



Command Officer Representative Access Request (DA Form 7765)

Purpose: Add a unit level support user known as a command officer representative (COR) for Tier 3 and below or a Disaster Personnel Accountability Program Manager (DPAPM) for Tiers 1 & 2.

ARMY DISASTER PERSONNEL ACCOUNTABILITY AND ASSESSMENT SYSTEM COMMAND OFFICER REPRESENTATIVE ACCESS REQUEST	
For use of this form, see AR 600-86; the proponent agency is DCS G-1.	

This form is used for requesting Disaster Personnel Accountability Program Manager (DPAPM)/Command Representative (COR) access to ADPAAS in order to perform personnel accountability requirements for their command/organization, before, during or after a disaster event. All DPAPMs should be appointed by Commanders, Directors, and Managers to act on their behalf.
All requests should be sent to USARMY.PENTAGON-E.HQDA.MBX.ADPAAS@MAIL.MIL or call (703) 697-4246 to speak to an ADPAAS team member.

1. WHAT UIC(S) ARE YOU REQUESTING ACCESS FOR? (See additional instructions on the back of this form.)

UIC	Unit Name

Requests for DPAPM (Tier 1 COR) access will be forwarded to the ADPAAS Team for processing. Requests for all other tiers will be forwarded to the COR's DPAPM for processing.

List all UICs and names for units the COR will represent. List only the parent UICs as needed for each command, as doing so will include subordinate units. For example, listing a battalion will include its companies automatically.

Fill in block 2 with information about the new or reassigned COR.
All ADPAAS CORs must be in the minimum grade of E-5, or E-4 only if in a promotable status, and/or civilian equivalent.

2. DESIGNATED DPAPM/COR

GRADE/RANK	NAME (Last, First, Middle Initial)
EMAIL ADDRESS	DPAPM/COR

All CORs are required to maintain and provide proof of ADPAAS COR appointment via DA Form 7765 and proof of training completion every 12 months on file for command Inspector General inspections of their ADPAAS programs.

Once granted access, DPAPMs will have the ability to manage their UIC Hierarchy down to the lowest level. This includes, adding and removing CORs, managing personnel, and updating statuses during an accountability event. The DPAPM will be allowed access to specific personal information and data for this purpose only. The ADPAAS system is committed to protecting personal privacy. Therefore, the use and implementation of the information within are covered under the ADPAAS Privacy and Security Notice. Please review the ADPAAS Privacy and Security Notice on the ADPAAS Web site at <https://adpaas.army.mil>. Care and protection of Privacy Act Information must be adhered to at all times accordance with DOD 5400.11 dated 8 May 2007.

3. APPROVING AUTHORITY (Commander/Director/Manager)

GRADE/RANK	NAME (Last, First, Middle Initial)	PHONE NUMBER
EMAIL ADDRESS	APPROVING AUTHORITY SIGNATURE	DATE

The commander or designated representative can approve requests.

Note: Commanders may approve their own request by completing a DA Form 7765 accompanied by their Assumption of Command Memorandum. No signature required.

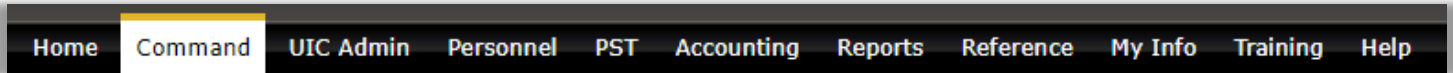


Add a Command Officer Representative

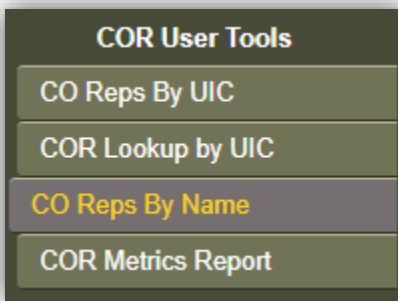
Purpose: Add a unit level support user known as a command officer representative (COR) for Tier 3 and below or a Disaster Personnel Accountability Program Manager (DPAPM) for Tiers 1 & 2.

Step 1. Users requesting access must provide a completed DA Form 7765 (ADPAAS, Command Officer Representative Access Request) with signature of the requesting support user and commander or supervisor.

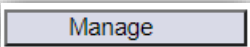
Step 2. Upon a receipt of a fully completed DA Form 7765, select the "Command" Tab. (Note: Tier 0 Users will select the "ECC" Tab).



Step 3. On the "Command" Tab, in the "COR User Tools" area, select "CO Reps by Name".



Step 4. Search for the requested user with the information in the DA Form 7765 and select



Step 5. Select

Step 6 (Tier 3 and below). Select the applicable UICs, then "Add" to complete the action.

<input type="checkbox"/>	UIC	Command Name
<input type="checkbox"/>	W72VAA	HQ, 80TH TRAINING COMMAND
<input type="checkbox"/>	W72V01	HQS, 80TH TRAINING COMMAND (TASS)

Step 6 (Tier 2 and above). Type in the desired UIC and "Add" or use the UIC Lookup function. Multiple UICs should be separated by a comma, no space.



If available, on the next screen, select the "COR Type" and then "Update Type"



Step 7. To remove a COR, follow the same procedures of Steps 2-4. Select the UIC to remove, then click "Remove Checked UIC(s)"

Manage UICs				
<input type="checkbox"/>	UIC	Command Name	Made COR on	By Whom
<input checked="" type="checkbox"/>	W0ZZAA	US ARMY OFFICE OF THE DEPUTY CHIEF OF STAFF, G-1	2019-03-20 04:45	Needham, Jeffery S

Note: A list of Tier 1 DPAPMs is available in the "CO Reference" area under the "Command" tab.