



# FEPMIS

## Federal Excess Property Management Information System

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User ID

Password

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FPMIS SCREENS – October 2011

FS-6400-32 (04/2008)  
OMB 0596-0218 (Expiration 12/2011)



## Change Of Status For Inventoried Items

(Login User ID: WAFM1 Role: State FEPP Manager)

1. Enter all required (\*) information

2. Click **Submit**

**Note : For 2310 and 2320 vehicles, first click on 'View/Modify Property Details' to insert the current mileage.**

Change of Status Data
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<b>Report Number:</b>	1234568087WA01
<b>FSC Code:</b>	2320
<b>Description:</b>	TRUCKS AND TRUCK TRACTORS, WHEELED
<b>Property Number:</b>	AG0001951656
<b>Quantity:</b>	1
<b>Unit:</b>	EA
<b>Change of Status Requested:</b>	* <input type="text" value=""/>
<b>Condition Code:</b>	* <input type="text" value=""/>
<b>Storage Location:</b>	* <input type="text" value=""/>
<b>Contact Name:</b>	* <input type="text" value=""/>
<b>Contact Phone Number:</b>	* <input type="text" value=""/> - <input type="text" value=""/> - <input type="text" value=""/> <b>Extension</b> <input type="text" value=""/> <b>Country Co</b>
<b>Contact Fax Number:</b>	<input type="text" value=""/> - <input type="text" value=""/> - <input type="text" value=""/> <b>Country Code</b> <input type="text" value="1"/>
<b>Contact E-Mail:</b>	<input type="text" value=""/>
<b>Detail Description of Current Property Condition/Comments:</b> *	<input type="text" value=""/>

(255 character limit)

- Not FSCAP**
- FSCAP With Documentation**
- FSCAP Without Documentation**

**Notify Approving Official by E-mail**



## Assignment Unit Information

(Login User ID: WAFM1 Role: State FEPP Manager)

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

**State Code:** WA

**Unit Type:**

**Unit Code:** \*

**Unit Name:** \*

**Activity Address Code:**

**State or Rural:** \*  State  Rural \*

**Contact Name:** \*  +

**Contact Title:**  +

**Agreement Date:** Month  Day  Year

**Address 1:** \*

**Address 2:**

**City:** \*

**County:** \*

**State:** WA

**ZIP Code:** \*  -

**Phone Number:** \*  -  -  **Extension**  **Country**

**FAX:**  -  -  **Country Code**

**e-mail:**

**Owner (Warehouse only):**

**District Manager:** \*

**Federal Tax ID:**

**State Tax ID:**



## Request/Modify Users: State District Office

(Login User ID: WAFM1 Role: State FEPP Manager)

### 1. Enter all required (\*) information

### 2. Click *Submit*

<b>FPEMIS User ID:</b>	*	<input type="text"/>
<b>First Name:</b>	*	<input type="text"/>
<b>Last Name:</b>	*	<input type="text"/>
<b>Title:</b> (100 character limit)		<input type="text"/>
<b>Organization Name:</b> (100 character limit)	*	<input type="text"/>
<b>Address 1:</b>	*	<input type="text"/>
<b>Address 2:</b>		<input type="text"/>
<b>City:</b>	*	<input type="text"/>
<b>State:</b>		WA
<b>ZIP Code:</b>	*	<input type="text"/> - <input type="text"/>
<b>Phone Number:</b>	*	<input type="text"/> - <input type="text"/> - <input type="text"/> <b>Extension</b> <input type="text"/> <b>Country Code</b> <input type="text"/>
<b>FAX:</b>		<input type="text"/> - <input type="text"/> - <input type="text"/> <b>Country Code</b> <input type="text"/>
<b>e-mail:</b>		<input type="text"/>
<b>Report To: FEPP Manager:</b>	*	WA BOWEN, SHERRY ▼
<b>Active?:</b>		New User Request



## List Inventoried Items

(Login User ID: WAFM1 Role: State FEPP Manager)

1. Enter all required (\*) information
2. Each value that is changed also requires a *Correction Justification*
3. Click *Submit*

**Note : Federal Property Numbers begin AG000 and have 12 characters.**

FEPP Property Number: AG0001951795  
 State: WA  
 FSC Code: 2330 TRAILERS  
 FEPP Type: WATER TANK  
 Federal Inventory: Y

Inventoried Date:	* Month <input type="text" value="12"/> Day <input type="text" value="29"/> Year <input type="text" value="2005"/>	(20)
Inventoried By:	AMY01 (AMY BRADLEY: State FEPP Manager)	<input type="text"/>
State Property Number:	<input type="text" value="F6H-027"/>	<input type="text"/>
Local Unit Code:	05FD02	<input type="text"/>
Local Unit Name:	BENTON COUNTY FD 2	<input type="text"/>
Manufacturer:	* <input type="text" value="HEIL"/>	<input type="text"/>
Model:	* <input type="text" value="M135A2"/>	<input type="text"/>
Model Year (#):	<input type="text" value="1968"/>	<input type="text"/>
Serial Number:	* <input type="text" value="930537"/>	<input type="text"/>
NSN:	<input type="text"/> - <input type="text"/> - <input type="text"/> - <input type="text"/>	<input type="text"/>
Part Number:	<input type="text"/>	<input type="text"/>
Unit of Issue:	* <input type="text" value="EACH"/>	<input type="text"/>

<b>Condition:</b>	* USABLE	<input type="checkbox"/>
<b>Additional Description:</b>	TRAILER,TANK 5000GAL 1968	<input type="checkbox"/>
<b>DMIL:</b>		<input type="checkbox"/>
<b>Status:</b>	APPROVED:CANN	
<b>Location:</b>		<input type="checkbox"/>
<b>Disposal Report Number:</b>	1234568016WA10	
<b>Acquisition Date:</b>	09/22/1993	
<b>Acquisition Cost:</b>	\$50,000.00	
<b>Vehicle License:</b>	31101C	<input type="checkbox"/>
<b>Vehicle Miles or Hours (#):</b>		<input type="checkbox"/>
<b>Vehicle Fuel Type:</b>	<input type="radio"/> Gas <input type="radio"/> Diesel	<input type="checkbox"/>
<b>Vehicle No. of Cylinders (#):</b>		<input type="checkbox"/>
<b>Comment:</b> (255 character limit)		<input type="checkbox"/>
<b>Assignment Number:</b>	200010636	
<b>NFC Document Number:</b>	93-079-2	

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