

Law Enforcement Support Office

User Guide: FY13 Annual Inventory Certification Process



*Defense Logistics Agency
Law Enforcement Support Office*

FY13 Annual Inventory Certification Guide

The Fiscal Year 2013 Annual Inventory Certification User Guide has been created to assist State Coordinators, State Points of Contact, and LEA POCs, as they work towards completing annual inventory requirements.

Click here to visit the: [LESO FEPMIS Website](#)

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IMPORTANT NOTE- The DLA LESO WILL NOT APPROVE partial-receipts or zero-receipts without substantiating records. Please send all documentation to the DLA LESO at:

DLADISPOSITIONSERVICESLESOCERTIFICATIONS@dla.mil

Definitions-

Annual Certification- The process by which an LEA and/or State Coordinator execute an annual physical inventory of all property which is conditionally transferred to them via the 1033 Program, and then confirm/attest to their custody, control and responsibility for the item (s). This process is completed utilizing the FEPMIS property accounting system.

Breakdown- The process by which an LEA and/or State Coordinator can split the total quantity of an item into two or more separate lines (or records) within FEPMIS. A breakdown will allow for the transfer of a partial quantity, a change of status for a partial quantity, the ability to add distinct characteristics about items and allows for many other capabilities.

Example- An LEA received for 5 “widgets”, but realizes that was done in error, and that they actually only received 4 “widgets”. The LEA would then have to do a breakdown on that record to create 2 records (one for a quantity of 4, and another for a quantity of 1). The LEA would then need to request a change of status to the record with a quantity of 1, so that their inventory could be corrected.

FEPMIS- Federal Excess Property Management Information System (FEPMIS). The Defense Logistics Agency (DLA) Law Enforcement Support Office (LESO) adopted and transitioned to the Federal Excess Property Management Information System (FEPMIS), as the new property management system that will be used to provide accountability and management for property conditionally transferred to Law Enforcement Agencies participating in the 1033 Program.

Modify- The process by which an LEA and/or State Coordinator can modify certain attributes of an item (s). Modify is also used to transfer items from one LEA to another.

Example- An LEA wishes to update information about the item such as: FSC, Item Name, NSNs, and Unit of Issue, etc.

Partial Receipt- A “partial receipt” is when an LEA receives less than the total quantity of an item.

Example- If an LEA requested 10 “widgets”, but after opening the shipment, finds that only 7 “widgets” came in the box, the LEA would go into FEPMIS and do a “partial receipt” for this item. The DLA LESO will need to review and approve the partial receipt, once it is approved, the correct quantity will appear in the LEA receipt queue (7 “widgets”). The LEA must then process a normal receipt for the corrected amount.

The DLA LESO will not process partial receipts for items without proper documentation, i.e. (DD 1348-1A, DD Form 200, police report, NCIC entry, or other supporting documentation).

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Note- The FEPMIS will eventually have the ability to upload these documents during the “partial receipt” process, but that functionality is not yet available.

Please send supporting documentation to the DLA LESO Property Accounting Team at, DLADISPOSITIONSERVICESLESOCERTIFICATIONS@dla.mil

Zero Receipt- A “zero receipt” is when an LEA identifies that an item they did not receive/pick-up that is appearing on their inventory.

Example- If an LEA requested 10 “widgets”, and after arriving at the DRMO, denied all 10 “widgets” because they were either broken, or weren’t the right “widgets” that they needed, the LEA would have to process a “zero receipt”. This means that they did not get any of the items that are appearing in their receipt queue. The DLA LESO will need to review and approve the zero receipt, once it is approved, the item will be removed from the LEA receipt queue.

The DLA LESO will not process zero receipts for items without proper documentation, i.e. (DD 1348-1A, DD Form 200, police report, NCIC entry, or other supporting documentation).

Note- The FEPMIS will eventually have the ability to upload these documents during the “zero receipt” process, but that functionality is not yet available.

Please send supporting documentation to the DLA LESO Property Accounting Team at, DLADISPOSITIONSERVICESLESOCERTIFICATIONS@dla.mil

Creating a FEPMIS Account

- A. Go to the FEPMIS website at: <https://fam.nwecg.gov/fam-web/>
1. Accept the security certificates.
 2. Refresh the page (if needed).
 3. Click the FAMWEB Logon Request



4. Create a User ID (Ensure that there are no spaces).

The screenshot shows a user registration form with the following fields and options:

- User Name* (text input)
- Password* (text input)
- Confirm Password* (text input)
- First Name* (text input)
- Last Name* (text input)
- Title (text input)
- Unit/Agency (text input with a dropdown arrow and the text "LOV")
- Address (text input, split into "Line 1" and "Line 2")
- City (text input)
- State (dropdown menu)
- Zip Code (text input)
- Telephone Number* (text input, with a placeholder "(XXXXXXXXXX)" and an "Extension (XXXXX)" field)
- Cell Number (text input, with a placeholder "(XXXXXXXXXX)")
- Fax Number (text input, with a placeholder "(XXXXXXXXXX)" and an "Extension (XXXXX)" field)
- Email Address* (text input)
- AMIS Access?
- ARS Access?
- AWSR Access?
- New FEPMIS Access?
- LESO FEPMIS Access? (A large red arrow points to this checkbox)
- Data Warehouse Access?
- FIRESTAT Access?
- SIT Access?
- 209 Access?
- Comment (text area)

At the bottom left, there are "Add" and "Clear" buttons.

5. Create a password based on the guidelines provided.

6. Enter First and Last name in the spaces provided.

7. Disregard the Unit/Agency block.

8. Enter in a valid phone number at which you may be reached.

9. Select the "LESO FEPMIS Access".

10. Add in any additional comments.

11. Click Add.

Logging into FEPMIS

Go to the FEPMIS website at: <https://fam.nwcg.gov/fam-web/>

1. Accept the security certificates.
2. Refresh the page (if needed).
3. Click “Log on AWSR, AMIS, ARS, FIRESTAT, SIT, 209”
4. Enter User ID and Password.

If you still cannot log in, contact the DLA LESO Toll Free at 1-800-532-9946 or the FEPMIS help desk at 1-866-224-7677.

Note- If you call the FEPMIS helpdesk, let them know that you need to get a password reset for the “FAMWEB” Portal.



Receipting Property

Each LEA and/or State with property that has been conditionally transferred to them via the 1033 Program must “Receipt” for that property within the DLA LESO FEPMIS “Receipt Module”.

- Note- The process of:
- 1) receipting for items within the receipt module
 - 2) processing items within the FFP Certification module
 - 3) uploading required photos of high visibility items (Aircraft, Watercraft, Tactical Vehicles and Weapons)

...must be completed in order to be compliant with the FY13 Annual Inventory.

Each item that is “receipted” by an LEA and/or State Coordinator after June 30, 2013, will count towards the FY13 Annual Inventory process. These items will still appear in the Certification Module, but will be grayed out, because all requirements have been fulfilled and these items have been certified (*No further action is required for these items*).

Photos of high visibility commodities (Aircraft, Watercraft, Tactical Vehicles and Weapons) are required. If photos of these items have already been loaded into the FEPMIS property accounting system, there is no need to resubmit/upload. The FEPMIS system allows users to upload the required photos of these items during the receipt process, however it is not required in order to complete the receipt.

- Note- Photos of high visibility commodities (Aircraft, Watercraft, Tactical Vehicles and Weapons) that are receipted, but don’t have the required photos will still appear in the Certification Module, as an item with a required action. **The FEPMIS system will not allow an item to be certified without having the required photos attached.**

Receipting for property within FEPMIS:

1. Click “Receipts”



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2. Click the requisition number you wish to receipt.

LESO FEPMIS: Receipt Property Items List			
Requisition#	DODAAC	Shipped Date	DTID
2YT05K-2310-2710	2YT05K	Nov 14, 2012	W91EKJ-1225-6200
2YT05K-2313-5587	2YT05K	Nov 15, 2012	W91EKJ-1225-6200
2YT05K-2313-5588	2YT05K	Nov 15, 2012	W91EKJ-1225-6200
2YT05K-2313-5593	2YT05K	Nov 15, 2012	W91EKJ-1225-6200
2YT05K-3093-1069	2YT05K	Apr 22, 2013	H9DEB1-3036-T535

3. Enter the quantity you wish to receipt.

Items to be Receipted
Requisition#: 2YT05K-2310-2710
Station: LESO HQ OFFICE

Some property types require image uploads during identification. Please be sure images are available before you identify the property

	NSN	Item Name	Qty Requested	Qty Received	Qty	Unit Cost	Unit of Issue
<input type="button" value="Complete"/>	2530-DS-WHE-EL01	VEHICLE WHEEL	2	0	<input type="text" value="0"/>	\$350.00	Each

with values in the Qty field

4. Click receipt.

After the page refreshes,

5. Click identify.

Items to be Identified

SN	Item Name	Unit Cost	Qty Requested	Qty Identified	Original Unit of Issue	Qty to Identify	Number of FEPMIS Records	
30-DS-WHE-EL01	VEHICLE WHEEL	\$350.00	2	0	Each	<input type="text" value="2"/>	<input type="text" value="1"/>	<input type="button" value="Identify"/> <input type="button" value="Undo"/>

6. Click identify again.

NSN	Item Name	Unit Cost	Quantity	Unit of Issue	Serial Number Tracked
2530-DS-WHE-EL01	VEHICLE WHEEL	\$350.00	2	Each	

Identify Property

7. Enter in mandatory information (identified by asterisk).

8. If item is high visibility item (Aircraft, Watercraft, Tactical Vehicle or Weapon), upload the required Front, Side and Data plate photos by clicking on “Manage Images”.

Identify | Manage Images

Requisition#: 2YT05K-2310-2710
 Shipping DODAAC: 676310
 Property #: 13248MI012
 Status: *
 DTID: W91EKJ-1225-62000
 FSC: 2530 - Vehicular Brake, Steering, Axle, Wheel, and Tra
 Item Name: VEHICLE WHEEL
 Description: DESC=WHEEL, 6 LUG, BLACK
 NSN/LSN: 2530 - DS - WHE - EL01
 DMIL: A- NON-USML/NON-CCLI - NO DEMIL OR DOD T5C REC
 DMIL Integrity Code: NA
 QTY: 2
 Unit of Issue: Each
 Serial#:
 State: MI
 Division: * DEFAULT_DIV_MI
 Subdivision: * DEFAULT_SUBDIV_MI
 Station: * LESO HQ OFFICE
 Physical Storage Location:
 Part#:
 Make / Manufacturer:
 Model:
 Model Year:
 Condition:
 Comment 1 (100 max):
 Comment 2 (100 max):
 Comment 3 (100 max): ITEM_ID=1048091 DOC#=23102710
 I LESOAWV certify the aforementioned property is present and accounted for

FEPMIS automatically assigns a Property # when a receipt is completed.

The Property # is created using the 2-digit year, Julian Date, State Abbreviation and Sequence #.

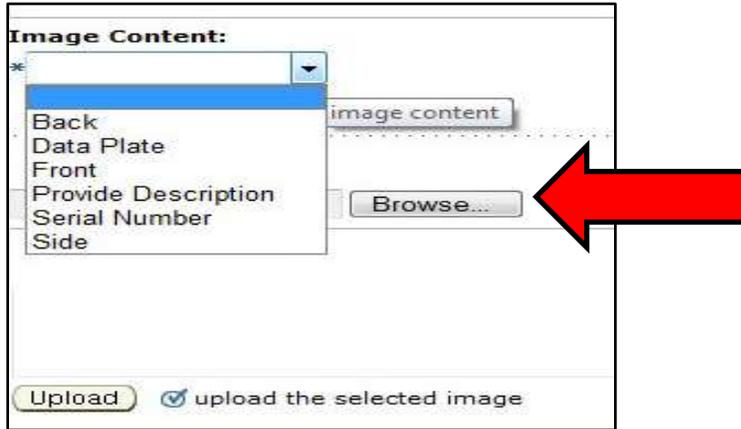
Example-

13248MI012

Year
 Julian Date
 State Abbrev.
 Sequence #

9. Select an option from “Image Content” section, and click “browse” to find the appropriate photo.

Note- Images must be .jpg AND under 1 MB.



10. After the appropriate photo (s) has loaded, click “Identify” to navigate back to the receipt queue



11. To complete a receipt, place a check mark next to the certification statement.



A screenshot of a web form. At the top, a yellow box contains the text "I LESOAWV certify the aforementioned property is present and accounted for" with a small square checkbox to its left. Below this, there are two buttons: "Submit" and "Back". A red arrow points from the top left towards the checkbox, and another red arrow points from the right towards the "Submit" button.

12. Click Submit.

Once again (as covered in Section 1: Definitions of this Guide):

Partial Receipt- A “partial receipt” is when an LEA receives less than the total quantity of an item.

Example- If an LEA requested 10 “widgets”, but after opening the shipment, finds that only 7 “widgets” came in the box, the LEA would go into FEPMIS and do a “partial receipt” for this item. The DLA LESO will need to review and approve the partial receipt, once it is approved, the correct quantity will appear in the LEA receipt queue (7 “widgets”). The LEA must then process a normal receipt for the corrected amount.

The DLA LESO will not process partial receipts for items without proper documentation, i.e. (DD 1348-1A, DD Form 200, police report, NCIC entry, or other supporting documentation).

Note- The FEPMIS will eventually have the ability to upload these documents during the “partial receipt” process, but that functionality is not yet available.

Please send supporting documentation to the DLA LESO Property Accounting Team at, DLADISPOSITIONSERVICESLESOCERTIFICATIONS@dla.mil

Zero Receipt- A “zero receipt” is when an LEA identifies that an item they did not receive/pick-up that is appearing on their inventory.

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receipt, once it is approved, the item will be removed from the LEA receipt queue.

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Certifying Property

Note- Property will be “certified” utilizing the FEPMIS “FFP Certification Module”. The FFP Certification Module is being finalized and will be released December 15, 2013 to all FEPMIS Users.

Certifying property within FEPMIS:

- 1. Click “FFP Certification”.

▼ LESO FEPMIS
 Create Plan
 Approve Plan
 Receipts
 Approve Receipts
 Modify
 Approve Modifications
 Approve Breakdowns
 Change of Status
 Approve COS
 Add Inventory
 Approve Additions
 Inventory Worksheets
 FEPF Certification
 FFP Certification
 Manage Signatories
 Approve Certification
 Station Mgmt Utility
 User Management
 Query Property
 Queries and Reports
 COGNOS Portal

- 2. Select the item you wish to certify, by clicking “Update”.

Note- Items will become grayed out, when all requirements have been fulfilled and the item has been certified (No further action is required).

LESO FEPMIS: Inventory FFP Certification User ID: SC_STATE1

State: SOUTH CAROLINA Inventoried: 0

A 'N' in the inventoried column indicates the property has not been inventoried in the last two years

Property#	Acq Descr	State	FBC	FFPP Type	Additional Description	Last Cert Date	Inventoried	EWEL	Signature	Certify
1329C001	FOLN0		8040 - Fiber Optic Sensors	FIBER OPTIC SENSOR		10/10/2013	Y	Y		<input type="button" value="Update"/>
132918C001	2Y10W2-3134-7226		4240 - Safety and Rescue Eq.	GOGGLES,BALLISTIC	GOGGLES,BALLISTIC	Oct 10, 2013	Y	Y		<input type="button" value="Update"/>
132918C002	2Y10W2-3134-7226		4240 - Safety and Rescue Eq.	GOGGLES,BALLISTIC	GOGGLES,BALLISTIC	Oct 10, 2013	Y	Y		<input type="button" value="Update"/>
132918C003	2Y11WK-3109-7568		0440 - Hosiery, Handwear, e.	HOSEY AND CLOTHING ACCESS	SCARF,NECKWEAR,MEN'S	Oct 10, 2013	Y	Y		<input type="button" value="Update"/>
132918C004	2Y11WK-3109-7568		0440 - Hosiery, Handwear, e.	HOSEY AND CLOTHING ACCESS	SCARF,NECKWEAR,MEN'S	Oct 10, 2013	Y	Y		<input type="button" value="Update"/>
132918C005	2Y10W8-3101-4287		0405 - Industrial Equipment	INDIVIDUAL POUCH	BELT,HIGH VIBIBILITY	Oct 10, 2013	Y	Y		<input type="button" value="Update"/>
132918C006	2Y10K-3101-3890		1006 - Miscellaneous Weapons	MISCELLANEOUS WEAPONS	KNIFE,COMBAT,W/TH	Oct 10, 2013	Y	Y		<input type="button" value="Update"/>
131345C03	2Y7AAB-3053-8614		0145 - Specialized Shipping	SPECIALIZED SHIPPING AND ST.	SHIPPING AND STER CONTAINER					<input type="button" value="Update"/>
131345C04	2Y7AAB-3053-8617		0145 - Specialized Shipping	SPECIALIZED SHIPPING AND ST.	SHIPPING AND STOR CONTAINER					<input type="button" value="Update"/>
131345C05	2Y10W8-3064-1360		0650 - Optical Instruments	OPTICAL INSTRUMENTS	TELESCOPE,STRAIGHT		N	Y		<input type="button" value="Update"/>
131348C15	2Y11WK-3109-7568		0440 - Hosiery, Handwear, e.	HOSEY AND CLOTHING ACCESS	SCARF,NECKWEAR,MEN'S		N	Y		<input type="button" value="Update"/>

3. Review information associated with the item.

The screenshot shows a web form for property certification. At the top, there are two input fields: "Signature Line: SC_FEDERAL1" and "Inventory Certification Date:". Below these is a horizontal dashed line. The main body of the form contains the following text:
Property #: 13134SC03
Property Type: FFP
Property Status: PENDING
Approval Process: MODIFY PROPERTY
Approval Status: PENDING APPROVAL
Organization Level: Region
Acquisition Doc#: 2YTAAB-3053-6614
DTID: null
GSA Control#:
Qty: 1
Cost: \$774.17
Insurance Expiration Date:
FSC: 8145 - Specialized Shipping and Storage Containers
FEPF Type: SPECIALIZED SHIPPING AND STORAGE CONTAIN
Additional Description: SHIPPING AND STORAGE CONTAINER
State Property#:
Division: DEFAULT_DIV_SC
Subdivision: DEFAULT_SUBDIV_SC
Station: AIKEN COUNTY SHERIFF DEPT
Drive Type:
Tonnage:
Part#:
Make / Manufacturer: NA
Model: NA
Model Year: 0
Color:
Gradient:
Serial#: TESTMODIFYFED
Unit of Issue: Each
Condition: Issuable, no Qualification
DMIL: A- NON-USML/NON-CCLI - NO DEMIL OR DOD TSC REQUIRED.
Physical Storage Location:
NSN/LSN: 8145-01-373-5924
Below this text is an "Additional Comments:" label followed by a large empty text area. At the bottom left of the form is a "Submit" button. A large red arrow points from the right towards the "Submit" button.

4. Click "Submit".

Note- The process of:

- 1) receipting for items within the receipt module
- 2) processing items within the FFP Certification module
- 3) uploading required photos of high visibility items (Aircraft, Watercraft, Tactical Vehicles and Weapons)

...must be completed in order to be compliant with the FY13 Annual Inventory.

Note- The FEPMIS system will not allow you to "Certify" property that requires photos, if the required photos have not been loaded.

FEPMIS COGNOS Reports **for State Coordinators**

The DLA LESO has created reports within the FEPMIS COGNOS Portal, for the State Coordinators to use during the FY13 Annual Inventory process. The reports have been loaded to the “Public Folders” area of the FEPMIS COGNOS Portal, and placed into folders organized by State. The guidance provided in this Section, will allow State Coordinators to find and view the reports that have been placed in your State folder within the Portal. The DLA LESO has provided two (2) reports for STATE COORDINATOR USE-ONLY.

They are:

1) *(State Abbrev.) Property Book – Local Use (EXCEL)*

This report provides the State Coordinator the ENTIRE inventory of all property for his or her entire State (This report includes items that are pending receipt).

AND

2) *Report View of Items to be Inventoried.*

This report provides the State Coordinator information for what items remain for LEA POCs/State Coordinator to “Receive” and “Certify” to be considered complete regarding the FY 13 Annual Inventory.

To view the reports that have been loaded to your State Folder within the FEPMIS COGNOS Portal:

1. Log-into FEPMIS.

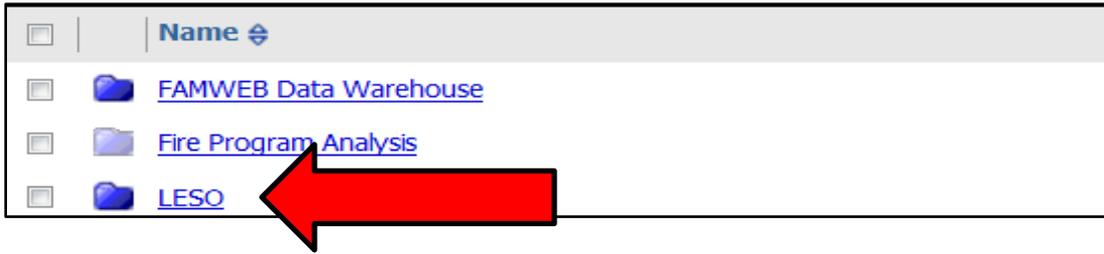
Note- For password assistance call 1-866-224-7677 and select Option “4 FAM WEB”.

2. Click *COGNOS Portal* and enter your User-Name and Password.



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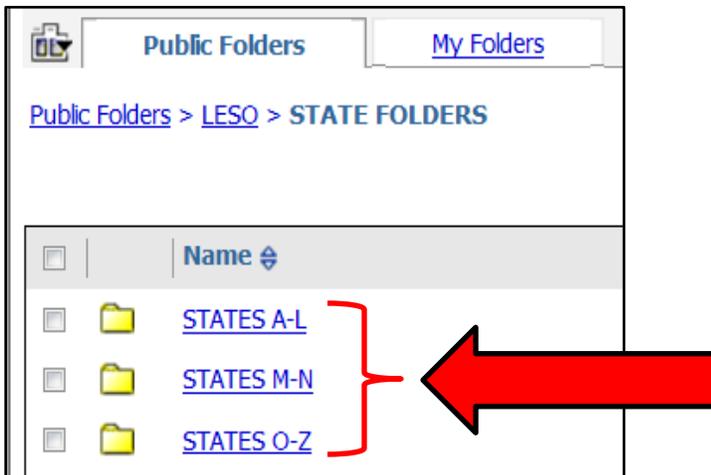
3. Click LESO Folder.



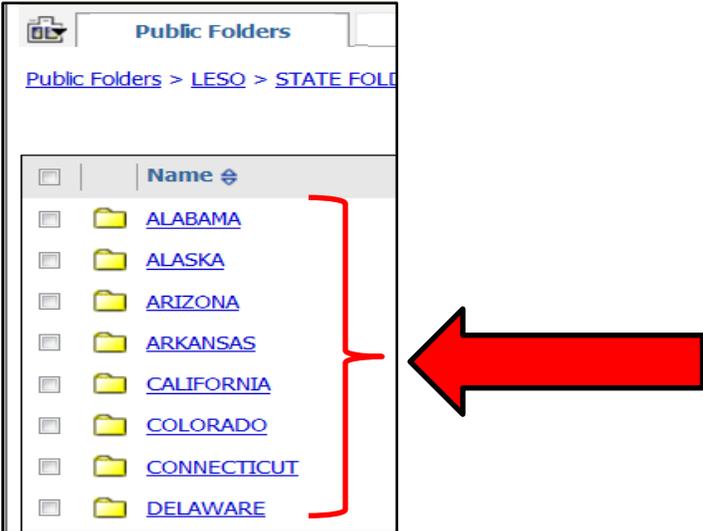
4. Click STATE FOLDERS.



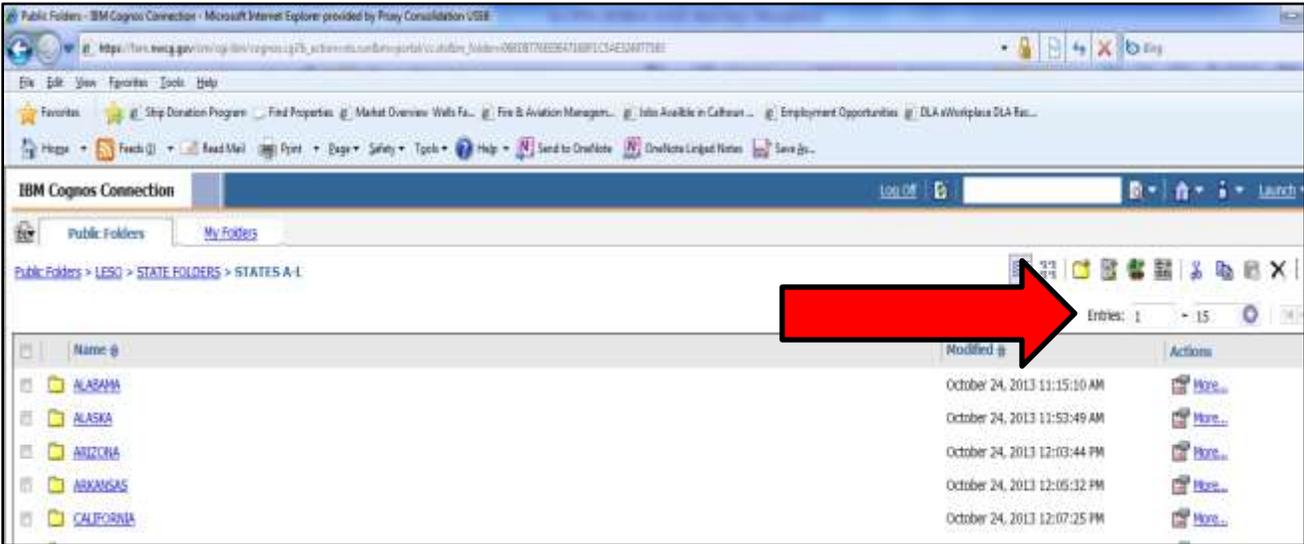
5. Click the Folder that contains your State.



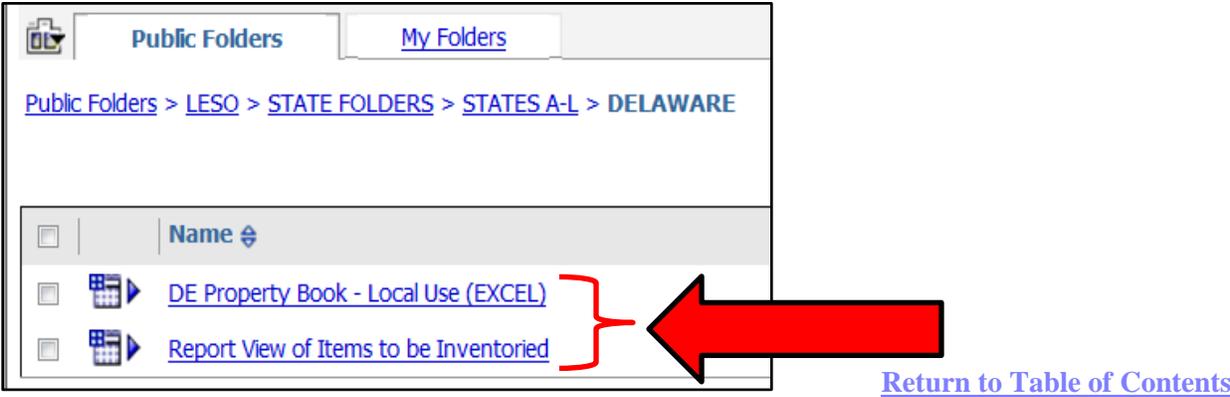
6. Click your State.



Note- If you do not see your State in the list of folders click here to advance the page.



7. Select one of the two reports.



Section 6: FEPMIS COGNOS
Reports for State Coordinators

Note- If you are using Microsoft Internet Explorer, you must hold the “CTRL” button the computer keyboard, then select one of the two reports. You must hold the “CTRL” button, until your computer opens the EXCEL window which contains your report.

Once again, there are 2 Reports pre-loaded for your convenience when working towards the goal of completing the FY13 Annual Inventory process. They are:

1) (State Abbrev.) Property Book – Local Use (EXCEL)

This report provides the State Coordinator the ENTIRE inventory of all property for his or her entire State (This report includes items that are pending receipt).

The screenshot shows an Excel spreadsheet titled "Property Book - All Property". It includes a "Filter Criteria" section with "States = DE" selected. The main data table has the following columns: STATION_NAME, NUM_OF_OFFICERS, BOOK_TYPE, DML_CODE, DML_INTEGRITY_CODE, FBI_FEW_NAME, NATIONAL_STOCK_NUMBER, and RECEIPT. The rows are numbered 1 through 17, with row 8 highlighted in yellow.

AND

2) Report View of Items to be Inventoried.

This report provides the State Coordinator information for what items remain for LEA POCs/State Coordinator to “Receive” and “Certify” to be considered complete regarding the FY 13 Annual Inventory.

The screenshot shows a report titled "Items yet to be certified (by LEA)". It includes filter criteria: "State: DE AND Station Type: (State, State/Tribal) or the value is missing", "Last Inventory Date: On or before Jun 30, 2013 11:59:59 PM or the value is missing", and "Last Inventory Date: Ascending order". The main data table has the following columns: Station Name (LEA), DDDAAC, Book Type, Station Type, FEPF Type Description, 95h, DTID, Reservation Number, and Date. The rows are numbered 1 through 13, with row 1 highlighted in yellow.

Section 6: FEPMIS COGNOS Reports for State Coordinators

(Items that have already been certified will not appear)

Items yet to be certified (by LEA)

7 State (LE AND Station Type - State, Sheriff/Trial) or the value is missing
 7 Date On of 10/31/2013 5:59 PM or the value is missing
 4 State: DE

Station Name (LEA)	Item Code	Item Type	Station Type	FEPMIS Type Description	NSN	OTD	Requestion Number	Quantity	Serial Number	Total Value	DEML Code	DEML C	Requestion Date	Ship Date	Last Inventory Date
ABC POLICE DEPT	217ABC	TRACKED	State	STRAP THIGH MOUNT	8465-01-559-4112	V65333-1269-1026	H9CEB1-2037-5699	12	NA	\$238.32	B	5	Feb 6, 2012 12:00:00 AM		Jun 30, 2013 2:35:55 PM
	217ABC	TRACKED	State	No Item Name Provided	1005-01-253-0008	W94491-1346-5069	H9CEB1-2106-0090	1	NA	\$34.95	B	5	Apr 15, 2012 12:00:00 AM		Jun 30, 2013 2:35:55 PM
	217ABC	TRACKED	State	WIRELESS COMMUNICATION EQUIPMENT	5885-05-COMM-SC SW1293-2157-F737	W087911-2158-0020	H9CEB1-2184-3863	2	NA	\$40.00	A	1	Jul 2, 2012 12:00:00 AM		Jun 30, 2013 2:35:55 PM
	217ABC	TRACKED	State	DISPENSING PUMP/HAND DRIVEN	4830-00-276-0087	W087911-2158-0020	H9CEB1-2193-7641	1	NA	\$695.54	A	1	Jul 11, 2012 12:00:00 AM		Jun 30, 2013 2:35:55 PM
	217ABC	TRACKED	State	TRANSLATION DEVICE	5805-01-531-5590	W43654-1012-7047	H9CEB1-2142-4593	4	NA	\$8,000.00	D	1	May 21, 2012 12:00:00 AM		Jun 30, 2013 2:35:55 PM
	217ABC	TRACKED	State	SHOT/REFLEX	1240-01-411-1285	W25904-1123-0500A	H9CEB1-1188-3780	1	NA	\$338.00	D	1	Jul 8, 2011 12:00:00 AM		Jun 30, 2013 2:35:55 PM
	217ABC	TRACKED	State	SHOT/REFLEX	1240-01-411-1285	W91898-1116-9196A	H9CEB1-1188-3940	4	NA	\$1,312.00	D	1	Jul 8, 2011 12:00:00 AM		Jun 30, 2013 2:35:55 PM
	217ABC	TRACKED	State	JACKET/COLD WEATHER	8415-01-546-8829	W9154V-1288-0061A	H9CEB1-1343-4271	1	NA	\$96.55	E	1	Dec 9, 2011 12:00:00 AM		Jun 30, 2013 2:35:55 PM
	217ABC	TRACKED	State	LIANG HELMET/SHOCK ABSORBING	8415-01-210-8509	SC4442-1237-6011	H9CEB1-1276-2624	12	NA	\$422.16	B	1	Oct 3, 2011 12:00:00 AM		Jun 30, 2013 2:35:55 PM
	217ABC	TRACKED	State	DOORSTOP	5340-00-389-5013	Z91800-2097-0011	H9CEB1-2188-7785	10	NA	\$89.70	A	1	Jul 7, 2012 12:00:00 AM		Jun 30, 2013 2:35:55 PM
	217ABC	TRACKED	State	WINDOW/VEHICULAR	2610-01-289-8256	SW1293-1339-0968	H9CEB1-2015-7685	1	NA	\$223.93	D	1	Jan 15, 2012 12:00:00 AM		Jun 30, 2013 2:35:55 PM
	217ABC	TRACKED	State	WINDOW/VEHICULAR	2610-01-289-8256	SL4701-0251-0C2P	H9CEB1-2015-7686	1	NA	\$223.93	D	1	Jan 15, 2012 12:00:00 AM		Jun 30, 2013 2:35:55 PM
	217ABC	TRACKED	State	JACKET/COLD WEATHER	8415-01-546-8820	W9154V-1288-0062A	H9CEB1-1343-4222	1	NA	\$96.55	E	1	Dec 9, 2011 12:00:00 AM		Jun 30, 2013 2:35:55 PM
	217ABC	TRACKED	State	LIGHT/EXTENSION	6230-00-729-9259	W0103M-2000-8013	H9CEB1-2194-3666	4	NA	\$102.92	A	1	Jul 2, 2012 12:00:00 AM		Jun 30, 2013 2:35:55 PM
	217ABC	TRACKED	State	SPECTACLES/KIT BALLISTIC AND LASER PROTECTIVE	8465-01-416-4826	W08010-1201-9035	H9CEB1-1324-5894	12	NA	\$181.92	D	1	Nov 20, 2011 12:00:00 AM		Jun 30, 2013 2:35:55 PM
	217ABC	TRACKED	State	CARRIAGE/PSTOL HOLSTER	8465-01-524-3208	W0808Q-2156-3048	H9CEB1-2194-3662	12	NA	\$317.40	A	1	Jul 2, 2012 12:00:00 AM		Jun 30, 2013 2:35:55 PM
	217ABC	TRACKED	State	COFFEE MAKER/AUTOMATIC	7310-01-553-4133	W2648M-2123-7000	H9CEB1-2188-7784	1	NA	\$482.88	A	1	Jul 7, 2012 12:00:00 AM		Jun 30, 2013 2:35:55 PM
	217ABC	TRACKED	State	WINDOW/VEHICULAR	2610-01-289-8259	W0118X-1719-0008	H9CEB1-2194-3664	1	NA	\$179.40	D	1	Jan 15, 2012 12:00:00 AM		Jun 30, 2013 2:35:55 PM
	217ABC	TRACKED	State	HEADLAMP/MEDICAL WING GREEN/LENS	6515-01-527-0098	SW1293-2179-4233	H9CEB1-2194-3664	6	NA	\$319.56	A	1	Jul 2, 2012 12:00:00 AM		Jun 30, 2013 2:35:55 PM
	217ABC	TRACKED	State	KIT/EMERGENCY/EGRESS	2610-01-570-7240	W08240-2020-0001	H9CEB1-2194-0922	5	NA	\$1,660.95	B	3	Apr 25, 2012 12:00:00 AM		Jun 30, 2013 2:35:55 PM
	217ABC	TRACKED	State	BENCH	11-005-88V-CH00	W02793-1259-5883	H9CEB1-2193-7640	1	NA	\$1,203.00	A	1	Jul 11, 2012 12:00:00 AM		Jun 30, 2013 2:35:55 PM
	217ABC	TRACKED	State	LIGHT/UTILITY/LIGHT	6130-01-230-0533	W0446M-1255-7367	H9CEB1-2016-9442	1	NA	\$358.40	B	3	Jan 16, 2012 12:00:00 AM		Jun 30, 2013 2:35:55 PM
	217ABC	TRACKED	State	POWER SUPPLY/UNINTERRUPTIBLE	6130-01-425-8654	W02307-2034-0605	H9CEB1-2037-5699	1	NA	\$433.65	B	3	Feb 6, 2012 12:00:00 AM		Jun 30, 2013 2:35:55 PM
								95		\$17,828.91					23
								2,905		\$2,728,257.28					246
								2,905		\$2,728,257.28					246
															11:54:07 AM

1. Alphabetically lists the LEA Name.
 2. Identifies whether item is in "Tracked" property tables, or "Pending Receipt" property tables.
 Note- The parameters for this report have been set to INCLUDE all property that was AUTO-FED (migration of data from the LEEDS) into FEPMIS as well as items that need to be "Received" for. The migration of data from the LEEDS to the FEPMIS, occurred on June 30, 2013, therefore the FEPMIS system already lists these items as "Tracked", however, since the DLA MDA requires an "Annual Inventory", these items have been sent to the LEA "Certification Queue" so that they can be verified during the FY13 Annual Inventory.
 3. Station Type- Indicates whether an LEA is a State, Federal, Tribal, or Tribal (State) Agency.
 4. Last Inventory Date- Indicates date of last inventory.
 Note- Items with a date of June 30, 2013, AND identified in column #2 as "Tracked", were AUTO-FED into the FEPMIS (LESO Migration of data from the LEEDS to the FEPMIS).
 5. LEA Totals- Total number of line items that remain (in the entire State), that must be either "Received" or "Certified" by the LEA and/or State Coordinator.
 6. State Totals- Total number of line items that remain (in the entire State), that must be either "Received" or "Certified".
 Note- All items for the entire State must be "Received" and/or "Certified", in order for the DLA LESO to consider a State "complete" for the FY13 Annual Inventory.

FINANCIAL LIABILITY INVESTIGATION OF PROPERTY LOSS

1. DATE INITIATED (YYYYMMDD) 20130105		2. INQUIRY/INVESTIGATION NUMBER Blank - assigned by LESO		3. DATE LOSS DISCOVERED (YYYYMMDD) 20121115	
4. NATIONAL STOCK NO. 5850-00-999-3736	5. ITEM DESCRIPTION Viewing Set		6. QUANTITY 8	7. UNIT COST 2,520.00	8. TOTAL COST 20,160.00
9. CIRCUMSTANCES UNDER WHICH PROPERTY WAS (X one) (Attach additional pages as necessary)			<input type="checkbox"/> Lost <input type="checkbox"/> Organization	<input checked="" type="checkbox"/> Damaged <input type="checkbox"/> Installation	<input type="checkbox"/> Destroyed <input type="checkbox"/> OCIE
Items received from DRMO 22 November 2012. Box was opened and discovered items were in a non working order when shipment was received. The assets were returned to DRMO 5 December 2012. Property book still shows 8 on hand.					
Please include the item DTID in this block					
10. ACTIONS TAKEN TO CORRECT CIRCUMSTANCES REPORTED IN BLOCK 9 AND PREVENT FUTURE OCCURRENCES (Attach additional pages as necessary) We will ensure copy of DD Form 1348 from property turn in is retained as well as check our property book.					
11. INDIVIDUAL COMPLETING BLOCKS 1 THROUGH 10					
a. ORGANIZATIONAL ADDRESS (Unit Designation, Office Symbol, Base, State/Country, ZIP Code) Deputy Chief Williams South Shores PD Anywhere, USA		b. TYPED NAME (Last, First, Middle Initial) Chief Mike R. Williams		c. DSN NUMBER 201-989-7895	
		d. SIGNATURE		e. DATE SIGNED 20130105	
12. (X one) <input checked="" type="checkbox"/> RESPONSIBLE OFFICER (PROPERTY RECORD ITEMS) <input type="checkbox"/> REVIEWING AUTHORITY (SUPPLY SYSTEM STOCKS)					
a. NEGLIGENCE OR ABUSE EVIDENT/ SUSPECTED (X one) <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		b. COMMENTS/RECOMMENDATIONS			
c. ORGANIZATIONAL ADDRESS (Unit Designation, Office Symbol, Base, State/Country, ZIP Code) Joe Brown State Coordinator Anywhere, USA		d. TYPED NAME (Last, First, Middle Initial) Joe B. Brown		e. DSN NUMBER 201-989-5560	
		f. SIGNATURE		g. DATE SIGNED 20130106	
13. APPOINTING AUTHORITY					
a. RECOMMENDATION (X one) <input checked="" type="checkbox"/> APPROVE <input type="checkbox"/> DISAPPROVE		b. COMMENTS/RATIONALE LESO office contacted DRMO 20 January 2013 and confirmed that 8 assets were turned in by LEA and were later destroyed. Attach all supporting documentation prior to forwarding to the "Approval Authority"		c. FINANCIAL LIABILITY OFFICER APPOINTED (X one) <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	
d. ORGANIZATIONAL ADDRESS (Unit Designation, Office Symbol, Base, State/Country, ZIP Code) Law Enforcement Support Office DLA Disposition Services J-413 74 North Washington Ave. Battle Creek, Michigan 49037		e. TYPED NAME (Last, First, Middle Initial) John Q. Employee		f. DSN NUMBER 1-800-532-9946	
		g. SIGNATURE		h. DATE SIGNED 20130120	
14. APPROVING AUTHORITY					
a. RECOMMENDATION (X one) <input checked="" type="checkbox"/> APPROVE <input type="checkbox"/> DISAPPROVE		b. COMMENTS/RATIONALE Research has been performed, recommend the property book be adjusted to remove the quantity on hand.		c. LEGAL REVIEW COMPLETED IF REQUIRED (X one) <input type="checkbox"/> YES <input type="checkbox"/> NO <input checked="" type="checkbox"/> N/A	
d. ORGANIZATIONAL ADDRESS (Unit Designation, Office Symbol, Base, State/Country, ZIP Code) Law Enforcement Support Office DLA Disposition Services J-413 74 North Washington Ave. Battle Creek, Michigan 49037		e. TYPED NAME (Last, First, Middle Initial) Branch Chief /J4 Director /Disp Services Director		f. DSN NUMBER 1-800-532-9946	
		g. SIGNATURE		h. DATE SIGNED 20130120	

Block 1 thru 11 e filled out by Law Enforcement Agency

Block 12 a thru g filled out by State Coordinator

Block 13 & 14 filled out by LESO Headquarters