



# 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 |
|-----------------------|

|   |  |
|---|--|
| <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 style="width: 100%; height: 40px;" type="text"/>  |

(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><br>(100 character limit)             |   | <input type="text"/>  |
| <b>Organization Name:</b><br>(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><br>(255 character limit) |  | <input type="checkbox"/> |
| <b>Assignment Number:</b>                | 200010636  |                          |
| <b>NFC Document Number:</b>              | 93-079-2   |                          |

[Menu](#) [Reports](#)

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