

DEFENSE LOGISTICS AGENCY

Established 1961



2025 LESO Annual Inventory Guidebook

LEA Guidebook



THE NATION'S LOGISTICS COMBAT SUPPORT AGENCY

PEOPLE ★ PRECISION ★ POSTURE ★ PARTNERSHIPS WARFIGHTER ALWAYS

2025 LESO Annual Inventory Guidebook

LEA Guidebook



Law Enforcement
Support Office

User Guide:
2025 Annual Inventory
Certification Process



DIA DISPOSITION SERVICES
Law Enforcement Support Office

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



VERY IMPORTANT! STOP AND READ THIS!

LEA Guidebook

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.



Definitions

LEA Guidebook

- **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.



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



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: 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. All DLA access questions (ie DLA Enterprise External Business Portal), DLA AMPS) should be directed to the DLA Enterprise Helpdesk Toll Free: 855.352.0001

DOD DLA Disposition Services LESO
Training Material, 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
Phone: 800.532.9946
Fax: 269.961.4431
IIA Helpdesk (866) 224-7677

LESO FEPMIS - IIA Helpdesk Online

S9DS061
Your last login was on 06/17/2021 09:25:29

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

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

DEATH OR SERIOUS INJURY OR DAMAGE TO EQUIPMENT COULD OCCUR

PREMATURE SIDEWALL BLOW-OUTS IN GOODYEAR WRANGLER MT/R TIRES ON THE HMMWV AND M1101, M1102, HEAVY CHASSIS TRAILERS.

Only the Goodyear Wrangler MT/R is affected by this message: 37x12.50R16.5LT Goodyear Wrangler MT/R (Load Range D Tire NSN 2610-01-541-4090 used on Tire/Wheel Assembly NSN 2530-01-558-2138) and (Load Range E Tire NSN 2610-01-563-8328 used on Tire/Wheel Assembly NSN 2530-01-563-8620).


***** ALERT *****

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.



Certifying Station Verification

LEA Guidebook



LESOPMIS
Menu

- Home
- Create Plan
- Create/Review SF-122
- Receipts
- Approve Receipts
- Modify
- Change of Status
- Inventory Worksheets
- LESOPMIS Inventory
- Create AUR
- Query Property
- Weapons
- Queries and Reports

[Logoff portal](#)

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

LESOPMIS: 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

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 filters

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

[LESOPMIS Certification Search](#) | [LESOPMIS 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

LEA Helpdesk
(856) 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, Edition 8 v. 1, 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

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

verify and submit station edits

LESO Certification Search | Station


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.



Physical Verification and Certification of Property

LEA Guidebook



LESO FEPMIS

Menu

- [Home](#)
- [Create Plan](#)
- [Create/Review SF-122](#)
- [Receipts](#)
- [Approve Receipts](#)
- [Modify](#)
- [Change of Status](#)
- [Inventory Worksheets](#)
- [LESO Inventory](#)
- [Create AUR](#)
- [Query Property](#)
- [Weapons](#)
- [Queries and Reports](#)

[Logoff portal](#)

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

Application Status Messages: receipt and identification notifications

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

Items to be Identified

There are no items available for identification

[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



LESOP
LAW ENFORCEMENT SUPPORT OFFICE
From Warfighter to Crime Fighter

LESOP FPMIS
Menu

- Home
- Create Plan
- Create/Review SF-122
- Receipts
- Approve Receipts
- Modify
- Change of Status
- Inventory Worksheets
- LESOP Inventory
- Create AVB
- Query Property
- Weapons
- Queries and Reports

Logoff portal

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

LESOP FPMIS: Search LESO 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 filters

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 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

LESO FEPMIS: Certify LESO Property User ID: VI_LEA

LESO Certification Search | LESO Certification Search Results | **Certify**



LESO FEPMIS

Plans

Home

Planets Account

Records

Acquire Requests

Modify

Approve Modifications

Change of Status

Approve OOS

Inventory Enhancements

LESO Inventory

Query Property

Queries and Reports

Logout

Email: LESO@DLA.MIL
Phone: 810.532.9546
Fax: 269.961.4433
TIA: helpdesk@
(865) 224-7677

Property #: 1726SV00003
Commodity Type: WEAPON
Property Status: PENDING
Approval Process: PENDING PROPERTY
Approval Status: PENDING APPROVAL
Organization Level: State
Acquisition Doc #: 000202-0001-0000
DTID: 000202-0000-0000
Qty: 1
Cost: \$105.00
FSC: 1002 - Guns, through 30mm
Item Name: RIFLE 7.62 MILLIMETER
Additional Description: RIFLE 7.62 MILLIMETER
NSN/LSN: 1005-00-589-1271
Serial#: 1726SV00003
Division: DEFAULT_DIV_YC
Subdivision: DEFAULT_SUBDIV_YC
Station: IN DEPT OF JUSTICE
Part#:
Make / Manufacturer: NA
Model: NA
Model Year: 0
Color:
Unit of Issue: Each
Condition: Issuable, no Qualification
DNIL: D- USML ITEMS - GENIC REQ'D DESTROY ITEM/PARTS TO PREVENT REPAIR.
Physical Storage Location:
Additional Comments:

VI_LEA certify the aforementioned property is present and accounted for

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

VI_LEA certify that attached image(s) are current

LESO Certification Search | LESO Certification Search Results | **Certify**

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 FEPMIS: LESO FEPMIS Property Certification User ID: VI_LEA

LESO Certification Status: [LESO Certification Status](#) [LESO Certification History](#)

Inventory Year: 2019
Year: 20190401
Location: HARTFORD POLICE DEPT
Module Type: Station
Inventory Total: 1

6. If an 'N' in the inventoried column indicates the property has not been inventoried in the last year.

Line 1 (186021598) was entered [Verify this property](#)

Property#	Department	Station	ISN	Item Name	Serial Number	Last Cert Date	Inventoried	Integer	Requires Approval	Approval Status	Inventory Status	Security
1860002751	H00E01	2000-8080 HARTFORD POLICE DEPT	1240 01 411 1265	EIGHT REFLEX	794.1		N	1		NA	Verify	Decertify
1860007480	H00E01	2000-8010 HARTFORD POLICE DEPT	1240 01 411 1264	EIGHT REFLEX	894.4		N	1		NA	Verify	Decertify
1860025680	H00E01	2134-3024 HARTFORD POLICE DEPT	8660 01 504 8054	SPOTTING INSTRUMENT (OPTICAL	193.1	04/10/2019	Y			OK	Verify	Decertify

LESO Certification Status | Home | Help | Logout

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 FEPMS: Property Decertification Confirmation User ID: VT_LEA

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

Confirmation Date: 12/15/2024
Certification Date: 12/12/2024

Property #: 100602104
Commodity Type: ASSIGNED
Property Status: ASSIGNED
Registration Use #: 000001 2184-7424
DTIC: 00000000000000000000
Qty: 1
Cost: \$0.0000
Proc: 0000 - Other Instruments, Tools, Equipment, Consumables and Supplies
Item Name: SPOTTING INSTRUMENT OPTICAL
Assigned Description: SPOTTING INSTRUMENT
Serial #: 00000000000000000000
Vehicle: 0000
Location: 00000000000000000000
Verdict Code: 00000000000000000000
Agency: 00000000000000000000
Part #:
Make / Manufacturer: 0000
Model: 0000
Model Desc: 0000
Color: 0000
Unit of Issue: 0000
Condition: 00000000
SN: 00000000000000000000

Physical Storage Location:

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



LESO FEPMIS
Menu

- Home
- Manage Account
- Receipts
- Approve Receipts
- Modify
- Approve Modifications
- Change of Status
- Approve SOS
- Inventory Worksheets
- LESO Inventory
- Station Maint Utility
- Asset Management
- Query Property
- Queries and Reports

Logout

Email: LESO@DLA.MIL
Phone: 800.532.9916
Fax: 269.961.4431
ITA Helpdesk
(866) 224-7677

LESO FEPMIS: LESO FEPMIS Property Certification User ID: VI_LEA

LESO Certification Search | LESO 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 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

[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

LESO Certification Search | LESO 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.