## FOURTH ESTATE PERSONNEL ACCOUNTABILITY AND ASSESSMENT SYSTEM (FEPAAS)

# DoD Civilian Employee Users Guide Version 1.3



February 2012

SPAWAR Systems Center Pacific 53560 Hull Street, Code 53255 San Diego CA 92152-5000 (THIS PAGE INTENTIONALLY LEFT BLANK)

### **Change History**

The following Change History log contains a record of changes made to this document. Entries should be made in descending order, with **most recent** changes at the <u>top of table</u>.

Published / Revised Date Version		Author(s)	Page or Nature of Change	
15 Feb 2012	1.3	SSC Pacific	Update to reflect internal peer reviews.	
13 Sep 2010	1.2	SSC SD	Terminology change ("SUPV")	
03 Sep 2010	1.1	SSC SD	Update to FEPAAS Version 1.0	
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## 1 What is FEPAAS?

FEPAAS is the Fourth Estate Personnel Accountability and Assessment System. It is accessed through a user-friendly website designed to help our DoD Civilian Employees and their immediate Family members who are directly affected by major natural or man-made disasters (e.g., fires, hurricanes, floods, earthquakes, etc.).

- FEPAAS allows you to **report** your current location, to **update** emergency personal contact information, and to **request** assistance (especially if you had to evacuate far away from your home or place of work).
- Your reporting assists the DoD to know where you are, how you are doing, and to coordinate with applicable agencies in responding to your needs.
- FEPAAS allows your supervisors to account accurately for all assigned employees and their family members.
- Your reporting assists the DoD leadership and authorities to make better decisions in supporting you and your family, to maintain readiness, and to preserve National Security during a disaster.

### 1.1 FEPAAS Terms

- EVENT A disaster, terrorist attack, or other event, large or small, where the DoD has determined the need for DoD Employees to provide the status (how are you), and whereabouts (where are you).
- **GAOI** Geographical Area of Interest the area where the disaster or event occurred. Also known as the "affected area".
- **AFFECTED** A DoD Employee is flagged as "affected" if they live, work, or are temporarily in the area where the event happened. Being "affected" by an event is a temporary status, for only as long as the DoD determines. It is possible that you were not physically in the area but were still flagged as in the affected area. If so, you can simply indicate that you were not in the affected area at the time of the event, and were not impacted by the event.

## 2 What Do I Need To Use FEPAAS?

FEPAAS requires you to have access to a working computer connected to the public Internet. We understand that during a disaster, you may be displaced from your home and office, and may not have a portable computer with Internet capability. However, the following are a few alternative resources that may be used:

- You may use a public computer available at community centers, emergency shelters, airports, schools, libraries, and select businesses (e.g., Internet cafes, copy stores or coffee shops).
- If you have a cell phone or telephone available, you may contact other family members or friends, and ask them to access FEPAAS on their computer on your behalf (they will need your Social Security number and date of birth).
- You may request assistance from various groups (e.g., local authorities, community service organizations, relief agencies, volunteers, etc.) to relay your status to your chain of command.
- During a major disaster, if you are unable to log in to FEPAAS, contact your immediate supervisor or call any of the below numbers:

DoD Civilian Personnel Management Service (CPMS) Emergency Contact:	1-877-688-1654
Hearing Impaired TTY/TDD:	1-877-681-6194
DI A. Customer Interaction Conten	4 000 224 2444
DLA, Customer Interaction Center:	1-800-334-3414
Commercial:	1-269-961-7625
DSN:	661-7625
Hearing Impaired CIC Numbers	
TTY/TDD:	1-866-605-6566
Commercial:	1-269-961-7800
DSN:	661-7800
Other Phone Numbers	
DoD Civilian Hotline:	1-888-363-4872
	1-888-DOD-4USA
Military OneSource:	1-800-342-9647
imitary offeodurce.	1 000 042-0047

## 3 How Do I Use FEPAAS?

### 3.1 Navigate to the FEPAAS Website

- a. Get access to a computer connected to the Internet.
- b. Open a web browser (e.g., Internet Explorer).
- c. Type the following address into the browser's address field and press the Enter key: https://fepaas.whs.mil (Note: "https//fepaas.whs.mil (N
- d. You should see the "FEPAAS Login Page" (shown below) in your browser window.



### 3.2 Login to FEPAAS

a. On the FEPAAS Login Page, click the **Click Here** button under the "Fourth Estate Civilians, and their Families" heading.

		What is FEPAAS? Fourth Estate Personnel Accountability and Assessment System (FEPAAS) standardizes a method for the Fourth Estate to account, manage, and monitor
Fourth Estate Civilians, and their Families To update your contact information and account	All Fourth Estate Support, Authorized Personnel and Staff (must have been granted access by command) Click Here	the recovery process for personnel and their families affected and/or scattered by a wide-spread catastophic event. The FEPAAS provides valuable information to all levels of the Fourth Estate chain of command, allowing commanders to make strategic decisions which facilitate a return to stability.
Includes Civilian Employees as well as their Family Members affected by an event. Login Problems	(CAC Required for Access) To perform duties for Supervisor, Personnel Accountability, Analysis & Reporting and other related tasks.	FEPAAS allows Fourth Estate Personnel to do the following: • Report Accounting Status • Update Contact/Location information • View Reference Information
If you have problems accessing FEPAAS, <u>click here</u> phone number and ORG ID (if possible) in order for u contact <u>FEPAAS Support</u>	o send an email for assistance. Please include your name, s to contact you. <b>Please, do <u>NOT</u> include SSN/DOB.</b> This is an Official U.S Fourth Estate Web Site	Privacy & Security Notice

b. The Login page appears (shown below).

	- Select Login Method	
State of the		
	Common Access Card (CAC)	
	C Username and Password	
STATES OF	C Personal Information	
Fourth Estate Personn Accountability and Assessment System	LOGIN	
Technical Support: fepaas@spawar.navy.mil 1-866-946-9183 or (619) 553-8:	167	
Contact FEPAAS Support	This is an Official U.S Fourth Estate Web Site	Privacy & Security Notice

c. Choose a login method

<u>If you choose Common Access Card (CAC)</u>, you will need a CAC reader attached to your computer and your CAC and PIN.

<u>For Username and Password</u>, your username is the employee's .mil email address. Unless you have previously logged onto the system and changed it, the initial password is the employee's date of birth, in the YYYYMMDD format (e.g., Dec 25, 1985 is entered as "19851225") <u>AND</u> the last four digits of the employee's SSN.

Fourth Estate Personnel	C Common Access Card (CAC) C Username and Password C Personal Information
Accountability and Assessment System Technical Support: fepaa@gawar.nov.mil 1-866-946-9183 or (619) 553-8167	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 the SSN.
	LOGIN

<u>For Personal Information</u>, enter your Social Security Number without dashes (e.g., 123-45-6789 is entered as "123456789"). Enter your date of birth and last name.

	C Common Access Card (CAC) C Username and Password
TO STATES OF AU	Personal Information
Fourth Estate Personnel Accountability and Assessment System Technical Support: fepaas@gpawar.navy.mil	Sponsor SSN: (No dashes or spaces)
1-866-946-9183 or (619) 553-8167	Last name:

- d. Click the **Login** button
- e. You will be logged into FEPAAS and taken to the Event tab.

*Note:* If you logged in with the third option, Personal Information, you will have **Update-Only Access**. <u>Skip to section 3.3</u>.

- f. If DoD records indicate that you or one of your dependents <u>are currently affected</u> by an event and required to account for that event, you will see the page below on the left. **Please skip to section 3.4.**
- g. Otherwise, you will see the page below on the right.

Firm My 145	Event Schwerzer, Help			 iome My Info	Event Reference	e Help
If you no	ed IMMEDIATE help with a	asic necessities, please call 1-866-946-9183 or (619	1553-8167			
Verify and Update your This information is <u>essential</u> to certa What's the Process? Verify and update your hone information	ttyou during this crisis. Account for Event: AutoTestEve Detect 4 Clicks	n Accounting Datus from the drop down menu -er- le <b>is the Area</b> button next to anyone that was:	2e(1216		1	Our records currently indicate that you are not affected by any active event. Please select the "My Info" tab to verify and update your information.
	Physically in the area when     *Enscualed from the area when     *Enscualed from the area do     Coant     Outdomain     MASpear 16, And     MASpear 16, And     TestSegen     MASpear 17,     And/TestSegen     Test	e to be event           (t, M):         Accounting Blakus:           aftert         Unrepublic           wett         Not Required to Account         In the Area	a number and an email is required			If you ballow you have been affected by an event, please contact to Coast Guard Holposk Information Hotine at 1-866-846-9183 or 1-619-653-8187
		by Active Eve ired to Accour		L	Inaff	fected by Active Event

h. If you see the page on the right, click on the **My Info** tab and follow the instructions in this guide to update the personal information recorded there.

Note:

If you see the page on the right, <u>but you believe that you **ARE** directly</u> <u>affected by a current event</u>, contact your command, or call the FEPAAS Help Desk at 1-866-946-9183.

### 3.3 Update-Only Access (logging in with personal information)

To protect your privacy, logging in with personal information will not allow you to view any of your current information in FEPAAS; you can only update it.

a. If you login to the system with personal information you will see the following:

Home Update Info Reference Help						
Update-Only Access						
Our records indicate that you are not in any affected areas, so there is no need to Accounting at this time.						
To Protect your privacy, logging in with personal information <u>will not allow you to view</u> any of your current information in CGPAAS; you can only update it.						
If you wish to view and update your information, please Logout, then login again with your CAC or username and password.						
To update just your contact information, click the NEXT > button below, or you can do any of the following:						
<ol> <li>Click the Home tab above to see up-to-date announcements and information.</li> <li>Click the Reference tab above for additional information and web sites.</li> <li>Click the Help tab above for Help Desk contact info and other documentation.</li> <li>Click the Logout button in the upper-right corner when finished.</li> </ol>						
If you or your family need IMMEDIATE help with basic necessities such as food, shelter, or medical care, please call <b>1-866-946-9183 or (619)553-8167</b>						
Next >						
Done 😡 Internet 👻 100% 🔹 🥖						

b. Click Next> and update your Personal Contact Information:

Home Update Info Reference Help						
Update-Only Access						
Update your Personal Contact information						
Work Phone:		(Nothing on file)				
Home Phone:		(Nothing on file)				
Cell Phone:		(Nothing on file)				
Email 1:	Log in with CAC or username password to modify	(On File)				
Email 2:	Log in with CAC or username password to modify	(Nothing on file)				
Preferred Contact:	Choose one					
Note: At least two phone numbers or a phone number and an email (On File) is required to update your info.						
	< Previous Finish					
1 Done		Internet	۹ 100% •			

c. Click Finish and the following page will appear:

Home Update Info Reference Help						
Update-Only Access						
Your Information has been updated. Thank you for your participation!						
You may now do any of the following:						
<ol> <li>Click the <b>Home</b> tab above to see up-to-date announcements and information.</li> <li>Click the <b>Reference</b> tab above for additional information and web sites.</li> <li>Click the <b>Help</b> tab above for Help Desk contact info and other documentation.</li> <li>Click the <b>Logout</b> button in the upper-right corner when finished.</li> </ol>						
If you or your family need IMMEDIATE help with basic necessities such as food, shelter, or medical care, please call 1-800-435-9941 or 210-565-2020 / DSN 665-2020						
< Previous						
L Done Done terret € 100% •						

d. As it says, you can click one of the tabs, or click **Logout** when you're finished with the site.

### 3.4 Account for Yourself and Your Dependents

a. If you login to the system and are affected by an event you will be presented with the "Account for Event" pop-up window and prompted to account for yourself and your family members.

Home - My Info	Event Reference Help							
lf you ne	ed IMMEDIATE help with b	asic necessities, please call 1-866	-946-9183 or (619)	553-8167				
Verify and Update your	home information!	Verify and Update Home Information						
This information is essential to contain	ct you during this crisis.	Display Name: Last MASpnsr11						
What's the Process?	Account For Event: AutoTestEven	Street 1: 1111 Spons	or Street					
Verify and update your home information				Zip2 12345				
	Coast Guardsman Name(Last, Firs							
	MASpresr 11, Auto MASpresr 11, Auto MASpresr 11, AutoTestDepende	Not Described to Account	In the Area					
	MASpnsrB, AutoTestDepende Test	intB Not Required to Account	In the Area					
		Save Cancel						
	Member / Employee Deployeet:							
		School-Age Children: 📃 Have Pets: 📃						
		(	Continue					

b. Click to pull down the "Accounting Status" menus for the Employee and any Dependents and select an accounting status for each one.

Account For Event: AutoTestEventM					
	Select an Accou	nting Status from the drop down menu			
		-01-			
		Area button next to anyone that was:			
Physic	ally in the area when the ever:	nt occured			
▶Evacu	ated from the area due to the	event			
Coast Guardsm	nan Name(Last, First, MI):	Accounting Status:			
â	MASpnsr11, AutoTest	Unreported			
ñ	MASpnsr11, AutoTestDependent1	Unreported Current Residence nt In the Area Displaced Location	a		
	MASpnsrB,	Not Present In GAOI			
്ക	AutoTestDependentB	On Leave nt In the Area	a		
	Test	Other			
		Separated/Retired			
	Save	Transferred			

- c. Selecting "Same as Employee" will attribute the Employee's accounting status to that Dependent.
- d. Click the Save button to submit the selected accounting statuses. The "Account For Event" pop-up window closes and you are prompted to update your location and contact information.
- e. Proceed with updating your location and contact information.

## 4 Home Tab

a. Click on the **Home** tab. The Home page appears.

<b>FEPA</b>	AS FOURTH ESTATE PERSONNEL ACCOUNTABILITY and ASSESSI	MEN	T SYSTEM Logout	
Home My Info	Event Reference Help			
Announcements - No Events			Online Training	
	The Fourth Estate Personnal Accountability and Assessment System (FEPAAs) attandardizes a method for the DoD to account manage, and monifor the recover process for employees and their families attended and/or scattered by a wide-spread catastrophic event. FEPAAS provides valuate information to all levels of the DoD	*	Online FEPAAS Training Computer Based Training (CBT) which is Flash-Based and Interactive	< 11 ×
	chain of command allowing leadership to make strategic decisions		Hot Topics	
	which facilitate a return to stability. The Services developed this system as a result of the turnoil caused by homicane Kathina. The goal is total accountability for employees and their turnity members in the event of a future circlis, whether it is man-made or natural.		Pandemic Influenza Watchboard The Official DoD Watchboard for PI	< ×
The second se		×	Useful Links	
All Defense Agenc	ency Report-In Numbers ies: 1-877-688-1654 (TTY/TDD) 1-877-681-6194	• • • • • • • • • • • • • • • • • • •	- Current Wamings and Watches - Defense Link - Defense Link - National Doppier Radar - National Hunicane Center - Today's Weather Hap - Wash. DG Area Emergency Dismissal (PDF) - WTOP Traffic Report - Vacane Section 2016	
DoD Civilian Hotlin	e: 1-888-363-4872 (888-DoD-4USA)			
FEPAAS He	Ip Desk (0900-1900 Eastern)	v		

b. The Home page provides a general overview of any current events and related accounting efforts, Online Training, Hot Topics, and Useful Links.

## 5 My Info Tab

### 5.1 Summary

a. Click on the **My Info** tab. Your "Full Profile" Summary page appears. If you were already on the My Info tab and browsed elsewhere in your Full Profile, you can return to the Summary page by clicking the "Summary" menu item to the left of the page.

All Man Could State			
Summary	Fourth Estate Family Information Summary OHelp		
Contact Information	To see more detail for any section, use the left menu.		
Family Member Info	Contact Information		
Change Password	Employee	Home Address	
	Name: Training, Tester T	1234 main	
	Rank/Rate: CTV	Washington, DC 92123	
	Organization: DDDDDD - System Default UIC	USA	
	Phones	Email Addresses	
	Home: 555-555-9999	Email1: tester.training@dod.mil	
	Work:	Email2:	
	DSN:		
	Cell:		
	Family Information		
	Name	Relationship	Age
	14	Family Information	

- b. Verify your Rate/Rank and Organization. (**Note:** Only Administrators can change your Rank/Rate or Organization)
- c. Click the **Edit** buttons to make any changes.

### **5.2 Contact Information**

a. Click on the "Contact Information" menu item. Your "Contact Information" page appears.

Home N	ly Info Event Reference Help				
Summary	Displaced Location (2) Help		Click t	e Edit button to make changes.	
Contact Information 🛛 🗲			placed Location	Edit	
Change Password		Please edit this section if displaced!			
	Employee's Contact Info 🥹	eip	Click	the Edit button to make changes.	
	Training, Tester T (Sponsor)		ill NOT be overwritten with data updates!	Verify Info as Current Edit	
	Home Address: 1234 main	*Preferred Contact Home: 555-555-9999	(Last .pd) @Primary Email: tester.tr.ming	ated 03-31-2011 by Adsit, V am ( dod.mil	
	Washington , DC 92123 Country: USA	Work: Cell:	Secondary Email: Cell Carrier: Unknown	•	
	DEERS Home Address and Cont	act Info			
	Data from DMDC (pulled from DEERS updates.	and other DOD databases); Will be	overwritten with data Fourth Estate	To login to DEERS, click here. Civilians: To login to DCPDS, click here.	
	Home Address:	Home:	Primary Email:		
		Work:	Secondary Email:		
	Country:				

This page consists of three panes covering your location and contact information.

The **Displaced Location** pane should contain the address that you evacuated to as a result of being affected by an event.

The **Employee's Contact Info** pane should contain your home address and contact information. This pane also provides you with a snapshot of the last import of data from the DEERS system.

Note:

Using the provided link to update your DEERS information at the DEERS site will <u>NOT</u> update the DEERS information displayed in FEPAAS immediately. FEPAAS reflects the last data import received from DEERS which is dated as such. Updating your data in DEERS will help future data imports from DEERS to be accurate.

The **Emergency Contacts** pane contains location and contact information for any person(s) not necessarily a family member but who can serve as a "Point of Contact" for you if the DoD is unable to reach you or one of your family members directly.

Clicking the respective **Edit/Add** button for a specific pane will allow you to edit the data displayed in that pane.

#### 5.2.1 Editing "Displaced Location"

a. Click the **Edit** button in the top-right corner of the "Displaced Location" pane. The "Edit Displaced Location" page appears.

Edit Displaced Location @Help	
Description:	
Country:	USA
Street:	
City:	
State/Province	Choose State
ZIP/Postal Code:	
Primary Phone:	
Secondary Phone:	
	Save Cancel

- b. Add and/or edit your Displaced Location information as required and click the appropriate button to either **Save** or **Cancel** the updates you made.
- c. If you <u>enter</u> a displaced location, you will find that a **Returned Home** button has been added next to the **Edit** button in the "Displaced Location" pane.

Displaced Location <b>@Help</b>		Click the Edit button to make changes.
Displaced Location: new home		Edit Returned Home
Address: 1234 A Street Las vegas , NV 89101 Country: USA	Primary Phone: Secondary Phone:	

d. Click the **Returned Home** button when you are no longer displaced. This will clear any displaced location information displayed in the pane.

#### 5.2.2 Editing "Employee's Contact Info"

a. Click the **Edit** button in the top-right corner of the "Employee's Contact Info" pane. The "Edit Employee's Home Address and Contact Info" page appears.

t Sponsor's Home	Address and Contact Info (1) Help			
date the FEPAAS	Information or copy sections from	DEERS.		
*La Name: Tra	st	*First Tester	Middle	
	PO/APO/FPO address.	1.000	L <u>.</u>	*This data is pulled from DEERS periodically. To login to DEERS and update your info, olick here
EPAAS Information	(Last updated 08-04-2011 by Training	, Tester T )		*DEERS Information
Co	untry: USA	~		Country:
5	treet1: 1234 main			Street1:
5	treet2:		< Copy Addr	Street2:
	City: Washington		< copy Addi	City:
State/Pro	vince: DC District of Columbia	~	•	State/Province:
ZIP/Postal	Code: 92123			ZIP/Postal Code:
Preferre	d:			
0 H	lome: 555-555-9999			Home:
0 1	Vork:		< Copy Phone	Work:
0	Cell:			
-				
Cell C	arrier: Unknown 💌			
O Er	nall 1: tester.training@dod.mll			Email 1:
O Er			< Copy Email	

This page displays your home address and contact information on the left and contrasts it against the latest DEERS data pull on the right.

- b. If needed, edit your last, first, or middle name at the top of the page.
- c. Edit your FEPAAS Information in the box to the left of the page.
- d. If your FEPAAS location and contact information is <u>incorrect</u> and the displayed DEERS data <u>is correct</u>, you may use any of the three < Copy buttons to copy the displayed DEERS data over the corresponding FEPAAS data instead of manually typing in the information.
- e. If the displayed DEERS information is incorrect, you may use the provided DEERS link to log onto the DEERS site and update your DEERS information.

Not	e:
FEPAAS immediately. FEPAAS	DEERS information displayed in reflects the last data import lated as such. Updating your data

f. Click the appropriate button to either **Save** or **Cancel** the updates you made.

#### 5.2.3 Editing "Emergency Contacts"

a. Click the **Add POC** button in the top-right corner of the "Emergency Contacts" pane. The "Add Point of Contact" window opens.

int of Contact 🧑	Help				
First Name:					
Last Name:					
Middle Name:					
Relationship:					
Address:					
Street1:					
Street2:					
City:					
State:	Choose State	~			
Zip:					
Country:	USA	~			
Contact Info:					
Home:		Primary Email:		7	
nome.		Printary Email.			
Work:		Secondary Email:			
Cell:		7			
Cell:					
				Save	Can

- b. Add the name, address and contact information for the new POC and click the appropriate button to either **Save** or **Cancel**
- c. Clicking **Save** results in the "Add Point of Contact" window closing and the "Emergency Contacts" page refreshing to display the newly added POC.

Emergency Contacts <sub> (?) Help</sub>		Click "Add" to add an Emergency Co	ontact (e.g., Relative, Care Giver). Add
Jones, Julie (sister) Address: 1212 S Avenue Palmdale, CA 92111	Home: Work:	Primary Email: Secondary Email:	Edit Remove
Country: USA	Cell:		

<sup>\*</sup>Preferred Contact method

- d. Clicking the **Edit** button for a specific emergency contact will open the "Edit Point of Contact" page for that POC.
- e. Clicking the **Remove** button for a specific emergency contact will delete that emergency contact.

### 5.3 Event Information

If you have been affected by an event, you will see an "Event Information" menu item.

a. Click on the "Event Information" menu item.

Home My I	nfo Event Reference Help			
		Displaced Location (@Help)		Click the Edit button to m
mation ation Password	Displaced Location: some location Address: 1234 Main street Tuscon, AZ 84611 Country: us	Primary Phone: Secondary Phone:		Edit Retu
	Accounting Status for Ardent Sentry 2011			Accounting is n
	Name (Last, First Middle):	Accounting Status:	Last Updated:	Updated By:
	THOM, JOHN L	Not Required to Account		
		Event Information 10 Help		Click the Edit button to m
	Event Name: Ardent Sentry 2011	Event Information () Holp Active Dates: 05-16-2011 - Presen	nt	Click the Edit button to m
	Event Name: Ardent Sentry 2011 Total Evacuated: 0		ıt	Click the Edit button to m
			it Insurance Co. FEMA Number:	
	Total Evacuated: 0	Active Dates: 05-16-2011 - Presen	Insurance Co.	
	Total Evacuated: 0 TDY / TAD Orders EVAC TDY / TAD Orders Member Deployed	Active Dates: 05-18-2011 - Presen	Insurance Co.	
	Total Evacuated: 0       ✓     TOY / TAD Orders       ✓     EVAC TOY / TAD Orders       ✓     EVAC TOY / TAD Orders       Member Deployed     Attended Brief	Active Dates: 05-18-2011 - Presen	Insurance Co. FEMA Number:	contact (e.g., Relative, Care Giver)
	Total Evacuated: 0 TOY / TAD Orders EVAC TDY / TAD Orders Wernber Deptysed Attanded Brief	Active Dates: 05-18-2011 - Presen	Insurance Co. FEMA Number:	

This page consists of four panes all related to the status of having been affected by an event.

- The **Displaced Location** pane is a duplicate of the "Displaced Location" pane on the Contact Information page, under **My Info** tab. See section 5.2.1 for more information.
- The **Accounting Status** pane contains the accounting statuses for you and all of your dependents in the system for a particular event (if required to account).
- The **Event Information** pane provides further event-related information.
- The **Other POCs** pane is similar to the **Emergency Contacts** pane on the Contact Information page. See section 5.2.3 for more information.
- b. Click the **Edit** button in the top-right corner of the "Event Information" pane. The pane contents become editable and the **Edit** button (just pressed) will be replaced by a **Save** button.

Event Information <b>@Help</b>		Click the <b>Save</b> button to make changes
Event Name:	Active Dates: - Present	Save Cancel
Total Evacuated: 0 or N/A 🗸	]	
TDY / TAD Orders	Have Pets	Insurance Co.
EVAC TDY / TAD Orders	🔲 Using Rental Car	FEMA Number
<ul> <li>Member Deployed</li> <li>Attended Brief</li> </ul>	School-Age Children	

c. Update the pane contents as required and click the **Save** button. The pane contents will be saved and the **Save** button will be replaced by an **Edit** button.

### 5.4 Username & Password

a. Click on the "Username & Password" menu item. At the top is your username, which should be your .mil email address. If not, choose it from the "Select Username" menu and click **Save**.

ummary       Change Username ontad Information         Your ourent username: john.thom@navy.mil         sername & Passoord         Please salect an email in the username menu below to change.         Select username:         Select username:         john.thom@navy.mil         Select username:         iphn.thom@navy.mil         Select username:         Password         Iphn.thom@navy.mil         Nuts be between 8 and 50 characters long.         Ipper case letter         ipper case letter		AAS FOURTH ESTATE PERSONNEL ACCOUNTABILITY and ASSESSMENT SYSTEM IN INFO Event Reference Help	Welcome, JOHN THOM!
semame & Password Please salect an email in the username menu below to change. Select username: iphn.thom@navy.ml ♥ Save  Change Password New Password Confirm Password: Confirm Password: Password Rules: Nuts be between 8 and 50 characters long. Password Rules: Nuts be between 8 and 50 characters long. Nuts contain at least one of EACH of the following: Nuts contain at least one of EACH of the following: Upper case letter	lummary	Change Username	
Please select an email in the username menu below to change. Select username: point shom@navy.ml ♥ Save ← Change Password Hew Password Confirm Password: Password Rules:      Must be between 8 and 50 characters long. Public contain at least one of EACH of the following:         iower case letter         is pacial character (a.g., S.8.%) Can NOT contain:         iften ame         iatt name         iatt name         iatt name	ontact Information	Your curent username: john.thom@navy.mil	
Change Password New Password: Confirm Password: Password Rules: Nut be between 8 and 50 characters long. Nut scontain at least one of EACH of the following: Nore case letter Nupper case letter Nupper case letter Nupper case letter Numeric character (e.g., 5.8.%) Can NOT contain: Numeric character (e.g., 5.8.%) Can NOT contain: Numeric haracter	ername & Password	Please select an email in the username menu below to change.	
New Password: Confirm Password: Nut be between 8 and 50 characters long. Nut be between 8 and 50 characters long. Nut contain at least one of EACH of the following: Nut contain at least one of EACH of the follo		Select username: john.thom@navy.ml Save	
New Password:			
Confirm Password: Password Rules: A Must be between 8 and 50 characters long. Must contain at least one of EACH of the following: I lower case letter U upper case let		Change Password	
Password Rules:  Must be between 8 and 5 characters long: Must contain at least one of EACH of the following: I lower case letter U upper case let		New Password:	
Must contain at least one of EACH of the following:		Confirm Password:	
Must contain at least one of EACH of the following:		Password Rules: • Must be between 9 and 50 characters long.	
upper case letter     numeric character     special character (e.g., S.8.%)     Can NOT contain:     first name     last name			
<ul> <li>numeric character</li> <li>special character (s.g., \$,8,%)</li> <li>Can NOT contain:</li> <li>first name</li> <li>last name</li> </ul>		lower case letter	
+ special character (e.g., \$,8,%) → Cen NOT contain: + first name + last name		upper case letter	
Can NOT contain:     first name     last name		numeric character	
> first name > last name		<ul> <li>special character (e.g., \$, &amp;, %)</li> </ul>	
Isst name		Can NOT contain:	
		first name	
forward slash "/"		last name	
		forward slash "/"	

- b. Your default password is set to your birth date in the YYYYMMDD format followed by the last 4 of your SSN. This page provides you with the option to change it to a password of your own choosing.
- c. Type your new password in the "New Password" and "Confirm Password" fields. Make sure that the new password meets the criteria described in the "Password Rules" section.

Change Username	
Your curent username: john.thom@navy.mil	
Please select an email in the username menu b	elow to change.
Select username: john.thom@navy.mil	Save -
Change Password	
New Password:	]
Confirm Password:	
Password Rules:	<ul> <li>Must be between 8 and 50 characters long.</li> </ul>
	Must contain at least one of EACH of the following     lower case letter
	<ul> <li>upper case letter</li> </ul>
	<ul> <li>numeric character</li> </ul>
	<ul> <li>special character (e.g., \$,&amp;,%)</li> </ul>
	Can NOT contain:
	<ul> <li>first name</li> </ul>
	<ul> <li>last name</li> </ul>
	<ul> <li>forward slash "/"</li> </ul>
	<ul> <li>spaces</li> </ul>
	Save -

- d. If the new password does not meet the password rules, a message in red will be displayed above the text fields.
- e. Click the **Save** button to submit your password change. You will receive confirmation of your password being successfully changed.

**NOTE**: If you forget your password, any of your Supervisor Representatives (SUPVs) can reset it back to the initial password based on your date of birth, or you can call the FEPAAS Help Desk and ask them to do it.

## 6 Event Tab

### 6.1 Verify and Update Home Information

a. The Event tab takes you through a three step process to obtain your current location and contact information and to assess your needs as a result of being affected by an event.

erify and Update your home information!	Verify and Update Home Information	
is information is essential to contact you during this crisis.	Display Name: Last: First: Middle: THOM JOHN L	
Vhat's the Process?	Street 1:	
ty and update your home information	Street 2:	
	City:	ſ
	State: Choose State Zip:	1
		· ·
	Contact Info (At least two phone numbers or a phone number and an email is requ	ired)
	Preferred Contact:	
	Home Telephone:	
	Work Telephone: 619-553-0727	
	Cell:	
	Email 1: john.thom@navy.ml	
	Email 2:	
	Other Info	
	TDY / TAD Orders:	
	Member / Employee Deployed:	
	School-Age Children:	
	Have Pets:	

- b. Review all the location and contact information fields and make any necessary updates.
- c. Click the **Continue** button to submit your location and contact information updates and proceed to <u>Step 2</u> of the assessment process (if required).

Note:
Not all events will have a Needs Assessment survey. If there is no Assessment, after you click the <b>Continue</b> button, you are done and can go to the other tabs such as <b>Home</b> , <b>My Info</b> , or <b>Reference</b> .

### 6.2 Needs Assessment Survey (Introduction)

- a. After updating your location and contact information you will see a brief introduction to the Assessment Survey. The Needs Assessment Survey is designed to help sponsors and dependents identify disaster related needs. By reviewing the 19 disaster categories, sponsors and dependents are able to specify needs to ensure the best possible disaster assistance.
- b. Take a moment to review the survey description frequently asked questions.
- c. Click on any of the questions you may want answered.
- d. When you have finished, click the **Continue to Survey** >> button to be taken to the survey itself.
- e. If later in (or after completing) the assessment process, you would like to return to the Introduction to the Assessment Survey, you may click the "Introduction / FAQ" menu item on the left at any time.

Step 2 of 3: Needs Assessment Survey (Introduction)	
If you or your family needs IMMEDIATE help with basic necessities such as water, food, shelter, or medical care, please call 1-866- 946-9183, 619-553-8167/DSN 553-8167	
About This Survey	
Please review each of the 19 categories in the survey and check whether you have disaster-related needs. In each area of need that you answer "Need Assistance" or "Not Sure", you will then be shown a more detailed checklist to identify your specific needs. It is important that you specify your needs honestly and as accurately as possible. Assistance will be provided as quickly as possible based on the severity and type of needs you identify.	
1. Who is eligible for Fourth Estate Family Disaster Assistance? 2. Why should I complete this survey? 3. What happens after I complete the survey? 4. How and when will be contacted? 5. Who will have access to my information? Continue to Survey >>	
Q1: Who is eligible for Fourth Estate Family Disaster Assistance?	
Fourth Estate Service Members (Active and Reserve)     Fourth Estate Civilian Employees (both civil service and non-appropriated Funds (NAF))     Eligible family members of service members and employees	
At the Fourth Estate's direction, the Fourth Estate Family may also include other personnel such as other service members assigned to Fourth Estate commands, tenants on Fourth Estate installations, Fourth Estate retirees and their families, and members of the individual ready reserve (IRR) and their families. In the case of deceased, injured or missing Fourth Estate service members or civilians, the definition may also include certain extended family	

**NOTE:** If you are affected by an event that does <u>**not**</u> require an Assessment, you will see the following page:



me following options are available to you now and whenever you login again.

- 1. Use the My Info tab to update your contact information, and to update other personal information.
- 2. Visit the Home tab for announcements and other up-to-date information.
- Browse the Reference Library tab for helpful links and documents.

If you need immediate technical assistance, please contact the FEPAAS Helpdesk at 1-866-946-9183, 619-553-8167/DSN 661-7800.

## 7 Reference Tab

- a. Click on the **Reference** tab. Several scrollable panes of information are displayed
- b. Clicking on links will either open another window with that website, or give you the option to view or download files indicated with "(PDF)".
- c. You can click the small icon (回) in the upper-right corner of a pane to "detach it" so it appears in its own browser window.

Home My Info Event Reference	Help	
Directory	K. Blandlard	C.
	Key Phone Numbers	
	Fourth Estate Agency Phone Numbers	Dhama Numhan(a)
Agen Business Transformation Agency (BTA)	icy	Phone Number(s)
Defense Acquisition University (DAU)		Fort Belvior: (800) 845-7606 West Region: (619) 524-4800, DSN: 524- 4800 Mid-West: (937) 784-1096 South Region: (256) 722-1100, DSN: 569- 1100
Defense Advanced Research Projects Agency (DA	RPA)	703-526-6630
Defense Commissary Agency (DECA)		(804) 734-8000 ext. 48059 DSN: 687-8000 ext. 48059
Defense Contract Audit Agency (DCAA)		703-767-3265
FEMA Ready.com Red Cross	ederal benefits in an Emergency (PDF) EPAAS Brochure-Inside June2010 (JPG) 2.6MB EPAAS Brochure-Inside PSD June2010 (zjp) 18MB EPAAS Brochure-WHS Outside 09Sep2010 (JPG) 9MB EPAAS Brochure-WHS Outside PSD Aug2010(zjp)31	DoD/Government Websites DCPDS Login Page DEERS Login Page DEAS/Military Pay FEMA My Biz Wy Biz USA Government Made Easy

## 8 Help Tab

a. Click on the Help tab to display the Help page.

Home My Info Event Reference Help	
lBack Carteria Carter	User Guides and other Downloads
Family Member Feedback	<ul> <li>FEPAAS Employee Users Guide (PDF) - 1.2MB</li> </ul>
Please take a few moments to answer the following questions and provide comments.	
	Help and Contact Info
1. How easy was the system to log in to? very easy c c c c very difficult (If not easy, explain)	Fourth Estate Toll Free Numbers for Personnel Accountability 1-877-688-1654 1-877-681-6194 (TTY/TDD)
	Release Notes
<ol><li>How clear were the steps to follow after you first logged in? In other words, did you understand where to go?</li></ol>	FEPAAS Release Notes - Employee Server
very clear CCCCC not clear at all	Version 3.5 - November 2010
(If not easy, explain)	Changes since last version: Fixed known bugs

- b. Click on the links in the **User Guides and Other Downloads** pane to download documents.
- c. The **Contact Info** pane contains the phone numbers and email for the FEPAAS Help Desk.
- d. The **Release Notes** pane contains information on the latest changes made to the system. Click on the small icon (**I**) in the upper-right corner of this pane if you want to "detach it" so it appears in its own larger browser window.
- e. Complete the Feedback survey in the **Feedback** pane by clicking on the radio buttons to answer the survey questions and adding any comments.

yes 🔿	
по 🔿	
(If not easy, explain)	
5. What would you suggest be changed or added to improve the system?	0
	•

f. Click the **Submit** button to submit the survey. You will receive confirmation that your feedback was submitted.

Remember, your feedback will help us improve the system, not just for you, but for <u>all</u> future FEPAAS users.

## 9 Acronyms

CAC	Common Access Card
CIC	Customer Interaction Center
CPMS	Civilian Personnel Management Service
DEERS	Defense Eligibility Enrollment Reporting System
DLA	Defense Logistics Agency
DoD	Department of Defense
DSN	Defense Switched Network
EFM	Exceptional Family Member
FEPAAS	Fourth Estate Personnel Accountability and Assessment System
GAOI	Geographical Area of Interest
PDF	Portable Document Format (Adobe Acrobat file format)
PIN	Personal Identification Number
POC	Point of Contact
SD	San Diego
SSN	Social Security Number
SUPV	Supervisor Representative (FEPAAS user type)
TDD	Telecommunications Device for the Deaf
TDY	Temporary Duty
TTY	Text Telephone