



LESO FEPMIS USER's Guide

A User Guide for **State Coordinators** operating the Federal Excess Property Management Information Systems (FEPMIS)

In Progress

1 January 2014

v.2.1



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Getting into FEPMIS

<https://fam.nwcg.gov/fam-web/>

Accept the security certificates

Refresh the page if needed

Click Log on AWSR, AMIS, etc.

Enter UserID and Password

If you still cannot log in, contact our office or the FEPMIS help desk. If you call the helpdesk, let them know that you need to get a password reset for the FAMWEB portal.

FEPMIS Helpdesk Number

866-224-7677 option 4

► **Wildland Fire Related Links**
► **Other Links/Forms**

FAMTEST

FAMWEB Logon Request
(AWSR, AMIS, ARS,
FIRESTAT, SIT, 209)

Log On
(AWSR, AMIS, ARS,
FIRESTAT, SIT, 209)



Creating a FEPMIS Account

To create a FEPMIS account, click the FAMWEB Logon Request

Create a UserID. Ensure that there are no spaces in the UserID

Create a password based on the guidelines listed

Enter in first and last name in the spaces provided

Ignore the Unit/Agency block

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

Check the box next to LESO FEPMIS Access

Add in any comments you or your State Coordinator requires you to for identification purposes

FAMWEB Administration: Create User

This page allows you to submit a new user registration request to become a FAMWEB user. If you are having trouble, please contact your local Application Manager to activate your account.

Note:
Your user name is **case sensitive**: must be at least 3 characters in length, but no more than 14; must contain at least one upper case letter; one lower case letter; one digit; one special character (as ~, #, \$, %, &, ', /, @, ;, and *); and one non-alphanumeric character (as ~, #, \$, %, &, ', /, @, ;, and *).
case sensitive: must be at least 12 characters, but no more than 14; must contain at least one upper case letter; one lower case letter; one digit; one special character (as ~, #, \$, %, &, ', /, @, ;, and *); and one non-alphanumeric character (as ~, #, \$, %, &, ', /, @, ;, and *).
field, please describe your tasking with FAMWEB (e.g., what applications you need access to).

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

User Name*

Password*

Confirm Password*

First Name*

Last Name*

Title

Unit/Agency

Address

City

State

Zip Code

Telephone Number*

Cell Number

Fax Number

Email Address*

AMIS Access?

ARS Access?

AWSR Access?

New FEPMIS Access?

LESO FEPMIS Access?


Data Warehouse Access?

FIRESTAT Access?

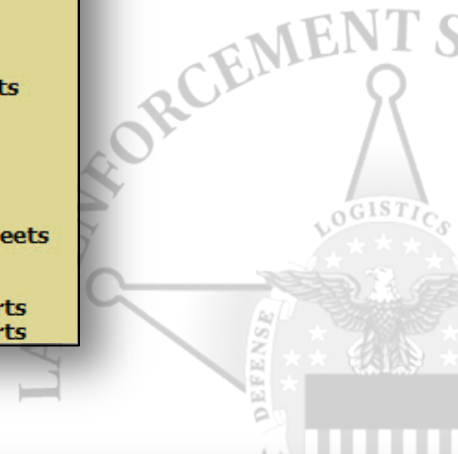
SIT Access?

209 Access?

Comment



The screenshot shows a web application menu for FAMWEB. At the top is the FAMWEB logo. Below it, the 'Administration' section is expanded, showing options: 'Assign Application' and 'Change Password'. A blue arrow points to 'Assign Application' with the text 'Click Here'. Other menu items include AMIS, AWSR, FIRESTAT, SIT Report, 209, FAMWEB Data Warehouse, FEPMIS, KCAST, WIMS, and a 'Queries and Reports' section with sub-items: Receipts, Modify, Change of Status, Add Inventory, Inventory Worksheets, FEPP Certification, Query Property, Queries and Reports, and Queries and Reports.



Editing a FEPMIS Account

Users can edit their profiles by selecting the Administration tab and clicking Assign Application

This module allows users who incorrectly requested the wrong role to delete that role and select the correct one

If you have selected an incorrect role when you applied for a FAMWEB role enter an expiration date for the wrong role and click update

Then click the new button to select the correct role

Continued

FAMWEB Administration: Administer Users

Application Assignment

Name LESO HQ LESO HQ
Status Active

After completing changes, press the Update button to save the record. Press the New button to create a new record. Procedures for populating Administer User fields are addressed in [Administer Users Help](#).

Application* LESO FEPMIS **Effective Date*** 08/21/2013 **Expiration Date** **Calendar** **Calendar**

Record 1 of 1



FAMWEB Administration: Administer Users

Application Assignment

Name LESO HQ LESO HQ
Status Active

After completing data entry, press the Add button to save the record. Procedures for populating Administer User fields are addressed in [Administer Users Help](#).

Application*	Effective Date*	Expiration Date
	11/22/2013	Calendar <input type="text"/> Calendar <input type="button" value="Clear"/>
209	11/22/2013	Calendar <input type="text"/> Calendar <input type="button" value="Clear"/>
AMIS	11/22/2013	Calendar <input type="text"/> Calendar <input type="button" value="Clear"/>
ARS	11/22/2013	Calendar <input type="text"/> Calendar <input type="button" value="Clear"/>
AWSR	11/22/2013	Calendar <input type="text"/> Calendar <input type="button" value="Clear"/>
Administration	11/22/2013	Calendar <input type="text"/> Calendar <input type="button" value="Clear"/>
Electronic Form	11/22/2013	Calendar <input type="text"/> Calendar <input type="button" value="Clear"/>
FAMWEB	11/22/2013	Calendar <input type="text"/> Calendar <input type="button" value="Clear"/>
FDW	11/22/2013	Calendar <input type="text"/> Calendar <input type="button" value="Clear"/>
FEPMIS	11/22/2013	Calendar <input type="text"/> Calendar <input type="button" value="Clear"/>
FIRESTAT	11/22/2013	Calendar <input type="text"/> Calendar <input type="button" value="Clear"/>
KCFAST	11/22/2013	Calendar <input type="text"/> Calendar <input type="button" value="Clear"/>
LESO FEPMIS	11/22/2013	Calendar <input type="text"/> Calendar <input type="button" value="Clear"/>
New 209	11/22/2013	Calendar <input type="text"/> Calendar <input type="button" value="Clear"/>
New FEPMIS	11/22/2013	Calendar <input type="text"/> Calendar <input type="button" value="Clear"/>
SIT		<input type="text"/> <input type="button" value="Clear"/>
WIMS		<input type="text"/> <input type="button" value="Clear"/>
<input type="button" value="Add"/>		

Editing a FEPMIS Account (continued)

This page allows you to select the LESO FEPMIS or base FDW role for your account if you had not previously done so

Select LESO FEPMIS role under the application tab, and update the effective date block

Once this is done, click add and then click update on the following page



LESO FEPMIS

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Receipting Property

FEPMIS gives you the ability to confirm which property you have physically received from a Disposition Service Site

This function is performed in the Receipts module

There are two main types of property to be concerned with receipting

- General Property

- High Visibility Property

High-visibility property consists of vehicles, aircraft, weapons, and night vision. Simply put, general property is everything else that doesn't fall under these categories

High-visibility property requires serial numbers and pictures to be uploaded to the receipt

Once property is receipted, it is then associated with your Station's property book

To begin receipting property, click the Receipts module under LESO FEPMIS

Continued



NATIONAL FIRE AND AVIATION WEB APPLICATIONS

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LESO FEPMIS: Receipt Property Items List

Requisition#	DODAAC	Shipped Date	DTID
2YT05K-2310-2710	2YT05K	Nov 14, 2012	W91EKJ-1225-62000
2YT05K-2313-5588	2YT05K	Nov 15, 2012	W91EKJ-1225-62004
2YT05K-2313-5588	2YT05K	Nov 15, 2012	W91EKJ-1225-62003
2YT05K-2313-5593	2YT05K	Nov 15, 2012	W91EKJ-1225-62001
2YT05K-3093-1069	2YT05K	Apr 22, 2013	H9DEB1-3036-T535
2YT05K-3156-7862	2YT05K	Jun 5, 2013	000000-0000-00000
2YT05K-3213-8396	2YT05K	Aug 13, 2013	null
2YT05K-3213-8397	2YT05K	Aug 13, 2013	null
2YT05K-3213-8399	2YT05K	Aug 13, 2013	null
2YT05K-3213-8400	2YT05K	Aug 13, 2013	null
2YT05K-3213-8402	2YT05K	Aug 13, 2013	null
2YT05K-3224-3076	2YT05K	Aug 19, 2013	null
2YT05K-3224-3077	2YT05K	Aug 15, 2013	null
2YT05K-3224-3079	2YT05K	Aug 20, 2013	null
2YT05K-3224-3080	2YT05K	Aug 14, 2013	null

Receipting Property

(continued)

Click the requisition number that you wish to receipt

Then enter the quantity that you wish to receipt and click 'receipt'

When the page refreshes, click the identify button

Then click the identify property button on the next page

Continued

Items to be Identified

Line#	NSN	Item Name	Unit Cost	Qty Received	Qty Identified	Original Unit of Issue	Qty to Identify	Number of FEPMIS Records	
1	2530-DS-WHE-EL01	VEHICLE WHEEL	\$350.00	2	0	Each	2	1	Identify Undo

LESO FEPMIS: Receipt Property Breakdown User ID: LESOAWV

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

all property must be identified before submission for approval



NATIONAL FIRE AND AVIATION MANAGEMENT
WEB APPLICATIONS

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LESO FEPMIS: Identify Tracked Property User ID: LESOAV

Identify | Manage Images

Requisition#: 2YT05K-2310-2710
Shipping DODAAC: SZS319
Property #: 13248MI012
Status:
DTID: * W91EKJ-1225-62000
FSC: 2530 - Vehicular Brake, Steering, Axle, Wheel, and Track Com
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 DOD TSC REQUIRED.
DMIL Integrity Code: NA
QTY: 2
Unit of Issue: Each
Serial#:
 check for valid DODAAC/Station assignment if station inform
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/unavailable
Condition:

Comment 1 (100 max):

Comment 2 (100 max):

Comment 3 (100 max): ITEM_ID=1048091 DOC#=23102710

I LESOAWV certify the aforementioned property is present and accounted for

submit property for approval

Receipting Property

(continued)

On the identification page, the details of the particular piece of property are displayed for review.

All mandatory fields are marked with a circled check mark.

approval required

Item nomenclature, NSN, and station must be confirmed.

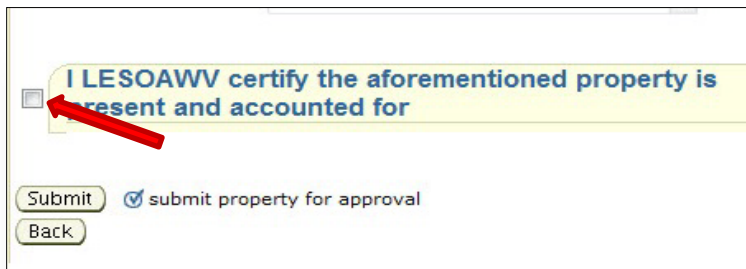
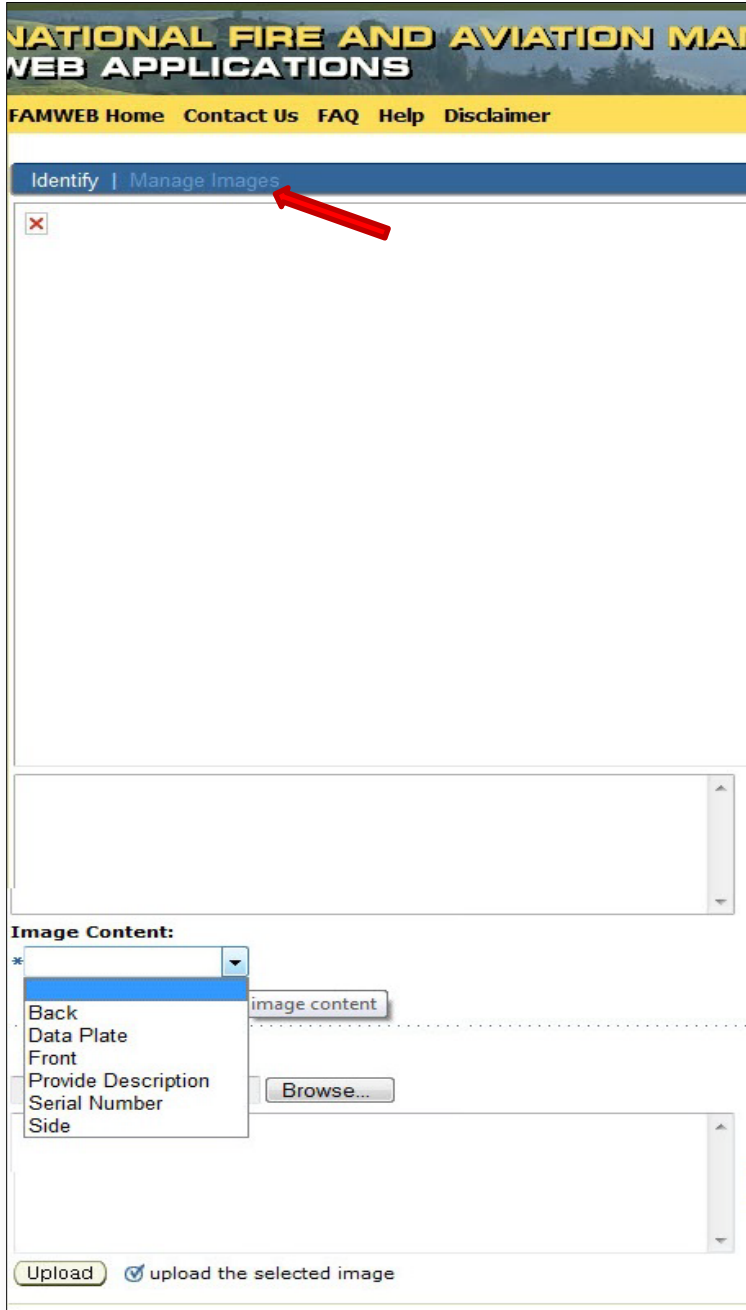
Review the applicable fields and add any additional information that you need.

Anything additional not covered in the page can be input into the comment blocks.

When the page refreshes, click the submit button to send the receipt onto the next higher authority for approval.

High visibility property has more mandatory fields. For example, serial numbers, model year and photos are mandatory blocks.

Continued



Receipting Property

(continued)

To add images to the receipt, click the manage images link

On this page, you can upload pictures that you take of the specific piece of equipment that you wish to identify

To upload select which type of picture you wish to identify in the image content tab, then click the browse button to locate the image

If you wish to add additional information, you can type it in the description box at the bottom of the page

Once it has been uploaded, click the identify link at the top of the page to navigate back

To complete the receipt, place a check mark in the certify box and click submit



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Zero Receipts

To flag a requisition that was never received or cancelled, users will need to perform a zero receipt.

Zero receipts allow LESO HQ to remove requisitions from an LEA's receipt queue.

Special justification is required to explain why a zero receipt is being completed. Proof that the request was never received is required.

Additional documentation in the form of a DD200 may be required.

To begin a zero receipt, click Receipts on the left hand side.

On the next page, leave quantity at zero, and click complete.



	NSN	Item Name	Qty Requested	Qty Received	Qty	Unit Cost	Unit of Issue
<input type="button" value="Complete"/>	2320-01-128-9551	TRUCK,UTILITY	1	0	0	\$47,989.00	Each
<input type="button" value="Receipt"/> <input checked="" type="checkbox"/> receipt all items with values in the Qty field							

Continued



The quantity receipted is zero or less than the quantity requested. Provide an explanation below and click 'Yes' to continue or 'No' to return to the previous page and make no changes.

Quantity Requested 1
Quantity Received 0

Special Justification

Comment(100 max chars)

- Yes submit this item for approval
- No do not complete this item

Zero Receipts

(continued)

Once the page refreshes, enter in an explanation pertaining to why a zero receipt is needed.

Add any additional comments in the block provided below.

Once this is completed, click yes and your request will be reviewed by LESO HQ.



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Approving Receipts

The receipts approval tab gives State Coordinators the ability to approve or reject (eventually this will be a feature) pending receipts from their state's LEAs

To begin, click the approve receipts tab

Once the page refreshes, determine which agency's property you wish to receipt for by selecting their DoDAAC from the drop down tab

Click the review button to begin the process

Continued



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LESO FEPMIS: Receipt Approval

There are no receipts to approve

Receipt by DoDAAC: ALL

load approval queue

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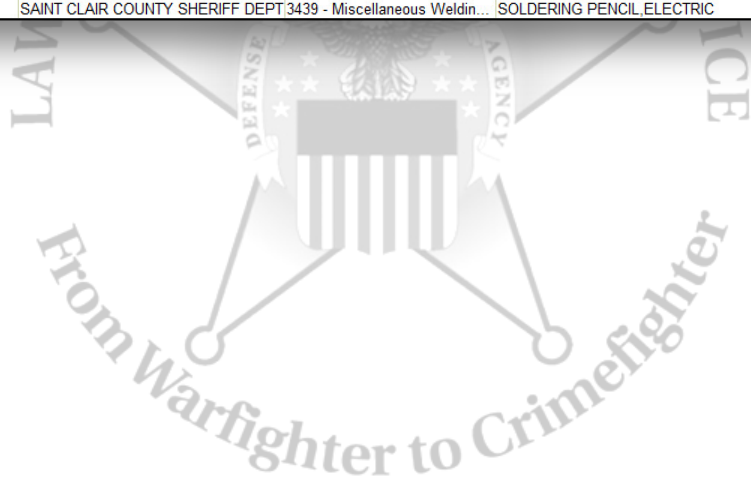
LESO FEPMIS: Receipt Approval User ID: EPG00086

Approval Queue

Pending receipt identifications

Previous 1 of 58 Next 25

Requisition#	State	Property Number	Quantity	Station Name	FSC	Item Name	NSN	Status	
2YTKKK-3052-6713 MI		13260MI189	4	SAINT CLAIR COUNTY SHERIFF DEPT	3455 - Cutting Tools for Ma...	BLADE,HOLE SAW	3455-00-222-4145	PENDING APPROVAL	<input type="button" value="Review"/>
2YTKKK-3052-6714 MI		13260MI179	4	SAINT CLAIR COUNTY SHERIFF DEPT	3455 - Cutting Tools for Ma...	BLADE,HOLE SAW	3455-00-335-3045	PENDING APPROVAL	<input type="button" value="Review"/>
2YTKKK-3052-6715 MI		13260MI187	4	SAINT CLAIR COUNTY SHERIFF DEPT	3455 - Cutting Tools for Ma...	BLADE,HOLE SAW	3455-00-335-3045	PENDING APPROVAL	<input type="button" value="Review"/>
2YTKKK-3052-6716 MI		13260MI188	4	SAINT CLAIR COUNTY SHERIFF DEPT	3455 - Cutting Tools for Ma...	BLADE,HOLE SAW	3455-00-187-2632	PENDING APPROVAL	<input type="button" value="Review"/>
2YTKKK-3052-6717 MI		13260MI190	1	SAINT CLAIR COUNTY SHERIFF DEPT	3431 - Electric Arc Welding...	TORCH,WELDING,GAS SHIELDED ARC	3431-01-358-3535	PENDING APPROVAL	<input type="button" value="Review"/>
2YTKKK-3052-6721 MI		13260MI191	2	SAINT CLAIR COUNTY SHERIFF DEPT	3439 - Miscellaneous Weldin...	SOLDERING PENCIL,ELECTRIC	3439-00-630-2017	PENDING APPROVAL	<input type="button" value="Review"/>





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LESO FEPMIS: Approve Receipt User ID: EPG00086

Property #: 13260MI189
 Property Type: FFP
 Status: PENDING APPROVAL
 Acquisition Doc#: 2YTKKK-3052-6713
 DTID: SL4701-3028-0NZV
 Quantity: 4
 Unit Cost: \$7.44
 Inventory Certification Date: Sep 17, 2013
 FSC: 3455 - Cutting Tools for Machine Tools
 Item Name: BLADE,HOLE SAW
 Additional Description: DESC=BLADE,HOLE SAW
 State Property#: MICHIGAN
 Division: DEFAULT_DIV_MI
 Subdivision: DEFAULT_SUBDIV_MI
 Station: SAINT CLAIR COUNTY SHERIFF DEPT
 NSN/LSN: 3455-00-222-4145
 Part Number:
 Make / Manufacturer: NA
 Model: NA
 Model Year: 0
 Color:
 Gradient:
 Drive Type:
 Tonnage:
 Serial#: NULL
 Unit of Issue: Each
 Condition: Issuable, no Qualification - Serviceable (Issuable w Includes material with more than 6 months of shel
 DMIL: A- NON-USML/NON-CCLI - NO DEMIL OR DOD TSC
 Physical Storage Location:

Additional/Approval Comments(2000 max):

Comment 1:

Comment 2:

Comment 3: ITEM_ID=1069724 DOC#=30526713

Approve approve property request
 Back take no action and return to approval queue

Approving Receipts

(continued)

This page will list all the information for each specific piece of property that LEAs have on record

Ensure that everything is accurate, including quantity, nomenclature and dates

Verify that high-visibility property has photos uploaded by the LEA

If something is incorrect, reject the receipt (as of 21 Nov 2013 this is in progress. LESO HQ is currently rejecting receipts in place of State Coordinators)

If hi-vis property is receipted without photos, it will need to be updated in the Modify tab with photos.



LESO FEPMIS

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Modify

The Modify module allows you to edit certain feature about property that you have assigned to your station

For example, in Modify you can change FSC, Item Name, NSNs and unit of issue if it is incorrect

Additionally, you can initiate the action to transfer property in this section.

Property images can also be updated or uploaded in this module

Any actions initiated must be approved by the State Coordinator's office and also through the Law Enforcement Support Office

To begin a property modification, select the Modify module under LESO FEPMIS

Click the Requisition Number of the property you wish to modify

Images	Requisition#	Property#	DTID	Station	NSN	Item Name	Dmil Code	Dmil Integrity Code	Creation Date	Quantity	Status	Tracked	
	2YT05K-2310-2709	13198MI11	W91EKJ-1225-62006	LESO HQ OFFICE	4130-DS-ACP-ARTS	REFRIGERATION AND...	A- NON-USML/NON-C...		July 17, 2013	3	ASSIGNED	Y	Breakdown



Continued



LESO FEPMIS: Modify Tracked Property User ID: EPG00086

Modify | Manage Images

Include in Inventory Worksheets: * Yes No

Requisition#: 2YT05K-2310-2709
 Property#: 13198MI11
 DTID: W91EKJ-1225-62006
 FSC: * 4130 - Refrigeration and Air Conditioning Components
 Item Name: * approval required
 Additional Description: DESC=AC EVAP. UNIT
 NSN/LSN: 4130 -DS -ACP -ARTS approval required
 DMIL: A- NON-USML/NON-CCLI - NO DEMIL OR DOD TSC REQUIRED.
 DMIL Integrity Code: NA
 Unit of Issue: * EA - Each approval required
 Serial#: * NA approval required
 State: * MICHIGAN
 Division: * DEFAULT_DIV_MI
 Subdivision: * DEFAULT_SUBDIV_MI
 Station: * LESO HQ OFFICE approval required
 Physical Storage Location:
 Qty: 3
 Cost: \$500.00
 Insurance Expiration Date: Click on icon or enter date as mm/dd/yy or mm/dd/yyyy
 Acquisition Date: Jul 23, 2013
 In Service Date:
 Inventory Certification Date: 7/23/2013 Click on icon or enter date as mm/dd/yy or mm/dd/yyyy
 State Property#:
 Part#:
 Make / Manufacturer: * NA approval required
 Model: * NA approval required
 Model Year: * 0 approval required. Enter 0 if Model Year is unknown/unavailable
 Condition: * A - Issuable, no Qualification
 Comment 1 (100 max):
 Comment 2 (100 max):
 Comment 3 (100 max): ITEM_ID=1048090 DOC#=23102709
 Submit submit property modifications for update and approval
 Remove Remove FFP property from inventory

Property Search | Property Search

Modify (continued)

This page allows you to edit all of the characteristics of your property

Anything that is changes that has approval required needs to be approve by the State Coordinator and LESO HQ

To initiate a transfer request from this module, select the station block and select which station the property is to be transferred to.

To upload new or updated images to the property, click the manage images link at the top of the page

Add any comments or justifications that you wish in the Comment 1 block

Once all modifications are complete, click the submit button at the bottom of the page to send the request to the State Coordinator's office.

After the modification has been completed by LESO HQ, the receiving agency must accept the property in their Modify Tab



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Approve Modifications

The Approve Modifications tab gives State Coordinators the ability to approve or reject pending modifications from their state's LEAs

To begin, click the approve receipts tab

Once the page refreshes, determine which property you wish to receipt and click the requisition number to begin the process

Continued

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LESO FEPMIS: Approve Property Modifications User ID: EPG00086

Approve Property Modifications

Requisition#	Property Number	Qty	DTID	NSN	FSC	Item Name	Noun Name	Property Status
H9DEB1-1038-3440	LM00020743	1	W90W1C-0040-0002A	1240-01-411-6350	1240 - Optical Sighting and...	TELESCOPE, STRAIGHT	DESC=TELESCOPE, STRAIGHT	REJECTED
H9DEB1-1038-3441	LM00003763	4	W36LKJ-1007-1005	1240-01-411-6350	1240 - Optical Sighting and...	TELESCOPE, STRAIGHT	DESC=TELESCOPE, STRAIGHT	REJECTED
H9DEB1-1038-3442	LM00003764	2	W36LKJ-0343-1005	1240-01-411-6350	1240 - Optical Sighting and...	TELESCOPE, STRAIGHT	DESC=TELESCOPE, STRAIGHT	REJECTED
H9DEB1-1048-8942	LM00018311	32	W57KFP-2097-0046A	1240-01-499-3547	1240 - Optical Sighting and...	BINOCULAR	DESC=BINOCULAR	REJECTED

Approve Property Modifications | Property Review | Review Property Modifications



LESO FEPMIS: Tracked Property Review User]

Property #: LM00020743
Property Type: FFP
Property Status: PENDING
Approval Process: MODIFY PROPERTY
Approval Status: REJECTED
Organization Level: State
Condition: Test/ Modification
Acquisition Doc#: H9DEB1-1038-3440
DTID: W90W1C-0040-0002A
GSA Control#:
Qty: 1
Cost: \$826.00
In-Service Date:
Insurance Expiration Date:
FSC: 1240 - Optical Sighting and Ranging Equipmen
Item Name: TELESCOPE,STRAIGHT
Additional Description: DESC=TELESCOPE,STRAIGHT
State Property#:
Division: DEFAULT_DIV_MI
Subdivision: DEFAULT_SUBDIV_MI
Station: HOLLAND POLICE DEPT
Drive-Type:
Tonnage:
Part#:
Make / Manufacturer: NA
Model: NA
Model Year: 0
Color:
Gradient:
Serial#: NA
Unit of Issue: Each
DMIL: F- USML ITEMS - DEMIL REQD. MGR/SPECIAL
Physical Storage Location:
NSN/LSN: 1240-01-411-6350

Additional Comments:

Comment 1:

Comment 2: SHIP_DATE=18-FEB-11
LEA_JUSTIFICATION=LE: These will be issued to be

Comment 3: ITEM_ID=817634 DOC#=10383440

provide signatory and approve item

Approve Modifications

(continued)

This page will list all the information for each specific piece of property that LEAs have on record

Ensure that everything is accurate, including quantity, nomenclature and dates

Once you have ascertained that everything is correct, click the submit button

The next page will list the proposed changes to that requisition. Verify that the changes are correct and select approve

If the changes are incorrect, you may cancel the request and return it to the LEA by selecting cancel

After it is approved, it is sent to LESO HQ for approval

Property #: LM00020743
Property Type: FFP
Reject Comments: Test Rejection

Original Value	Proposed Change
Station HOLLAND POLICE DEPT	-> LESO HQ OFFICE

approve all listed property modifications
 cancel all listed property modifications
 take no action and return to the approval queue



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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: ITEM_ID=1048090 DOC#=23102709
 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
FEP 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



LESO FEPMIS

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Approve COS

The Approve COS tab gives State Coordinators the ability to approve or reject pending change of status requests from their state's LEAs

To begin, click the approve receipts tab

Once the page refreshes, determine which property you wish to process and click the requisition number to begin



LESO FEPMIS: Approve Change Of Status (COS) User ID: MI_STATE1

Property#	State	State Property#	Station	COS Status	Condition	FSC	FEPP Type	Additional Description
13143MI01	MI		LESO HQ OFFICE	FFP	UNSERVICABLE	1330 - Grenades	GRENADES	not a BINOCULAR



Continued



LESO FEPMIS: Tracked Property Review User ID: MI_ST

Property #: 13143MI01
Property Type: FFP
Property Status: PENDING
Approval Process: CHANGE OF STATUS
Approval Status: PENDING APPROVAL
Organization Level: State
Condition: Issuable, no Qualification
Acquisition Doc#: 2YT001-3137-8996
DTID: null
GSA Control#:
Qty: 2
Cost: \$0.00
In-Service Date:
Insurance Expiration Date:
Inventory Certification Date: May 30, 2013
FSC: 1330 - Grenades
FEPP Type: GRENADES
Additional Description: not a BINOCULAR
State Property#:
Division: DEFAULT_DIV_MI
Subdivision: DEFAULT_SUE additional comments
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: D- USML ITEMS - DEMIL REQD. DESTROY ITEM/PARTS
Physical Storage Location:
NSN/LSN: 1240-00-930-3833

Additional Comments:

Explanation/Disposal Instructions (max. 500):

Comment 1:

Comment 2:

Comment 3:

provide signatory and approve item

Approve COS (continued)

This page will list all the information for each specific piece of property that LEAs have on record

Ensure that everything is accurate, including quantity, nomenclature and dates

Once you have ascertained that everything is correct, click the submit button

Continued



LESO FEPMIS: Approve Change Of Status (COS) User ID: MI_S

Signatory: * please choose the signatory for this report

Property Status: *

Condition: *

Property Contact: defaults with Station contact information

Contact Name: *

Address Line 1: *

Address Line 2:

City: *

State:

Postal Code: *

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:

Postal Code: *

State Telephone #: * ext.

State Fax #: *

State Email: *

Explanation/Disposal Instructions (max. 500): *

approve the COS request

cancel the COS request

Approve COS (continued)

The next page allows you to ensure that all the contact information is complete and correct

Ensure that the signatories block has the <blank> selection clicked

Verify that both the LEA information and the State Coordinator is up to date and accurate

Review the explanation for disposal that the LEA input. Ideally, the agency should inform you beforehand of their intentions, but this will provide an electronic record of their intentions

Once everything has been reviewed, click the approve button to send the requests to LESO HQ



LESO FEPMIS: Inventory Worksheets User ID:

Property Number: enter Prop

Property Type: * BOTH ▾
 State: * MICHIGAN ▾
 Division: DEFAULT_DIV_MI ▾
 Subdivision: DEFAULT_SUBDIV_MI ▾
 Station: LESO HQ OFFICE ▾

Instructions/Comments (max. 256):

Include Tracked Property:
 Include Not Tracked Property:
 Include Images:
 Include Comment 1:
 Include Comment 2:
 Include Comment 3:

create worksheets
 clear fields

Inventory Worksheets

This tab allows you to create worksheets to assist you in certifying your station's inventory.

Worksheets are created for each line item of your station's inventory, and contain a signature block to inventory your property.

To create worksheets for your inventory, select the Inventory Worksheets tab

On the next page, select the criteria for which property you wish to create worksheets for

To attach photos or comments previously attached to property to your worksheets, click the corresponding block

Click the create button to create your worksheets

MICHIGAN PHYSICAL INVENTORY WORKSHEET
 DEFAULT_DIV_MI/DEFAULT_SUBDIV_MI/LESO HQ OFFICE
FFP - 13198M111 Labeled? Circle Yes No
 State Property#: NA
 A- NON-USML/NON-CCLI - NO DEMIL OR DOD TSC REQUIRED.
 Insurance Expiration Date: NA Property In-Service Date: NA
 Insurance Expiration Date: NA
Verify the following property details. Initial each line if correct or enter correct information and initial. If incorrect, line through incorrect information and write correct information on the right and initial.
 National Stock Number: 4130-DS-ACP-ARTS
 FSC and Nomenclature: 4130 - Refrigeration and Air Conditioning Components
 FEPP Type: No Item Name Available
 Additional Description: DESC=AC EVAP. UNIT
 Make/Manufacturer: NA
 Serial: NA
 Model NA MODEL YEAR 0
 Unit of Issue: Each Condition: Issuable, no Qualification
 INVENTORIED BY: _____ DATE: _____



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Station Management



LESO FPEMIS

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User Management

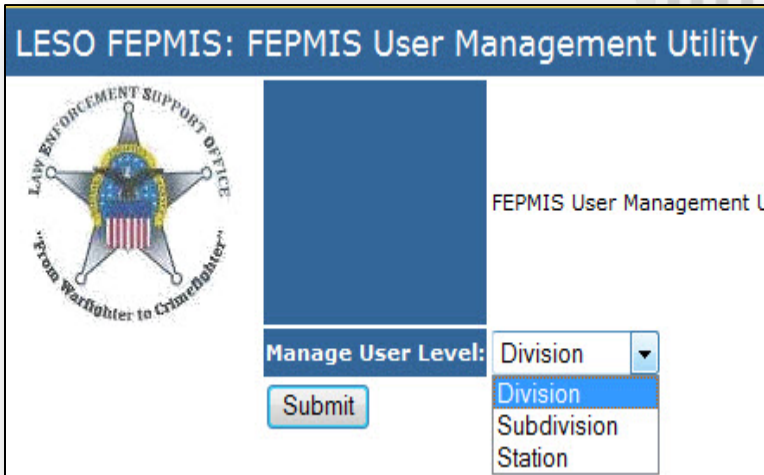
User Management is the module which allows State Coordinators to manage their LEA users which have accounts in FPEMIS

From this tab, users can be assigned to a station, and assigned the needed roles for that station

To begin, click on the User Management tab

On the next page, ensure that Station, not Division or Subdivision is selected and click submit

Continued





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LESO FEPMIS: FEPMIS User Management Utility (FUMU)

FUMU Home | User Lookup

Select Division and Subdivision

Division: DEFAULT_DIV_MI

Subdivision: DEFAULT_SUBDIV_MI

All Assigned Station Users in selected Subdivision

Select Station for Assignment:

Users Available for Assignment

Move, Move All, Remove, Remove All

Update Assignments

User Management

(continued)

On the next page, select the default options in Division and Subdivision blocks

This will display all the users in your state that already have been assigned to a station

To edit users already assigned to current stations, click the edit button or click unassign to remove them from a station

Click edit to assign roles to a user

Continued

LESO FEPMIS: FEPMIS User Management Utility (FUMU) User ID: EPG00086

FUMU Home | User Lookup

Select Division and Subdivision

Division: DEFAULT_DIV_MI

Subdivision: DEFAULT_SUBDIV_MI

Station User	Station	Effective Date	Expiration Date		
user name	ALLEGAN CITY POLICE DEPT	Jul 17, 2013		Edit	Unassign
user name	ALLEGAN COUNTY SHERIFF DEPT	Jul 17, 2013		Edit	Unassign
user name	ALPENA COUNTY SHERIFF DEPT	Jul 17, 2013		Edit	Unassign
user name	ALPENA POLICE DEPT	Jul 17, 2013		Edit	Unassign
user name	ARENAC COUNTY SHERIFF DEPT	Jul 17, 2013		Edit	Unassign
user name	BANCROFT POLICE DEPT	Jul 17, 2013		Edit	Unassign



LESO FEPMIS: FEPMIS User Management Utility (FUMU)

Submit Back

User: HQ, LESO / (800) 535-1116 / DRMSLESO@dla.mil

Effective: * 9/9/2013

Expires:

GSA Xcess ID:

GSA Xcess Effective:

GSA Xcess Expires:

Receive Email Notifications:

Assigned User Roles

Role Name Creation Date Effective Date Expiration Date

Available User Roles

Previous 1-25 of 29 Next 4

Role Name	Creation Date	Effective Date	Expiration Date
Add Inventory			
Approval Process Editor			
Approve AUR			
Approve Additions			
Approve Breakdowns			
Approve COS			
Approve Certification			
Approve Modifications			
Approve Plan			
Approve Receipts			
Approve SF-122			
Certification			
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Create Plan			
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Inventory Worksheets			
Manage Signatories			
Modify			
Receipts			
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Set InService Date			
Station Mgmt Utility			
User Management			
Queries and Reports - Authors			
Queries and Reports - Authors			
Queries and Reports - Reports			
Queries and Reports - Reports			

Previous Show All 29 Next

Submit Back

User Management

(continued)

On the next page, put in the date that you wish your user's roles to be effective. This can either be future date, or the current date

Enter in an expiration date if you desire to have a fixed date to block a user's access to FEPMIS

Below are the roles to assign users. To assign a role, enter in a date or click the calendar button to select a day

For standard LEAs, these are the standard roles to

- Change of Status
- Add Inventory
- Inventory Worksheets
- Modify
- Receipts
- Search Inventory
- Query Reports
- FFP Certification

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ADRIAN CHARTER TOWNSHIP POLICE (2YTACA)
 ADRIAN POLICE DEPT (2YTACC)
 AKRON-FAIRGROVE POLICE DEPT (2YTN4K)
 ALBION DEPT OF PUBLIC SAFETY (2YTAES)
 ALCONA COUNTY SHERIFF DEPT (2YTAE1)
 ALGER COUNTY SHERIFF DEPT (2YTAFM)
 ALGONAC POLICE DEPT (2YTAFQ)
 ALLEGAN CITY POLICE DEPT (2YTAFZ)
 ALLEGAN COUNTY SHERIFF DEPT (2YTAF1)
 ALLEN PARK POLICE DEPT (2YTAGK)
 ALMA POLICE DEPT (2YTAG2)
 ALMONT POLICE DEPT (2YTAG1)
 ALPENA COUNTY SHERIFF DEPT (2YTAG3)
 ALPENA POLICE DEPT (2YTAG4)
 ANN ARBOR POLICE DEPT (2YTAJ6)
 ANTRIM COUNTY SHERIFF DEPT (2YTAKT)
 ARENAC COUNTY SHERIFF DEPT (2YTAMW)
 ARGENTINE TOWNSHIP POLICE (2YTAMY)
 ARMADA POLICE DEPT (2YTANH)
 AUBURN HILLS POLICE DEPT (2YTAQ1)
 AUGRES SIMS POLICE DEPT (2YTARJ)
 BAD AXE POLICE DEPT (2YTATT)
 BANCROFT POLICE DEPT (2YTPZR)
 BANGOR POLICE DEPT (2YTAJV)
 BARAGA COUNTY SHERIFF DEPT (2YTAV5)
 BARAGA POLICE DEPT (2YTAV6)
 BARODA LAKE TOWNSHIP POLICE DEPT (2YTAWT)
 BARRY COUNTY SHERIFF DEPT (2YTAWS)
 BARRY TOWNSHIP POLICE DEPT (2YTAXA)

Users Available for Assignment
 Filter:
 On
 Off

Move
 Move All
 Remove
 Remove All

Update Assignments

User Management

(continued)

To add a user to a station, click the drop down tab and select which station you would like to add a user to

Use the Filter drop down to filter assigned users out of the queue. Selecting 'On' leaves only the unassigned users, and selecting 'Off' shows the entire list.

Select a user or multiple users and click the move button on the center of the page

Once you have selected which users to assign, click the updated assignments button at the bottom of the page

Continued

Select Station for Assignment:
 LESO HQ OFFICE

Users Available for Assignment

GUTOWSKI, CHRISTOF
 GUTOWSKI, CHRISTOF
 HAINES, COREY / (248
 HANSEN, KARL / (313)
 HARRIS, ROBERT / (31
 HENDRICKS, JASON /
 HERZOG, SCOTT / (313
 HILLARD, RYAN / (517)
 HITE, CLAY / (810) 785-
 HOLMES, MICHAEL / (5
 HORVATH, TIMOTHY /
 HQ, LESO / (800) 532-9
 ISRAEL, DAVE / (231) 2
 JOHNSON, CHANTAE /
 JOLIN, TROY / (989) 79
 JUNGEL, TIM / (517) 54
 KENNY, ROBERT / (810
 KILEY, KEN / (248) 802
 KILLIPS, RICHARD / (26
 KIRACK, BYRON / (734

Move
 Move All
 Remove
 Remove All

Update Assignments

FUMU Home | User Lookup

Select Division and Subdivision

Division:

Subdivision:

All Assigned Station Users in selected Subdivision

Station User	Station Effective Date	Expiration Date

Select Station for Assignment:

Users Available for Assignment

>

Move

>>

Move All

<

Remove

<<

Remove All

Update Assignments

User Management

(continued)

If you are in need of finding a specific user in your state, you can use the User Lookup feature in User Management

To begin, click the user lookup link at the top of the User Management page

Then, enter the correct username in the block titled FAMWEB User Name

Do not use the FAMWEB User ID, as this is the number that FAMWEB assigns to a user

After you click submit, FEPMIS will display the current information assigned to that user

LESO FEPMIS: FEPMIS User Management Utility (FUMU) User ID: EPG00086

Search by FAMWEB User ID

Search by FAMWEB User Name

Error/Info Message:

State: * MICHIGAN

User ID:

First Name:

Last Name:

Email Address:

Telephone Number:

Organization Assignments

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LESO FEPMIS

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Query Property

The Query Property module gives you the ability to view which property has been assigned to your station.

To view this, click the query property tab, input in the criteria that you wish to search for and click submit

After the page loads, your station's inventory will be displayed



LESO FEPMIS: Inventory Search User ID: _____

Inventory Search

Search In: tracked not tracked both

Property#:

State: *

Division:

Subdivision:

Station:

Property Status:

Original DTID:

NSN/LSN: - -

DoDAAC:

DMIL Code:

DMIL Integrity Code:

Requisition #: - -

FSC:

Item Name:

Serial #:

Acquisition Cost:

find property matching filter values

reset form values



Images	Requisition#	Property#	DTID	Station	NSN	Item Name	Dmil Code	Dmil Integrity Code	Creation Date	Quantity	Status	Tracked
	2YT05K-2310-2709	13198MI11	W91EKJ-1225-62006	LESO HQ OFFICE	4130-DS-ACP-ARTS	No Item Name Avail...	A		July 17, 2013	3	ASSIGNED	Y
	2YT05K-3233-7295	13270MI034		LESO HQ OFFICE	2355-01-553-4634	MINE RESISTANT VE...	C		September 27, 2013	1	ASSIGNED	Y
	2YT05K-3233-7303	13270MI039		LESO HQ OFFICE	2355-01-553-4634	MINE RESISTANT VE...	C		September 27, 2013	1	ASSIGNED	Y
	2YT05K-3241-1505			LESO HQ OFFICE	2355-01-553-4634	MINE RESISTANT VE...	C		September 27, 2013	1	ASSIGNED	Y
	2YT05K-3241-1508	13270MI051		LESO HQ OFFICE	2355-01-553-4634	MINE RESISTANT VE...	C		September 27, 2013	1	ASSIGNED	Y
	2YT05K-3241-1526	13270MI058		LESO HQ OFFICE	2355-01-555-0908	MINE RESISTANT VE...	C		September 27, 2013	1	ASSIGNED	Y
<input checked="" type="checkbox"/> 1	2YT05K-3232-6794	13318MI003		LESO HQ OFFICE	2355-01-553-4634	MINE RESISTANT VE...	C		November 14, 2013	1	ASSIGNED	Y
	FOUND	2YT05K323901		LESO HQ OFFICE	1540-DS-GLI-DERS	GLIDERS	C		August 27, 2013	1	PENDING	Y