

## What is AFPAAS?

The **Air Force Personnel Accountability and Assessment System (AFPAAS)** is a website designed to help Air Force/Space Force personnel and their families directly affected by natural and man-made disasters.

## Why is AFPAAS needed?

- **AFPAAS** provides a tool to report your status, current location, update emergency contact information, and request assistance.
- **AFPAAS** helps leadership account for personnel and make decisions that supports you and your family.

## Who can use AFPAAS?

**AFPAAS** is available for all Department of the Air Force/Space Force affiliated personnel and their family members.

This includes Active Duty, Reserves, Selected Reserves, DAF Civilians, OCONUS DAF Contractors, NAF employees and their family members.

## Additional Resources

- **AFPAAS Home Page** for timely, up-to-date System Announcements.
- **AFPAAS Reference Library** for useful websites and phone numbers.

## Where can I find AFPAAS?

You can access AFPAAS by using the URL below or scanning the QR code:



<https://afpaas.af.mil/>

## No internet access?

If you are displaced from home or do not have internet access, you may:

- ▼ Contact your Command Officer Representative
- ▼ Request assistance from your local authorities and relief agencies
- ▼ Contact the **Total Forces Service Center**.

**Total Force Service Center**  
Phone: 1-800-525-0102

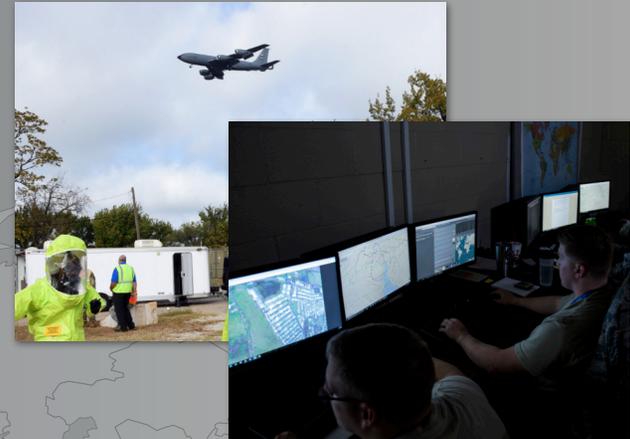
**Commanders, CORs, & IPRs**  
contact the **Air Force Personnel Readiness Cell**  
Phone: 1-800-435-9941

**Remember to account at your first available opportunity.**

**For technical assistance:**

Contact the PAAS Help Desk by emailing [paas.fct@us.navy.mil](mailto:paas.fct@us.navy.mil).

# Air Force Personnel Accountability and Assessment System



**Supporting Airmen,  
Guardians, Civilians,  
and Families during a  
Disaster**



**U.S. AIR FORCE**

## How does AFPAAS work?

AFPAAS allows you and your family to submit vital information into a secure website using your computer.

To update your accounting status, complete the following steps:

### Step 1: Use this web address

<https://afpaas.af.mil/>

Step 2: Log in using either the PIV/CAC or username/password option

The screenshot shows the AFPAAS homepage with a navigation bar at the top. Below the header, there is a section titled "AFPAAS Login Page" with instructions to log in with a PIV/CAC or a username and password. There are two login buttons: "LOG IN WITH YOUR PIV/CAC" and "LOG IN WITH LIMITED ACCESS". A "Forgot your password" link is also visible.

**Note:** If you see the window below, you are not affected by a disaster or required to complete a Needs Assessment. You may log out.

The screenshot shows a message box with a thumbs-up icon. The text reads: "Our records currently indicate that you are not affected by any active event. Therefore, the Assessment Survey is disabled. Please select the 'My Info' tab to verify and update your information."

If you are affected by an event, the window below will appear:

### Step 3: Choose your status

The screenshot shows the "Assessment Status" selection screen. It includes a table with columns for "Assessment Status", "Accounting Status", and "Last Updated". The "Assessment Status" column has a dropdown menu with options like "Unreported" and "New". There are also buttons for "Save" and "Close".

Step 4: Review the survey introduction and click the "Continue" button

The screenshot shows the "Needs Assessment Survey Introduction" screen. It contains a text box with instructions: "If you or your family needs IMMEDIATE help with basic necessities such as water, food, shelter, or medical care, please call 1-800-435-9541, 216-868-2020/D5N 668-2020". Below this, there are several numbered questions and a "Continue" button.

Step 5: Complete & submit the Needs Assessment

The screenshot shows a table titled "User Guide Test Needs Assessment Survey". The table has columns for "Not Affected", "Not Done", "Need Assistance", and "Check all that apply (Please check Not Affected if none apply)". The rows list various categories of needs, such as "MEDICAL", "MISSING FAMILY LOCATOR", "TRANSPORTATION TO ONWARD DESTINATION", "LOCAL TRANSPORTATION", "TEMPORARY HOUSING", "CHILD CARE", "SCHOOL", "LEGAL SERVICES", "CHAPLAIN", "COUNSELING", "MORTUARY ASSISTANCE", "FUNERAL ARRANGEMENTS", and "CASUALTY/DEATH BENEFITS ASSISTANCE". There is also a section for "Additional Comments" with a text input field and a "Continue" button.

## Step 6: Review and close the confirmation window

The screenshot shows a "Survey Completed" confirmation window. It contains the text: "Step 3 of 3: Your assessment survey has been submitted. Thank you!" followed by instructions on how to use the "My Info" tab and other features. There is a "Changes Saved" button at the bottom.

Step 7: Print your assessment for your records

The screenshot shows the "User Guide Test Needs Assessment Summary" page. It includes a "Print" button and a "Comments" section with a text input field. There is also a "Need immediate care from a doctor or hospital" section with a phone number: "TSCBACE 1-800-708-8546 In Español 1-877-889-5392".

You have completed entering your accountability status and assessing your needs.

Please view the homepage for up to date information.

Once complete, you may **logout**.

## Important notes:

- ▼ Update your contact and location information regularly by choosing the **My Info** tab.
- ▼ If you complete a **Needs Assessment**, a Case Manager will contact you.
- ▼ If you have any questions, contact the **Total Force Service Center**.