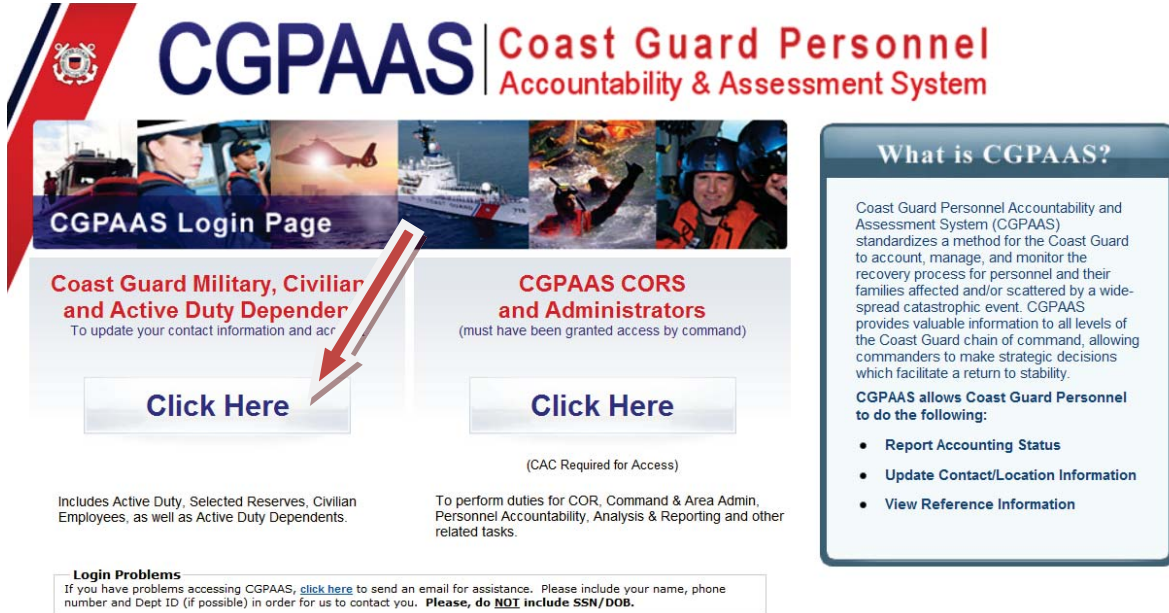


# ENTERING LEAVE/TAD INFO INTO CGPAAS

1. Log into CGPAAS – <https://cgpaas.uscg.mil>

**Note: Must log into the system with a CAC to add/modify leave/TAD dates**



The screenshot shows the CGPAAS login page with two main buttons: "CGPAAS Login Page" and "CGPAAS CORS and Administrators". A red arrow points to the "CGPAAS Login Page" button. To the right, a box titled "What is CGPAAS?" explains the system's purpose and lists three functions: Report Accounting Status, Update Contact/Location Information, and View Reference Information. Below the buttons, there are descriptions for each user type and a "Login Problems" section.

## CGPAAS | Coast Guard Personnel Accountability & Assessment System

### CGPAAS Login Page

Coast Guard Military, Civilian and Active Duty Dependent  
To update your contact information and access

**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.

#### 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.

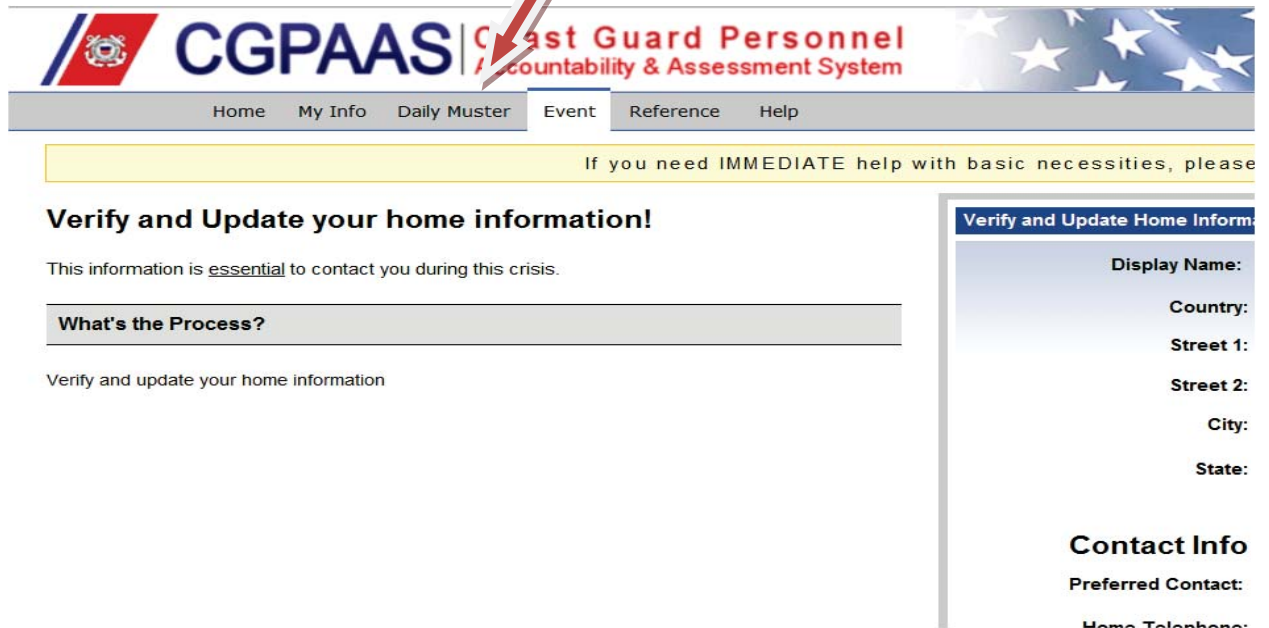
CGPAAS allows Coast Guard Personnel to do the following:

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

#### 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.**

2. Click on **Daily Muster** tab (see below)



The screenshot shows the CGPAAS navigation menu with the "Daily Muster" tab highlighted. Below the menu, a yellow banner reads "If you need IMMEDIATE help with basic necessities, please...". The main content area is titled "Verify and Update your home information!" and includes a "What's the Process?" section. On the right, a sidebar contains a "Verify and Update Home Information" form with fields for Display Name, Country, Street 1, Street 2, City, State, and Contact Info.

## CGPAAS | Coast Guard Personnel Accountability & Assessment System

Home My Info **Daily Muster** Event Reference Help

If you need IMMEDIATE help with basic necessities, please...

### Verify and Update your home information!

This information is essential to contact you during this crisis.

#### What's the Process?

Verify and update your home information

#### Verify and Update Home Information

Display Name:  
Country:  
Street 1:  
Street 2:  
City:  
State:

#### Contact Info

Preferred Contact:  
Home Telephone:

3. Add your leave/TAD information by clicking on “**Add Projected Status**” (see below)

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

Home My Info **Daily Muster** Event Reference Help

**My Muster**

Daily Muster - FORD, ZACHARY ROBERT

Today: **Present for Duty** *UNCONFIRMED*

Confirm Change

Add Projected Status

4. Enter your information. If you have multiple locations then hit “Add Projected Status” again (see #5 below). Save changes. Do not worry about the “Present for Duty” button.

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

Home My Info **Daily Muster** Event Reference Help

**My Muster**

Daily Muster - FORD, ZACHARY ROBERT

Today: **Present for Duty** *UNCONFIRMED*

Confirm Change

Present for Duty Offsite *PROJECTED*

USA

City State Postal Code

Note

Save Changes Cancel Changes

Add Projected Status

Dec 2015						
S	M	T	W	T	F	S
29	30	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	1	2
3	4	5	6	7	8	9

5. If you have multiple locations then hit the "Add Projected Status" again – See below.

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

Home My Info **Daily Muster** Event Reference Help

My Muster

Daily Muster - FORD, ZACHARY ROBERT

Today: **On Leave** *UNCONFIRMED*  
Alexandria, VA22302  
USA  
On Leave - this is a test  
Confirm Change

12/21/2015 to 01/01/2016 **On Leave** *PROJECTED*  
Alexandria, VA22302  
USA  
On Leave - this is a test  
Change Remove

Add Projected Status

Which will then open another box (below)

Daily Muster - FORD, ZACHARY ROBERT

Today: **On Leave** *UNCONFIRMED*  
Alexandria, VA22302  
USA  
On Leave - this is a test  
Confirm Change

12/21/2015 to 01/01/2016 **On Leave** *PROJECTED*  
Alexandria, VA22302  
USA  
On Leave - this is a test  
Change Remove

to

**Present for Duty Offsite** *PROJECTED*  
USA  
City State Postal Code  
Note

Save Changes Cancel Changes

Add Projected Status