

# Law Enforcement Support Office

## User Guide: FY15 Annual Inventory Certification Process



*Defense Logistics Agency  
Law Enforcement Support Office*

## **FY15 Annual Inventory Certification Guide**

The Fiscal Year 2015 Annual Inventory Certification User Guide has been created to assist State Coordinators, State Points of Contact, and Law Enforcement Agency (LEA) Point of Contact (POC), 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 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 5<sup>th</sup> 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: Federal Stock Class (FSC), Item Name, National Stock Number (NSN), 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 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](mailto:LESOCERTIFICATIONS@dla.mil)**

**Controlled Equipment-** As outlined in the Executive Order, certain categories of equipment that LEAs may requisition 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 requisition 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, 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 (Material Release Order-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](mailto:LESOCERTIFICATIONS@dla.mil)**

## 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).

All required fields are marked with an asterisk (\*).

User Name\*

Password\*

Confirm Password\*

First Name\*

Last Name\*

Title

Unit/Agency

Address  Line 1

Line 2

City

State

Zip Code

Telephone Number\*  (XXXXXXXXXX)

Extension (XXXXXX)

Cell Number  (XXXXXXXXXX)

Fax Number  (XXXXXXXXXX)

Extension (XXXXXX)

Email Address\*

AMIS Access?

ARS Access?

AWSR Access?

FEP FEPMIS Access?

Law Enforcement FEPMIS Access?

Data Warehouse Access?

FIRESTAT Access?

Legacy SIT Access?

Legacy 209 Access?

SIT-209 Access?

Comment

A red arrow points to the User Name field.

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 State Coordinator (SC) to give you your roles.

## 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.*

## **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 FY15 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/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 (with full signing authority) official certification in FEPMIS that their entire State has completed the FY15 Annual Inventory requirement
- 6) All Aircraft will need the flight hours input into FEPMIS during the inventory.

Each item that has been “receipted” by an LEA and/or State Coordinator after August 1, 2015, will count towards the FY15 Annual Inventory process and will not appear in the “LESO Inventory” certification que.

Photos and/or Serial Numbers of high visibility commodities received in FY15 (Aircraft, Tactical Vehicles, Weapons, Certain Night Vision Devices and Suppressors) may be required. If photos of these items have already been loaded into the FEPMIS 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"

2. Click the requisition number you wish to receipt.

Requisition#	DODAAC	Shipped Date	DTID
<a href="#">2YT05K-2310-2710</a>	2YT05K	Nov 14, 2012	W91EKJ-1225-6200
<a href="#">2YT05K-2313-5587</a>	2YT05K	Nov 15, 2012	W91EKJ-1225-6200
<a href="#">2YT05K-2313-5588</a>	2YT05K	Nov 15, 2012	W91EKJ-1225-6200
<a href="#">2YT05K-2313-5593</a>	2YT05K	Nov 15, 2012	W91EKJ-1225-6200

3. Enter the quantity you wish to receipt.

	NSN	Item Name	Qty Requested	Qty Received	Qty	Unit Cost	Unit of Issue
<input type="button" value="Complete"/>	2530-DS-WHE-EL01	VEHICLE WHEEL	2	0	<input type="text" value="0"/>	\$350.00	Each

All items with values in the Qty field

4. Click receipt.

After the page refreshes,

5. Click identify.

SN	Item Name	Unit Cost	Qty Received	Qty Identified	Original Unit of Issue	Qty to Identify	Number of FEPMIS Records	
30-DS-WHE-EL01	VEHICLE WHEEL	\$350.00	2	0	Each	<input type="text" value="2"/>	<input type="text" value="1"/>	<input type="button" value="Identify"/> <input type="button" value="Undo"/>

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		<input type="button" value="Identify Property"/>

all property must be identified before submission for approval

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

Identify | Manage Images

Requisition#: 2YT05K-2310-2710  
 Shipping DODAAC: SZS319  
 Property #: 13248MI012  
 Status:  
 DTID: \* W91EKJ-1225-62000  
 FSC: 2530 - Vehicular Brake, Steering, Axle, W  
 Item Name: VEHICLE WHEEL  
 Description: DESC=WHEEL, 6 LUG, BLACK  
 NSN/LSN: 2530 - DS - WHE - EL01  
 DMIL: A- NON-USML/NON-CCLI - NO DEMIL OR  
 DMIL Integrity Code: NA  
 QTY: 2  
 Unit of Issue: Each  
 Serial#:   
 check for valid DODAAC/Station assign  
 State: MI  
 Division: \* DEFAULT\_DIV\_MI  
 Subdivision: \* DEFAULT\_SUBDIV\_MI  
 Station: \* LESO HQ OFFICE  
 Physical Storage Location:   
 Part#:   
 Make / Manufacturer:   
 Model:   
 Model Year:   enter 0 if Model Year is unknown/unava  
 Condition:   
 Comment 1 (100 max):

LESO FEPMIS 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  
 Julian Date  
 State Abbrev.  
 Sequence #

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”.

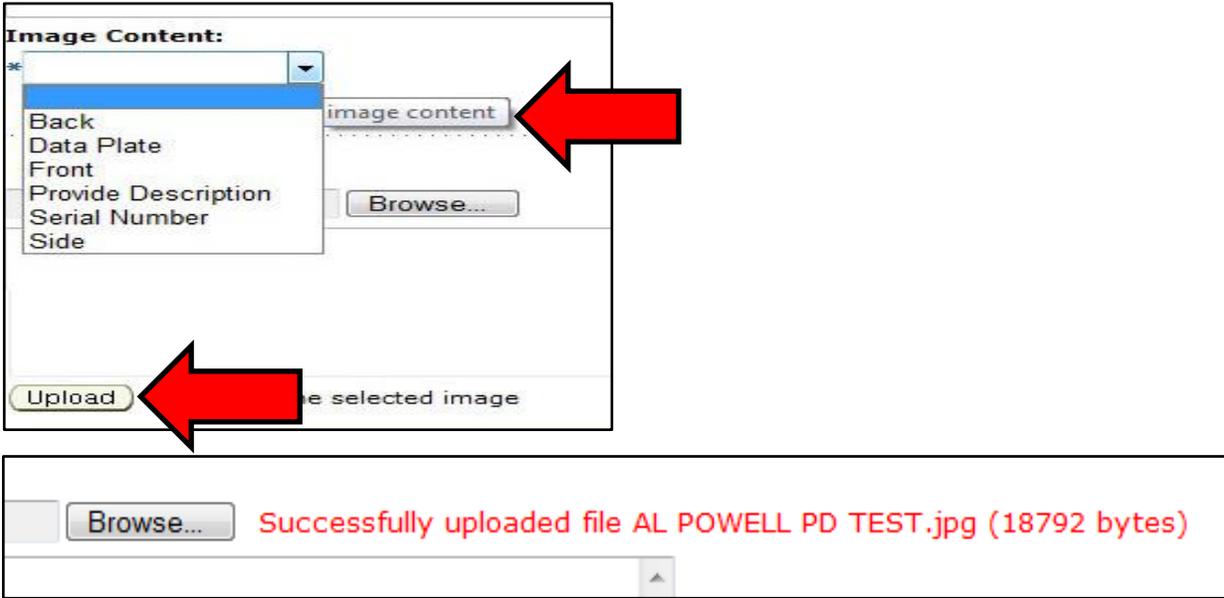
Identify | Manage Images

Requisition#: 2YT05K-2310-2710  
 Shipping DODAAC: SZS319  
 Property #: 13248MI012  
 Status:  
 DTID: \* W91EKJ-1225-62000  
 FSC: 2530 - Vehicular Brake, Steering  
 Item Name: VEHICLE WHEEL  
 Description: DESC=WHEEL, 6 LUG, BLACK

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.



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.

## **Certifying Property**

**\*\* 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 FY15 Annual Inventory:

- 1) Updating all LEA station information for agencies with 1033 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 entering Serial numbers of high visibility items: Aircraft, Tactical Vehicles, Weapons Certain Night Vision Devices and Suppressors.
- 5) State Coordinator or State Point of Contact (with full signing authority) official certification in FEPMIS that their entire State has completed the FY15 Annual Inventory requirement
- 6) All Aircraft will need the flight hours input into FEPMIS during the inventory.

Each item that has been “receipted” by an LEA and/or State Coordinator after August 1, 2015, will count towards the FY15 Annual Inventory process and will not appear in the “LESO Inventory” certification queue.

Photos and/or serial numbers of high visibility commodities received in FY15 (Aircraft, Tactical Vehicles, Weapons, Certain Night Vision Devices and Suppressors) may be required. If photos of these items have already been loaded into the FEPMIS 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.

*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.



**\*LEA Station Information verification is a one-time requirement-** The LEA or State Coordinator must certify the LEA (aka Station) information one-time during the FY15 Annual Inventory certification process. The LEA Station Information verification page looks like this:

**Station Information:**  
 Any changes to this section please contact your State Coordinator  
 2YTNNUN  
 WINTHROP UNIV PUBLIC SAFETY  
 2 CRAWFORD BUILDING  
 ROCK HILL  
 29733  
 SC

**Please verify and update as required**

Station Primary Phone Number: ( ) - ( )  
 Station Type: State  
 HIDTA:  Yes  No  
 Chief Law Enforcement Official: \_\_\_\_\_  
 County: \_\_\_\_\_  Optional: Show counties for the entire state If your County is not listed please contact the LESO HQ or \_\_\_\_\_  
 Number of Officers: \_\_\_\_\_  
 Only include Full-Time and Part-Time Officers, DO NOT include Reserve Force

**LAW ENFORCEMENT AGENCY MUST ENSURE**

- All 1033 Program equipment is utilized in accordance with the State Plan of Operation
- The appropriate Policy and Protocols are adapted and approved for all applicable equipment
- The appropriate civilian governing body has approved all equipment as needed
- All necessary training regarding appropriate use of all applicable equipment is completed
- After an analysis is required for significant incidents involving all applicable equipment provide a copy of the analysis.
- LEAs must collect and retain information when allegations of unlawful or inappropriate police equipment trigger a Federal compliance review of the LEA
- Training in the Protection of civil rights and civil liberties has been completed in accordance with regulations

**STATE PLAN OF OPERATION**

[Document Upload](#)  Upload state plan of operation. Note: controls are disabled until a plan is uploaded.

- The State Plan Of Operation is up to date
- Verify the listed Chief Law Enforcement Official (CLEO) above is current
- State Plan of Operation signed by the current Chief Law Enforcement Official (CLEO) has been uploaded

**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 entire 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.

**Upload a New Document**

**Current Limits:** you can upload up to 10 documents per entity; the max. size for a document is 5MB

Document Type: State Plan Of Operation  indicate the document type, such as lost property, audit, etc

Document Description: \_\_\_\_\_  add a description for the document (500 max chars)

Additional Key Words: \_\_\_\_\_  only alphanumeric characters are allowed

File for Upload:  No file selected.  the following document types are supported: MS-WORD, MS-EXCEL, PDF, TEXT

upload the selected document and save the associated information

back to previous page

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”.

**Station Information:**  
 Any changes to this section please contact your State Coordinator  
 DODAAC: 2YTNUN  
 Station Name: WINTHROP UNIV PUBLIC SAFETY  
 Address Line 1: 2 CRAWFORD BUILDING  
 City: ROCK HILL  
 Zip: 29733  
 State: SC

**Please verify and update as required**

Station Primary Phone Number: (546) 993-1294  
 Station Type: State  
 HIDTA:  Yes  No  
 Chief Law Enforcement Official: CLEO 2YTNUN  
 County: York County  Optional: Show counties for the entire state. If your County is not listed please contact the LESO HQ or your State Coordinator  
 Number of Officers: 8  
Only include Full-Time and Part-Time Officers, DO NOT include Reserve Force

**LAW ENFORCEMENT AGENCY MUST ENSURE**

- All 1033 Program equipment is utilized in accordance with the State Plan of Operation
- The appropriate Policy and Protocols are adapted and approved for all applicable equipment
- The appropriate civilian governing body has approved all equipment as needed
- All necessary training regarding appropriate use of all applicable equipment is completed
- After action analysis is required for significant incidents involving all applicable equipment, and upon receipt provide a copy of the analysis.
- LEAs must collect and retain information when allegations of unlawful or inappropriate police actions in applicable equipment trigger a Federal compliance review of the LEA
- Training on the Protection of civil rights and civil liberties has been completed in accordance with State regulations

**STATE PLAN OF OPERATION**

Upload state plan of operation. Note: controls are disabled until a plan is uploaded.

- The State Plan Of Operation is up to date [BARCODE\\_033917.pdf](#)
- Verify the listed Chief Law Enforcement Official (CLEO) above is current
- State Plan of Operation signed by the current Chief Law Enforcement Official (CLEO) has been verified
- I SC\_STATE1 under penalty of perjury certify the aforementioned information is correct

verify and submit station edits

10. Once the LEA Station information has been validated, the LESO FEPMIS 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 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 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” que. 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 or State Coordinator Initiated the FY15 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

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.

Property #: LM00003167  
Property Status: ASSIGNED  
Acquisition Doc#: H9DEB1-1179-8525  
DTID: H9DEB1-1090-9100  
Qty: 35  
Cost: \$29.00  
FSC: 8465 - Individual Equipment  
Item Name: SPECTACLES SET, BALLISTIC PROTECTIVE  
Additional Description: SPECTACLES SET, BALL  
NSN/LSN: 8465-01-416-4636  
Serial#: NULL  
Division: DEFAULT\_DIV\_MI  
Subdivision: DEFAULT\_SUBDIV\_MI  
Station: ANN ARBOR POLICE DEPT  
Part#:   
Make / Manufacturer: NA  
Model: NA  
Model Year: 0  
Color:   
Unit of Issue: Each  
Condition: Issuable, no Qualification  
DMIL: B- USML ITEMS - MUTILATION TO POINT OF SCRAP REQUIRED WORLDWIDE.  
Physical Storage Location:   
Additional Comments:   
  
MI\_STATE1 certify the aforementioned property is present and accounted for  
Submit Cancel

14. Click “Submit”. This item is now certified.

**Certifying Prohibited Items (items that may be under recall)**

The user will not be able to certify the item using the information above. The user must submit a Change of Status (COS) to turn the item in.

Pending Transfer Requirements: Pending Transfer. Accept transfer using the modification module  
Prohibited Property - must execute Change Of Status and close this property: Accept Transfer Change of Status  
Property #: 13177SC13  
Commodity Type: PROHIBITED  
Property Status: PENDING TRANSFER  
Acquisition Doc#: 000000-0000-0000  
DTID: 000000-0000-0000  
Qty: 1  
Cost: \$499.00  
FSC: 1005 - Guns, through 30mm  
Item Name: RIFLE, 5.56 MILLIMETER  
Additional Description: RIFLE, 5.56 MILLIMETER

**Note-** Once the COS is approved by the DLA LESO, the item will be certified.

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

FY2014 inventory completed for station MI-ANN ARBOR POLICE DEPT(2YTAJ6)

16. Once the final LEA has completed their inventory requirement, the State Coordinator and State Points of Contact will see the FY15 Inventory completion statement (Certification

pending). To view this screen, the State Coordinator should go into their LESO Inventory que. 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 FEPMIS 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 FEPMIS, 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 FY15 Inventory, fill in the required fields and click “Submit”.

**FY2015 inventory completed for the state . Certification pending.**

State: MONTANA  
 Fiscal Year: 2015  
 Number Properties: 86  
 Completed Inventory: 86  
 Percent Completion: 100.0  
 Inventory Completed: Yes

**CHIEF LAW ENFORCEMENT EXECUTIVE OFFICIAL (CLEO) AND STATE COORDINATORS MUST ENSURE**

- All 1033 Program equipment is utilized in accordance with the State Plan of Operation
- The appropriate Policy and Protocols are adapted and approved for all applicable equipment
- The appropriate civilian governing body has approved all equipment as needed
- All necessary training regarding appropriate use of all applicable equipment is completed
- After action analysis is required for significant incidents involving all applicable equipment, and upon request the LEA is required to provide a copy of the analysis.
- LEAs must collect and retain information when allegations of unlawful or inappropriate police actions involving the use of all applicable equipment trigger a Federal complaint
- Training on the Protection of civil rights and civil liberties has been completed in accordance with State and Local Government regulations

**STATE PLAN OF OPERATION**

- The listed Chief Law Enforcement Executive Official (CLEO) is current for each Station  Note: check individual LEA's plans via the Station Management Utility
- The State Plan of Operation for each LEA is up to date and signed by the current CLEO
- Memorandum of Agreement is current and on file

**STATE 1033 PROGRAM ACCOUNTABILITY**

In accordance with the signed Memorandum of Agreement (MOA) between the Defense Logistics Agency (DLA) and the State of MONTANA, I hereby certify that all property on record for each participating Law Enforcement Agency (LEA) within my State have been certified and verified by the Chief Law Enforcement Executive Official (CLEO) or Head of Agency

I MTStateUser1 confirm that the foregoing is true and correct. Failure to comply may result in State suspension from the 1033 program

Additional Comments:

Submit Cancel

19. The State Coordinator will then see the following FY15 Annual Inventory completion statement.

**FY2014 inventory has been certified for the state on 09/22/2014.**



## 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 FY15 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: \*

Division:

Subdivision:

Station:

Inventory Searcher:  Inventoried Items  Not Inventoried Yet  Both

search certification matching filter values

create certification report

reset form values

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**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:**

1-25 of 255

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(2YTA CL)	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(2YTNSF)	State	Yes	0	0	100	Yes
ANDERSON COUNTY SHERIFF DEPT(2YTAJG)	State	Yes	15	15	100	Yes

## **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 FY15 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@examplestown.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 FY15 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

## Section 7: FEPMIS Email notifications to State Coordinators and LESO

3) All LEAs in the State have completed the FY15 Annual Inventory process. The State Coordinator or State Points of Contact (with full signature authority) should then go into FEPMIS and certify that their State has completed the FY15 Annual Inventory requirement.

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

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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

System: FAMTest

An email will be provided to the LESO when:

- 1) The State Coordinator or State Point of Contact (with full signature authority) certifies their State has completed the FY15 Annual Inventory requirement.

CC: just\_a\_test@idm.com, Stewart, Kevin DLA CIV DISPOSITION SERVICES

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

System: FAMTest

Should you have any questions please contact your State Coordinator and/or State Point of Contact or call the LESO at 1-800-532-9946, <mailto:leso@dla.mil>