



Receipting for Property



RECEIPTING FOR PROPERTY

- Training Tool
- Use this presentation to teach LEAs how to receipt for property/equipment in Federal Excess Property Management Information System (FEPMIS)
- Receipting for Property is accepting the property from the DOD accountable inventory and adding to your (the LEA) inventory
- Step by step guide



RECEIPTING FOR PROPERTY

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

LESO FEPMIS

Menu

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[Logoff portal](#)

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



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LESO FEPMIS: Receipt Property Items List User ID: EEM00089

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

 Refresh receipts list

Requisition Number	DODAAC	Shipped Date	DTID	NSN	Item Name	Serial Number	QTY Requested	Overdue
2YTCPQ-6365-3457	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.



RECEIPTING FOR PROPERTY

LESOFEPMIS: Receipt Property Items User ID: MI_LEA2

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

Application Status Messages: receipt and identification notifications

Items to be Received

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 Received	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 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.

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RECEIPTING FOR PROPERTY

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:

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

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	Identify Undo

Click Identify.

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



RECEIPTING FOR PROPERTY

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

Page Title: LESO FEPMIS: Receipt Property Breakdown User ID: MI_LEA2

Navigation: 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	Tracked	
8465-00-261-6909	BAG,CLOTHING	\$14.33	10	Each			Identify Property

all property must be identified before submission for approval

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

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Click Identify Property.



RECEIPTING FOR PROPERTY

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

LESO FEPMIS: Identify Tracked Property User ID: MI_LEA2

Identify | Manage Images

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):

If property requires photos, click Manage Images (See Slide 10).

DTID (Disposal Turn-In Document) is unique to each property requisition. Entry is required for all vehicle receipts.

If required, enter the serial number.

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

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RECEIPTING FOR PROPERTY

The screenshot shows the LESO FEPMIS web application interface. At the top, there's a browser address bar with the URL 'https://famtest.nwcg.gov/fam-web-was/lesofepmis/faces/jsp/index.js'. Below the browser, there's a navigation menu with links like 'Home', 'Receipts', 'Modify', 'Change of Status', 'LESO Inventory', 'Query Property', and 'Queries and Reports'. The main content area has a form for uploading a photo. A callout box with a red arrow points to a dropdown menu labeled 'Image Content:'. Another callout box with a red arrow points to a 'Browse...' button. A third callout box with a red arrow points to a text input field for a caption, with a note 'add a caption for the image (400 max chars)'. A fourth callout box with a red arrow points to an '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 5MG. It is recommended that you use the .JPG file type.

Select the drop down to describe the image content.

Select Browse to upload your photo and provide a description of the photo (Example – HMMWV or PVS 7).

Select Upload



RECEIPTING FOR PROPERTY

The screenshot shows a web browser window displaying the LESO FEPMIS application. The browser's address bar shows the URL 'https://famtest.nwcg.gov/fam-web-was/lesofepmis/faces/jsp/index.js'. The application has a top navigation bar with tabs for 'Identify', 'Manage Images', 'Receipt Property List', 'Receipt Property Items', 'Receipt Property Breakdown', and 'Identify Item'. The 'Identify' tab is active. On the left side, there is a sidebar with the LESO FEPMIS logo and a menu containing links for Home, Receipts, Modify, Change of Status, LESO Inventory, Query Property, Queries and Reports, and a Logoff portal. Below the menu, contact information for LESO is provided: Email: LESO@DLA.MIL, Phone: 800.532.9946, Fax: 269.961.4431, Password Reset: 866.224.7677 opt #4. The main content area shows the LESO Law Enforcement Support Office logo and a 'Details' button with a 'delete' option. Below this, there is a 'TEST' section with an 'Image Content:' dropdown menu set to 'Serial Number'. A message indicates 'Successfully uploaded file Capture.PNG (117278 bytes)'. Below the message is a 'Browse...' button and a text area for adding a caption (400 max chars). A blue callout box with a black border contains the text 'Once uploaded successfully, go back to the identify tab'. Two red arrows originate from this box: one points to the 'Identify' tab in the top navigation bar, and the other points to the 'Browse...' button.

Once uploaded successfully, go back to the identify tab



RECEIPTING FOR PROPERTY

Browser tabs: Fire & Aviation Management, LESO FEPMIS

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

Navigation: Home, Receipts, Modify, Change of Status, LESO Inventory, Query Property, Queries and Reports, Logoff portal

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

LESO FEPMIS Menu

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 submit property for approval
Back

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

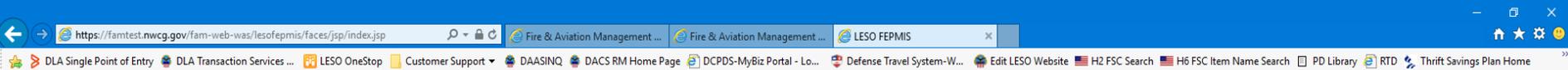
You must enter a condition code for the item and if there are any relevant notes.

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.



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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	<input type="button" value="Identify Property"/>

all property must be identified before submission for approval

Click Submit

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

Email: LESO@DLA.MIL
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This is a *second* SUBMIT. Make sure you click it to finish receipting for the property.



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The screenshot shows a web browser window with the URL <https://famtest.nwccg.gov/fam-web-was/lesofepmis/faces/jsp/index.jsp>. The page title is "LESO FEPMIS: Receipt Property Items" and the user ID is "MI_LEA2". The breadcrumb trail is "Receipt Property List > Receipt Property Items > Receipt Property Breakdown > Receipt Item".

Application Status Messages: receipt and identification notifications

Items to be Received

- 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

There are no items available for identification

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



QUESTIONS?

- Please contact your respective State Coordinator's Office with any questions. To find your State Coordinator contact information, visit the website below:
- <http://www.dla.mil/DispositionServices/Offers/Reutilization/LawEnforcement/SCLocatorMap.aspx>

