



## NATIONAL GUARD BUREAU

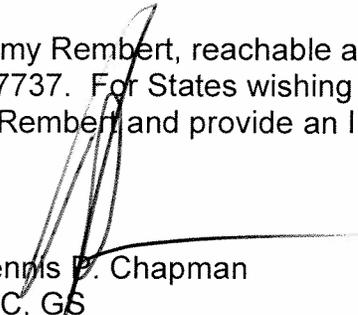
111 SOUTH GEORGE MASON DRIVE  
ARLINGTON VA 22204-1382

NGB-ARH

MEMORANDUM FOR SEE DISTRIBUTION:

SUBJECT: ADPASS Training Opportunities, August and September 2009

1. Beginning with the FY09 Hurricane Season, ARNG will direct States to use the Army Disaster Personnel Accountability and Assessment System (ADPAAS) for personnel and family accountability during disasters. ADPAAS standardizes the Army's method to account, assess, manage, and monitor the recovery process for personnel and families affected and/or scattered by a wide-spread catastrophic event and provides information to all levels of command, allowing commanders to make decisions facilitating a return to stability.
2. In support of this requirement, the ARNG will conduct a VTC on 20 Aug 09 from 1300 to 1430 and an ADPAAS Train the Trainer event at Camp Robinson, Arkansas on 15-16 SEP 09. The training outlines are provided with this POI and will cover:
  - a. The use of ADPAAS at the Soldier, Unit, and State level
  - b. Administrative functions of the system
  - c. Training targets the MILPO/JFHQ, BDE, and BN level J1/G1/S1 community for familiarity and training resources to perform subsequent training to units and Soldiers.
3. Funding for travel to Camp Robinson is the responsibility of each individual state. Due to non-availability in lodging, arrangements have been made with a local hotel for billeting. Specific instructions will be sent with the reservation requirements for billeting.
4. The POC for this memorandum is 1LT Jeremy Rember, reachable at [Jeremy.rembert@ng.army.mil](mailto:Jeremy.rembert@ng.army.mil), or 703-601-7737. For States wishing to take part in the Video Teleconference, RSVP with 1LT Rember and provide an IP Address from which the teleconference will be viewed.

  
Dennis P. Chapman  
LTC, GS  
Chief, Personnel Policy & Readiness  
Division

NGB-ARH

SUBJECT: Program of Instruction for ADPAAS Training to be held at Camp Robinson, Arkansas on 15-16 September, 2009

DISTRIBUTION:

All State Adjutant Generals

All State Chief of Staff

All State DCSPER/MILPOs

All State POTOs

All State CSMs

## **ADPAAS Program of Instruction**

### **MODULE 1 – Introduction to Disaster Accountability and ADPAAS**

**Lesson 1-1. Disaster Accountability**

**Lesson 1-2. ADPAAS Architecture**

**Lesson 1-3. Reporting Hierarchy**

### **MODULE 2 – Using ADPAAS (Army Family Members)**

**Lesson 2-1. Self-Accounting and Self-Assessment**

### **MODULE 3 – Using ADPAAS (COR)**

**Lesson 3-1. General Information, CORs, and UIC Hierarchy**

**Lesson 3-2. Personnel and Accounting**

**Lesson 3-3. Reports, Reference, My Info, and Help**

### **MODULE 4 – COR Administration of ADPAAS**

**Lesson 4-1. Implementing ADPAAS**

**Lesson 4-2. Managing Your Accountability Process**

**Lesson 4-3. Develop Your Command Training Plan**

## **One-Day ADPAAS Training Schedule**

<u>TIME</u>	<u>SUBJECT</u>
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0800 – 0815	Opening Comments / Admin Announcements
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### **MODULE 1 – Introduction to Disaster Accountability and ADPAAS**

0815 – 0830	Lesson 1-1. Disaster Accountability
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0830 – 0835	Lesson 1-2. ADPAAS Architecture
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0835 – 0840	Lesson 1-3. Reporting Hierarchy
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0840 – 0850	Practical Exercise 1.1
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0850 – 0900	BREAK
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### **MODULE 2 – Using ADPAAS (Army Family Members)**

0900 – 0950	Lesson 2-1. Self-Accounting and Self-Assessment
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0950 – 1000	Practical Exercise 2.1
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### **MODULE 3 – Using ADPAAS (COR)**

1000 – 1050	Lesson 3-1. General Information, CORs, and UIC Hierarchy
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1050 – 1100	BREAK
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1100 – 1200	Lesson 3-2. Personnel and Accounting
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1200 – 1300	LUNCH
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1300 – 1400	Lesson 3-3. Reports, Reference Library, My Info, and Help
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1400 – 1410	BREAK
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### **MODULE 4 – COR Administration of ADPAAS**

1410 – 1420	Lesson 4-1. Implementing ADPAAS
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1420 – 1430	Lesson 4-2. Managing Your Accountability Process
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1430 – 1440	Lesson 4-3. Develop Your Command Training Plan
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1440 – 1500	Practical Exercise 4.1
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1500 – 1530	Q & A / Closure
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**ARMY DISASTER PERSONNEL ACCOUNTABILITY AND ASSESSMENT SYSTEM  
(ADPAAS)**

**MODULE 1: Introduction to Disaster Accountability and ADPAAS**

**CRITICAL TASKS**

<b>Task Number</b>	<b>Title</b>	<b>Training Frequency</b>
<b>1-1.</b>	Explain the DOD and DA disaster accountability process.	
<b>1-2.</b>	Explain the ADPAAS Architecture.	
<b>1-3.</b>	Explain the reporting structure for Army elements in HQDA, DOD, COCOMs and other DOD agencies.	

## MODULE 1. Introduction to Disaster Accountability and ADPAAS

### Lesson 1-1. Disaster Accountability

### Lesson 1-2. ADPAAS Architecture

### Lesson 1-3. Reporting Hierarchy

#### Lesson Plan

(1 hour)

#### 1. GENERAL

This lesson introduces the disaster personnel accountability process of Department of Defense (DOD) and the Department of the Army (DA), the basic architecture the Army Disaster Personnel Accountability and Assessment System (ADPAAS), and the reporting hierarchy for DOD and DA.

#### 2. CONDUCT OF LESSON

##### a. Prior to class:

(1) Student: None

(2) Instructor: Read DODI 3001.02 & Enclosure D, CJCSM 1350.13B. Read these notes and modify them according to your preference. Familiarize yourself with the terminology used in this lesson. This lesson is designed to be taught in a small or large group discussion. Provide a short practical exercise that focuses on the three learning objectives.

##### b. During class: A general guide for this lesson follows:

Introduction (with video)	10 min
Background	10 min
DOD Policy and References	
DOD Accountability Process	
HQDA Policy	
HQDA Accountability	5 min
Definitions	5 min
ADPAAS Architecture	5 min
Reporting Hierarchy	5 min
Practical Exercise 1.1	10 min
Break	10 min
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	60 min

#### 3. TRAINING AIDS

##### a. Projector

- b. NIPR with internet access
- c. Laptop/Desktop PC with CAC-reader
- d. Blackboard and chalk or butcher board with paper and markers
- e. Laser pointer
- f. COR Video

#### 4. LEARNING OBJECTIVES

A.01 TASK: Explain the DOD and DA disaster accountability process.

CONDITION: Individually and in small groups with written and oral requirements and classroom discussion.

STANDARD: The student should be able to explain the personnel accountability process for both DOD and DA in the event of a natural or man-made disaster event.

LEVEL: Comprehension.

A.02 TASK: Explain the ADPAAS Architecture.

CONDITION: Individually and in small groups with written and oral requirements and classroom discussion.

STANDARD: The student should be able to explain the basic architecture of ADPAAS and explain the four main databases that populate ADPAAS.

LEVEL: Comprehension.

A.03 TASK: Explain the reporting structure for Army elements in HQDA, DOD, COCOMs, and other DOD agencies.

CONDITION: Individually and in small groups with written and oral requirements and classroom discussion.

STANDARD: The student should be able to explain the disaster reporting relationships for all Army organizations in DOD, COCOMs, and other DOD agencies.

LEVEL: Comprehension.

## 5. PRESENTATION GUIDE

### Lesson 1-1. Disaster Accountability

- a. ADPAAS Overview (COR)
  - (1) Disaster Accountability
    - a) Background
      - i. Hurricane KATRINA
      - ii. Hurricane IKE
    - b) DOD Policy and References
      - i. DODI 3001.02 – Personnel Accountability in Conjunction With Natural or Manmade Disaster
      - ii. Appendix D to CJCSM 1350. 13 – Joint Reporting Structure – Personnel Manual
      - iii. PARS (Personnel Accountability Reporting System)
        - Web-based application
        - By-name detail of affected
    - c) DOD Accountability Process
      - i. Presidential/ FEMA Declaration
      - ii. OSD Declaration
      - iii. CJCS designates GAOI and commences personnel accountability
      - iv. DMDC provides initial personnel baselines for required personnel categories
      - v. Services conduct accountability and reports to JCS
    - d) HQDA Accountability Process
      - i. Army Proponent for accountability – DCS G-1
      - ii. HDQA Accountability Process (INITIATE – ACCOUNT - REPORT)
      - iii. Upon SECDEF declaration, HQDA sends message to all commands directing them to conduct personnel accountability
      - iv. Commands conduct accountability and enter reports directly into ADPAAS
      - v. HQDA transmits accountability reports to PARS
    - e) Definitions
      - i. Geographical Area of Impact (GAOI)
      - ii. Personnel Responsibility
      - iii. Personnel Categories
        - Army-Affiliated
        - CONUS
        - OCONUS
        - Active Duty
        - Reservist on Active Duty

- Drilling /Paid Reservist
  - DOD/DA Civilian
  - Contractor
  - Dependents
  - DOD Civilian Family Member
- f) Accounted for
  - g) Unaccounted for
  - h) EAWUN
  - i) Accounted for Displaced
  - j) Command Representative (COR)
  - k) Reporting TIER

### **Lesson 1-2. ADPAAS Architecture**

- (2) ADPAAS Architecture
  - a) NIPR web-based application
  - b) CAC/ non-CAC access
  - c) Populated by DOD/Army databases
    - i. Personnel
    - ii. UIC source (ASORTS)
    - iii. UIC hierarchy
    - iv. COR
  - d) Army G-1 designated ADPAAS as official accountability system for disasters

### **Lesson 1-3. Reporting Hierarchy**

- (3) Reporting Hierarchy
  - a) DOD Reporting
    - i. Military Services
    - ii. CONUS
    - iii. OCONUS
  - b) Service Component Command
  - c) USA Elements
    - i. COCOM
    - ii. Defense Agency Headquarters (4th Estate)
  - d) HQDA Staff
    - i. Report directly to Army G-1
    - ii. Includes subordinate UICs (such as FOAs) reporting to HQDA Staff
  - e) Summary of Disaster Accountability with ADPAAS
- (4) Practical Exercise 1.1 (5 min)
  - a) Construct unit hierarchy
- (5) Conclusion
  - a) CLOSURE

**ARMY DISASTER PERSONNEL ACCOUNTABILITY AND ASSESSMENT SYSTEM  
(ADPAAS)**

**MODULE 2: Using ADPAAS (Army Family Members)**

**CRITICAL TASKS**

<b>Task Number</b>	<b>Title</b>	<b>Training Frequency</b>
2-1.	Perform all functions of self-accounting and a self-assessment on ADPAAS.	

## MODULE 2. Using ADPAAS (Army Family Members)

### Lesson 2-1. Self-Accounting and Self-Assessment

#### Lesson Plan (1 hour)

#### 1. GENERAL

The lesson introduces the Army Family Member side of ADPAAS. It outlines the process for sponsors and/or their family members to self-account and self-assess on ADPAAS.

#### 2. CONDUCT OF LESSON

##### a. Prior to class:

(1) Student: None.

(2) Instructor: Read Army Family Member (AFM) Users Manual.

Read these notes and modify them according to your preference. Familiarize yourself with the terminology used in this lesson. This lesson is designed to be taught in a small or large group discussion. The majority of the lesson should involve a practical hands-on exercise that focuses self-accounting and self-assessment on ADPAAS.

##### b. During class: A general guide for this lesson follows:

Overview (with AFM Training Video)	5 min
Self-Accounting / Self-Assessment	7 min
ADPAAS Overview (Sponsor/Family)	
Who is required to report?	
The accountability process	
ADPAAS Terms	
General Functions of ADPAAS	7 min
Login to ADPAAS	
Home Page Tab	
My Info Tab	
Assessment Tab	
Reference Library Tab	
Help & Feedback Tab	
Navigate to ADPAAS	16 min
First Time Log-on (SSN/DOB)	
Account for Self and/or Dependents	
View and Edit Personal Profile Information	
Practical Exercise 2.1	15 min
Questions & Closing	10 min
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	60 min

#### 3. TRAINING AIDS

##### a. Projector

- b. NIPR with internet access
- c. Laptop/Desktop PC with CAC-reader
- d. Blackboard and chalk or butcher board with paper and markers
- e. Laser pointer
- f. Sponsor Family video

#### 4. LEARNING OBJECTIVE

A.01 TASK: Perform all functions of self-accounting and a self-assessment on ADPAAS.

CONDITION: Individually with classroom discussion and a computer with a CAC-reader and internet access.

STANDARD: The student should be able to perform all functions to self-account and self-assessment for themselves and each of their Family members.

LEVEL: Application.

#### 5. PRESENTATION GUIDE

##### a. Self-Accounting / Self-Assessment

- (1) ADPAAS Overview (Sponsor/Family)
  - a) Definition of ADPAAS
  - b) ADPAAS System
- (2) Who is required to report
- (3) The accountability process
- (4) ADPAAS Terms
  - a) Event
  - b) GAOI
  - c) Family Members
  - d) Affected
  - e) Accounted for

##### b. General Functions of ADPAAS

- (1) Login to ADPAAS
- (2) Home Page Tab
- (3) My Info Tab
- (4) Assessment Tab
- (5) Reference Library Tab
- (6) Help & Feedback Tab

##### c. Navigate to ADPAAS

- (1) First Time Log-on (SSN/DOB)
  - a) Accounting Status – (*defaulted to assessment tab*)
    - i. Not affected
      - Continue and verify personal profile information
      - Call the Army Info Hotline to be affected
    - ii. Affected
      - Account for self and/or Family members

- Complete needs assessment)
  - (2) Account for self and/or dependents (*if affected by event*)
    - a) During an Event
      - i. Choose accounting status
      - ii. Complete steps 1-3
        - (1) Verify and Update Home Information
        - (2) Complete or Print Needs Assessment Survey
        - (3) Submit Needs Assessment Survey
      - iii. Review and Edit Needs Assessment Survey
        - Note: Assessment Support is not available at this time.
    - b) Review and update Event Information (*only visible when affected by an event*)
      - i. Displaced Location
      - ii. Accounting Status
      - iii. Event Information
      - iv. Other POCs
  - (3) View and Edit Personal Profile Information (*Can be done at any time*)
    - a) Personal Summary
    - b) Contact Information
      - i. Edit personal contact information
      - ii. Additional POCs
    - c) Family Member Information
      - i. Adding Family Members
      - ii. Deleting Family Members
- d. Practical Exercise 2.1 (15 min)
  - (1) Perform the steps (2) and (3)
- d. Conclusion
  - (1) CLOSURE

**ARMY DISASTER PERSONNEL ACCOUNTABILITY AND ASSESSMENT SYSTEM  
(ADPAAS)**

**MODULE 3: Using ADPAAS (COR)**

**CRITICAL TASKS**

<b>Task Number</b>	<b>Title</b>	<b>Training Frequency</b>
<b>3-1.</b>	Navigate and login on to ADPAAS and perform all functions under the Home Page, Command, and UIC Admin tabs.	
<b>3-2.</b>	Navigate and login on to ADPAAS and perform all functions under the Personnel and Accounting tabs.	
<b>3-3.</b>	Navigate and login on to ADPAAS and perform all functions under Reports, Reference Library, My Info tabs.	

## MODULE 3. Using ADPAAS (COR)

### Lesson 3-1. General Information, CORs, and UIC Hierarchy

#### Lesson Plan

(1 hour)

#### 1. GENERAL

This lesson begins the discussion of the main functions of ADPAAS by introducing the Home Information page, as well as, outlining the procedures for managing Command Representatives (COR) and the UIC Hierarchy of the organization.

#### 2. CONDUCT OF LESSON

a. Prior to class:

(1) Student: None

(2) Instructor: Read these notes and the COR User Manual.

Become very familiar with the use of the COR and UIC Admin modules. Specifically, how to manage the assignment of CORs and the UIC hierarchy.

b. During class: A general guide for this lesson follows:

Navigate and Login	2 min
Home	3 min
Command	15 min
UIC Admin	15 min
Practical Exercise 3.1	15 min
<u>BREAK</u>	<u>10 min</u>
	60 min

#### 3. TRAINING AIDS

- Projector
- NIPR with internet access
- Laptop/Desktop PC with CAC-reader
- Blackboard and chalk or butcher board with paper and markers
- Laser pointer

#### 4. LEARNING OBJECTIVE

A.01 TASK: Navigate and login to ADPAAS and perform the all functions under the Home Page, Command, and UIC Admin tabs.

CONDITION: Individually with classroom discussion and a computer with a CAC-reader and internet access.

STANDARD: The student should be able to perform each of the functions under each of discussed ADPAAS tabs.

LEVEL: Application.

## 5. PRESENTATION GUIDE

### a. ADPAAS General Information

- (1) Login to ADPAAS
  - (2) **Home Page tab**
    - a) Announcements
    - b) Training Info
    - c) COR Users Manual
    - d) Resources
      - i. Entitlements DD 1610 sample
      - ii. Community Services Locator
      - iii. Military OneSource
      - iv. Operation HomeFront
      - v. Army Reserve Warrior & Assistance Center
      - vi. NOAA National Weather Service
      - vii. Useful Links
        - Today's Weather Map
        - Current Warnings and Watches
        - National Doppler Radar
        - National Hurricane Center
    - e) How to Account for Your Personnel
    - f) Phone Numbers
      - i. Army Information Hotline
      - ii. ADPAAS Help Desk
    - g) News – “Army Preparedness – Army Rehearses for Hurricane Season – 15 April 2008
  - (3) **Command tab**
    - a) Commanding Officer Introduction
    - b) View CO Representatives (CORs)
    - c) Add CORs
    - d) Remove CORs
    - e) UIC Administration (TIER 1 CORs Only)
    - f) View Assessment Report for an Event
  - (4) **UIC Admin tab**
    - a) UIC Viewer
      - i. UIC Search
      - ii. UIC Hierarchy
      - iii. UIC Info
    - b) Managing the Command/Unit Hierarchy
      - i. Moving UIC
        - Up/Down
        - Out – UIC W6 (aka W6)
      - ii. W6 – Inactive or Invalid UICs
      - iii. Adding UIC
- ### b. Practical Exercise 3.1 (25 min)
- (1) Perform the steps a.(1) – a.(4)
  - (2) Home Tab

- a) Navigate to each link
- (3) Command Tab
  - a) CORs
    - i. ADD
    - ii. FIND
    - iii. REMOVE
  - b) UIC Admin – same as tab
- (4) UIC Admin Tab
  - a) SEARCH
  - b) VIEW hierarchy
  - c) MOVE UIC up/down/out
- c. Conclusion
  - (1) CLOSURE

## MODULE 3. Using ADPAAS (COR)

### Lesson 3-2. Personnel and Accounting

#### Lesson Plan

(1 hour)

#### 1. GENERAL

This lesson continues more discussion of the main functions of ADPAAS by introducing the Personnel and the Accounting tabs. The discussion centers on the procedures for using the Personnel tab for managing the personnel data and the Accounting tab for personnel affected by a catastrophic event.

#### 2. CONDUCT OF LESSON

a. Prior to class:

(1) Student: None.

(2) Instructor: Read these notes and the COR Users Manual.

Become very familiar with the use of the Personnel and Accounting modules. Specifically, how to manage the unit personnel data and the Accounting module for conducting accountability of affected personnel.

b. During class: A general guide for this lesson follows:

Personnel tab	10 min
Practical Exercise 3-2.1	15 min
Accounting tab	10 min
Practical Exercise 3-2.2	15 min
Break	10 min
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	60 min

#### 3. TRAINING AIDS

- a. Projector
- b. NIPR with internet access
- c. Laptop/Desktop PC with CAC-reader
- d. Blackboard and chalk or butcher board with paper and markers
- e. Laser pointer

#### 4. LEARNING OBJECTIVE

A.01 TASK: Navigate and login to ADPAAS and perform all functions under the Personnel and Accounting tabs.

CONDITION: Individually with classroom discussion and a computer with a CAC-reader and internet access.

STANDARD: The student should be able to perform each of the functions under the Personnel and Accounting ADPAAS tabs.

LEVEL: Application.

## 5. PRESENTATION GUIDE

### a. Personnel tab

- (1) Search for Personnel
- (2) Add Personnel and Information
- (3) Edit Army Family Member (AFM) Personal Information
- (4) Edit AFM Personal Info – Event Information
- (5) Add a Comment for an AFM
- (6) Affect Personnel for an Event
- (7) Assess for Personnel
- (8) Export to CSV
- (9) Change assigned UIC

### b. Practical Exercise 3-2.1 (10 min)

- (1) Perform the steps a.(1) – a.(9)

### c. Accounting tab

- (1) Search for Personnel
- (2) View UIC Accounting Summary
- (3) View UIC Report Page
- (4) Account for Personnel
- (5) Account for Personnel – Notes
- (6) Validate Personnel
- (7) Add Personnel and Information
- (8) Accounting Dashboard

### d. Practical Exercise 3-2.2 (10 min)

- (1) Perform the steps a.(1) – a.(8)

### e. Conclusion

- (1) CLOSURE

## MODULE 3. Using ADPAAS (COR)

### Lesson 3-3. Reports, Reference Library, My Info, and Help

#### Lesson Plan

(1 hour)

#### 1. GENERAL

This lesson completes the discussion of the main functions of ADPAAS by introducing the Reports, Reference Library, My Info, and the Help tabs. The discussion provides procedures for obtaining accountability reports for personnel affected by a catastrophic event, introduces the Reference Library, and demonstrates the My Info tab and the Help tabs.

#### 2. CONDUCT OF LESSON

a. Prior to class:

(1) Student: None.

(2) Instructor: Read these notes and the COR User Manual.

Become very familiar with the use of the Reports, Reference Library, My Info and the Help modules. Importantly, know how to pull each of the available reports and be able to discuss the uses of each report.

b. During class: A general guide for this lesson follows:

Reports	10 min
Reference Library	5 min
My Info	10 min
Help	5 min
Practical Exercise 3.3	20 min
<u>Break</u>	<u>10 min</u>
	60 min

#### 3. TRAINING AIDS

- Projector
- NIPR with internet access
- Laptop/Desktop PC with CAC-reader
- Blackboard and chalk or butcher board with paper and markers
- Laser pointer

#### 4. LEARNING OBJECTIVE

A.01 TASK: Navigate and login on to ADPAAS and perform the all functions under Reports, Reference, My Info tabs.

CONDITION: Individually with classroom discussion and a computer with a CAC-reader and internet access.

STANDARD: The student should be able to perform each of the functions under each of discussed ADPAAS tabs.

LEVEL: Application.

## 5. PRESENTATION GUIDE

### a. **Reports tab**

- (1) View Reports
  - a) All Army Report
  - b) All UIC Reports
    - i. All UIC Report by UIC
    - ii. All UIC Report By Hierarchy
    - iii. All UIC Rollup Summary
    - iv. Archive PA Reports

### b. **Reference Library**

- (1) View Reference Library
- (2) Key phone numbers Online resources
- (3) DOD/Government Websites

### c. **My Info**

- (1) Summary
- (2) Contact Information
- (3) Family Member Info
- (4) User Account
- (5) Reset Password

### d. **Help**

- (1) View Help Page
- (2) ADPAAS Help
  - a) Feedback / Survey
  - b) User Guides and other Downloads
  - c) Contact Numbers
  - d) Release Notes

### e. Practical Exercise 3.3 (20 min)

- (1) Perform the steps a. – d.

### f. **Conclusion**

- (1) CLOSURE

**ARMY DISASTER PERSONNEL ACCOUNTABILITY AND ASSESSMENT SYSTEM  
(ADPAAS)**

**MODULE 4: COR Administration of ADPAAS**

**CRITICAL TASKS**

<b>Task Number</b>	<b>Title</b>	<b>Training Frequency</b>
<b>4-1.</b>	Discuss and develop a concept plan to implement and manage ADPAAS	
<b>4-2.</b>	Develop and discuss a method of managing accountability using ADPAAS during an event.	
<b>4-3.</b>	Develop and discuss a concept plan for training personnel in using ADPAAS.	

## MODULE 4. COR Administration of ADPAAS

### Lesson 4-1. Implementing ADPAAS

#### Lesson Plan

(1 hour)

#### 1. GENERAL

This lesson is a mini-seminar that discusses the management of ADPAAS from implementation, management during an event, and development of an ADPAAS training program.

#### 2. CONDUCT OF LESSON

##### a. Prior to class:

(1) Student: Read HQDA ADPAAS Training Guidance.

(2) Instructor: Become familiar with the disaster accountability process of the organization and the ADPAAS. Read these notes, DODI 3001.02, CJCSM 1350.13, the COR Users Manual, and the Army Family Member (AFM) Users Manual. Modify these notes according to your preference. Familiarize yourself with the terminology used in this lesson. This lesson is designed to be taught in a small-group discussion. Your job is to facilitate the student discussions. Let the students do the talking, but keep them on track.

##### b. During class: A general guide for this lesson follows:

Implementing ADPAAS	10 min
Managing Accountability	10 min
Developing a training plan	10 min
Practical Exercise 4.1	20 min
Break	10 min
	<hr/>
	60 min

#### 3. TRAINING AIDS

- Projector
- NIPR with internet access
- Laptop/Desktop PC with CAC-reader
- Blackboard and chalk or butcher board with paper and markers
- Laser pointer

#### 4. LEARNING OBJECTIVE

A.01 TASK: Discuss and develop a concept plan to implement and manage ADPAAS.

CONDITION: Individually and in small groups with written and oral requirements and classroom discussion.

STANDARD: The student should be able to discuss a plan for implementing and managing ADPAAS in their organization.

LEVEL: Synthesis.

A.02 TASK: Develop and discuss a method of managing accountability using ADPAAS during an event.

CONDITION: Individually and in small groups with written and oral requirements and classroom discussion.

STANDARD: The student should be able to discuss a plan for managing personnel accountability in their organization using ADPAAS.

LEVEL: Synthesis.

A.03 TASK: Develop and discuss a concept plan for training personnel on ADPAAS.

CONDITION: Individually and in small groups with written and oral requirements and classroom discussion.

STANDARD: The student should be able to discuss a plan for training ADPAAS in their organization.

LEVEL: Synthesis

## 5. PRESENTATION GUIDE

### a. Success to implementing ADPAAS

- (2) Establish and communicate command accountability process
  - a) Disaster Accountability SOP with an initiation plan in place
- (3) Develop reporting hierarchy by UIC
- (4) Assign CORs to each subordinate UIC
- (5) Train all personnel on ADPAAS
  - a) Units CORs – Manage personnel accountability
  - b) Soldiers and Families – Self-Account/Self-Assessment
- (6) Validate UIC hierarchy and personnel data
  - a) Affect selected UICs
  - b) Command exercises
    - i. Regularly scheduled ADPAAS events
    - ii. Integrate with non-ADPAAS events
- (7) Utilize other agencies to assist in accounting
  - c) Call Center – local & HRCC
  - d) Family Readiness Groups
  - e) Other governmental agencies (Red Cross, FEMA)

- (8) Be proactive in locating Sponsors & Families
  - f) Leave emails to those not first contacted
    - i. Call back / Return Call
    - ii. Instructions for self-account
  - g) Continue follow-up until contacted
  - h) Use AKO and other unit websites to announce and provide accountability instructions
- (9) Incorporate PAO assistance to communicate area-wide messages for accounting
- b. Managing your accountability process
  - (1) Run unit status reports
  - (2) Run or view by-name list of affected personnel and Families
  - (3) Account for affected personnel
  - (4) Regularly monitor the status of your command
- c. Develop your Command training plan
  - (1) References
  - (2) Responsibilities
  - (3) Concept of training
  - (4) Training materials
- d. Practical Exercise 4.1 (20 min)
  - (1) Prepare an advance sheet for exercise
  - (2) Divide into groups
  - (3) Group briefs a concept for ADPAAS training
- e. Conclusion
  - (1) CLOSURE

## **MODULE 4. COR Administration of ADPAAS**

### **Practical Exercise 4.1. COR Administration**

Appendix 1 to Lesson 4-1, Module 4. COR Administration.

This practical exercise will encourage students to develop and discuss tactics, techniques, and procedures (TTP) concerning implementing ADPAAS, managing accountability during an event, and a training concept for developing ADPAAS competencies in their organizations.

The students should be broken up into at least three groups to create bullets for each of the following areas:

1. Successful implementation of ADPAAS
2. Managing disaster accountability with ADPAAS during an event
3. Developing an ADPAAS training program

Each group will then brief their TTPs for their respective areas to the class.

Facilitator will then summarize and/or provide additional points to further achieve the lesson's learning objective.