New FEPMIS

Create/Review an Automated (GSA Xcess) SF-122

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

Select Create/Review SF-122 from the "Menu Bar." Select the Order # you want to complete.

Fire & Aviation Management Homepage - Microsoft Internet Explorer provided by USDA Forest Service

https://fam.nwcg.gov/fam-web/

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Favorites   Suggested Sites ▾

Fire & Aviation Management Homepage

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NATIONAL FIRE AND AVIATION MANAGEMENT
WEB APPLICATIONS

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FEPMIS: SF-122   User ID: WREEVES1

You can select the drop down arrow to go to the next page.

(Create)   ⦿ create a manual SF-122

Order#	GSA Control#	Created	Screener	Status
1236WW13082MO02	990248293	Mar 24, 2013	vacarpe	NEW FEDS
1236WW13082MO03	990244792	Mar 24, 2013	vacarpe	NEW FEDS
1236WW13082MO04	990244791	Mar 24, 2013	vacarpe	NEW FEDS
1236WW13082MO05	990244987	Mar 24, 2013	mdmaricle	NEW FEDS
1236WW13082MO06	990245204	Mar 24, 2013	mdmaricle	NEW FEDS
1236WW13082MO07	990245307	Mar 24, 2013	mdmaricle	NEW FEDS
1236WW13082MO08	990245636	Mar 24, 2013	vacarpe	NEW FEDS
1236WW13082MO09	990245778	Mar 24, 2013	mdmaricle	NEW FEDS
1236WW13082MO10	990245826	Mar 24, 2013	mdmaricle	NEW FEDS
1236WW13082MO11	990245881	Mar 24, 2013	mdmaricle	NEW FEDS
1236WW13082MO12	990246071	Mar 24, 2013	mdmaricle	NEW FEDS
1236WW13082MO13	990245986	Mar 24, 2013	vacarpe	NEW FEDS
1236WW13082MO14	990246213	Mar 24, 2013	mdmaricle	NEW FEDS
1236WW13082MO15	990246262	Mar 24, 2013	vacarpe	NEW FEDS
1236WW13082MO16	990246263	Mar 24, 2013	vacarpe	NEW FEDS

⦿ Previous   1-25 of 61   Next 25 ⦿

NEW FEDS indicates that it was fed electronically from GSAXcess.

Done   Internet   100%

FEPMIS: Header   User ID: WREEVES1

Create/Edit   Line Items   Line Item Detail

SF-122 Order#: 1236WW13082MO02
State: MO
Created By: vacarpe
Status: NEW FEDS

Screener: WREEVES1
Phone: (434)220-9072ext.
Fax: ()-
Email: phil.carpenter@dof.virginia.gov
POC Email: PHILIP CARPENTER
GSA Control#: 990248293

GSA APO Office:
Address Line 1: GSA/FSS (9QSCB)
Address Line 2: PROPERTY MANAGEMENT DIVISION
City: SAN FRANCISCO
State: CA
Postal Code: 94102

Holding Agency Info:
Holding Agency: DLA DS Barstow
Address Line 1: BOLL AVE
Address Line 2:
City: Barstow
State: CA
Postal Code: 92311
Contact Name: Unavailable Unavailable
Phone: (760)577-6065ext.
Fax: (000)000-0000
Email: DRMSBarstowDSR@DLA.MIL

Property Location Info:
Property Location: DLA DS Barstow
Address Line 1: BOLL AVE
Address Line 2:
City: Barstow
State: CA
Postal Code: 92311
Contact Name: Unavailable Unavailable
Phone: (760)577-6065ext.
Fax: (000)000-0000
Email: DRMSBarstowDSR@DLA.MIL

Shipping - Special Info:
```
will pick up.
```

(Save)   ☑ save the sf-122 header   SF-122 Header Saved Successfully

On a GSA fed SF-122, the information will be entered automatically from GSAXcess. You cannot make changes to these fields.

Enter any Comments or Instructions in the Shipping – Special Info Box.
The Save button must be selected if you entered in the Comments box, you will get a message stating the "SF-122 Header has been Saved Successfully"

Select the Line Item tab at the top of the page to view your line items on this SF 122.

Navigation (left sidebar):
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    - Approve Certification
    - Create AUR
    - Approve AUR
    - Station Mgmt Utility

All Line items must be viewed and verified. A "Yes" indicates that the item has not yet been viewed. To edit the Line Item Details, select the "Line #" of the Item you wish to view. All Line Items will Require Review, you cannot submit your SF 122 until all Line Items show a No in the "Item Review Required". We will discuss the deletion of line items or the "Cancel" option on slide 8.

Selecting the Line # will take you to the "Line Item Detail Tab." The FEPP Type and Additional Description should be Checked and Verified, change if applicable. You may enter Comments as needed.

If a Line Item is not on your Acquisition Plan or you have exceeded the quantity approved, you must enter a reason for use in the "Special Justification Field" before "Saving" the Line Item.

Once all edits are complete and the SF-122 is ready to be sent on for Approval. Click on the "Submit Button." *Note: Line Items cannot be added to Automatically Generated SF-122s.*

If a Line Item needs to be deleted for any reason, click on "Cancel" for that Line Number.

You will be taken to the "Delete Acquisition Items module." Here you enter the "cancel reason" for this Line Item. Are you sure? Click "Yes" to continue or "NO" to cancel deletion. Once cancelled the item will not appear on the SF 122, if there are multiple line items, this line item will be skipped on the SF 122.

Note: If you cancel a line item, you must notify GSA and the DLADS site that you will not be picking up the item so that it can be offered to another recipient. Cancelling the item in FEPMIS does not feed back to GSA to cancel the request.