AFPAAS / Air Force Personnel Accountability and Assessment System

### Accounting and Assessing in AFPAAS

This guide will walk you through how to **account** and **assess** for you and your dependents during a **significant event**, **disaster** or **emergency**.

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### Navigate to: https://afpaas.af.mil/ then log in using your PIV/CAC credentials or username/password.

Your username is your primary email address.

Your initial password is **auto-generated** in the following structure:

Sponsor's DOB plus the last four digits of the Sponsor's SSN. Example: **YYYYMMDDXXXX** 

Assess

Not Affected Step 2 of 3: User Guide test N

# If you are affected by an active event in AFPAAS, you will be prompted to account upon log in.

Our record	ds indicate you are affected by an a	active event. Please update your status ac conviced and click (Paua) or	
		Accounting Status	
Select an Accounting Status from the drop down menu		ounting Status from the drop down menu	
	Click the In the	-or- Unreported V	
	Click ale in ale A	Unreported	
► P	hysically in the area when the even	nt occured Home/Work/Telework	
• E	vacuated from the area due to the	event Evacuated	
		On Leave	
		Separated/Retired	
Airman	Name (Last, First, MI)	Accounting Status Transferred Updated:	Updated By:
â	Test, Tonia	Unreported  Other	
		Not Required to Account- Select Reason if in GAOI.	
iii ii	Test, Jake	Select one   In the Area	
		Not Required to Account- Select Reason if i	GAOL
		Not Required to Account- Select Reason if Select one	rea
i 🔒	Test, Taylor	Select one V In the A Select one	
		On Leave in Area Reason if i	GAOI.
		Currently Lives in Area In the A	rea
		Save Clos Currently Works in Area	
		On TDY in Area	
		Save Close	

TRANSPORTATION TO ONWARD DESTINATION (Do Duty Station (PDS)2)

Car broke

LOCAL TR

PERMANENT HOUSING

PERSONAL PROPERTY

FINANCIAL ASSISTANCE

PAY AND BENEFITS (Do

CIVILIAN EMPLOYEES

#### To Account in AFPAAS:

- 1. Select the **Accounting Status** from the drop down that best describes your situation.
- 2. If you would like to include dependents that are not required to account, select the appropriate "**Reason if in GAOI**" option then click the "**In the Area**" button. Once the screen updates, the **Accounting Status** options will be available.
- 3. Click Save.

## If you have needs that have resulted from being affected by an event, complete the Needs Assessment Survey to request assistance.

To assess, review the **19 Needs Categories** and select the option that best describes your current needs. Once you have completed all categories, select **Save** to continue.

**NOTE**: Not all events will have a Needs Assessment survey.

 Step 3 of 3: Your assessment survey has been submitted.

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2 Visit the Home page for announcements and other up-to-date information 3 Browse the Reference Library for helpful links and documents (O on the Assessment tab, you will exp our Assessment Summary. You can print a copy for your records, or you may click the <u>"Eqt"</u> links to make changes. Note: you can only make changes to your survey unity your case has been opened. Once your case has been opened, use the [Add Comment] button which will appear. The "Print Blank Survey" link is on the if menuin case you need to provide others who can't access this system with blank survey forms to fax or deliver to a AFRC. For information on how to update your information in AFPAAS, reference the "**Updating your Information in AFPAAS**" Quick Reference sheet (located under the **Help** tab in AFPAAS).

Having Technical Issues?

Contact the PAAS Help Desk by emailing: PAAS@us.navy.mil