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

# **Supervisor Users Guide**

Version 1.3



February 2012

SPAWAR Systems Center Pacific 53560 Hull Street, Code 53255 San Diego CA 92152-5000

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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 <b>most recent</b> changes at the <u>top of table</u> .					
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16 Feb 2012	1.3	SSC Pacific	Updated whole document to reflect internal reviews.		
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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 (FEPAAS).

Different user types have different permissions in FEPAAS. 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 FEPAAS

a. Navigate to the FEPAAS 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** 

Control of the second sec	the Analysis & Reporting and other related tasks.	What is FEPAAS;         Standardsessment System (FEPAAS);         standardzes a method for the Fourth         Factore factore for personnel and monitor         their families affected and/or scattered by a wide-spread catastrophic event. The Facewer process for testate chain of stategic decisions which facilitate a return to statejit.         EPAAS provides valuable information to a face of the Fourth Estate chain of command, allowing commanders to make strategic decisions which facilitate a return to statejit.         EPAAS allows fourth Estate Personnel and the following:         . Report Accounting Status         . Update ContactLocation information         . View Reference Information
Contact FEPAAS Support	This is an Official U.S Fourth Estate Web Site	Privacy & Security Notice

## 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.

the stars of	Home	Manager/Supv.	Employees	Accounting	Reports	Reference	My Info	Help	
nouncements -	No Events	The F stand famili FEPA comm FEPA	orth Estate Per ardizes a mett es affected an AS provides va nand. AS allows DoD Account for Search for E View/Edit C Real Time &	rsonnel Accou lod for the DoC Jor scattered luable informa <b>Employees to</b> Employees Employees ontact Location & Over Time R	ntability ar ) to accou by a wide- ttion to all o do the fo n Info eporting	Ind Assessment Int for employee spread catastro levels of the Do allowing:	System (FE s and their phic event. D chain of	PAAS)	Help and Contact Info Help and Contact Info: Fourth Estate Toll Free Numbers for Personnel Accountability 1-877-681-654 1-877-681-6194 (TTY/TDD) DoD Civilian Hotime 1-888-363-4872 (1-888-DOD4USA) M-F INeed to
aining line FEPAAS Computer Base SUPV 1	Training d Training Training WELCOME To the Freehold To the Training		<ul> <li>v Do I</li> <li>Remove a S my organiza</li> <li>Find person roster that h accounted?</li> <li>Download a</li> </ul>	SUPV from ation? anel on my ave not	• • • •	AQs Do contractors How many Org It's been 4 mor ansferred. Why	need to be a IDs can I be ths since so are they still	Ccounted for a SUPV for? meone on my roster	See accounting reports for my Org ID     See accounting reports for my hierarchy     Find employees not on my roster     Add a SUPV for my organization     Update my contact info     Lookup an Org ID by name     Search the Org ID hierarchy

### **Update Personal Information / Verify Support User Account Settings**

a. If you have not previously logged onto FEPAAS, 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.

💮 FEF	AAS   FOURTH ESTATE PERSONNEL ACCOUNTABI	LITY and Assessment system	Logout
Home N	lanager/Supv. Employees Accounting Reports	Reference My Info Help	
1. Summary	Fourth Estate Family Information Summary 🔞	ieip	
2. Contact Information	To see more detail for any section, use the left mer	1 <b>u</b> .	
3. Family Member Info	Contact Information		
4. User Account	Employee	Home Address	
5. Reset Password	Name: THOM, JOHN L		
	Phones	Fmail Addresses	
	Home:	Email Addresses	
	Work: 619-553-0727	Email2:	
	DSN:		
	Cell:		
	Family Information		
	Name	Relationship	Age
		No Family Information	

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 <u>your own assigned Organization</u>. 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.

Automacy .	Displaced Locatic @ Help			Click the Edit button to make ch
Contact Information			No Displaced Location	Edit
amily Member Info		Pleas	e edit this section if displaced!	
ser Account	Employee's Contact In (2) Help			Click the Edit button to make
	THOM, JOHN L (Sponsor)	Manually	edit this section as it will NOT be overwritten with data updates!	Verify Info as Current Edit
	Home Address:	*Preferred Contact Home:	Primary Email: john.thom@navy.mil	(Last updated 06-243111 b
	Country:	Cell:	Cell Carrier: Unknown	
	DEERS Home Address and Contact Inf	0		
	Data from DIIDC (pulled from DEER 8 and other DOD	databases); Will be overwritten with data updates.		To login to DEERS, click herr Fourth Estate Civilians: To login to DCPDS, click herr
	Home Address:	Home:	Primary Email:	
		Work:	Secondary Email:	
	Country:			
	Other POCs		Click Add POC to	add another point of contact (e.g., Relative Add POC
				1
		No POC Information	n. Click Add POC to add a Point of Contact.	

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> result in the DEERS information displayed in FEPAAS to update as well. The DEERS data displayed in FEPAAS reflects the <u>last data import</u> received from DMDC and is dated to indicate when the last import was received. Updating your data in DEERS will ensure that <u>future data imports</u> 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"

Displaced Location <b>@Help</b>	Click the Edit button to make changes.
No Displaced Loc	ation Edit
Please edit this section i	f displaced!

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

Edit Displaced Location <sub> () Help</sub>	
Description	:
Country	USA 🗸
Street	:
City	:
State/Province	e Choose State 💌
ZIP/Postal Code	:
Primary Phone	:
Secondary Phone	:
→[	Save

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 <u>enter</u> 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.

Displaced Location () Hel	P	Click the Edit button to make changes.
Displaced Location: some lo	cation	Edit Returned Home
Address:	Primary Phone:	
Tuscon, AZ 84611	Secondary Phone:	
Country: USA		

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.

Home Address:       Home :       Primary Email: john thom@na         Work : 619-553-0727       Secondary Email:         Country:       Cell:       Cell Carrier: Unknown         DEERS Home Address and Contact Info        Fourth I         Data from DMDC (pulled from DEERS and other DOD databases); Will be overwritten with data updates.       Fourth I         Home Address:       Home :       Primary Email:         Work :       Secondary Email:         Country:       Country:	To login to DEERS, click here cistate Civilians: To login to DCPD click her
Home :       Primary Email; on home (mail)         Work : 619-553-0727       Secondary Email:         Country:       Cell:       Cell Carrier: Unknown         DEERS Home Address and Contact Info       Fourth I         Data from DMDC (pulled from DEERS and other DOD databases); Will be overwritten with data updates.       Fourth I         Home Address:       Home :       Primary Email:         Work :       Secondary Email:         Country:       Country:	To login to DEERS, click her istate Civilians: To login to DCPD click her
Work: 519-553-0727       Secondary Email:         Country:       Cell:       Cell Carrier: Unknown         DEERS Home Address and Contact Info          Data from DMDC (pulled from DEERS and other DOD databases); Will be overwritten with data updates.       Fourth I         Home Address:       Home :       Primary Email:         Work :       Secondary Email:         Country:       Country:	To login to DEERS, click her istate Civilians: To login to DCPD click her
Country: Cell: Cell Carrier: Onknown  DEERS Home Address and Contact Info Data from DMDC (pulled from DEERS and other DOD databases); Will be overwritten with data updates.  Home Address: Home : Primary Email: Work : Secondary Email: Country:  DEERS Home Address and Contact Info	To login to DEERS, click her state Civilians: To login to DCPD click her
DEERS Home Address and Contact Info       Fourth I         Data from DMDC (pulled from DEERS and other DOD databases); Will be overwritten with data updates.       Fourth I         Home Address:       Home :       Primary Email:         Work :       Secondary Email:         Country:       Image: Country:         Insor's Home Address and Contact Info       Outcome DEERS.         the FEPAAS Information or copy sections from DEERS.	To login to DEERS, click hen state Civilians: To login to DCPD click her
Data from DMDC (pulled from DEERS and other DOD databases); Will be overwritten with data updates.       Fourth I         Home Address:       Home :       Primary Email:         Work :       Secondary Email:       Country:	To login to DEERS, click her istate Civilians: To login to DCPD click her
Home Address:     Home :     Primary Email:       Work :     Secondary Email:    Country:  Onsor's Home Address and Contact Info @Helle the FEPAAS Information or copy sections from DEERS.	
Work : Secondary Email: Country:	
Country: onsor's Home Address and Contact Info @Help. the FEPAAS Information or copy sections from DEERS.	
onsor's Home Address and Contact Info () Help the FEPAAS Information or copy sections from DEERS.	
*Last *First Middle	
Country: USA  Street1: Street2: Copy Add	Country: Street : Street :
StateProvince: Choose Risks	City: State/Province:
ZIPIPostal Code:	ZIP/Postal Code:
Preferred:	
O Home:	Home:
VVork: 619-553-0727 <a></a> < Copy Phone	Work:
Cell Carrier: Unknown 💌	
O Email: john.thom@nery.mil	Email1:
Email2:	Email2:
*This data is To login to here.	pulled from DEERS periodically. DEERS and update your info, clic

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 <u>NOT</u> 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 <u>future</u> 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.

Add Point of Con	itact <sub> () Help</sub>				
First Name:					
Last Name:					
Middle Name:					
Relationship:		←			
Address:					
Street1:					
Street2:					
City:					
State:	Choose State	*			
Zip:					
Country:	USA	*			
Contact Info:					
Home:		Primary Email:			
Work:		Secondary Email:			
Cell:					
			Save	Cancel	
mergency Contacts 🥳	2) Help	Click "Add" to add a	n Emergency Conta	act (e.g., Relative,	Care Giver). Add
Jones, Julie (sister)				(	Edit Remove
Address:	Home:	Primary Email:			1 1
1212 S Avenue Palmdale, CA 92111	Work:	Secondary Email:			•
Country: USA	Cell:				
		*Preferred Contact me	thod		

- 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.

E

### 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.

Full Pro	file for MSpnsr8002, AutoTest				
Torres of state	Displaced Location (2) Help			Click the Edit button to make cha	anges
1. Summary		No Displaced L	ocation		Edit
2. Contact Information		Please edit this section	on if displaced!		
3. Family Member Info					
4. Event Information	Accounting Status for Training		Click	the Edit button to make changes	Edit
5. Reset Password	Name (Last, First Middle):	Accounting Status:	Last Updated:	Updated By:	1
	MSpnsr8002, AutoTest	Current Residence	05-26-2010 06:43 AM PDT	Donna Williamson	
	MSpnsr8002, AutoTestDependent1	Unreported	Never		
	Event Information ③ Help			Click the <b>Edit</b> button to make cha	anges
	Event Name: Training	Active Dates: 11-19-2008	- Present		Edit
	Total Evacuated: 0 TDY / TAD Orders EVAC TDY / TAD Orders Member Deployed Attended Brief	Have Pets Using Rental Car School-Age Children	Insurance Co. FEMA Number:	ACME Insurance Co.	<b>A</b>
	Other POCs         Other POCs           Caldwell, Peter Oliver (Good Buddy)         1234 Main St.           Home         Home           Anytown, FL 67890         Work           usa         Cell	Click Add PO : Primary Email: 4085055@r : Secondary Email:	IC to add another point of contact (e.g	I, Relative, Care Given, Add F	<sup>2</sup> OC nove

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.

Nn Displaced I neation         Fease edit this section if cisplaced         Contaci Information         Reset Password         No Displaced I neation         Citick the Edit button to make changes         Mspns:6002, AutoTest       Current Residence       O5-28-2010 06.45 AW PDT       Donna Williamson         Citick the Edit button to make changes         Event Name: Training       Active Dates: 11-19-2008 - Present         Total Evact       Select an Accounting Staus: Torn the drop down menu       Employee         MSpns:6002, AutoTest Current Resitence       Citick the Edit button to make changes         Mspns:6002, AutoTest Current Resitence       Citick the Edit button to make changes <th colspa<="" th=""><th>D TATE OF ST</th><th>Displaced Location (@ Hel</th><th>ip</th><th></th><th>,</th><th>Click the Edit button to ma</th><th>ke change</th></th>	<th>D TATE OF ST</th> <th>Displaced Location (@ Hel</th> <th>ip</th> <th></th> <th>,</th> <th>Click the Edit button to ma</th> <th>ke change</th>	D TATE OF ST	Displaced Location (@ Hel	ip		,	Click the Edit button to ma	ke change
Contact Information       Please edit this section if cisplaced!         Farrity Member Info         Event Information         Reset Password         MSpnsr8002, AutoTest         Current Residence         05-26-2010 06:45 AV PDT         Donna 'Williamson         Image: Section of Contraction of Contrection of Contraction of Contreconterio of	Summary			No Displaced L	ncation		Er	
Family Member Info       Accounting Status Tor Training       Click the Eult button to make changes         Reset Password       Name duadt, First Middle):       Accounting Status:       Updated:       Updated By:         Mspnsr8002, AutoTest       Current Residence       05-28-2010 06:45 Alv PDT       Donna: Williamson         Mspnsr8002, AutoTestDependent1       Unreported       Never         Event Information:       Click the Edit button to make changes         Event Information:       Click the Edit button to make changes         Event Information:       Click the Edit button to make changes         Event Name: Training       Active Dates: 11-19-2008 - Present       Edit button to make changes         Event Name: Training       Select an Accounting Status from the drop down menu       Employee       Edit Mspnss 8002, AutoTest         Event Mane:       Training       Mspnss 8002, AutoTest       Current Resicence       Edit Mspnss 8002, AutoTest         Employee       Name(Last; First, M)       Accounting Status from the drop down menu       Employee       Mspnss 8002, AutoTest       Employee         Mspnss 8002, AutoTestDependent1       Unreputed       Mspnss 8002, AutoTestDependent1       Employee       Employee       Remove	Contact Information			Please edit this sectio	n if cisplaced!			
Event Information       Click the Eul? button to make change?         Reset Password       Name duad, First Middle):       Accounting Status:       Updated:       Updated By;         Image: MSpnsr6002, AutoTest       Current Residence       05-26-2010 06:43 AM PDT       Donna: Williamson         Image: MSpnsr6002, AutoTest       Current Residence       05-26-2010 06:43 AM PDT       Donna: Williamson         Image: MSpnsr6002, AutoTest       Current Residence       05-26-2010 06:43 AM PDT       Donna: Williamson         Image: MSpnsr6002, AutoTest       Unreported       Never       Image: Click the Etilt button to make change?         Event Information:       Image: Click the Etilt button to make change?       Image: Click the Etilt button to make change?         Event Information:       Image: Click the Etilt button to make change?       Image: Click the Etilt button to make change?         Event Information:       Image: Click the Etilt button to make change?       Image: Click the Etilt button to make change?         Event Information:       Image: Click the Etilt button to make change?       Image: Click the Etilt button to make change?         Event Information:       Mspnsit 6002, AutoTest       Click the Etilt button to make change?         Image: Topy 7.       Select an Accounting Status from the drop down menu         Image: MSpnsit 6002, AutoTest       Current Residence         Image:	Farrily Member Irfo	for-received Status for Traded	izan				Ea	
Name       Control (Control (Contro) (Contro) (Control (Contro) (Control (Control (Contro	Event Information	Nome /Lest Einst Middle):	119	Coocurring Picture:	Click th	Ladeted Bur	nges 🕒	
MSpnsr8002, AutoTestDependent1       Jnreported       Never         Event Information       Other Halls       Click the Entil button to make change         Event Name:       Training       Active Dates:       11-19-2008 - Present         Total Evacu-       Account for Event: Training       Select an Accounting Status from the drop down menu       Employee       Nernber         Evacu-       Mspnsr8002, AutoTest       Current Residence       Mspnsr8002, AutoTest       Current Residence       Idd POC         Other PUG       Mspnsr8002, AutoTestDependent1       Unrepurted       Idd POC       Remove	(000LF 005W010	MSpnsr8002, AutoTest		Current Residence	05-26-2010 06:43 AM PDT	Donna Williamson		
Event Information       Olick the ENR button to make change         Event Name: Training       Active Dates: 11-19-2008 - Present       Edited         Total Evacut       Account For Event: Training       Account for Event: Training         DY/T       Account For Event: Training       Select an Accounting Status from the drop down menu         EVAC T       Select an Accounting Status from the drop down menu       Employee         Mernber       Attende       MSpriss 6002, AutuTest       Current Residence         Other POC       AutoTesDependent1       Mrepurted       add POC         Caldwell, P       Save       Carcel       Remove		MSpnsr8002, AutoTestD	Dependent1	Unreported	Never			
Event Name: Training       Active Dates: 11-19-2008 - Present         Total Evacu:       Account for Event: Training         DY/T:       Belect an Accounting Status from the drop down menu         EvAcu:       Select an Accounting Status from the drop down menu         Member       Employee Name(Las; First, MI)         Attende       MSpnss 6002, AutuTest         Omer Porc       MSpnsr8002,         Caldwell, P       Save		Event Information @Help				Click the Eillt button to ma	ke change	
Outleduce       Account for Event: Training         DV/T       Select an Accounting Status from the drop down menu         EVAC T       Select an Accounting Status from the drop down menu         Member       Employee         Attende       MSprist 8002, AutuTest         Other PUC:       MSprist 8002, AutuTest         Caldwell, P       Save         Caldwell, P       Save		Event Name: Training		Active Dates: 11-19-2008 -	Present		Ec	
Attende       Attende       MSprisi 6002, Auturest       Current Residence       Idd PGC         Omer POC:       MSprisi 6002, Auturest       Umreputed       Idd PGC         Caldwell, P       Save       Carcel       Remove			vent: Training	Select an Accounting Status	s from the drop down menu		]	
Cithar POC:     MSpnsr8002, ALtoTestDependent1     Unreputed     Idd POC       Catdwell, P     Save     Carcel     Remove		Attende	Name(Las:, First MSprisi 8002, Auto	, MI) Accounting St u <b>Test</b> Current Res	atus:			
Caldwell, P Save Carcel Remove		Other POC:	MSpnsr8002, AutoTestDepende	nt1 Unreported			vdd POC	
		Caldwell, P		Save	Carcel		Remove	

- 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		Click the	e Ediit button to make changes Edit
Name (Last, First Middle):	Accounting Status:	Last Updated:	Updated By:
MSpnsr8002, AutoTest	Current Residence	05-26-2010 06:43 AM PDT	Donna Williamson
MSpnsr8002, 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.

1. Summary	Change Username
2. Contact Information	Current username: john.thom@navy.mil
3. User Account	Please select an email in the username list below to change.
4. Username & Password	Select username: john.thom@navy.mil 💌 Set Username
	Change Password
	Resetting a password will reset it to the Employee's DOB and last 4 of SSN, YYYYMMDDXXXX(0000 is the last 4 of the Foreign National's SSN)
	Reset Password

- 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.

Home	Manager/Supv. Employees Accounting Reports Reference My Info Help
UPV Introduction	Supervisor Representative (SUPV) Introduction
JPV Reference	Welcome to the FEDAAS Support System
JPV Lookup by OrgID	SUPVs in FEPAAS have access to both Privacy Act Information and Personally Identifiable Information (PII); all care should be given to
UPV Lookup by Name	protect this data.
UPV Admin	Below are some key tasks and the steps to perform them:
OrgID Hierarchy Search	Destante Assessments little
IrgID Lookup Page	Perform Accountability
Org Hierarchy Tree	<ol> <li>Click the Accounting tab.</li> <li>Select an event, and then click the desired button: View only my Org IDs or View all Org IDs (in your hierarchy).</li> </ol>
Event Folders	<ol> <li>Click on the desired <u>Ora ID link</u> to account for that Organization.</li> <li>You can export any results on the Accounting tab to Microsoft Excel.</li> </ol>
	View Accountability Reports
	<ol> <li>Click the <b>Reports</b> tab.</li> <li>Click the "All Agency Report" link (for high-level accounting summaries).</li> <li>Click the desired "All Org ID" report link: by Org ID or Agency (for Organization-based accounting status details).</li> </ol>

- 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.

FEP	AAS / FOURTH ESTATE	ITY and ASSESSMENT SYSTEM	Logout
Home M	anager/Supv. Employees Accounting Reports	Reference My Info Help	
SUPV Introduction	Event	Messages	Personnel Accounting Info
SUPV Reference			DCPDS Login     DEERS Login Page
SUPV Lookup by OrgID			* Message Format for PA Input (DOC)
SUPV Lookup by Name			* Unit PA Reporting Template (XLS) - 209KB * Wallet Card SAMPLE (DOT)
SUPV Admin			
OrgID Hierarchy Search			
OrgID Lookup Page			
Org Hierarchy Tree			
Event Folders			
	Instructions and Policy	Training	Other Info
	<ul> <li>DoD Instruction 3001.02 (PDF) - 3 May 10</li> <li>JCS - Joint Reporting Structure (PDF) - 343K</li> </ul>	Accounting Status Definitions     * Accounting Status Definitions     *EPAAS DecX SUPY Training Feb2011 (PPT) 3.9M8     * FEPAAS Support Uses FAQ     * FEPAAS Support Uses FAQ     * FEPAAS SUPV Training Sept2010 (PPT) 3.9M8	* FEPAAS POCs (XLS) 6 Od 2010

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.

S FEP	AAS FOURTH	ESTATE IEL ACCOUNTABI	LITY and	ASSESS	MENT SYSTEM	е, ЈОНН ТНОМ	Logout
Home Ma	anager/Supv. Employees A	ccounting Reports	Reference	My Info	Help		
SUPV Introduction	View Supervisor Representat	tives (SUPV)					
SUPV Reference	View SUDVe for Org ID:	View	4-				
SUPV Lookup by OrgID	view sopys for orgin:					1987 BAD - MARINE - 410	
SUPV Lookup by Name	Paygrade Name	Assigned Org ID	# Org IDs SUPV for	Phone	Email	Made SUPV on	By Whom
SUPV Admin							
OrgID Hierarchy Search							
OrgID Lookup Page			Entor o Oro II	and then	allok Mour		
Org Hierarchy Tree			Enter a Orgin	and then t	LICK VIEW.		
Event Folders							

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

View Supervi	sor Representatives (	SUPV)					
View SUPV	s for Org ID: dddddd	d Viev	v				Export to Excel
Paygrade	Name	Assigned Org ID	# Org IDs SUPV for	Phone	Email M:	ade SUPV By 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.

	AAS FOURTH ESTATE PERSONNEL ACCOUNTABILITY and A anager/Supv. Employees Accounting Reports Reference	ASSESSMENT SYSTEM Welcome, JOHN THOM! My Info Help	Logout
SUPV Introduction	Supervisor Representative Admin by Name 🔞 Help		<u>^</u>
SUPV Reference	Last Name (starts with) First Name (starts with	) Assigned Org ID	SSN (Full or Last 4 + Name)
SUPV Lookup by OrgID			
SUPV Lookup by Name		To monore a QUIDV astrative and a data	ineral One ID and these all
SUPV Admin	Results Per Page: 50 Y Find Reset	To manage a SOPV, enter their hame and/or Ass	signed Org ID and then of
OrgID Hierarchy Search	Pay Action Grade Name	Assigned # Org IDs Org ID SUPV for Phone	Email
OrgID Lookup Page			
Org Hierarchy Tree	SUPVs have the following capabilities in FEPAAS:		
Event Folders	<ul> <li>View and update privacy information for everyone in information, dependents, etc).</li> </ul>	their Org ID or subordinate Org IDs. (Name, contact	
	<ul> <li>Search for any Fourth Estate Employee by SSN.</li> </ul>		
	<ul> <li>Account for Employee in their Org ID and subordina</li> </ul>	ate Org IDs.	
	When adding SUPVs to any Organization, you are designati of the supervisor or manager to perform the above function: is no automatic maintenance of this list when Employee lea Organizations to control this list.	ng those persons with the authority to act on behalf s! Please update this list as often as needed as there ave the Organization. It is up to the individual	

- 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.

Supervisor Representative Admin by Nan	ne 🕜 Help		
Last Name (starts with)	First Name (starts with)	Assigned Org	g ID SSN (Full or Last 4 + Nam
thom			
Results Per Page: 50 🍸 🛛 Fin	d Reset To	o <b>manage a</b> SUPV, enter th	eir name and/or Assigned Org ID and then o
Total Results: 1 🖌 🖣 Page 1 of 1			
Pay Action Grade Name	Ass Org	signed # Org IDs 1 ID SUPV for	Phone Email
Мападе - ТНОМ, ЈОН	IN L C		619-553-0727 john.thom@navy.mil

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

Man	age Super	visor Representative	's Org IDs		
SUPV	/: THOM, JO	DHN L		Assigned Org ID: DDDDDD System Default UI	C
#Org	IDs: 1			Phone: 619-553-0727	Email: john.thom@navy.mil
	Org ID C	)rganization Name	Made SUPV on	By Whom	
	DDDDDD	System Default UIC	2011-06-24 08:52	Adams, Matthew D	
			Remove Che	ecked Org ID(s) 🗵 🛛 Add Org ID(s) 💟 🗍	Back

- 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 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.

FEI	PAAS FOURTH ESTATE PERSONNEL ACCOUNTABILITY and ASSESSMENT SYSTEM Welcome, JOHN THOM!
SUPV Introduction SUPV Reference	Manage Supervisor Representatives (SUPV) () Help
SUPV Lookup by OrgID	Choose a Org ID to Manage Org ID: DDDDDD V Show SUPVs
SUPV Lookup by Name	Last Name (starts with) First Name (starts with) Assigned Org ID SSN (Full or Last 4 + Name)
OrgID Hierarchy Search	
OrgID Lookup Page	Results Per Page: 50 V Find Reset To add a SUPV, enter their name and/or Assigned Org ID and then click Find.
Org Hierarchy Tree	# Org
Event Folders	LUS Pay Assigned SUPV Made Action Grade Name Org ID for Phone Email SUPV on By Whom
	SUPVs have the following capabilities in FEPAAS: View and update privacy information for everyone in their Org ID or subordinate Org IDs. (Name, contact information, dependents, etc). Search for any Fourth Estate Employee by SSN. Account for Employee in their Org ID and subordinate Org IDs.

- 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 <u>only an Org ID</u> entered as search criteria will return a list of <u>all employees in that Org ID</u>.
  - 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.

Home Manage	er/Supv. Employ	ees Accounting Repo	rts Refere		Help		
Introduction	lanage Supervisor Re	presentatives (SUPV)	elp				
Reference	0 0 10 1						
Lookup by OrgID	choose a Org ID to	Show SUPVs					
Lookup by Name	Org ID: D00000						
Admin	Last Name	(starts with)	First Nam	e (starts with)	Assigned Org ID	55	iN (Full or Last 4 + Name)
Hierarchy Search					000000		
R R	Results Per Page: 5	0 🞽 🛛 📕	ind	Reset	To add a SUPV, enter their	name and/or Assign	ned Org ID and then
erarchy Tree	Total Results: 66 🖌	✓ Page 1 of 2 ▶ ▶					
erarchy Tree Tr	Total Results: 66 H F Action G	I Page 1 of 2 ▶ ▶ Pay ade Name	Assi Or	igned # Org IDs g ID SUPV for	Phone Email	Made SUPV on	By Whom
erarchy Tree	Add	Page 1 of 2      H  ay ade Name  ACKERMAN, SYDNEY	Assi Or DDDDDD	igned # Org IDs g ID SUPV for 0 619-553-3464	Phone Email	Made SUPV on	By Whom
erarchy Tree T	Action G Action G Add C YI Remove C C	Page 1 of 2      Name Name Name ACKERMAN, SYDNEY R Adams, Matthew D	Assi Or DDDDDD DDDDDD	igned # Org IDs g ID SUPV for 0 619-553-3464 2 619-553-6294	Phone Email sydney.ackerman@navy.mil matthew.d.adams2@navy.mil	Made SUPV on 2010-12- 14 09:59	By Whom Adams, Matthew D
Event Folders	Add C C C C C C C C C C C C C C C C C C	Page 1 of 2      Name  Name  ACKERMAN, SYDNEY  TR Adams, Matthew D  Adsit, William C	Assi Or DDDDDD DDDDDD DDDDDD DDDDDD	igned # Org IDs g ID SUPV for 0 019-553-3404 2 019-553-0294 0	Phone Email sydney.ackerman@navy.ml matthew.d.adams2@navy.ml bill.adsit@intelesistech.com	Made SUPV on 2010-12- 14 09:59	By Whom Adams, Matthew D
Tevent Folders	Add C Add C Add C Add C Add C Add C	Page 1 of 2      M      Age     Name      AckERMAN,     SYDNEY      Adams, Matthew D      Adatt, William C      ALOZO, ROBERT     LLANES	Assi Or DDDDDD DDDDDD DDDDDD DDDDDD DDDDDD	Igned # Org IDs g ID \$UPV for 0 019-553-364 2 019-553-6294 0 757-635-9930	Phone         Email           sydney.ackeman@ravy.ml         mathew.d.adams2@ravy.ml           bill.adst@intelesistech.com         mathew.d.adams2@ravy.ml           robert.l.alonzo@mso.navy.ml         mathew.d.adams2@ravy.ml	Made SUPV on 2010-12- 14 09:59	By Whom Adams, Matthew D
erarchy Tree T Event Folders	Total Results: 66 M F Action F Add C YI Remove C C Add C C Add C	Page 1 of 2      N     N     Page     N     N     N     SYDNEY     Adama, Mathew D     Adam, Mathew D     Adam, Mathew D     Adam, Mathew B     Adama, Mathew B     AnnoLD, WilLife C II	Assi Or DDDDDD DDDDDD DDDDDD DDDDDD DDDDDD DDDD	igned # Org IDs g ID SUPV for 0 019-553-3464 2 019-553-0294 0	Phone         Email           sydney.aokernan@ravy.ml         matthew.d.adams2@ravy.ml           bill.adsli@intelesistech.com         robert1.alonzo@mso.navy.ml           wille.c.amol@navy.ml         wille.c.amol@navy.ml	Made SUPV on 2010-12- 14 09:59	By Whom Adams, Matthew D

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

Windows	Internet Explorer
⚠	Please enter a valid Org ID to manage. (10 characters long, [0-9, A-2])
	OK

#### 4.5.1 Adding a SUPV

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

Home M	anager/Supv. Employee	s Accounting Repo	rts Refer	ence	My Info	Help		
V Introduction	Manage Supervisor Rep	resentatives (SUPV) 🔞 H	elp					
V Reference	Change & One ID to M							
V Lookup by OrgID	Choose a Org ID to M	Show SURVs						
V Lookup by Name	Org ID: D00000							
V Admin	Last Name (s	tarts with)	First Nar	me (star	ts with)	Assigned Org ID	55	N (Full or Last 4 + Name)
D Hierarchy Search				_		00000		
D Lookup Page	Results Per Page: 50		ind		Reset	To add a SUPV, enter the	eir name and/or Assig	ned Org ID and then cli
Hierarchy Tree	Total Results: 66 H	Fage 1 of 2 ▶ N						
Event Folders	Pa	Y.	۵.					
	Action Grou	Nome	~	agried	SUP/ for	Phone Email	Made SURV on	Pu Whom
	Action Gra	de Name	ĉ	brg ID	SUPV for	Phone Email	Made SUPV on	By Whom
	Action Grad	de Name 1 ACKERMAN, SYDNEY	DDDDDD	o o	SUPV for	Phone Email sydney.ackerman@navy.mil	Nade SUPV on	By Whom
	Action Grad	ACKERMAN, SYDNEY t Adams, Matthew D		0 2	619-553-6294	Phone         Email           sydney.ackerman@navy.ml         matthew.d.adams2@navy.ml	Nade SUPV on 2010-12- 14 09:59	By Whom Adams, Matthew D
	Adion Grain Add C YDO Remove C CTF Add C	ACKERMAN, SYDNEY t Adams, Matthew D Adsit, William C		0 2 0	619-553-6294	Phone         Email           sydney, ackerman@navy.ml         matthew.d adams2@navy.ml           bill adsit@intelesistech.com         matthew.d adams2@navy.ml	Made SUPV on 2010-12- 14 09:59	By Whom Adams, Matthew D
	Adion Graid	ACKERMAN, SYDNEY Adams, Matthew D Adams, Matthew D Adams, William C ALONZO, ROBERT LLANES		0 2 0 0	SUPV for 619-653-3464 619-653-6294 757-635-9930	Phone         Email           sydney.ackerman@navy.ml	Made SUPV on 2010-12- 14 09:59	By Whom Adams, Matthew D
	Adian Graid	ACKERMAN, SYDNEY t Adams, Matthew D Adams, Matthew D		0 2 0 0	5UPV for 619-553-3464 619-553-6294 757-635-9930 252-464-7741	Phone         Email           sydney.sckeman@navy.ml            matthew.d.adams2@navy.ml            bil.adst@nateksistech.com            robert.islonco@msc.navy.ml            wille.c.amot@mary.ml	Made SUPV on 2010-12- 14 09:59	By Whom Adams, Matthew D
	Adian Graid	ACKERMAN, SYDNEY Adams, Matthew D Adams,	DDDDDD DDDDDD DDDDDD DDDDDD DDDDDD DDDDD	0 2 0 0 0 0	SUPV for SUPV for 619-563-3464 619-563-6294 757-635-9930 252-464-7741 215-737-3978	Phone         Email           sydney.ackeman@navy.ml         anathex d.adama2@navy.ml           bll.adst@navesistech.com         anathex d.adama2@navy.ml           ulle.camot@navy.ml         anathex d.adama2@navy.ml           ulle.camot@navy.ml         anathex d.adama2@navy.ml	Made SUPV on 2010-12- 14 00:59	By Whom Adams, Matthew D

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.
- 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.

Home M	anager/Supv. Emplo	yees Accounting Repo	rts Referen		Help		
UPV Introduction	Manage Supervisor	Representatives (SUPV) 🔞 H	elp				
UPV Reference	Charges a Ore ID I						
UPV Lookup by OrgID	Choose a Org ID t	D Nanage					
UPV Lookup by Name	Org ID: D0000						
3UPV Admin	Last Nan	no (starts with)	First Name	(starts with)	Assigned Org ID	5	SN (Full or Last 4 + Name)
OrgID Hierarchy Search					000000	L	
OrgID Lookup Page	Results Per Page:	50 🖌 🚺	ind	Reset	To add a SUPV, enter their	name and/or Assig	aned Org ID and then o
Orp Hierarchy Tree	Total Results: 66	H ◀ Page 1 of 2 ▶ N					
Event Folders		Pay	Assig	ned # Org IDs		Made	
	Action	Grade Name	Org	ID SUPV for	Phone Email	SUPV on	By Whom
	Action	Grade Name YD01 ACKERMAN, SYDNEY	Org	ID SUPV for 0 019-553-3404	Phone Email sydney.ackerman@navy.mil	SUPV on	By Whom
	Action Add 🖾	Grade Name YD01 ACKERMAN, SYDNEY CTR Adams, Matthew D		ID SUPV for 0 019-553-3404 2 019-553-0294	Phone Email sydney.ackerman@navy.mi matthew.d.adams2@navy.mi	SUPV on 2010-12- 14 09:59	By Whom Adams, Matthew D
	Action Add C Remove C Add C	Grade Name ACKERMAN, SYDNEY CTR Adams, Matthew D Adsit, William C		ID SUPV for 0 019-553-3464 2 019-553-0294 0	Phone         Email           sydney.ackerman@navy.mil         matthew.d.adams2@navy.mil           bill.adat@ntelesistech.com         bill.adat@ntelesistech.com	SUPV on 2010-12- 14 09:59	By Whom Adams, Matthew D
	Action Add  Remove  Add  Add  Add  Add  Add  Add  Add	Grade         Name           YD01         ACKERMAN, SYDNEY           OTR         Adams, Matthew D           Adsit, William C         Adsit, William C           ALONZO, ROBERT LLANEB         Adset	Org DDDDDD DDDDDD DDDDDD DDDDDD DDDDDD	ID SUPV for 0 019-553-3404 2 019-553-0294 0 757-638-9930	Phone         Email           sydney, ackarman@navy.ml         matthew.d.adams2@navy.ml           bill adst@makesistech.com.         cobert.l.alonco@msc.navy.ml	SUPV on 2010-12- 14 09:59	By Whom Adams, Matthew D
	Action Add  Add  Add  Add  Add  Add  Add  Add	Grade Name     ACKERMAN,     SYDNEY     CTR Adama, Matthew D     Adsit, William C     Adost, William C     ALONZO, ROBERT     LLANES     ARNOLD, WILLIE C II	DDDDDD DDDDDD DDDDDD DDDDDD DDDDDD DDDDD	ID SUPV for 0 619-553-3464 2 619-553-6294 0 757-635-9930 0 252-464-7741	Phone         Email           sydrey-ackernan@navy.ml            matthex/d-alams2@navy.ml            bil.adst@intelesistencom            robert.latorso@mac.navy.ml            wille o.amold@navy.ml	SUPV on 2010-12- 14 09:59	By Whom Adams, Matthew D
	Action Action Add  Action Remove  Action Add  Action Add  Action Add  Action Ac	Gread         Name           YD01         ACKERMAN, SYDNEY           CTR         Adams, Matthew D           Adsit, William C         Adonizo, RoBeRT LLAWES           ARNOLD, WILLIE C II         BAKER, EDWARD J	DDDDDD DDDDDD DDDDDD DDDDDD DDDDDD DDDDD	ID         SUPV for           0         619-553-3464           2         619-553-3264           0         757-635-9830           0         252-464-7741           0         215-737-3978	Phone         Email           sydney-ackeman@naxy.ml         anathex d adams2@naxy.ml           bill adst@intelesistenh.com         anabet.l alonco@mac.naxy.ml           ville o. amold@naxy.ml         uille o. amold@naxy.ml           extend taken@moguna.navy.ml         anabet.l alonco@mac.navy.ml	2010-12- 14 09:59	By Whom Adams, Matthew D

**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.

FEP	AAS FOURTH ESTATE PERSONNEL ACCOUNTABILITY and ASSESSMENT ST	STEM Logout
Home M	anager/Supv. Employees Accounting Reports Reference My Info Help	
SUPV Introduction	Org ID Viewer	
SUPV Reference	W Search	
SUPV Lookup by OrgID	* 36arch	
SUPV Lookup by Name	Find Org IDs (starting with) dddddd Find Clear	
SUPV Admin	DDDDDD System Default UIC	
OrgID Hierarchy Search		
OrgID Lookup Page		
Org Hierarchy Tree		Org ID: DDDDDD
Event Folders		Name: System Default UIC
	Hierarchy	Tier: 1 Street 1:
	System	Street 2:
	Tier 1: DDDDDD System Default UIC	City:
	Tier 2 children of DDDDDD (0 Org IDs):	State:
		Postal Code.

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.

Org ID Viewer	
V Search	
Find Org. IDs (starting with) H2G6IO Find Clear H2G6IOA INFORMATION OFERATIONS H2G6IOAB INFORMATION OFERATIONS H2G6IOAB INFORMATION OFERATIONS H2G6IOAE INFORMATION OFERATIONS	Org. ID: H2G6IO
	Tier 1 Command: H2G2D OFFICE OF DIRECTOR,DLA
Hierarchy	Tier: 2
Defense Logistics Agency	Parent Command: H2G2D OFFICE OF DIRECTOR, DLA
Tier 1: H2G2D OFFICE OF DIRECTOR,DLA	Street 1:
Tier 2: H2G6IO INFORMATION OPERATIONS	Street 2:
Tier 3 children of H2CRIO (9 Org. IDe):	City:
	State:
IL IZERZACIONATION OPERATIONS IZEGIOB INFORMATION OPERATIONS IZEGIOB INFORMATION OPERATIONS IZEGIOI INFORMATION OPERATIONS IZEGIOJ INFORMATION OPERATIONS IZEGIOS INFORMATION OPERATIONS IZEGIOS INFORMATION OPERATIONS IZEGIOS INFORMATION OPERATIONS IEZEGIOS INFORMATION OPERATION OPERATIONS IEZEGIOS INFORMATION OPERATION OPERATION OPERATION IEZEGIOS INFORMATION OPERATION OPERATION OPERA	Postal Code:

- 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.

SUPV Introduction	Ora ID Viewer	
SUPV Reference		
SUPV Lookup by OrgID	V Search	
SUPV Lookup by Name	Find Org. IDs (starting with) Find Clear	
SUPV Admin		
OrgID Hierarchy Search		
OrgID Lookup Page		Org. ID: H110M
Org Hierarchy Tree		Name: DIR OF DISTRIBUTION SUPPORT
Event Folders	l	Tier: 1
	Hierarchy	Street 1:
	Defense Logistics Agency	Street 2:
	Tier 1: H1JQM DIR OF DISTRIBUTION SUPPORT	City: State
	Tier 2 children of H1JQM (2 Org. IDs):	Postal Code:
	H JOMA DR OF DISTRIBUTION SUPPORT HI JOMC DR OF DISTRIBUTION SUPPORT	Delete
	Create a new Org. ID: New Org. ID	

- 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 <u>beneath</u> it.
- c. Click the **Edit** button. Editing options will appear in the Organization Information pane on the right (the fields below can be edited).

SUPV Introduction	Ora ID Viewer	
SUPV Reference		
SUPV Lookup by OrgID	V Search	
SUPV Lookup by Name	Find Org. IDs (starting with) Find Clear	
SUPV Admin		
OrgID Hierarchy Search		
OrgID Lookup Page		Org. ID: H1JQM Move Command
Org Hierarchy Tree		Name: DIR OF DISTRIBUTION SUPPORT
Event Folders		Tier: 1
	Hierarchy	Street 1:
	Defense Logistics Agency	Street 2:
	Tier 1: H1JQM DIR OF DISTRIBUTION SUPPORT	City:
	Tier 2 children of H1JQM (2 Org. IDs):	State:
	H1JQMA DIR OF DISTRIBUTION SUPPORT H1JQMC DIR OF DISTRIBUTION SUPPORT	Postal Code:
		Save Reset Cancel
	Create a new Org. ID: New Org. ID	

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

Org ID Viewer		
Defense Logistics Agency Change		
V Search		
Find Org. IDs (starting with) Find	Clear	
Find N	lew Parent Org. ID	Move Command
Org.	ID:	TRIBUTION SUPPORT
Nar	ne:	
Hierarchy	ier:	
Defense Logistics Agency Uno	der: Any of my commands	
Tier 1: H1JQM DIR OF DISTRIBUTION SUPPORT	Any of my commands DDDDDD No OrgID Assigned	
HE 2 Children of H1JQM (2 Org. IDs):		
H1JQMC DIR OF DISTRIBUTION SUPPORT	H5GADLC DEFENSE SUPPLY CENTER RICHMOND	
	H5GAJG DEFENSE SUPPLY CENTER RICHMOND	Reset Cancel
<u> </u>		
Create a new Org. ID		

- 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.

Org ID Viewer		
Defense Logistics Agency Chang	Find New Parent Org. ID	
V Search	The Org. ID H1JQM has 1 tier(s) below it and can only be moved under a parent that is a tier 8 (or less).	
Find Org. IDs (starting with)	nd Select a Org. ID below:	
	Org. IDs 1 - 1 of 1	
	H2G2D OFFICE OF DIRECTOR,DLA Tier: 1	D: H1JQ
1		e: DIR C
Hierarchy		is 1
Defense Logistics Agency		1:
		2:
Tier 2 children of H1JQM (2 Org. IDs):		y:
H1JQMA DIR OF DISTRIBUTION SUPPORT		e:
		e:
		Save
	1	
	Canaal	
Create a new Org ID	Cancel	
create a new org. ID: New org. ID		_

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

Org ID Viewer		
Defense Logistics Agency Change		
▼ Search		
Find Org. IDs (starting with) Find Clear		
	Org. ID: H1JQM	Move Command
	Name: DIR OF DISTRIBUT	TION SUPPORT
	Tier 1 H2G2D OFFICE OF Command:	F DIRECTOR, DLA
Hierarchy	Tier: 2	
Defense Legistice Agency	Parent H2G2D OFFICE OF Command:	F DIRECTOR, DLA
	Street 1:	
Tier 1: H1JQM DIR OF DISTRIBUTION SUPPORT	Street 2:	
HI JONA DIR OF DISTRIBUTION SUPPORT	City:	
H1JQMC DIR OF DISTRIBUTION SUPPORT	State:	
	Postal Code:	
	Save Reset	Cancel
Create a new Org. ID: New Org. ID		

### 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.

FEP	AAS   FOURTH ESTATE PERSONNEL ACCOUNT	VTABILITY and ASSESSMENT SYSTEM Welcome	Logout , JOHN THOM!
Home Ma	mager/Supv. Employees Accounting Re	eports Reference My Info Help	
SUPV Introduction	Org ID Lookup Page		
SUPV Reference	erg to Lookap . age		
SUPV Lookup by OrgID	Org ID: (starts with)	Organization Name:	(contains)
SUPV Lookup by Name	Country: Any	Find	
SUPV Admin		T IIIG	
OrgID Hierarchy Search	Organization Name	Org ID City	State/Prov., Country
OrgID Lookup Page			
Org Hierarchy Tree			
Event Folders			

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

- a. Click on the **Employees** tab. The "All Fourth Estate Employees" page appears.
   "Fourth Estate Employees" are Civilian Employees, OCONUS Contractors, and their family members.
- b. 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.

Home     Manager/Supv.     Employees     Accounting     Reports     Reference     My Info     Help       All Fourth Estate     Employees     Org D     Orgentization Name     State     Designation     Home City     State     Dispaced City     State       Any Access     Image: Access and the state     Org D     Orgentization Name     State     Designation     Home City     State     Dispaced City     State       Any Access and City     Find     Reset     Add Employee     Designation Definitions		FEF	AA	<b> S</b> /;	FOURTH E	STATE L ACCOUNTABIL	ITY and ASSE	SSMENT SYSTE	M	_	Ľ	ogout
All Fourth Estate Employees            Event         Last Name (starts with)         Organization Name (starts with)         Stati (ruli or Last)         Designation         Home City         Statis         Dispaced City         Statis           Ary Active         Image: Statis         Ary Image: Statis         Ary Image: Statis         Ary Image: Statis         Image: Statis         Ary Image: Statis         Image: Statis         Ary Image: Statis	Com de	Home I	/lanager/Si	upv. Emplo	yees Acc	ounting Reports I	Reference My In	fo Help				
Event Last Name Pirst Name Org D Organization Name 1581 Designation Home City State Displaced City State Ary Active M Find Crustel Ary M	All Fourth Estate	Employees										() Help
Any Active     Any     Any <td< th=""><th>Event</th><th>Last Na (starts w</th><th>me ith)</th><th>First Name (starts with)</th><th>Org ID</th><th>Organization Name</th><th>e (full or Last4)</th><th>Designation</th><th>Home City</th><th>State</th><th>Displaced City</th><th>State</th></td<>	Event	Last Na (starts w	me ith)	First Name (starts with)	Org ID	Organization Name	e (full or Last4)	Designation	Home City	State	Displaced City	State
Results Per Page Designation Definitions	Any Active	×						Any		Any 💌		Any 💌
value Euro Name Bay Grade On D Decimentian Hann Learning Direleand Learning	Results Per Page					Find	Reset	Add Employee	Designation	Definitions		
totori Even Marine Pay Gave Gig ib Desgration Home Excation Displaced Excation	Action	Eve	i.	Name		Pay Grade	Org ID De	signation	Home Loc	ation	Displaced Locati	on

c. Clicking on a name will open the Employee's "Full Profile" page.

### 5.1 Add Employee

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

a. Click on the **Employees** tab. The "All Fourth Estate Employees" page appears.

$(\mathbf{r})$	FEPA	AS / PE	URTH ESTA RSONNEL A	ITE CCOUNTABILIT	Y and ASSES	SSMENT SYSTEM		_	L	ogout
All Counth Estate	Home Manag	er/Supv. Employe	ees Account	ing Reports Re	ference My Inf	îo Help				() Hala
Fvent	Last Name	First Name	Om ID	Organization Name	SSN	Designation	Home City	State	Displaced City	State
Any Active	(starts with)	(starts with)			(full or Last4)	Any 💽		Any 💌		Any 💌
Results Per Page	e: 50 💌			Find	Reset	Add Employee	Designation	Definitions		0.
Action	Event	Name		Pay Grade	Org ID De	signation	Home Loca	ition	Displaced Location	n

b. Click the Add Employee button. The "Add Employee" window appears.

Diana Maria	Last:	Fir	st:	Middle:	
Display Name:					
DOB:	JAN 🔽	(YYYY)	SSN:	(No Dashes)	
Org ID:		Org ID Lookup	Designation: Choo	se One 🛛 💌	
Event affected by:	Choose One	Select	reason 🗸	Rank: Choose One	~
Primary Email/Login:				Edipi(optional):	
urrent Contact Info (Opt	onal)				
	1164				
Country:	UGA	×		-	
A data a second					
Address:					
City:					
City: State/Province:	Choose State	<b>~</b>			
Address: City: State/Province: Zip:	Choose State	×			
Address. City: State/Province: Zip: Home Phone:	Choose State	 ✓			
City: State/Province: Zip: Home Phone: Cell Phone:	Choose State	×			
Address. City: State/Province: Zip: Home Phone: Cell Phone: Work Phone:	Choose State			]	
Gitess. City: State/Province: Zip: Home Phone: Cell Phone: Work Phone: Cell Carrier:	Choose State			]	

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.

Full Pro	file for ALONZO, ROBERT LLANES						
	Fourth Estate Family Information Summary <b>@Help</b>						
24111 0	To see more detail for any section, use the left menu.						
1. Summary	Contact Information						
2. Contact Information	Employee	Home Address					
3. Family Member Info	Name: ALONZO, ROBERT LLANES	4456 CLEMSFORD DR					
	Rank/Rate: WG05	VIRGINIA BEACH, VA 23458					
4. Reset Password	Organization: DDDDDD - System Default UIC	USA					
	Phones	Email Addresses					
	Home: 757-467-0014	Email1: robert.l.alonzo@msc.navy.mil					
	Work: 757-635-9930						
	DSN:						
	Cell:	Cell:					
	Family Information						
	Name	Relationship	Age				
		No Family Information					
		no ranny mornaton					
		=Preferred Contact method					

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 FEPAAS, 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.

All Fourth Est	ate Employees									(?) Help
	Event	Last Name First Nam (starts with) (starts wit	e Org ID h)	Organization N	SSN ame (full or Last4)	Designation	Home City	State	Displaced City	State
Any Active	•	MSp				Any	•	Any 🔻		Any 💌
Results Per P	age: 50 💌		Find	Reset	Add En	nployee De	signation Definitio	ons		
Total Results	500 🖊 🖣 Page 1	of10 🕨 🕨							Export to Excel	(?) Help
Action	Event	Name	Pay Grade	Org ID	Designation	Ho	me Location	Disp	laced Location	
select 💌	Training	MSpnsr8001, AutoTest	YA03	DDDDDD	DOD CIVILIAN EMP	LOYEES Any	own, ZZ			
select 💌	Training	MSpnsr8002, AutoTest	YA03	DDDDDD	DOD CIVILIAN EMP	LOYEES Any	own, CA			
select	1	MSpnsr8003, AutoTest	YA03	DDDDDD	DOD CIVILIAN EMP	LOYEES Any	own, CO	Anyt	own, CT	
select Add to Event		MSpnsr8004, AutoTest	YA03	DDDDDD	DOD CIVILIAN EMP	LOYEES Any	own, CT			
select	1	MSpnsr8009, AutoTest	YA03	DDDDDD	DOD CIVILIAN EMP	LOYEES Any	own, CO	Anyt	own, CA	
select 💌	1	MSpnsr8010, AutoTest	YA03	DDDDDD	DOD CIVILIAN EMP	LOYEES Any	own, CT			

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**.

Add Fourth Estate Family Member(s) to	) Event									
Choose which event affected this Fourth Estate Family and check to show who was in the area at the time.										
Add to Event: Trainir	ng 🗾 🚽 🗕									
Name(Last, First Middle)	In the Area									
MSpnsr8003, AutoTest	✓Select reason									
MSpnsr8003, AutoTestDependent1	Currently Works in Area									
Save	On TDY in Area On Leave in Area Cancel									

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**.

	FE	PAAS   FOURTH ES	TATE ACCOUN	ITABILITY and ASSESSMENT SYSTEM	Logout
Plane (B	Home	Manager/Supv. Employees Accou	unting Re	ports Reference My Info Help	
Accounting Sum	mary				
Event:	~	View only my SUPV Org IDs		View all my Org IDs & Subordinate Org IDs	Go straight to Accounting
		View the Accounting Summary Report Org IDs you are a SUPV for .	t for <u>only</u>	View the Accounting Summary Report for <u>all Org IDs in</u> <u>your hierarchy</u> .	Go directly to the Accounting page, where you enter a Org ID and then:
		🕨 Download rosters, 🗐		<ul> <li>Download rosters.</li> </ul>	<ul> <li>View and set statuses by name. </li> </ul>
		<ul> <li>View Org ID reports.</li> </ul>		<ul> <li>View Org ID reports.</li> </ul>	🕨 Validate personnel. 🖌
		Acknowledge need to Account	*	Acknowledge need to Account &	
		Link to Accounting.		<ul> <li>Link to Accounting.</li> </ul>	

### 6.1 View only My Supv Org IDs

a. Clicking this button will display the "Accounting Summary" for your Supervisor Organization IDs.

	FEPAAS   FOURTH ESTATE	NTABILITY and ASSESSMENT SYSTEM	Logout
Come of P	Home Manager/Supv. Employees Accounting R	leports Reference My Info Help	
Accounting Summ	ary		
Event:	View only my SUPV Org IDs	View all my Org IDs & Subordinate Org IDs	Go straight to Accounting
	View the Accounting Summary Reporter <u>only</u> Org IDs you are a SUPV for .	View the Accounting Summary Report for <u>all Org IDs in</u> your hierarchy.	Go directly to the Accounting page, where you enter a Org ID and then:
	🕨 Download rosters. 🗐	<ul> <li>Download rosters.</li> </ul>	<ul> <li>View and set statuses by name. </li> </ul>
	<ul> <li>View Org ID reports.</li> </ul>	<ul> <li>View Org ID reports.</li> </ul>	🕴 Validate personnel. 🖌
	Acknowledge need to Account 🎸	Acknowledge need to Account &	
	Link to Accounting.	Link to Accounting.	

Accountin	g Summary										
Event:	DLA DEMO	• V	iew only my S	JPV Org IDs View all my C	Org IDs & Subordina	ate Org IDs	Go straigh	nt to Accounting	1		
									_		
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 1219 PDT											
Download Roster	View Report	Ack Accounting	Org ID	Command Name	# Personnel (Incl. Fam. Members)	# Affected (Rqd. 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		
3		A	H2G2D	OFFICE OF DIRECTOR, DLA	3	0	0%	0	0		
		À	JSH9DC	DIR, DLA HUMAN RESOURCE CENTER	15	15	0%	0	15		
		¥	J8H9DCB	R, DLA HUMAN RESOURCE CENTER	19	19	16%	3	16		
		Â	J8H9DCC	DIR, DLA HUMAN RESOURCE CENTER	11	11	0%	0	11		
2		*	J8H9DCD	DIR, DLA HUMAN RESOURCE CENTER	14	14	0%	0	14		
3		À	J8H9DCE	DIR, DLA HUMAN RESOURCE CENTER	12	12	0%	0	12		
		Δ	J8H9DDA	DIR, DLA HUMAN RESOURCE CENTER	68	67	0%	0	67		
3		À	J8H9DDB	DIR, DLA HUMAN RESOURCE CENTER	54	53	0%	0	53		
8		A	J8H9DDC	DIR, DLA HUMAN RESOURCE CENTER	58	56	0%	0	56		
-		À	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.

Home Ma	AAS/	Vees Accounting	Reports Refe	rence My Info	ENT SYSTEM			ogout	
Accounting Summary	View only my SUPV iew the Accounting Su to IDs you are a SUPV f > Download roster > View Org ID rep > Acknowledge ne > Link to Accounti	Org Ds mmary Report for <u>onf</u> s	View the <u>vour hirs</u> Do Vi Ac Lir	View all my Org IDs & Accounting Summary schr. wnload rosters. (3) aw Org ID reports. (3) knowledge need to A ik to Accounting.	Subordinate Org Ds Report for <u>all Ora IDs :</u> 	Go stra Co directly ter a Org View • View • Vali	aight to Accounting to the Accounting page. ID and then: v and set statuses by na date personnel. ✔	where you me. 💿	
Drg ID Accounting Detail									
Org ID: J8H9DCB - DIR, DLA HUMAN	NRESOURCE CEN	TER	Event: FE	PAAS Demo Event			As of 09 Sep	2010 at 1605	5 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
		0	0	0	0	0	0	0	0
CONTRACTOR	0	0							
CONTRACTOR DOD CIVILIAN EMPLOYEES	0	1	0	0	0	0	0	16	19
IONTRACTOR IOD CIVILIAN EMPLOYEES ION APPROPRIATED FUNDS (NAF) IMPLOYEES	0 2 0	1	0	0	0	0	0	16 0	19 0

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.

FEPAAS   FOURTH ESTATE	TABILITY and ASSESSMENT SYSTEM	Logout
Home Manager/Supv. Employees Accounting Rep	orts Reference My Info Help	
Accounting Summary		
Event: View only my SUPV Org IDs	View all my Org IDs & Subordinate Org IDs	Go straight to Accounting
View the Accounting Summary Report for <u>only</u> Ora IDs you are a SUPV for.	View the Accounting Summary Report for <u>all Org IDs in</u> your hierarchy.	Go directly to the Accounting page, where you enter a Org ID and then:
Download rosters.	<ul> <li>Download rosters. 3</li> </ul>	View and set statuses by name.
View Org ID reports.	<ul> <li>View Org ID reports.</li> </ul>	🕨 Validate personnel. 🗸
Acknowledge need to Account &	* Acknowledge need to Account 🐇	
<ul> <li>Link to Accounting.</li> </ul>	<ul> <li>Link to Accounting.</li> </ul>	

Accountin	g Summary											
Event: DLA DEMO 文 View only my SUPV Org IDs View all my Org IDs & Subordinate Org IDs Go s								nt to Accounting	1			
							·		_			
	New Factors / Olde the "Antonic date: A second and " and and the sure Oceanical" of (a) is indicate that we are surer of the second in Associat											
12 rows (0	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 1219 PDT											
Download Roster	View Report	Ack Accounting	Org ID	Command Name	# Personnel (Incl. Fam. Members)	# Affected (Rqd. to Account)	% Accounted	# Accounted	# Unaccounted			
			All My Org IDs	Totals for My Org IDs	2694	416	2%	9	407			
2		¥	DDDDDD	OrgID Assigned	2271	0	0%	0	0			
		À	H2G2D	OFFIC OF DIRECTOR, DLA	3	0	0%	0	0			
		À	J8H9DCA	DIR, DLA HUMAN RESOURCE CENTER	15	15	0%	0	15			
		¥	J8H9DCB	DIR, DLA HUMAN RESOURCE CENTER	19	19	16%	3	16			
3		À	J8H9DCC	DIR, DLA HUMAN RESOURCE CENTER	11	11	0%	0	11			
-		¥	J8H9DCD	R, DLA HUMAN RESOURCE CENTER	14	14	0%	0	14			
3		À	J8H9DCE	DIR, SA HUMAN RESOURCE CENTER	12	12	0%	0	12			
-		A	J8H9DDA	DIR, DLA HUMAN RESOURCE CENTER	68	67	0%	0	67			
3		À	J8H9DDB	DIR, DLA HUMAN RESOURCE CENTER	54	53	0%	0	53			
-		A	J8H9DDC	DIR, DLA HUMAN RESOURCE CENTER	58	56	0%	0	56			
3)		À	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 Employ	rees								(?) Help
Event Last Name (starts with)	First Na (starts v	ime vith)	Full SSN	Designation	Type Org ID	Accounting Sta	tus Population	F	Org ID Summary: J8H9DCB Total Affected: 19 # Accounted: 3
Records Per Page: 50 V	1		Fi	ind Res	et Filter	Add Employee	Acco	unting \$	# Unaccounted: 16 Status Definitions
Total Records Shown: 19				Save Paç	ge nee	et Page	🖌 🖣 Page 1 of 1	×	Export to Excel
Name	Added to Event (Mouse- over for reason)	Org ID	Clear	Account Current Location	ted For At: Displaced Location	Other Acco (e.g. Not Ac Not Prese	unting Options: Deceased, roounted For, nt in GAOI, etc.)	Note	es Last Accounted By
BARNES, WANDA.J. (DV)		J8H9DCB	Clear	o	c	0	<b>v</b>	Þ	Adsit, William C( DDDDDD )
BASISLER, DAV/D L (OV)		J8H9DCB	Clear	0	0	0	<b>T</b>	D,	Adsit, William C( DDDDDD ) 2010-09-09 15:31 PST
BROWN, RODER © (DV)		J8H9DCB	Clear	•	o	0	<b>v</b>	Þ	Adsit, William C( DDDDDD ) 2010-09-09 15:31 PST
CARE, SHAREERA L (CM)		J8H9DCB	Clear	0	C	0	V	Þ	
DEDARD, JESISICA K (DV)		J8H9DCB	Clear	0	0	0	¥	Þ	
DEV, DEBRA ANN G (DV)		J8H9DCB	Clear	C	с	0	Y	Þ	
EGNGER, LORI WARE N.A. (DV)		J8H9DCB	Clear	0	0	0	<b>v</b>	Þ	

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

ccounting for Fourth Estate Emplo	oyees								() He
Event Last Name (starts with) DLA DEMO V ecords Per Page: 50 V	Firs (star	t Name ts with)	Full SSN	Any Find R	on Type Org II	Accounting Status Any Add Employee	Population           All         Acco	unting	Org ID Summary: J8H9DCl Total Affected: 1 # Accounted: # Unaccounted: 1 Status Definitions
otal Records Shown: 19				Save F	Page Res	et Page	◀ ♥ Page 1 of 1 ▶	H	Export to Ex
Name	Added to Event (Mouse- over for reason)	Org ID	C Clear	Accounted Fo urrent Location Dis	r At:	Other Accounting Options: (e.g. Deceased, Not Accounted For, Not Present in GAOI, etc.)	Notes	Last	Accounted By
ABANONSA, FERMIN SANOREZ #1	(65)	49860	Clear	Ô	0	0	v	Þ	7000, GRESORY NEL( 21700 ) 2008-04-16 11.57 PST
ABARCA, PAUL (ET)		86253	Clear	•	c	С	Ŧ	D>	R0553, JAMES MOHAEL( 82839.) 2008-04-18 15 13 PST
- ABARCA, JERED PAUL			Clear	•	с	0	<b>v</b>	Q,	80551, JAMES MONAEL( 1977) 2005-04-18 15 13 PST
· ABARCA, LEVA NORM			Clear	0	c	0	Ŧ	D,	R0533, JANES WONAEL( 62639 ) 2008-04-18 15 13 PST

- 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 <u>Clear</u> 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:

Window	s Internet Explorer 🛛 🔀
2	You are leaving this page with unsaved information. Are you sure you want to leave this page before saving?
	OK Cancel

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

#### 6.3.1 Account for Employees - Notes

Accounting for Fourth Estate Emplo	yees								Эныр	Ĩ
Event Last Name (starts with)	First I (starts	Name s with)	Full SS	N Design	JSH9DC	D Accounting Statu B Any	s Population		Org ID Summary: J8H9DCB Total Affected: 19 # Accounted: 3 # Unaccounted: 18	
Records Per Page: 50 💌	Records Per Page: 50 🔽 Find Reset Filter Add Employee Accounting Status Definitions									
Total Records Shown: 19				Save	e Page Re	set Page	🖌 🖣 Page 1 of 1 🕨	M	Export to Excel	
Name	Added to Event (Mouse- over for reason)	Org ID	Clear C	Accounted Current Location	For At: Displaced Location	Other Accounting Optio (e.g. Deceased, Not Accounted For, Not Present in GAOI, etc	ns: Notes	Last	t Accounted By	
ABHMONGA, TERMIN SANDIEZ # (5	5)	49860	Clear	۰	c	c	Y	)»	7000, GREDORY NEL(21700) 2009-04-16 11.57 PST	-
AdvettCa, Reul, (ED)		86253	Clear	0	c	0	Y	Þ	R01551, JAMES MICHABL( 82839 ) 2008-04-18 15 13 PET	
- ABARCA, JERED PAUL			Clear	0	с	0	Y	Dy	R0555( JAMES MICHAEL( 82839 ) 2008-84-18 15 13 PST	
· ABARCA, LEM NOEM			Clear	0	с	0	~	D/	R0553, JAMES MICHAEL( 82839 ) 2008-04-18 15 13 PST	

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

Accounting Note for BROWN	, NANNIE SUE - FEPAAS Demo Event	2
	Save Cancel	Accounting is in Progess <sup>1</sup> Checking this box changes the notes icon as an indication that efforts are inprogress to locate this individual. (Requires a note to save changes)
Date / Time	Note	Who
	No Note f	se

- 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  $\checkmark$  icon will change to a  $\clubsuit$  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.

Add Note		Checking is In Progess Checking this box changes the notes icon as an indication that efforts are in-progress to locate this individual. (Requires a note to save changes)
/ Time	Note	Who
010 11:18 AM PDT	Test Accounting Note	Adsit, William C
/ Time 2010 11:18 AM PDT	Note Test Accounting Note	Mho Adsit, William C

### 6.4 Accounting Definitions

#### 6.4.1 Accounted for At:

<u>**Current Location/Residence**</u> - 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:

<u>Not Accounted For</u> - 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:

<u>Accounted</u> - 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

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

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

**<u>Reported</u>** - A member's accounting status is recorded in FEPAAS.

<u>Unreported</u> - No accounting status is recorded in FEPAAS.

## 7 Reports Tab

- a. Click the **Reports** tab to display the reports page.
- b. 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).
- c. To return to this page from any of the reports, click the **Reports** tab again.

🗬 FEPAAS	FOURTH ESTATE FERSONNEL ACCOUNTABILITY and ASSESSMENT SYSTEM Logou
Home Manager/Supv.	Employees Accounting Reports Reference My Info Help
rsonnel Accountability Reports	
Agency Reports	All Org ID Reports
Birth Mill         March Mill Joseph Mill         March Mill	
Latitude         All         I         I           1 Stapping         Bit         I         I         I           1 Stapping         Bit         I         I         I           2 Stapping         I         I         I         I           3 Stapping         I         I         I         I           3 Stapping         Stapping         I         I         I	
All Agency Report	All Org ID Report by Org ID
<ul> <li>Performance Report - First 100 Hours (a.l Chart")</li> </ul>	k.a. "Snake All Org ID Report by Hierarchy
chived PA Reports	
Le tanot fugue 2 pine 2 pine	
Archived PA Reports	
ther PA Reports	
Accounting Roster by Event and Org ID	

### 7.1 "All Agency" Reports

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

a. Click the "All Agency Report" link on the Reports page.

	Even									
	Even	L TRAIN-EA								
	Tier 1: H2G2D OFFICE OF DIRECTOR, DLA									
			View Dat	ta		$\mathbf{i}$				
			Hide Filt	er		•				
40 PDT										
								Exp		
Agency: DLA	Total Affected	Accounted For	% Accounted For	Unreported	Unaccounted For	Accounted For - Displaced	Deceased	Exp		
Agency: DLA 1. DOD Civilians	Total Affected	Accounted For	% Accounted For 0%	Unreported 3	Unaccounted For 0	Accounted For - Displaced	Deceased 0	Exp		
Agency: DLA 1. DOD Civilians 2. NAF Civilians	Total Affected 3 0	Accounted For 0	% Accounted For 0% 0%	Unreported 3 0	Unaccounted For 0 0	Accounted For - Displaced 0 0	Deceased 0 0	Ехр		
Agency: DLA 1. DOD Civilians 2. NAF Civilians 3. DOD Contractors	Total Affected 3 0 0	Accounted For 0 0 0	% Accounted For 0% 0% 0%	Unreported 3 0 0	Unaccounted For 0 0 0	Accounted For - Displaced 0 0 0	Deceased 0 0 0	Exp		
Agency: DLA 1. DOD Civilians 2. NAF Civilians 3. DOD Contractors 4. FMs of DOD Civilians	Total Affected 3 0 0 0	Accounted For 0 0 0 0 0	% Accounted For 0% 0% 0%	Unreported 3 0 0 0	Unaccounted For 0 0 0 0	Accounted For - Displaced 0 0 0 0 0	Deceased 0 0 0 0	Exp		
Agency: DLA 1. DOD Civilians 2. NAF Civilians 3. DOD Contractors 4. FMs of DOD Civilians 5. FMs of NAF Civilians	Total Affected 3 0 0 0 0 0 0	Accounted For 0 0 0 0 0 0 0	% Accounted For 0% 0% 0% 0%	Unreported 3 0 0 0 0	Unaccounted For 0 0 0 0 0 0 0	Accounted For - Displaced 0 0 0 0 0 0 0 0 0	Deceased 0 0 0 0 0 0	Exp		
Agency: DLA 1. DOD Civilians 2. NAF Civilians 3. DOD Contractors 4. FMs of DOD Civilians 5. FMs of NAF Civilians 6. FMs of DOD Contractors	Total Affected 3 0 0 0 0 0 0 0 0 0	Accounted For 0 0 0 0 0 0 0 0 0 0	% Accounted For 0% 0% 0% 0% 0%	Unreported 3 0 0 0 0 0 0 0	Unaccounted For 0 0 0 0 0 0 0 0 0 0 0	Accounted For - Displaced 0 0 0 0 0 0 0 0 0 0 0 0 0 0	Deceased 0 0 0 0 0 0 0 0 0	Ехр		

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

A	В	С	D	E	F	G	Н
1	PA DL/	A Summa	v: TRAIN-	EX			
2	As of	07 Jul 2010	at 1340 PD1	Г			
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
5 2. NAF Civilians	0	0	0.0%	0	0	0	0
3. DOD Contractors	0	0	0.0%	0	0	0	0
7 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
0 Total	3	0	0.0%	3	0	0	0
1 2 3 4 5 6 7							

d. Click the "Export to Excel" link to open this report as an Excel spreadsheet.

- 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.

PA All De	PA All Dept ID Report by Dept ID										
	Event: AutoTestEventM 💌										
Dept ID: ATUA01											
	View Summary Reset										
						Hide	Filter				
As of 18	Sep 2009 at 1710 PDT								Download	d Summary	Download Detail
<u>Dept ID</u>	<u>Unit Name</u>	<u>Event</u> Name	<u>Total</u> <u>Assigned</u>	<u>Total</u> Affected	<u>Acct.</u> For	<u>% Acct.</u> <u>For</u>	<u>Dept ID</u> <u>All Acct.</u> <u>For</u>	Reporting Path Tier <u>1</u>	<u>Reporti</u> <u>Path</u> <u>Tier 2</u>	Reporting Path er <u>3</u>	In GAOI
ATUA01	AUTOMATED TEST UIC HA T1	AutoTestEve	2882	174	99	57%	Ν	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 <u>at least a "Tier 1" Organization</u>. "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.

	Event. TRAIN-EX 💌											
				Tier	1: H2G	2D OFFIC	E OF DIRE	CTOR, DLA		•		
				Tier	2: Any	Any 💌						
		3: Any										
	% Accounted For: Any											
	View Summary Reset											
						F	lide Fil					
As of 07	Jul 2010 at 1340 PDT, 3 n	ows (includin	ıg total row)							D	ownload Summary	Download Detail
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 Part 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%	Ν	N	OFFICE OF DIRECTOR,D	HUMAN RESOURC	DIR, DLA HUMAN RESOURCE CENTER	N
J8H9DS	DIR, DLA HUMAN RESOURCE CENTER	TRAIN-EX	1	1	0	0%	Ν	Ν	OFFICE OF DIRECTOR,D	HUMAN RESOURC	DIR, DLA HUMAN RESOURCE CENTER	Ν

- 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, <u>in each Org ID</u>.

## 8 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 (()) in the upper-right corner of a pane to "detach it" so it appears in its own browser window.

FEPAAS   FOURTH	ESTATE IEL ACCOUNTABILITY and ASSESSMENT SYSTEM	Logout Welcome, JOHN THOM!
Home Manager/Supv. Employees Acc	ounting Reports Reference My Info Help	
Directory		
	Key Phone Numbers	
	Fourth Estate Agency Phone Numbers	
	Agency	Phone Number(s)
Business Transformation Agency (BTA)		
Defense Acquisition University (DAU)		Fort Belvior: (800) 845-7606 West Region: (619) 524-8400, DSN: 524-4800 Mid-West: (937) 784-1096 South Region: (256) 722-1100, DSN: 559-1100
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
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)
Online Resources	Downloads	DoD/Government Websites
* FEMA	Federal benefits in an Emergency (PDF)	DCPDS Login Page
* Ready.com	<ul> <li>FEPAAS Brochure-Inside June2010 (JPG) 2.6MB</li> <li>EEPAAS Brochure Inside RSD, June2010 (via) 19MB</li> </ul>	* DEERS Login Page
Neu Closs	<ul> <li>FEPAAS Brochure-WHS Outside 09Sep2010 (JPG) 4.9MB</li> </ul>	FEMA
	* FEPAAS Brochure-WHS Outside PSD Aug2010(zip)31 MB	* My Biz
	<ul> <li>FEPAAS Magnet 12 Aug 2010 (JPG) 277K</li> </ul>	* My Pay
	FEPAAS Magnet PSD 12 Aug 2010 (zip) 7MB	USA Government Made Easy
	* FEPAAS WHS Magnet 055ep2010 (JPG) 423K	
	* FEPAAS WHS Magnet 09Sep2010 CMYK(JPG) 1.1MB	

## 9 Help Tab

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

Home Manager/Supv. Empl	oyees Accounting Reports Reference My In	fo He	
AS Help		_	User Guides and other Downloads
FEPAAS Support Users - Frequently Asked Questions			ERP Wallet Card - DLA (PDF) 95KB     FEPAAS DeCA SUPV Training Feb2011 (PPT) 3.9MB     FEPAAS Employee Users Guide (PDF) - 1.2MB     FEPAAS Supervisor Users Guide (PDF) 2.3MB
General Questions			<ul> <li>FEPAAS SUPV Training Sept2010 (PPT) 3.9MB</li> </ul>
<ul> <li>What are the URLs for FEPAAS for Civilian Employees and Support Personnel?</li> </ul>			Contact Info
<ul> <li>How do I get a username and password</li> </ul>	for FEPAAS?		
<ul> <li>What level of security clearance will indiv FEPAAS Support site?</li> </ul>	duals be required to have in order to access the		Fourth Estate Toll Free Numbers for Personnel Accountability
<ul> <li>If communications or power are down, h</li> </ul>	If communications or power are down, how do we use FEPAAS?		
<ul> <li>Why don't I see some of the tabs like Em</li> </ul>	ployees or Organization when I log into FEPAAS?		1-877-681-6194 (TTY/IDD)
What does GAOI stand for again?		~	Release Notes
back / Support Requests			FEPAAS Release Notes
Have an idea to improve this site?	Want to report a bug?		Version 4.1 - January 2012
Other comments or suggestions?	Submit a formal change request?		
	EEPAAS Support		Changes since last version:
FEPAAS Feedback			Added Forgot Username Password Capabilit     Added Mobile Web version for Personnel

- 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