

FOURTH ESTATE PERSONNEL ACCOUNTABILITY AND ASSESSMENT SYSTEM (FEPAAS) TRAINING OPPORTUNITIES

FEPAAS WEBSITE: <https://fepaas.whs.mil>

- 1. All-** The 'Instructions for Employees' and the 'Instruction for Supervisors' sections on the DLA FEPAAS webpage are designed to provide quick, targeted instructions for common accounting functions. In addition, please view the training options below:

- 2. Supervisors: Review the FEPAAS Supervisory Training CBT**
 - a. Login to FEPAAS using the "All Fourth Estate Support, Authorized Personnel and Staff" entry point (the 'Click Here' button on the right side of the login screen)
 - b. Once logged in, look to the bottom left of the screen in the area titled 'Training'
 - c. Click on the 'Supv Training Schedule' link
 - d. Take either the 'flash' version or the recorded Defense Connect On-Line (DCO) version of the training.
 - i. DCO version requires that you have or establish a DCO account. Follow the account establishment link if required.
 - e. When you have completed training, click on the 'I've Completed Training' link on the bottom left of the login screen.

- 3. Employees: Review the FEPAAS user guide:**
 - a. When logged into FEPAAS, select the 'Help' tab.
 - b. Click on the 'FEPAAS Employee User Guide' in the 'User Guides and Other Downloads' section on the upper right of the screen.