

Certifying Physical Inventories in FEPMIS

Q. How does one 'certify the inventory' in FEPMIS?

A. There are several things to keep in mind when working with the inventory certification process in FEPMIS.

- a. For one, when a State's property is downloaded from the National Finance Center, it goes in as having been certified effective the last date there is a certified inventory on record with the Forest Service.
- b. Second, everything will then show as 'overdue'.
- c. Third, as each piece of property is inventoried and the inventory date updated, the item drops off the 'exception report' (which is just a list of items without an updated inventory date less than the last Certified Inventory Date).
- d. Fourth, once all items have been updated and the State Forester has certified it, all items will show 'overdue' again.

Q. *All* of them? *Overdue*?

A. Yes. And the process of physically inventorying property and updating the records begins anew. Keep in mind that in this context, 'overdue' simply means that the property item has an inventoried date on it that is older than the State Forester's certification.

Q. Do I have to go in and update the record for every piece of property?

A. The system updates the date of inventory when a vehicle is assigned or reissued to an assignment unit (we presume you don't transfer a vehicle you can't find), or you may change the inventory date (see [Exhibit A](#)). We encourage you to update records when you do formal physical inventories, noting current mileage/hours or correcting errors if necessary, and complete it by updating the date of the last inventory (see below).

Q. Who can update those records?

A. District managers for their districts, warehouse managers for their warehouse, and FEPP managers for all areas. Also may be done by all the support people for those positions for their respective areas.

From the main menu:

<ul style="list-style-type: none">• Inventory
<ul style="list-style-type: none">○ <u>Review/Modify Inventory Date</u>○ <u>Review/Modify Inventoried Items</u>○ <u>Review/Adjust Non-Inventoried Items</u>○ <u>Query Inventory Items</u>

And if you pick the first one, you'll end up with a screen that looks like this:

Menu Reports

Certify Inventory - District
(Login User ID: WAD1 Role: State District Office)

State: WA Inventory Certification Date: 03/23/2001

1. (OPTIONAL) Select to show ALL inventory items (The default is to only show OVERDUE items)
 2. Enter Inventory Selection Criteria in one of the following sections
 3. Click **Continue**

FEPP Property Number:

- or -

• FSC Code:

- or -

• FSC Category:

- and/or -

FSC Description:

- or -

1. Select to view ALL Assignment Units in this area of responsibility
 - or -
 Select Assignment Unit from list

Assignment Units:

0001ADAMS BEAR BROOKS STATE FOREST
 01NEWKENT NEW KENT FIRE DEPT
 1199SPRINGFIELD SPRINGFIELD FIRE DEPT
 1221 1221
 BARON_WA1 BARON WA1
 BER BERNALILLO STATE FIRE DEPARTMENT
 PARK_FIRE1 PARK FIRE DEPARTMENT
 WA-AIR-001 AIRCRAFT 001
 WA-WAWA2 WAWA FIRE STATION2

Then when the appropriate boxes are completed, you will get a form that looks like this:

ID	Description	Subtype	Inventory Date
WA-FD11: HOPKINS FIRE DEPARTMENT			
34356EWA45	8415 CLOTHING, SPECIAL PURPOSE	NO SUBTYPE	09 17 2003
AF5R43E23333	2330 TRAILERS	NO SUBTYPE	09 17 2003
AF9088999999	2330 TRAILERS	NO SUBTYPE	09 17 2003
AG6666660054	3710 SOIL PREPARATION MACHINERY	Plow, Fire	12 05 2000
AG6666666666	2330 TRAILERS	NO SUBTYPE	12 05 2000
WA-FD12: PHOENIXVILLE FIRE DEPT			
AG0001231684	6115 GENERATORS & GENERATOR SETS, ELECTRICAL	NO SUBTYPE	01 23 2003
REETR3	1510 AIRCRAFT, FIXED WING	MULTI ENGINE	04 14 2003
WA-WAWA: WAWA FIRE STATION			
3242	1510 AIRCRAFT, FIXED WING	SINGLE ENGINE	04 14 2003
4W74W	2320 TRUCKS AND TRUCK TRACTORS, WHEELED	NO SUBTYPE	09 17 2003
AG2020202020	2320 TRUCKS AND TRUCK TRACTORS, WHEELED	TRUCK, 6X6	11 20 2002
WA-WAWA2: WAWA FIRE STATION2			
5432524	2320 TRUCKS AND TRUCK TRACTORS, WHEELED	TRUCK, 1 1/2 TON, 4X2, CREWCAB	09 17 2003
WAFD01: WA FIRE DEPARTMENT #11			
12345677889	123456	2320 TRUCKS AND TRUCK TRACTORS, WHEELED	TRUCK, 3/4 TON, 4X4, UTILITY
AG0000212121	1249-982705	2320 TRUCKS AND TRUCK TRACTORS, WHEELED	TRUCK, 1 1/2 TON, 4X4, PICKUP
AG0001111111	F022222	2320 TRUCKS AND TRUCK TRACTORS, WHEELED	TRUCK, 3/4 TON, 4X4, UTILITY

The items highlighted in yellow are the ones that have not had their inventory date updated (or been assigned/reissued) since the previous certification by the State Forester. You may simply update the date, or you may select the line item and change other information as well. See [Exhibit A](#).

- Q. As a State Forester/Coordinator, how do I know which items have not been updated in my entire inventory?
- A. Pull an “Inventory Exception Report”. This will list all items with an inventory date that is previous to the previous certification. Note: The State *cannot* certify the inventory until *every* inventoried item in the database has an inventory date that is more recent than the previous certification.
- Q. So, we get all the records updated, showing the latest date we touched the item. Then what?
- A. Then the State Forester (or Coordinator) can certify to the FS on-line that the physical inventory has been completed. The State then produces an “Inventory Certification Report” which has signature blocks on it. It must be signed by the State Forester and sent to the Forest Service PMO. When the PMO is satisfied, he/she approves in FEPMIS that the inventory is complete, and all property items for the State’s accepted inventory is shown as having that date as the inventory date. (Note: FS Regions and the Area may use a slightly different order of events – follow your PMO’s directions.)
- Q. So how often must this be done?
- A. All State inventories must be physically inventoried at least **once every two years**. Check with your Forest Service PMO for Region- or Area-specific processes and direction.

Exhibit A

FEPMIS List Inventoried Items - Microsoft Internet Explorer

1. Enter all required (*) information
2. Each value that is changed also requires a *Correction Justification*
3. Click *Submit*

FEP Property Number:	AG0001255885	
State:	WA	
FSC Code:	1200 FIRE CONTROL EQUIPMENT	
FEP Type:	NO SUBTYPE	
Federal Inventory:	N	
		* Correction Justification (REQUIRED) (2000 character limit)
Inventoried Date:	* Month <input type="text" value="12"/> Day <input type="text" value="20"/> Year <input type="text" value="2002"/>	<input type="text"/> +
Inventoried By:	WAFM1 (JOHN GRANT: State FEP Manager)	
State Property Number:		
Local Unit Code:	WH1	
Local Unit Name:	THE WAREHOUSE	
Manufacturer:	* <input type="text" value="FIRE"/>	<input type="text"/> +
Model:	* <input type="text" value="BURN"/>	<input type="text"/> +
Model Year (#):	<input type="text"/>	<input type="text"/> +
Serial Number:	* <input type="text" value="125568454255255"/>	<input type="text"/> +
NSN:	<input type="text" value="1200"/> - <input type="text"/> - <input type="text"/> - <input type="text"/>	<input type="text"/> +
Part Number:	<input type="text"/>	<input type="text"/> +
Unit of Issue:	* <input type="text" value="EACH"/>	<input type="text"/> +
Condition:	* <input type="text" value="EXCELLENT"/>	<input type="text"/> +
Additional Description:	<input type="text"/>	<input type="text"/> +
DMIL:	<input type="text" value="B- MLI DEMILITARIZATION NOT REQUIRED"/>	<input type="text"/> +
Status:	ASSIGNED	
Location:	<input type="text"/>	<input type="text"/> +
Disposal Report Number:		

Done Internet

This screen is what you get when you ‘list inventoried items’ from a district manager or FEP manager’s main menu, and then select one of the items. You may simply update the ‘inventoried date’ or also correct most the rest of the fields as needed. Not shown on this screen print is the field for miles/hours. Any field updated requires a justification on the right side of the screen – ‘per physical inventory 9/03’, for example.