

UNCLASSIFIED

DEFENSE LOGISTICS AGENCY

Established 1961



Assigning FEPMIS Roles



THE NATION'S LOGISTICS COMBAT SUPPORT AGENCY

UNCLASSIFIED

PEOPLE ★ PRECISION ★ POSTURE ★ PARTNERSHIPS

WARFIGHTER ALWAYS



Login to FEPMIS.
Click: "User Management".



LESO FEPMIS

Menu

- [Home](#)
- [Manage Account](#)
- [Approve Receipts](#)
- [Approve COS](#)
- [Inventory Worksheets](#)
- [LESO Inventory](#)
- [Station Mgmt Utility](#)
- [User Management](#) ←
- [Query Property](#)
- [Queries and Reports](#)

[Logoff](#)

Email: LESO@DLA.MIL
Phone: 800.532.9946
Fax: 269.961.4431
IIA Helpdesk
(866) 224-7677

Welcome to LESO FEPMIS

LESO FEPMIS [v.4.6.3]

****ATTENTION LESO FEPMIS USERS****

DATE: 2022-11-01

By using this inventory management system, Law Enforcement Agencies (LEA) agree to abide by the terms and conditions as set forth in the current LESO Program State Plan of Operation (SPO) and SPO Addendum. Contact your State Coordinators office if you have questions related to the LESO Program or the SPO or SPO Addendum



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.

****ATTENTION LESO FEPMIS USERS****

DATE: 2024-05-01

NOTE 1:
For login.gov account issues contact: [Login.gov Helpdesk](#)
For iNAP account issues contact: [IIA Helpdesk](#)
All other LESO FEPMIS issues should be directed to your [State Coordinator](#). If the State Coordinator cannot resolve your issue then the State Coordinator should

Assigning FEPMIS Roles



State: state required for federal users to manage state, divisions, subdivisions and stations

Manage User Level: *

State:

Manage User Level: *

State Drop-down: Select the state to which the user is being assigned. State Coordinator state should already be selected.

Manage User Level Drop-down: Select "Station".

Click: "Submit".

Assigning FEPMIS Roles



Select Station for Assignment:

Users Available for Assignment

Filter:

☒ filter out users already assigned to a station

Name assigning role to.

1. Select Station for Assignment: Station user will be assigned to.
2. Filter: Change filter to "On".
3. Left Box: Select name of user to be assigned.
4. Click: "Move" (user will move from left box to right box).
5. Click: "Update Assignments".



Assigning FEPMIS Roles

Effective Date: For immediate changes use previous day.

Available User Roles: For immediate changes use previous day in “Effective Date” box.

Click: “Submit”.

Note: LESO CST will assign SC roles.

LESO FEPMIS: FEPMIS User Management Utility (FUMU)

Submit Back

User: [redacted] (269) 961-4598 / [redacted].com

Effective: * 1/25/2024 [calendar icon]

Expires: [calendar icon]

Assigned User Roles

Role Name	Creation Date	Effective Date	Expiration Date
Approval Process Editor		[calendar icon]	[calendar icon]
Approve AUR		[calendar icon]	[calendar icon]
Approve Breakdowns		[calendar icon]	[calendar icon]
Approve COS		[calendar icon]	[calendar icon]
Approve Modifications		[calendar icon]	[calendar icon]

Available User Roles

Role Name	Creation Date	Effective Date	Expiration Date
Approval Process Editor		[calendar icon]	[calendar icon]
Approve AUR		[calendar icon]	[calendar icon]
Approve Breakdowns		[calendar icon]	[calendar icon]
Approve COS		[calendar icon]	[calendar icon]
Approve Modifications		[calendar icon]	[calendar icon]

Assigning FEPMIS Roles



LESO FEPMIS: FEPMIS User Management Utility (FUMU)

User ID:

[FUMU Home](#) | [User Lookup](#) | [FEPMIS User Management Utility \(FUMU\)](#) | [NON-Registered FEPMIS User Management](#)

Select Division and Subdivision

Division:

Subdivision:

All Assigned Station Users in selected Subdivision

Station User	DoDAAC Station	Effective Date	Expiration Date	User Status		
				Active	Edit	Unassign
				Active	Edit	Unassign
				Active	Edit	Unassign
				Active	Edit	Unassign
				Active	Edit	Unassign
				Active	Edit	Unassign
				Active	Edit	Unassign
				Active	Edit	Unassign

All Assigned Station Users in selected Subdivision show Active.

Note: Unassigned icon should not be used.

