



**DRMS/LESO
NATIONAL PROPERTY REQUISITION**

LESO

STATE COORDINATOR CUSTOMER GUIDE

v 1.0.1

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TABLE OF CONTENTS

1.0	INTRODUCTION	3
	SYSTEM OVERVIEW	3
	REQUIREMENTS	3
	ASSUMPTIONS	3
	USER PRIVILEGES	3
	GET HELP	4
2.0	START AND EXIT THE LESO DRMS PROGRAM.....	5
3.0	APPROVE/REJECT A REQUEST	8
4.0	VIEW HISTORY FOR EQUIPMENT REQUESTS.....	9
5.0	VIEW LEA INFORMATION	11
6.0	CHANGE HISTORY	14

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 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.
- Obtain information on LEAs

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 State Coordinator may view, edit, and submit requests only for their own 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/>

Home
DRMO Sites
Site Search
Procurement
Environmental
International
Public Affairs
DRMS Internal
Telework
Web Awards
Customer Service
DLA Links

" 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
[Maps](#) to DRMS HQ
Freedom of Information Act Requests ([FOIA](#))

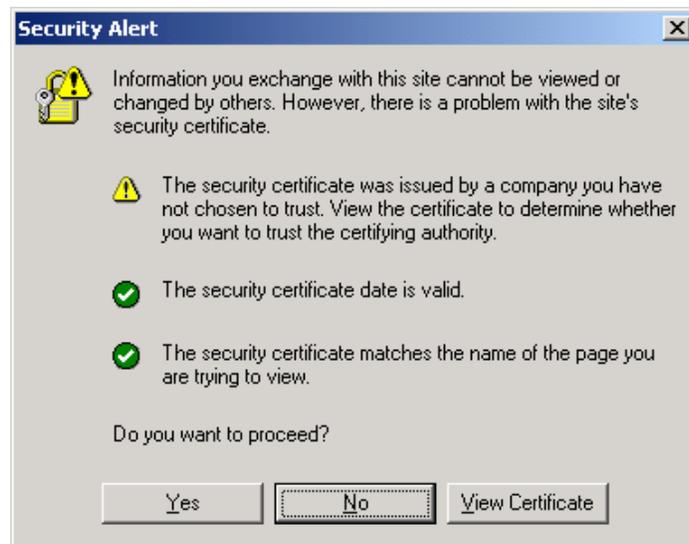
DRMO [Site](#) Information
DRMS [Publications](#)
RCP [Points of Contact](#)

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.

The screenshot shows the 'R/T/D Home Page' with a left-hand navigation menu. The menu items include: 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**, and DoDAAC Verification. The main content area is titled 'The R/T/D Page' and features a section for 'Reutilization, Transfer and Donation (R/T/D) Programs' with an 'IMPORTANT NOTICE TO ALL DOD, GOVERNMENT, AND DONATION CUSTOMERS!!' dated 4/29/2002. The notice mentions the implementation of GSA Xcess Xpress and lists links for Xcess Xpress Business Rules, New Screening Timeline (Graphic), DPWG Timeline, Letter to Reutilization Customers, and Listing of Service Managers. Below the notice are sections for 'Reutilization', 'Special Programs', and 'Transfer'.

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



4. Click **Yes**. The system displays the LESO Application page, with menu options that enable you to enter the system as a State Coordinator.



5. Click **State Coordinator**. The system displays the Login dialog box.



6. In the **User ID** text box, enter the user ID assigned to you. This may be a combination of uppercase and lowercase letters and numbers.
7. In the **Password** text box, enter the password assigned to you, with all letters in lowercase text.

 **NOTE**

If you do not have a user ID or password assignment, contact LESO.

8. Click **OK**. The system displays the LESO Application page. The system welcomes you, and it lists a series of menu options.

Leso Application

Welcome MAINE State Coordinator. Please select one of the following links:

2 requests are awaiting your approval.

[LESO Approval Form](#)

[Item History Form](#)

[Lea Lookup Form](#)

[DRMS Password Change Function](#)

[Help](#)

24 Hour Status:

1 request was accepted by Milstrip.

To exit the software system:

- Close the Web browser.

3.0 Approve/Reject a Request

To approve or reject a request from a LEA:

1. From the LESO Application page, click **LESO Approval Form**. The system displays the LESO approval page, listing all tagged equipment to be considered for approval.

NOTE

If no equipment has been requested, a message indicates that there is no equipment requiring approval.

LESO State Coordinator Approval Screen

Quantity	Approve	Request Date	Last Action	Agency	RIC	DRMO Name	DTID Product Name NSN	Comments
<input type="checkbox"/>	<input type="radio"/> Yes <input type="radio"/> No	09/10/2002 07:16:23	Request rejected by LESO.	LAW ENFORCEMENT PROGRAM, HARRISEBURG, PA	SVEC	LETTERKENNY	FE638120800031 TRUCK TRACTOR 2320009650258	

Approve All Items
Note: check No to reject selected items as needed and then select Approve All Items to approve the rest.

[Help](#) [DRMO Information](#)

Reminder: If an LEA is requesting any type of weapons or aircraft, reject the request. These items must be requested on the agency letterhead – see LESO Web site, section 1033, requesting weapons and aircraft procedures.

2. Scroll through the list to a request to be considered for approval.
3. In the **DTID/Product Name/NSN** column, click the hyperlink to view detailed information about the equipment.

4. In the **Quantity** column, enter another number to reduce the quantity of the items requested, if appropriate.
5. In the **Comments** column, review the LEA's justification for the request.
6. In the **Approve** column, select **Yes** to approve the request or select **No** to reject the request.
7. Repeat steps 2-5 for each request to be considered for approval.
8. Click **Submit** to enact the approvals.

 **NOTE**

To expedite the approval process, select Approve All Items, located below the list of requests.

 **NOTE**

Click Reset Form to clear all entries you made on this page.

4.0 View History for Equipment Requests

You can review the history of one or more requests for a specific piece of equipment. The equipment is tracked from the request submitted through approval by LESO.

To view a history of requests:

1. From the LESO Application page for your state, click **Item History Form**. The system displays the LESO History Search form. The search form enables you to specify one or more criteria by which you will search for equipment requests.

LESO

LESO History Search Form

Specify any of the following to get a History Report on requested items.

Starting date: in MM/DD/YY format or mnemonic

Ending date: in MM/DD/YY format or mnemonic

DTID:

NSN:

Requisition Number:

Sequence Number:

LEA Id: **Enter here**

Or Pick from this list

Last Item Action: Any Action

2. Enter the criteria by which you will search. :

Criteria	Description
Starting Date	Enter the date after which you want to view requests. The date should be in the format 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 date should be in the format 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. 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.
LEA ID	Enter the applicable law enforcement agency or select the LEA, whose requests you want to view, from the drop-down list.
Last Item Action	From the drop-down list, select the action by which you want to search for equipment requests that have been rejected by the state coordinator.

3. Click **Get Item Histories**. The system displays the LESO History page, which contains a table summarizing the history for requests submitted by LEAs.

LESO History

Results for Starting date = 11/01/01 and Last Item Action = "Request submitted by LEA." and State = CA

2 items found.

Sequence	LEA ID	DTID	Quantity	Trans Date	RIC	DIC	Action	Approver ID	Comments
2379	[Hyperlink]	FR237301250048	1	01/02/2002 14:01:15	SZSA	A0D	Request submitted by LEA.		
2417	[Hyperlink]	HZ001710460001	1	01/07/2002 09:45:08	SZQJ	A0D	Request submitted by LEA.		Replace Old Pickup

[Back to History Page](#) [Back to Start Page](#)

- If desired, click the hyperlink in the **LEA ID** column to obtain detailed information on the LEA that is requesting the item.
- If desired, click the hyperlink in the **DTID** column to obtain detailed information on the requested equipment. This information includes the product detail, request history, and Milstrip history.

An example of the Milstrip History window is shown below. 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	SHP 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 (Materiel Release Order)	SY3E	1 EA					05/24/02				
04/24/02	AE8		1 EA			EA (Item being processed for release and shipment)						
05/24/02	AF6 (FOLLOWUP FROM DRMS TO DRMO)		1 EA									
06/25/02	ASH		1 EA									

5.0 View LEA Information

As a state coordinator, you may view information about the LEAs for whom you are reviewing requests. You might need to access this information to obtain contact information for additional information that you need, for instance.

To view LEA information:

- From the LESO Application page for your state, click **LEA Lookup Form**. The system displays the LESO LEA Search page. The search form enables

you to specify one or more criteria by which you will search for one or more LEAs.

LESO Lea Search Page

Search for a LESO Login Id.
Enter any of the following:

POC:

Office:

City:

LEA Id:

Select "Search" button with no other query parameter fields entered to see all the LEAs for the state

- Enter one or more of the following criteria to perform a query:

Criteria	Description
POC	Enter a full or partial name of the point of contact for the specific LEA whose information you want to view.
Office	Enter a full or partial name of the office whose information you want to view.
City	Enter the name of the city where the LEA resides.
LEA ID	Enter the LEA ID number to search for data about a specific LEA.

- To clear the window, click the **Clear Form** button.
- Click **Search**. The system displays the LEA Search page, which lists the results of your query.

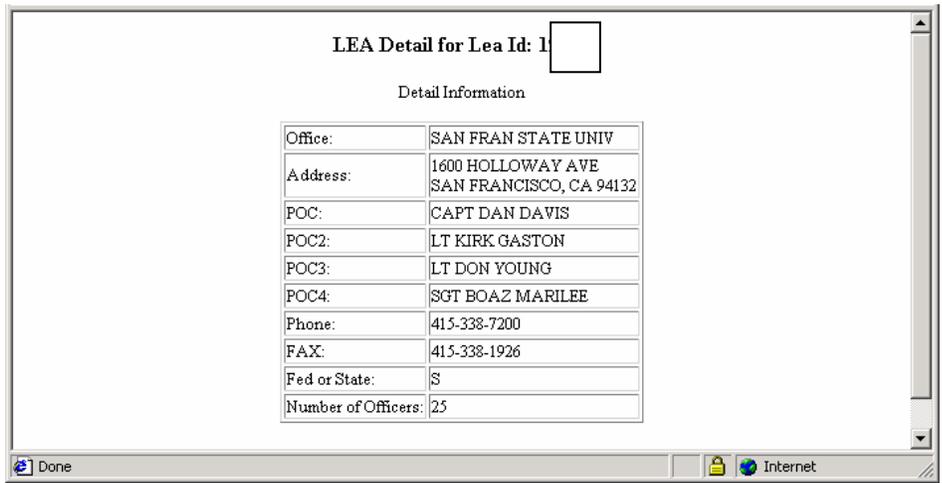
LEA Search

LEA Login Id List for
State: CA
Office:
City: san francisco
POC:

Login Id	Office Name	City
0	DEA (SAN FRANCISCO)	SAN FRANCISCO
1	DOJ (SAN FRANCISCO)	SAN FRANCISCO
4	FBI (SAN FRANCISCO)	SAN FRANCISCO
9	SAN FRAN STATE UNIV	SAN FRANCISCO
13	SAN FRANCISCO COUNTY SHERIFF	SAN FRANCISCO
3	SAN FRANCISCO DISTRICT ATTORNEY	SAN FRANCISCO
8	SAN FRANCISCO POLICE DEPT	SAN FRANCISCO

Done Internet

- From the list, click the hyperlink in the **Login ID** column of the LEA whose information you want to view. The system displays the LEA Detail page, identifying the office name, address, point of contact, and phone and fax numbers for the selected LEA.



LEA Detail for Lea Id: 1

Detail Information

Office:	SAN FRAN STATE UNIV
Address:	1600 HOLLOWAY AVE SAN FRANCISCO, CA 94132
POC:	CAPT DAN DAVIS
POC2:	LT KIRK GASTON
POC3:	LT DON YOUNG
POC4:	SGT BOAZ MARILEE
Phone:	415-338-7200
FAX:	415-338-1926
Fed or State:	S
Number of Officers:	25

Done Internet

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	Changed windows	Update	J. Hranicky	V 1.0.1