

EXCESS PROPERTY

Law Enforcement
Support Office

User Guide:
FY13 Annual Inventory
Certification Process



*Defense Logistics Agency
Law Enforcement Support Office*

EXCESS PROPERTY

Web:

<https://www.dispositionservices.dla.mil/rtd03/leso/>

Click: FEPMIS Log-In (Takes you to NATIONAL FIRE AND AVIATION MANAGEMENT – WEB APPLICATIONS)

Welcome to FAMWEB

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

[LESO FEPMIS Training Material](#)

[DoD DLA Disposition Services LESO](#)

[DLA Enterprise External Business Portal](#)

[DLA AMPS](#)

For Password Resets please contact the Help Desk at 866.224.7677 opt #4. Let them know you need a password reset for the FAMWEB PORTAL to get into the LESO FEPMIS APPLICATION

Creating a FEPMIS Account

- A. Go to the FEPMIS website at: <https://fam.nwccg.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 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, contains "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, split into main number and "Extension (XXXXX)")
- Cell Number (text input, contains "(XXXXXXXXXX)")
- Fax Number (text input, split into main number and "Extension (XXXXX)")
- Email Address* (text input)
- AMIS Access? (checkbox)
- ARS Access? (checkbox)
- AWSR Access? (checkbox)
- New FEPMIS Access? (checkbox)
- LESO FEPMIS Access? (checkbox)
- Data Warehouse Access? (checkbox)
- FIRESTAT Access? (checkbox)
- SIT Access? (checkbox)
- 209 Access? (checkbox)
- Comment (text area)

At the bottom left are "Add" and "Clear" buttons. A large red arrow points to the "LESO FEPMIS Access?" checkbox.

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.



Click: Log On

1. Click: Receipts

- ▼ 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
 - FEPP Certification
 - FFP Certification
 - Manage Signatories
 - Approve Certification
 - Station Mgmt Utility
 - User Management
 - Query Property
 - Queries and Reports
 - COGNOS Portal

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 15, 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-T53E

3. Enter the quantity you wish to receipt.

You must enter the quantity

Items to be Received

Requisition#: 2YT05K-2310-2710

Station: LESO HQ OFFICE

Some property types require image uploads during identification. Please be sure 1 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	0	\$350.00	Each

receipt all items with values in the Qty field

If you did not receive the property

4. Click receipt.

After the page refreshes,

5. Click identify.

Items to be Identified							
NSN	Item Name	Unit Cost	Qty Requested	Qty Identified	Original Unit of Issue	Qty to Identify	Number of FEPMIS Records
2530-DS-WHE-EL01	VEHICLE WHEEL	\$350.00	2	0	Each	2	1

6. Click identify again.

LESO FEPMIS: Receipt Property Breakdown User ID: LESOAWV

Total unit cost of items being identified (items X Unit Cost) \$700.00

Requisition# 2YT05K-2310-2710

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

all property must be identified before submission for approval

Requisition#: 2YT05K-2310-2710
Shipping DODAAC: SZS319
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
DHIL: A- NON-USML/NON-CCLI - NO DEMIL OR DOD TSC REC
DHIL Integrity Code: NA
QTY: 2
Unit of Issue: Each
Serial#: _____
State: check for valid DODAAC/Station assignment if stati
MI
Division: * DEFAULT_DIV_MI
Subdivision: * DEFAULT_SUBDIV_MI
Station: * LESO HQ OFFICE
Physical Storage Location:
Part#: _____
Make / Manufacturer: _____
Model: _____
Model Year: _____ enter 0 if Model Year is unknown/unavail
Condition: _____
Comment 1 (100 max): _____
Comment 2 (100 max): _____
Comment 3 (100 max): ITEM_ID=1048091 DOC#=23102710

Weapons, aircraft and HMMWVs you must enter
The serial number, before you can do image

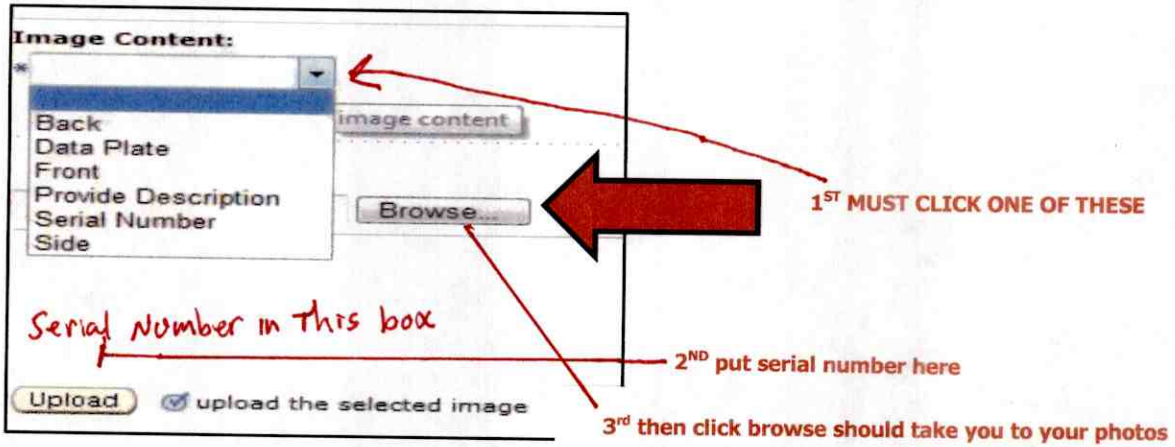
***IF YOU DESIRE TO HAVE A PHOTO,
YOU MUST ENTER SOMETHING IN THIS SPACE**

I LESOAWV certify the aforementioned property is
present and accounted for

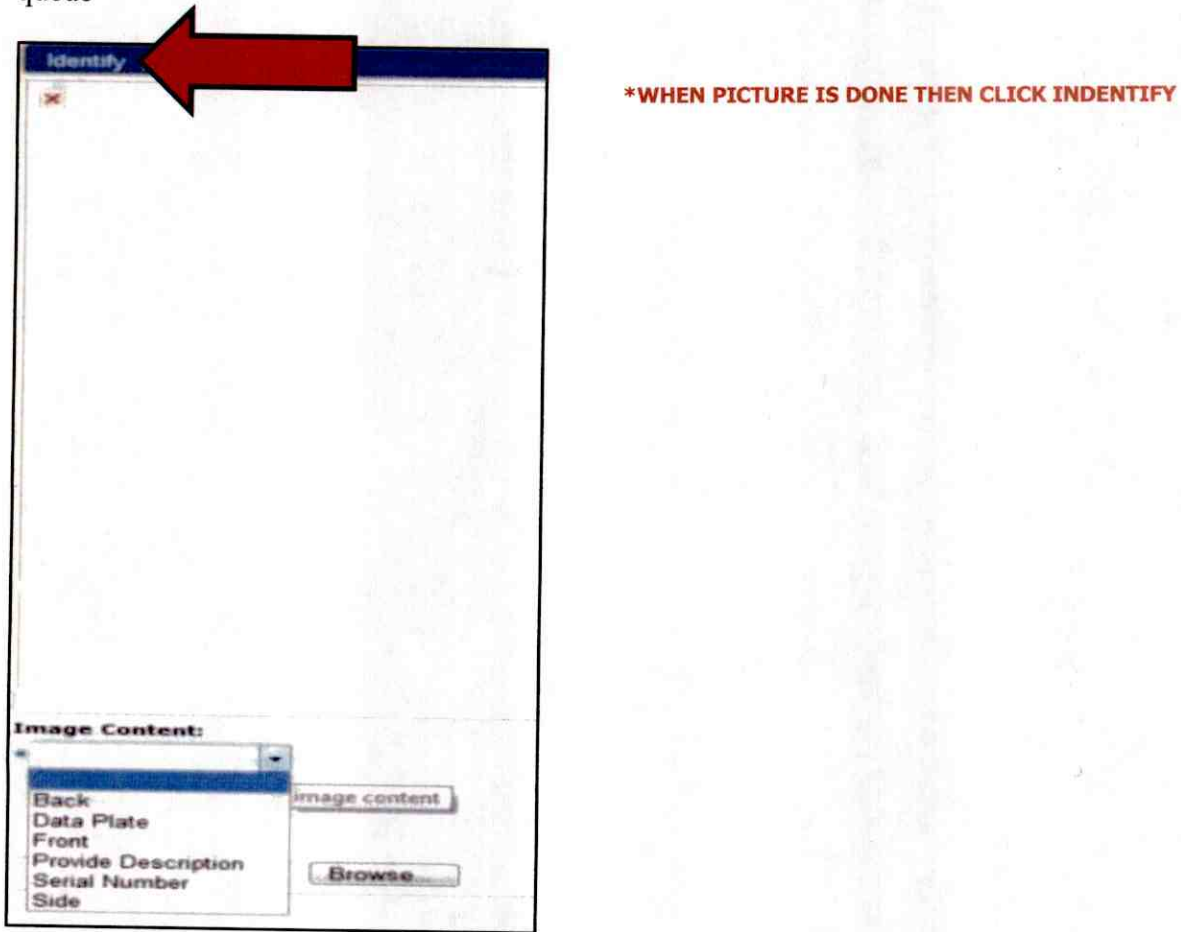


9. Select an option from “Image Content” section, and click “browse” to find the appropriate photo.

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



Section 4: Receipting Property

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

MUST CHECK

I LESOAWV certify the aforementioned property is present and accounted for

Submit Back Property for approval

CLICK SUBMIT

12. Click Submit.

Submit all property must be identified before submission for approval

Back

ONCE YOU HAVE CLICK THIS SUBMIT, THE PROPERTY IS RECEIPTED

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 Excess Property Office at, dsherrod@gsp.net

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 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 “zero receipt” process, but that functionality is not yet available.