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.
Sign-In to FEPMIS

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

All active LEAs are required to complete the Station Verification page. The user will be brought to the LESO FEPmis page. Select **LESO Inventory** in the menu on the left.
If not already pre-populated, complete the drop-downs and find your station.

Select the Submit button to begin the certification process.
Certifying Station Verification
Annual Requirement

Ensure all information on this page is accurate.
If any information is inaccurate, select the NO button.
A new Application for Participation will need to be completed and submitted to the SC’s Office to correct any information. Please contact your SC’s Office with any questions.
Certifying Station Verification
Annual Requirement

LESO FEPMIS: Verify Station

This is a required verification of any changes.

Verify and Submit

DODAAC: Changes to this section require submission of new Application for Participation to your State Coordinator
2YD0A6
DILLON POLICE DEPT
401 WEST MAIN STREET
DILLON
29536
SC
Station Name: Station Type: Chief Law Enforcement Official (CLEO):
DILLONCLEO
Number of Officers: 20
ONLY INCLUDES COMPENSATED Full-Time and Part-Time OFFICERS.

IS THE ABOVE STATION INFORMATION ACCURATE?

☐ Yes ☐ No

Please verify and update as required

4/19/2022

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

[Non-DoD Source] LESO FEMPIS NOTIFICATION: VI-VI DEPT OF JUSTICE(2YT01K) Station information is inaccurate for Fiscal Year 2021

The user VI_LEA has indicated the below station information is inaccurate for Fiscal Year 2021 on 04/29/2022.

NOTICE: User MUST submit a new application for participation to update station information as needed.

STATION DETAILS:

- DODAAC: 2YT01K
- Station Name: VI DEPT OF JUSTICE
- 488-50C KRONPRINSENS GADE
- ST. THOMAS, VI null
- Primary Phone: 5281231456
- Station Type: State
- HIDTA: Yes
- Chief Executive Officer: test clara v1
- Number Of Officers: 10
- County: St. Croix
- Contact Email: null
- Fax: null
- Comment: null
- Last Verified User: VI_LEA
- Last Verified Date: 04/29/2022 08:55:01
- Accurate: No

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.
Certifying Station Verification Annual Requirement

After reviewing station information, review the Certification Statements and ensure all boxes have a check mark.

Click Verify and Submit to complete the Station Verification process.
Physical Verification and Electronic Certification of Property

Application Status Messages: Check and identification notifications

Items to be Received
Requisition#: 2YTA01-5197-A001
Station: ALLEGAN COUNTY SHERIFF DEPT
DoDAAC: 2YTA01
Carrier:
Package Identifier:
Tracking Number:

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

There are no items available for receipt

There are no items available for identification

When all Pending Receipts are completed, the system provides a message that there are no items available for receipt. Select “LESO Inventory” on the left side to proceed to Property Certification.
If not already pre-populated, complete the drop-downs to find your station. Select the **Submit** button to begin the Property Certification process.
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.
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.
Physical Verification and Electronic Certification of Property

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

If the item is photo required, verify the photo is shows an updated/accurate version of the item.

Check the required certification boxes 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 using the Modify module.

Once current photos are uploaded, return to LESO Inventory to complete the Certification process.

IN ADDITION, LESO Property provided to program participants will be available for use by the agency and will NOT be obtained by program participant for the purpose of sale, lease, loan, personal use, rent, exchange, barter, transfer, or to secure a loan and if property is controlled it must be returned to DLA at the end of property useful life.
Physical Verification and Electronic Certification of Property

<table>
<thead>
<tr>
<th>PropertyID</th>
<th>Requisition</th>
<th>Station</th>
<th>N Num</th>
<th>Item Name</th>
<th>Serial Number/Last Cert Date/Uninventoried Images</th>
<th>Requires Additional Photos/Certify/Update</th>
</tr>
</thead>
<tbody>
<tr>
<td>13179-S.C.141</td>
<td>000000.0000.0000</td>
<td>ABBEVILLE COUNTY SHERIFF OF</td>
<td>0000.0000.0000</td>
<td>ACCELERATOR MACHINE GUN</td>
<td>141305C00019</td>
<td>N</td>
</tr>
<tr>
<td>15136SC00023</td>
<td>FOUND</td>
<td>ABBEVILLE COUNTY SHERIFF OF</td>
<td>0000.0000.0000</td>
<td>ACCELERATOR MACHINE GUN</td>
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</tr>
<tr>
<td>15136SC00026</td>
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<td>141305C00019</td>
<td>Y</td>
</tr>
<tr>
<td>15136SC00029</td>
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<td>0000.0000.0000</td>
<td>ACCELERATOR MACHINE GUN</td>
<td>141305C00019</td>
<td>Y</td>
</tr>
<tr>
<td>15136SC00020</td>
<td>FOUND</td>
<td>ABBEVILLE COUNTY SHERIFF OF</td>
<td>0000.0000.0000</td>
<td>ADAPTOR CARREL BREAKOUT</td>
<td>141305C00019</td>
<td>Y</td>
</tr>
<tr>
<td>14265SC00010</td>
<td>FOUND</td>
<td>ABBEVILLE COUNTY SHERIFF OF</td>
<td>0000.0000.0000</td>
<td>AERIAL APPARATUS</td>
<td>141305C00019</td>
<td>Y</td>
</tr>
<tr>
<td>14265SC00011</td>
<td>FOUND</td>
<td>ABBEVILLE COUNTY SHERIFF OF</td>
<td>0000.0000.0000</td>
<td>AERIAL APPARATUS</td>
<td>141305C00019</td>
<td>Y</td>
</tr>
<tr>
<td>14265SC00012</td>
<td>FOUND</td>
<td>ABBEVILLE COUNTY SHERIFF OF</td>
<td>0000.0000.0000</td>
<td>AERIAL APPARATUS</td>
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</tr>
<tr>
<td>14265SC00013</td>
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<td>AERIAL APPARATUS</td>
<td>141305C00019</td>
<td>Y</td>
</tr>
<tr>
<td>14265SC00014</td>
<td>FOUND</td>
<td>ABBEVILLE COUNTY SHERIFF OF</td>
<td>0000.0000.0000</td>
<td>AERIAL APPARATUS</td>
<td>141305C00019</td>
<td>Y</td>
</tr>
</tbody>
</table>

A 'N' in the inventoried column indicates the property has not been inventoried in the last year.

Line 134 [133025C001] was viewed (Certify Next Property)

Continue the process on the previous slides to Certify the entire inventory. Please ensure all the information is accurate for each item.

New sort features added to assist with the property certification process. User can select the new "Certify Next Property" button to proceed to next item.
Physical Verification and Electronic Certification of Property

<table>
<thead>
<tr>
<th>Fiscal Year: 2022</th>
<th>State: VIRGIN ISLANDS OF THE U.S.</th>
<th>Station: VI DEPT OF JUSTICE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Station Type:</td>
<td>Inventory Total: 4</td>
<td></td>
</tr>
</tbody>
</table>

**FY2022 Inventory completed for station VI-VI DEPT OF JUSTICE(2YT01K)**

**BELOW STATEMENTS WERE CERTIFIED DURING ANNUAL STATION VERIFICATION**

**BY INITIALING THE BOX BELOW LEA's CERTIFY THEY WILL COMPLY WITH 10 U.S. CODE 2576a FOR ALL CONTROLLED EQUIPMENT.**

I certify with the authorization of the relevant local governing body or authority, that my agency has adopted publicly available protocols for the appropriate use of controlled property, the supervision of such use, and the evaluation of the effectiveness of such use, including auditing and accountability policies; and that it provides annual training to relevant personnel on the maintenance, sustainment, and appropriate use of controlled property including respect for the rights of citizens under the Constitution of the U.S. and de-escalation of force.

**DOCUMENTATION VERIFICATION**

I certify that my Law Enforcement Agency (LEA) is abiding by the current version of the LESO approved State Plan of Operation (SPO) and/or SPO Addendum(s) and our SPO and/or SPO Addendum(s) is up to date and signed by the State Coordinator's Office and the current CLEO or designee. In addition, the LEA has a signed copy of the current SPO and/or any SPO Addendum(s) on file.

- Verify the listed Chief Law Enforcement Official (CLEO) above is up to date or a new Application will be submitted
- The Application for Participation is up to date or a new Application will be submitted to your State Coordinator

**BY INITIALING THE BOXES BELOW LEAs CERTIFY THEY WILL COMPLY WITH THESE ADDITIONAL EXECUTIVE ORDER 14074 REQUIREMENTS.**

**NOTE ALL CHECKBOXES MUST BE MARKED, HOWEVER SOME CHECKBOXES MAY NOT APPLY TO ALL AGENCIES.**

- I certify that my LEA has authorization from our local Civilian Governing Body (CGB) to participate in the LESO Program.

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Once the LEA's 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.
Need Assistance?

Contact your State Coordinator if you have any questions!

Find your State Coordinator’s Contact Information at: