

## 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

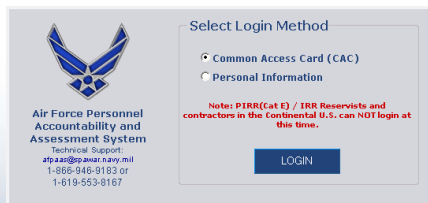
<https://afpaas.af.mil/>

## 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 your home information' window. It has a 'Display Name' field with 'Last: Training', 'First: Temp', and 'Middle: Gray'. Below this are 'Street 1' (123 Notareal St) and 'Street 2' fields. There is an 'Account for Event' section with 'Event: POC EX1' and 'Accounting Status' (Choose One). Below that are 'Sponsor' (SPONSOR, JOHN D) and 'Dependents' (SPONSOR, SPOUSE) fields. At the bottom are 'OK' and 'Cancel' buttons.

Access to Event Pop-up Window

## Step 5. Review the survey introduction

The screenshot shows the 'Step 2: Test Needs Assessment Survey for Doe, John A' window. It has a table with columns 'Not Affected', 'Not Sure', and 'Need Assistance'. The table contains three rows: 'TRANSPORTATION TO ONWARD DESTINATION', 'LOCAL TRANSPORTATION', and 'TEMPORARY HOUSING'. Below the table are 'Continue to Survey' and 'Cancel' buttons.

Survey Introduction FAQ Page

## Step 6. Complete the assessment survey

The screenshot shows the 'Step 2: Test Needs Assessment Survey for Doe, John A' window. It has a table with columns 'Not Affected', 'Not Sure', and 'Need Assistance'. The table contains three rows: 'TRANSPORTATION TO ONWARD DESTINATION', 'LOCAL TRANSPORTATION', and 'TEMPORARY HOUSING'. Below the table are 'Continue to Survey' and 'Cancel' buttons.

Assessment Page Samples

## Step 7. Review the confirmation window

The screenshot shows the 'Needs Assessment Summary for Training - Doe, John A' window. It has a 'Survey Completed' section with a 'Print for your records' button. Below this is a 'Case ID' (146328) and 'Case Status' (Open). There is an 'Add Comment' button. Below that is a 'Comments' section with a text area containing 'We are still at the hotel. No van has arrived.' At the bottom are 'OK' and 'Cancel' buttons.

Confirmation Pop-up Window

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

The screenshot shows the 'Needs Assessment Summary for Training - Doe, John A' window. It has a 'Print for your records' button. Below this is a 'Case ID' (146328) and 'Case Status' (Open). There is an 'Add Comment' button. Below that is a 'Comments' section with a text area containing 'We are still at the hotel. No van has arrived.' At the bottom are 'OK' and 'Cancel' buttons.

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.

