

# Supervisory Newsletter

April 28, 2011

## Fourth Estate Accountability and Assessment System (FEPAAS) Information for Supervisors

DLA is joining a number of DOD agencies in deploying FEPAAS as the standard system for personnel accountability during an emergency, disaster, or other test event. Employees have been asked to access the system, view training information, and update their contact information.

We now request that supervisors access FEPAAS, take the supervisory computer based training, and review employee information. The specific tasks are as follows:

- ✓ Go to the website <http://www.hr.dla.mil/tools/fepaas.asp> .
- ✓ Select 'Access FEPAAS.'
- ✓ Enter FEPAAS using the 'Click Here' button on the right side of the screen. Supervisory access requires a CAC.
- ✓ Click on the 'Supervisory Training Schedule' on the bottom left of the FEPAAS home screen.
- ✓ Play the Computer Based Training (CBT) on the upper left side of the screen. It is labeled 'Flash Based Interactive.'
- ✓ After viewing the video, return to the FEPAAS home page, and click on the button stating that you have completed the training.
- ✓ Select the 'Employee' tab at the top of the screen.
- ✓ Click on 'Find'. You will see a list of all the employees within your official organization(s).
  - The number on the left above the gray line reflects the number of employees you have access to.
- ✓ Review the screen and options. In addition to the training CBT, there are short PowerPoint slide decks answering basic questions about using the employee view screens and performing accountability. They are located on the website referenced above.

We also request that supervisors discuss FEPAAS with employees and encourage them to update contact information. Local accountability administrators will be distributing brochures, wallet cards, and magnets in April.

During the week of May 16-20, DLA will conduct a FEPAAS accountability test. The focus is on gaining familiarity with the system and the accountability process. Supervisors will be asked to encourage employees to account for themselves in FEPAAS, and monitor the results using the accounting screens and reports. The system will be considered live at the conclusion of the test on May 20<sup>th</sup>.

The Navy will conduct live Defense Connect On-Line training sessions for supervisors in May. A schedule will be distributed.

If you have questions about FEPAAS, please contact [DLA.hr.systems.help@dla.mil](mailto:DLA.hr.systems.help@dla.mil). Thank you for your support.

For additional information on your servicing DLA Human Resources Services office, please reference the following link: <http://www.hr.dla.mil/ContactUs/>. The Supervisory Newsletter is normally published the second Wednesday of each month.