

**FOURTH ESTATE PERSONNEL ACCOUNTABILITY AND
ASSESSMENT SYSTEM (FEP AAS)**

Supervisor Users Guide

Version 1.3



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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 top of table.

Published / Revised Date	Version	Author(s)	Pane / Nature of Change
16 Feb 2012	1.3	SSC Pacific	Updated whole document to reflect internal reviews.
13 Sept. 2010	1.2	SSC SD	Terminology change (“SUPV”)
3 Sept. 2010	1.1	SSC SD	Updated for new release.
21 June 2010	1.0	SSC SD	First production release (FEPAAS 3.3)

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1 General Information

This Users Guide is for all Supervisor Representatives (SUPVs), and Agency Administrators (AADMINs), using the Fourth Estate Personnel Accountability and Assessment System (FEPAAAS).

Different user types have different permissions in FEPAAAS. Where needed, this guide will indicate if there are any restrictions and which user types are allowed to perform a task.

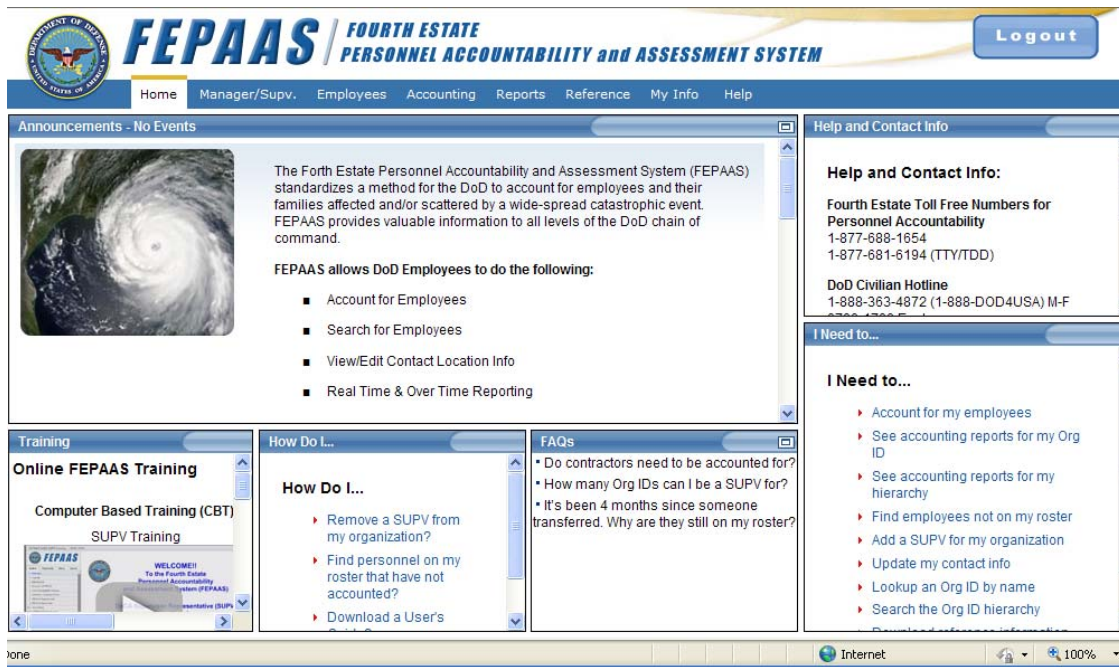
1.1 Login to FEPAAAS

- a. Navigate to the FEPAAAS Support System using an internet browser
<https://fepaas.whs.mil>
- b. With your CAC inserted, click the **Click Here** button – under **All Fourth Estate Support, Authorized Personnel and Staff**



2 Home Tab

- a. The first screen visible after logging in is the “Home” page. This data will be refreshed often. Consequently, the layout and content may be different than shown below.
- b. You will have the following tabs: **Home, Manager/Supv., Employees, Accounting, Reports, Reference, My Info and Help.**



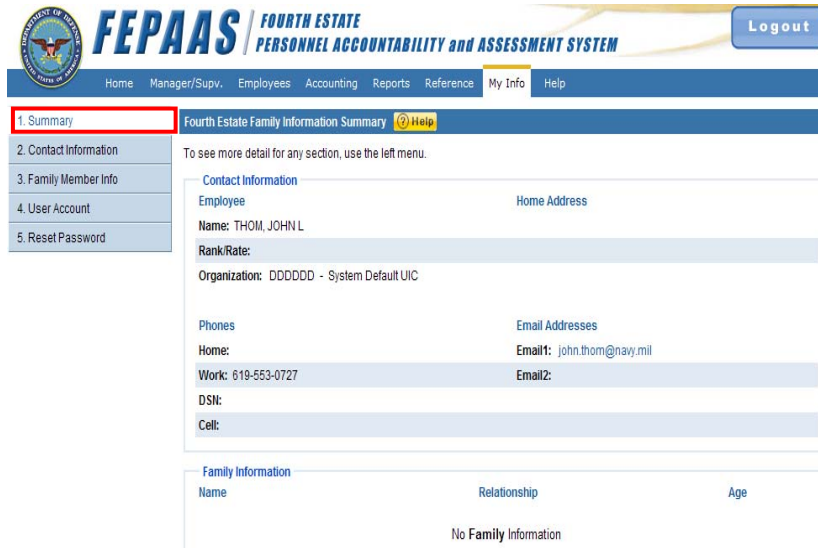
Update Personal Information / Verify Support User Account Settings

- a. If you have not previously logged onto FEPAAAS, the first thing you should do is proceed to the **My Info** tab, review your personal information, and make whatever updates may be required. Additionally, you will want to verify your Support User type and Org ID assignment.

3 My Info Tab

3.1 Summary

- a. Click on the **My Info** tab. Your “Full Profile –Summary” page appears. If you were already on the My Info tab and had 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.

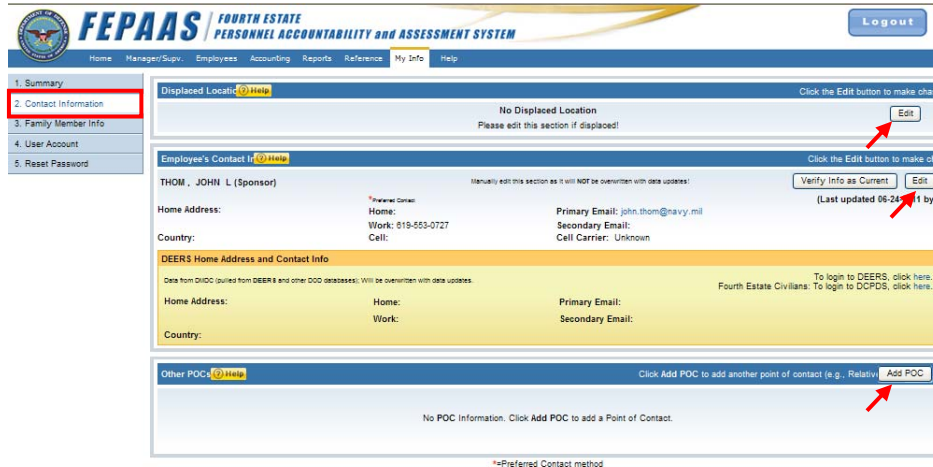


- b. Verify your Rank/Pay Grade and Organization ID. (**Note:** Only System Administrators can change your Rank/Pay Grade or Org ID)

NOTE: An important distinction must be made between the Organization and Org ID listed here on the “Summary” page, and those on the “User Account” page. The Organization/Org ID listed here is your own assigned Organization. The Org ID(s) listed on the “User Account” page determine (in combination with your Support System user type) the set of employees that you can access or edit as a Support System user.

3.2 Contact Information

- a. Click on the “Contact Information” menu item. Your “Full Profile – Contact Information” page appears.



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

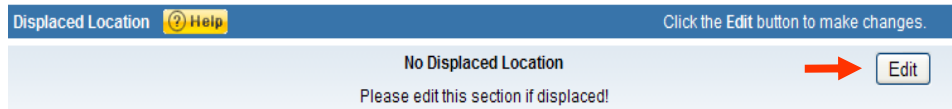
- The **Displaced Location** pane should contain the address that you evacuated to as a result of being affected by an event.
- The **Employee’s Contact Info** pane should contain your home address and contact information. This pane also provides you with a snapshot of the last import of data from the DEERS system.

NOTE: Using the provided link to update your DEERS information at the DEERS site will NOT result in the DEERS information displayed in FEPAAAS to update as well. The DEERS data displayed in FEPAAAS reflects the last data import received from DMDC and is dated to indicate when the last import was received. Updating your data in DEERS will ensure that future data imports from DEERS are accurate.

- The **Emergency Contacts** pane contains location and contact information for any person(s) who is 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.

3.2.1 Editing “Displaced Location”



- a. Click the EDIT button in the top-right corner of the “Displaced Location” pane. The “Edit Displaced Location” page appears:

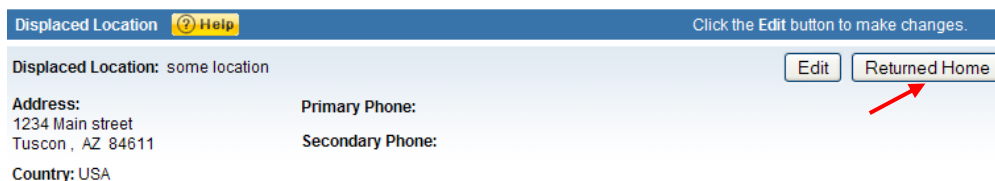
The screenshot shows the 'Edit Displaced Location' form. It has a blue header bar with 'Edit Displaced Location' and a 'Help' icon. The form contains the following fields:

- Description: [Text input field]
- Country: [Dropdown menu with 'USA' selected]
- Street: [Text input field]
- City: [Text input field]
- State/Province: [Dropdown menu with 'Choose State' selected]
- ZIP/Postal Code: [Text input field]
- Primary Phone: [Text input field]
- Secondary Phone: [Text input field]

 At the bottom, there are 'Save' and 'Cancel' buttons, with a red arrow pointing to the 'Save' button.

- 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.

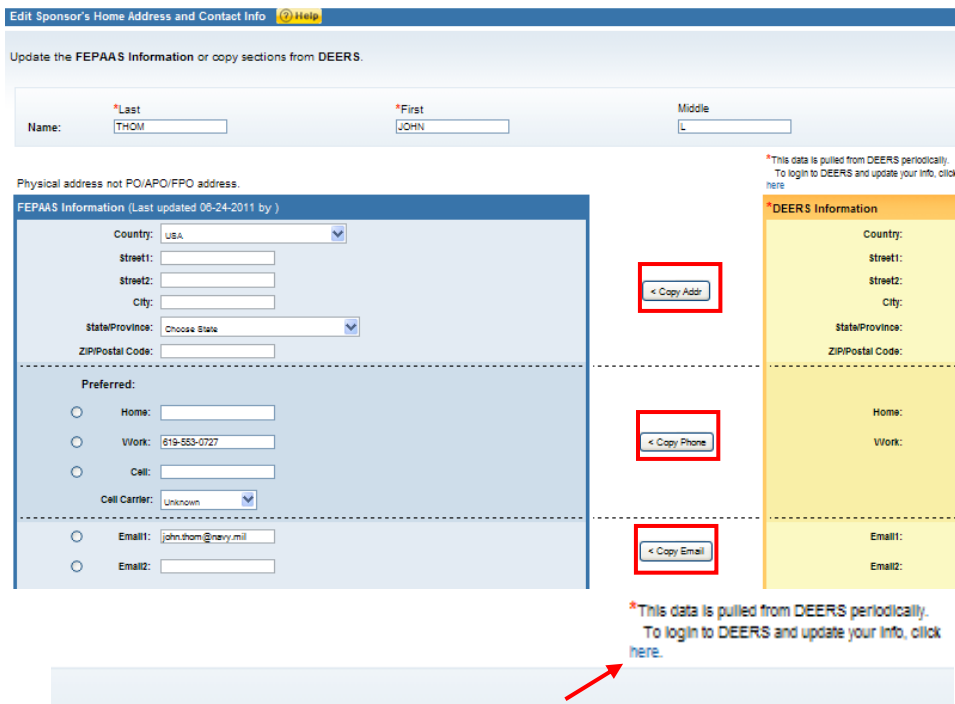
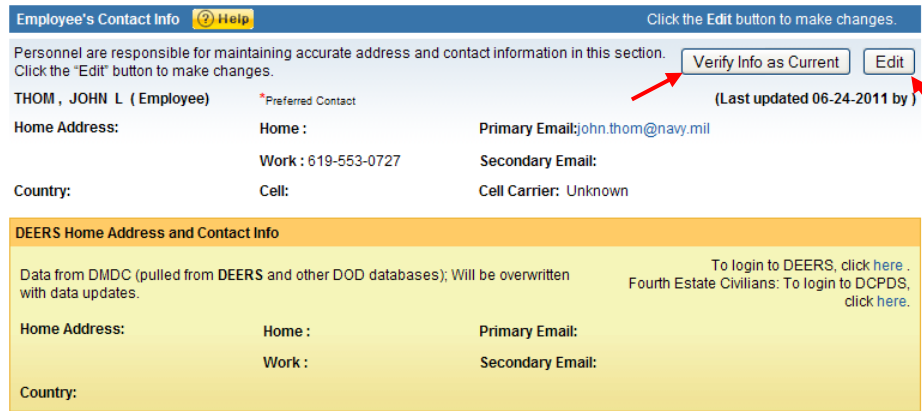
NOTE: If you enter a displaced location to a previously empty Displaced Location pane and save it, you will find that a “Returned Home” button has been added next to the **Edit** button in the Displaced Location pane.



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

3.2.2 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.



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. Edit your last, first, and middle name as required at the top of the page.
- c. Edit your FEPAAS location and contact information in the box to the left of the page.
- d. If your FEPAAS location and contact information is incorrect, and the displayed DEERS data is correct, you may use the three **Copy** buttons in the middle column to copy the displayed DEERS data over into the corresponding FEPAAS location and contact information panes 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.

NOTE: Updating your DEERS information at the DEERS site will NOT result in the DEERS information displayed in FEPAAS to update as well. The DEERS data displayed in FEPAAS reflects the last data import received from DMDC and is dated to indicate when the last import was received. Updating your data in DEERS will ensure that future data imports from DEERS are accurate.

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

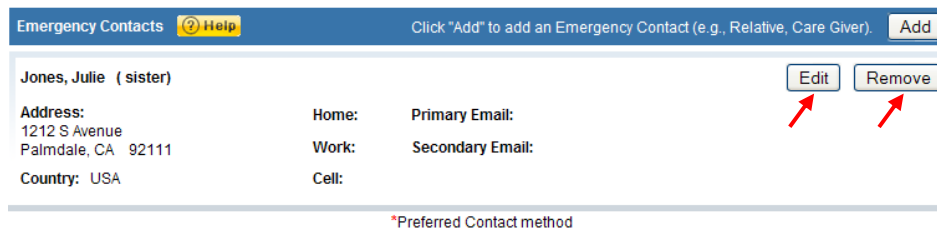
3.2.3 Editing “Emergency Contacts”

- a. Click the **Add** button in the top-right corner of the “emergency Contacts” pane. The “Add Point of Contact” window opens. If you previously added points of contacts, then the **Emergency Contacts** pane would have an **Edit** and **Remove** button.



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

The screenshot shows the 'Add Point of Contact' form. It has a blue header with 'Add Point of Contact' and a help icon. The form contains several input fields: 'First Name', 'Last Name', 'Middle Name', 'Relationship', 'Address' (with sub-fields for 'Street1', 'Street2', 'City', 'State', 'Zip', and 'Country'), and 'Contact Info' (with sub-fields for 'Home', 'Work', 'Cell', 'Primary Email', and 'Secondary Email'). At the bottom right, there are 'Save' and 'Cancel' buttons. A red arrow points to the 'Relationship' field, and another red arrow points to the 'Save' button.

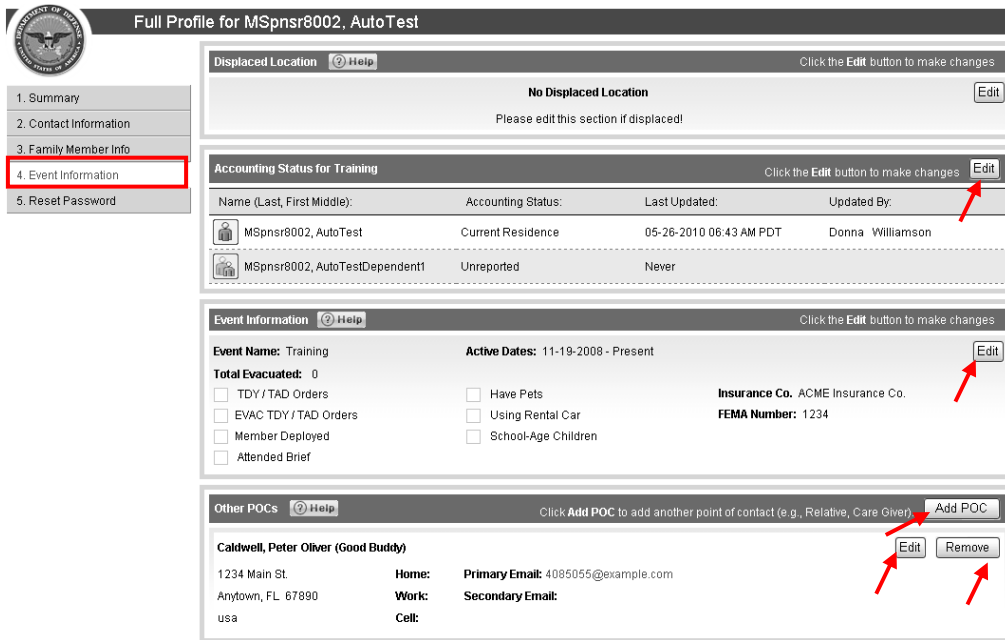


- c. Clicking the **Edit** button for a specific POC will cause the “Edit Point of Contact” page to appear for that particular POC where any updates to the POC’s information can be made.
- d. Clicking the **Remove** button for a specific POC will delete that POC.

3.3 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. Your “Full Profile – Event Information” page appears.



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

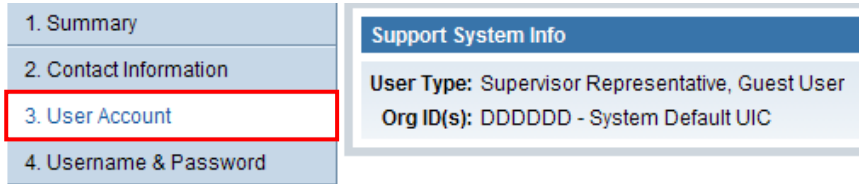
- The **Displaced Location** pane is a duplicate of the “Displaced Location” pane on the Full Profile – Contact Information page. See section 2.2.1 for more information on how to use this pane.
 - The **Accounting Status** pane contains the accounting statuses for you and all of your dependents in the system for a particular event.
 - The **Event Information** pane may be displayed to show event related information.
 - The **Other POCs** pane is a duplicate of the “Other POCs” pane on the Full Profile – Contact Information page. See section 2.2.3 for more information on how to use this pane.
- b. Click the **Edit** button in the top-right corner of the “Accounting Status” pane. The “Account for Event” window appears.

- c. Use the “Accounting Status” pull-down menus for yourself and each of your dependents to indicate the location/status of every person required to Account.
- d. Click the appropriate button to either **Save** or **Cancel** the updated accounting statuses. Clicking **Save** will result in the “Account for Event” window closing and the “Event Information” page refreshing to show the updated accounting statuses in the “Accounting Status” pane.

Accounting Status for Training			
Name (Last, First Middle):	Accounting Status:	Last Updated:	Updated By:
MSpsnr8002, AutoTest	Current Residence	05-26-2010 06:43 AM PDT	Donna Williamson
MSpsnr8002, AutoTestDependent1	Unreported	Never	

3.4 User Account

- a. Click on the “User Account” menu item.



- b. Verify your “User Type”. e.g., “Supervisor”, “Admin Representative”, etc.
- c. Verify the Org IDs to which you are assigned as a Support System User.

NOTE: An important distinction must be made between the Support User Org ID assignment(s) found here on the “User Account” page, and the “Organization” Org ID listed on the “Summary” page. The Org ID(s) listed here on the “User Account” page, determine (in combination with your Support System user type) the set of employees that you can access/edit as a Support System user. The “Organization” Org ID listed on the Summary page is your assigned organization.

- d. Contact the FEPAAS Help Desk if you need to be a different Support System user type and/or you need to be assigned to other Org IDs for your role as a Support System user.

Note: Any Supervisor Representative (SUPV) of an organization can add you as a SUPV of that organization.

3.5 Username & Password

- a. Click on the “Username & Password” menu item. **Change Username** and **Change Password** panes are displayed.

The screenshot shows a sidebar menu on the left with four items: '1. Summary', '2. Contact Information', '3. User Account', and '4. Username & Password'. The '4. Username & Password' item is highlighted with a red border. The main content area is divided into two panes. The top pane, titled 'Change Username', shows the current username as 'john.thom@navy.mil' and a dropdown menu with the same email address selected. A 'Set Username' button is to the right of the dropdown, with a red arrow pointing to it. The bottom pane, titled 'Change Password', contains a text box explaining that resetting a password will set it to the employee's date of birth and the last four digits of their SSN. A 'Reset Password' button is located at the bottom of this pane, with a red arrow pointing to it.

- b. Click the **Set Username** button to change to the selected email as your FEPAAS system login.
- c. Clicking the **Reset Password** button will result in your password being reset to your date of birth (DOB) and last 4 of your SSN.

4 Manager/Supv Tab

4.1 SUPV Information

- a. Click on the **Manager/Supv.** tab. The “Supervisor Representative (SUPV) Introduction”, or “Agency Administrator (AADMIN) Introduction”, page appears.

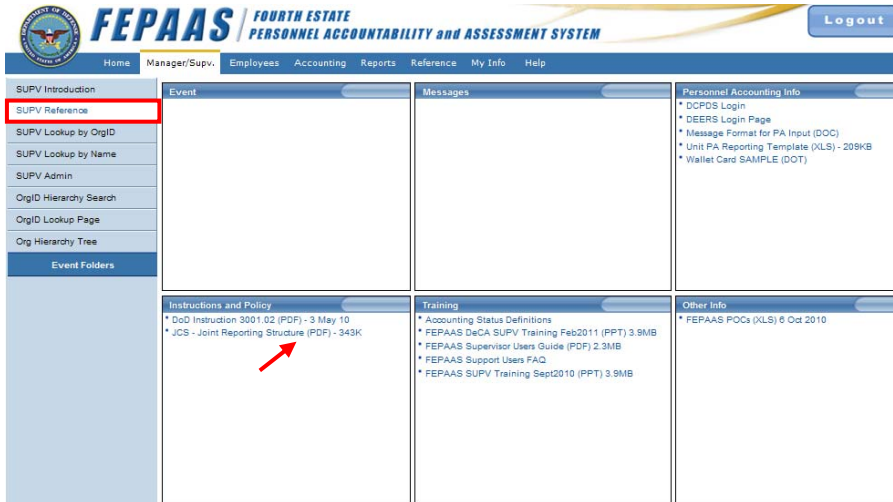
The screenshot shows the FEPAAS web application interface. The navigation menu at the top includes Home, Manager/Supv., Employees, Accounting, Reports, Reference, My Info, and Help. The Manager/Supv. tab is selected. On the left side, a sidebar menu lists various options, with 'SUPV Introduction' highlighted in a red box. The main content area displays the 'Supervisor Representative (SUPV) Introduction' page. The page includes a welcome message: 'Welcome to the FEPAAS Support System' and 'SUPVs in FEPAAS have access to both Privacy Act Information and Personally Identifiable Information (PII); all care should be given to protect this data.' Below this, it states 'Below are some key tasks and the steps to perform them:' and lists two sections: 'Perform Accountability' and 'View Accountability Reports'. The 'Perform Accountability' section includes four steps: 1. Click the Accounting tab. 2. Select an event, and then click the desired button: View only my Org IDs or View all Org IDs (in your hierarchy). 3. Click on the desired Org ID link to account for that Organization. 4. You can export any results on the Accounting tab to Microsoft Excel. The 'View Accountability Reports' section includes three steps: 1. Click the Reports tab. 2. Click the "All Agency Report" link (for high-level accounting summaries). 3. Click the desired "All Org ID" report link: by Org ID or Agency (for Organization-based accounting status details). At the bottom of the page, there is a link for 'Download Roster of Employees Within the Affected Area'.

- b. Read this page to understand the capabilities and responsibilities of a Supervisor Representative in FEPAAS.
- c. Click the links on the left for additional Manager/Supervisor pages.
- d. Clicking the “SUPV Introduction” menu item to the left of the page will return you to the “Supervisor Introduction” page.

Note: This page also serves as a “**Quick Reference Guide**” to show you how to perform many key tasks in FEPAAS.

4.2 SUPV Reference

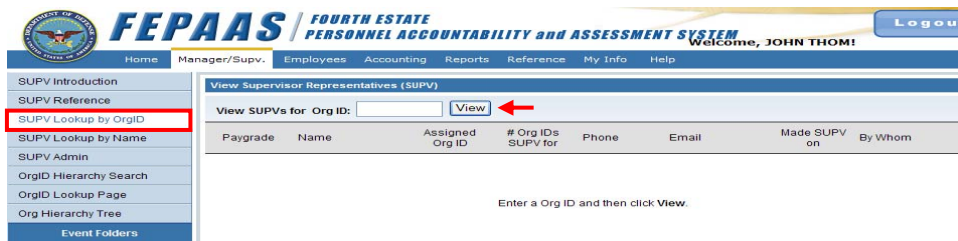
- a. Click on the **Manager/Supv.** tab.
- b. Click the “SUPV Reference”, or “Admin Reference”, menu item on the left. A set of six panes will appear, each labeled with a specific reference category.



- c. Click the reference documents listed in the panes to download them.

4.3 SUPV Lookup by OrgID

- a. Click on the **Manager/Supv.** tab, if not there already.
- b. Click on the menu item **SUPV Lookup by OrgID**. The “View Supervisors Representatives” page is displayed.

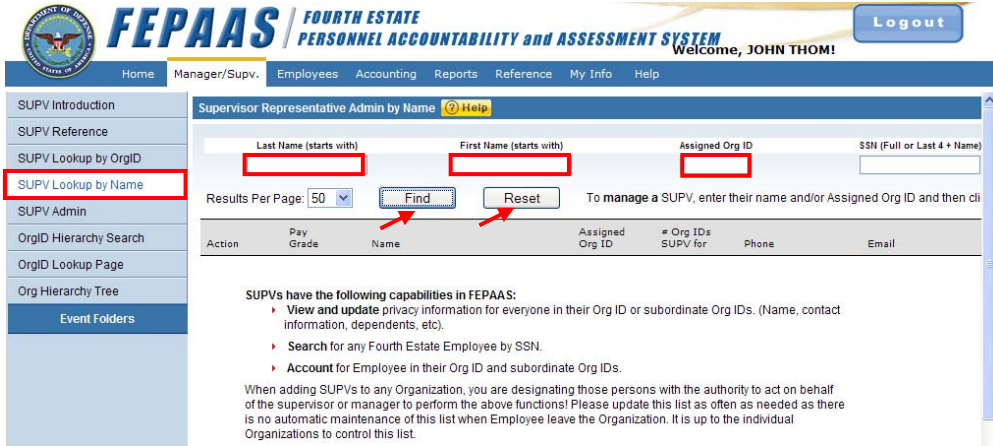


- c. Enter an **ORG ID** and click the **View** button.

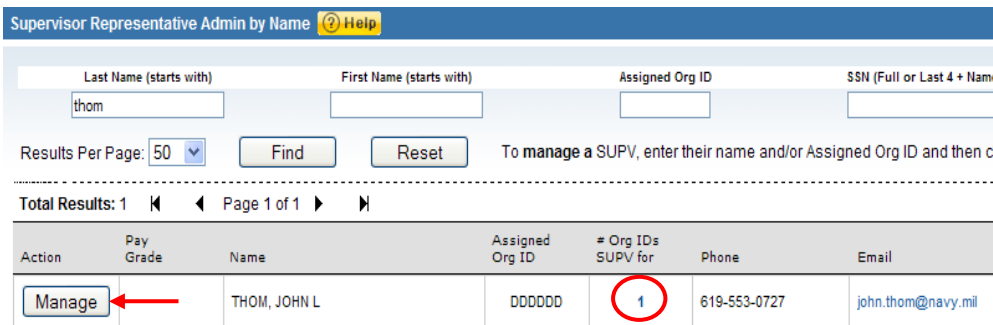
View Supervisor Representatives (SUPV)							
View SUPVs for Org ID: <input type="text" value="ddddd"/>							Export to Excel
Paygrade	Name	Assigned Org ID	# Org IDs SUPV for	Phone	Email	Made SUPV on	By Whom
	FUGLAAR, PHYLLIS	4427275400	22	4185	phyllis.fuglaar@eu.dodea.edu	2012-01-04 09:55	SYSTEM, SYSTEM SYSTEM
	THOM, JOHN L	DDDDDD	1	619-553-0727	john.thom@navy.mil	2011-06-24 08:52	Adams, Matthew D

4.4 SUPV Lookup by Name

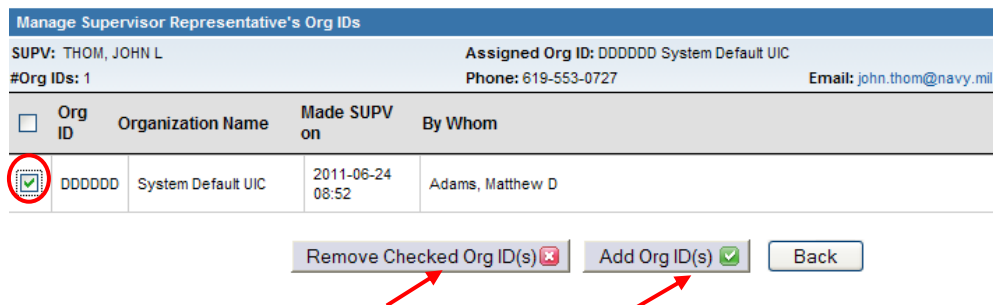
- a. Click on the **Manager/Supv.** tab. The “Introduction” page appears.
- b. Click the “SUPV Lookup by Name. The “Supervisor Representative Admin By Name” page appears.



- c. Enter your search criteria (e.g., a Last Name, SSN) and click the **Find** button.
 - Entering a full SSN will override all other filter fields.



- d. Click "Manage" button to view all Org IDs a SUPV is responsible for.



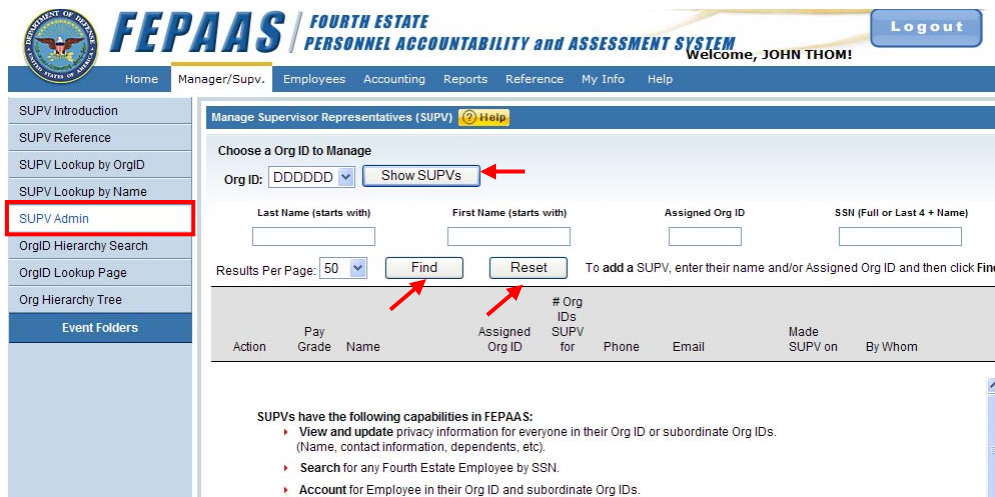
- e. Click in the box next to the **ORG ID** you want to add/remove from your list of Organizations.
- f. Click on the **Add Org ID(s)** button to add other Org IDs a SUPV should be responsible for.

- g. You can remove Org IDs by clicking in the check box located next to the OrgID you want to remove and clicking **Remove Checked Org ID(s)**.

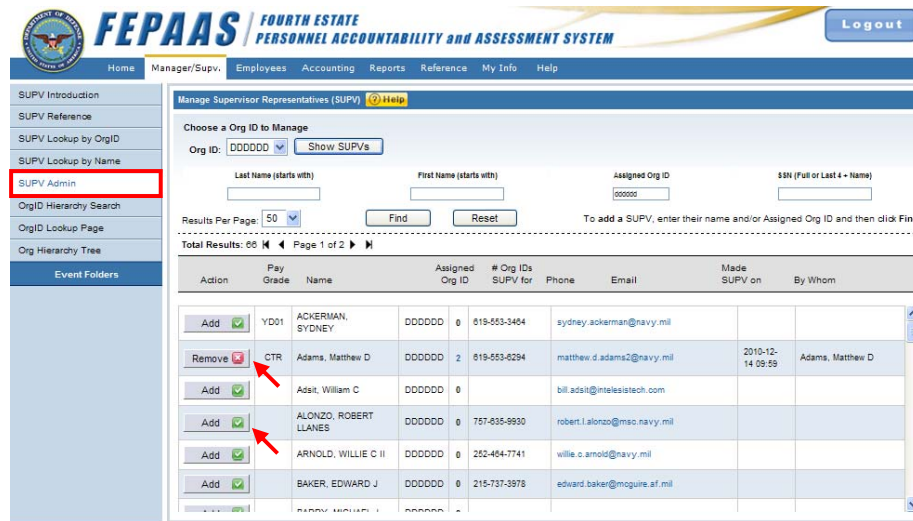
You can only add Org IDs that you are responsible for.

4.5 SUPV Admin

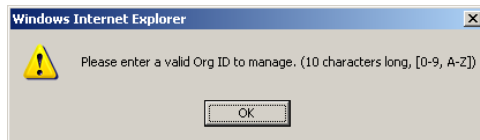
- a. Click on the **Manager/Supv.tab**.
- b. Click the “SUPV Admin” menu item on the left. The “Manage Supervisor Representatives (SUPV)” page appears.



- c. Select an Org ID (or type an Org ID if you are an Admin) and click the **Show SUPVs** button to see a list of SUPVs assigned to that Org ID.
- d. Enter your search criteria (e.g., a Last Name or SSN) and click the **Find** button.
 - Clicking the **Find** button with only an Org ID entered as search criteria will return a list of all employees in that Org ID.
 - You may change the Org ID in the Org ID field; a SUPV does not have to be assigned to the same Org ID to which you would like to add them as a SUPV.
 - Entering a full SSN will override all other filter fields.

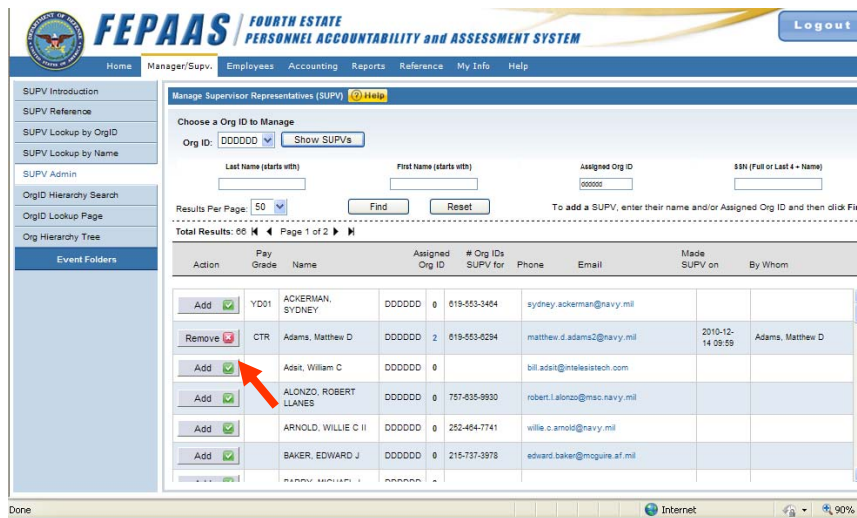


If you type an invalid Org ID into the Org ID field, you will receive the following message:



4.5.1 Adding a SUPV

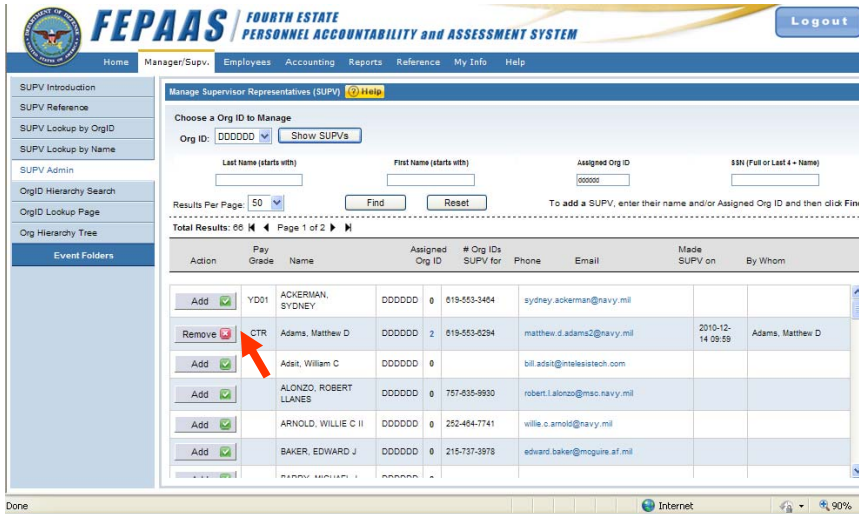
- a. Click the **Add** button next to the desired person.



Note: You can only select employees with an EDIPI (registered CAC).

4.5.2 Removing a SUPV

- a. Click the **Remove** button next to the SUPV you wish to remove.
- b. A confirmation dialog box will appear asking you to confirm the removal of the SUPV. Click the **OK** button to remove them.
- c. The SUPV list will update to show that the SUPV was removed.

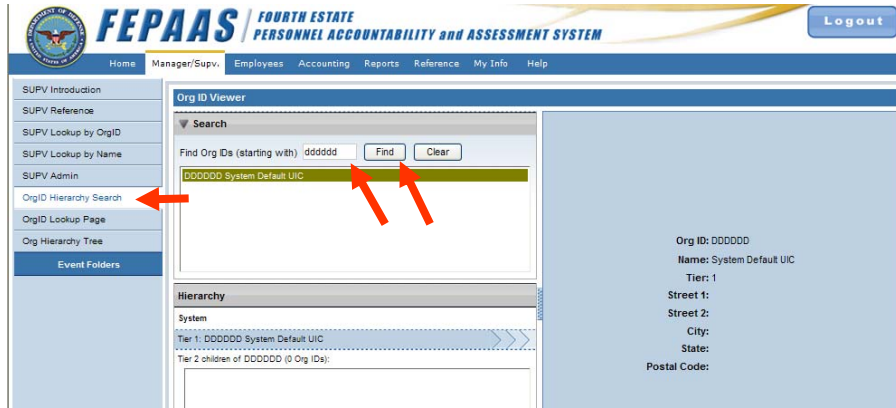


Note: If you try to remove the last SUPV on the list, you will get the warning: “You will need to add someone else first, or you will need to contact your Tier 1 supervisor to add someone later”.

IMPORTANT: If you remove yourself, you may not be able to log back in!

4.6 OrgID Hierarchy Search

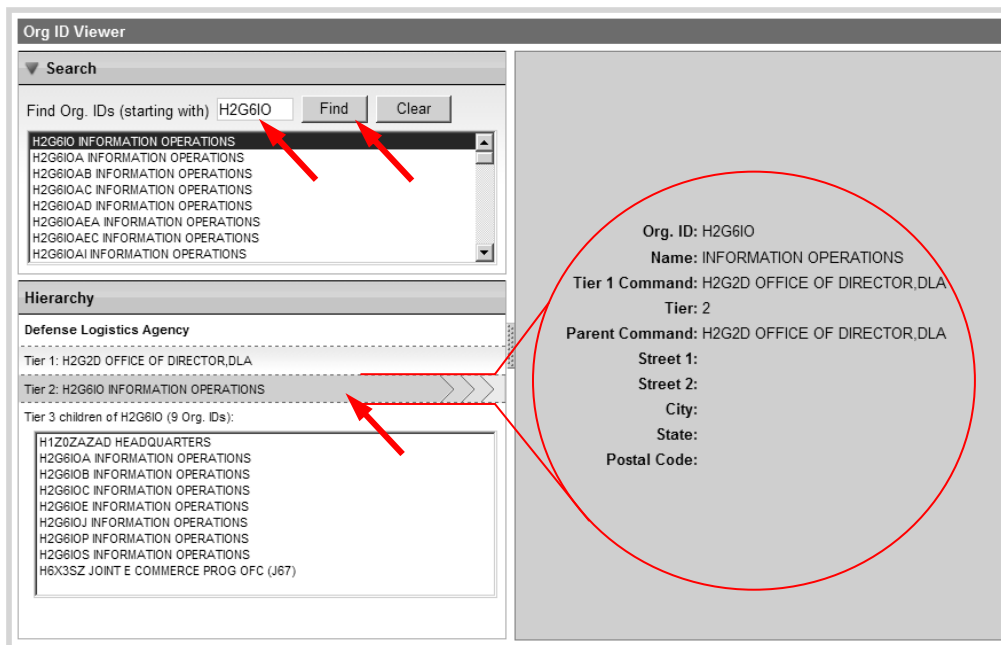
- a. Click on the **Manager/Supv.** tab. The “Introduction” page appears.
- b. Click the **OrgID Administration** menu item on the left. (If you are not an Agency Admin (AADMIN), the menu item will be **OrgID Hierarchy Search**). The “Org ID Viewer” page will appear with a list of all the Tier 1 Org IDs in the “Org ID Hierarchy” pane.



- c. If you know at least the first four characters of the Org ID you are interested in, you may type them into the “Find Org IDs” field and click the **Find** button. The system will return a list of Org IDs that start with those characters.

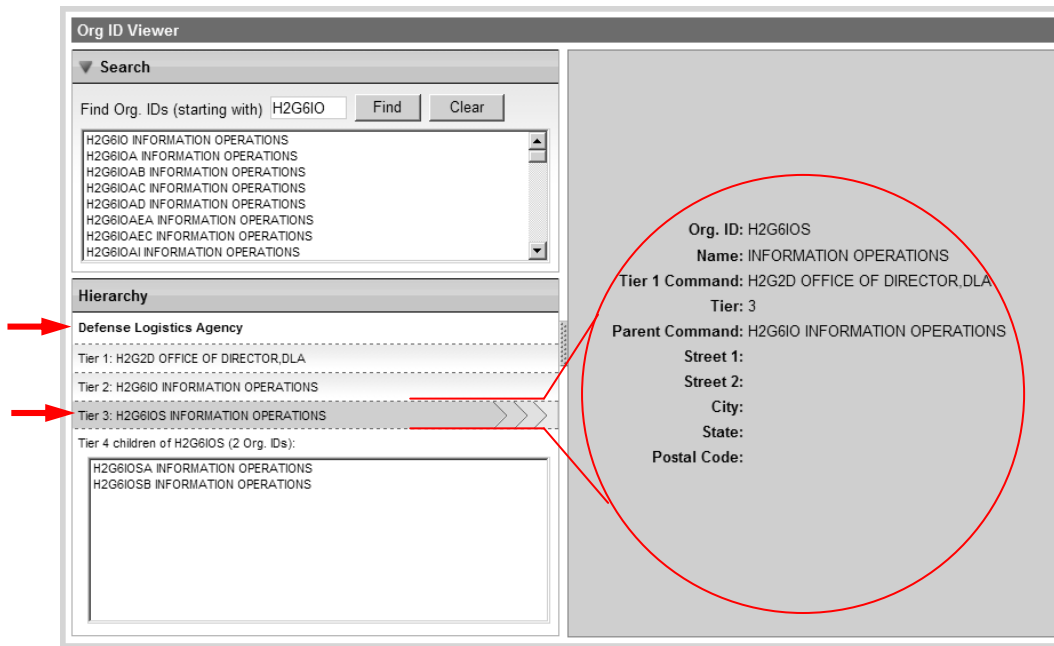
Note: You are not required to perform an Org ID search – you can go directly to the lower “Hierarchy” pane to browse the hierarchy.

- d. If you click on any Org ID in the returned list, the “Hierarchy” pane will update to display where the organization is located in the hierarchy and any “children” that it has. The Information pane to the right will update to display additional detailed information on the selected Org ID.



- e. In the above example, “H2G6IO” was entered as the Org ID search criteria and the **Find** button was clicked. A list of matching Org IDs was returned.
- f. In the results list, Org ID “H2G6IO” was clicked which resulted in it being highlighted in blue, and the Org ID Hierarchy and the information panes updating to show related information on that Org ID.

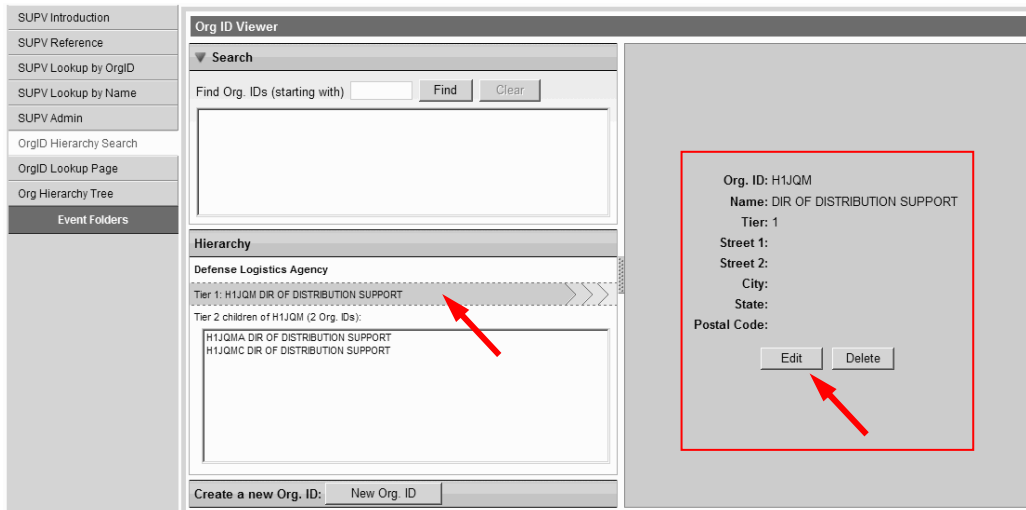
- g. Clicking on one of the Org IDs (H2G6IOS for example) listed as a child of H2G6IO will cause the “Hierarchy” and information panes to update again to show information on the newly selected Org ID. See the result of performing this action below:



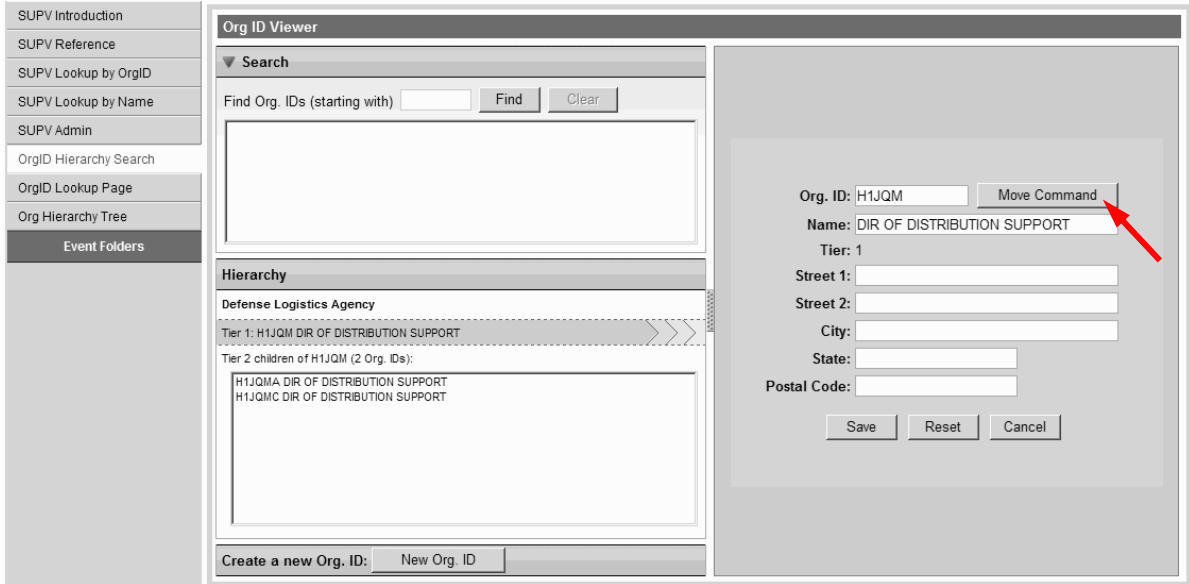
- h. The Hierarchy pane can be used to browse through the Org ID Hierarchy by clicking on any of the displayed Org ID bars or the children listed for an Org ID. Clicking on the top “Agency” bar will return to a list of Tier 1 Org IDs.

4.6.1 Editing the Org ID Hierarchy (Tier 1 SUPVs Only)

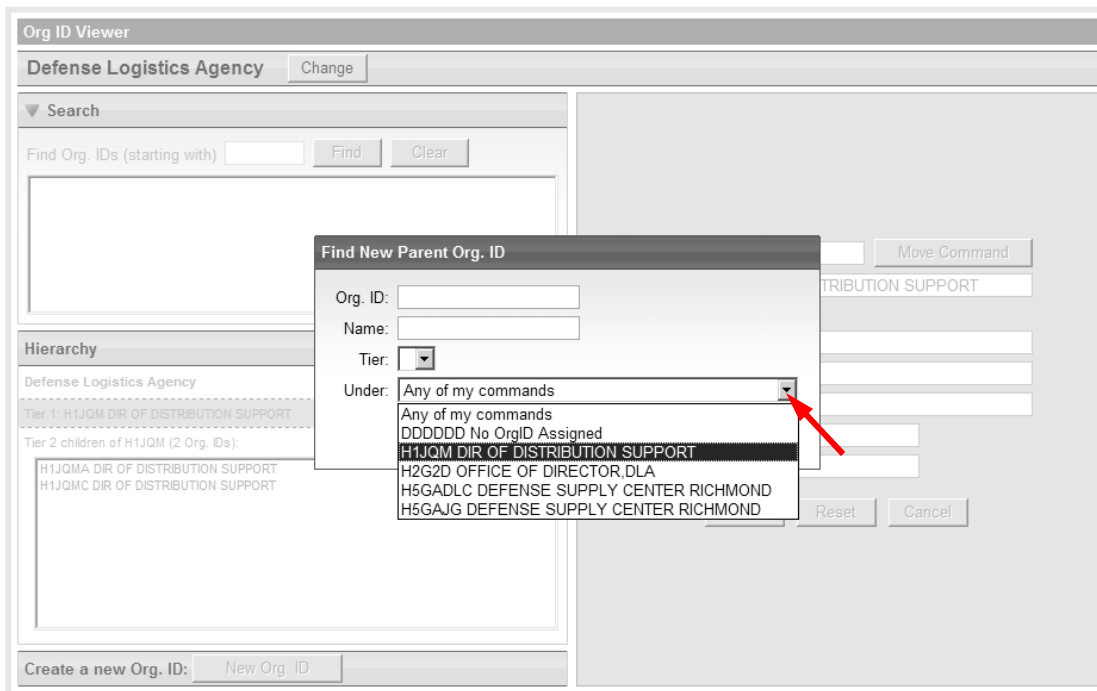
- a. If you are a Tier 1 Supervisor and you have browsed to an Org ID (as described in the previous section) that belongs to a Tier 1 hierarchy to which you are assigned, then you have the option to edit where this Org ID is located in the hierarchy, with some restrictions.



- b. You can only make a change to the *horizontal* location (within the same Tier 1 hierarchy) of an Org ID and the hierarchy that exists beneath it.
- c. Click the **Edit** button. Editing options will appear in the Organization Information pane on the right (the fields below can be edited).

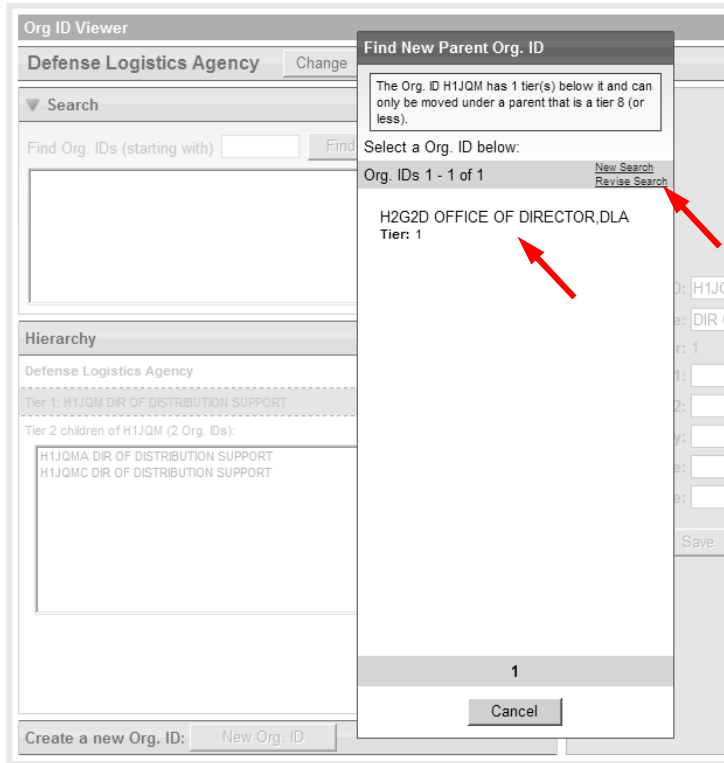


- d. Click the **Move Organization** button to open up a "Find New Parent Org ID" window.

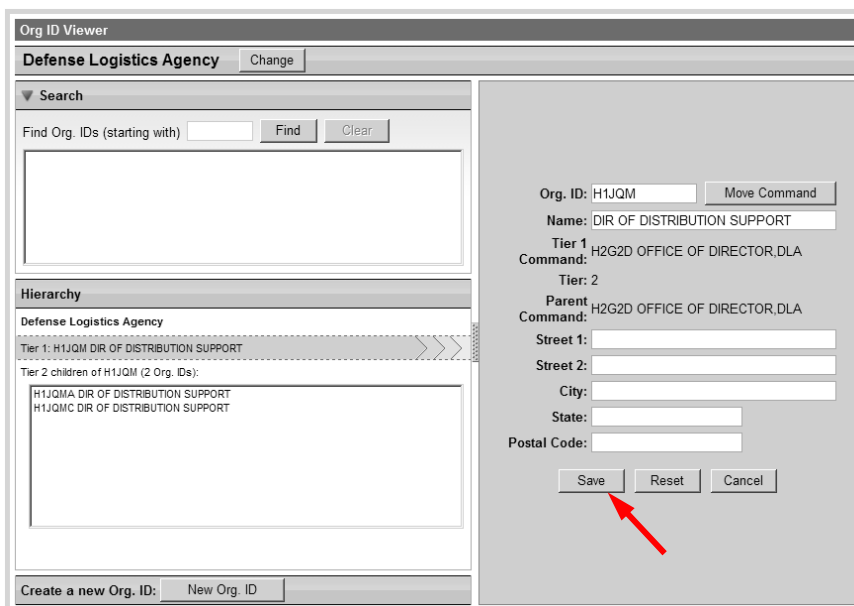


- e. Type in the Org ID if you know it, or use the following options to search for it.
- f. In the "Tier" menu, click to select the tier for the Org ID you are searching for (NOT for the current department). For instance, if you select Tier 2, the system will find all possible Tier 2 Org IDs that exist in the selected "Under" the Tier 1 Organization.

- g. The Org IDs that appear in the "Under" pull-down menu are restricted to the Tier 1 Organizations to which you are assigned as a Tier 1 SUPV and Org ID "DDDDDD" which is a container for inactive or invalid Org IDs.
- h. Click on the desired Parent Organization Org ID if you see it in the list, or click the "New Search" or "Revise Search" links to search again.



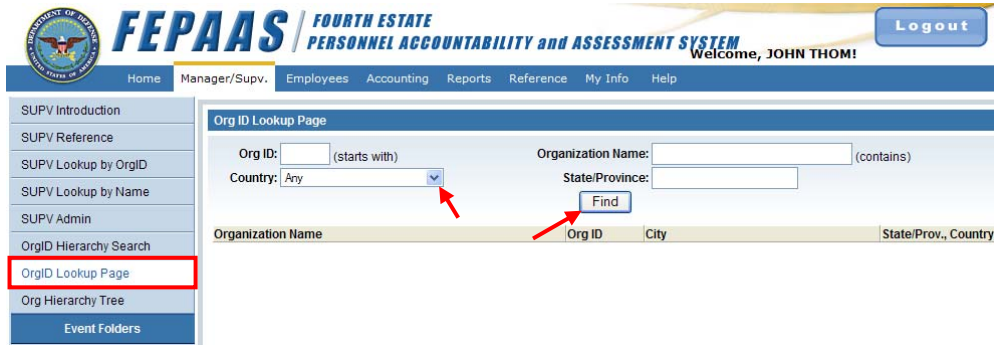
- i. Confirm that the selection you made is correct, and then click the **Save** button.



4.7 OrgID Lookup Page

The Org ID Lookup Page allows users to search for organizations based on Org ID, Organization Name and/or State criteria.

- a. Click on the **Manager/Supv** tab, if not already there.
- b. Click the **OrgID Lookup Page** menu item on the left. The “Org ID Lookup Page” will appear.



- c. Type your desired search criteria into the appropriate fields and/or select a state and click the **Find** button. The system will return a list of matching Org IDs.

Note: The Org ID field is a “begins with” field, meaning the search will return all Org IDs *beginning* with what you entered into the field. The “Organization Name” field is a “contains” field meaning the search will return all the Org IDs whose command names contain what you entered into the field. You can use any of the three search fields individually or in combination with each other.

- d. The **Select** and **Cancel** buttons are currently inactive.

4.8 OrgID Hierarchy Tree

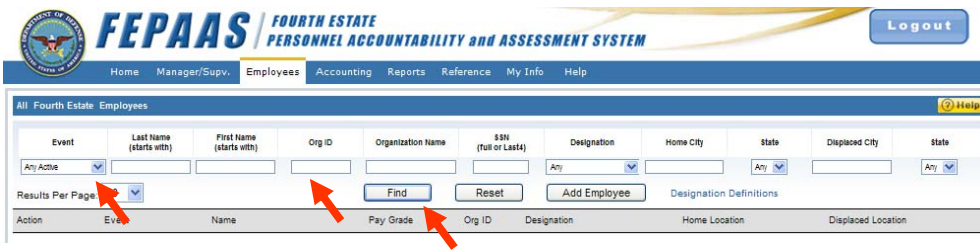
The Org ID Hierarchy Tree page is an Administration tool to display the various Tiers of an OrgID.

- a. Click on the **Manager/Supv.** tab. The “Introduction” page appears.
- b. Click the **OrgID Hierarchy Tree** menu item on the left. The “Org ID Administration Tool” page will appear.



5 Employees Tab

- Click on the **Employees** tab. The “All Fourth Estate Employees” page appears. “Fourth Estate Employees” are Civilian Employees, OCONUS Contractors, and their family members.
- Enter any desired search criteria, such as an Event, and then click the **Find** button.
Note: You can change the number of results per page if desired.

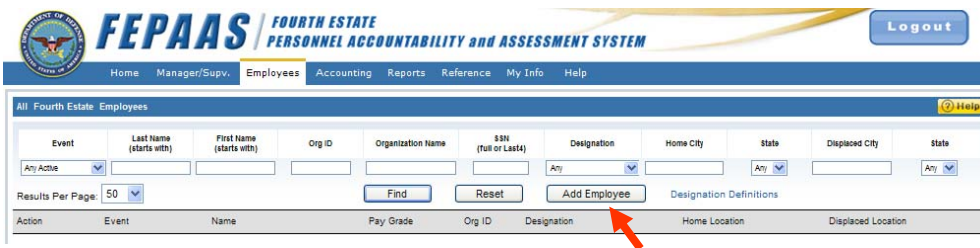


- Clicking on a name will open the Employee’s “Full Profile” page.

5.1 Add Employee

You can add an employee to FEPAAAS if they are not already in the system. Their SSN is required, so please search for it first! To add family members of an Employee, use the Full Profile page described in the next pane.

- Click on the **Employees** tab. The “All Fourth Estate Employees” page appears.



- Click the **Add Employee** button. The “Add Employee” window appears.

- c. Enter information in all of the available fields (the entire upper section is required) and click the **Save** button, or **Save and Add Another** if you need to add more than one.

5.1.1 Edit Employees Personal Information

- a. On the **Employees** tab, click on the Employee Member’s name.
- b. The “Full Profile” window opens to the Summary page.

- c. Clicking on the menu items to the left of the window will display the corresponding Full Profile pages. The Full Profile window for employees behaves identically to your own Full Profile that is accessed through the

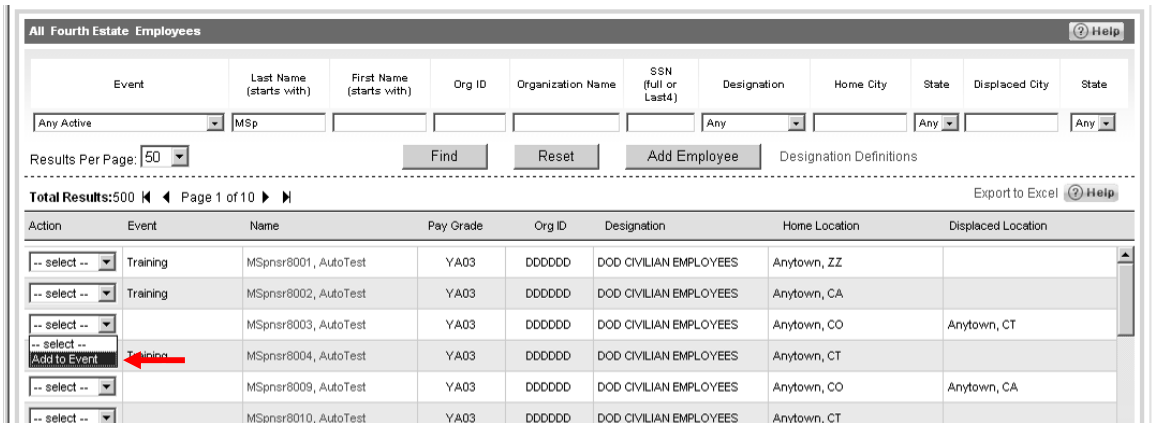
See section 3 on "My Info Tab" on how to edit Full Profile content for Contact Information, Family Member Information, etc.

5.2 Add for Event

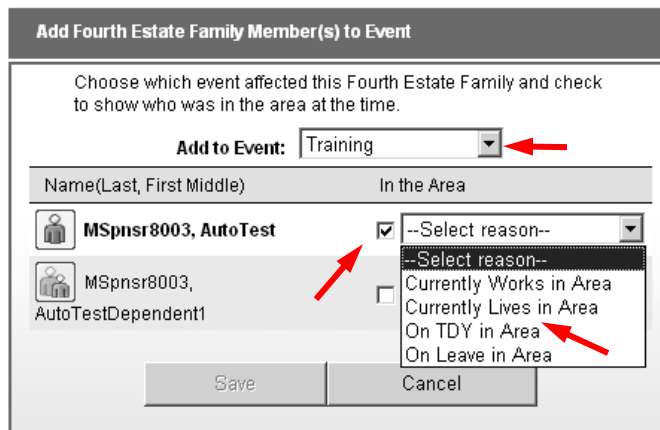
Note: There is an “Action” drop-down menu to the left of each employee. One action on this menu is **Add to Event** to indicate that an employee was affected by the event and should be accounted for. See the following pages for details.

If someone in your organization was affected by an event, but isn’t listed as such in FEPAAAS, you can add them to the list of “Affected” employees for that event.

- a. From the “Action” drop-down menu to the left of an employee, select **Add to Event** from the drop down menu.



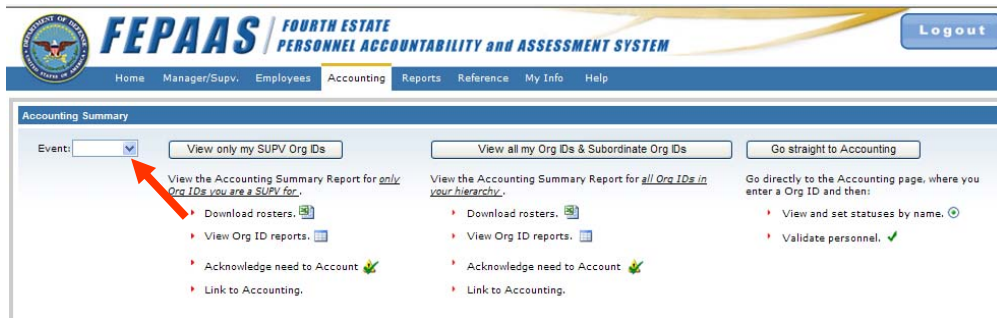
- b. Choose an event, check the “In the Area” box for the Employee and any dependents that are affected, choose a reason, and then click **Save**.



You can click **Find** again to verify that the new event is listed in the employee’s Event column.

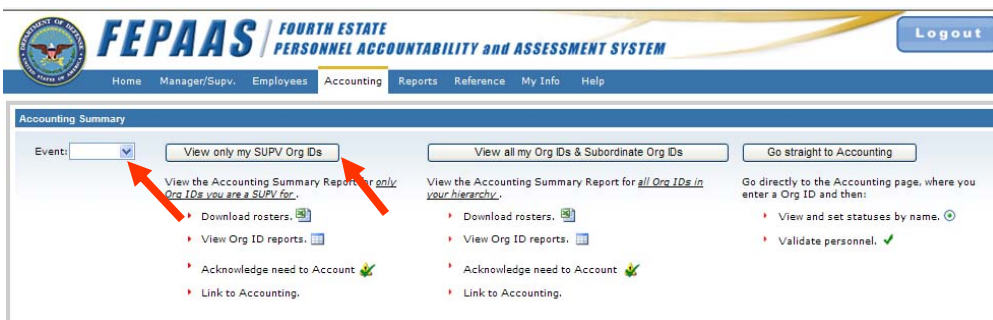
6 Accounting Tab

- a. Click the **Accounting** tab. The “Accounting Summary” appears.
- b. Click on the **Event** pull-down menu to select an event, and then click one of three buttons: **View only my SUPV Org IDs**, **View all my Org IDs**, or **Go Straight to Accounting**.



6.1 View only My Supv Org IDs

- a. Clicking this button will display the “Accounting Summary” for your Supervisor Organization IDs.



Accounting Summary

Event: DLA DEMO

New Feature! Click the "Acknowledge Accounting" icon next to your Organization(s) to indicate that you are aware of the need to Account.

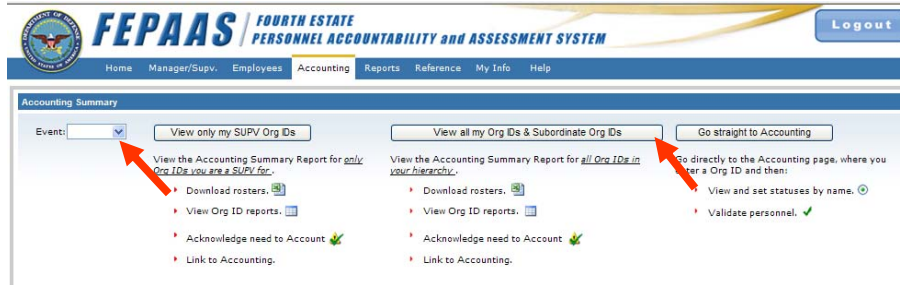
12 rows (Click Org ID to Account) As of 13 Sep 2010 at 12:19 PDT

Download Roster	View Report	Ack Accounting	Org ID	Command Name	# Personnel (Incl. Fam. Members)	# Affected (Req. to Account)	% Accounted	# Accounted	# Unaccounted
			All My Org IDs	Totals for My Org IDs	2694	416	2%	9	407
			DDDDDD	No OrgID Assigned	2271	0	0%	0	0
			H2G2D	OFFICE OF DIRECTOR,DLA	3	0	0%	0	0
			J8H9DCA	DIR, DLA HUMAN RESOURCE CENTER	15	15	0%	0	15
			J8H9DCB	DIR, DLA HUMAN RESOURCE CENTER	19	19	16%	3	16
			J8H9DCC	DIR, DLA HUMAN RESOURCE CENTER	11	11	0%	0	11
			J8H9DCD	DIR, DLA HUMAN RESOURCE CENTER	14	14	0%	0	14
			J8H9DCE	DIR, DLA HUMAN RESOURCE CENTER	12	12	0%	0	12
			J8H9DDA	DIR, DLA HUMAN RESOURCE CENTER	68	67	0%	0	67
			J8H9ddb	DIR, DLA HUMAN RESOURCE CENTER	54	53	0%	0	53
			J8H9DDC	DIR, DLA HUMAN RESOURCE CENTER	58	56	0%	0	56
			J8H9DTNCQ	DIR, DLA HUMAN RESOURCE CENTER	169	169	4%	6	163

- b. Click on your Org ID on the left to account for it (or **All My Org IDs** to account for anyone in your Org ID hierarchy).
- c. From the icons on the left, you can **Download a Roster** or **View a Report** or **Acknowledge Accounting** for any of your organizations.

6.2 View All My Org IDs and Subordinate Org IDs

- a. While on the “Accounting Summary” page, click on the **View Report** icon for a specific Org ID. The “Org ID Accounting Detail” report will appear in a new window.

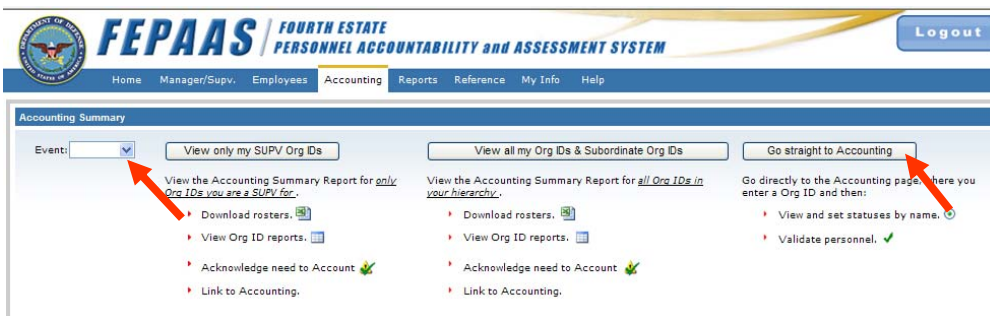


Org ID Accounting Detail									
Org ID: J8H9DCB - DIR, DLA HUMAN RESOURCE CENTER				Event: FEPAAAS Demo Event			As of 09 Sep 2010 at 1605 PDT		
Designation	Accounted For, Current Residence	Accounted For, Displaced Location	Accounted For, Deceased	Not Accounted For	DUSTWUN / EAWUN	Not Present in GAOI	Reported / Not Validated	Unreported	Total
CONTRACTOR	0	0	0	0	0	0	0	0	0
DOD CIVILIAN EMPLOYEES	2	1	0	0	0	0	0	16	19
NON APPROPRIATED FUNDS (NAF) EMPLOYEES	0	0	0	0	0	0	0	0	0
Total	2	1	0	0	0	0	0	16	19

- b. Close the window when finished, or return to the previous page and open other Org ID reports side-by-side.

6.3 Go Straight to Accounting

- a. While on the “Org ID Accounting Summary” page, click on either the **All My Org IDs** link or a specific Org ID’s link.



Accounting Summary

Event: DLA DEMO View only my SUPV Org IDs View all my Org IDs & Subordinate Org IDs Go straight to Accounting

New Feature! Click the "Acknowledge Accounting" icon next to your Organization(s) to indicate that you are aware of the need to Account.

12 rows (Click Org ID to Account) As of 13 Sep 2010 at 12:19 PDT

Download Roster	View Report	Ack Accounting	Org ID	Command Name	# Personnel (Incl. Fam. Members)	# Affected (Req. to Account)	% Accounted	# Accounted	# Unaccounted
			All My Org IDs	Totals for My Org IDs	2694	416	2%	9	407
			DDDDDD	OrgID Assigned	2271	0	0%	0	0
			H2G2D	OFFICE OF DIRECTOR,DLA	3	0	0%	0	0
			J8H9DCA	DIR, DLA HUMAN RESOURCE CENTER	15	15	0%	0	15
			J8H9DCB	DIR, DLA HUMAN RESOURCE CENTER	19	19	16%	3	16
			J8H9DCC	DIR, DLA HUMAN RESOURCE CENTER	11	11	0%	0	11
			J8H9DCD	DIR, DLA HUMAN RESOURCE CENTER	14	14	0%	0	14
			J8H9DCE	DIR, DLA HUMAN RESOURCE CENTER	12	12	0%	0	12
			J8H9DDA	DIR, DLA HUMAN RESOURCE CENTER	68	67	0%	0	67
			J8H9DDB	DIR, DLA HUMAN RESOURCE CENTER	54	53	0%	0	53
			J8H9DDC	DIR, DLA HUMAN RESOURCE CENTER	58	56	0%	0	56
			J8H9DTNCQ	DIR, DLA HUMAN RESOURCE CENTER	169	169	4%	6	163

b. The "Accounting for Fourth Estate Employees" page will appear:

Accounting for Fourth Estate Employees

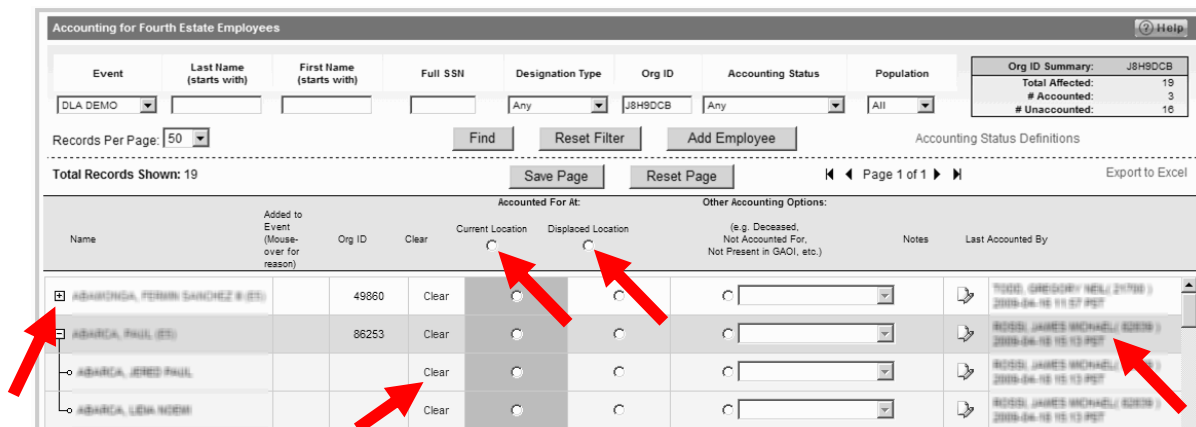
Event: DLA DEMO Last Name (starts with): First Name (starts with): Full SSN: Designation Type: Any Org ID: J8H9DCB Accounting Status: Any Population: All

Records Per Page: 50 Find Reset Filter Add Employee Accounting Status Definitions

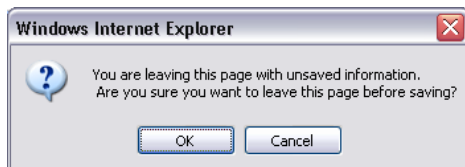
Total Records Shown: 19 Save Page Reset Page Page 1 of 1 Export to Excel

Name	Added to Event (Mouse-over for reason)	Org ID	Clear	Current Location	Displaced Location	Other Accounting Options: (e.g. Deceased, Not Accounted For, Not Present in GAOI, etc.)	Notes	Last Accounted By
BARNES, WANDA J (DN)		J8H9DCB	Clear	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	Adstt, William C(DDDDDD) 2010-09-09 15:31 PST	
BASSLER, DAVID L (DN)		J8H9DCB	Clear	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	Adstt, William C(DDDDDD) 2010-09-09 15:31 PST	
BROWN, ROGER G (DN)		J8H9DCB	Clear	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Adstt, William C(DDDDDD) 2010-09-09 15:31 PST	
CARR, SHARREDA L (DN)		J8H9DCB	Clear	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		
DECAUD, JESSICA K (DN)		J8H9DCB	Clear	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		
DEY, DEBRA ANN G (DN)		J8H9DCB	Clear	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		
EDINGER, LORI WARE N A (DN)		J8H9DCB	Clear	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		

- c. You may enter any search criteria, such as Name, Org ID, or Accounting Status, and then click the **Find** button.
- d. Click the radio buttons to set an accounting status for a person. The blue highlighted cells indicate an existing accounting status.
- e. Click **Save Page** to save your changes, or click **Reset Page** to undo all changes.

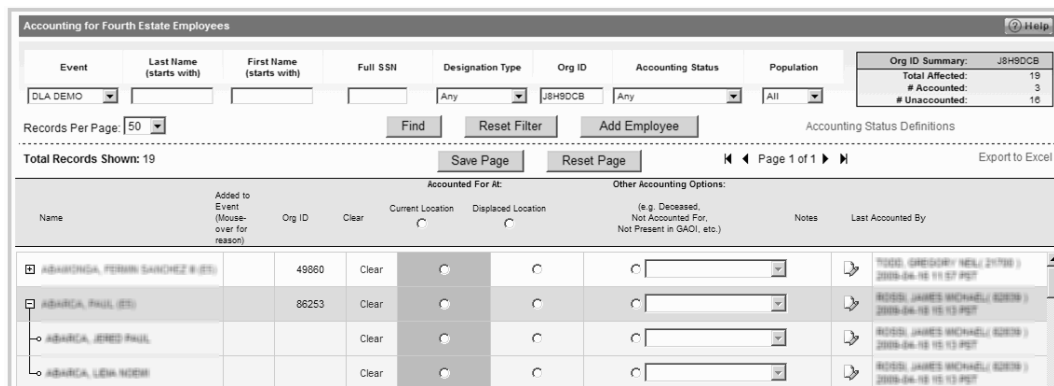



- f. To view or hide dependents of an employee, click the “+” sign next to the employee’s name.
- g. If you choose “Other Accounting Options,” you will need to specify the correct reason from the drop-down menu.
- h. The radio buttons in the header set an entire column to that accounting status (e.g. “Accounted for at Current Location”). To clear the settings for any person, click the **Clear** link in that person’s row.
- i. The last two columns show when and who set the accounting status for each person.
- j. If you have unsaved changes, and try to search again, or navigate away from the page, the following warning will appear:

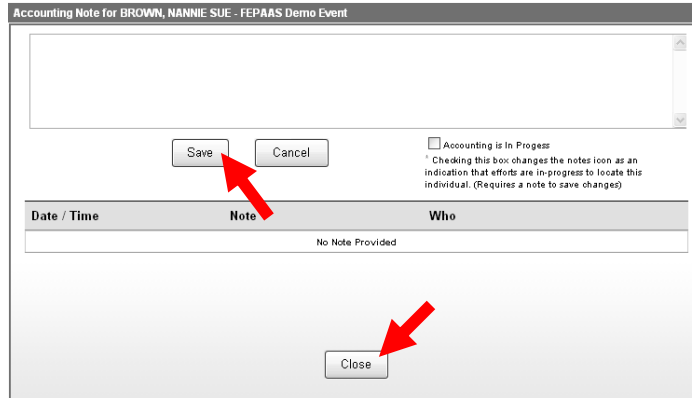





Click **OK** to abandon the changes, or **Cancel** to return to the accounting page.

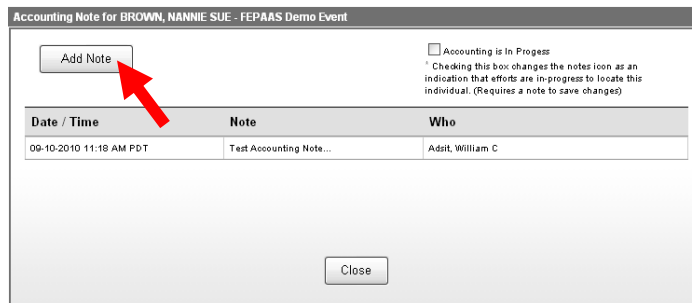
6.3.1 Account for Employees - Notes



- a. To add an accounting note for an Employee, click the  icon in the “Notes” column. (The “Accounting Note” window will appear)



- b. Type a note into the window, then click the **Save** button. The note will appear along with the date/time entered and your name in the “Who” column.
- c. Click the **Close** button. The note window will close and the  icon will change to a  icon to indicate that there is a note.
- d. To view existing notes, click the  icon. To add additional notes, click the **Add Note** button.



6.4 Accounting Definitions

6.4.1 Accounted for At:

Current Location/Residence - Accounted for in either primary location for work or residence. Not displaced by event; not evacuated.

Displaced Location - Accounted for in a location other than primary location for work or residence AS A RESULT OF the event. Displaced or evacuated.

6.4.2 Other Accounting Options:

Not Accounted For - Not located after significant effort. Location efforts must continue until status is resolved. Detail actions taken to locate in notes.

Deceased (due to Event) - Casualty as a direct result of the event (requires positive confirmation). If deceased due to other circumstances, use "Not in GAOI-Deceased (not by event)". Ensure all required Casualty Reports are made ASAP.

Not Present in GAOI - Not Present in Geographic Area of Impact (requires positive confirmation). Selecting "Not present in the GAOI" confirms employees are not in the GAOI. If unsure, select "Not Accounted For" instead.

- Transferred - To location outside GAOI

- Deployed/TDY - Outside the GAOI
- On Leave - Outside the GAOI
- Separated/Retired (Past Sep/RET date) - Regardless of location
- Deceased (other than result of this event)
- UA/Deserter - Location unknown
- Other - Detail reason in notes

6.4.3 Accounting Terms:

Accounted - A member is considered "accounted" when any of the following statuses are reported:

- Accounted for at Current Location
- Accounted for at Displaced Location
- Deceased (by Event)
- Not Present in GAOI

Unaccounted - A member is considered "unaccounted" when any of the following conditions apply:

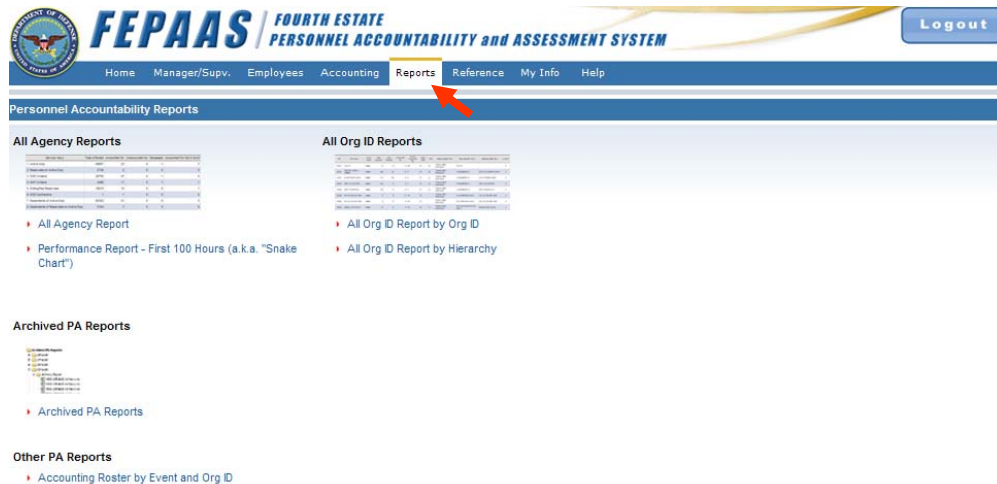
- Reported as "Not Accounted For"
- Unreported accounting status

Reported - A member's accounting status is recorded in FEPAAS.

Unreported - No accounting status is recorded in FEPAAS.

7 Reports Tab

- Click the **Reports** tab to display the reports page.
- Supervisors can click on the links to view these types of reports. (Some reports will require you to choose from a drop-down menu or enter an Org ID, and then click a **View Data** button).
- To return to this page from any of the reports, click the **Reports** tab again.



7.1 “All Agency” Reports

This report shows all Employee designation types and the personnel accountability (PA) numbers broken down for each one.

- Click the “All Agency Report” link on the Reports page.

As of 07 Jul 2010 at 1340 PDT

Agency: DLA	Total Affected	Accounted For	% Accounted For	Unreported	Unaccounted For	Accounted For - Displaced	Deceased
1. DOD Civilians	3	0	0%	3	0	0	0
2. NAF Civilians	0	0	0%	0	0	0	0
3. DOD Contractors	0	0	0%	0	0	0	0
4. FMs of DOD Civilians	0	0	0%	0	0	0	0
5. FMs of NAF Civilians	0	0	0%	0	0	0	0
6. FMs of DOD Contractors	0	0	0%	0	0	0	0
Total	3	0	0%	3	0	0	0

- Choose an **Event** and **Tier 1** from the drop down menus (or “All” to see a combined report).
- Click **View Data** and the following table will appear.

- d. Click the “Export to Excel” link to open this report as an Excel spreadsheet.

Agency: DLA	Total Affected	Accounted For	% Accounted For	Unreported	Unaccounted For	Accounted For - Displaced	Deceased
1. DOD Civilians	3	0	0.0%	3	0	0	0
2. NAF Civilians	0	0	0.0%	0	0	0	0
3. DOD Contractors	0	0	0.0%	0	0	0	0
4. FMs of DOD Civilians	0	0	0.0%	0	0	0	0
5. FMs of NAF Civilians	0	0	0.0%	0	0	0	0
6. FMs of DOD Contractors	0	0	0.0%	0	0	0	0
Total	3	0	0.0%	3	0	0	0

- e. Choose another Tier 1 or click the **Reports** tab to return to the main Reports page.

Note: “Unaccounted For” includes employees reported as “Not Accounted For” as well as those unreported.

7.2 “All Org ID” Report by Org ID

This report shows the accounting numbers for a single Org ID as well as it’s reporting path up the chain of command.

- a. Click the “All Org ID Report by Org ID” link on the Reports page.
- b. Choose an event and enter an Org ID.
- c. Click **View Summary** and the following table will appear.

Event: AutoTestEventM
 Dept ID: ATUA01
 View Summary Reset
 Hide Filter
 As of 18 Sep 2009 at 1710 PDT
 Download Summary Download Detail

Dept ID	Unit Name	Event Name	Total Assigned	Total Affected	Acct. For	% Acct. For	Dept ID All Acct. For	Reporting Path Tier 1	Reporting Path Tier 2	Reporting Path Tier 3	In GAOI
ATUA01	AUTOMATED TEST UIC HA T1	AutoTestEve	2882	174	99	57%	N	AUTOMATED TEST UIC HA T1			N

- d. Click **Download Summary** to download an Excel spreadsheet with the displayed summary.
- e. Click **Download Detail** to download a detailed Excel spreadsheet (140 columns) with accounting statuses for each Employees Designation type in the Org ID.

7.3 “All Org ID” Report by Hierarchy

This report shows the accounting numbers for all Org IDs under a selected point in the Fourth Estate Hierarchy. Choose a starting point by selecting a combination of tiers.

- a. Click the “All Org ID Report by Hierarchy” link on the Reports page.
- b. Choose an event and at least a “Tier 1” Organization. “Tier 2” and “Tier 3” selections are optional.
- c. You can also specify a “% Accounted for” filter setting of 100%, less than 100% or 0%.
- d. Click **View Summary** and the following table will appear.

PA All Org ID Report by Hierarchy

Event:

Tier 1:

Tier 2:

Tier 3:

% Accounted For:

Hide Filter

As of 07 Jul 2010 at 1340 PDT, 3 rows (including total row)

Org ID	Unit Name	Event Name	Total Assigned	Total Affected	Acct. For	% Acct. For	Org ID All Acct. For	Acknowledged	Reporting Path Tier 1	Reporting Path Tier 2	Reporting Path Tier 3	In GAO
Total		TRAIN-EX	3	3	0	0%	N	N				
J8H9DP	DIR, DLA HUMAN RESOURCE CENTER	TRAIN-EX	2	2	0	0%	N	N	OFFICE OF DIRECTOR, C	HUMAN RESOURC	DIR, DLA HUMAN RESOURCE CENTER	N
J8H9DS	DIR, DLA HUMAN RESOURCE CENTER	TRAIN-EX	1	1	0	0%	N	N	OFFICE OF DIRECTOR, C	HUMAN RESOURC	DIR, DLA HUMAN RESOURCE CENTER	N

- e. Click **Download Summary** to download an Excel spreadsheet with the displayed summary.
- f. Click **Download Detail** to download a detailed Excel spreadsheet (140 columns) with accounting statuses for each Employees Designation type, in each Org ID.

8 Reference Tab

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

The screenshot shows the FEPAAAS Reference tab interface. At the top, there is a navigation bar with the FEPAAAS logo and the text "FOURTH ESTATE PERSONNEL ACCOUNTABILITY AND ASSESSMENT SYSTEM". A "Logout" button is visible in the top right corner. Below the navigation bar, the "Reference" tab is selected, and the main content area displays "Key Phone Numbers" for the "Fourth Estate Agency Phone Numbers".

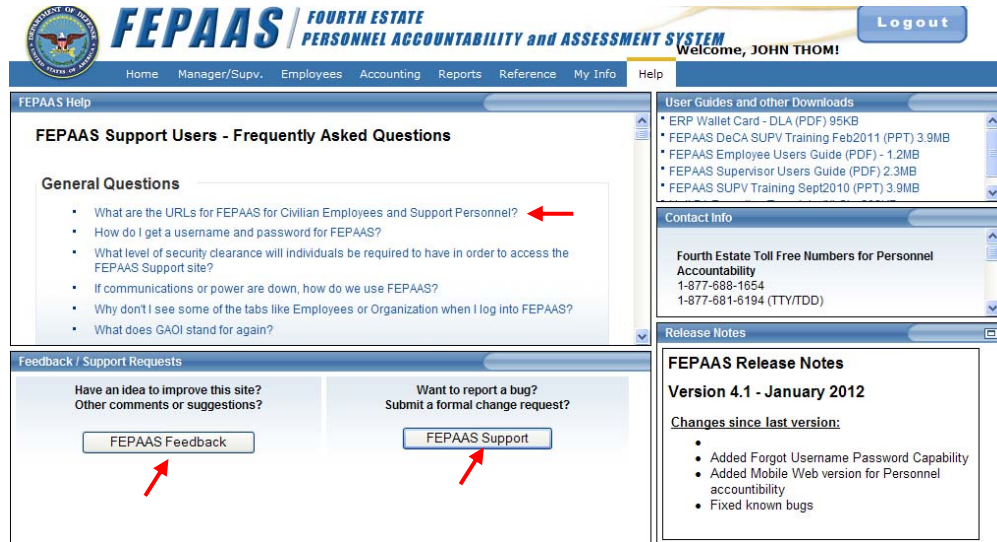
Agency	Phone Number(s)
Business Transformation Agency (BTA)	
Defense Acquisition University (DAU)	Fort Belvoir: (800) 845-7606 West Region: (619) 524-4800, DSN: 524-4800 Mid-West: (837) 784-1096 South Region: (256) 722-1100, DSN: 569-1100
Defense Advanced Research Projects Agency (DARPA)	703-526-6630
Defense Commissary Agency (DECA)	(804) 734-8000 ext. 48059 DSN: 687-8000 ext. 48059
Defense Contract Audit Agency (DCAA)	703-767-3265
Defense Human Resources Activity (DHRA)	
Defense Legal Services Agency (DLSA)	
	USCENTCOM Comm : 813-827-3066/DSN : 651-3066 FAX : 813-827-3067/DSN : 651-3067 DLA EUROPE (DLA-E)

Below the table, there are three scrollable panes:

- Online Resources:** Contains links for FEMA, Ready.com, and Red Cross.
- Downloads:** Contains a list of files for download, including various FEPAAAS brochures and magnets. A red arrow points to the "Federal benefits in an Emergency (PDF)" link.
- DoD/Government Websites:** Contains links for DCPDS Login Page, DEERS Login Page, DFAS/Military Pay, FEMA, My Biz, My Pay, and USA Government Made Easy.

9 Help Tab

- a. Click on the **Help** tab to display the Help page. The first pane has FAQs.



- b. You can download User Guides and files on the right side.
- c. Click the **FEPAAS Feedback** button to enter comments or suggested improvements.
- d. Click the **FEPAAS Support** button to report a bug and submit a formal change request.
- e. The "Release Notes" show changes and improvements in the latest version.

10 Acronyms

AADMIN	Agency Administrator (FEPAAS user type)
CAC	Common Access Card
DEERS	Defense Eligibility Enrolment System
DMDC	Defense Manpower Data Center
DOB	Date of Birth
DoD	Department of Defense
EDIPI	Electronic Data Interchange Personal Identifier
FAQ	Frequently Asked Questions
FEPAAS	Fourth Estate Personnel Accountability and Assessment System
GAOI	Geographical Area of Interest
ID	Identification
Org ID	Organization ID
PA	Personnel Accountability
PDF	Portable Document Format (Adobe Acrobat file format)
POC	Point of Contact
SD	San Diego
SPAWAR	Space and Naval Warfare
SSC	SPAWAR Systems Center
SSN	Social Security Number
SUPV	Supervisor Representative (FEPAAS user type)
TDY	Temporary Duty