Law Enforcement Support Office

User Guide: FY14 Annual Inventory Certification Process

Defense Logistics Agency

Law Enforcement Support Office

FY14 Annual Inventory Certification Guide

The Fiscal Year 2014 Annual Inventory Certification User Guide has been created to assist State Coordinators, State Points of Contact, and LEA POCs, as they work towards completing annual inventory requirements.

Click here to visit the: LESO FEPMIS Website
Click here to visit the : LESO Website

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Definitions-

Annual Certification- The process by which an LEA and/or State Coordinator executes an annual physical inventory of all property which is conditionally transferred to them via the 1033 Program, and then will confirm/attest to their custody, control and responsibility for the item (s). This process is completed utilizing the LESO FEPMIS property accounting system.

Split- The process by which an LEA and/or State Coordinator can "split" one or more items from the total quantity of a parent record into two or more separate records within LESO FEPMIS. The split functionality is found within the modify que in LESO FEPMIS.

Once an item (s) has been "split" from a parent record, the LESO FEPMIS will assign a new Property number to that record. The user can then request a turn-in, transfer or adjustment to the appropriate record, if needed.

Example 1- An LEA receipted for 5 "widgets", but realizes that was done in error, and that they actually only received 4 "widgets". The LEA would then have to "split" the record into 2 different records (one for a quantity of 4, and another for a quantity of 1). The LEA would then need to request a change of status to the record with a quantity of 1. The LEA will also need to submit supporting documentation i.e., a DD200 identifying that the 5th item was never received, or provide the DD1348-1A which identifies that the DLA Disposition Services only issued 4 items.

Example 2- An LEA receipted for 10 "widgets" that they received for last month, and they are currently in an "assigned" status in the LESO FEPMIS. The LEA decides to transfer or turn-in 4 "widgets". The LEA must "split" 4 widgets from the parent record. The LESO FEPMIS will assign a Property number to the new record (QTY: 4). The LEA would then request to transfer or turn-in that record.

FEPMIS- Federal Excess Property Management Information System (FEPMIS). The DLA LESO adopted and transitioned to the FEPMIS, as the new property management system which is now used to provide accountability and management of controlled property which is conditionally transferred to LEAs participating in the 1033 Program.

Modify- The process by which an LEA and/or State Coordinator can update certain attributes of an item (s). Modify is also used to transfer items from one LEA to another.

Example- An LEA wishes to update information about the item such as: FSC, Item Name, NSNs, and Unit of Issue, etc.

Partial Receipt- A "partial receipt" is when an LEA receives less than the total quantity of an item.

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Example- If an LEA requested 10 "widgets", but after opening the shipment, finds that only 7 "widgets" came in the box, the LEA would go into FEPMIS and do a "partial receipt" for this item. The DLA LESO will need to review and approve the partial receipt, once it is approved, the correct quantity will appear in the LEA receipt que (7 "widgets"). The LEA must then process a normal receipt for the corrected amount.

The DLA LESO will not process partial receipts for items without proper documentation, i.e. (DD 1348-1A, DD Form 200, police report, NCIC entry, or other supporting documentation).

Please send supporting documentation to the DLA LESO Property Accounting Team at, LESOCERTIFICATIONS@dla.mil

Zero Receipt- A "zero receipt" is when an LEA identifies that they did not receive any of the equipment at all. A zero receipt means the LEA never actually left the Disposition Service Site with the property, or they did not receive any of the property via mail.

Example- If an LEA requested 10 "widgets", and after arriving at the DRMO, denied all 10 "widgets" because they were either broken, or weren't the right "widgets" that they needed. The LEA then declines the property. The property *should* never appear in the LESO FEPMIS under that LEA account.

HOWEVER, many times, the Disposition Services Site will process the item for release (MRO) prior to the LEA actually accepting the property and picking the item up. If the LEA declines the property after the site has process the MRO, the item (s) would have already processed into the LESO FEPMIS account from that MRO, and it will be in the LEAs receipt que awaiting processing.

In this instance, the LEA would then have to process a "zero receipt" for the item (s). The DLA LESO will need to review and approve the zero receipt. Supporting documentation for the zero receipt (usually a DD1348-1A which shows that the items were declined), must be sent to the LESO. If no supporting was obtained, the LEA must submit a DD200 for the items in order for the LESO to approve the zero receipt. If the zero receipt is approved, the item will be removed from the LEA receipt que and will not appear on the LEAs account.

The DLA LESO will not process zero receipts for items without proper documentation, i.e. (DD 1348-1A, DD Form 200, police report, NCIC entry, or other supporting documentation).

Please send supporting documentation to the DLA LESO Property Accounting Team at, LESOCERTIFICATIONS@dla.mil

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Creating a FEPMIS Account

A. Go to the FEPMIS website at: https://fam.nwcg.gov/fam-web/

1. Accept the security certificates.
2. Refresh the page (if needed).
3. Click the FAMWEB Logon Request

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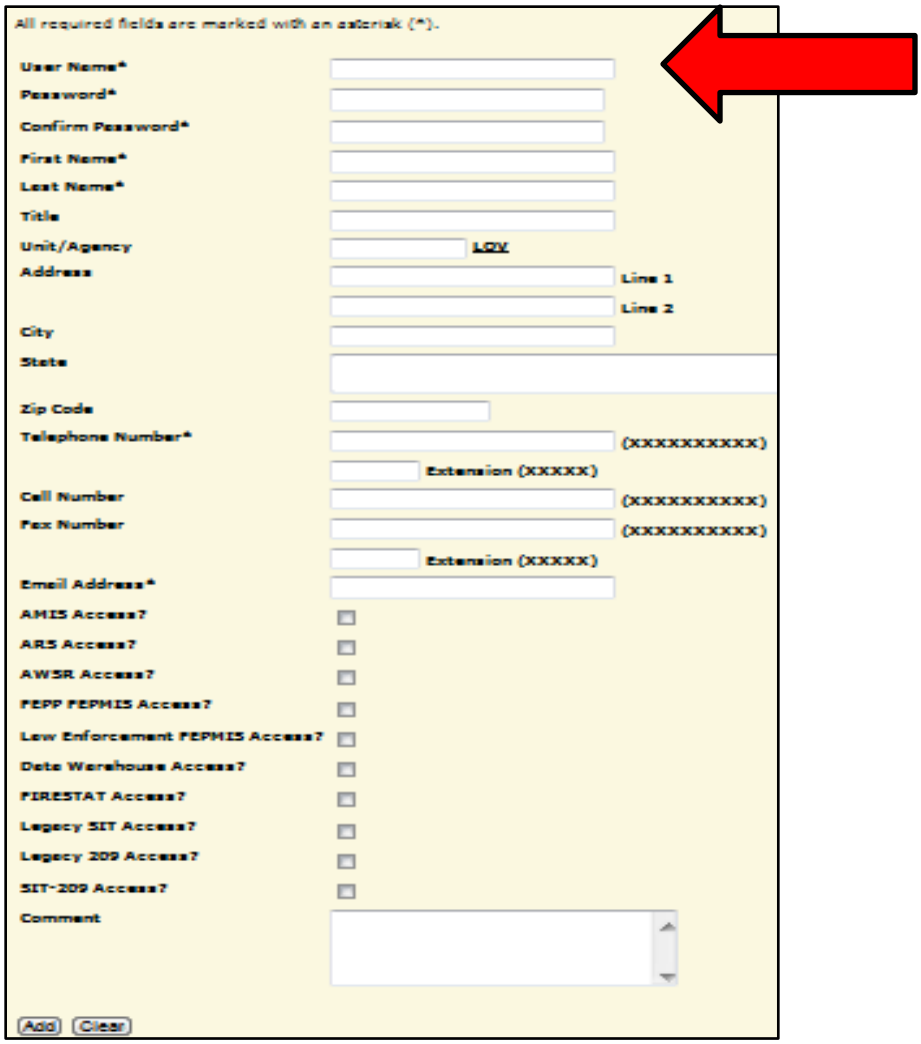
4. Create a User ID (Ensure that there are no spaces).



5. Create a password based on the guidelines provided.

6. Enter First and Last name in the spaces provided.

7. Disregard the Unit/Agency block.

8. Enter in a valid phone number at which you may be reached.

9. Select the “LESO Enforcement FEPMIS Access”.

10. Add in any additional comments.

11. Click Add.

12. Contact your SC to give you your roles.

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Logging into FEPMIS

Go to the FEPMIS website at: https://fam.nwcg.gov/fam-web/

1. Accept the security certificates.
2. Refresh the page (if needed).
3. Click "Log on AWSR, AMIS, ARS, FIRESTAT, SIT, 209"

4. Enter User ID and Password.

If you still cannot log in, contact the DLA LESO Toll Free at 1-800-532-9946 or the FEPMIS help desk at 1-866-224-7677.

Note- If you call the FEPMIS helpdesk, let them know that you need to get a password reset for the "FAMWEB" Portal.

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Receipting Property

Each LEA and/or State with property that has been conditionally transferred to them via the 1033 Program must "Receipt" for that property within the LESO FEPMIS "Receipt Module".

** NOTE--THE LEA MUST RECEIPT FOR ALL PROPERTY IN THEIR RECEIPT QUE BEFORE THEIR LESO INVENTORY CERTIFICATION QUE WILL ACTIVATE**

Note- The following processes must be completed in order to be compliant with the FY14 Annual Inventory:

1) Updating all LEA station information for agencies with 1033 Program property within the LESO Inventory que (one-time per-station only)
2) Receipting for all items in the State
3) Certifying all items in the State within the "LESO Inventory" certification module
4) Uploading required photos and entering Serial numbers of high visibility items: Aircraft, Watercraft, Tactical Vehicles and Weapons. Serial numbers-only are required by FEPMIS, for some Night Vision items.
5) State Coordinator or State Point of Contact official certification in FEPMIS that their entire State has completed the FY14 Annual Inventory requirement

Each item that has been "receipted" by an LEA and/or State Coordinator after August 1, 2014, will count towards the FY14 Annual Inventory process and will not appear in the "LESO Inventory" certification que.

Photos of high visibility commodities received in FY14 (Aircraft, Watercraft, Tactical Vehicles and Weapons) are required. If photos of these items have already been loaded into the FEPMIS property accounting system, there is no need to resubmit/upload.

Receipting for property within FEPMIS:

1. Click "Receipts"

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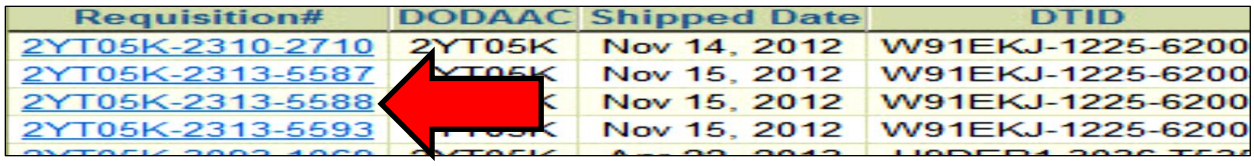
2. Click the requisition number you wish to receipt.



Requisition#	DODAAC	Shipped Date	DTID
2YT05K-2310-2710	2YT05K	Nov 14, 2012	W91EKJ-1225-6200
2YT05K-2313-5587	[illegible]	Nov 15, 2012	W91EKJ-1225-6200
2YT05K-2313-5588	[illegible]	Nov 15, 2012	W91EKJ-1225-6200
2YT05K-2313-5593	[illegible]	Nov 15, 2012	W91EKJ-1225-6200

3. Enter the quantity you wish to receipt.

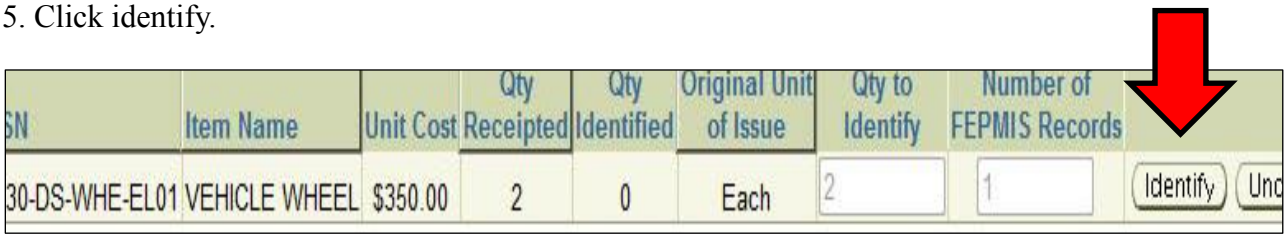
	NSN	Item Name	Qty Requested	Qty Receipted	Qty	Unit Cost	Unit of Issue
Complete	2530-DS-WHE-EL01	VEHICLE WHEEL	2	0	0	$350.00	Each

Receipt all items with values in the Qty field

4. Click receipt.

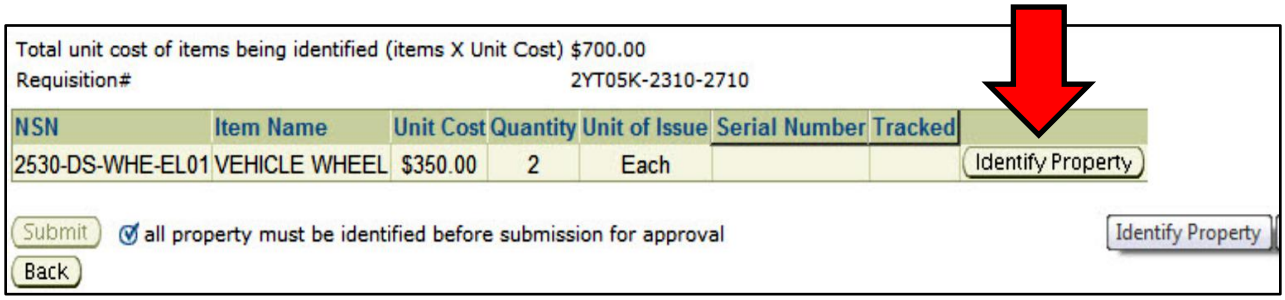
After the page refreshes,

5. Click identify.



SN	Item Name	Unit Cost	Qty Receipted	Qty Identified	Original Unit of Issue	Qty to Identify	Number of FEPMIS Records	
30-DS-WHE-EL01	VEHICLE WHEEL	$350.00	2	0	Each	2	1	Identify Unc

6. Click identify again.



Total unit cost of items being identified (items X Unit Cost) $700.00

Requisition# 2YT05K-2310-2710

NSN	Item Name	Unit Cost	Quantity	Unit of Issue	Serial Number	Tracked	
2530-DS-WHE-EL01	VEHICLE WHEEL	$350.00	2	Each			Identify Property

Submit all property must be identified before submission for approval

Identify Property

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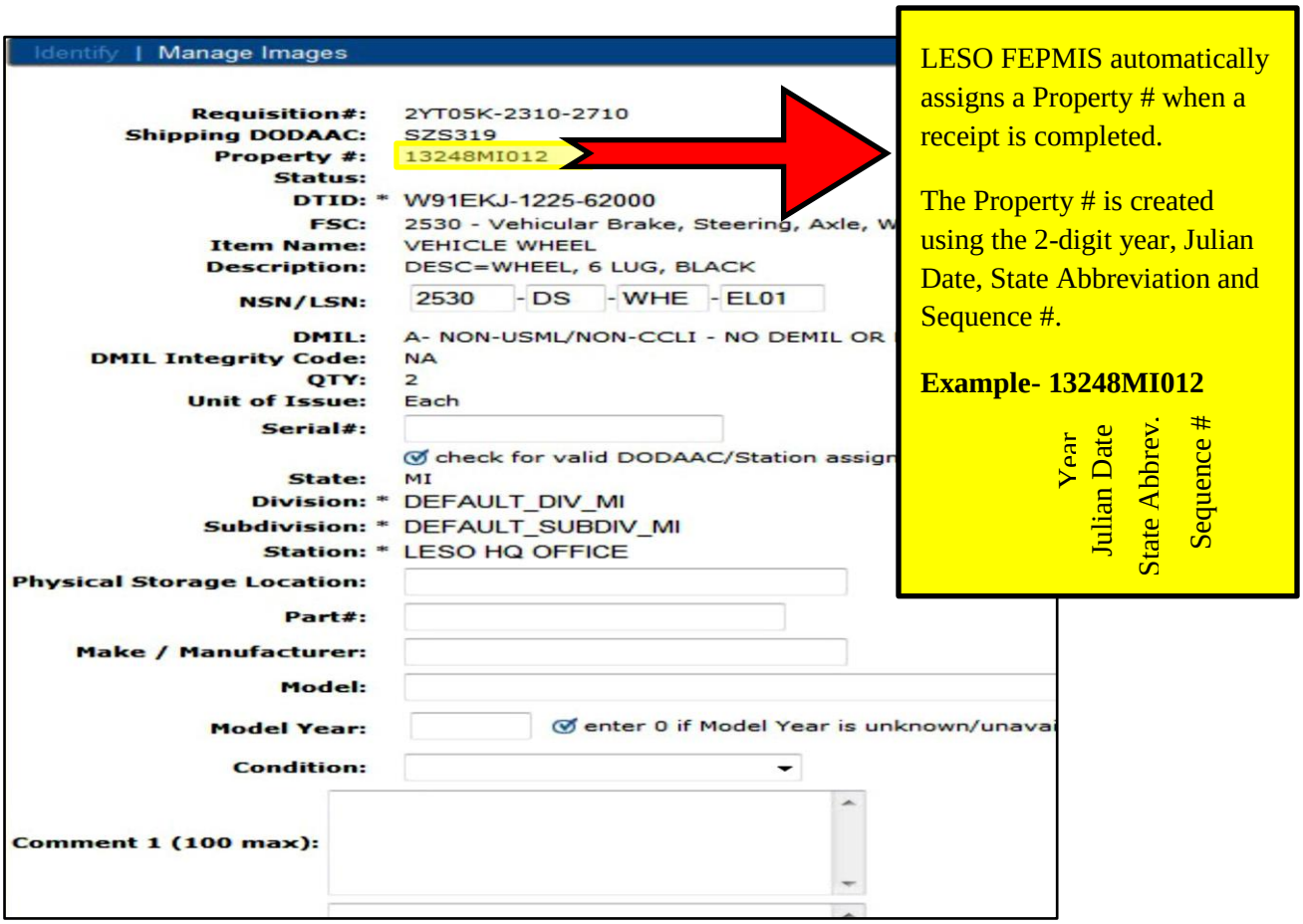
7. Enter information and/or comments (mandatory fields are identified by an asterisk *).



8. If item is high visibility item (Aircraft, Watercraft, Tactical Vehicle or Weapon), upload the required Front, Side and Data plate photos by clicking on “Manage Images”.

9. Select an option from “Image Content” section, and click “browse” to find the appropriate photo.

Note- Images must be .jpg AND under 1 MB.

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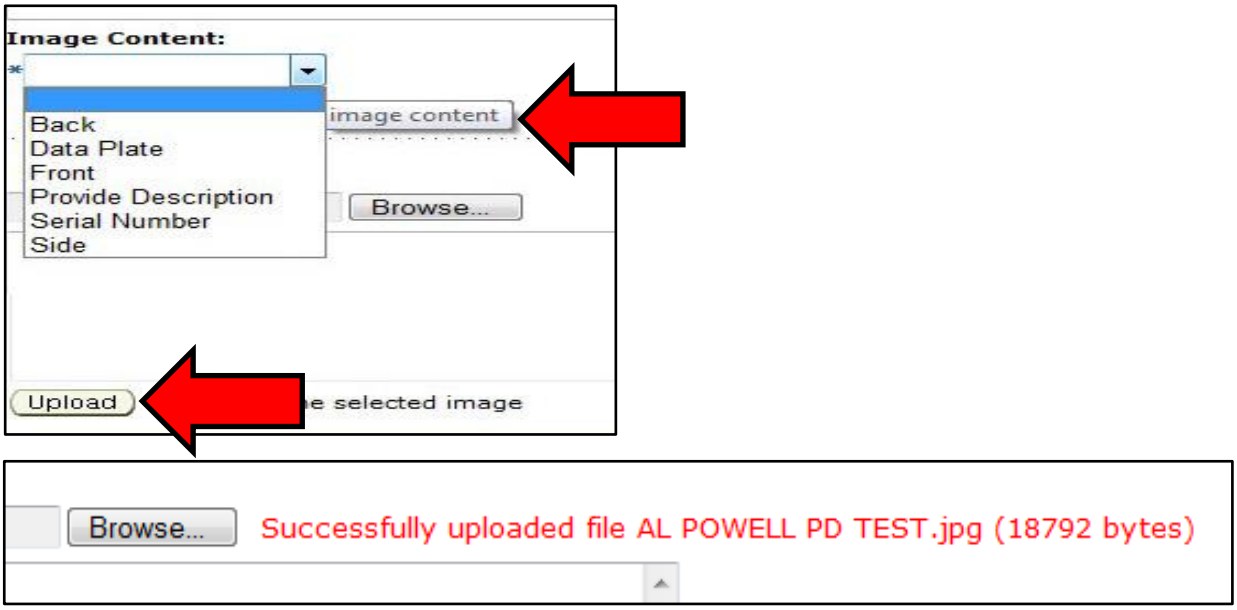
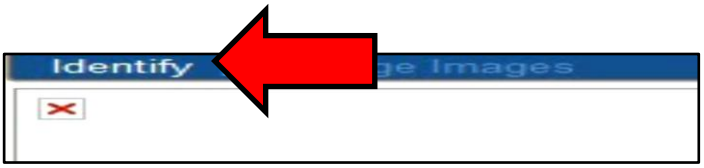
10. Click upload.



11. After the appropriate photo (s) has loaded, click "Identify" to navigate back to the receipt que



12. To complete a receipt, place a check mark next to the certification statement.

13. Click Submit.

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Certifying Property

** NOTE--THE LEA MUST RECEIPT FOR ALL PROPERTY IN THEIR RECEIPT QUE BEFORE THEIR LESO INVENTORY CERTIFICATION QUE WILL ACTIVATE**

Note- The following processes must be completed in order to be compliant with the FY14 Annual Inventory:

1) Updating all LEA station information for agencies with 1033 Program property within the LESO Inventory que (one-time per-station only)
2) Receipting for all items in the State
3) Certifying all items in the State within the "LESO Inventory" certification module
4) Uploading required photos and entering Serial numbers of high visibility items: Aircraft, Watercraft, Tactical Vehicles and Weapons. Serial numbers-only are required by FEPMIS, for some Night Vision items.
5) State Coordinator or State Point of Contact official certification in FEPMIS that their entire State has completed the FY14 Annual Inventory requirement

Each item that has been "receipted" by an LEA and/or State Coordinator after August 1, 2014, will count towards the FY14 Annual Inventory process and will not appear in the "LESO Inventory" certification que.

Photos of high visibility commodities received in FY14 (Aircraft, Watercraft, Tactical Vehicles and Weapons) are required. If photos of these items have already been loaded into the FEPMIS property accounting system, there is no need to resubmit/upload.

Certifying property within LESO FEPMIS:

1. Click "LESO Inventory".

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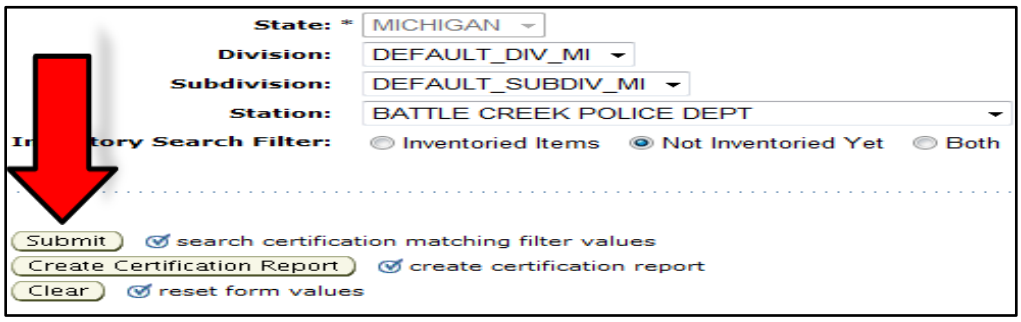
2. Select the default “Division” dropdown.

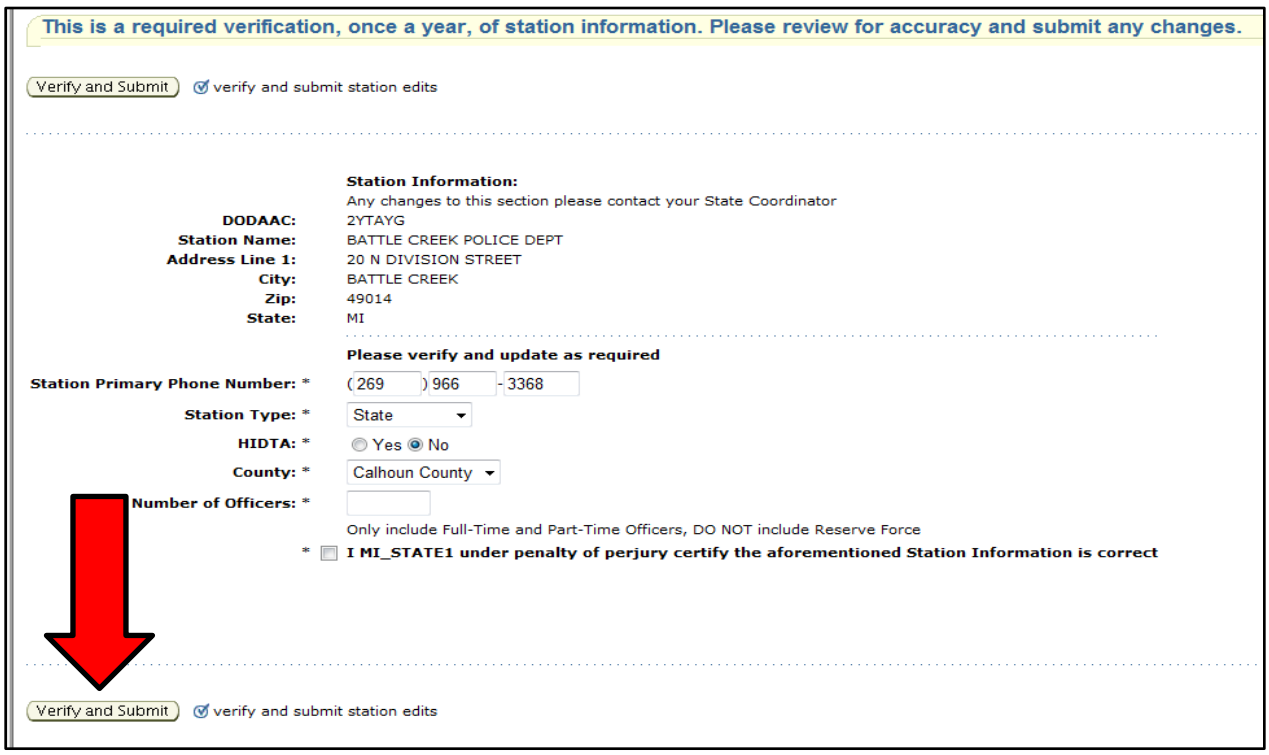
3. Select the default “Subdivision” dropdown.

4. Select the Station.

5. Click Submit.



<u>LEA Station Information verification one-time requirement-</u> The LEA or State Coordinator must certify the LEA (aka Station) information one-time during the FY14 Annual Inventory certification process. The LEA Station Information verification page looks like this:



<u>Note-</u> If the LEA or State Coordinator sees the LEA Station Information verification page above, please verify that the LEA information contained is correct, or make corrections (as needed), and click “Verify and Submit”. Once the LEA Station Information has been verified once, it will no longer appear.

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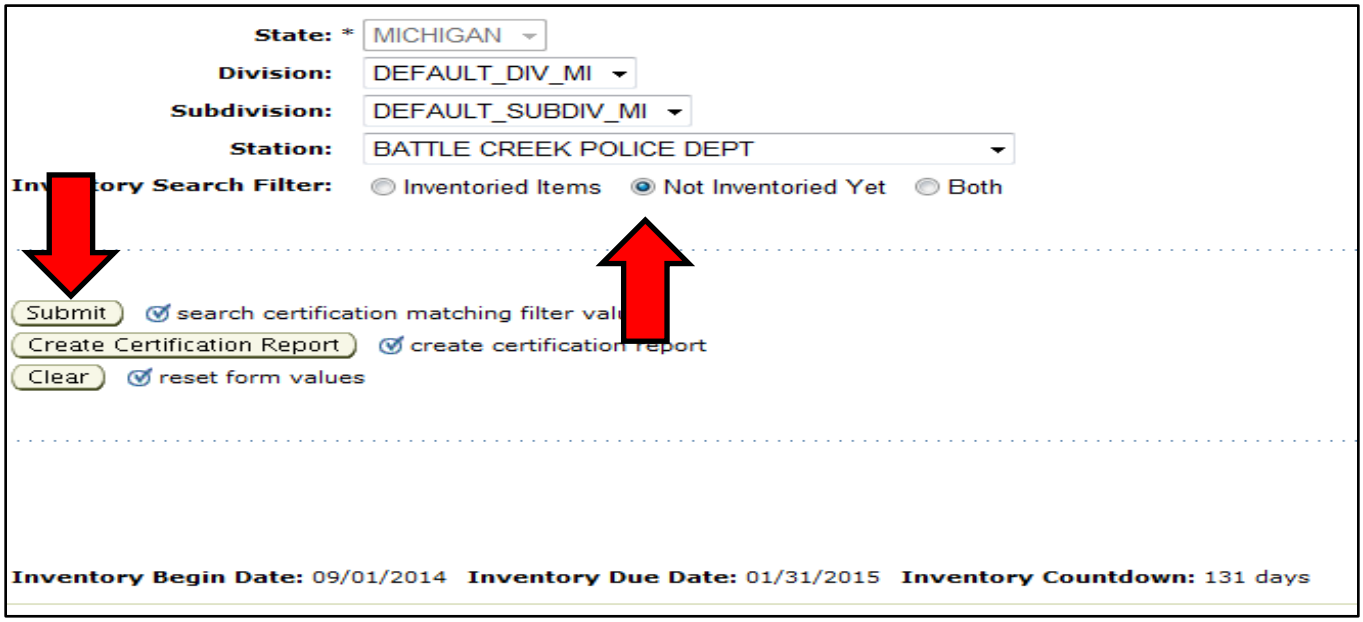
6. Once the LEA Station information has been validated, the LESO FEPMIS will bring the user back to the items in the LESO Inventory que.

> **Note-** *If the LEA still has an item (s) pending receipt*, the LESO Inventory que will only bring up the items that are pending receipt. The user must process these items first. Once all items have been receipted as required, the LESO Inventory que will activate and will allow the user to begin the process of certifying the rest of the items.
>
> If the LEA *does not* have items pending receipt, the LESO Inventory que will allow the user to certify their items.

7. Select the Station and select the radio button "Not Inventoried Yet".

8. Click Submit.



> **Note-** In the lower portion of the screen, the LESO FEPMIS identifies the:
>
> 1) Inventory Begin Date- the date that the LEA or State Coordinator initiated the FY14 Annual Inventory
> 2) Inventory Due Date-the date that the Annual Inventory is Due
> 3) Inventory Countdown-the number of days remaining to complete the Inventory. If the user clicks the "Create Certification Report" button- the user will see a report view of their progress to inventory completion

Example of the LEA progress to inventory completion view:

Report Detail:

Station Name	Station Type	Station Verified	Number Properties	Completed Inventory	Percent Completion	Inventory Completed
BATTLE CREEK POLICE DEPT(2YTAYG)	State	Yes	19	0	0	No

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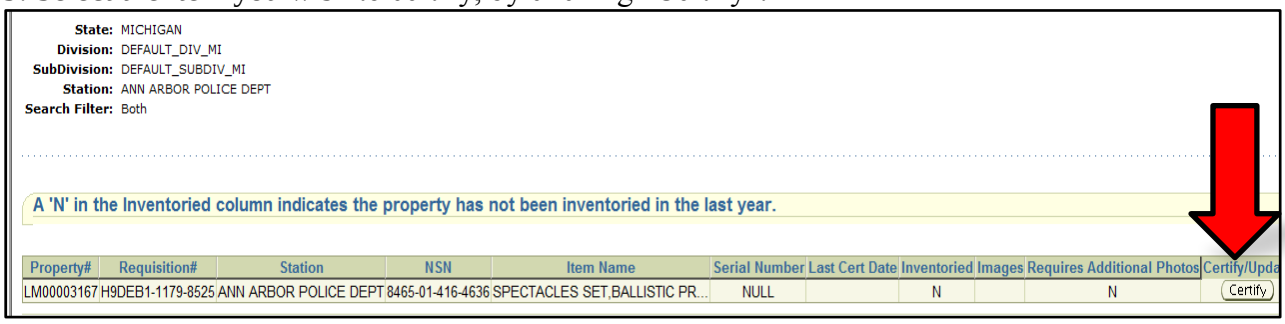
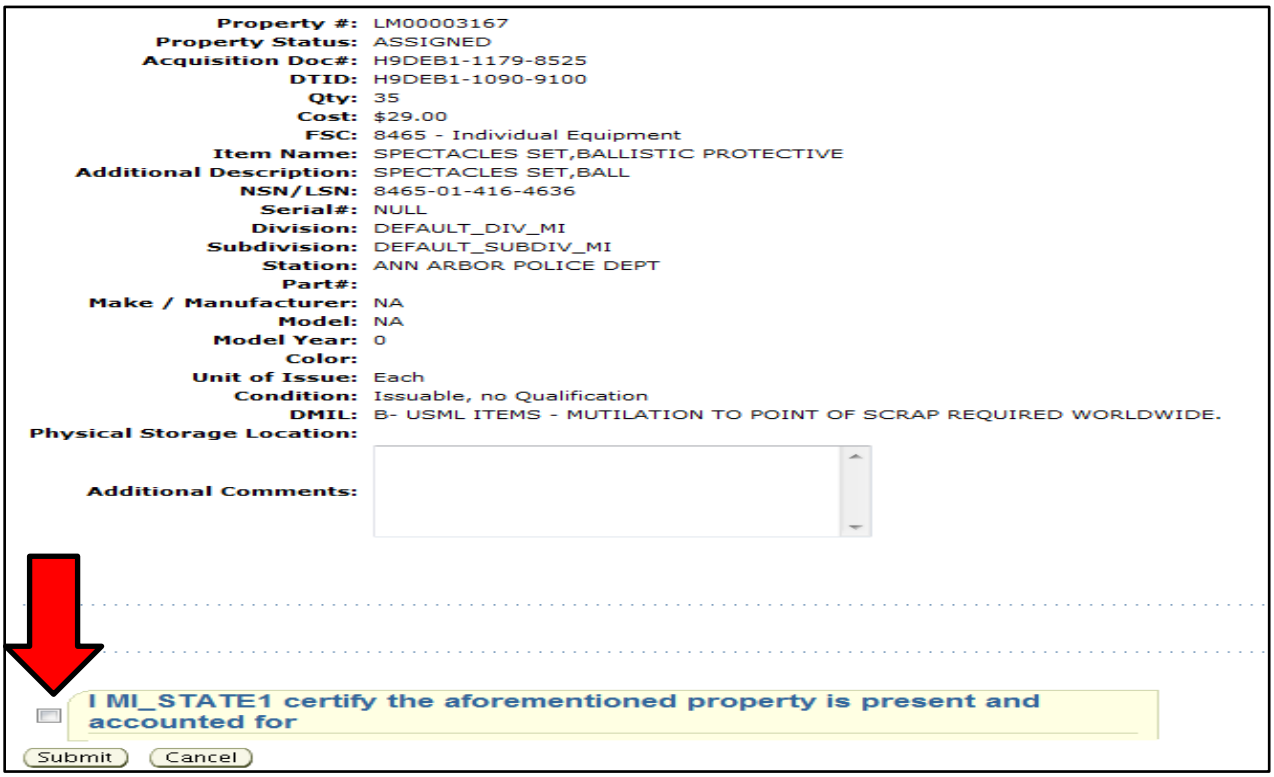
9. Select the item you wish to certify, by clicking “Certify”.

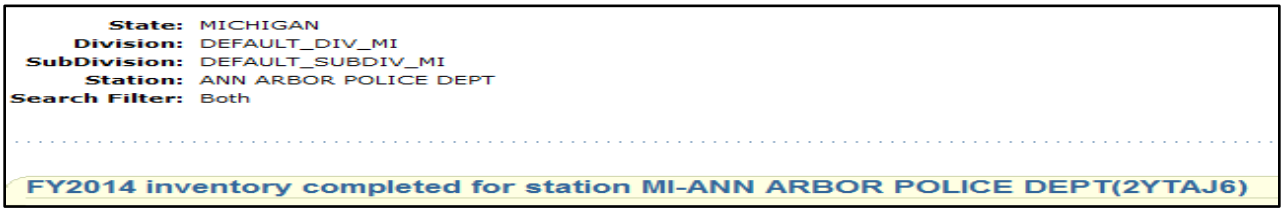


10. Review information associated with the item for accuracy and check the box next to the statement of accountability.



11. Click “Submit”.

12. Once all items have been certified for the LEA, the user will be able to see this completion statement.



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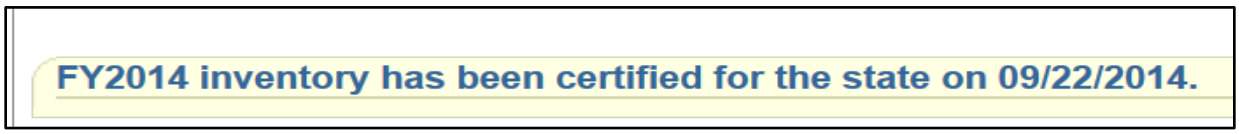
13. Once all items at each LEA has been certified for all LEAs in a State, the State Coordinator and State Points of Contact will be able to see the FY14 Inventory completion statement (Certification pending). To view this screen, the State Coordinator should go into the LESO Inventory que, select only the dropdown for the entire State and click Submit.

14. The State Coordinator or State Point of Contact should check the box next to the accountability statement and click submit.

15. The State Coordinator will then see the following FY14 Annual Inventory completion statement.



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FEPMIS COGNOS Reports for State Coordinators

The LESO has created reports within the LESO FEPMIS CONGOS Portal, for the State Coordinators to use as they manage at the State-level. The reports have been placed in a folder labeled "State Folders" in the LESO FEPMIS COGNOS Portal. State-specific reports have been placed into folders organized by State.

The guidance provided in this Section, will allow State Coordinators to find and view the reports that have been placed in your State folder within the Portal. The LESO has provided reports for STATE COORDINATOR USE-ONLY.

They are:

1) *Report View of State Property Book – Local Use (EXCEL)*

   This report provides the State Coordinator the ENTIRE inventory of all property for his or her entire State (This report includes items that are pending receipt).

2) *Report View of State "Closed" property.*

   This report provides the State Coordinator information for all items that have been "Closed".

3) Report View of State Dashboard Report.

   This report provides a snapshot of useful statistics needed to efficiently manage certain aspects of property management.

To view the reports that have been loaded to your State Folder within the FEPMIS COGNOS Portal:

1. Log-into FEPMIS.

Note- For password assistance call 1-866-224-7677 and select Option "4 FAM WEB".

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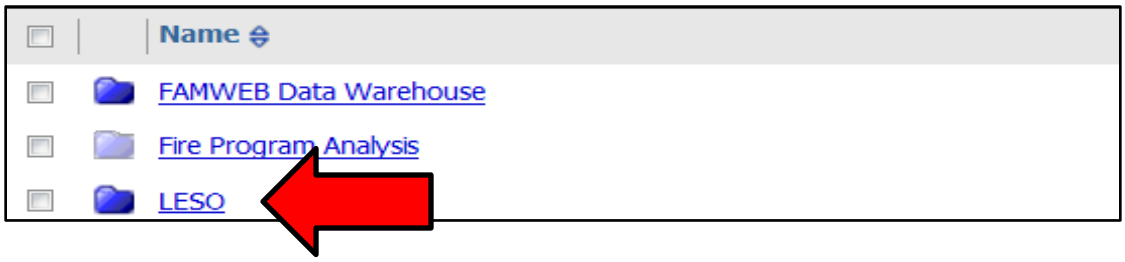
2. Click *Queries and Reports* and re-enter your User-Name and Password.

3. Click LESO Folder.



4. Click STATE FOLDERS.

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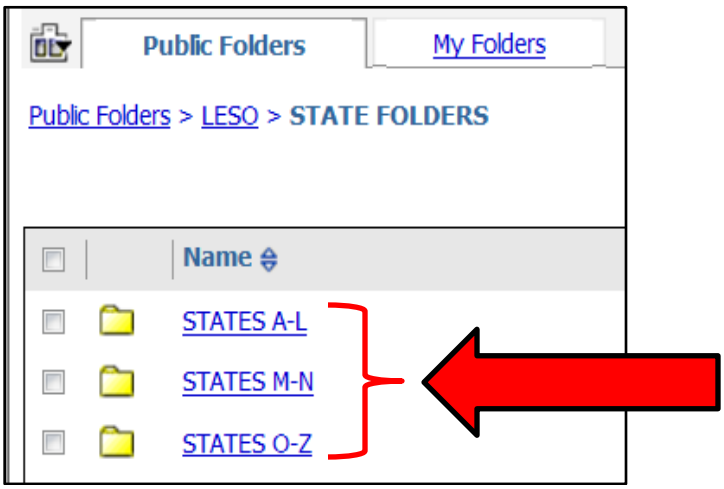
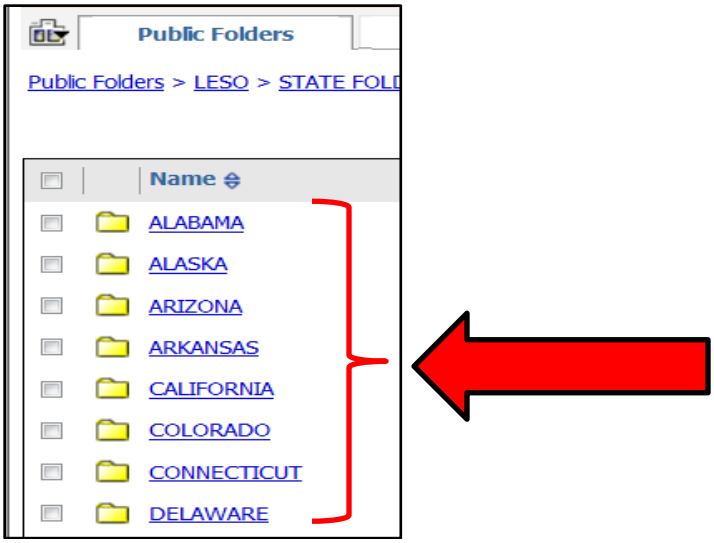
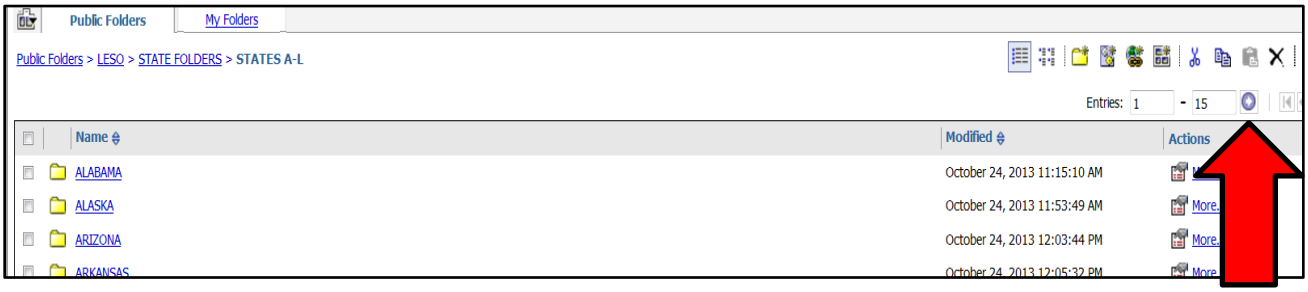
5. Click the Folder that contains your State.



6. Click your State.



Note- If you do not see your State in the list of folders click here to advance the page.



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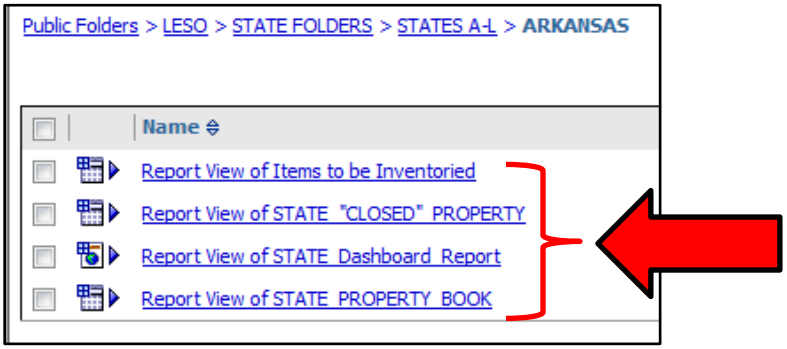

7. Select one of the reports.

Note- If you are using Microsoft Internet Explorer, you must hold the "CTRL" button the computer keyboard, then select one of the reports. You must hold the "CTRL" button, until your computer opens the EXCEL window which contains your report.

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LESO Inventory module query of State-level statistics to inventory completion

The LESO Inventory module itself also allows the State Coordinator or State Points of Contact to view their State-level status to completion at any time throughout the FY14 Annual Inventory process. To view this information, select the State dropdown in the LESO Inventory que and click "Create Certification Report". The State Coordinator status to completion information that will be displayed will look like this:

State: * SOUTH CAROLINA
Division:
Subdivision:
Station:
Inventory Search Filter: Inventoried Items Not Inventoried Yet Both

Submit search certification matching filter values
Create Certification Report create certification report
Clear reset form values

Report Summary:

State: SOUTH CAROLINA
Fiscal Year: 2014
Number Properties: 701 * Only properies that belong to State or State-Tribal stations are included
Properties Completed Inventory: 701 * Only properies that belong to State or State-Tribal stations are included
Properties Percent Completion: 100 * Only properies that belong to State or State-Tribal stations are included
Inventory Completed: Yes * Only properies that belong to State or State-Tribal stations are included
Inventory Certified By: SC_STATE1
Inventory Certified Date: 09/22/2014

Report Detail:

Previous 1-25 of 255 Next 25

Station Name	Station Type	Station Verified	Number Properties	Completed Inventory	Percent Completion	Inventory Completed
ABBEVILLE COUNTY SHERIFF OFFICE(2YTAAB)	State	Yes	34	34	100	Yes
ABBEVILLE SD(2YTAAC)	State	Yes	0	0	100	Yes
AIKEN COUNTY SHERIFF DEPT(2YTACK)	State	Yes	7	7	100	Yes
AIKEN PUBLIC SAFETY DEPT(2YTACL)	State	Yes	22	22	100	Yes
ALLENDALE COUNTY SHERIFF DEPT(2YTAGN)	State	Yes	0	0	100	Yes
ALLENDALE POLICE DEPT(2YTAGP)	State	Yes	0	0	100	Yes
ANDERSON COUNTY ARSON UNIT(2YTAJB)	State	Yes	0	0	100	Yes
ANDERSON COUNTY EMS/SPECIAL OPS(2YTN5F)	State	Yes	0	0	100	Yes
ANDERSON COUNTY SHERIFF DEPT(2YTAJG)	State	Yes	15	15	100	Yes

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FEPMIS Email notifications to State Coordinators and LESO

The LESO FEPMIS will email certain status change notifications to State Coordinators, State Point of Contacts and the LESO, throughout the FY14 Annual Inventory process.

Emails will be provided to the State Coordinators, and State Points of Contacts when:

1) Individual LEAs have verified their Station Information (one-time requirement per LEA)

Subject: LESO FEPMIS Notification: A station verification for Fiscal Year: 2014, State: SOUTH CAROLINA, and station/DODAAC SC-EXAMPLE COUNTY SHERIFF OFFICE(2YT***)

The user SC_LEA1 has verified the below station information for fiscal year 2014 on 09/19/2014.
Station details:

DODAAC: 2YT***
Station Name: EXAMPLE COUNTY SHERIFF OFFICE
21 EXAMPLE ROAD
EXAMPLE,SC 55555

Primary Phone: 1234567890
Station Type: State
HIDTA: No
Number Of Officers: 58

County: Jacksonville
Contact Name: null
Contact Email: ChiefSchmidt@exampletown.net
Fax: 1234567891
Comment:

Last Verified User: SC_LEA1
Last Verified Date: 09/19/2014 06:31:09

Please do not reply to this message.
System: FAMTest

2) Individual LEAs have completed the FY14 Annual Inventory process

Subject: INVENTORY NOTIFICATION: SC-ABBEVILLE COUNTY SHERIFF OFFICE[2YTAAB] FY2014 INVENTORY - Completed 22-Sep-2014

STATE: SOUTH CAROLINA
STATION: ABBEVILLE COUNTY SHERIFF OFFICE
DoDAAC: 2YTAAB
CERTIFIED BY: LEAUSER2, SC;
INVENTORY CERTIFICATION / COMPLETION DATE: 22-Sep-2014 LINE ITEMS INVENTORIED: 34

Please do not reply to this message. Replies to this message are routed to an unmonitored mailbox.
If you have any questions or comments please contact your State Coordinator.

System: FAMTest

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3) All LEAs in the State have completed the FY14 Annual Inventory process. The State Coordinator or State Points of Contact should then go into FEPMIS and certify that their State has completed the FY14 Annual Inventory requirement.

Date: 09/22/2014 12:44 PM
Subject: INVENTORY NOTIFICATION: STATE OF SOUTH CAROLINA FY2014 INVENTORY REQUIRES STATE CERTIFICATION

_____

STATE: SOUTH CAROLINA
All Stations within your state have completed their inventory. Please review and certify your State's inventory to complete.

Please do not reply to this message. Replies to this message are routed to an unmonitored mailbox.
If you have any questions or comments please contact the Law Enforcement Support Office HQ.
Email: LESO@DLA.MIL
Phone: 800.532.9946

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<u>An email will be provided to the LESO when:</u>

1) The State Coordinator or State Point of Contact certifies that their State has completed the FY14 Annual Inventory requirement.

Subject: INVENTORY NOTIFICATION: STATE OF SOUTH CAROLINA FY2014 INVENTORY - Completed 22-Sep-2014

STATE: SOUTH CAROLINA
CERTIFIED BY: COORDINATOR, SC STATE
INVENTORY CERTIFICATION / COMPLETION DATE: 22-Sep-2014 LINE ITEMS INVENTORIED: 701

Please do not reply to this message. Replies to this message are routed to an unmonitored mailbox.
If you have any questions or comments please contact the Law Enforcement Support Office HQ.
Email: LESO@DLA.MIL
Phone: 800.532.9946

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