New FEPMIS

Change of Status (COS)

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

Select "Change of Status" from the menu. Search for your property item by the Property # or by the Location. You only need to enter the Property # to find the item, you do not need to search with multiple fields. If you search by Location you may want to use multiple fields to narrow the search. Select "Submit" to find the property item.

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 Query Property 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.

The "Inventory Search results" (using the Property # only) lists a single item in the queue. Select the "Property #" to view Property attributes and continue the COS process.

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NATIONAL FIRE AND AVIATION MANAGEMENT
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Inventory Search   Inventory Search Results   COS Request

Property#	State Property#	Station	FSC	FEPP Type	Description	Type
AG0001356682	4230	RFFEC WAREHOUSE FD#05399	2320 - TRUCKS AND TRUCK TRA...	TENDER		FEPP

Inventory Search | Inventory Search Results | COS Request

Done   🖃   ✓ Trusted sites   🔁 ▾   🔍 90% ▾

If the Property # is unknown, you can use other fields to narrow your search to find your property Item. This illustration shows a search when the Station where the Property is Located is known but not the Property #. You can also use this method to <u>view all Property</u> located at a certain section of the state by selecting only a Division, Subdivision or Station. Select "Submit".

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FEPMIS: Change Of Status (COS) Request   User ID: DCstate

Inventory Search | Inventory Search Results | Property Review | COS Request

☑ only property in the assigned status (not pending approval or closed) are available for change of status requests

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Form fields:
- Property#:
- State: * DIST OF COLUMBIA
- Division: DIVISION 1a
- Subdivision: SUBDIVISION 1
- Station: STATE DISTRICT OFFICE
- Property Type:
- DTID:
- Acquisition Doc#:
- GSA Control#:
- FSC:
- FEPP Type:
- State Property#:
- Serial #:

Submit   ☑ find property matching filter values
Clear   ☑ reset form values

Inventory Search | Inventory Search Results | Property Review | COS Request

Annotation callouts:

If the Station is known, select from dropdowns for the Division, Subdivision and Station. If only the Division is known then search by Division only.

When searching for an item, selecting the FSC and/or Type as well as the Level will narrow the search to include only Items meeting the search criteria.

Select "Clear" to erase all entered search data and start over.

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This is the result of searching by Division/Subdivision/Station. The **"Inventory Search Results"** shows all property assigned to the Station identified. You can sort the list by clicking on the header column or if you see the item you want to report on the Change of Status, select the **"Property #"**.

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FEPMIS: Change Of Status Search Results   User ID: DCstate

Inventory Search | **Inventory Search Results** | COS Request

Property#	State Property#	Station	FSC	FEPP Type	Description	Type
AG0001225646		STATE DISTRICT OFFICE	2330 - TRAILERS	FLAT BED		FEPP
AG0002423358	V31155	STATE DISTRICT OFFICE	6115 - GENERATORS & GENERAT...	TRAILER 1/4 TON	TRAILER 1/4 TON	FEPP
AG0002456456		STATE DISTRICT OFFICE	2410 - TRACTORS, FULL TRACK...	BULLDOZER		FEPP
DDDC12266036		STATE DISTRICT OFFICE	6645 - TIME MEASURING INSTR...	CLOCK,WALL	CLOCK,WALL	FFP
DDFL82807666	80708	STATE DISTRICT OFFICE	6625 - ELECTRICAL & ELECTRO...	TEST LEAD	TEST LEAD	FFP
DDFL90274573	90159	STATE DISTRICT OFFICE	6625 - ELECTRICAL & ELECTRO...	MULTIMETER	MULTIMETER	FFP

Inventory Search | Inventory Search Results | COS Request

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Inventory Search | Inventory Search Results | Property Review | COS Request

The "Property Review" shows all of the property attributes that will appear on the COS, if any of the information is incorrect or incomplete, you must return to the "Modify" module to correct or complete the information. Do not continue with the COS since the FS will reject the request due to incomplete information.

Check all fields as they must be filled in correctly before approval since you cannot enter any information in this screen!!!
If any Mandatory Fields are missing or incorrect the Approval will be Rejected and must be redone by the State before resubmitting.

Property #: AG0001950217
Property Type: FEPP
Property Status: ASSIGNED
Condition: Usable
Acquisition Doc#: SF122-MO-95-5667-5
DTID: N/A
GSA Control#:
Qty: 1
Cost: $13,635.00
In-Service Date:
Insurance Expiration Date:
Inventory Certification Date: Feb 01, 2013
FSC: 6115 - GENERATORS
FEPP Type: PROVIDE DESCRIPTION
Additional Description: 10KW
State Property#: 5975
Division: CENTRAL
Subdivision: CAMDENTON WORK TEAM
Station: VERSAILLES CITY FD - FD#07142
Drive-Type:
Tonnage:
Part#:
Make / Manufacturer: LIBBYWELDING
Model: MEP003A
Model Year: 1986
Color:
Gradient:
Serial#: R243106
Unit of Issue: EACH
DMIL: Q - integrity code 6
Physical Storage Location: STATION 1
NSN/LSN: 6115---

Additional Comments: TRASH PUMP

If the Item is a vehicle or any of the attributes apply, make sure they are entered in the "MODIFY" module before the COS is submitted.

Comment 1:

Comment 2: LEGACY FEPP TYPE DESC: GENERATOR, DIESEL

Comment 3: LEGACY ASSIGNMENT# 200000802

(Submit) ☑ create a COS request
(Back)

AWSR
FEPMIS
LESO FEPMIS
Legacy FEPMIS
Fire Data
WIMS
Public Access Reports
Public Shared Folder

Inventory Worksheets
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Any photos you want to include in the COS must be added in the "Modify" module before you submit the COS, they will appear below the comments on the Property Review Screen. Do Not Submit the COS without adding your photos!

Select Submit when ready to continue with the COS, Select Back to start search over.

Submit   ✓ create a COS request

Back

If everything was entered correctly you will be brought back to this original screen, if you are not on this screen after the previous screen where you submitted you missed a data field, check your work and submit again. Your COS will then go on for Approval to the next level.

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Property#: [   ]
State: * [DIST OF COLUMBIA ▽]
Division: [DIVISION 1a   ▽]
Subdivision: [▽]
Station: [▽]
Property Type: [▽]
DTID: [   ]
Acquisition Doc#: [   ]
GSA Control#: [   ]
FSC: [▽]
FEPP Type: [▽]
State Property #: [   ]
Serial #: [   ]

(Submit)   ☑ find property matching filter values
(Clear)   ☑ reset form values

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