

HOW TO FIND EMPLOYEES WITHIN YOUR ACCESS CONTROLS AND VIEW EMPLOYEE DATA

Purpose

- Managers and second line supervisors may oversee multiple organizations and many employees. This section shows how to find your employees and view the information FEPAAS has available. This can include employee contact information, emergency contacts, and prior event status. Family member information may be available for OCONUS employees.
- If you cannot see employees under your supervision but in another organization, you will need their SSN. If you supervise other organizations, contact FEPAAS@dla.mil

This instruction will show you how to identify employees assigned to your security access, and the information available in the system for those employees.

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

Once logged in,
click on the
'Employees'
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

To see all employees assigned to you, select Find.

You may also enter selection criteria to limit the search

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/?npublic=true>. The page header includes the FEPAAS logo and the text "FOURTH ESTATE PERSONNEL ACCOUNTABILITY and ASSESSMENT SYSTEM" and "DEFENSE LOGISTICS AGENCY (DLA)". A "Logout" button is visible in the top right corner. The main navigation menu includes "Home", "Manager/Supv.", "Employees", "Accounting", "Reports", "Reference", "My Info", "Help", and "Admin". The "Employees" section is active, showing "All Fourth Estate Employees". Below this, there is a search form with the following fields: "Event" (dropdown menu with "Any Active" selected), "Last Name (starts with)", "First Name (starts with)", "Org ID", "Organization Name", "SSH (full or Last4)", "Designation" (dropdown menu with "Any" selected), "Home City", "State" (dropdown menu with "Any" selected), "Displaced City", and "State" (dropdown menu with "Any" selected). There are "Find", "Reset", and "Add Employee" buttons. Below the search form is a table with columns: "Action", "Event", "name", "Pay Grade", "Org ID", "Designation", "Home Location", and "Displaced Location". A message below the table reads: "Enter search criteria above and press the 'Find' button to display a list of sponsors." The Windows taskbar at the bottom shows several open applications, including "fepaas deployment...", "3 Microsoft Offic...", "3 Microsoft Offic...", "Fourth Estate Pers...", "Final", "FEPAAS-SPV- Dete...", and "FEPAAS_DeCA_SU...". The system clock shows "11:11 AM".

Employees within your access controls:

A list of employees will be displayed. You can control the number per view here.

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 main content area displays a table of employees with columns for Action, Event, Name, Pay Grade, O & ID, Designation, Home Location, and Displaced Location. The table is paginated, showing "Page 1 of 439" and "Total Results: 244". A dropdown menu for "Results Per Page" is set to 50. A red arrow points to this dropdown menu, and another red arrow points to a name in the table.

Action	Event	Name	Pay Grade	O & ID	Designation	Home Location	Displaced Location
select	DLA Teal, Even...	[REDACTED]	GS12	15GABP0A	DOD CIVILIAN EMPLOYEES	NEWPORT NEWS, VA	
select		[REDACTED]	WS05	H10M0D	DOD CIVILIAN EMPLOYEES	FERRISBORO, VA	
select		[REDACTED]	WS05	H10M0D	DOD CIVILIAN EMPLOYEES	MURKETA, CA	
select		[REDACTED]	GS00	11120120V	DOD CIVILIAN EMPLOYEES	SAN ANTONIO, TX	
select		[REDACTED]	WS10	H0GAS10	DOD CIVILIAN EMPLOYEES	FPC, AF	
select		[REDACTED]	GR13	HAR_21G	DOD CIVILIAN EMPLOYEES	MECHANICSBURG, PA	
select		[REDACTED]	GS13	H7JH0C	DOD CIVILIAN EMPLOYEES	MECHANICSBURG, PA	
select		[REDACTED]	GS12	H09AD09	DOD CIVILIAN EMPLOYEES	MELCHHAM, VA	
select		[REDACTED]	GS07	11123710E	DOD CIVILIAN EMPLOYEES	ROUND LAKE, IL	
select		[REDACTED]	GR03	HRCAD000B	DOD CIVILIAN EMPLOYEES	WARNER ROBINS, GA	
select		[REDACTED]	WS05	H0C4W05	DOD CIVILIAN EMPLOYEES	NEWARK, OH	
select		[REDACTED]	GS12	H09AUC0A	DOD CIVILIAN EMPLOYEES	WARNER ROBINS, GA	
select		[REDACTED]	WS00	111229M3	DOD CIVILIAN EMPLOYEES	OSDUB, UT	
select		[REDACTED]	GS07	H10MKA	DOD CIVILIAN EMPLOYEES	ETTERS, PA	
select		[REDACTED]	WS05	H0KAF05A	DOD CIVILIAN EMPLOYEES	HAVELOCK, NC	
select		[REDACTED]	GS05	H10MKA	DOD CIVILIAN EMPLOYEES	OLPHANT, PA	
select		[REDACTED]	GS11	H0GAL10D	DOD CIVILIAN EMPLOYEES	ZZ	

Click on a name to see detailed information

Detailed Employee Information

This screen displays basic information on each employee

Click on the options to see contact or event information. You can also reset your employee's password

Full Profile for Storms, Jim

Fourth Estate Family Information Summary

To see more detail for any section, use the left menu.

Contact Information

Employee

Name: [REDACTED]

Rank/Rate: GS14

Organization: J8H9DS - DIR, DLA HUMAN RESOURCE CENTER

Home Address

[REDACTED]

USA

Phones

Home: [REDACTED]

Work: [REDACTED]

DSN:

Cell:

Email Addresses

Email1: [REDACTED]@dla.mil

Email2:

Family Information

Name	Relationship	Age
Test Member	Unknown	Adult

Event Information

Event Name	Active Dates
RAIN-EX	06-16-2010 - Present
DLA Test Event	07-07-2010 - Present
FEPAAS Demo Event	09-02-2010 - Present
DLA - H9 Exercise	10-27-2010 - Present
DLA Union Demo	11-29-2010 - Present

*=Preferred Contact method

NOTE: Family member information is only solicited for OCONUS employees

Adding an Employee to An Event

If an employee was not included in the event population but should have been (TDY, Leave), click on the Event drop down.

The screenshot shows the FEPAAS web application interface. At the top, there is a navigation bar with the FEPAAS logo and the text 'FOURTH ESTATE PERSONNEL ACCOUNTABILITY AND ASSESSMENT SYSTEM DEFENSE LOGISTICS AGENCY (DLA)'. Below this is a search and filter section with various input fields and buttons like 'Find', 'Reset', and 'Add Employee'. A table below shows a list of employees with columns for Event, Name, Pay Grade, Org ID, Designation, Home Location, and Displaced Location. A modal dialog box titled 'Add Fourth Estate Employee Member(s) to Event' is open, prompting the user to 'Choose which event affected this Fourth Estate Employee and check to show who was in the area at the time.' The dialog includes an 'Add to Event' dropdown, a text input for 'Name (Last, First Middle)', a checkbox for 'In the Area', and a dropdown for '-Select reason-'. There are 'Save' and 'Cancel' buttons at the bottom of the dialog. Red arrows point from the text boxes to the 'Event' dropdown in the table and the 'Add to Event' dropdown in the dialog.

Action	Event	Name	Pay Grade	Org ID	Designation	Home Location	Displaced Location
--select--	TRAIN-EX, DLA Test Event, FEPAAS Demo Event, DLA_Union Demo	[REDACTED]	GS12	J8H9DS	DOD CIVILIAN EMPLOYEES	BALTIMORE, OH	

A box will appear. Select the event, click on the 'In the area' box, and select a reason.