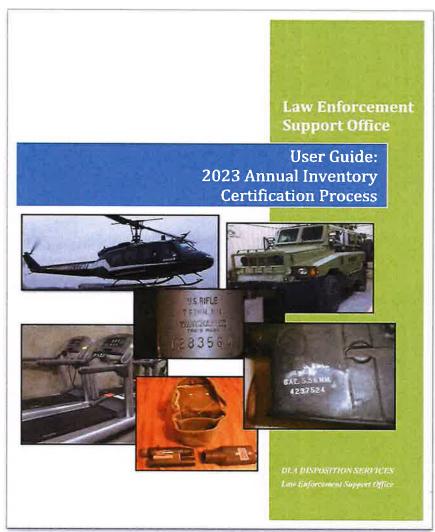


## 2023 LESO Annual Inventory Guide



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:

https://www.dla.mil/DispositionServices/Offers/Reutiliza tion/LawEnforcement/SCLocatorMap.aspx



#### 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

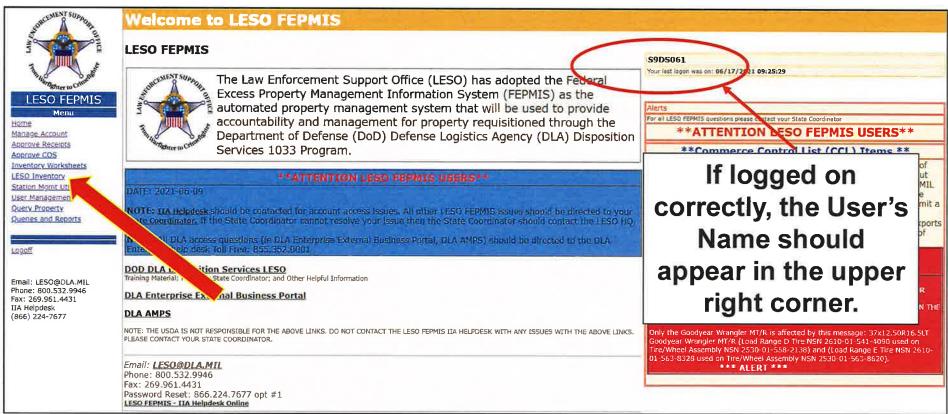
To perform the LESO Annual Inventory, all Users must have Accounts in "Login.gov", "iNAP", and "FEPMIS".

If you do not have all necessary Accounts, you <u>MUST</u> 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 <u>LESO Inventory</u> in the menu on the left.

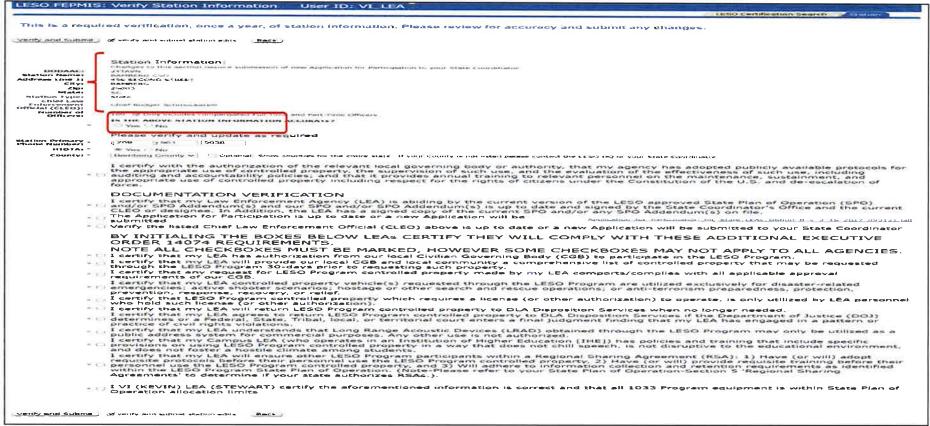




If not already pre-populated, complete the drop-downs and find your station.

Select the Submit button to begin the certification process.



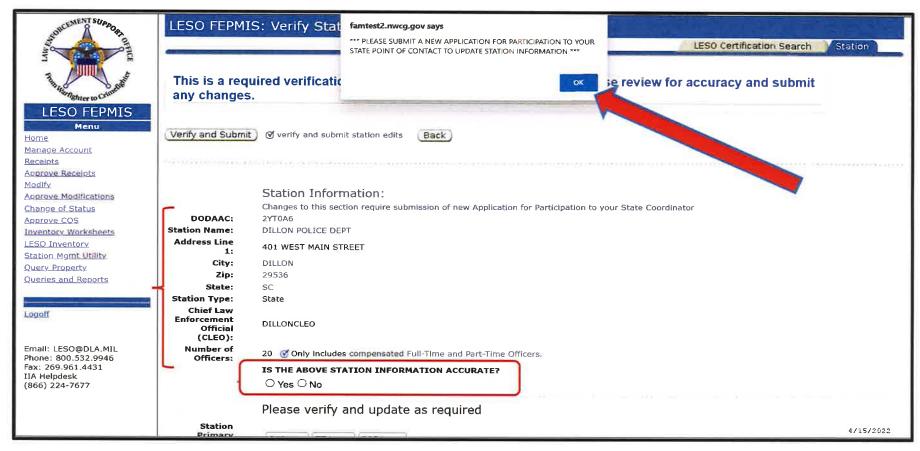


Ensure all information on this page is accurate.

If any information is inaccurate, select the NO button.

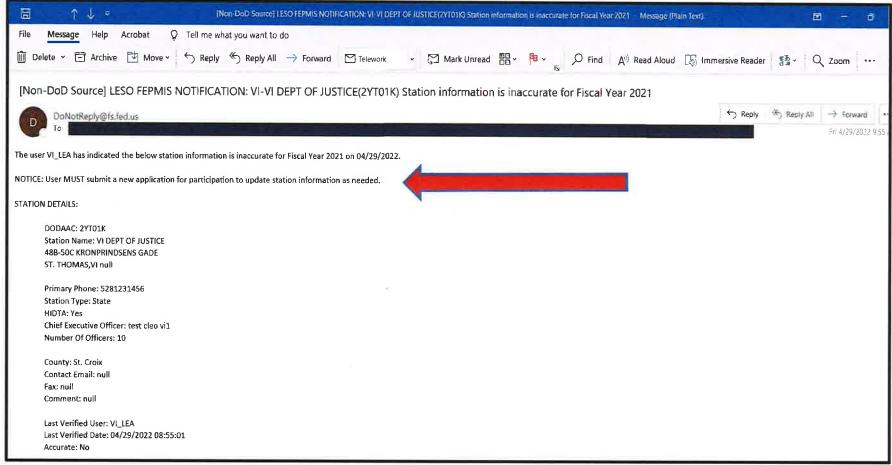
A new Application for Participation will need to be completed and submitted to the SC's Office to correct any information. Please contact your SC's Office with any questions.





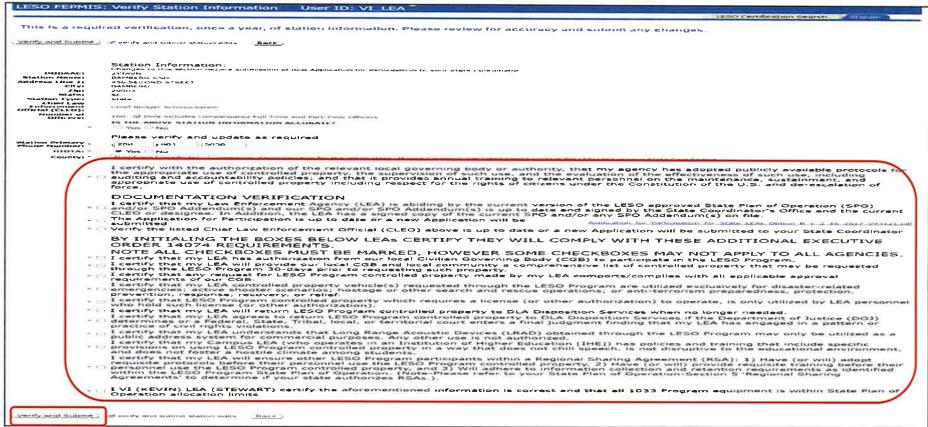
IF <u>STATION</u> USER SELECTS [NO] THEY WILL GET A POPUP MESSAGE ON THEIR SCREEN LIKE THIS ONE, CLICK THE <u>OK</u> BUTTON.





IF <u>STATION</u> 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.

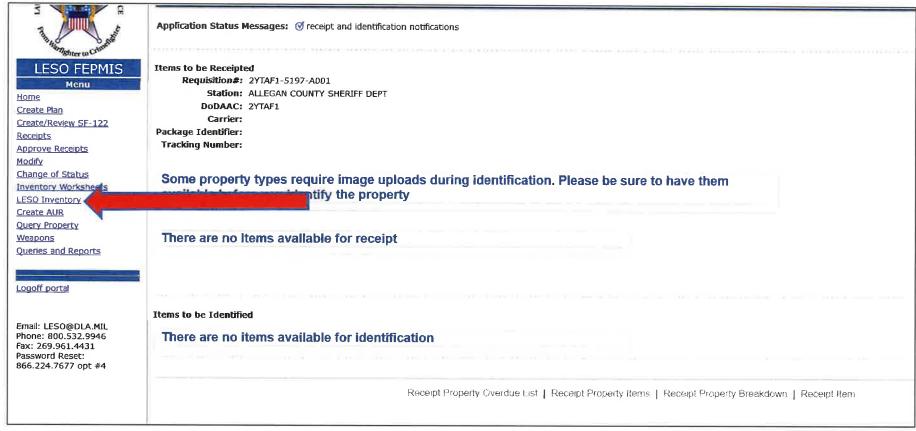




After reviewing station information, review the Certification Statements and ensure all boxes have a check mark.

Click Verify and Submit to complete the Station Verification process.





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.



WORKENENT SUPROFF	LESO FEPMIS: Search LESO Certification User ID: MI_LEA1	
		LESO Certification Search LESO Certification Search Results
LESO FEPMIS  Menu  Home  Create Plan  Create/Review SF-122	State: * MICHIGAN - Division: * DEFAULT_DIV_MI > Subdivision: * DEFAULT_SUBDIV_MI > Station: * ALLEGAN COUNTY SHERIFF DEPT > Inventory Search Filter: O Inventoried Items O Not Inventoried Yet	
Receipts Approve Receipts Modify Change of Status Inventory Worksheets LESO Inventory Create AUR Query Property Weapons Overless and Reports	Submit  Create Certification Report	ort generation is a time-consuming process
Queries and Reports  Logoff portal  Email: LESO@DLA.MIL Phone: 800.532.9946 Pax: 269.961.4431 Password Reset: 866.224.7677 opt #4	Inventory Begin Date: 09/27/2017 Inventory Due Date: 01/31/2018 Inventory Countdown: Overdue!  LESO Certification Search   LESO Certification Search Results	

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

Select the <u>Submit</u> button to begin the Property Certification process.



## VERY IMPORTANT! STOP AND READ THIS

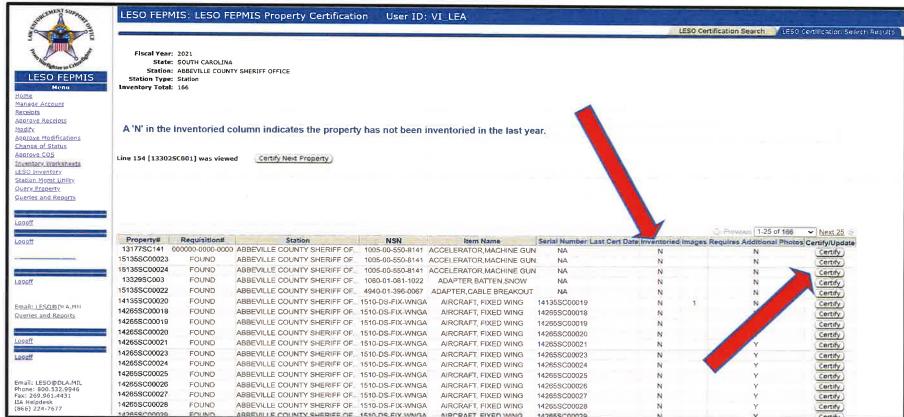
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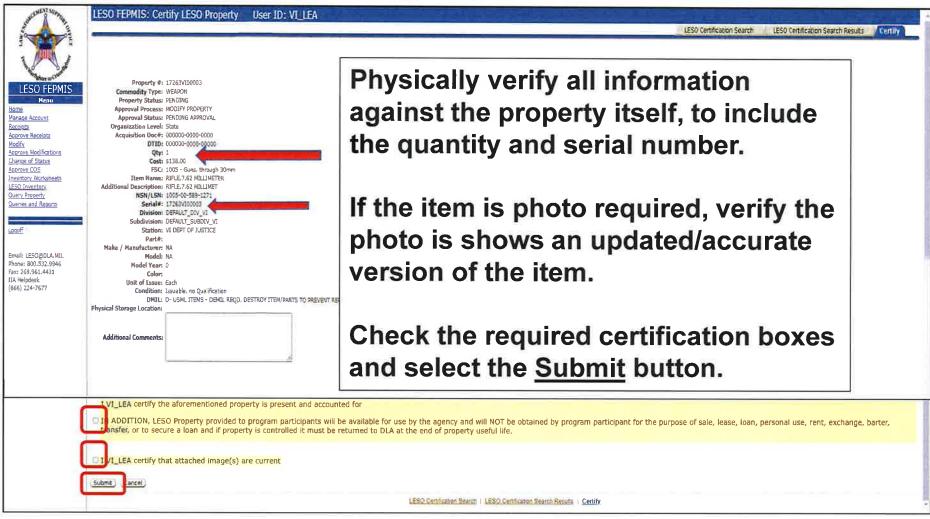
All the property requiring Certification will show here.

Notice the column titled 'Inventoried'. Y = Yes and N = No.

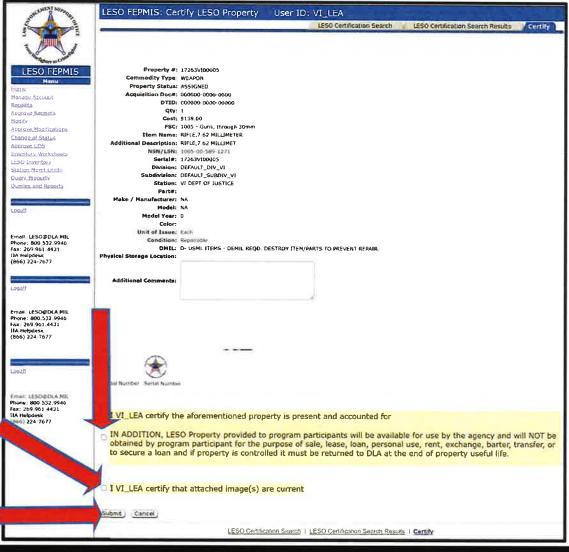
If the property still needs to be certified, you will see an 'N' in this column.

Select the Certify button for each property number to proceed with Certification.









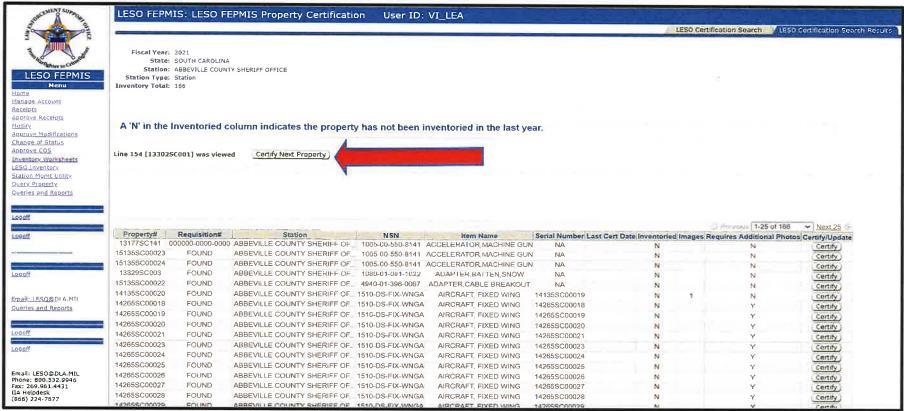
Verify uploaded photo is current and accurate.

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

If photos are outdated or do not represent the property, select the <u>Cancel</u> button and upload current photos using the Modify module.

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

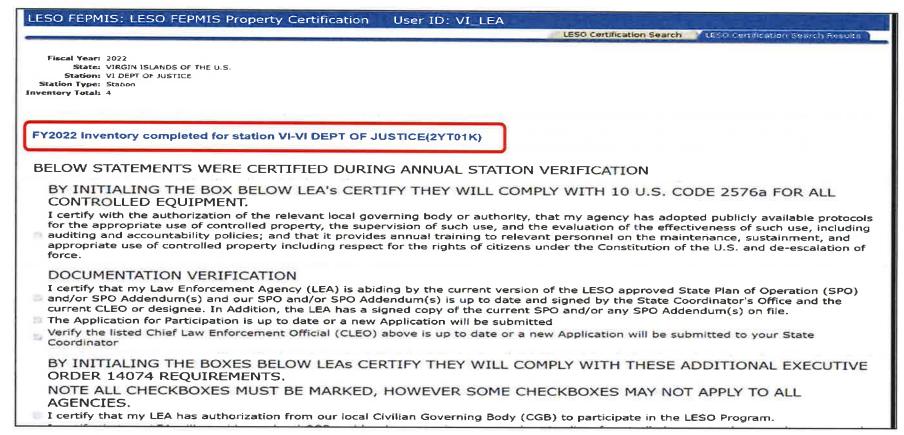




Continue the process on the previous slides to Certify the entire inventory. Please ensure all the information is accurate for each item.

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.





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?**

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