



STATE OF WISCONSIN
DEPARTMENT OF MILITARY AFFAIRS
DIVISION OF EMERGENCY MANAGEMENT

Brian M. Satula
Administrator

Scott Walker
Governor

October 1, 2015

Subject: Annual Inventory Certification

You are receiving this letter because your law enforcement agency (LEA) has active inventory from the 1033 Program. It is time once again for the annual certification of inventory in FEPMIS (LESO's online property accounting database) and you have been identified as the FEPMIS user contact for your agency. If you are no longer the FEPMIS user for your agency, please let us know as soon as possible so that we may contact the correct person in regards to annual inventory certification.

As you know, Wisconsin Emergency Management (WEM) took over day to day administration of the 1033 Program as of July 1, 2015. The 1033 Program was placed on a moratorium that is currently still in place, but WEM plans to have the Program operational again soon pending further program and policy changes at the Federal level with LESO. Starting on **October 1, 2015**, you will be able to certify your inventory in FEPMIS. Annually certifying your inventory is required. Despite the moratorium still in place for the 1033 Program in Wisconsin, annual inventory certification will proceed as usual per requirements set forth in Section V of the State Plan of Operations. WEM is asking that you have your inventory certification completed by **Wednesday, November 18th**.

There have been several changes made to this year's annual inventory process by LESO, detailed below. Attached to this letter are screen shots that will give you a preview of what you will see in the new inventory process.

- LEAs are now required to upload a copy of your signed state plan of operations into FEPMIS prior to being able to certify inventory.
- LESO is also now requiring a check box certification of acknowledgement that as of October 1, 2015 controlled equipment that is procured through the 1033 Program will be subject to additional LESO mandated requirements. These include future requirements that the LEA will: obtain a civilian governing body approval to procure that equipment, certify that training for the use of that equipment has been completed or is in place, document LEA use of controlled equipment, and have training on protection of civil rights and civil liberties. LESO is mandating these requirements in response to Executive Order (EO) 13688.

- EO 13688 has added additional categories of prohibited and controlled equipment. If your agency is in possession of any of this equipment you will receive a pop up alerting you to this, an example is provided in the attached screen shots. Prohibited equipment by the EO includes tracked vehicles, bayonets, and grenade launchers. Controlled equipment by the EO includes aircraft, tactical vehicles, weapons, and riot gear.
- If you have any questions or concerns about the inventory certification process, the new LESO requirements or general 1033 Program questions please contact: Caitlin Snyder, 1033 Program Planner at 608-242-3332 or caitlin.snyder@wisconsin.gov

Also attached to the e-mail and letter is the FY '15 Annual Inventory User Guide, which can also be found online here:

[http://www.dispositionservices.dla.mil/leso/Documents/DISP_Final-DLA%20LESO%20Guide%20to%20the%20FY15%20Annual%20Inventory%20Process%20\(Udated%208-20-2015\)_150821.pdf](http://www.dispositionservices.dla.mil/leso/Documents/DISP_Final-DLA%20LESO%20Guide%20to%20the%20FY15%20Annual%20Inventory%20Process%20(Udated%208-20-2015)_150821.pdf)

This guide will walk you through the inventory process step by step including setting up a FEPMIS account if you do not have one already. If your password for FEPMIS is expired, please contact the FEPMIS Help Desk at 866-224-7677, option #4.

Thank you for your assistance in this matter and your patience during the 1033 Program moratorium. Again, if you have any questions or concerns, please do not hesitate to contact me. I can be reached at 608-242-3332 or at Caitlin.snyder@wisconsin.gov.

Sincerely,

Caitlin Snyder
1033 Program Planner
Wisconsin Emergency Management
Tel: 608-242-3332
Caitlin.snyder@wisconsin.gov

Enclosures: Inventory Module Messages, EO Equipment Messages

INVENTORY MODULE MESSAGES: STATION VERIFICATION

This is a required verification, once a year, of station information. Please review for accuracy and submit any changes.

Verify and Submit verify and submit station edits Back

Station Information:

Any changes to this section please contact your State Coordinator
2YTQD9

DODAAC:
Station Name: ATLANTIC BEACH POLICE DEPARTMENT
Address Line 1: 717 31ST AVENUE SOUTH
City: ATLANTIC BEACH
Zip: 29582
State: SC

Please verify and update as required

Station Primary Phone Number: (843) 663-2274

Station Type: State

HIDTA: Yes No

Chief Law Enforcement Official: NICHOLAS TREVATHAN

County: Optional: Show counties for the entire state If your County is not listed please contact the LESO HQ or your State Coordinator

Number of Officers:

Only include compensated Full-Time and Part-Time Officers. DO NOT INCLUDE RESERVE OFFICERS

BY CHECKING THE BOXES BELOW, LEA's CERTIFY THEY WILL COMPLY WITH E.O. 13688 FOR ALL EO CONTROLLED EQUIPMENT RECEIVED AFTER SEPTEMBER 30, 2015

- All 1033 Program equipment is utilized in accordance with the State Plan of Operation
- The appropriate Policy and Protocols are adapted and approved for all applicable equipment
- The appropriate civilian governing body has approved all equipment as needed
- All necessary training regarding appropriate use of all applicable equipment is completed
- LEA's must collect and retain documentation when the LEA's use of equipment in operations, actions, significant incidents, allegations of unlawful or inappropriate police actions may trigger a Federal compliance review
- Training on the Protection of civil rights and civil liberties has been completed in accordance with State and Local Government regulations

STATE PLAN OF OPERATION

Only include compensated Full-Time and Part-Time Officers. DO NOT INCLUDE RESERVE OFFICERS

BY CHECKING THE BOXES BELOW, LEA's CERTIFY THEY WILL COMPLY WITH E.O. 13688 FOR ALL EO CONTROLLED EQUIPMENT RECEIVED LEA AFTER SEPTEMBER 30, 2015

- All 1033 Program equipment is utilized in accordance with the State Plan of Operation
- The appropriate Policy and Protocols are adapted and approved for all applicable equipment
- The appropriate civilian governing body has approved all equipment as needed
- All necessary training regarding appropriate use of all applicable equipment is completed
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STATE PLAN OF OPERATION

Upload state plan of operation. Note: controls are disabled until a plan is uploaded.

- The State Plan Of Operation is up to date
- Verify the listed Chief Law Enforcement Official (CLEO) above is current
- State Plan of Operation signed by the current Chief Law Enforcement Official (CLEO) has been verified
- I SC_STATE1 certify the aforementioned information is correct

Verify and Submit verify and submit station edits Back

EO EQUIPMENT MESSAGES:

PROHIBITED EXEMPT – DOES NOT REQUIRE TURN-IN DURING INVENTORY

I SC_STATE1 certify the aforementioned property is present and accounted for



-- PROHIBITED EQUIPMENT --

THE LESO HQ IDENTIFIED THIS ITEM AS PROHIBITED EQUIPMENT, HOWEVER IT DOES NOT REQUIRE ANY ADDITIONAL ACTION

Submit

Cancel

CONTROLLED

I SC_STATE1 certify the aforementioned property is present and accounted for



-- CONTROLLED EQUIPMENT --

LESO HQ IDENTIFIED THIS ITEM AS CONTROLLED EQUIPMENT AND WILL REQUIRE ADDITIONAL APPROVAL FOR TRANSFER

Submit

Cancel