New FEPMIS

Approving Change of Status (COS)

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

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Administration FIRESTAT AWSR	FEPN	IS:	Аррі	rove Cha	nge Of S	Status (C	:OS) Us	ser ID: DCstate	e pproval Queue Property Re	Mew Approve COS
ARS TRESTAT Re-engineered SIT-209 VIMS-TEST	Prop	erty#	State	State Property#	Station	COS Status	Condition	FSC	FEPP Type	Additional Description
Electronic Forms KCFAST Legacy FEPMIS PocketCards	= <u>AG0001</u>	543838	DC	543838	STATE	CANNIBALIZE	UNSERVICABLE	EQUIPMENT 7025 - INPUT/OUTPUT AND STO	GAL, USABLE, BUT MISSING SOME PARTS	GAL, USABLE, BUT MISSING SOME PARTS
Fire and Weather Data Other Links						Approva	Il Queu <mark>e </mark> Prope	erty Review Approve C	:05	
FAMWEB Data Warehouse FEPMIS Create Plan Approve Plan Create/Review SF-122 Approve SF-122 Receipts										
Approve Receipts Modify Approve Modifications Approve Breakdowns Charge of Status										
Add Inventory Approve Additions										

Manage Signatories

Approve Certification

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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.

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	Top Portion of Item Attributes Page	ge
FAMWEB Administration FIRESTAT AWSR AMIS APS	FAMWEB Home Contact Us FAQ Help Disclaimer FEPMIS: Tracked Property Review User ID: DCstate Ap	Mon Feb 10 2014
FIREST AT Re-engineered SIT-209 WIMS-TEST Electronic Forms KCFAST Legacy FEPMIS PocketCards Fire and Weather Data Other Links	Property #: AG0001543838 Property Type: FEPP Property Status: PENDING APPROVAL Approval Process: CHANGE OF STATUS Approval Status: PENDING APPROVAL Organization Level: State Condition: Usable Acquisition Doc#: FLS01FL00061 DTID: N/A	Status is Pending ou cannot change tails when a Property ling, so if you need to perty attributes, do not
 FAMWEB Data Warehouse FEPMIS Create Plan Approve Plan Create/Review SF-122 Approve SF-122 Receipts Approve Receipts Modify Approve Modifications Operate Modifications 	GSA Control#: 990084366 Qty: 1 Cost: \$9,675.00 In-Service Date: Insurance Expiration Date: Inventory Certification Date: FSC: 7025 - INPUT/OUTPUT AND STORAGE DEVICES FEPP Type: PROVIDE DESCRIPTION	S until you have the made.
Approve Breakdowns Change of Status Approve COS Add Inventory Approve Additions Inventory Worksheets FEPP Certification FFP Certification Remove FFP Manage Signatories Approve Certification	Additional Description: USABLE, BUT MISSING SOME PARTS State Property#: 543838 Division: DIVISION 1a Subdivision: SUBDIVISION 1 Station: STATE OFFICE Drive-Type: Tonnage: Part#:	vehicle or any of the v, make sure they are the COS is submitted.

Construction File Edit View Favorites Tools Help File Edit View Favorites Tools Favorites T	🖉 Fire & Aviation Manage	ment Homepage - A	licrosoft Internet Explore	r provided by USDA Forest Servi	ice	
File Edt View Pavorkes Tods Help Pavorkes Pavorkes Pavorkes Pavorkes Pavorkes Pre & Aviaduo Management Homepage Mile Descinance Administration Preview Preview	COO - R https://fami	est. nwcg.gov /fam-web/		✓ 🔒	🛛 🐼 😽 🔀 🛅 Bing	Q-
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Participation Plant Prove Plan Model Year: More property attributes. PIRESTAT AWSR. Model Year: 0 AWIS Gradient: Color: ARS Gradient: Stri209 WINI-STEST Unit of Issue: EACH Electronic Forms Unit of Issue: EACH PocketCards Physical Storage Location: CONEX PocketCards NSN/LSN: 7025 Fire and Weather Data Additional Comments: WIL, STATE WILL VALIDATE. VWIR, State Plan Approve Plan Create Plan Approve SF-122 Approve SF-122 Approve SF-122 Approve SF-122 Approve SF-122 Approve SF-122 Approve Receipts Modify Approve Breakdowns Approve Breakdowns Chrout Board fried. Use as parts for other Like Items Other Like Items Circuit Board fried. Use as parts for other Like Items Approve Breakdowns Chrout Board fried. Use as parts for other Like Items Approve Breakdowns Chrout Board fried. Use as parts for other Like Items Approve Breakdowns Chrout Board fried. Use as parts for other Like Items Approve Breakdowns <	FAMWEB	~	Part#:			
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Approve Additions Inventory Worksheets FEPP Certification FFP Certification	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	Explanation/Dis	posal Instructions (max. 500):	Circuit Board fried. Use as parts for other Like Items	An explanation a ltem needs the C already entered l where you detern state is asking to the property.	s to why the OS should be here. This is mine what the be done with
Remove FFP Manage Signatories	Remove FFP Manage Signatories Approve Certification	57				~

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 FAMWEB Administration FIRESTAT AWSR AMIS ARS FIRESTAT Re-engineered SIT-209 WIMS-TEST Electronic Forms KCFAST Electronic Forms KCFAST Legacy FEPMIS PocketCards Fire and Weather Data Other Links FAMWEB Data Warehouse FEPMIS 	Comment 1:	The state may have comment but these are not the Explan- the COS, these are commen- were entered in the Modify	nt here, nation for ts that module.
Create Plan Approve Plan Create/Review SF-122 Approve SF-122 Receipts Approve Receipts Modify Approve Modifications Approve Breakdowns Change of Status Approve OS Add Inventory Approve Additions Inventory Worksheets FEPP Certification FFP Certification Remove FFP Manage Signatories Approve Certification	Submit Or provide signatory and approve item Back	Click "Submit to continue to the "Approval Queue" or "Back" to the "Pending COS Items."	he o return

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	^	FEPMIS: Approve Change Of Status (COS) User ID: DCstate	^
FIRESTAT		Approval Queue Property Review Approve COS	
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FIRESTAT Re-ongineered			
SIT-209		Signatory: V <blank> Y (BLANK> Y) (V) please choose the signatory for this report</blank>	
WIMS-TEST		Property Status: * CANNIBALIZE 🛛 🗸 🧭 🗹 a signatory must be selected in order to change the form	
Electronic Forms			
KCFAST			
Legacy FEPMIS		Property Contact: 🧭 defaults with Station contact information	
PocketCards		Contact Name: * BUZZ GIFFORD	
Fire and Weather Data			
y other Links		Address Line 1: * 3125 CONNER BLVD	
		Address Line 2:	
FAMWEB Data Warehouse			
▼ FEPMIS		City: * TALLAHASSEE	-
Annrove Plan		State: DC	
Create/Review SF-122	-	Postal Code: * 32399	
Approve SF-122			
Receipts Approve Receipts		Telephone #: * 8509220261 ext.	
Modify		Fax #: * 8509220261	
Approve Modifications			
Approve Breakdowns		Email: * bgiff@fl.org	
Change of Status		State Contact: 🧭 defaults with State contact information	
Add Inventory		State Contact Name: * Fill this in STA Momt Utility	
Approve Additions			
Inventory Worksheets		State Contact Title: * Fill this in STA Mgmt Utility	
FEPP Certification		State Mail Name: * Fill this in STA Mont Utility	
Remove FFP			
Manage Signatories		State Address Line 1: * Fill this in STA Mgmt Utility	×



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	NATIONAL FIE WEB APPLICA	RE AND AVIATION TIONS	MANAGEMIENT	Mon Feb 10 2014
FAMWEB	FEPMIS: Cancel C	omments for Approve COS	User ID: DCstate	
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 SF-122 Receipts Approve Breakdowns Change of Status Approve Breakdowns Change of Status Approve COS Add Inventory Approve Additions Inventory Worksheets FEPP Certification Remove FFP	Property #: AG0001543 Property Type: FEPP Comments for Cancel (100 m Please fill in all applica attribute fields, chang Excess, enter Reason f and resubmit.	sas To complete reason for "Comment This will us s request to go back for any reason	Approval Queue Property Review ete the "Cancel COS Re the cancellation and its for Cancel" box the indo everything that h	Approve COS Cancel Comments equest" enter the instructions in the en select "SUBMIT". as been entered.
Approve Certification	v <		100	

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.



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	Approval Queue Property Review Approve COS
Electronic Forms	
KCFAST	
PocketCards	Form Type: ES-3100-00
Fire and Weather Data	a signatory must be selected in order to change
V OUIEI LIIIKS	Property Status: * CANNIBALIZE V W the form
FAMWER Data Warehouse	Condition : * USABLE
▼ FEPMIS	DATA PLATE MISSING YR
Approve Plan Approve SE-122	Explanation/Disposal Instructions (max. * CONSUMED INTO AG0002433957
Approve Receipts	500):
Modify Approve Modifications	
Approve Breakdowns	
Approve COS Close Change of Status	
Reactivate	
Approve Additions Inventory Worksheets	Submit Submit Submit Section and approve the request
Manage Signatories	Rejecter @ reject the COS request
Approve Certification	"Back" will take you to the previous screen
Approve AUR	Back will take you to the previous screen.
Query Property	Approval Queue Property Review Approve COS
Queries and Reports Reference codes	
Queries and Reports	
Add Inventory Legacy SIT Report	
Legacy 209	× <

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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	
New York	FAMWEB Home Contact Us FAQ Help Disclaimer Tue Feb 25 20	14
ARS FIRESTAT Re-engineered SIT-209 WIMS-TEST	FEPMIS: Reject Justification for Approve COS User ID: DCregion Approval Queue Property Review Approve COS Reject Justification	^
 Electronic Forms KCFAST Legacy FEPMIS PocketCards Fire and Weather Data Other Links 	Property #: AG0002433957 Property Type: FEPP	70
 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 Inventor: Workshoots 	Justification for Rejection (100 max chars) You need to provide more information about what happened to this item.	
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 Reject Justification	~
	No. 100 100 100 100 100 100 100 100 100 10	