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Change of Status

The Change of Status module gives you the ability to alter the condition of property that is listed on your property book

It is part of the process of turning in property back to a Disposition Services Site.

To begin a property modification, select the Change of Status module under LESO FEPMIS

Click the Requisition Number of the property you wish to modify

LESO FEPMIS: Change Of Status Search Results User ID: EPG00086

Property#	State Property#	Station	FSC	FEPP Type	Description	Type
13198MI11		LESO HQ OFFICE	4130 - Refrigeration and Ai...	REFRIGERATION AND AC COMPON...	DESC=AC EVAP. UNIT	FFP



Continued



LESO FEPMIS: Tracked Property Review User ID: EPG00086

Property #: 13198MI11
Property Type: FFP
Property Status: ASSIGNED
Condition: Issuable, no Qualification
Acquisition Doc#: 2YT05K-2310-2709
DTID: W91EKJ-1225-62006
GSA Control#:
Qty: 3
Cost: \$500.00
In-Service Date:
Insurance Expiration Date:
Inventory Certification Date: Jul 23, 2013
FSC: 4130 - Refrigeration and Air Conditioning Components
FEPP Type: REFRIGERATION AND AC COMPONENTS
Additional Description: DESC=AC EVAP. UNIT
State Property#:
Division: DEFAULT_DIV_MI
Subdivision: DEFAULT_SUBDIV_MI
Station: LESO HQ OFFICE
Drive-Type:
Tonnage:
Part#:
Make / Manufacturer: NA
Model: NA
Model Year: 0
Color:
Gradient:
Serial#: NA
Unit of Issue: Each
DMIL: A- NON-USML/NON-CCLI - NO DEMIL OR DOD TSC REQUIRED.

Physical Storage Location:
NSN/LSN: 4130-DS-ACP-ARTS

Additional Comments:

Comment 1:

Comment 2:

Comment 3:

create a COS request

Change of Status (continued)

Verify that the contents of this page, to make sure everything is in order

Add additional comments as necessary

Click submit to initiate a Change of Status request to be sent to your State Coordinator

Continued



LESO FEPMIS: Change of Status Request (COS) User ID: EPG00

Change Of Status (COS) requests require approval

Property #: 13198MI11
FSC: 4130 - Refrigeration and Air Conditioning Components
FEPP Type: REFRIGERATION AND AC COMPONENTS
Additional Description: DESC=AC EVAP. UNIT
Property Status: * FFP reason for report
Condition : *

Property Contact: defaults with Station contact information
Contact Name: *
Address Line 1: * 74 WASHINGTON AVENUE NORTH
Address Line 2: * BATTLE CREEK MI 49037
City: * BATTLE CREEK
State: * MI
Postal Code: * 49037
Telephone #: * ext.
Fax #: *
Email: *

State Contact: defaults with State contact information
State Contact Name: *
State Contact Title: *
State Mail Name: *
State Address Line 1: *
State Address Line 2: *
City: *
State: * MI
Postal Code: *
State Telephone #: * ext.
State Fax #: *
State Email: *

Explanation/Disposal Instructions (max. 500): *

submit cos request for approval
 copy previous cos request information

Change of Status (continued)

Change the Condition of the property to

- Unserviceable
- Damaged
- Obsolete
- Destroyed
- Usable
- Repaired

Depending on which status you wish to reflect

Add in contact information regarding the property

Update your state contact information in the blocks provide

Add in any additional comments concerning the property condition in 'Explanation/Disposal Instructions' block

Click the submit button

The Change of Status request will now be sent to the State Coordinator's office for approval