

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 receipted 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.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).

The screenshot shows a web form for creating a FEPMIS account. The form is titled 'User Name*' and includes fields for Password*, Confirm Password*, First Name*, Last Name*, Title, Unit/Agency (with a 'LOV' dropdown), Address (Line 1 and Line 2), City, State (dropdown), Zip Code, Telephone Number* (with a '(XXXXXXXXXX)' placeholder), Extension (XXXXX), Cell Number (with a '(XXXXXXXXXX)' placeholder), Fax Number (with a '(XXXXXXXXXX)' placeholder), and Email Address*. Below these are checkboxes for various system access: AMIS Access?, ARS Access?, AWSR Access?, New FEPMIS Access?, LESO FEPMIS Access?, Data Warehouse Access?, FIRESTAT Access?, SIT Access?, and 209 Access?. A large red arrow points to the 'LESO FEPMIS Access?' checkbox. At the bottom, there is a 'Comment' text area and '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 14, 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 | 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 | 2 | 1 | <input type="button" value="Identify"/> <input type="button" value="Undo"/> |

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 | | <input type="button" value="Identify Property"/> |

☒ all property must be identified before submission for approval

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”.

LESO FEPMIS: Identify Tracked Property User ID: LE

[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 TSC REQ
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: ☒ enter 0 if Model Year is unknown/unava
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 #.

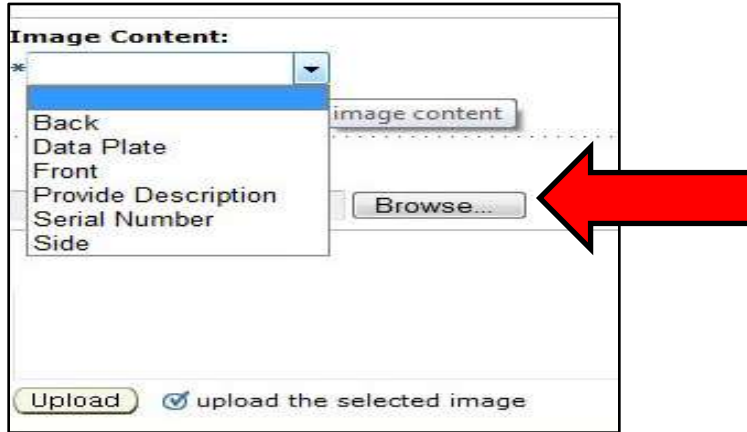
Example-

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.



The screenshot shows a web form for property receipting. At the top, there is a yellow highlighted box containing the text: "I LESOAWV certify the aforementioned property is present and accounted for". To the left of this text is a small square checkbox. Below the yellow box, there are two buttons: "Submit" and "Back". To the right of the "Submit" button, the text "erty for approval" is partially visible. A large red arrow points down to the checkbox, and another large red arrow points left to 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.

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

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”.



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

FFP Certification Search FFP Certification Search Results

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 Desc# | State | FISC | FPP Type | Additional Description | Last Cert Date | Inventoried | EWEL | Select | Certify |
|------------|------------------|-------|------------------------------|------------------------------|------------------------------|----------------|-------------|------|---------------------------------------|---------------------------------------|
| 132915C001 | FOUND | | 8040 - Fiber Optic Sensors | FIBER OPTIC SENSOR | | Oct 18, 2013 | Y | Y | <input type="button" value="Update"/> | <input type="button" value="Update"/> |
| 132915C002 | 2YTAW2-3134-7226 | | 4240 - Safety and Rescue Eq. | GOGGLES,BALLISTIC | GOGGLES,BALLISTIC | Oct 18, 2013 | Y | Y | <input type="button" value="Update"/> | <input type="button" value="Update"/> |
| 132915C003 | 2YTAW2-3134-7226 | | 4240 - Safety and Rescue Eq. | GOGGLES,BALLISTIC | GOGGLES,BALLISTIC | Oct 18, 2013 | Y | Y | <input type="button" value="Update"/> | <input type="button" value="Update"/> |
| 132915C003 | 2YTWK-3109-7508 | | 8440 - Hosiery, Handwear, & | HOSIERY AND CLOTHING ACCESS | SCARF,NECKWEAR,MENS | Oct 18, 2013 | Y | Y | <input type="button" value="Update"/> | <input type="button" value="Update"/> |
| 132915C004 | 2YTWK-3109-7508 | | 8440 - Hosiery, Handwear, & | HOSIERY AND CLOTHING ACCESS | SCARF,NECKWEAR,MENS | Oct 18, 2013 | Y | Y | <input type="button" value="Update"/> | <input type="button" value="Update"/> |
| 132915C005 | 2YTAH8-3101-4287 | | 8405 - Individual Equipment | INDIVIDUAL POUCH | BELT,HIGH VISIBILITY | Oct 18, 2013 | Y | Y | <input type="button" value="Update"/> | <input type="button" value="Update"/> |
| 132915C006 | 2YTD4K-3101-3690 | | 1006 - Miscellaneous Weapons | MISCELLANEOUS WEAPONS | KNIFE,COMBAT WITH SHEATH | Oct 18, 2013 | Y | Y | <input type="button" value="Update"/> | <input type="button" value="Update"/> |
| 131345C03 | 2YTAAB-3053-8614 | | 8145 - Specialized Shipping | SPECIALIZED SHIPPING AND ST. | SHIPPING AND STOR CONTAINERS | | N | Y | <input type="button" value="Update"/> | <input type="button" value="Update"/> |
| 131345C04 | 2YTAAB-3053-8617 | | 8145 - Specialized Shipping | SPECIALIZED SHIPPING AND ST. | SHIPPING AND STOR CONTAINERS | | N | Y | <input type="button" value="Update"/> | <input type="button" value="Update"/> |
| 131345C05 | 2YTWB-3064-1360 | | 6650 - Optical Instruments | OPTICAL INSTRUMENTS | TELESCOPE STRAIGHT | | N | Y | <input type="button" value="Update"/> | <input type="button" value="Update"/> |
| 131345C15 | 2YTWK-3109-7508 | | 8440 - Hosiery, Handwear, & | HOSIERY AND CLOTHING ACCESS | SCARF,NECKWEAR,MENS | | N | Y | <input type="button" value="Update"/> | <input type="button" value="Update"/> |

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3. Review information associated with the item.

Signature Line: SC_FEDERAL1

Inventory Certification Date:

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
 FEPP 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#: TESTMODIFIED
 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

Additional Comments:

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.

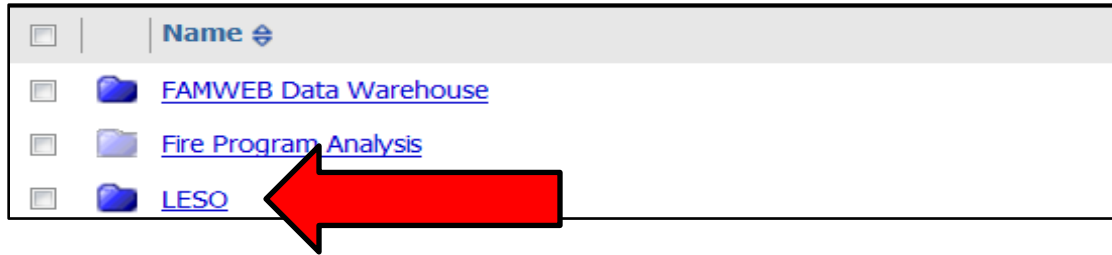
Note- For password assistance call 1-866-224-7677 and select Option “4 FAM WEB”.

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



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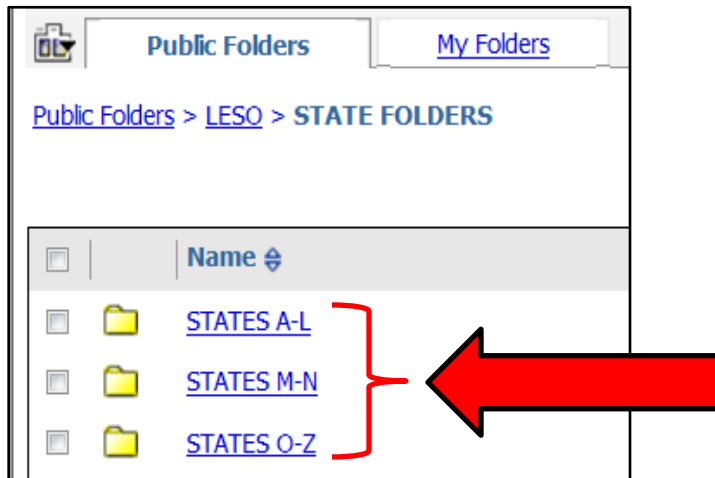
3. Click LESO Folder.



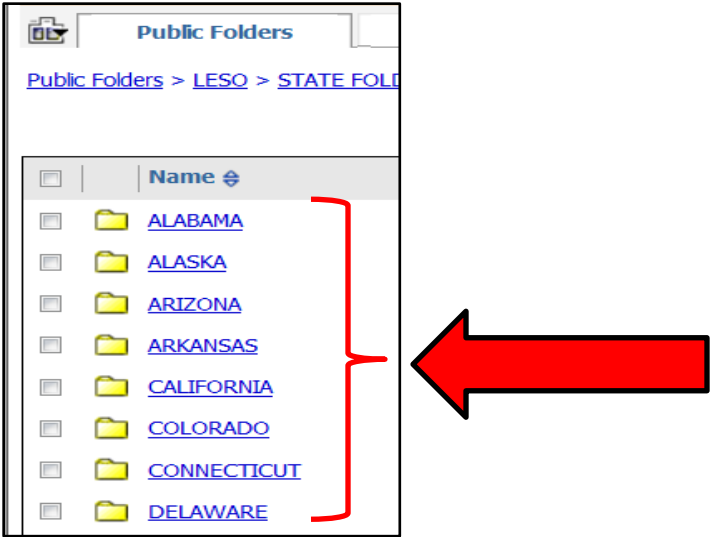
4. Click STATE FOLDERS.



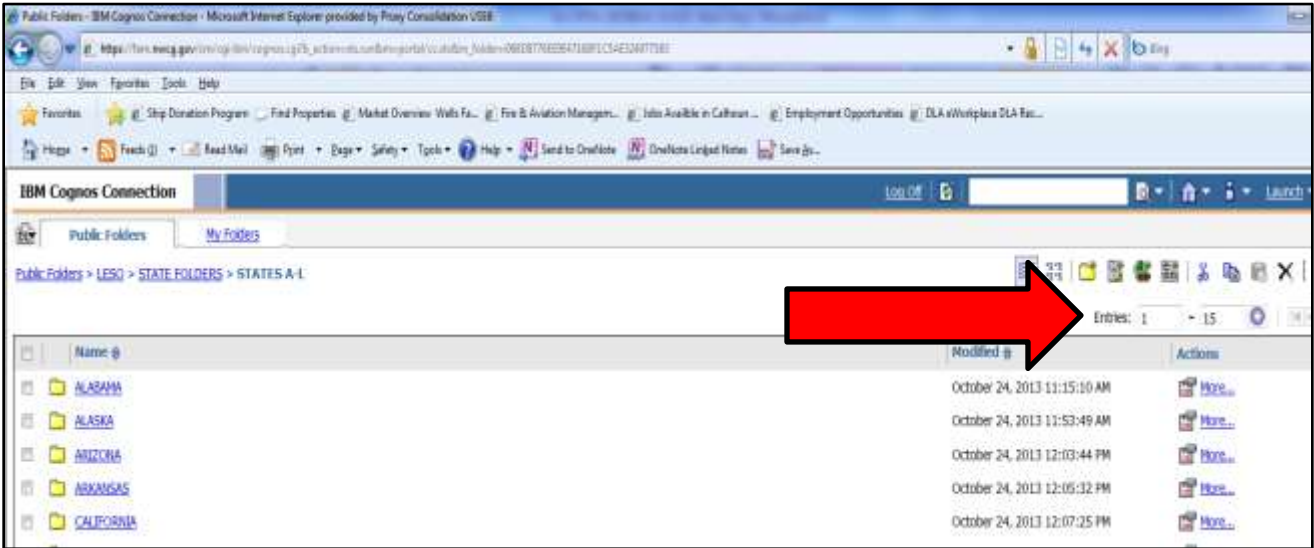
5. Click the Folder that contains your State.



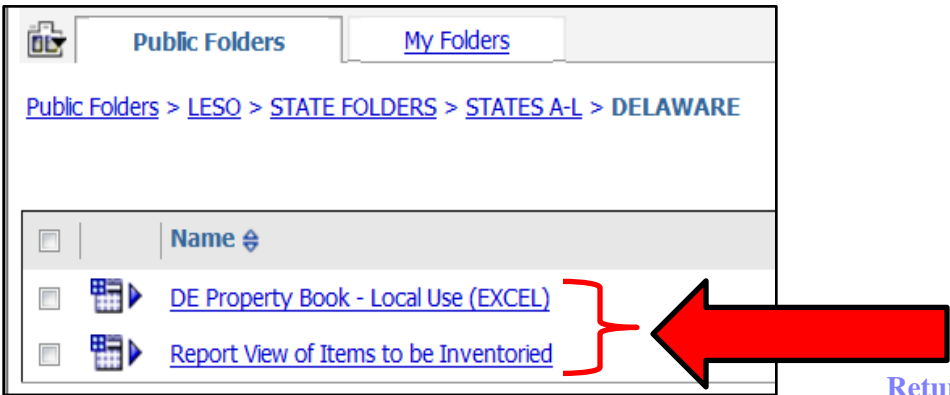
6. Click your State.



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.



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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).

| Property Book - All Property | | | | | | | | |
|------------------------------|------------------|-----------------|-----------|-----------|---------------------|--------------|-----------------------|------|
| 1 | | | | | | | | |
| 2 | | | | | | | | |
| 3 | | | | | | | | |
| 4 | Filter Criteria: | | | | | | | |
| 5 | | | | | | | | |
| 6 | States = DE | | | | | | | |
| 7 | STATION_NAME | NUM_OF_OFFICERS | BOOK_TYPE | DMIL_CODE | DMIL_INTEGRITY_CODE | NUM_FEW_NAME | NATIONAL_STOCK_NUMBER | REQD |
| 8 | | | | | | | | |
| 9 | | | | | | | | |
| 10 | | | | | | | | |
| 11 | | | | | | | | |
| 12 | | | | | | | | |
| 13 | | | | | | | | |
| 14 | | | | | | | | |
| 15 | | | | | | | | |
| 16 | | | | | | | | |
| 17 | | | | | | | | |

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.

| Items yet to be certified (by LEA) (Items that have already been certified will not appear) | | | | | | | | |
|--|--|---------|-----------|--------------|-----------------------|-----|------|---------------------------|
| 7 | State: DE AND Station Type: State, State(Tribal) or the value is missing | | | | | | | |
| 7 | Last Inventory Date: On or before Jun 30, 2013 11:59:59 PM or the value is missing | | | | | | | |
| 9 | Last Inventory Date: Ascending order | | | | | | | |
| | State: DE | | | | | | | |
| Row | Station Name (LEA) | DDG/AAC | Book Type | Station Type | FEPF Type Description | NSN | DTID | Requisition Number / Date |
| 1 | | | | | | | | |
| 2 | | | | | | | | |
| 3 | | | | | | | | |
| 4 | | | | | | | | |
| 5 | | | | | | | | |
| 6 | | | | | | | | |
| 7 | | | | | | | | |
| 8 | | | | | | | | |
| 9 | | | | | | | | |
| 10 | | | | | | | | |
| 11 | | | | | | | | |
| 12 | | | | | | | | |
| 13 | | | | | | | | |

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Section 6: FEPMIS COGNOS Reports for State Coordinators

Items yet to be certified (by LEA)

(Items that have already been certified will not appear)

7 State DE and Station Type: State, Sheriff/Tribal or the value is missing
 7 Date on or before 10/31/2013 or the value is missing
 1 Date on or after 10/31/2013 or the value is missing
 2 Date on or after 10/31/2013 or the value is missing
 3 Date on or after 10/31/2013 or the value is missing
 State: DE

4

| Station Name (LEA) | Item Type | Item Description | MSN | DTD | Registration Number | Quantity | Serial Number | Total Value | DETL Code | DETL C | Request Date | Ship Date | Last Inventory Date |
|--------------------|---------------|---|-----------------------------------|-------------------|---------------------|----------|---------------|----------------|-----------|--------|--------------------------|-----------|-------------------------|
| ABC POLICE DEPT | 277ABC | TRACKED STATE | STRAP THIGH MOUNT | 8465-01-558-4712 | V65333-1269-1026 | 12 | 1UA | \$238.32 B | | 3 | Feb 6, 2012 12:00:00 AM | | Jun 30, 2013 2:35:55 PM |
| 277ABC | TRACKED STATE | No Item Name Provided | 1005-01-253-0008 | W9149N-1246-5069 | H9CEB-2106-0090 | 1 | 1UA | \$24.95 B | | 3 | Apr 15, 2012 12:00:00 AM | | Jun 30, 2013 2:35:55 PM |
| 277ABC | TRACKED STATE | MISCELLANEOUS COMMUNICATION EQUIPMENT | 5685-05-COMM/ESC SV1293-2157-F737 | H9CEB-2184-3663 | | 2 | 1UA | \$40.00 A | | | Jul 2, 2012 12:00:00 AM | | Jun 30, 2013 2:35:55 PM |
| 277ABC | TRACKED STATE | DISPENSING PUMP/PAID DRIVER | 4830-00-276-0067 | W087W1-2150-0020 | H9CEB-2193-7641 | 1 | 1UA | \$605.54 A | | 1 | Jul 11, 2012 12:00:00 AM | | Jun 30, 2013 2:35:55 PM |
| 277ABC | TRACKED STATE | TRANSLATION DEVICE | 5605-01-531-5590 | W4365A-1012-7047 | H9CEB-2142-4593 | 4 | 1UA | \$8,000.00 D | | | May 21, 2012 12:00:00 AM | | Jun 30, 2013 2:35:55 PM |
| 277ABC | TRACKED STATE | SCOUT REFLEX | 1240-01-411-1285 | W259KL-1123-0500A | H9CEB-1188-3780 | 1 | 1UA | \$338.00 D | | 1 | Jul 8, 2011 12:00:00 AM | | Jun 30, 2013 2:35:55 PM |
| 277ABC | TRACKED STATE | SCOUT REFLEX | 1240-01-411-1285 | W91888-1116-9196A | H9CEB-1188-3940 | 4 | 1UA | \$1,312.00 D | | 1 | Jul 8, 2011 12:00:00 AM | | Jun 30, 2013 2:35:55 PM |
| 277ABC | TRACKED STATE | JACKET COLD WEATHER | 8415-01-546-8829 | W9154V-1289-0061A | H9CEB-1342-4221 | 1 | 1UA | \$66.55 E | | 1 | Dec 9, 2011 12:00:00 AM | | Jun 30, 2013 2:35:55 PM |
| 277ABC | TRACKED STATE | LINING HELMET SHOCK ABSORBING | 8475-01-210-6509 | SC4402-1237-6001 | H9CEB-1276-2624 | 12 | 1UA | \$422.16 B | | 3 | Oct 3, 2011 12:00:00 AM | | Jun 30, 2013 2:35:55 PM |
| 277ABC | TRACKED STATE | DOORSTOP | 5340-00-389-5013 | Z21800-2087-0011 | H9CEB-2188-7785 | 10 | 1UA | \$89.70 A | | 1 | Jul 7, 2012 12:00:00 AM | | Jun 30, 2013 2:35:55 PM |
| 277ABC | TRACKED STATE | WINDOW/VEHICULAR | 2610-01-269-8256 | SV1293-1339-0968 | H9CEB-2015-7685 | 1 | 1UA | \$223.93 D | | 1 | Jan 15, 2012 12:00:00 AM | | Jun 30, 2013 2:35:55 PM |
| 277ABC | TRACKED STATE | WINDOW/VEHICULAR | 2610-01-269-8256 | SL4701-40251-AC2P | H9CEB-2015-7686 | 1 | 1UA | \$223.93 D | | 1 | Jan 15, 2012 12:00:00 AM | | Jun 30, 2013 2:35:55 PM |
| 277ABC | TRACKED STATE | JACKET COLD WEATHER | 8415-01-546-8820 | W9149N-1289-0062A | H9CEB-1342-4222 | 1 | 1UA | \$66.55 E | | 1 | Dec 9, 2011 12:00:00 AM | | Jun 30, 2013 2:35:55 PM |
| 277ABC | TRACKED STATE | LIGHT EXTENSION | 6230-00-729-8259 | W0103N-2000-8013 | H9CEB-2184-3666 | 4 | 1UA | \$102.92 A | | 1 | Jul 2, 2012 12:00:00 AM | | Jun 30, 2013 2:35:55 PM |
| 277ABC | TRACKED STATE | SPECTACLES KIT BALLISTIC AND LASER PROTECTIVE | 8465-01-416-4826 | W0810N-1201-9035 | H9CEB-1324-5894 | 12 | 1UA | \$181.92 D | | 1 | Nov 20, 2011 12:00:00 AM | | Jun 30, 2013 2:35:55 PM |
| 277ABC | TRACKED STATE | CARRIAGE PISTOL HOLSTER | 8465-01-524-3208 | W0810N-1201-9035 | H9CEB-1324-5894 | 12 | 1UA | \$317.40 A | | 1 | Jul 2, 2012 12:00:00 AM | | Jun 30, 2013 2:35:55 PM |
| 277ABC | TRACKED STATE | COFFEE MAKER AUTOMATIC | 7310-01-553-0133 | W2848N-2123-7000 | H9CEB-2188-7784 | 1 | 1UA | \$452.88 A | | 1 | Jul 7, 2012 12:00:00 AM | | Jun 30, 2013 2:35:55 PM |
| 277ABC | TRACKED STATE | WINDOW/VEHICULAR | 2610-01-269-8259 | W0180N-1279-0008 | H9CEB-2188-7784 | 1 | 1UA | \$179.40 D | | 1 | Jan 15, 2012 12:00:00 AM | | Jun 30, 2013 2:35:55 PM |
| 277ABC | TRACKED STATE | HEADLAMP MEDICAL W/GR GREEN LENS | 6515-01-527-0068 | SV1293-2179-8233 | H9CEB-2184-3664 | 6 | 1UA | \$319.56 A | | 1 | Jul 2, 2012 12:00:00 AM | | Jun 30, 2013 2:35:55 PM |
| 277ABC | TRACKED STATE | KIT EMERGENCY ES983 | 7310-01-570-7240 | W0810N-1201-9035 | H9CEB-2188-7784 | 5 | 1UA | \$1,660.95 B | | 3 | Apr 25, 2012 12:00:00 AM | | Jun 30, 2013 2:35:55 PM |
| 277ABC | TRACKED STATE | BENCH | 10-05-BEN-CH00 | W0810N-1255-7367 | H9CEB-2188-7784 | 1 | 1UA | \$1,203.00 A | | 1 | Jul 11, 2012 12:00:00 AM | | Jun 30, 2013 2:35:55 PM |
| 277ABC | TRACKED STATE | LIGHT UTILITY MOUNT | 6130-01-425-8654 | W0810N-1255-7367 | H9CEB-2188-7784 | 1 | 1UA | \$358.40 B | | 3 | Jan 16, 2012 12:00:00 AM | | Jun 30, 2013 2:35:55 PM |
| 277ABC | TRACKED STATE | POWER SUPPLY UNINTERRUPTIBLE | 6130-01-425-8654 | W0810N-1255-7367 | H9CEB-2188-7784 | 1 | 1UA | \$343.05 B | | 3 | Feb 6, 2012 12:00:00 AM | | Jun 30, 2013 2:35:55 PM |
| ABC POLICE DEPT | 277ABC | TRACKED STATE | | | | 95 | | \$17,828.91 | | | | | 23 |
| Summary | | | | | | 246 | | \$2,728,257.28 | | | | | 246 |
| Oct 31, 2013 | | | | | | 246 | | \$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-LED (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 One" 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-LED into the FEPMIS (LEO Migration of data from the LEEDS to the FEPMIS).

5. LEA Totals- Total number of line items that remain (at each LEA), 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/MDA to consider a State "complete" for the FY13 Annual Inventory.

- Alphabetically lists the LEA Name.
- 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 Due" so that they can be verified during the FY13 Annual Inventory.
- Station Type- Indicates whether an LEA is a State, Federal, Tribal, or Tribal (State) Agency.
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).
- Last Inventory Date- Indicates date of last inventory.
- 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.
- 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 | | |
| <p>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.</p> <p style="color: red; text-align: center;">Please include the item DTID in this block</p> | | | | | | | |
| 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) | | 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 | | |

DD FORM 200, JUL 2009

PREVIOUS EDITION IS OBSOLETE.

Adobe Designer 8.0

Block 1
thru 11 e
filled out
by Law
Enforce-
ment
Agency

Block 12 a
thru g filled
out by State
Coordinator

Block 13 & 14
filled out by
LESO
Headquarters