

Special Edition of the Personnel Employee Bulletin

April 28, 2011

Sign-in to the Fourth Estate Personnel Accountability and Assessment System (FEPAAS)

In March, we announced the upcoming deployment of FEPAAS. As a reminder, FEPAAS will be used by all DLA employees and overseas contractors to account for themselves in the event of a natural disaster or other event requiring accountability. We now ask that each employee go into FEPAAS, view the training materials, and update contact information.

The FEPAAS link will always be available on the DLA Human Resources page, <http://www.hr.dla.mil>, and we have established a special FEPAAS page where employees can view information and training materials or go directly into the system: <http://www.hr.dla.mil/tools/fepaas.asp>.

Below are the specific instructions we request that each employee follow before May 13th.

- ✓ Go to the DLA FEPAAS web page above, and view the employee related material.
- ✓ Select the 'Access FEPAAS' link and login (left side login point) using your CAC card or the user id/password.
 - Instructions for the user id and password are on the login screen.
- ✓ Select the 'Help' tab and view the employee user guide in the upper right section labeled 'User Guides and Other Downloads.'
- ✓ Click on the 'My Info' tab.
- ✓ Select the 'Contact Information' link to the left, and ensure your data is correct.
- ✓ You may add your cell phone and email address to the 'Employee Contact Information' by clicking on the 'edit' button.
- ✓ Add emergency contact information - click on the 'Add POC' in the 'Other POCs' section.
- ✓ Overseas (OCONUS) employees should add family member information by selecting the 'Family Member Info' link on the left side menu.
- ✓ You may also change your password through the 'Change Password' link
- ✓ Questions can be directed to: DLA.hr.systems.help@dla.mil

THE NEXT STEP: The week of May 16-20 will be 'FEPAAS Accountability Week.' The DLA Accountability manager will initiate a test event, and all employees will be asked to account for themselves in FEPAAS. Actual accounting in FEPAAS is simple, and the system will provide a pop-up screen for you to enter your status at that time.

NOTE TO SUPERVISORS: A supervisory bulletin describing FEPAAS accountability steps will be coming out shortly.

For additional information, please contact your servicing DLA Human Resources Services, <http://www.hr.dla.mil/contactus/>.

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