

**HOW TO ADD AN EMPLOYEE TO AN
EVENT WHEN NOT ALREADY
INCLUDED**

Purpose

- When an event occurs, employees are included if they work in the geographical area of the event or if their organizational grouping is included in the event.
- If a supervisor knows of other employees that should be in the declared area, they can be added through this process. Example: tdy or leave

This instruction will show you how to add employees to an event

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?

Locating your employees

Select the event, and any other search criteria, then click on 'Find'. A list of employees within your organization should be returned to you.

The screenshot displays the FEPAAS (Fourth Estate Personnel Accountability and Assessment System) web application. The browser address bar shows the URL: https://fepaassupport.whs.mil/?nopublic=true. The application header includes the FEPAAS logo and navigation tabs: Home, Manager/Supv., Employees, Accounting, Reports, Reference, My Info, Help, Admin. A 'Logout' button is visible in the top right.

The main section is titled 'Accounting for Fourth Estate Employees'. It features search filters for Event (set to 'DLA Test Event'), Last Name, First Name, Full SSN, Designation Type (set to 'Any'), Org ID, Accounting Status, and Population (set to 'All'). A 'Records Per Page' dropdown is set to 50. A 'Find' button is highlighted with a red arrow. Other buttons include 'Reset Filter', 'Add Employee', 'Save Page', and 'Reset Page'. A 'Total Records Shown: 39' indicator is present. An 'Export to Excel' link is also available.

Below the search filters is a table with columns: Name, Added to Event (Mouse-over for reason), Org ID, Clear, Current Location, Displaced Location, Other Accounting Options (e.g. Deceased, Not Accounted For, Not Present in GAO, etc.), Notes, and Last Accounted By. The first row is highlighted in blue. The 'Notes' column for the first row contains the text: 'Jim (J8H9DS) 2011-02-03 09:47 PST'. A mouse cursor is visible over the 'Other Accounting Options' dropdown for the first row.

At the bottom of the page, there is a 'Back to Accounting Summary' link. The Windows taskbar at the bottom shows the Start button and several open applications, including Microsoft Excel, DLA HR Curr..., Fourth Estat..., and FEPAAS. The system clock shows 1:30 PM.

If you don't see an employee:

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

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

All Fourth Estate Employees Help

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

Results Per Page: 50 | Find | Reset | Add Employee | Designation Definitions

Total Results: 183 | Page 1 of 4 | Export to Excel Help

Action	Displaced Location	Org ID	Organization Name	Designation	Home City	State
-- select --		GS14	H2PACPB	DOD CIVILIAN EMPLOYEES	WHITE PLAINS, MD	
-- select --		WL06	H1NLKR	DOD CIVILIAN EMPLOYEES	ROBERTA, GA	
-- select --		GS11	H7JHMCB	DOD CIVILIAN EMPLOYEES	CLARKSVILLE, TN	
-- select --		WG06	H1B8NR	DOD CIVILIAN EMPLOYEES	CHESTERFIELD, VA	
-- select --		GS13	H6CAYCOU	DOD CIVILIAN EMPLOYEES	COLUMBUS, OH	
-- select --		WG05	H1B8NR	DOD CIVILIAN EMPLOYEES	ZZ	
-- select --		GS11	H5GAQAAD	DOD CIVILIAN EMPLOYEES	ZZ	

If an employee is not included, enter the full SSN in this block and select 'Find'.

Add an employee to an event:

When the employee record appears, select 'Add to Event'

Then, select the event, click 'In the Area', and select the reason for the add.

The screenshot displays the FEPAAS (Fourth Estate Personnel Accountability and Assessment System) interface. The main page shows a search results table for employees. A modal dialog titled "Add Fourth Estate Employee Member(s) to Event" is open, allowing the user to select an event and add an employee to it.

Action	Event	Name	Pay Grade	Org ID	Designation	Home Location	Displaced Location
--select--	DLA Test Event, DLA Union Demo, FEPAAS Demo Event	██████████	GS12	J8H9DS	DOD CIVILIAN EMPLOYEES	██████████	

Add Fourth Estate Employee Member(s) to Event

Choose which event affected this Fourth Estate Employee and check to show who was in the area at the time.

Add to Event: Choose one

Name (Last, First Middle) In the Area

██████████ JOHN KEVIN

--Select reason--

Save Cancel