2022 LESO Annual Inventory Guide

Created to assist Agencies as they work towards completing the Annual Inventory process.
Need Assistance?

Contact your State Coordinator if you have any questions!

Find your State Coordinator’s Contact Information at:

VERY IMPORTANT!
STOP AND READ THIS

If an item is lost and
cannot be located,
please do not certify the item.

DO NOT certify a property item if you do not have
PHYSICAL possession of it.

If the property item cannot be located, contact your State
Coordinator immediately to receive further guidance concerning
the property loss reporting process.

Please continue to electronically certify the rest of your property
items that you have physically verified.
Definitions

• **Annual Certification** – Each State and Law Enforcement Agency (LEA) is required to conduct an annual inventory physically on all equipment obtained through the LESO Program. The Annual Inventory begins 1 July each year. Consult your State Coordinator for your State’s internal due date.

• **Controlled Equipment** – As defined in your State Plan of Operation, equipment obtained through the LESO Program with a Demil code of B, C, D, E, F, G and Q3. This equipment will remain in assigned status for the entire time that the LEA has the equipment. LEAs must use adequate security and accountability measures for all controlled equipment. Demil code A and Q6 equipment is conditionally transferred to the LEA and will be controlled for one year from the ship date. The LEA must account for this equipment for one inventory cycle, and after one year the equipment will systematically be placed in a closed status on the LEA inventory.
Definitions

• **FEPMIS** – Federal Excess Property Management Information System. FEPMIS is used to provide accountability and management of controlled equipment which is conditionally transferred to LEAs participating in the LESO Program.

• **Modify** – The process by which an LEA and State Coordinator can update item attributes or transfer items from LEA-to-LEA within the state.

• **Partial Receipt** – Completed when an LEA receives less than the full quantity of an item they were originally approved for. Supporting documentation is helpful to the LESO for partial receipts (i.e. email from the DLA Disposition Services site the items were shipped from).
Definitions

• **Split** – The process by which an LEA and/or State Coordinator can separate one or more items from the total quantity of a parent record into two or more separate records within LESO FEPMIS. The split functionality is found within the modify queue in LESO FEPMIS.

• **Supply Condition Code (CC)** – Used to classify material in terms of readiness for issue and use or to identify action underway to change the status of material. Basically, CC – A is “Brand new in the box”, while CC – H is “Not Serviceable for any use”. See Slide 52 for more information about Supply Condition Codes.

• **Zero Receipt** – This type of receipt is completed when an LEA does not receive any of the equipment they were originally approved for. Supporting documentation is required by the LESO before the zero receipt will be approved.
To perform the LESO Annual Inventory, all Users must have Accounts in “Login.gov”, “iNAP”, and “FEPMIS”.

If you do not have all necessary Accounts, you MUST create Accounts in the required systems before proceeding with the LESO Annual Inventory guide.

Contact your State Coordinator to obtain any required Account Creation guides.
Starting the Annual Inventory

The user will be brought to the LESO FEPMIS page. Select **LESO Inventory** in the menu on the left.

If logged on correctly, the User’s Name should appear in the upper right corner.
The user’s State and Station information should be pre-populated. If it is not, use the drop-down options to select your State and Station. Then select the **Submit** button.
If the LEA has no pending receipts skip to PAGE 36 of this guide

If the LEA has pending receipts, the user will be taken to the Property Receipt page.
To receipt for these items, select the highlighted Requisition Number.
Receipting Property

Enter the quantity received and then select the Receipt button.

If the quantity received does not match the number listed in the Quantity Requested column, please contact your State Coordinator’s Office immediately!
Identifying Property

The user must verify the quantity listed in the Quantity to Identify cell. Select the **Identify** button once the quantity has been verified.

Notice some items may require a photo to be uploaded.
Select **Identify Property** button. The page will refresh. Then select **Submit** button.
Certifying the Receipt

The user will now certify the item for which they just receipted.

This is the top portion of the page.
Certifying the Receipt

This is the bottom portion of the page.

The user will click on the box certifying the item, then select the Submit Button.
Completing Pending Receipts

Once the first pending receipt has been completed, the system will revert to this screen.

The user must select **LESO Inventory** again on the left side.
Completing Pending Receipts

The remaining pending receipts will show.

Select the desired Requisition Number.
Completing Pending Receipts

Following the same process as the initial receipt, input the quantity being receipted for and select the Receipt button.
Completing Pending Receipts

Verify the information and select the **Identify** button.
Completing Pending Receipts

Select the **Identify Property** button and then select the **Submit** button to continue.
Completing Pending Receipts

Asterisked cells indicate that the information is required. Input the required information and scroll to the bottom of the page.
Completing Pending Receipts

The condition code of the item can be identified here. Only use condition codes A, B, F, G or H.

(Condition Codes defined on Slide 52)
Completing Pending Receipts

Once all information has been input, check the Certification Box and select the Submit button.
Property Requiring a Serial Number

Ensure the information entered is input correctly. In this case, the serial number was incorrect based on the original requisition information.
Property Requiring Images

Notice the message at the bottom.

Required photos must be uploaded.
Uploading Images

If photos are required, scroll to the top of the page and select the **Manage Images** button.
Uploading Images

Using the drop-down box, select the type of image being uploaded.
Uploading Images

Make sure to have the photos you are using located on your desktop. You will use the **Browse** button to find the photo needed to upload. Select the **Upload** button once the photo is found.
Uploading Images

Message indicating the photo was successfully uploaded
Select the next type of photo to upload from the drop-down menu.
Uploading Images

Find the photo on your computer using the **Browse** button and select the **Upload** button once complete.
Uploading Images

Your photos will now be uploaded, and the receipt can be completed.
Completing Pending Receipts

After uploading all desired photos, click on the **Identify** button at the top of the page to complete the pending receipt process.
Completing Pending Receipts

Click on the certification box and then select the Submit button.
Completing Pending Receipts

Verify the information and select the **Submit** button.
After completing all receipts, the system will revert to this page.

Select **LESO Inventory** on the left side.
Certifying Station Verification
Annual Requirement

If not already pre-populated, complete the drop-downs and find your station.

Select the **Submit** button to Certify your Station Verification.
If the Chief Law Enforcement Official (CLEO), address, or officer count listed in the Station Verification section is incorrect, select the “NO” button.

A new Application for Participation will need to be completed and submitted to your State Coordinator. Please contact your State Coordinator with any questions.
Certifying Station Verification
Annual Requirement

IF STATION USER SELECTS [NO] THEY WILL GET A POPUP MESSAGE ON THEIR SCREEN LIKE THIS ONE, CLICK THE OK BUTTON.
Certifying Station Verification Annual Requirement

IF STATION USER SELECTED [NO] ALL ACTIVE USERS FOR THE STATION WILL GET AN EMAIL NOTIFICATION LIKE THIS ONE STATING TO SUBMIT A NEW APPLICATION FOR PARTICIPATION.
If the Application for Participation needs to be uploaded, or the currently uploaded document is not accurate, please contact your State Coordinator for guidance on submitting a new LESO Application for Participation.
Certifying Station Verification
Annual Requirement

Each LEA is required to complete the Station Verification page.

Ensure all the information on the page is accurate (phone number, CLEO name, number of officers [full officer strength of the agency as granted by the local government], etc.). To certify station verification, check the required boxes and select the Verify and Submit button.
After completing the Station Verification process, the page will list the property that will need to be PHYSICALLY VERIFIED.

To begin Electronic Certification of the property, click the LESO Inventory module on the left side of the screen.
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If the property item cannot be located, contact your State Coordinator immediately to receive further guidance concerning the property loss reporting process.

Please continue to electronically certify the rest of your property items that you have physically verified.
If not already pre-populated, complete the drop-downs to find your station.
Select the **Submit** button to begin the Property Certification process.
Physical Verification and Electronic Certification of Property

All the property requiring Certification will show here.

Notice the column titled ‘Inventoried’.  \( Y = \text{Yes} \) and \( N = \text{No} \).

If the property still needs to be certified, you will see an ‘N’ in this column.

Select the **Certify** button for each property number to proceed with Certification.
New sort feature added to assist with the property certification process:

- The application will refresh back to the page the User was on.
- Added what the last row that was viewed (if user did not certify).
- Added what the last row was certified (if user did certify).
- Added a button to **CERTIFY NEXT PROPERTY**.
Physical Verification and Electronic Certification of Property

Physically verify all the information against the property itself, to include the quantity and serial number.

If the information is accurate, check the Certification box and select the Submit button.
Physical Verification and Electronic Certification of Property

Verify uploaded photo is current and accurate.

If photo is accurate, check the boxes and select the **Submit** button.

If photos are outdated or do not represent the property, select the **Cancel** button and upload current photos.

Once current photos are uploaded, return to complete the Certification process.
Continue the process on the previous slides to Certify the entire inventory. Please ensure all the information is accurate for each item.
Physical Verification and Electronic Certification of Property

Once entire inventory has been electronically certified this screen will appear showing Fiscal Year, Station Name, Inventory Totals and Station Verification Statements that were certified during the annual inventory certification.
Property Condition Codes

A: Serviceable – new, used, repaired or reconditioned material that is serviceable and issuable to all customers without limitations or restrictions. Includes material with more than 6 months shelf life remaining.

B: Serviceable – new used, repaired or reconditioned material that is serviceable and issuable for its intended purpose which is restricted from issue to specific units, activities, or geographical areas by reason of its limited usefulness or short service life expectancy. Includes material with 3 through 6 months shelf life.

F: Unserviceable – economically reparable material, which requires repair, overhaul or reconditioning.

G: Unserviceable – material requiring additional parts or components to complete the end item prior to issue.

H: Unserviceable – material which has been determined to be unserviceable and does not meet repair criteria.
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