



DEPARTMENT OF THE ARMY
U.S ARMY MANEUVER SUPPORT CENTER OF EXCELLENCE
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- 4 AUG 2023

ATZT-CS (600-86a)

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Maneuver Support Center of Excellence (MSCoE) Standard Operating Procedures (SOP) for Army Disaster Personnel Accountability (DPA) and Assessment Program and the Army Disaster Personnel Accountability and Assessment System (ADPAAS).

1. References:

- a. Army Regulation (AR) 600-86 (Army Disaster Personnel Accountability and Assessment Program) (ADPAAS).
- b. HQDA EXORD 142-19, (Defense Support of Civil Authorities (DSCA)).
- c. Department of Defense Instruction (DODI) 3001.02, (Personnel Accountability in Conjunction with Natural or Manmade Disasters).
- d. ADPAAS Website References (<https://adpaas.army.mil>).
- e. Chairman of the Joint Chiefs of Staff Manual (CJCSM) 3150.13C, (Joint Reporting Structure-Personnel Manual).
- f. AR 1-201 (Army Inspection Policy).
- g. AR 20-1 (Inspector General Activities, and Procedures).
- h. AR 525-27 (Army Emergency Management Program).
- i. AR 638-8 (Army Casualty Program).
- j. Joint Travel Regulations, <https://defensetravel.dod.mil/site/travelreg.cfm>.

2. Purpose. To provide detailed procedures and reinforce responsibilities while conducting emergency personnel accountability (military/DA Civilians/Family members) requiring the use of ADPAAS. It implements policy guidance under AR 600-86, and EXORD 142-19.

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3. Applicability. This SOP applies to all MSCoE assigned Soldiers, DA Civilians, and their Family members.

4. MSCoE's subordinate command responsibilities.

a. Commanders and Civilian leaders are ultimately responsible for their organization's preparation and execution of ADPAAS requirements IAW AR 600-86 and DoDI 3001.02.

b. IAW AR 600-86, commanders at all levels are required to appoint a primary and alternate Command Officer Representative (COR) to maintain the ADPAAS program on behalf of the commander. CORs must hold the minimum grade of E5 or Civilian equivalent. Foreign nationals, local nationals, and contractor personnel may not serve as ADPAAS CORs.

c. MSCoE G-1 is required to initiate one ADPAAS training exercise annually (outside routine DA-level ADPAAS exercises such as Ardent Sentry and Global Thunder, Vigilant Shield). MSCoE G-1 will submit a DA Form 7766, (ADPAAS event request form) to HQ TRADOC G-1/4, ADPAAS team at least two weeks prior to the desired start date of the exercise.

d. Commanders at all levels will ensure that the Disaster Personnel Accountability (DPA) Program is part of the unit's Command Inspection Program.

5. COR Certification Requirements. Subordinate Command primary CORs must submit an ADPAAS COR access request form (DA Form 7765) to HQ TRADOC G-1/4, ADPAAS team to receive permissions in the ADPAAS system. All CORs will complete the annual certification Computer-Based Training (CBT) found at <https://adpaas.army.mil> or attend live regional COR training within 30 days of ADPAAS COR appointment. Units may request live regional COR training at their installations by submitting a request to HQ TRADOC G-1/4.

6. ADPAAS program management:

a. IAW AR 600-86, TRADOC requires 100 percent accountability within 72 hours from the start of an ADPAAS event.

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b. IAW AR 600-86, TRADOC requires Soldiers and DA Civilians to routinely review, validate, and update their emergency contact information to include ADPAAS information at least once per calendar year.

c. IAW AR 600-86, commanders must ensure that all Soldiers and DA Civilians validate or update current Family member personal information, location, and emergency contact information on unit alert rosters and in ADPAAS within 30 days of arrival to the unit and as necessary thereafter.

d. Commanders must maintain emergency alert contact rosters that include multiple methods of contact such as cellular telephone numbers, personal email addresses, and physical addresses to facilitate contact during emergencies.

e. CORs at all levels must maintain ADPAAS data integrity by routinely validating system access and the command's UIC hierarchy to ensure the reporting structure accurately reflects the organization's personnel and units.

f. Primary unit CORs will maintain a record of subordinate COR training certificates, DA Form 7765s, and DA Form 7766s. Additionally, primary unit CORs will maintain a subordinate COR point of contact (POC) roster to facilitate communication within units during accountability events requiring the use of ADPAAS.

7. Point of contact is Mr. R. Lee Herrera, Office of MSCoE G-1, Installation ADPAAS Coordinator – Tier 2, 573-596-2665, rudy.l.herrera.civ@army.mil.



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