

# Federal Excess Property Management Information System

## User's Guide

***DRAFT  
WORKING COPY***

*September 27, 2001*

# Chapter 1. About this guide

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This guide describes the Federal Excess Property Management Information System (FEPMIS). It contains information about how to create and handle SF 122s, create and handle SF 120s, manage inventory, and work with FEPP assignments.

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*This guide is a work-in-progress. Additional information will be made available on an ongoing basis. Please check the website occasionally for the latest additions and corrections to this guide!*

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## Before you begin

This guide assumes that you have knowledge in the following areas before you begin using FEPMIS:

- You can log on and log off your personal computer and are understand personal computer terms and concepts.
- You are familiar with Windows 95, Windows 98, Windows NT, or Windows 2000.
- You are familiar with using the Internet and using an Internet browser.

## How to use this guide

Each chapter of this guide explains a specific functional area of the FEPMIS system. You will find an overview of each chapter and the functions that you can perform.

Appendices are located at the back of this guide to help you locate additional information that may help you use FEPMIS.

The Glossary of fields lists fields and field definitions.

# Chapter 2. Getting started

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This chapter explains how to log on and access the Federal Excess Property Management Information System (FEPMIS). Topics include:

- Terms and concepts
- Logging on and logging off.

## Terms and concepts

This section identifies some of the screen, toolbar, and menu components that you will be using in FEPMIS. If you are not already familiar with Windows and using Internet-based software applications, review these terms and concepts before proceeding with the remaining chapters in this guide.

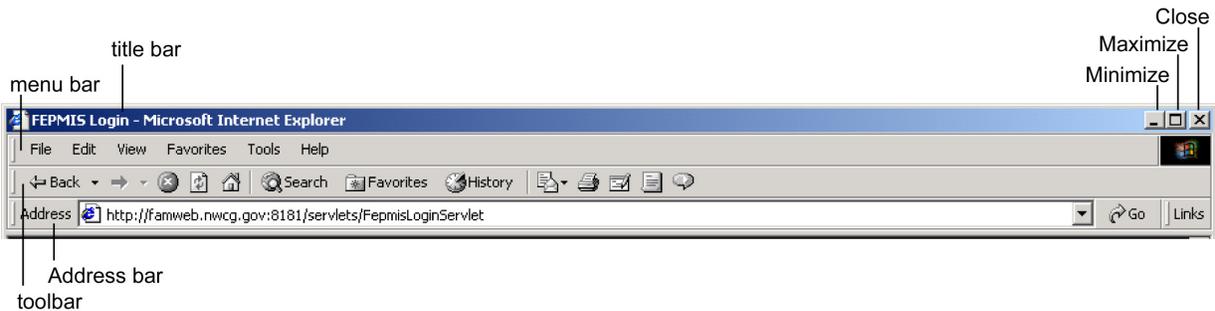
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*For more information about fields and field description on FEPMIS forms, refer to "Glossary of fields," in the back of this guide.*

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## Browser toolbar

The following diagram shows some of the main elements of the Internet Explorer toolbar.



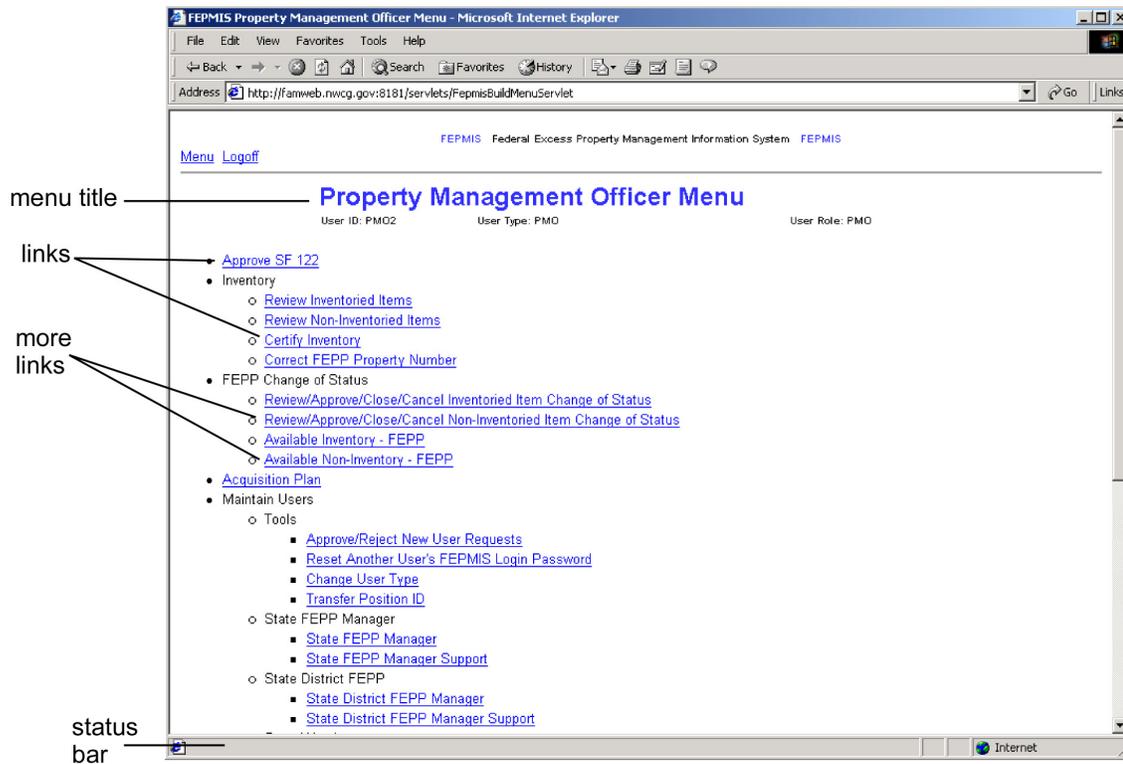
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*The browser you use to access FEPMIS may appear differently than the one shown here. Refer to your browser documentation for more explanation.*

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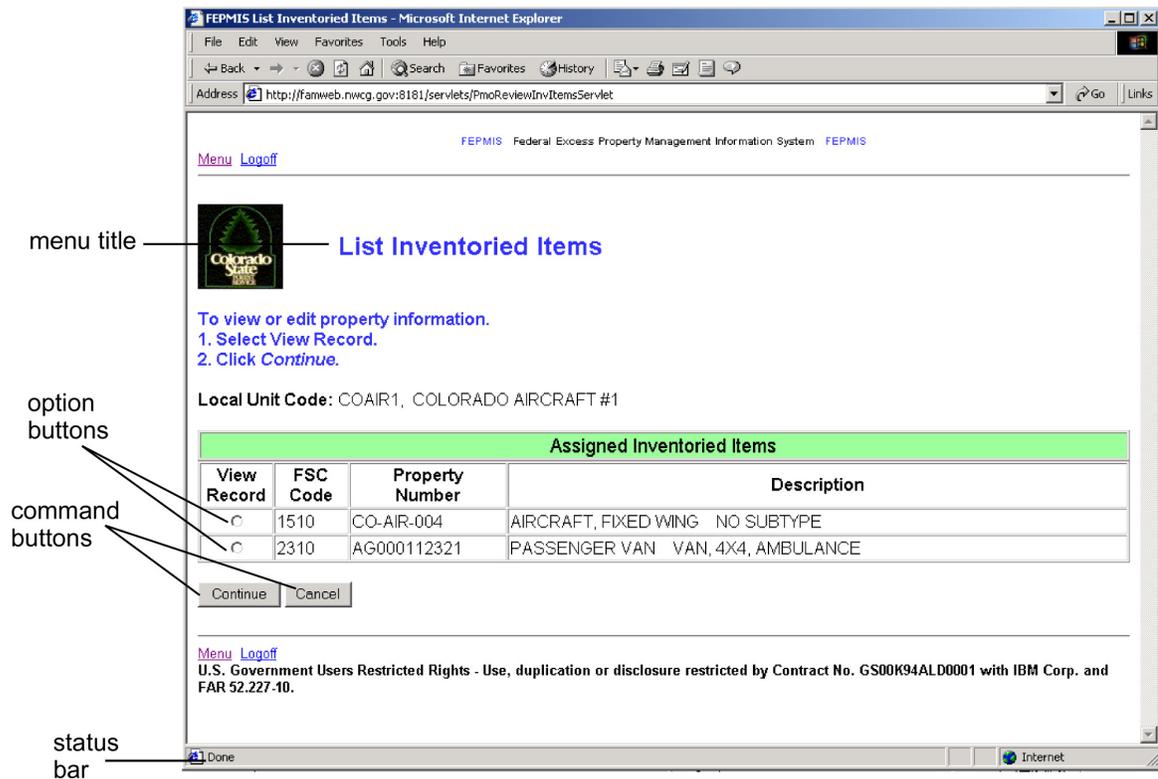
## Screen terminology

The following diagram shows several key elements of the FEPMIS web page. This example shows the Property Management Officer Menu.



*The menu that appears on your screen is based on the user id you enter when you log on to FEPMIS. Only those links appropriate for that user id display on the menu.*

The following diagram shows a sample screen and some of its main elements.



## Logging on and logging off

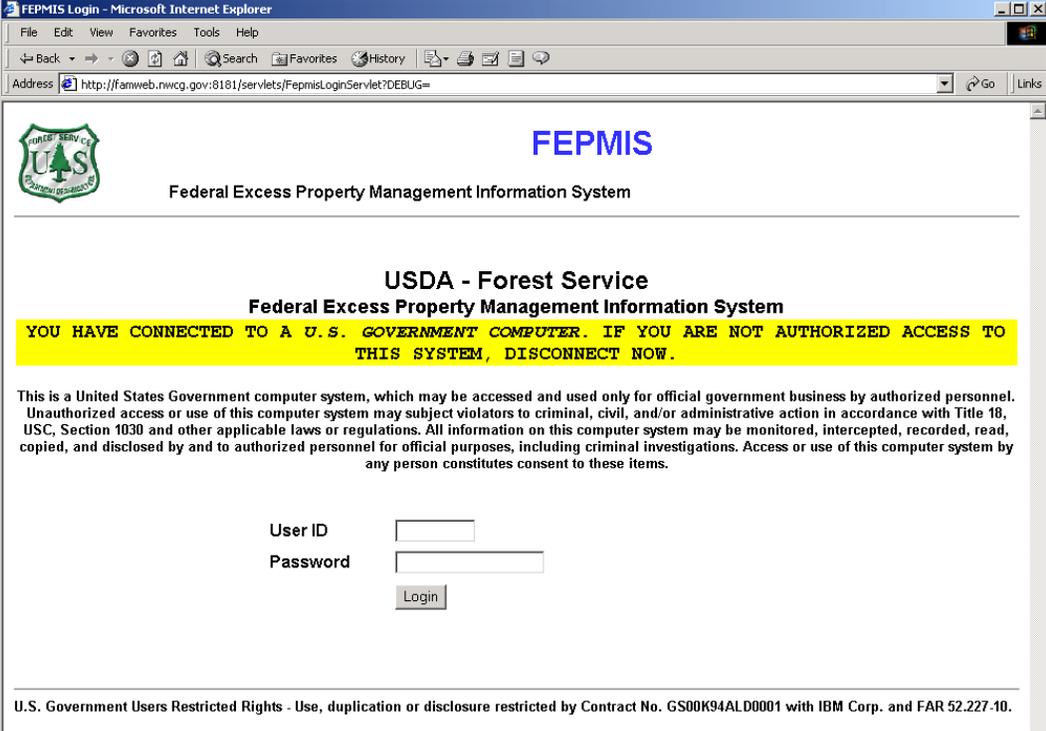
FEPMIS is available on the Fire and Aviation Management web page:

<http://famweb.nwcg.gov:8181/servlet/FepmisLoggingServlet>

### To access FEPMIS from the Internet

- 1 Start your Internet browser.
- 2 In the address bar, type **http://famweb.nwcg.gov:8181/servlet/FepmisLoggingServlet** then press ENTER.
- 3 In the **User ID** text box, type the appropriate user id.
- 4 In the **Password** text box, type the password for that user id, and then click the **Login** button.

The following diagram shows the FEPMIS log on screen.



FEPMIS Login - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites History Print Mail News

Address <http://fanweb.nwcg.gov:8181/servlets/FepmisLoginServlet?DEBUG=> Go Links

 **FEPMIS**  
Federal Excess Property Management Information System

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**USDA - Forest Service**  
**Federal Excess Property Management Information System**

**YOU HAVE CONNECTED TO A U.S. GOVERNMENT COMPUTER. IF YOU ARE NOT AUTHORIZED ACCESS TO THIS SYSTEM, DISCONNECT NOW.**

This is a United States Government computer system, which may be accessed and used only for official government business by authorized personnel. Unauthorized access or use of this computer system may subject violators to criminal, civil, and/or administrative action in accordance with Title 18, USC, Section 1030 and other applicable laws or regulations. All information on this computer system may be monitored, intercepted, recorded, read, copied, and disclosed by and to authorized personnel for official purposes, including criminal investigations. Access or use of this computer system by any person constitutes consent to these items.

User ID

Password

Login

---

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### To log off FEPMIS

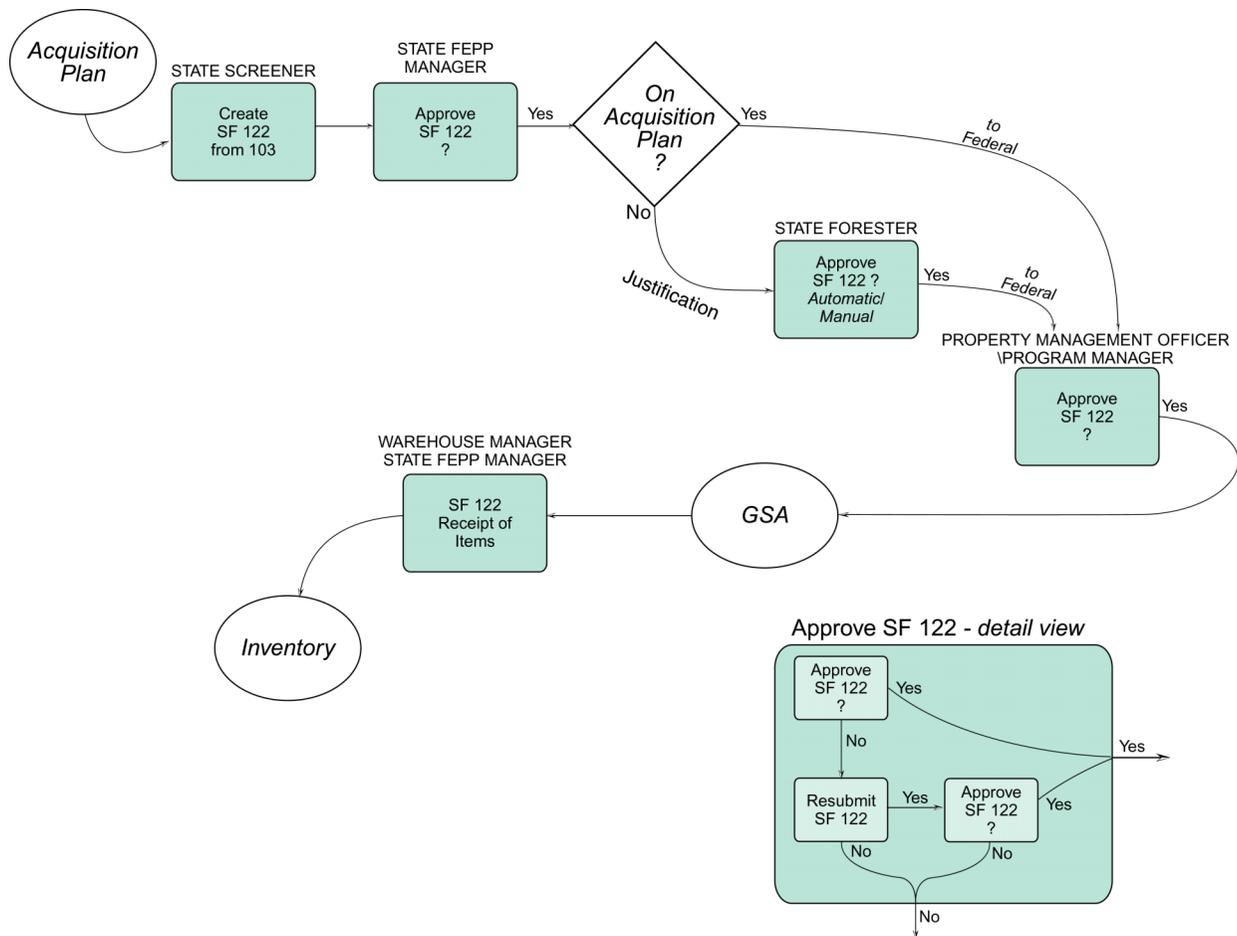
- 1 On any FEPMIS menu or screen, click **Logoff**.
- 2 On the **File** menu, click **Close**.

# Chapter 3. Working with 122s

This chapter explains how to use FEPMIS to create, approve, and process the Standard Form 122, “Transfer Order Excess Personal Property” (SF 122). An SF 122 allows you to keep track of property owned by a federal agency and on loan to a state agency. Topics include:

- Creating an SF 122
- Approving an SF 122
- Creating a document pickup
- Completing an SF 122 receipt of items
- Reviewing, resubmitting, and canceling an SF 122.

The following diagram shows a typical process flow of an SF 122. The boxes highlight menu options that are explained in this chapter.



*This diagram may or may not reflect the exact procedures used by your agency. Use those procedures established by your agency.*

## Creating an SF 122

This section explains how to create an SF 122. This is the first step for transferring and tracking federally owned excess property that is listed on your state agency's acquisition plan.

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*The SF 122 with Special Justification form appears automatically for any line item that meets special justification criteria, including FSC Codes 1510 and 1520, FSC Codes not on the acquisition plan, and for quantities greater than those specified on the acquisition plan.*

---

*Performed by: FEPP screener.*

### To create an SF 122

- 1 On the **FEPP Screener** menu under **SF 122**, click **Create SF 122**.
- 2 Click the **GSA APO ID** of your choice and then click the **Continue** button.
- 3 Click the **Holding Agency ID** of your choice and then click the **Continue** button.
- 4 Click the **Property Location ID** of your choice.
- 5 Click to select, and then type the **FSC Code Display Option** information of your choice:
  - **FSC Category**
  - **FSC Code**
  - **FSC Description.**
- 6 Click the **Continue** button.
- 7 Click the **FSC Code** of your choice and then click the **Continue** button.
- 8 Click the **FEPP Type Code** of your choice and then click the **Continue** button.

---

*After completing step 8, the SF 122 form displays.*

---

- 9 Complete the remaining **Location Data** fields as appropriate. Press TAB to advance to the next field.
  - **Requestor/Alt. Fax Number** - *required*
  - **Ship To Name**
  - **Ship To Address 1**
  - **Ship To Address 2**
  - **Ship To City**
  - **Ship To State**
  - **Ship To Zip Code**
  - **Ship To Phone Number**
  - **Ship To email Address**
  - **Ship To Instructions.**

**10** Complete the remaining **Line Item Data** fields as appropriate. Press TAB to advance to the next field.

- **Condition**
- **MIL Req. Document Number**
- **DMIL Code**
- **NSN**
- **Physical Location** - *required*
- **Turn In Doc Number** - *required*
- **Unit** - *required*
- **Quantity** - *required*
- **Unit Cost** - *required*
- **Rural Use or State Use**
- **Comment.**

**11** For FSC Codes 1510 and 1520, FSC Codes not on the acquisition plan, or quantities greater than those specified on the acquisition plan, type the explanatory text in the **Special Justification** box, as appropriate.

**12** When finished, click the **Submit Line Item** button.

---

*The Create SF-122 form redisplay with the following sample confirmation message:*

**Line Item Submitted...SF122 Order: COSCR1CO00013**

---

#### New Line Item

#### To add another line item to a current SF 122 without special justification

---

*You can only add line items to an SF 122 without special justification. For an SF 122 with special justification requirements, you must create a new SF 122 and then add the line item.*

---

- 1** On the current **Create SF-122** form, click the **New Line Item** button.
- 2** Beginning with step 6, complete the new SF 122 as instructed in the previous task, "To create an SF 122."

#### New SF122

#### To create a new SF 122 from the current Create SF-122 form

- 1** On the current **Create SF-122** form, click the **New SF122** button.
- 2** Beginning with step 2, complete the new SF 122 as instructed in the previous task, "To create an SF 122."

The following diagram shows the Create SF 122 form.

[Menu](#) [Logoff](#)      FEPMIS Federal Excess Property Management Information System FEPMIS



## Create SF122

1. Complete all required (\*) fields.  
2. Click *Submit Line Item*.

**SF122 - Location Data**

<b>Order Number:</b>	COSCR1CO00012
<b>State:</b>	CO
<b>Request Date:</b>	07/08/2001
<b>Screener:</b>	COSCR1
<b>GSA APO:</b>	STERNBERG,PENNY
<b>Holding Agency:</b>	GSA/FFS TEST A1
<b>Property Location:</b>	GSA/FFS PROP LOC #17
<b>Requestor/Alt.Fax Number:</b>	* 987 - 654 - 2345 <b>Country Code</b> 1
<b>GSA Document Number:</b>	<input type="text"/>
<b>Ship To Name:</b>	<input type="text" value="WILLIS,HENRY"/>
<b>Ship To Address:</b>	<input type="text" value="777 MAIN"/>
<b>Ship To City:</b>	<input type="text" value="FORT COLLINS"/>
<b>Ship To State:</b>	CO <input type="text"/>
<b>Ship To Zip Code:</b>	76543 - <input type="text"/>
<b>Ship To Phone Number:</b>	888 - 777 - 5555 <b>Extension</b> <input type="text"/> <b>Country Code</b> 1
<b>Ship To e-mail Address:</b>	<input type="text"/>
<b>Ship To Instructions: (Max. 2000 Characters)</b>	<div style="border: 1px solid gray; height: 40px; width: 100%;"></div>

**SF122 - Line Item Data**

<b>Line Number:</b>	1
<b>FSC Code:</b>	3120
<b>FEPP Type:</b>	NOSUBTYPE
<b>Description:</b>	BEARINGS, PLAIN, UNMOUNTED
<b>Condition:</b>	<input type="text"/>
<b>Mil Req Doc Num:</b>	<input type="text"/> - <input type="text"/> - <input type="text"/>
<b>DMIL Code:</b>	<input type="text"/>
<b>NSN:</b>	3120 - <input type="text"/> - <input type="text"/> - <input type="text"/>
<b>Physical Location:</b>	* <input type="text"/>
<b>Turn In Doc Number:</b>	* <input type="text"/> - <input type="text"/> - <input type="text"/>
<b>Unit:</b>	* EACH <input type="text"/>
<b>Quantity:</b>	* <input type="text"/>
<b>Unit Cost:\$</b>	* <input type="text"/> .00

Rural Use  
 State Use

**Comment:** (optional - 255 characters max)

3-4

DRAFT

November 2, 2001

The following diagram shows the SF 122 with Special Justification form.

FEPMIS Federal Excess Property Management Information System FEPMIS

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Create SF122

1. Complete all required (\*) fields.  
 2. Click [Submit Line Item](#).

Note: This FSC Code requires Special Justification.

SF122 - Location Data

Order Number: COSCR1C000012  
 State: CO  
 Request Date: 08/08/2001  
 Screener: COSCR1  
 GSA APO: STERNBERG,PENNY  
 Holding Agency: GSA/FFS TEST A1  
 Property Location: GSA/FFS PROP LOC #17  
 Requestor/Alt.Fax Number: \* 987 - 654 - 2345 Country Code 1  
 GSA Document Number:   
 Ship To Name: WILLIS,HENRY  
 Ship To Address: 777 MAIN  
 Ship To City: FORT COLLINS  
 Ship To State: CO  
 Ship To Zip Code: 76543  
 Ship To Phone Number: 888 - 777 - 5555 Extension Country Code 1  
 Ship To e-mail Address:   
 Ship To Instructions: (Max. 2000 Characters)

SF122 - Line Item Data

Line Number: 1  
 FSC Code: 1510  
 FEPP Type: NOSUBTYPE  
 Description: AIRCRAFT, FIXED WING  
 Condition:   
 Mil Req Doc Num:   
 DMIL Code:   
 NSN: 1510  
 Physical Location: \*   
 Turn In Doc Number: \*   
 Unit: \* EACH  
 Quantity: \*   
 Unit Cost: \$ \*  .00

Rural Use  
 State Use

Comment: (optional - 255 characters max)

SF122 - Special Justification

**Special Justification Requirements:**  
 Requests for FSC Codes 1510, 1520 or quantity greater than current Acquisition Plan require Special Justification.

**Special Justification:**  
 (Max. 2000 Characters)

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## Approving an SF 122

This section explains how to approve an SF 122. Depending on your agency, approval may occur at one or more levels:

- For items that meet acquisition plan requirements, the SF 122 moves forward directly from the State Screener to the Forest Service Property Management Officer for approval.
- The State FEPP Manager may review and refine items listed on the SF 122 to ensure that these meet the acquisition plan requirements.
- The State Forester approves the SF 122. This process is either automatic or is performed manually.
- Once the SF 122 is approved at the State Forester level, it progresses on to the Federal side, for Property Management Officer or Program Manager approval.

*Performed by: State FEPP Manager  
State FEPP Manager Support  
State Coordinator / Contact  
State Forester  
Property Management Officer  
Program Manager  
State Support and Region Support (except for an SF 122 with Special Justification).*

### To approve an SF 122

- 1 On the menu under **SF 122**, click **Approve SF 122**.
- 2 Select the **SF 122** of your choice and then click the **Continue** button.
- 3 Review the SF 122 to ensure it meets the needs of your acquisition plan, and then click the **Approve SF122** button.

---

*The Approve SF-122 - Review/Approve form redisplay with the following sample confirmation message:*

**SF-122 [COSCR1CO00012] status successfully Approved.**

---

### To change the requested quantity of an item on an SF 122

- 1 On the menu under **SF 122**, click **Approve SF 122**.
- 2 Select the **SF 122** of your choice and then click the **Continue** button.
- 3 In the **Qty Rqstd** box, double-click to highlight the current quantity, type the new quantity, and then click the **Save Changes** button.

---

*The Approve SF-122 - Review/Approve form redisplay with the following sample confirmation message:*

**Line [1]: The new requested quantity has been saved.  
+++ SF-122 [COSCR1CO00013] status successfully Updated.**

---

**To reject an SF 122**

- 1 On the menu, click **Approve SF 122**.
- 2 Select the **SF 122** of your choice and then click the **Continue** button.
- 3 Under **Rejection Reason**, type the explanation for rejecting the SF 122, and then click the **Save Changes** button.

*The Approve SF-122 - Review/Approve form redisplay with the following sample confirmation message:*

**Line [1]: The line has been rejected.  
 +++ SF-122 [COSCR1CO00014] status successfully Rejected.**

The following diagram shows the Approve SF-122 - Review/Approve with Special Justification form.

FEPMIS Federal Excess Property Management Information System FEPMIS

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## Approve SF-122 - Review / Approve

SF-122 Order Number: COSCR1CO00012

For each SF 122 Request line:

1. Modify the Quantity Requested as needed  
OR  
Reject the line by entering a Rejection Reason on that line
2. Press the *Save Changes* or *Approve SF122* button

Special Justification								
I WANT 5 GREEN TRUCKS								
Line	FSC Code	FEPP Type	NSN	Condition	FEPP DML	Unit Price	Unit	Qty Rqstd
1	2320 TRUCKS	TRUCK, 1/2 TON, PICKUP	2320----	GOOD	MLI DEMILITARIZATION NOT REQUIRED.	\$2,000.00	EACH	5
<b>Comment:</b>								
<b>Rejection Reason:</b> (required to reject this request line) (limited to 255 characters)								

Save Changes
Approve SF122
Cancel

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## Creating a pickup document

This section explains how to generate a pickup document for acknowledging partial pickup of an approved SF 122 line item. Until you complete an SF 122 receipt of items, you can perform a partial pickup. The line item status then changes from “APPROVED,” to either “PARTIALLY\_RECEIVED” or “COMPLETE.”

*Performed by: FEPP Screener*

### To create a pickup document

- 1 On the **FEPP Screener** menu under **SF 122**, click **Document Pickup**.
- 2 Select the **SF 122 Order Number** of your choice and then click the **Continue** button.
- 3 To complete the pickup process, click **Submit**.

---

*The Pickup Document - Transfer Order for Excess Property form redisplay with the following sample confirmation message:*

**Pickup of COSCR1CO00007 Submitted.**

---

The following diagram shows the Pickup Document - Transfer Order for Excess Property form.

[FEPMIS](#) Federal Excess Property Management Information System [FEPMIS](#)

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## Pickup Document - Transfer Order for Excess Property

**SF122 - Location Data**

**Order Number:** COSCR1CO00007  
**State:** CO  
**Request Date:** 04/10/2001  
**Screener:** COSCR1  
**GSA APO Id:** PARKER,RICKEY  
**Holding Agency Id:** US DOE C/O ALLIED SIGNAL AEROSPACE  
**Property Location Id:** USCG BASE  
**GSA Doc. Number:** GSADOC007  
**Status:** PARTIALLY RECEIPTED  
**Special Justification:**

---

**SF122 - Line Item**

Line Number	FSC Code	Description	Requested Quantity	Qty Picked Up
1	2310	PASSENGER VAN VAN, PASSENGER	1	1
<b>Line Num</b>	<b>FSC Code</b>	<b>Enter justification if Quantity Picked up is More or Less than Total Quantity</b>		
1	2310			

---

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### To change the requested quantity of a received item on a Pickup Document

- 1 On the **FEPP Screener** menu under **SF 122**, click **Document Pickup**.
- 2 Select the **SF 122 Order Number** of your choice and then click the **Continue** button.
- 3 In the **Qty Picked Up** box, double-click to highlight the current quantity, and then type the total received quantity.
- 4 Under **Enter justification if Quantity Picked up is More or Less than Total Quantity**, type the explanatory text, and then click the **Submit** button.

---

*The Pickup Document - Transfer Order for Excess Property form redisplayes with the following sample confirmation message:*

**Pickup of COSCR1CO00007 Submitted.**

---

- 5 To choose another **SF 122 Order Number** for document pickup, click **Cancel**.

## Completing an SF 122 receipt of items

This section explains how to complete a receipt of items listed on approved SF 122s. This is the final step for transferring and tracking federally owned excess property that is acquired by a state agency.

*Performed by: State FEPP Manager  
State FEPP Manager Support  
FEPP Screener  
Warehouse Manager  
Warehouse Manager Support.*

### To receipt items on an SF 122

- 1 On the menu under **SF 122**, click **SF 122 Receipt of Items**.
- 2 Select the **SF 122** of your choice, and then click the **Continue** button.
- 3 Select the **SF 122 line item** of your choice to receipt, and then click the **Continue** button.

---

*After completing step 3, the Receipt Items on SF-122 - Receipt Item form displays.*

---

- 4 Review the following and change, as needed
  - **FSC Code**
  - **FEPP Type**
  - **Receipt Unit**.

---

*If you changed the **Receipt Unit**, you must also change the **Total Actual Quantity** to reflect that new unit of issue.*

---

- 5 In the **Total Actual Quantity** box, type the total quantity of this line item received. Include all previously received items.
- 6 If the **Total Actual Quantity** is less than the **Requested Quantity**, type the explanation in the **Discrepancy Justification** box.
- 7 Under **Part?**, select either **Non-Inventoried Part** or **Inventoried Property**, as appropriate.
- 8 Under **Does this receipt complete this line?**, select either **Yes** or **No**.
- 9 When finished, click the **Submit (Non-Inventory) / Continue (Inventory or Change FSC Code)** button.

---

*The Receipt Items on SF-122 - Receipt Item form redisplay with the following sample confirmation message:*

**Non-Inventory item for [COSCR1CO00006] line [1] received.**

---

The following diagram shows the Receipt Items on SF-122 - Receipt Item form.

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## Receipt Items on SF-122 - Receipt Item

SF-122 Order Number: COSCR1C000006

1. Choose whether you need to change the FSC Code and/or FEPP Type for this SF-122 line
2. If needed, change the Receipt Unit. You must manually convert the Total Actual Quantity to the new unit of issue
3. Enter the Total Actual Quantity to be received (including previously received items)
4. If the Total Actual Quantity received isn't the same as the Requested Quantity, you must also enter a Discrepancy Justification
5. On the Part? line, indicate whether or not this item is to be inventoried
6. Lastly, answer the Receipt Complete question
7. Then click on *Submit/Continue* to process your input

SF 122 Line Number	1
FSC Code	8430 FIRE BOOTS
FEPP Type	NO SUBTYPE
Change FSC Code and/or FEPP TYPE?	* <input type="radio"/> Yes <input checked="" type="radio"/> No
NSN	8430---
Condition	
FEPP DMIL	
Pickup	
Receipt	

---

Requested Unit	EACH
Receipt Unit	* <input type="text" value="EACH"/>

---

Requested Quantity	10
Received Quantity	0
Total Actual Quantity (including previously received items)	* <input type="text"/>
Discrepancy Justification (Limited to 2000 chars)	* <div style="border: 1px solid gray; height: 40px; width: 100%;"></div>

---

Unit Price	\$5.00
Part?	* <input checked="" type="radio"/> Non-Inventoried Part <input type="radio"/> Inventoried Property

---

Does this receipt complete this line?	* <input type="radio"/> Yes <input checked="" type="radio"/> No
---------------------------------------	--

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## To change an FSC Code or FEPP Type on an approved SF 122

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Perform this task to change the FSC Code or FEPP type. For example, you can correct the identification of a vehicle erroneously listed as "TRUCK, 4X2" to "TRUCK, 4X4." **This is your only chance to change FSC Code and FEPP Type!**

---

- 1 Under **Change FSC Code and/or FEPP TYPE?**, click **Yes**.

*This option is located just following the FEPP Type information, within the top yellow bar that extends across the form.*

- 2 In the **Total Actual Quantity** box, type the total quantity of the item received, and then click the **Submit (Non-Inventory) / Continue (Inventory or Change FSC Code)** button.

---

*The Receipt Items on SF-122 - Receipt Item form displays, allowing you to specify one of the following fields to narrow your search for a new FSC Code or FEPP Type: FSC Category, FSC Code, or FSC Description.*

---

- 3 To narrow your search for a new **FSC Code** or **FEPP Type**, type the appropriate information in one of the following fields:
  - **FSC Category**
  - **FSC Code**
  - **FSC Description.**
- 4 Click the **Continue** button.
- 5 Select the **NEW FSC Code** of your choice and then click the **Continue** button.
- 6 Select the **New FSC Type** of your choice and then click the **Continue** button.
- 7 Complete the remaining fields as appropriate. Press TAB to advance to the next field:
  - **FEPP Property Number**
  - **State Property Number**
  - **Manufacturer**
  - **Model**
  - **Model Year (#)**
  - **Serial Number**
  - **Part Number**
  - **Condition**
  - **Additional Description**
  - **Location**
  - **Vehicle License**
  - **Vehicle Miles or Hours (#)**
  - **Comment.**
- 8 When finished, click the **Receipt Item 1 of 1** button.

The Receipt Items on SF-122 - Receipt Item form redisplay with the following sample confirmation message:

**New property [2320] successfully added to the database.  
+++ Processing completed for [COSCR1CO00008]. All database changes committed.**

The following diagram shows the Receipt Items on SF-122 - Receipt Item form for changing an FSC Code or FEPP Type.

FEPMIS Federal Excess Property Management Information System FEPMIS

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## Receipt Items on SF-122 - Receipt Item

SF-122 Order Number: COSCR1CO00007

Original SF-122 Information

FSC	2310 PASSENGER VAN
FEPP Type	VAN, PASSENGER
NASN	2310-99-888-6666

New SF-122 Information

To change the FSC and/or FEPP Type on this SF-122 line, you must first select the FSC Code:

1. To limit the size of the FSC Codes selection list, you may enter one of the following selection criteria
2. Click on the *Continue* button

FSC Category	OR	<input type="text"/>			
FSC Code	OR	<input type="text" value="2310"/>			
FSC Description		<input type="text"/>	+		

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The following diagram shows the Receipt Items on SF-122 - Receipt Item form for selecting the New FEPP Type.

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FEPMIS Federal Excess Property Management Information System FEPMIS

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## Receipt Items on SF-122 - Receipt Item

SF-122 Order Number: COSCR1C000008

**Original SF-122 Information**

FSC	2330 TRAILERS
FEPP Type	SHELTER, MOBILE HOME, STORAGE
NSN	2330-77-666-5555

**New SF-122 Information**

1. Select the New FEPP Type  
2. Then click the *Continue* button

New FSC	2320 TRUCKS
New FEPP Type	* TRUCK, 1/2 TON, PICKUP TRUCK, 1/4 TON, 4X4 TRUCK, 4X4 2.5 TON CARGO TRUCK, 6X6 * TRUCK, CREW CAB TRUCK, TANKER

---

Unit Price	\$12,345.00
Part?	* NO - Federal Mandatory Inventory item

---

NSN (for Inventoried Property only)	<input type="text" value="2320"/> <input type="text" value="-77"/> <input type="text" value="-666"/> <input type="text" value="-5555"/>
-------------------------------------	---

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The following diagram shows the Receipt Items on SF-122 - Receipt Item form for receipting the new line item.

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## Receipt Items on SF-122 - Receipt Item

SF-122 Order Number: COSCR1CO00008

Processing SF 122 line number: 1 Item 1 of 1

Note: \* indicates required data

FEPP Property Number	*	<input type="text"/>
State		CO
FSC Code		2320 TRUCKS
FEPP Type		TRUCK, CREW CAB
Federal Inventory		Y
State Property Number		<input type="text"/>
Manufacturer	*	<input type="text"/>
Model	*	<input type="text"/>
Model Year (#)		<input type="text"/>
Serial Number	*	<input type="text"/>
NSN		2320-77-666-5555
Part Number		<input type="text"/>
Unit of Issue		EACH
Condition	*	<input type="text"/>
Additional Description		<input type="text"/>
DMIL		NON-MLI DEMILITARIZATION NOT REQUIRED.
Location		<input type="text"/>
Acquisition Date		08/15/2001 07:06:23
Acquisition Cost		\$12,345.00
Vehicle License		<input type="text"/>
Vehicle Miles or Hours (#)		<input type="text"/>
Comment (Limited to 255 chars)		<input style="height: 40px;" type="text"/>

Receipt Item 1 of 1
Cancel

---

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### To change a receipt unit on an approved SF 122

- 1 On the menu under **SF 122**, click **SF 122 Receipt of Items**.
- 2 Select the approved **SF 122** of your choice, and then click the **Continue** button.
- 3 Select the **SF 122 line item** of your choice to receipt, and then click the **Continue** button.
- 4 Under **Receipt Unit**, click the drop-down arrow and then click to select the new unit of issue of your choice.

- 5 In the **Total Actual Quantity** box, type the new total quantity for the new unit of issue.
- 6 In the **Discrepancy Justification** box, type the explanatory text, and then click the **Submit (Non-Inventory) / Continue (Inventory or Change FSC Code)** button.
- 7 Modify the remaining fields as appropriate. Press TAB to advance to the next field:
  - **FEPP Property Number**
  - **State Property Number**
  - **Manufacturer**
  - **Model**
  - **Model Year (#)**
  - **Serial Number**
  - **Part Number**
  - **Condition**
  - **Additional Description**
  - **Location**
  - **Vehicle License**
  - **Vehicle Miles or Hours (#)**
  - **Comment.**
- 8 When finished, click the **Receipt Item (# of #)** button.

---

*The Receipt Items on SF-122 - Receipt Item form redisplays with the following sample confirmation message:*

**New property [123849831] successfully added to the database.  
+++ Item 1 saved, now enter the next item**

---

## Reviewing, resubmitting, and canceling an SF 122

This section explains how to review an outstanding SF 122, resubmit a rejected line item, or cancel a rejected line item.

*Performed by: FEPP Manager  
State FEPP Manager Support  
FEPP Screener  
Warehouse Manager.*

### To review an outstanding SF 122

- 1 On the menu under **SF 122**, click **Review / Resubmit / Cancel SF 122**.
- 2 Select the **SF 122 Order Number** of your choice and then click the **Continue** button.
- 3 Review the SF 122 as needed.
- 4 To choose another **SF 122 Order Number** for review, click **Cancel**.

The following diagram shows the Review SF-122 - Request for Excess Property form.

FEPMIS Federal Excess Property Management Information System FEPMIS

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## Review SF-122 - Request for Excess Property

---

SF122 - Location Data

**Order Number:** COFM1CO00001  
**State:** CO  
**Request Date:** 04/12/2001  
**Screener:** COFM1  
**GSA APO:** SMITH,JOHN  
**Holding Agency Id:** HOLDING AGENCY NAME  
**Property Location Id:** NAME OF PROPERTY LOCATION  
**GSA Doc. Number:** GSADOCCOFM1  
**Status:** PARTIALLY RECEIPTED  
**Ship To Name:** WAREHOUSE 2  
**Ship To Address:** COLORADO ST.  
  
**Ship To City:** COLORADO SPRINGS  
**Ship To State:** CO  
**Ship to Zip Code:** 76543  
**Ship To Phone Number:** 777-888-6666 **Extension:** **Country Code:** 1  
**Req/Alt. Fax Number:** 777-666-4444 **Country Code:** 1  
**Special Justification:**

SF122 - Line Items

Line Item	Action	FSC Code	Description	Qty Requested	Comments	Rejection Reason	Status
1		8440	GLOVES NO SUBTYPE	2	OPTIONAL COMMENTS FOR GLOVES		COMPLETE
2		2330	TRAILERS SHELTER, MOBILE HOME, STORAGE	1			REJECTED

---

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**To resubmit a rejected line item - for FEPP screeners only**

---

*You can only resubmit a rejected line item one time.*

---

- 1** On the menu under **SF 122**, click **Review / Resubmit / Cancel SF 122**.
- 2** Select the **SF 122 Order Number** that contains the rejected line item, and then click the **Continue** button.
- 3** Locate the **Line Item** of your choice, and then modify as needed.
- 4** Under **Action**, click **Resubmit**, and then click the **Submit** button.

---

*The Review SF-122 - Request for Excess Property form redisplay with the following sample confirmation message:*

**Resubmission of Line Item 1 Complete.**  
**Resubmission Order Number: COSCR1CO00015**  
**Original Line Item has been Canceled.**

---

The following diagram shows the Review SF-122 - Request for Excess Property form that allows you to cancel or resubmit rejected line items.

FEPMIS Federal Excess Property Management Information System FEPMIS

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## Review SF-122 - Request for Excess Property

**To Cancel a Rejected Line Item .**  
 1. Choose Cancel Under the Action Heading To Cancel the Line Item.  
 2. Click Submit to Complete the Transaction.

**To Resubmit a Rejected Line Item .**  
 1. Choose Resubmit Under the Action Heading to create a new SF122 for the selected Line Item.  
 2. Enter Special Justification.  
 3. Click Submit to Complete the Transaction.

**SF122 - Location Data**

**Order Number:** COSCR1CO00014  
**State:** CO  
**Request Date:** 08/13/2001  
**Screener:** COSCR1  
**GSA APO:** STERNBERG,PENNY  
**Holding Agency Id:** GSA/FFS TEST A1  
**Property Location Id:** GSA/FFS PROP LOC #17  
**GSA Doc. Number:** 123356SHR495302  
**Status:** REJECTED  
**Ship To Name:** WILLIS,HENRY  
**Ship To Address:** 777 MAIN  
  
**Ship To City:** FORT COLLINS  
**Ship To State:** CO  
**Ship to Zip Code:** 76543  
**Ship To Phone Number:** 888-777-5555 **Extension:** **Country Code:** 1  
**Req/Alt. Fax Number:** 987-654-2345 **Country Code:** 1  
**Special Justification:** NOW I WANT SOME SCOOTERS

**SF122 - Line Items**

Line Item	Action	FSC Code	Description	Qty Requested	Comments	Rejection Reason	Status
1	<input type="radio"/> Cancel <input type="radio"/> Resubmit	2340	SCOOTER NO SUBTYPE	5		SKIP THE SCOOTERS	REJECTED
Line 1 Special Justification							

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**To cancel a rejected line item - for FEPP screeners only**

- 1 On the menu under **SF 122**, click **Review / Resubmit / Cancel SF 122**.
- 2 Select the **SF 122 Order Number** that contains the rejected line item, and then click the **Continue** button.
- 3 Locate the **Line Item** of your choice.
- 4 Under **Action**, click **Cancel**, and then click the **Submit** button.

---

*The Review SF-122 - Request for Excess Property form redisplay with the following sample confirmation message:*

**Line Item: 1 Canceled.**

---

# Chapter 4. Managing inventory

This chapter explains how to use FEPMIS to work with inventory and property numbers. Topics include:

- Reviewing and modifying inventoried and non-inventoried items
- Certifying inventory
- Correcting FEPP property (NFC ID) numbers.

The following diagram shows the level of access for State, District, and Local Unit inventory items.

	ACCESS LEVEL		
	Property Management Officer	FEPP Manager	District
State	X		
District	X	X	
Local Unit	X	X	X

- At the District level, you can review inventory for a selected local unit.
- At the FEPP Manager level and above, you can review inventory for a selected district and local unit.
- At the Property Management Officer level, you can review inventory for a selected state, selected district, and local unit.

## Reviewing and modifying inventoried and non-inventoried items

This section explains how to review, modify, and adjust inventoried and non-inventoried items.

*Performed by:* Washington Office  
 Washington Office Support  
 Property Management Officer  
 Program Manager  
 State District Office  
 State District Office Support  
 State FEPP Manager  
 State FEPP Manager Support  
 Region Support  
 State Coordinator / Contact  
 State Forester  
 Warehouse Manager  
 Warehouse Manager Support.

## Reviewing and modifying inventoried items

Inventoried items include items whose acquisition cost is \$5,000 or more or sensitive property valued at less than \$5,000 that is subject to fraud, waste, and abuse, as determined by the Forest Service Property Management Officer.

### To review an inventoried item

- 1 On the menu under **Inventory**, click **Review Inventoried Items**.
- 2 Based on your access level, select the **State List**, **District List**, and **Local Unit** as required. Click the **Continue** button after each selection.
- 3 Under **Assigned Inventoried Items**, click the **FSC Code** of your choice, and then click the **Continue** button.
- 4 Review the inventoried item. When finished, click the **Cancel** button.

The following diagram shows the List Inventoried Items form. From here, you can choose which inventoried item to display.

FEPMIS Federal Excess Property Management Information System FEPMIS

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## List Inventoried Items

To view or edit property information.

1. Select [View Record](#).
2. Click [Continue](#).

**Local Unit Code:** COLU1, COLORADO LOCAL UNIT #1

Assigned Inventoried Items			
View Record	FSC Code	Property Number	Description
<input type="radio"/>	1510	CO-AIR-003	AIRCRAFT, FIXED WING NO SUBTYPE
<input type="radio"/>	2310	CO-AMB-001	PASSENGER VAN VAN, 4X4, AMBULANCE
<input type="radio"/>	2310	CO-AMB-002	PASSENGER VAN VAN, 4X4, AMBULANCE
<input type="radio"/>	2310	CO-AMB-003	PASSENGER VAN VAN, 4X4, AMBULANCE

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The following diagram shows the List Inventoried Items form.

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## List Inventoried Items

Note: \* indicates required data  
Each data field that is changed also requires a Correction Justification!

Field	Data	* Correction Justification (REQUIRED) (max 2000 chars)
FEPP Property Number	CO-AIR-003	
State	CO	
FSC Code	1510 AIRCRAFT, FIXED WING	
FEPP Type	NO SUBTYPE	
Federal Inventory	Y	
Inventoried Date	* Month 05  Day 03  Year	<input type="text"/> +
Inventoried By	COD1 (FRANK ALLEN: State District Office)	
State Property Number	CO-AIR-003	
Manufacturer	* <input type="text" value="CESSNA"/>	<input type="text"/> +
Model	* <input type="text" value="CESSNA510"/>	<input type="text"/> +
Model Year (#)	<input type="text" value="1994"/>	<input type="text"/> +
Serial Number	* <input type="text" value="AIR003"/>	<input type="text"/> +
NSN	<input type="text" value="1510"/> <input type="text" value="99"/> <input type="text" value="888"/> <input type="text" value="7777"/>	<input type="text"/> +
Part Number	<input type="text" value="AIR003"/>	<input type="text"/> +
Unit of Issue	* <input type="text" value="EACH"/>	<input type="text"/> +
Condition	* <input type="text" value="USABLE"/>	<input type="text"/> +
Additional Description	<input type="text"/>	<input type="text"/> +
DMIL	<input type="text" value="MLI-REMOVE AND/OR DEMILITARIZE."/>	<input type="text"/> +
Status	DISPOSAL: STATE	
Location	<input type="text"/>	<input type="text"/> +
Disposal Report Number	1282X91149CO01	
Acquisition Date	03/23/2001	
Acquisition Cost	\$8,765,432.00	
Vehicle License	<input type="text"/>	<input type="text"/> +
Vehicle Miles or Hours (#)	<input type="text" value="88"/>	<input type="text"/> +
Military Bureau Number	<input type="text" value="AIR003"/>	<input type="text"/> +
Registration Number	<input type="text" value="AIR003"/>	<input type="text"/> +
Flyable (Any aircraft registered with the FAA is considered flyable)	No <input type="radio"/> Yes <input checked="" type="radio"/>	<input type="text"/> +
Comment (Limited to 255 chars)	<input style="width: 300px; height: 40px;" type="text"/>	<input type="text"/> +
NFC Document Number		

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**To modify an inventoried item**

- 1 On the menu under **Inventory**, click **Review Inventoried Items**.
- 2 Based on the level of your user role, select the **State List**, **District List**, and **Local Unit** as required. Click the **Continue** button after each selection.
- 3 Under **Assigned Inventoried Items**, click the **FSC Code** of your choice, and then click the **Continue** button.
- 4 On the **List Inventoried Items** form, review and/or change the following fields as appropriate:
  - **Inventoried Date: Month, Day, and Year**
  - **Manufacturer**
  - **Model**
  - **Model Year (#)**
  - **Serial Number**
  - **NSN**
  - **Part Number**
  - **Unit of Issue**
  - **Condition**
  - **Additional Description**
  - **DML**
  - **Location**
  - **Vehicle License**
  - **Vehicle Miles or Hours (#)**
  - **Military Bureau Number**
  - **Registration Number**
  - **Flyable: Yes or No**
  - **Comment.**

---

*The fields that display on the List Inventoried Items form pertain specifically to that item. The preceding fields are specific to aircraft inventory items.*

---

- 5 For each field that you modify, you must complete its corresponding **Correction Justification** box.
- 6 When finished, click the **Save Record** button.

---

*The List Inventoried Items form redisplay with the following sample confirmation message:*

**A Correction Justification is required for Inventoried Date  
+++ Property [CO-AMB-007] successfully updated in the database.**

---

- 7 To return to the **Assigned Inventoried Items** list, click the **Cancel** button.

### To remove an item from the National Inventory List//

---

*You must have the Property Management Officer or Property Management Officer Support role to perform this task.*

---

- 1 On the menu under **FEPP Change of Status** or under **Request/Report Change of Status**, click **Available Inventory - FEPP**.
- 2 Select the item of your choice, type the new quantity in the **Disposal Quantity** box, and then click the **Submit Changes** button.
- 3

### **Reviewing and adjusting non-inventoried items**

Non-inventoried items include items whose acquisition cost is less than \$1,000 and is not designated as sensitive by the Property Management Officer.

#### **To review a non-inventoried item**

- 1 On the menu under **Inventory**, click **Review Non-Inventoried Items**.
- 2 Based on the level of your user role, select the **State List**, **District List**, and **Local Unit** as required. Click the **Continue** button after each selection.
- 3 Under **Assigned Non-Inventoried Items**, click the **FSC Code** of your choice, and then click the **Continue** button.
- 4 Review the non-inventoried item. When finished, click the **Cancel** button.

The following diagram shows the List Non-Inventoried Items form. From here, you can choose which non-inventoried item to display.

FEPMIS Federal Excess Property Management Information System FEPMIS

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## List Non-Inventoried Items

**To Adjust Existing Inventory:**

1. Select a Line Item.
2. Enter correct quantity in Actual Quantity.
3. Enter Adjustment Justification.
4. Click *Continue* to complete inventory adjustment.

Local Unit Code: COLU1 COLORADO LOCAL UNIT #1

Assigned Non-Inventoried Items						
Line Item	FSC Code	Inv. Qty.	Unit of Issue	Description	Actual Quantity	Adjustment Justification (max. 2000 characters)
0	8430	10	PR	FIRE BOOTS NO SUBTYPE	10	

**To Adjust an Initial Assignment Quantity:**

1. Select a Line Item.
2. Select *Initial Assignment Adjustment*.
3. Enter an Assignment Number.
4. Click *Continue* to display Assignment list.

**Initial Assignment Adjustment**

Assignment Number:

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### To adjust an existing non-inventoried item

- 1 On the menu under **Inventory**, click **Review Non-Inventoried Items**.
- 2 Based on the level of your user role, select the **State List**, **District List**, and **Local Unit** as required. Click the **Continue** button after each selection.
- 3 Under **Assigned Non-Inventoried Items**, click the **FSC Code** of your choice.
- 4 In the **Actual Quantity** box, type the new quantity of the non-inventoried item.

- 5 In the **Adjustment Justification** box, type the explanatory text, and then click the **Continue** button.

---

*The List Non-Inventoried Items form redisplays with the following sample confirmation message:*

**Quantity Adjustment Successful.**

---

### To adjust an initial assignment quantity of a non-inventoried item

- 1 On the menu under **Inventory**, click **Review Non-Inventoried Items**.
- 2 Based on the level of your user role, select the **State List**, **District List**, and **Local Unit** as required. Click the **Continue** button after each selection.
- 3 Under **Assigned Non-Inventoried Items**, click the **FSC Code** of your choice.
- 4 In the **Actual Quantity** box, type the new quantity of the non-inventoried item.
- 5 In the **Adjustment Justification** box, type the explanatory text.
- 6 Click **Initial Assignment Adjustment**, type the **Assignment Number**, and then click the **Continue** button.

---

*The List Non-Inventoried Items form redisplays with the following sample confirmation message:*

**Quantity Adjustment Successful.**

---

## Certifying inventory

This section explains how to certify the physical inventory of FEPP items.

*Performed by: Property Management Officer  
State District Office  
State District Office Support  
State FEPP Manager  
State FEPP Manager Support  
State Coordinator / Contact  
State Forester  
Warehouse Manager  
Warehouse Manager Support.*

---

*The Forest Service requires a complete physical inventory every two years or whenever required by the Property Management Officer.*

---

### To certify inventory

- 1 On the menu under **Inventory**, click **Certify Inventory**.

- 2 Based on the level of your user access, select the **District List**, and **Local Unit** as required. Click the **Continue** button after each selection.

---

*To access state inventory at the Property Management Officer level, select the **State List** of your choice and then click the **Review State Inventory** button.*

---

- 3 Select the **Assignment Unit** of your choice.

---

*To review all assignment units, click check box #1.*

---

- 4 To review all inventory items in the assignment unit, click **check box #2**.
- 5 Click the **Continue** button.

- 6 To certify a property item, select the **FEPP Property Number** of your choice, and then click the **Save Certification Information** button.

The following diagram shows the Certify Inventory form as it appears at the State District level.

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## Certify Inventory - District

**State:** CO **Inventory Certification Date:** 05/23/2001

1.  [Click here to select ALL Assignment Units in this area of responsibility](#)  
OR  
[Select an Assignment Unit from the selection list](#)
2.  (OPTIONAL) [Click here to show ALL inventory items \(The default is to only show OVERDUE items\)](#)
3. Click *Continue*

COAIR1 COLORADO AIRCRAFT #1
COLU1 COLORADO LOCAL UNIT #1
COLU2 COLORADO LOCAL UNIT #2

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The following diagram shows the Certify Inventory form that displays for FEPP property items at the District level that have not been certified since the last inventory.

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### Certify Inventory - District

State: CO Inventory Certification Date: 05/23/2001

Property Items that haven't been certified since the last inventory:

View Property	FEPP Property Number	State Property Number	FSC	FEPP Type	Description	Last Inventory (* = overdue) mm/dd/yyyy
<b>COLU2: COLORADO LOCAL UNIT #2</b>						
<input type="radio"/>	CO-AMB-007	CO-AMB-007	2310 PASSENGER VAN	VAN, 4X4, AMBULANCE	WHITE WITH RED CROSS	* 05   01   2001

• You must click *Save Certification Information* to save any data changes BEFORE you view property details or you will lose your updates.

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### To review and/or modify a property item

*You must first certify a property item before you can modify it. Otherwise, your changes will not be saved!*

- 1 On the **Certify Inventory** form, select the **FEPP Property Number** of your choice, and then click the **View/Modify Property Details** button.
- 2 Modify the fields of your choice.
- 3 For each field that you modify, you must complete its corresponding **Correction Justification** box.
- 4 When finished, click the **Submit** button.

*The Certify Inventory form redisplay with the following sample confirmation message:*

**Property [CO-AMB-007] successfully updated in the database.**

The following diagram shows the Certify Inventory for modifying a property item.

FEPMIS Federal Excess Property Management Information System FEPMIS

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## Certify Inventory - District

State: CO Inventory Certification Date: 05/23/2001

**Note: \* indicates required data**  
**Each data field that is changed also requires a Correction Justification!**

Field	Data	* Correction Justification (REQUIRED) (max 2000 chars)
FEPP Property Number	CO-AMB-007	
State	CO	
FSC Code	2310 PASSENGER VAN	
FEPP Type	VAN, 4X4, AMBULANCE	
Federal Inventory	Y	
Inventoried Date	* Month <input type="text" value="05"/> Day <input type="text" value="01"/> Year <input type="text" value="2001"/>	<input type="text"/> +
Inventoried By	COD1 (FRANK ALLEN: State District Office)	
State Property Number	CO-AMB-007	
Manufacturer	* <input type="text" value="FORD"/>	<input type="text"/> +
Model	* <input type="text" value="AMB007"/>	<input type="text"/> +
Model Year (#)	<input type="text" value="1997"/>	<input type="text"/> +
Serial Number	* <input type="text" value="AMB007"/>	<input type="text"/> +
NSN	<input type="text" value="2310"/> <input type="text" value="88"/> <input type="text" value="999"/> <input type="text" value="8888"/>	<input type="text"/> +
Part Number	<input type="text" value="AMB007"/>	<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" value="WHITE WITH RED CROSS"/>	<input type="text"/> +
DMIL	<input type="text" value="MLI DEMILITARIZATION NOT REQUIRED."/>	<input type="text"/> +
Status	OFF_NATL_INV	
Location	<input type="text"/>	<input type="text"/> +
Disposal Report Number	1282X91143CO01	
Acquisition Date	03/23/2001	
Acquisition Cost	\$76,543.77	
Vehicle License	<input type="text" value="AMB007"/>	<input type="text"/> +
Vehicle Miles or Hours (#)	<input type="text" value="8765"/>	<input type="text"/> +
Comment (Limited to 255 chars)	<input type="text"/>	<input type="text"/> +
NFC Document Number		

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## Correcting FEPP property (NFC ID) numbers

This section explains how to correct FEPP property numbers. Before you can correct a FEPP property number, the following conditions must exist:

- The property must never have been assigned to a local unit.
- The property may or may not be receipted.
- No FSC and/or FEPP Type Code(s) were changed on receipt.
- No data corrections have been performed.
- Property item must not have been accounted for in the physical inventory process.

*Performed by: Property Management Officer  
Program Manager  
Region Support.*

### To correct a FEPP property (NFC ID) number

- 1 On the menu under **Inventory**, click **Correct FEPP Property Number**.
- 2 In the **State Code** box, type the two-letter state abbreviation.
- 3 In the **Incorrect FEPP Property Number** field, type the current **FEPP Property Number** that you want to change.
- 4 In the **Correct FEPP Property Number**, type the new **FEPP Property Number**, and then click the **Continue** button.
- 5 On the re-displayed **Correct FEPP Property Number** form, click the **Submit** button.

---

*The Correct FEPP Property Number form redisplay with the following sample confirmation message:*

**FEPP Property Number [123849833] successfully changed to [123849834]**

---

The following diagram shows the Correct FEPP Property Number form.

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---

### Correct FEPP Property Number

1. The FEPP Property Number must be corrected before the property is ever assigned or has any data corrections processed
2. Enter all required (\*) information
3. Click *Continue*

State Code: \*

Incorrect FEPP Property Number: \*

Correct FEPP Property Number: \*

---

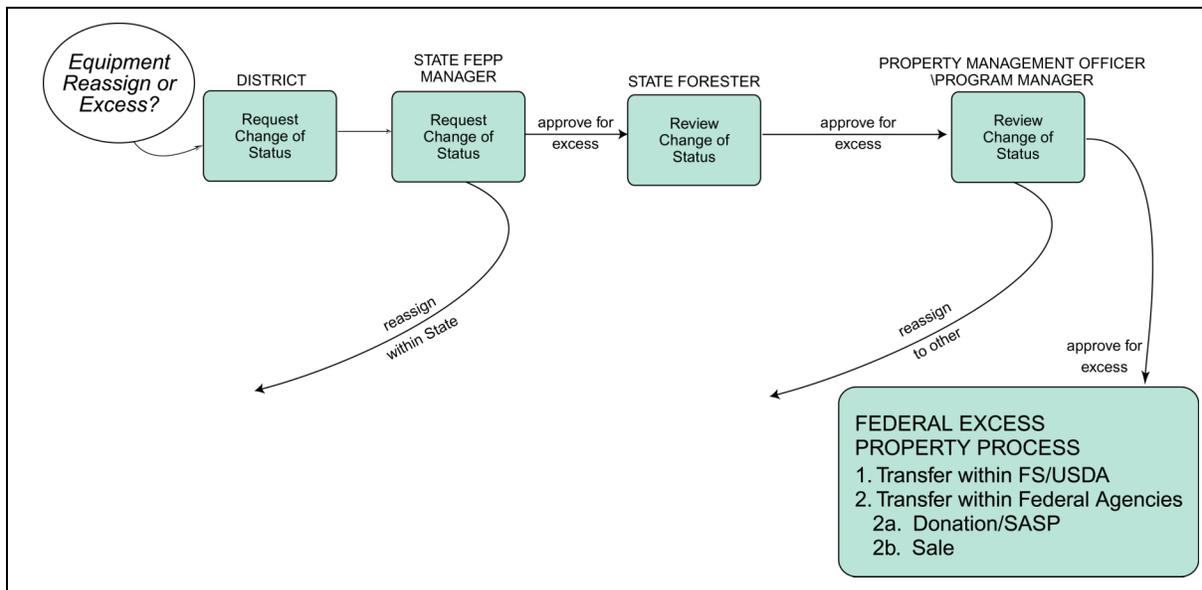
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# Chapter 5. Managing change of status

This chapter explains how to use FEPMIS to request or report status changes in inventoried and non-inventoried items. In FEPMIS, menus for managing change of status for inventoried items and separate from menus for managing change of status for non-inventoried items. The process, however, is essentially the same for both inventoried and non-inventoried items. This chapter, therefore, outlines tasks for managing change of status for inventoried items only. Topics include:

- Working with change of status for inventoried and non-inventoried items
- Reporting items obtained by cannibalization
- Working with available National inventory lists.

The following diagram shows a typical process flow to dispose of excess property.



## Working with change of status for inventoried and non-inventoried items

This section explains how to complete change of status requests for inventoried and non-inventoried items. The tasks you can perform in this section is based on the current status of the Change of Status request and the level of your user access. You may have several available options:

- At the PMO level, you can create an SF-120 or AD-112.
- You can approve a request and send it to the next level for approval.
- You can assign a selected item to another consuming unit or warehouse.
- You can close a completed Change of Status request.

*Performed by: State District Office  
State District Office Support  
Warehouse Manager  
Warehouse Manager Support  
State Forester  
State FEPP Manager  
State FEPP Manager Support  
Property Management Officer  
Program Manager  
State Coordinator/Contact  
State Support and Region Support.*

---

*Change of status menu options and forms for inventoried items are used to illustrate the tasks in this section. Performing change of status tasks for non-inventoried item are essentially the same as for inventoried items.*

---

*Support level personnel cannot approve Change of Status requests.*

---

### To review a Change of Status request

- 1 On the menu under **FEPP Change of Status**, click **Review/Approve/Close/Cancel Inventoried Item Change of Status**.
- 2 On the **Review Request for Change Of Status For Inventoried Items** form, select the **Line Item** of your choice, and then click the **Continue** button.

The following diagram shows the Inventoried Items list on the Review Request for Change Of Status For Inventories Items form.

FEPMIS Federal Excess Property Management Information System FEPMIS

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### Review Request for Change Of Status For Inventoried Items

1. Select *Line Item* from Inventoried Items List  
 2. Click *Continue*

Inventoried Items						
Line Item	Disposal Report Number	FSC Code	Description	Property Number	Disposal Reason	Status
C	1282X91143CO01	2310	PASSENGER VAN VAN, 4X4, AMBULANCE	CO-AMB-007	ENGINE AND TRANSMISSION NEEDED FOR WORKING UNIT. BODY IN POOR CONDITION	OFF_NATL_INV
C	R2ACC1103CO01	2310	PASSENGER VAN VAN, 4X4, AMBULANCE	CO-AMB-001		DISPOSAL:PMO
C	R2ACC1103CO03	1510	AIRCRAFT, FIXED WING NO SUBTYPE	CO-AIR-001	DISPOSE FROM SYSTEM	DISPOSAL:PMO

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The following diagram shows the Review Request for Change Of Status For Inventoried Items form for a specific Line Item.

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## Review Request for Change Of Status For Inventoried Items

**Change of Status Report Data**

**To Close a Completed Request:**

1. Enter Disposal Amount
2. Add any comments to Reason Change of Status area
3. Click *Close Report*

<b>Originating State:</b>	CO
<b>Disposal Report Number:</b>	1282X91143CO01
<b>FSC Code:</b>	2310
<b>Description:</b>	PASSENGER VAN VAN, 4X4, AMBULANCE
<b>Property Number:</b>	CO-AMB-007
<b>Unit of Issue:</b>	EA
<b>DML Certification:</b>	
<b>Change of Status Requested:</b>	CANNIBALIZED
<b>Condition Code:</b>	SCRAP
<b>Mileage/Hours:</b>	876500
<b>Contact Name:</b>	KEN BARNS
<b>Contact Phone:</b>	555-555-4242 <b>Extension:</b> 222 <b>Country Code:</b> 1
<b>Contact e-mail:</b>	KBARNS@PA
<b>Contact Fax:</b>	555-555-4243 <b>Country Code:</b> 1
<b>Storage Location:</b>	CLEARFIELD SHOP
<b>Disposal Reason:</b>	ENGINE AND TRANSMISSION NEEDED FOR WORKING UNIT. BODY IN POOR CONDITION
<b>Disposal Amount:\$</b>	*1200 .00
<b>Reason Change of Status:</b> <small>(255 character limit)</small>	<div style="border: 1px solid gray; height: 30px; width: 100%;"></div>

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### To create a Change of Status SF-120 for an item

*This option is available only to those with the PMO access level.*

- 1 On the **PMO** menu under **FEPP Change of Status**, click **Review/Approve/Close/Cancel Inventoried Item Change of Status**.
- 2 On the **Review Request for Change Of Status For Inventoried Items** form, select the **Line Item** of your choice, and then click the **Continue** button.
- 3 Click the **Change of Status Form Type** drop-down arrow, select **SF-120**, and then click the **Create Change Form** button.

- 4 On the **Disposal Report Form SF - 120** in the **Disposal Document Number** box, type the appropriate number of the disposal document.
- 5 Click the **Change if Status Requested** drop-down arrow and select the appropriate status.
- 6 In the **Disposal Comments** box, type the explanatory text as appropriate.
- 7 Click the appropriate **Type of Report**
  - A. Original
  - B. Corrected
  - C. Partial W/D
  - D. Total W/D.
- 8 When finished, click the **Submit** button.

---

*The Review Request for Change Of Status For Inventoried Items form redisplay with the following sample message:*

**Disposal Report Submitted**

---

The following diagram shows the Review Request for Change Of Status For Inventories Items form. The bottom of this form displays the options available at the PMO level.

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---



## Review Request for Change Of Status For Inventoried Items

**Change of Status Report Data**

---

**To Create Change of Status Request Form:**

1. Select *Change of Status Form Type* from List
2. Click *Create Change Form*

**To Assign Property back to originating State:**

1. Click *Reassign Property*

**To Disapprove a Change of Status Request:**

1. Click *Cancel Request*

<b>Originating State:</b>	CO
<b>Disposal Report Number:</b>	R2ACC1103CO03
<b>FSC Code:</b>	1510
<b>Description:</b>	AIRCRAFT, FIXED WING NO SUBTYPE
<b>Property Number:</b>	CO-AIR-001
<b>Unit of Issue:</b>	EA
<b>DMIL Certification:</b>	
<b>Change of Status Requested:</b>	TRANSFER OUT OF USDA
<b>Condition Code:</b>	USABLE
<b>Mileage/Hours:</b>	0
<b>Contact Name:</b>	ANG CONTACT NAME
<b>Contact Phone:</b>	666-777-5555 <b>Extension:</b> <b>Country Code:</b> 1
<b>Contact e-mail:</b>	
<b>Contact Fax:</b>	
<b>Storage Location:</b>	COLORADO ANG
<b>Disposal Reason:</b>	DISPOSE FROM SYSTEM
<b>Reason Change of Status:</b>	GET RID OF IT
<small>(255 character limit)</small>	

---

**Change of Status Form Type:**

Item Details

Create Change Form

Reassign Property

Cancel Request

Cancel

---

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The following diagram shows the SF-120 form.

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## Review Request for Change Of Status For Inventoried Items

To Create a Disposal Request:  
 1. Enter required data (\*)  
 2. Click *Submit*

Disposal Report Form SF-120  
 Report of Excess Personal Property

<b>Disposal Report Number:</b>	R2ACC1103CO01
<b>Report Date:</b>	09/20/2001
<b>State:</b>	CO
<b>FSC Code:</b>	2310
<b>Description:</b>	PASSENGER VAN VAN, 4X4, AMBULANCE
<b>Property Number:</b>	CO-AMB-001
<b>DMIL Certification:</b>	
<b>Property Location:</b>	
<b>Condition Code:</b>	SCRAP
<b>Disposal Reason:</b>	
<b>Disposal Document Number:</b>	* <input type="text" value="12345"/>
<b>Change of Status Requested:</b>	* <input type="text" value="SCRAP SALE"/>
<b>Disposal Comments:</b>	<input style="width: 100%; height: 40px;" type="text" value="DISPOSAL COMMENTS"/>

Type of Report

A. Original  
 B. Corrected  
 C. Partial W/D  
 D. Total W/D

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### To create a Change of Status AD-112 for an item

*This option is available only to those with the PMO access level.*

- 1 On the **PMO** menu under **FEPP Change of Status**, click **Review/Approve/Close/Cancel Inventoried Item Change of Status**.
- 2 On the **Review Request for Change Of Status For Inventoried Items** form, select the **Line Item** of your choice, and then click the **Continue** button.

- 3 Click the **Change of Status Form Type** drop-down arrow, select **AD-112**, and then click the **Create Change Form** button.
- 4 On the **Disposal Report Form AD - 112** in the **Disposal Document Number** box, type the appropriate number of the disposal document.
- 5 Click the **Change if Status Requested** drop-down arrow and select the appropriate status.
- 6 In the **Disposal Comments** box, type the explanatory text as appropriate.
- 7 Click the appropriate **Type of Report**
  - A. Property has no commercial value
  - B. Health, safety, or security considerations require immediate abandonment or destruction
  - C. Costs of care and handling exceed expected small lot sales proceeds
  - D. Regulation or directive requires abandonment or destruction
  - E. Property is uneconomical to repair/not needed by another user and may be cannabilized for parts.
  - F. Modify
  - G. Other.
- 8 When finished, click the **Submit** button.

---

*The Review Request for Change Of Status For Inventoried Items form redisplays with the following sample message:*

**Disposal Report Submitted.**

---

The following diagram shows the AD-112 form.

FEPMIS Federal Excess Property Management Information System FEPMIS

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## Review Request for Change Of Status For Inventoried Items

**To Create a Disposal Request:**  
 1. Enter required data (\*)  
 2. Click *Submit*

**Disposal Report Form AD-112**  
 Report of Unserviceable, Lost, Stolen, Damaged or Destroyed Property

<b>Disposal Report Number:</b>	R2ACC1103CO03
<b>Report Date:</b>	09/20/2001
<b>State:</b>	CO
<b>FSC Code:</b>	1510
<b>Description:</b>	AIRCRAFT, FIXED WING NO SUBTYPE
<b>Property Number:</b>	CO-AIR-001
<b>DMIL Certification:</b>	
<b>Property Location:</b>	
<b>Condition Code:</b>	USABLE
<b>Disposal Reason:</b>	DISPOSE FROM SYSTEM
<b>Disposal Document Number:</b>	* <input type="text"/>
<b>Change of Status Requested:</b>	* <input type="text" value="GET RID OF IT"/>

**Disposal Comments:**

**Authorization For Cannibalization, Abandonment, or Destruction of Unserviceable Property**

Unserviceable property listed above is hereby authorized for cannibalization, abandonment, or destruction in accordance with FPMR 101-45.9 based on any of the following determinations as further explained in Disposal Instructions.

- A. Property has no commercial value.
- B. Health, safety, or security considerations require immediate abandonment or destruction.
- C. Costs of care and handling exceed expected small lot sales proceeds.
- D. Regulation or directive requires abandonment or destruction.
- E. Property is uneconomical to repair/not needed by another user and may be cannibalized for parts.  
*(Cannibalization is a form of use and property management regulations shall apply. Remainder of property must be disposed of through usual procedures.)*
- F. Modify
- G. Other

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### To approve a request for an item and send it to the next level

- 1 On the menu under **FEPP Change of Status**, click **Review/Approve/Close/Cancel Inventoried Item Change of Status**.
- 2 On the **Review Request for Change Of Status For Inventoried Items** form, select the **Line Item** of your choice, and then click the **Continue** button.
- 3 Review the property item, and then click the **Approve Request** button.

The following diagram shows the Review Change Of Status For Inventoried Items form. The bottom of this form displays the options available at the State Forester level.

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FEPMIS Federal Excess Property Management Information System FEPMIS



## Review Change Of Status For Inventoried Items

**To Approve a Change of Status Request:**

1. Add any comments to Disposal Comments area
2. Click *Approve Request*

**To Reassign a Change of Status Request**

1. Add any comments to Disposal Comments area
2. Click *Reassign Property*

**To Reject a Change of Status Request:**

1. Add any comments to Disposal Comments area
2. Click *Reject Request*

**Change of Status Report Data**

**Disposal Report Number:** 1282X91149CO01  
**FSC Code:** 1510  
**Description:** AIRCRAFT, FIXED WING NO SUBTYPE  
**Property Number:** CO-AIR-003  
**DMIL Certification:**  
**Change of Status Requested:** SALE  
**Condition Code:** SCRAP  
**Mileage/Hours:** 88  
**Contact Name:** CONTACT NAME  
**Contact Phone:** 777-666-5555 **Extension:** **Country Code:** 1  
**Contact e-mail:**  
**Contact Fax:**  
**Storage Location:** STORAGE LOCATION  
**Disposal Reason:**

**Reason Change of Status:**   
(255 character limit)

Approve Request
Item Details
Reassign Property
Reject Request
Cancel

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**To review item details for an item**

- 1 On the menu under **FEPP Change of Status**, click **Review/Approve/Close/Cancel Inventoried Item Change of Status**.
- 2 On the **Review Request for Change Of Status For Inventoried Items** form, select the **Line Item** of your choice, and then click the **Continue** button.
- 3 On the **Review Request for Change Of Status For Inventoried Items** form, review and/or change the following fields as appropriate:
  - **Inventoried Date: Month, Day, and Year**
  - **State Property Number**
  - **Manufacturer**
  - **Model**
  - **Model Year (#)**
  - **Serial Number**
  - **Unit of Issue**
  - **Condition**
  - **Additional Description**
  - **DML**
  - **Location**
  - **Vehicle License**
  - **Vehicle Miles or Hours (#)**
  - **Military Bureau Number**
  - **Registration Number**
  - **Flyable: Yes or No**
  - **Comment.**

---

*The fields that display on the List Inventoried Items form pertain specifically to that item. The preceding fields are specific to aircraft inventory items.*

---

- 4 For each field that you modify, you must complete its corresponding **Correction Justification** box.
- 5 When finished, click the **Save Record** button.

---

*The Review Request for Change Of Status For Inventoried Items form redisplay with the following sample message:*

**Property [CO-AIR-003] successfully updated in the database.**

---

The following diagram shows the Review Change Of Status For Inventoried Items form for changing item details.

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## Review Change Of Status For Inventoried Items

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

Field	Data	* Correction Justification (REQUIRED) (2000 character limit)
FEPP Property Number:	CO-AIR-003	
State:	CO	
FSC Code:	1510 AIRCRAFT, FIXED WING	
FEPP Type:	NO SUBTYPE	
Federal Inventory:	Y	
Inventoried Date:	* Month <input type="text" value="05"/> Day <input type="text" value="03"/> Year <input type="text"/>	<input type="text"/> +
Inventoried By:	COD1 (FRANK ALLEN: State District Office)	
State Property Number:	<input type="text" value="CO-AIR-003"/>	<input type="text"/> +
Manufacturer:	* <input type="text" value="CESSNA"/>	<input type="text"/> +
Model:	* <input type="text" value="CESSNA510"/>	<input type="text"/> +
Model Year (#):	<input type="text" value="1994"/>	<input type="text"/> +
Serial Number:	* <input type="text" value="AIR003"/>	<input type="text"/> +
Unit of Issue:	* <input type="text" value="EACH"/>	<input type="text"/> +
Condition:	* <input type="text" value="USABLE"/>	<input type="text"/> +
Additional Description:	<input type="text"/>	<input type="text"/> +
DMIL:	<input type="text" value="MLI-REMOVE AND/OR DEMILITARIZE."/>	<input type="text"/> +
Status:	DISPOSAL:STATE	
Location:	<input type="text"/>	<input type="text"/> +
Disposal Report Number:	1282X91149C001	
Acquisition Date:	03/23/2001	
Acquisition Cost:	\$8,765,432.00	
Vehicle License:	<input type="text"/>	<input type="text"/> +
Vehicle Miles or Hours (#):	<input type="text" value="88"/>	<input type="text"/> +
Military Bureau Number:	<input type="text" value="AIR003"/>	<input type="text"/> +
Registration Number:	<input type="text" value="AIR003"/>	<input type="text"/> +
Flyable (Any aircraft registered with the FAA is considered flyable):	No <input type="radio"/> Yes <input checked="" type="radio"/>	<input type="text"/> +
Comment: (255 character limit)	<input style="width: 300px; height: 40px;" type="text"/>	<input type="text"/> +
NFC Document Number:		

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**To reject a request for an item**

- 1 On the menu under **FEPP Change of Status**, click **Review/Approve/Close/Cancel Inventoried Item Change of Status**.
- 2 On the **Review Request for Change Of Status For Inventoried Items** form, select the **Line Item** of your choice and then click the **Continue** button.
- 3 Review the property item, and then click the **Reject Request** button.

---

*The Review Request for Change Of Status For Inventoried Items form redisplay with the following sample message:*

**Disposal Request Canceled.**

---

**To reassign a selected item to another consuming unit or warehouse**

---

*You can also use this option to add optional shipping information.*

---

- 1 On the menu under **FEPP Change of Status**, click **Review/Approve/Close/Cancel Inventoried Item Change of Status**.
- 2 On the **Review Request for Change Of Status For Inventoried Items** form, select the **Line Item** of your choice, and then click the **Continue** button.
- 3 Review the property item, type the explanatory text in the the **Reason Change of Status** box, and then click the **Reassign Property** button.
- 4 Select the **Assignment Unit** of your choice and then complete the following shipping information as appropriate:
  - **Contact Name**
  - **Contact Phone, Extension, and Country Code**
  - **Shipping Information**
  - **Comments.**
- 5 When finished, click the **Submit** button.

---

*The Review Request for Change Of Status For Inventoried Items form redisplay with the following sample message:*

**Reassignment Complete.**

---

The following diagram shows the Review Request for Change Of Status For Inventories Items form for reassigning property.

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## Review Request for Change Of Status For Inventoried Items

**Change of Status Report Data**

**To Close a Completed Request:**

1. Enter Disposal Amount
2. Add any comments to Reason Change of Status area
3. Click *Close Report*

**To Send Item back to State Level for Reassignment:**

1. Click *Reassign Property*

<b>Originating State:</b>	CO
<b>Disposal Report Number:</b>	R2ACC1103CO01
<b>FSC Code:</b>	2310
<b>Description:</b>	PASSENGER VAN VAN, 4X4, AMBULANCE
<b>Property Number:</b>	CO-AMB-001
<b>Unit of Issue:</b>	EA
<b>DMIL Certification:</b>	
<b>Change of Status Requested:</b>	SCRAP SALE
<b>Condition Code:</b>	SCRAP
<b>Mileage/Hours:</b>	543200
<b>Contact Name:</b>	JAMES DEAN
<b>Contact Phone:</b>	555-444-5555 <b>Extension:</b> <b>Country Code:</b> 1
<b>Contact e-mail:</b>	
<b>Contact Fax:</b>	
<b>Storage Location:</b>	LOCAL UNIT #1
<b>Disposal Reason:</b>	
<b>Disposal Amount:\$</b>	* <input style="width: 50px;" type="text" value="0"/> . <input style="width: 50px;" type="text" value="00"/>
<b>Reason Change of Status:</b> <small>(255 character limit)</small>	<div style="border: 1px solid gray; padding: 2px; min-height: 30px;">DISPOSAL COMMENTS</div>

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The following diagram shows the Review Change Of Status For Inventoried Items form.

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## Review Change Of Status For Inventoried Items

**To Reassign a Item:**

1. Select *To Assignment Unit* from *Assignment Unit List*
2. Enter *Optional Shipping Information*
3. Click *Submit*

Assignment Units

COAIR1	COLORADO AIRCRAFT #1
COLU1	COLORADO LOCAL UNIT #1
COLU2	COLORADO LOCAL UNIT #2

*Optional Shipping Information:*

Assignment Number: 200000284

Contact Name:

Contact Phone:  -  -  Extension  Country Code

Shipping Information:

Comments:

(max. 2000 char)

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### To close a completed Change of Status request for an item

- 1 On the menu under **FEPP Change of Status**, click **Review/Approve/Close/Cancel Inventoried Item Change of Status**.
- 2 On the **Review Request for Change Of Status For Inventoried Items** form, select the **Line Item** of your choice and then click the **Continue** button.
- 3 Review the amount in the **Disposal Amount \$** box and correct as appropriate.
- 4 Under **Reason Change of Status**, type the explanation for changing the status of the inventoried item, and then click the **Close Report** button.

*The Review Request for Change Of Status For Inventoried Items form redisplayes with the following sample message:*

**Change of Usage Request Closed.**

## Reporting items obtained by cannibalization

This section explains how to record items obtained by cannibalization into FEPMIS.///p. 149

*Performed by: State FEPP Manager  
State FEPP Manager Support  
State District Office  
State District Office Support  
Warehouse Manager  
Warehouse Manager Support.*

### To record an item obtained by cannibalization

- 1 On the menu under **Request/Report Change of Status**, click **Report Items Obtained by Cannibalization**.
- 2
- 3

## Working with available National inventory lists

This section explains how to review all inventoried and non-inventoried items on the National Inventory Lists. Topics include:

- Reviewing available inventory - FEPP
- Reviewing available non-inventory - FEPP.

*Performed by: All FEPMIS users.*

---

*The Property Management Officer or Property Management Officer Support roles may remove an item from the inventory list at any time. For more information, see Chapter 6, "Managing inventory," in this FPEMIS User's Guide.*

---

### Reviewing available inventory - FEPP

This option allows you to review inventoried items that have a status of "ON\_NATL\_INV." These include items that may be picked up by other states or sent out of the FEPMIS system.

---

*Inventoried items remain on the National Inventory List for five calendar days. After five days, the status of these items change to "OFF\_NATL\_INV," and only those who have the Property Management Officer or Property Management Officer Support roles may review these items.*

---

### To review available FEPP inventory items

- On the menu under **FEPP Change of Status** or under **Request/Report Change of Status**, click **Available Inventory - FEPP**.

## Reviewing available non-inventory - FEPP

This option allows you to review non-inventoried items that have a status of "ON\_NATL\_INV." These include items that may be picked up by other states or sent out of the FEPMIS system.

---

*Non-inventoried items remain on the National Inventory List for five calendar days. After five days, the status of these items change to "OFF\_NATL\_INV," and only those who have the Property Management Officer or Property Management Officer Support roles may review these items.*

---

### To review available FEPP non-inventory items

- On the menu under **FEPP Change of Status** or under **Request/Report Change of Status**, click **Available Non-Inventory - FEPP**.

### To adjust the line item quantity for an item

---

*You must have the Property Management Officer or Property Management Officer Support role to perform this task.*

---

- 1 On the menu under **FEPP Change of Status** or under **Request/Report Change of Status**, click **Available Inventory - FEPP** or click **Available Non\_Inventory - FEPP**.
- 2 Select the item of your choice, type the new quantity in the **Disposal Quantity** box, and then click the **Submit Changes** button.

## Chapter 6. Working with excess property requests

---

This chapter explains how to review, create, or delete a FEPP request for excess property.

*Performed by: FEPP Manager  
FEPP Manager Support  
District FEPP Manager  
District FEPP Manager Support  
Warehouse Manager  
Warehouse Manager Support  
Local Unit Users.*

### To complete an excess property request form

---

*You must make FEPP requests for a specific state code and local unit code. You must also resolve all local unit questions before making a FEPP request.*

---

- 1 On the menu under **FEPP Requests**, click **Excess Property Request Form**.
- 2 On the **Assignment Unit Selection** screen, select the **Assignment Unit** of your choice, and then click the **Continue** button.
- 3 On the **FEPP Request Excess Property** form, type the **FSC Code** of your choice, type other information as appropriate, and then click the **Continue** button.
- 4 For that **Local Unit**, select the **FSC Code** of your choice, and then click the **Continue** button.
- 5 For that **FSC Code** for that **Local Unit**, type the **Quantity** requested in the **Quantity** box, complete all fields that display an asterisk (\*), and then click the **Submit** button.

---

*The FEPP Request Excess Property form redisplay with the following sample confirmation message:*

**New FEPP Request created successfully.**

---

The following diagram shows the FEPP Request Excess Property form.

FEPMIS Federal Excess Property Management Information System FEPMIS

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---



## FEPP Request Excess Property

**Local Unit:** COLU1: COLORADO LOCAL UNIT #1

**To make a FEPP Request, you must first select its FSC Code:**

1. (OPTIONAL) Enter one criteria to limit the size of the FSC Code selection list
2. Click *Continue*

FSC Category:

- or -

FSC Code:

- or -

FSC Description:  +

---

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The following diagram shows the next FEPP Request Excess Property form for selecting an FSC Code for a Local Unit.

FEPMIS Federal Excess Property Management Information System FEPMIS

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---



## FEPP Request Excess Property

**Local Unit:** COLU1: COLORADO LOCAL UNIT #1

1. Select FSC Code from list
2. Click *Continue*

1510 AIRCRAFT, FIXED WING

---

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The following diagram shows the FEPP Request Excess Property form for entering the Quantity.

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---



## FEPP Request Excess Property

**Local Unit:** COLU1: COLORADO LOCAL UNIT #1

**1. Enter all required (\*) information**  
**2. Click Submit**

**FSC Code:** 1510 AIRCRAFT, FIXED WING

**Quantity:** \*

NO SUBTYPE

**FEPP Type:** \*

---

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### To review a FEPP request

- 1 On the menu under **FEPP Requests**, click **Review Requests**.
- 2 Select the **Assignment Unit** of your choice and then click the **Continue** button.

### To delete a FEPP request

- 1 On the menu under **FEPP Requests**, click **Review Requests**.
- 2 Select the **Assignment Unit** of your choice and then click the **Continue** button.
- 3 Click to select the **Delete?** check box next to the **FEPP Request** of your choice, and then click the **Continue** button.
- 4 Review the **FEPP Request**, and then click the **Submit** button to verify the deletion.

---

*The FEPP Request Excess Property form redisplay with the following sample confirmation message:*

**Request(s) successfully deleted.**

---

The following diagram shows the Assignment Unit Selection form.

FEPMIS Federal Excess Property Management Information System FEPMIS

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## Assignment Unit Selection

For: FEPP Review Excess Property Requests

1. Select *Assignment Unit* from list
2. Click *Continue*

COAIR1 CO COLORADO AIRCRAFT #1  
 COLU1 CO COLORADO LOCAL UNIT #1  
 COLU2 CO COLORADO LOCAL UNIT #2  
 COWH1 CO COLORADO WAREHOUSE #1

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The following diagram shows the FEPP Review Excess Property Requests form.

FEPMIS Federal Excess Property Management Information System FEPMIS

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## FEPP Review Excess Property Requests

**Unit Code:** COWH1  
**Unit Type:** Warehouse  
**Unit Name:** COLORADO WAREHOUSE #1

The following table lists all FEPP Requests for this Assignment Unit

To delete any unneeded requests:

1. Select one or more *Request Lines* from list (in the *Delete?* column)
2. Click *Continue*

Delete ?	Line	FSC	FEPP Type	Request Date	Request Qty	Qty Approved	Qty Recd	Status
<input type="checkbox"/>	1	2310 PASSENGER VAN	VAN, PANEL	05/01/2001	2			NEW
<input type="checkbox"/>	2	2320 TRUCKS	TRUCK, 6X6	09/18/2001	1			NEW

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The following diagram shows the FEPP Verify Deleting Excess Property Requests form.

[FEPMIS](#) Federal Excess Property Management Information System [FEPMIS](#)

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## FEPP Verify Deleting Excess Property Requests

**Unit Code:** COWH1  
**Unit Type:** Warehouse  
**Unit Name:** COLORADO WAREHOUSE #1

Confirm deleting the following requests by clicking *Submit*

Line	FSC	FEPP Type	Request Date	Request Qty	Qty Approved	Qty Recd	Status
1	2310 PASSENGER VAN	VAN, PANEL	05/01/2001	2			NEW

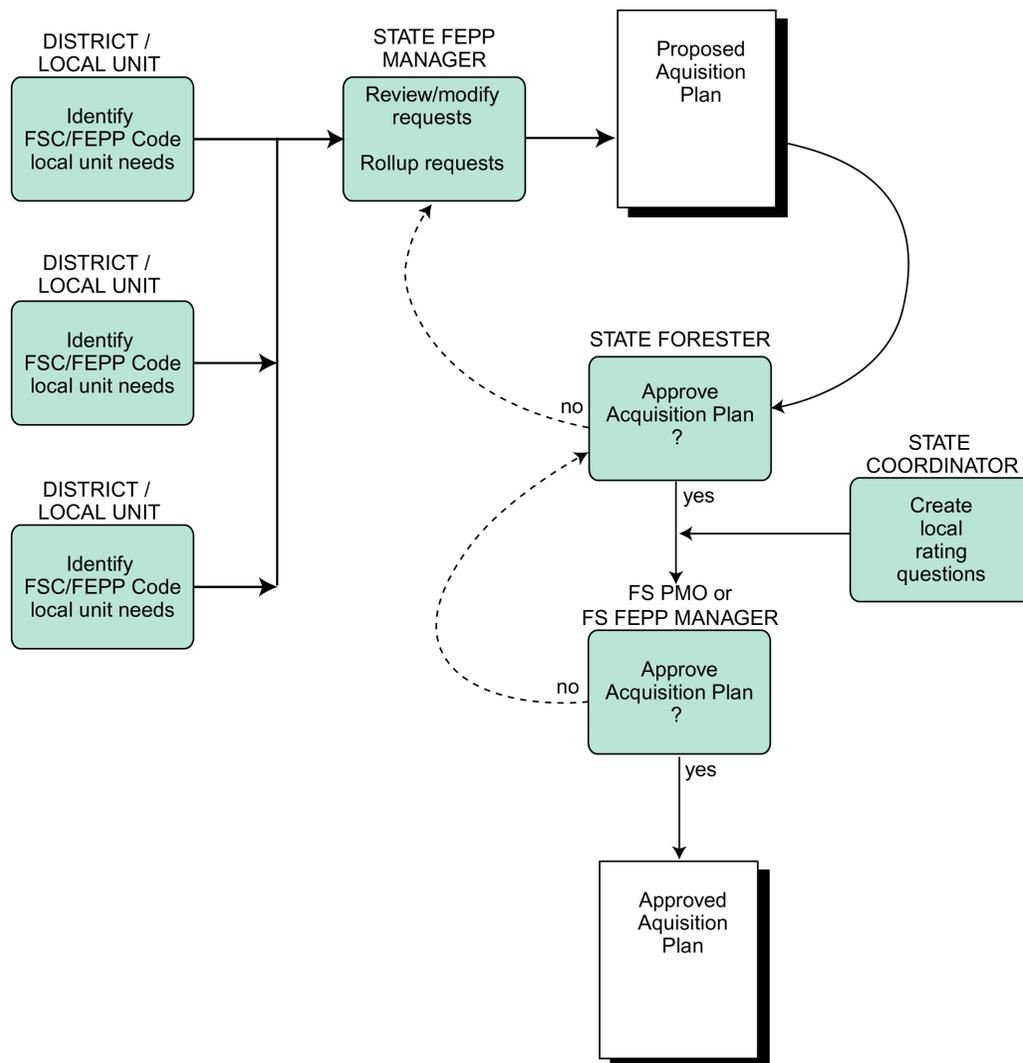
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# Chapter 7. Acquisition planning

This chapter explains how to create your acquisition plan, how to create and edit rating questions, and how to modify local unit ratings. Topics include:

- Creating your Acquisition Plan
- Rolling up the requests
- Approving the Acquisition Plan- State
- Approving the Acquisition Plan - PMO.

The following diagram shows how an acquisition plan is developed by a state agency.



*States are allowed only one Proposed and one Approved Acquisition Plan at any time.*

*For more information about creating local rating questions, refer to the section, "Creating local rating questions," in Chapter 9, "Working with assignment units."*

## Creating your Acquisition Plan

The State FEPP Manager begins the acquisition planning process by identifying the FSC and FEPP Type Codes allowed for their state. Based on this list, each district and/or local unit creates their individual FEPP request that identifies their “wish list” of allowed FSC and FEPP Type Codes. The State FEPP Manager may then review, modify, or reject each individual FEPP request. Approved FEPP requests are then combined with other requests from other districts and local units. This is known as a “rollup.” Depending on each state’s procedures, a rollup may be performed more than once. A State FEPP Manager may rollup individual district and/or local unit FEPP requests, and then the State Forester may rollup requests from their individual FEPP Managers.

*Performed by: FEPP Manager  
FEPP Manager Support  
District FEPP Manager  
District FEPP Manager Support  
Warehouse Manager  
Warehouse Manager Support  
Local Unit Users.*

### To review your currently Approved Acquisition Plan

- On the menu, click **Acquisition Plan**, and then click the **Review Current Approved Acquisition Plan** button.

The following diagram shows the Acquisition Plan - State screen.

FEPMIS Federal Excess Property Management Information System FEPMIS

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## Acquisition Plan - State

**Acquisition Plan status:**  
**Approved Acquisition Plan:** 03/23/2001 08:51:48  
**Proposed Acquisition Plan:** There is no proposed Acquisition Plan.

Select one of the following State Acquisition Plan actions to perform:

Review Acquisition Plan

---

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The following diagram shows a sample Acquisition Plan for the state of Colorado.

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## Acquisition Plan - State

**Acquisition Plan:** CO 03/23/2001 08:51:48 (APPROVED)

The following is a summarization of all the FEPP requests in this APPROVED Acquisition Plan:

To Review a request:  
 1. Select the line (in the Review Detail column)  
 2. Click *Review Request Detail*

Review Detail	FEPP Type	Quantity Requested	Quantity Acquired
<b>1510 AIRCRAFT, FIXED WING</b>			
<input type="radio"/>	NO SUBTYPE	2	
<b>2310 PASSENGER VAN</b>			
<input type="radio"/>	VAN, 4X4, AMBULANCE	4	
<input type="radio"/>	VAN, PANEL	4	
<input type="radio"/>	VAN, PASSENGER	4	
<b>2330 TRAILERS</b>			
<input type="radio"/>	SHELTER, MOBILE HOME, STORAGE	2	
<b>8430 FIRE BOOTS</b>			
<input type="radio"/>	NO SUBTYPE	80	
<b>8440 GLOVES</b>			
<input type="radio"/>	NO SUBTYPE	250	

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**To review details of a specific item**

- 1 On the menu, click **Acquisition Plan**, and then click the **Review Current Approved Acquisition Plan** button.
- 2 Click the **Review Detail** item of your choice, and then click the **Review Request Detail** button.

The following diagram shows a detail review of an item on the state acquisition plan.

FEPMIS Federal Excess Property Management Information System FEPMIS

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## Acquisition Plan - State

**Acquisition Plan:** CO 03/23/2001 08:51:48 (APPROVED)

[Review the FEPP Requests for this FSC Code:](#)

**Acquisition Plan FEPP Manager requests for:**  
**FSC Code:** 2330 TRAILERS  
**FEPP Type:** SHELTER, MOBILE HOME, STORAGE

FEPP Manager	Quantity Requested	Quantity Acquired	Status
SUNDSTROM GREG	2		APPROVED

---

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## Rolling up the requests

This section explains how to perform a rollup, which combines requests from different districts and local units, or several State FEPP Manager requests, into one Proposed Acquisition Plan.

**Performed by:** *State FEPP Manager*  
*State Forester*  
*State Coordinator*  
*Property Management Officer*  
*Forest Service FEPP Manager.*

---

*The State FEPP Manager who performs the rollup process first sets the Proposed Acquisition Plan date.*

---

### To rollup requests

- On the menu, click **Acquisition Plan**, and then click the **Add All Requests to Proposed Acquisition Plan** button.

---

*The Acquisition Plan form redisplay with the following sample confirmation message:*

**Your FEPP Requests have been added to the Proposed Acquisition Plan.**

---

The following diagram shows the Acquisition Plan - FEPP Manager Rollup form.

FEPMIS Federal Excess Property Management Information System FEPMIS

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### Acquisition Plan - FEPP Manager Rollup

(Login User ID: COFM1 Role: State FEPP Manager)  
Acquisition Plan Date: 10/31/2001 14:08:23

The following is a summarization of all new FEPP requests for your area of responsibility:

To Review/Adjust/Reject a request:

1. Select the line (in the *Review Detail* column)
2. Click *Review Request Detail*

To rollup these requests to the Proposed Acquisition Plan (after reviewing all requests)

1. Click *Add All Requests to Proposed Acquisition Plan*

Review Detail	FSC Code	FEPP Type	Quantity Requested	Included in Proposed Acquisition Plan?
<input type="radio"/>	1510 AIRCRAFT, FIXED WING	NO SUBTYPE	2	
<input type="radio"/>	2310 PASSENGER VAN	VAN, PASSENGER	10	
<input type="radio"/>	2320 TRUCKS	TRUCK, 6X6	1	

Review Request Detail
Add All Requests to Proposed Acquisition Plan

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The following diagram shows a sample Acquisition Plan after performing a rollup of all requests.

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### Acquisition Plan - FEPP Manager Rollup

(Login User ID: COFM1 Role: State FEPP Manager)  
Acquisition Plan Date: 11/01/2001 09:58:38

Your FEPP Requests have been added to the Proposed Acquisition Plan.

The following is a summarization of all new FEPP requests for your area of responsibility:

To Review/Adjust/Reject a request:

1. Select the line (in the *Review Detail* column)
2. Click *Review Request Detail*

To rollup these requests to the Proposed Acquisition Plan (after reviewing all requests)

1. Click *Add All Requests to Proposed Acquisition Plan*

Review Detail	FSC Code	FEPP Type	Quantity Requested	Included in Proposed Acquisition Plan?
<input type="radio"/>	1510 AIRCRAFT, FIXED WING	NO SUBTYPE	1	Yes
<input type="radio"/>	2310 PASSENGER VAN	VAN, PASSENGER	8	Yes
<input type="radio"/>	2320 TRUCKS	TRUCK, 6X6	1	Yes

Review Request Detail
Add All Requests to Proposed Acquisition Plan

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### To review a particular FEPP request

- 1 On the current **Acquisition Plan**, select the **Review Detail** for the FSC Code of your choice, and then click the **Review Request Detail** button.
- 2 When finished, click the **Cancel** button.

The following diagram shows sample FEPP Requests for a particular FSC Code.

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## Acquisition Plan - FEPP Manager Rollup

(Login User ID: COFM1 Role: State FEPP Manager)  
Acquisition Plan Date: 10/31/2001 14:08:23

Review the FEPP Requests for this FSC Code:

For each *Request Line*:

1. To reject the request, select the box in the *Reject?* column
2. To adjust the quantity requested, enter the value in the *Qty Approved* column
3. Click *Submit*

FEPP Request details for FSC Code: 1510 AIRCRAFT, FIXED WING

Reject ?	Request Line	FEPP Type	Qty Req	Qty Approved	Qty Rec'd	Status	Included in Proposed Acquisition Plan?
<b>COLUI: COLORADO LOCAL UNIT #1</b>							
<input type="checkbox"/>	8	NO SUBTYPE	1	<input type="text"/>		NEW	
<b>COWHI: COLORADO WAREHOUSE #1</b>							
<input type="checkbox"/>	3	NO SUBTYPE	1	<input type="text"/>		NEW	

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### To reject a FEPP request

- 1 On the current **Acquisition Plan**, select the **Review Detail** for the FSC Code of your choice, and then click the **Review Request Detail** button.
- 2 Click the **Reject?** box below the district or local unit FEPP request of your choice, and then click the **Submit** button.

*The Acquisition Plan form redisplay with the following sample confirmation message:*

**1 request(s) modified successfully.**

### To change a quantity a FEPP request

- 1 On the current **Acquisition Plan**, select the **Review Detail** for the FSC Code of your choice, and then click the **Review Request Detail** button.
- 2 In the **Qty Approved** box, type the appropriate quantity, and then click the **Submit** button.

The Acquisition Plan form redisplay with the following sample confirmation message:

**1 request(s) modified successfully.**

## Approving the Acquisition Plan - State

This section explains how to approve an Acquisition Plan. A Proposed Acquisition Plan is first approved at the State level, and then again at the Federal level.

*Performed by: State Forester  
State Coordinator  
Property Management Officer  
Forest Service FEPP Manager.*

### To review the Approved Acquisition Plan

- On the menu, click **Acquisition Plan**, and then click the **Review Current Approved Acquisition Plan** button.

The following diagram shows the Acquisition Plan - State form.

FEPMIS Federal Excess Property Management Information System FEPMIS

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### Acquisition Plan - State

(Login User ID: COSF1 Role: State Forester)

**Acquisition Plan status:**

Approved Acquisition Plan: 03/23/2001 08:51:48  
Proposed Acquisition Plan: 11/01/2001 09:58:38 FEPP Mgr rollups only

**Select one of the following State Acquisition Plan actions to perform:**

**Review Acquisition Plan**

**Create a new Acquisition Plan**

**Select a Rollup option:**

**Modify Current Plan** (Add NEW approved requests to the current Approved Plan)

**Generate NEW Acquisition Plan** (only from all NEW approved requests)

**The following FEPP Mgr(s) have FEPP Requests in the Proposed Acquisition Plan**  
GREG, SUNDSTROM (3)

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The following diagram shows a sample approved Acquisition Plan.

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## Acquisition Plan - State

(Login User ID: COSF1    Role: State Forester)

Acquisition Plan: CO 03/23/2001 08:51:48 (APPROVED)

The following is a summarization of all the FEPP requests in this APPROVED Acquisition Plan:

To Review a request:  
 1. Select the line (in the Review Detail column)  
 2. Click *Review Request Detail*

Review Detail	FEPP Type	Quantity Requested	Quantity Acquired
<b>1510 AIRCRAFT, FIXED WING</b>			
<input type="radio"/>	NO SUBTYPE	2	
<b>2310 PASSENGER VAN</b>			
<input type="radio"/>	VAN, 4X4, AMBULANCE	4	
<input type="radio"/>	VAN, PANEL	4	
<input type="radio"/>	VAN, PASSENGER	4	
<b>2330 TRAILERS</b>			
<input type="radio"/>	SHELTER, MOBILE HOME, STORAGE	2	
<b>8430 FIRE BOOTS</b>			
<input type="radio"/>	NO SUBTYPE	80	
<b>8440 GLOVES</b>			
<input type="radio"/>	NO SUBTYPE	250	

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### To review a specific request

- 1 On the menu, click **Acquisition Plan**, and then click the **Review Current Approved Acquisition Plan** button.
- 2 Select the **Review Detail** of your choice, and then click the **Review Request Detail** button.
- 3 When finished, click the **Cancel** button.

### To generate and add new requests to the current Approved Acquisition Plan

- 1 On the menu, click **Acquisition Plan**, click **Modify Current Plan**, and then click the **Generate Acquisition Plan** button.

*The Acquisition Plan form redisplay with the following sample confirmation message:*

New State Proposed Acquisition Plan generated successfully.

- Review the requests as appropriate, and then click the **Approve Proposed Acquisition Plan** button.

The Acquisition Plan form redisplay with the following sample confirmation message:

**State Approval processed successfully for Acquisition Plan [11/01/2001 09:58:38]**

The following diagram shows the new Proposed Acquisition Plan generated from the currently Approved Acquisition Plan.

FEPMIS Federal Excess Property Management Information System FEPMIS

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### Acquisition Plan - State

(Login User ID: COSF1 Role: State Forester)

**New State Proposed Acquisition Plan generated successfully.**

Acquisition Plan: CO 11/01/2001 09:58:38 (PROPOSED)

The following is a summarization of all the FEPP requests in this PROPOSED Acquisition Plan:

To Review/Adjust/Reject a request:  
 1. Select the line (in the Review Detail column)  
 2. Click [Review Request Detail](#)

To approve this Proposed Acquisition Plan  
 1. Click [Approve Proposed Acquisition Plan](#)

Review Detail	FEPP Type	Quantity Requested	Quantity Acquired
<b>1510 AIRCRAFT, FIXED WING</b>			
<input type="radio"/>	NO SUBTYPE	3	
<b>2310 PASSENGER VAN</b>			
<input type="radio"/>	VAN, 4X4, AMBULANCE	4	
<input type="radio"/>	VAN, PANEL	4	
<input type="radio"/>	VAN, PASSENGER	12	
<b>2320 TRUCKS</b>			
<input type="radio"/>	TRUCK, 6X6	1	
<b>8430 FIRE BOOTS</b>			
<input type="radio"/>	NO SUBTYPE	80	
<b>8440 GLOVES</b>			
<input type="radio"/>	NO SUBTYPE	250	

Review Request Detail
Approve Proposed Acquisition Plan
Cancel

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The following diagram shows the Acquisition Plan screen that displays after adding requests to the previously Approved Acquisition Plan.

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## Acquisition Plan - State

(Login User ID: COSF1    Role: State Forester)

State Approval processed successfully for Acquisition Plan [11/01/2001 09:58:38]

Acquisition Plan status:

Approved Acquisition Plan: 03/23/2001 08:51:48  
Proposed Acquisition Plan: 11/01/2001 09:58:38 State approved, now pending PMO approval

Select one of the following State Acquisition Plan actions to perform:

Review Acquisition Plan

Reopen Proposed Acquisition Plan

---

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## Approving the Acquisition Plan - PMO

This section explains how to approve an Acquisition Plan at the Property Management Officer level.

### To review the current Proposed and Approved Acquisition Plans

- 1 On the **PMO** menu, click **Acquisition Plan**.
- 2 Select **Current Acquisition Plan** or select **Proposed Acquisition Plan**, and then click the **Review Acquisition Plan** button.
- 3 Review the **Request Details** of your choice, and then click the **Cancel** button to return to the **Acquisition Plan - PMO Approval** screen.

The following diagram shows the Acquisition Plan - PMO Approval screen.

FEPMIS Federal Excess Property Management Information System FEPMIS

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## Acquisition Plan - PMO Approval

(Login User ID: PMO2 Role: Property Management Officer)

**To review an Acquisition Plan:**  
 1. Select an *Acquisition Plan* (either Current or Proposed)  
 2. Click *Review Acquisition Plan*

**To approve a Proposed Acquisition Plan:**  
 1. Select a *Proposed Acquisition Plan*  
 2. Click *Approve Acquisition Plan*

State	Current Acquisition Plan	Proposed Acquisition Plan
CO	<input type="radio"/> 03/23/2001 08:51:48	<input type="radio"/> 11/01/2001 09:58:38

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The following diagram shows the review of a sample current Acquisition Plan.

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## Acquisition Plan - PMO Review

(Login User ID: PMO2 Role: Property Management Officer)

**Acquisition Plan:** CO 03/23/2001 08:51:48 (APPROVED)

**The following is a summarization of all the FEPP requests in this APPROVED Acquisition Plan:**

**To Review a request:**  
 1. Select the line (in the Review Detail column)  
 2. Click *Review Request Detail*

Review Detail	FEPP Type	Quantity Requested	Quantity Acquired
<b>1510 AIRCRAFT, FIXED WING</b>			
<input type="radio"/>	NO SUBTYPE	2	
<b>2310 PASSENGER VAN</b>			
<input type="radio"/>	VAN, 4X4, AMBULANCE	4	
<input type="radio"/>	VAN, PANEL	4	
<input type="radio"/>	VAN, PASSENGER	4	
<b>2330 TRAILERS</b>			
<input type="radio"/>	SHELTER, MOBILE HOME, STORAGE	2	
<b>8430 FIRE BOOTS</b>			
<input type="radio"/>	NO SUBTYPE	80	
<b>8440 GLOVES</b>			
<input type="radio"/>	NO SUBTYPE	250	

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## To approve the Proposed Acquisition Plan

- 1 On the **PMO** menu, click **Acquisition Plan**.
- 2 Select **Proposed Acquisition Plan**, and then click the **Approve Acquisition Plan** button.

The following diagram shows the PMO approval for the Acquisition Plan.

FEPMIS Federal Excess Property Management Information System FEPMIS

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### Acquisition Plan - PMO Approval

(Login User ID: PMO2 Role: Property Management Officer)

PMO Approval processed successfully for Acquisition Plan: CO 11/01/2001 09:58:38

**To review an Acquisition Plan:**

1. Select an *Acquisition Plan* (either Current or Proposed)
2. Click *Review Acquisition Plan*

**To approve a Proposed Acquisition Plan:**

1. Select a *Proposed Acquisition Plan*
2. Click *Approve Acquisition Plan*

State	Current Acquisition Plan	Proposed Acquisition Plan
CO	C 11/01/2001 09:58:38	

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