




Receipting for Property



LESO FEPMIS


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

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.

ATTENTION LESO FEPMIS USERS

DATE: 2016-07-19

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

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

DOD DLA Disposition Services LESO
 Training Material; Find Your State Coordinator; and Other Helpful Information

[DLA Enterprise External Business Portal](#)


[DLA AMPS](#)

On the LESO FEPMIS page, click on Receipts



Receipting for Property





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LESO FEPMIS: Receipt Property Items List User ID: EEM00089

Receipt Property List Receipt Property Items Receipt Property Breakdown

 Refresh receipts list

Requisition Number	DODAAC	Shipped Date	DTID	NSN	Item Name	Serial Number	QTY Requested	Overdue
2YTCPQ-6365-3457	2YTCPQ	Jan 12, 2017	null	6230-01-325-0595	LANTERN,BATTERY OPERATED		10	No

Receipt Property List | Receipt Property Items | Receipt Property Breakdown | Receipt Item

Select the item you need to receipt for.



Full Receipts

LESO FEPMIS: Receipt Property Items User ID: MI_LEA2

Application Status Messages: receipt and identification notifications

Items to be Received
 Requisition#: 2YTAF1-3069-2936
 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

	NSN	Item Name	Qty Requested	Qty Received	Qty	Unit Cost	Unit of Issue	Reject/Cancel Comments
Complete	8465-00-261-6909	002616909 - BAG,CLOTHING	10	0	<input type="text" value="10"/>	\$14.33	Each	

Receipt receipt all items with values in the Qty field

Items to be Identified

There are no items available for identification

Receipt Property List | Receipt Property Items | Receipt Property Breakdown | Receipt Item

Insert the total amount to be received, then click Receipt.



Identifying



LESO FEPMIS: Receipt Property Items User ID: MI_LEA2

Application Status Messages: receipt and identification notifications

Items to be Received

Requisition#: 2YTAF1-3069-2936
 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

Items to be Identified

Line#	NSN	Item Name	Unit Cost	Qty Received	Qty Identified	Original Unit of Issue	Qty to Identify	Number of FEPMIS Records	
1	8465-00-261-6909	002616909 - BAG,CLOTHING	\$14.33	10	0	Each	10	1	Identify Undo

Click Identify.

Receipt Property List | Receipt Property Items | Receipt Property Breakdown | Receipt Item

NOTE: If the quantity received is less than allocated. Do not receipt it until you talk to the State Coordinator's Office.



Identifying



LESO FEPMIS: Receipt Property Breakdown User ID: MI_LEA2

Receipt Property List | Receipt Property Items | Receipt Property Breakdown | Receipt Item

Total unit cost of items being identified (Items X Unit Cost) \$143.30
 Requisition# 2YTAF1-3069-2936

NSN	Item Name	Unit Cost	Quantity	Unit of Issue	Serial Number	Tracked	
8465-00-261-6909	BAG,CLOTHING	\$14.33	10	Each			Identify Property

Submit all property must be identified before submission for approval
 Back

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

Click Identify Property.



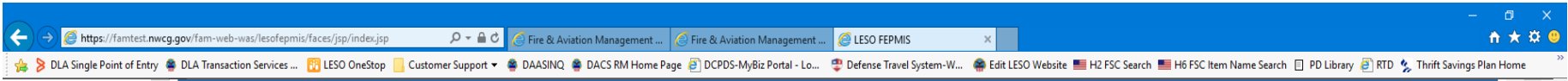
- LESO FEPMIS**
Menu
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Receipting for Property



LESO FEPMIS: Identify Tracked Property User ID: MI_LEA2

Receipt Property List | Receipt Property Items | Receipt Property Breakdown | Identify Item

Identify | Manage Images



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Requisition#: 2YTAF1-3069-2936
Shipping DODAAC: SX1465
Property #: 18058MI00003
Commodity Type:
Status:
DTID: * FB6352-3009-0010
FSC: 8465 - Individual Equipment
Item Name: BAG,CLOTHING
Description: BAG,CLOTHING
NSN/LSN: 8465 -00 -261 -6909
DMIL: A- NON-USML/NON-CCLI - NO DEMIL OR DOD TSC REQUIRED.
DMIL Integrity Code: 1
Unit Cost: 14.33
QTY: 10
Unit of Issue: Each
Serial#:
 check for valid DODAAC/Station assignment if station information is not pre-populated below
State: MI
Division: * DEFAULT_DIV_MI
Subdivision: * DEFAULT_SUBDIV_MI
Station: * ALLEGAN COUNTY SHERIFF DEPT
Physical Storage Location:
Part#:
Make / Manufacturer:
Model:
Model Year: enter 0 if Model Year is unknown/unavailable
Condition: * B - Issuable, Qualification

If Property Requires photos, click Manage Images.

DTID entry is required for all vehicle receipts.

Some agencies find it helpful to include where the item is stored for inventory aid. It is not required, but recommended.

Scroll Down



Comment 1 (100 max):



Uploading Photos

The screenshot shows the LESOFEPMIS web application interface. On the left is a navigation menu with links for Home, Receipts, Modify, Change of Status, LESO Inventory, Query Property, and Queries and Reports. Below the menu is contact information for LESO@DLA.MIL. The main content area features an 'Image Content:' dropdown menu, a 'Browse...' button, a text area for a caption, and an 'Upload' button. A 'Logoff portal' link is also present. At the bottom, there are links for Receipt Property List, Receipt Property Items, Receipt Property Breakdown, and Identify Item.

Note: the maximum file size for each photo is 1 MG. It is recommended to use .JPG or .PNG file type.

Select the drop down to describe the image content.

Select Browse to upload your photo and provide a description of the photo.

Select Upload.



Uploading Photos



Browser address bar: https://famtest.nwgc.gov/fam-web-was/lesofepmis/faces/jsp/index.js

Navigation tabs: Receipt Property List, Receipt Property Items, Receipt Property Breakdown, Identify Item

Identify | Manage Images

LESO FEPMIS Menu

- Home
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- Query Property
- Queries and Reports

Logoff portal

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TEST

Image Content:
Serial Number

Successfully uploaded file Capture.PNG (117278 bytes)

Browse... Successfully uploaded file Capture.PNG (117278 bytes)

add a caption for the image (400 max chars)

Once uploaded successfully, go back to the identify tab.



Receipting for Property



https://famtest.nwccg.gov/fam-web-was/lesofepmis/faces/jsp/index.jsp

Fire & Aviation Management ... LESO FEPMIS

DLA Single Point of Entry DLA Transaction Services ... LESO OneStop Customer Support ... DAASINQ DACS RM Home Page DCPDS-MyBiz Portal - Lo... Defense Travel System-W... Edit LESO Website H2 FSC Search H6 FSC Item Name Search PD Library RTD Thrift Savings Plan Home

LESO FEPMIS Menu

Home Receipts Modify Change of Status LESO Inventory Query Property Queries and Reports

Logoff portal

Email: LESO@DLA.MIL
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State: MI
Division: * DEFAULT_DIV_MI
Subdivision: * DEFAULT_SUBDIV_MI
Station: * ALLEGAN COUNTY SHERIFF DEPT

Physical Storage Location:

Part#:

Make / Manufacturer:

Model:

Model Year: enter 0 if Model Year is unknown/unavailable

Condition: *

Comment 1 (100 max):

Comment 2 (100 max):

ITEM_ID=1074085 DOC#=30692936

Comment 3 (100 max):

DoD Acquisition Comment: NA

I MI LEA2 certify the aforementioned property is present and accounted for

Submit submit property for approval
Back

Receipt Property List | Receipt Property Items | Receipt Property Breakdown | Identify Item

You must enter a condition code for the item and if there are any relevant notes.

Important:
ONLY CERTIFY WHEN YOU ARE 100% SURE THE PROPERTY AND THE PROPERTY COUNT ARE ACCURATE AND IN YOUR LEA'S POSSESSION.

Click the certification check, then click Submit.



Receipting for Property



LESO FEPMIS: Receipt Property Breakdown User ID: MI_LEA2

Total unit cost of items being identified (items X Unit Cost) \$143.30
Requisition# 2YTAF1-3069-2936

NSN	Item Name	Unit Cost	Quantity	Unit of Issue	Serial Number	Tracked	
8465-00-261-6909	BAG,CLOTHING	\$14.33	10	Each		Y	<input type="button" value="Identify Property"/>

all property must be identified before submission for approval

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

Click Submit

This a second SUBMIT. Make sure you click it to finish receipting the property

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Receipting for Property



The screenshot shows the LESO FEPMIS web application interface. At the top, the browser address bar displays the URL: https://famtest.nwcg.gov/fam-web-was/lesofepmis/faces/jsp/index.jsp. The page header includes the text "LESO FEPMIS: Receipt Property Items" and "User ID: MI_LEA2". A navigation menu at the top right contains links for "Receipt Property List", "Receipt Property Items", "Receipt Property Breakdown", and "Receipt Item".

On the left side, there is a "LAW ENFORCEMENT SUPPORT OFFICE" logo with the tagline "From Warfighter to Crimefighter" and a "LESO FEPMIS Menu" with links for Home, Receipts, Modify, Change of Status, LESO Inventory, Query Property, Queries and Reports, and Logoff portal. Below the menu, contact information is provided: Email: LESO@DLA.MIL, Phone: 800.532.9946, Fax: 269.961.4431, Password Reset: 866.224.7677 opt #4.

The main content area displays "Application Status Messages" with a checked box for "receipt and identification notifications". Under "Items to be Received", the following details are shown: Requisition#: 2YTAF1-3069-2936, Station: ALLEGAN COUNTY SHERIFF DEPT, DoDAAC: 2YTAF1, Carrier: [blank], Package Identifier: [blank], and Tracking Number: [blank].

Two yellow callout boxes are present:

- The first box states: "Some property types require image uploads during identification. Please be sure to have them available before you identify the property".
- The second box states: "There are no items available for receipt".

Below this, under "Items to be Identified", another yellow callout box states: "There are no items available for identification".

At the bottom of the page, a navigation bar contains the following links: [Receipt Property List](#) | [Receipt Property Items](#) | [Receipt Property Breakdown](#) | [Receipt Item](#).

If done correctly, this how the screen should look.



Partial Receipts

LESO FEPMIS: Receipt Property Items

User ID: EKS00202

Receipt Property List

Receipt Property Items

Receipt Property Breakdown

Receipt Item

Application Status Messages: receipt and identification notifications

Items to be Received

Requisition#: 2YTFDG-9011-6542

Station: HIDALGO COUNTY SHERIFFS OFFICE

DoDAAC: 2YTFDG

Carrier:

Package Identifier:

Tracking Number: 2YTFDG90116542XXX

NOTE: For Partial Receipt, the RECEIPT button must be clicked to update the Qty Received.

Only then should the COMPLETE button be hit. If the user only hits the COMPLETE button, the system will process a Zero Receipt and not a Partial Receipt.

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

	NSN	Item Name	Qty Requested	Qty Received	Qty	Unit Cost	Unit of Issue	Reject/Cancel Comments
<input type="button" value="Complete"/>	6220-01-616-1079	016161079 - HEADLIGHT	14	0	<input type="text" value="0"/>	\$96.97	Each	Rejected as receipt should have been submitted as a partial receipt of receiving 12 of 14.

receipt all items with values in the Qty field

Enter Quantity RECEIVED in the QTY field

Click RECEIPT



Partial Receipts



LESO FEPMIS x +

https://fam.nwcg.gov/fam-web-was/lesofepmis/faces/jsp/index.jsp

LESO FEPMIS: Receipt Property Items User ID: EKS00202

Receipt Property List | Receipt Property Items | Receipt Property Breakdown | Receipt Item

Application Status Messages: receipt and identification notifications

Items to be Received
 Requisition#: 2YTFDG-9011-6542
 Station: HIDALGO COUNTY SHERIFFS OFFICE
 DoDAAC: 2YTFDG
 Carrier:
 Package Identifier:
 Tracking Number: 2YTFDG90116542XXX

The Qty Received should now be updated and should represent the quantity that was actually received.
 In this situation, 12 of 14 were actually received.

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

	NSN	Item Name	Qty Requested	Qty Received	Qty	Unit Cost	Unit of Issue	Reject/Cancel Comments
<input type="button" value="Complete"/>	6220-01-616-1079	016161079 - HEADLIGHT	14	12	0	\$96.97	Each	Rejected as receipt should have been submitted as a partial receipt of receiving 12 of 14.

receipt all items with values in the Qty field

Click the COMPLETE button.

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 Receipts
 Approve Receipts
 Modify
 Approve Modifications
 Approve Breakdowns
 Change of Status
 Approve COS
 Inventory Worksheets
 LESO Inventory
 Station Mgmt Utility
 User Management
 Approval Process Editor
 Query Property
 Queries and Reports
 Logoff portal



Partial Receipts



LESO FEPMIS

https://fam.nwcg.gov/fam-web-was/lesofepmis/faces/jsp/index.jsp

LESO FEPMIS: Complete Item Confirmation User ID: EKS00202

Receipt Property List | Receipt Property Items | Receipt Property Breakdown | Receipt Filter Screen | Receipt Item

The quantity received is zero or less than the quantity requested. Provide an explanation below and click 'Yes' to continue or 'No' to return to the previous page and make no changes.

Quantity Requested 14
Quantity Received 12

Special Justification

Comment(100 max chars)
LEA refused 2 of these items. Email evidential matter is at LESO.

Yes submit this item for approval
No do not complete this item

Verify the Quantity Requested (original qty) and Quantity Received (qty actually received) are accurate.

If this is NOT accurate, then click the NO button and start over.

Enter a detailed Comment explaining why a Partial Receipt is being submitted.

If the Quantity Requested and Quantity Received are accurate, click the YES button.

If the Quantity Requested and Quantity Received are NOT accurate, click the NO button and start over.



Partial Receipts

After the Partial Receipt is submitted, it is sent to LESO HQ for approval. The State Coordinator does NOT approve Partial Receipts.

LESO FEPMIS

https://famtest.nwcg.gov/fam-web-was/lesofepmis/faces/jsp/index.jsp

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- LESO Inventory
- Manage Signatories
- Create AUR
- Approve AUR
- Station Mgmt Utility
- User Management
- Approval Process Editor
- Query Property
- Queries and Reports

Requestion: 00000 0000 0000

Station: CHARLESTON COUNTY SHERIFF DEPT

DoDAAC: 2YTB7Z

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

	NSN	Item Name	Qty Requested	Qty Received	Qty	Unit Cost	Unit of Issue	Reject/Cancel Comments
Pending Zero or Partial Receipt	1005-00-073-9421	000739421 - RIFLE,5.56 MILL...	67	1	0	\$499.00	Each	

Receipt receipt all items with values in the Qty field

Items to be Identified

There are no items available for identification

Receipt Property

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

NOTE: The user cannot do anything with the Partial Receipt until LESO HQ approves (the record is locked until approved). The user should see the following message if the Partial Receipt was processed correctly and is pending approval by LESO HQ.

Once LESO HQ approves the Partial Receipt, the user will then be able to process the receipt as normal.



QUESTIONS?

Please contact your respective State Coordinator's Office with any questions. To find your State Coordinator contact information, visit the website below:

<http://www.dla.mil/DispositionServices/Offers/Reutilization/LawEnforcement/SCLocatorMap.aspx>

