2020 Annual Inventory Guide

Created to assist States and LEAs as they work towards completing the annual inventory process.

This Certification Guide can be located on the LESO Website under the ‘Training and Instruction’ tab.
Only Small Arms will be required to be inventoried in 2020.

Due to the COVID-19 Pandemic and the increased workload on law enforcement, only Small Arms will be required to be physically verified and electronically certified during the 2020 Annual Inventory.

After the LEAs have certified their Station Verification in FEP MIS, then the LEAs will start certifying their inventory items. The LEAs will still be able to see their entire inventory, however the only items that will be able to be certified are their Small Arms. If the LEA does not have any LESO Program Small Arms, once Station Verification has been completed, their Annual Inventory requirements are DONE. All other items will be AUTO CERTIFIED by the LESO for the 2020 Annual Inventory ONLY. DO NOT certify a Small Arm if you do not have PHYSICAL possession of it. If the Small Arm cannot be located contact your State Coordinator immediately.
Questions??

Contact your State Coordinator if you have any questions!

Find your State Coordinator’s Contact Information at:

• **Annual Certification** – Each State and LEA are required to conduct an annual inventory physically on all equipment obtained through the LESO Program. The Annual Inventory begins 1 July each year. Consult your State Coordinator for your State’s internal due date.

• **Controlled Equipment** – As defined in your State Plan of Operation, equipment obtained through the LESO Program with a Demil code of B, C, D, E, F, G and Q3. This equipment will remain in assigned status for the entire time that the LEA has the equipment. LEAs must use adequate security and accountability measures for all controlled equipment. Demil code A and Q6 equipment is conditionally transferred to the LEA and will be controlled for one year from the ship date. The LEA must account for this equipment for one inventory cycle, and after one year the equipment will systematically be placed in a closed status on the LEA inventory.

• **Federal Supply Class (FSC)** – A commodity classification designed to serve the functions of supply and is sufficiently comprehensive in scope to permit the classification of all items of personal property.
• **FEPMIS** – Federal Excess Property Management Information System. FEPMIS is used to provide accountability and management of controlled equipment which is conditionally transferred to LEAs participating in the LESO Program.

• **Modify** – The process by which an LEA and State Coordinator can update item attributes or transfer items from LEA-to-LEA within the state.

• **Partial Receipt** – Completed when an LEA receives less than the full quantity of an item they were originally approved for. Supporting documentation is helpful to the LESO for partial receipts (i.e. email from the DLA Disposition Services site the items were shipped from).

• **Prohibited Equipment** – Equipment that LEAs will not be authorized to acquire via transfer from the LESO Program.
Definitions Continued

• **Split** – The process by which an LEA and/or State Coordinator can separate 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.

• **Supply Condition Code (CC)** – Used to classify material in terms of readiness for issue and use or to identify action underway to change the status of material. See Slide 47 for more information about Supply Condition Codes.

• **Zero Receipt** – This type of receipt is completed when an LEA does not receive any of the equipment they were originally approved for. Supporting documentation is required by the LESO before the zero receipt will be approved.
Logging into FEPMIS

Go to https://fam.nwcg.gov/fam-web/ to access FAMWEB which will allow the user to gain access to LESO FEPMIS. Once on FAMWEB, click on ‘Log On’ (lower left)
A pop-up window will appear. **If the window does NOT appear, the user may have to go to their security settings to allow pop-ups. Refresh the page if necessary. Please contact your IT Department if you continue to have issues with pop-ups.**
After inputting your Username and Password, you should see your name appear in the upper right hand corner of the screen, indicating that you have logged on correctly.

When logged in correctly, select the **LESO FEPMIS** option on the left side.
Start of the Inventory

You will be brought to the LESO FEPMIS page. Select ‘LESO Inventory’ on the left side of the page.

If logged in correctly, your username should appear in the top right corner.
The user’s state/station information will be pre-populated. Select the ‘Submit’ button.
If the LEA has pending receipts they will show here. To receipt for these items, select the highlighted Requisition Number. If the LEA has no pending receipts skip to page 38 of this guide.
Enter the quantity receipting for and then select the ‘Receipt’ button. If the quantity does not match the amount requested, please contact your State Coordinator’s Office immediately!
This screen is used to verify the information entered is correct. Select the ‘Identify’ button once the quantity has been verified. Notice, some items may require a photo to be uploaded.
Select ‘Identify Property’ button and then select ‘Submit’ button.
Certify the Pending Receipt

Now the user will certify the item they just receipted for. This is the top portion of the page.
Certify the Pending Receipt

This is the bottom portion of the page. The user will click on the box certifying the item, then select the ‘Submit’ button.
Once the first pending receipt has been receipted and certified, the system will revert back to this screen. The user will need to select ‘LESO Inventory’ again on the left side.
The remaining pending receipts will show. Select the highlighted Requisition Number.
Same as the first receipt, input the quantity receipting for and select the ‘Receipt’ button.
Verify the info and select the ‘Identify’ button.
Select the ‘Identify Property’ button to continue.
Asterisk information is required for this item.
Input the asterisk information.
The condition code of the item can be changed here. Only use condition codes A, B, F, G or H.

(Condition Codes defined on Slide 48)
Once all information has been input, check the certification box and select the Submit’ button.
Ensure the information entered is input correctly. In this case, the serial number was incorrect based on the requisition information.
Notice the message at the bottom. Required photos must be uploaded.
If photos are required, scroll to the top of the page and select the ‘Manage Images’ option.
Using the drop down box, select the type of image being uploaded.
Make sure to have the photos you are using located on your desktop. You will use the ‘Browse’ button to find the photo needed to upload. Select the ‘Upload’ button once the photo is found.
Finish Pending Receipts Cont.

Photo was successfully uploaded.
Select the next type of photo to upload from the dropdown menu.
Finish Pending Receipts Cont.

Find the photo on your desktop and select the ‘Upload’ button once complete.
Your photos will now be uploaded and the receipt can now be completed.
Click on the ‘Identify’ button at the top of the page to go back to receipting the item.
Finish Pending Receipts Cont.

Click on the certification box and then select the ‘Submit’ button.
Finish Pending Receipts Cont.

Verify the information and select the ‘Submit’ button.
The system will revert to this page. Select ‘LESO Inventory’ on the left side.
Complete the dropdowns and find your station, if not already pre-populated. Select the ‘Submit’ button to certify your Station Verification.
Each LEA will have to complete the station verification page. Ensure all the information on the page is accurate (phone number, CLEO name, number of officers, etc.). If the State Plan of Operation needs to be uploaded, select the box that says ‘Document Upload’ and follow the steps (same as uploading an image). Check the boxes and select the ‘Verify and Submit’ button.
If the Chief Law Enforcement Official (CLEO), address, or officer count listed in the Station Verification section is incorrect, a new Application for Participation will need to be completed and submitted to your State Coordinator.

Please contact your State Coordinator with any questions.
This page will list the items that will need to be certified in this Year’s Annual Inventory (Small Arms ONLY for 2020). In order to Certify the property, click ‘LESO Inventory’ module on the left side of the screen which will allow you to complete Step 3, certifying the individual items.
Certify Your Inventory

All the items in your inventory will show here. Notice the column named ‘Inventoried’. *Y = Yes and N = No.* If it needs to be certified you will see an ‘N’ in this column. Select the ‘Certify’ button for each property number as you work through the inventory.
Verify all the information, to include the quantity and serial number, check the certification box, and select the ‘Submit’ button.
Verify current photos are correct. If photo is current select the ‘Submit’ button. If photos are not current, select the ‘Cancel’ button then upload current photos. Once current photos are uploaded, repeat this process.
Continue the process on the previous slides to complete the entire inventory. Please ensure all the information is accurate for each item.
Possible Inventory Issues

If an item is lost and cannot be located, please do not certify the item.

DO NOT certify a Small Arm if you do not have PHYSICAL possession of it. If the Small Arm cannot be located contact your State Coordinator immediately.
A: Serviceable – new, used, repaired or reconditioned material that is serviceable and issuable to all customers without limitations or restrictions. Includes material with more than 6 months shelf life remaining.

B: Serviceable – new used, repaired or reconditioned material that is serviceable and issuable for its intended purpose which is restricted from issue to specific units, activities, or geographical areas by reason of its limited usefulness or short service life expectancy. Includes material with 3 through 6 months shelf life.

F: Unserviceable – economically reparable material, which requires repair, overhaul or reconditioning.

G: Unserviceable – material requiring additional parts or components to complete the end item prior to issue.

H: Unserviceable – material which has been determined to be unserviceable and does not meet repair criteria.
Questions??

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