New FEPMIS

Approving Change of Status (COS)

A Step by Step Guide For Use @ https://fam.nwcg.gov/fam-web/
You must have “Approve COS” as a role, if you do you can select Approve COS from the menu. A list of all COS that are available for your approval will appear in the “Approval Queue”. Select the “Property Number” of the item that you want to view. You may sort the list by various Headers, click on the Header to sort the column. FS can sort by state whereas state’s only see their own state and cannot sort by that column.
This screen provides all of the property attributes of the item, these attributes will appear on the COS form; they cannot be changed on this screen nor can they be changed once the COS form is approved. If the information is incomplete or incorrect you will have the option to reject the COS on the next screen. Any changes to property attributes must be done in the “Modify” module.

Notice Item Status is Pending Approval. You cannot change Property details when a Property item is Pending, so if you need to change property attributes, do not submit a COS until you have the corrections made.

If the Item is a vehicle or any of the attributes apply, make sure they are entered before the COS is submitted.
An explanation as to why the Item needs the COS should be already entered here. This is where you determine what the state is asking to be done with the property.
The state may have comment here, but these are not the Explanation for the COS, these are comments that were entered in the Modify module.

Click “Submit to continue to the “Approval Queue” or “Back” to return to the “Pending COS Items.”
To Approve COS a **“Signatory”** must be selected from the dropdown menu. FS approval will be shown on Slides 9 and 10. Prior to approval, any blocked fields on this page can be edited. All fields with an asterisk must be completed. If the **“Property Status”** and/or **“Condition”** need to be changed you should update the information on this screen by selecting the correct option from the dropdown menu.
Select “Approve” to submit your request.

“Cancel Request” will cancel all you have done and take you to the “Cancel Request Comments Page” (viewed on the next slide).

“Back” will take you back one Page.
Please fill in all applicable attribute fields, change to Excess, enter Reason for COS and resubmit.

To complete the “Cancel COS Request” enter the reason for the cancellation and instructions in the “Comments for Cancel” box then select “SUBMIT”. This will undo everything that has been entered.

If you need to go back for any reason, select “Back.”
When a FS employee Approves COS, in the Approve COS screen, they see something different than what the state sees when approving. The FS determines by the “Explanation/Disposal Instructions” what the “Property Status” should be. The Property Status determines the “Form Type”. By changing the Property Status, the Form Type will be changed. Notice the difference in the two halves of this slide.
The FS will pick the “Signatory” from the drop down selection. If the PMO who is authorized to sign documents isn’t visible, contact the WO to have their name added. If everything is correct, the FS will “Submit”. If the FS Chooses to “Reject” a COS it will be returned to the State into their Approval Queue for them to either Resubmit or Cancel. The state will not be able to make any changes to the property details since they are made in the Modify Module and Modify cannot be accessed when an item is Pending COS. The Request for COS will have to be Cancelled by the state and submitted again.

“Back” will take you to the previous screen.
You will have to explain in the “Justification for Reject” why you are rejecting the item, once your explanation is complete, “Submit”. The COS will be returned to the States “Approve COS” queue.