

# DEFENSE LOGISTICS AGENCY

*Established 1961*



## 2025 LESO Annual Inventory Guidebook

## LEA Guidebook



THE NATION'S LOGISTICS COMBAT SUPPORT AGENCY



Law Enforcement  
Support Office

User Guide:  
2025 Annual Inventory  
Certification Process



DLA DISPOSITION SERVICES  
Law Enforcement Support Office

**Created to assist  
Agencies as they work  
toward completing the  
Annual Inventory  
process.**



**Need Assistance?**

**LEA Guidebook**

**Contact your  
State Coordinator  
if you have any questions!**

**Find your State Coordinator's  
Contact Information at:**

**<https://www.dla.mil/Disposition-Services/Offers/Law-Enforcement/State-Coordinators/>**



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.



- **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.



- **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).



- **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”.
- **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 LESO Annual Inventory

LEA Guidebook



## Welcome to LESO FEPMIS

### LESO FEPMIS



The Law Enforcement Support Office (LESO) has adopted the Federal Excess Property Management Information System (FEPMIS) as the automated property management system that will be used to provide accountability and management for property requisitioned through the Department of Defense (DoD) Defense Logistics Agency (DLA) Disposition Services 1033 Program.

S9DS061

Your last logon was on 06/17/2021 09:25:29

#### Alerts

For all LESO FEPMIS questions please contact your State Coordinator

**\*\*ATTENTION LESO FEPMIS USERS\*\***

If logged on correctly, the User's Name should appear in the upper right corner.

#### \*\*ATTENTION LESO FEPMIS USERS\*\*

DATE: 2021-06-09

**NOTE: IIA Helpdesk** should be contacted for account access issues. All other LESO FEPMIS issues should be directed to your **State Coordinator**. If the State Coordinator cannot resolve your issue then the State Coordinator should contact the LESO Helpdesk.

**NOTE:** All DLA access questions (ie DLA Enterprise External Business Portal, DLA AMPS) should be directed to the DLA Enterprise External Business Portal help desk Toll Free: 855.352.0001

#### DOD DLA Disposition Services LESO

Training Material; contact your State Coordinator; and Other Helpful Information

#### DLA Enterprise External Business Portal

#### DLA AMPS

NOTE: THE USDA IS NOT RESPONSIBLE FOR THE ABOVE LINKS. DO NOT CONTACT THE LESO FEPMIS IIA HELPDESK WITH ANY ISSUES WITH THE ABOVE LINKS. PLEASE CONTACT YOUR STATE COORDINATOR.

Email: [LESO@DLA.MIL](mailto:LESO@DLA.MIL)

Phone: 800.532.9946

Fax: 269.961.4431

Password Reset: 866.224.7677 opt #1

[LESO FEPMIS - IIA Helpdesk Online](#)

- Home
- Manage Account
- Approve Receipts
- Approve COS
- Inventory Worksheets
- LESO Inventory
- Station Mgmt Util
- User Management
- Query Property
- Queries and Reports

Logout

Email: [LESO@DLA.MIL](mailto:LESO@DLA.MIL)  
Phone: 800.532.9946  
Fax: 269.961.4431  
IIA Helpdesk  
(866) 224-7677

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.



LESO FEPMIS: Search LESO Certification User ID: VI\_LEA

LESO Certification Search | LESO Certification Search Results

Training Guide

State: Vermont

Division: DEFAULT\_DIV\_VT

Subdivision: DEFAULT\_SUBDIV\_VT

Station: HARTFORD POLICE DEPT

Sort Order: Item Name

Inventory Search Filter:  Inventoried Items  Not Inventoried Yet  Both

Submit  search certification matching filter values

Create Certification Report  create certification report. Check for a station's detail report. Please be patient - the report generation is a time-consuming process.

Clear  reset form values

Inventory Begin Date: 06/01/2023 Inventory Due Date: 09/30/2023 Inventory Countdown: Overdue!

LESO Certification Search | LESO Certification Search Results

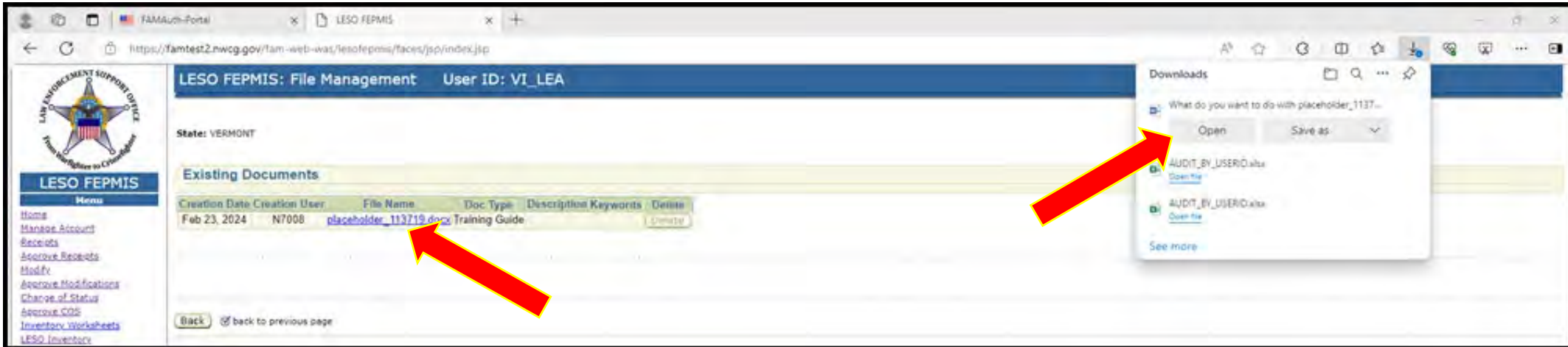
**The LEA Training Guidebook is available in the  
LESO Inventory module.**

**Select the Training Guide button at the top of the screen.**



# LESO Annual Inventory Guidebooks

LEA Guidebook




**Select the LEA Training Guidebook, highlighted in blue.**

**If prompted, select Open in the Downloads window.**



# Certifying Station Verification

LEA Guidebook



**LESOP FEPMIS**  
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[Logoff portal](#)

Email: LESO@DLA.MIL  
Phone: 800.532.9946  
Fax: 269.961.4431  
Password Reset:  
866.224.7677 opt #4

LESOP FEPMIS: Search LESOP Certification User ID: MI\_LEA1

LESOP Certification Search | LESOP Certification Search Results

State: \* MICHIGAN ▾  
Division: \* DEFAULT\_DIV\_MI ▾  
Subdivision: \* DEFAULT\_SUBDIV\_MI ▾  
Station: \* ALLEGAN COUNTY SHERIFF DEPT ▾

Inventory Search Filter:  Inventoried Items  Not Inventoried Yet  Both

Search certification matching filter values

create certification report. Check for a station's detail report. Please be patient - the report generation is a time-consuming process

reset for

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Inventory Begin Date: 09/27/2017 Inventory Due Date: 01/31/2018 Inventory Countdown: Overdue!

LESOP Certification Search | [LESOP Certification Search Results](#)

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

LEA Guidebook



LESO FEPMIS

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- [User Management](#)
- [Query Property](#)
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[Logout](#)

Email: LESO@DLA.MIL  
Phone: 800.532.9946  
Fax: 269.961.4431  
IIA Helpdesk  
(866) 224-7677

LESO FEPMIS: Verify Station Information User ID: VI\_LEA

This is a required verification, once a year, of station information. Please review for accuracy and submit any changes.

Verify and Submit  verify and submit station edits

### Station Information:

Changes to this section require submission of new Application for Participation to your State Coordinator

**DODAAC:** 2YTPR9  
**Station Name:** HINDS COMMUNITY COLLEGE POLICE  
**Address Line 1:** 501 EAST MAIN STREET  
**City:** RAYMOND  
**Zip:** 39154  
**State:** MS  
**Station Type:** State  
**Chief Law Enforcement Official (CLEO):** 2YTPR9 CLEO  
**Email Address:**   
**Number of Officers:** 19  Only includes compensated Full-Time and Part-Time Officers.

**IS THE ABOVE STATION INFORMATION ACCURATE?**

Yes  No

Please verify and update as required

**Station Primary Phone Number:** (  )  -

**HIDTA:**  Yes  No

**County:**   Optional: Show counties for the entire state If your County is not listed please contact the LESO HQ or your State Coordinator


The top portion of the Station Verification screen is currently being displayed.

Ensure all Station information on this page is accurate. If any information is inaccurate, select the **NO** button.



# Certifying Station Verification

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[Logoff](#)

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## LESO FEPMIS: Verify Station

famtest2.nwcg.gov says

\*\*\* PLEASE SUBMIT A NEW APPLICATION FOR PARTICIPATION TO YOUR STATE POINT OF CONTACT TO UPDATE STATION INFORMATION \*\*\*

This is a required verification. Please review for accuracy and submit any changes.

verify and submit station edits

### Station Information:

Changes to this section require submission of new Application for Participation to your State Coordinator

**DODAAC:** 2YT0A6

**Station Name:** DILLON POLICE DEPT

**Address Line 1:** 401 WEST MAIN STREET

**City:** DILLON

**Zip:** 29536

**State:** SC

**Station Type:** State

**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

**Station Primary**
4/15/2022

**If the Station User selects NO, indicating their Station Information is not accurate, they will get a pop-up message on their screen. This will not prevent them from continuing with their Annual Inventory Certification. Click the OK button.**



# Certifying Station Verification

LEA Guidebook

[Non-DoD Source] LESO FEPMIS NOTIFICATION: HI-HI COUNTY CIVIL DEFENSE(2YTFCE) Station information is inaccurate for Fiscal Year 2025

donotreplyTestPostgres@nwcg.gov  
To: LESOInventory; Stewart, Kevin L CIV DLA DISPOSITION SERVICES (US); Stewart, Kevin L CIV DLA DISPOSITION SERVICES (US)

The user VI\_LEA has indicated the below station information is inaccurate for Fiscal Year 2025 on 03/13/2025.  
NOTICE: User MUST submit a new application for participation to update station information as needed.

STATION DETAILS:

DODAAC: 2YTFCE  
Station Name: HI COUNTY CIVIL DEFENSE  
920 ULULANI STREET  
HILO, HI 96720

Primary Phone: 2699610000  
Station Type: State  
HIDTA: No  
Chief Executive Officer: 2YTFCE CLEO  
Number Of Officers: 4

County: Hawaii  
Contact Email: null  
Fax: null  
Comment: Testing Tomcat

Last Verified User: VI\_LEA  
Last Verified Date: 03/13/2025 10:52:24  
Accurate: No

This is an application generated email - Do Not Reply.  
System: FAMTestTom

**If the Station User selected NO, indicating their Station Information is not accurate, all active FEPMIS Users for the Station and State will receive an email notification indicating they need to submit a new Application for Participation to update the inaccurate information.**



# Certifying Station Verification

LEA Guidebook

IIA Helpdesk  
(866) 224-7677

Please verify and update as required

Station Primary Phone Number: (601) 857-3270

HIDTA:  Yes  No

County:   Optional: Show counties for the entire state If your County is not listed please contact the LESO HQ or your State Coordinator

[2025-310]BY INITIALING THE BOX BELOW LEA's CERTIFY THEY WILL COMPLY WITH 10 U.S. CODE 2576a FOR ALL CONTROLLED EQUIPMENT.

[2025-311]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.

[2025-336]DOCUMENTATION VERIFICATION

[2025-312]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.

[2025-313]The Application for Participation is up to date or a new Application will be submitted [Application for Participation for State LEAs Option B v 3 16 2017 080945.pdf](#)

[2025-314]Verify the listed Chief Law Enforcement Official (CLEO) above is up to date or a new Application will be submitted to your State Coordinator

[2025-341]I KEVIN-1 STEWART-1 certify the aforementioned information is limit

LESO Certification Search | Station

The bottom portion of the Station Verification screen is currently being displayed.


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.



# Pending Receipts

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[Logoff portal](#)

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Fax: 269.961.4431  
Password Reset:  
866.224.7677 opt #4

LESO FEPMIS: Receipt Property Items List    User ID: MI\_LEA1

LESO Certification Search    Receipt Property Overdue List

**Overdue pending receipts - process overdue pending receipts prior to beginning certification.**

Requisition Number	Station	NSN	Item Name	Serial Number	QTY Requested
<a href="#">2YTAF1-2357-6890</a>	ALLEGAN COUNTY SHERIFF DEPT (2YTAF1)	4220-01-461-1420	LIFE PRESERVER, VEST		10
<a href="#">2YTAF1-5197-A001</a>	ALLEGAN COUNTY SHERIFF DEPT (2YTAF1)	1520-01-385-3844	HELICOPTER, FLIGHT TRAINER	2112	1

[LESO Certification Search](#) | [Receipt Property Overdue List](#)

If the LEA has pending receipts, the user will be taken to the Property Receipt page. If there are no pending receipts, continue to the next slide.


To complete any pending receipts, follow the receipt process outlined in the Receipt Guide on the LESO website:

<https://www.dla.mil/Portals/104/Documents/DispositionServices/LESO/ReceiptingforProperty.pdf>



# Physical Verification and Certification of Property

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**Application Status Messages:**  receipt and identification notifications

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**Items to be Received**  
**Requisition#:** 2YTAF1-5197-A001  
**Station:** ALLEGAN COUNTY SHERIFF DEPT  
**DoDAAC:** 2YTAF1  
**Carrier:**  
**Package Identifier:**  
**Tracking Number:**

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

**There are no items available for receipt**

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**Items to be Identified**

**There are no items available for identification**

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[Receipt Property Overdue List](#) | [Receipt Property Items](#) | [Receipt Property Breakdown](#) | [Receipt Item](#)

**When all pending receipts are completed, the system provides a message that there are no items available for receipt.**

**Select LESO Inventory in the menu on the left to proceed to Property Certification.**



# Physical Verification and Certification of Property

LEA Guidebook

LESO FEPMIS: Search LESO Certification User ID: MI\_LEA1

LESO Certification Search | LESO Certification Search Results

State: \* MICHIGAN  
Division: \* DEFAULT\_DIV\_MI  
Subdivision: \* DEFAULT\_SUBDIV\_MI  
Station: \* ALLEGAN COUNTY SHERIFF DEPT

Inventory Search Filter:  Inventoried Items  Not Inventoried Yet  Both

Submit Search certification matching filter values

Create Certification Report  create certification report. Check for a station's detail report. Please be patient - the report generation is a time-consuming process

Clear  reset for

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 Submit button to begin the Property Certification process.**

# VERY IMPORTANT! STOP AND READ THIS!

LEA Guidebook



This is a **PHYSICAL** Inventory.

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 Certification of Property

LEA Guidebook



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IAA Helpdesk  
(866) 224-7677

LESO FEPMIS: Certify LESO Property    User ID: VI\_LEA

[LESO Certification Search](#)    [LESO Certification Search Results](#)    [Certify](#)

**Property #:** 17263VI00003  
**Commodity Type:** WEAPON  
**Property Status:** PENDING  
**Approval Process:** MODIFY PROPERTY  
**Approval Status:** PENDING APPROVAL  
**Organization Level:** State  
**Acquisition Doc#:** 000000-0000-0000  
**DTID:** 000000-0000-00000  
**Qty:** 1  
**Cost:** \$138.00  
**FSC:** 1005 - Guns, through 30mm  
**Item Name:** RIFLE,7.62 MILLIMETER  
**Additional Description:** RIFLE,7.62 MILLIMET  
**NSN/LSN:** 1005-00-589-1271  
**Serial#:** 17263VI00003  
**Division:** DEFAULT\_DIV\_VI  
**Subdivision:** DEFAULT\_SUBDIV\_VI  
**Station:** VI DEPT OF JUSTICE  
**Part#:**  
**Make / Manufacturer:** NA  
**Model:** NA  
**Model Year:** 0  
**Color:**  
**Unit of Issue:** Each  
**Condition:** Issuable, no Qualification  
**DMIL:** D- USML ITEMS - DEMIL REQD, DESTROY ITEM/PARTS TO PREVENT REPAIR.

**Physical Storage Location:**

**Additional Comments:**

I, VI\_LEA certify the aforementioned property is present and accounted for

IN ADDITION, LESO Property provided to program participants will be available for use, transfer, or to secure a loan and if property is controlled it must be returned to DLA

I, VI\_LEA certify that attached image(s) are current

Physically verify all information against the property itself, to include the **QUANTITY** and **SERIAL NUMBER**.

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





# Decertifying Property

LEA Guidebook

LESO FEPHIS: LESO FEPHIS Property Certification User ID: VI\_LEA

Fiscal Year: 2012  
State: VERMONT  
Station: HARTFORD POLICE (HRT)  
Station Type: Station  
Inventory Total: 3

A "N" in the Inventory# column indicates the property has not been inventoried in the last year.

Item 3 (LM0002598) was viewed [Certify Item Property](#)

Property#	Acquisition#	Station	AID#	Item Name	Serial Number	Last Cert Date	Inventory#	Images	Receipt#	Allocation#	Inwood	Certify	Update	Decertify
LM00006276	H00001-2002-0080	HARTFORD POLICE DEPT 1240-01-411-1265		SHOT REFLECT	NULL		N	F			N	<a href="#">Certify</a>	<a href="#">Update</a>	<a href="#">Decertify</a>
LM00027460	H00001-2002-0042	HARTFORD POLICE DEPT 1240-01-411-1265		SHOT REFLECT	NULL		N	F			N	<a href="#">Certify</a>	<a href="#">Update</a>	<a href="#">Decertify</a>
LM00025980	H00001-2184-0024	HARTFORD POLICE DEPT 0000-01-004-8406		SPOTTING INSTRUMENT OPTICAL	NULL	Mar 13, 2008	Y				N	<a href="#">Certify</a>	<a href="#">Update</a>	<a href="#">Decertify</a>

If property is **Certified in error**, click the **Decertify** button to bring the property back into a status requiring Certification.

If the property has not been Certified yet, the Decertify button will be greyed out and will not be clickable.



# Decertifying Property

LEA Guidebook

LESO FEPMIS: Property Decertification Confirmation User ID: VT\_LEA

Click Proceed to Decertify Property. Click Cancel to cancel decertification of Property.

Certification User: 0100-1 (000001-1)  
Certification Date: 04/11/2024

Property #1: L00000000  
Commodity Type: 40000000  
Property Status: 40000000  
Acquisition Dept: 000001-2 (00-0000)  
QTY: 1  
Cost: \$0.0000  
PNC: 0000 - Optical Instruments, Test Equipment, Components and Accessories  
Item Name: SPOTTING SCOPE/SCOPE OPTICAL  
Additional Description: SPOTTING SCOPE/SCOPE  
MFG/PAK: 0000-00 (00-0000)  
Serial: 0000  
Division: 000001\_000\_VT  
Subdivision: 000001\_0000\_VT  
Station: 00000000 POLICE DEPT  
Part#: 000000  
Make / Manufacturer: 0000  
Model: 0000  
Model Year: 0  
Color: 0000  
Unit of Issue: 0000  
Condition: 000000  
PHYS: 00-0000 (0000) - 0000 0000-0000 (000000) TO 000000 (0000)

Physical Storage Location:

Proceed Decertification  
 Do not complete decertification

After clicking the Decertify button, the user will be taken to the Property Decertification Confirmation page.


Press the Proceed button to continue with Decertification.





# Inventory Completion

LEA Guidebook



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[Logout](#)

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IIA Helpdesk  
(866) 224-7677

LESOF FPMIS: LESOF FPMIS Property Certification    User ID: VI\_LEA

LESOF Certification Search    LESOF Certification Search Results

**Fiscal Year:** 2025  
**State:** HAWAII  
**Station:** HI COUNTY CIVIL DEFENSE  
**Station Type:** Station  
**Inventory Total:** 1

FY2025 inventory completed for station HI-HI COUNTY CIVIL DEFENSE(2YTFCE)

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

[2025-310]BY INITIALING THE BOX BELOW LEA's CERTIFY THEY WILL COMPLY WITH 10 U.S. CODE 2576a FOR ALL CONTROLLED EQUIPMENT.

[2025-311]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.

[2025-336]DOCUMENTATION VERIFICATION

[2025-312]I certify that my Law Enforcement Agency (LEA) is abiding by the current version of the LESOF 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.

[2025-313]The Application for Participation is up to date or a new Application will be submitted

[2025-314]Verify the listed Chief Law Enforcement Official (CLEO) above is up to date or a new Application will be submitted to your State Coordinator

[2025-341]I KEVIN-1 STEWART-1 certify the aforementioned information is correct and that all 1033 Program equipment is within State Plan of Operation allocation limit

LESOF Certification Search | LESOF Certification Search Results

**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?**

**LEA Guidebook**

**Contact your  
State Coordinator  
if you have any questions!**

**Find your State Coordinator's  
Contact Information at:**

<https://www.dla.mil/Disposition-Services/Offers/Law-Enforcement/State-Coordinators/>

