# DRMS/LESO
# NATIONAL PROPERTY REQUISITION
# LESO

## LAW ENFORCEMENT AGENCY CUSTOMER GUIDE

**V 1.0.2**

**April 5, 2005**

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# 1.0 Introduction

The Defense Reutilization and Marketing Service's (DRMS) Law Enforcement Support Office (LESO) Web software enables law enforcement agencies to reserve equipment, state coordinators to approve/reject LEA requests, and LESO coordinators to approve/reject Law Enforcement Agency (LEA) requests received from state coordinators.

This Web software streamlines the process for LEAs, enabling them to submit requests more quickly and to receive rapid responses to their requests.

## *System Overview*

This system enables the LEA to:

- Search for equipment by Federal Supply Class (FSC) or National Item Identification Number (NIIN), full or partial product name, region, date the item entered inventory, and/or condition code.
- Review specific condition or historical information about the equipment.
- Submit equipment requests.
- Obtain request approvals/rejections.
- Modify or delete equipment requests.
- View equipment request histories for the LEA.

The system enables the state coordinator to:

- Review item requests.
- Modify, approve, or reject item requests.
- Review information about the equipment.

## *Requirements*

To use this software, the user's PC must run a Web browser, such as Internet Explorer or Netscape Navigator.

## *Assumptions*

It is assumed that the user has Windows Operating System experience, Web browser experience, query experience, and knowledge of and experience with the DRMS LESO reutilization program.

### *User Privileges*

The LEA may view, edit, and submit requests only for their LEA

### *Get Help*

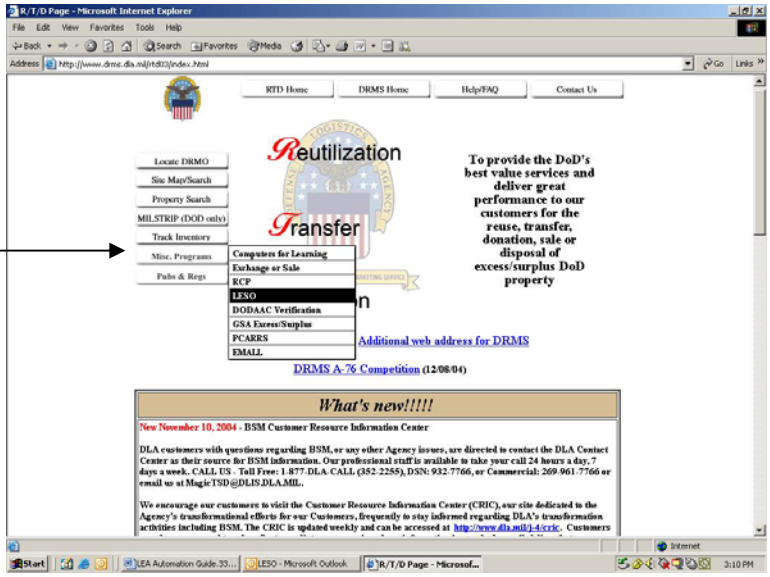
Each page contains a **Help** hyperlink. Click the hyperlink to obtain online help and tips on using this system.

## 2.0 Start and Exit the LESO DRMS Program

**To start the LESO DRMS program:**

1. In the Address of the Web browser, enter **http://www.drms.dla.mil/** and press **Enter**. The system displays the Defense Reutilization and Marketing Service (DRMS) Web page.

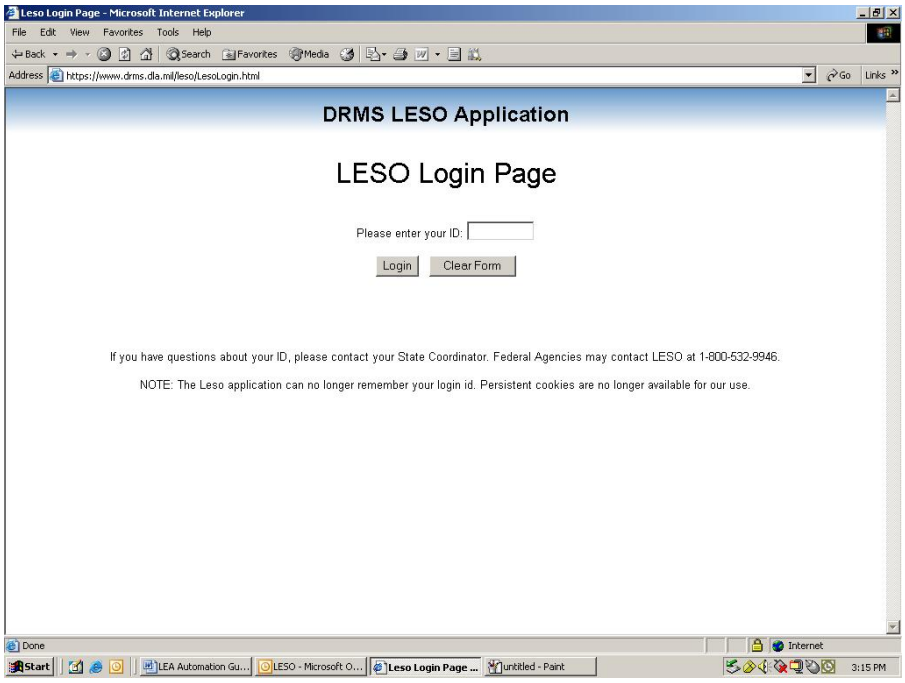
2. Click **R/T/D Customers (Military, Govt, Public Service & Nonprofit).** The R/T/D (Reutilization/Transfer/Donation) Web page is displayed. This page is used specifically for government agencies participating in the re-utilization program.




3. From the left menu, under **Misc Programs**, click **LESO**. The system displays the Security Alert dialog box, asking whether you want to proceed.

4. Click **Yes**. The system displays the LESO Application page, with menu options that enable you to enter the system as a Law Enforcement Agency.

5. Click **Law Enforcement Agency**. The system displays the Login dialog box.

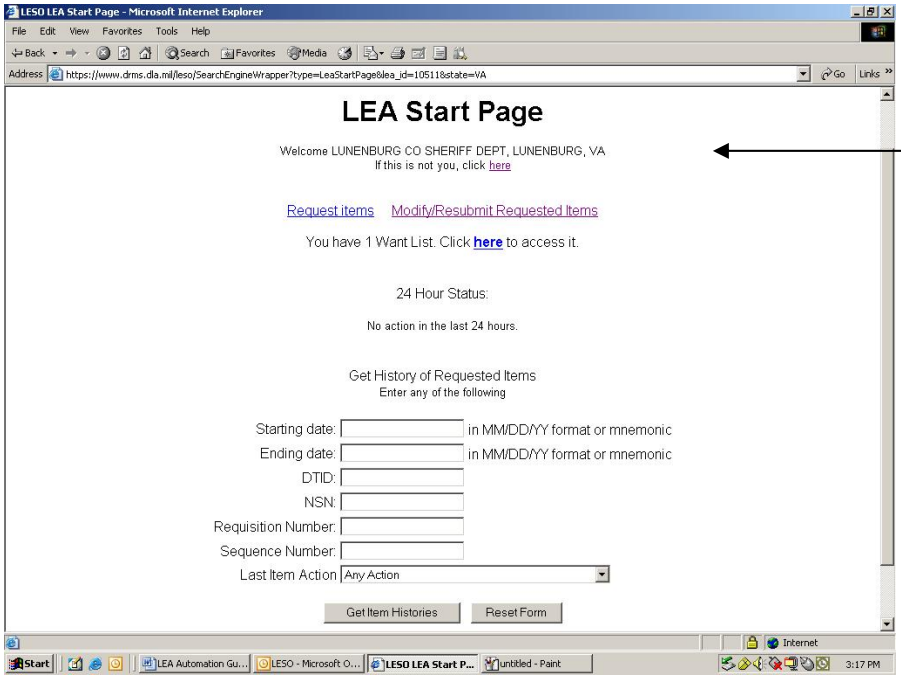



6. In the **User ID** text box, enter the user ID assigned to you, with letters in capital letters.

**NOTE**

**If you do not have a user ID, contact your state coordinator. Federal Agencies contact LESO.**

7. Click **Login**. The system displays the LEA Start page. The system welcomes your office, and it lists a series of menu options.




**CAUTION**

If the specified office does not apply to your LEA, click here as instructed and follow the instruction: Enter your ID in the LESO Login Page and click Proceed. Select Remember my ID so each time you log in from this PC, the system will recognize you. If you continue using the system under another LEA's name, any item requests will be recorded for the specified LEA and not your LEA.

Click Reset Form or Clear Form to clear all entries you made on a page.

**To exit the software system:**

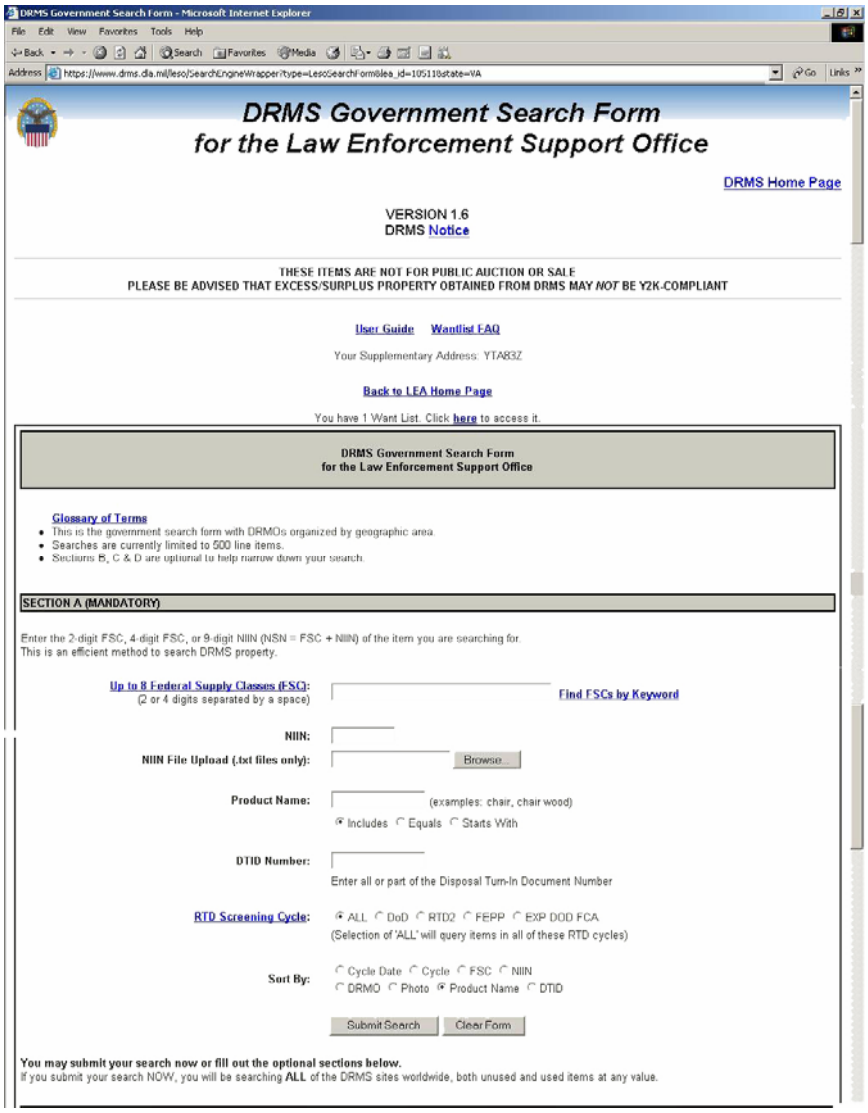
- Close the Web browser.

# 3.0 Submit a Request

The first step in requesting an item is finding an item that you want to request, based on certain criteria. This is accomplished by performing a query.

**To submit a request for equipment:**

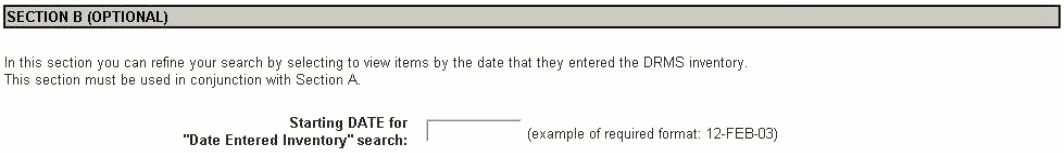
1. Click **Request Items**. The system displays the Government Search Form for Law Enforcement Support Office. **Note: weapons and aircraft cannot be ordered on this site.**



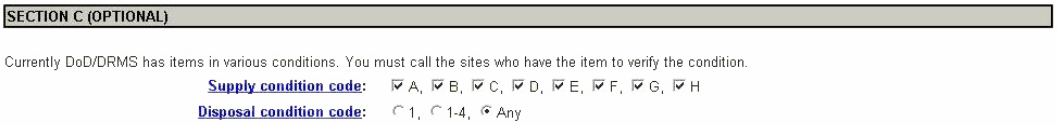

2. Perform a query for an item by entering or selecting one or more of the following criteria:

> **NOTE**
>
> **All search criteria may not be visible on the page. Scroll through the page to view all criteria, as listed in the table below.**

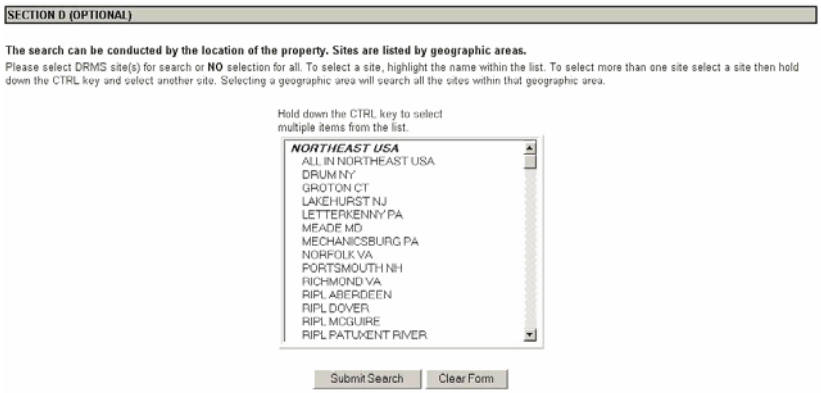
| **Section A** (Mandatory) | |
|---|---|
| **Criteria** | **Description** |
| Federal Supply Code (FSC) 2 or 4 digit code | Enter the FSC 2- or 4-digit code within which you want to view items for selection.<br>**NOTE**<br>For information on the Federal Supply Code, click the hyperlink. |
| NIIN | Enter the National Item Identification Number of the item you are seeking. |
| NIIN File Upload | Search for several NIINs by uploading the list in a .txt file. |
| Product Name | Enter the partial or full name of the item for which you are seeking. |
| DTID Number | Enter all or part of the Disposal Turn-In Document Number. |
| RTD Screening Cycle | Selection of 'ALL' will query items in all of these RTD cycles. |
| Sort By | Will decide how the search results are displayed. |




| **Section B** (Optional) | |
|---|---|
| Date | Enter the date after which items entered into DRMS inventory will be displayed. Enter the date in the format DDMMMYY, where DD is the day, MMM is a three-digit abbreviation of the month, and YY is a two-digit number identifying the last two digits of the year. |




| **Section C** (Optional) | |
|---|---|
| Supply Condition Code | Select one or more of the following condition codes that you want the item to meet:<br><br>A-Serviceable<br><br>B-Serviceable with qualifications<br><br>C-Serviceable with priority issue<br><br>D-Serviceable test/modification<br><br>E or F-Unserviceable<br><br>G-Unserviceable-incomplete<br><br>H-Unserviceable-condemned<br><br>**NOTE**<br>**The system pre-selects all codes by default.**<br><br>**NOTE**<br>**Click the** Supply Condition Code **hyperlink to obtain detailed information about supply condition codes.** |
| Disposal Condition Code | Select one of the following options to select a DCC, indicating the physical condition of the item, that should be met:<br><br>• 1<br>• 1-4<br>• any<br><br>**NOTE**<br>**Click the** Disposal Condition Code **hyperlink to obtain detailed information about supply condition codes.** |




| **Section D** (Optional) | |
|---|---|
| Location | 1. Click the check box for one or more zones within which you want to search for the item.<br><br>2. From the drop-down list for the selected zone, select one specific site to search.<br><br>**NOTE: 1 - You may only select one location within a zone. To search for items in more than one location within one zone, select the zone itself.**<br><br>**2 – RCP items are shipped at no cost to the customer.**<br><br>**3 – DRMOs items must be picked up by the customer or they must pay shipping cost. To reduce costs, select DRMOs close to you.** |

**NOTE**

**The list of available equipment will be more targeted and manageable if you select several criteria or at least a partial item name.**

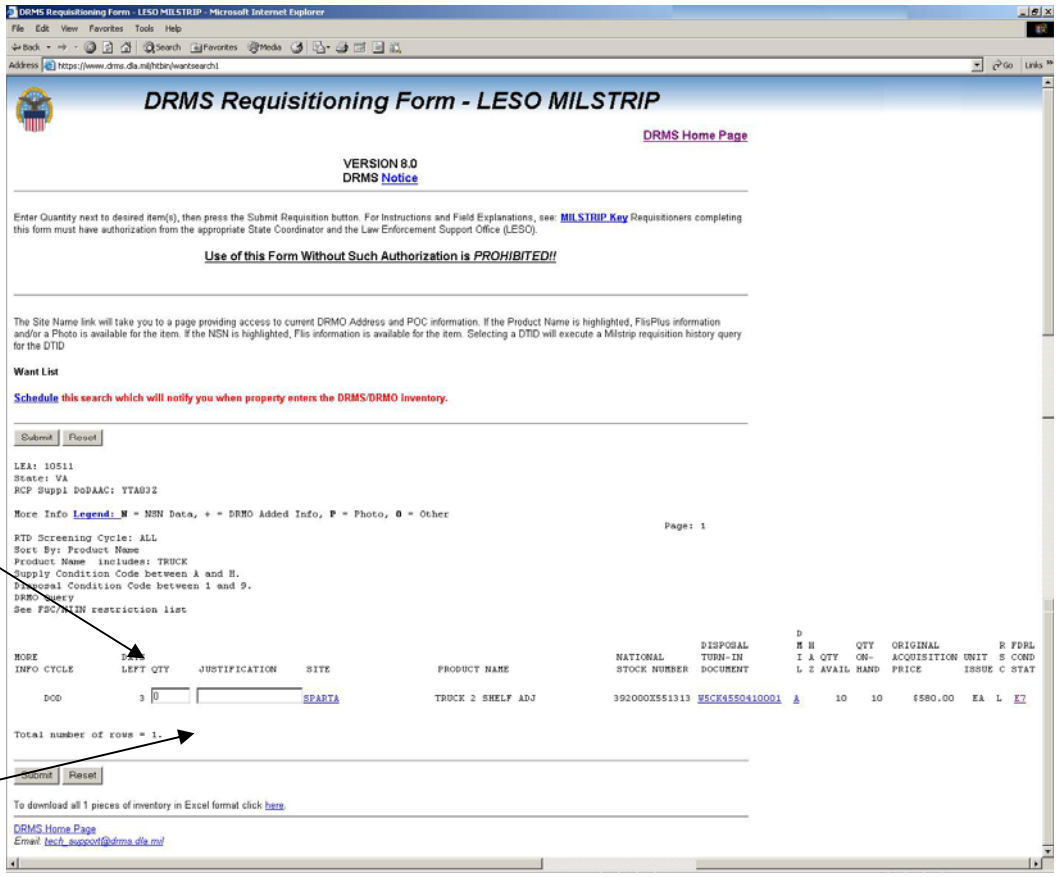
Click **Submit Search**. The system displays the DRMS Requisitioning – LESO MILSTRIP page, listing the items that meet the criteria specified from the query. The search criteria used to obtain the following example was:

- **Product Name:** Truck
- **Selected Site:** Sparta WI

***Reminder**:* DRMOs do not pay for shipping of items. The customer must be able to pick-up the item or pay for shipping. Only the Recycling Control Point (RCP) will pay to ship items to Law Enforcement Agencies.

Enter the quantity desired for the product you want to request. Quantity entered must not exceed **quantity available** column.

Enter your justification for requesting the product. A justification is **crucial**, as it enables the state coordinator and LESO to evaluate your request. Maximum of 500 characters.



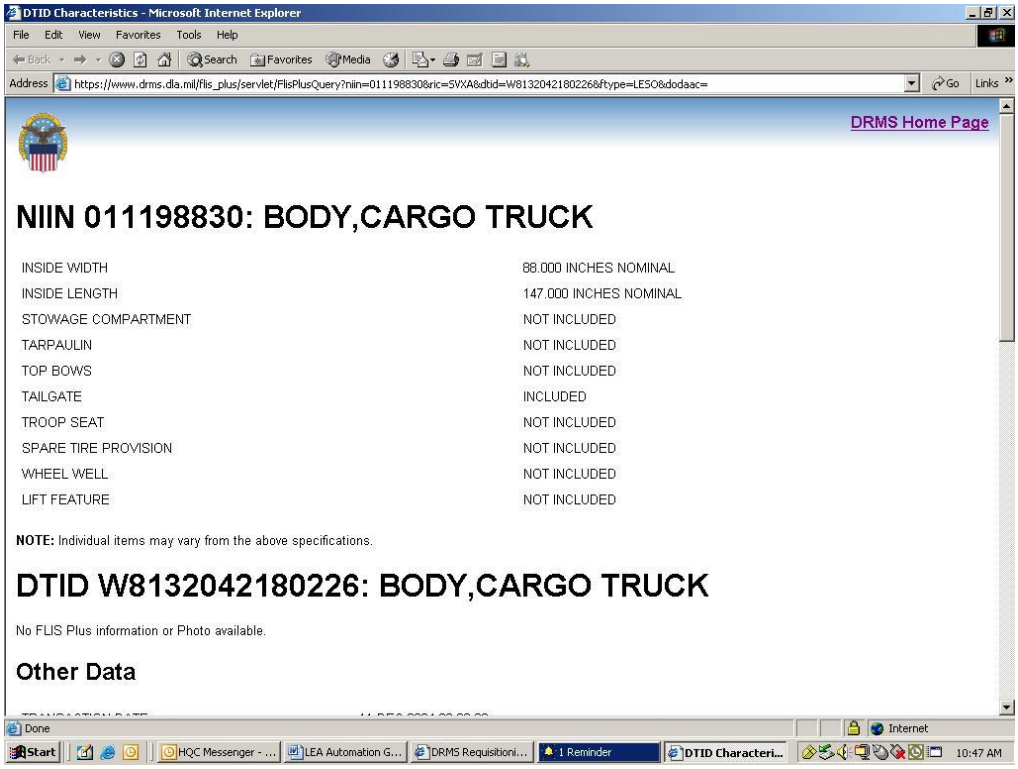

Scroll to the right to view the entire screen--this is where you will see the quantity available and the condition code.

> **NOTE**
>
> **The items in blue are hyper links. Items selected should show under the DOD cycle (not GSA, etc…). Take notice of the number of days left in the DOD cycle.**

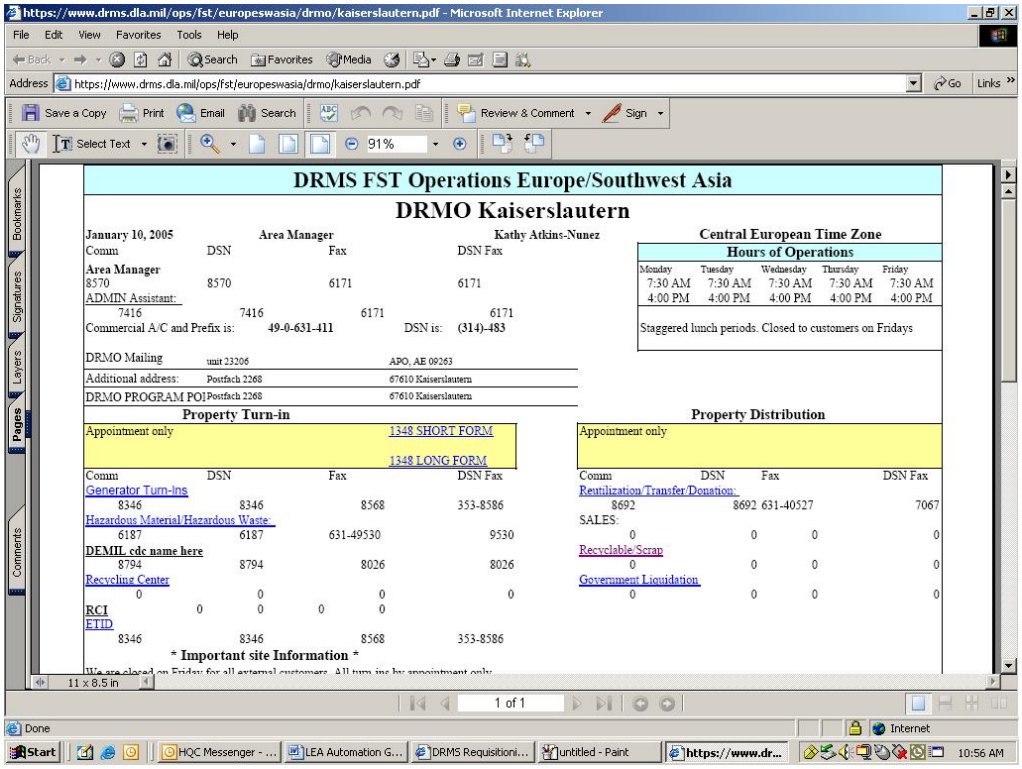
3. Scroll through the list to locate the item or items you want to request.

4. Click the **More Info** hyperlink for an item to learn more about that item, if desired. The system displays general information about the item.

> **NOTE**
>
> **More Info Legend: N** = NSN Data, **+** = DRMO Added Info, **P** = Photo, **O** = Other



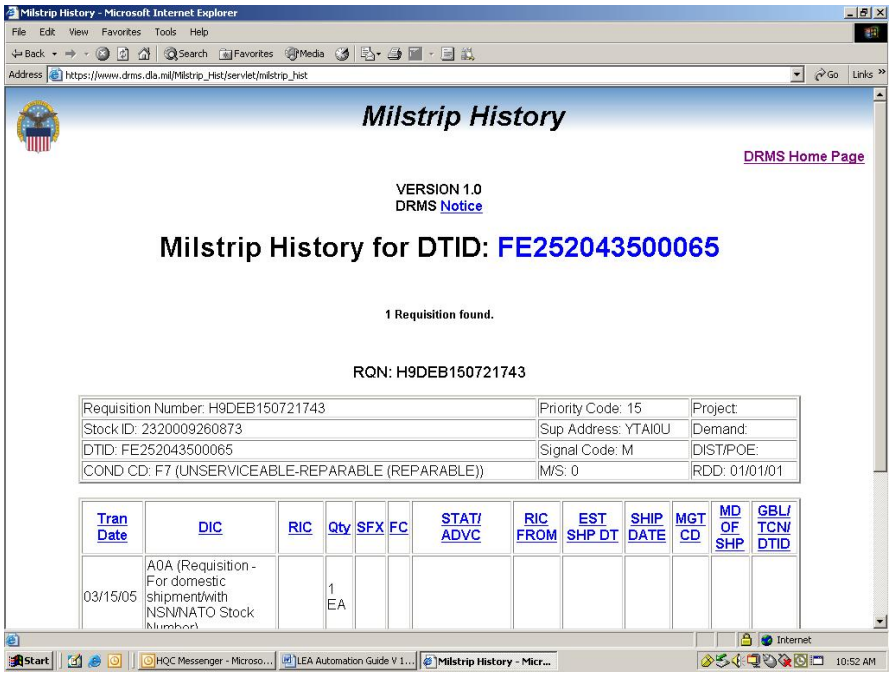

5. Click the **DRMO Site** hyperlink for information on that DRMO site. The system displays Point of Contact information for that particular DRMO.




**NOTE**

**Click** Back **to return to the DRMS Requisitioning page.**

6. Click the **Disposal Turn-In Document** hyperlink for an item to view the request history for an item, if desired. The system displays the Milstrip History information for the selected item.




**NOTE**

**Click** Back **to return to the DRMS Requisitioning page.**

7. From the DRMS Requisitioning page, in the **QTY** text box for the item you want to request, enter the desired quantity to request.

8. In the **Justification** text box for the item you want to request, enter the justification for the item. This is an important step, as the justification you enter will be used by the state coordinator and LESO to evaluate whether your request is granted.

9. Repeat steps 7-8 for each product you want to request.

10. Click **Submit** to submit the request(s). The system displays the LESO Request page, confirming your request(s).

Once a request is submitted, the state coordinator may view the request.

# 4.0 Modify/Resubmit Requested Items

You can edit either the quantity or comments for your request. You may need to edit a request in response to the state coordinator's response to your initial request. For instance, you may need to reduce the quantity of items you requested or you may need to provide a more detailed justification for the item or quantity requested. Only the quantity and comments can be edited for an item request.

1. From the LEA start page, click **Modify/Resubmit Requested Items**. The system displays the LESO Edit page, listing all items requested by your LEA.

**Modify/Resubmit Requested Items**

| *Quantity* | *Request Date* | *DRMO* | *DTID* | *Last Action* | *Comments* |
|---|---|---|---|---|---|
| 1 | 01/15/2002 | ANNISTON | W90HK101070053 | Request rejected by State Coordinator. | |
| 63 | 03/12/2002 | RCP JACKSONVILLE | SC4402102500PY | Request submitted by LEA. | |
| 1 | 04/25/2002 | LEJEUNE | M214202070E001 | Request rejected by State Coordinator. | |
| 10 | 04/26/2002 | LEJEUNE | L007272113B681 | Request submitted by LEA. | |
| 10 | 04/26/2002 | LEJEUNE | M122202113D300 | Request submitted by LEA. | |
| 10 | 04/26/2002 | WARNER ROBINS | W81K5721085002A | Request submitted by LEA. | |
| 10 | 04/26/2002 | JACKSONVILLE | W80WDJ21120019 | Request submitted by LEA. | |
| 10 | 04/26/2002 | BRAGG | W36B5B21093031 | Request submitted by LEA. | |
| 1 | 05/16/2002 | LEJEUNE | M002721312E039 | Request submitted by LEA. | |

Submit Reset Form

**NOTE**

**If the item will not be re-submitted, then zero-out the quantity field and click Submit. This empties the field.**

2. Click the hyperlink in the **DTID** column to view current details for the equipment, if desired.

**LESO Detail for DTID: M122202113D300**

**LESO Sequence Number: 3388**

Click here to cancel this requisition.

**Detail Information**

| | |
|---|---|
| Product Name | FIELD PACK |
| RIC | SZQA |
| DRMO Name | LEJEUNE |
| National Stock Number | 8465010199103 |

**Leso History**

| *Trans Date* | *Quantity* | *Action* | *Approver* | *Comments* |
|---|---|---|---|---|
| 04/26/2002 11:02:06 | 10 | Request submitted by LEA. | | conference test |

**NOTE**

**1 - A cancellation button has been added. If the LEA does not intend to pickup materials from the DRMO, they should use this button to request the cancellation.**

**2 - Click** Back **to return to the DRMS Requisitioning page.**

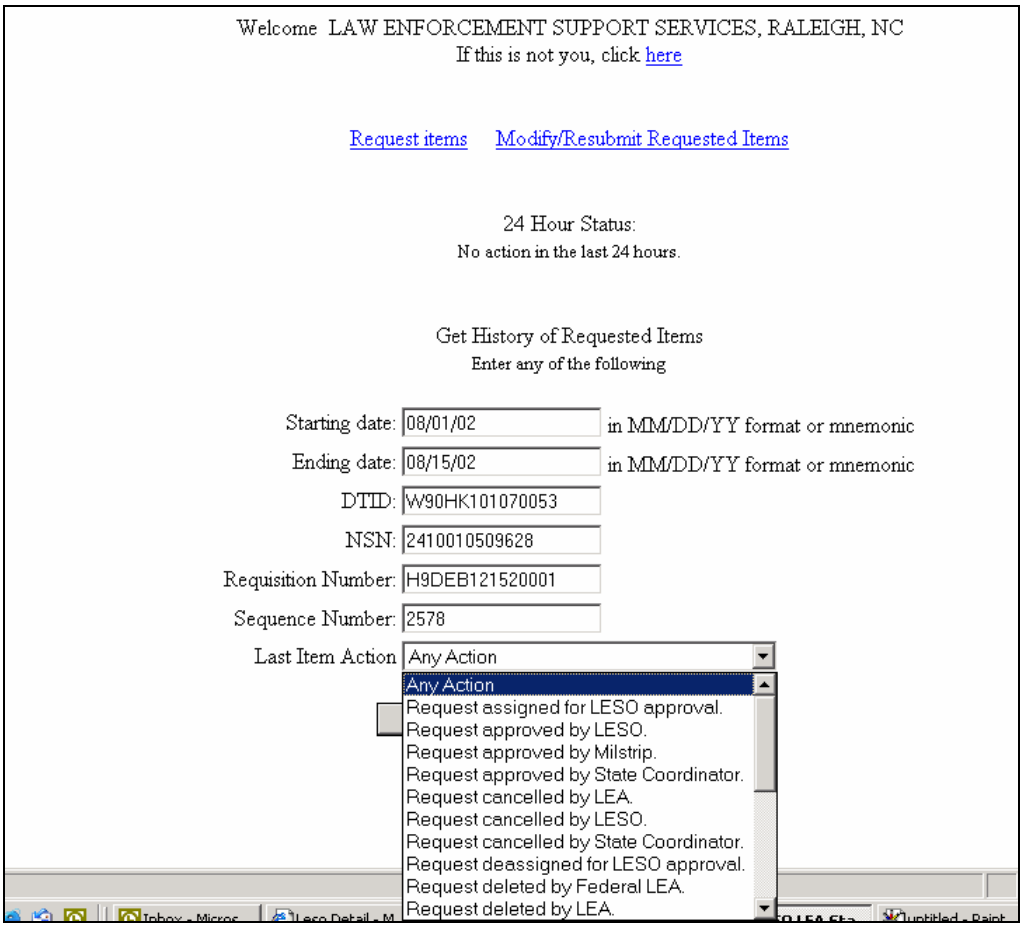
3. In the **QTY** text box and/or the Comments text box for the item request you are editing, enter the appropriate information.

4. Click **Submit**. The system refreshes the LESO Edit page, indicating whether an item request was updated.

## 5.0 View History for Requests

You may view all request histories or you can perform a query to view history for a range of item requests. Performing a query will help you target a specific range of requests for viewing.

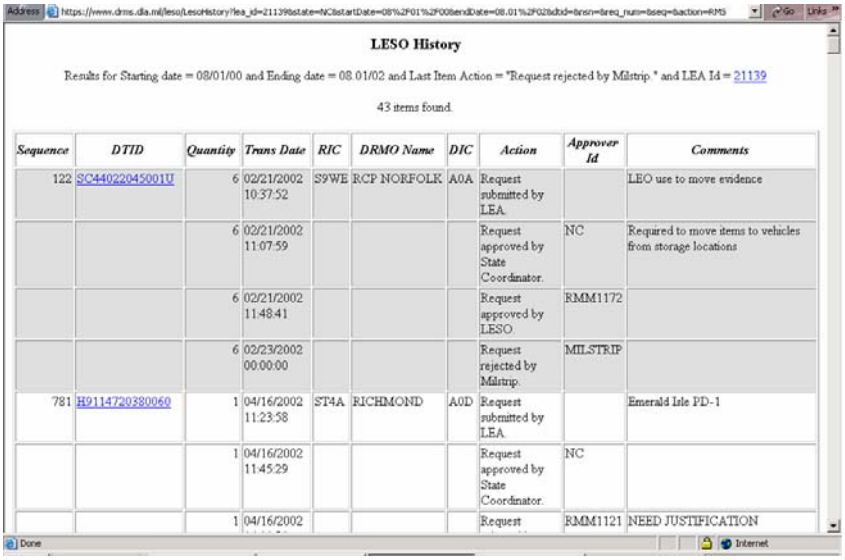
1. To perform a query, access the LEA Start page, which contains a section where you can enter criteria on which to base your query.




2. Enter one or more of the following criteria by which to search for item requests:

| Criteria | Description |
|---|---|
| Starting Date | Enter the date after which you want to view item requests. The format must be in MM/DD/YY, where MM is a two digit number representing the month, DD is a two-digit number representing the day, and YY is a two-digit number identifying the last two digits of the year the request was submitted. |
| Ending Date | Enter the date before which you want to view item requests. The format must be in MM/DD/YY, where MM is a two digit number representing the month, DD is a two-digit number representing the day, and YY is a two-digit number identifying the last two digits of the year the request was submitted. |
| DTID | A 14-digit document number that is assigned to the item being requested from the DRMO. Using this search method shows the agency/agencies that requested this specific item. More than one request may show up using this search function. |
| NSN | Normally a 13-15 digit number unless it is locally assigned as in this example 263000TIRES. Using the NSN search function will bring up all requests for the agency requesting the search |
| Requisition Number | A 14-digit number (example: H9DEB122418835) assigned when LESO initially approves the item but before the item has received MILSTRIP status.<br>• The first six digits are the DODAAC which consists of numbers and letters (the search function is case sensitive): *H9DEB1*<br>• The last eight numbers after the DODAAC consist of the 4 digit Julian date and the 4 digit sequence number: *22418835*<br>*Note:* This search function will bring up a single specific request. |
| Sequence Number | A number assigned by the DRMS automation system when a request is placed on the system by an LEA. This search function will bring up a single specific request. The first sequence number assigned by the system was 121. |
| Last Item Action | From the drop-down list, select the last action for item requests you want to view. The last action is characterized by whether the request has been modified, approved, deleted, rejected, or submitted by your LEA, state coordinator, or LESO. |

3. Click **Get Item Histories**. The system displays the LESO History page, listing item requests and their histories. The current record will be at the bottom of the list.



**LESO History**

Results for Starting date = 08/01/00 and Ending date = 08.01/02 and Last Item Action = "Request rejected by Milstrip." and LEA Id = 21139

43 items found.

| Sequence | DTID | Quantity | Trans Date | RIC | DRMO Name | DIC | Action | Approver Id | Comments |
|---|---|---|---|---|---|---|---|---|---|
| 122 | SC440220450001U | 6 | 02/21/2002 10:37:52 | S9WE | RCP NORFOLK | A0A | Request submitted by LEA | | LEO use to move evidence |
| | | 6 | 02/21/2002 11:07:59 | | | | Request approved by State Coordinator. | NC | Required to move items to vehicles from storage locations |
| | | 6 | 02/21/2002 11:48:41 | | | | Request approved by LESO | RMM1172 | |
| | | 6 | 02/23/2002 00:00:00 | | | | Request rejected by Milstrip. | MILSTRIP | |
| 781 | H9114720380060 | 1 | 04/16/2002 11:23:58 | ST4A | RICHMOND | A0D | Request submitted by LEA | | Emerald Isle PD-1 |
| | | 1 | 04/16/2002 11:45:29 | | | | Request approved by State Coordinator. | NC | |
| | | 1 | 04/16/2002 | | | | Request | RMM1121 | NEED JUSTIFICATION |

4. Click the hyperlink in the **LEA ID** column to view information about the LEA requesting the item, if desired.

5. Click the hyperlink in the **DTID** column to view information about the item requested, if desired. The following window is an example of Milstrip History. The page may be long; scroll down to view Milstrip History.

**Milstrip History**

| | | |
|---|---|---|
| Requisition Number: H9DEB121090960 | Priority Code: 15 | Project: |
| Stock ID: 6625013461124 | Sup Address: YT0039 | Demand: |
| DTID: FE302011360051 | Signal Code: M | DIST/POE: |
| COND CD: A4 (SERVICEABLE/USED-USABLE (W/O QUALIFICATIONS)) | M/S: 0 | RDD: 01/01/01 |

| Tran Date | DIC | RIC | Qty | SFX | FC | STAT/ ADVC | RIC FROM | EST SHP DT | SHIP DATE | MGT CD | MD OF SHP | GBL/ TCN/ DTID |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 04/24/02 | A0A (Requisition - For domestic shipment/with NSN/NATO Stock Number) | | 1 EA | | | | | | | | | |
| 04/24/02 | A5A (Materiel Release Order) | SY3E | 1 EA | | | | | 05/24/02 | | | | |
| 04/24/02 | AE8 | | 1 EA | | | BA (Item being processed for release and shipment) | | | | | | |
| 05/24/02 | AF6 (FOLLOWUP FROM DRMS TO DRMO) | | 1 EA | | | | | | | | | |
| 06/25/02 | ASH | | 1 EA | | | | | | | | | |

**NOTE**

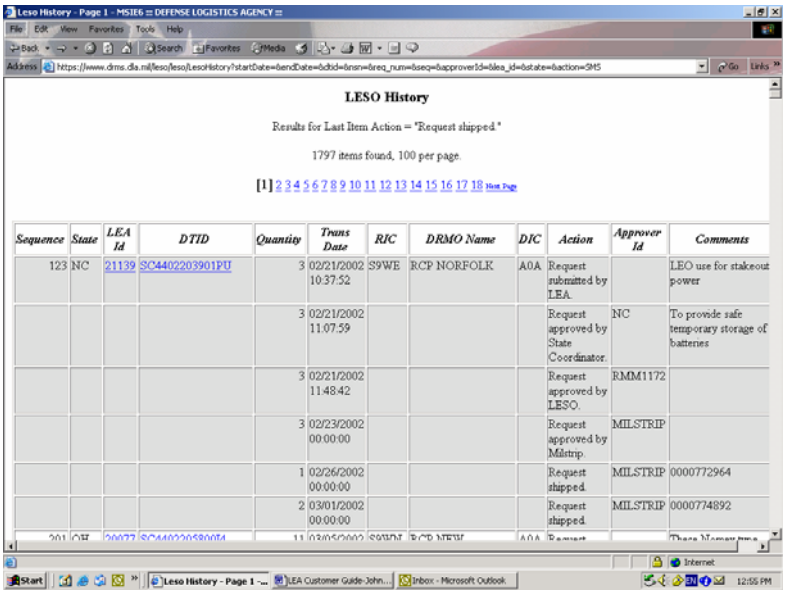
**Click** Back **to return to the DRMS Requisitioning page.**

6. Use the blue hyperlinks if you need an explanation of the codes.

7. Check the STAT/ADVC for the status of your request. In the example above BA status means the item is being processed for release and shipment.

8. The EST SHP DT is the estimated ship date. Once a date is entered call the DRMO to make arrangement to ship or pick-up the item.

   - If an LEA has an established shipping account with UPS, FedEx, or any other company, provide the account number to the DRMO.
   - The DRMO will bill the account and ship the item (RCP ships at no charge to customer).
   - An LEA can go to the DRMO and pick-up the item prior to the date in EST SHP date block.
   - Failure to meet the ship date will cause the item to be cancelled by DRMO/LESO.
   - A customer may cancel their request prior to receiving the materials. Cancellation requests must be submitted prior to Milstrip status showing that the item has been shipped. If the Action column shows REQUEST SHIPPED, the item may not be cancelled. See page 14 of this guide for an example of the cancellation request button.



LESO History

Results for Last Item Action = "Request shipped."

1797 items found, 100 per page.

[1] 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 Next Page

| Sequence | State | LEA Id | DTID | Quantity | Trans Date | RIC | DRMO Name | DIC | Action | Approver Id | Comments |
|---|---|---|---|---|---|---|---|---|---|---|---|
| 123 | NC | 21139 | SC44022039O1PU | 3 | 02/21/2002 10:37:52 | S9WE | RCP NORFOLK | A0A | Request submitted by LEA. | | LEO use for stakeout power |
| | | | | 3 | 02/21/2002 11:07:59 | | | | Request approved by State Coordinator. | NC | To provide safe temporary storage of batteries |
| | | | | 3 | 02/21/2002 11:48:42 | | | | Request approved by LESO. | RMM1172 | |
| | | | | 3 | 02/23/2002 00:00:00 | | | | Request approved by Milstrip. | MILSTRIP | |
| | | | | 1 | 02/26/2002 00:00:00 | | | | Request shipped. | MILSTRIP | 0000772964 |
| | | | | 2 | 03/01/2002 00:00:00 | | | | Request shipped. | MILSTRIP | 0000774892 |

Note: This window shows an example of an item that should not be cancelled because it has Milstrip shipping status.

# 6.0 Change History

| Date | Change Description | Type of Change | Author | Version Issue |
|---|---|---|---|---|
| 01.31.2002 | Initial document | Baseline | D. Molis | v 1.0.0 |
| 09.12.2002 | New windows | Update | J. Hranicky | v 1.0.1 |
| 04.05.2005 | New windows | Update | D. Price, SK1, USN | v 1.0.2 |