

## What is AFPAAS?

AFPAAS is the Air Force Personnel Accountability and Assessment System. It is a website designed to help Air Force personnel and their families directly affected by natural and man-made disasters.

- Update Current Accounting Status
- Update Contact/Location Information ("My Info" tab)
- Add/Remove Family Members
- Update Family Members Contact/Location Information

## Why is AFPAAS needed?

- AFPAAS provides a tool to report your status, current location, update emergency contact information and request assistance.
- AFPAAS helps the Air Force leadership to account for personnel and to make decisions that support you and your family.

## Additional Resources

- **Home Page** for timely, changing information
- **Reference Library** (phone number, websites, instructions, policies, etc.) provided for employees to have access to resources



AFPAAS Home Page and Reference Library

## Who can use AFPAAS?

AFPAAS is available to all Air Force affiliated personnel and their family members. This includes Active Duty, Select Reserve, DAF and NAF Civilians, AF Contractors (OCONUS), and their family members, including personnel on temporary duty status, on leave or on a pass in the affected area.

## Where is AFPAAS on the Internet?

<https://afpaas.af.mil/>

## What if I do not have access to the Internet?

If you are displaced from your home or office, or do not have access to a computer, you can contact someone with Internet access and ask them to use AFPAAS on your behalf. You can also access AFPAAS from any computer available to you. Alternatively, you can request assistance from local authorities and relief agencies. If you don't have Internet access, call your command representative or one of the telephone numbers below:

**Air Force Personnel Readiness Cell**  
**1-800-435-9941**

or  
**1 (210) 565-2020/DSN 665-2020**

**AFPAAS Help Desk**  
**1-866-946-9183**

or  
**1 (619) 553-8167/DSN 553-8167**



U.S. AIR FORCE



# Air Force Personnel Accountability and Assessment System



## Supporting Airmen & Families During a Disaster



<https://afpaas.af.mil/>

## How does AFPAAS Work?

AFPAAS allows you and your family members to submit vital accountability information into a secure website using a computer. Simply complete the following eight basic steps:

### Step 1: Logon to AFPAAS

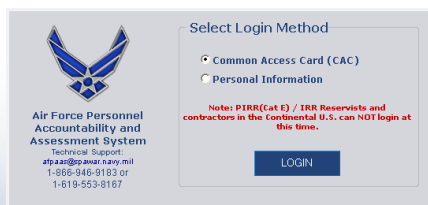
<https://afpaas.af.mil/>

### Step 2. Click the “Airmen/Civilians” Click Here button.



AFPAAS Start Page

### Step 3. Select Login Method



AFPAAS Start Page and Logon Window

### ★ Login with the sponsor's SSN and DOB

Our records currently indicate that you are not affected by any active event. Therefore, the Assessment Survey is disabled. Please select the “My Info” tab and verify and update your information.

If you believe you have been affected by an event, please contact the Air Force Personnel Readiness Cell (PRC): 1-800-435-9941

**Note:** If the window above appears, AFPAAS data indicates that you are not affected by the disaster; therefore, an assessment survey is not required.

### Step 4. Verify and update your information

The screenshot shows the 'Step 1: Verify and Update Home Information' and 'Account for Event' sections. The 'Home Information' section has fields for 'Display Name' (Last, First, Middle, Suffix), 'Street 1', 'Street 2', and 'City'. The 'Account for Event' section has a dropdown for 'Event' (PGC EX1), a dropdown for 'Sponsor' (SPONSOR, JOHN D), and a dropdown for 'Dependents' (SPONSOR, SPOUSE). There are 'OK' and 'Cancel' buttons at the bottom.

Access to Event Pop-up Window

### Step 5. Review the survey introduction

The screenshot shows the 'About This Survey' section. It contains a list of five questions: 1. Who is eligible for Air Force 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? There is a 'Continue to Survey >>' button at the bottom.

Survey Introduction FAQ Page

### Step 6. Complete the assessment survey

The screenshot shows the 'Step 2 of 3: Test Needs Assessment Survey for Doe, John A' section. It contains a table with three columns: 'Not Affected', 'Not Sure', and 'Need Assistance'. The rows are: 'TRANSPORTATION TO ONWARD DESTINATION (Do you or your family need help getting to Safe Permanent Duty Station (PDS)?)', 'LOCAL TRANSPORTATION (Do you need transportation to meet personal/family needs?)', and 'TEMPORARY HOUSING (Do you need help with temporary housing?)'. There are checkboxes for 'Need urgent help finding temporary housing', 'Need help finding more adequate temporary housing', and 'Have adequate short-term temporary housing, but need help finding long-term temporary housing my home can be rebuilt or repaired'.

Assessment Page Samples

### Step 7. Review the confirmation window

The screenshot shows the 'Needs Assessment Summary for Training - Doe, John A' section. It contains a 'Survey Completed' message and a list of instructions: 1. Use the My Info tab to update your information. 2. Use the Home page for current and up-to-date information. 3. Visit the Reference Library for helpful links and documents. 4. You can print your Assessment Summary for your records. There is a 'Close' button at the bottom.

Confirmation Pop-up Window

### Step 8. Print, edit or view your entries

The screenshot shows the 'Needs Assessment Summary for Training - Doe, John A' section. It contains a 'Comments' pop-up window with the text 'We are still at the hotel. No van has arrived.' There are 'OK' and 'Cancel' buttons at the bottom of the pop-up. The main window has a 'Print for your records' button and a 'Comments' button.

Needs Assessment Survey & Comments Pop-up Page

★ **Note:** Please ensure that your entries are as accurate and complete as possible. You can use “Add Comments” at any time to update your status.

**Congratulations!** You have completed entering your accountability status.

• Please view the home page for useful news and learn how to update your information as your status changes.

• **REMEMBER:** Update your contact and location information regularly on the “My Info” tab.

