FY16 Annual Inventory Certification Guide

The Fiscal Year 2016 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: 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 LESO 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 queue 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 DD Form 200 identifying that the 5th item was never received, or provide the DD1348-1A (MRO) 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 LESO 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.

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 queue (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, MRO signed by the DLA Disposition Services site issuing the property, 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

**Controlled Equipment**- As outlined in the Executive Order, certain categories of equipment that LEAs may acquire only after providing additional information, certifications and assurances.

**Prohibited Equipment**- As outlined in the Executive Order, certain categories of equipment that LEAs will not be able to acquire via transfer from Federal agencies.

**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 DLA Disposition Services Site, 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*, some times, the DLA 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 queue waiting 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 (MRO) 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 queue and will not appear on the LEAs account.

Please send supporting documentation to the DLA LESO Property Accounting Team at, LESOCERTIFICATIONS@dla.mil
Section 2: Creating a FEPMIS Account

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
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.
Logging into FEP MIS

Go to the FEP MIS 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 FEP MIS help desk at 1-866-224-7677.

Note: If you call the FEP MIS helpdesk, let them know that you need to get a password reset for the “FAMWEB” Portal.
Receipting Property

Each LEA and/or State with property that has been conditionally transferred to them via the LESO Program must “Receipt” for that property within the LESO FEP MIS “Receipt Module”.

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

Note- The following processes must be completed in order to be compliant with the FY16 Annual Inventory:

1) Updating all LEA station information for agencies with LESO Program property within the LESO Inventory queue (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/or Serial numbers of high visibility items: Aircraft, Tactical Vehicles, Weapons, Certain Night Vision Devices and Suppressors.
5) State Coordinator or State Point of Contact official certification in FEP MIS that their entire State has completed the FY16 Annual Inventory requirement
6) All Aircraft will need the flight hours input into FEP MIS during the inventory.

Each item that has been “receipted” by an LEA and/or State Coordinator after August 1, 2016, will count towards the FY16 Annual Inventory process and will not appear in the “LESO Inventory” certification queue.

Photos and/or Serial Numbers of high visibility commodities received in FY16 (Aircraft, Tactical Vehicles, Weapons, Certain Night Vision Devices and Suppressors) may be required. If photos of these items have already been loaded into the FEP MIS property accounting system, there is no need to resubmit/upload. Users should provide updated photographs if the item was damaged or repainted since providing the last photograph.
Receipting for property within FEPMIS:

1. Click “Receipts”

![Receipting for property within FEPMIS](image)

2. Click the requisition number you wish to receipt.

![Click the requisition number you wish to receipt](image)

3. Enter the quantity you wish to receipt.

![Enter the quantity you wish to receipt](image)

4. Click receipt.

After the page refreshes,

5. Click identify.

![Click identify](image)
Section 4: Receipting Property

6. Click identify again.

![Image of Identify Property screen]

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

![Image of Identify Property screen]

LESO FEP MIS automatically assigns a Property # when a receipt is completed. The Property # is created using the 2-digit year, Julian Date, State Abbreviation and Sequence #.

**Example- 13248MI012**

Year: 13  
Julian Date: 248  
State Abbrev.: MI  
Sequence #: 012

8. *If item is high visibility item (Aircraft, Tactical Vehicles, Weapons, Certain Night Vision Devices or Suppressors), upload the required photos by clicking on “Manage Images”.

![Image of Manage Images screen]
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.

10. Click upload.

   ![Image Content Selection]

11. After the appropriate photo has loaded, click “Identify” to navigate back to the receipt queue.

   ![Successfully uploaded file]

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

   ![Certification Statements]

13. Click Submit.
Certifying Property

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

Certifying property within LESO FEPMIS:

1. Click “LESO Inventory”.

2. Select the default “Division” dropdown.

3. Select the default “Subdivision” dropdown.

4. Select the Station and “Not Inventoried Yet”.

5. Click Submit.
Section 5: Certifying Property

*LEA Station Information verification is a one-time requirement* - The LEA must certify the Station Information one-time during the FY16 Annual Inventory certification process. The LEA Station Information verification page looks like this:
Note: 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). The user will also be required to upload their State Plan of Operation.

6. To upload your State Plan of Operation, click “Document Upload. Click “Browse”. Find the State Plan of Operation for your State or LEA, signed by the current Chief Law Enforcement Official on your desktop.

7. Click “Upload and Save”

8. Once finished, click “Back”, it will bring you back to the Station Information Verification page.
9. Verify that your State Plan of Operation is correctly uploaded. Click “Verify and Submit”.

10. Once the LEA Station information has been validated, the LESO FEP MIS will bring the user back to the items in the LESO Inventory queue.

   **Note:** If the LEA still has an item(s) pending receipt, the LESO Inventory queue 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 queue 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 queue will allow the user to start certifying their items.
Note- After each Station verifies this information, the State Coordinators and State Points of Contact will receive an email from FEPMIS:

Sample Email sent after Station Verification

The following has changed in the station configuration:
Station: YORK POLICE DEPT (2YTNZY)
Date: 08/13/2015

Number of Officers has been modified.
New value: 30
Old value: 28

11. Once the Station Information verification requirement is complete, the user is brought back to the “LESO Inventory” queue. Click “Not Inventoried Yet”. Click “Submit”.

Note- In the lower portion of the screen, the LESO FEPMIS identifies the:

1) Inventory Begin Date- the date that the LEA initiated the 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
Section 5: Certifying Property

Example of the LEA progress to inventory completion view:

<table>
<thead>
<tr>
<th>Station Name</th>
<th>Station Type</th>
<th>Station Verified</th>
<th>Number Properties</th>
<th>Completed Inventory</th>
<th>Percent Completion</th>
<th>Inventory Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>BATTLE CREEK POLICE DEPT(2YTVYG)</td>
<td>Sta</td>
<td>Yes</td>
<td>19</td>
<td>0</td>
<td>0</td>
<td>No</td>
</tr>
</tbody>
</table>

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

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

14. Click “Submit”. This item is now certified.
15. Once all items have been certified for the LEA, the user will be able to see this completion statement.

16. Once the final LEA has completed their inventory requirement, the State Coordinator and State Points of Contact will see the FY16 Inventory completion statement (Certification pending). To view this screen, the State Coordinator should go into their LESO Inventory queue. Select only the dropdown for the entire State and click Submit.

    **Note:** State Coordinators and/or State Points of Contact will receive an automatic email from FEPMS when the final LEA in their State completes the Annual Inventory.

17. The State Coordinator or State Point of Contact (with full signature authority-only), should log into FEPMS, click LESO Inventory. Select only the dropdown for the entire State and click Submit. Check the boxes next to the accountability statements.
18. To Certify your State has completed the FY16 Inventory, fill in the required fields and click “Submit”.

19. The State Coordinator will then see the following FY16 Annual Inventory completion statement.

FY2014 inventory has been certified for the state on 09/22/2014.
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 FY16 Annual Inventory process. To view this information, select the State dropdown in the LESO Inventory queue and click “Create Certification Report”. The State Coordinator status to completion information that will be displayed will look like this:

![Image of LESO Inventory Module Query of State-Level Statistics to Inventory Completion]

<table>
<thead>
<tr>
<th>State Name</th>
<th>Station Type</th>
<th>Station Verified</th>
<th>Number Properties</th>
<th>Properties Completed</th>
<th>Percent Completion</th>
<th>Inventory Percent Completion</th>
<th>Inventory Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>ABBEVILLE COUNTY SHERIFF OFFICE (2YTAAB)</td>
<td>State</td>
<td>Yes</td>
<td>34</td>
<td>34</td>
<td>100</td>
<td>100</td>
<td>Yes</td>
</tr>
<tr>
<td>ABBEVILLE ID (2YTAAC)</td>
<td>State</td>
<td>Yes</td>
<td>0</td>
<td>0</td>
<td>100</td>
<td>100</td>
<td>Yes</td>
</tr>
<tr>
<td>AIKEN COUNTY SHERIFF DEPT (2YTAOK)</td>
<td>State</td>
<td>Yes</td>
<td>7</td>
<td>7</td>
<td>100</td>
<td>100</td>
<td>Yes</td>
</tr>
<tr>
<td>AIKEN PUBLIC SAFETY DEPT (2YTACL)</td>
<td>State</td>
<td>Yes</td>
<td>22</td>
<td>22</td>
<td>100</td>
<td>100</td>
<td>Yes</td>
</tr>
<tr>
<td>ALLENDALE COUNTY SHERIFF DEPT (2YTAKG)</td>
<td>State</td>
<td>Yes</td>
<td>0</td>
<td>0</td>
<td>100</td>
<td>100</td>
<td>Yes</td>
</tr>
<tr>
<td>ALLENDALE POLICE DEPT (2YTAIP)</td>
<td>State</td>
<td>Yes</td>
<td>0</td>
<td>0</td>
<td>100</td>
<td>100</td>
<td>Yes</td>
</tr>
<tr>
<td>ANDERSON COUNTY ARSON UNIT (2YTAJ)</td>
<td>State</td>
<td>Yes</td>
<td>0</td>
<td>0</td>
<td>100</td>
<td>100</td>
<td>Yes</td>
</tr>
<tr>
<td>ANDERSON COUNTY EMS/POLICE (2YTNF)</td>
<td>State</td>
<td>Yes</td>
<td>0</td>
<td>0</td>
<td>100</td>
<td>100</td>
<td>Yes</td>
</tr>
<tr>
<td>ANDERSON COUNTY SHERIFF DEPT (2YTAJG)</td>
<td>State</td>
<td>Yes</td>
<td>15</td>
<td>15</td>
<td>100</td>
<td>100</td>
<td>Yes</td>
</tr>
</tbody>
</table>
The LESO FEPMIS will email certain status change notifications to State Coordinators, State Point of Contacts and the LESO, throughout the FY16 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 FY16 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 INVENTORYED: 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
3) All LEAs in the State have completed the FY16 Annual Inventory process. The State Coordinator or State Points of Contact should then go into FEPMIS and certify that their State has completed the FY16 Annual Inventory requirement.

An email will be provided to the LESO when:

1) The State Coordinator or State Point of Contact certifies that their State has completed the FY16 Annual Inventory requirement.