. DCS, G-1 will establish the ADPAAS event based on notification of the occurrence of one of the above events. Organizations will execute ADPAAS DPA reporting until they achieve 100 percent accountability and will continue to monitor the event in case that the disaster area changes. The Army's goal is to reach 100 percent DPA within 72 hours from start of the ADPAAS event. All affected organizations will make every effort to reach this Army goal through self-assessment and organization mass reporting within ADPAAS.

c. HQDA will require ADPAAS reporting following contact from the U.S. Office of Personnel Management (OPM) regarding the assessment and potential establishment of an Emergency Leave Transfer Program (ELTP) subsequent to the President's issuance of an emergency declaration. To establish an ELTP, OPM must provide relevant data and a suspense date set. Data will include the number of employees located in the affected areas who are experiencing "severe adverse effects," their locations, and whether the agency believes an ELTP would be appropriate to respond to the employees' needs. No action is required until or unless OPM makes such a solicitation. OPM will provide the data to the HQDA, Assistant G-1 for Civilian Personnel, Labor and Employee Relations Division, for response to OPM within the timeframe designated.

## **2-5. Training event reporting**

ACOM, FC, ASCC, DRU, or SMC will request ADPAAS training events by submitting DA Form 7766 through their division G-1, through their ACOM, FC, ASCC, or DRU to DCS, G-1 two weeks (14 calendar days) prior to the start of the requested training event. Training requests will specify installations and associated organization ID codes (UICs) for the training audiences to include coordination between affected ACOM, FC, ASCC, DRU, and SMC as required. Execution of the training event will be via the Automated Message Handling System message from the requesting command. The requesting command will make every effort to reach the Army goal of 100 percent DPA within 72 hours from start of the ADPAAS training event through self-assessment and organization mass reporting within ADPAAS.

## **2-6. Communications Out reporting**

There are times when organizations will experience a loss of power and communications for an extended period of time, rendering ADPAAS reporting unachievable. Organizations will use the ADPAAS Recall Roster Report to start manual accountability. Recommend all organizations across every command print out a hardcopy of their organizations Recall Roster Report weekly in the event of a Communications Out (COMM OUT) situation. Organizations that experience a COMM OUT situation are still required to perform DPA reporting manually. Once power and communications are restored, the organizations will update their manual reporting into ADPAAS as soon as possible. Due to the severity of disasters, there are

times when organizations will be relieved of mission to focus on their families within the disaster zone. When this happens, the next higher headquarters will assume DPA reporting within ADPAAS on behalf of that organization. Once higher headquarters restores mission back to organizations within the disaster zone, then the DPA reporting in ADPAAS responsibility will switch back to that organization.

## **Chapter 3**

### **Phases of Operations**

#### **3–1. Pre-event planning phase**

The pre-event planning phase is used to plan and prepare for DPA. The commander is responsible for appointing DPAPMs and CORs. The command DPAPM trains CORs on DPA and use of ADPAAS. Contractors will not be appointed as DPAPMs or CORs. All DPAPMs and CORs will—

a. Establish, communicate, train, and rehearse DPA plans that use all available means of communication for notification and reporting, to include outreach plans to locate unaccounted for personnel. This includes at a minimum, an annual exercise of the DPA process using ADPAAS. ADPAAS exercises can be coordinated with the ADPAPM, pursuant to paragraph 2–5.

b. Ensure all assigned personnel are trained and provided the necessary information and guidance to self-account and assess following a disaster, to include reviewing, validating, and updating individual and Family member emergency contact information on organization alert rosters and in ADPAAS at least quarterly. Ensure all personnel are familiar with the ADPAAS login procedures so they can access their contact information and report their status. Ensure all personnel are familiar with the ADPAAS mobile application. Tier 1 DPAPMs will maintain their commands' ADPAAS COR points of contact list and ensure that at least a primary and alternate COR is appointed and trained at every level within their command's hierarchy.

c. Maintain emergency alert contact rosters that include cellular telephone numbers, personal email addresses, and physical addresses to facilitate contact under emergency situations. Ensure that internal notification and accounting systems are compatible with updating statuses in ADPAAS when directed.

d. Maintain ADPAAS data integrity by routinely validating system access, the command's UIC hierarchy, and personnel rosters to ensure the organization's reporting structure provides the correct visibility of personnel and organizations. Army personnel will have the opportunity to routinely update contact information and Family member data, especially for those on TDY or leave. Sponsors must ensure all Family members are familiar with methods of self-accounting following a disaster, to include filling out a needs assessment survey in ADPAAS.

e. The DPA process also includes needs assessment as part of the case management tracking process which determines the needs of affected personnel in the disaster zone. The DPA process is further defined in figure 3–1. The needs assessment process is further explained in figure 3–2.

f. DPA reporting will not be conducted in ADPAAS prior to a disaster event occurring. This is accomplished through daily muster reporting. The only exception is for an authorized or ordered evacuation from proper authority. These evacuated Army sponsors and Family members are authorized to be tracked in ADPAAS.

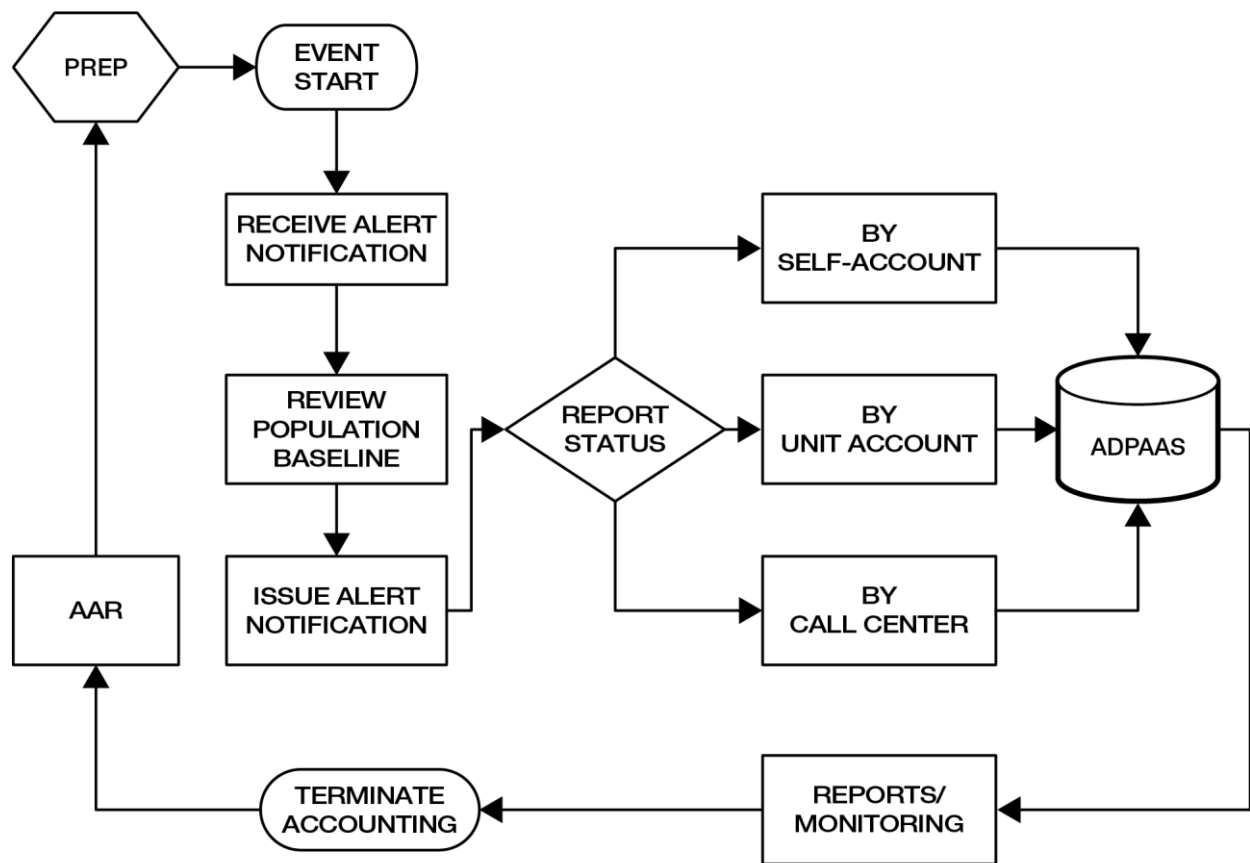


Figure 3–1. Army Disaster Personnel Accountability Process



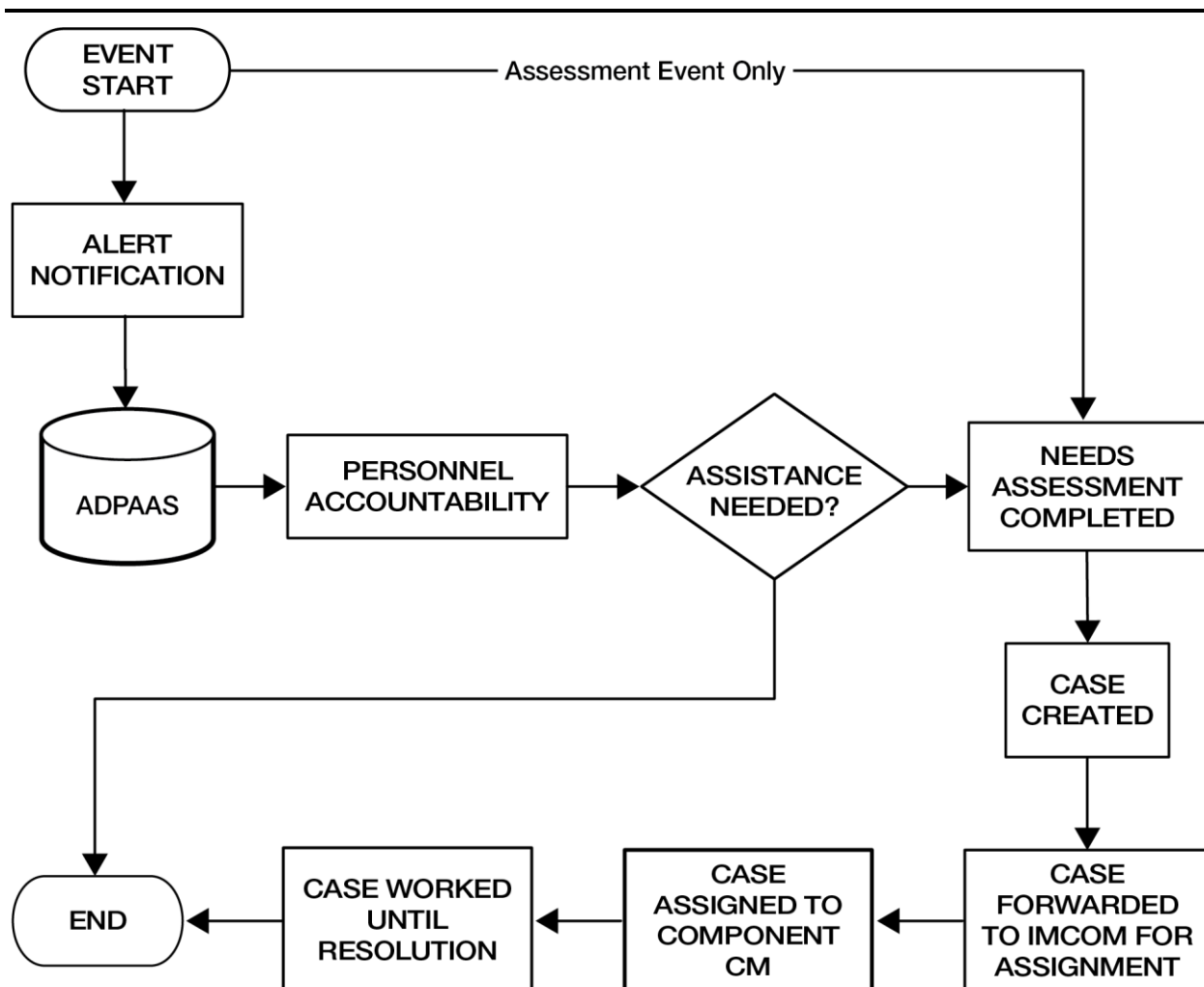


Figure 3–2. Army Disaster Personnel Assessment Process

### 3–2. Accounting phase

The accounting phase is used to conduct DPA and reporting.

a. After a disaster occurs and an alert notification or message has been received from higher headquarters directing DPA, DPAPMs and CORs will initiate their local alert notification process and begin DPA and outreach plans. DPAPMs and CORs will execute DPA until 100 percent complete and then monitor DPA in the event the disaster zone changes. They will implement evacuation or mass casualty response plans, if required, and coordinate for Family assistance, if needed.

b. If directed by the Chairman of the Joint Chiefs of Staff or Army senior leadership, the DCS, G–1, in coordination with the DCS, G–3/5/7, will notify commands via DA EXORD to initiate Army-level DPA reporting using ADPAAS.

c. The ADPAPM will establish an ADPAAS event in accordance with the process in paragraph 2–3 and coordinate release of a DA EXORD to affected commands to initiate DPA reporting through ADPAAS. Commands can also request an internal ADPAAS event to meet their DPA needs by submitting DA Form 7766 through their ACOM, FC, ASCC, or DRU G–1 to the ADPAPM for immediate processing.

d. Command DPAPMs and CORs will review the affected baseline population in ADPAAS and begin DPA.

e. Army personnel and their Family members will self-account using methods outlined in paragraph 1–15 and update contact information in ADPAAS if evacuated or displaced. Family members may submit DA Form 7767 (Army Disaster Personnel Accountability and Assessment System, Needs Assessment

Survey) through the ADPAAS assessment module. IMCOM will review these surveys, assign CMs, and monitor needs resolutions.

*f.* If Army personnel and their Family members are displaced or evacuated, they must update their displaced address within their ADPAAS profiles. An accurate displaced address and contact information is critical to ensure that the organization DPAPM, COR, and CM can reach the sponsor and their Family members in a timely manner.

### **3–3. Recovery and reconstitution phase**

The recovery and reconstitution phase begins when the accountability event is declared over.

*a.* Command DPAPMs or CORs will facilitate the tracking and return of displaced personnel and process evacuation entitlement requests. CMs will monitor needs assessment surveys and continue to provide assistance to Family members.

*b.* If ADPAAS was used, the ADPAPM will terminate the accountability event in ADPAAS.

*c.* Sponsors and Family members will make necessary updates to personal contact information in ADPAAS and update any existing needs assessment surveys if required.

*d.* Completion of the AAR process and archiving of DPA records is mandatory for ACOMs, ASCCs, and DRUs, as an inspector general inspection item. Organization DPAPMs and CORs are highly encouraged to archive AAR and situational reports to their electronic file plan to preserve their data for future inspector general inspections.

## **Appendix A**

### **References**

#### **Section I**

##### **Required Publications**

Unless otherwise stated, Department of the Army publications are available on the Army Publishing Directorate website at <https://armypubs.army.mil/>.

##### **AR 1–201**

Army Inspection Policy (Cited in para 1–9.)

##### **AR 20–1**

Inspector General Activities and Procedures (Cited in para 1–9.)

##### **AR 525–27**

Army Emergency Management Program (Cited in para 1–10*f*.)

##### **AR 525–94**

Evacuation of U.S. Citizens and Designated Aliens from Threatened Areas (Cited in para 1–10*f*.)

##### **AR 638–8**

Army Casualty Program (Cited in para 1–15*d*.)

##### **CJCSM 3150.13C**

Joint Reporting Structure - Personnel Manual (Available at <https://www.jcs.mil/>.) (Cited in title page.)

##### **DoDI 3001.02**

Personnel Accountability in Conjunction with Natural or Manmade Disasters (Available at <https://www.esd.whs.mil/dd/>.) (Cited in title page.)

##### **Joint Travel Regulations**

(Available at <https://www.travel.dod.mil/>.) (Cited in title page.)

#### **Section II**

##### **Prescribed Forms**

Unless otherwise stated, Department of the Army forms are available on the Army Publishing Directorate website at <https://armypubs.army.mil/>.

##### **DA Form 7765**

Army Disaster Personnel Accountability and Assessment System, Command Officer Representative Access Request (Prescribed in para 1–15*f*.)

##### **DA Form 7766**

Army Disaster Personnel Accountability and Assessment System, Event Request (Prescribed in para 1–7*d*.)

##### **DA Form 7767**

Army Disaster Personnel Accountability and Assessment System, Needs Assessment Survey (Prescribed in para 3–2*e*.)

##### **DA Poster 761**

Army Disaster Personnel Accountability and Assessment (Available through normal supply channels.) (Prescribed in para 1–7*a*.)

## Appendix B

### Internal Control Evaluation

#### B–1. Function

The function covered by this evaluation is ADPAAS.

#### B–2. Purpose

The purpose of this evaluation is to assist commanders, supervisors, organizations, battalion, brigade S–1s, DPAPMs, and CORs in evaluating the key internal controls listed and compliance with DoDI 3001.02 and this regulation. It is intended as a guide and does not cover all controls. Internal control evaluation of CMs is performed separately by AMC/IMCOM under the EFAC program.

#### B–3. Instructions

Answers must be based on the actual testing of key internal controls (for example, document analysis, direct observation, sampling, simulation, or other controls). Answers that indicate deficiencies must be explained and the corrective action identified in supporting documentation. These internal controls must be evaluated at least once every year. Certification that the evaluation has been conducted must be accomplished on DA Form 11–2 (Internal Control Evaluation Certification).

#### B–4. Test questions

a. Have DPAPMs and CORs been appointed at each appropriate tier level and trained as the subject matter expert on DPA?

- (1) Are appointment memorandums or DA Form 7765 on file?
- (2) Is the DPAPM or COR familiar with the DPA and ADPAAS policy and guidance contained in this regulation, DoDI 3001.02, and CJCSM 3150.13C?
- (3) Do the DPAPM and COR have login access to ADPAAS at <https://adpaas.army.mil>?
- (4) Have the DPAPM and COR completed ADPAAS training via the ADPAAS COR CBT, located on the ADPAAS website, and filed their certificates of completion in their ADPAAS files? Is their training certificate current (refreshed every 12 months)?

b. Does the command have a disaster accountability plan which establishes procedures to provide for the most expeditious accountability of personnel in all required personnel categories?

- (1) Do procedures include multiple and redundant means of communication in case of circumstances in which normal communication methods are disrupted or nonexistent?
- (2) Are toll-free emergency call-in numbers established to allow maximum opportunity for accountability without cost to personnel? Ensure that organizations use the emergency call-in toll-free numbers and TTY/TDD lines available for hearing impaired employees to allow maximum opportunity for accountability without cost to personnel. These numbers are located on Military OneSource at <https://www.military-onesource.mil>.
- (3) Do procedures include outreach plans to locate personnel (to include maintaining alert contact rosters) that include cellular telephone numbers, personal email addresses, and physical addresses to facilitate contact under emergency situations? Use of the ADPAAS Recall Roster Report can meet this requirement if desired, but must be printed on hardcopy.
- (4) Do procedures provide command-wide guidance for routine review and validation of Family members and current contact information for all personnel, to include review of ADPAAS contact information?
- (5) Do procedures provide guidance on implementing Mass Casualty Response Plan, to include accounting for casualties in accordance with AR 638–8?
- (6) Do procedures incorporate supporting a commander's evacuation order or memorandum in conjunction with a DPA, to include tracking evacuated personnel from evacuation through return to permanent duty station or reassignment to new permanent duty station?
- (7) Are all personnel provided the necessary ADPAAS training, information, and guidance required to self-account upon the occurrence of a natural or manmade disaster? Has 100 percent of assigned personnel been trained on the use of ADPAAS and its mobile application?

c. Do all managers, supervisors, and employees understand and emphasize the urgency in accomplishing their roles and responsibilities in the event of a natural or manmade disaster?

- (1) Have any manmade or natural disasters occurred since the last inspection that required DPA?

(2) Was ADPAAS reporting directed or used locally for any of these events? If so, was the baseline population obtained from ADPAAS and was it validated and were reports monitored to ensure 100 percent DPA was accomplished?

d. Does the organization conduct annual DPA exercises, to include requesting ADPAAS exercises?

#### **B-5. Supersession**

This evaluation replaces the evaluation previously published in AR 600-86, dated 23 November 2020.

#### **B-6. Comments**

Help make this a better tool for evaluating internal controls. Submit comments to the DCS, G-1 (DAPE-ZXS-PC) via email to [usarmy.pentagon.hqda.mbx.adpaas@army.mil](mailto:usarmy.pentagon.hqda.mbx.adpaas@army.mil).

## **Glossary of Terms**

### **Accountability module**

The ADPAAS module that provides functions for collecting and reporting DPA.

### **Accounted for**

When a sponsor or Family member accounts for themselves in ADPAAS or through their organization COR, they are considered accounted for the purposes of DPA reporting.

### **Affected area**

The disaster area. In ADPAAS, this area can be identified by country, state, county, ZIP code, UIC, or a combination of these identifiers.

### **Affected personnel**

Army-affiliated personnel and their dependent Family members that live, work, or are temporarily located within the geographic area of coverage at the time of the event.

### **Army Disaster Personnel Accountability and Assessment System**

The Army's total force accountability tool to report DPA of affected personnel within an established disaster zone during natural or manmade disasters.

### **Army Disaster Personnel Accountability program manager**

Individual appointed by the DCS, G-1 to manage ADPAAS as program manager, supporting commanders at all levels, and their supporting staff in support of exercise and real-world disaster events.

### **Army-affiliated personnel**

Individuals who are members of groups associated with the Army. These groups include military Servicemembers (Regular Army, Guard, and Selected Reserve), DA Civilian employees paid from appropriated or non-appropriated funds, Army-funded contractors, and dependent Family members of Army-affiliated personnel. This definition does not include the Individual Ready Reserve or Army retirees and annuitants.

### **Assessment module**

The ADPAAS module that provides functions for obtaining a needs survey and managing emergency Family assistance cases.

### **Baseline**

The by-name listing of those Army personnel and Family members identified as living or working in the affected area at the onset of an event. It is based on data provided by ADPAAS using the Personnel Accountability Reporting System data.

### **Case manager**

Appointed Family Programs staff who provide case management to affected Army Families during or following a natural or manmade disaster using the ADPAAS assessment module.

### **Command officer representative**

Individual appointed by the commander to perform DPA in ADPAAS. These individuals perform these duties at the Tier 3 and lower levels.

### **Department of Defense-affiliated personnel**

Individuals who are members of groups associated with DoD. These groups include Military Servicemembers (active duty, Guard, and Selected Reserve), DoD Civilian employees paid from appropriated or non-appropriated funds, DoD-funded contractors, and dependent Family members of DoD-affiliated personnel. This definition does not include the Individual Ready Reserve or DoD retirees and annuitants.

### **Disaster**

A natural or manmade disaster, evacuation operation, emergency, or other designated event that affects personnel within a specified geographic area. Disaster areas are not constrained by organizations or areas of operations.

### **Disaster Personnel Accountability program manager**

Individuals appointed by the commander to manage the DPA of all Army-affiliated personnel assigned. These individuals perform these duties at the Tier 1 and Tier 2 levels.

**Family members**

Family members of Regular Army and Selected Reserve Soldiers who are ID card holders and those dependent members who are reflected in DEERS but do not hold an ID card (for example, children under 10 years of age). For ADPAAS reporting purposes only, Family members of Army Civilian employees or OCONUS Army contractors are defined as those who reside at the same address as the employee or dependent children within the affected area (for example, a college student not residing at home). Membership in a Family does not require being legally married and includes parents, siblings, adult children, and others residing at the employee's physical address.

*Note.* DA Civilians provision of Family member information is optional; however, provision of such information may be a prerequisite to OCONUS assignment.

**Foreign national**

Any person other than a United States citizen, United States permanent or temporary legal resident alien, or person in United States custody.

**Geographic area of coverage**

An area established by an authorized declaration authority, in conjunction with the Federal Emergency Management Agency; Department of State; and DCS, G-1 PCC, in which Army-affiliated DPA will be accomplished using ADPAAS upon the occurrence of a natural or manmade disaster. The geographic area of coverage is known as the affected area or disaster zone.

**Hierarchy**

The reporting UIC structure of an organization within its command in ADPAAS.

**Local national**

An individual who is a permanent resident of the nation in which the United States is conducting operations.

**Needs assessment survey**

A self-assessment questionnaire for determining and addressing the needs of affected personnel. The assessment covers 19 areas (medical, missing Family locator, transportation to onward destination, local transportation, temporary housing, permanent housing, personal property, financial assistance, pay and benefits, DA Civilian employees, Family employment, child care, school, legal services, chaplain, counseling, mortuary assistance, funeral arrangements, and casualty/death benefits assistance) and allows the respondent to self-report severity of each identified need. The survey can be submitted online through ADPAAS or faxed in hardcopy to the designated contact center.

**Outreach**

A plan executed to contact and account for any remaining unreported personnel.

**Personnel Accountability and Assessment System**

The generic name for the web-based, user-friendly system designed by the Navy's Naval Information Warfare Center-Pacific and used by components of DoD and other Services to determine accountability, conduct Needs Assessments Surveys, and provide Family assistance where needed.

**Personnel Accountability Reporting System**

A DoD database-driven, web application developed and maintained by the Defense Manpower Data Center in accordance with DoDI 3001.02 to be the central repository for personnel information used by all DoD components when accomplishing DPA. Personnel Accountability Reporting System personnel data, derived from the Integrated Personnel and Pay System-Army database, DEERS, and the Defense Civilian Personnel Data System, provides the baseline population for ADPAAS and in turn, collects data updates from ADPAAS.

**Sponsor**

Military personnel, DA Civilians, non-appropriated fund employees, and eligible contractors affiliated with the DA.

**Tier**

The level of organization in a reporting UIC hierarchy. For the purposes of DPA, Tier 1 organizations are identified as those organizations reporting directly to HQDA (Tier 0). Tier 1 organizations are the higher headquarters of ACOMs, ASCC, DRUs, combatant commands, and Army Staff directorates. Tier 1 organizations are usually at the higher headquarters level. Continuing in succession, Tier 2 organizations report

to their parent organization (identified as a Tier 1). Tier 2 organizations are usually at the division level; Tier 3 reports to its Tier 2 parent organization; Tier 4 to its Tier 3 parent organization; and so on. In ADPAAS, organizations are identified by UIC in accordance with AR 220–1.



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