

ADPAAS Help Sheet

SELF-ACCOUNTING:

[The following three (3) options are available for reporting accountability status]

OPTION 1: Self-Accounting on ADPAAS:

- (1) Go to **HTTPS://ADPAAS.ARMY.MIL** and click the “**Army Military, DA Civilians, NAF Employees, OCONUS Contractors and their Families**” (LEFT) button.
- (2) Logon using one of the following three (3) methods:
 - a. CAC Card
 - b. Username (full AKO email address) and Password (DOB and last 4)
 - c. Personal Information: Recommended for family members
- (3) Follow steps to account for self and family members.
 - a. If affected on ADPAAS, it will ask for the current accountability status of yourself and/or family members
 - STEP 1 – Verify and update your contact information
 - STEP 2 – IGNORE the Needs Assessment Survey (NOT REQUIRED)
 - b. If you chose login option #3 above (Personal Information), follow the steps to self-account.
 - c. Logout and close the browser. You are done.

OPTION 2: Call your unit or organization accountability POC: (_____) _____

**OPTION 3: Call 24-Hour Army Information Hotline: 1-800-833-6622
Com: (703) 325-8168/ DSN: 221-8168**

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COR ADMINISTRATION:

COR (Admin) Access to ADPAAS

1. You must be granted COR access to ADPAAS in order to login as a COR.
2. Contact your **TIER 1 COMMAND** to be added as a Command Representative (COR).
3. After being added as a COR, go to **HTTPS://ADPAAS.ARMY.MIL** and click the “**COs, CO Reps (CORs), and Authorized Personnel**” (RIGHT) button.
4. Access requires your CAC card.
5. The **ADPAAS CO Users Guide** is available thru the Help Tab and the “**Command Tab**”, “**CO References**” button`.

View Accounting Reports

1. Click the “**Reports**” tab.
2. Click the “**All Army Report**” link (for high-level accounting summary).
3. Click the “**All UIC Report**” link, then select either “**by UIC**” or “**by Hierarchy**”. These options are used to view specific UIC’s within the command that have affected personnel.
4. Select the Event and choose the Tier 1 Command for your UIC Hierarchy. You may also drilldown to a TIER2 or TIER3 level report.
5. Click “**View Summary**”.
6. A list of UICs with the number affected personnel will appear.
7. Click the “**Download Summary**” button for an excel spreadsheet view of affected UICs.

Download Roster of Affected Personnel

1. Click the “**Reports**” tab.
2. Click “**Accounting Roster by Event and UIC**” (under “**Other PA Reports**”)
3. Select an event, and enter the UIC.
4. Check “**Include Hierarchy**” block to include roster of UIC in the hierarchy.
5. Click the “**Download Excel**” button.
6. Save and/or open the Excel file.

Perform Accounting

1. Click the **“Accounting”** tab.
2. Select the event. To view and account for personnel, Select one of the following buttons: **“View only my COR UICs”**, **“View all my UICs”** (within your hierarchy) or **“Go Straight to Accounting”** (per UIC).
3. If you choose **“View only my COR UICs”**, **“View all my UICs”**, click on the desired UIC to account for personnel affected within that UIC.
4. If you choose **“Go Straight to Accounting”**, choose the Event, enter the desired UIC and click **“Find”**. A list of personnel affected will appear.
5. Select the appropriate accounting status radio button next to each individual affected. Click **“Save”**.
6. A global status radio button is available for **“Current Location”** and **“Displaced”** location in the gray header above the roster names. If one of these radio buttons is chosen, all personnel on the page will be accounted for with same status. Individual statuses can then be changed by clicking a radio button status next to the individual name or click on the **“Clear”** link. Remember to click the **“Save Page”** button before leaving the page.

Affecting Personnel in an Event

1. Search for Sponsor under the **“Personnel”** tab.
2. Click the down arrow under the **“Action”** column (left side of the screen) and select **“Add to Event”**.
3. An **“Add Army Family Member(s) to Event”** pop-up box will appear. In the **“Add to Event”** field, click the down arrow and select the appropriate event.
4. Select the X- box next to the affected member and select a reason why the individual was manually affected.
5. Click the **“Save”** button. The pop-up box will disappear and return to the **“Personnel”** tab.
6. If the Sponsor or Family member was affected correctly, click **“Find”**, and the event name will appear next to the Sponsors name in the **“Event”** column.
7. Account for the newly affected Sponsors and/or their Family members under the **“Accounting”** tab.

Search for Personnel

1. Click the **“Personnel”** tab.
2. Use the filter options and click the **“Find”** button to view personnel. Note: If you search with the last 4 of the SSN, the last name of the Sponsor is also needed. Using the full SSN as a filter, will search the entire ADPAAS database; all other filter options search ONLY by UIC.
3. Click on the Sponsors' name to view their contact and family member information.
4. If the Sponsor's Username and Password needs to be reset, choose the **“Reset Password”** button, then hit the **“Set Username”** and **“Reset Password”** button in that order. If the email address is not listed, update the Sponsors' email address in the **“Contact Information”** page and go back to **“Set the Username”** and **“Reset Password”**.

Manage CORs (Adding or Removing):

[There are 2 ways to Add (grant COR access) and Remove CORs (remove COR access)]

1. “CO Reps By UIC”:

a. To Add CORs

- 1) Choose the **“Command”** tab
- 2) Choose the **“CO Reps by UIC”** button
- 3) Enter UIC in the **“UIC”** field
- 4) Click **“Show CORs”** button
- 5) Find the new COR by using one or more of the four search fields (**“Last Name (starts with)”**, **“First Name (starts with)”**, and the **“SSN (Full or Last 4 + Name)”**)
- 6) Click the **“Find”** button
- 7) Click the **“Add”** button

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b. **To Remove CORs**

- 1) Choose the **“Command”** tab
- 2) Choose the **“CO Reps by UIC”** button
- 3) Enter UIC in the **“UIC”** field
- 4) Click **“Show CORs”** button
- 5) Click the **“Remove”** button next to the person to be removed
- 6) Confirm the removal of them as a COR by clicking **“OK”**

2. **“CO Reps By Name”:**

a. **To Add CORs**

- 1) Choose the **“Command”** tab
- 2) Choose the **“CO Reps by Name”** button
- 8) Enter the new COR by using one or more of the four search fields (**“Last Name (starts with)”**, **“First Name (starts with)”**, and the **“SSN (Full or Last 4 + Name)”**)
- 3) Click the **“Find”** button and then click **“Manage”** button.
- 4) Click the **“Add UICs”** button
- 5) Enter the UIC in the “UIC Lookup” box
- 6) Click the **Add** button

b. **To Remove CORs**

- 1) Choose the **“Command”** tab
- 2) Choose the **“CO Reps by Name”** button
- 9) Enter the COR by using one or more of the four search fields (**“Last Name (starts with)”**, **“First Name (starts with)”**, and the **“SSN (Full or Last 4 + Name)”**)
- 3) Click the **“Find”** button and then click **“Manage”**
- 4) Choose the check box next to the UIC to be removed
- 5) Click the **“Remove Checked UICs”** button