

# DEFENSE LOGISTICS AGENCY

*Established 1961*



## Receipting for Property



THE NATION'S LOGISTICS COMBAT SUPPORT AGENCY





**LESO FEPMIS**

Menu

- [Home](#)
- [Receipts](#)
- [Modify](#)
- [Change of Status](#)
- [Inventory Worksheets](#)
- [LESO Inventory](#)
- [Query Property](#)
- [Queries and Reports](#)

---

[Logoff portal](#)

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

## 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.

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

DATE: 2016-07-19

**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

**DOD DLA Disposition Services LESO**  
 Training Material; Find Your State Coordinator; and Other Helpful Information

**DLA Enterprise External Business Portal**

**DLA AMPS**

On the LESO FEPMIS page, click on Receipts

# Receipting for Property





**LESO FEPMIS**  
Menu

- [Home](#)
- [Receipts](#)
- [Modify](#)
- [Change of Status](#)
- [Inventory Worksheets](#)
- [LESO Inventory](#)
- [Query Property](#)
- [Queries and Reports](#)

---

[Logoff portal](#)

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

**LESO FEPMIS: Receipt Property Items List**    User ID: EEM00089

Receipt Property List    Receipt Property Items    Receipt Property Breakdown

    Refresh receipts list

Requisition Number	DODAAC	Shipped Date	DTID	NSN	Item Name	Serial Number	QTY Requested	Overdue
<a href="#">2YTCPQ-6365-3457</a>	2YTCPQ	Jan 12, 2017	null	6230-01-325-0595	LANTERN,BATTERY OPERATED		10	No

Receipt Property List | Receipt Property Items | Receipt Property Breakdown | Receipt Item

Select the item you need to receipt for.



LESO FEPMIS: Receipt Property Items User ID: MI\_LEA2

Application Status Messages:  receipt and identification notifications

**Items to be Receipted**  
Requisition#: 2YTAF1-3069-2936  
Station: ALLEGAN COUNTY SHERIFF DEPT  
DoDAAC: 2YTAF1  
Carrier:  
Package Identifier:  
Tracking Number:

Some property types require image uploads during identification. Please be sure to have them available before you identify the property

	NSN	Item Name	Qty Requested	Qty Receipted	Qty	Unit Cost	Unit of Issue	Reject/Cancel	Comments
Complete	8465-00-261-6909	002616909 - BAG,CLOTHING	10	0	<input type="text" value="10"/>	\$14.33	Each		

receipt all items with values in the Qty field

Items to be Identified

There are no items available for identification

Receipt Property List | Receipt Property Items | Receipt Property Breakdown | Receipt Item

Insert the total amount to be receipted, then click Receipt.



LESO FEPMIS: Receipt Property Items User ID: MI\_LEA2

Application Status Messages:  receipt and identification notifications

**Items to be Receipted**  
Requisition#: 2YTAF1-3069-2936  
Station: ALLEGAN COUNTY SHERIFF DEPT  
DoDAAC: 2YTAF1  
Carrier:  
Package Identifier:  
Tracking Number:

Some property types require image uploads during identification. Please be sure to have them available before you identify the property

There are no items available for receipt

**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	8465-00-261-6909	002616909 - BAG,CLOTHING	\$14.33	10	0	Each	10	1	<input type="button" value="Identify"/> <input type="button" value="Undo"/>

Click Identify.

**NOTE:** If the quantity received is less than allocated, do not receipt it until you talk to your State Coordinator's Office.



LESO FEPMIS: Receipt Property Breakdown User ID: MI\_LEA2

Receipt Property List | Receipt Property Items | Receipt Property Breakdown | Receipt Item

Total unit cost of items being identified (items X Unit Cost) \$143.30  
Requisition# 2YTAF1-3069-2936

NSN	Item Name	Unit Cost	Quantity	Unit of Issue	Serial Number	Track
8465-00-261-6909	BAG,CLOTHING	\$14.33	10	Each		

all property must be identified before submission for approval

[Receipt Property List](#) | [Receipt Property Items](#) | [Receipt Property Breakdown](#) | [Receipt Item](#)

**Identify Property** (highlighted with a red box and arrow)

**Click Identify Property.** (text in a blue box with arrow pointing to the button)

LESO FEPMIS Menu

- Home
- Receipts
- Modify
- Change of Status
- LESO Inventory
- Query Property
- Queries and Reports

Logoff portal

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

# Receiving for Property



LESO FEPMIS: Identify Tracked Property User ID: MI\_LEA2

Identify **Manage Images** Receipt Property List Receipt Property Items Receipt Property Breakdown Identify Item

**Requisition#:** 2YTAF1-3069-2936  
**Shipping DODAAC:** SX1465  
**Property #:** 18058MI00003  
**Commodity Type:**  
**Status:**  
**DTID:** \* FB6352-3009-0010  
**FSC:** 8465 - Individual Equipment  
**Item Name:** BAG,CLOTHING  
**Description:** BAG,CLOTHING  
**NSN/LSN:** 8465 -00 -261 -6909  
**DMIL:** A- NON-USML/NON-CCLI - NO DEMIL OR DOD TSC REQUIRED.  
**DMIL Integrity Code:** 1  
**Unit Cost:** 14.33  
**QTY:** 10  
**Unit of Issue:** Each  
**Serial#:**   
 check for valid DODAAC/Station assignment if station information is not pre-populated below  
**State:** MI  
**Division:** \* DEFAULT\_DIV\_MI  
**Subdivision:** \* DEFAULT\_SUBDIV\_MI  
**Station:** \* ALLEGAN COUNTY SHERIFF DEPT  
**Physical Storage Location:**   
**Part#:**   
**Make / Manufacturer:**   
**Model:**   
**Model Year:**   enter 0 if Model Year is unknown/unavailable  
**Condition:** \* B - Issuable, Qualification   
**Comment 1 (100 max):**

**LESO FEPMIS Menu**  
[Home](#)  
[Receipts](#)  
[Modify](#)  
[Change of Status](#)  
[LESO Inventory](#)  
[Query Property](#)  
[Queries and Reports](#)  
[Logoff portal](#)  
Email: LESO@DLA.MIL  
Phone: 800.532.9946  
Fax: 269.961.4431  
Password Reset:  
866.224.7677 opt #4

If Property Requires photos, click Manage Images.

Serial Number entry may be required.

Some agencies find it helpful to include where the item is stored for inventory aid. It is not required but recommended.

Scroll Down



# Uploading Photos



The screenshot shows the LESO FEPMIS web application interface. The browser address bar displays the URL: <https://famtest.nwgc.gov/fam-web-was/lesofepmis/faces/jsp/index.jspx>. The page header includes navigation links such as Home, Receipts, Modify, Change of Status, LESO Inventory, Query Property, and Queries and Reports. A sidebar on the left contains contact information for LESO@DLA.MIL and a Logoff portal link. The main content area features an 'Image Content:' dropdown menu, a 'Browse...' button, a text area for a caption (with a checked option to 'add a caption for the image (400 max chars)'), and an 'Upload' button. Three blue callout boxes with red arrows point to these elements: the first points to the 'Image Content:' dropdown, the second points to the 'Browse...' button, and the third points to the 'Upload' button. At the bottom of the page, there are links for 'Receipt Property List', 'Receipt Property Items', 'Receipt Property Breakdown', and 'Identify Item'.

Note: the maximum file size for each photo is 1 MG.  
It is recommended to use .JPG or .PNG file type.

Select the drop down to describe the image content.

Select Browse to upload your photo and provide a description of the photo.

Select Upload.

# Uploading Photos



The screenshot shows the LESO FEPMIS web application interface. At the top, there are navigation tabs: "Identify" (highlighted with a red box), "Manage Images", "Receipt Property List", "Receipt Property Items", "Receipt Property Breakdown", and "Identify Item". The main content area displays the LESO Law Enforcement Support Office logo and a "TEST" section. Below the logo, there is a "Details" button and a "delete" button. The "Image Content" section shows a dropdown menu set to "Serial Number". A message indicates "Successfully uploaded file Capture.PNG (117278 bytes)". Below this message, there is a "Browse" button (highlighted with a red box) and a text input field for a caption. A blue callout box with a black border contains the text: "Once uploaded successfully, go back to the identify tab." Two red arrows point from this callout box to the "Identify" tab and the "Successfully uploaded file" message.

# Receipting for Property



State: MI  
Division: \* DEFAULT\_DIV\_MI  
Subdivision: \* DEFAULT\_SUBDIV\_MI  
Station: \* ALLEGAN COUNTY SHERIFF DEPT  
Physical Storage Location:   
Part#:   
Make / Manufacturer:   
Model:   
Model Year:  Enter 0 if Model Year is unknown/unavailable  
Condition: \* B - Issuable, Qualification

Comment 1 (100 max):   
Comment 2 (100 max):   
Comment 3 (100 max):   
ITEM\_ID=1074085 DOC#=30692936  
DoD Acquisition Comment: NA

I MI\_LEA2 certify the aforementioned property is present and accounted for

submit property for approval

**You must enter a condition code for the item and if there are any relevant notes.**

***Important:***  
**ONLY CERTIFY WHEN YOU ARE 100% SURE THE PROPERTY AND THE PROPERTY COUNT ARE ACCURATE AND IN YOUR LEA'S POSSESSION.**

**Click the certification check, then click Submit.**

[Receipt Property List](#) | [Receipt Property Items](#) | [Receipt Property Breakdown](#) | [Identify Item](#)

# Receipting for Property



LESO FEPMIS: Receipt Property Breakdown User ID: MI\_LEA2

Total unit cost of items being identified (Items X Unit Cost) \$143.30  
Requisition# 2YTAF1-3069-2936

NSN	Item Name	Unit Cost	Quantity	Unit of Issue	Serial Number	Tracked	
8465-00-261-6909	BAG,CLOTHING	\$14.33	10	Each		Y	<a href="#">Identify Property</a>

All property must be identified before submission for approval

[Receipt Property List](#) | [Receipt Property Items](#) | [Receipt Property Breakdown](#) | [Receipt Item](#)

**Click Submit**

**This a second SUBMIT. Make sure you click it to finish receipting the property**

LESO FEPMIS Menu

- Home
- Receipts
- Modify
- Change of Status
- LESO Inventory
- Query Property
- Queries and Reports

Logoff portal

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



Browser address bar: https://famtest.nwcg.gov/fam-web-was/lesofepmis/faces/jsp/index.jsp

Browser tabs: Fire & Aviation Management ... LESO FEPMIS

Navigation bar: LESO FEPMIS: Receipt Property Items User ID: MI\_LEA2

Sub-navigation: Receipt Property List | Receipt Property Items | Receipt Property Breakdown | Receipt Item

Application Status Messages:  receipt and identification notifications

Items to be Receipted

- Requisition#: 2YTAF1-3069-2936
- Station: ALLEGAN COUNTY SHERIFF DEPT
- DoDAAC: 2YTAF1
- Carrier:
- Package Identifier:
- Tracking Number:

Some property types require image uploads during identification. Please be sure to have them available before you identify the property

There are no items available for receipt

If done correctly, this is how the screen should look.

Items to be Identified

There are no items available for identification

Footer: Receipt Property List | Receipt Property Items | Receipt Property Breakdown | Receipt Item

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



LESO FEPMIS: Receipt Property Items    User ID: EKS00202

Receipt Property List    Receipt Property Items    Receipt Property Breakdown    Receipt Item

Application Status Messages:  receipt and identification notifications

Enter Quantity RECEIVED in the QTY field

**NOTE:** For Partial Receipt, the RECEIPT button must be clicked to update the Qty Received.

Only then should the COMPLETE button be hit. If the user only hits the COMPLETE button, the system will process a Zero Receipt and not a Partial Receipt.

Some property items are not available before you identify the property

	NSN	Item Name	Qty Requested	Qty Received	Qty	Unit Cost	Unit of Issue	Reject/Cancel Comments
<input type="button" value="Complete"/>	6220-01-616-1079	016161079 - HEADLIGHT	14	0	<input type="text" value="0"/>	\$96.97	Each	Rejected as receipt should have been submitted as a partial receipt of receiving 12 of 14.

receipt all items with values in the Qty field



LESOFEPMIS: Receipt Property Items    User ID: EKS00202

Receipt Property List    Receipt Property Items    Receipt Property Breakdown    Receipt Item

**Application Status Messages:**  receipt and identification notifications

**Items to be Received**  
Requisition#: 2YTFDG-9011-6542  
Station: HIDALGO COUNTY SHERIFFS OFFICE  
DoDAAC: 2YTFDG  
Carrier:  
Package Identifier:  
Tracking Number: 2YTFDG90116542XXX

The Qty Received should now be updated and should represent the quantity that was actually received.  
In this situation, 12 of 14 were actually received.

Some property types require image uploads during identification. Please be sure to have them available before you identify the property

	NSN	Item Name	Qty Requested	Qty Received	Qty	Unit Cost	Unit of Issue	Reject/Cancel Comments
<input checked="" type="button" value="Complete"/>	6220-01-616-1079	016161079 - HEADLIGHT	14	12		\$96.97	Each	Rejected as receipt should have been submitted as a partial receipt of receiving 12 of 14.

receipt all items with values in the Qty field

Click the COMPLETE button.



LESO FEPMIS

https://fam.nwgc.gov/fam-web-was/lesofepmis/faces/jsp/index.jsp

LESO FEPMIS: Complete Item Confirmation User ID: EKS00202

Receipt Property List | Receipt Property Items | Receipt Property Breakdown | Receipt Filter Screen | Receipt Item

**The quantity received 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 14  
Quantity Received 12

Special Justification

Comment(100 max chars)  
LEA refused 2 of these items. Email evidential matter is at LESO.

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

Verify the Quantity Requested (original qty) and Quantity Received (qty actually received) are accurate.

If this is NOT accurate, then click the NO button and start over.

Enter a detailed Comment explaining why a Partial Receipt is being submitted.

If the Quantity Requested and Quantity Received are accurate, click the YES button.

If the Quantity Requested and Quantity Received are NOT accurate, click the NO button and start over.



After the Partial Receipt is submitted, it is sent to LESO HQ for approval. The State Coordinator does NOT approve Partial Receipts.

The screenshot shows the LESO FEPMIS web application interface. The browser address bar displays <https://famtest.nwcg.gov/fam-web-was/lesofepmis/faces/jsp/index.jsp>. The page content includes a navigation menu on the left, a main content area with a yellow warning message, and a table of items. A red box highlights a row in the table with the text "Pending Zero or Partial Receipt 1005-00-073-9421 000739". A red arrow points from this row to a text box on the right.

**Some property types require image uploads during identification. Please be sure to have them available before you identify the property**

MSN	Item Name	Qty Requested	Qty Received	Qty Unit Cost	Unit of Issue	Reject/Cancel Comments
1005-00-073-9421	000739					

**NOTE:** The user cannot do anything with the Partial Receipt until LESO HQ approves (the record is locked until approved). The user should see the following message if the Partial Receipt was processed correctly and is pending approval by LESO HQ.

Once LESO HQ approves the Partial Receipt, the user will then be able to process the receipt as normal.



## QUESTIONS?

Please contact your respective State Coordinator's Office with any questions. To find your State Coordinator contact information, visit the website below:

<https://www.dla.mil/Disposition-Services/Offers/Law-Enforcement/State-Coordinators/>

