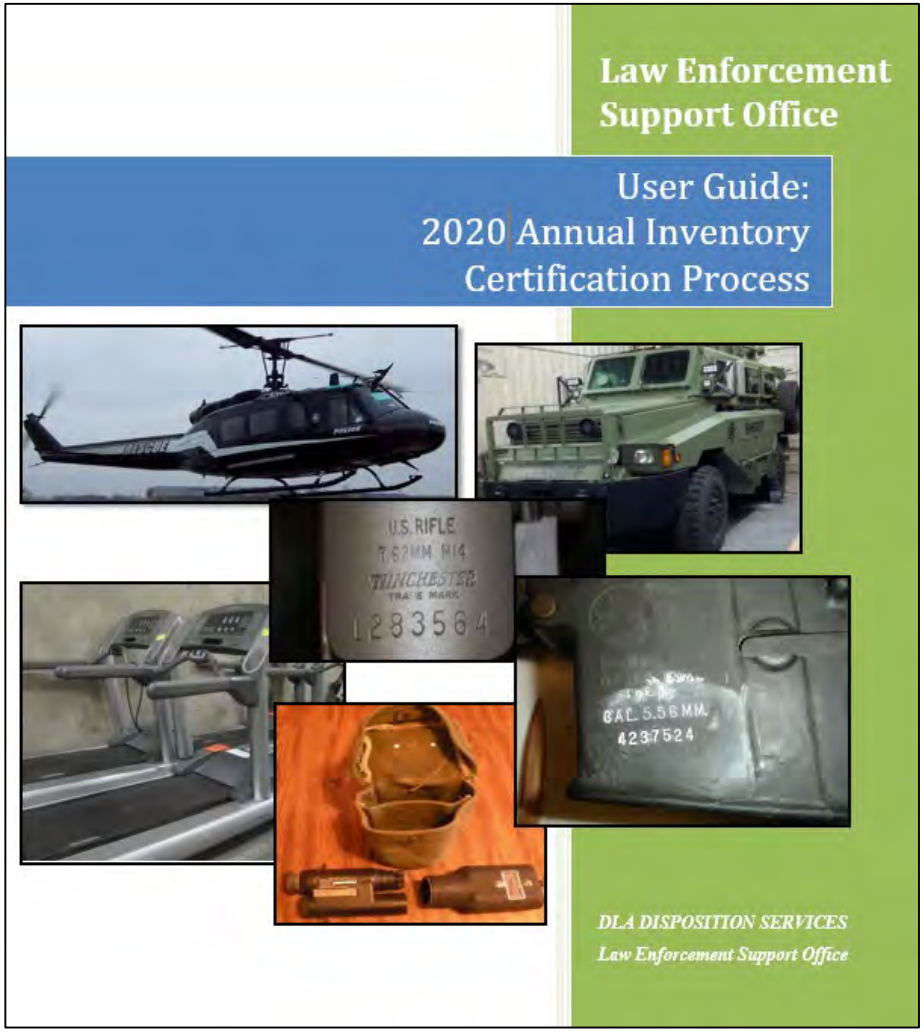
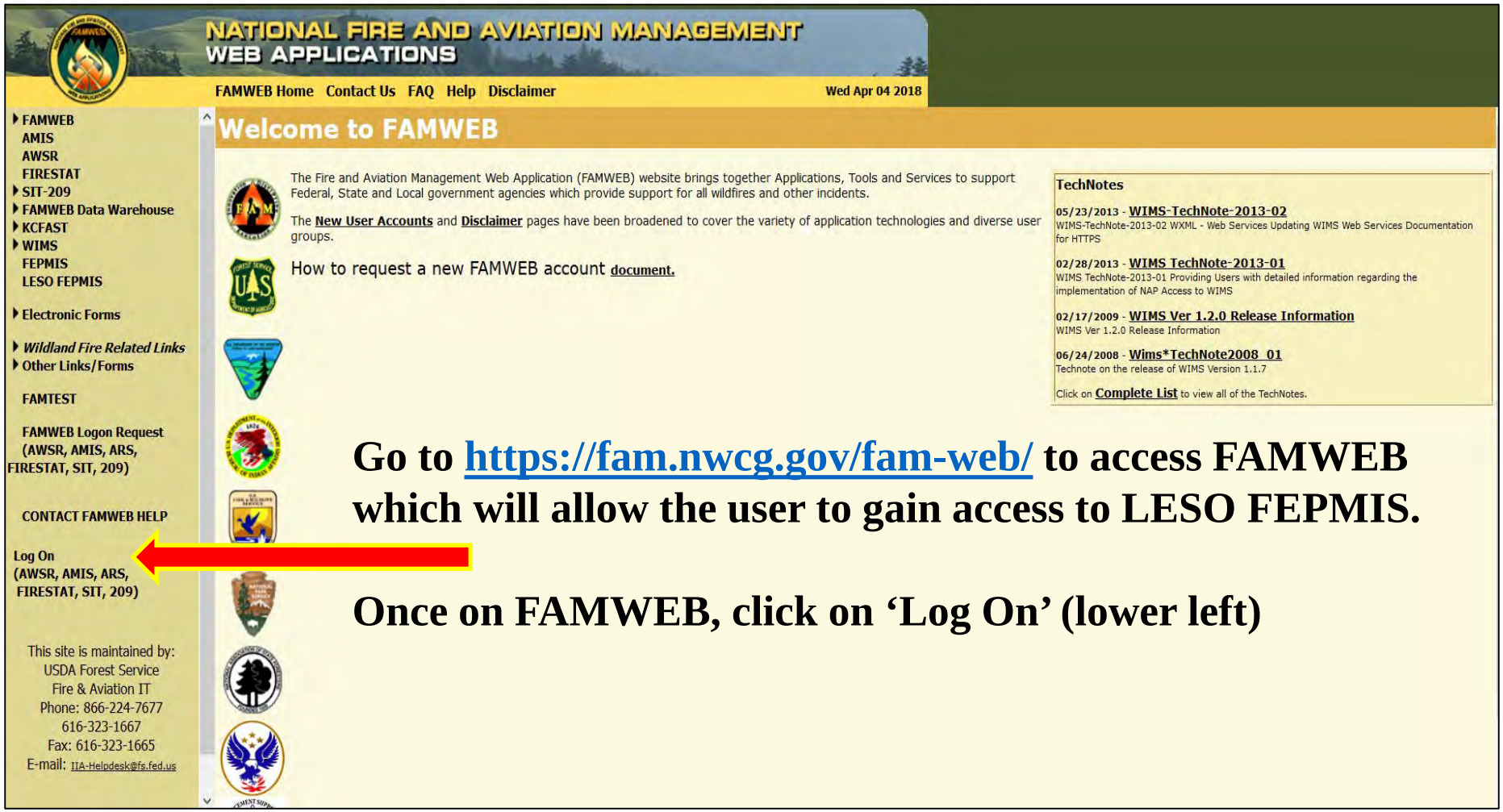
2020 Annual Inventory Guide



Created to assist States 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.

Logging into FEPMIS



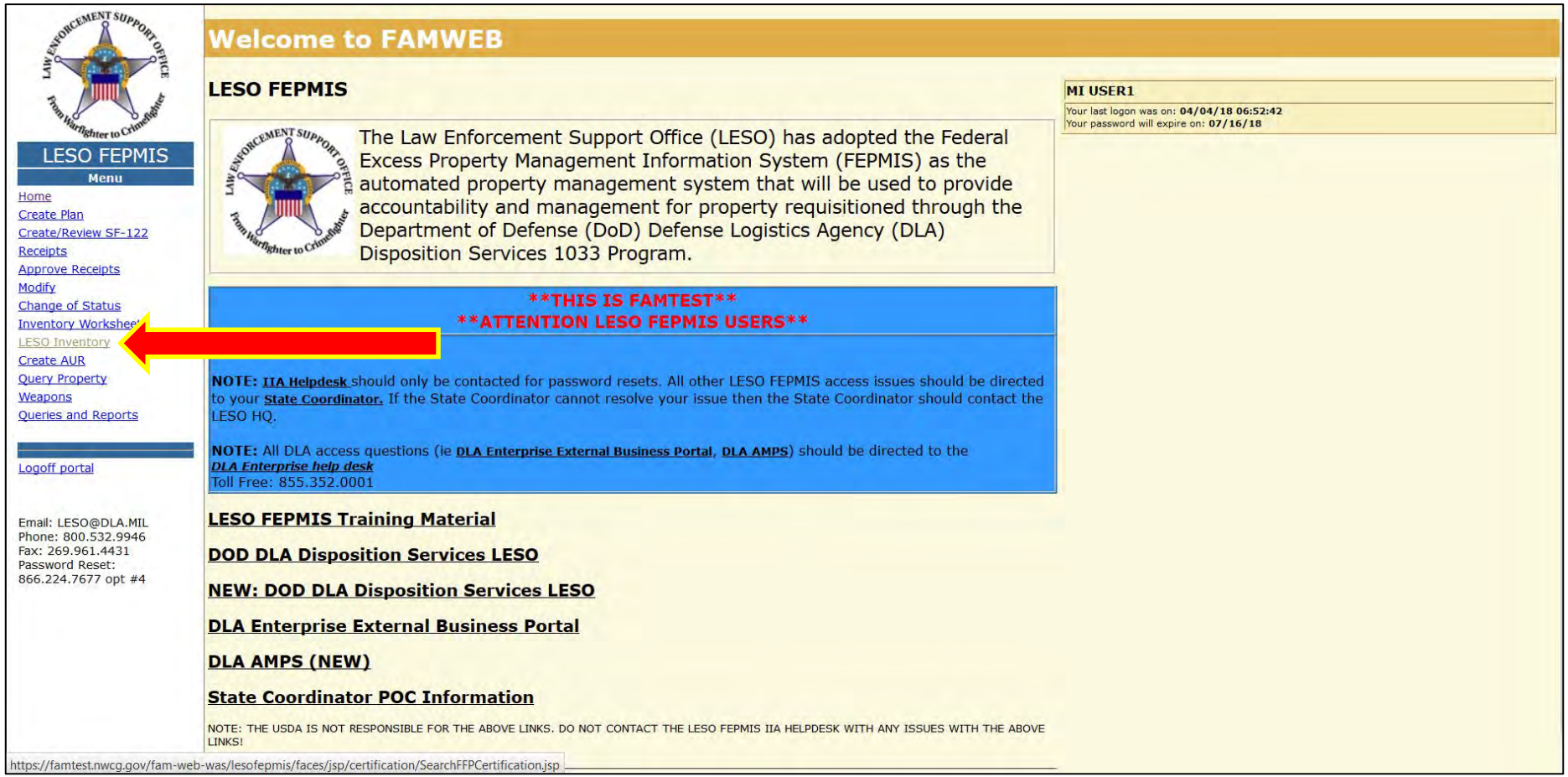
Go to https://fam.nwcg.gov/fam-web/ to access FAMWEB which will allow the user to gain access to LESO FEPMIS.

Once on FAMWEB, click on 'Log On' (lower left)

Logging into FEPMIS Cont.

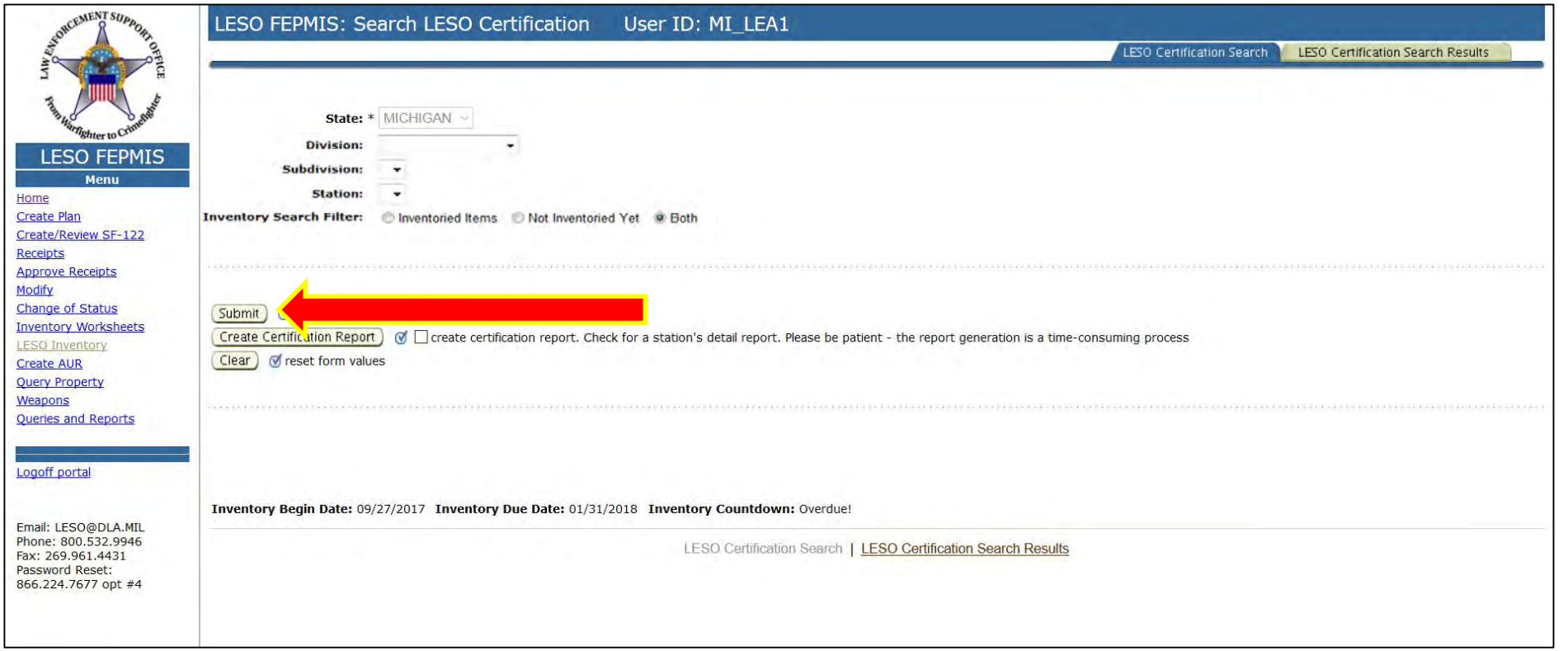
A pop-up window will appear. **The user may need to go to their security settings to allow pop-ups. Refresh the page if necessary.

State Coordinator State Certification



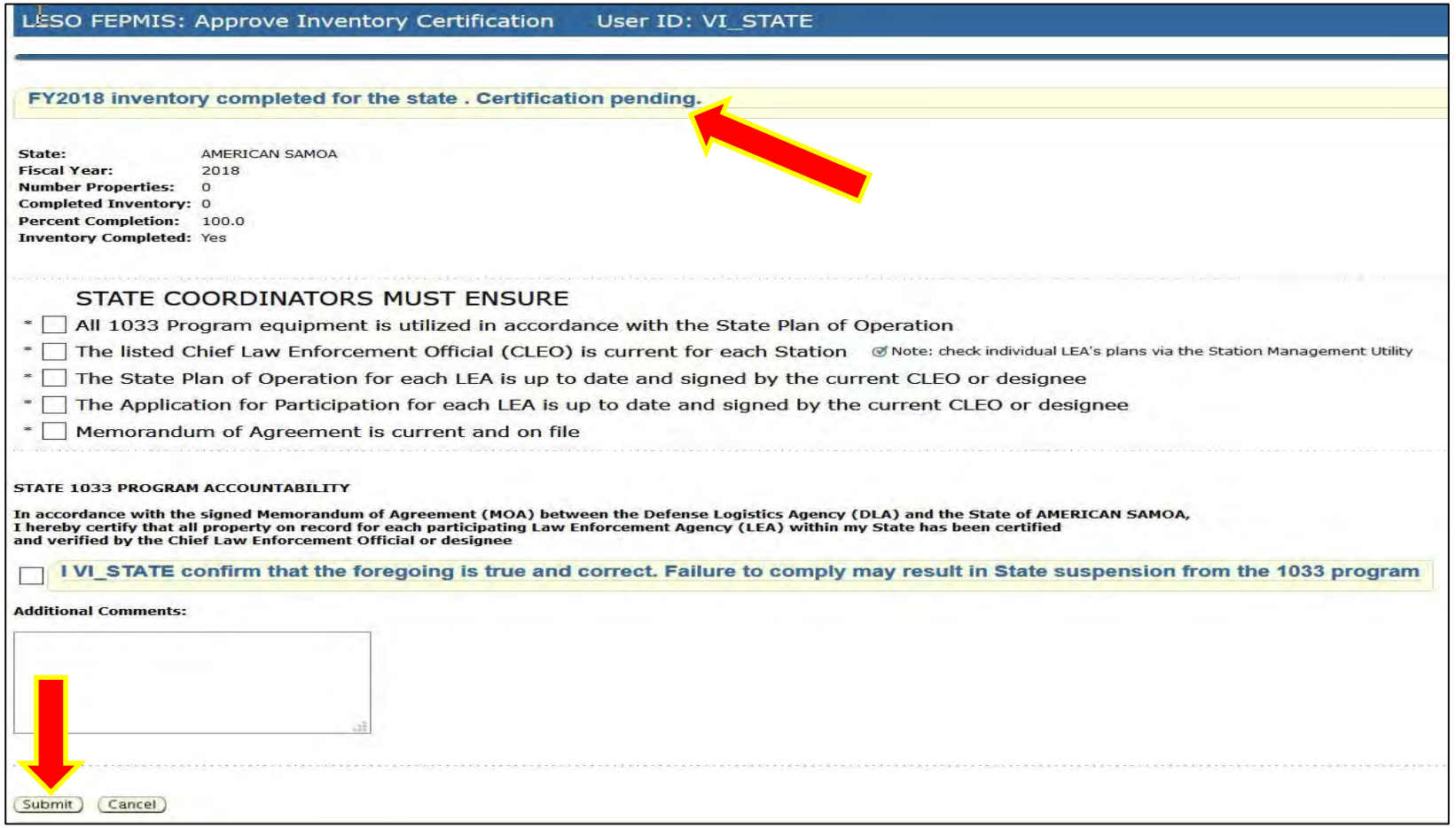
Once logged in, select ‘LESO Inventory’ on the left side of the page.

State Coordinator State Certification



Once the final LEA has completed their inventory requirement, the State Coordinator and State Points of Contact will see the 2020 Annual Inventory completion statement (Certification pending). To view this screen, the State Coordinator should go into their LESO Inventory Module, Select only the dropdown for the entire State, and click Submit.

State Coordinator State Certification

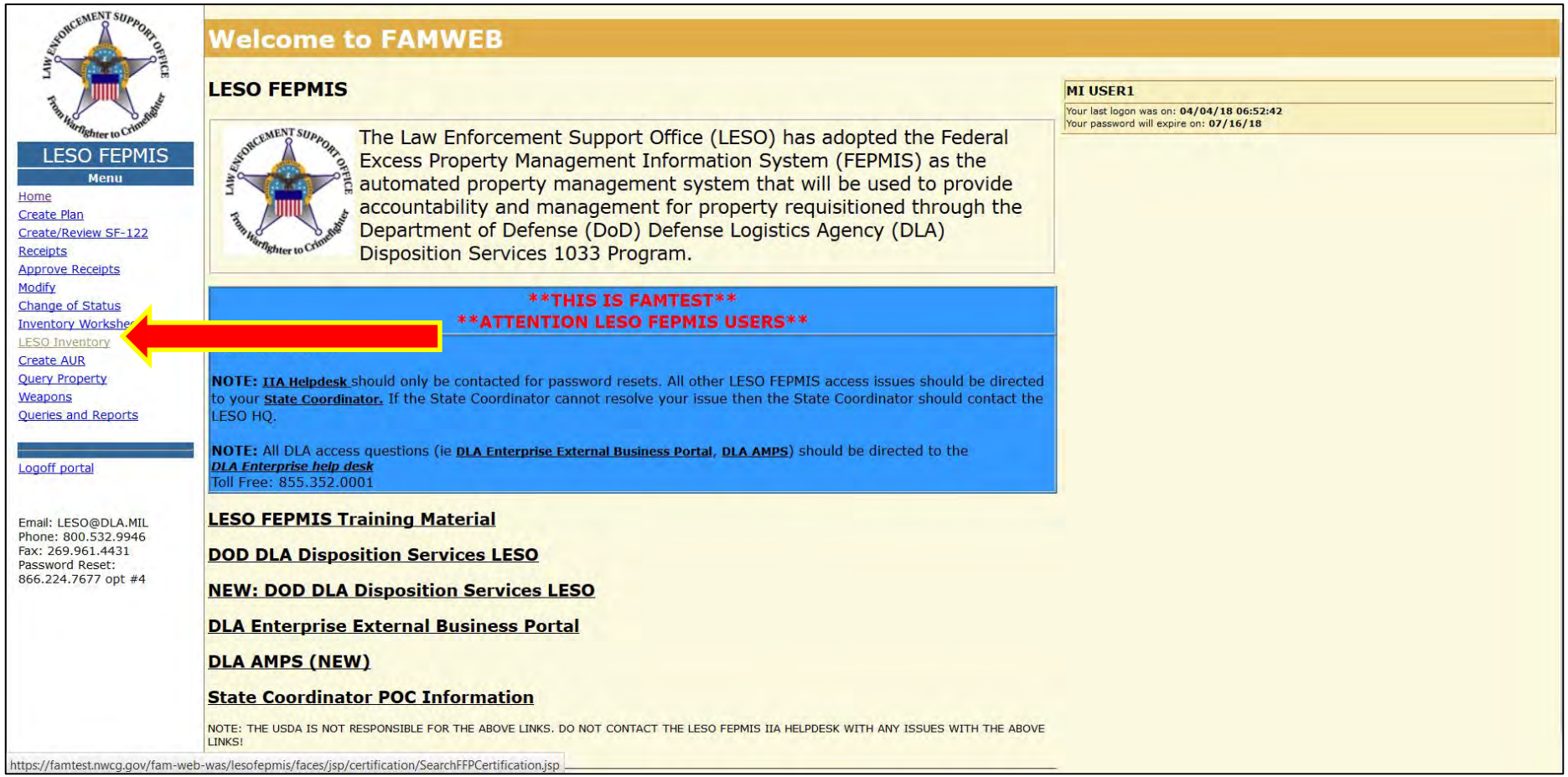


To Certify your State has completed the 2020 Annual Inventory, fill in the required fields and click “Submit”.

State Coordinator State Certification

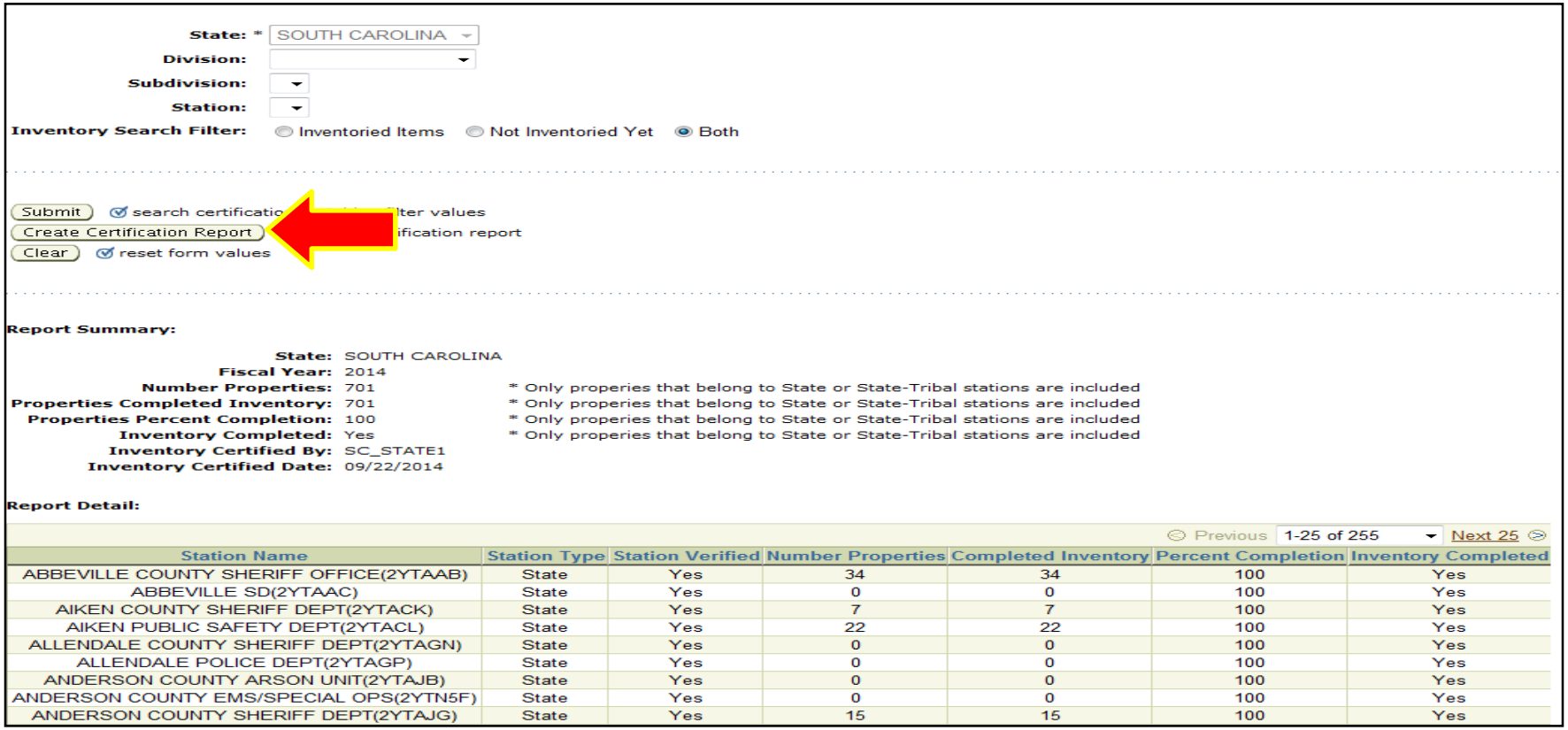
The State Coordinator will then see a screen stating that the 2020 Annual Inventory has been certified for the state.

State Level Statistics Query



Once logged in, select 'LESO Inventory' on the left side of the page.

State-Level Statistics Query



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

Submit search certificatio ilter values
Create Certification Report ification report
Clear reset form values

Report Summary:

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

Report Detail:

Previous 1-25 of 255 Next 25

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

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 2020 Annual Inventory process. To view this information, select the State drop-down in the LESO Inventory queue and click "**Create Certification Report**". The State's status to completion information will be displayed and will look similar to this example.

FEPMIS Email Notifications

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

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)

FEPMIS Email Notifications

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

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

2. Individual LEAs have completed the 2020 Annual Inventory process.

FEPMIS Email Notifications

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

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

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

System: FAMTest

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

3. All LEAs in the State have completed the 2020 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 2020 Annual Inventory requirement.

FEPMIS Email Notifications

CC: just_a_test@dlm.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

An email will be provided to the LESO when the State Coordinator or State Point of Contact (with full signature authority) certifies their State has completed the 2020 Annual Inventory requirement.

Questions?

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DEFENSE LOGISTICS AGENCY