

ORGANIZATION CODES IN FEPAAS
**HOW TO IDENTIFY THE CODES
NEEDED FOR SEARCHES**

Purpose

- The organization code used in FEPAAS may not be familiar to supervisors. If a supervisor has multiple organizations, organization searches can be complicated.

This instruction will show you how to determine the codes used for organizations assigned to you, and locate the employees in those codes.

FEPAAS Main Page: <https://fepaas.whs.mil>

Once logged in, if you are accounting for employees, click on the 'Accounting' tab. If simply viewing records, click on the 'Employees' tab.

FEPAAS / FOURTH ESTATE PERSONNEL ACCOUNTABILITY and ASSESSMENT SYSTEM
DEFENSE LOGISTICS AGENCY (DLA)

Logout

Home Manager/Supv. **Employees** Accounting Reports Reference My Info Help Admin

Announcements

As we look to the future, it is imperative to build a culture of preparedness for these events. We must be ever more proactive. We must define individual and organizational responsibilities for disaster preparedness and response. Preparedness is everyone's responsibility. Preparedness is power.

Another key part preparedness is the debut of the **Fourth Estate Personnel Accountability and Assessment System** or FEPAAS. This will be the official DoD tool for personnel accountability in the event of a natural or man-made disaster.

"Hurricane Katrina caught the services off guard with no real procedures in place to gain and maintain accountability of personnel and their family members," said Lt. Col. Trudy Leonard, chief of the Personnel Contingency Cell for the Army G-1.

FEPAAS was built based on a directive from the Department of Defense to address this issue. This Web-based tool allows employees to update information by using the internet or calling a toll-free number. In addition, FEPAAS will assist officials to determine the status of DoD employees and their families and then provide assistance as needed.

[Read more.](#)

Training

Online FEPAAS Training

DCO
DEFENSE CONNECT ONLINE

Live, online training sessions. No registration is required, just login to DCO prior to the meeting time.

How Do I...

How Do I...

- Remove a SUPV from my organization?
- Find personnel on my roster that have not accounted?
- Download a User's Guide?

FAQs

- Do contractors need to be accounted for?
- How many Org IDs can I be a SUPV for?
- It's been 4 months since someone transferred. Why are they still on my roster?

Help and Contact Info

Help and Contact Info:

24-Hour DLA Customer Interaction Center (CIC)
1-800-334-3414
1-296-961-7625 (Commercial)
661-7625 (DSN)

DLA CIC Hearing Impaired Numbers
1-866-605-6566 (TTY)
1-269-961-7800 (Commercial)
661-7800 (DSN)

I Need to...

I Need to...

- Account for my employees
- 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
- Download reference information

While there are screen differences between the two tabs, this method works for both screens. We will show the 'Employee' screens for this purpose.

First, Find an Employee in the Organization

Enter the last name (or last name, part of first name) of an employee in the organization you wish to review and click on find.

The screenshot displays the FEPAAS (Fourth Estate Personnel Accountability and Assessment System) web application. The browser address bar shows the URL <https://fepaasupport.whs.mil/>. The page header includes the FEPAAS logo and the text "FOURTH ESTATE PERSONNEL ACCOUNTABILITY and ASSESSMENT SYSTEM" and "DEFENSE LOGISTICS AGENCY (DLA)". A "Logout" button is visible in the top right corner. The main navigation menu includes "Home", "Manager/Supv.", "Employees", "Accounting", "Reports", "Reference", "My Info", "Help", and "Admin". The "Employees" section is active, showing a search form with the following fields: "Event" (set to "Any Active"), "Last Name (starts with)" (containing "Smith"), "First Name (starts with)", "Org ID", "Organization Name", "SSN (full or Last4)", "Designation" (set to "Any"), "Home City", "State" (set to "Any"), "Displaced City", and "State". Below the search form are buttons for "Find", "Reset", and "Add Employee". A "Results Per Page" dropdown is set to "50". Below the search form is a table header with columns: "Action", "Event", "Name", "Pay Grade", "Org ID", "Designation", "Home Location", and "Displaced Location". A message below the table reads: "Enter search criteria above and press the 'Find' button to display a list of sponsors." The Windows taskbar at the bottom shows several open applications, including "Fepaas deploy...", "Microsoft Excel", "PAW.DOC [Com...", "Images", "6 Microsoft Of...", "Fourth Estate P...", "http://www.hr...", and "FEPAAS-SPV-D...". The system clock shows "11:54 AM".

Use Their Org Code to Find Others

The employee's record will return. Copy the Org Id from the employee line into the Org Id search field.

Clear the name from the search fields, and select 'Find'

The screenshot shows the FEPAAS (Fourth Estate Personnel Accountability and Assessment System) interface for the Defense Logistics Agency (DLA). The page title is "Fourth Estate Personnel Accountability and Assessment System (FEPAAS) - Windows Internet Explorer provided by Defense Logistics". The URL is "https://fepaassupport.whs.mil/".

The main content area is titled "All Fourth Estate Employees" and contains a search form with the following fields:

Event	Last Name (starts with)	First Name (starts with)	Org ID	Organization Name	SSN (full or Last4)	Designation	Home City	State	Displaced City	State
Any Active						Any		Any		Any

Below the search form, there are buttons for "Find", "Reset", and "Add Employee". The "Results Per Page" is set to 50. The "Total Results" are 1, and the page is 1 of 1. There is an "Export to Excel" link and a "Help" icon.

The results table below the search form has the following columns: Action, Event, Name, Pay Grade, Org ID, Designation, Home Location, and Displaced Location. The table contains one row of data:

Action	Event	Name	Pay Grade	Org ID	Designation	Home Location	Displaced Location
-- select --	DLA Test Event, FEPAAS Demo Event, DLA_Union Demo		GS07	J8H9D	DOD CIVILIAN EMPLOYEES	VA	

A red arrow points from the "Org ID" field in the search form to the "Org ID" column in the results table.

Organization Find

This time you should see everyone in the organization.

Note: the Accounting screen will limit the view to employees in the event population.

The screenshot shows the FEPAAS web application interface. The search form is set to 'Any Active' for the Event field and 'J8H9D' for the Org ID field. The search results table is as follows:

Action	Event	Name	Pay Grade	Org ID	Designation	Home Location	Displaced Location
-- select --	DLA Test Event, FEPAAS Demo Event, DLA_Union Demo	[REDACTED]	GS15	J8H9D	DOD CIVILIAN EMPLOYEES	[REDACTED], VA	
-- select --	DLA Test Event, FEPAAS Demo Event, DLA_Union Demo	[REDACTED]	GS13	J8H9D	DOD CIVILIAN EMPLOYEES	[REDACTED], VA	
-- select --	DLA Test Event, FEPAAS Demo Event, DLA_Union Demo	[REDACTED]	GS07	J8H9D	DOD CIVILIAN EMPLOYEES	[REDACTED], VA	
-- select --	DLA Test Event, FEPAAS Demo Event, DLA_Union Demo	[REDACTED]	GS14	J8H9D	DOD CIVILIAN EMPLOYEES	[REDACTED], OH	

If you supervise multiple orgs, repeat for each organization.