



2022 ILLINOIS LESO INVENTORY CERTIFICATION INSTRUCTIONS

Illinois LESO Inventory Certification begins July 1, 2022 and ends July 31, 2022

In Preparation for the Inventory

NOTE:

LESO Inventory Certification is mandatory. LEA's are not allowed to turn in or transfer LESO property until after Inventory Certification.

Stay tuned for a turn-in/transfer data call that will go out in October or November of 2022





Create Login.gov account

LOGIN.GOV ACCOUNT

If you have already created your Login.gov account, please go to the next slide.

If you have not created your login.gov account, but you do have an iNAP account, click <u>HERE</u> for instructions on how to create your login.gov account.

If you have not created your login.gov account and have not created an iNAP account, please click <u>HERE</u> for instructions on how to create your iNAP and Login.gov accounts.





Go to <u>https://iwfirp.nwcg.gov/index.html</u> to access Login.gov, which will allow you to login to LESO FEPMIS.



Sign-In to Login.gov





National Fire & Aviation Management is using Login.gov to allow you to sign in to your account safely and securely.

assword	□ Show password
sword	

Input your Login.gov Email Address and Password, then click "Sign In".





Input your Security Code

UCGIN.GOV

Enter your security code

We sent a security code to (***) ***-**3679**. This code will expire in 10 minutes.

One-time code



Enter in your One-Time security code that was sent to your cell phone and click "Submit"



Access "LESO FEPMIS"





RCEMENT SUPPOR	LESO FEPMIS: Search LESO Certification User ID: MI LEA1
AN OF	LESO Certification Search Results
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THE AND AND	
34 Crimente	State: * MICHIGAN ~
LESO FEPMIS	Division: * DEFAULT_DIV_MI ~
Menu	Subdivision: * DEFAULT_SUBDIV_MI ~
Home	Station: * ALLEGAN COUNTY SHERIFF DEPT ~
Create Plan	Inventory Search Filter: O Inventoried Items O Not Inventoried Yet O Both
Receipts	
Approve Receipts	
Modify Changes of Chattage	
Inventory Worksheets	Submit
LE Y	Create Certification Report) 🞯 🗌 create certification report. Check for a station's detail report. Please be patient - the report generation is a time-consuming process
Create AUK	Clear) 🕜 reset form values
<u>Query Property</u> Weapons	
Queries and Reports	
Logoff portal	
	Inventory Begin Date: 09/27/2017 Inventory Due Date: 01/31/2018 Inventory Countdown: Overdue!
Phone: 800.532.9946	LESO Certification Search LESO Certification Search Results
Password Reset:	
866.224.7677 opt #4	

Under the Menu on the left, click on "LESO Inventory". Your LEA's State and Station information will be pre-populated.

Select the <u>Submit</u> button.



LEA Tasks Pending Receipts

SORCEMENT SUPPOR	LESO FEPMIS:	Receipt Property Items List	User ID: MI_	_LEA1				
AND OF							LESO Certification Search	Receipt Property Overdue List
TI TI CE	Overdue pendin	ig receipts - process overdue pen	ding receipts p	prior to beginning certific	cation.			
Winnighter to Criment	Requisition Number	Station	NSN	Item Name	Serial Numbe	r QTY Requeste	bed	
LESO FEPMIS	2YTAF1-2357-6890	LLECAN COUNTY SHERIFF DEPT (2YTAF1)	4220-01-461-1420	LIFE PRESERVER, VEST		10		
Menu	2YTAF1-5197-A001 A	COUNTY SHERIFF DEPT (2YTAF1)	1520-01-385-3844	HELICOPTER, FLIGHT TRAINER	2112	1		
Home								
Create Plan			LESO Ce	ertification Search Receipt Prop	erty Overdue L	ist		
Create/Review SF-122								
Approve Receipts								
Modify								
Change of Status								
Inventory Worksheets								
Create AUP								
Ouery 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								

If your LEA has pending receipts, the user will be taken to the Property Receipt page. If you do not have pending receipts, go to the "Starting The Annual Inventory Page"

To receipt for these items, select the highlighted





LEA Tasks Station Verification Certification

T THE REAL CONTINUES	Application Status Messages: 🧭 receipt and identification notifications
LESO FEPMIS Menu Home Create Plan Create/Review SF-122 Receipts Approve Receipts Modify Change of Status Inventory Worksheet LESO Inventory	Items to be Receipted 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 up it is the property the property
Create AUR Query Property Weapons Queries and Reports	There are no items available for receipt
Logoff portal	
Email: LESO@DLA.MIL Phone: 800.532.9946 Fax: 269.961.4431 Password Reset: 866.224.7677 opt #4	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 will revert to this page. Select LESO Inventory on the left side.



ORCEMENT SUPPOR	LESO FEPMIS: Search LESO Certification User ID: MI_LEA1
A CONTRACTOR	LESO Certification Search Certification Search Results
2	
THE SHOW	State: * MICHIGAN ×
Wirnighter to Crittle	
LESO FEPMIS	Subdivision * DEFAULT SUBDIV ML
Menu	Station * ALLECAN COUNTY SHEDIEE DEDT
Create Plan	
Create/Review SF-122	
Receipts	
Approve Receipts Modify	
Change of Status	(Submit)
Inventory Worksheets	Create Certification Report) of create certification report. Check for a station's detail report. Please be patient - the report generation is a time-consuming process
Create AUR	Clear) Ø reset form values
Query Property	
Weapons	
Queries and Reports	
Logon portal	
	Inventory Begin Date: 09/27/2017 Inventory Due Date: 01/31/2018 Inventory Countdown: Overdue!
Email: LESO@DLA.MIL Phone: 800.532.9946	LESO Cartification Search 1 LESO Cartification Search Desuits
Fax: 269.961.4431 Password Reset:	
866.224.7677 opt #4	

You will be directed back to this LESO Inventory page where the State and Station will already be pre-populated.

Select the <u>Submit</u> button.

LEA Tasks Certifying Station Verification

ORCEMENT SUPPOR	LESO FEPMIS	S: Verify Station Information User ID: VI_LEA
in the second second		LESO Certification Search Station
	This is a requ	uired verification, once a year, of station information. Please review for accuracy and submit any changes.
LESO FEPMIS Menu	(Verify and Submit	Ø verify and submit station edits Back
Home Manage Account Receipts Approve Receipts		
Modify Approve Modifications Change of Status	DODAAC:	Station Information: Changes to this section require submission of new Application for Participation to your State Coordinator 27703K
Inventory Worksheets LESO Inventory Query Property	Station Name: Address Line 1: City: Zip:	VI DEPT OF JUSTICE 48-90C KNOPRINDSENS GADE ST. THOMAS
Queries and Reports	State: Station Type: Chief Law	VI State
Email: LESO@DLA.MIL	Official (CLEO): Number of Officers:	10 🧭 Only includes compensated Full-Time and Part-Time Officers.
Fax: 269.961.4431 IIA Helpdesk (866) 224-7677	Station	Please verify and update as required
	Number: HIDTA: *	
	county	BY INITIALING THE BOX BELOW, LEA'S CERTIFY THEY WILL COMPLY WITH 10 U.S. CODE 2576a FOR ALL CONTROLLED EQUIPMENT.
	*	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.
	*	DOCUMENTATION VERIFICATION
	* * *	 The Application for Participation is up to date or a new Application has been submitted TESTING APPLICATION 120328.docs Verify the listed Chief Law Enforcement Official (CLEO) above is up to date or a new Application has been submitted to your State Coordinator State Plan of Operation signed by the current Chief Law Enforcement Official (CLEO) or designee has been verified
	*	I VI_LEA certify the aforementioned information is correct and that all 1033 Program equipment is within State Plan of Operation allocation limits

Each LEA is required to complete the station verification page. Ensure all the info on the page is accurate (phone number, CLEO name, number of officers, etc.). If the information is accurate, check the boxes and select the <u>Verify and Submit</u> button.

LEA Tasks Certifying Station Verification

	LESO Certification Search Sta
This is a requ	lired verification, once a year, of station information. Please review for accuracy and submit any changes.
Verify and Submit	Ø verify and submit station edits Back
100000000000000000000000000000000000000	
DODAAC: Station Name: Address Line 1: Zip: State: Station Type: Chief Law Enforcement Official (CLE0): Number of Officers: Station Primary Phone * HIDTA: County: *	Station Information: Changes to this section require submission of new Application for Participation to your State Coordinator 2YTOIX YI DEPT OF JUSTICE 488-50C KRONPRINDSENS GADE 5T. THOMAS YI State test cleo vil 10 @ Only includes compensated Full-Time and Part-Time Officers. Please verify and update as required (528)[123 -[1456] O Yet @ Non O Yet @ Non O Detional: Show counties for the entire state. If your County is not listed please contact the LESO HO or your State Coordinator
* (BY INITIALING THE BOX BELOW, LEA's CERTIFY THEY WILL COMPLY WITH 10 U.S. CODE 2576a FOR ALL CONTROLLED EQUIPMENT. 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 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 controlled property including respect for the rights of citizens under the Constitution of the U.S. and de-escalation of force. DOCUMENTATION VERIFICATION
	The State Plan of Operation is up to date or a new SPO has been submitted <u>TESTING SPO 130753.decx</u> The Application for Participation is up to date or a new Application has been submitted <u>TESTING APPLICATION 130328.decx</u> Verify the listed Chief Law Enforcement Official (CLEO) above is up to date or a new Application has been submitted to your State Coordinator State Plan of Operation signed by the current Chief Law Enforcement Official (CLEO) or designee has been verified
	11/11/15 and if the effective chieves in a later of the bull 1002 Decementary is within the December of December of December States

If the State Plan of Operation (SPO) or Application for Participation need to be uploaded, or the current documents are not accurate, a new Application for Participation package will need to be completed and submitted to your State Coordinator's Office.

LEA Tasks Certifying Station Verification

Item This is a required verification, once a year, of station information. Please review for accuracy and submit any changes. Verify and Submit Item	Station	LESO FEPMIS: Verify Station Information User ID: VI_LEA
Menu Worffy and Submit Station edits Back		This is a required verification, once a year, of station information. Please review for accuracy and submit any changes.
me		S (Verify and Submit) of verify and submit station edits (Back)
<pre>image is a construct with a state is a construction of the excitation of the excitation is your State Coordinator</pre>	such use, and use of	Station flormation: Decrease this action requires administor of new Application for fracticipation to your State Coordinator Station flormation: Decrease this action requires administor of new Application for fracticipation to your State Coordinator Station flormation: This state florm of Operation is your of the addition of the rights of citizens under the Coordinator Please verify and update as required This state florm of Operation is you to date or a new SPO has been submitted TESTING APPLICATION Decision of the endine the rights of citizens under the Coordinator Decision flormation: Decision flormation: Number: The State florm of Operation is you to date or a new SPO has been submitted TESTING APPLICATION Decrement Official (CLEO) above is up to date or a new SPO has been submitted TESTING APPLICATION the submitted TESTING APPLICATION application flormation is greated by the current official (CLEO) above is up to date or a new SPO has been submitted TESTING APPLICATION application flormation is greated by the current official (CLEO) above is up to date or a new SPO has been submitted TESTING APPLICATION application flormation is greated by the current official (CLEO) above is up to date or a new SPO has been submitted TESTING APPLICATION to prove the condition of flore coordination of the current official (CLEO) above is up to date or a new SPO has been submitted TESTING APPLICATION to prevention adjusted to prove the indication of flore current official (CLEO) above is up to date or a new Application has been verified - U U L Lea certify the advertify the differencement official (CLEO) above is up to date or a new Application has been verified - U U L L

If the Chief Law Enforcement Official (CLEO), address, or officer count listed in the Station Verification section is incorrect, a new Application for Participation package will need to be completed and submitted to the State Coordinator's Office.

LEA Tasks Electronic Certification of Property

SUBCEMENT SUPPOR	LESO FEPMIS: LESO	FEPMIS Property Certifi	cation Use	er ID: MI_LEA1				LESO Certific	ation Search VLESO C	ertification Search Results
EESO FEPMIS Menu Home Create Plan	State: MICHIGAN Division: DEFAULT_DIV_MI SubDivision: DEFAULT_SUBDIV_ Station: GRAND TRAVERSE Search Filter: Both	MI SAND TRIBAL POLICE								
Create/Review SF-122										
Approve Receipts	A 'N' in the Inventorie	column indicates the pro	perty has not	heen inventoried in	the last ve	ar				
Modify	A N III the inventoried	r column malcates the pro	Jerty has not	been inventoried in	ine last yea					
Change of Status										
LESO Inventory	Property# Requisition#	Station	NSN	Item Name	Serial Number	Last Cert Date Inventorie	d Images Re	equires Additional Pho	otos Certify/Update	
Create AUR	13176MI12 000000-0000-0000 (GRAND TRAVERSE BAND TRIBAL .	. 1005-00-073-942	1 RIFLE,5.56 MILLIMETER	3467	N	1	N	(Certify)	
Query Property Weapons Queries and Reports				LESO Certification Sea	arch LESO C	Certification Search Results				
Logoff portal										
Email: LESO@DLA.MIL Phone: 800.532.9946 Fax: 269.961.4431 Password Reset: 866.224.7677 opt #4										

After completing the Station Verification process, the page will list the property that will need to be <u>PHYSICALLY VERIFIED</u> during the Annual Inventory Certification. In order to Electronically Certify the property, click the <u>LESO Inventory</u> module

on the left side of the screen.



VERY IMPORTANT! STOP AND READ THIS

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 us at <u>rewa.a.boldrey@illinois.gov</u> to receive further guidance concerning the property loss reporting process.

Please continue to certify the rest of your property items that you have physically verified.



Physical Verification and Electronic Certification of Property

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						LESU	eruncatio	n Search Y LESU Certifica
State: Division:	MICHIGAN DEFAULT_DIV_MI							
SubDivision:	DEFAULT_SUBDIV_MI	NEC DEDT						
Search Filter:	Both							
A 'N' in t	he Inventoried co	plumn indicates the property	/ has not been i	inventoried in the last year.				
-								
								Previous 1-25 of 52
Property#	Requisition#	Station	NSN	Item Name	Serial Number Last Ce	rt Date Inventoried	Images R	equires Additional Photo
16123MI0000	1 H9DEB1-2091-8897	ALLEGAN COUNTY SHERIFF DEPT	1005-01-562-1866	ADAPTER RAIL, WEAPON MOUNTED	NULL	N		N
16167MI0000	3 H9DEB1-2091-8897	ALLEGAN COUNTY SHERIFF DEPT	1005-01-452-3527	ADAPTER RAIL, WEAPON MOUNTED, M4	POP1	N		N
LM0000669	H9DEB1-2105-2999	ALLEGAN COUNTY SHERIFF DEPT	1005-01-452-3527	ADAPTER RAIL, WEAPON MOUNTED, M4	LM00006690	N		N 🔪
LM0000679	H9DEB1-2091-8897	ALLEGAN COUNTY SHERIFF DEPT	1005-01-452-3527	ADAPTER RAIL, WEAPON MOUNTED, M4	NULL	N		N
14279SC000	1 FOUND	ALLEGAN COUNTY SHERIFF DEPT	1510-DS-FIX-WNGA	AIRCRAFT, FIXED WING	14279SC00001	N		N
15043MI0000	1 2YTAF1-5043-A001	ALLEGAN COUNTY SHERIFF DEPT	1510-01-005-5461	AIRPLANE,CARGO-TRANSPORT	123XYZ	N		
LM0002402	H9DEB1-2159-0060	ALLEGAN COUNTY SHERIFF DEPT	1005-01-233-8529	BARREL AND FRONT SIGHT ASSE	NULL	N	1	
LM0000735	H9DEB1-2098-9242	ALLEGAN COUNTY SHERIFF DEPT	1240-01-499-3547	BINOCULAR	NULL	N		N
LM0000735	H9DEB1-2098-9243	ALLEGAN COUNTY SHERIFF DEPT	1240-01-499-3547	BINOCULAR	NULL	N		N
LM0000745	5 H9DEB1-2035-7076	ALLEGAN COUNTY SHERIFF DEPT	1240-01-361-1318	BINOCULAR	NULL	N		Y
LM0002097	H9DEB1-2035-7075	ALLEGAN COUNTY SHERIFF DEPT	1240-01-207-5787	BINOCULAR	NULL	N		Ν
13143MI07	2YT08Y-3127-4819	ALLEGAN COUNTY SHERIFF DEPT	6720-DS-CAM-ERA2	2 CAMERA, STILL PICTURE	NA	N		N
13162MI10	2YT0YE-3127-4673	ALLEGAN COUNTY SHERIFF DEPT	1080-01-475-0696	CAMOUFLAGE NET SYSTEM, RADAR	NA	N		N
15065MI0000	2 2YT0YE-3127-4673	ALLEGAN COUNTY SHERIFF DEPT	1080-01-475-0696	CAMOUFLAGE NET SYSTEM, RADAR	00000	N		N
2504	2YT1WK-3137-8734	ALLEGAN COUNTY SHERIFF DEPT	1410-DS-GUI-DMIS	GUIDED MISSILES	111111	N		N
15310MI0000	1 2YTAF1-5309-A001	ALLEGAN COUNTY SHERIFF DEPT	1520-01-520-6275	HELICOPTER, SEARCH AND RESCUE	WRTEST	N		N
					A 11/12 - E			
LM0000669	H9DEB1-2105-3028	ALLEGAN COUNTY SHERIFF DEPT	5855-01-540-1185	ILLUMINATOR, INTEGRATED, SMAL	NULL	N		N

All property requiring Certification will show here.

Notice the column named 'Inventoried'. Y = Yes and N = No.

If the property needs to be certified, you will see an 'N' in this column.

Select the <u>Certify</u> button for each property number to proceed with Certification.



Physical Verification and Electronic Certification of Property





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LESO FE	LESO FEPMIS: LESO FEPMIS Property Certification User ID: MI_LEA1											
						LESU	Certification	earch / LESU Certificatio	n Sean			
State Division	: MICHIGAN : DEFAULT_DIV_MI											
SubDivision Station	: DEFAULT_SUBDIV_MI : ALLEGAN COUNTY SHE	RIFF DEPT										
Search Filter	: Both											
A 'N' in	he Inventoried c	olumn indicates the property	has not been i	inventoried in the last year.								
								Previous 1-25 of 52	V Ne			
Property	Requisition#	Station	NSN	Item Name	Serial Number Last Cert Date	Inventoried	Images Red	uires Additional Photos	Certify			
16123MI000	01 H9DEB1-2091-889	7 ALLEGAN COUNTY SHERIFF DEPT	1005-01-562-1866	ADAPTER RAIL, WEAPON MOUNTED	NULL	N		N	(Ce			
16167MI000	03 H9DEB1-2091-889	7 ALLEGAN COUNTY SHERIFF DEPT	1005-01-452-3527	ADAPTER RAIL, WEAPON MOUNTED, M4	POP1	N		N	Ce			
LM0000669	0 H9DEB1-2105-299	9 ALLEGAN COUNTY SHERIFF DEPT	1005-01-452-3527	ADAPTER RAIL, WEAPON MOUNTED, M4	LM00006690	N		N 🚬	Ce			
LM0000679	0 H9DEB1-2091-889	7 ALLEGAN COUNTY SHERIFF DEPT	1005-01-452-3527	ADAPTER RAIL, WEAPON MOUNTED, M4	NULL	N		N	Ce			
14279SC000	01 FOUND	ALLEGAN COUNTY SHERIFF DEPT	1510-DS-FIX-WNGA	AIRCRAFT, FIXED WING	14279SC00001	N		N	Ce			
15043MI000	01 2YTAF1-5043-A001	1 ALLEGAN COUNTY SHERIFF DEPT	1510-01-005-5461	AIRPLANE, CARGO-TRANSPORT	123XYZ	N			Ce			
LM0002402	9 H9DEB1-2159-006	ALLEGAN COUNTY SHERIFF DEPT	1005-01-233-8529	BARREL AND FRONT SIGHT ASSE	NULL	N	1		Ce			
LM0000735	3 H9DEB1-2098-9242	2 ALLEGAN COUNTY SHERIFF DEPT	1240-01-499-3547	BINOCULAR	NULL	N		N	Ce			
LM0000735	4 H9DEB1-2098-924	3 ALLEGAN COUNTY SHERIFF DEPT	1240-01-499-3547	BINOCULAR	NULL	N		N	Ce			
LM0000745	5 H9DEB1-2035-707	6 ALLEGAN COUNTY SHERIFF DEPT	1240-01-361-1318	BINOCULAR	NULL	N		Y	Ce			
LM0002097	6 H9DEB1-2035-707	5 ALLEGAN COUNTY SHERIFF DEPT	1240-01-207-5787	BINOCULAR	NULL	N		Ν	Ce			
13143MI0	2YT08Y-3127-4819	ALLEGAN COUNTY SHERIFF DEPT	6720-DS-CAM-ERA2	2 CAMERA, STILL PICTURE	NA	N		N	Ce			
13162MI1	2YT0YE-3127-4673	3 ALLEGAN COUNTY SHERIFF DEPT	1080-01-475-0696	CAMOUFLAGE NET SYSTEM, RADAR	NA	N		Ν	Ce			
15065MI000	02 2YT0YE-3127-4673	3 ALLEGAN COUNTY SHERIFF DEPT	1080-01-475-0696	CAMOUFLAGE NET SYSTEM, RADAR	00000	N		N	Ce			
2504	2YT1WK-3137-873	4 ALLEGAN COUNTY SHERIFF DEPT	1410-DS-GUI-DMIS	GUIDED MISSILES	1111111	N		Ν	Ce			
15310MI000	01 2YTAF1-5309-A001	1 ALLEGAN COUNTY SHERIFF DEPT	1520-01-520-6275	HELICOPTER, SEARCH AND RESCUE	WRTEST	N		N	Ce			
LM0000669	1 H9DEB1-2105-3028	8 ALLEGAN COUNTY SHERIFF DEPT	5855-01-540-1185	ILLUMINATOR, INTEGRATED, SMAL	NULL	N		Ν	Ce			

Repeat this process for every line item in your inventory. Once you have certified a property, the N will change to a Y. Certify each line item until the inventoried column has all Y's and you receive a notification on your screen that states that your FY2022 Inventory Certification has been completed.



After you inventory (certify) your last line item, you will receive the notification on your screen that you have completed your FY22 LESO Inventory Certification. This notification means that you have completed your LESO inventory certification.

Note: If there is LESO property that you need to turn-in, please respond to our data call that we will send in either October or November asking if any LEA's would like to turn-in property.

Thank you.