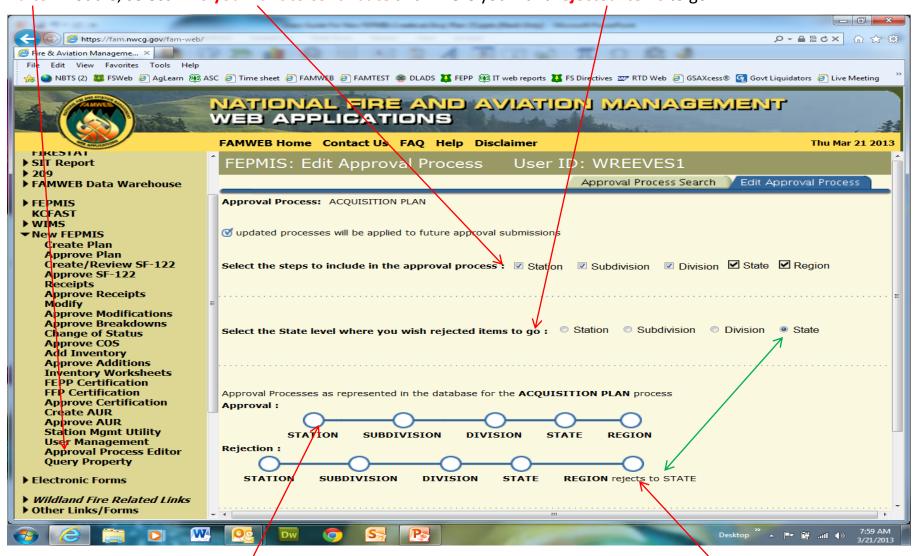
## FEPMIS Acquisition Plan

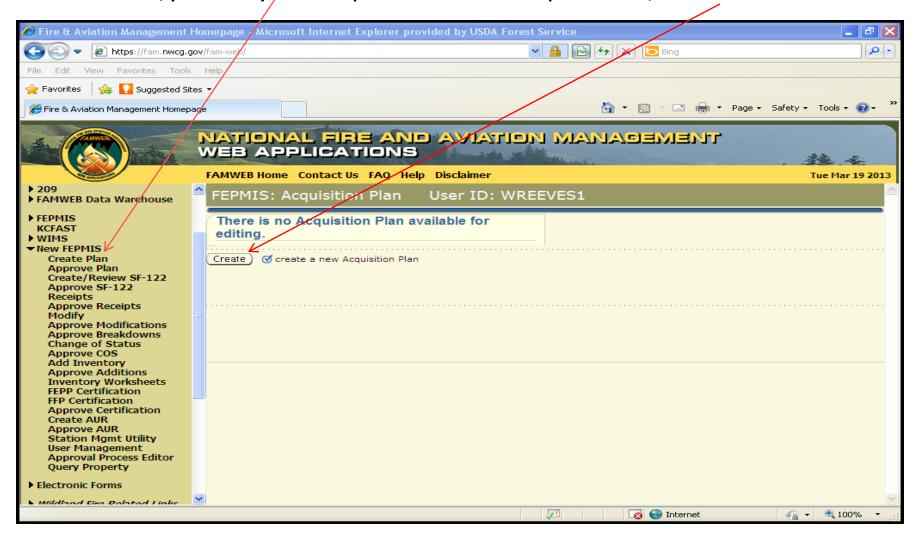
A Step by Step Guide For Use (https://fam.nwcg.gov/fam-web/)

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.



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".



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

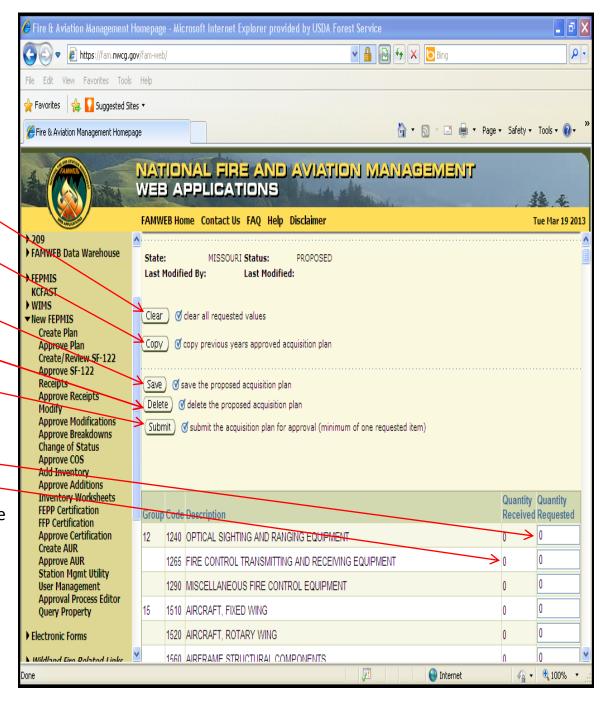
Copy will not be available to select on your first Acquisition Plan. It can be used thereafter to copy the previous year's approved quantities.

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

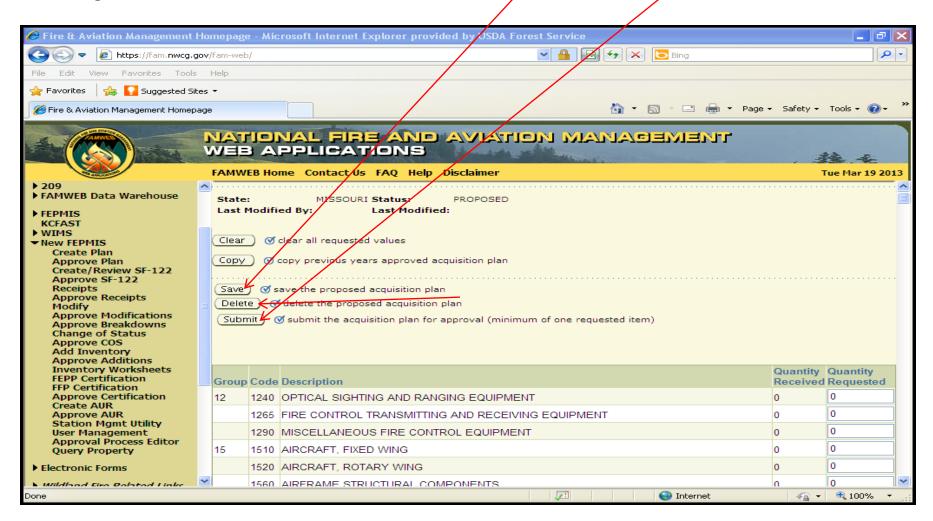
**Delete** will remove any numbers anyone entered in the Quantity Requested column.

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.



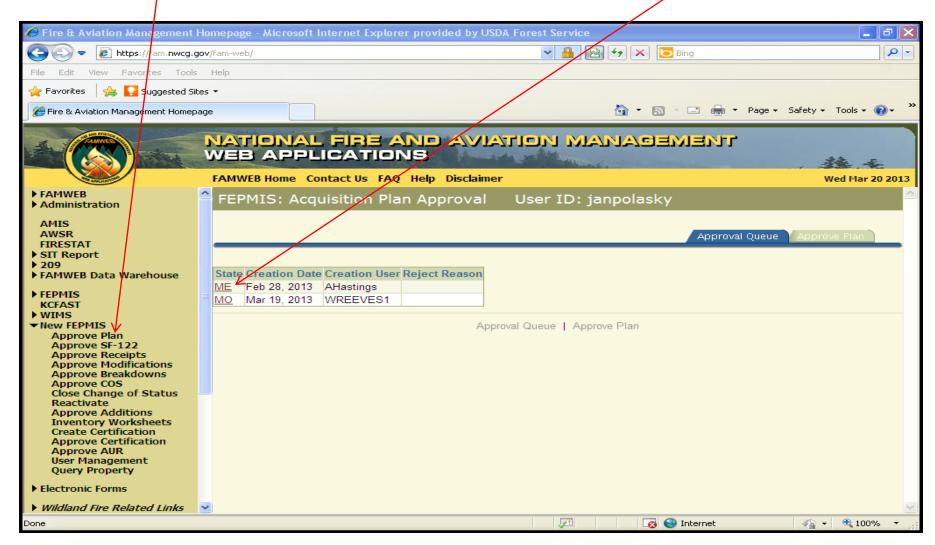
Once you have entered all the quantities for FSC's that you want, click "Save". You may save items and come back to it multiple times before you have completed your plan, it can take days, week, or a year to complete your plan. As long as the state does not Submit the plan you can continue to build on 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.



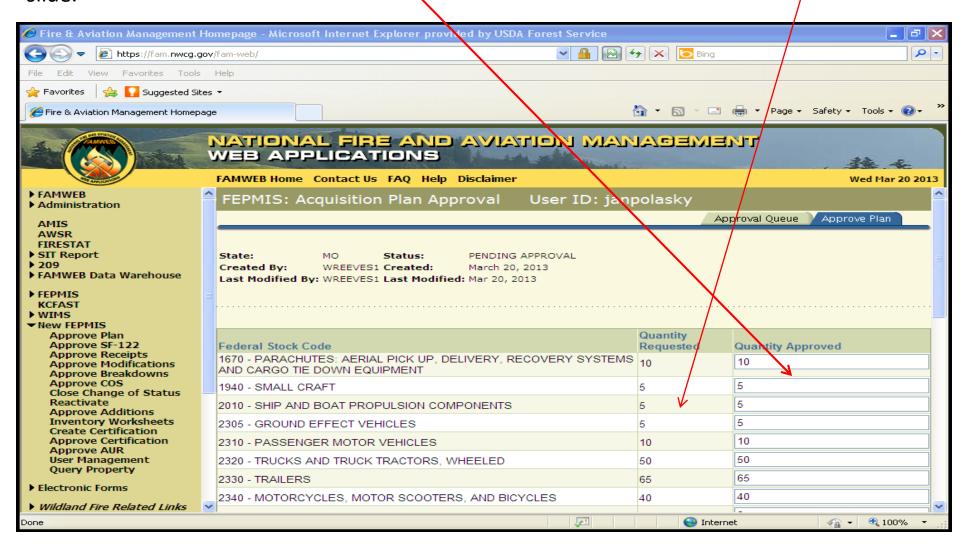
Click on "Approve Plan".

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.

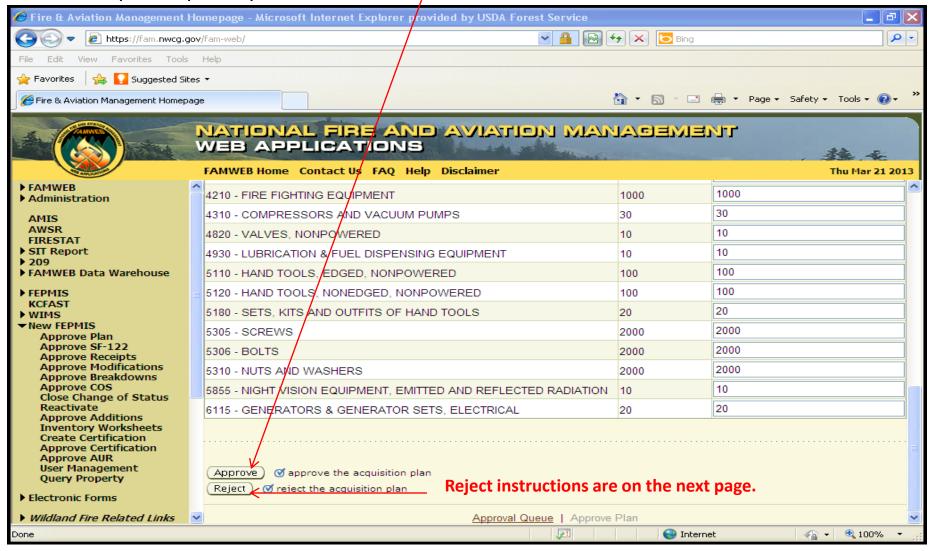
<u>For the State</u>; If you have approval authority in the State, you will be taken directly to any of the Divisions, Sub-Divisions, or Stations requests that have been submitted for the States approval.



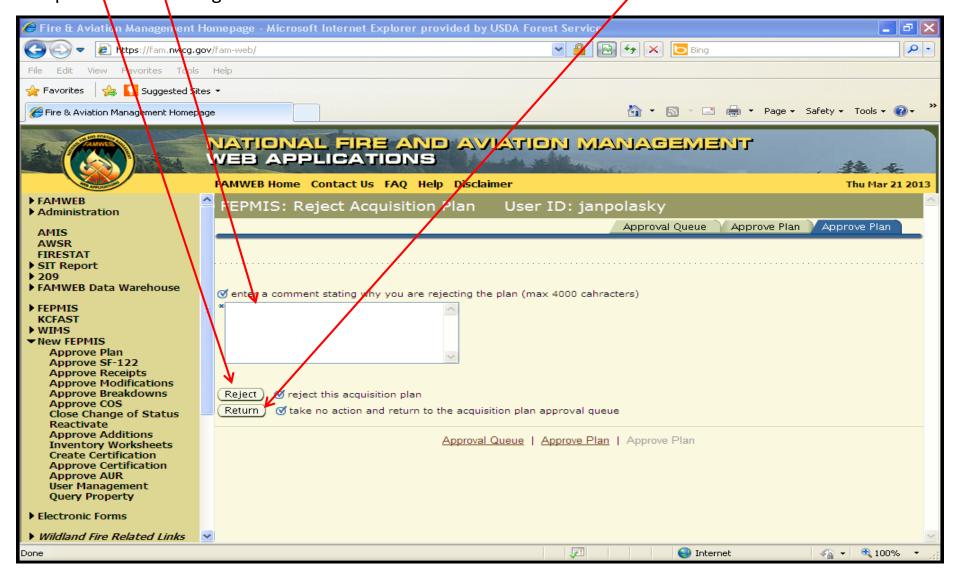
You may change or enter a new quantity for any line items on the plan. Quantity Requested shows you how many items were requested on the last approved plan. Once all quantities have been edited, go to bottom of the page for the next selection button, shown on next slide.



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



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.



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.

