

# **FEPMIS**

## **Acquisition Plan**

**A Step by Step Guide For Use**  
**(<https://fam.nwccg.gov/fam-web/>)**

To contribute to the Acquisition Plan you must have the Approval Process Set for the levels that the state wants input from. Depending on your user access, you can contribute according to the states settings. Select the **Approval Process Editor** module, select **who you want to contribute** and where you want **rejected items** to go.

The screenshot displays the FAMWEB web application interface. The browser address bar shows <https://fam.nwcg.gov/fam-web/>. The page title is "NATIONAL FIRE AND AVIATION MANAGEMENT WEB APPLICATIONS". The navigation bar includes "FAMWEB Home", "Contact Us", "FAQ", "Help", and "Disclaimer". The user is logged in as "User ID: WREEVES1".

The main content area is titled "FEPMIS: Edit Approval Process" and includes a search bar and an "Edit Approval Process" button. The process is set to "ACQUISITION PLAN". A checkbox indicates that "updated processes will be applied to future approval submissions".

Under "Select the steps to include in the approval process:", the following levels are selected with checkboxes: Station, Subdivision, Division, State, and Region.

Under "Select the State level where you wish rejected items to go:", the "State" radio button is selected.

The diagram shows the approval flow for the "ACQUISITION PLAN" process. The "Approval" path consists of five steps: STATION, SUBDIVISION, DIVISION, STATE, and REGION. The "Rejection" path consists of five steps: STATION, SUBDIVISION, DIVISION, STATE, and REGION. A note indicates that "REGION rejects to STATE".

The left sidebar contains a menu with various options, including "New FEPMIS" and "Approval Process Editor". The bottom of the screen shows the Windows taskbar with the date and time: "7:59 AM 3/21/2013".

Notice **all levels can create the plan** and each level above approves the level below. **Rejections** are set to go back to the State. State and Region are mandatory and the minimum selections.

- States are required to create an Acquisition Plan. If you have been given access to contribute to your states Acquisition Plan, select **“Create Plan”** from the main menu. If this is your first Acquisition Plan in FEPMIS, you will only have the option to Create a new Acquisition Plan, select **“Create”**.

Fire & Aviation Management Homepage - Microsoft Internet Explorer provided by USDA Forest Service

https://fam.nwcg.gov/Fam-web/

File Edit View Favorites Tools Help

Fire & Aviation Management Homepage

**NATIONAL FIRE AND AVIATION MANAGEMENT WEB APPLICATIONS**

FAMWEB Home Contact Us FAQ Help Disclaimer

Tue Mar 19 2013

FEPMIS: Acquisition Plan User ID: WREEVES1

There is no Acquisition Plan available for editing.

Create  create a new Acquisition Plan

209  
FAMWEB Data Warehouse  
FEPMIS  
KCAST  
WIMS  
New FEPMIS  
Create Plan  
Approve Plan  
Create/Review SF-122  
Approve SF-122  
Receipts  
Approve Receipts  
Modify  
Approve Modifications  
Approve Breakdowns  
Change of Status  
Approve COS  
Add Inventory  
Approve Additions  
Inventory Worksheets  
FEPP Certification  
FFP Certification  
Approve Certification  
Create AUR  
Approve AUR  
Station Mgmt Utility  
User Management  
Approval Process Editor  
Query Property  
Electronic Forms  
Wildland Fire Related Links

**Clear** will remove any numbers you entered in the Quantity Requested column.

**Copy** will not be available to select on your first Acquisition Plan. It can be used thereafter to copy the previous year's approved quantities.

**Save** should be selected after you have entered all the numbers for items you request in the Quantity Requested.

**Delete** will remove any numbers anyone entered in the Quantity Requested column.

**Submit** will send the Quantity Requested on to the next level of the Approval Process for their Approval.

**Enter a quantity** for any line items on the plan that you will want in your Station, Sub-division, Division, or State. **Quantity Received** will always show zero if this is your first Acquisition Plan. When you have entered all the numbers in Quantity Requested column for items you want, select **Save** and if you will not be adding any additional items you then must select **Submit**. **You must select Save and Submit, if you select Submit only your additions will not be saved.**

Fire & Aviation Management Homepage - Microsoft Internet Explorer provided by USDA Forest Service

https://fam.nwcg.gov/fam-web/

File Edit View Favorites Tools Help

Favorites Suggested Sites

Fire & Aviation Management Homepage

**NATIONAL FIRE AND AVIATION MANAGEMENT WEB APPLICATIONS**

FAMWEB Home Contact Us FAQ Help Disclaimer Tue Mar 19 2013

209  
▶ FAMWEB Data Warehouse  
▶ FEPMIS  
KCFAST  
▶ WIMS  
▼ New FEPMIS  
Create Plan  
Approve Plan  
Create/Review SF-122  
Approve SF-122  
Receipts  
Approve Receipts  
Modify  
Approve Modifications  
Approve Breakdowns  
Change of Status  
Approve COS  
Add Inventory  
Approve Additions  
Inventory Worksheets  
FEPP Certification  
FFP Certification  
Approve Certification  
Create AUR  
Approve AUR  
Station Mgmt Utility  
User Management  
Approval Process Editor  
Query Property  
▶ Electronic Forms  
▶ Wildland Fire Related Links

State: MISSOURI Status: PROPOSED  
Last Modified By: Last Modified:

Clear  clear all requested values  
Copy  copy previous years approved acquisition plan  
Save  save the proposed acquisition plan  
Delete  delete the proposed acquisition plan  
Submit  submit the acquisition plan for approval (minimum of one requested item)

| Group Code | Description  | Quantity Received | Quantity Requested |
|------------|--|-------------------|--------------------|
| 12         | 1240 OPTICAL SIGHTING AND RANGING EQUIPMENT            | 0                 | 0                  |
|            | 1265 FIRE CONTROL TRANSMITTING AND RECEIVING EQUIPMENT | 0                 | 0                  |
|            | 1290 MISCELLANEOUS FIRE CONTROL EQUIPMENT              | 0                 | 0                  |
| 15         | 1510 AIRCRAFT, FIXED WING                              | 0                 | 0                  |
|            | 1520 AIRCRAFT, ROTARY WING                             | 0                 | 0                  |
|            | 1560 AIRFRAME STRUCTURAL COMPONENTS                    | 0                 | 0                  |

Once you have entered all the quantities for FSC's that you want, click "**Save**". You may save items and come back to it multiple times before you have completed your plan, it can take days, week, or a year to complete your plan. As long as the state does not Submit the plan you can continue to build on it. Once you have entered all items for your Acquisition Plan, select "**Save & Submit**" to forward the plan on for approval. You cannot add to an acquisition plan once it has been submitted for approval until the PMO has approved the plan. The PMO is the Approving Official for the Region.

The screenshot displays the 'NATIONAL FIRE AND AVIATION MANAGEMENT WEB APPLICATIONS' interface. The browser title is 'Fire & Aviation Management Homepage - Microsoft Internet Explorer provided by USDA Forest Service'. The URL is 'https://fam.nwcg.gov/fam-web/'. The page features a navigation menu on the left with options like 'FAMWEB Data Warehouse', 'FEPMIS', 'KCFAST', 'WIMS', and 'New FEPMIS'. The main content area shows the following details:

**State:** MISSOURI **Status:** PROPOSED  
**Last Modified By:** **Last Modified:**

Form controls include:

- clear all requested values
- copy previous years approved acquisition plan
- save the proposed acquisition plan
- delete the proposed acquisition plan
- submit the acquisition plan for approval (minimum of one requested item)

Below the form is a table with the following data:

| Group | Code | Description                                       | Quantity Received | Quantity Requested |
|-------|------|---|-------------------|--------------------|
| 12    | 1240 | OPTICAL SIGHTING AND RANGING EQUIPMENT            | 0                 | 0                  |
|       | 1265 | FIRE CONTROL TRANSMITTING AND RECEIVING EQUIPMENT | 0                 | 0                  |
|       | 1290 | MISCELLANEOUS FIRE CONTROL EQUIPMENT              | 0                 | 0                  |
| 15    | 1510 | AIRCRAFT, FIXED WING                              | 0                 | 0                  |
|       | 1520 | AIRCRAFT, ROTARY WING                             | 0                 | 0                  |
|       | 1560 | AIRFRAME STRUCTURAL COMPONENTS                    | 0                 | 0                  |

Click on **“Approve Plan”**.

For the Region; Your screen will show all state plans submitted for Approval. Click on the **State Abbreviation** to open the State’s proposed Acquisition Plan.

For the State; If you have approval authority in the State, you will be taken directly to any of the Divisions, Sub-Divisions, or Stations requests that have been submitted for the States approval.

**NATIONAL FIRE AND AVIATION MANAGEMENT WEB APPLICATIONS**

FAMWEB Home Contact Us FAQ Help Disclaimer Wed Mar 20 2013

FEPMIS: Acquisition Plan Approval User ID: janpolasky

Approval Queue Approve Plan

| State              | Creation Date | Creation User | Reject Reason |
|--------------------|---------------|---------------|---------------|
| <a href="#">ME</a> | Feb 28, 2013  | AHastings     |               |
| <a href="#">MO</a> | Mar 19, 2013  | WREEVES1      |               |

Approval Queue | Approve Plan

- ▶ FAMWEB
- ▶ Administration
  - AMIS
  - AWSR
  - FIRESTAT
- ▶ SIT Report
- ▶ 209
- ▶ FAMWEB Data Warehouse
- ▶ FEPMIS
- ▶ KCFAS
- ▶ WIMS
- ▶ New FEPMIS
  - Approve Plan
  - Approve SF-122
  - Approve Receipts
  - Approve Modifications
  - Approve Breakdowns
  - Approve COS
  - Close Change of Status
  - Reactivate
  - Approve Additions
  - Inventory Worksheets
  - Create Certification
  - Approve Certification
  - Approve AUR
  - User Management
  - Query Property
- ▶ Electronic Forms
- ▶ Wildland Fire Related Links



You may **change or enter a new quantity** for any line items on the plan. **Quantity Requested** shows you how many items were requested on the last approved plan. Once all quantities have been edited, go to bottom of the page for the next selection button, shown on next slide.

Fire & Aviation Management Homepage - Microsoft Internet Explorer provided by USDA Forest Service

https://fam.nwcg.gov/fam-web/

NATIONAL FIRE AND AVIATION MANAGEMENT WEB APPLICATIONS

FAMWEB Home Contact Us FAQ Help Disclaimer Wed Mar 20 2013

FEPMIS: Acquisition Plan Approval User ID: janpolasky

Approval Queue Approve Plan

State: MO Status: PENDING APPROVAL  
Created By: WREEVES1 Created: March 20, 2013  
Last Modified By: WREEVES1 Last Modified: Mar 20, 2013

| Federal Stock Code   | Quantity Requested | Quantity Approved |
|--|--------------------|-------------------|
| 1670 - PARACHUTES: AERIAL PICK UP, DELIVERY, RECOVERY SYSTEMS AND CARGO TIE DOWN EQUIPMENT | 10                 | 10                |
| 1940 - SMALL CRAFT   | 5                  | 5                 |
| 2010 - SHIP AND BOAT PROPULSION COMPONENTS   | 5                  | 5                 |
| 2305 - GROUND EFFECT VEHICLES  | 5                  | 5                 |
| 2310 - PASSENGER MOTOR VEHICLES  | 10                 | 10                |
| 2320 - TRUCKS AND TRUCK TRACTORS, WHEELED  | 50                 | 50                |
| 2330 - TRAILERS  | 65                 | 65                |
| 2340 - MOTORCYCLES, MOTOR SCOOTERS, AND BICYCLES   | 40                 | 40                |

Once all edits have been made, you may **Approve** the proposed plan. When approved by the state, the new plan is sent on to the PMO for Approval. When approved by the PMO, the plan is put in place.

Fire & Aviation Management Homepage - Microsoft Internet Explorer provided by USDA Forest Service

https://fam.nwcg.gov/fam-web/

NATIONAL FIRE AND AVIATION MANAGEMENT WEB APPLICATIONS

FAMWEB Home Contact Us FAQ Help Disclaimer Thu Mar 21 2013

|  |      |      |
|--|------|------|
| 4210 - FIRE FIGHTING EQUIPMENT                                 | 1000 | 1000 |
| 4310 - COMPRESSORS AND VACUUM PUMPS                            | 30   | 30   |
| 4820 - VALVES, NONPOWERED                                      | 10   | 10   |
| 4930 - LUBRICATION & FUEL DISPENSING EQUIPMENT                 | 10   | 10   |
| 5110 - HAND TOOLS, EDGED, NONPOWERED                           | 100  | 100  |
| 5120 - HAND TOOLS, NONEDGED, NONPOWERED                        | 100  | 100  |
| 5180 - SETS, KITS AND OUTFITS OF HAND TOOLS                    | 20   | 20   |
| 5305 - SCREWS  | 2000 | 2000 |
| 5306 - BOLTS   | 2000 | 2000 |
| 5310 - NUTS AND WASHERS  | 2000 | 2000 |
| 5855 - NIGHT VISION EQUIPMENT, EMITTED AND REFLECTED RADIATION | 10   | 10   |
| 6115 - GENERATORS & GENERATOR SETS, ELECTRICAL                 | 20   | 20   |

Approve  approve the acquisition plan

Reject  reject the acquisition plan

Approval Queue | Approve Plan

Done Internet 100%



Rejecting the proposed plan will take you to the below screen where **you must enter a reason for rejecting the plan and/or instructions** for resubmitting. Once the comments have been made, click on the **Reject button** to send the Proposed Plan back to the designated State Personnel for resubmission. If you decide you wish to go back and reevaluate the plan, click on the **Return Button** to take you back to the Proposed Plan once again.

The screenshot displays the FEPMIS: Reject Acquisition Plan web application. The browser window title is "Fire & Aviation Management Homepage - Microsoft Internet Explorer provided by USDA Forest Service". The URL is "https://fam.nwcg.gov/fam-web/". The page header includes the "NATIONAL FIRE AND AVIATION MANAGEMENT WEB APPLICATIONS" logo and navigation links: "FAMWEB Home", "Contact Us", "FAQ", "Help", and "Disclaimer". The date is "Thu Mar 21 2013". The user is logged in as "User ID: janpolasky". The main content area has a tabbed interface with "Approval Queue", "Approve Plan", and "Approve Plan" tabs. Below the tabs, there is a text input field with the placeholder text "enter a comment stating why you are rejecting the plan (max 4000 cahracters)". Below the input field are two buttons: "Reject" and "Return". The "Reject" button is associated with the radio button "reject this acquisition plan", and the "Return" button is associated with the radio button "take no action and return to the acquisition plan approval queue". The left sidebar contains a navigation menu with categories: "FAMWEB Administration", "AMIS", "AWSR", "FIRESTAT", "SIT Report", "209", "FAMWEB Data Warehouse", "FEPMIS", "KCFast", "WIMS", "New FEPMIS", "Electronic Forms", and "Wildland Fire Related Links". The bottom of the browser window shows the "Done" status bar and the "Internet" icon.

If the Region Rejects the Proposed Acquisition Plan, the rejected Plan will be sent back to the State. The rejected plan will be found in the **“Create Plan”** module once again. The State will have all the options previously outlined to resubmit with the addition of the **comment box** being added by the rejecting Region. It should contain guidance on updates needed before resubmitting. The process is repeated until approved.

The screenshot shows the National Fire and Aviation Management Web Applications interface. The browser title is "Fire & Aviation Management Homepage - Microsoft Internet Explorer provided by USDA Forest Service". The URL is "https://fam.nwcg.gov/fam-web/". The page header includes "NATIONAL FIRE AND AVIATION MANAGEMENT WEB APPLICATIONS" and navigation links for "FAMWEB Home", "Contact Us", "FAQ", "Help", and "Disclaimer". The date is "Thu Mar 21 2013".

The main content area displays "FEPMIS: Acquisition Plan" for "User ID: WREEVES1". The plan details are:

- State: MISSOURI
- Status: REJECTED
- Last Modified By: janpolasky
- Last Modified: Mar 21, 2013

Below the details are several action buttons with checkboxes:

- clear all requested values
- copy previous years approved acquisition plan
- save the proposed acquisition plan
- delete the proposed acquisition plan
- submit the acquisition plan for approval (minimum of one requested item)

A "Reject Reason:" text area contains the text: "Test/make training aids 22 Mar 13. wlr".

At the bottom, a table header is visible with columns: "Group", "Code", "Description", "Quantity Received", and "Quantity Requested".