

## 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.

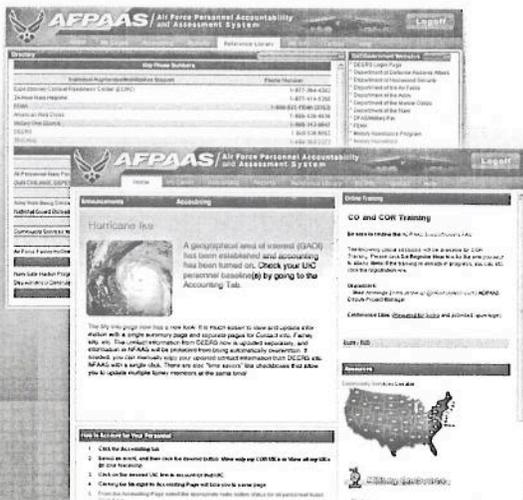
- Update Current Accounting Status
- Update Contact/Displaced (Safehaven) Location Information ("My Info" tab)
- Add/Remove Family Members
- Update Family Members contact/location information
- Add additional points of contact

## 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.) is 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, or on leave 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



# Air Force Personnel Accountability and Assessment System



## Supporting Airmen & Families During a Disaster



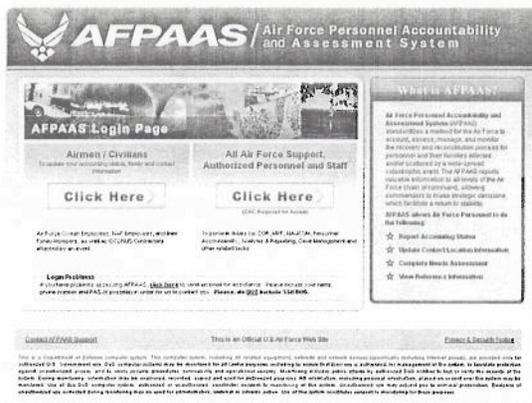
## How does AFPAAS Work?

AFPAAS allows Airmen and family members to submit vital accountability and needs information into a secure website using a computer. Simply follow the steps below.

### Step 1. Use this web address

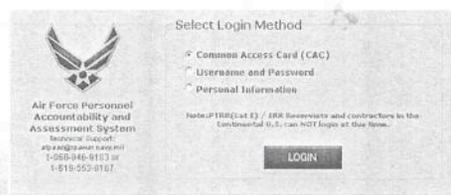
<https://afpaas.af.mil>

### Step 2. Choose the Airmen/Civilians' "Click Here" button



AFPAAS Start Page

### Step 3. Logon to AFPAAS



AFPAAS Start Page and Logon Window

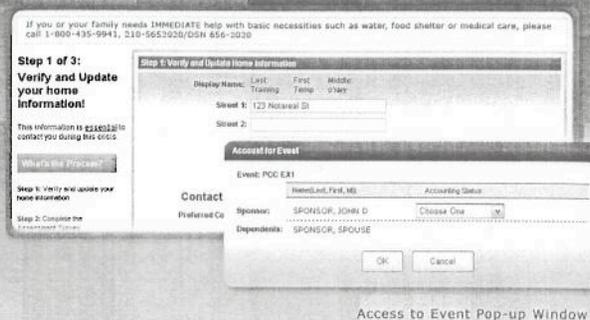
### ★ Logon with the sponsor's SSN and DOB

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 you see the window above, it means that AFPAAS data shows that you are not affected by the disaster, or that an assessment survey is not

## Step 4. Verify and update your information



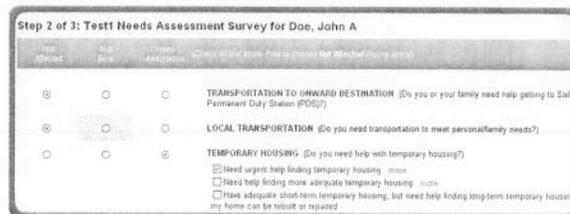
Access to Event Pop-up Window

## Step 5. Review the survey introduction



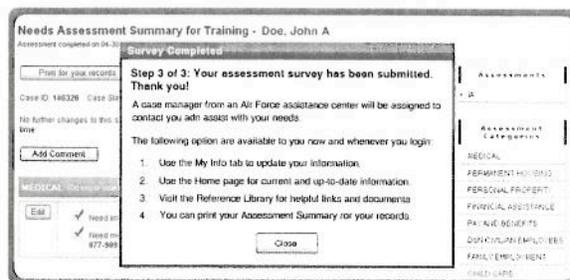
Survey Introduction FAQ Page

## Step 6. Complete the assessment survey

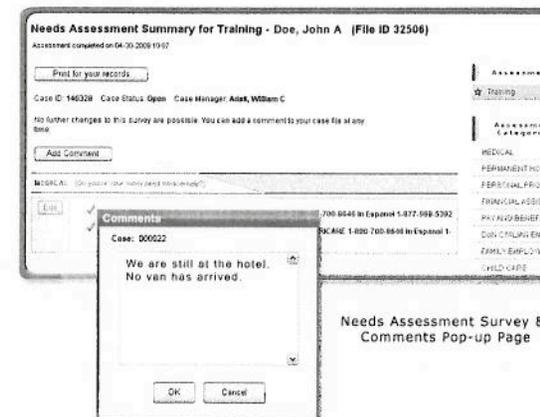


Assessment Page Samples

## Step 7. Review the confirmation window



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



Needs Assessment Survey & Comments Pop-up Page

★ **Note:** Please ensure that your entries are as accurate and complete as possible. You can "Add Comments" at any time to update your status and safehaven location. If you complete a Needs Assessment, an Airman & Family Readiness Center representative will contact you to begin assisting.

**Congratulations!** You have completed entering your accountability status and assessing your needs.

- Please view the home page for useful news and learn how to update your information as your status changes.
- **REMEMBER:** Update your contact information regularly on the "My Info" tab.

