

How the FS Property Manager certifies the inventory.

1. The FS technician will pull the transaction report (adjustments) in FEPMIS or run a Cognos query after the State Forester has certified the inventory in FEPMIS. This will show all of the changes to any Federal inventory item in FEPMIS.
2. Any changes made in FEPMIS to any of these fields must be corrected in PROP: Property description, manufacturer, model, and serial number.
3. Ensure that the property is assigned to the correct AO number and BOC (3190) in PROP.
4. The property technician will then run the **W02** report.
5. Verify that all inventoried items that are in FEPMIS are in PROP. Be on the lookout for rolling stock under \$5,000.
6. Enter all SF 122's for items found.
7. Close all reports of excess in FEPMIS that you have received proper documentation for and remove these items from PROP.
8. Annotate the Lost items in PROP, remove from the PROP inventory if no investigation is required.
9. Once the property technician has made all changes to PROP, the State Forester's certified inventory should match PROP.
10. If PROP and FEPMIS match, the certified inventory can now be completed.
11. The PMO can now sign the Inventory Certification report (**W22B or FEPMIS inventory certification statement**) and send a copy to the State Forester for his records. The certification statement (with the State Forester's signature) must be attached to the **W02** report from PROP.
12. PROP is then updated by the Property Technician to reflect the most current PMO Inventory dates which is the date the PMO signed the Inventory Certification Report. That date certifies the inventory was reconciled and a screen print is retained.
13. Include with the certified inventory any open AD 112's for lost or stolen items.
14. Maintain your certified inventory for a minimum of 6 years, 3 months.