

# **HOW TO ACCOUNT FOR EMPLOYEES DURING AN EVENT**

# Purpose

- An event is an emergency that requires a full accounting of employees in the defined area. It can also be a test event as declared by DLA management.
- In either case, employees will be notified to account for themselves and supervisors are responsible for ensuring their employees are accounted for.
- A supervisor's role during an event is to monitor the accounting status of his/her employees, and account in FEPAAS for those who contact the supervisor directly instead of accounting for themselves in FEPAAS.
- Supervisors should make an effort to contact and account for employees that have not accounted for themselves in a reasonable period of time.

This instruction will show you how to account for employees in FEPAAS and monitor the accounting status of your organization.

**You will need CAC access to perform these functions.**

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

Once logged in, click on the 'Accounting' 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.](#)

### 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

### Training

**Online FEPAAS Training**

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?

# Accounting Menu Screen

First, select the event name, and then 'Go Straight to Accounting'

The screenshot shows the FEPAAS (Fourth Estate Personnel Accountability and Assessment System) interface. The page title is "FEPAAS FOURTH ESTATE PERSONNEL ACCOUNTABILITY and ASSESSMENT SYSTEM DEFENSE LOGISTICS AGENCY (DLA)". The navigation menu includes Home, Manager/Supv., Employees, Accounting, Reports, Reference, My Info, Help, and Admin. The "Accounting Summary" section features an "Event:" dropdown menu, three view options: "View only my SUPV Org IDs", "View all my Org IDs & Subordinate Org IDs", and "Go straight to Accounting", and a "Logout" button. Each view option has a list of actions: "Download rosters.", "View Org ID reports.", "Acknowledge need to Account", and "Link to Accounting." The "Go straight to Accounting" option includes "View and set statuses by name." and "Validate personnel." Two red arrows originate from a text box on the left: one points to the "Event:" dropdown, and the other points to the "Go straight to Accounting" button.

# Accounting for Employees: List of Employees

Click on 'Find'.  
You may wish  
to enter  
selection  
criteria.

The screenshot shows the FEPAAS web application interface. The page title is "Accounting for Fourth Estate Employees". The search filters include Event (DLA Test Event), Last Name (starts with), First Name (starts with), Full SSN, Designation Type (Any), Org ID (J8H9DS), Accounting Status (Any), and Population (All). The "Find" button is highlighted with a red arrow. Below the search filters, there are buttons for "Save Page", "Reset Page", "Add Employee", and "Export to Excel". The table below shows a list of employees with columns for Name, Org ID, Clear, Current Location, Displaced Location, Accounting Status, Notes, and Last Accounted By. The first row of the table is highlighted with a red arrow.

Name	Added to Event (Mouse-over for reason)	Org ID	Clear	Accounted For At:	Current Location	Displaced Location	Other Accounting Options: (e.g. Deceased, Not Accounted For, Not Present in SADI, etc.)	Notes	Last Accounted By
[REDACTED] (CIV)		J8H9DS	Clear				Transferred	Storms, Jim( J8H9DS )	2011-02-10 11:57 PST
[REDACTED] (CIV)		J8H9DS	Clear					Storms, Jim( J8H9DS )	2011-02-10 11:57 PST
[REDACTED] (CIV)		J8H9DS	Clear				On Leave	Storms, Jim( J8H9DS )	2010-10-29 09:39 PST
[REDACTED] (CIV)		J8H9DS	Clear				On Leave	Storms, Jim( J8H9DS )	2011-02-10 11:57 PST
[REDACTED] (CIV)		J8H9DS	Clear				Deployed/TDYIA	Storms, Jim( J8H9DS )	2011-02-10 11:57 PST
[REDACTED] (CIV)		J8H9DS	Clear					Storms, Jim( J8H9DS )	2011-02-10 11:57 PST
[REDACTED] (CIV)		J8H9DS	Clear					Storms, Jim( J8H9DS )	2011-02-10 11:57 PST
[REDACTED] (CIV)		J8H9DS	Clear					Storms, Jim( J8H9DS )	2010-08-03 07:33 PST
[REDACTED] (CIV)		J8H9DS	Clear				On Leave	Storms, Jim( J8H9DS )	2010-08-03 07:34 PST

A list of names will appear. **Only employees in the event population will be displayed.**

# Accounting for Employees: Accounting Options

Click on 'Current Location' if the employee is accounted for at their residence or worksite.

The screenshot displays the FEPAAS web application interface. At the top, there is a navigation bar with links for Home, Manager/Supv., Employees, Accounting, Reports, Reference, My Info, Help, and Admin. Below this is a search area with various filters including Event, Last Name, First Name, Full SSN, Designation Type, Org ID, Accounting Status, and Population. A table of employees is shown with columns for Name, Added to, Org ID, Clear, Current Location, Displaced Location, Accounting Status, and Notes. A red arrow points from the text box on the left to the 'Current Location' column header. Another red arrow points from the text box on the right to the 'Displaced Location' column header.

Name	Added to (Mouse-over for reason)	Org ID	Clear	Current Location	Displaced Location	Accounting Status	Notes	Last Accounted By
[REDACTED] (CIV)		J8H9DS	Clear	<input type="radio"/>	<input type="radio"/>	Transferred		Storms, Jim( J8H9DS ) 2011-02-10 11:57 PST
[REDACTED] (CIV)		J8H9DS	Clear	<input type="radio"/>	<input type="radio"/>			Storms, Jim( J8H9DS ) 2011-02-10 11:57 PST
[REDACTED] (CIV)		J8H9DS	Clear	<input type="radio"/>	<input type="radio"/>	On Leave		Storms, Jim( J8H9DS ) 2010-10-29 09:39 PST
[REDACTED] (CIV)		J8H9DS	Clear	<input type="radio"/>	<input type="radio"/>			Storms, Jim( J8H9DS ) 2011-02-10 11:57 PST
[REDACTED] (CIV)		J8H9DS	Clear	<input type="radio"/>	<input type="radio"/>	Deployed/TDYIA		Storms, Jim( J8H9DS ) 2011-02-10 11:57 PST
[REDACTED] (CIV)		J8H9DS	Clear	<input type="radio"/>	<input type="radio"/>			Storms, Jim( J8H9DS ) 2011-02-10 11:57 PST
[REDACTED] (CIV)		J8H9DS	Clear	<input type="radio"/>	<input type="radio"/>			Storms, Jim( J8H9DS ) 2011-02-10 11:57 PST
[REDACTED] (CIV)		J8H9DS	Clear	<input type="radio"/>	<input type="radio"/>			Storms, Jim( J8H9DS ) 2010-08-03 07:33 PST
[REDACTED] (CIV)		J8H9DS	Clear	<input type="radio"/>	<input type="radio"/>	On Leave		Storms, Jim( J8H9DS ) 2010-08-03 07:34 PST

Click on 'Displaced Location' if the employee has moved to an alternate site during the event.

# Accounting for Employees: Saving Your Entry

When you have completed your entries, select 'Save Page'.

The screenshot displays the FEPAAS (Fourth Estate Personnel Accountability and Assessment System) interface. At the top, there is a navigation bar with the FEPAAS logo and the text 'FOURTH ESTATE PERSONNEL ACCOUNTABILITY AND ASSESSMENT SYSTEM' and 'DEFENSE LOGISTICS AGENCY (DLA)'. Below this is a search and filter section with various dropdown menus and buttons like 'Find', 'Reset Filter', and 'Add Employees'. A 'Save Page' button is highlighted with a red arrow. Below the search section is a table with columns: name, Added to Entry, Org ID, Clear, Current location, Deployed Location, Accounting Status, and Last Accounted By. The table contains several rows of employee data. A red arrow points to the 'Save Page' button, and another red arrow points to the 'Last Accounted By' column in the table. At the bottom of the table, there is a 'Back to Accounting Summary' link.

name	Added to Entry	Org ID	Clear	Current location	Deployed Location	Accounting Status	Last Accounted By
[REDACTED] (CIV)		JU 1904	Clear			Transferred	Storms, Jim (J8H0S) / 2011-02-12 11:57 PST
[REDACTED] (CIV)		J8-H0S	Clear				Storms, Jim (J8H0S) / 2011-02-12 11:57 PST
[REDACTED] (CIV)		J8-H0S	Clear			On Leave	Storms, Jim (J8H0S) / 2011-02-12 11:57 PST
[REDACTED] (CIV)		J8-H0S	Clear			On Leave	Storms, Jim (J8H0S) / 2011-02-12 11:57 PST
[REDACTED] (CIV)		J8-H0S	Clear			Deployed/DVIA	Storms, Jim (J8H0S) / 2011-02-12 11:57 PST
[REDACTED] (CIV)		JU 1904	Clear				Storms, Jim (J8H0S) / 2011-02-12 11:57 PST
[REDACTED] (CIV)		J8H0S	Clear				Storms, Jim (J8H0S) / 2011-02-12 11:57 PST
[REDACTED] (CIV)		J8-H0S	Clear				Storms, Jim (J8H0S) / 2011-02-12 11:57 PST
[REDACTED] (CIV)		J8-H0S	Clear				Storms, Jim (J8H0S) / 2011-02-12 11:57 PST
[REDACTED] (CIV)		JU 1904	Clear			On Leave	Storms, Jim (J8H0S) / 2011-02-12 11:57 PST

You will see the 'Last Accounted By' column filled in for each employee. Also notice the accounting summary block at the top of the page.

# Accounting for Employees: Page Features

The definitions for accounting status can be found here.

You can view employee contact information by clicking on a name.

The screenshot displays the FEPAAS (Fourth Estate Personnel Accountability and Assessment System) interface. The page title is "Accounting for Fourth Estate Employees". The interface includes a navigation menu with options like Home, Manager/Supv., Employees, Accounting, Reports, References, My Info, and Admin. A search bar and a "Logout" button are also visible. The main content area features a table with columns for name, Org ID, Clear, Current Location, Deployed Location, Accounting Status, and Notes. The Accounting Status column contains dropdown menus with options like "Transfired", "On Leave", and "Deployed/DYIA". A "Total Records Shown: 23" indicator is present above the table. An "Export to Excel" button is located in the top right corner of the table area. A red arrow points from the text box on the left to the "Accounting Status" dropdowns, and another red arrow points from the text box on the right to the "Export to Excel" button.

The list can be exported to an excel spreadsheet if required.



# Accounting for Employees: Completion

When complete, every employee should have an entry in this column.

You can change a status later if it changes

Accounting for Fourth Estate Employees

Org ID Summary: J8H9DS  
Total Affected: 23  
# Accounted: 15  
# Unaccounted: 8

Name	Org ID	Clear	Current Location	Designated Location	Accounting Status	Notes	Last Accounted By
[REDACTED] (CV)	J8H9DS	Clear			Transferred	Storms, Jim (J8H9DS ) 2011-02-10 11:57 PST	
[REDACTED] (CV)	J8H9DS	Clear				Storms, Jim (J8H9DS ) 2011-02-10 11:57 PST	
[REDACTED] (CV)	J8H9DS	Clear			On Leave	Storms, Jim (J8H9DS ) 2010-10-29 09:39 PST	
[REDACTED] (CV)	J8H9DS	Clear				Storms, Jim (J8H9DS ) 2011-02-10 11:57 PST	
[REDACTED] (CV)	J8H9DS	Clear			Deployed/TDY/IA	Storms, Jim (J8H9DS ) 2011-02-10 11:57 PST	
[REDACTED] (CV)	J8H9DS	Clear				Storms, Jim (J8H9DS ) 2011-02-10 11:57 PST	
[REDACTED] (CV)	J8H9DS	Clear				Storms, Jim (J8H9DS ) 2011-02-10 11:57 PST	
[REDACTED] (CV)	J8H9DS	Clear				Storms, Jim (J8H9DS ) 2010-08-03 07:33 PST	
[REDACTED] (CV)	J8H9DS	Clear			On Leave	Storms, Jim (J8H9DS ) 2010-08-03 07:34 PST	

All employees (if in the event population) in the organization should be reflected in these counts.

# Accounting: Can't Find an Employee in FEPAAS

If the employee works for DLA, you can enter the SSN and press 'Find'

If the employee is new and can't be found by SSN, they can be added here. This should be rare.

Accounting for Fourth Estate Employees

Event: DLA Test Event | Last Name (starts with): | First Name (starts with): | Full SSN: | Designation Type: Any | Org ID: J8h9ds | Accounting Status: Any | Population: All

Records Per Page: 50 | Find | Reset Filter | Add Employee

Total Records Shown: 23 | Save Page | Reset Page | Page 1 of 1 | Export to Excel

Name	Added to Event (Mouse-over for reason)	Org ID	Clear	Current Location	Displaced Location	Accounting Status	Notes	Last Accounted By
██████████ (CV)		J8H9DS	Clear			Transferred	Storms, Jim ( J8H9DS )	2011-02-10 11:57 PST
██████████ (CV)		J8H9DS	Clear				Storms, Jim ( J8H9DS )	2011-02-10 11:57 PST
██████████ (CV)		J8H9DS	Clear				Storms, Jim ( J8H9DS )	2010-10-29 09:39 PST
██████████ (CV)		J8H9DS	Clear			On Leave	Storms, Jim ( J8H9DS )	2011-02-10 11:57 PST
██████████ (CV)		J8H9DS	Clear				Storms, Jim ( J8H9DS )	2011-02-10 11:57 PST
██████████ (CV)		J8H9DS	Clear			Deployed/TDY/IA	Storms, Jim ( J8H9DS )	2011-02-10 11:57 PST
██████████ (CV)		J8H9DS	Clear				Storms, Jim ( J8H9DS )	2011-02-10 11:57 PST
██████████ (CV)		J8H9DS	Clear				Storms, Jim ( J8H9DS )	2010-08-03 07:33 PST
██████████ (CV)		J8H9DS	Clear			On Leave	Storms, Jim ( J8H9DS )	2010-08-03 07:34 PST

Back to Accounting Summary

# View / Report Options: Options for monitoring Accounting Progress

This area will display employees in your organization. Good for first line supervisors.

This area will show all employees in all organizations within your security access.

The screenshot shows the FEPAAS (Fourth Estate Personnel Accountability and Assessment System) interface. The page title is "Accounting Summary". It features a navigation menu with "Accounting" selected. Below the menu, there are three main options for viewing accounting data:

- View only my SUPV Org IDs**: This option is highlighted with a red arrow from the first callout box. It includes a sub-link: "View the Accounting Summary Report for *only Org IDs you are a SUPV for.*" and a list of actions: "Download rosters.", "View Org ID reports.", "Acknowledge need to Account" (with a green checkmark), and "Link to Accounting."
- View all my Org IDs & Subordinate Org IDs**: This option is highlighted with a red arrow from the second callout box. It includes a sub-link: "View the Accounting Summary Report for *all Org IDs in your hierarchy.*" and a list of actions: "Download rosters.", "View Org ID reports.", "Acknowledge need to Account" (with a green checkmark), and "Link to Accounting."
- Go straight to Accounting**: This option includes a sub-link: "Go directly to the Accounting page, where you enter a Org ID and then:" followed by "View and set statuses by name." and "Validate personnel." (with a green checkmark).

The browser window shows the URL "https://fepaassupport.whs.mil/?mopublic=true" and the system name "FEPAAS FOURTH ESTATE PERSONNEL ACCOUNTABILITY AND ASSESSMENT SYSTEM DEFENSE LOGISTICS AGENCY (DLA)".

For all options under the 'Accounting' tab, the system will only show employees included in the event population, so employees outside of the event will not appear.