EXCESS PROPERTY

Web:
https://www.dispositionservices.dla.mil/rtd03/leso/

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

Welcome to FAMWEB

LESO FEMPIS

The Law Enforcement Support Office (LESO) has adopted the Federal Excess Property Management Information System (FEMPIS) 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 FEMPIS 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 FEMPIS APPLICATION
Creating a FEPMIS Account

A. 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 the FAMWEB Logon Request
4. Create a User ID (Ensure that there are no spaces).

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 FEP MIS 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

2. Click: The requisition number you wish to receipt.
3. Enter the quantity you wish to receipt.

4. Click receipt.

After the page refreshes,

5. Click identify.

6. Click identify again.
<table>
<thead>
<tr>
<th>Requisition#</th>
<th>2YT05K-2310-2710</th>
</tr>
</thead>
<tbody>
<tr>
<td>Shipping DODAAC</td>
<td>522319</td>
</tr>
<tr>
<td>Property #</td>
<td>13248MI012</td>
</tr>
<tr>
<td>Status</td>
<td>DTID: W91KEJ-1226-62000</td>
</tr>
<tr>
<td>FSC</td>
<td>2530 - Vehicular Brake, Steering, Axle, Wheel, and Trai</td>
</tr>
<tr>
<td>Item Name</td>
<td>VEHICLE WHEEL</td>
</tr>
<tr>
<td>Description</td>
<td>DESC=WHEEL, 6 LUG, BLACK</td>
</tr>
<tr>
<td>NSN/LSN</td>
<td>2530 - DS - WHE - EL01</td>
</tr>
<tr>
<td>DMIL</td>
<td>A- NON-USML/NON-CCLI - NO DEMIL OR DOD TSC RKC HANNA</td>
</tr>
<tr>
<td>QTY</td>
<td>2</td>
</tr>
<tr>
<td>Unit of Issue</td>
<td>Each</td>
</tr>
<tr>
<td>Serial#</td>
<td></td>
</tr>
<tr>
<td>State</td>
<td></td>
</tr>
<tr>
<td>Division</td>
<td>DEFAULT_DIV_MI</td>
</tr>
<tr>
<td>Subdivision</td>
<td>DEFAULT_SUBDIV_MI</td>
</tr>
<tr>
<td>Station</td>
<td>LESO HQ OFFICE</td>
</tr>
<tr>
<td>Physical Storage Location</td>
<td></td>
</tr>
<tr>
<td>Part#</td>
<td></td>
</tr>
<tr>
<td>Make / Manufacturer</td>
<td></td>
</tr>
<tr>
<td>Model</td>
<td></td>
</tr>
<tr>
<td>Model Year</td>
<td></td>
</tr>
<tr>
<td>Condition</td>
<td></td>
</tr>
</tbody>
</table>

Comment 1 (100 max):

Comment 2 (100 max):

Comment 3 (100 max):

If you desire to have a photo, you must enter the serial number, before you can do image.

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

   *WHEN PICTURE IS DONE THEN CLICK IDENTIFY*
11. To complete a receipt, place a check mark next to the certification statement.

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.
**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.*