

New FEPMIS

“Modify” Property

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

The **“Modify”** module is used to update any property detail and to relocate property. There are multiple fields that you can search by, the state is the minimum field and you can search by only the state. You can narrow the search by entering any combination of fields.

- An Asterisk (*) at the beginning or end of a search field can be used as a wild card.
- All fields are case sensitive as well as exact – you cannot find partial or non-exact entries.

“Submit.” This will enable the search engine to find items within your Level of the Organization Level.

The screenshot displays the FAMWEB application interface. At the top, there is a navigation bar with the text "NATIONAL FIRE AND AVIATION MANAGEMENT WEB APPLICATIONS" and a date of "Thu May 9 2013". Below this, there are links for "FAMWEB Home", "Contact Us", "FAQ", "Help", and "Disclaimer". The main content area is titled "FEPMIS: Property Search" and "User ID: WREEVES1". There are three tabs: "Property Search", "Property Search Results", and "Modify Property". The "Modify Property" tab is active. The form contains several fields: "Search In:" with radio buttons for "tracked", "not tracked", and "both"; "Property #:" with the value "AG0001948341"; "State:" with a dropdown menu set to "MISSOURI"; "Division:" with a dropdown menu; "Subdivision:" with a dropdown menu; "Station:" with a dropdown menu; "Property Type:" with a dropdown menu; "DTID:" with a text input field; "Acquisition Doc#:" with a text input field; "GSA Control#:" with a text input field; "FSC:" with a text input field; "FEPP Type:" with a dropdown menu; and "State Property #:" with a text input field. A red text box is overlaid on the right side of the form, providing instructions on how to search by Property #.

If you search by Property # there is no need to use the other available options to narrow your search.

If the property is physically in your Level but cannot be found in your designated Level in FEPMIS, use the Query Property menu to find the Item. This way you can view where the Property is located in FEPMIS and Notify the correct personnel to update the location for you if needed.

You will see a list of "Property #'s" in the "Property Search results" tab (depending on your search criteria). Only Items in "Assigned" Status can be Modified, select the Property # you wish to Modify. If there are more than 25 results, additional pages may be viewed by selecting "Next". Select any item that is underlined in blue to go to the next screen and modify the property details of the item.

NATIONAL FIRE AND AVIATION MANAGEMENT WEB APPLICATIONS

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FEPMIS: Property Search Results User ID: WREEVES1

Property Search **Property Search Results** Modify Property

only property in *Assigned* status may be modified. Place cursor over *Pending* status of an item to view additional information

Previous 1-25 of 72 Next

Images	Property#	State Property#	Station	FSC	FEPP Type	Creation Date	Quantity	Status	Tracked	
	MOWLR010313	MOWLR01032013	RFFEC WAREHOUSE FD#05399	2305 - GROUND EFFECT VEHICLES	ALL-TERRAIN VEHICLE	March 15, 2013	1	Assigned	Y	Break
	MOWLR010413	MOWLR010413	RFFEC WAREHOUSE FD#05399	2305 - GROUND EFFECT VEHICLES	ALL-TERRAIN VEHICLE	January 3, 2013	1	Assigned	Y	Break
	AG000MOLR11	LR11	RFFEC	2310 - PASSENGER	CART	January	1	Assigned	Y	Break

If an item is not in Assigned status, it will be grayed out , hover over the status to see what level it is pending.

Hints for the fields in the MODIFY screen, see slide 5 to identify these the numbered items to fields in the Modify screen.

1. Images are added in this module, additional direction will be discussed on Slide 8 – 10.
2. If it is Federal Inventory it is Mandatory for it to Print Inventory Worksheets, otherwise you have an option if you want to print an inventory worksheet for the item.
3. Any Property Detail that has a block around it is Changeable.
4. Any Property Detail that has an Asterisk in front of it is a mandatory field, you must have data in that field.
5. If there is a √ (check mark) after a blocked item that states approval required, the data that you entered in that block will not appear in the database until the FS approves the change that has been made. In addition, the property item will be grayed out and no changes can be made to the property details until the FS approves the previous changes.
6. Where dates are required, you can type the date in the mm/dd/yyyy format or select from the calendar icon.
7. In Service Date is not a required field for FEPP but all FFP must have an In Service Date entered or the property will be inventoried in 2 years after date of acquisition and will be required to be returned to the DLADS.
8. When you select “Provide Description” as the FEPP Type, the “Additional Description” data field will become mandatory for you to describe the property item.
9. States can relocate property anywhere within their State, Regions can relocate property anywhere within their Region, the WO can relocate property anywhere within the FEPP program. SF 122’s are not required to relocate FEPP, an AD 107 should be created for the asset file.
10. All property details and vehicle attributes should be entered as applicable.
11. When property details are unknown enter UNK, if the data field is required and the information isn’t applicable, enter NA.
12. When the Model Year isn’t known or isn’t applicable, enter 0.

Modify | Manage Images

TOP PORTION OF MODIFY PROPERTY SCREEN

#1

#2

#3

#6

#7

#5

#4

#8

#9

#10

#11

#12

Include in Inventory Worksheets: * Yes No

Property #: * MOWLR010313 approval required

Property Type: FEPP

Acquisition Doc#: 1236WW12355MO01

DTID: 12202012wlr

GSA Control#: 234567899

Qty: 1

Cost: \$299.00

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

Acquisition Date: Jan 7, 2013

In Service Date: Click on icon or enter date as mm/dd/yy or mm/dd/yyyy

approval required

Inventory Certification Date: 1/7/2013 Click on icon or enter date as mm/dd/yy or mm/dd/yyyy

FSC: * 2305 - GROUND EFFECT VEHICLES approval required

FEPP Type: * ALL-TERRAIN VEHICLE approval required

Additional Description: ATV for patrolling storage lots

State Property #: MOWLR01032013

State: * MISSOURI

Division: * RFEC

This is where you relocate the property in the state.

Subdivision: * RFEC

Station: * RFEC WAREHOUSE #99 (W)

Physical Storage Location: Pending Assignment lot #2

Drive-Type: 4X4

Tonnage:

Part#:

Item Attributes, used to identify and further describe an Item.

Make / Manufacturer: * Honda approval required

Model: * TRX35001032013 approval required

Model Year: * 1999 approval required. Enter 0 if Model Year is unknown/unavailable

Color: Red

Gradient: Dark

Serial#: * TRX35001032013 approval required

Unit of Issue: * EA - EACH approval required

BOTTOM PORTION OF MODIFY PROPERTY SCREEN

Condition: * F7 - Repairable

DMIL: * A- NON-MLI DEMILITARIZATION NOT REQUIRED

approval required

National Stock#: - - - approval required

Rolling Stock Attributes appeared due to the FSC. Additional information is required for FSC 2320 and 2310. Different data fields will appear for aircraft, FSC 1510 and 1520.

rolling stock attributes

Vehicle License# : *

Miles or Hours: *

Fuel Type: * Gasoline

Number of Cylinders: *

Transmission Type: * Automatic

Comment 1 (100 max):

Are ATV's mandatory items? I thought if under \$5K they could be not tracked.

Comment 2 (100 max):

Test reject breakdown going back to origin(Subdiv)& if visible by St. 3/15/13. No,only in query.

Comment 3 (100 max):

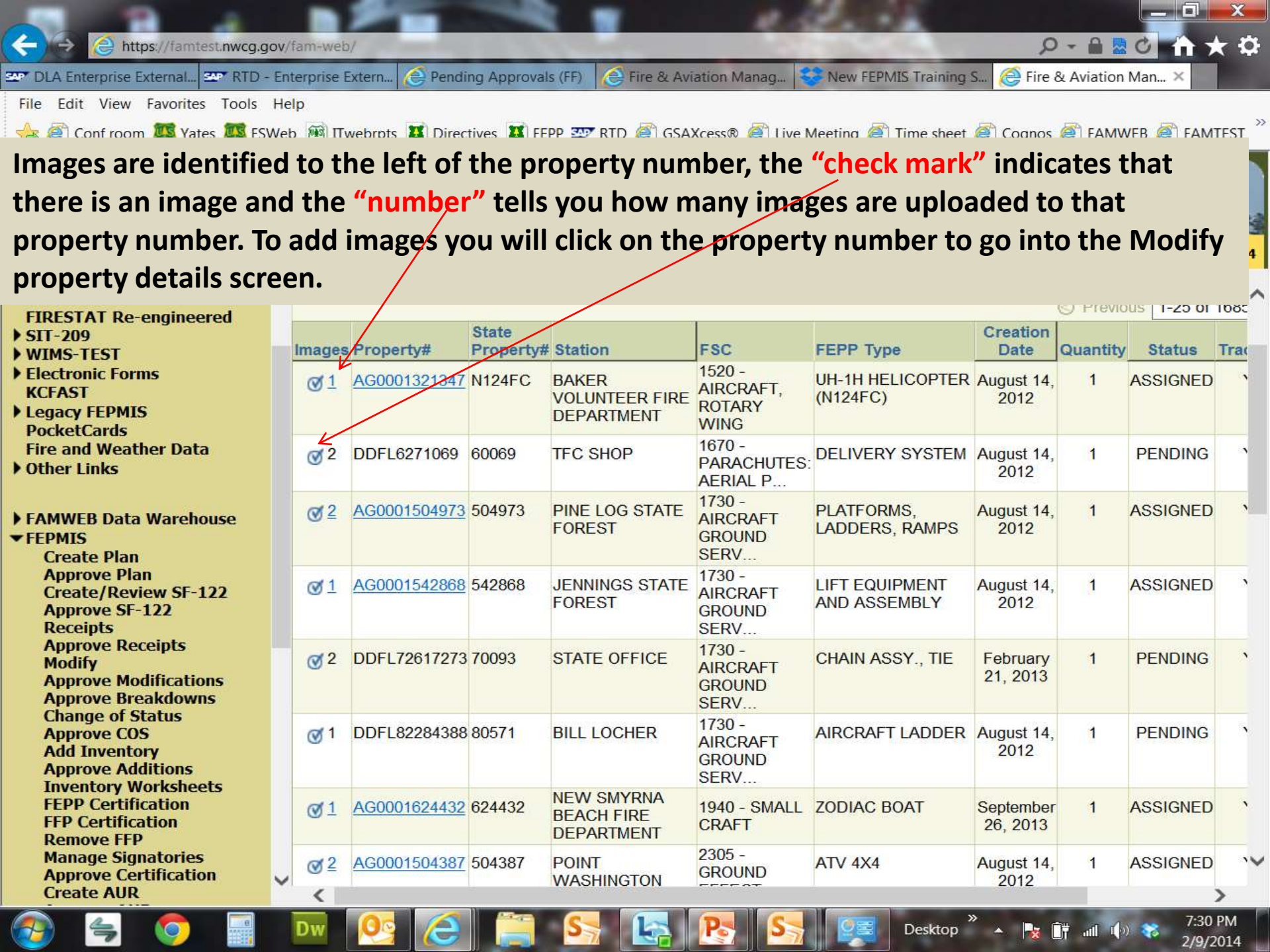
2 wheel cart broke out of orig cost. Untracked item. 07Jan 12

When finished updating, select "Submit."

Submit

submit property modifications for update and approval

To Undo or Start over, Select "Property Search" below or Tab at top of page.



Images are identified to the left of the property number, the **“check mark”** indicates that there is an image and the **“number”** tells you how many images are uploaded to that property number. To add images you will click on the property number to go into the Modify property details screen.

- FIRESTAT Re-engineered
- ▶ SIT-209
- ▶ WIMS-TEST
- ▶ Electronic Forms
- KCFAST
- ▶ Legacy FEPMIS
- PocketCards
- Fire and Weather Data
- ▶ Other Links
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 - Approve Receipts
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 - Approve Additions
 - Inventory Worksheets
 - FEPM Certification
 - FFP Certification
 - Remove FFP
 - Manage Signatories
 - Approve Certification
 - Create AUR

Images	Property#	State Property#	Station	FSC	FEPP Type	Creation Date	Quantity	Status	Trac
✓ 1	AG0001321347	N124FC	BAKER VOLUNTEER FIRE DEPARTMENT	1520 - AIRCRAFT, ROTARY WING	UH-1H HELICOPTER (N124FC)	August 14, 2012	1	ASSIGNED	▶
✓ 2	DDFL6271069	60069	TFC SHOP	1670 - PARACHUTES: AERIAL P...	DELIVERY SYSTEM	August 14, 2012	1	PENDING	▶
✓ 2	AG0001504973	504973	PINE LOG STATE FOREST	1730 - AIRCRAFT GROUND SERV...	PLATFORMS, LADDERS, RAMPS	August 14, 2012	1	ASSIGNED	▶
✓ 1	AG0001542868	542868	JENNINGS STATE FOREST	1730 - AIRCRAFT GROUND SERV...	LIFT EQUIPMENT AND ASSEMBLY	August 14, 2012	1	ASSIGNED	▶
✓ 2	DDFL72617273	70093	STATE OFFICE	1730 - AIRCRAFT GROUND SERV...	CHAIN ASSY., TIE	February 21, 2013	1	PENDING	▶
✓ 1	DDFL82284388	80571	BILL LOCHER	1730 - AIRCRAFT GROUND SERV...	AIRCRAFT LADDER	August 14, 2012	1	PENDING	▶
✓ 1	AG0001624432	624432	NEW SMYRNA BEACH FIRE DEPARTMENT	1940 - SMALL CRAFT	ZODIAC BOAT	September 26, 2013	1	ASSIGNED	▶
✓ 2	AG0001504387	504387	POINT WASHINGTON	2305 - GROUND	ATV 4X4	August 14, 2012	1	ASSIGNED	▼

Modify | Manage Images

Select the Manage Images option from the menu bar.

Include in Inventory Worksheets: Yes No

Property #: * MOWLR010313 approval required

Property Type: FEPP


Acquisition Doc#: 1236WW12355MO01

DTID: 12202012wlr


GSA Control#: 234567899


Qty: 1

Cost: \$299.00

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

Acquisition Date: Jan 7, 2013

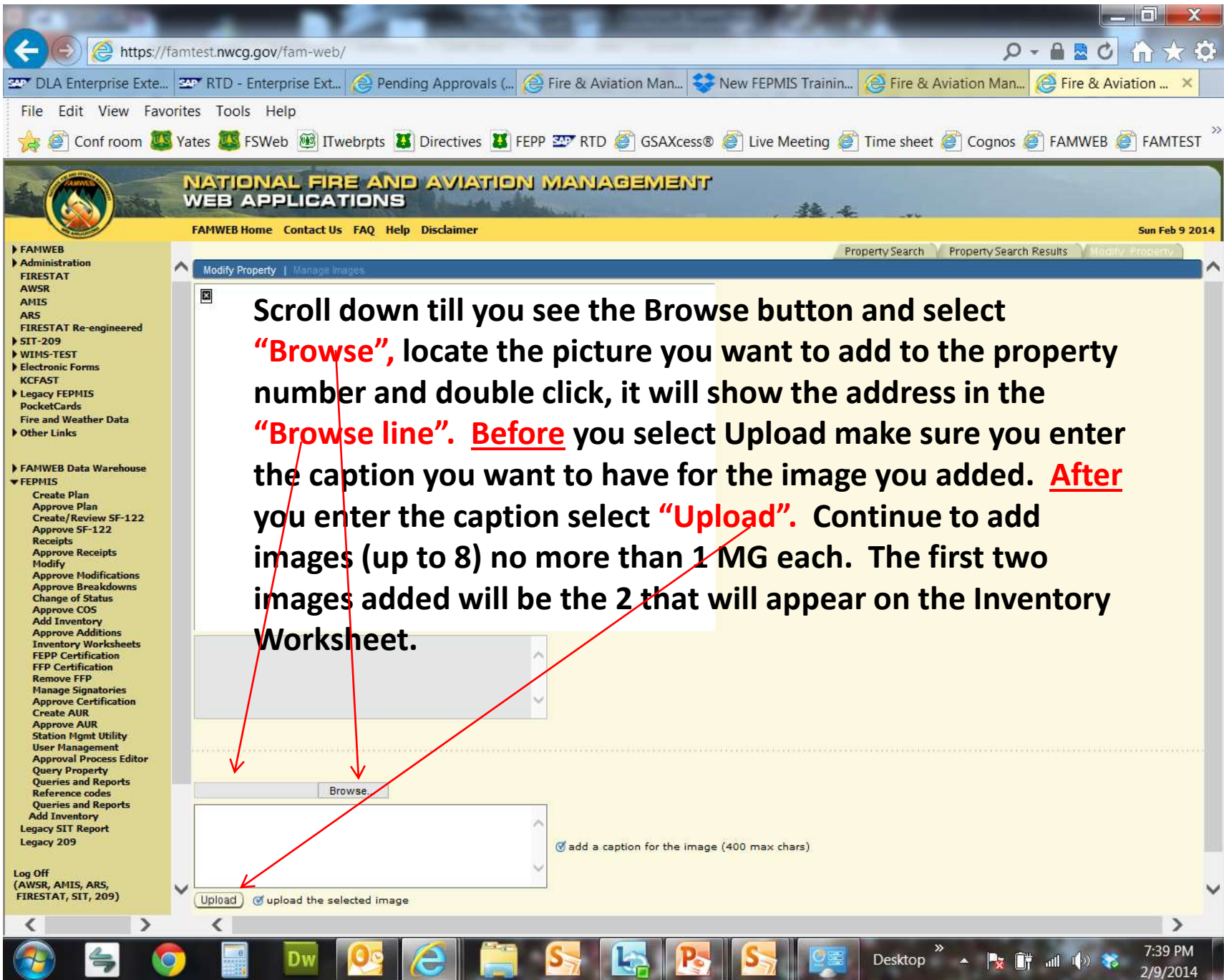
In Service Date:  Click on icon or enter date as mm/dd/yy or mm/dd/yyyy approval required

Inventory Certification Date: 1/7/2013  Click on icon or enter date as mm/dd/yy or mm/dd/yyyy

FSC: * 2305 - GROUND EFFECT VEHICLES approval required

FEPP Type: * ALL-TERRAIN VEHICLE approval required

Additional Description:



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- Queries and Reports
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- Legacy 209

Log Off
(AWSR, AMIS, ARS,
FIRESTAT, SIT, 209)

Property Search Property Search Results Modify Property

Modify Property | Manage Images

Scroll down till you see the Browse button and select **“Browse”**, locate the picture you want to add to the property number and double click, it will show the address in the **“Browse line”**. Before you select Upload make sure you enter the caption you want to have for the image you added. After you enter the caption select **“Upload”**. Continue to add images (up to 8) no more than 1 MG each. The first two images added will be the 2 that will appear on the Inventory Worksheet.

Browse

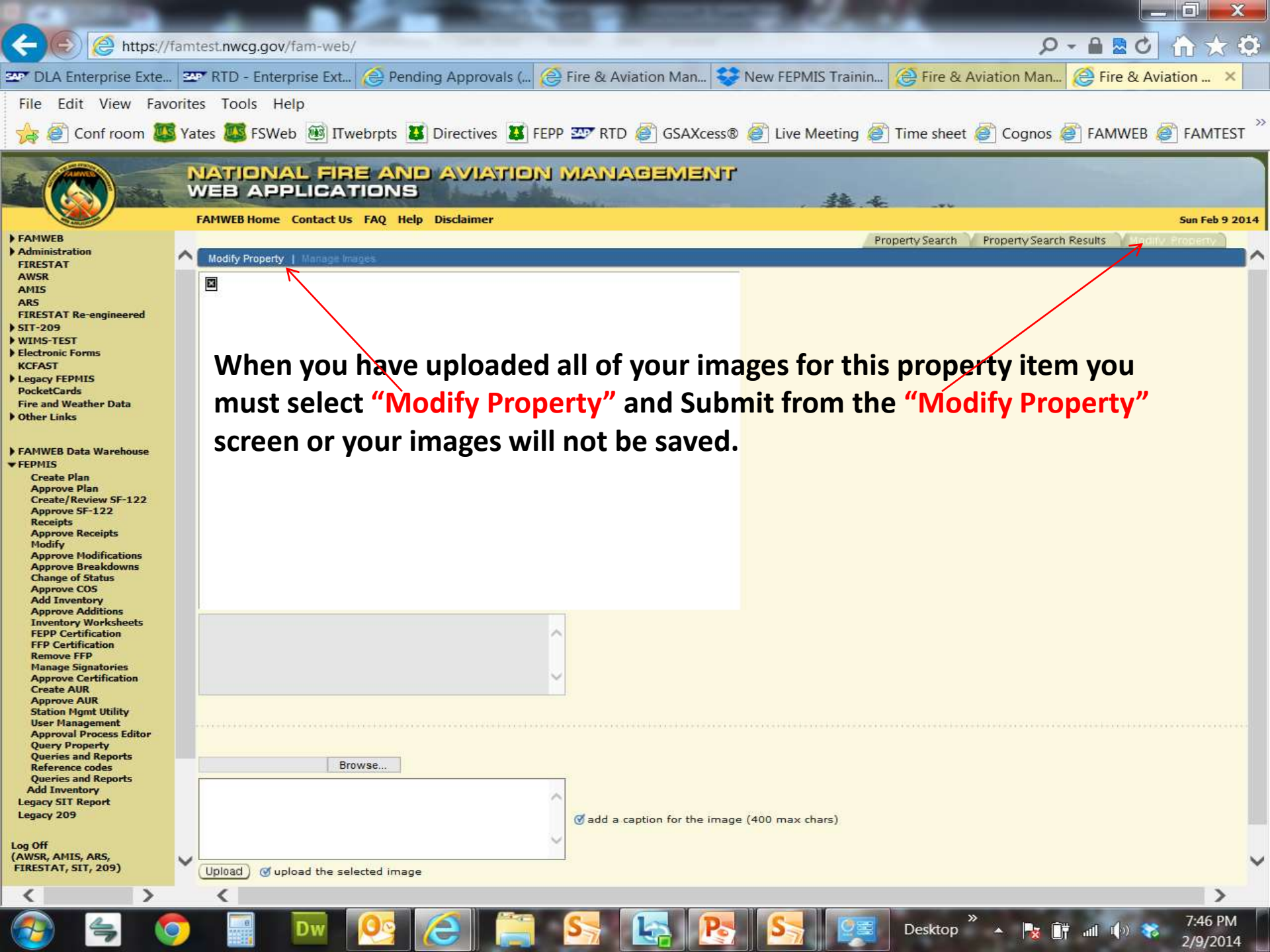
add a caption for the image (400 max chars)

Upload

upload the selected image

Desktop

7:39 PM
2/9/2014



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Property Search Property Search Results **Modify Property**

Modify Property | Manage Images

When you have uploaded all of your images for this property item you must select **“Modify Property”** and Submit from the **“Modify Property”** screen or your images will not be saved.

Browse...

add a caption for the image (400 max chars)

Upload upload the selected image

Desktop

7:46 PM
2/9/2014

If you changed the location of the Property, you will have the option to Print a Shipping Document. You will come to this screen, the contact name and phone number for the new location will automatically be prefilled, both fields are changeable You can enter information in the Shipping Information block. You have the option to Submit or Submit and Print.

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FEPMIS: Shipping Document User ID: WREEVES1

Contact Name: JOHN DOE

Primary Phone#: 4175330090 ext. []

Shipping Information: Transferred to be used in Fab Shop

submit shipping document information

submit and print shipping document information

back to property modification screen

- **Make any corrections if needed and add any Shipping Information you want to be on the document.**
- **Submit if you do not want to print the Shipping Document at this time, Submit and Print if you do.**
- **Select back to start over.**



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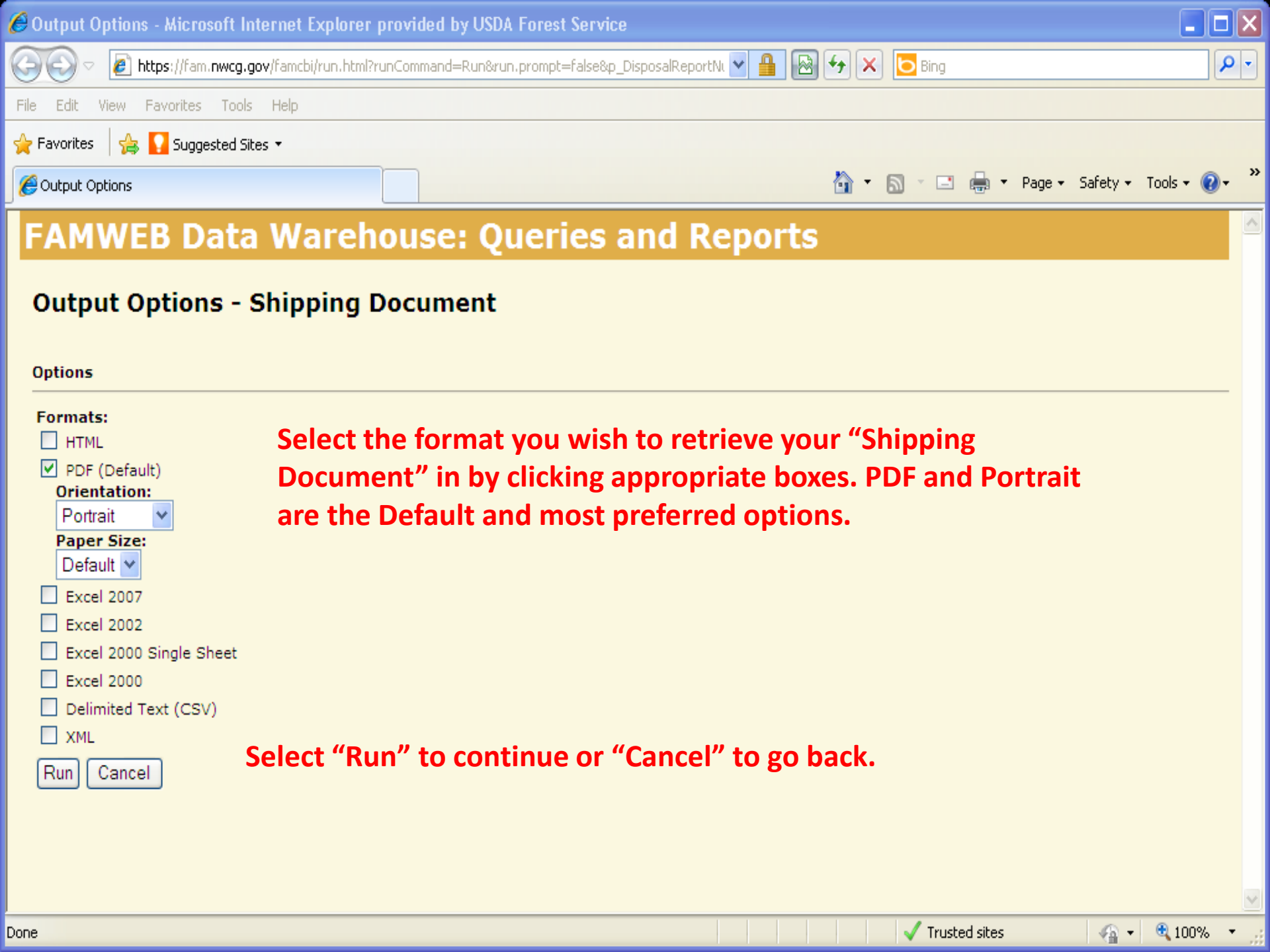
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FEPMIS: Print Shipping Document Report User ID: WREEVES1

Shipping Document#: MO131650001

For the time being you will need to write down or do Ctrl C to copy the Shipping Document # for the next 2 screens, make sure you have this number available if you want to print. Select "Print" to Print the Document or "Done" if you only want to get the Shipping Document Number for reference.



FAMWEB Data Warehouse: Queries and Reports

Output Options - Shipping Document

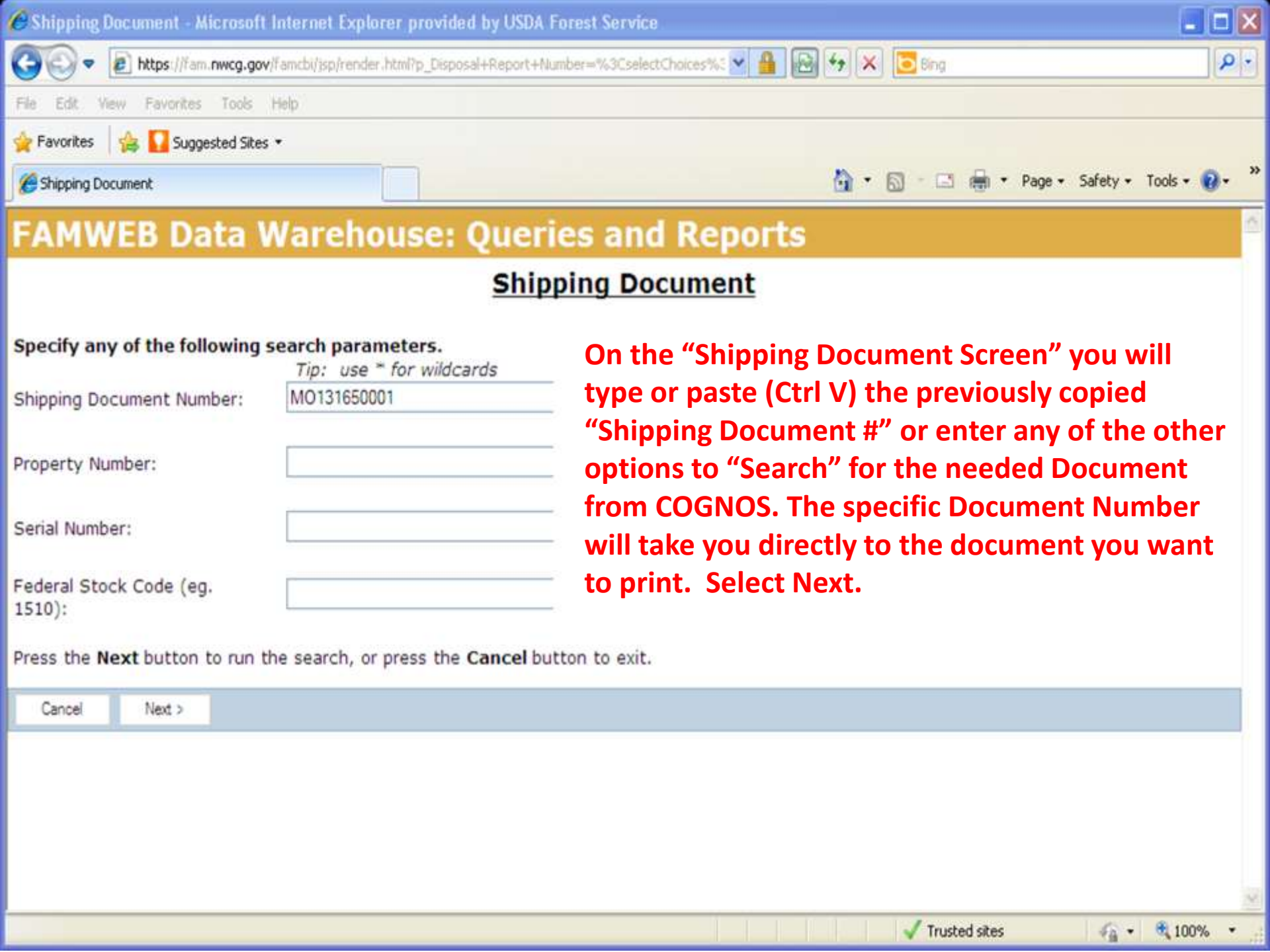
Options

Formats:

- HTML
- PDF (Default)
- Orientation:**
- Paper Size:**
- Excel 2007
- Excel 2002
- Excel 2000 Single Sheet
- Excel 2000
- Delimited Text (CSV)
- XML

Select the format you wish to retrieve your “Shipping Document” in by clicking appropriate boxes. PDF and Portrait are the Default and most preferred options.

Select “Run” to continue or “Cancel” to go back.



Shipping Document

Specify any of the following search parameters.

*Tip: use * for wildcards*

Shipping Document Number:

Property Number:

Serial Number:

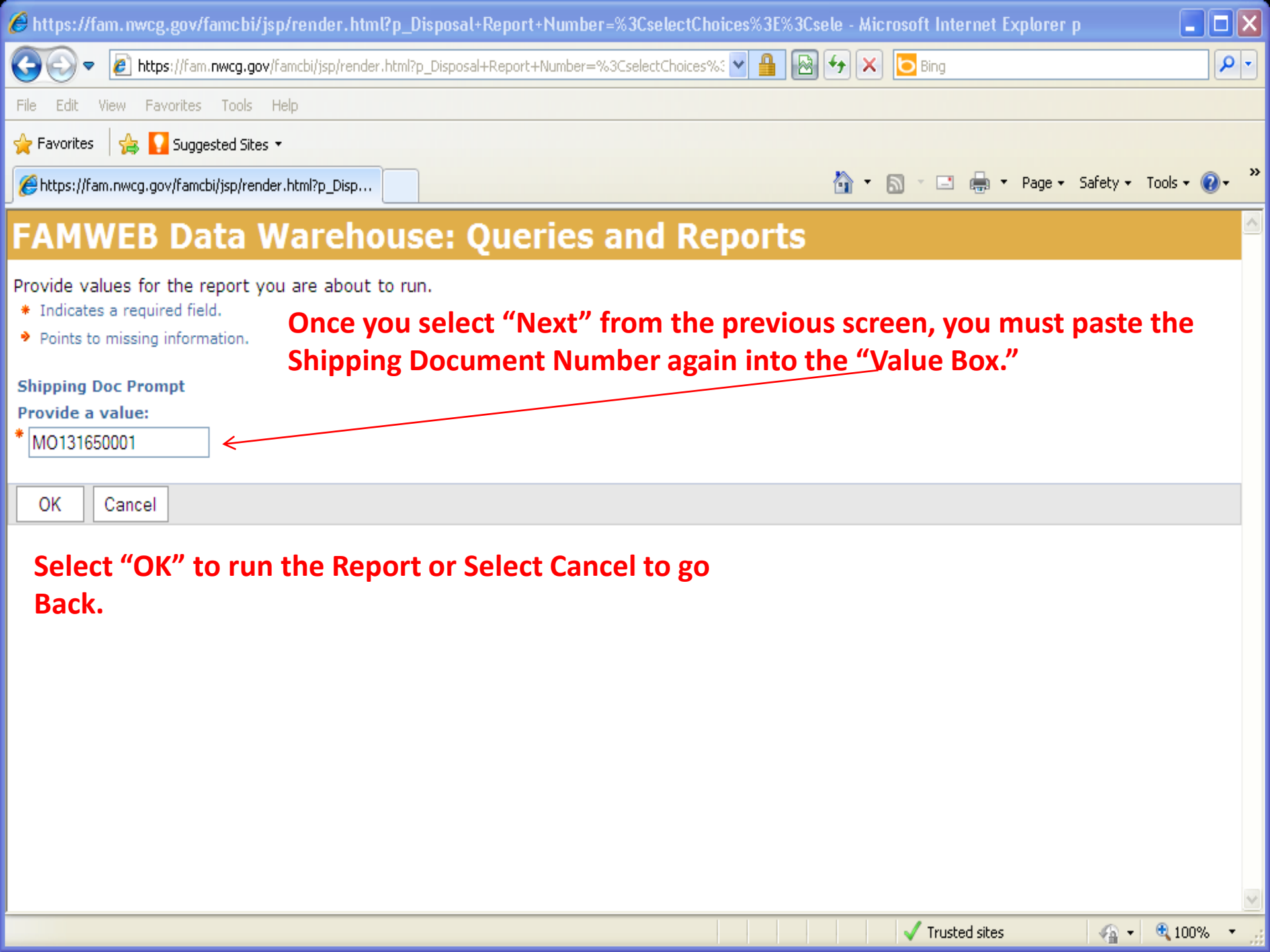
Federal Stock Code (eg. 1510):

Press the **Next** button to run the search, or press the **Cancel** button to exit.

Cancel

Next >

On the "Shipping Document Screen" you will type or paste (Ctrl V) the previously copied "Shipping Document #" or enter any of the other options to "Search" for the needed Document from COGNOS. The specific Document Number will take you directly to the document you want to print. Select Next.



https://fam.nwcg.gov/famcbi/jsp/render.html?p_Disposal+Report+Number=%3CselectChoices%3E%3Csele - Microsoft Internet Explorer p

https://fam.nwcg.gov/famcbi/jsp/render.html?p_Disposal+Report+Number=%3CselectChoices%3E%3Csele

File Edit View Favorites Tools Help

Favorites Suggested Sites

https://fam.nwcg.gov/famcbi/jsp/render.html?p_Dispo... Page Safety Tools

FAMWEB Data Warehouse: Queries and Reports

Provide values for the report you are about to run.

- * Indicates a required field.
- Points to missing information.

Shipping Doc Prompt
Provide a value:

*

OK Cancel

Once you select "Next" from the previous screen, you must paste the Shipping Document Number again into the "Value Box."

Select "OK" to run the Report or Select Cancel to go Back.

Trusted sites 100%

To help protect your security, Internet Explorer blocked this site from downloading files to your computer. Click here for options...

FAMWEB Data Warehouse: Queries and Reports

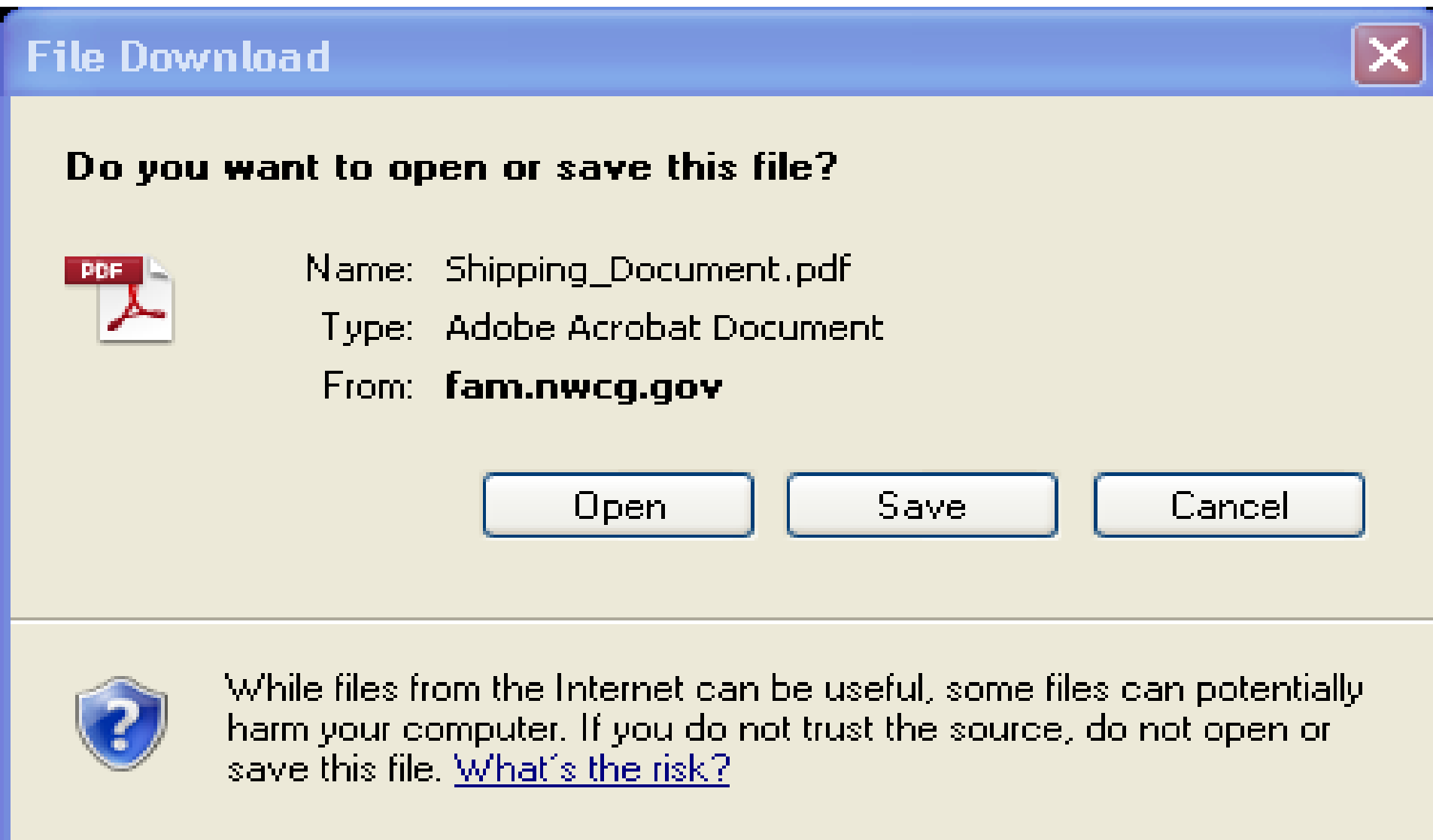
Report Complete

For Security Purposes you may get the above Notice. Click on the Message and Select "Download File."

[Close](#)

The "Shipping Document" will then be Retrieved for you in the Format requested.

- Select "Open" to simply Print.
- Select "Save" to save the file to your computer and/or then print.
- Select "Cancel" to start over.



After Opening the file, you will have your completed "Shipping Document" to Print and get Signatures for filing.

Shipping_Document[1].pdf - Adobe Reader

File Edit View Window Help

Tools Sign Comment

Signature field(s) detected. Open Sign Pane

06/14/2013 11:53:49

SHIPPING DOCUMENT
SHIPPING DOCUMENT NUMBER: MO131650001

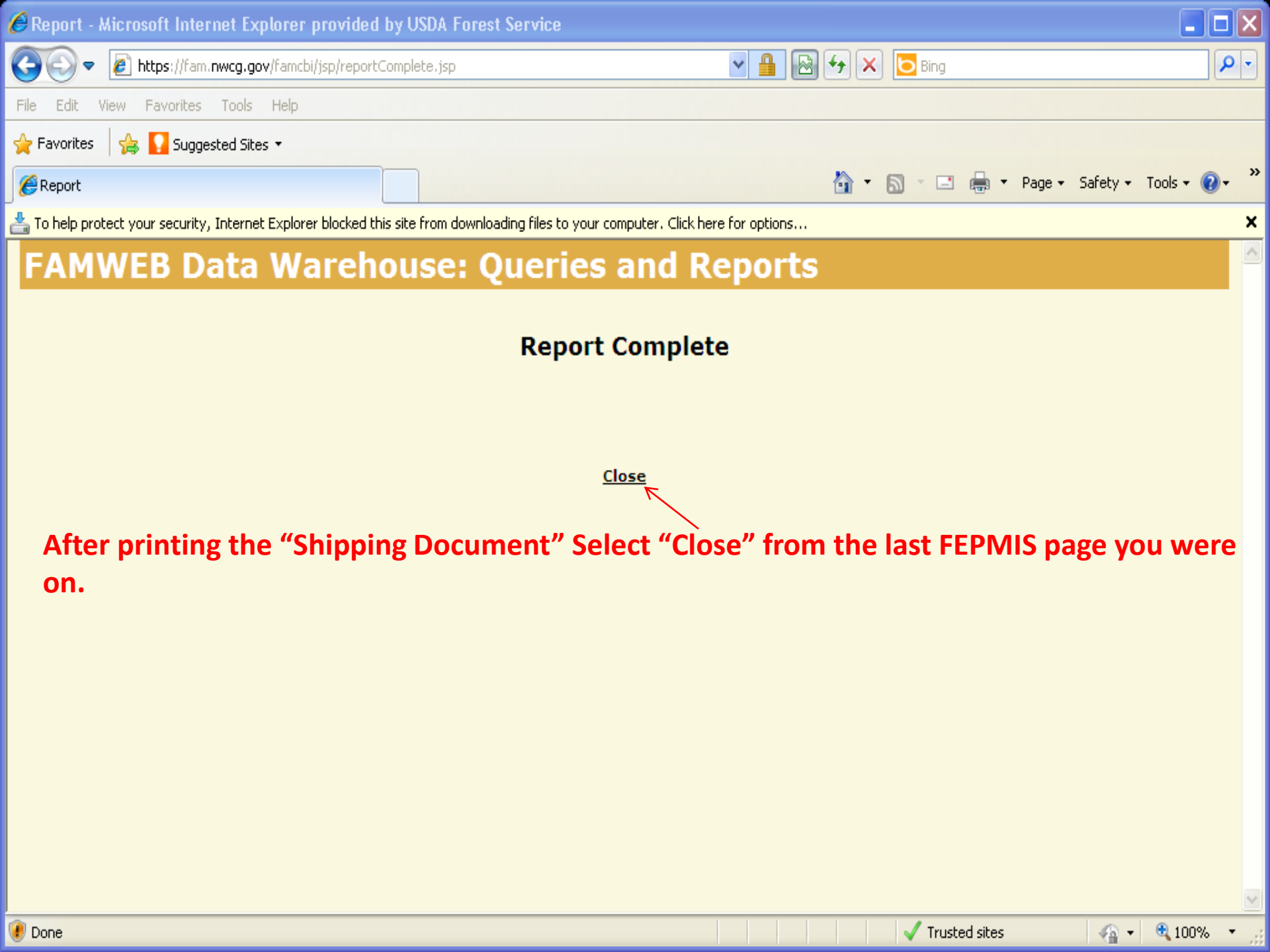
Contact Name: JOHN DOE
Contact Phone: 417-533-0090
Shipping Information: Transferred to be used in Fab Shop

SHIPPING FROM: RFFEC WAREHOUSE FD#05399 2352 S JEFFERSON REGION 7200 LEBANON, MO 65536 (Phone) 417-532-7904 (Fax) 417-532-7031 JOHN.LINDESMITH@MDC.MO.GOV	SHIPPING TO: RFFEC SHOP USE - FD#05398 2352 S JEFFERSON REGION 7200 LEBANON, MO 65536 (Phone) 417-532-7904 JOHN.LINDESMITH@MDC.MO.GOV
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CERTIFICATION: Transfer of property on this requisition is requested under the provision of the Federal Property and Administrative Services Act of 1949, as amended (P.L. 95-519) and Section 7 of the Cooperative Forestry Assistance Act of 1976 (P.L. 95-313). This requisition covers the acquisition of Federal excess personal property for use authorized by the Department of Agriculture for fire control activities. Properties acquired from the Department of Defense (DoD) Firefighter Property (FFP) program must be put into service for fire and/or emergency use, items that cannot be put into service will require approval from the state agency prior to disposal. Items requiring demilitarization (DEMIL codes C, D, & F) will be managed by the Forest Service until final disposition, and will be inventoried every 2 years by the owning agency. Approval for transfer and/or disposal of DEMIL items will be approved by the Forest Service. This property is not being acquired for sale, exchange, or trade-in and will be disposed of in accordance with instructions issued by the Forest Service.

PROPERTY NO./ STATE PROP. NO.	DESCRIPTION	RECEIVED BY: _____ SIGNATURE
	FSC: 3438 - MISC. WELDING EQUIPMENT FEPP Type: PROVIDE DESCRIPTION Addl. Desc: Lot of welding equipment	_____ PRINTED NAME
		SHIPPED BY: _____

Adobe CreatePDF
Convert files to PDF and easily combine them with other file types with a paid subscription.
Select File to Convert to PDF:
Select File
Send Files
Store Files

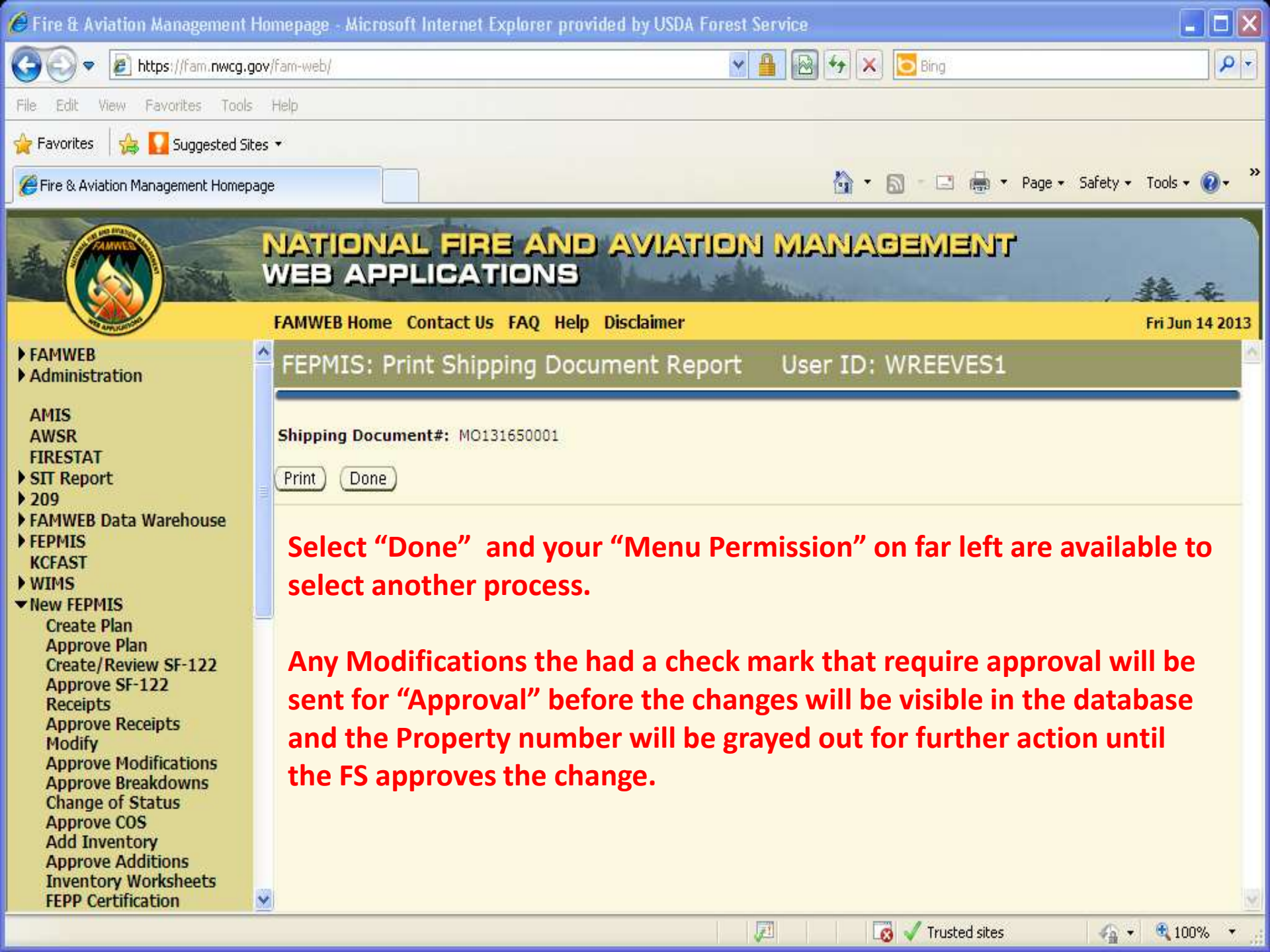


FAMWEB Data Warehouse: Queries and Reports

Report Complete

[Close](#)

After printing the "Shipping Document" Select "Close" from the last FEPMIS page you were on.



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 - FEPP Certification

FEPMIS: Print Shipping Document Report User ID: WREEVES1

Shipping Document#: MO131650001

Select "Done" and your "Menu Permission" on far left are available to select another process.

Any Modifications that had a check mark that require approval will be sent for "Approval" before the changes will be visible in the database and the Property number will be grayed out for further action until the FS approves the change.