

Creating an SF 122

Logging on to FEPMIS

To access FEPMIS from the Internet

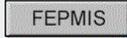
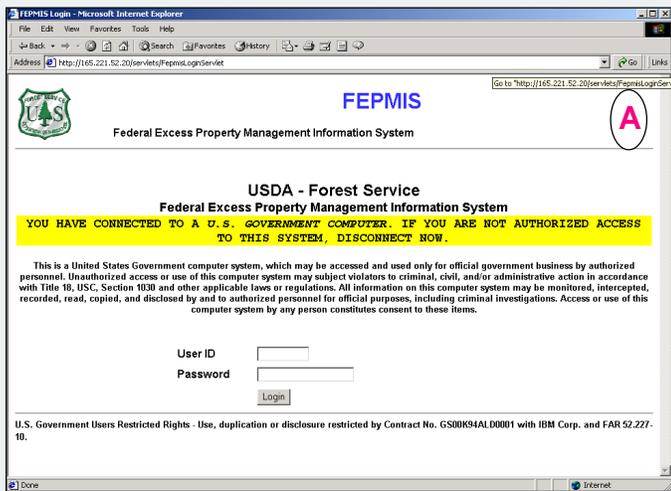
- 1 Start your Internet browser.
- 2 In the address box, type **http://famweb.nwcg.gov** and then press ENTER.
- 3 Click **FEPMIS**. 
- 4 In the **User ID** text box, type the appropriate user id.
- 5 In the **Password** text box, type the password for that user id, and then click the **Login** button.

Figure A shows the FEPMIS Main Menu.



- 9 When finished, click the **Submit Line Item** button.

For FSC Codes 1510 and 1520, FSC Codes not on the acquisition plan, or quantities greater than those specified on the acquisition plan, you must complete the Special Justification box.

If you have completed all boxes properly, the following message displays:

Line Item Submitted...SF Order Number: 123456

- 10 Write down the SF Order Number on the 103 Screeners Form for future reference.

Figure B shows the Create SF 122 form.

Creating an SF 122

To create an SF 122

- 1 On the **FEPP Screener** menu under **SF 122**, click **Create SF 122**.
- 2 Click the **GSA APO** that will approve the transfer of property, and then click the **Continue** button.
- 3 Click the **Holding Agency** (DRMO) and then click the **Continue** button.
- 4 Click the **Property Location** where the property is located, click the **Continue** button to display all **FSC Codes**, and then select the **FSC Code** of your choice.

If you know the FSC Code, type it in the FSC Code text box, click the Continue button, and then select the FSC Code of your choice.

- 5 Click the **FEPP Type Code** that best describes the property, and then click the **Continue** button.
- 6 Complete the **Requestor/Alt Fax number** box.
- 7 In the **Ship To Instructions** box, type **Will pick up**.
- 8 Complete the remaining required fields:
 - **Physical Location**
 - **Turn In Doc Number**
 - **Unit**
 - **Quantity**
 - **Unit Cost**
 - **Rural Use or State Use.**

Logging off

To change your FEPMIS password

- 1 On the **Change Your FEPMIS Password** form, type
 - **current password**
 - **new password**
 - **new password.**
- 2 On the **File** menu, click **Close**.

Working with Change of Status

Reviewing a Change of Status Request

To review a Change of Status request for Inventoried Items

- 1 On the menu under **FEPP Change of Status**, click **Review/Approve/Close/Cancel Inventoried Item Change of Status**.
- 2 On the **Review Request for Change Of Status For Inventoried Items** form, select the **Line Item** of your choice, and then click the **Continue** button.

Creating a Change of Status for Inventoried Items

To create a Change of Status request for an Inventoried Item

- 1 On the menu under **FEPP Change of Status**, click **Create Inventoried Item Change of Status**.
- 2 Select the **Assignment Unit** that has the property in inventory, and then click the **Continue** button.
- 3 Select the **Line Item** of the property being reported as excess, and then click the **Continue** button.
- 4 Complete the remaining required fields:
 - **Change of Status Requested**
 - **Condition Code**
 - **Storage Location**
 - **Contact Phone Number**.
- 5 In the **Disposal Comments** box, type all pertinent information for the approval of the document.

Include cause of loss or destruction, condition, and description of property being sold.

- 6 When finished, click the **Submit** button.

If you have completed all boxes properly, the following message displays:

Change of Status Request Submitted

Figure C shows the Change Of Status For Inventoried Items form.

Menu Close Window

FEPPIS Federal Excess Property Management Information System FEPMS

Change Of Status For Inventoried Items
(Login User ID: C0DS1 Role: State District Office Support)

1. Enter all required (*) information
2. Click Submit

Change of Status Data

Report Number: 1282X92071C001
FSC Code: 2310
Description: PASSENGER MOTOR VEHICLES BUS
Property Number: CO-AMB-002
Quantity: 1
Unit: EA
Change of Status Requested: * [EA] [v]
Condition Code: * [] [v]
Storage Location: * [] [v]
Contact Name: * [] [v]
Contact Phone Number: * [] [] [] [] Extension [] [] Country Code [] [] [v]
Contact Fax Number: [] [] [] [] Country Code [] [] [v]
Contact E-Mail: [] [] [] [] [v]
Disposal Reason: (255 character limit) [] [v]

Not ESCAP
 ESCAP With Documentation
 ESCAP Without Documentation

Submit View/Modify Property Details Cancel

Menu Close Window
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Creating a Change of Status for Non-Inventoried Items

To create a Change of Status request for a Non-Inventoried Item

- 1 On the menu under **FEPP Change of Status**, click **Create Non-Inventoried Item Change of Status**.
- 2 Select the **Assignment Unit** that has the property in inventory, and then click the **Continue** button.
- 3 Select the **Line Item** of the property being reported as excess, type the **Disposal Qty**, and then click the **Continue** button.
- 4 Complete the remaining required fields:
 - **Change of Status Requested**
 - **Condition Code**
 - **Storage Location**
 - **Contact Phone Number**.
- 5 In the **Disposal Comments** box, type all pertinent information for the approval of the document.

Include cause of loss or destruction, condition, and description of property being sold.

- 6 When finished, click the **Submit** button.

If you have completed all boxes properly, the following message displays:

Change of Status Request Submitted

Figure D shows the Change Of Status For Inventoried Items form.

Menu Close Window

FEPPIS Federal Excess Property Management Information System FEPMS

Change Of Status For Non-Inventoried Items
(Login User ID: C0DS1 Role: State District Office Support)

1. Enter all required (*) information
2. Click Submit

Change of Status Data

Report Number: 1282X92071C001
FSC Code: 8430
Description: FOOTWEAR, MEN'S NO SUBTYPE
Quantity: 1
Unit: PR
Change of Status Requested: * [] [v]
Condition Code: * [] [v]
Storage Location: * [] [v]
Contact Name: * [] [v]
Contact Phone Number: * [] [] [] [] Extension [] [] Country Code [] [] [v]
Contact Fax Number: [] [] [] [] Country Code [] [] [v]
Contact E-Mail: [] [] [] [] [v]
Disposal Reason: (255 character limit) [] [v]

Submit Cancel

Menu Close Window
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Getting Help

To obtain help for FEPMS

- 1 Contact your regional support person.
- 2 If you are unable to resolve the problem, you may call the **National Fire and Aviation Management Helpdesk** at:
800-253-5559 or **208-387-5290**
or email:
fire_help@dms.nwcg.gov