

Army Regulation 600–86

Personnel-General

**Army Disaster
Personnel
Accountability
and
Assessment
Program**

**Headquarters
Department of the Army
Washington, DC
23 November 2020**

UNCLASSIFIED

SUMMARY of CHANGE

AR 600–86
Army Disaster Personnel Accountability and Assessment Program

This major revision, dated 23 November 2020—

- o Updates policies relating to accountability of affected Army personnel and effects upon total Army equities during a disaster (throughout).
- o Incorporates the provisions of DoDI 3001.02 and CJCSM 3150.13C (throughout).
- o Defines the term “disaster” (glossary).
- o Establishes case management policies and procedures for the Army Disaster Personnel Accountability and Assessment System (chap 2).

Personnel-General

Army Disaster Personnel Accountability and Assessment Program

By Order of the Secretary of the Army:

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General, United States Army
Chief of Staff

Official:


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History. This publication is a major revision.

Summary. This regulation prescribes policy, standards, and requirements for performing the functions of disaster personnel accountability and assessments. It incorporates applicable parts of DoDI 3001.02 and Chairman of the Joint Chiefs of Staff Manual 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 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 nonappropriated fund) and their Family members (when those Fam-

ily 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 or suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to the Deputy Chief of Staff, G–1 (DAPE–ZXS–PC), 300 Army Pentagon, Washington, DC 20310–0300.

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 28 February 2017.

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Glossary

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 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 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. Providing Family member information is required to receive needed benefits and/or assistance upon the occurrence of a disaster. Additionally, DA Civilians outside the continental United States (OCONUS) assignments may be contingent upon the DA Civilian employees voluntarily providing Family member information. Army Disaster Personnel Accountability and Assessment System (ADPAAS) is used to report Disaster Personnel Accountability (DPA).

1–2. References and forms

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. Records management (recordkeeping) requirements

The records management requirement for all record numbers, associated forms, and reports required by this regulation are addressed in the Army 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 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 (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).

(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 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 Reserves and their Family members.
- (4) Foreign nationals working for the DoD or the Army.
- (5) ADPAAS is not intended to manage accountability of forces deployed in support of routine, daily muster, rescue, recovery, or contingency operations.

d. Dual status civilian personnel—

(1) Sponsors that hold a dual persona status (for example, DA Civilian and drilling Reservist/National Guard at the same time) will be assigned on ADPAAS to the organization unit identification code (UIC) where they spend the majority of their time.

(2) If a sponsor is mobilized/activated on orders, they will be transferred to the organization's UIC they are mobilized/activated with. Once a sponsor is demobilized/deactivated, they will be transferred to their previous organization's UIC where they spend the majority of their time.

(3) Organizations are responsible to report DPA on the sponsors' current organization UIC of assignment as reflected in ADPAAS. Organizations are responsible to transfer 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.

e. Completion of the needs assessment is voluntary by the Soldier, DA Civilian or Family member. The responsibility to manage needs assessment cases is outlined in section II.

1-7. Overview

a. DPA 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 disaster. DPA applies to the personnel categories listed in paragraph 1-6b. With regard to DA Civilian employees, reporting on Family members is voluntary but strongly encouraged. Display of DA Poster 761 (Army Disaster Personnel Accountability and Assessment Program Poster) will increase awareness of the ADPAAS program.

b. DPA occurs at the lowest organization level. DPA will be reported through the ADPAAS system 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 system will be used.

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 has impacted the individual in 19 needs areas. The responsibility to manage needs assessment cases is outlined in section II.

d. 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 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 subsequent to a disaster.

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 (DPAPM) manage disaster personnel accountability within their units and the entire command on behalf of the commander. The responsibility of DPAPMs to perform disaster personnel accountability is outlined in section II.

g. Command officer representatives (CORs) manage disaster personnel accountability within their units on behalf of the commander. The responsibility of CORs to perform disaster personnel accountability is outlined in section II.

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.

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 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.

1–9. 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 (Inspections and Evaluations), and DAPE–ZXS–PC (ADPAAS Program Management) team.

1–10. Chief, National Guard Bureau

In addition to the responsibilities listed in paragraph 1–11 below, the CNGB, or his or her 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 outreach attempt. After the third unsuccessful outreach attempt, contact the sponsor’s organization for a real world event. For exercise events, after the third unsuccessful outreach attempt, the case will be resolved.
 - (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, or completing the in-residence regional mobile training team (MTT). All ADPAAS CORs are required to complete ADPAAS COR refresher training every 12 months.
 - (2) Receive access to the ADPAAS Personnel Accountability (PA) Module. DA Civilians and contractors may be appointed as an ADPAAS COR. Local and foreign nationals that have been issued common access cards (CACs) with a Department of Defense Identification Number (DoDID) can be appointed as a COR.
 - (3) Not perform CM duties.

1–11. 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 his or her 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 (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 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 Department of the Army Inspector General, and monitor and assist command compliance by the below items.

(1) Supervising the DPA team in the DCS, G–1 Personnel Contingency Cell (PCC).

(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 organizations 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. Ensure the Commanding General (CG), U.S. Army Human Resources Command 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.

1–12. Chief, U.S. Army Reserve Command

In addition to the responsibilities listed in paragraph 1–11 above, the Chief of Army Reserve or CG, USARC, or his or her 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 AMC/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) Are trained by taking the ADPAAS CM 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 outreach attempt. After the third unsuccessful outreach attempt, contact the sponsor’s organization for a real world event. For exercise events, after the third unsuccessful outreach attempt, the case will be resolved.

- (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 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 completing the in-residence regional MTT. All ADPAAS CORs are required to complete ADPAAS COR 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 that have been issued CACs with a DoDID 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 G9 is tasked to manage and ensure that cases will be assigned to the appropriate Army component Family Programs case manager within 24 business hours of receipt.
- c. Provide guidance to senior commanders and garrisons who 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) Are trained by taking the 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 outreach attempt.
 - (6) Contact the sponsor’s organization after the third unsuccessful outreach attempt during a real world event. For exercise events, after the third unsuccessful outreach attempt, the case will be resolved.
 - (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 law and regulation.
 - (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) Be trained by taking the ADPAAS COR CBT located on the ADPAAS website, or completing the in-residence regional MTT. All ADPAAS CORs are required to complete ADPAAS COR 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 that have been issued CACs with a DoDID 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 a primary and alternate DPAPMs that must be in the minimum grade of E–5, or E–4 only if in a promotable status, and/or civilian equivalent. Foreign nationals, local nationals, and contractors will not be appointed as ADPAAS DPAPMs. However, local and foreign nationals that have been issued CACs with a DoDID can be appointed as a DPAPM. The DPAPM will 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 disaster accountability in the event the disaster zone changes. Maximize the use of ADPAAS mobile application to the fullest extent possible

by assigned sponsors to report their DPA status. After 48 hours from the start of DPA reporting unit mass accountability is highly encouraged to report unit DPA status within ADPAAS.

- 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 identify a safe haven radius or address, identification of eligible categories to evacuate with a projected return date. Family members will travel on DD Form 1610 (Request and Authorization for TDY Travel of DoD Personnel). Sponsors orders will be prepared within the Defense Travel System. All evacuation orders will comply with the Joint Travel Regulations.
- f.* Ensure that dual status civilians are assigned in ADPAAS to the unit where they spend the most amount of their time. Once they are brought on orders then update their UIC identified on their orders within their profile in ADPAAS. Once they go off orders update UIC of their previous organization of assignment within their profile in ADPAAS.

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 non-existent. Ensure that organizations 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 CORs must be in the minimum grade of E–5, or E–4 only if in a promotable status, and/or civilian equivalent. Local and foreign nationals that have been issued CACs with a DoDID 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 ensure all CORs have been appointed via DA Form 7765 (Army Disaster Personnel Accountability and Assessment System, Command Officer Representative Access Request) with the commanders/designated representatives signature, and have completed COR training no later than 30 days from appointment.
- 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. Maximize the use of ADPAAS mobile application to the fullest extent possible by assigned sponsors to report their DPA status. After 48 hours from the start of DPA reporting unit mass accountability is highly encouraged to report unit DPA status within ADPAAS.
- 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 Secretariat levels, ACOMs, functional commands (FC), Army service component commands (ASCCs), direct reporting units (DRUs), and combatant commands' G–1 CORs. All tier 1 commands are required to maintain their commands ADPAAS COR points of contact list and ensure that at least a primary and alternate COR are appointed and trained at every level within their commands hierarchy. This contact list will be reviewed 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 COR access to ADPAAS using the DA Form 7765 and ensure the COR completes training within 30 days of appointment by the commander. All CORs are required to maintain and provide proof of ADPAAS COR appointment via DA Form 7765 on file for command Inspector General inspections of their ADPAAS programs.

(3) Ensure all CORs are trained by taking the ADPAAS COR CBT located on the ADPAAS website within the training pane, and are 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. All DPAPMs and CORs are required to maintain and provide proof of completion of ADPAAS COR CBT or MTT training every 12 months on file 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 Army Civilians and non-appropriated fund employees) routinely review, validate, and update their emergency contact information to include ADPAAS information on a quarterly basis. 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 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 designated at all tier 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 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 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 reporting until 100 percent is achieved and then monitor for any changes in the disaster-affected area.

(6) Maintain for a period of 2 years all DPA reports for past events and exercises in preparation for command Inspector General inspections of their ADPAAS program.

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 system 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 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.

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

a. DPAPM are appointed by their senior commanders no matter what component they are in. Suggested ratio of DPAPM to assigned personnel is 1:150. DPAPMs are appointed by utilizing the DA Form 7765 and must complete training within 30 days of appointment by the commander. DPAPMs are appointed at the tier 1 and tier 2 levels. Tier 1 level DPAPMs operate at the headquarters for ACOMs, ASCC, FC, DRUs, CCMDs, and Army Staff agencies. All DPAPMs are required to maintain and provide proof of ADPAAS COR appointment via DA Form 7765 on file for command Inspector General inspections of their ADPAAS programs. All DPAPMs are required to maintain and provide proof of completion of ADPAAS COR CBT or MTT training every 12 months on file for command Inspector General inspections of their ADPAAS programs. DPAPMs are required to maintain their commands ADPAAS COR points of contact list and ensure that at least a primary and alternate COR are appointed and trained at every level within their commands hierarchy. This contact list will be reviewed quarterly to ensure accuracy. DPAPMs will maintain for a period of 2 years all DPA reports for past events and exercises in preparation for command Inspector General inspections of their ADPAAS program. DPAPMs will conduct internal inspection of their DPAA programs on an annual basis by utilizing 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. CORs are appointed by their commanders at all levels no matter what component they are in. Suggested ratio of COR to assigned personnel is 1:150. CORs are appointed by utilizing the DA Form 7765 and complete training within 30 days of appointment by the commander. CORs are appointed at the tier 3 and lower levels. Tier 3 and lower level CORs operate at the Brigade level and downward to lower levels. The lowest level COR will be at the Company commander level. All CORs are required to maintain and provide proof of ADPAAS COR appointment via DA Form 7765 on file for command Inspector General inspections of their ADPAAS programs. All CORs are required to maintain and provide proof of completion of ADPAAS COR CBT or MTT training every 12 months on file for command Inspector General inspections of their ADPAAS programs. CORs are required to maintain their commands ADPAAS COR points of contact list and ensure that at least a primary and alternate COR are appointed and trained at every level within their commands hierarchy. This contact list will be reviewed quarterly to ensure accuracy. CORs will maintain for a period of 2 years all DPA reports for past events and exercises 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 utilizing the internal control evaluation annually 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. Work closely with AMC/IMCOM lead for the ADPAAS Needs Assessment Module to monitor the status of any assessment cases assigned to USAR, ARNG, and Regular Army CMs. Ensure USAR, ARNG, and Regular Army CMs—

(1) Are trained by taking the ADPAAS CM 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 outreach attempt. After the third unsuccessful outreach attempt, contact the sponsor's organization for a real world event. For exercise events, after the third unsuccessful outreach attempt, the case will be resolved.

(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.

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 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 and/or displaced/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 common access card enabled and login and password enabled. The ADPAAS website is located at <https://adpaas.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. To request a local event or training exercise, commanders or their designated representatives will email a completed DA Form 7766 (Army Disaster Personnel Accountability and Assessment System, Event Request) to the G-1 Personnel Contingency Center at usarmy.pentagon.hqda.mbx.adpaas@mail.mil, and follow up with a phone call to (703) 697-4246 to reach the HQDA G-1 PCC during duty hours and/or the noncommissioned 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 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.

d. DPA reporting within ADPAAS is not performed pre-disaster, with the exception of evacuations ordered by Army senior commanders. DPA reporting is performed 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 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 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 organization 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. CORs will ensure that the casualty is properly accounted for in ADPAAS.
- (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 and organizations will continue to monitor in the event that the disaster zone changes. DPA reporting will terminate once 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 Current Operations Branch, and any commander requesting and 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 has begun, DPA reporting is mandatory, after 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 and/or mudslides.
- (6) Large-scale wildfire and/or explosions.
- (7) Large-scale hazardous materials spill or release.
- (8) Pandemic and/or epidemic disease outbreak.
- (9) Nuclear reactor or nuclear weapon accident or incident.
- (10) 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 100 percent DPA is achieved 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. Reporting may be required by HQDA 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, relevant data must be provided by a suspense date set and communicated by OPM. Data will include the number of employees located in the affected areas who are experiencing "severe adverse effects," their location(s), and whether the agency believes an ELTP would be appropriate to respond to the employees' needs. No action is required until/ unless OPM makes such a solicitation. Data will be provided by OPM 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

Should an ACOM, FC, ASCC, DRU, or SMC desire an ADPAAS training event, the organization will submit a DA Form 7766 through their division G-1, up through their ACOM, FC, ASCC, and/or DRU to DCS, G-1, two weeks prior to the start of the requested training event. Training requests will specify installation(s) and associated organization identification 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 unreachable. Organizations will utilize the ADPAAS Recall Roster Report to start manual accountability reporting. Recommend all organizations across every command print out a hard copy 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 then 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 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 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 and assess following a disaster, to include routinely reviewing, validating, and updating individual and Family member emergency contact information on organization alert rosters and in ADPAAS at a minimum of at least quarterly. Ensure all personnel are familiar with the ADPAAS login procedures so they can access their contact information and report their status. 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 commands 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 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 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 needs assessment process is explained in further detail in figure 3–2, Army Disaster Personnel Accountability and Assessment System, needs assessment survey, and case management tracking process. The DPA process is further defined in figure 3–1, Army Disaster Personnel Accountability process.

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

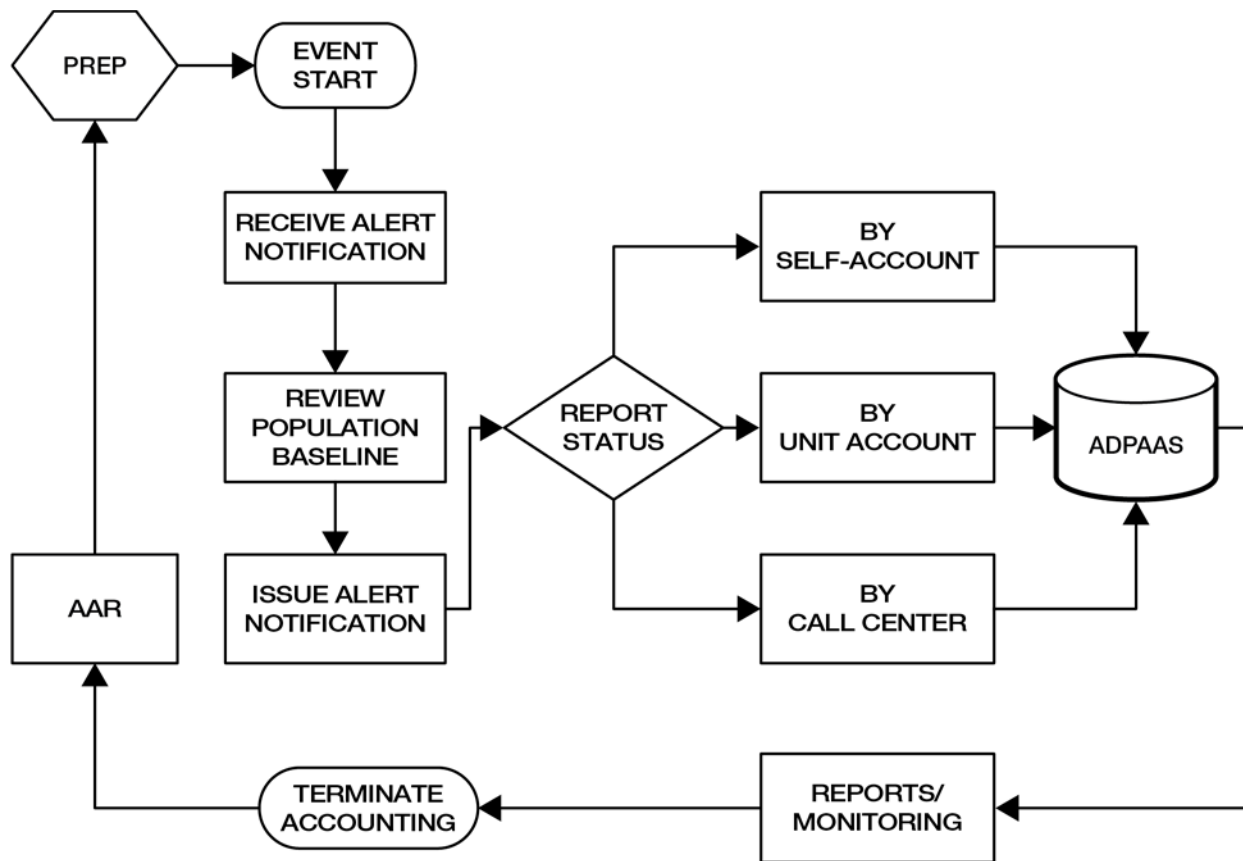


Figure 3–1. Army Disaster Personnel Accountability Process

3–2. Accounting phase

The accounting phase is used to conduct DPA and reporting.

a. After a disaster occurs and an alert notification and/or message has been received from higher headquarters directing DPA, DPAPMs, and CORs will initiate their local alert notification process; initiate DPA and outreach plans; execute DPA until 100 percent complete and then monitor DPA in the event the disaster zone changes; 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 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, FC, ASCC, and/or DRU G–1 up 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 1–15/ and update contact information in ADPAAS if evacuated or displaced. Family members may submit a DA Form 7767 (Army Disaster Personnel Accountability and Assessment System, Needs Assessment Survey) through the ADPAAS assessment module. AMC/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.

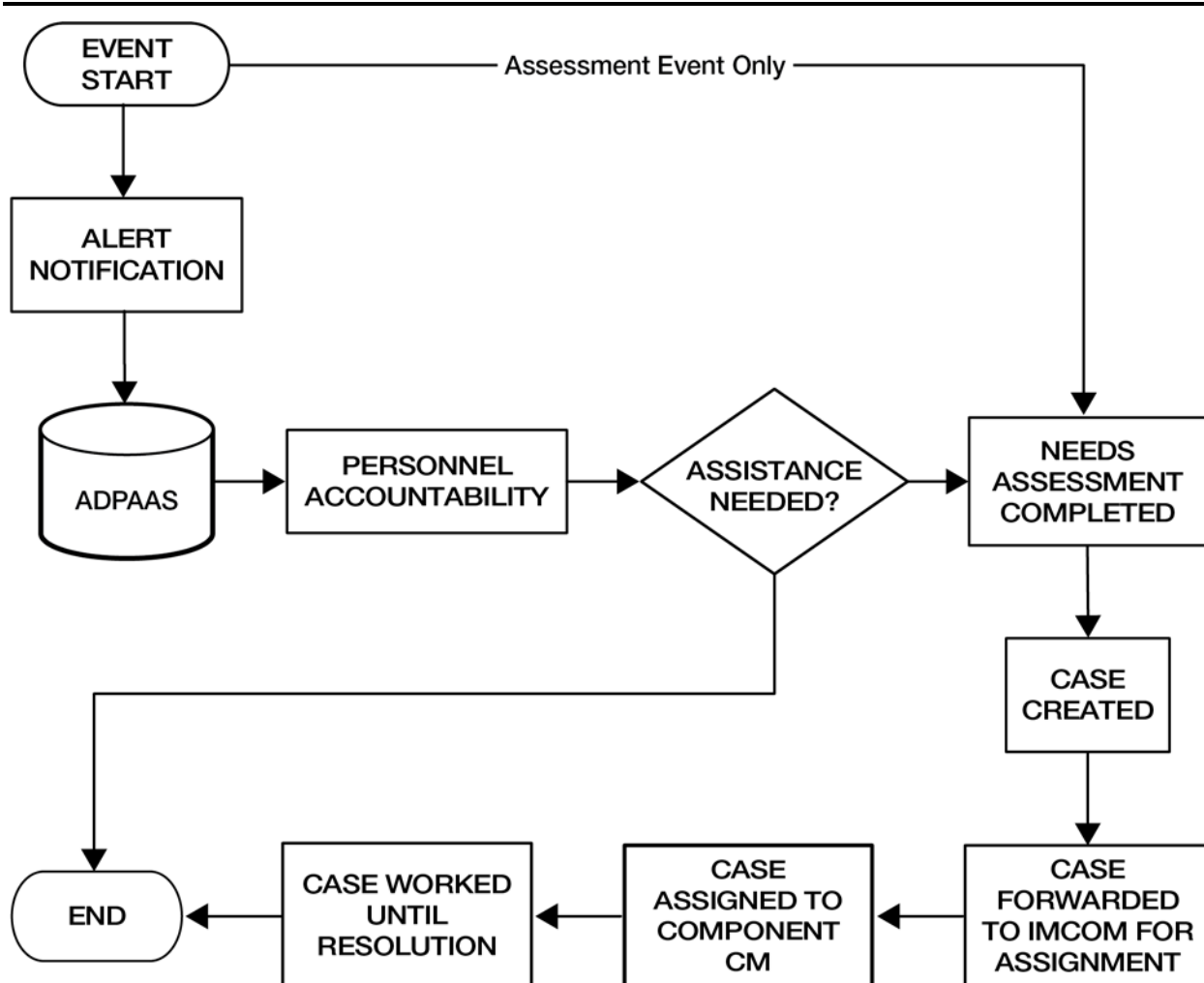


Figure 3–2. Army Disaster Personnel Assessment Process

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 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 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 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 indicated, all Army publications are available on the Army Publishing Directorate website at <https://armypubs.army.mil>. DoD publications are available on the ESD website at <https://www.esd.whs.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 1–11*f*.)

AR 525–94

Evacuation of U.S. Citizens and Designated Aliens from Threatened Areas (Cited in para 1–11*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 (Cited in title page.)

Joint Travel Regulations

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

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 indicated, all Army publications are available on the Army Publishing Directorate website at <https://armypubs.army.mil>. DoD publications are available on the ESD website at <https://www.esd.whs.mil>.

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

AR 608–1

Army Community Service

DA Pam 25–403

Guide to Recordkeeping in the Army

DA Pam 525–27

Army Emergency Management Program

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)

DoDI 1342.22

Military Family Readiness

FM 1-0

Human Resources Support

JP 3-68

Noncombatant Evacuation Operations (Available at <https://www.jcs.mil>.)

5 USC Chapter 71

Labor-Management Relations

Section III**Prescribed Forms**

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

DA Form 7765

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

DA Form 7766

Army Disaster Personnel Accountability and Assessment System, Event Request (Prescribed in para 2-2a.)

DA Form 7767

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

DA Poster 761

Army Disaster Personnel Accountability and Assessment Program Poster (Prescribed in para 1-7a.)

Section IV**Referenced Forms**

Unless otherwise indicated, DA Forms are available on the Army Publishing Directorate website (<https://armypubs.army.mil>). DD forms are available on the ESD website at <https://www.esd.whs.mil/directives/forms>.

DA Form 11-2

Internal Control Evaluation Certification

DA Form 2028

Recommended Changes to Publications and Blank Forms

DD Form 1610

Request and Authorization for TDY Travel of DoD Personnel

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/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. Internal control evaluation of Case Managers 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 and/or DA Form 7765 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 3150.13C?
- (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? 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 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 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 evacuated personnel from evacuation through return to permanent duty station (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 been trained on the use of 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 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 for the Army Disaster Personnel Accountability and Assessment System, previously published in AR 600-86, dated 28 February 2017.

B-6. Comments

Help make this a better tool for evaluating internal controls. Submit comments to the DCS, G-1 (DAPE-ZXS-PC), 300 Army Pentagon, Washington, DC 20310-0300. Comments can also be sent to the ADPAAS customer support email address, usarmy.pentagon.hqda.mbx.adpaas@mail.mil.

Glossary

Section I

Abbreviations

AAR

after action report

ACOM

Army command

ADPAAS

Army Disaster Personnel Accountability and Assessment System

ADPAPM

Army Disaster Personnel Accountability Program Manager

AMC

U.S. Army Materiel Command

AR

Army regulation

ARIMS

Army Records Information Management System

ARNG

Army National Guard

ASA (M&RA)

Assistant Secretary of the Army (Manpower and Reserve Affairs)

ASCC

Army service component command

CAC

common access card

CBT

computer based training

CG

commanding general

CJCSM

Chairman of the Joint Chiefs of Staff manual

CM

case manager

CNGB

Chief, National Guard Bureau

COMM OUT

Communications Out

CONUS

continental United States

COR

command officer representative

DA

Department of the Army

DCS

Deputy Chief of Staff

DEERS
Defense Enrollment Eligibility Reporting System

DMDC
Defense Manpower Data Center

DoD
Department of Defense

DoDD
Department of Defense directive

DoDI
Department of Defense instruction

DoDID
Department of Defense Identification Number

DPA
Disaster Personnel Accountability

DPAA
Disaster Personnel Accountability and Assessment

DPAPM
Disaster Personnel Accountability Program Manager

DRU
direct reporting unit

EFAC
Emergency Family Assistance Center

ELTP
Emergency Leave Transfer Program

EXORD
execution order

FC
functional command

GAOC
geographic area of coverage

HQDA
Headquarters, Department of the Army

IMCOM
U.S. Army Installation Management Command

MTT
mobile training team

OCONUS
outside the Continental United States

OPM
U.S. Office of Personnel Management

PA
Personnel Accountability

PCC
Personnel Contingency Cell

PDS
permanent duty station

RRS–A

Army Records Retention Schedule-Army

SMC

strategic mission command

TDD

telecommunication device for the deaf

TDY

temporary duty

TIG

The Inspector General

TTY

teletypewriter

UIC

unit identification code

USAR

U.S. Army Reserve

USARC

U.S. Army Reserve Command

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 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 (GAOC) at the time of the event.

Army Disaster Personnel Accountability and Assessment System (ADPAAS)

The Army's total force accountability tool to report disaster personnel accountability 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 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 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

An individual a commander appoints to perform disaster personnel accountability 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 Service members (Regular Army, 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 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 in-formation is optional; however, provision of such information maybe a prerequisite to OCONUS assignment.

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, G1 PCC, in which Army-affiliated DPA will be accomplished using ADPAAS upon the occurrence of a natural or manmade disaster. The GAOC is known as the affected area or disaster zone.

Hierarchy

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

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 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 Naval Warfare Information 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 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, 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). Tier 1 organizations are the higher headquarters of ACOMs, ASCC, DRUs, CCMDs, and Army Staff directorates. Tier 1 organizations are usually at the division level. Continuing in succession, tier 2 organizations report to their parent organization (identified as a tier 1). Tier 2 organizations are usually at the brigade 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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