

New FEPMIS

Change of Status (COS)

A Step by Step Guide For Use @
<https://fam.nwccg.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.

The screenshot shows the 'FEPMIS: Change Of Status (COS) Request' page. The header includes 'NATIONAL FIRE AND AVIATION MANAGEMENT WEB APPLICATIONS' and navigation links like 'FAMWEB Home', 'Contact Us', 'FAQ', 'Help', and 'Disclaimer'. The user ID is 'WREEVES1'. The page has tabs for 'Inventory Search', 'Inventory Search Results', 'Property Review', and 'COS Request'. A checkbox is checked for 'only property in the assigned status (not pending approval or closed) are available for change of status requests'. The form contains the following fields:

- Property#: AG0001356682
- State: * MISSOURI
- Division: [dropdown]
- Subdivision: [dropdown]
- Station: [dropdown]
- Property Type: [dropdown]
- DTID: [text box]
- Acquisition Doc#: [text box]
- GSA Control#: [text box]
- FSC: [dropdown]
- FEPP Type: [dropdown]
- State Property #: [text box]
- Serial #: [text box]

On the left, a sidebar menu lists various options, with 'Query Property' highlighted. A red arrow points from the 'Query Property' menu item to the 'Property#' field in the form.

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.

The screenshot shows a web browser window displaying the 'National Fire and Aviation Management Web Applications' interface. The browser's address bar shows 'http--www.mapquest'. The page header includes 'FAMWEB Home Contact Us FAQ Help Disclaimer' and the date 'Tue Dec 3 2013'. The user is logged in as 'User ID: WREEVES1'. The main content area is titled 'FEPMIS: Change Of Status Search Results' and features a navigation bar with 'Inventory Search', 'Inventory Search Results', and 'COS Request'. A table displays search results with columns for Property#, State Property#, Station, FSC, FEPP Type, Description, and Type. A single result is shown for property # AG0001356682. A sidebar on the left contains a menu of navigation options, and a breadcrumb trail is visible below the table.

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

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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 view all Property located at a certain section of the state by selecting only a Division, Subdivision or Station. Select **“Submit”**.

NATIONAL FIRE AND AVIATION MANAGEMENT WEB APPLICATIONS

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

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

Property #:
State: *
Division:
Subdivision:
Station:
Property Type:
DTID:
Acquisition Doc#:
GSA Control#:
FSC:
FEPP Type:
State Property #:
Serial #:

find property matching filter values
 reset form values

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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.

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

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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

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 - Queries and Reports
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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.

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 WORKTEAM
Station: VERSAILLES CITY FD - FD#07147
Drive-Type:
Tonnage:
Parts:
Make / Manufacturer: LIBBYWELDING
Model: MEPO03A
Serial #: 186
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

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.

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.

Item 1:
Item 2: LEGACY FEPP TYPE DESC: GENERATOR, DIESEL
Item 3: LEGACY ASSIGNMENT# 200000902

Bottom Portion of Property Review Screen

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!



create a COS request

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

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 - User Management
 - Approval Process Editor
 - Query Property



All fields with an asterisk MUST be filled in.

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 - ▶ Modify
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 - ▶ Approve Breakdowns
 - ▶ Change of Status
 - ▶ Approve COS
 - ▶ Add Inventory
 - ▶ Approve Additions
 - ▶ Inventory Worksheets

Condition - Select:

- Unserviceable
- Damaged
- Obsolete
- Destroyed
- Usable
- Repairable

Property Status - Select:

- Excess (you cannot change the Condition if you select Excess – the condition must be changed in the Modify module for Excess property.)
- Lost
- Stolen
- Damaged
- Cannibalize
- Modify
- Deregister Aircraft
- Other

Change Of Status (COS) requests require approval

Property #: AG0001321347
 FSC: 1520 - AIRCRAFT, ROTARY WING
 FEPP Type: PROVIDE DESCRIPTION
 Additional Description: UH-1H HELICOPTER (N124FC)

Property Status: * reason for report
 Condition: *

Property Contact: defaults with Station contact information
 Contact Name: *
 Address Line 1: *
 Address Line 2:
 City: *
 State: DC
 Postal Code: *
 Telephone #: * ext.
 Fax #: *
 Email: *

State Contact: defaults with State contact information
 State Contact Name: *
 State Contact Title: *
 State Mail Name: *
 State Address Line 1: *
 State Address Line 2:
 City: *
 State: DC
 Postal Code: *
 State Telephone #: * ext.
 State Fax #:
 State Email: *

Explanation/Disposal Instructions (max. 500): *

Select **"Submit"** to send for approval; **"Copy Previous"** to fill in the same **State Contact** information from the previous COS that you created; or **"Back"** to go back to attributes page.

Make sure to give a full and accurate **EXPLANATION WHY** the COS is being requested.

submit cos request for approval
 copy previous cos request information

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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