Coast Guard Personnel Accountability & Assessment System (CGPAAS)

COVID-19 Reporting Tool

CG-1B1 | Apr 2020

Human Resources Directorate

CGPAAS COVID-19 Reporting Tool

- **The CGPAAS COVID-19 Reporting Tool has been implemented to assist all unit commanders, deputy/assistant commandants, and chiefs of headquarters staff elements with tracking and accounting for the status of their personnel in reference to COVID-19 impacts.**
- **The COVID-19 Reporting Tool is accessed via CGPAAS from any internet capable device via CAC or personal login. Users DO NOT need to login from CG Workstation or via CAC reader.**
- **Personnel can provide their personal and work status.**
- **CORs shall track and validate statuses in the COVID-19 Reporting Tool.**

CGPAAS COVID-19 Reporting Requirements

- **USCG active duty and reserve personnel on active duty orders shall self-report personnel and work statuses and any changes to their statuses.**
- **USCG civilian personnel shall self-report work status and any changes to their work status and are encouraged BUT ARE NOT REQUIRED to self-report personnel status.**
- **USCG reserve personnel in a drilling status are encouraged to self-report personnel status.**
- **Dependent status reporting IS NOT REQUIRED**

CGPAAS Login

CGPAAS | Coast Guard Personnel Accountability & Assessment System

Users are strongly urged to utilize Google Chrome to avoid compatibility issues.

Login to CGPAAS with any web enabled device at:

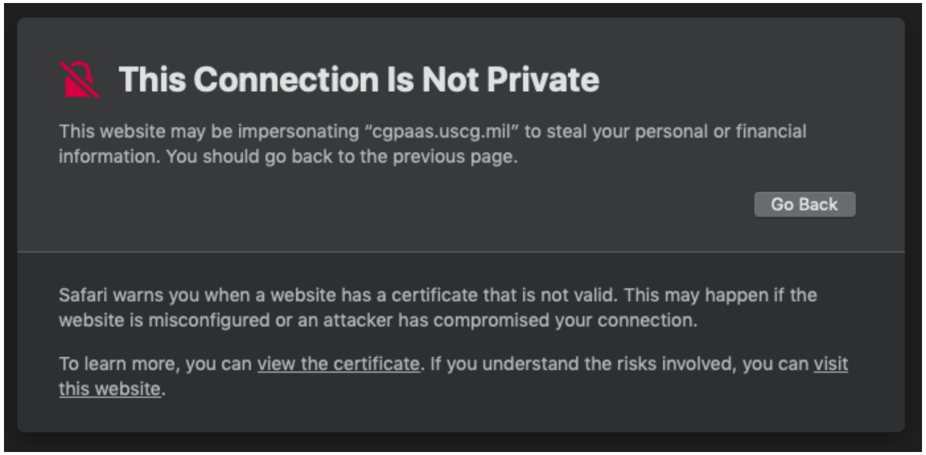
https://cgpaas.uscg.mil

If using a personal device, you may receive a security alert. CGPAAS is a secure site.

CGPAAS Login

CGPAAS is hosted on a secure Navy server which uses DoD security certificates and not recognized commercially

The Navy is currently in the process of acquiring commercial security certificates to resolve this issue

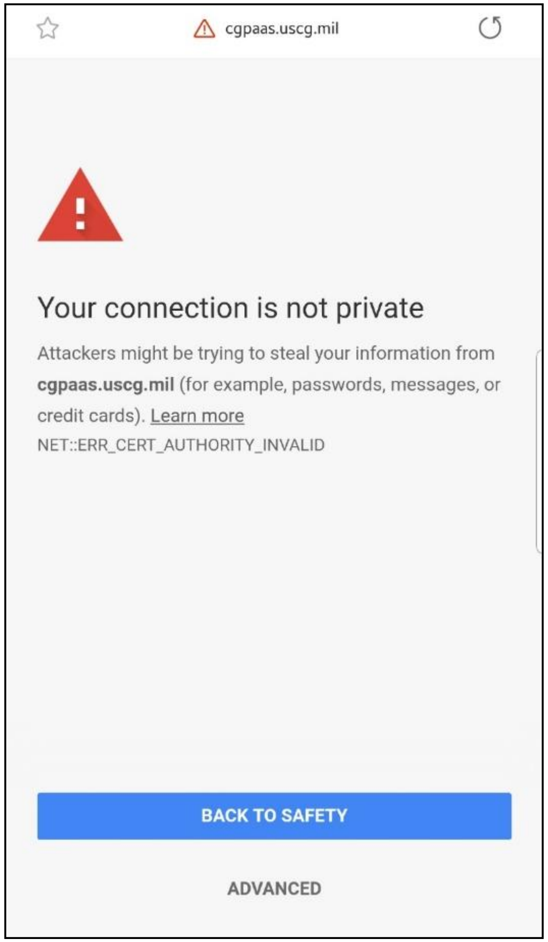


This Connection Is Not Private

This website may be impersonating "cgpaas.uscg.mil" to steal your personal or financial information. You should go back to the previous page.

Safari warns you when a website has a certificate that is not valid. This may happen if the website is misconfigured or an attacker has compromised your connection.

To learn more, you can view the certificate. If you understand the risks involved, you can visit this website.



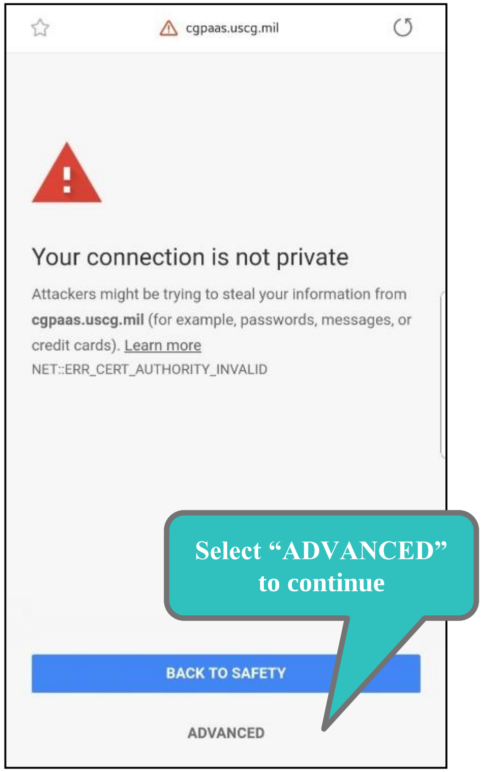
Your connection is not private

Attackers might be trying to steal your information from **cgpaas.uscg.mil** (for example, passwords, messages, or credit cards). Learn more

NET::ERR_CERT_AUTHORITY_INVALID

CGPAAS Login

Bypass the security alert to access CGPAAS, procedures are different for each device and operating system


cgpaas.uscg.mil

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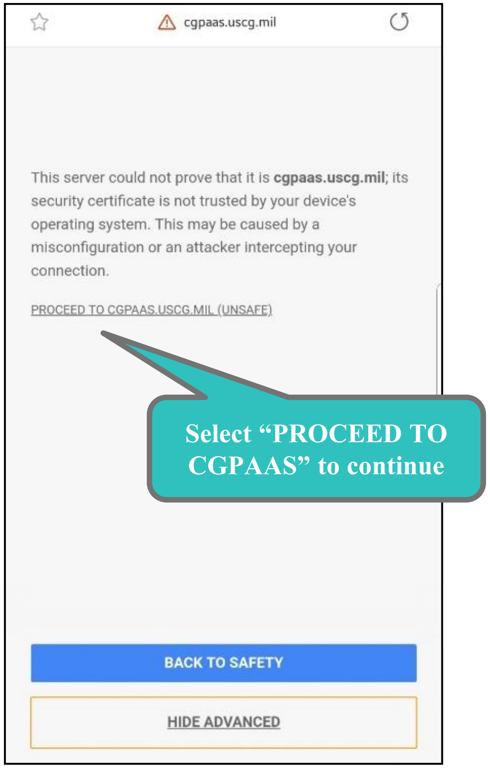
NET::ERR_CERT_AUTHORITY_INVALID

BACK TO SAFETY
ADVANCED

Select "ADVANCED" to continue

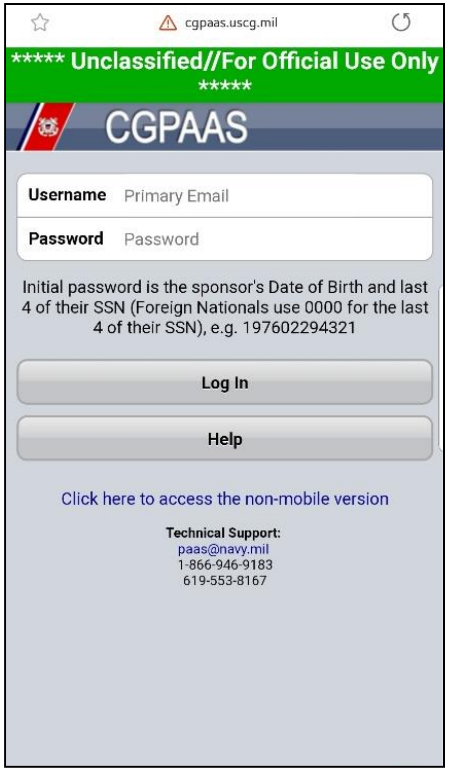

cgpaas.uscg.mil

This server could not prove that it is **cgpaas.uscg.mil**; its security certificate is not trusted by your device's operating system. This may be caused by a misconfiguration or an attacker intercepting your connection.

PROCEED TO CGPAAS.USCG.MIL (UNSAFE)

BACK TO SAFETY
HIDE ADVANCED

Select "PROCEED TO CGPAAS" to continue


cgpaas.uscg.mil

***** Unclassified//For Official Use Only *****

CGPAAS

Username Primary Email

Password Password

Initial password is the sponsor's Date of Birth and last 4 of their SSN (Foreign Nationals use 0000 for the last 4 of their SSN), e.g. 197602294321

Log In
Help

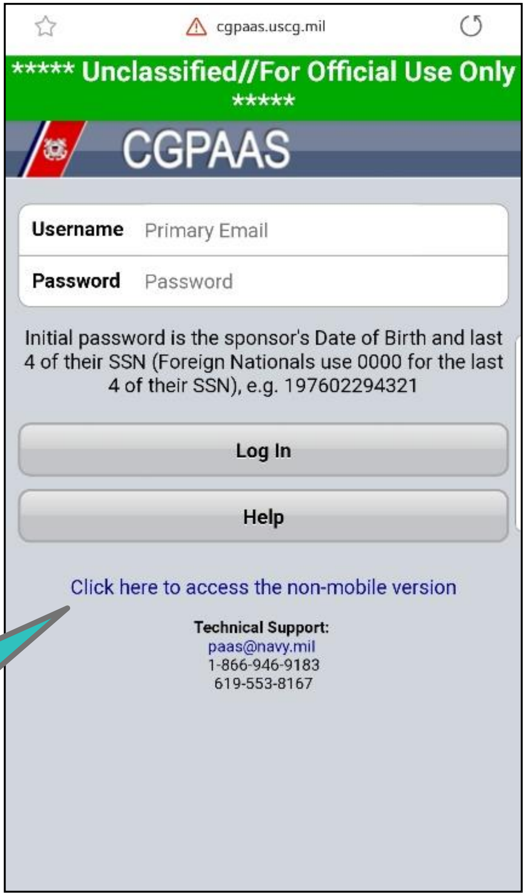
Click here to access the non-mobile version

Technical Support:
paas@navy.mil
1-866-946-9183
619-553-8167

CGPAAS Login – Mobile Devices

If using a mobile device (i.e. - tablet or cell phone), you MUST access the non-mobile version of CGPAAS

You must access the non-mobile version of CGPAAS to use the COVID-19 Reporting tool



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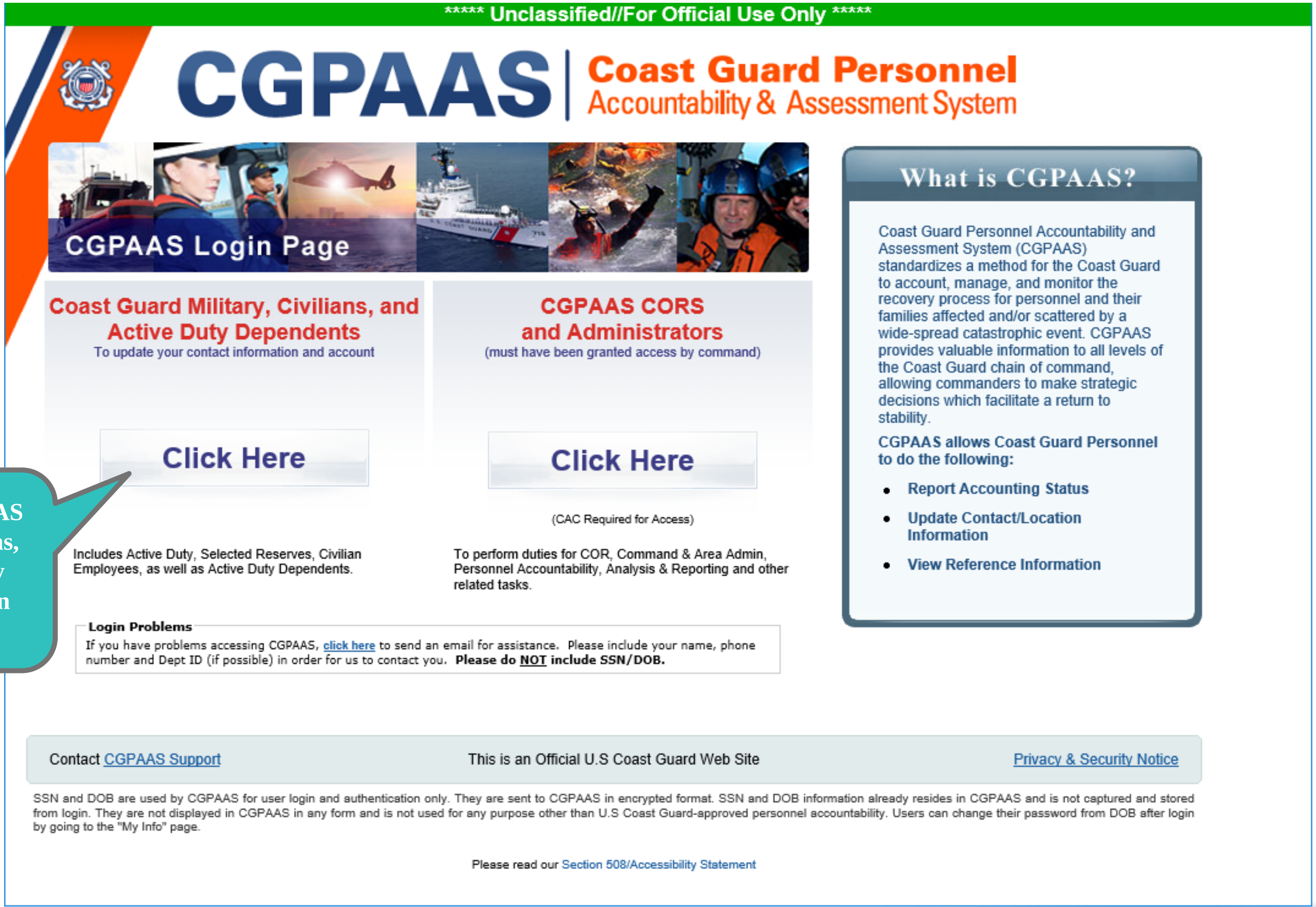
CGPAAS Login – Computer (Google Chrome preferred browser)



***** Unclassified//For Official Use Only *****

CGPAAS | **Coast Guard Personnel** Accountability & Assessment System

CGPAAS Login Page

Coast Guard Military, Civilians, and Active Duty Dependents
To update your contact information and account

Click Here

Includes Active Duty, Selected Reserves, Civilian Employees, as well as Active Duty Dependents.

CGPAAS CORS and Administrators
(must have been granted access by command)

Click Here

(CAC Required for Access)

To perform duties for COR, Command & Area Admin, Personnel Accountability, Analysis & Reporting and other related tasks.

Login Problems
If you have problems accessing CGPAAS, click here to send an email for assistance. Please include your name, phone number and Dept ID (if possible) in order for us to contact you. **Please do NOT include SSN/DOB.**

What is CGPAAS?

Coast Guard Personnel Accountability and Assessment System (CGPAAS) standardizes a method for the Coast Guard to account, manage, and monitor the recovery process for personnel and their families affected and/or scattered by a wide-spread catastrophic event. CGPAAS provides valuable information to all levels of the Coast Guard chain of command, allowing commanders to make strategic decisions which facilitate a return to stability.

CGPAAS allows Coast Guard Personnel to do the following:

- Report Accounting Status
- Update Contact/Location Information
- View Reference Information

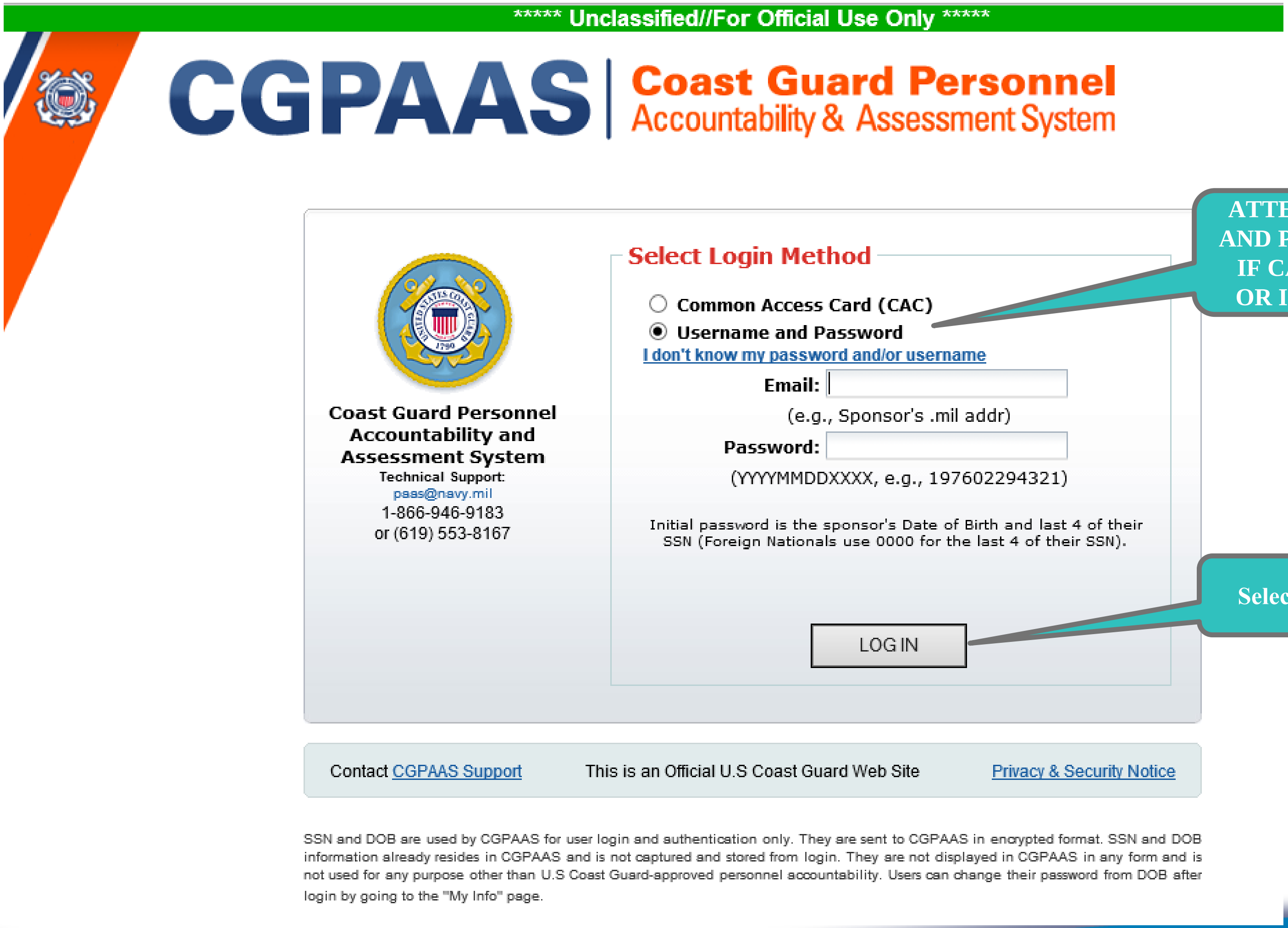
Contact CGPAAS Support | This is an Official U.S Coast Guard Web Site | Privacy & Security Notice

SSN and DOB are used by CGPAAS for user login and authentication only. They are sent to CGPAAS in encrypted format. SSN and DOB information already resides in CGPAAS and is not captured and stored from login. They are not displayed in CGPAAS in any form and is not used for any purpose other than U.S Coast Guard-approved personnel accountability. Users can change their password from DOB after login by going to the "My Info" page.

Please read our Section 508/Accessibility Statement

Select the CGPAAS Military, Civilians, and Active Duty Dependents login page

CGPAAS Login - Computer (Google Chrome preferred browser)



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CGPAAS | **Coast Guard Personnel** Accountability & Assessment System

Coast Guard Personnel Accountability and Assessment System
Technical Support:
paas@navy.mil
1-866-946-9183
or (619) 553-8167

Select Login Method

○ **Common Access Card (CAC)**
● **Username and Password**

I don't know my password and/or username

Email:
(e.g., Sponsor's .mil addr)

Password:
(YYYYMMDDXXXX, e.g., 197602294321)

Initial password is the sponsor's Date of Birth and last 4 of their SSN (Foreign Nationals use 0000 for the last 4 of their SSN).

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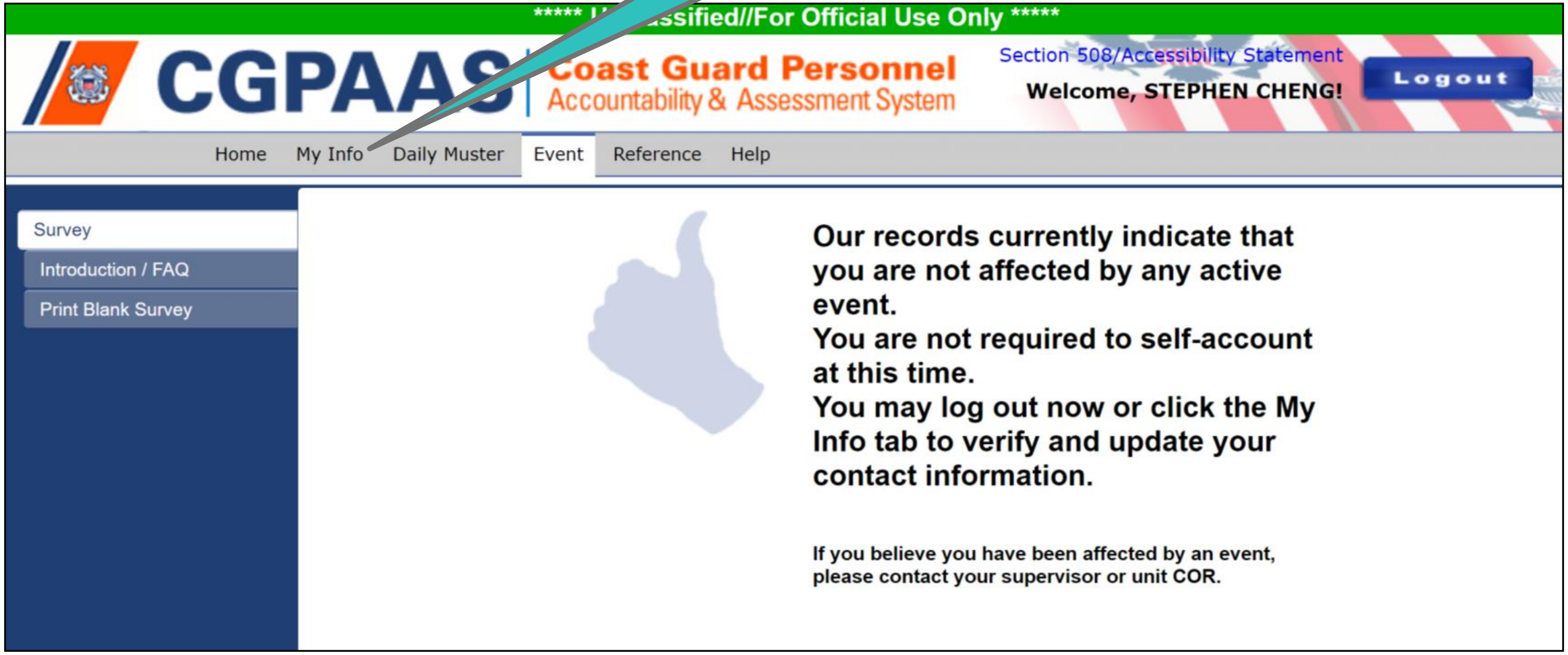
ATTEMPT USERNAME AND PASSWORD LOGIN IF CAC LOGIN FAILS OR IS UNAVAILABLE

Select "LOG IN"

Navigate to COVID-19 Reporting Tool

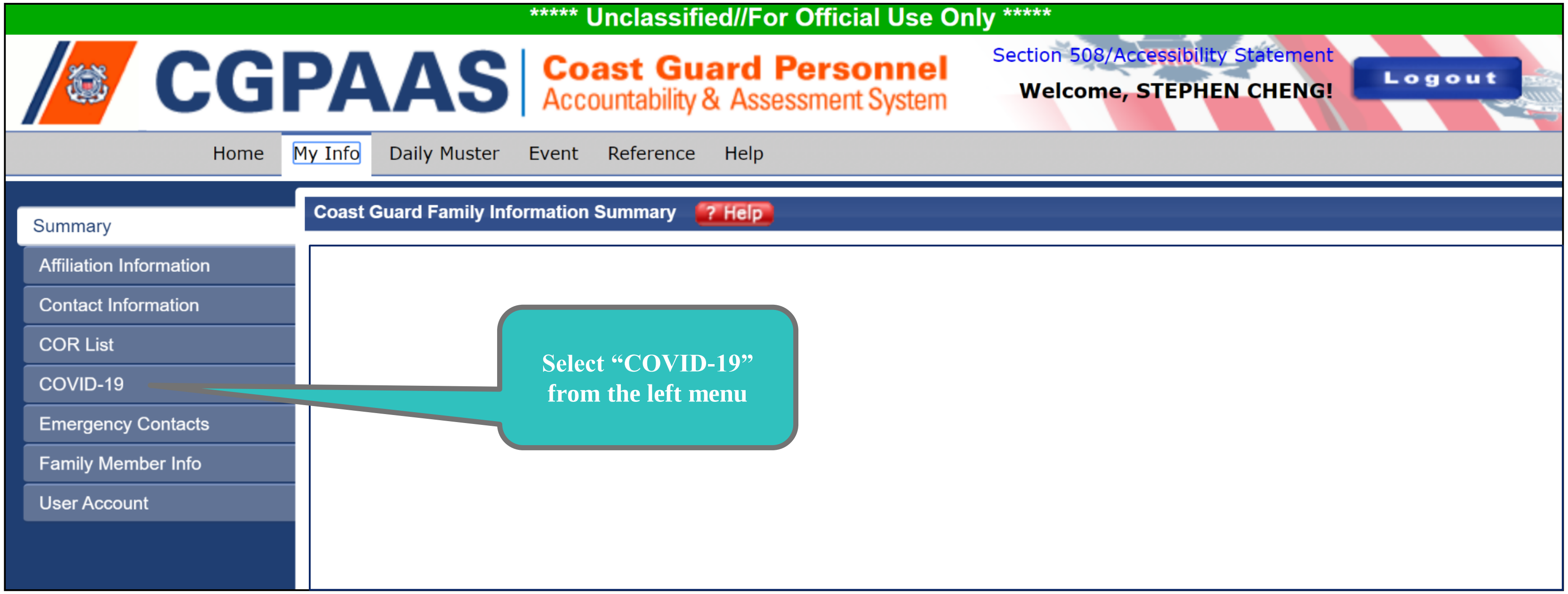
Select "My Info" tab


***** U[illegible]ssified//For Official Use Only *****
CGPAAS
Coast Guard Personnel
Accountability & Assessment System
Section 508/Accessibility Statement
Welcome, STEPHEN CHENG!
Logout
Home
My Info
Daily Muster
Event
Reference
Help
Survey
Introduction / FAQ
Print Blank Survey

Our records currently indicate that you are not affected by any active event.
You are not required to self-account at this time.
You may log out now or click the My Info tab to verify and update your contact information.

If you believe you have been affected by an event, please contact your supervisor or unit COR.

Navigate to COVID-19 Reporting Tool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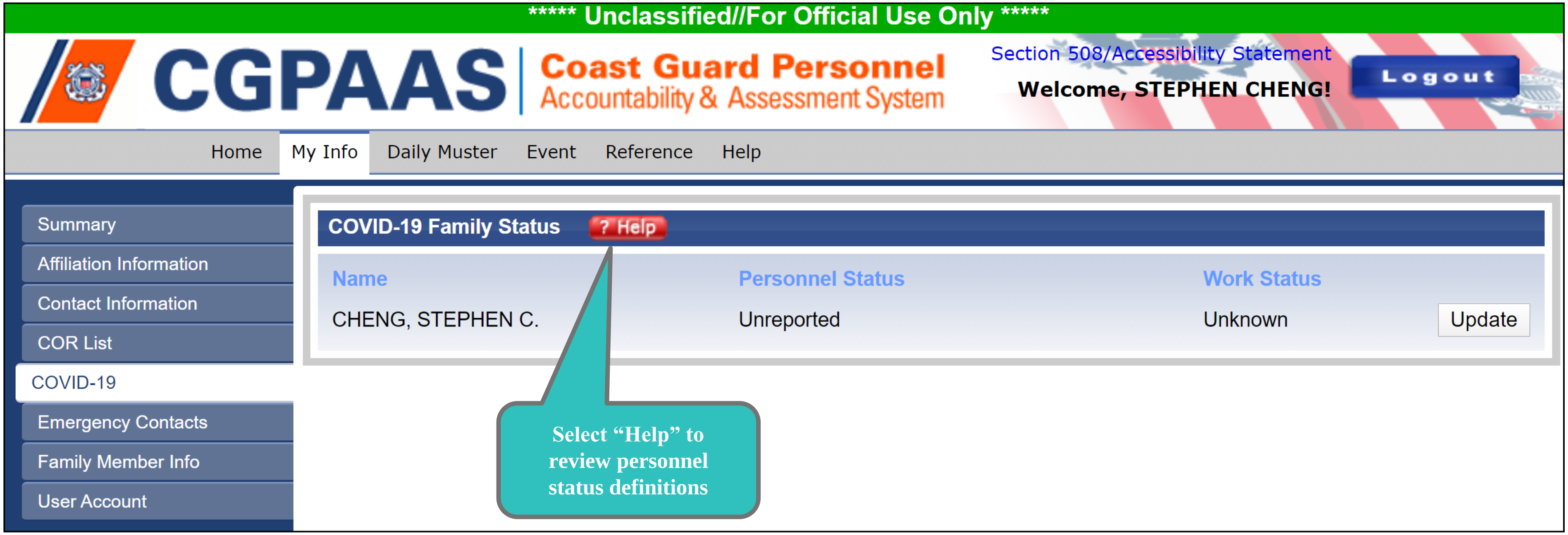
My Info
Daily Muster
Event
Reference
Help
Summary
Affiliation Information
Contact Information
COR List
COVID-19
Emergency Contacts
Family Member Info
User Account
Coast Guard Family Information Summary
? Help

Select "COVID-19" from the left menu

Reporting Personnel and Work Status



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Event
Reference
Help
Summary
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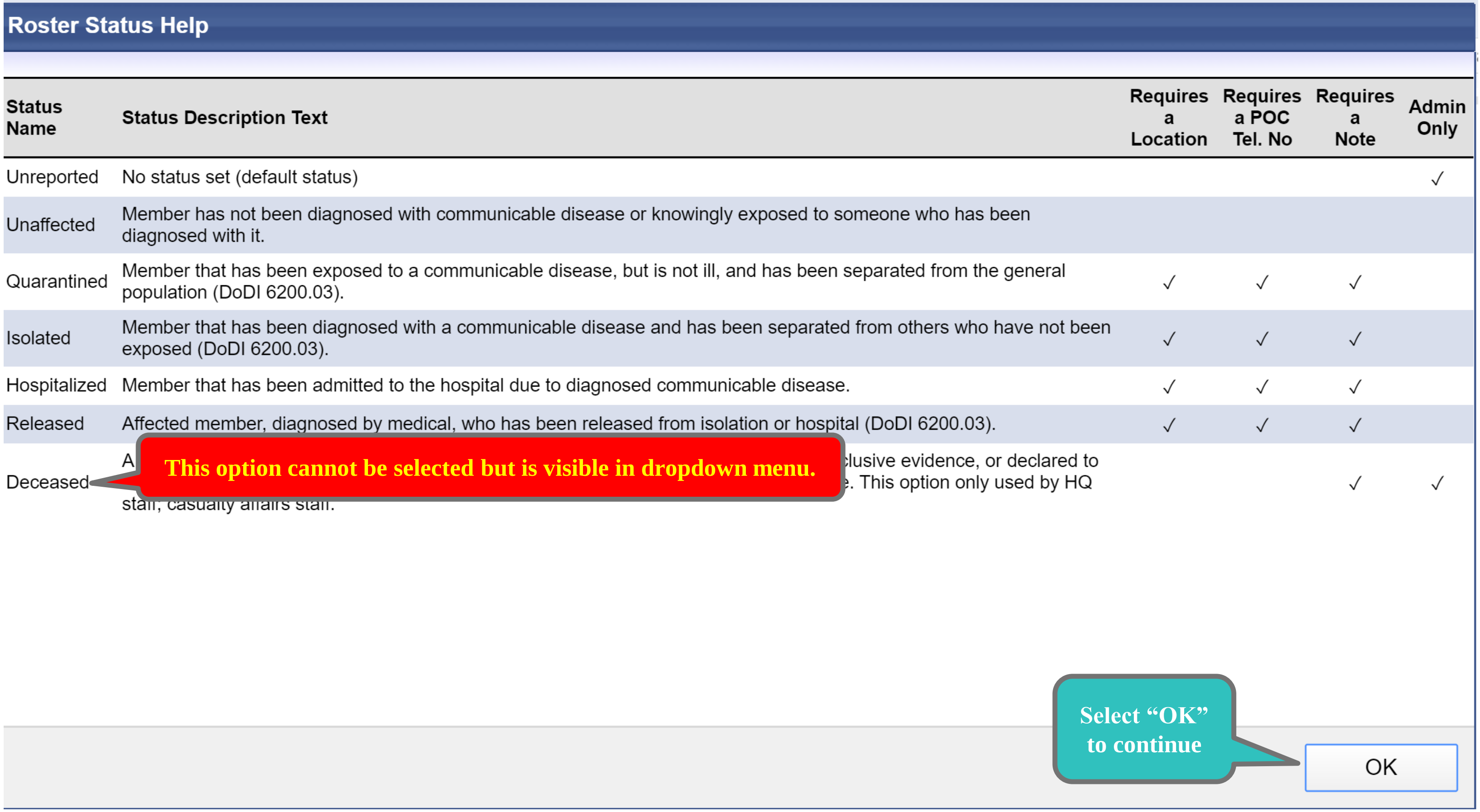
? Help
Update

COVID-19 Family Status

Name	Personnel Status	Work Status
CHENG, STEPHEN C.	Unreported	Unknown

Select "Help" to review personnel status definitions

Reporting Personnel and Work Status



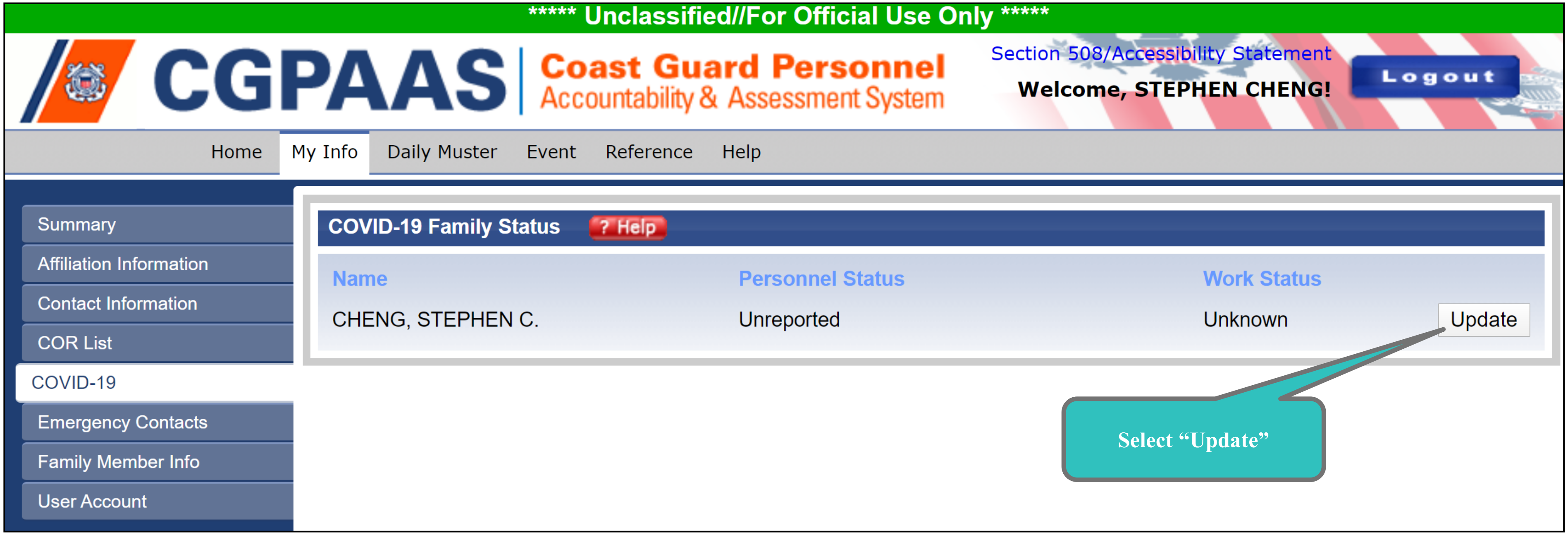
Roster Status Help

Status Name	Status Description Text	Requires a Location	Requires a POC Tel. No	Requires a Note	Admin Only
Unreported	No status set (default status)				✓
Unaffected	Member has not been diagnosed with communicable disease or knowingly exposed to someone who has been diagnosed with it.				
Quarantined	Member that has been exposed to a communicable disease, but is not ill, and has been separated from the general population (DoDI 6200.03).	✓	✓	✓	
Isolated	Member that has been diagnosed with a communicable disease and has been separated from others who have not been exposed (DoDI 6200.03).	✓	✓	✓	
Hospitalized	Member that has been admitted to the hospital due to diagnosed communicable disease.	✓	✓	✓	
Released	Affected member, diagnosed by medical, who has been released from isolation or hospital (DoDI 6200.03).	✓	✓	✓	
Deceased	A clusive evidence, or declared to e. This option only used by HQ staff; casualty affairs staff.			✓	✓

This option cannot be selected but is visible in dropdown menu.

Select "OK" to continue

Reporting Personnel and Work Status



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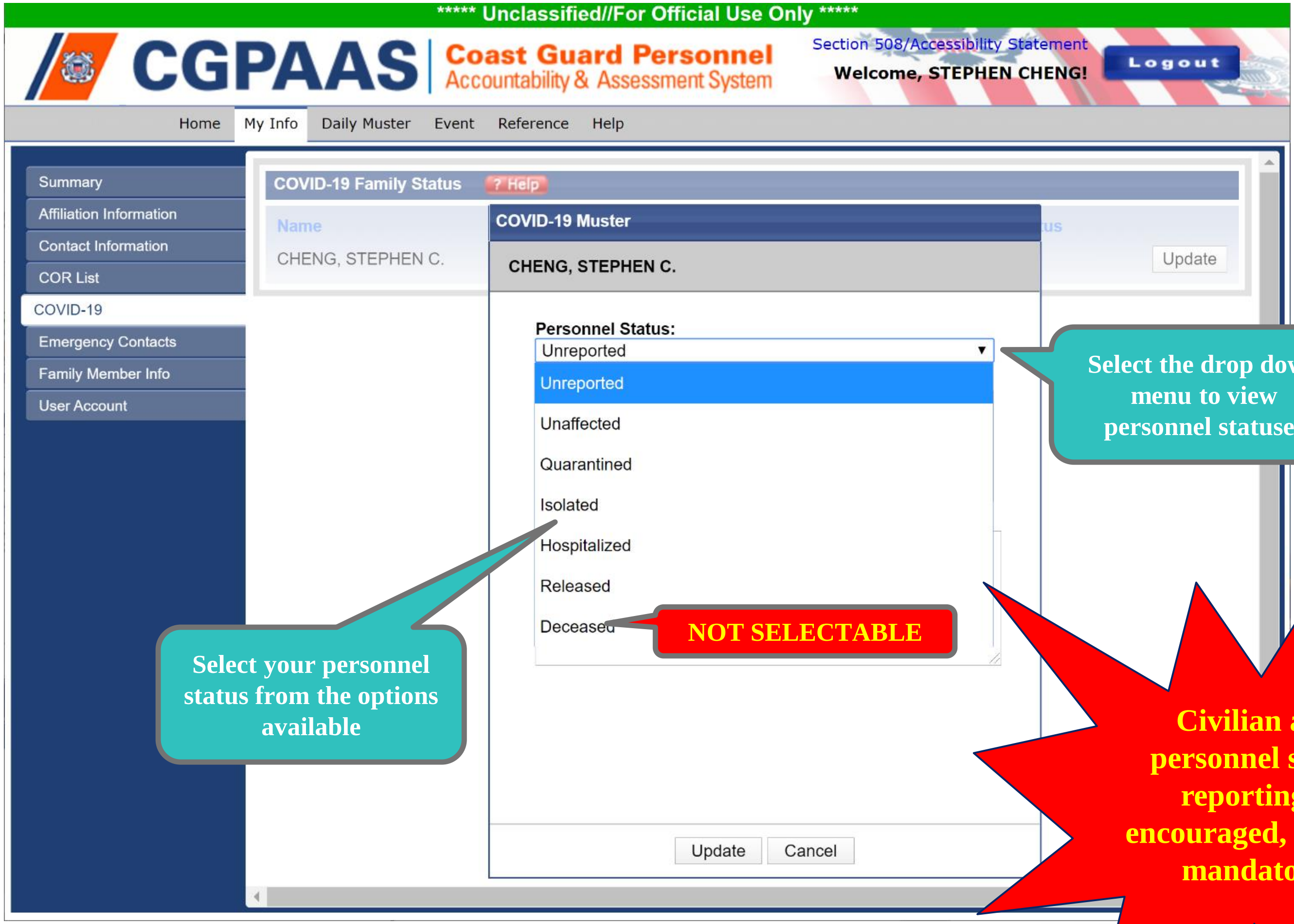
Welcome, STEPHEN CHENG!

COVID-19 Family Status

Name	Personnel Status	Work Status	
CHENG, STEPHEN C.	Unreported	Unknown	Update

Select “Update”

Reporting Personnel and Work Status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? Help
Name
Update
Update
Cancel

CHENG, STEPHEN C.

COVID-19 Muster

CHENG, STEPHEN C.

Personnel Status: Unreported

- Unreported
- Unaffected
- Quarantined
- Isolated
- Hospitalized
- Released
- Deceased

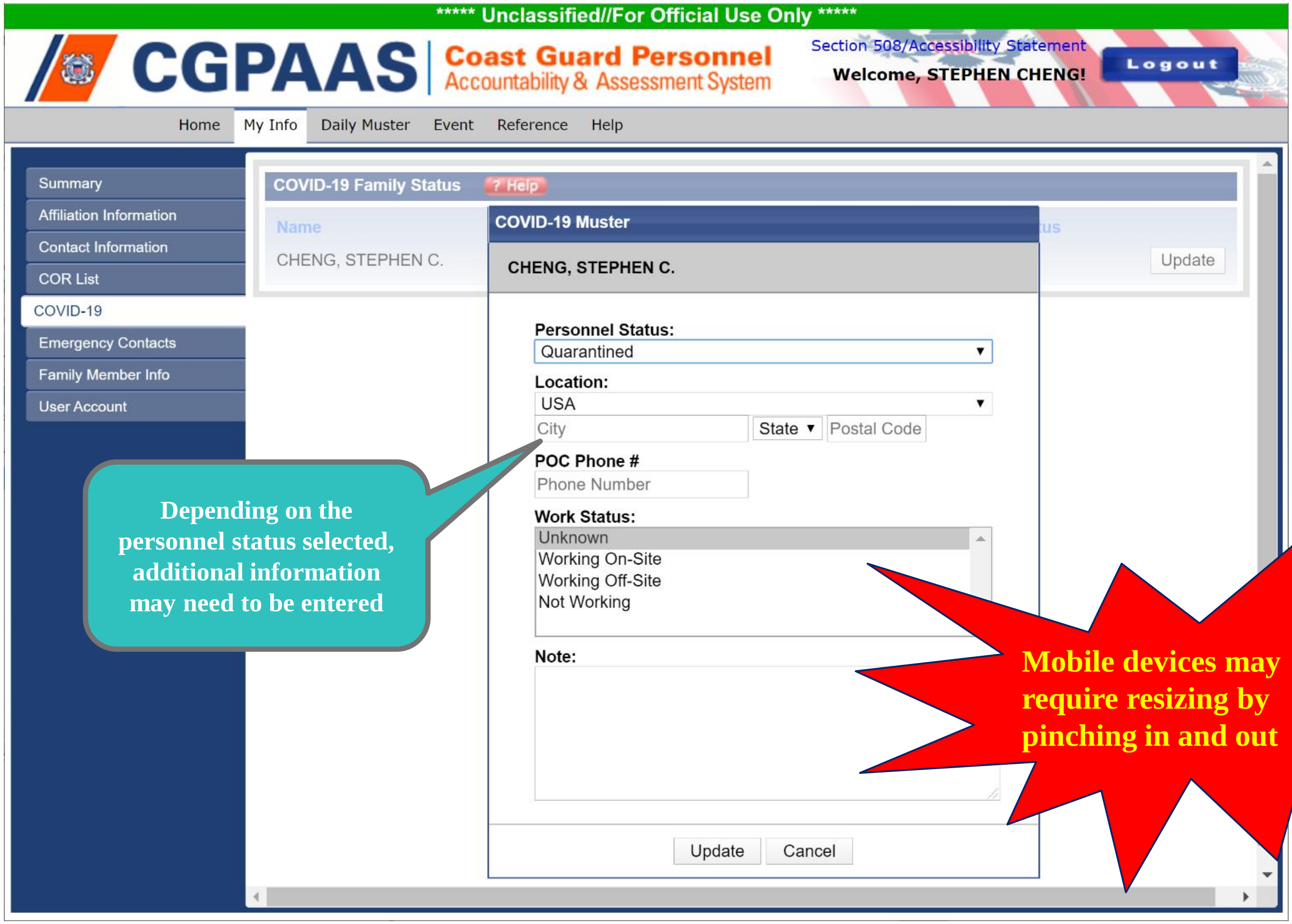
Select the drop down menu to view personnel statuses

Select your personnel status from the options available

NOT SELECTABLE

Civilian and personnel status reporting is encouraged, but not mandatory.

COVID-19 Reporting Tool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Name
Update

CHENG, STEPHEN C.

COVID-19 Muster

CHENG, STEPHEN C.

Personnel Status: Quarantined

Location: USA

City | State | Postal Code

POC Phone # Phone Number

Work Status:
- Unknown
- Working On-Site
- Working Off-Site
- Not Working

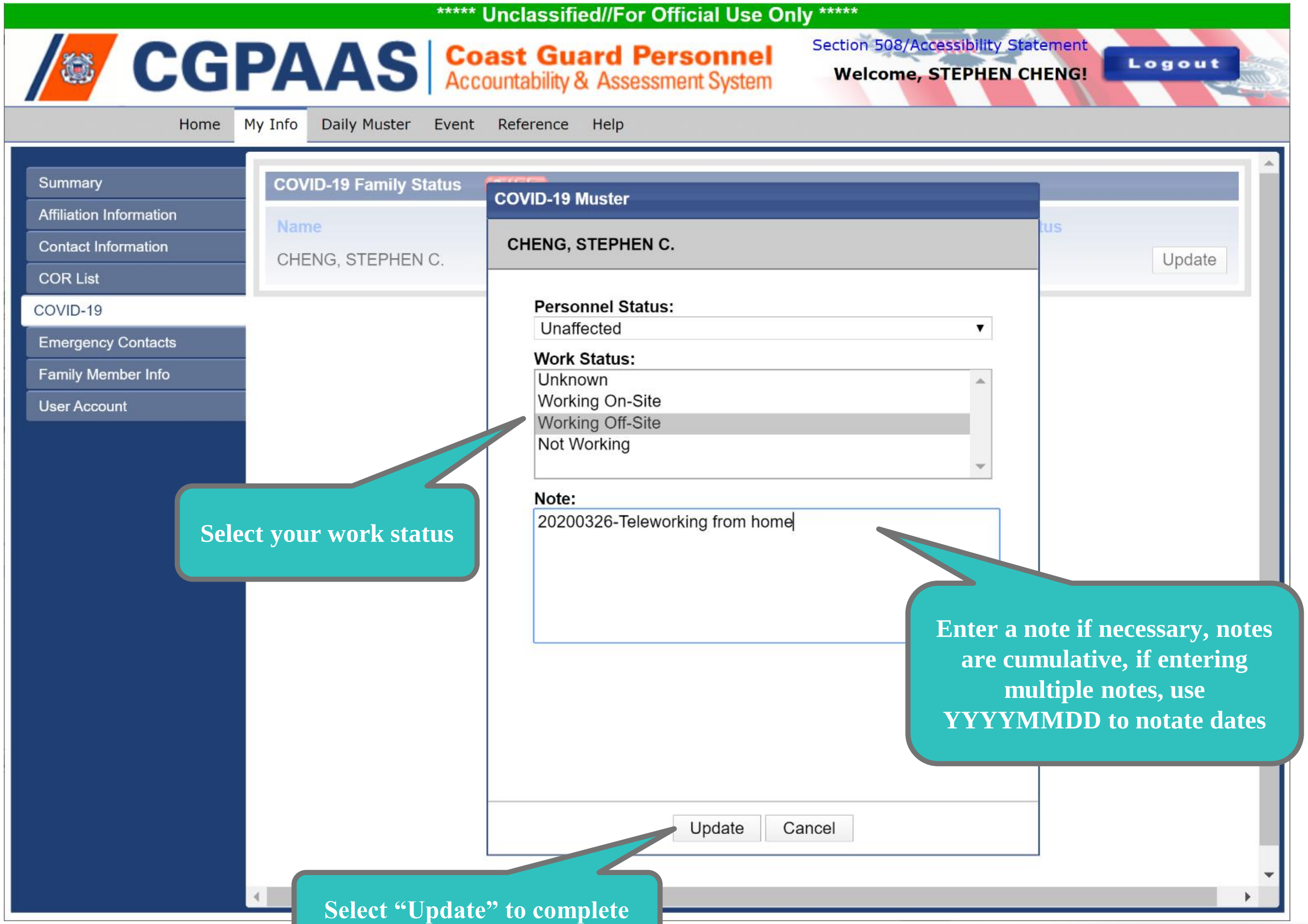
Note:

Update
Cancel

Depending on the personnel status selected, additional information may need to be entered

Mobile devices may require resizing by pinching in and out

Reporting Personnel and Work Status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COVID-19 Muster

CHENG, STEPHEN C.

Personnel Status: Unaffected

Work Status:
- Unknown
- Working On-Site
- Working Off-Site
- Not Working

Note: 20200326-Teleworking from home

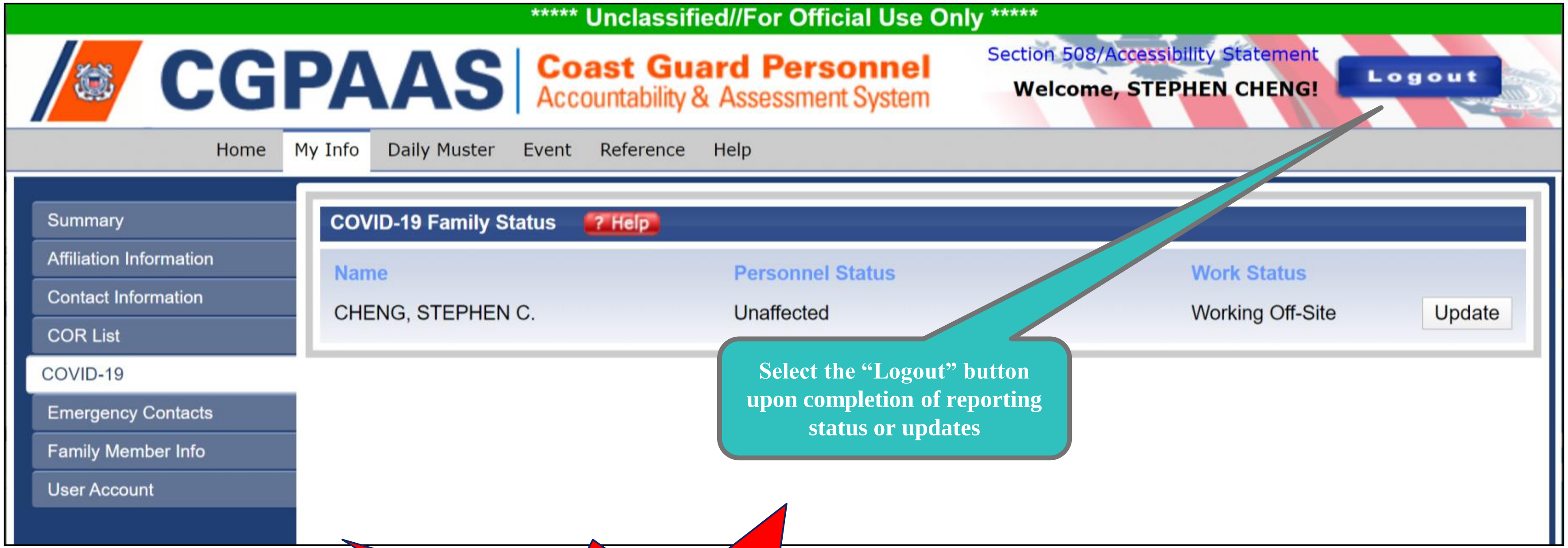
Update
Cancel

Select your work status

Enter a note if necessary, notes are cumulative, if entering multiple notes, use YYYYMMDD to notate dates

Select “Update” to complete

Logout of CGPAAS



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CGPAAS Coast Guard Personnel Accountability & Assessment System

Section 508/Accessibility Statement

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COVID-19 Family Status

Name	Personnel Status	Work Status
CHENG, STEPHEN C.	Unaffected	Working Off-Site

Select the "Logout" button upon completion of reporting status or updates

Report a change in personnel or work status whenever there is a change

CGPAAS Additional Information

CGPAAS CG Portal Site:
https://cg.portal.uscg.mil/communities/cgpaas/SitePages/Home.aspx

CGPAAS Help Desk: PAAS@navy.mil / (866) 946-9183

CGPAAS Program Manager: CGPAAS@uscg.mil