

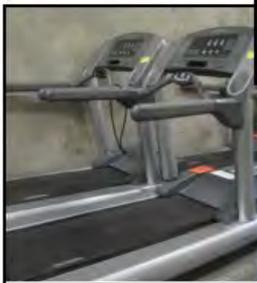


2020 Annual Inventory Guide



Law Enforcement
Support Office

User Guide:
2020 Annual Inventory
Certification Process



DLA DISPOSITION SERVICES
Law Enforcement Support Office

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



NATIONAL FIRE AND AVIATION MANAGEMENT WEB APPLICATIONS

FAMWEB Home Contact Us FAQ Help Disclaimer Wed Apr 04 2018

- ▶ FAMWEB
- ▶ AMIS
- ▶ AWSR
- ▶ FIRESTAT
- ▶ SIT-209
- ▶ FAMWEB Data Warehouse
- ▶ KCFAST
- ▶ WIMS
- ▶ FEPMIS
- ▶ LESO FEPMIS
- ▶ Electronic Forms
- ▶ Wildland Fire Related Links
- ▶ Other Links/Forms
- FAMTEST
- FAMWEB Logon Request
(AWSR, AMIS, ARS, FIRESTAT, SIT, 209)
- CONTACT FAMWEB HELP
- Log On
(AWSR, AMIS, ARS, FIRESTAT, SIT, 209)

Welcome to FAMWEB

The Fire and Aviation Management Web Application (FAMWEB) website brings together Applications, Tools and Services to support Federal, State and Local government agencies which provide support for all wildfires and other incidents.

The [New User Accounts](#) and [Disclaimer](#) pages have been broadened to cover the variety of application technologies and diverse user groups.

How to request a new FAMWEB account [document](#).

TechNotes

05/23/2013 - [WIMS-TechNote-2013-02](#)
WIMS-TechNote-2013-02 WXML - Web Services Updating WIMS Web Services Documentation for HTTPS

02/28/2013 - [WIMS TechNote-2013-01](#)
WIMS TechNote-2013-01 Providing Users with detailed information regarding the implementation of NAP Access to WIMS

02/17/2009 - [WIMS Ver 1.2.0 Release Information](#)
WIMS Ver 1.2.0 Release Information

06/24/2008 - [Wims*TechNote2008_01](#)
Technote on the release of WIMS Version 1.1.7

Click on [Complete List](#) to view all of the TechNotes.

Go to <https://fam.nwccg.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)

This site is maintained by:
 USDA Forest Service
 Fire & Aviation IT
 Phone: 866-224-7677
 616-323-1667
 Fax: 616-323-1665
 E-mail: IIA-Helodesk@fs.fed.us



Logging into FEPMIS Cont.



FAMWEB

Logon Required

Unauthorized access to this United States Government Computer System and software is prohibited by Title 18, United States Code 1030. This statute states that: Whoever knowingly or intentionally accesses a computer without authorization or exceeds authorized access, and by means of such conduct obtains, alters, damages, destroys, or discloses information or prevents authorized use of (data or a computer owned by or operated for) the Government of the United States, shall be punished by a fine under this title or imprisonment for not more than 10 years, or both. All activities on this system and network may be monitored, intercepted, recorded, read, copied, or captured in any manner and disclosed in any manner, by authorized personnel.

THERE IS NO RIGHT OF PRIVACY IN THIS SYSTEM. System personnel may give to law enforcement officials any potential evidence of crime found on USDA computer systems. USE OF THIS SYSTEM BY ANY USER, AUTHORIZED OR UNAUTHORIZED, CONSTITUTES CONSENT TO THIS MONITORING, INTERCEPTION, RECORDING, READING, COPYING OR CAPTURING AND DISCLOSURE. REPORT UNAUTHORIZED USE TO AN INFORMATION SYSTEM SECURITY OFFICER.

Please enter your User Name and Password to log on.

User Name

Password

Log on

Note: Processing may take a few moments to set all security features. Please do not click the Log on button more than once.

**Enter User Name
and Password**



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





LESO FEPMIS
Menu

- [Home](#)
- [Create Plan](#)
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- [Receipts](#)
- [Approve Receipts](#)
- [Modify](#)
- [Change of Status](#)
- [Inventory Worksheet](#)
- [LESO Inventory](#)
- [Create AUR](#)
- [Query Property](#)
- [Weapons](#)
- [Queries and Reports](#)

[Logout portal](#)

Email: LESO@DLA.MIL
Phone: 800.532.9946
Fax: 269.961.4431
Password Reset:
866.224.7677 opt #4

Welcome to FAMWEB

LESO FEPMIS



The Law Enforcement Support Office (LESO) has adopted the Federal Excess Property Management Information System (FEPMIS) as the automated property management system that will be used to provide accountability and management for property requisitioned through the Department of Defense (DoD) Defense Logistics Agency (DLA) Disposition Services 1033 Program.

****THIS IS FAMTEST****
****ATTENTION LESO FEPMIS USERS****

NOTE: IIA Helpdesk should only be contacted for password resets. All other LESO FEPMIS access issues should be directed to your **State Coordinator**. If the State Coordinator cannot resolve your issue then the State Coordinator should contact the LESO HQ.

NOTE: All DLA access questions (ie **DLA Enterprise External Business Portal**, **DLA AMPS**) should be directed to the **DLA Enterprise help desk**
Toll Free: 855.352.0001

LESO FEPMIS Training Material

DOD DLA Disposition Services LESO

NEW: DOD DLA Disposition Services LESO

DLA Enterprise External Business Portal

DLA AMPS (NEW)

State Coordinator POC Information

NOTE: THE USDA IS NOT RESPONSIBLE FOR THE ABOVE LINKS. DO NOT CONTACT THE LESO FEPMIS IIA HELPDESK WITH ANY ISSUES WITH THE ABOVE LINKS!

MI USER1

Your last logon was on: **04/04/18 06:52:42**
Your password will expire on: **07/16/18**

<https://famtest.nwcg.gov/fam-web-was/lesofepmis/faces/jsp/certification/SearchFFPCertification.jsp>

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



State Coordinator State Certification



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866.224.7677 opt #4

LESO FEPMIS: Search LESO Certification User ID: MI_LEA1

LESO Certification Search

LESO Certification Search Results

State: * MICHIGAN

Division:

Subdivision:

Station:

Inventory Search Filter: Inventoried Items Not Inventoried Yet Both

Submit

Create Certification Report

create certification report. Check for a station's detail report. Please be patient - the report generation is a time-consuming process

Clear reset form values

Inventory Begin Date: 09/27/2017 Inventory Due Date: 01/31/2018 Inventory Countdown: Overdue!

LESO Certification Search | [LESO Certification Search Results](#)

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



LESO FEPMIS: Approve Inventory Certification User ID: VI_STATE

FY2018 inventory completed for the state . Certification pending.

State: AMERICAN SAMOA
Fiscal Year: 2018
Number Properties: 0
Completed Inventory: 0
Percent Completion: 100.0
Inventory Completed: Yes

STATE COORDINATORS MUST ENSURE

- All 1033 Program equipment is utilized in accordance with the State Plan of Operation
- The listed Chief Law Enforcement 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 or designee
- The Application for Participation for each LEA is up to date and signed by the current CLEO or designee
- 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 AMERICAN SAMOA, I hereby certify that all property on record for each participating Law Enforcement Agency (LEA) within my State has been certified and verified by the Chief Law Enforcement Official or designee

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

Additional Comments:

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





LESO FEPMIS
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State-Level Statistics Query



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

search certification report filter values
 certification report
 reset form values

Report Summary:

State: SOUTH CAROLINA
Fiscal Year: 2014
Number Properties: 701
Properties Completed Inventory: 701
Properties Percent Completion: 100
Inventory Completed: Yes
Inventory Certified By: SC_STATE1
Inventory Certified Date: 09/22/2014

- * Only properties that belong to State or State-Tribal stations are included
- * Only properties that belong to State or State-Tribal stations are included
- * Only properties that belong to State or State-Tribal stations are included
- * Only properties that belong to State or State-Tribal stations are included

Report Detail:

| 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(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.



FPEMIS Email Notifications



Subject: LESO FPEMIS 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@example.com

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@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

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?



Eastern Team:

Ron Chavis

(269) 961-5390

Ron.Chavis@dla.mil

Dave Brackett

(269) 961-5311

David.Brackett@dla.mil

Carmen Villanueva

(269) 961-5389

Carmen.Villanueva@dla.mil

Vacant

1-800-532-9946

Western Team:

Jake Collier

(269) 961-5919

Jacob.Collier@dla.mil

Brentnell Johnson

(269) 961-4818

Brentnell.Johnson@dla.mil

Trent Roudabush

(269) 961-5328

Trenton.Roudabush@dla.mil

Michiko Alvarenga

(269) 961-4331

Michiko.Alvarenga@dla.mil



LESOCERTIFICATIONS@DLA.MIL

