

# New FEPMIS

## Approving Change of Status (COS)

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

You must have **“Approve COS”** as a role, if you do you can select Approve COS from the menu. A list of all COS that are available for your approval will appear in the **“Approval Queue”**. Select the **“Property Number”** of the item that you want to view. You may sort the list by various Headers, click on the Header to sort the column. FS can sort by state whereas state’s only see their own state and cannot sort by that column.

NATIONAL FIRE AND AVIATION MANAGEMENT  
WEB APPLICATIONS

FAMWEB Home Contact Us FAQ Help Disclaimer Mon Feb 10 2014

FPMIS: Approve Change Of Status (COS) User ID: DCstate

Approval Queue Property Review Approve COS

Property#	State	State Property#	Station	COS Status	Condition	FSC	FEPP Type	Additional Description
<a href="#">AG0001321105</a>	DC	V08943	ARGYLE FD	LOST	USABLE	4210 - FIRE FIGHTING EQUIPMENT	TRUCK FIREFIGHTING 750 GAL,...	TRUCK FIREFIGHTING 750 GAL,...
<a href="#">AG0001543838</a>	DC	543838	STATE OFFICE	CANNIBALIZE	UNSERVICABLE	7025 - INPUT/OUTPUT AND STO...	USABLE, BUT MISSING SOME PARTS	USABLE, BUT MISSING SOME PARTS

Approval Queue | Property Review | Approve COS

- FAMWEB
  - Administration
    - FIRESTAT
    - AWSR
    - AMIS
    - ARS
    - FIRESTAT Re-engineered
  - SIT-209
  - WIMS-TEST
  - Electronic Forms
    - KCFAST
  - Legacy FPMIS
    - PocketCards
    - Fire and Weather Data
  - Other Links
- FAMWEB Data Warehouse
  - FPMIS
    - Create Plan
    - Approve Plan
    - Create/ Review SF-122
    - Approve SF-122
    - Receipts
    - Approve Receipts
    - Modify
    - Approve Modifications
    - Approve Breakdowns
    - Change of Status
    - Approve COS
    - Add Inventory
    - Approve Additions
    - Inventory Worksheets
    - FEPP Certification
    - FFP Certification
    - Remove FFP
    - Manage Signatories
    - Approve Certification

This screen provides all of the property attributes of the item, these attributes will appear on the COS form; they cannot be changed on this screen nor can they be changed once the COS form is approved. If the information is incomplete or incorrect you will have the option to reject the COS on the next screen. Any changes to property attributes must be done in the "Modify" module.

## Top Portion of Item Attributes Page

**Property #:** AG0001543838  
**Property Type:** FEPP  
**Property Status:** PENDING  
**Approval Process:** CHANGE OF STATUS  
**Approval Status:** PENDING APPROVAL  
**Organization Level:** State  
**Condition:** Usable  
**Acquisition Doc#:** FLS01FL00061  
**DTID:** N/A  
**GSA Control#:** 990084366  
**Qty:** 1  
**Cost:** \$9,675.00  
**In-Service Date:**  
**Insurance Expiration Date:**  
**Inventory Certification Date:** Aug 14, 2012  
**FSC:** 7025 - INPUT/OUTPUT AND STORAGE DEVICES  
**FEPP Type:** PROVIDE DESCRIPTION  
**Additional Description:** USABLE, BUT MISSING SOME PARTS  
**State Property#:** 543838  
**Division:** DIVISION 1a  
**Subdivision:** SUBDIVISION 1  
**Station:** STATE OFFICE  
**Drive-Type:**  
**Tonnage:**  
**Part#:**

**Notice Item Status is Pending Approval. You cannot change Property details when a Property item is Pending, so if you need to change property attributes, do not submit a COS until you have the corrections made.**

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

# Mid Portion of Item Attributes Page

FAMWEB Home Contact Us FAQ Help Disclaimer

Mon Feb 10 2014

- ▶ FAMWEB
- ▶ Administration
- FIRESTAT
- AWSR
- AMIS
- ARS
- FIRESTAT Re-engineered
- ▶ SIT-209
- ▶ WIMS-TEST
- ▶ Electronic Forms
- KCFAST
- ▶ Legacy FEPMIS
- PocketCards
- Fire and Weather Data
- ▶ Other Links
- ▶ FAMWEB Data Warehouse
- ▼ FEPMIS
  - Create Plan
  - Approve Plan
  - Create/Review SF-122
  - Approve SF-122
  - Receipts
  - Approve Receipts
  - Modify
  - Approve Modifications
  - Approve Breakdowns
  - Change of Status
  - Approve COS
  - Add Inventory
  - Approve Additions
  - Inventory Worksheets
  - FEPP Certification
  - FFP Certification
  - Remove FFP
  - Manage Signatories
  - Approve Certification

Part#: \_\_\_\_\_  
 Make / Manufacturer: HP  
 Model: N/A  
 Model Year: 0  
 Color: \_\_\_\_\_  
 Gradient: \_\_\_\_\_  
 Serial#: 3212A00133  
 Unit of Issue: EACH  
 DMIL: A- NON-MLI DEMILITARIZATION NOT REQUIRED  
 Physical Storage Location: CONEX  
 NSN/LSN: 7025---

More property attributes.

Additional Comments:

WLR, STATE WILL VALIDATE.

Explanation/Disposal Instructions (max. 500):

Circuit Board fried. Use as parts for other Like Items

An explanation as to why the Item needs the COS should be already entered here. This is where you determine what the state is asking to be done with the property.

# Bottom Portion of Item Attributes Page

## NATIONAL FIRE AND AVIATION MANAGEMENT WEB APPLICATIONS

FAMWEB Home Contact Us FAQ Help Disclaimer

Mon Feb 10 2014

- ▶ FAMWEB
- ▶ Administration
  - FIRESTAT
  - AWSR
  - AMIS
  - ARS
  - FIRESTAT Re-engineered
- ▶ SIT-209
- ▶ WIMS-TEST
- ▶ Electronic Forms
  - KCFAST
- ▶ Legacy FEPMIS
  - PocketCards
  - Fire and Weather Data
- ▶ Other Links
- ▶ FAMWEB Data Warehouse
- ▼ FEPMIS
  - Create Plan
  - Approve Plan
  - Create/ Review SF-122
  - Approve SF-122
  - Receipts
  - Approve Receipts
  - Modify
  - Approve Modifications
  - Approve Breakdowns
  - Change of Status
  - Approve COS
  - Add Inventory
  - Approve Additions
  - Inventory Worksheets
  - FEPP Certification
  - FFP Certification
  - Remove FFP
  - Manage Signatories
  - Approve Certification

Comment 1:

Comment 2:

Comment 3:

The state may have comment here, but these are not the Explanation for the COS, these are comments that were entered in the Modify module.

provide signatory and approve item

Click "Submit to continue to the "Approval Queue" or "Back" to return to the "Pending COS Items."

To Approve COS a **“Signatory”** must be selected from the dropdown menu. FS approval will be shown on Slides 9 and 10. Prior to approval, any blocked fields on this page can be edited. All fields with an asterisk must be completed. If the **“Property Status”** and/or **“Condition”** need to be changed you should update the information on this screen by selecting the correct option from the dropdown menu.

- ▶ FAMWEB
- ▶ Administration
- FIRESTAT
- AWSR
- AMIS
- ARS
- FIRESTAT Re-engineered
- ▶ SIT-209
- ▶ WIMS-TEST
- ▶ Electronic Forms
- KCFAST
- ▶ Legacy FEPMIS
- PocketCards
- Fire and Weather Data
- ▶ Other Links
  
- ▶ FAMWEB Data Warehouse
- ▼ FEPMIS
  - Create Plan
  - Approve Plan
  - Create/Review SF-122
  - Approve SF-122
  - Receipts
  - Approve Receipts
  - Modify
  - Approve Modifications
  - Approve Breakdowns
  - Change of Status
  - Approve COS
  - Add Inventory
  - Approve Additions
  - Inventory Worksheets
  - FEPP Certification
  - FFP Certification
  - Remove FFP
  - Manage Signatories

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

Approval Queue Property Review **Approve COS**

Signatory: \* <BLANK>  please choose the signatory for this report

Property Status: \* CANNIBALIZE  a signatory must be selected in order to change the form

Condition: \* UNSERVICABLE

Property Contact:  defaults with Station contact information

Contact Name: \* BUZZ GIFFORD

Address Line 1: \* 3125 CONNER BLVD

Address Line 2:

City: \* TALLAHASSEE

State: DC

Postal Code: \* 32399

Telephone #: \* 8509220261 ext.

Fax #: \* 8509220261

Email: \* bgiff@fl.org

State Contact:  defaults with State contact information

State Contact Name: \* Fill this in STA Mgmt Utility

State Contact Title: \* Fill this in STA Mgmt Utility

State Mail Name: \* Fill this in STA Mgmt Utility

State Address Line 1: \* Fill this in STA Mgmt Utility

- ARS
- FIRESTAT Re-engineered
- ▶ SIT-209
- ▶ WIMS-TEST
- ▶ Electronic Forms
- KCFAST
- ▶ Legacy FEPHIS
- PocketCards
- Fire and Weather Data
- ▶ Other Links
  
- ▶ FAMWEB Data Warehouse
- ▼ FEPHIS
  - Create Plan
  - Approve Plan
  - Create/Review SF-122
  - Approve SF-122
  - Receipts
  - Approve Receipts
  - Modify
  - Approve Modifications
  - Approve Breakdowns
  - Change of Status
  - Approve COS
  - Add Inventory
  - Approve Additions
  - Inventory Worksheets
  - FEPP Certification

State Address Line 2:

City: \*

State: DC

Postal Code: \*

State Telephone #: \*  ext.

State Fax #: \*

State Email: \*

Explanation/Disposal Instructions (max. 500): \*

Circuit Board fried. Use as parts for other Like Items

Select "Approve" to submit your request.

"Cancel Request" will cancel all you have done and take you to the "Cancel Request Comments Page" (viewed on the next slide).

"Back" will take you back one Page.

- approve the COS request
- cancel the COS request
-

# NATIONAL FIRE AND AVIATION MANAGEMENT WEB APPLICATIONS

FAMWEB Home Contact Us FAQ Help Disclaimer

Mon Feb 10 2014

- ▶ FAMWEB
- ▶ Administration
  - FIRESTAT
  - AWSR
  - AMIS
  - ARS
  - FIRESTAT Re-engineered
- ▶ SIT-209
- ▶ WIMS-TEST
- ▶ Electronic Forms
  - KCFAST
- ▶ Legacy FEPMIS
  - PocketCards
  - Fire and Weather Data
- ▶ Other Links
- ▶ FAMWEB Data Warehouse
- ▼ FEPMIS
  - Create Plan
  - Approve Plan
  - Create/Review SF-122
  - Approve SF-122
  - Receipts
  - Approve Receipts
  - Modify
  - Approve Modifications
  - Approve Breakdowns
  - Change of Status
  - Approve COS
  - Add Inventory
  - Approve Additions
  - Inventory Worksheets
  - FEPF Certification
  - FFP Certification
  - Remove FFP
  - Manage Signatories
  - Approve Certification

FEPMIS: Cancel Comments for Approve COS User ID: DCstate

Approval Queue Property Review Approve COS **Cancel Comments**

Property #: AG0001543838  
Property Type: FEPP

Comments for Cancel (100 max chars)

Please fill in all applicable attribute fields, change to Excess, enter Reason for COS and resubmit.

cancel the COS request

**To complete the "Cancel COS Request" enter the reason for the cancellation and instructions in the "Comments for Cancel" box then select "SUBMIT". This will undo everything that has been entered.**

**If you need to go back for any reason, select "Back."**

When a FS employee Approves COS, in the Approve COS screen, they see something different than what the state sees when approving. The FS determines by the **“Explanation/Disposal Instructions”** what the **“Property Status”** should be. The Property Status determines the **“Form Type”**. By changing the Property Status, the Form Type will be changed. Notice the difference in the two halves of this slide.

WEB APPLICATIONS  
FAMWEB Home Contact  
User ID: DCregion  
FEPMIS: Approve Change Of Status (COS) - PMO  
Approval Queue Property Review Approve COS

Signatory: \*  please choose the signatory for this report

**Form Type : AD-112**

Property Status: \* OTHER

Condition: \* USABLE

Explanation/Disposal Instructions (max. 500):  
DATA PLATE MISSING YR  
CONSUMED INTO AG0002433957

WEB APPLICATIONS  
FAMWEB Home Contact  
User ID: DCregion  
FEPMIS: Approve Change Of Status (COS) - PMO  
Approval Queue Property Review Approve COS

Signatory: \*  please choose the signatory for this report

**Form Type : FS-3100-09**

Property Status: \* CANNIBALIZE

Condition: \* USABLE

Explanation/Disposal Instructions (max. 500):  
DATA PLATE MISSING YR  
CONSUMED INTO AG0002433957

The FS will pick the **“Signatory”** from the drop down selection. If the PMO who is authorized to sign documents isn’t visible, contact the WO to have their name added. If everything is correct, the FS will **“Submit”**. If the FS Chooses to **“Reject”** a COS it will be returned to the State into their Approval Queue for them to either Resubmit or Cancel. The state will not be able to make any changes to the property details since they are made in the Modify Module and Modify cannot be accessed when an item is Pending COS. The Request for COS will have to be Cancelled by the state and submitted again.

- ▶ SIT-209
- ▶ WIMS-TEST
- ▶ Electronic Forms
  - KCFAST
  - Legacy FEPMIS
    - PocketCards
    - Fire and Weather Data
- ▶ Other Links
  
- ▶ FAMWEB Data Warehouse
- ▼ FEPMIS
  - Approve Plan
  - Approve SF-122
  - Approve Receipts
  - Modify
  - Approve Modifications
  - Approve Breakdowns
  - Approve COS
  - Close Change of Status
  - Reactivate
  - Approve Additions
  - Inventory Worksheets
  - Manage Signatories
  - Create Certification
  - Approve Certification
  - Approve AUR
  - User Management
  - Query Property
  - Queries and Reports
  - Reference codes
  - Queries and Reports
  - Add Inventory
  - Legacy SIT Report
  - Legacy 209

Approval Queue | Property Review | **Approve COS**

**Signatory:** \*   please choose the signatory for this report

**Form Type:** FS-3100-09

**Property Status:** \* CANNIBALIZE  a signatory must be selected in order to change the form

**Condition:** \* USABLE

**Explanation/Disposal Instructions (max. 500):** \*  
DATA PLATE MISSING YR  
CONSUMED INTO AG0002433957

enter form specific information and approve the request

reject the COS request

Approval Queue | Property Review | Approve COS

**“Back” will take you to the previous screen.**

You will have to explain in the **“Justification for Reject”** why you are rejecting the item, once your explanation is complete, **“Submit”**. The COS will be returned to the States **“Approve COS”** queue.



## NATIONAL FIRE AND AVIATION MANAGEMENT WEB APPLICATIONS

[FAMWEB Home](#) [Contact Us](#) [FAQ](#) [Help](#) [Disclaimer](#)

Tue Feb 25 2014

- ARS
- FIRESTAT Re-engineered
- ▶ SIT-209
- ▶ WIMS-TEST
- ▶ Electronic Forms
- KCFAST
- ▶ Legacy FEPMIS
- PocketCards
- Fire and Weather Data
- ▶ Other Links

- ▶ FAMWEB Data Warehouse
- ▼ FEPMIS

- Approve Plan
- Approve SF-122
- Approve Receipts
- Modify
- Approve Modifications
- Approve Breakdowns
- Approve COS
- Close Change of Status
- Reactivate
- Approve Additions
- Inventory Worksheets
- Manage Signatories
- Create Certification
- Approve Certification
- Approve AUR
- User Management
- Query Property
- Queries and Reports
- Reference codes
- Queries and Reports
- Add Inventory
- Legacy SIT Report
- Legacy 209

FEPMIS: Reject Justification for Approve COS User ID: DCregion

[Approval Queue](#)

[Property Review](#)

[Approve COS](#)

[Reject Justification](#)

**Property #:** AG0002433957  
**Property Type:** FEPP

Justification for Rejection (100 max chars)

You need to provide more information about what happened to this item.

reject the COS request

[Approval Queue](#) | [Property Review](#) | [Approve COS](#) | [Reject Justification](#)