

New FEPMIS

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

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

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

NATIONAL FIRE AND AVIATION MANAGEMENT WEB APPLICATIONS

FAMWEB Home Contact Us FAQ Help Disclaimer Tue Apr 9 2013

FEPMIS: SF-122 User ID: WREEVES1

Create create a manual SF-122

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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

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

NEW FEDS indicates that it was fed electronically from GSAXcess.



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 - Station Mgmt Utility

FEPMIS: Header User ID: WREEVES1

Create/Edit Line Items Line Item Detail

SF-122 Order#: 1236WW13082M002
 State: MO
 Created By: vacarpe
 Status: NEW PEDS
 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/PSS (9Q9CB)
 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

will pick up.

Shipping - Special Info:

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.

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.

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FEPMIS: SF-122 Line Items User ID: WREEVES1

Create/Edit **Line Items** Line Item Detail

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

Line	FSC	FEPP Type	Qty	Unit	Delete Item	Review Required
1	3825 - ROAD CLEARING AND CL...	PROVIDE DESCRIPTION	1	EA	cancel	Yes

Add add a new line item

Submit submit sf-122 for approval

Create/Edit | **Line Items** | Line Item Detail

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.

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FEPMIS: Edit Acquisition Item User ID: WREEVES1

Create/Edit Line Items **Line Item Detail**

SF122 Order#: 1236WW13082MO02
Line#: 1
Rural Indicator: State Use
FSC: 3825 - ROAD CLEARING AND CLEANING EQUIPMENT
FEPP Type: * PROVIDE DESCRIPTION
Additional Description: * DISTRIBUTOR, WATER, TANK TYPE
Turn In Doc#: R55752-2290-1603A
Unit of Issue: EA - EACH
Quantity Requested: 1
Unit Cost: 75,880.00
Condition: A1 - New/Unused
DMIL Code: A- NON-MLI DEMILITARIZATION NOT REQUIRED
Requisition#: 1291S8-3079-T240
National Stock#: 3825-01-070-5845

Comments:

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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.

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Item ID: 1291S8-3079-T240

Unit of Issue: EA - EACH

Quantity Requested: 1

Unit Cost: 75,880.00

Condition: A1 - New/Unused

DMIL Code: A- NON-MLI DEMILITARIZATION NOT REQUIRED

Requisition#: 1291S8-3079-T240

National Stock#: 3825-01-070-5845

Comments:

Special Justification: * This vehicle will be used as a Tender/Tanker & FSC changed to 2320 on Receipt.

Reject Reason:

save the sf-122 item

This FSC is not on the Acquisition Plan.

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.



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FEPMIS: SF-122 Line Items User ID: WREEVES1

Create/Edit **Line Items** Line Item Detail

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

Line	FSC	FEPP Type	Qty	Unit	Delete	Item Review Required
1	3825 - ROAD CLEARING AND CL...	PROVIDE DESCRIPTION 1	1	EA	cancel	No

add a new line item

submit sf-122 for approval

[Create/Edit](#) | [Line Items](#) | [Line Item Detail](#)

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

Browser address bar: https://fam.nwcg.gov/fam-web/

Page Title: NATIONAL FIRE AND AVIATION MANAGEMENT WEB APPLICATIONS

Navigation: FAMWEB Home Contact Us FAQ Help Disclaimer

Date: Tue Apr 9 2013

Page Header: FEPMIS: SF-122 Line Items User ID: WREEVES1

Buttons: Create/Edit Line Items Line Item Detail

SF-122 Order#: 1236WW13099MO02
 State: MO
 Created By: WREEVES1
 Status: NEW

Line	FSC	FEPP Type	Qty	Unit	Delete
1	2320 - TRUCKS AND TRUCK TRA...	PROVIDE DESCRIPTION	2	EA	cancel
2	2330 - TRAILERS	COMPRESSOR/GENERATOR	3	EA	cancel

Buttons: Add add a new line item Submit submit sf-122 for approval

Page Footer: Create/Edit | Line Items | Line Item Detail



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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.

The screenshot shows a web browser window with the URL <https://fam.nwcg.gov/fam-web/>. The page title is "Fire & Aviation Management Homepage - Microsoft Internet Explorer provided by USDA Forest Service". The main header reads "NATIONAL FIRE AND AVIATION MANAGEMENT WEB APPLICATIONS". Below the header is a navigation bar with links: "FAMWEB Home", "Contact Us", "FAQ", "Help", and "Disclaimer". The date "Tue Apr 9 2013" is displayed in the top right corner.

The main content area is titled "FEPMIS: Delete Acquisition Items" and shows the user ID "User ID: WREEVES1". The form displays the following information:

- SF122 Order#: 1236WW13099MO02
- Line#: 1
- FSC: 2320 - TRUCKS AND TRUCK TRACTORS, WHEELED
- FEP Type: 115
- Qty Requested: 2
- Unit of Issue: EA

Below this information is a text input field for "Cancel Reason (100 max chars)" containing the text: "it has been decided these items are not cost effective to tetrofit and have been cancelled".

At the bottom of the form, there is a confirmation question: "Are you sure you want to delete this line?". Below the question are two buttons: "Yes" and "No".

On the left side of the page, there is a sidebar menu with the following items:

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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.