

Army Regulation 600–86

Personnel-General

**Army Disaster
Personnel
Accountability
and
Assessment
Program**

**Headquarters
Department of the Army
Washington, DC
28 February 2017**

UNCLASSIFIED

SUMMARY

AR 600–86

Army Disaster Personnel Accountability and Assessment Program

This new regulation, dated 28 February 2017—

- o Establishes policies relating to accountability of affected Army personnel and effects upon total Army equities during a disaster (throughout).
- o Incorporates the provisions of Department of Defense Instruction 3001.02 (throughout).

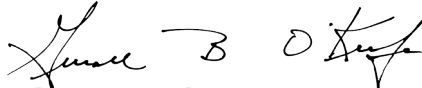
Personnel-General

Army Disaster Personnel Accountability and Assessment Program

By Order of the Secretary of the Army:

MARK A. MILLEY
General, United States Army
Chief of Staff

Official:



GERALD B. O'KEEFE
Administrative Assistant to the
Secretary of the Army

History. This publication is a new Department of the Army regulation.

Summary. This regulation prescribes policy, standards, and requirements for performing the functions of disaster personnel accounting and assessments. It implements applicable parts of DODI 3001.02 and CJCSM 3150.13C.

Applicability. This regulation applies to the Active Army, the Army National Guard/Army National Guard of the United States, and the U.S. Army Reserve, unless otherwise stated. Also, it applies to the Army's Total Force Soldiers (Active, Guard, and Reserve) 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 Reserves 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 guidance.

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 app B).

Supplementation. Supplementation of this regulation and establishment of command and local forms are prohibited without prior approval from the Deputy Chief of Staff, G–1 (DAPE–ZXS), 300 Army Pentagon, Washington, DC 20310–0300.

Suggested improvements. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to the Deputy Chief of Staff, G–1 (DAPE–MPE–PC), 300 Army Pentagon, Washington, DC 20310–0300.

Distribution. This publication is made in electronic media only and is intended for command levels A, B, C, D, and E for the Active Army, the Army National Guard/Army National Guard of the United States, and the U.S. Army Reserve.

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Chapter 1 Introduction

Section I

Disaster Personnel Accountability General

1–1. Purpose

This regulation prescribes policy, standards, and requirements for performing the functions of the Disaster Personnel Accountability Program. All references to Soldier(s) 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 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. Providing Family member information is required to receive needed benefits and/or assistance upon the occurrence of a disaster. Additionally, DA Civilian outside the continental United States (OCONUS) assignments may be contingent upon the Civilian employee voluntarily providing Family member information.

1–2. References

See appendix A.

1–3. Explanation of abbreviations and terms

See the glossary.

1–4. Responsibilities

Responsibilities are listed in section II of this chapter.

1–5. Policy

a. All Army-affiliated personnel within an affected geographical area of a disaster 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. Disaster Personnel Accountability (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) Active Army Soldiers and their Defense Enrollment Eligibility Reporting System (DEERS) enrolled Family members.

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

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

(4) DA Civilians (both 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). Supervisors are reminded that they must comply with all bargaining unit and labor relations obligations.

(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 are separating Army personnel with remaining obliges service.

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 Reserves and their Family members.

(4) Foreign nationals working for the DOD or the Army.

(5) Army Disaster Personnel Accountability and Assessment System (ADPAAS) is not intended to manage accountability of forces deployed in support of routine, daily muster, rescue, recovery, or contingency operations.

1-6. Overview

- a.* The DPA program defines the process of collecting, consolidating, and reporting the accounting of Army personnel, both military and DA Civilian (including their Family members), upon the occurrence of a natural or manmade disaster. DPA applies to the personnel categories listed in paragraph 1-5*b.* With regard to DA Civilian employees, reporting on Family members is voluntary but strongly encouraged.
- b.* DPA occurs at the lowest unit level. Accountability will be reported through command channels and may require reporting up to DCS, G-1, and to the Office of the Secretary of Defense, Personnel Readiness. When DCS, G-1 directs DPA reporting, the ADPAAS will be used.
- c.* The Personnel Accountability Reporting System is the primary DOD data source for the personnel data which feeds ADPAAS. Therefore, in order to meet DOD reporting requirements in accordance with Department of Defense Instruction (DODI) 3001.02 and the Chairman of the Joint Chiefs of Staff Manual (CJCSM) 3150.13C, ADPAAS is designated as the Army system of record for reporting the status of personnel and for tracking Family member needs subsequent to a natural or manmade disaster.

Section II

Responsibilities

1-7. 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 Army Civilians and their Family members.
- b.* Supervise the establishment of procedures to monitor 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, and reporting.

1-8. The Inspector General

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

- a.* Conduct inspections biennially of the Army's DPA Program to ensure compliance with DODI 3001.02.
- b.* Upon completion, forward a copy of the DPA 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 (Inspections and Evaluations).

1-9. Deputy Chief of Staff, G-1

The DCS, G-1 will—

- a.* Establish DPA personnel policies and functions relating to the ADPAAS to provide for expeditious accountability of affected Army personnel and determine the effects upon Total Army equities after a natural or manmade 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 DPA Program. The ADPAPM has responsibility to establish ADPAAS events based on his or her notification of a natural or manmade 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 DPA Program when there is a natural or manmade 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 (DMDC) 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 and the HQDA mass casualty response plan in accordance with AR 525-27.
- g.* Provide biennial reports to the Department of the Army Inspector General (DAIG), and monitor and assist command compliance by—
 - (1) Supervising the DPA team in the DCS, G-1 Operations Branch.
 - (2) Advising and assisting Army commands (ACOMs) in developing and implementing DPA.

(3) Coordinating with DCS, G-3/5/7 to publish a message to initiate DPA reporting using ADPAAS after an authorized disaster declaration.

(4) After a disaster, monitoring, and consolidating ADPAAS reports from affected units and organizations and routing them to senior Army leadership as appropriate.

(5) Implementing and maintaining the ADPAAS website to support Armywide compliance with DODI 3001.02.

(6) Developing a user guide containing the procedures for the use of ADPAAS.

h. The CG, HRC will—

(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 personnel, include a Teletypewriter (TTY)/Telecommunication Device for the Deaf (TDD) line for hearing impaired employees located on MilitaryOneSource's website at <https://www.militaryonesource.mil>.

(2) Ensure the Casualty and Mortuary Affairs Operations Center is prepared for increased casualty reporting and assistance, if requested.

(3) Coordinate with the Army Benefits Center-Civilian, for Civilian casualty reporting follow-up and processing of any appropriate entitlements and/or benefits.

1-10. U.S. Army Installation Management Command

The CG, IMCOM will—

a. Manage Family support efforts at affected installations and coordinate efforts with local Family Assistance Centers in accordance with AR 525-27.

b. Establish and determine the level of operations needed based on the disaster conditions and the Family support capacity at the affected areas on or near the installation.

c. Coordinate Family support efforts by establishing an Emergency Family Assistance Center on or near the affected installation or disaster area.

d. Provide case management for sponsors and their Family members upon receipt of a DA Form 7767 (Army Disaster Personnel Accountability Assessment System, Needs Assessment Survey), and provide oversight of the ADPAAS Needs Assessment Module through coordination with the ADPAPM.

e. Establish procedures to review needs assessments, manage cases, and provide Family assistance to personnel in the affected area(s). Ensure that all needs assessments are acknowledged and case managers (CMs) are assigned within 24 hours of submission. Continue working each and every needs assessment case until all needs are addressed and the sponsor and their Family members are repatriated to their current permanent duty station (PDS) or relocated to a new PDS.

f. Conduct quarterly in-progress reviews with IMCOM regions for feedback and recommendations for any necessary enhancements to ADPAAS or the needs assessment process.

g. Coordinate for evacuation operations and mass casualty support, if required.

h. Appoint primary and alternate CMs to maintain oversight of ADPAAS case management functions. At a minimum CMs will—

(1) Contact the Family within 24 hours during a real world event, and within 72 hours during an exercise event.

(2) Make a minimum of three attempts to contact the Family. At least two of these attempts will be by telephone.

(3) After the third attempt, for real world events, the CM will contact the sponsor's command.

(4) Record all case management in ADPAAS using the inherent case management tools.

(5) Cases remain open in ADPAAS until final resolution.

(6) When an Emergency Family Assistance Center is activated, the assessment section of ADPAAS will be opened and cases will be entered into the system. All disaster assistance will be recorded in ADPAAS.

1-11. Senior commanders

Senior commanders in affected areas will—

a. Appoint a primary and alternate command officer representative (COR) to establish, and maintain the ADPAAS Program on behalf of the commander.

b. Ensure that all ADPAAS events are acted upon on notification to perform DPA via DA execution order (EXORD).

c. Continue obtaining DPA until 100 percent is achieved, and will continue to monitor the disaster event in the event the disaster zone changes.

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

1-12. Commanders at all levels

ADPAAS is a commanders 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 units utilize 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 MilitaryOneSource at <https://www.militaryonesource.mil>.
- c. Conduct annual exercises consistent with the guidance contained in this chapter. Ensure DPA is documented and after action reports (AARs) are applied as lessons learned after each and every ADPAAS event. DPA will be 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 (even though evacuation operations are a combatant commander's responsibility).
- f. Appoint a primary and alternate COR to establish and maintain the commanders ADPAAS Program. All ADPAAS Disaster Personnel Accountability program managers (DPAPMs) and CORs must be in the minimum grade of E-5 and above and/or Civilian equivalent. Foreign nationals, local nationals, and contractors will not be appointed as ADPAAS DPAPMs and/or CORs.
- g. Support all ADPAAS events upon notification to perform DPA via DA EXORD.
- h. Continue obtaining DPA until 100 percent is achieved, and continue to monitor the disaster event in the event the disaster zone changes.
- i. Monitor the establishment of 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 program manager with full administration rights. Tier 1 is reserved for ACOMs, Army service component commands (ASCCs), and combatant commands' G-1 CORs. Direct reporting units (DRUs) and sub-tasked units will fall into tier 2, tier 3, and so forth.
- j. Ensure that designated DPAPMs (designated for tier 2 or higher organizations) and CORs (designated for tier 3 and lower organizations) will—
 - (1) Develop, administer, and manage the DPA plan for their organization through all phases of DPA. DPAPMs and/or CORs may also act as CORs for their organizations.
 - (2) Request COR access to ADPAAS using the DA Form 7765 (Army Disaster Personnel Accountability Assessment System, Command Officer Representative Access Request) and complete training within 30 days of appointment by the commander.
 - (3) Ensure all CORs are trained by taking the ADPAAS COR computer based training (CBT) located on the ADPAAS website within the training pane, and when provided the necessary information and 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 Computer Based Training refresher training every 12 months. The ADPAAS COR CBT is located on the ADPAAS home page within the Training pane.
 - (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 Army Civilians and non-appropriated fund employees) routinely review, validate, and update their emergency contact information to include ADPAAS information at least once per calendar year. 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. 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) Commence DPA following a disaster by activating and/or staffing unit emergency phones, initiating outreach plans, and reporting issues and/or 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 unit'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 designated at all tier levels and assist unit commanders and DPAPMs and/or other CORs through all phases of the DPA process.
 - (2) Support all administrative functions required by the DPAPM and/or the COR.
 - (3) Ensure all personnel to be accounted for are trained and provided the necessary information and guidance to account for themselves and their Families to their organization following a natural or manmade disaster, to include self-accounting in ADPAAS.
 - (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) Commence DPA following a natural or manmade disaster by activating and/or staffing unit emergency phones, initiating outreach plans, and reporting issues and/or updates to the DPAPM and/or COR as needed. When directed locally or by DA EXORD, implement ADPAAS reporting. Continue DPA reporting until 100 percent is achieved and then monitor for any changes in the disaster-affected area.
- l.* Ensure Army personnel and where possible Family members—
- (1) Verify and update current Family member personal information, location, and emergency contact information on unit alert rosters and in ADPAAS within 30 days of arrival and a minimum of once each calendar year. 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 his or her 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 are permitted to attend to the immediate needs of their Family members and property before self-accounting. 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 Module.
- m.* Fulfill all labor relations obligations and consult with the Civilian Personnel Advisory Center for guidance on these certain obligations.

Chapter 2

Army Disaster Personnel Accountability and Assessment System

2–1. Army Disaster Personnel Accountability and Assessment System

The ADPAAS is the Army's official tool for reporting the accountability status of Soldiers, Family members, Army Civilians, and overseas defense contractors following a natural or manmade 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 accountability and assessment information during times of emergency. 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 and/or scattered 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 common access card enabled and login and password enabled. The ADPAAS website is located at <https://adpaas.army.mil>.

2–2. Process-declaration authority

- a.* Commanders at all levels must account for their personnel after every natural or manmade 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.
- b.* For an Army level reporting event, the Secretary of the Army or his designated representatives, the DCS, G–1, and the DCS, G–3/5/7, are the declaration authority. 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 will be used as a guide in determining whether or not to conduct Army level DPA reporting using the ADPAAS.

2-3. Execution

a. After every natural or manmade 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. Units will initiate DPA using the following standards for determining accountability status. In all cases and whatever method is used, the individual's status must be capable of being entered into the ADPAAS. Army personnel are considered accounted for when any of the following occur:

- (1) The individual is physically present.
- (2) If ADPAAS is used, the individual self-accounts in ADPAAS.
- (3) The individual calls a centralized contact center established by the Army or his or her chain-of-command.
- (4) If, the individual is in an official status of unauthorized absence, desertion, deceased, or missing, the unit has the responsibility to officially verify and annotate his or her status in ADPAAS. Detailed instructions on this process are identified in the ADPAAS user guide.
- (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.
- (6) Family members are considered accounted for when they use one of the above accounting methods or their sponsor verifies that his or her Family members are accounted for.

c. DPA will continue until 100 percent accountability has been achieved or 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 natural or manmade disaster event confirmed by the Office of the DCS, G-3/5/7 Current Operations Division. 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, 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 has begun, DPA reporting is mandatory, after the following types of events within their area of operation, unless the ACOM, 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, and/or typhoon.
- (2) Earthquake magnitude scale 7.0 or higher.
- (3) Tornados at enhanced Fujita scale 2 or higher.
- (4) Tsunami following a pacific region earthquake greater than 7.9M magnitude.
- (5) Large-scale flooding and/or mudslides.
- (6) Large-scale wildfires and/or explosions.
- (7) Large-scale hazardous materials spill or release.
- (8) Pandemic and/or epidemic disease outbreaks.
- (9) Nuclear reactor accidents or nuclear weapons accidents and/or incidents.

b. DCS, G-1, will establish the ADPAAS event based on notification of the occurrence of one of the above events. Units will execute ADPAAS DPA reporting until 100 percent DPA is achieved and will continue to monitor the event in the event 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 units will make every effort to reach this Army goal through self-assessment and unit mass reporting within the ADPAAS.

2-5. Training event reporting

Should an ACOM, ASCC, DRU, or SMC desire an ADPAAS training event, the unit will submit a DA Form 7766 (Army Disaster Personnel Accountability Assessment System, Event Request) through their division G-1, up through their ACOM, ASCC, and/or DRU to DCS, G-1, two weeks prior to the start of the requested event. Training requests will specify installation(s) and associated unit identification codes (UICs) for the training audiences to include coordination between affected ACOM, 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 event by using through self-assessment and unit mass reporting within the ADPAAS.

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 Command DPAPM appoints and trains CORs in the grade of E-5 and above on DPA and use of the ADPAAS. Contractors will not be appointed as DPAPMs and/or CORs. All DPAPMs and CORs will—

- a.* Establish, communicate, train, and rehearse DPA plans that utilize 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 utilizing the ADPAAS. ADPAAS exercises can be coordinated with the ADPAPM, pursuant to paragraph 2-5.
- b.* Ensure all personnel to be accounted for are trained and provided the necessary information and guidance to self-account following a disaster, to include routinely reviewing, validating, and updating individual and Family member emergency contact information on unit alert rosters and in the ADPAAS at a minimum of at least once each calendar year. Ensure all personnel are familiar with the ADPAAS login procedures so they can access their contact information and report their status.
- 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 status into the 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 units. 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 accessing the 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 needs assessment process is explained in further detail in figure 3-2, Army Disaster Personnel Accountability Assessment System, needs assessment survey, and case management tracking process. The DPA process is further defined in figure 3-1, Army Disaster Personnel Accountability Assessment process.

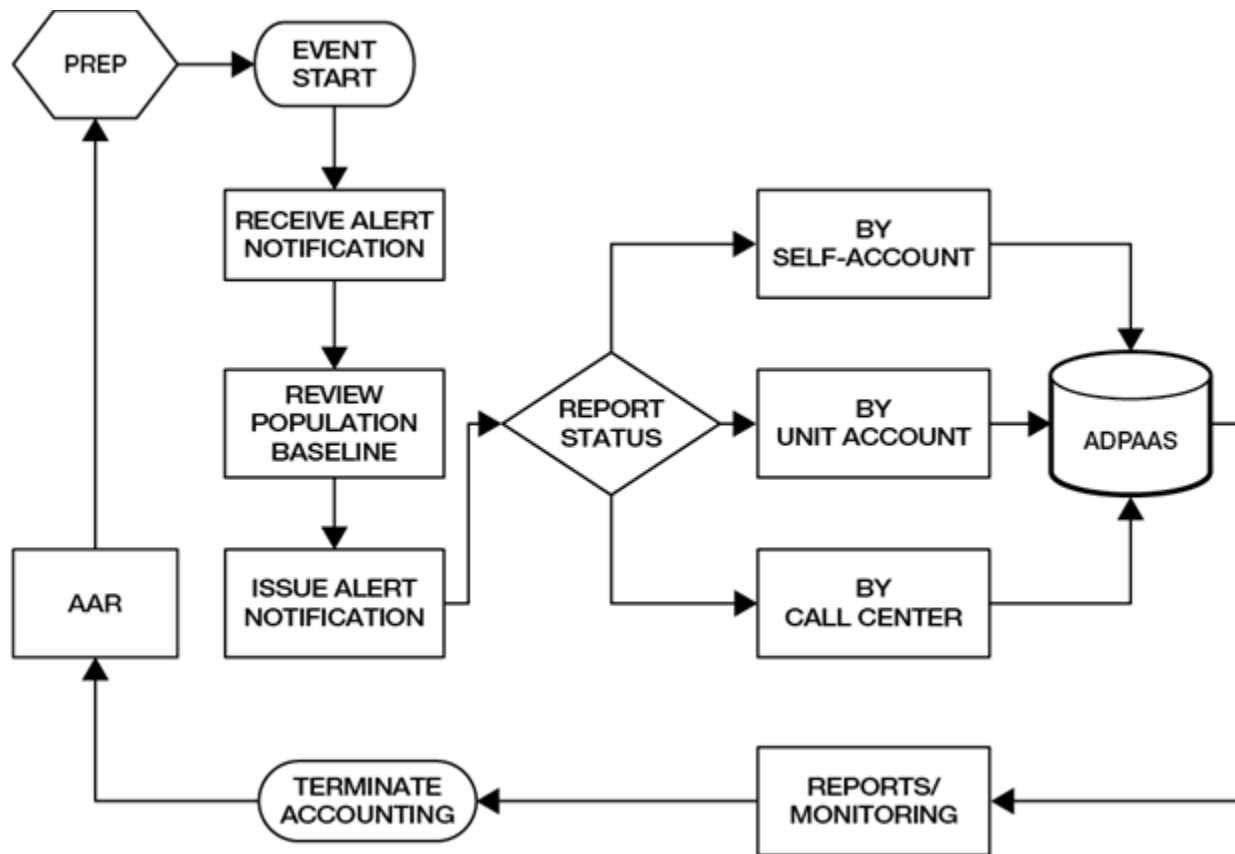


Figure 3–1. Army Disaster Personnel Accountability Assessment process

3–2. Accounting phase

The accounting phase is used to conduct DPA and reporting.

- a. After a natural or manmade disaster occurs and an alert notification and/or message has been received from higher headquarters directing DPA, DPAPMs and/or CORs will initiate their local alert notification process; initiate DPA and outreach plans; execute DPA until 100 percent complete; 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 the ADPAAS.
- c. The ADPAPM will establish an ADPAAS event and coordinate release of a DA EXORD to affected commands to initiate DPA reporting through the ADPAAS. Commands can also request an internal ADPAAS event to meet their DPA needs by submitting a DA Form 7766 through their ACOM, ASCC, and/or DRU G–1 and to the ADPAPM for immediate processing.
- d. Command DPAPMs and CORs will review the affected baseline population in ADPAAS and direct commencement of DPA.
- e. Army personnel and their Family members will self-account using methods outlined in paragraph 1–13/ and update contact information in ADPAAS if evacuated or displaced. Family members may submit a DA Form 7767 through the ADPAAS assessment module. IMCOM will review these surveys, assign CMs, and monitor needs resolutions.

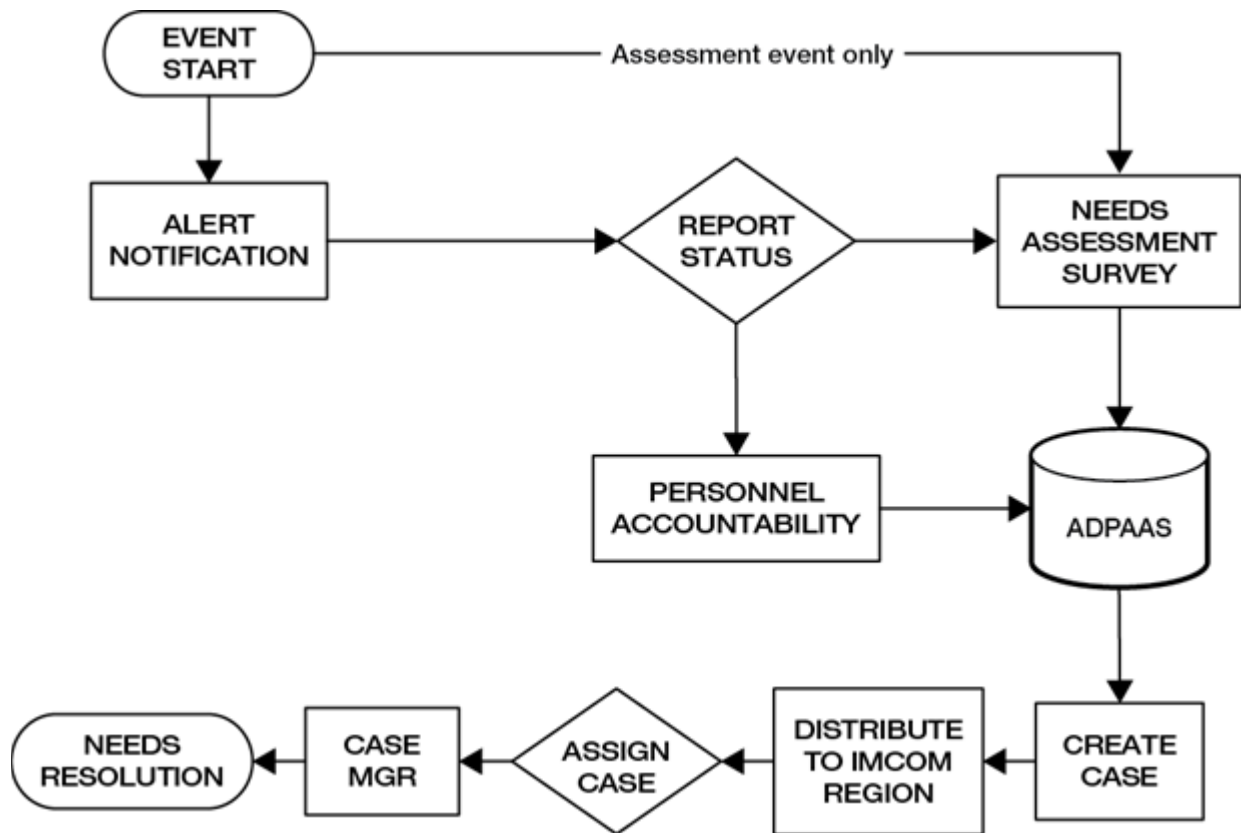


Figure 3–2. Army Disaster Personnel Accountability Assessment System, needs assessment survey, and case management tracking process

3–3. Recovery and reconstitution phase

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

- a. Command DPAPMs and/or CORs will facilitate the tracking and return of displaced personnel; process evacuation entitlement requests; monitor needs assessment surveys, if used; and continue to provide assistance to Family members.
- b. If ADPAAS was used, the ADPAPM will terminate the accountability event in ADPAAS. If required, the ADPAPM will keep the assessment module open for continued access to needs assessment surveys for managing Family assistance.
- c. Sponsors and Family members are able to 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/or DRUs, as it Inspector General inspection item.

Appendix A

References

Section I

Required Publications

Unless otherwise stated, all Army publications are available at <http://www.apd.army.mil>. DOD issuances are available at <http://www.dtic.mil/whs/directives/index.html>. CJCS directives are available at http://www.dtic.mil/cjcs_directives/index.htm.

AR 1–201

Army Inspection Policy (Cited in para 1–8.)

AR 20–1

Inspector General Activities and Procedures (Cited in para 1–8.)

AR 525–27

Army Emergency Management Program (Cited in para 1–9*f*.)

AR 638–8

Army Casualty Program (Cited in para 1–12*d*.)

CJCSM 3150.13C

Joint Reporting Structure - Personnel Manual (Available at http://www.dtic.mil/cjcs_directives/cjcs/manuals.htm) (Cited in para 1–6*c*.)

DODI 3001.02

Personnel Accountability in Conjunction with Natural or Manmade Disasters (Cited in para 1–6*c*.)

Joint Travel Regulations

Available at <http://www.defensetravel.dod.mil/site/travelreg.cfm> (Cited in para 1–5*b*(4).)

Section II

Related Publications

A related publication is merely a source of additional information. The user does not have to read it to understand this publication. Unless otherwise stated, all Army publications are available at <http://www.apd.army.mil>. DOD issuances are available at <http://www.dtic.mil/whs/directives/index.html>.

ADPAAS user guide

(Available at <https://adpaas.army.mil>.)

AR 11–2

Managers' Internal Control Program

AR 25–30

The Army Publishing Program

AR 220–1

Army Unit Status Reporting and Force Registration - Consolidated Policies

DODD 3025.14

Evacuation of U.S. Citizens and Designated Aliens from Threatened Areas Abroad

DODI 1300.18

Department of Defense (DOD) Personnel Casualty Matters, Policies, and Procedures

DODI 1304.25

Fulfilling the Military Service Obligation (MSO)

FM 1–0

Human Resources Support

Joint Publication 3–68

Noncombatant Evacuation Operations (Available at <https://jdeis.js.mil/jdeis/index.jsp?pindex=2.>)

Section III

Prescribed Forms

Unless otherwise indicated, DA Forms are available on the Army Publishing Directorate website (<http://armypubs.army.mil>.)

DA Form 7765

Army Disaster Personnel Accountability Assessment System, Command Officer Representative Access Request (Prescribed in para 1–12*j*(2).)

DA Form 7766

Army Disaster Personnel Accountability Assessment System, Event Request (Prescribed in para 2–5.)

DA Form 7767

Army Disaster Personnel Accountability Assessment System, Needs Assessment Survey (Prescribed in para 1–10*d*.)

Section IV

Referenced Forms

Unless otherwise indicated, DA Forms are available on the Army Publishing Directorate website (<http://armypubs.army.mil>.)

DA Form 11–2

Internal Control Evaluation Certification

DA Form 2028

Recommended Changes to Publications and Blank Forms

Appendix B

Internal Control Evaluation

B-1. Function

The function covered by this evaluation is the ADPAAS.

B-2. Purpose

The purpose of this evaluation is to assist commanders, and/or supervisors, units, battalion, and/or brigade S-1s, and DPAPMs, and/or CORs in evaluating the key internal controls listed as well as compliance with DODI 3001.02 and this regulation. It is intended as a guide and does not cover all controls.

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 tier level and trained as the subject matter expert on DPA?

(1) Are appointment memorandums on file?

(2) Is the DPAPM and/or COR familiar with the DPA and ADPAAS policy and guidance contained in this regulation, DODI 3001.02, and CJCSM 3150.13?

(3) Does the DPAPM and COR have login access to ADPAAS at <https://adpaas.army.mil>?

(4) Has 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?

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 units 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 MilitaryOneSource at <https://www.militaryonesource.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?

(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 the HQDA Mass Casualty Response Plan to include accounting for casualties in accordance with AR 638-8?

(6) Do procedures incorporate supporting a combatant commander's evacuation operation in conjunction with a DPA to include tracking displaced personnel from displacement through return to PDS or reassignment to new PDS?

(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 strength been trained on the use of the ADPAAS?

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 the ADPAAS validated and were reports monitored to ensure 100 percent DPA was accomplished?

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

B-5. Supersession

This is a new internal control evaluation.

B-6. Comments

Help make this a better tool for evaluating internal controls. Submit comments to the DCS, G-1 (DAPE-MPE-PC), 300 Army Pentagon, Washington, DC 20310-0300. Comments can also be sent to the ADPAAS customer support email address, USARMY.PENTAGON-E.HQDA.MBX.ADPAAS@MAIL.MIL.

Glossary

Section I

Abbreviations

AAR

after action report

ACOM

Army command

ADPAAS

Army Disaster Personnel Accountability Assessment System

AR

Army regulation

ASA (M&RA)

Assistant Secretary of the Army (Manpower and Reserve Affairs)

ASCC

Army service component command

CBT

computer based training

CG

commanding general

CJCSM

Chairman of the Joint Chiefs of Staff manual

CONUS

continental United States

DA

Department of the Army

DAIG

Department of the Army Inspector General

DCS

Deputy Chief of Staff

DMDC

Defense Manpower Data Center

DOD

Department of Defense

DODD

Department of Defense directive

DODI

Department of Defense instruction

DRU

Direct reporting unit

EXORD

execution order

FEMA

Federal Emergency Management Agency

HQDA

Headquarters, Department of the Army

HRC

Human Resources Command

IMCOM

U.S. Army Installation Management Command

iTAPDB

Integrated Total Army Database

OCONUS

outside the continental United States

PDS

permanent duty station

TDY

temporary duty

TIG

The Inspector General

TTY

Teletypewriter

UIC

unit identification code

Section II**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 the ADPAAS or through their unit 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 (GAOC) at the time of the event.

Army Disaster Personnel Accountability program manager

Individual appointed by the DCS, G-1 to run the 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 Service members (Active Duty, 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 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.

Command Officer Representative

An individual a commander appoints to perform administrative functions in ADPAAS.

DA Form 7767

A self-assessment questionnaire for determining and addressing the needs of affected personnel. The survey can be submitted online through ADPAAS or faxed in hard copy to the designated contact center.

Department of Defense–affiliated personnel

Individuals who are members of groups associated with DOD. These groups include Military Service members (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 Personnel Accountability program manager

Individuals appointed by the commanders 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 Active Duty and Selected Reserve Soldiers who are identification card holders and those dependent members who are reflected in DEERS but do not hold an identification 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.

Geographical area of coverage and/or geographical area of impact

An area established by an authorized declaration authority, in conjunction with the Federal Emergency Management Agency (FEMA), when applicable, in which Army-affiliated DPA will be accomplished using ADPAAS upon the occurrence of a natural or manmade disaster. The GAOC and/or geographical area of impact is also known as the affected area.

Hierarchy

The reporting structure of an organization in ADPAAS.

Needs Assessment Survey

A self-assessment questionnaire for determining and addressing the needs of affected personnel. The survey can be submitted online through ADPAAS or faxed in hard copy 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 Space and Naval Warfare Systems Command (SPAWAR) 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 DMDC 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 Total Army Database (iTAPDB), 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, Army 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). Continuing in succession, tier 2 organizations report to their parent unit (identified as a tier 1); tier 3 reports to its tier 2 parent unit; tier 4 to its tier 3 parent unit; and so on. In ADPAAS, organizations are identified by UIC in accordance with AR 220–1.

Section III

Special Abbreviations and Terms

ADPAPM

Army Disaster Personnel Accountability program manager

CM

Case Manager

COR

Command Officer Representative

DPA

Disaster Personnel Accountability

DPAPM

Disaster Personnel Accountability program manager

GAOC

Geographic area of coverage

SMC

Strategic Mission Command

SPAWAR

Space and Naval Warfare Systems Command (Navy)

TDD

Telecommunication device for the deaf

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