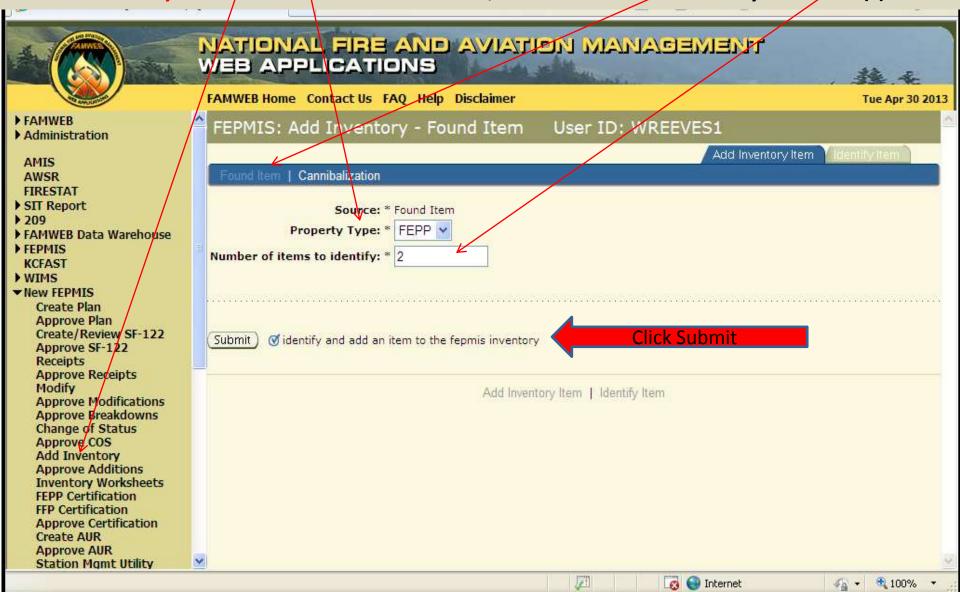# New FEPMIS
Add Inventory

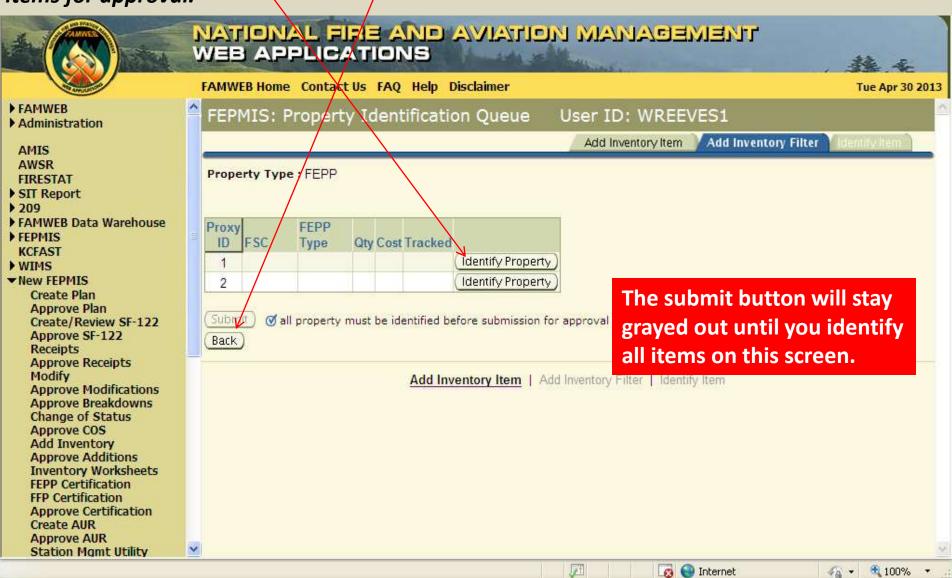A Step by Step Guide For Use @
https://fam.nwcg.gov/fam-web/

To add an item that is <u>Found</u> (not recorded in FEPMIS through an acquisition document). Choose "Add Inventory" from the Menu, notice you are on the "Found Item" screen. Select the "Property Type" (FEPP or FFP from Dropdown) and enter the "Number of Items to Identify." Once entries have been made, click "Submit" to "Identify" the Item(s).

Select Identify Property on the Line item that you want to identify. If you made a mistake and want to start over you can select the Back button. *Note: The Back button will undo anything you have already entered. Note 2: You must identify all items before you can submit the Found items for approval.*

You will have to enter information in each box with an*, select from the drop down boxes where applicable. Various FSC's, Dollar values, Demil Codes, and Property Type (FFP) will determine if the item is mandatory Inventory (tracked property); otherwise you have the option to select Tracked. Submit when all fields are completed. *Note: The Back button will undo everything you entered.*

TOP Part OF Identify Item SCREEN

NATIONAL FIRE AND AVIATION MANAGEMENT
WEB APPLICATIONS

FAMWEB Home   Contact Us   FAQ   Help   Disclaimer   Tue Apr 30 2013

- **FAMWEB**
- **Administration**

 AMIS
 AWSR
 FIRESTAT
- **SIT Report**
- **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

FEPMIS: Identify Tracked Property   User ID: WREEVES1

Add Inventory Item | Add Inventory Filter | **Identify Item**

Property is rolling stock   **If Property is Mandatory Tracked, it will be noted here.**

Enter All Property Attributes that you know and Assign in this portion of the module.

GSA Control#: [   ]   **If this item came from a GSA 122, enter the GSA number here.**

Insurance Expiration Date: [   ] 📅 ✓ Click on icon or enter date as mm/dd/yy or mm/dd/yyyy

Property #: * AG000wlr1234   **Enter an AG# if inventoried FEPP. Enter a DD# if FFP, Non-inventory FEPP - enter a state property number.**

DTID: [   ]

FSC: 2330 - TRAILERS
FEPP Type: PROVIDE DESCRIPTION
Additional Description: Trl from sold set AG000????. No record found.

State Property#: MOwlr1234

State: MO

Division: * RFFEC ▼   **You are assigning the property to the location in the state here: Division/Sub-Division and Station are mandatory.**

Subdivision: * RFFEC ▼

Mid Portion OF Identify Item SCREEN

Fire & Aviation Management Homepage

🏠 ▾ 🔊 ▾ 🖃 🖨 ▾ Page ▾ Safety ▾ Tools ▾ ❷ ▾

Enter all mandatory (*)Property Attributes, do not enter bogus information. If unknown enter UNK, if not applicable, enter NA.

FAMWEB Home   Contact Us   FAQ   Help   Disclaimer   Tue Apr 30 2013

- ▶ FAMWEB
- ▶ Administration

AMIS
AWSR
FIRESTAT
- ▶ SIT Report
- ▶ 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

Field	Value
Station: *	RFFEC TEMP STORAGE FOR GSA SALE - FD#05397 (W) ˅
Physical Storage Location:	Sale Lot #34
Quantity:	1
Unit Cost:	$3,000.00
Part#:	
Make / Manufacturer: *	TURTLE MOUNTAIN
Model: *	M104A1
Model Year: *	1998 ☑ enter 0 if Model Year is unknown/unavailable
Color:	Green ˅
Body Style:	Other ˅
Gradient:	Dark ˅
Drive-Type :	˅
Tonnage :	34 T ˅
Serial#: *	TM123456
Unit of Issue: *	EA - EACH ˅
Condition: *	B4 - Usable ˅
DMIL:	A- NON-MLI DEMILITARIZATION NOT REQUIRED
National Stock#:	2330 - - -

The check mark means the item needs approval before it takes affect in FEPMIS. Any items with a √ will go through the approval process as set up in the Approval Process editor but the FS is the final approval for it to take affect in FEPMIS.

Done   🔲 Internet   🔒 ▾   🔍 100% ▾

Bottom Part OF Identify Item SCREEN

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   Tue Apr 30 2013

- FAMWEB
- Administration

AMIS
AWSR
FIRESTAT
- SIT Report
- 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
  Approve Additions
  Inventory Worksheets
  FEPP Certification
  FFP Certification
  Approve Certification
  Create AUR
  Approve AUR
  Station Mgmt Utility

☑ rolling stock attributes

Vehicle License# : * `N/A`

Miles or Hours: * `0`

Fuel Type: * `Other ▾`

Number of Cylinders: * `0 ▾`

Transmission Type: * `Automatic ▾`

Comment 1 (100 max): `The rolling stock attributes that do not apply to trls will be fixed & more text space added.`

Comment 2 (100 max): `This is a trl to be sold. It has no lic; Mi; Fuel; Cyl or Transmission.`

Comment 3 (100 max): `This item was receipted as a gen set. AG000WLR2345. Gen sold in 2006 Auction. Trl never ID'd`

Use Comment Boxes to further describe the Item or for any information the state wants to use the boxes for.

(Submit)   ☑ submit property for approval
(Back)   ☑ cancel property identification

Click Submit to complete and go back to next Item to Identify if more than one item is being added or to Submit for Approval.

Back to start over.   Add Inventory Item | Add Inventory Filter | Identify Item

Done   Internet   ⊕ 100% ▾

Click on Item #2 "Identify Property" and repeat steps. After both items have been Identified you must select Submit to send both items to be approved. Submit will be grayed out until all items are identified.

The Back button will undo what information you have not submitted in the previous screen.