



**DRMS/LESO
NATIONAL PROPERTY REQUISITION**

**LESO
LAW ENFORCEMENT AGENCY CUSTOMER GUIDE**

V 1.0.1

SEPTEMBER 13, 2002

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1.0 Introduction

The Defense Reutilization and Marketing Service's (DRMS) Law Enforcement Support Office (LESO) Web software enables law enforcement agencies to reserve equipment, state coordinators to approve/reject LEA requests, and LESO coordinators to approve/reject Law Enforcement Agency (LEA) requests received from state coordinators.

This Web software streamlines the process for LEAs, enabling them to submit requests more quickly and to receive rapid responses to their requests.

System Overview

This system enables the LEA to:

- Search for equipment by Federal Supply Class (FSC) or National Item Identification Number (NIIN), full or partial product name, region, date the item entered inventory, and/or condition code.
- Review specific condition or historical information about the equipment.
- Submit equipment requests.
- Obtain request approvals/rejections.
- Modify or delete equipment requests.
- View equipment request histories for the LEA.

The system enables the state coordinator to:

- Review item requests.
- Modify, approve, or reject item requests.
- Review information about the equipment.

Requirements

To use this software, the user's PC must run a Web browser, such as Internet Explorer or Netscape Navigator.

Assumptions

It is assumed that the user has Windows Operating System experience, Web browser experience, query experience, and knowledge of and experience with the DRMS LESO reutilization program.

User Privileges

The LEA may view, edit, and submit requests only for their LEA

Get Help

Each page contains a **Help** hyperlink. Click the hyperlink to obtain online help and tips on using this system.

2.0 Start and Exit the LESO DRMS Program

To start the LESO DRMS program:

1. In the Address of the Web browser, enter <http://www.drms.dla.mil/> and press **Enter**. The system displays the Defense Reutilization and Marketing Service (DRMS) Web page.

Address <https://www.drms.dla.mil/>

Defense Reutilization & Marketing Service
September 12, 1972 - September 12, 2002

" Right Item, Right Time, Right Place, Right Price, Every Time...Best Value Solutions for America's Warfighters "

Welcome to DRMS (Defense Reutilization and Marketing Service),
the place to obtain *original* US Government surplus property.
[Customer Warning and Notice](#)

To view information for Generator turn-in, search our inventory for RTD including RCP inventory, view information regarding sales including browsing for special sales catalogs, select one of the following:

Generator/Installation (ETID/DRMO Turn-ins of govt. property)	R/T/D Customers (Military, Govt., Public Service & Nonprofit)	RCP Program Information	Sales Customers (Private Company or Individual)
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Additional Links:

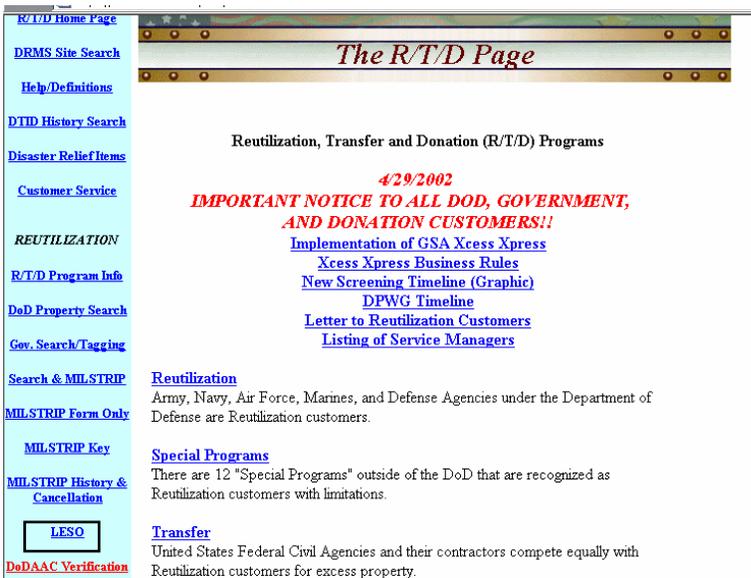
Customer [Support](#) Numbers DRMO [Site](#) Information
[Maps](#) to DRMS HQ DRMS [Publications](#)
 Freedom of Information Act Requests (FOIA) RCP [Points of Contact](#)

Help Information:

We value your business and want to give quality service in all our service areas.

[Small Business Ombudsman](#) How are we doing?

2. Click **R/T/D Customers (Military, Govt, Public Service & Nonprofit)**. The R/T/D (Reutilization/Transfer/Donation) Web page is displayed. This page is used specifically for government agencies participating in the re-utilization program.



[R/T/D Home Page](#)

[DRMS Site Search](#)

[Help/Definitions](#)

[DTID History Search](#)

[Disaster Relief Items](#)

[Customer Service](#)

REUTILIZATION

[R/T/D Program Info](#)

[DoD Property Search](#)

[Gov. Search/Tagging](#)

[Search & MILSTRIP](#)

[MILSTRIP Form Only](#)

[MILSTRIP Key](#)

[MILSTRIP History & Cancellation](#)

[LESO](#)

[DoDAAC Verification](#)

The R/T/D Page

Reutilization, Transfer and Donation (R/T/D) Programs

4/29/2002

IMPORTANT NOTICE TO ALL DOD, GOVERNMENT, AND DONATION CUSTOMERS!!

[Implementation of GSA Xcess Xpress](#)

[Xcess Xpress Business Rules](#)

[New Screening Timeline \(Graphic\)](#)

[DPWG Timeline](#)

[Letter to Reutilization Customers](#)

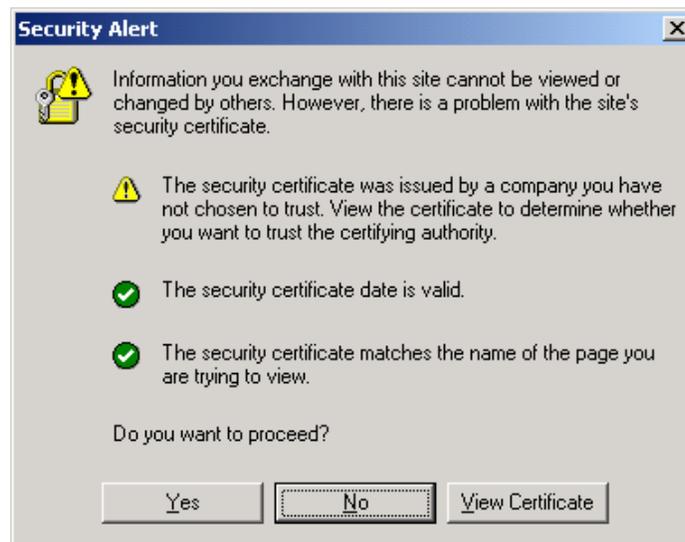
[Listing of Service Managers](#)

Reutilization
Army, Navy, Air Force, Marines, and Defense Agencies under the Department of Defense are Reutilization customers.

Special Programs
There are 12 "Special Programs" outside of the DoD that are recognized as Reutilization customers with limitations.

Transfer
United States Federal Civil Agencies and their contractors compete equally with Reutilization customers for excess property.

- From the left menu, under **Reutilization**, click **LESO**. The system displays the Security Alert dialog box, asking whether you want to proceed.



- Click **Yes**. The system displays the LESO Application page, with menu options that enable you to enter the system as a Law Enforcement Agency.



5. Click **Law Enforcement Agency**. The system displays the Login dialog box.

LESO Login Page

Please enter your ID:

Remember my ID (This will set a Cookie on your PC.)

If you have questions about your ID, please contact the LESO office at 1-800-532-9946 or your State Coordinator

6. In the **User ID** text box, enter the user ID assigned to you, with letters in capital letters.

 **NOTE**

If you do not have a user ID, contact your state coordinator. Federal Agencies contact LESO.

7. Click **Proceed**. The system displays the LEA Start page. The system welcomes your office, and it lists a series of menu options.

LEA Start Page

Welcome LAW ENFORCEMENT SUPPORT SERVICES, RALEIGH, NC
If this is not you, click [here](#) ←

[Request items](#) [Modify/Resubmit Requested Items](#)

24 Hour Status:
1 request was accepted by State Coordinator.
1 request was rejected by State Coordinator.
1 request was accepted by LESO.

Get History of Requested Items
Enter any of the following

Starting date: in MM/DD/YY format or mnemonic
Ending date: in MM/DD/YY format or mnemonic
DTID:
NSN:
Requisition Number:
Sequence Number:
Last Item Action:

⚠ CAUTION

If the specified office does not apply to your LEA, click here as instructed and follow the instruction: Enter your ID in the LESO Login Page and click Proceed. Select Remember my ID so each time you log in from this PC, the system will recognize you. If you continue using the system under another LEA's name, any item requests will be recorded for the specified LEA and not your LEA.

Click Reset Form or Clear Form to clear all entries you made on a page.

To exit the software system:

- Close the Web browser.

3.0 Submit a Request

The first step in requesting an item is finding an item that you want to request, based on certain criteria. This is accomplished by performing a query.

To submit a request for equipment:

1. Click **Request Items**. The system displays the Government Search Form for Law Enforcement Support Office. **Note: weapons and aircraft cannot be ordered on this site.**

Government Search Form
for the Law Enforcement Support Office

THESE ITEMS ARE NOT FOR PUBLIC AUCTION OR SALE
PLEASE BE ADVISED THAT EXCESS/SURPLUS PROPERTY OBTAINED FROM DRMS MAY NOT BE Y2K-COMPLIANT

[Instructions and Glossary of Terms](#)
Searches are currently limited to 300 line items.
Sections B, C & D are optional to help narrow down your search.

[Click here for Help](#)

lea_id: 12480
state: CA

Enter the 2-digit FSC, 4-digit FSC, or 9-digit NIIN (NSN = FSC + NIIN) of the item you are searching for. This is the most efficient method to search DRMS property.

Search by:
[Federal Supply Class \(FSC\)](#) (2 or 4 digit): NIIN (9 digit):
[Find FSCs by Keyword](#)

Product Name: (example: chair wood)

You may submit your search now or fill out the optional sections below.
If you submit your search NOW, you will be searching ALL of the DRMS sites worldwide, both unused and used items at any value.

SECTION B (OPTIONAL)

In this section you can refine your search by selecting to view items by the date that they entered the DRMS inventory. This section must be used in conjunction with Section A.

Starting DATE for "Date Entered Inventory" search:
(example of required format: 15-SEP-98)

2. Perform a query for an item by entering or selecting one or more of the following criteria:

NOTE
All search criteria may not be visible on the page. Scroll through the page to view all criteria, as listed in the table below.

Criteria	Description
Federal Supply Code (FSC) 2 or 4 digit code	Enter the FSC 2- or 4-digit code within which you want to view items for selection. <div style="border: 1px solid black; padding: 5px; margin-top: 10px;">NOTE For information on the Federal Supply Code, click the hyperlink.</div>
NIIN	Enter the National Item Identification Number of the item you are seeking.
Product Name	Enter the partial or full name of the item for which you are seeking.

Date	Enter the date after which items entered into DRMS inventory will be displayed. Enter the date in the format nn-MON-yr, where nn is the day, MON is a three-digit abbreviation of the month, and yr is a two-digit number identifying the last two digits of the year.
Supply Condition Code	<p>Select one or more of the following condition codes that you want the item to meet:</p> <p>A-Serviceable</p> <p>B-Serviceable with qualifications</p> <p>C-Serviceable with priority issue</p> <p>D-Serviceable test/modification</p> <p>E or F-Unserviceable</p> <p>G-Unserviceable-incomplete</p> <p>H-Unserviceable-condemned</p> <div data-bbox="768 842 1474 926" style="border: 1px solid black; background-color: #f0f0f0; padding: 2px;"> <p> NOTE</p> <p>The system pre-selects all codes by default.</p> </div> <div data-bbox="768 957 1474 1073" style="border: 1px solid black; background-color: #f0f0f0; padding: 2px;"> <p> NOTE</p> <p>Click the Supply Condition Code hyperlink to obtain detailed information about supply condition codes.</p> </div>
Disposal Condition Code	<p>Select one of the following options to select a DCC, indicating the physical condition of the item, that should be met:</p> <ul style="list-style-type: none"> • 1 • 1-3 • any <div data-bbox="768 1392 1474 1507" style="border: 1px solid black; background-color: #f0f0f0; padding: 2px;"> <p> NOTE</p> <p>Click the Disposal Condition Code hyperlink to obtain detailed information about supply condition codes.</p> </div>

Location	<ol style="list-style-type: none">1. Click the check box for one or more zones within which you want to search for the item.2. From the drop-down list for the selected zone, select one specific site to search. <p>NOTE: 1 - You may only select one location within a zone. To search for items in more than one location within one zone, select the zone itself.</p> <p>2 – RCP items are shipped at no cost to the customer.</p> <p>3 – DRMOs items must be picked up by the customer or they must pay shipping cost. To reduce costs, select DRMOs close to you.</p>
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 NOTE The list of available equipment will be more targeted and manageable if you select several criteria or at least a partial item name.

- Click **Submit Search**. The system displays the DRMS Requisitioning – LESO MILSTRIP page, listing the items that meet the criteria specified from the query. The search criteria used to obtain the following example was:
 - Product Name:** Truck
 - Selected Site:** Sparta WI

Reminder: DRMOs do not pay for shipping of items. The customer must be able to pick-up the item or pay for shipping. Only the Recycling Control Point (RCP) will pay to ship items to Law Enforcement Agencies.

Enter the quantity desired for the product you want to request. Quantity entered must not exceed **quantity available** column.

Enter your justification for requesting the product. A justification is **crucial**, as it enables the state coordinator and LESO to evaluate your request. Maximum of 500 characters.

DOD	DATE	QTY	JUSTIFICATION	SITE	PRODUCT NAME	NATIONAL STOCK NUMBER	DISPOSAL TURN-IN DOCUMENT
DOD	0	0		SPARTA	TRUCK+LIFT+HAND	392000202223	W5CP3R22250306
DOD	0	0		SPARTA	TRUCK+WRECKER	2320000510489	W53FA622140001A
DOD	7	0		SPARTA	TRUCK+CARGO	2320000558903	W61NMG21540005A
DOD	14	0		SPARTA	CRANE+TRUCK+MOUNTED+RESIDUE	381000CRANES	W61XJ22188004
DOD	14	0		SPARTA	TRUCK+FICK+UP+RESIDUE	232000TRUCKRE	W61XJ22188001
DOD	14	0		SPARTA	TRUCK+VAN+M109A2+RESIDUE	232000TRKVNR	W61XJ22078005
DOD	14	0		SPARTA	TRUCK+VAN+M109A2+RESIDUE	232000TRKVNR	W61XJ22078004
DOD	14	0		SPARTA	TRUCK+VAN+RESIDUE	232000TRKVNR	W61XJ22078003
DOD	14	0		SPARTA	TRUCK+M1009+RESIDUE	232000TRKRESI	W61XJ22068042
DOD	14	0		SPARTA	TRUCK+M1009+RESIDUE	232000TRKRESI	W61XJ22068041
DOD	14	0		SPARTA	TRUCK+LIFT+FORK	3930009030900	W6100R21140059A
DOD	14	0		SPARTA	TRUCK+CARGO	2320000558890	W6102021540003A
DOD	14	0		SPARTA	TRUCK+LIFT+FORK	3930004195744	W6100R21200000A

Scroll to the right to view the entire screen--this is where you will see the quantity available and the condition code.

SITE	PRODUCT NAME	NATIONAL STOCK NUMBER	DISPOSAL TURN-IN DOCUMENT	D M H	QTY	ORIGINAL PRICE	ACQUISITION UNIT	FEPL STAT
SPARTA	TRUCK+LIFT+HAND	392000202223	W5CP3R22250306	1	1	\$520.57	EA	ET
SPARTA	TRUCK+WRECKER	2320000510489	W53FA622140001A	1	1	\$152,340.00	EA	ET
SPARTA	TRUCK+CARGO	2320000558903	W61NMG21540005A	1	1	\$53,248.00	EA	ET
SPARTA	CRANE+TRUCK+MOUNTED+RESIDUE	381000CRANES	W61XJ22188004	1	1	\$1,000.00	EA	HT
SPARTA	TRUCK+FICK+UP+RESIDUE	232000TRUCKRE	W61XJ22188001	1	1	\$50.00	EA	HT
SPARTA	TRUCK+VAN+M109A2+RESIDUE	232000TRKVNR	W61XJ22078005	1	1	\$500.00	EA	HT
SPARTA	TRUCK+VAN+M109A2+RESIDUE	232000TRKVNR	W61XJ22078004	1	1	\$500.00	EA	HT
SPARTA	TRUCK+VAN+RESIDUE	232000TRKVNR	W61XJ22078003	1	1	\$500.00	EA	HT
SPARTA	TRUCK+M1009+RESIDUE	232000TRKRESI	W61XJ22068042	1	1	\$100.00	EA	HT
SPARTA	TRUCK+M1009+RESIDUE	232000TRKRESI	W61XJ22068041	1	1	\$100.00	EA	HT
SPARTA	TRUCK+LIFT+FORK	3930009030900	W6100R21140059A	1	1	\$79,497.00	EA	HT
SPARTA	TRUCK+CARGO	2320000558890	W6102021540003A	2	2	\$69,128.00	EA	ET
SPARTA	TRUCK+LIFT+FORK	3930004195744	W6100R21200000A	1	1	\$79,497.00	EA	HT

NOTE
 The items in blue are hyper links. Product Names with blue hyperlinks have photographs of the item attached. Items selected should show under the DOD cycle (not GSA, etc...). Take notice of the number of days left in the DOD cycle.

- Scroll through the list to locate the item or items you want to request.
- Click the **National Stock Number** hyperlink for an item to learn more about that item, if desired. The system displays general information about the item.

NIIN 011041694: TRUCK,UTILITY

CYLINDER QUANTITY	6
BATTERY QUANTITY	1
WHEEL QUANTITY	4
DRIVE WHEEL QUANTITY	4
BATTERY VOLTAGE RATING IN VOLTS	12.0
TRANSMISSION TYPE	MANUAL
FORWARD SPEED QUANTITY	4
SEATING CAPACITY	2
FEATURES PROVIDED	POWER STEERING
DRIVE AXLE LOCATION	REAR
AXLE DRIVE TYPE	CONVENTIONAL
AXLE SPEED QUANTITY	1
NOMINAL WHEELBASE	118.00 INCHES
VEHICLE MAXIMUM GROSS WEIGHT	6000.00 POUNDS
FUNCTIONAL DESCRIPTION	BASE MAINTENANCE
NONDEFINITIVE SPEC/STD DATA	1 TYPE AND B CLASS

 **NOTE**

Click Back to return to the DRMS Requisitioning page.

- Click the **Disposal Turn-In Document** hyperlink for an item to view the request history for an item, if desired. The system displays the Milstrip History information for the selected item.

Milstrip History for DTID: W33BWZ10720001

2 Requisitions found.
RQN: W80HYH10790012

Requisition Number: W80HYH10790012	Priority Code: 03	Project:
Stock ID: 2320000508984	Sup Address: null	Demand:
DTID: W33BWZ10720001	Signal Code: D	DIST/POE:
COND CD: H7 (UNSERVICEABLE - REPARABLE (CONDEMNED))	M/S: 0	RDD: 01/01/01

Tran Date	DIC	RIC	Qty	SFX	FC	STAT/ADVC	RIC FROM	EST SHP DT	SHIP DATE	MGT CD	MD OF SHP	GBL/TCN/DTID
03/20/01	A0A (Requisition - For domestic shipment/with NSN/NATO Stock Number)		1	EA								

NOTE
Click Back to return to the DRMS Requisitioning page.

- From the DRMS Requisitioning page, in the **QTY** text box for the item you want to request, enter the desired quantity to request.
- In the **Justification** text box for the item you want to request, enter the justification for the item. This is an important step, as the justification you enter will be used by the state coordinator and LESO to evaluate whether your request is granted.
- Repeat steps 7-8 for each product you want to request.
- Click **Submit** to submit the request(s). The system displays the LESO Request page, confirming your request(s).

LESO Request

Request Inserted on 01/07/2002 16:23

DTID	Quantity	RIC	Sequence
N8000610110008	1	SZQJ	2420

1 item was requested.

[Return to Search Page](#) [Return to Start Page](#)

Once a request is submitted, the state coordinator may view the request.

4.0 Modify/Resubmit Requested Items

You can edit either the quantity or comments for your request. You may need to edit a request in response to the state coordinator's response to your initial request. For instance, you may need to reduce the quantity of items you requested or you may need to provide a more detailed justification for the item or quantity requested. Only the quantity and comments can be edited for an item request.

1. From the LEA start page, click **Modify/Resubmit Requested Items**. The system displays the LESO Edit page, listing all items requested by your LEA.

Modify/Resubmit Requested Items					
Quantity	Request Date	DRMO	DTID	Last Action	Comments
1	01/15/2002	ANNISTON	W90HK101070053	Request rejected by State Coordinator.	
63	03/12/2002	RCP JACKSONVILLE	SC4402102500PY	Request submitted by LEA.	
1	04/25/2002	LEJEUNE	M214202070E001	Request rejected by State Coordinator.	
10	04/26/2002	LEJEUNE	L007272113B681	Request submitted by LEA.	
10	04/26/2002	LEJEUNE	M122202113D300	Request submitted by LEA.	
10	04/26/2002	WARNER ROBINS	W81K5721085002A	Request submitted by LEA.	
10	04/26/2002	JACKSONVILLE	W80WDJ21120019	Request submitted by LEA.	
10	04/26/2002	BRAGG	W36B5B21093031	Request submitted by LEA.	
1	05/16/2002	LEJEUNE	M002721312E039	Request submitted by LEA.	

NOTE

If the item will not be re-submitted, then zero-out the quantity field and click Submit. This empties the field.

2. Click the hyperlink in the **DTID** column to view current details for the equipment, if desired.

LESO Detail for DTID: M122202113D300				
LESO Sequence Number: 3388				
<input type="button" value="Click here to cancel this requisition."/>				
Detail Information				
Product Name	FIELD PACK			
RIC	SZQA			
DRMO Name	LEJEUNE			
National Stock Number	8465010199103			
Leso History				
Trans Date	Quantity	Action	Approver	Comments
04/26/2002 11:02:06	10	Request submitted by LEA.		conference test

NOTE

1 - A cancellation button has been added. If the LEA does not intend to pickup materials from the DRMO, they should use this button to request the cancellation.

2 - Click Back to return to the DRMS Requisitioning page.

3. In the **QTY** text box and/or the Comments text box for the item request you are editing, enter the appropriate information.
4. Click **Submit**. The system refreshes the LESO Edit page, indicating whether an item request was updated.

5.0 View History for Requests

You may view all request histories or you can perform a query to view history for a range of item requests. Performing a query will help you target a specific range of requests for viewing.

1. To perform a query, access the LEA Start page, which contains a section where you can enter criteria on which to base your query.

Welcome LAW ENFORCEMENT SUPPORT SERVICES, RALEIGH, NC
If this is not you, click [here](#)

[Request items](#) [Modify/Resubmit Requested Items](#)

24 Hour Status:
No action in the last 24 hours.

Get History of Requested Items
Enter any of the following

Starting date: in MM/DD/YY format or mnemonic
Ending date: in MM/DD/YY format or mnemonic
DTID:
NSN:
Requisition Number:
Sequence Number:
Last Item Action:

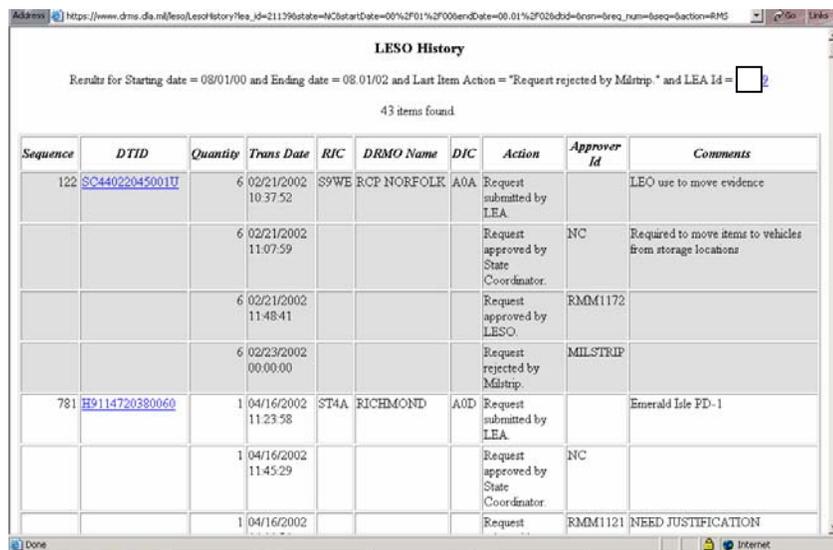
- Any Action
- Request assigned for LESO approval.
- Request approved by LESO.
- Request approved by Milstrip.
- Request approved by State Coordinator.
- Request cancelled by LEA.
- Request cancelled by LESO.
- Request cancelled by State Coordinator.
- Request deassigned for LESO approval.
- Request deleted by Federal LEA.
- Request deleted by LEA.

2. Enter one or more of the following criteria by which to search for item requests:

Criteria	Description
Starting Date	Enter the date after which you want to view item requests. The format must be in MM/DD/YY, where MM is a two digit number representing the month, DD is a two-digit number representing the day, and YY is a two-digit number identifying the last two digits of the year the request was submitted.
Ending Date	Enter the date before which you want to view item requests. The format

	must be in MM/DD/YY, where MM is a two digit number representing the month, DD is a two-digit number representing the day, and YY is a two-digit number identifying the last two digits of the year the request was submitted.
DTID	A 14-digit document number that is assigned to the item being requested from the DRMO. Using this search method shows the agency/agencies that requested this specific item. More than one request may show up using this search function.
NSN	Normally a 13-15 digit number unless it is locally assigned as in this example 263000TIRES. Using the NSN search function will bring up all requests for the agency requesting the search
Requisition Number	A 14-digit number (example: H9DEB122418835) assigned when LESO initially approves the item but before the item has received MILSTRIP status. <ul style="list-style-type: none"> The first six digits are the DODAAC which consists of numbers and letters (the search function is case sensitive): <u>H9DEB1</u> The last eight numbers after the DODAAC consist of the 4 digit Julian date and the 4 digit sequence number: <u>22418835</u> <p><i>Note:</i> This search function will bring up a single specific request.</p>
Sequence Number	A number assigned by the DRMS automation system when a request is placed on the system by an LEA. This search function will bring up a single specific request. The first sequence number assigned by the system was 121.
Last Item Action	From the drop-down list, select the last action for item requests you want to view. The last action is characterized by whether the request has been modified, approved, deleted, rejected, or submitted by your LEA, state coordinator, or LESO.

- Click **Get Item Histories**. The system displays the LESO History page, listing item requests and their histories. The current record will be at the bottom of the list.



- Click the hyperlink in the **LEA ID** column to view information about the LEA requesting the item, if desired.
- Click the hyperlink in the **DTID** column to view information about the item requested, if desired. The following window is an example of Milstrip History. The page may be long; scroll down to view Milstrip History.

Milstrip History

Requisition Number: H9DEB121090960	Priority Code: 15	Project:
Stock ID: 6625013461124	Sup Address: YT0039	Demand:
DTID: FE302011360051	Signal Code: M	DIST/POE:
COND CD: A4 (SERVICEABLE/USED-USABLE (W/O QUALIFICATIONS))	M/S: 0	RDD: 01/01/01

Tran Date	DIC	RIC	Qty	SFX	FC	STAT/ADVC	RIC FROM	EST SHP DT	SHIP DATE	MGT CD	MD OF SHP	GBL/TCN/DTID
04/24/02	A0A (Requisition - For domestic shipment/with NSN/NATO Stock Number)		1 EA									
04/24/02	A5A (Material Release Order)	SY3E	1 EA					05/24/02				
04/24/02	AEB		1 EA			BA (Item being processed for release and shipment)						
05/24/02	AF6 (FOLLOWUP FROM DRMS TO DRMO)		1 EA									
06/25/02	ASH		1 EA									

NOTE

Click Back to return to the DRMS Requisitioning page.

6. Use the blue hyperlinks if you need an explanation of the codes.
7. Check the STAT/ADVC for the status of your request. In the example above BA status means the item is being processed for release and shipment.
8. The EST SHP DT is the estimated ship date. Once a date is entered call the DRMO to make arrangement to ship or pick-up the item.
 - If an LEA has an established shipping account with UPS, FedEx, or any other company, provide the account number to the DRMO.
 - The DRMO will bill the account and ship the item (RCP ships at no charge to customer).
 - An LEA can go to the DRMO and pick-up the item prior to the date in EST SHP date block.
 - Failure to meet the ship date will cause the item to be cancelled by DRMO/LESO.
 - A customer may cancel their request prior to receiving the materials. Cancellation requests must be submitted prior to Milstrip status showing that the item has been shipped. If the Action column shows REQUEST SHIPPED, the item may not be cancelled. See page 14 of this guide for an example of the cancellation request button.

LESO History
 Results for Last Item Action = "Request shipped."
 1797 items found, 100 per page.
[\[1\]](#) [2](#) [3](#) [4](#) [5](#) [6](#) [7](#) [8](#) [9](#) [10](#) [11](#) [12](#) [13](#) [14](#) [15](#) [16](#) [17](#) [18](#) [Item Page](#)

Sequence	State	LEA Id	DTD	Quantity	Trans Date	RIC	DRMO Name	DIC	Action	Approver Id	Comments
123	NC	SC4402203901PTU		3	02/21/2002 10:37:52	S9WE	RCP NORFOLK	A0A	Request submitted by LEA.		LEO use for stakeout power
				3	02/21/2002 11:07:59				Request approved by State Coordinator.	NC	To provide safe temporary storage of batteries
				3	02/21/2002 11:48:42				Request approved by LESO.	RMM1172	
				3	02/23/2002 00:00:00				Request approved by Milstrip.	MILSTRIP	
				1	02/26/2002 00:00:00				Request shipped.	MILSTRIP	0000772964
				2	03/01/2002 00:00:00				Request shipped.	MILSTRIP	0000774892

Note: This window shows an example of an item that should not be cancelled because it has Milstrip shipping status.

6.0 Change History

Date	Change Description	Type of Change	Author	Version Issue
01.31.2002	Initial document	Baseline	D. Molis	v 1.0.0
09.12.2002	New windows	Update	J. Hranicky	v 1.0.1