

# Coast Guard Personnel Accountability & Assessment System (CGPAAS)

## COVID-19 Reporting Tool

CG-1B1 | May 2020



Human Resources Directorate



# CGPAAS COVID-19 Reporting Tool

- **The CGPAAS COVID-19 Reporting Tool has been implemented to track and account for the status of 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 as per the reporting requirements in this guide. Per those requirements, members must also update any changes in their personal and work status 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**



# Personnel Status Definitions

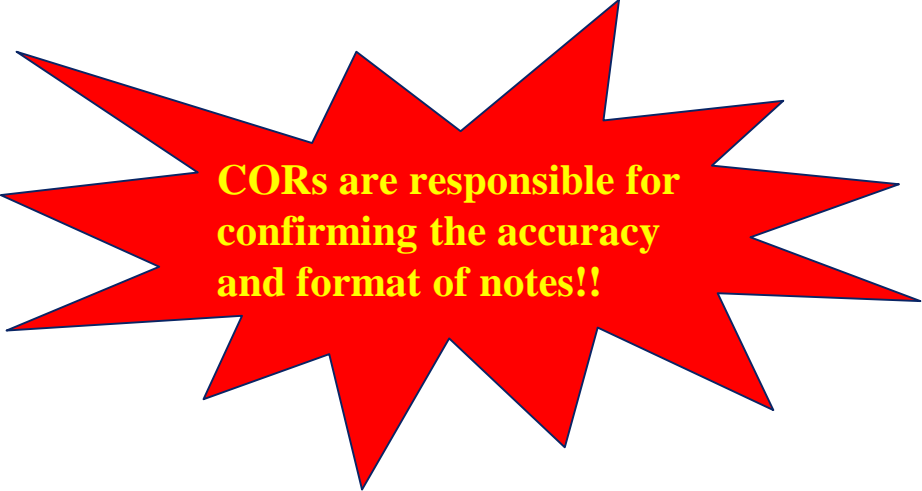
## DEFINITIONS HAVE CHANGED!!

- **Unaffected**: Member has not been diagnosed with COVID-19 & has not been knowingly exposed to someone who has been diagnosed with it. If member was previously isolated while awaiting testing & a health care provider determines the member does not have COVID-19, member reverts to unaffected status.
- **Quarantined**: Member has been exposed to COVID-19, but is not ill and has been separated from the general population.
- **Isolated**: Member has been 1) confirmed COVID-19 positive via a COVID-19 test or clinically diagnosed with COVID-19 by a healthcare professional. and 2) separated from others who have not been exposed.
- **Hospitalized**: Member has been admitted to the hospital due to COVID-19.
- **Released**: Affected member, diagnosed with COVID-19 by medical, who has recovered and been released from isolation



# Required Status Notes

- All members in an “Isolated” or Released” status must include one of the two following notes VERBATIM. CORs are responsible for confirming the accuracy and format of notes.
  - “1. Confirmed via Positive test”
  - “2. Clinically diagnosed”



**CORs are responsible for  
confirming the accuracy  
and format of notes!!**



# 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>**

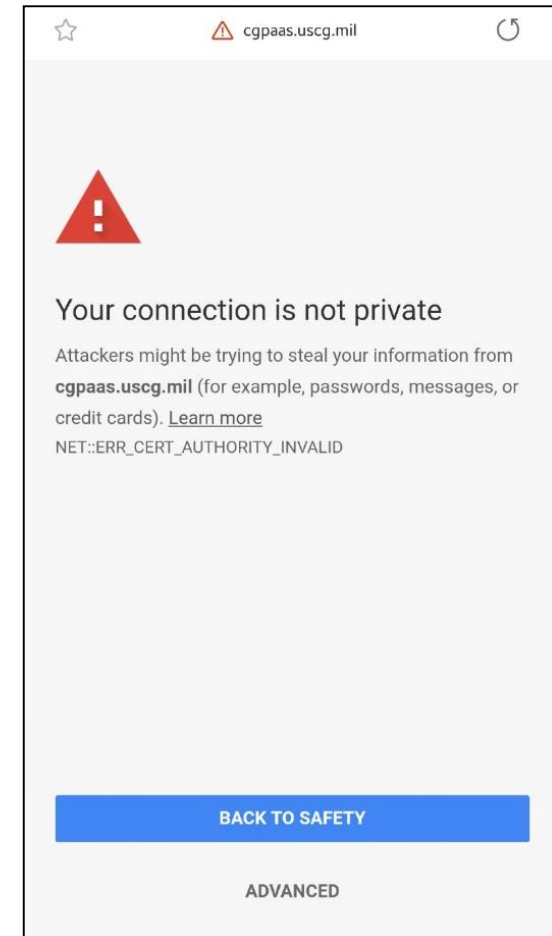
**If using a personal device, you may receive a security alert. CGPAAS is a secure site.**



# 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.

[Go Back](#)

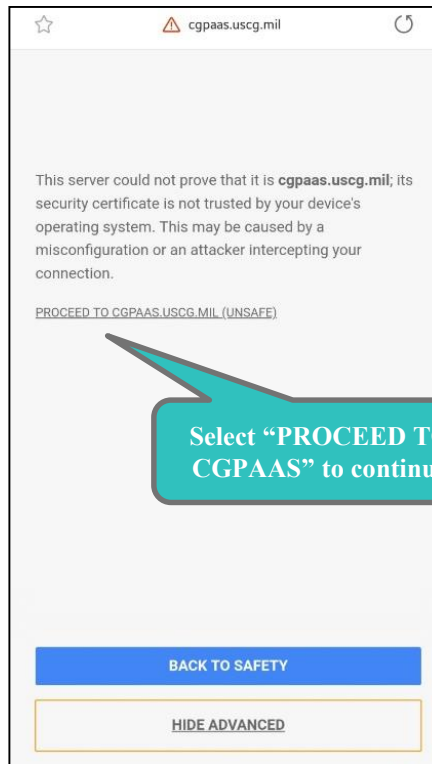
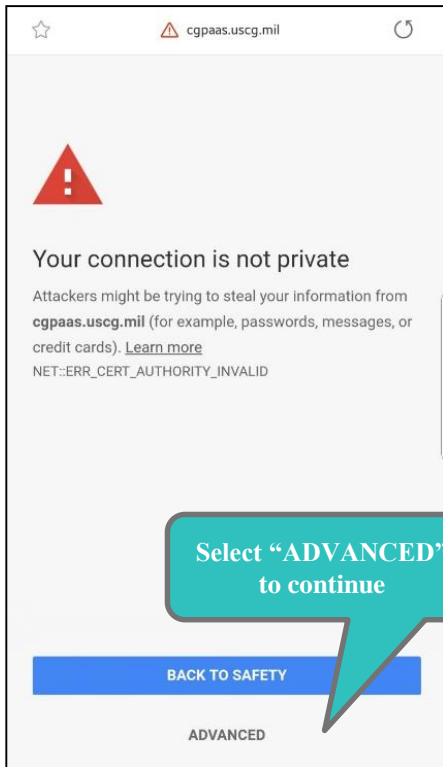
Safari warns you when a website has a certificate that is not valid. This may happen if the website is misconfigured or an attacker has compromised your connection.

To learn more, you can [view the certificate](#). If you understand the risks involved, you can [visit this website](#).



# CGPAAS Login

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





# 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**

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 – 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.**

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](#)

### 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

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



# CGPAAS Login - Computer (Google Chrome preferred browser)

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

## CGPAAS | Coast Guard Personnel Accountability & Assessment System



The login form features the Coast Guard seal on the left and a 'Select Login Method' section on the right. The 'Username and Password' method is selected. Below the selection are fields for 'Email' and 'Password', with a 'LOGIN' button at the bottom. A note explains that the initial password is derived from the sponsor's date of birth and the last four digits of their SSN.

**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).

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

Select "LOG IN"

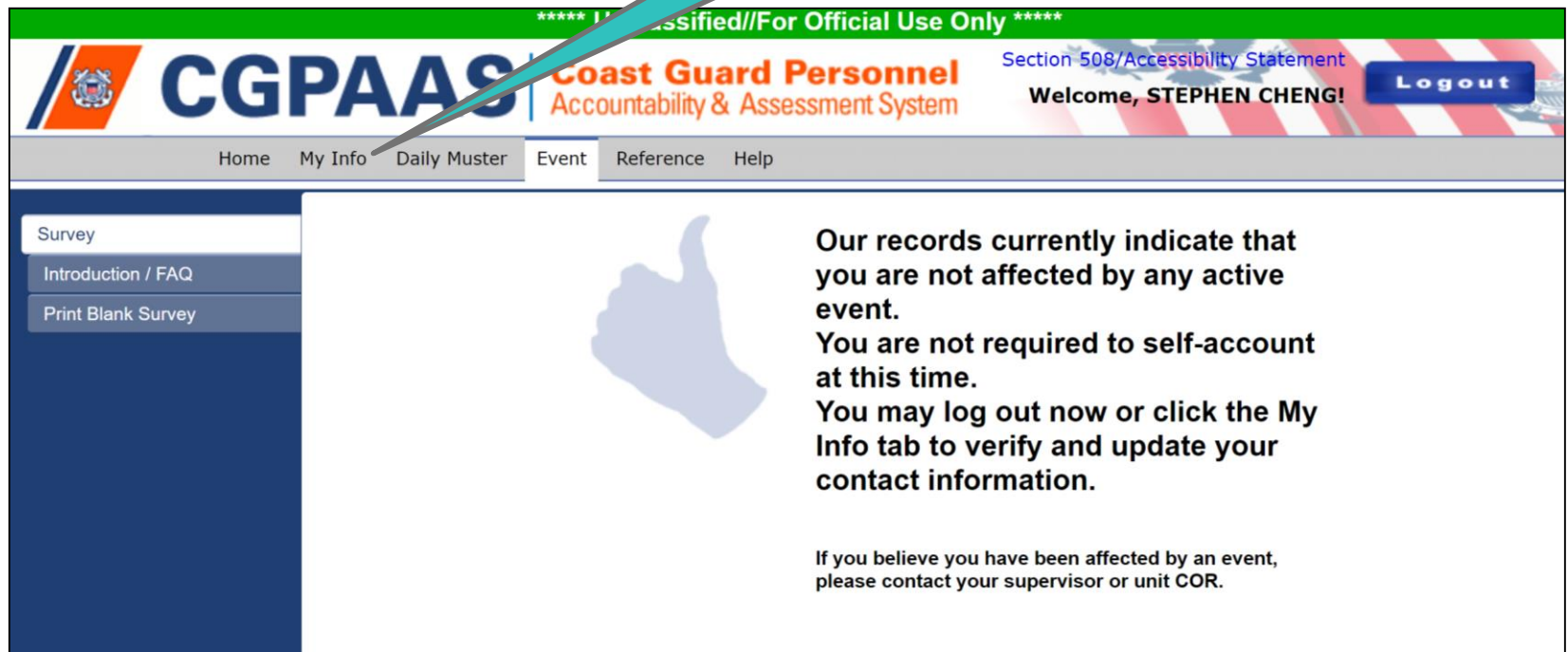
Contact [CGPAAS Support](#) This is an Official U.S Coast Guard Web Site [Privacy & Security Notice](#)

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.



# Navigate to COVID-19 Reporting Tool

Select "My Info" tab



The screenshot displays the CGPAAS (Coast Guard Personnel Accountability & Assessment System) web application. At the top, a green banner contains the text "\*\*\*\* Unclassified//For Official Use Only \*\*\*\*". Below this, the CGPAAS logo is on the left, and the text "Coast Guard Personnel Accountability & Assessment System" is in the center. To the right, there is a "Section 508/Accessibility Statement" link, a "Welcome, STEPHEN CHENG!" message, and a "Logout" button. A navigation bar below the header includes links for "Home", "My Info", "Daily Muster", "Event", "Reference", and "Help". The "My Info" tab is highlighted, and a callout box points to it with the text "Select 'My Info' tab". On the left side of the main content area, there is a sidebar menu with options: "Survey", "Introduction / FAQ", and "Print Blank Survey". The main content area features a large thumbs-up icon and the following text: "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." Below this, a smaller text block states: "If you believe you have been affected by an event, please contact your supervisor or unit COR."



# Navigate to COVID-19 Reporting Tool

The screenshot displays the CGPAAS (Coast Guard Personnel Accountability & Assessment System) web application. At the top, a green banner reads "\*\*\*\* Unclassified//For Official Use Only \*\*\*\*". Below this, the CGPAAS logo is on the left, and the text "Coast Guard Personnel Accountability & Assessment System" is in the center. To the right, there is a "Section 508/Accessibility Statement" link, a "Welcome, STEPHEN CHENG!" message, and a "Logout" button. A navigation bar contains links for "Home", "My Info", "Daily Muster", "Event", "Reference", and "Help". The main content area is titled "Coast Guard Family Information Summary" with a "? Help" link. On the left, a vertical menu lists several options: "Summary", "Affiliation Information", "Contact Information", "COR List", "COVID-19", "Emergency Contacts", "Family Member Info", and "User Account". A teal callout box with a pointer directed at the "COVID-19" menu item contains the text: "Select 'COVID-19' from the left menu".



# Reporting Personnel and Work Status

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



# CGPAAS

Coast Guard Personnel  
Accountability & Assessment System

[Section 508/Accessibility Statement](#) [Logout](#)

Welcome, **STEPHEN CHENG!**

Home My Info Daily Muster Event Reference Help

- Summary
- Affiliation Information
- Contact Information
- COR List
- COVID-19
- Emergency Contacts
- Family Member Info
- User Account

## COVID-19 Family Status [? Help](#)

Name	Personnel Status	Work Status	
CHENG, STEPHEN C.	Unreported	Unknown	<input type="button" value="Update"/>

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	Affected member, diagnosed by medical, who has been released from isolation or hospital (DoDI 6200.03). 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

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

 **CGPAAS** | **Coast Guard Personnel Accountability & Assessment System** [Section 508/Accessibility Statement](#) [Logout](#)  
Welcome, **STEPHEN CHENG!**

Home My Info Daily Muster Event Reference Help

- Summary
- Affiliation Information
- Contact Information
- COR List

## COVID-19 Family Status [? Help](#)

Name	Personnel Status	Work Status	Update
CHENG, STEPHEN C.	Unreported	Unknown	<input type="button" value="Update"/>

Select "Update"





# Reporting Personnel and Work Status

\*\*\*\*\* Unclassified//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

Summary  
Affiliation Information  
Contact Information  
COR List  
COVID-19  
Emergency Contacts  
Family Member Info  
User Account

**COVID-19 Family Status** [? Help](#)

Name	COVID-19 Muster	Status
CHENG, STEPHEN C.	CHENG, STEPHEN C.	<input type="button" value="Update"/>

**Personnel Status:**

- Unreported (selected)
- Unreported
- Unaffected
- Quarantined
- Isolated
- Hospitalized
- Released
- Deceased

Select the drop down menu to view personnel statuses

REQUIRES NOTES!!

NOT SELECTABLE

Select your personnel status from the options available

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



# COVID-19 Reporting Tool

\*\*\*\*\* Unclassified//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

Summary  
Affiliation Information  
Contact Information  
COR List  
COVID-19  
Emergency Contacts  
Family Member Info  
User Account

**COVID-19 Family Status** [? Help](#)

Name	COVID-19 Muster	us
CHENG, STEPHEN C.	CHENG, STEPHEN C.	<input type="button" value="Update"/>

**Personnel Status:**

**Location:**  
  
City  State  Postal Code

**POC Phone #**  
Phone Number

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

**Note:**

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

\*\*\*\* Unclassified//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

Summary  
Affiliation Information  
Contact Information  
COR List  
COVID-19  
Emergency Contacts  
Family Member Info  
User Account

**COVID-19 Family Status**

Name  
CHENG, STEPHEN C.

**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


Select "Update" to complete

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



# Logout of CGPAAS

\*\*\*\*\* Unclassified//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

Summary  
Affiliation Information  
Contact Information  
COR List  
COVID-19  
Emergency Contacts  
Family Member Info  
User Account

**COVID-19 Family Status** [? Help](#)

Name	Personnel Status	Work Status	
CHENG, STEPHEN C.	Unaffected	Working Off-Site	<input type="button" value="Update"/>

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

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**CGPAAS CG Portal Site:**

<https://cg.portal.uscg.mil/communities/cgpaas/SitePages/Home.aspx>

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

**CGPAAS Program Manager:** [CGPAAS@uscg.mil](mailto:CGPAAS@uscg.mil)

