

# DoD FIREFIGHTER PROGRAM REUTILIZATION GUIDE

Scheduled Implementation Date: 22 March 2006

This guide is for Defense Reutilization and Marketing Service (DRMS) Reutilization Firefighter Program (FP) Customers using DRMS as a source of supply, as well as, DRMO personnel working in Reutilization and Receiving (for returned DEMIL items).

AUTHORITY - 10 U.S.C. 2576b, authorizes the Forest Service to manage the DoD firefighting property transfers.

INTERAGENCY AGREEMENT has been entered into by and between the United States Department of Agriculture (USDA) Forest Service, Fire and Aviation Management, Washington Office and the Department of Defense (DoD) under the authority of the Economy Act, 31 U.S.C 1535.

DRMS Shall:

1. The Defense Reutilization and Marketing Service will provide visibility of DoD excess property through a Firefighter Program Web Application, which requires a USER ID and PASSWORD.
2. Process Firefighter Program requisitions in a timely manner
3. Track and report on program's progress
4. Pull MILSTRIPs for automated requests and process to include walk-in requests

The USDA Forest Service Shall:

1. Provide a list of State Forest Service personnel authorized to screen for excess property
2. Provide a list of Forest Service personnel authorized to approve requests
3. Establish controls necessary to account for, manage, use, and dispose of property, which may be further assigned by the STATE to other local cooperators or users in accordance with applicable guidelines.
4. Return DEMIL required property to the nearest DRMO when items are no longer needed.

What you need to know before getting started:

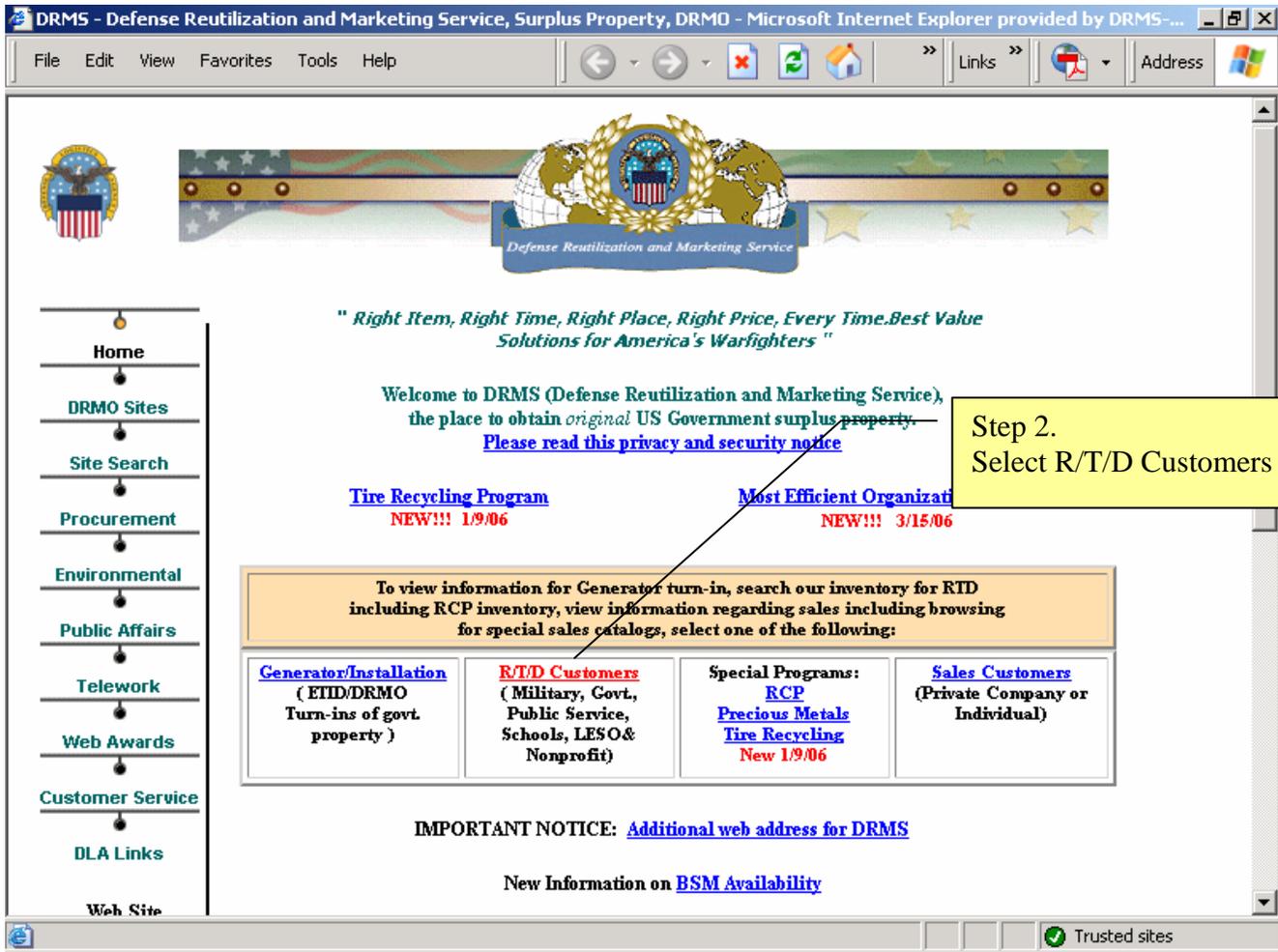
- o DoD FP Customers may screen and order during the Accumulation, DoD, and RTD 2 day cycles, as well as, during the Expedited Processing Excess Screening period.
- o (Note: USDA FS pre-determined which Federal Supply Classes can be screen and requisitioned (ordered) by FP customers.
  - Federal Supply Codes list are loaded in the DoDAAC Validation Table.
  - Primary DoDAAC is: **H9FD01**  
USDA FORESTRY SERVICE  
1400 INDEPENDENCE AVENUE SW  
WASHINGTON DC 20250
  - Each State FS has been provided a unique **Supplementary Activity Address Code (AAC)** (The PMO has the list of Supplementary Addresses)

**ALL - SEE SECTION II STEP 6 FOR WALK-IN SCREENING PROCESSING on PAGE 20**

**FIREFIGHTER PROGRAM STEP BY STEP PROCEDURES:**

(NOTE: Screen Prints were pulled from the Test Application)

**Step 1** – Firefighter Program (FP) Application is accessed through the DRMS Web Site. The path to the application starts from the DRMS home page at <http://www.drms.dla.mil/>



**Step 2.** The user selects "I am a Military, Government, Nonprofit, or Public Service Agency (Reutilization/Transfer/Donation Customers)."

**Step 3.** This displays the starting R/T/D page. Along the left border under Reutilization heading is a choice for "Misc Programs". Selecting "Misc Programs" will provide the user to the Firefighter Program Application option.

R/T/D Page - Microsoft Internet Explorer provided by DRMS-C End User Computing

File Edit View Favorites Tools Help

RTD Home DRMS Home Help/FAQ Contact Us

**Reutilization**  
**Transfer**

Locate DRMO  
Site Map/Search  
Property Search  
MILSTRIP (DOD only)  
Track Inventory  
Misc. Programs  
Pubs & Regs

- Computers for Learning
- Exchange or Sale
- RCP
- LESO
- DODAAC Verification
- GSA Excess/Surplus
- PCARRS
- EMALL
- Competition (12/08/04)

**Firefighter Program**

**To provide the DoD's best value services and deliver great performance to our customers for the reuse, transfer, donation, sale or disposal of excess/surplus DoD property**

Step 3. Select Firefighter Program

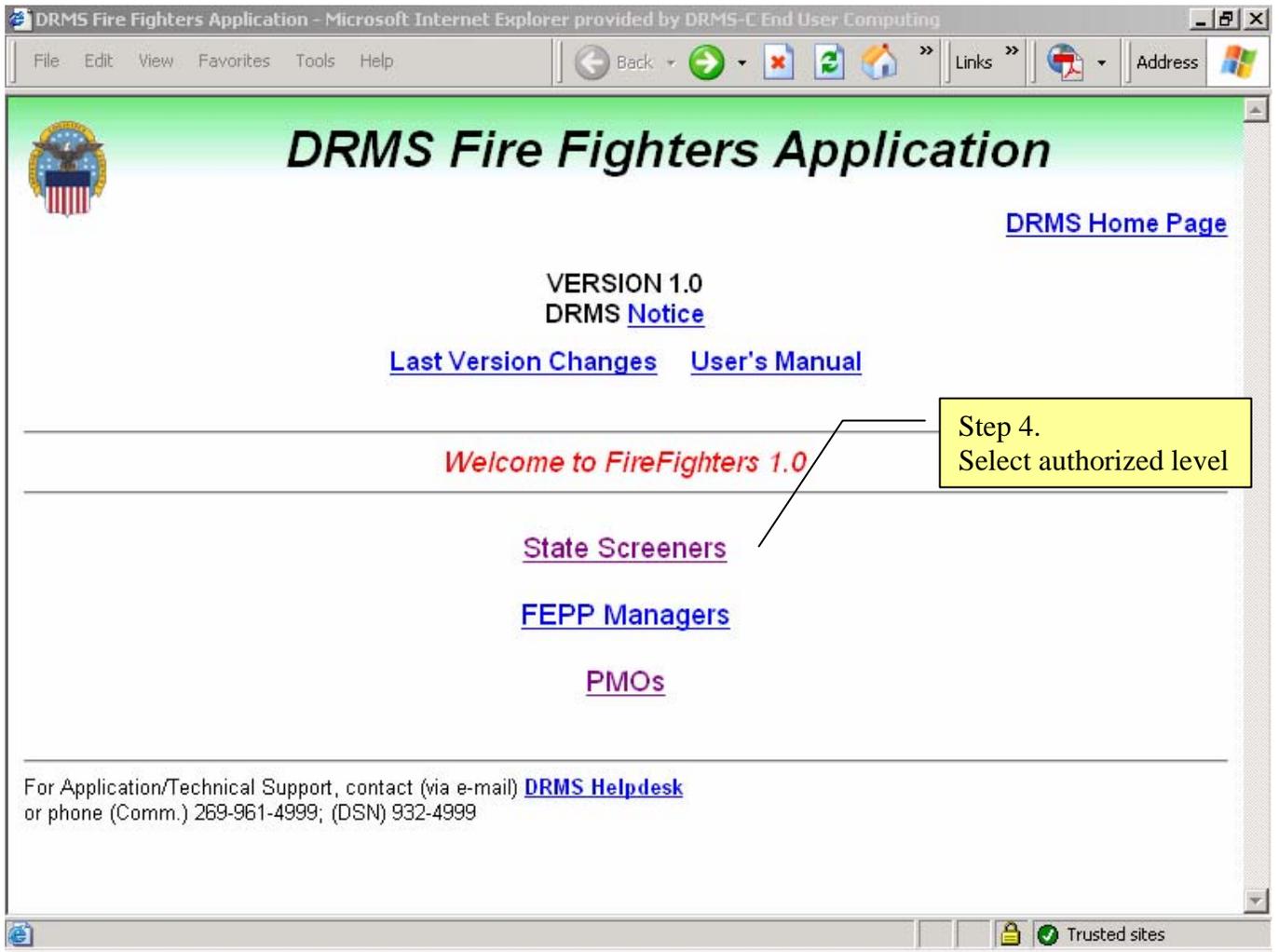
RTD SURVEY (For all RTD Customers) 3/15/05  
RTD Survey Guidance 3/15/05  
Information Accuracy - FLIS Plus Question and Answer Guide 2/17/05  
Southwest Asia Demasty Search 12/22/05

http://www.drms.dla.mil/rtd03/miscprograms.htm

Trusted sites

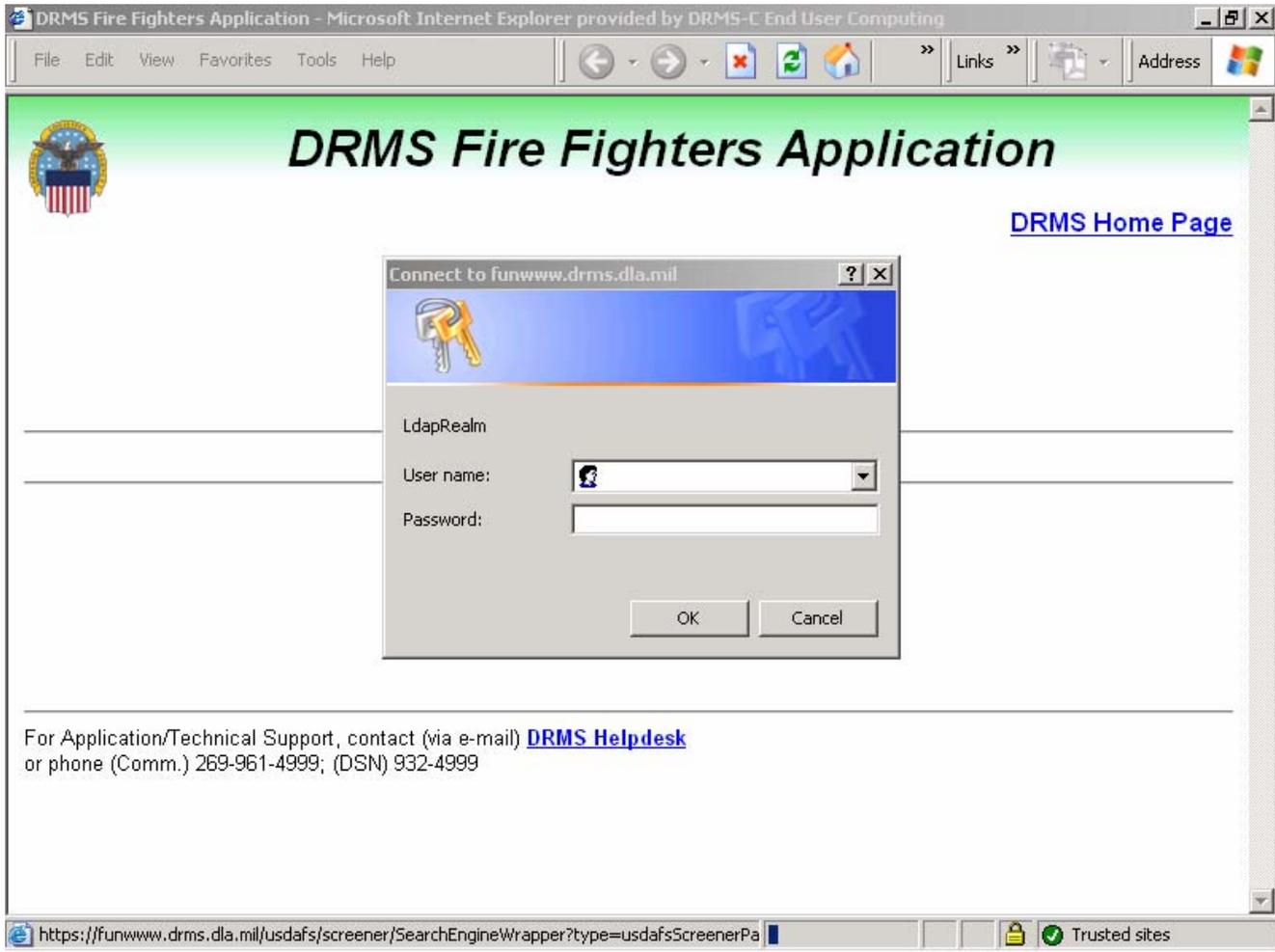
**Step 4.** The "Firefighter Program Application" page is the starting point for the application. There are three choices for selection on this page:

- Level 1 – Firefighter State Screener and the FEPP Manager
- Level 2 – Property Management Office (Regional)



Selecting one of the three options will prompt the Login Box

**Step 5 – Enter your USER ID/PASSWORD**

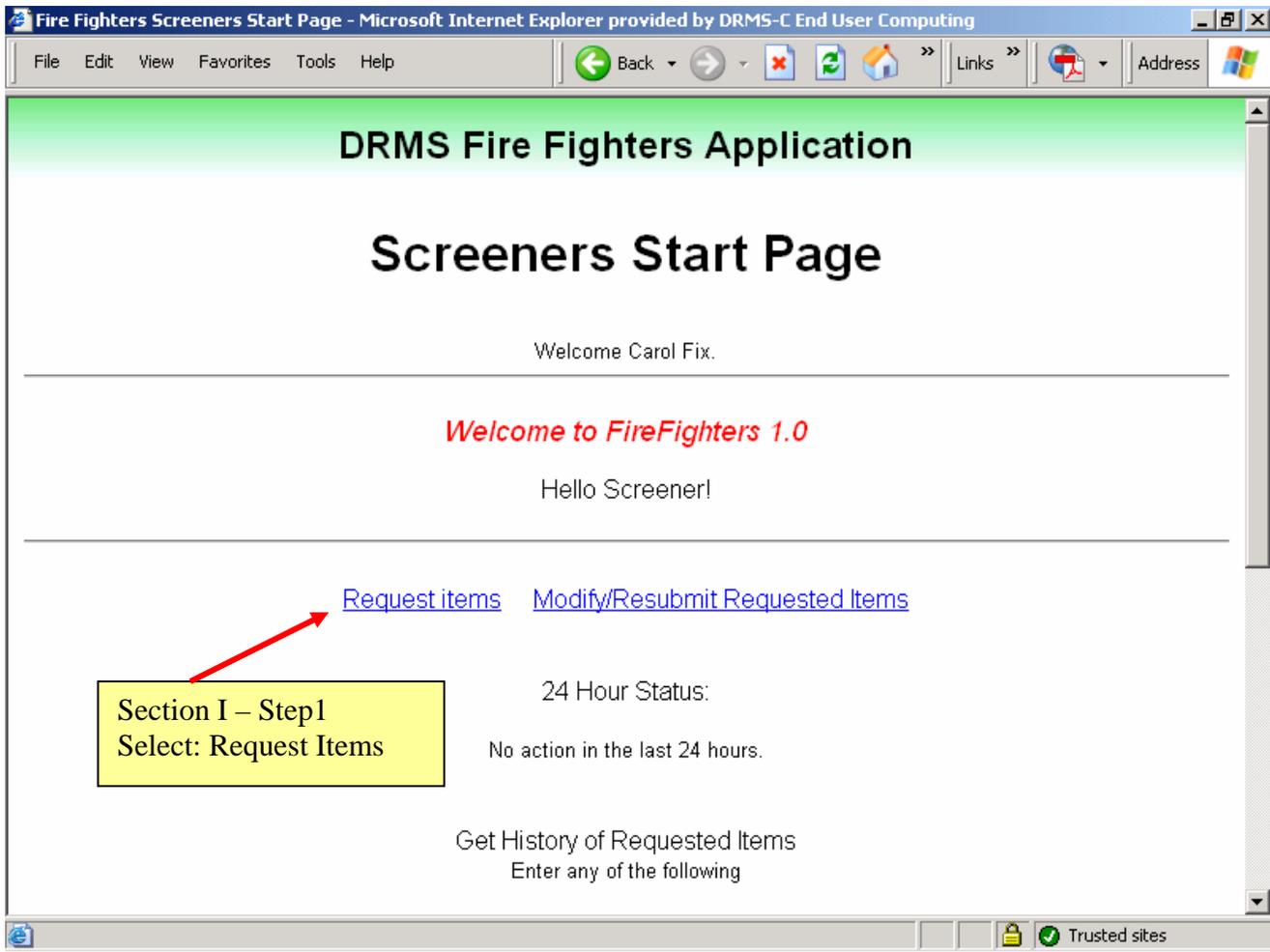


If you do not know your USER ID/Password contact your State FEPP Manager.

*The password can be set by the State FEPP Managers using the DRMS function at [DRMS Password Function](#) for the Production System.*

**SECTION I - STATE SCREENERS**

**STEP 1** - Screeners may Query the Firefighter Application for available assets



**Step 2.**

The Screener is provided several query options: FSG, FSC, NIIN, Item Disposal Turn-In-Document Number (DTID), Nomenclature, Condition Code, etc.

USDAFS Fire Fighters Search Form

[Back to Screeners Page](#)

**Item Name:**

Includes  Equals  Starts With

**Item DTID:**

**State:**

**Supply condition code**  A  B  C  D  E  F  G  H

**Disposal condition code**  1  4  7

[Help](#) ?

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Hit SUBMIT Search

**Step 3 – SCREENER - GET RESULTS and ORDER (MILSTRIP)**

Step 7a – Detailed information about an item is available by clicking on the Item Name.

Step 7b – The Screener may add items to a Shopping Cart by clicking on the “Add” option to the left of the Item Name. Note: the Screener may continue with new searches and continue to add to the same Shopping Cart.

**Fire Fighters Requisition Page** [Help](#)

**Shopping Cart**  
Your shopping cart is empty.  
[Reload](#)

**Search Results**  
for Name includes "truck"  
State = MI  
Page # 1  
[Show Cart](#)

[Reload](#) [New Search](#) [Revise Search](#) [State Screeners Page](#)

<u><a href="#">Item Name</a></u>	<u><a href="#">Qty avail</a></u>	<u><a href="#">Condition Code</a></u>	<u><a href="#">Acquisition Value</a></u>	<u><a href="#">DRMO Name</a></u>	<u><a href="#">DRMO State</a></u>	<u><a href="#">DISPOSAL TURN-IN DOCUMENT</a></u>
<a href="#">Add TRUCK,CARGO</a>	1	HX	\$19,257.00	<a href="#">SELFRIDGE</a>	MI	FE622260610523
<a href="#">Add TRUCK,CARGO</a>	1	HX	\$27,290.00	<a href="#">SELFRIDGE</a>	MI	FE622260610527
<a href="#">Add TRUCK,CARGO</a>	1	HX	\$27,290.00	<a href="#">SELFRIDGE</a>	MI	FE622260610517
<a href="#">Add TRUCK,CARGO</a>	1	HX	\$46,750.00	<a href="#">SELFRIDGE</a>	MI	W81TKG60448000A
<a href="#">Add TRUCK,VAN</a>	1	HX	\$104,733.00	<a href="#">SELFRIDGE</a>	MI	W80X7152790041A
<a href="#">Add TRUCK,WRECKER</a>	1	HX	\$152,340.00	<a href="#">SELFRIDGE</a>	MI	W80X7152700020A

6 items found.

Trusted sites

**Step 3a** – Detailed information about an item is available by clicking on the Item Name.

**Fire Fighters Requisition Page**

State = MI  
Page # 1  
[Show Cart](#)

[Reload](#) [New Search](#) [Revise Search](#) [State Screeners Page](#)

<a href="#">Item Name</a>	<a href="#">Qty avail</a>	<a href="#">Condition Code</a>	<a href="#">Acquisition Value</a>	<a href="#">DRMO Name</a>	<a href="#">DRMO State</a>
<a href="#">Add TRUCK, CARGO</a>	1	HX	\$19,257.00	<a href="#">SELFRIDGE</a>	<a href="#">MI</a>
<a href="#">Add TRUCK, CARGO</a>	1	HX	\$27,290.00	<a href="#">SELFRIDGE</a>	<a href="#">MI</a>
<a href="#">Add TRUCK, CARGO</a>	1	HX	\$27,290.00	<a href="#">SELFRIDGE</a>	<a href="#">MI</a>
<a href="#">Add TRUCK, CARGO</a>	1	HX			
<a href="#">Add TRUCK, WRECKER</a>	1	HX	\$		

5 items found.

[Reload](#) [New Search](#) [Revise Search](#) [State Screeners Page](#)

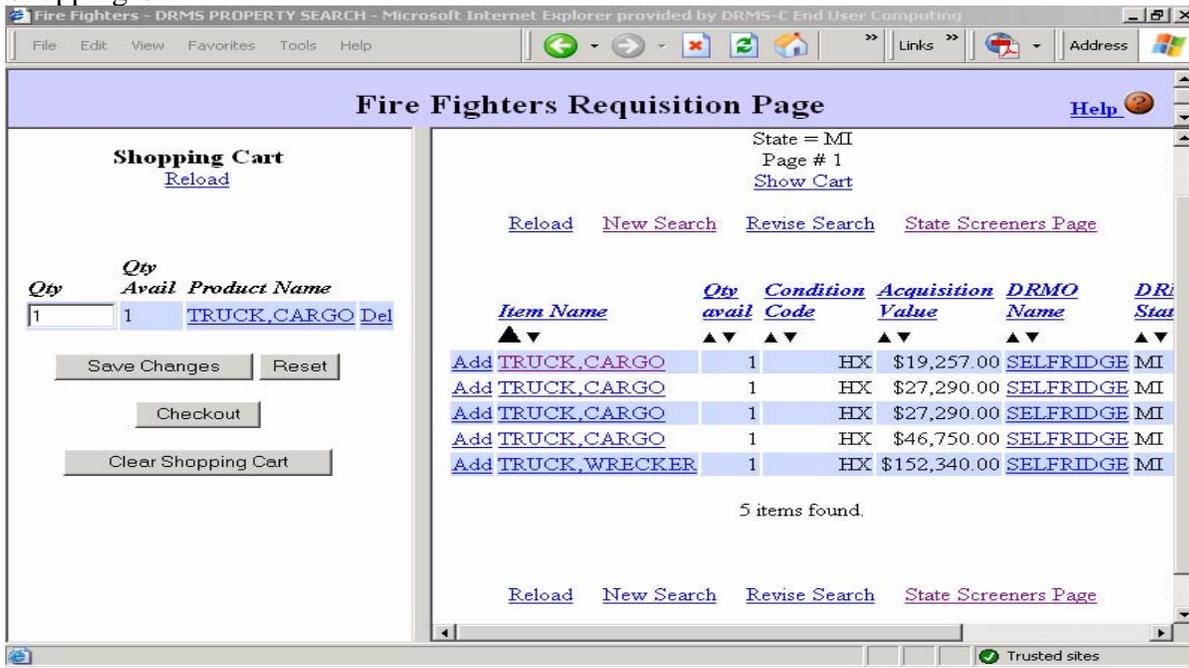
**Fire Fighters Item Detail for DTID: FE622260610523**

[Show Cart](#) [Add to Cart](#)

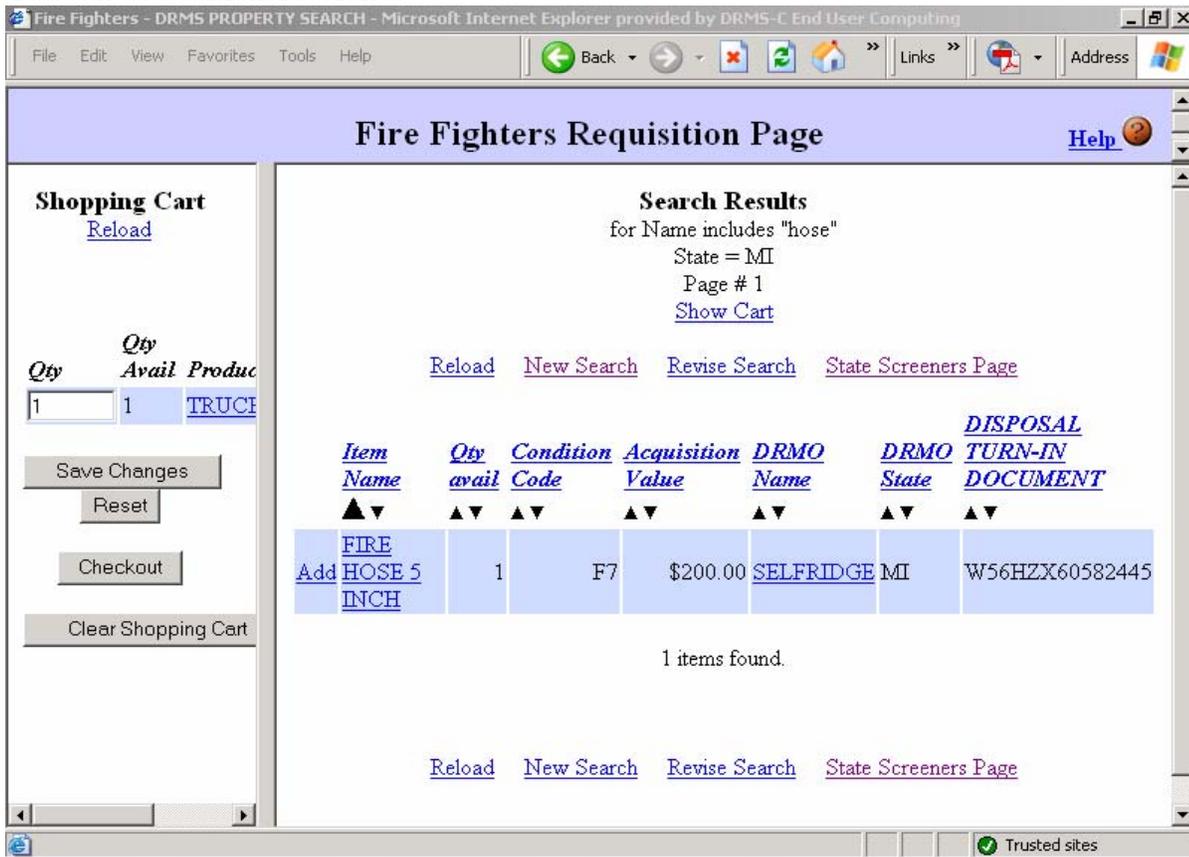
Item Name	TRUCK, CARGO
DRMO Name	SELFRIDGE
DRMO State	MI
DTID	FE622260610523
NSN	2320014356143
Qty Available	1
Qty on Hand	1
Original Price	\$19,257.00
Unit of Issue	EA
Record Status Code	L
Cycle	DOD
Supply Condition	

**Step3a.**  
Selecting the Item Name results in a Detail Item description (to the left)

**Step 3b.** The Screener may add items to a Shopping Cart by clicking on the “Add” option to the left of the Item Name. Note: the Screener may continue with new searches and continue to add to the same Shopping Cart.



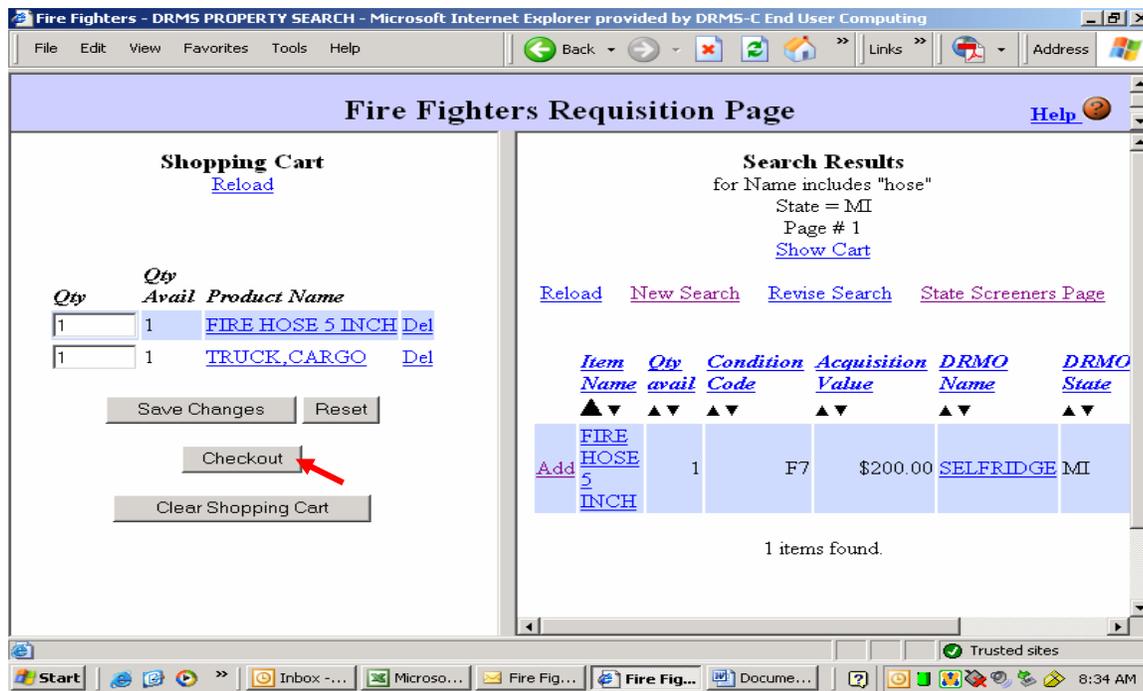
You can do additional searches.



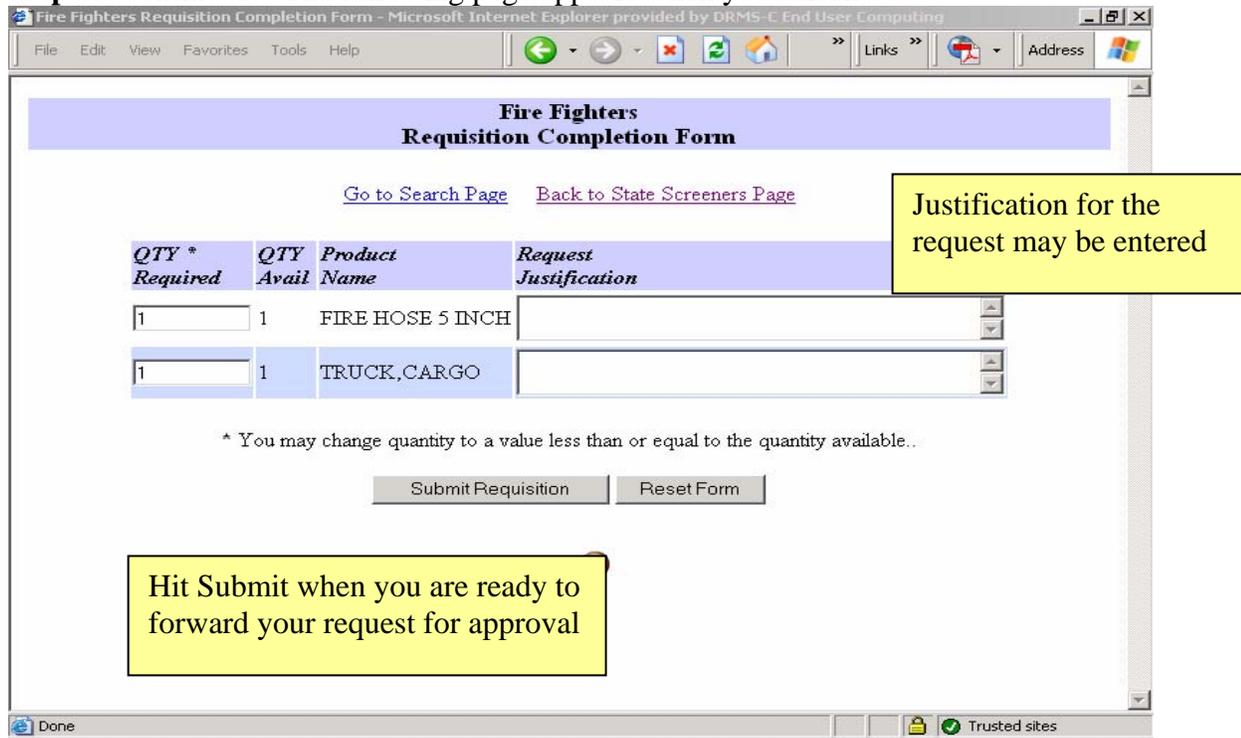
**Step 3b Continued.**

Adding items to the Shopping Cart will appear to the left.

The Screener may reset, clear, or checkout of the shopping cart at anytime.

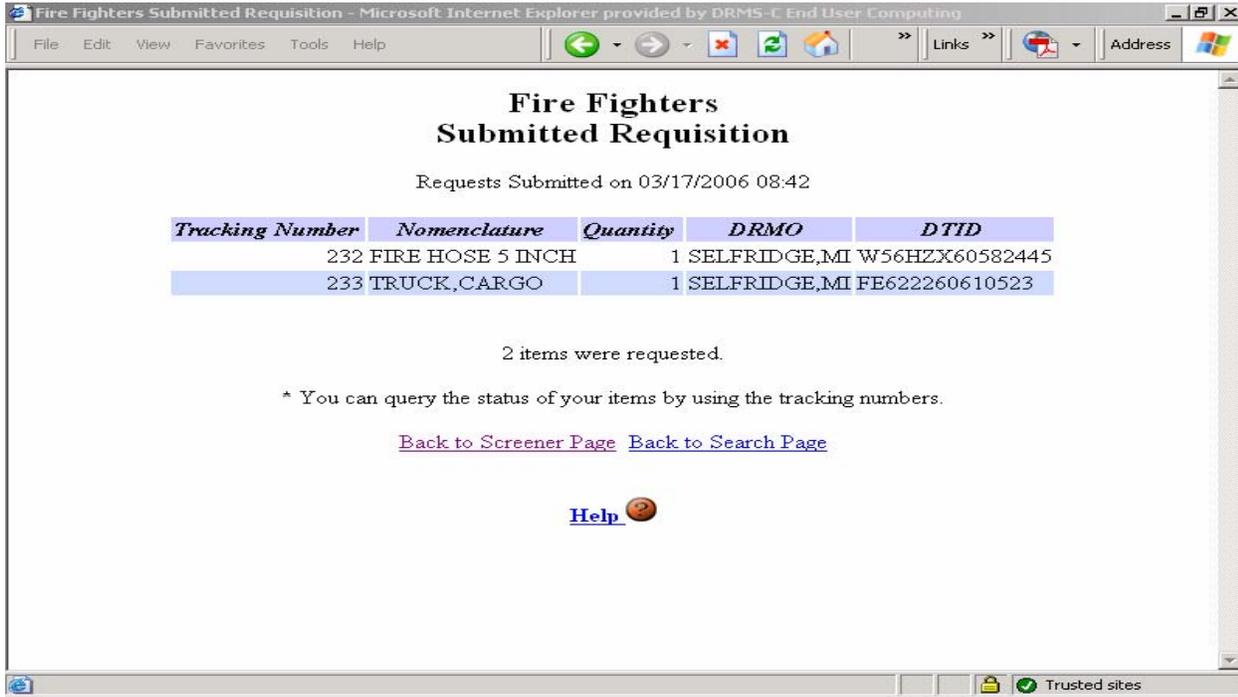


**Step 3b Continued – The following page appears when you Checkout**

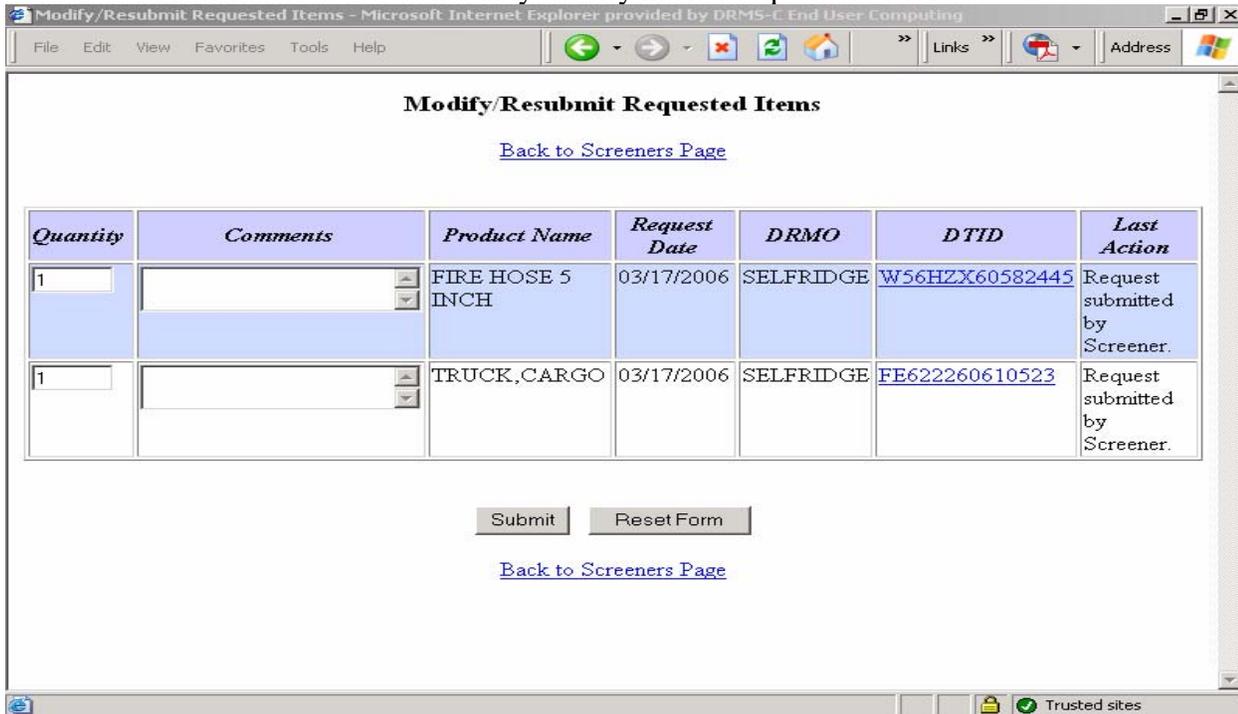


**Step 4 (Final)** – The SCREENER will receive a Submitted Requisition notice.

This does not mean the Screener automatically will receive the lines requested. First, the FEPP Manager must approve your request and second, you are competing with other DoD customer for the same items.



**Remember: the Screener may modify his/her request after it has been submitted**



## SECTION II - Step 1 – FEPP MANAGERS

DRMS Fire Fighters Application - Microsoft Internet Explorer provided by DRMS-C End User Computing

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Links Address

# DRMS Fire Fighters Application

[DRMS Home Page](#)

VERSION 1.0  
[DRMS Notice](#)

[Last Version Changes](#) [User's Manual](#)

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*Welcome to FireFighters 1.0*

[State Screeners](#)

[FEPP Managers](#)

[PMOs](#)

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For Application/Technical Support, contact (via e-mail) [DRMS Helpdesk](#)  
or phone (Comm.) 269-961-4999; (DSN) 932-4999

Trusted sites

The FEPP Manager will be required to Login (USER ID/Password)

**Step 2.** If there are items to approve the screen will indicate how many requests are waiting the FEPP Managers review and approval. In this case there is one request.

The screenshot shows the DRMS Fire Fighters Application start page. The browser title is "Fire Fighters FEPP Manager Start Page - Microsoft Internet Explorer". The address bar shows the URL: <https://funwww.drms.dla.mil/usdafs/feppmgr/SearchEngineWrapper?type=usdafsFeppMgrPage>. The page content includes:

- DRMS Fire Fighters Application** (Section Header)
- Welcome FEPP Manager. Please select one of the following links:
- Welcome to FireFighters 1.0*
- Hello FEPP Manager!
- 1 request is awaiting your approval.** (Red text)
- [USDAFS Approval Form](#) (Underlined link, highlighted by a red arrow and a yellow box)
- [Item History Form](#) (Underlined link)
- [Walkin Form](#) (Underlined link)
- [Screener Lookup Form](#) (Underlined link)
- [DRMS Password Change Function](#) (Underlined link)
- [Help](#) (Underlined link)
- 24 Hour Status:  
No action in the last 24 hours.

The yellow box contains the text: **Step 2  
FEPP Manager  
select USAFS  
Approval Form**

### Step 3. The FEPP Manager must Approve or Disapprove the Screeners' requests

**DRMS Fire Fighters Application**

Fire Fighters FEPP Manager Approval

Quantity	Approve	DTID Product Name NSN	Current Cycle	Days Left	Request Date	Last Action	Agency	RIC	DRMO Name	Condition Code	Item DMIL Code
1	<input type="radio"/> Yes <input type="radio"/> No	M2232260450D01 TRUCK,CARGO 2320011236827	DOD	14	03/15/2006 12:31:28	Request rejected by PMO.	AR Forestry Commission, Greenbrier, AR	SVEA	MECHANICSBURG	H	A

Approve All Items  
reject selected items as needed and then select Approve All Items to approve the rest.

[Submit](#) [Reset Form](#)

[Help](#) [DRMO Information](#) [Back to Start Page](#)

The FEPP Manager may approve or disapprove this request by selecting YES or No buttons and then:  
Hit Submit

### THE FEPP MANAGER WILL GET THIS MESSAGE WHEN REQUEST IS APPROVED:

**Fire Fightres Item Approval Update**

1 item was updated.  
1 approval 0 rejections 0 assignments

[Return to Approval Page](#) [Return to Start Page](#)

The FEPP Manager approvals will process and immediately are available for the PMO review and approval or disapproval.

**Step 3 a. continued – The FEPP Manager may DISAPPROVE**

Approve	DTID Product Name NSN	Current Cycle	Days Left	Request Date	Last Action	Agency	RIC	DRMO Name	Condition Code	Item DMIL Code	Comments
Yes No	W57LVB60670001A TRUCK TRACTOR 2320000508984	DOD	14	03/17/2006 09:49:42	Request submitted by Screener.	AR Forestry Commission Greenbrier. AR	SVKD	DULUTH	H	Q	truck is not needed

Approve All Items  
Note: check No to reject selected items as needed and then select Approve All Items to approve the rest.

[Help](#) [DRMO Information](#) [Back to Start Page](#)

FEPP Managers may enter comments to explain why a request is disapproved

**THE FEPP MANAGER WILL GET THIS MESSAGE WHEN REQUEST IS DISAPPROVED:**

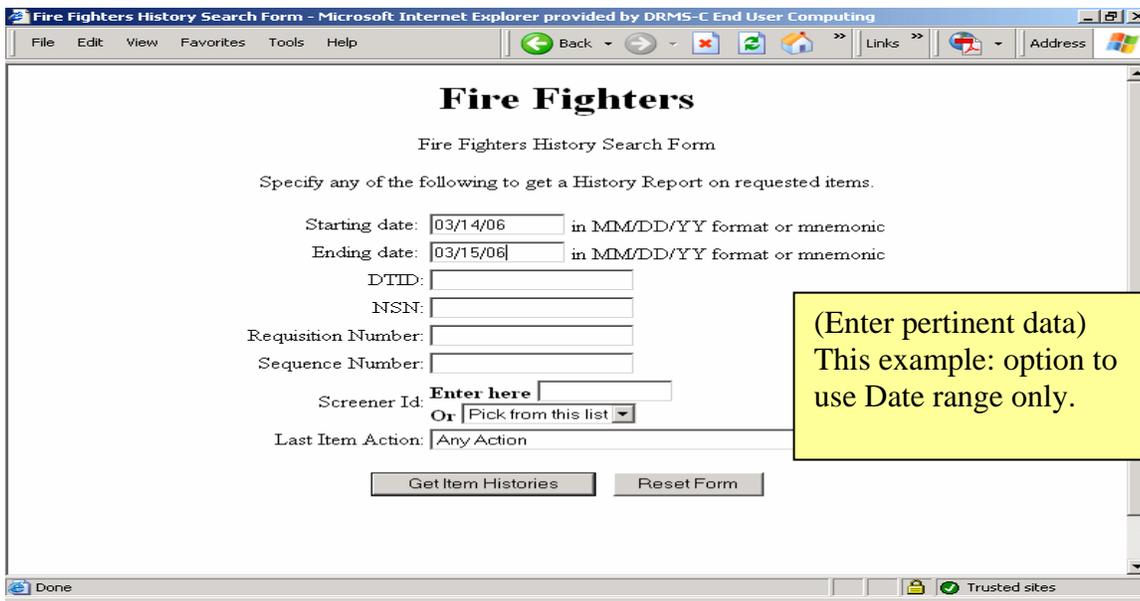
**Fire Fightres Item Approval Update**

1 item was updated.  
0 approvals 1 rejection 0 assignments

[Return to Approval Page](#) [Return to Start Page](#)

Confirmation that the disapproval processed

**Step 4 – Select Item History Form** from FEPP Managers Main Page (Enter pertinent data)



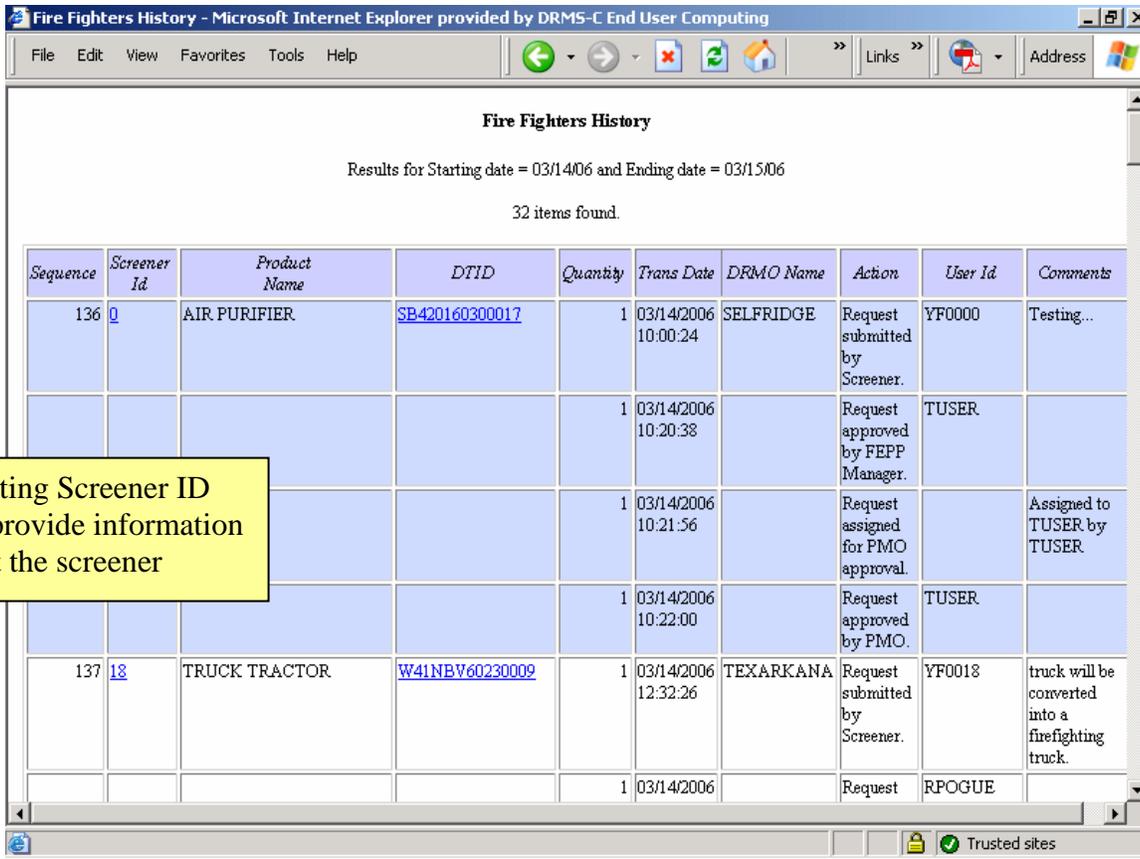
**Fire Fighters**  
Fire Fighters History Search Form

Specify any of the following to get a History Report on requested items.

Starting date:  in MM/DD/YY format or mnemonic  
 Ending date:  in MM/DD/YY format or mnemonic  
 DTID:   
 NSN:   
 Requisition Number:   
 Sequence Number:   
 Screener Id:  Or   
 Last Item Action:

(Enter pertinent data)  
This example: option to use Date range only.

**RESULTS** for Dates: 03/14/2006 to 03/15/2006



**Fire Fighters History**  
Results for Starting date = 03/14/06 and Ending date = 03/15/06  
32 items found.

Sequence	Screener Id	Product Name	DTID	Quantity	Trans Date	DRMO Name	Action	User Id	Comments
136	<a href="#">0</a>	AIR PURIFIER	<a href="#">SB420160300017</a>	1	03/14/2006 10:00:24	SELFRIDGE	Request submitted by Screener.	YF0000	Testing...
				1	03/14/2006 10:20:38		Request approved by FEPP Manager.	TUSER	
				1	03/14/2006 10:21:56		Request assigned for PMO approval.		Assigned to TUSER by TUSER.
				1	03/14/2006 10:22:00		Request approved by PMO.	TUSER	
137	<a href="#">18</a>	TRUCK TRACTOR	<a href="#">W41NBV60230009</a>	1	03/14/2006 12:32:26	TEXARKANA	Request submitted by Screener.	YF0018	truck will be converted into a firefighting truck.
				1	03/14/2006		Request	RPOGUE	

Selecting Screener ID will provide information about the screener

**Step 5** – The FEPP Manager is provided additional search options under the Screen ID or Pick from List. Click on the drop down arrow.

Historical data can be requested on any of the topics below. Don't forget to add a date range.

**EXAMPLE: REQUEST APPROVED BY FEPP MANAGER**

Sequence	State	Screener Id	Product Name	DTID	Quantity	Trans Date	DRMO Name	Action	User Id	Comments
138	MI	<a href="#">130</a>	BOOTS COMBAT	<a href="#">W58DMS60460156</a>	1	03/14/2006 12:43:31	RILEY	Request submitted by Screener.	YF0130	need boots for firemen
					1	03/16/2006 11:53:13		Request approved by FEPP Manager.	TUSER	
139	MI	<a href="#">130</a>	ANTENNA	<a href="#">Z375S060390020</a>	5	03/14/2006 12:43:31	GREAT LAKES	Request submitted by Screener.	YF0130	need antenna for our truck
					1	03/15/2006 13:25:09		Request modified by Screener.		only need 1 of these and requested 5.
					1	03/16/2006 11:53:13		Request approved by FEPP Manager.	TUSER	
140	MI	<a href="#">130</a>	BATTERY,STORAGE	<a href="#">N001646059PH13</a>	2	03/14/2006	CRANE	Request	YF0130	need

## EXAMPLE: REQUEST REJECTED BY FEPP MANAGER

Fire Fighters History - Microsoft Internet Explorer provided by DRMS-C End User Computing

File Edit View Favorites Tools Help

Links Address

**Fire Fighters History**

Results for Starting date = 03/15/06 and Ending date = 03/17/06 and Last Item Action = "Request rejected by FEPP Manager."

1 item found.

Sequence	State	Screener Id	Product Name	DTID	Quantity	Trans Date	DRMO Name	Action	User Id	Comments
235	AR	<a href="#">18</a>	TRUCK TRACTOR	<a href="#">W57LYB60670001A</a>	1	03/17/2006 09:49:42	DULUTH	Request submitted by Screener.	YF0018	
					1	03/17/2006 09:52:37		Request rejected by FEPP Manager.	RPOGUE	truck is not needed

[Back to History Page](#) [Back to Start Page](#)

Done Trusted sites

## EXAMPLE: Walk-in request submitted by FEPP Manager

Fire Fighters History - Microsoft Internet Explorer provided by DRMS-C End User Computing

File Edit View Favorites Tools Help

Links Address

**Fire Fighters History**

Results for Last Item Action = "Walk-in request submitted by FEPP Manager."

2 items found.

Sequence	State	Screener Id	Product Name	DTID	Quantity	Trans Date	DRMO Name	Action	User Id	Comments
223	AR	<a href="#">18</a>	TRUCK,CARGO	<a href="#">W81L6Y60130084A</a>	1	03/15/2006 13:57:22	OKLAHOMA CITY	Walk-in request submitted by FEPP Manager.	YF0018	Walkin request inserted for DTID:W81L6Y60130084A
					1	03/15/2006 13:57:22		Walk-in request submitted by FEPP Manager.	YF0018	Walkin request inserted for DTID:W81L6Y60130084A
224	AR	<a href="#">18</a>	TRUCK,CARGO	<a href="#">W81L6Y60130084A</a>	1	03/15/2006 13:57:51	OKLAHOMA CITY	Walk-in request submitted by FEPP Manager.	YF0018	Walkin request inserted for DTID:W81L6Y60130084A
					1	03/15/2006 13:57:51		Walk-in request submitted by FEPP Manager.	YF0018	Walkin request inserted for DTID:W81L6Y60130084A

Done Trusted sites

**Step 6. Walk-in Customer Form** is used for those customers who walk into a DRMO to screen or pickup and notice another item available for their reuse.

- i. DRMO Walk-in Customer Process.
  1.  **Screener** contacts the FEPP Manager
    - a. Provide DTID and Quantity requested if the items has been posted in DAISY and the Fire Fighter Program Web Site
  2. **FEPP Manager** enter pertinent data and contacts the Region PMO
  3. The **Region PMO** will:
    - a. Go to the DRMS Fire Fighter Program Web site
    - b. Enter DTID and other information about the item if required and submit
      - i. A requisition number will be created based upon the Supplementary DoDAAC provided
    - c. This will generate a PDF File for the DRMO on the RTD Reports page
  4. **DRMO personnel** will pull up the File on the DRMS Intranet under Reports/Statistics/RTD and printout the DD Form 1348-1A

**Step 6a. Continued - FEPP Manager** clicks on Walk-in Form

The screenshot shows a web browser window titled "Fire Fighters Walkin Form - Microsoft Internet Explorer". The address bar shows the URL: <https://funwww.drms.dla.mil/usdaf/feppmgr/SearchEngineWrapper?type=usdaf/WalkinSearchForm>. The main content area is titled "DRMS Fire Fighters Application" and "Fire Fighters Walkin Form". Below the title, it says "Search for information for a selected DTID." There are three input fields: "DTID:" with the value "W81PAM60260001A", "Quantity Requested:" with the value "1", and "Screener Supplemental Address: eg: YF0123" with the value "YF". Below the fields are two buttons: "Next >" and "Clear Form". A link "Back to Start Page" is also present. A yellow callout box on the right contains the text: "FEPP enters the DTID and Quantity provided by the State Screener. A valid Supplementary Activity Address Code must be entered. Select 'Next'". The Windows taskbar at the bottom shows the start button, "Inbox - Microsoft Out...", "Fire Fighters Walkin F...", and the system clock "8:54 AM".

THIS SCREEN WILL APPEAR IF THE DTID IS ON RECORD AND CAN BE REQUISITIONED.

Fire Fighters Walkin Form

Search for information for a selected DTID.

YF is not a valid Supp. Address. Please press the back button and re-enter.

DTID: W81PAM60260001A
Quantity Requested: 1
Screener Supplemental Address: YF
Product Name: TRUCK, CARGO
NIIN or LSN: 011232671
Product Unit Price: 31249
Product Unit of Issue: EA
Product Condition Code: H7
Product Demil Code: A
DRMO RIC: SY3A

Next > Clear Form

[Back to Start Page](#)

Note: A valid YF address must be entered.  
Select "Next" button

THE PMO and DRMO PROCESSING FOR WALK-INS WILL BE COVERED IN SECTION III STEP3 (PMO) AND SECTION IV #2 (DRMO)

### Step 7 FEPP Manager Final.

Fire Fighters FEPP Manager Start Page - Microsoft Internet Explorer

DRMS Fire Fighters Application

Welcome FEPP Manager. Please select one of the following links:

*Welcome to FireFighters 1.0*

Hello FEPP Manager!

1 request is awaiting your approval.

[USDAFS Approval Form](#)

[Item History Form](#)

[Walkin Form](#)

[Screener Lookup Form](#)

[DRMS Password Change Function](#)

[Help](#)

24 Hour Status:  
No action in the last 24 hours.

FEPP Managers: have option to lookup screeners and are responsible for updating Passwords for their State Screeners.

## SECTION III – PMO Functions (Step1)

DRMS Fire Fighters Application - Microsoft Internet Explorer provided by DRMS-C End User Computing

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Links Address

# DRMS Fire Fighters Application

[DRMS Home Page](#)

VERSION 1.0  
[DRMS Notice](#)

[Last Version Changes](#) [User's Manual](#)

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*Welcome to FireFighters 1.0*

[State Screeners](#)

[FEPP Managers](#)

[PMOs](#)

SECTION III Step 1  
Select PMO

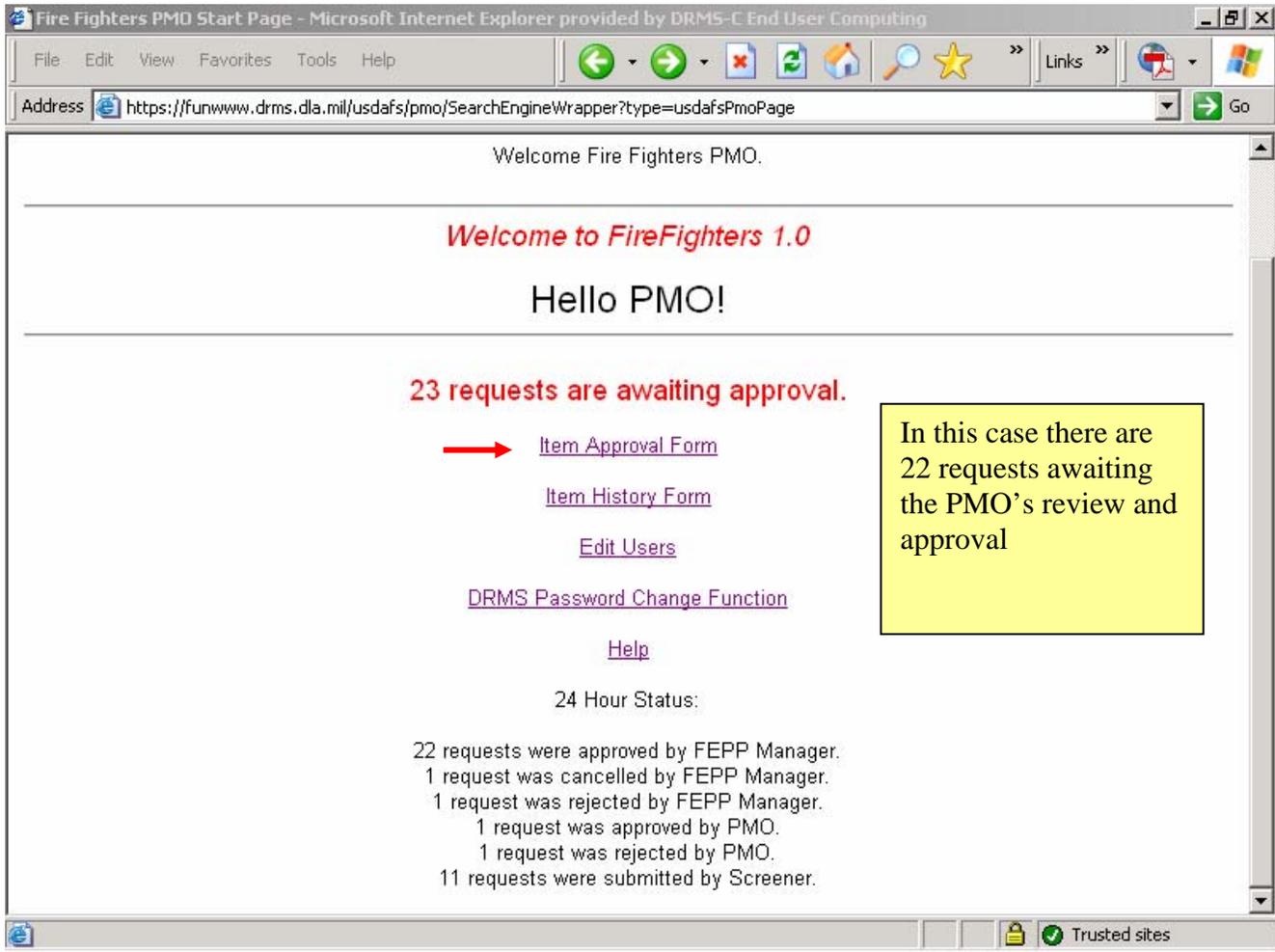
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For Application/Technical Support, contact (via e-mail) [DRMS Helpdesk](#)  
or phone (Comm.) 269-961-4999; (DSN) 932-4999

Trusted sites

The FEPP Manager will be required to Login (USER ID/Password)

**Step 2** – the PMO has the final say in “who gets what”. The PMO must approve or disapprove items; has the ability to review historical data; may edit users; and may also change/reset Passwords.



**Note: the PMO must review and approve request daily (M-F excluding Federal Holidays) or risk losing the items to other DoD customers and to prevent items from rolling to GSA Cycle or to DRMS Sales.**

### Step 3. PMO ITEM Approval Form (list of FEPP approvals awaiting PMO approval)

Note: Because the Screen Prints were from the Test Application, all requests show up as walk-ins.

DRMS Fire Fighters Application

Fire Fighters Item Approval

Approver Assignment	Quantity (Available)	Approve	DTID Product Name NSN	Current Cycle	Days Left	Request Date	Last Action	Agency	RIC	DRMO Name	Condition Code
TUSER <a href="#">Deassign</a>	1	<input type="checkbox"/>	FU622260050000 CPU 702100DESKTOP Walk-in Request	DOD	13	03/15/2006 13:55:50	Request assigned for PMO approval.	DRMS-BBR, BattleCreek, MI	SVXS	SELFRIDGE	A4
TUSER <a href="#">Deassign</a>	1	<input type="checkbox"/>	FU622260050000 CPU 702100DESKTOP Walk-in Request	DOD	13	03/15/2006 13:55:50	Request assigned for PMO approval.	DRMS-BBR, BattleCreek, MI	SVXS	SELFRIDGE	A4
TUSER <a href="#">Deassign</a>	1	<input type="checkbox"/>	FU622260050000 CPU 702100DESKTOP Walk-in Request	DOD	13	03/15/2006 13:55:50	Request assigned for PMO approval.	DRMS-BBR, BattleCreek, MI	SVXS	SELFRIDGE	A4
TUSER <a href="#">Deassign</a>	1	<input type="checkbox"/>	FU622260050000 CPU 702100DESKTOP Walk-in Request	DOD	13	03/15/2006 13:55:50	Request assigned for PMO approval.	DRMS-BBR, BattleCreek, MI	SVXS	SELFRIDGE	A4
TUSER <a href="#">Deassign</a>	1	<input type="checkbox"/>	FU622260050000 CPU 702100DESKTOP Walk-in Request	DOD	13	03/15/2006 13:55:50	Request assigned for PMO approval.	DRMS-BBR, BattleCreek, MI	SVXS	SELFRIDGE	A4

**Step 3**  
PMO may deassign an item based upon need by clicking on Deassign

### BY SELECTING DEASSIGN, THE PMO MAY REASSIGN THE LINE

DRMS Fire Fighters Application

Fire Fighters Item Approval

Approver Assignment	Quantity (Available)	Approve	DTID Product Name NSN	Current Cycle	Days Left	Request Date	Last Action	Agency	RIC	DRMO Name	Condition Code
S9D4021 <a href="#">Work This Request</a> <input checked="" type="checkbox"/>	1	<input type="checkbox"/>	FU622260050000 CPU 702100DESKTOP Walk-in Request	DOD	13	03/15/2006 13:55:50	Request deassigned for PMO approval..	DRMS-BBR, BattleCreek, MI	SVXS	SELFRIDGE	A4
SFLETCHER <a href="#">Work This Request</a> <input checked="" type="checkbox"/>	1	<input type="checkbox"/>	FU622260050000 CPU 702100DESKTOP Walk-in Request	DOD	13	03/15/2006 13:55:50	Request deassigned for PMO approval..	DRMS-BBR, BattleCreek, MI	SVXS	SELFRIDGE	A4
Assign <a href="#">Work This Request</a> <input type="checkbox"/>	1	<input type="checkbox"/>	FU622260050000 CPU 702100DESKTOP Walk-in Request	DOD	13	03/15/2006 13:55:50	Request deassigned for PMO approval..	DRMS-BBR, BattleCreek, MI	SVXS	SELFRIDGE	A4
Assign <a href="#">Work This Request</a> <input type="checkbox"/>	1	<input type="checkbox"/>	FU622260050000 CPU 702100DESKTOP Walk-in Request	DOD	13	03/15/2006 13:55:50	Request deassigned for PMO approval..	DRMS-BBR, BattleCreek, MI	SVXS	SELFRIDGE	A4
Assign <a href="#">Work This Request</a> <input type="checkbox"/>	1	<input type="checkbox"/>	FU622260050000 CPU 702100DESKTOP Walk-in Request	DOD	13	03/15/2006 13:55:50	Request deassigned for PMO approval..	DRMS-BBR, BattleCreek, MI	SVXS	SELFRIDGE	A4

**Step 3a continued**  
PMO must check a particular box if he/she wants to work a single line at once

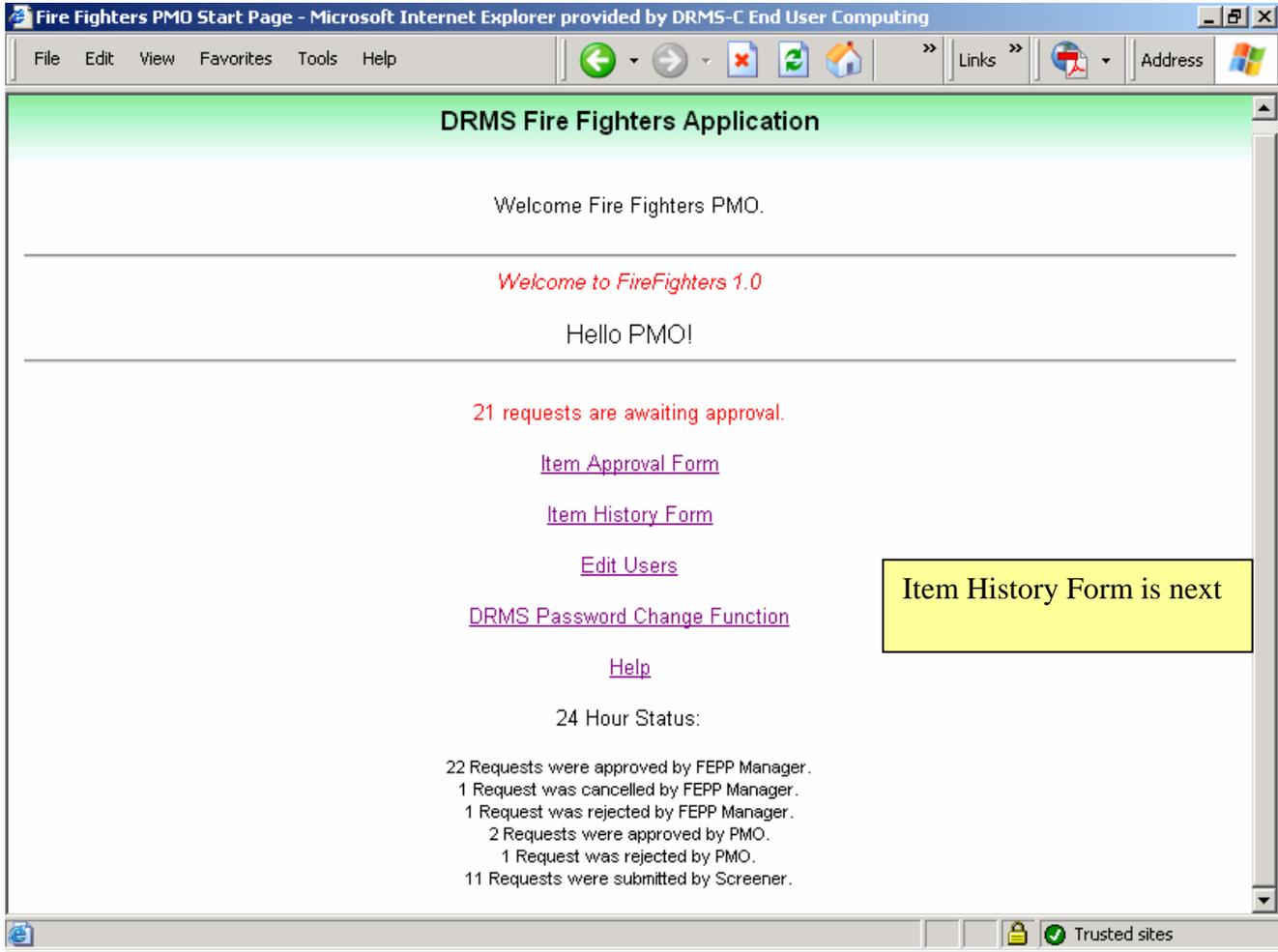
Hit "Submit" at bottom of page

**Step 3a Continued – After hitting the Submit button a message will appear as such:**

1 item was updated.  
1 approval 0 rejections 0 assignments  
Testing using Screener Id = 0

**The PMO Main Menu:**

**The PMO can see the immediate deduction of 22 to 21 requests awaiting approval.**



## STEP 4. ITEM HISTORY FORM

Fire Fighters History Search Form

Specify any of the following to get a History Report on requested items.

Starting date:  in MM/DD/YY format or mnemonic

Ending date:  in MM/DD/YY format or mnemonic

DTID:

NSN:

Requisition Number:

Sequence Number:

Approver Id:

Screener Id:

State:

Last Item Action:

Although the Item History Form looks exactly like the FEPP Managers Form, the PMO has additional options under “Last Item Action” drop down button.

- The Application provides feedback on requisitions
  - i. Approval and rejects
  - ii. Day after requisition is submitted
- Reports are by Region and National

**THE PMO MAY QUERY HISTORY BY DATE, DTID, NSN, AND/OR BY STATE.**

DRMS Fire Fighters Application

Fire Fighters History Search Form

Specify any of the following to get a History Report on requested items.

Starting date:  in MM/DD/YY format or mnemonic

Ending date:  in MM/DD/YY format or mnemonic

DTID:

NSN:

Requisition Number:

Sequence Number:

Approver Id:

Screener Id:

State:  (Dropdown menu open showing: Any State, Alabama, Alaska, Arizona, Arkansas, California, Colorado, Connecticut, Delaware, District Of Columbia, Florida)

Last Item Action:  (Dropdown menu)

**THE PMO MAY SEE FEPP ACTIONS, AS WELL AS, PMO RELATED TOPICS.**

Fire Fighters History Search Form - Microsoft Internet Explorer provided by DRMS-C End User Computing

File Edit View Favorites Tools Help

DRMS Fire Fighters Application

Fire Fighters History Search Form

Specify any of the following to get a History Report on requested items.

Starting date: 03/01/06 in MM/DD/YY format or mnemonic  
 Ending date: 03/17/06 in MM/DD/YY format or mnemonic  
 DTID:   
 NSN:   
 Requisition Number:   
 Sequence Number:   
 Approver Id:   
 Screener Id:   
 State:   
 Last Item Action: Any Action

Any Action  
 Request assigned for PMO approval.  
 Request deassigned for PMO approval..  
 Request approved by FEPP Manager.  
 Request rejected by FEPP Manager.  
 Request cancelled by FEPP Manager.  
 Request modified by FEPP Manager.  
 Request rejected by Milstrip.  
 Request approved by Milstrip.  
 Request shipped or picked up.  
 Request cancelled by Milstrip.

Get Item Histories Reset Form

Done Trusted sites

**STEP 4a Continued. EXAMPLES – Walk-in request approved by PMO.**

Fire Fighters History - Microsoft Internet Explorer provided by DRMS-C End User Computing

File Edit View Favorites Tools Help

Fire Fighters History

Results for Starting date = 03/01/06 and Ending date = 03/17/06 and Last Item Action = "Walk-in request approved by PMO."

1 item found.

Sequence	State	Screener Id	Product Name	DTID	Quantity	Trans Date	DRMO Name	Action	User Id	Comments
222	MI	0	CPU	<a href="#">FU622260050000</a>	1	03/15/2006 13:55:50	SELFRIDGE	Walk-in request submitted by FEPP Manager.	YF0000	Walkin request inserted for DTID:FU622260050000
					1	03/15/2006 13:55:50		Walk-in request submitted by FEPP Manager.	YF0000	Walkin request inserted for DTID:FU622260050000
					1	03/15/2006 14:03:40		Request assigned for PMO approval.		Assigned to TUSER by TUSER
					1	03/17/2006 11:38:49		Request deassigned for PMO approval..		Deassigned by S9D4021
					1	03/17/2006 11:41:03		Request assigned for PMO approval.		Assigned to S9D4021 by S9D4021
					1	03/17/2006 11:43:03		Request deassigned for PMO approval..		Deassigned by S9D4021
					1	03/17/2006 11:44:42		Request assigned for		Assigned to S9D4021 by S9D4021

Done Trusted sites

## EXAMPLE: Request Deleted by Screener

**Fire Fighters History**

Results for Last Item Action = "Request deleted by Screener."

1 item found.

<i>Sequence</i>	<i>State</i>	<i>Screener Id</i>	<i>Product Name</i>	<i>DTID</i>	<i>Quantity</i>	<i>Trans Date</i>	<i>DRMO Name</i>	<i>Action</i>	<i>User Id</i>	<i>Comments</i>
141	MI	<a href="#">130</a>	BATTERY,STORAGE	<a href="#">N001646059PH11</a>	1	03/14/2006 12:43:31	CRANE	Request submitted by Screener.	YF0130	need battery storage for equipment
					0	03/15/2006 13:27:41		Request deleted by Screener.		removing request. the other battery storage unit we asked for will be sufficient.

[Back to History Page](#) [Back to Start Page](#)

Done Trusted sites

## STEP 4b – EDIT USERS (PMO FUNCTION)

The PMO has the ability to view and edit User Information.

The screenshot shows a web browser window titled "Fire Fighters PMO Start Page - Microsoft Internet Explorer provided by DRMS-C End User Computing". The browser's address bar is empty, and the page content is as follows:

- DRMS Fire Fighters Application** (Header)
- Welcome Fire Fighters PMO.
- Welcome to FireFighters 1.0*
- Hello PMO!
- 21 requests are awaiting approval.
- [Item Approval Form](#)
- [Item History Form](#)
- [Edit Users](#) (highlighted by a yellow callout box labeled "Step4b Select Edit Users")
- [DRMS Password Change Function](#)
- [Help](#)
- 24 Hour Status:
  - 22 Requests were approved by FEPP Manager.
  - 1 Request was cancelled by FEPP Manager.
  - 1 Request was rejected by FEPP Manager.
  - 2 Requests were approved by PMO.
  - 1 Request was rejected by PMO.
  - 11 Requests were submitted by Screener.

The browser's status bar at the bottom shows a lock icon and the text "Trusted sites".

## STEP 4b Continued

This screen allows the PMO to view all Firefighter Program Application Screeners and FEPP Managers within their Region.

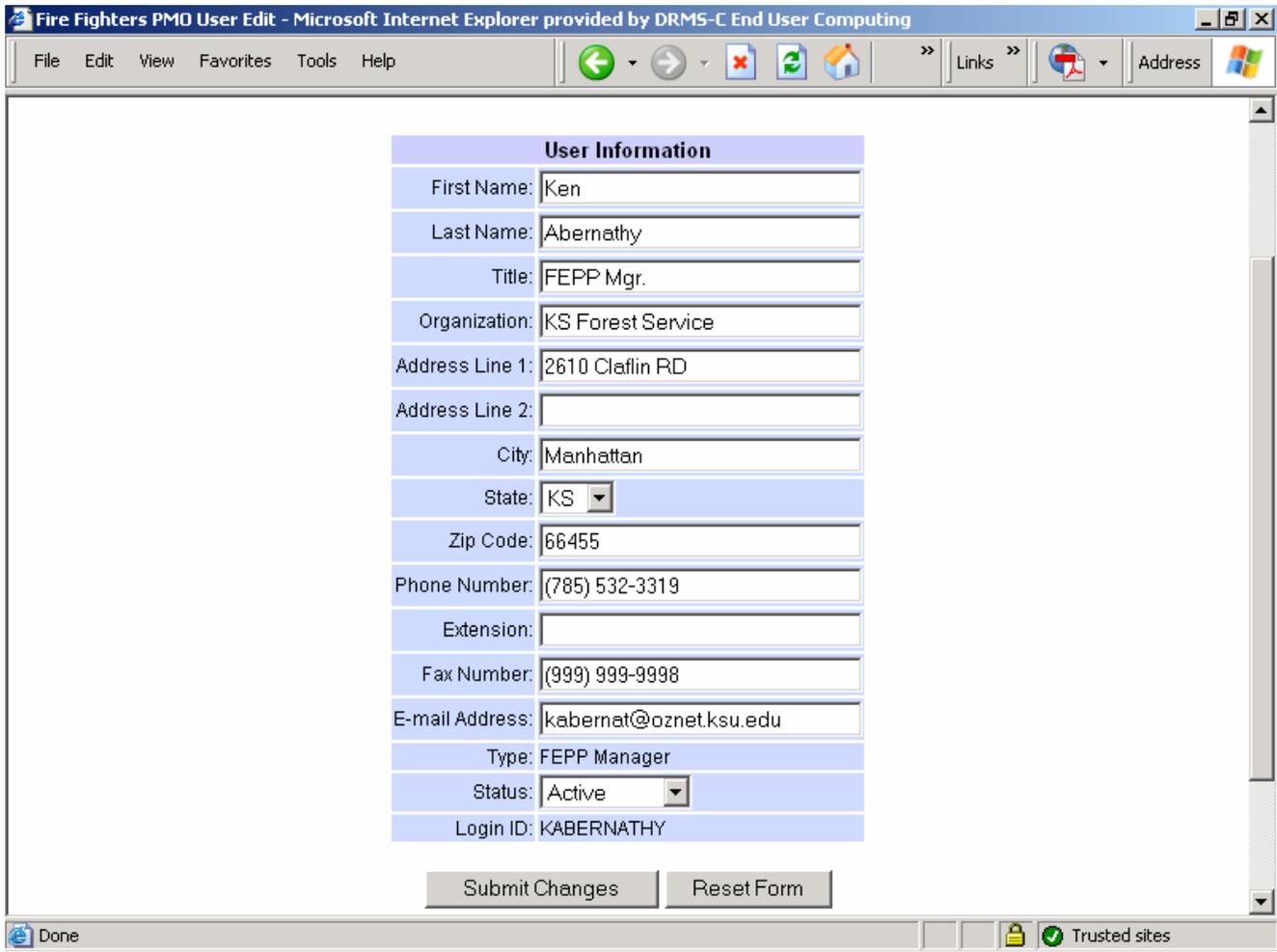
The PMO may Edit or Delete Users Information.

The screenshot shows a web browser window titled "Fire Fighters PMO User Edit - Microsoft Internet Explorer provided by DRMS-C End User Co". The page content is titled "DRMS USDAFS User Edit" and includes a "Back to PMO Start Page" link and a "Help" link. Below the navigation is a table with columns: Name, Organization, State, Login ID, Type, Supp Addr, and Status. Each column header has a sorting arrow (up or down triangle). A yellow callout box points to these arrows with the text: "Arrows are clickable and allow the PMO to arrange topics in ascending or descending order". Below the table is an "Add New User" link. The table contains 10 rows of user data. A second yellow callout box points to the "Edit" and "Delete" links in the "Status" column of the first row with the text: "To Edit or Delete User Information".

Name ▲▼	Organization ▲▼	State ▲▼	Login ID ▲▼	Type ▲▼	Supp Addr ▲▼	Status ▲▼	
Ken Abernathy	KS Forest Service	KS	KABERNATHY	FEPP Manager		Active	<a href="#">Edit</a> <a href="#">Delete</a>
Blair Anderson	WI Dept of Natural Resources, Div of Forestry	WI	BANDERSON	FEPP Manager		Active	<a href="#">Edit</a> <a href="#">Delete</a>
Jay Aron	RI Div of Forest Environment	RI	JARON	FEPP Manager		Active	<a href="#">Edit</a> <a href="#">Delete</a>
Bob Bannon	Washington Department of Natural Resources	WA	BBANNON	FEPP Manager		Active	<a href="#">Edit</a> <a href="#">Delete</a>
Ken Barnes	PA FORESTRY	PA	KBARNES	Screeners	YF0000	Active	<a href="#">Edit</a> <a href="#">Delete</a>
Jerry Barone	PA FORESTRY	PA	JBARONE			Active	<a href="#">Edit</a> <a href="#">Delete</a>
Steve Bergfeld	HI DIVISION OF FORESTRY & WILDLIFE	HI	SBERGF			Active	<a href="#">Edit</a> <a href="#">Delete</a>
Dwight Blevins	KY Division of Forestry	KY	DBLEVINS	FEPP Manager		Active	<a href="#">Edit</a> <a href="#">Delete</a>
Dwight Blevins	KY DIVISION OF FORESTRY	KY	DBLEVINS	Screeners	YF0046	Active	<a href="#">Edit</a> <a href="#">Delete</a>
Darlene Bolser	OK Forestry Services	OK	DBOLSER	FEPP Manager		Active	<a href="#">Edit</a> <a href="#">Delete</a>

## STEP 4b Continued

The PMO can update: Title, Organization, Address, telephone numbers, email address, and more.



The screenshot shows a Microsoft Internet Explorer browser window titled "Fire Fighters PMO User Edit - Microsoft Internet Explorer provided by DRMS-C End User Computing". The browser's address bar is empty, and the status bar at the bottom shows "Done" and "Trusted sites".

The main content area displays a form titled "User Information" with the following fields:

User Information	
First Name:	Ken
Last Name:	Abernathy
Title:	FEPP Mgr.
Organization:	KS Forest Service
Address Line 1:	2610 Claflin RD
Address Line 2:	
City:	Manhattan
State:	KS
Zip Code:	66455
Phone Number:	(785) 532-3319
Extension:	
Fax Number:	(999) 999-9998
E-mail Address:	kabernat@oznet.ksu.edu
Type:	FEPP Manager
Status:	Active
Login ID:	KABERNATHY

At the bottom of the form, there are two buttons: "Submit Changes" and "Reset Form".

## STEP 5 FOR PMO

BOTH THE PMO AND FEPP MANAGER MAY SUBMIT PASSWORD CHANGE WHICH IS THE LAST OPTION ON THE PMO AND FEPP MAIN MENUS.

## SECTION IV - OTHER INFORMATION:

### 1. MILSTRIPs

**Priority Code = 15 (Set as Default)**

#### **DEMIL REQUIRED ISSUES to FIREFIGHTER PROGRAM CUSTOMERS**

- For DEMIL C, D, and F required property, a statement will automatically appear on the DD Form 1348-1A **“THIS ITEM IS DEMIL REQUIRED AND WILL BE RETURNED TO THE NEAREST DRMO WHEN NO LONGER REQUIRED BY THE DOD FIRE FIGHTER PROGRAM.”**
- The Firefighter Program customers are not charged financially by DRMS/DRMO for the receipt of returned DEMIL required items; however, they are responsible for transportation costs associated with the returns.

### 2. DRMO PERSONNEL PROCESSING FIRE FIGHTER PROGRAM MILSTRIPS:

1. **ELECTRONIC** – will be similar to LESO MILSTRIPs and will appear on the DAISY Reports
2. **WALK-INS** – the Firefighter Program customer may use the DRMO RTD Customer computer to put in his/her request during a visit to the DRMO. Note: Walk-in customers will have Letter of Authorization from Regional Office.
  - a. The Customer will submit the request as outlined on Page 20 of this guide.
  - b. Once the PMO approves the request, the MILSTRIP will appear on the DRMS Intranet; Reports/Statistics; and RTD
  - c. DRMO employees are to Printout the DD Form 1348-1A; verify information; make necessary copies; and issue the property to the customer

The Firefighter Program Walk-in requests will be in a PDF file and placed under R/T/D.

