LESO Annual Inventory

Mr. Jacob Collier
August 24, 2022
AGENDA

• Definitions

• Inventory Background

• Inventory Preparation

• LEA Tasks

• State Coordinator Inventory Guidebook

• Post Inventory Actions
DEFINITIONS

**Annual Certification** – Each State and Law Enforcement Agency (LEA) are required to conduct an annual physical inventory on all equipment obtained through the LESO Program. The Annual Inventory begins July 1st 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 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.
DEFINITIONS

**FEPMIS** – Federal Excess Property Management Information System. FEPMIS is used to provide accountability and management of controlled equipment which is conditionally transferred to LEAs participating in the LESO Program.

**Modify** – The process by which an LEA and State Coordinator can update item attributes or transfer items from LEA-to-LEA within the state.

**Partial Receipt** – Completed when an LEA receives less than the full quantity of an item they were originally approved for. Supporting documentation is helpful to the LESO for partial receipts (i.e., email from the DLA Disposition Services site the items were shipped from).

**Prohibited Equipment** – Equipment that LEAs will not be authorized to acquire from the LESO Program.
DEFINITIONS

**Split** – The process by which an LEA and/or State Coordinator can separate one or more items from the total quantity of a parent record into two or more separate records within LESO FEPMIS. The split functionality is found within the modify queue in LESO FEPMIS.

**Supply Condition Code (CC)** – Used to classify material in terms of readiness for issue/use or to identify action underway to change the status of material. In simple terms, CC – A is “Brand new in the box”, while CC – H is “Not Serviceable for any use”.

**Zero Receipt** – This type of receipt is completed when an LEA does not receive any of the equipment they were originally approved for. Supporting documentation is required by the LESO before the zero receipt will be approved.
LESO INVENTORY BACKGROUND

Annual Inventory History
- FY11 Small Arms only
- FY12 100% LESO inventory
- FY13 first FEPMIS inventory
- In 2020, the inventory shifted to July 1 through Sept 30 (Small Arms only)
- In 2021, the inventory returned to all assigned property requirement and is continuing now in 2022

Purpose
- **Hands on inventory for all LEAs**
- Verify Station information and documentation is accurate
- Identify and correct any discrepancies
- Maintain compliance with the law
IN PREPARATION FOR THE INVENTORY

• Communicate with your agencies. If there are disbanded agencies, or agencies that want out of the Program, work with them to Turn-In or Transfer property and deactivate their DoDAAC

• June 1 – LESO will no longer approve Turn-Ins or Transfers of property (only approved case-by-case)

• Agency POCs need to ensure their Login.gov, iNAP, and FEPMIS accounts are active and assigned the proper roles
  • SC’s office should provide all necessary guides to their participating agencies

• July 1 – LESO pulls the static inventory, which contains all property in FEPMIS not in CLOSED status. LESO will email the SC’s office when the inventory is officially underway
Created to assist Agencies as they work towards completing the Annual Inventory process.
Once logged in to LESO FEPMIS, select “LESO Inventory” on the left side of the page.
LEA TASKS – STARTING THE ANNUAL INVENTORY

If not already pre-populated, complete the drop-downs to select your station.

Select the **Submit** button to begin the certification process.
If the LEA has pending receipts, the user will be taken to the Property Receipt page shown above.

To receipt for these items, select the highlighted **Requisition Number**.
When all Pending Receipts are completed, the system provides a message that there are no items available for receipt. Select “LESO Inventory” on the left side to proceed to Station Verification.
LEA TASKS – CERTIFYING STATION VERIFICATION

The user will be directed back to this LESO inventory page. If not already pre-populated, complete the drop-downs to find your station.

Select the Submit button.
If the Chief Law Enforcement Official (CLEO), address, or officer count listed in the Station Verification section is incorrect, select the **NO** button.

A new Application for Participation will need to be completed and submitted to the SC’s Office. Please contact your SC’s Office with any questions.
All active LEAs are required to complete the Station Verification page. Ensure all information on this page is accurate. Statements will need to be reviewed and check boxes will need to be checked to complete the Station Verification.
Remember, if any information is inaccurate, a new Application for Participation will need to be completed and submitted to your SC’s office. Once all boxes are checked click **Verify and Submit** to complete the Station Verification process.
After completing the Station Verification process, the page will list the property that needs to be **physically verified** during Inventory Certification.

In order to electronically certify the property, select "**LESO Inventory**" 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 your SC’s office immediately 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.
If not already pre-populated, complete the drop-downs to select your station.

Select the **Submit** button to begin the certification process.
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 **Certify** button for each property number to proceed with certification.
LEA TASKS - PHYSICAL VERIFICATION AND ELECTRONIC CERTIFICATION OF PROPERTY

Physically verify all information against the property itself, to include the quantity and serial number.

Check the certification boxes and select the Submit button.
2022 ANNUAL INVENTORY
STATE INVENTORY GUIDE

Created to assist States as they work towards completing the Annual Inventory process.
System-Generated emails will be provided to the State Coordinators and State Points of Contact when:

1. Individual LEAs select “NO” on the Station Verification page when reviewing their Station Information

2. Individual LEAs have completed the 2022 Annual Inventory process

3. All LEAs in the state have completed the 2022 Annual Inventory process
   • The State Coordinator or State Point of Contact (with full signature authority) must go into FEPMIS and certify that their State has completed the 2022 Annual Inventory requirement
Once logged into LESO FEPMIS, select “LESO Inventory” on the left side of the page.
PERFORMING STATE CERTIFICATION

The state drop-down should be pre-populated with your state.

Select the Submit button.
PERFORMING STATE CERTIFICATION

To certify that your state has completed the 2022 Annual Inventory, check the required boxes and click Submit.
The SC’s office will then see a screen stating the 2022 Annual Inventory has been certified for their state.
POST INVENTORY ACTIONS

• LESO pulls a report with the comments submitted by LEAs during the Inventory Certification process
  • Examples: Lost, Stolen, or Destroyed property…painted vehicles…incorrect Serial Numbers…incorrect NSNs…property transfers…etc.
  • Action items are assigned to necessary parties…generally the SC’s office

• LESO completes a photo recon (if assigned by LESO leadership)

• LESO creates state inventory completion letters
  • Provided to SC’s office and Governor’s Office

• LESO creates internal inventory summary Memorandum for Record

• LESO discusses and takes actions on the lessons learned from Inventory process
Once logged in, select “**LESO Inventory**” on the left side of the page.
The LESO Inventory module also allows the SC’s Office to view their state-level status to completion at any time throughout the 2022 Annual Inventory process. To view this information, select the state drop-down in the LESO Inventory module and click **Create Certification Report**.
HELPFUL INVENTORY TIPS

• Don’t wait until the last month to start your inventory (only 3 months)

• Stay connected with your LEAs (some LEAs may be disbanded or hard to contact)

• Stay connected with LESO regarding problem LEAs

• If you don’t know or have questions, ask!
QUESTIONS?

Contact LESO Inventory POCs at:
LESOINVENTORY@DLA.MIL

LESO Inventory POCs:
Mr. Jake Collier: (269) 961-5919 Jacob.Collier@dla.mil
Mr. Ron Chavis: (269) 961-5390 Ron.Chavis@dla.mil
DEPARTMENT OF JUSTICE COORDINATION

• The Department of Justice (DOJ) Civil Rights Division provides a Special Litigations List (SPL) to the LESO
  • If an LEA is on this list, it may affect enrollment and property acquisitions

• DOJ status based on type of DOJ investigation
  • Blocked—LEA cannot receive property
  • Restricted—LEA can only receive DEMIL A & Q6 property or be restricted from a specific commodity
  • Non-restricted—LEA can fully participate

• DOJ is notified of LESO instituted Suspensions, Terminations, Reinstatements
Suspension and Termination

Mr. Brentnell Johnson
August 24, 2022
SUSPENSION AND TERMINATION

Terms and Definitions

Suspension
• Prohibited from requesting property or receiving transfers.
• Additional requirements may be imposed

Termination
• Removal from LESO Program
• Transfer or turn-in all property

Restricted Status
• LEAs/States are restricted from receiving controlled property or a specific commodity type
• LEAs may receive DEMIL A and Q6 property.
SUSPENSION AND TERMINATION

The DLAI 4140.11 (Defense Logistics Agency Instruction which LESO follows to operate the program) provides for authorization to suspend LEAs based on property accountability and program compliance matters. However, due to the potential public perception of lost, stolen or willful destruction of small arms, the regulation goes into detail in directing the severity of reprimand for lack of small arms accountability.

- **First Instance**
  - A minimum 60-day suspension

- **Second Instance**
  - A minimum 180-day suspension

- **Third Instance**
  - A minimum 240-day suspension
SUSPENSION AND TERMINATION

LESO Suspension Process

- Request approval
- Suspend in FEPMIS
- Block DODAAC in RTD
- Write & forward letter

LESO Chief
- Process Health Division Chief
- Business Support Director
- Legal Office Disposition Services Deputy Director

LESO Letter Routing
- Forward Suspension Letter
- Request Corrective Action Plan (14 Days)
- Review Corrective Action Plan

Note: Office of Inspector General (OIG) notification takes place by Small Arms Specialists for small arms issues and Accountable Property Officers (APO) for other property accountability issues.
LESO Suspension Process, Cont.

- State Coordinators complete the following:
  - Ensure LESO receives all documents (e.g., National Crime Information Center [NCIC] entry, Police Report, etc.)
  - Review the State Plan of Operation and Application for Participation to ensure accuracy and ensure they contain the current information for the LEA
  - Review and submit approved Corrective Action Plan (CAP) written by the LEA
  - Send CAP to the LESO for review and approval

![Graph showing suspensions/restrictions per fiscal year](image-url)
SUSPENSION AND TERMINATION

Internal State Suspension Process

State Coordinators must notify LESO via email of an internal state suspension. Email must include the following information:

- The reason for suspension
- The minimum suspension timeframe
- An attached copy of the internal suspension letter which was or will be provided to the LEA

Deborah,

Please see attached internal suspension letter from [enter your office name] to [enter LEA name] regarding their [enter the reason for the suspension]. The internal suspension will be for a minimum of [enter the number of days] days. If you need any additional information, please let us know.

Thank you,

[enter your name or email signature]
SUSPENSION AND TERMINATION

Reinstatements

REINSTATEMENT FROM LESO OR STATE LEVEL SUSPENSION

- Reinstatements must be requested by the State Coordinator’s (SC) Office, in writing, to the LESO
  - Can be a formal letter on SC’s Office letterhead or via an email message
  - Must state that the minimum suspension timeframe has elapsed
  - Must provide written notification to the LESO that the SC’s Office has verified the CAP has been implemented and addresses/corrects the reason for the suspension
    - The LESO reserves the right to request the CAP prior to reinstatement of internal suspensions
SUSPENSION AND TERMINATION

Reinstatements

EXAMPLE REINSTATEMENT REQUEST

DLA Team Leads,

This email contains our formal request to have the [in State or LESO] suspension of [enter LEA name] lifted. The agency (LEA) fully cooperated with all the action items they were tasked with by our office regarding the [Input the reason for suspension]. [Input the details of what led to the suspension].

This office has verified that the Corrective Action Plan (CAP) procedures provided by the LEA has been completed.

Please advise if the attached evidence is sufficient enough for your office to reinstate this LEA without restriction. If so, I respectfully request that [enter LEA name] be reinstated and authorize your office to reactivate this LEA if it is not in conflict with any DLA policy, procedure(s), or standard(s). Please contact me if you have any questions.

Respectfully Submitted,

[enter name or email signature here]
QUESTIONS?

LESO Program Compliance Liaison Specialists:

David Brackett  
(269) 961-5311  
david.brackett@dla.mil

Brentnell Johnson  
(269) 961-4818  
brentnell.johnson@dla.mil

1-800-532-9946 or leso@dla.mil
Program Compliance Reviews (PCRs)

Mr. Brandon Ohlendorf
August 24, 2022
You should gain knowledge and understanding of:

- Program Compliance Reviews (PCRs).
- How a PCR is scheduled/planned.
- Who is responsible for various actions and tasks leading up to and during a PCR.
PROGRAM COMPLIANCE REVIEWS

**Background:** Per the Defense Logistics Agency (DLA) Disposition Services, Law Enforcement Support Office (LESO) Standard Operation Procedures (SOP) and the DLA Memorandum of Agreement (MOA) between DLA and the State, the DLA Disposition Services LESO will conduct a Program Compliance Review (PCR) for all States and Territories with agencies enrolled in the LESO Program every two (2) years.

**Purpose:** PCRs are performed in order to ensure that State Coordinators (SCs), State Points of Contact (SPOCs) and all Law Enforcement Agencies (LEAs) within a State are compliant with the terms and conditions of the LESO Program as required by the DLA Disposition Services LESO MOA with the State.

**Scope:** During the PCR, the DLA Disposition Services LESO will review property and administrative records of the State Coordinator’s Office and selected LEAs within the State. Subsequent to the PCR, the DLA Disposition Services LESO will provide the State Coordinator’s Office an overall rating in terms of compliance or non-compliance with the terms and conditions of the LESO Program.
The LESO PCR Team will:
Forecast an estimated PCR schedule in June for upcoming Fiscal Year (FY).

- FY 2023 PCR schedule:

<table>
<thead>
<tr>
<th>OCT</th>
<th>NOV</th>
<th>DEC</th>
<th>JAN</th>
<th>FEB</th>
<th>MAR</th>
<th>APR</th>
<th>MAY</th>
<th>JUN</th>
<th>JUL</th>
<th>AUG</th>
<th>SEP</th>
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<td>WA PCR OR PCR</td>
<td>NC PCR</td>
<td>AL PCR CNMI PCR GM PCR FL PCR TX PCR</td>
<td>WV PCR NM PCR KY PCR ND PCR KS PCR IN PCR NE PCR</td>
<td>VA PCR VT PCR IA PCR MO PCR NH PCR</td>
<td>CT PCR MA PCR PA PCR DE PCR</td>
<td>WY PCR MT PCR</td>
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</table>
The LESO PCR Team will:

- Determine the 20% of Small Arms in the state and select LEAs to be visited during the PCR
- Send a 60-Day Notification to the state with selected LEAs identified and the proposed PCR Schedule of Daily Events
In the 60-Day Notification, the State Coordinator will receive a Notification Letter and a proposed Schedule of Daily Events

<table>
<thead>
<tr>
<th>TIME</th>
<th>TRAVEL TIME TO NEXT LEA</th>
<th>AGENCY</th>
<th>DoDAAC</th>
<th>ADDRESS</th>
<th>CITY</th>
<th>STATE</th>
<th>ZIP</th>
<th>Property Totals (EACHES)</th>
<th>TOTAL PROPERTY TO TOUCH</th>
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<tr>
<td>0800-0830</td>
<td>40 Min</td>
<td>IN-BRIEF/SANFORD PD</td>
<td>935 MAIN STREET</td>
<td>SANFORD</td>
<td>ME 04073</td>
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<tr>
<td>0915-0945</td>
<td>1 Hour</td>
<td>ELIOT PD</td>
<td>27 DIXON ROAD</td>
<td>ELIOT</td>
<td>ME 03903</td>
<td>4</td>
<td>0</td>
<td>0</td>
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<tr>
<td>1045-1115</td>
<td>55 Min</td>
<td>UNIVERSITY OF SOUTHERN MAINE PD</td>
<td>37 COLLEGE AVENUE</td>
<td>GORHAM</td>
<td>ME 04038</td>
<td>4</td>
<td>0</td>
<td>0</td>
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<tr>
<td>1300-1330</td>
<td>45 Min</td>
<td>FRYEBURG PD</td>
<td>2 LOVEWELLS POND ROAD</td>
<td>FRYEBURG</td>
<td>ME 04037</td>
<td>3</td>
<td>0</td>
<td>0</td>
<td>1</td>
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<tr>
<td>1415-1445</td>
<td>50 Min</td>
<td>OXFORD PD</td>
<td>701 MAIN STREET</td>
<td>OXFORD</td>
<td>ME 04270</td>
<td>3</td>
<td>0</td>
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<tr>
<td>1545</td>
<td></td>
<td>HAMPTON INN OXFORD</td>
<td>167 MAIN STREET</td>
<td>OXFORD</td>
<td>ME 04270</td>
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<tr>
<td>0700</td>
<td>50 Min</td>
<td>HAMPTON INN OXFORD</td>
<td>167 MAIN STREET</td>
<td>OXFORD</td>
<td>ME 04270</td>
<td></td>
<td></td>
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<tr>
<td>0800-0830</td>
<td>2 Hours 10 Min</td>
<td>LIVERMORE FALLS PD</td>
<td>2 MAIN STREET</td>
<td>LIVERMORE FALLS</td>
<td>ME 04254</td>
<td>0</td>
<td>0</td>
<td>0</td>
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<td>1045-1115</td>
<td>4 Hours 15 Min</td>
<td>GREENVILLE PD</td>
<td>7 MINDEN STREET</td>
<td>GREENVILLE</td>
<td>ME 04441</td>
<td>2</td>
<td>0</td>
<td>0</td>
<td>3</td>
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<td>1615-1645</td>
<td>35 Min</td>
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<td>416 WEST MAIN STREET</td>
<td>FORT KENT</td>
<td>ME 04743</td>
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<td>0</td>
<td>0</td>
<td>12</td>
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<td>1715-1745</td>
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<td>MADAWASKA</td>
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<tr>
<td>1900</td>
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<td>THE NORTHEASTLAND HOTEL</td>
<td>436 MAINE STREET</td>
<td>PRESQUE ISLE</td>
<td>ME 04769</td>
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</table>
The LESO PCR Team will:

- Send a 21-Day Notification to the state with the 15% of General Property (GP) selected for each LEA.

**PCR NOTIFICATIONS**

<table>
<thead>
<tr>
<th>FEB</th>
<th>MAR</th>
<th>APR</th>
<th>MAY</th>
<th>JUN</th>
<th>JUL</th>
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<tbody>
<tr>
<td></td>
<td></td>
<td>60-Day Notification letter</td>
<td>21-Day Notification letter</td>
<td>Conduct PCR</td>
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</table>
## PCR NOTIFICATIONS

**Selected LEA Inventory**

1. Does the agency have adequate security and accountability measures in place for controlled property?
2. Does the agency maintain two levels of security for small arms?
3. Are transfers approved by LESO prior to physical movement of the property to the receiving agency?
4. Does the agency understand property must be transferred or turned-in when deemed no longer usable?
5. Are all LESO Program small arms, aircraft, vehicles, optics, robots, and small arms parts and accessories issued to an officer documented using an acceptable ECR?
6. Does the agency understand that LESO small arms need to be registered with the ATF?
7. Does the agency ensure LESO property is readily available for use by their officers/deputies?
8. Does the agency understand LESO property allocation limits, as outlined in the SPO?
9. Have the officers received training, to include the respect for the rights of citizens under the Constitution of the United States and de-escalation of force?

### LEA POC NAME/RANK:

<table>
<thead>
<tr>
<th>ASSIGNED</th>
<th>NOUN</th>
<th>NSN</th>
<th>OTID</th>
<th>Res Num</th>
<th>Acq Value</th>
<th>Ship Date</th>
<th>DEMU</th>
<th>Commodity+</th>
<th>Property #</th>
<th>Serial Number</th>
<th>Qty</th>
<th>PV</th>
<th>ECR</th>
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<td>000000000000000</td>
<td>W52609292154604</td>
<td>$138.00</td>
<td>8/14/00</td>
<td>D1</td>
<td>WEAPON</td>
<td>13327DC004</td>
<td>083996</td>
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<td></td>
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<tr>
<td>RIFLE, 7.62 MILLIMETER</td>
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<td>W52609292154604</td>
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<td>8/14/00</td>
<td>D1</td>
<td>WEAPON</td>
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<td>M982201340032</td>
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<td>6/15/29</td>
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<td>HAZMAT CHEM PROTECTIVE SUITS</td>
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<td>2YTGM92064600</td>
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<td>OTHER</td>
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- **Total:** $7,790,237
- **Total:** $769,130.73
PCR PREPARATIONS

The State Coordinator should:
Have reviewed their LESO Program documentation and all property for selected LEAs.
The LESO PCR Team will:

• Review Background, Purpose, Scope.

• Review in-brief and state dashboard information.

• Start working the PCR checklist with the SC.
  • Document used to determine compliance.

• If not already completed, review internal / State-Level PCR documentation (now 8% of agencies in your state).

• If not already completed, review LESO Program documents (SPO, Application, etc.).
During the PCR in-brief, the SC will follow along with the LESO PCR Team as they review the states in-brief and dashboard information.

<table>
<thead>
<tr>
<th>State Property Total</th>
<th>On-Hand Quantities</th>
<th>Acquisition Value</th>
<th>% of Property to be reviewed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Small Arms</td>
<td>0</td>
<td>$690.00</td>
<td>100.00%</td>
</tr>
<tr>
<td>High Profile Vehicle</td>
<td>0</td>
<td>$50.00</td>
<td>N.A.</td>
</tr>
<tr>
<td>Aircraft</td>
<td>0</td>
<td>$50.00</td>
<td>N.A.</td>
</tr>
<tr>
<td>General Property</td>
<td>0</td>
<td>$690.00</td>
<td>100.00%</td>
</tr>
<tr>
<td>Total</td>
<td>0</td>
<td>$890.00</td>
<td>100.00%</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>State Agencies Enrolled in Program</th>
<th>Agencies with Property</th>
<th>Active Agencies without Property</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lost, Stolen, Destroyed Small Arms</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td>Missing Serial Number</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Pending Change of Status</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Terminated LEAs</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Pending Close Change of Status</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Annual Inventory Item Certified</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>FEPMS Users (Active/Inactive)</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

**Comments and Discussion:**
- Discuss the Background, Purpose and Scope of the PCR.
- Talk about ensuring all LID Small Arms are annually verified in NCIC. M-34 refers: Serial #: 1564878, 1009716, 1207264, 342338, 344456.
- Talk about new State Coordinator and SPOC appointment letters.
- Discuss signing of MOAs and SPOOs needed to be sent to the LESO.
- Talk about upcoming IR Training based by the LESO on January 26, 2023.

**OVER ALLlocated SMALL ARMS:**
— NO OVER ALlocated SMALL ARMS —
PERFORMANCE COMPLIANCE REVIEWS

• Upon completion of the states in-brief and dashboard review, the LESO PCR Team will begin filling out the PCR checklist with the SC and SPOCs.


This Correspondence is in reference to the LESO, also known as the 1033 Program, Program Compliance Review (PCR), conducted from Click here to enter a date. to Click here to enter a date.. The results are as follows:

I. LESO will Verify:

1. The effective date of the Governor appointed LESO Program State Coordinator (SC) letter. Click here to enter text.
2. The date the SC signed the Defense Logistics Agency (DLA) Memorandum of Agreement (MOA). Click here to enter a date.
3. The date in which the LESO approved the State Plan of Operation (SPO). Click here to enter a date.
4. If applicable, that State Points of Contact (SPOs) are appointed by the SC with appointment letters on-file with the LESO. Choose an item.
5. If applicable, that the SPOs have been granted signature authority by the SC. Choose an item.

Comments: Click here to enter text.

II. State Level Compliance:

A. General Terms and Conditions

1. How does the SC’s Office ensure LESO Program controlled property is not loaned, donated or otherwise provided to unauthorized participants? Click here to enter text.
2. Has there been an incident, since the last conducted PCR, where a Law Enforcement Agency (LEA) has provided controlled property received under the LESO Program to unauthorized participants? Choose an item.
   2a. If yes, provide details and supporting documentation of the outcome (who, what, when, where, why). Click here to enter text.
3. Does the State have any approved loan requests? Choose an item.
   3a. If yes, provide details of loaner, loanee, item name, property number(s), date approved, duration of loan and purpose. Click here to enter text.
4. Does the State have any approved cannibalization requests? Choose an item.
   4a. If yes, provide detail of LEA, property type, and expiration date. Click here to enter text.
5. How does the SC’s Office ensure transfers of controlled property are approved by the LESO prior to physical movement to the receiving LEA? Click here to enter text.
During the PCR, the LESO PCR Team shall:

- Visit each selected LEA
- Conduct a physical review of all selected property
  - 100% of small arms, armored vehicles, and aircraft
  - 15% of general property selected in the 21-Day Notification
- Discuss LESO Program policies and procedures as outlined in the State Plan of Operation
  - Storage and security of controlled property / small arms
  - The proper use of an approved ECR for required property
- Training
- Etc.
**PROGRAM COMPLIANCE REVIEWS**

- Updated LEA inspection questions

<table>
<thead>
<tr>
<th>ASSESSED</th>
<th>MAKE</th>
<th>MFG</th>
<th>SERIAL</th>
<th>INVENTORY</th>
<th>INVENTORY LOCATION</th>
<th>REASON</th>
<th>DATE</th>
<th>CASE</th>
<th>COUNT</th>
<th>DATE_RECEIVED</th>
<th>LEX</th>
<th>DOC_NAME/RANK</th>
</tr>
</thead>
<tbody>
<tr>
<td>RIFLE, 7.62 MILIMETER</td>
<td>1005005891271</td>
<td>0000000000000000</td>
<td>W52H090215B494</td>
<td>$138.00</td>
<td>8/14/00</td>
<td>D1</td>
<td>WEAPON</td>
<td>13337C00</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>RIFLE, 7.62 MILIMETER</td>
<td>1005005891271</td>
<td>0000000000000000</td>
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<td>13337C00</td>
<td></td>
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<td>WEAPON</td>
<td>13337C00</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Additionally, there are questions regarding agency security, accountability, transfers, compliance with ATF, availability of property, and training.
7. Does the agency ensure LESO property is readily available for use by their officers/deputies?
During a LESO PCR, it is the LESO PCR Team intent to physically inventory 100% of property selected for review at each LEA.

- The use of Equipment Custody Receipts (ECRs) in lieu of physical inspection is discouraged during PCRs.

Per the MOA, ECRs are required for LESO Program small arms, high profile vehicles, optics, aircraft, robots, and small arms parts and accessories.
During the PCR out-brief, the LESO PCR Team will discuss:

- The verification accuracy of all property selected for the PCR
- Any pertinent comments or concerns stemming from the PCR
- Assigned action items
- Any other relevant information

<table>
<thead>
<tr>
<th>Property Reviewed</th>
<th>State Totals</th>
<th>PCR Totals</th>
<th>Property Verified During the Course of the PCR</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>On-Hand Quantities</td>
<td>Sample Size</td>
<td>Physically Reviewed</td>
</tr>
<tr>
<td>Small Arms</td>
<td>2,718</td>
<td>628</td>
<td>628</td>
</tr>
<tr>
<td>High Profile Vehicles</td>
<td>64</td>
<td>10</td>
<td>10</td>
</tr>
<tr>
<td>Aircraft</td>
<td>15</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>General Property</td>
<td>32,536</td>
<td>938</td>
<td>938</td>
</tr>
</tbody>
</table>

**Percentage Reviewed**
- Physically: 100%
- ECR: 0%

**DISCUSSION**
- Comments: Great job by the SC and SPOC running the program for the State.
- Key Topics: Suspended agencies, Agencies with no property, COGNOS Report pull training, LESO Website FEPMIS link does not bring LEAs to correct page. Upcoming Seminar.
- LEA Concerns: LEAs did not have any concerns
- LEA Recommendations: LEAs did not have any recommendations
- Assigned Action Items: No action items were assigned
POST-PCR ACTIONS

The LESO PCR Team will:

• Track assigned action items to completion
  • DD200s
  • Serial number updates
  • Etc.

• Finalize the PCR Report
  • Cover letter
  • PCR checklist
  • Selected inventories

• Mail the signed PCR report to SC’s office and Governor’s Office (no Inventories)
POST-PCR ACTIONS

Who determines Compliance?
The LESO Branch Chief determines Compliant or Non-Compliant PCR rating.

What does “Compliant” look like?
- No major violations of the MOA
- 100% accountability of High-Profile property
  - Small arms, tactical vehicles, aircraft
- At least 90% accountability of General Property
QUESTIONS?

Contact LESO PCR Team at:
LESOCERTIFICATIONS@DLA.MIL

LESO Western Region PCR Team:
Mr. Jake Collier: (269) 961-5919 Jacob.Collier@dla.mil
Mr. Brentnell Johnson: (269) 961-4818 Brentnell.Johnson@dla.mil
Mr. Tom Rivera: (269) 961-5022 Angel.T.Rivera@dla.mil
Mr. Tom Haegele: (269) 961-4388 Thomas.Haegele@dla.mil

LESO Eastern Region PCR Team:
Mr. Ron Chavis: (269) 961-5390 Ron.Chavis@dla.mil
Mr. David Brackett: (269) 961-5311 David.Brackett@dla.mil
Mr. Steve Foltin: (269) 961-4598 Steven.Foltin@dla.mil
Mr. Brandon Ohlendorf: (269) 961-5757 Brandon.Ohlendorf@dla.mil
DD200 Inventory Adjustments

Mr. Michael Wood
August 23, 2022
TOPICS OF DISCUSSION

- LESO inventory adjustments
  - DD Form 200, Financial Liability Investigation of Property Loss (FLIPL)
  - Circumstances for the inventory adjustment
  - LESO requirements to complete the form
  - Administrative information
DD200 INVENTORY ADJUSTMENTS

- The DD Form 200 (FLIPL) is used in LESO to perform an inventory adjustment due to a change of an accountable record based on a specific circumstance. The purpose is to balance the record to reflect property physically on hand.

- The LESO use is to document the circumstance and then use the form and any additional supporting record as the evidential matter to perform the inventory adjustment (close) to the property record in FEPMIS.
INVENTORY ADJUSTMENT CIRCUMSTANCES

• The DD Form 200 should be submitted for the below circumstances:

• Stolen property
• Lost property
• Destroyed property
• Improper disposal of property
• Consumed property
• Installed property
• Other
STOLEN / LOST PROPERTY

• The below supporting evidential matter should accompany or may be requested by LESO to support the DD Form 200:

  • LEA incident/police report

    • To include the National Crime Information Center (NCIC) report of lost/stolen property and recorded serial number (if applicable)

  • A memorandum for record (MFR) or provided statements of circumstance

  • Chain of custody records such hand receipts or Equipment Custody Receipt (ECR)
DESTROYED PROPERTY

• Property destroyed beyond original state (ex., by fire)

• The below supporting evidential matter should accompany or may be requested by LESO to support the DD Form 200:
  • Photographs of property if it cannot be recovered for return to DLA Disp Svcs
  • A memorandum for record (MFR) or LEA incident report
• Unauthorized disposal of assigned property in FEPMIS

• The below supporting evidential matter may be requested by LESO to support the DD Form 200:
  
  • A memorandum for record (MFR) or statements may be request after review

  • NCIC report for recorded serial number (if applicable)
• This circumstance generally does not require additional evidential matter for property that was used as intended and cannot be used again.

• Property examples
  • Paper shooting targets
  • Medical supplies
• The intent for this circumstance allows for assigned property, original to the end item, to be installed without replacement or as preventative maintenance service parts.

• Block 9 should state LESO end item property number the part was installed to for evidential matter

• Requests to install components used to accessorize an end item cannot be accepted. (ex., night vision viewer kit to MRAP)

• Removed property may require return to DLA Disp Svcs

  • Example: DEMIL required components for Aircraft

• Please inquire with LESO APOs if you have any install eligibility questions prior to completing the DD Form 200
• Used to document all other potential circumstances
  
  • Example: Close property erroneously receipted for in FEPMIS
  
  • Email communication / supporting documentation used as evidential matter
DD200 COMPLETION REQUIREMENTS

- Blocks 1 thru 11e are to be competed by the LEA or state
- Block 11b & 11d must contain the current CLEO or authorized designee name/signature

**Note 1:** For more than one (1) property number with the same circumstance of loss, select **Add More Items** in block 5 to allow for a continuation page

**Note 2:** Page 2 of the form is not used. Select **Add Page** in Blocks 9 & 10 to enter additional comments

---

**Ensure the CLEO that signs is the CLEO on the application and in FEPMIS**
DD200 COMPLETION REQUIREMENTS

- Denote page number in top right-hand corner (2 of 2)
- Block 1 initiated date will auto populate from page 1, if entered
- Additional property number data is entered by Item Number in Blocks 4 thru 8
- Subtotal and grand total value will auto populate when entered
- Select New Page in bottom left-hand corner to allow for additional continuation page, if needed

<table>
<thead>
<tr>
<th>ITEM NO.</th>
<th>4. NATIONAL STOCK NO.</th>
<th>LINE ITEM NO.</th>
<th>5. ITEM DESCRIPTION</th>
<th>Leave Blank</th>
<th>6. QUANTITY</th>
<th>7. UNIT COST</th>
<th>8. TOTAL COST</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>5855-01-490-6600</td>
<td></td>
<td>Viewer, Night Vision</td>
<td>SN: 123456</td>
<td>1</td>
<td>1.00</td>
<td>1.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>19001ST00002</td>
<td>DEMIL: F</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>1240-01-411-1265</td>
<td></td>
<td>Sight, Reflex</td>
<td>SN: 12345L</td>
<td>1</td>
<td>12.00</td>
<td>12.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>19001ST00003</td>
<td>DEMIL: D</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<Page Break>

New Page

FOR INTERMITTENT PAGES, ENTER SUBTOTAL: 13.00

IF LAST PAGE, ENTER GRAND TOTAL: 14.00
DD200 COMPLETION REQUIREMENTS

• Block 9: Circumstances Under Which Property Was
  • LEA Statement should provide the:
    • What happened
    • How it happened
    • Where it happened
    • Who was involved
    • When it happened

• Block 10: Actions Taken To Correct Circumstances to Prevent Future Occurrences
  • LEA should identify the corrective actions implemented to mitigate the same circumstance of loss

Note: After initial review, the DD200 could be potentially rejected for stronger statements
DD200 COMPLETION REQUIREMENTS

- Blocks 12(a) thru 12(g) are to be completed by the State Coordinator/State Point of Contact

<table>
<thead>
<tr>
<th>12. (X one)</th>
<th>RESPONSIBLE OFFICER (PROPERTY RECORD ITEMS)</th>
<th>REVIEWING AUTHORITY (SUPPLY SYSTEM STOCKS)</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. NEGLIGENCE OR ABUSE EVIDENT/ SUSPECTED (X one)</td>
<td>b. COMMENTS/RECOMMENDATIONS</td>
<td></td>
</tr>
<tr>
<td>YES</td>
<td>NO</td>
<td></td>
</tr>
<tr>
<td>- State Coordinators comments: let us know your thoughts and concerns as well as what action was taken from your office IE. State level Suspension, require the LEA to attend training, recommend OIG investigation etc.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Do not necessarily have to agree with LEA comments in Block 10.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Can add additional requirements for the LEA to follow</td>
<td></td>
<td></td>
</tr>
<tr>
<td>c. ORGANIZATIONAL ADDRESS (Unit Designation, Office Symbol, Base, State/Country, ZIP Code)</td>
<td>d. TYPED NAME (Last, First, Middle Initial)</td>
<td></td>
</tr>
<tr>
<td>SC/SPOC Name</td>
<td></td>
<td></td>
</tr>
<tr>
<td>f. SIGNATURE</td>
<td></td>
<td></td>
</tr>
<tr>
<td>g. DATE SIGNED</td>
<td></td>
<td></td>
</tr>
<tr>
<td>20160824</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- Comment / Recommendation for Block 12(b)
  - What actions did the state take to help mitigate future circumstance?
DD200 COMPLETION REQUIREMENTS

- Blocks 13 thru 14 will be completed and signed by LESO HQ

<table>
<thead>
<tr>
<th>13. APPOINTING AUTHORITY</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. RECOMMENDATION (X one)</td>
</tr>
<tr>
<td>APPROVE</td>
</tr>
<tr>
<td>DISAPPROVE</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>b. COMMENTS/RATIONALE</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Additional comments to the LESO Branch Chief in consideration for Approval.</td>
</tr>
<tr>
<td>- Recommendation for OIG investigation (if necessary).</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>c. FINANCIAL LIABILITY OFFICER APPOINTED (X one)</th>
</tr>
</thead>
<tbody>
<tr>
<td>YES</td>
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<table>
<thead>
<tr>
<th>d. ORGANIZATIONAL ADDRESS (Unit Designation, Office Symbol, Base, State/Country, ZIP Code)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Law Enforcement Support Office (LESO) J412</td>
</tr>
<tr>
<td>74 N. Washington Ave. Battle Creek, MI 49037</td>
</tr>
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</table>

<table>
<thead>
<tr>
<th>e. TYPED NAME (Last, First, Middle Initial)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name of intermediate approval</td>
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</table>

<table>
<thead>
<tr>
<th>f. DSN NUMBER</th>
</tr>
</thead>
<tbody>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>g. SIGNATURE</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>h. DATE SIGNED</th>
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</thead>
<tbody>
<tr>
<td>20160824</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>14. APPROVING AUTHORITY</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. RECOMMENDATION (X one)</td>
</tr>
<tr>
<td>APPROVE</td>
</tr>
<tr>
<td>DISAPPROVE</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>b. COMMENTS/RATIONALE</th>
</tr>
</thead>
<tbody>
<tr>
<td>- LESO Branch Chief’s comments</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>c. LEGAL REVIEW COMPLETED IF REQUIRED (X one)</th>
</tr>
</thead>
<tbody>
<tr>
<td>YES</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>d. ORGANIZATIONAL ADDRESS (Unit Designation, Office Symbol, Base, State/Country, ZIP Code)</th>
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<td>74 N. Washington Ave. Battle Creek, MI 49037</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>e. TYPED NAME (Last, First, Middle Initial)</th>
</tr>
</thead>
<tbody>
<tr>
<td>LESO Branch Chief</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>f. DSN NUMBER</th>
</tr>
</thead>
<tbody>
<tr>
<td>269-961-XXXX</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>g. SIGNATURE</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>h. DATE SIGNED</th>
</tr>
</thead>
<tbody>
<tr>
<td>20160824</td>
</tr>
</tbody>
</table>

DD FORM 200, JUL 2009

PREVIOUS EDITION IS OBSOLETE.
ADMINISTRATIVE INFORMATION

- The DD Form 200 (JUL 2009 version) and the instructions to complete can be downloaded via the LESO website link: DLA Law Enforcement Support Office. Select the Forms menu option, then scroll down the page to the Property Accounting Forms and select respective form link.
ADMINISTRATIVE INFORMATION

• Email the completed and signed DD Form 200 to lesocertifications@dla.mil

• Immediately submit the Change of Status (COS) in FEPMIS for all property numbers entered on the DD Form 200 immediately after emailing the form. If not, this will delay the review process.
QUESTIONS?

Contact LESO APOs at:
LESO.APO@DLA.MIL

LESO Western Region APO:
Mr. Michael Wood: (269) 961-5626 Michael.1.Wood@DLA.MIL

LESO Eastern Region APO:
Mr. Michael Dunn: (269) 961-5663 Michael.P.Dunn@DLA.MIL
Modifications, Splits, Zero/Partial Receipts

Michael Dunn
June 1st, 2022
TOPICS OF DISCUSSION

• Modify
  - Overview
  - Submit Modifications
  - LESO Modification Approval
  - Splits

• Zero/Partial Receipts
MODIFICATION OVERVIEW

- Modify is a menu option in LESO FEPMIS that is used to submit property modifications (i.e., property attributes, transfer property), to accept/deny property transfers or to split an assigned quantity of a property number.

**Can**
- Transfer property *(In-State only)*
- Accept property transfers
- Change National Stock Number (NSN)
- Add/change Serial Number (SN)
- Update property Condition Code (CC)
- Add a physical storage location
- Submit Splits

**Can’t**
- Change property number
- DEMIL Code
- Unit of Issue
- State to State property transfer
- Change item cost
MODIFICATION OVERVIEW

Why would a National Stock Number (NSN) modification be submitted?

• Answer: After research of property part number and/or uploaded photo, it is found that the DLA Site received the property with incorrect NSN.

Why would a serial number modification be submitted?

• Answer: Typo while entering serial number; reviewing uploaded photo; LESO HQ flagged property as serial number required.
SUBMIT MODIFICATIONS

Enter search criteria

Select Modify to start

**
DATE: 2016-07-19

NOTE: IIA Helpdesk states
LEFMIS access issues
Coordinator cannot reach
LESO HQ.

NOTE: All DLA access
is still functional.
Find the property number you want to modify and click on the Requisition number.
SUBMIT MODIFICATIONS

To add photos or documents, use the tabs in this taskbar.

For an NSN change, modify the Federal Supply Class (FSC) and Item Name.

Enter new serial number to change.

For an in-State transfer, modify the station to the gaining LEA. For Training, Akron PD was selected.

Scroll down page
Ensure the property condition code (CC) is accurate in case the property is ever returned to a DLA Disp Svcs site or transferred to another LEA.
**PROPERTY CONDITION CODES**

Condition codes are used to classify materiel in terms of readiness for issue.

<table>
<thead>
<tr>
<th>CODE</th>
<th>TITLE</th>
<th>DEFINITION</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Serviceable (Issuable without Qualification)</td>
<td>New, used, repaired, or reconditioned materiel Quality which is serviceable and issuable to all customers without limitation or restriction. Includes materiel with more than 6 months shelf-life remaining.</td>
</tr>
<tr>
<td>B</td>
<td>Serviceable (Issuable With Qualification)</td>
<td>New, used, repaired, or reconditioned materiel which is serviceable and issuable for its intended purpose, but which is restricted from issue to specific units, activities, or geographical areas by reason of its limited usefulness or short service life expectancy. Includes materiel with 3 through 6 months shelf-life remaining.</td>
</tr>
<tr>
<td>F</td>
<td>Unserviceable (Reparable)</td>
<td>Economically reparable materiel which requires repair, overhaul, or reconditioning; includes reparable items which are radioactively contaminated.</td>
</tr>
<tr>
<td>G</td>
<td>Unserviceable (Incomplete)</td>
<td>Materiel requiring additional parts or components to complete the end item prior to issue.</td>
</tr>
<tr>
<td>H</td>
<td>Unserviceable (Condemned)</td>
<td>Materiel which has been determined to be unserviceable and does not meet repair criteria; includes condemned items which are radioactively contaminated or have passed the expiration date.</td>
</tr>
</tbody>
</table>

(Note: Classify obsolete and excess materiel to its proper condition before consigning to the DLA Disposition Services Field Office. Do not classify materiel in Supply Condition H unless it is truly unserviceable and does not meet repair criteria.)
End of process, submitted modification is now awaiting APO review/approval.
LESO MODIFICATION APPROVAL

Attributes Approval
• Federal Supply Class (FSC) *
• Item name *
• Serial number *
• Make, model, year of property *

Note: A photo shall be uploaded to validate FSC, Item name, and serial number changes.

Transfer Approval (In-State)
• Allocation limits
• Suspensions/open cases
• Approved packet for aircraft, small arms, armored vehicles
• No overdue pending receipts/transfers
• Validated Originating Agency Identifier (ORI)

Note: Physical transfer of property is not authorized until a LESO APO provides the DD1348-A1 transfer document to the “ship from” State.
LESO MODIFICATION APPROVAL

State to State Transfer

- Coordination between States
- Allocation limits
- Suspensions/Open cases
- Overdue pending receipts/transfers
- Validated ORI
- Approved packet for aircraft, small arms, armored vehicles

**Note:** APO’s will initiate the modification. Physical transfer of property is not authorized until a LESO APO provides the DD1348-A1 transfer document to the “ship from” State.

- Receiving LEA will accept or deny any transfers via the Modify menu option.

- Email notifications are sent via FEPMIS if a transfer exceeds 14/30 days.
SPLITS

Split is used to separate items for turn in or transfer from a larger quantity. Also used for Serial Number (SN) required items. Modify is used for the split process.

- Example: 10 Night Vision Goggles (NVG) were under a single property number and now serial numbers are required by the state. The LEA will have to “Split” the 10 and input a serial number for each new property number created.
Find the property number with assigned quantity to split and select the Requisition number.
A change was made to these sections. LEA was changed and the Make and Model was changed from NA’s.

Type in quantity to split, then select Split.
If you inadvertently changed any other field (vice just a split), you will receive a red-letter error message.

- A modification was made for LEA, Make / Manufacture, Model, and Split quantity. When submitting a split, the only change that can be made is the quantity that the LEA wants to split. After this split submitted, additional modifications can be made.

To correct the error, undo the changes to the original data, then select Split again to proceed as seen below.

After splitting a quantity, please note the new property number and quantity split. To proceed, select Identify.
SPLITS

- Select Manage Images to upload photos if required. Enter the serial number if required. If the serial number is not available, use the new property number.
- Select Submit to proceed.

- The original property number will be displayed along with original quantity. The new property number and quantity split will be displayed below.
- To proceed, select Submit to assign the new property number to the LEA property book.
After the split is submitted successfully, both the source and new property number with assigned quantity will be displayed in the LEA property book.
ZERO/PARTIAL RECEIPTS

• Pending **Zero or Partial Receipts**: Submitted when all or partial quantity of pending FEPMIS receipt property has not been physically received.

• States are not notified in FEPMIS of LEA zero/partial receipt submissions, these are submitted directly to the LESO APO FEPMIS queue.

• Prior to submission, LEAs should contact their State and then contact the DLA Site or commercial carrier (i.e., FedEx/UPS) to obtain evidential matter to support.
  • If the DLA Site or commercial carrier confirms discrepancy, request this via email with applicable forms (i.e., corrected DD1348 or lost/damaged claim form), then email to LESO.APO@DLA.MIL

• LESO APO will review all evidential matter, and notify the State of the approval/rejection

*Note: If LEA mistakenly receipts for property not physically received, a DD200 may be required for this circumstance.*
QUESTIONS?

Contact LESO APOs at:
LESO.APO@DLA.MIL

LESO Western Region APO:
Mr. Michael Wood: (269) 961-5626 Michael.1.Wood@DLA.MIL

LESO Eastern Region APO:
Mr. Michael Dunn: (269) 961-5663 Michael.P.Dunn@DLA.MIL
Aircraft

Michiko Alvarenga
August 24, 2022
AIRCRAFT OVERVIEW

- How to request Aircraft
- Aircraft “Waiting” List
- Allocation
- Aircraft Availability
- Cannibalization
- Turn-In
HOW IS AIRCRAFT DIFFERENT?

Governor Appointed State Coordinator

State/Local Law Enforcement Agencies

***LEAs do NOT go directly to the military services for aircraft or parts.***

When an aircraft is declared excess by the services, they do NOT go directly to a DLA Disposition Services Sites***
AIRCRAFT REQUEST PROCESS

• The “aircraft packet” needs to contain these two documents:
  1) The aircraft request form, current version March 2022
  2) The aircraft justification, current version January 2021

  Note: The cannibalization request/memo will be included if the aircraft requested will
  be used for parts to support other flyable aircraft on inventory.

• LEA completes an aircraft request-template and aircraft justification memorandum-
template, which is located on the LESO website under the “Forms” tab in the “Helpful
Links and Forms” drop-down.


  • The aircraft justification memorandum must be submitted on the LEA letterhead.

• Once complete, the LEA must submit the aircraft packet to the State Coordinator’s
  Office for review. **Do not send aircraft packets directly to the aircraft specialist without
  routing through the State Coordinator. 
AIRCRAFT REQUEST

The aircraft request is available on the LESO website.

https://www.dla.mil/DispositionServices/Offers/Law-Enforcement/Forms/

Version: March 2022
JUSTIFICATION MEMORANDUM

The aircraft justification memorandum template is available on the LESO website.

https://www.dla.mil/DispositionServices/Offers/Law-Enforcement/Forms/

Justification requirements:

1. Property must be for use by the requesting agency.
2. Property must be for law enforcement purpose/use.
3. The justification itself must be persuasive.
AIRCRAFT WAIT LIST

The wait list for aircraft includes:

- Single-engine fixed wing
- Multi-engine fixed wing
- OH-58
- TH-67
- UH-1
- OH-6
- Gliders
- Other
The Aircraft Specialist considers the following when determining aircraft allocation:

1. Type aircraft available to LESO
2. Date request received by LESO
3. Fair and equitable distribution based on current LEA inventory
4. High Intensity Drug Trafficking Area (HIDTA)
5. Used for counter-terrorism, disaster-related emergency preparedness.
6. Geographic responsibility
AIRCRAFT AVAILABILITY

There are currently no new acquisition available from any of the military services. The below list is expected to divest:

- FY 24 - 26 Air Force: T-1A Jayhawk twin engine fixed wing jet.
- TBD Air Force: C-208 Caravan. Delivery for this aircraft will be overseas, Bahrain or Europe.

*Note: The Aircraft Specialist will notify the State Coordinator’s Office when an aircraft becomes available. Do not contact the services directly.
CANNIBALIZATION

Cannibalization may be authorized on a case-by-case basis. This allows the LEAs to turn flyable aircraft into non-flyable in an effort to keep one or more aircraft in flyable condition.

LEA must provide written memorandum to their State Coordinator with justification explaining why they are requesting to cannibalize a LESO Program aircraft.

- Request must be endorsed by the Chief Law Enforcement Official (CLEO) and submitted to the State Coordinator for review.
- If State Coordinator approves, he/she will submit the LEA request to the LESO Aircraft Specialist.
- The LESO Aircraft Specialist will recommend to the LESO Branch Chief approval/denial of the request and will provide an official cannibalization approval/denial memorandum to the State Coordinator.

LEA must have LESO Program approval prior to cannibalization actions.

- Standard cannibalization period for aircraft is 18 months. The LESO Branch Chief reserves the right to lengthen or shorten the cannibalization period.
AIRCRAFT TURN-IN

To turn in an aircraft, the LEA must complete an aircraft information form available on the LESO website under the “Forms” tab in the “Helpful Links and Forms” drop-down.

https://www.dla.mil/DispositionServices/Offerers/Law-Enforcement/Forms/

LEA completes this form when:
- The agency no longer needs the asset.
- The agency completes cannibalization.

*Note: Photos are required to be updated in FEPMIS prior to turning in aircraft. Please remove all LEA decals prior to taking photos.
AIRCRAFT TURN-IN PROCESS

• LEA completes an aircraft information form.
• LEA deletes old photos and uploads CURRENT (in its current state) photos of aircraft into FEPMIS.
  - This gives the prospective transfer customer or General Services Administration (GSA) customer an accurate picture of the aircraft condition.
• The State Coordinator/SPOC will inform the Aircraft Specialist if they have an interested in-state agency.
• If no in-state transfer is available, the Aircraft Specialist will advertise aircraft for transfer via LESO Program-wide data call.
  - If a LESO Program customer is found, the Aircraft Specialist will work them as a LESO Program transfer.
  - If no LESO Program customer is found, the Aircraft Specialist will report it to GSA.
AIRCRAFT TURN-IN

Aircraft reported to General Services Administration (GSA):
The GSA turn in process is a 2-step process
1. Transfer
2. Sales (GSA Auction)

1. Transfer
• The Aircraft Specialist will report the Aircraft to GSAXcess. The screening period lasts 3 months

Transfer Order:
• GSA will forward an approved transfer order signed by both the Ordering Agency and the GSA POC. This authorizes them to make arrangements for pick up.
• Once Aircraft is picked up by transfer customer, LEA must submit a Change of Status (COS) in FEPMIS.
• Once COS is complete, the Aircraft Specialist will place the Aircraft in a “closed” status in FEPMIS.
AIRCRAFT TURN-IN

Aircraft reported to GSA (con’t):

2. Sales (GSA Auction)
   • After the 3-month screening period has ended with no transfer customer, the Aircraft Specialist will report the Aircraft to GSA Sales (Auction). The auction will last 10 days.

Purchaser’s Receipt:
   • Once GSA receives payment from the buyer, GSA will send out the purchasers receipt. The LEA is responsible for obtaining the customer’s signature at time of aircraft pick-up.
   • LEA sends State Coordinator the signed purchaser's receipt.
   • State Coordinator sends signed purchase receipt to Aircraft Specialist.
   • After the aircraft is picked up, the LEA will initiate a Change of Status (COS) in FEPMIS.
   • Once COS is complete, the Aircraft Specialist will ensure the aircraft is placed in a “closed” status in FEPMIS.

*Note: During the entire GSA process, the custodian will receive GSA auto generated emails. Some of these emails are informational only, do not arrange or allow the pick-up of any aircraft unless you have the Aircraft Specialist approval.
QUESTIONS?

Contact LESO Aircraft Mailbox at:
LESO.AIRCRAFT@DLA.MIL

LESO Aircraft Specialist at:
Ms. Michiko D. Alvarenga: (269) 961-4331  Michiko.Alvarenga@dla.mil
Tactical Vehicle

Mr. Chris Perrins
August 24, 2022
OVERVIEW

- Availability
- Allocation Limits
- Exception to Policy
- Armored Vehicle Package
- Common reasons for Package rejection
- Transfers
- Turn Ins
- RTD Web Requisitions/Justifications
Looking for an Armored Vehicle

The three most common types of Armored Vehicles available in the program are:

- Up-Armored HMMWV (UAH)
- Peacekeeper
- Mine Resistant Ambush Protected Vehicle (MRAP)
AVAILABILITY

• No additional known batches of MRAPs to become available at this time.

• State-to-state transfers:
  • Many states have had Armored Vehicles made available through national data call.
    • Numerous Peacekeepers and MRAPs have been offered.
  • Ensure you pass the information onto your LEAs.
Allocation limits are based on the full manning number for the agency as determined by the civil governing body. In other words, the application for participation should list the number of officers that would be represented at full strength, NOT current vacancies or the fluctuation of officers.
CURRENT ALLOCATION LIMITS

• Limit of two (2) armored vehicles per LEA
  - Armored vehicles are considered MRAPs, Peacekeepers, Armored SUVs, etc.

• Limit of one (1) HMMWV/Up Armored HMMWV (UAH) per three (3) compensated officers (total number of full and part time as listed in FEPMIS)
  - Example: 15 officers would allow an agency to requisition up to 5 HMMWV/UAH.
EXCEPTION TO POLICY REQUESTS

Reasons why an exception to policy request would be needed:

Example 1: An agency has (1) HMMWV in assigned status, but their officer count has fallen from 3 officers to 2 officers; the agency will need to submit a request to retain the HMMWV or will need to transfer it to another agency.

Example 2: An Agency has 15 officers and is at allocation limit of (5) HMMWV/UAH. However, their jurisdiction covers a very large geographic area that is prone to natural disasters, and need (1) additional HMMWV/UAH to cover; the agency will need to submit a request to exceed the allocation limit.
Exception to Policy Procedures

• The LEA Shall:
  – Submit a Memorandum requesting the exception to policy request and justify why it is needed
  – Ensure the Memorandum is signed and dated by the Chief Law Enforcement Official (CLEO)
  – Submit this request to their State Coordinator for review and concurrence

• The State Shall:
  – Review the request
  – Send to the LESO Tactical Vehicle Specialist if they concur with the LEA request

• The LESO Tactical Vehicle Specialist Shall:
  – Review the LEA request and recommend approval/denial of the request to the LESO Branch Chief

• The Branch Chief Shall:
  – Approve/Deny the request and sign the memorandum outlining the approval/denial
  – Ensure the Tactical Vehicle Specialist emails the state the signed memorandum
ARMORED VEHICLE REQUEST PACKAGE

• Armored Vehicle Request Form
  – This form must be included every time

• Armored Vehicle Justification Memo
  – This form must be included every time

• DEMIL Prep Memo
  – This form is ONLY necessary when the agency is requesting an MRAP

• Request form and justification templates can be found at the LESO website, in the “Helpful Links and Forms” drop-down, under the “Forms” tab.


• All packages must be sent to LESOTacticalVehicles@dla.mil

• Partial packages will not be accepted
• This form must be completed by the requesting LEA and signed by the CLEO then submitted to the State Coordinator for approval.

• Ensure the LEA information corresponds with FEPMIS.

• Once forwarded from the State, and approved by LESO, the Tactical Vehicle Specialist will add the LEA to the Waiting List, based on the date the request was received.

• Ensure the form being completed is the March 2022 version.
ARMORED VEHICLE JUSTIFICATION

- The justification memorandum must be completed by the requesting LEA and on LEA letterhead.

- Categories 1-6 of the justification memorandum provide: (1) the intended use and impact of the resource, (2) HIDTA information, (3) multi-agency counter-drug/counter-terrorism/border security information, (4) population and geographical size, (5) type of facility to store the resource, and (6) the estimated usage.

- The justification letter must be signed and dated by the CLEO.

- It is preferable to have the LEA utilize the online template and respond to each category below the listed header for required criteria.

- Ensure the form being completed is the January 2021 version.
• A “Demilitarization Preparation Responsibilities” memorandum must also be submitted with the request form and justification memo when requesting an MRAP.

• LEAs are certifying that they are capable of performing and funding any demilitarization preparation requirements before turning an MRAP back in to Defense Logistics Agency (DLA) Disposition Services.

• Note: this memo is for MRAPs only.
It is important for interested LEAs to know there is a **COST TO THE LEA / STATE at the end of the vehicle's life-cycle.** The LEA will be responsible for all costs associated with preparing the vehicle for Demilitarization prior to turning it back in to DLA Disposition Services.

- **Removal of:**
  - The Spall Liner (composite panels made with Kevlar fiber, mounted to the inside of the shell structure of armored vehicles).
  - Fire Suppression System
COMMON REASONS FOR PACKAGE RETURN

• Armored Vehicle Request Form:
  – The agency information does not match the vetted agency information in FEPMIS (i.e., DODAAC or Address)

• Armored Vehicle Justification Memorandum:
  – Category 1 - Intended Use
    • Must be as descriptive as possible, it is the one of the most important categories
    • This category can also be used for specific examples of “use for law enforcement purposes” when requisitioning a tactical vehicle in RTD Web
  – Category 6 – Usage:
    • Ensure the LEA uses numerical value to represent the estimated usage
    • Estimated usage can be based off of historical call out volume
    • The agency can list the number of times the asset will be utilized for training purposes

• Incomplete Package:
  – Example: Agency is requesting (1) MRAP and (1) UAH, but they have forgotten to include the DEMIL Prep Memo
TRANSFERS

In State Transfers

• The State Coordinator searches for the property # the “Modify” queue.
• The State Coordinator makes the proposed modification for the property to transfer from the releasing LEA to the gaining LEA.
• The LESO Accountable Property Officers (APOs) send the requested Modification to the Tactical Vehicle Specialist for review and approval or denial.
• The Tactical Vehicle Specialist reviews the agency information to include paperwork, allocation, overdue pending receipts/transfers, any punitive action such as suspension.

  – If approved, the Tactical Vehicle Specialist responds to the APOs:
    • The APOs send the LESO signed DD 13484-1A approving the transfer to the Tactical Vehicle Specialist.
    • The Tactical Vehicle Specialist sends the signed DD1348-1A to the State Coordinator.

  – If denied, the Tactical Vehicle Specialist responds to the APOs:
    • The transfer is denied and reason why.
    • The Tactical Vehicle Specialist notifies the State Coordinator.

*Physical Transfer and acceptance in FEPMIS must occur within 30 days*
TRANSFERS (CONT.)

State to State Transfers

• Provide the results of a data call.
• Tactical Vehicle Specialist sends an email to the releasing and gaining State Coordinator, requesting concurrence of the transfer in writing as an email response.
• Both State Coordinators confirm the transfer.
• Tactical Vehicle Specialist combines the email responses into one PDF. This serves as the Memorandum for Record (MFR) and sends to the APOs, requesting approval of the transfer with attached MFR.
• APOs use MFR to complete the modification in FEPMIS, transferring the property to the gaining State.
• Tactical Vehicle Specialist receives the LESO signed DD 1348-1A from the APOs and sends it to both State Coordinators.

Physical Transfer and acceptance in FEPMIS must occur within 30 days
Prior to requesting a turn-in, the State Coordinator should conduct an in-state data call to see if any agencies are interested.

If the vehicle is serviceable and/or Armored, the Tactical Vehicle Specialist will conduct a national data call.

If there are no takers following the national data call, the agency can submit a Change of Status (COS) for turn in.

- Ensure the DLA DS Site the property is to be turned into is listed in the explanation/disposal instruction box.

**NOTE:** MRAPs have a different process for turn-in at the end of their life cycle.

*Defer to DEMIL Prep for additional guidance*

- The state approves the COS if all information is correct.
- The COS is sent to the LESO queue for the Tactical Vehicle Specialist to process.
• The Tactical Vehicle Specialist reviews the information ensuring:
  – All information for the property number is accurate, specifically the NSN and serial number match the data plate photo.
  – The site for turn-in is listed in the Explanation/Disposal Instructions box.

• The Tactical Vehicle Specialist approves the COS and generates the signed DD 1348-1A for turn-in.

• The Tactical Vehicle Specialist then emails the State Coordinator with the DD 1348-1As, Live Fire and Combat memo, and the checklist used to prepare the vehicle for turn-in.

• The body of the email contains specific instruction that the agency will need to follow to the letter prior to turn in.

• Please press the importance of the guidance when working with your agencies.
• Also, please inform the agency to have the 1348 turn-in document signed by the Disposition Services site upon return and send that signed version back to LESO APOs. This will ensure the Close Change of Status process can be completed by the APOs.

• Email guidance as listed below:

```
Attached is/are the requested DD1348-1A Turn In document/documents. It is DLA policy to submit a total of (4) copies of the 1348 at time of turn in. Please ensure the LEA prints (2) copies of the attached DD 1348-1A (standard format with top and bottom half consisting of a DD1348-1A) turn in document and provides them at the time of turn in. This agency now has 30 days to complete the Turn In. I have also attached a checklist for the LEA. This is only for their use and does not have to be part of the Turn in. Also attached is the Live Fire Combat Memo. If the Vehicle has not been used in Combat while in the LEAs custody, they need to write in a clear Text Statement in block 27 of the 1348, “Vehicle does not require INERT or MDAS”. Failure to do this will cause the site to reject the Turn in. Please note that it is imperative that the agency ensures the vehicle is free and clear of expended brass, prior to turn in.
```
Points to Foot Stomp prior to Turn In:

- Ensure the agency submits a total of (4) copies of the DD 1348-1A when turning in.
  - The LESO provided DD 1348-1A is comprised of (2) copies. The agency needs to make (2) copies of that for a total of (4).

- The agency must annotate in block 27 of EACH DD 1348-1A “Vehicle does not require INERT or MDAS” if the vehicle has not been used in a live fire event.

- The agency MUST search the vehicle THOROUGHLY for expended brass.
  - This is a safety issue and can put DLA employees who are performing DEMIL on the vehicles.

- Ensure a signed copy of the DD 1348-1A is sent to the LESO APOs in order to close the property.
When requisitioning a HMMWV/UAH or Armored Vehicle in RTD, justifications must meet the three (3) requirements in order to be approved:

(1) Must be for use by the requesting agency:
   - It is preferable to list the agency name within the justification

(2) Must be for law enforcement purposes/use:
   - How will the agency use it? In the event of search and rescue, purposes of an undercover investigation, etc. Please be specific with examples.
   - Utilize the verbiage listed in Category 1 of the Armored Vehicle Justification Memorandum

(3) Must be persuasive:
   - Property and justification make sense together.

**NOTE:** The Tactical Vehicle Specialist will provide the specific DTID number when requisitioning an MRAP
   - This is due to following the National Priority listing, paperwork, and allocation limits.
Strong justifications are necessary when requisitioning a Tactical Vehicle from the RTD Web.

- The verbiage in Category (1) one of the Justification Memorandum (Intended Use) is one of the best resources to strengthen the justification.

- Here is an example of a strong example that meets all the required criteria (will be used by the requesting agency, used for law enforcement purposes, and is persuasive as a whole):

  - **THE GRAND ISLAND NEBRASKA POLICE DEPARTMENT IS REQUESTING 1 COUGAR MRAP ARMORED VEHICLE FOR LAW ENFORCEMENT OPERATIONS. THESE OPERATIONS INCLUDE HIGH-RISK WARRANT SERVICE, BARRICADED AND ARMED SUBJECTS, HOSTAGE RESCUE, AND ACTIVE SHOOTER RESPONSE. THE VEHICLES WOULD BE DEPLOYED FOR THE PURPOSE OF PROVIDING BALLISTIC PROTECTION TO LAW ENFORCEMENT OFFICERS DURING CRITICAL INCIDENTS AND AID IN EMERGENCY RESPONSE TO NATURAL DISASTERS AND RESCUE OPERATIONS.**
QUESTIONS?

Contact LESO Tactical Vehicle Specialist at: lesotacticalvehicles@dla.mil

LESO Tactical Vehicle Specialist: Chris Perrins
(269) 961-5339
christopher.perrins@dla.mil
Customer Support Team

Rob Howard
Martha Kerns
Stacey Rose
Jodi Ward

August 24, 2022
TOPICS OF DISCUSSION

• How to enroll in the LESO Program
• Application for Participation
• How to assign FEPMIS roles
• How to enroll in AMPS
• RTD Web role requests
• RTD Web
• DODAAC Reactivations/Deactivations
• How to expire and unassign FEPMIS roles
• AMPS/RTD password reset
• Reviewing the application
• RTD Web justification requirements
• Optics
• Prohibited/restricted property
• Allocation limits
How to Enroll in the LESO Program

Mrs. Jodi Ward
HOW TO ENROLL IN THE LESO PROGRAM

• Information provided is available on the LESO website. https://www.dla.mil/DispositionServices/Offers/Reutilization/LawEnforcement/JoinTheProgram.aspx

• The Law Enforcement Support Office (LESO) is accepting applications to participate in the 1033 Program. To date, thousands of Federal, Tribal, State, and Local Law Enforcement Agencies (LEAs) have participated.

• For an LEA to participate in the LESO program, LEAs must meet all three of these basic criteria:
  1. Is the agency’s primary function the enforcement of laws?
  2. Are the agency’s officers compensated?
  3. Do the agency’s officers have the powers of arrest and apprehension?
HOW TO ENROLL IN THE LESO PROGRAM

• The LEA will submit an Application for Participation and State Plan of Operation (SPO) to the State Coordinator.

• The State Coordinator will confirm that the LEA meets the definition and will abide by all terms of the LESO Program Memorandum of Agreement (MOA).

• Once the State Coordinator has signed the application and SPO, State Coordinator will keep the signed SPO on file and forward the application dated March 2022 and other supporting documentation to the LESO inbox at LESO@dla.mil.

• Forms available: https://www.dla.mil/DispositionServices/Offers/Reutilization/LawEnforcement/Forms.aspx
QUESTIONS?
Applications for Participation

Mr. Rob Howard
The LESO requires an Application for Participation submitted to the LESO; the Application must include the current Chief Law Enforcement Officer (CLEO) or authorized designee signed:

- Application for Participation Version March 2022.
- Any additional supporting documentation that may be required for the LESO to properly vet an agency.
Example of the LESO Application

Note: This form serves a dual purpose as both the Application and Screener Letter.

Note: This PDF can be filled out electronically.

Please check to make sure you are using the current version of the application (Version March 2022) and is legible.
**APPLICATION - SECTION 1**

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Agency Name</td>
<td></td>
</tr>
<tr>
<td>Originating Agency Identifier (ORI)</td>
<td><em>(indicates required fields)</em></td>
</tr>
<tr>
<td>Agency Physical Address</td>
<td></td>
</tr>
<tr>
<td>State</td>
<td>Zip Code</td>
</tr>
</tbody>
</table>

**Note:** Agencies that do not have an ORI number MUST go through the LESO vetting process and provide substantiating records as to why the agency does not have one.

**Note:** Section 1 should be completed by the Law Enforcement Agency (LEA).
Note: Section 2 should be completed by the CLEO or Acting/Interim CLEO (digital signatures are acceptable).
Note: Section 3 MUST be completed by the State Coordinator (SC) or State Point of Contact (SPOC) (with signing authority) digital signatures are acceptable.
APPLICATION – SECTION 4

Note: Section 4 will be completed by the LESO.

**SECTION 4:**

**NOTICE FOR DLA DISPOSITION SERVICES PERSONNEL:** Regulatory guidance outlining Screener Identification and Authorization must be accomplished in accordance with DOD 4160.21-M, Volume 3, Enclosure 5, Section 3 (k). In accordance with the aforementioned reference, the LESO Program authorizes the individuals identified in Section 1 of this form to screen excess property at your facilities as authorized participants in the LESO Program. This authorized screener letter supersedes all previously issued screener letters for this Law Enforcement Agency/Activity and is valid only on or after the date signed by authorized LESO signatory. Only two individuals authorized to screen per visit; however, additional personnel may assist receiving material previously screened and approved for transfer.

*This agency is authorized to screen items via the LESO Program under authorized Agency DODAAC:*

- **LESO Authorized Signatory:**
  - **Signature**

  *Screener letter is valid one year from this date*

*Note: After one year from the LESO signatory date, the screener letter is no longer valid. LEAs may request a new screener letter through their SC/SPOC.*

**LESO Notes:**

- Once approved, the LESO will add the agency’s assigned DODAAC (Department of Defense Activity Address Code), add current date, and provide any notes.
- If the application is not approved, the respective SC or SPOC will be notified via email by the LESO.
APPLICATION NOTES

• The LEA Shall:
  • Ensure that all information on the application is correct and “Required Fields” are filled out in Section 1 and Section 2.
  • Once the LEA has confirmed all information in sections 1 and 2 are correct, they should then email the signed application and State Plan of Operation (SPO) to their respective State Coordinator (SC).

• The SC Shall:
  • Review the entire application to ensure all “Required Fields” are filled out in Section 1 and Section 2.
  • Once the SC has reviewed all the information on the LEAs application, they will sign the application and SPO.
  • SC will keep/file the SPO and email the application to: LESO@DLA.MIL.

• NOTE- The Application must be received by the LESO within 30 days of the CLEO signature. If not received within that time frame, the application will be denied.
• One RTD screener is required.

• Screeners must be employed by the LEA—No Mayors, Fire Chiefs, or City employees.

• Ensure screeners provide their official title/rank, first name, last name, email address, and phone number. Note: Full names should be used on the application (as name is shown on driver’s license)—No initials or nicknames.
QUESTIONS?
Assigning FEPMIS Roles

Mrs. Stacey Rose
ASSIGNING FEPMIS ROLES

Once you are logged into FEPMIS, you will need to click on USER MANAGEMENT.
ASSIGNING FEPMIS ROLES

LESO FEPMIS: FEPMIS User Management Utility (FUMU)

User ID: DLS0047

State: [Input Field]

Manage User Level: Station

Insert State you are managing and choose Station in the drop down.
ASSIGNING FEPMIS ROLES

Select the user you want to assign, and press MOVE to get them over to the box on the right-hand side. Then select update assignments.

Flip filter to “on” to look at users who are not yet assigned to a station.
**ASSIGNING FEPMIS ROLES**

New user will now be in assigned status. To assign roles select edit.
ASSIGNING FEPMIS ROLES

Place “1 day prior to action date” in the block named Effective Date. Press SUBMIT.

<table>
<thead>
<tr>
<th>Role Name</th>
<th>Creation Date</th>
<th>Effective Date</th>
<th>Expiration Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Change of Status</td>
<td>Aug 13, 2021</td>
<td>8/13/2021</td>
<td></td>
</tr>
<tr>
<td>LESO Certification</td>
<td>Aug 13, 2021</td>
<td>8/13/2021</td>
<td></td>
</tr>
<tr>
<td>Inventory Worksheets</td>
<td>Aug 13, 2021</td>
<td>8/13/2021</td>
<td></td>
</tr>
<tr>
<td>Modify</td>
<td>Aug 13, 2021</td>
<td>8/13/2021</td>
<td></td>
</tr>
<tr>
<td>Receipts</td>
<td>Aug 13, 2021</td>
<td>8/13/2021</td>
<td></td>
</tr>
<tr>
<td>Query Property</td>
<td>Aug 13, 2021</td>
<td>8/13/2021</td>
<td></td>
</tr>
<tr>
<td>Queries and Reports - Reports</td>
<td>Aug 13, 2021</td>
<td>8/13/2021</td>
<td></td>
</tr>
</tbody>
</table>
EXPIRING AND UNASSIGNING FEPMIS ROLES

- Select the (State) from the available drop down. Next, select the “Manage User Level” (Station). Press SUBMIT.
EXPIRING AND UNASSIGNING FEPMIS ROLES

• From the available users, select “Edit” icon located on the same line and to the far right of the name. PRESS SUBMIT.
• Enter a date of 1 day prior to action date in the “EXPIRES:” block.

• Ensure each assigned role that is listed below the “EXPIRES:” block has a matching date of “1 day prior to action date”. PRESS SUBMIT.

• Once you “PRESS SUBMIT” you will be taken back to the main screen.

<table>
<thead>
<tr>
<th>Role Name</th>
<th>Creation Date</th>
<th>Effective Date</th>
<th>Expiration Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Change of Status</td>
<td>Oct 19, 2017</td>
<td>10/17/2017</td>
<td></td>
</tr>
<tr>
<td>LESO Certification</td>
<td>Oct 19, 2017</td>
<td>10/17/2017</td>
<td></td>
</tr>
<tr>
<td>Inventory Worksheets</td>
<td>Oct 19, 2017</td>
<td>10/17/2017</td>
<td></td>
</tr>
<tr>
<td>Modify</td>
<td>Oct 19, 2017</td>
<td>10/17/2017</td>
<td></td>
</tr>
<tr>
<td>Receipts</td>
<td>Oct 19, 2017</td>
<td>10/17/2017</td>
<td></td>
</tr>
<tr>
<td>Query Property</td>
<td>Oct 19, 2017</td>
<td>10/17/2017</td>
<td></td>
</tr>
<tr>
<td>Queries and Reports - Reports</td>
<td>Oct 19, 2017</td>
<td>10/17/2017</td>
<td></td>
</tr>
</tbody>
</table>
EXPIRING AND UNASSIGNING FEPMIS ROLES

To check to ensure the action was completed properly:

• Locate the name again you actioned for expiring roles.

• You will notice that there is calendar date listed in the “EXPIRATION DATE” column to the far right of the name.

• Notes:

• FEPMIS automatically purges users who have been expired each Thursday.

• The user must remain in an “assigned” status for the weekly purge to unassign user.
QUESTIONS?
How to Enroll in AMPS

Mrs. Jodi Ward
CREATING ACCOUNT

https://amps.dla.mil/oim

If you have any questions while completing this guide, please call LESO at 1-800-532-9946 or the AMPS helpdesk at (844) 347-2457, press 5 than speak or enter DLA.

Click here for Access to AMPS
Creating Account

Click OK
No certificate was detected. If you have a valid DoD, Federal Bridge or ECA certificate and were not prompted to provide it, please contact the Enterprise Help Desk for further assistance. Otherwise, you may log in with your User ID and password below.

If this is your first time in AMPS, click “First Time User? Click Here to Register”
CREATING ACCOUNT

Account Management and Provisioning System (AMPS)

You will need to enter your email address and click the Submit button to continue to register. You should receive an email link with a valid token soon. This link will remain valid for one hour.

Enter your email address. Select submit. You should receive an email shortly thereafter with a link. The link is valid for one hour.
Click “Public” user type. Even if you are a Federal Agency, you will still click “Public”. If you click “Federal Agency” it will cause problems with your access.

Need IT assistance? Contact DISA Global Service Desk toll free 844-347-2457. Press 5 then speak or enter D-L-A.
Click Accept
CREATING ACCOUNT

Enter all of your information next to the asterisks (required fields) and then click “Next”.

---

**AMPS User Registration - User Information**

Please fill out the information below to create your account in AMPS. AMPS has not detected a user certificate for you. If you have a certificate, and were not prompted to provide it when accessing AMPS, you may contact the DLA Enterprise Help Desk for further assistance. All users will have the ability to log in using a username and password once the registration process is complete, regardless of whether you have a certificate or not.

**User Information**

- **First Name**
- **Middle Name**
- **Last Name**
- **Email**
- **Title**

**User Type**

- **Public**

**Country of Citizenship**

**Contact Information**

- **Official Telephone**
- **Official Fax**
- **DSN Phone**
- **DSN Fax**
- **Mobile**

**Office/Cube**

- **Street**
- **PO Box**
- **City**
- **State**
- **Postal Code**
- **Country**
Select 3 security questions and type in your answers. Then create a password. Please make sure you follow the rules listed to the right. An example for a password is LESO#123leso#123. Once you are finished click “Next”
Check information for accuracy, then select “Create Account”.

**AMPS User Registration - Summary**

Please review the information below and use the back button to make any changes to the information. When you are finished, use the Create Account button to complete your AMPS registration.

<table>
<thead>
<tr>
<th>User Information</th>
<th>User Type</th>
<th>Country of Citizenship</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Name</td>
<td>Test</td>
<td>US</td>
</tr>
<tr>
<td>Middle Name</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Last Name</td>
<td>Account</td>
<td></td>
</tr>
<tr>
<td>Email</td>
<td><a href="mailto:test.account@test.com">test.account@test.com</a></td>
<td></td>
</tr>
<tr>
<td>Title</td>
<td>Test</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Contact Information</th>
<th>Office/Cube</th>
<th>Security Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Official Telephone</td>
<td>Street 74 North Washington Ave</td>
<td>Question 1: What is the city of your birth?</td>
</tr>
<tr>
<td>Official Fax</td>
<td>PO Box Battle Creek</td>
<td>Answer 1: **********</td>
</tr>
<tr>
<td>DSN Phone</td>
<td>City Michigan</td>
<td>Question 2: What is your mother’s maiden name?</td>
</tr>
<tr>
<td>DSN Fax</td>
<td>State Michigan</td>
<td>Answer 2: **********</td>
</tr>
<tr>
<td>Mobile</td>
<td>Postal Code 49037</td>
<td>Question 3: What is your favorite color?</td>
</tr>
<tr>
<td>Site</td>
<td>Country UNITED STATES</td>
<td>Answer 3: **********</td>
</tr>
</tbody>
</table>

| Password | ********** |
The confirmation page provides the username. Make sure you write it down along with your password, you will need them both to log into RTD.

Then click “Login to AMPS” to request required role for RTD access.
REQUESTING ROLE

Click here
Type in your User ID and Password and then click “Login”.
Click "Request Role"
Click “Accept”
REQUESTING ROLE

Verify your information is correct and select “Next”
Type “DDS-413” in the role name field and then select “Search”. The role will appear in the below “Select a Role” box. Select the role in the below and it will highlight. Proceed to next slide.
REQUESTING ROLE

Role should be highlighted from previous slide, select forward arrow and it will drop into the Selected Roles
Type in your justification. Example: Need for LESO Program. Then click “Next”
REQUESTING ROLE

Verify information and select submit
Two emails will be received
- The first will be a notification of the role submittal.
- The second will be a notification that the role request has been approved

When the second email is received, wait about 1 hour before trying to sign into RTD, but not more than 8 hours, otherwise, a password reset may be required.
- Follow the RTD Web guide to assist in getting started in RTD.

Also, if an error message, such as “User Authentication Failed” is received when trying to log into the RTD Web, a password reset in AMPS will be required.

Follow the next slides for an AMPS password reset, if necessary.
RTD PASSWORD RESET

https://amps.dla.mil/oim

Select “Click HERE for access to AMPS”
RTD PASSWORD RESET

Need IT assistance? Contact DISA Global Service Desk toll free 844-347-2457. Press 5 then speak or enter D-L-A.

Type in your User ID and Password and then click “Login”.
RTD PASSWORD RESET

Select “My Information”
Select “Change Password”
Insert old password, new password and confirm new password. Select “OK”

- After clicking “OK”, a notification that the password was changed successfully will appear, and an email notification of the password change will be sent.

- If the password reset in AMPS does not work, then call the AMPS Helpdesk for a password reset at 844-347-2457 option 5.
To download this guide, access the LESO website: https://www.dla.mil/DispositionServices/Offers/Law-Enforcement/Training/

Under “Additional Information,” select “Unlock my RTD Account” to open the file.
QUESTIONS?
RTD Web Role Request

Mrs. Stacey Rose
RTD WEB ROLE REQUEST

• Step by step instructions can be found at https://www.dla.mil/DispositionServices/Offers/Reutilization/LawEnforcement/Training.aspx under the RTD header, printable PDF instructions.

• LESO State/Local Screener: The role request requires three (3) levels of review to be approved. Once the role request is successfully submitted, the request is sent to the respective State Coordinator for review to approve/deny. If approved, the role request is then sent to LESO to review to approve/deny at the remaining two (2) levels.

• Note: The role request will be denied at any level if the requestor’s (screener) full name, physical address, email address, or LEA name provided in the role request does not match the full name, physical address, email address or agency name as provided on LEAs latest approved LESO Application for Participation/Screeners Letter on file at LESO.

• Reasons for Denial: The LEA has selected the State Coordinator, Federal, or Tribal role, instead of LOCAL SCREENER ROLE. The email address does not match the application on file. The zip code does not match the application on file. State police have several outposts, they must use the address that is on the most current application on file. The application with the new screener has not been processed yet.
RTD WEB ROLE REQUEST

• **LESO State/Local Coordinator**: The submitted role request is sent to LESO for two (2) levels of review to approve/deny. Once approved, this allows the SC/SPOC the ability to review LEA submitted requisitions, LESO State/Local screener role requests and to screen excess DoD property on behalf of State LEAs with assigned SC/SPOC DODAAC.

• **Note**: The role request will be denied if LESO does not have an approved SC/SPOC appointment letter on file or if the full name, physical address, email address, or agency name provided in the role request does not match the full name, physical address, email address, or agency name provided in the appointment letter.
QUESTIONS?
RTD Web

Mr. Rob Howard
When requisitioning property in RTD, justifications must meet the three (3) requirements in order to be approved by the LESO:

- **Must be for use by the requesting agency:**
  - It is beneficial to name the agency within the justification.

- **Must be for law enforcement purposes/use:**
  - How will the agency use it? In the event of search and rescue, purposes of an undercover investigation, etc. Please be specific with examples.

- **Must be persuasive:**
  - Property and justification make sense together.
Below is an example of a justification that meets all 3 requirements:

The requesting agency was named (preferable) for law enforcement use (covering crime scenes) and is persuasive (used to preserve evidence).
Below is an example of an insufficient justification:

<table>
<thead>
<tr>
<th>DTID:</th>
<th>W33LT990370002</th>
</tr>
</thead>
<tbody>
<tr>
<td>Site:</td>
<td>DLADS WARNER ROBINS (SWR)</td>
</tr>
<tr>
<td>Cycle:</td>
<td>DOD</td>
</tr>
<tr>
<td>Last Action:</td>
<td>Approved by State Coordinator Jody Quick (EJQ0007)</td>
</tr>
<tr>
<td>Agency:</td>
<td>FL DEPT OF LAW ENF TALLAHASSEE</td>
</tr>
<tr>
<td>Req. Number:</td>
<td>2YTD3C91641911</td>
</tr>
<tr>
<td>Item Name:</td>
<td>TRUCK,CARGO</td>
</tr>
<tr>
<td>Request Date:</td>
<td>06/13/19 16:49:45</td>
</tr>
<tr>
<td>Days Left:</td>
<td>15</td>
</tr>
<tr>
<td>Last Updated:</td>
<td>06/14/19 08:21:00</td>
</tr>
<tr>
<td>Requested By:</td>
<td>Mark Glass (EJG0675)</td>
</tr>
<tr>
<td>NSN:</td>
<td>2320013543386</td>
</tr>
<tr>
<td>Condition:</td>
<td>E</td>
</tr>
<tr>
<td>DEMIL:</td>
<td>Q</td>
</tr>
<tr>
<td>Justification:</td>
<td>TO SUPPORT LAW ENFORCEMENT OPERATIONS</td>
</tr>
<tr>
<td>State:</td>
<td>Florida</td>
</tr>
<tr>
<td>Officers:</td>
<td>436</td>
</tr>
<tr>
<td>Req. 12 Mo. Total Cost:</td>
<td>4</td>
</tr>
</tbody>
</table>

Which law enforcement agency will be utilizing this? What are the specific operations that it will be used for (i.e., examples of use)? The lack of information leads to a very non-persuasive justification. This does not meet the 3 requirements.
COMMON ERRORS IN JUSTIFICATIONS

• Personal Identifiable Information (PII) is not allowed. Please do not use names or any other forms of PII in justifications. Justifications are viewable by the public.

• Community events, parades, carnivals, and fairs etc., are not a law enforcement purpose.

• Do not use the same justification for different property. The item name should be in the justification and the text should speak to the property being requested.
• Optics include night vision, sight reflex, illuminators, binoculars, range finders, etc.

• Justifications for optics (Federal Supply Class [FSC] 5855 and 1240) with a “2YT” Disposal Turn-In Document (DTID), or a Condition Code of F, G, or H, **MUST** state that the DLA Disposition Services site has been contacted to confirm condition of property.

• **Requests will be denied by the LESO without this information stated within the justification.**
PROHIBITED ITEMS

• Demilitarization (DEMIL) Code “E” military camouflaged clothing.

• Kevlar helmets and body armor (FSC 8470, DEMIL Code “D”).

• Grenade launchers, drones, bayonets, and other property identified as prohibited.

• Batch lots (Unit of Issue: “LT”).

• Tablets or handheld devices—UNLESS in Condition Code “A.”
• Allocation limits are based on the full manning number for the agency as determined by the civil governing body. In other words, the application for participation should list the number of officers that would be represented at full strength, NOT current vacancies or the fluctuation of officers as denoted at the time the application is completed.

• Allocation is what dictates whether or not LESO will approve a requisition

• Allocation of like or assigned property is represented in FEPMIS and is what the LESO uses to make determinations for approval, in conjunction with the LEA justification comments provided in RTD.
ALLOCATION LIMITS CONTINUED

- Property is generally to be issued at the rate of one per officer.

- Variances can be made for different DEMIL codes:
  
  - DEMIL B, C, D, F, G and Q with an Integrity Code (IC) of 3, will always be labeled as controlled property, and has specific allocation limits as stated within the MOA.
  
  - DEMIL A and Q (with an IC code of “6”) property, also known as “general property,” is only listed as controlled for one calendar year, but exceptions are made if the property is consumable.

    - Consumable items such as first aid supplies, disposable dishes and cutlery, toilet paper, or otherwise deemed appropriate by the strength of the justification and the determination made by the LESO.
QUESTIONS?
Reactivations and Deactivations

Ms. Martha Kerns
**Reactivations:** The process of getting a previous participating LEA back in the program. To reactivate an LEA, SC/SPOCs must send an email to leso@dla.mil and must request that the LEA be reactivated. This email should include an application and supporting documents if required.

**Deactivations:** The process of removing an LEA from participation in the program. Deactivations are not punitive and may be done at any time. To deactivate an LEA, SC/SPOCs must send an email to leso@dla.mil asking for the LEA to be deactivated. The email should include the DODAAC, State, and LEA name.

**Note:** Deactivations can only be processed by the LESO if all property has been closed off the LEA inventory. All transfers and turn ins must be completed. The LESO will not deactivate an LEA until all property is closed off inventory.
QUESTIONS?

Rob Howard  
(269) 961-4065  
Robert.Howard@dla.mil

Martha Kerns  
(269) 961-5171  
Martha.Kerns@dla.mil

Stacey Rose  
(269) 961-5269  
Stacey.Rose@dla.mil

Jodi Ward  
(269) 961-4567  
Jodi.Ward@dla.mil

LESO General Inquiries:  
1-800-532-9946 or LESO@DLA.MIL
LESO FOIA ON THE DLA Web
Proactive disclosure of data of interest to the public

<table>
<thead>
<tr>
<th>State</th>
<th>Agency Name</th>
<th>NSN</th>
<th>Item Name</th>
<th>Quantity</th>
<th>UF</th>
<th>Acquisition Value</th>
<th>DEMIL Code</th>
<th>DEMIL LC</th>
<th>Ship Date</th>
<th>Station %</th>
</tr>
</thead>
<tbody>
<tr>
<td>AL</td>
<td>ABBEVILLE POLICE DEPT</td>
<td>2540-01-565-4700</td>
<td>BALLISTIC BLANKET KIT</td>
<td>10</td>
<td>Kit</td>
<td>$15,871.59</td>
<td>D</td>
<td></td>
<td>Jan 30, 2018 12:00:00 AM</td>
<td>State</td>
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<tr>
<td>AL</td>
<td>ABBEVILLE POLICE DEPT</td>
<td>6760-01-628-6105</td>
<td>CAMERA ROBOT</td>
<td>1</td>
<td>Each</td>
<td>$1,500.00</td>
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<td>7</td>
<td>Feb 8, 2017 12:00:00 AM</td>
<td>State</td>
</tr>
<tr>
<td>AL</td>
<td>ABBEVILLE POLICE DEPT</td>
<td>5685-01-577-7174</td>
<td>ILLUMINATOR, INFRARED</td>
<td>10</td>
<td>Each</td>
<td>$1,128.00</td>
<td>D</td>
<td>1</td>
<td>Mar 28, 2017 12:00:00 AM</td>
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<tr>
<td>AL</td>
<td>ABBEVILLE POLICE DEPT</td>
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<td>UNMANNED VEHICLE, GROUND</td>
<td>10</td>
<td>Each</td>
<td>$10,000.00</td>
<td>Q</td>
<td>3</td>
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<td>State</td>
</tr>
<tr>
<td>AL</td>
<td>ABBEVILLE POLICE DEPT</td>
<td>1240-05-631-5324</td>
<td>OPTICAL SIGHTING AND RANGING EQUIPMENT</td>
<td>1</td>
<td>Each</td>
<td>$244.80</td>
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<td>2</td>
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<td>ABBEVILLE POLICE DEPT</td>
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<td>MINE RESISTANT VEHICLE</td>
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<td>Each</td>
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<td>1</td>
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<td>SIGHT, REFLEX</td>
<td>9</td>
<td>Each</td>
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<td>1</td>
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<td>AL</td>
<td>ABBEVILLE POLICE DEPT</td>
<td>2320-01-371-9584</td>
<td>TRUCK, UTILITY</td>
<td>10</td>
<td>Each</td>
<td>$62,627.00</td>
<td>C</td>
<td>1</td>
<td>Sep 29, 2016 12:00:00 AM</td>
<td>State</td>
</tr>
<tr>
<td>AL</td>
<td>ABBEVILLE POLICE DEPT</td>
<td>1005-01-587-7175</td>
<td>MOUNT, REFLEX</td>
<td>1</td>
<td>Each</td>
<td>$1,626.00</td>
<td>D</td>
<td>1</td>
<td>Sep 19, 2016 12:00:00 AM</td>
<td>State</td>
</tr>
<tr>
<td>AL</td>
<td>ABBEVILLE POLICE DEPT</td>
<td>2320-01-371-9584</td>
<td>TRUCK, UTILITY</td>
<td>1</td>
<td>Each</td>
<td>$62,627.00</td>
<td>C</td>
<td>1</td>
<td>Sep 29, 2016 12:00:00 AM</td>
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ALABAMA ALASKA ARIZONA ARKANSAS CALIFORNIA COLORADO CONNECTICUT DELAWARE FLORIDA GEORGIA GUAM IDAHO
LESO FOIA ON THE DLA Web
Excess Property data accessed on the eRR
Exemption 6

Personal privacy interests are protected by two provisions of the Freedom of Information Act, Exemptions 6 and 7(C). Exemption 6 protects information about individuals in "personnel and medical files and similar files" when the disclosure of such information "would constitute a clearly unwarranted invasion of personal privacy." Exemption 7(C) is limited to information compiled for law enforcement purposes, and protects personal information when disclosure "could reasonably be expected to constitute an unwarranted invasion of personal privacy." Under both personal privacy exemptions of the FOIA, the concept of privacy not only encompasses that which is inherently private, but also includes an "individual's control of information concerning his or her person."
QUESTIONS?

Judith R. Mansfield FOIA Branch Chief
Judith.Mansfield@DLA.MIL
Engaging the Media

Dana Thornbury
August 23, 2022
WHY TALK TO THE MEDIA?

• Obligation to be accountable to the public

• Opportunity to gain public support

• Never want to see “no comment”

• Even if it’s bad; not telling our side is worse

• It’s your responsibility as a leader

• LESO has a great story to tell
WHY REPORTERS WANT TO TALK TO YOU

• Because you are a spokesperson

• Because you are an expert

• Because you are in charge

• Because you were there

• Because reporters want balance in their stories
ABOUT REPORTERS – THEIR ROLE

• Trained to cover facts, keep info in context and properly characterize
• Curious by nature
• Most have a hypothesis; a few have an agenda
• Most want to get it right
• Most will report both sides of an issue – balanced story
• Most expect us to tell our story
• They’re neither friend nor foe
ROLE OF SUBJECT MATTER EXPERTS

• Know your subject, know recent developments and challenges – provide proper context

• Anticipate difficult questions. How will you answer them?

• Prepare and practice to help become more comfortable and confident
IT BEGINS WITH MESSAGING

What’s a message?

• A 10 to 12-second sound bite, or one to two dozen quotable words

• What you want the reporter, reader, viewer to understand and remember

• Encapsulates important elements of your story
MESSAGES

• The intent of the LESO program is to provide excess DoD equipment to law enforcement agencies to assist with crime fighting and protecting their citizens.

• LESO provides excess property to law enforcement agencies that could not necessarily afford it, thereby saving taxpayers and cash-strapped law enforcement agencies money.

• Excess DoD equipment is being put to good use by law enforcement agencies by not only protecting their citizens, but by keeping their officers safe during dangerous situations.
A FEW GROUND RULES

• Protect classified and privacy-related material
  – But reporters could FOIA
  – If you can tell them — tell them

• If you don’t want to see it or hear it, don’t say it
  – On the record: the best approach
  – Background interviews: when appropriate
  – Off the record: never
  – Stay in your lane!

• Know when to say “no”
  – That doesn’t mean “no comment”
  – If you can’t tell them, explain why you can’t tell them
STORY TIME

If you don’t want to see it; don’t say it
CASE STUDY

Little restraint in military giveaways
Associated Press | Michael Kunzelman | July 31, 2013

Along with suspension of firearms distribution, state coordinators were instructed to perform an inventory of all weapons, aircraft, boats and armored vehicles.

Navy Vice Adm. Mark Harnitchek, director of the Defense Logistics Agency, said state coordinators and the support office in his agency both perform a "sanity check" on requests.

"The intent here is that we're not giving Barney Fife an attack helicopter," he said. "If you want a helicopter, you've got to have significantly more justification for it than if you want a (personal computer) that's 8 years old."
JAIC director sees improvement in Pentagon contracting for artificial intelligence capabilities
FedScoop | Jon Harper | April 20, 2022

The Defense Department is getting better at contracting as the military accelerates its efforts to integrate artificial intelligence into the force, the director of the Joint Artificial Intelligence Center said. Protecting the government’s intellectual property is one example of an area where improvements have been made, according to Lt. Gen. Michael Groen.

“We have less, but still some, you know, folks in the department who are just giving government data away, right, and then buying it back from a vendor,” he said. “Hey, we’re not doing that shit anymore, right. Like government intellectual property, we know how to protect that.”
A FEW GROUND RULES

• Correct the record
• Avoid jargon/acronyms
• Don’t answer “what if” questions
• Don’t make it or take it personal
• Don’t ask to see the story
• And above all else…
  – Accuracy and honesty
TELLING THE LESO STORY

Storytelling makes communication interesting and memorable:
• Connects and creates a sense of shared purpose
• Enables people to visualize which results in motivation and alliance
• Share engaging explanations behind strategies and programs
• Enables listeners to build an emotional connection
• Stories are universal and cross cultures, genders, and boundaries
• Stories engage and inspire
• Stories build community and a sense of shared purpose
Leyden residents seek answers on town equipment sold in auctions
Catherine Hurley | March 31, 2022

The town received equipment through the Law Enforcement Support Office (LESO) Program, which transfers excess military equipment to non-military law enforcement agencies.

The Selectboard previously expressed confidence in a March 30 deadline to return the federally-allocated equipment, and, according to the board, that deadline has been met. Margaret White, the LESO Program’s state point of contact, confirmed by phone on Tuesday that all of the town’s outstanding equipment has been shipped to the appropriate sites. White previously mentioned a turn-in location in Pa. The return of the equipment marks the end of Leyden’s connection to the federal LESO Program.
ABC 33/40 (Birmingham, Alabama)
Brookside Police: 1 of 38 Alabama law enforcement agencies with MRAP vehicles
Phillip Ohnemus | February 3, 2022

The Brookside Police Department’s fleet of vehicles is getting smaller. One of the orders issued by Brookside Mayor Mike Bryan to rework the department includes returning several vehicles on loan to the city by the Defense Logistics Agency through ADECA’s Law Enforcement Support Office. On closer inspection, ABC 33/40 counted 38 total mine resistant vehicles allocated through DLA to departments across Alabama. In Alabama, law enforcement agencies pay an annual membership fee to ADECA’s LESO to defray costs of administering the program. Once the membership fees are paid, the agencies then have the ability to apply to receive military surplus items from a database ranging from tactical gear to vehicles. Michelle McCaskill with DLA’s public affairs office says the Defense Logistics Agency does not charge law enforcement agencies for the vehicles or equipment they receive. However, McCaskill adds it is up to Law Enforcement Agencies to pay for shipping the items, maintenance and repair, as well as potential storage costs.
VICE News

US police have so much extra gear they’re sending it to Ukraine
Paul Blest | March 10, 2022

Law enforcement agencies in several states have all announced in recent days that they’re donating dozens of pieces of body armor, such as ballistic helmets and vests. Some of the departments and their respective local partners say the donations will be distributed to Ukrainian citizens under siege by the Russian military.

That U.S. police departments have gear capable of protecting people during a war is not surprising. Since 1997, the Pentagon has transferred billions of dollars worth of equipment — including small arms, aircraft, and tactical vehicles — to more than 8,000 law enforcement agencies through the Law Enforcement Support Office (LESO).

Sarasota County Sheriff Kurt Hoffman claimed that the federal government, including the Defense Department and State Department, were soliciting donations for Ukraine from state and local law enforcement. The State Department and Pentagon, however, both flatly denied asking U.S. law enforcement to contribute equipment to Ukraine.
Meet the ‘Buffalo’: Former military vehicle used to rescue residents during nor’easter

Will Katcher | January 29, 2022

With a nor’easter bearing down on Massachusetts Saturday, some local authorities on the coast encouraged waterfront residents to evacuate ahead of the storm Friday. But in Scituate, police were also preparing high water vehicles — including one former military machine called “The Buffalo” — in case they needed to rescue people trapped in their homes.

Officials asked some coastal residents to evacuate to the homes of friends or family members or to hotels at higher ground. On Friday, Scituate public safety officials were preparing high water vehicles formerly owned by the United States military in case they needed to push through multiple feet of water to reach residents trapped in their homes. One machine, the Buffalo, was previously used by the military to extricate mines from the ground with a hydraulic arm, which has since been removed. The Buffallo, Humvees and other rescue vehicles will be staged ahead of the storm in the areas most at risk to flood.
Military surplus vehicles used in Somerville to rescue people trapped in flood waters
Alexander Lewis | September 7, 2021

The flood waters were rushing closer and closer to six people trapped on top of a van in Somerville. But the current was too strong for boats and the Somerset County dive team, which was attempting the rescue. "It's flooded this time worse than ever... worse than Floyd, worse than Irene, worse than Sandy," Mayor Caryl Shoffner said. But the small borough of South Bound Brook — situated on the Raritan River — was ready. They had a secret weapon laying dormant for over seven years — a military surplus Mine-Resistant Ambush Protected (MRAP) light tactical vehicle. Rescue workers used the MRAP to save people trapped on top of the van and by the weekend, almost 100 people were saved thanks to it.

"We're able to do that because the vehicle was so heavy and so strong (against the current)," Borough Lt. Frederick Fittin said. The vehicle was acquired through the LESO Program, which transfers excess military equipment to civilian law enforcement agencies.
GOOD NEWS STORIES

Anna Maria Island Sun (Florida)
Holmes Beach Hummer not just for show
Jason Schaffer | June 5, 2022

The Holmes Beach Police Department has a new tool that can not only turn heads, but also save lives. On the Island, it’s not uncommon to see a Ferrari or Rolls Royce passing by in traffic, but drivers are doing a double-take when they see a fully marked military Hummer that looks like a regular police SUV went to the gym and hit the weights. The vehicle is the latest addition to the Holmes Beach Police Department’s fleet, and it’s not just for show.

“We didn’t need any taxpayer money to get this Hummer on the road. When the vehicle came to us it was a mess, Holmes Beach Police Chief Bill Tokajer said.

“We took it and washed it, sandblasted it, had the interior Rhino-coated, painted it, added the graphics and all the detail work.”

“We are a part of the 1033 program. We signed up as a city to make sure we’re in compliance with what the government says we need to be,” said Tokajer. “After the storm Irma came through and we had to do a couple of high-water rescues, we had three of our trucks that sat up pretty high damaged due to water. Since we have to save people, we began looking for a Hummer.”
Only you – state coordinators & LEAs can alleviate fears/concerns about LESO
   − Educate your communities
     • City Counsels
     • Public town halls
     • Chamber of Commerce / Rotary clubs
     • Churches/ civic organizations
   − Educate the media
     • Show what you have
     • Explain why you have it
     • Provide examples of value to public safety & law enforcement
QUESTIONS?

DLA HQ PAO: Michelle McCaskill (571) 363-7341 Michelle.McCaskill@dla.mil

DLA Disp. Svcs PAO: Dana Thornbury (269) 961-4367 Dana.Thornbury@dla.mil
The DLA Office of the Inspector General (OIG) serves as the investigative agency for the LESO Program.

This includes actively monitoring and providing guidance, when necessary, to state and local LEAs into investigations of unaccounted for and stolen controlled property issued by the DLA in the LESO program.

The DLA OIG conducts joint federal criminal investigations into unaccounted for and stolen LESO property.

The DLA OIG also coordinates with DLA Disposition Services, DLA J3, State Coordinators, and/or LEAs to determine status of property in active investigations.
Stolen or unaccounted for controlled property must be reported to the LESO within the timeframe established by LESO. The LEA may be required to provide the following:

Comprehensive police report (NOTE: it is recommended for the LEA to request the investigation to be conducted by an outside entity such as the Sheriff’s Office or the State Police)

A National Crime Information Center (NCIC) report/entry. (NOTE: Unaccounted for property can be entered into NCIC.)
The DLA LESO will conduct a review of the unaccounted for or stolen property and determine if the case will be referred to the DLA OIG Investigations Division for further review. A designated DLA OIG ID Special Agent will review all referred incidents to determine if the case will be accepted for DLA OIG investigation. If the case is accepted for investigation, the case will be assigned to the DLA OIG SA’s in the respective Area of Responsibility (AOR) of the event.

For losses involving criminal activity and weapons the DLA will notify DCIS within one week of receiving an allegation of potential violation(s) of title 18 or of any other Federal, state, or local criminal statute.

If DCIS asserts investigative jurisdiction over the matter, the DLA will relinquish all relevant information to the DCIS Program Manager for International Operations. DCIS will assign the case to their perspective Field Offices.
• Generally, DCIS HQ will only accept a LESO referral from the DLA OIG if there was a crime against the LESO program. For example, if a Police Officer falsified a LESO weapons inventory report and sold LESO weapons for personal financial gain.

• However, DLA OIG coordinates with the DCIS HQ regarding referrals that fall outside this standard parameter, and DCIS will accept referrals that present a significant public safety concern or have national security implications.

• Stolen LESO weapons are a DCIS priority.
Suggestions from the DLA OIG ID:

• Take pictures of your LESO Property, especially Combat Enhancing Items such as NVGs, Scopes, Binos.

• Even though not a requirement yet, take inventory of and keep records by SN.

• If there is any doubt about how to dispose of property, please get with the State Coordinator or the LESO Office. Many cases are initiated based on improper disposal.

• The DLA OIG ID has an agent responsible for each state. If you haven’t met them yet you can always contact me for their information.
QUESTIONS?

Contact Special Agent John White at:  
[John.White@dla.mil]
Ammunition

Lori Shook
August 23, 2022
AMMUNITION

- Process flowchart
- Data Call
  - Request Form
  - Justification Letter
  - Ammunition Spreadsheet
- Approval/Allocation Process
- Payment Process
- Shipment Process
- Reconciliation Process
- Important Information
- Questions?
PROCESS FLOWCHART

JMC = Joint Munitions Command
LESO = Law Enforcement Support Office
DFAS = Defense Finance Accounting Service
LEA = Law Enforcement Agency
Data Call to Identify Ammunition Requests

- Federal will have priority.
- Data call suspense date will be three weeks from the date it was sent to State/LEA.
- The data call will include three required forms:
  - 1. Ammunition Request Form
  - 2. Justification Memorandum
  - 3. List of Ammunitions Spreadsheet
- All three forms need to be forwarded to LESO in a package email.
- Email must be named State, DODAAC, and Agency Name (i.e., MI BATTLE CREEK POLICE DEPARTMENT 2YTXXX).
Ammunition Request Form

- All information provided should match the current Application on file.
- Please provide a reliable point of contact.
Justification Memorandum

Law Enforcement Agency (LEA)

Ammunition Justification Memorandum (EXAMPLE)

(Justifications must be submitted on official LEA letterhead)

TO: LESO Branch Chief
74 Washington Avenue North
Battle Creek, MI 49037

SUBJECT: Ammunition Request Justification

1. Has your agency received ammo from LESO previously? Circle only one—Yes / No
   a) If yes, has all ammo been expended? Circle only one—Yes / No

2. Agency must certify any ammunition acquired via this process will be for training purposes only.
   a) Does the Chief Law Enforcement Official (CLEO) certify that ammunition will be used for training purposes only? Circle only one—Yes / No
   b) Provide brief description of what training ammunition will be used for:

3. If approved to acquire ammunition, the agency is responsible for all Packing, Crating & Handling (PCH) and shipping costs. The cost of acquiring ammunition through this process can average around 15 cents per round. Agencies will receive a cost statement for PCH & shipping costs. Payment must be made before ammunition is authorized for shipment.
   a) Does the agency agree to make timely payment? Circle only one—Yes / No

4. Payments for ammunition must be made by Electronic Funds Transfer (EFT) via Automated Clearing House (ACH) or may be made via a wire transfer.
   a) Does the agency agree to make the EFT payment via ACH or wire transfer? Circle only one—Yes / No

5. Is the agency a training facility or academy? Circle only one—Yes / No
   a) If yes, please provide the annual average number of students:

6. Agency POC for Ammunition (individual will be contacted during acquisition & shipping process):
   a) Name:

   b) Title:

   c) Phone Number:

   d) Email Address:

CLEO (Printed Name)

CLEO Signature & Date

Version-May 2022

• Must be on LEA letterhead.
• Answer all questions.
• Provide brief justification for request ammo.
• Format should remain the same with additional answers added as necessary.
### Family and Nomenclature of Ammunition

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<th>Quantity Request</th>
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<td>CTG .22 CAL BALL METAL JACKET</td>
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<td>CTG .22 CAL BLANK SHORT</td>
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<td>CTG .22 BALL LR</td>
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<td>CTG CAL .22 BALL LR MATCH F/PISTOL</td>
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<td>.30 CAL</td>
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<td>CTG CAL .30 MATCH (CHANGED PRWT, WAS 6.5)</td>
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- Indicate the requesting number of rounds on quantity request column
Additional AMMO Information

CTG 5.56mm Ball

SYSTEM DESCRIPTION:
The M193 Ball cartridge was designed during the original M16 development program and is suitable for use in M16A1. It can be safely used in M16A2 and newer weapons, but will not perform at its optimal level due to the higher barrel twist rate. Like many other lead core rounds, the M193 is effective against unprotected personnel targets.

CAPABILITY/CHARACTERISTICS:
- Projectile Design: Lead Alloy Core Lacks a Copper Alloy Jacket
- Projectile Mass: 55 grains
- Dispersion: Mean Radius - 2 inches @ 300 meters (from M16A4)
- Marking: None
- DODC variations:
  - A066: 20 round clip
  - A071: 10 round clip

Weapon System:
M16A1, M16A2, M16A4

PRIME CONTRACTOR
Lake City Army Ammunition Plant, Independence, MO

5.56mm M193 Ball
Additional AMMO Information

The DODIC A066 is classified as 1.4S munitions and is safe to handle using standard precautions. When repackaging the ammunition ensure that bullet points do not face primers.

Packaging

The packaging configuration for DODIC A066 is given in the Packaging Configuration Table below.

Packaging Configuration Table

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<th>Model</th>
<th>Packaging</th>
<th>Inner Container</th>
<th>Outer Container</th>
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<td>820/M2A1 Metal Container</td>
<td>1640/Wooden Box</td>
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<tr>
<td>1305-00-773-1257</td>
<td>M193</td>
<td>Packaged 20 cartridges/carton, 28 cartons/M2A1 Metal Container, 2 containers/wirebound wooden box, 48 boxes/wooden pallet</td>
<td>560/M2A1 Metal Container</td>
<td>1120/Wooden Box</td>
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<td>1305-00-968-5892</td>
<td>M193</td>
<td>Packaged 20 cartridges/carton, 35 cartons/M2A1 Metal Container, 2 containers/wirebound wooden box, 48 boxes/wooden pallet</td>
<td>700/M2A1 Metal Container</td>
<td>1400/Wooden Box</td>
</tr>
<tr>
<td>1305-00-069-0869</td>
<td>M193</td>
<td>Packaged 20 cartridges/carton, 36 cartons/M2A1 Metal Container, 2 containers/wirebound wooden box, 48 boxes/wooden pallet</td>
<td>720/M2A1 Metal Container</td>
<td>1440/Wooden Box</td>
</tr>
</tbody>
</table>
Setting Awarded Ammo Quantities

- All completed packets received during the data call are tracked and maintained in a spreadsheet in the order received.
- Quantities are awarded depending on the agency's allocation limit, requested quantity, packaging quantity, and amount of ammunition available.
  - Ammo is attempted to be issued to the maximum extent possible for each LEA, however, fair and equitable distribution does come into effect
Payment Process

- LESO will send shipping cost estimates to State Coordinator (SC) to distribute to LEAs.
- The LEA will check “DO” or “DO NOT” accept on the cost acceptance sheet. If accepted, the LEA will make payment and note the date on the Cost Acceptance Sheet and provide documentation. LEAs will send back all documents to LESO through SC.
Payment Process

- Only Electronic Payment is accepted – LEAs will have two options of Electronic Fund Transfer (EFT) method:
  - 1. Automated Clearing House (ACH): low to no transaction fee
  - 2. WIRE Transfer: higher transaction fee
- Both methods will be provided.
- Once JMC has received payment confirmation from Defense Finance Accounting Service (DFAS). They will send the order to the sourcing ammunition depot.
- Checks are **NOT** accepted as a form of payment.

<table>
<thead>
<tr>
<th>ACH Method:</th>
<th>WIRE Method:</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Name:</strong> Credit Gateway</td>
<td><strong>Name:</strong> US Treasury</td>
</tr>
<tr>
<td><strong>Address:</strong> 60 Livingston Avenue</td>
<td><strong>Address:</strong> 1500 Pennsylvania Avenue NW</td>
</tr>
<tr>
<td></td>
<td><strong>City:</strong> St. Paul, MN 55107</td>
</tr>
<tr>
<td><strong>RTN/ABA:</strong> 051036706</td>
<td><strong>Country:</strong> USA</td>
</tr>
<tr>
<td><strong>A/C:</strong> 220031</td>
<td><strong>RTN/ABA:</strong> 021030004</td>
</tr>
<tr>
<td></td>
<td><strong>Account Name:</strong> DFAS-Cleveland</td>
</tr>
<tr>
<td></td>
<td><strong>Account #:</strong> 00008522</td>
</tr>
</tbody>
</table>
Shipping Process

- Sourcing ammunition depot coordinates shipment; once order is received from JMC, they have 30 days to deliver ammunition to customer
  - If mode of shipment is a transportation company, the ammunition depot will coordinate delivery with customer.
  - If mode of shipment is FedEx, LESO will provide tracking number on a weekly basis to the SC.
Ammunition Depot Locations

- Blue Grass, KY
- Letterkenny, PA
- McAlester, OK
- Crane, IN
- Hawthorne, NV
- Tooele, UT
- Anniston, AL
Once the Ammo has been received:

- Review, count, confirm that the correct ammo/quantities were received.
- Sign the 1348-1A that is received with the Ammo. Signature in block 22, date in block 23.
- Provide the 1348-1A to the LESO Ammunition Specialist, LESO will return the 1348’s to Joint Munitions Command.
- Notify the LESO Ammunition Specialist of any issues.
Important Information

- Federal LEAs will have priority.
- All ammunitions obtained via the LESO Program will be for training purposes only.
- Only Ammunition 7.62mm and below will be offered.
- Ammunitions shall not be obtained for the purpose of sale, lease, loan, personal use, rent, exchange, barter, transfer, or to secure a loan.
- LESO may allocate ammunitions in amounts of 200 rounds of each type of ammunition per officer, per year, with the exception of shot gun rounds which are 50 rounds per officer.
• All previous allocations of a particular type of ammunition must be expended before more can be requested.

• LEAs are responsible for funding all costs associated with packing, crating, & handling (PC&H), and shipping.

• Ammunitions will not be tracked in FEPMIS or inspected during PCRs.

• LESO will post all requests, approvals, and denials on the LESO public web page.

• The State and/or LEA is responsible for the disposal of any unused ammunition and spent brass.
FAQ

• Can LEAs pick up the Ammunition?
  – No. There are certain requirements that have to be met when transporting Ammunition. Personal vehicles do not meet the requirements. Therefore, all Ammunition has to be shipped.

• Can I receive more than my allocation limit because we need XXX number of rounds for mandatory qualifications?
  – No. The baseline is 200 rounds per officer, per year. However, there are set packaging quantities, so some agencies may receive more than 200 rounds per officer, per year (minimally).
  – Yes if your agency is a training facility/academy. Answer question #5 on the Justification Memorandum and state the annual average number of student and LESO will use that number for the allocation limit.
Questions?

Contact LESO Ammo
LESOAMMO@DLA.MIL

Lori Shook
Ammunition Specialist/Federal Agency Liaison
(269) 961-4004/Lori.Shook@dla.mil
Small Arms

Carmen Villanueva & Jonathan Payton
August 23, 2022
TOPICS OF DISCUSSION

• Small Arms vs. Light Weapons
• Allocation limits
• Small Arms Approval Process
  • Initial Allocation
• Transfer Process
• ATF NFA Requirements
• Turn In process
• Small Arms reported Lost, Stolen, Destroyed (LSD)
• Small Arms Recovered LSD
• Small Arms Modifications
SMALL ARMS VS. LIGHT WEAPONS

• Per 10 U.S. Code § 2576a, the Law Enforcement Support Office (LESO) may transfer personal property of the Department of Defense (DoD), including small arms and ammunition to qualifying Law Enforcement Agencies (LEAs).

• SMALL ARMS and LIGHT WEAPONS are defined as man-portable weapons made or modified to military specifications for use as lethal instruments of war that expel a shot, bullet or projectile by action of an explosive

**Small Arms** include handguns; rifles and carbines; sub-machine guns; and light machine guns. NOTE: DoD definition also includes Silencers and Sound Suppressors

**Light Weapons** are typically designed for use by two or three qualified personnel to transport. They include heavy machine guns; mounted grenade launchers; portable anti-aircraft guns, man-portable launchers of missile and rocket systems
SMALL ARMS VS. LIGHT WEAPONS

Small Arm
LESO = YES

Light Weapon
LESO = NO
• Allocation limits are based on the number of compensated full time and part time officers- Funded positions, and not the # of officers at a particular time.
• Current limits are:
  • M16s (M16, M16A1, M16A2) One each per officer (100%)
  • M14s (M14, M14A1, XM21) One each per officer (100%)
  • Semi-Automatic Pistols (M1911, Glock) One each per officer (100%)
  • Revolvers (.38 Revolver) One each per officer (100%)
  • Shotguns (M1912, 1200 Winchester, Model 162) One each per officer (100%)
• Per MOA Section 10) Property Allocation a) The LESO shall: ii) Reserve the right to determine and/or adjust allocation limits, to include the type, quantity and location of property allocated to the State/LEA.
• Allocation limits are based on the full manning number for the agency as determined by the civil governing body
• LESO may authorize the following acceptable over-allocation of Small Arms case-by-case based on training requirements, equipment down time (damage, routine maintenance, inspections), and other law enforcement needs:

<table>
<thead>
<tr>
<th># of Officers</th>
<th># by type</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-10</td>
<td>2 or less</td>
</tr>
<tr>
<td>11-25</td>
<td>3 or less</td>
</tr>
<tr>
<td>26-100</td>
<td>5 or less</td>
</tr>
<tr>
<td>101-299</td>
<td>8 or less</td>
</tr>
<tr>
<td>300 or more</td>
<td>10 or less</td>
</tr>
</tbody>
</table>
APPROVAL PROCESS

• Justification Form is required for LEAs to be approved to receive Small Arms through the LESO Program
• Must be on LEA letterhead
• Good justification example:
  ✓ “The Police Dept. will utilize the requested Small Arms to outfit members of this Patrol Division so that they are tactically prepared and armed to respond to active shooter, hostage rescues and other critical incidents”
• [Link to justification form]

[Link to justification form]
• Small Arms Packet includes the Request form and completed Justification Page
• Must be reviewed/approved by:
  ✓ Chief Law Enforcement Official (CLEO)
  ✓ State Coordinator (SC) or State Point of Contact (SPOC) with signature authority
  ✓ LESO Small Arms Specialist
  ✓ LESO Branch Chief
  ✓ LESO Division Chief
• INITIAL ALLOCATION
  • The Small Arms Specialist will be informed by the Military Services of excess small arms coming available, or by monitoring the DLA Reutilization, Transfer and Donation (RTD) system for small arms available to the LEAs.
  • Only visible to select DLA Personnel in the RTD Small Arms Module
  • LESO can only offer Serviceable (Condition “A”) Small Arms less than .50 Caliber
APPROVAL PROCESS CONT.

- **TRANSFERS:**
  
  **SMALL ARMS MUST NOT PHYSICALLY MOVE UNTIL 1348s ARE PROVIDED BY LESO (END OF TRANSFER PROCESS)**

- SC/SPOC sends transfer request to the following mailbox:
  
  LESOSmallArms@DLA.MIL

- Subject Line Example:
  
  MD_QUEEN ANNES CSO_MO DOUGLAS CSO_SHOTGUN_1

- Gaining LEA Small Arms Packet must be approved by SC/SPOC and LESO HQ (See Slides 8-9)

- Bureau of Alcohol, Tobacco, Firearms, and Explosives (BATFE) approval (*if required; see Slide 12 for details)
• TRANSFERS CONT.
  • SC/SPOC and LESO HQ must both ensure the following for the Gaining LEA
    ✓ LEA has been vetted with ORI#
    ✓ LEA is not suspended
    ✓ LEA is active in FEPMIS with an active Point of Contact (POC)
    ✓ LEA will not go over allocation limits
    ✓ Gaining LEA is not being investigated by DOJ
  • SC/SPOC and LESO HQ approves the request in the Federal Excess Property Management Inventory System (FEPMIS)
  • LESO HQ will provide 1348s
    Approval to physically Transfer to SC/SPOC
  • SC/SPOC will forward this to both LEAs involved in the Transfer
APPROVAL PROCESS CONT.
ATF REQUIREMENTS

• BATFE NFA Small Arm communication:
  • Initial ATF Form requests go to NFAFAX@ATF.GOV
  • Registration confirmation and submitted form status checks:
    • Send to LESO@ATF.GOV
    • SC/SPOC/LEA will work with ATF to get the answer

NFA Regulated (ATF Form 10)  Non-NFA (ATF Registration not required)
TURN IN PROCESS

- LESO and SC/SPOC requirements:
  - SC/SPOC notifies LESO HQ of Small Arms requiring turn-in via email
  - If Small Arms are serviceable, a National Data Call (seven (7) calendar days) is sent to see if there is interest from a LEA in another state
  - If there is no interest from another LEA or small arms are unserviceable, LESO Small Arms Specialist will provide needed documents and instructions for turn-in to SC/SPOC
  - SC/SPOC will forward to LEA
    - ✓ Turn in checklist (See handout for example)
    - ✓ Turn In packet (See handout for example)
• LEA Responsibilities:
  ✓ Complete Letter of Appointment (LOA) and Inert Certification
  ✓ If Modified (Photo #1), must assemble back to original configuration (Photo #2)
  ✓ Insert Chamber Safety Flag (Photo #3 / *Only required for small arms sent to Anniston, Bldg. 104)
  ✓ Ensure small arms are packed securely with all approved turn-in documents inside box(es)

NOTE: LEA turn-in checklist shown on next slide
TURN IN PROCESS CONT.

• Step 1: Turn-in packet

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STEP 1: TURN IN PACKET
HOW TO COMPLETE THE DOCUMENTS:
1. LETTER OF APPOINTMENT (LOA): CLEO (or designee) appoints two (2) individuals as
   Certifier/Verifier, then CLEO (or designee) will complete/sign the lower blocks on the form.
   (CLEO cannot appoint him/herself, there must be 3 separate names on this form)
2. 1348-1A/INSERT CERTIFICATION: The two (2) individuals signing as Certifier/Verifier on the
   bottom of the 1348-1A must match the two (2) names appointed on the LOA by the CLEO.
3. Once these two (2) documents are completed, they must be returned to the State Coordinator's
   Office for approval.
4. After chamber is cleared, remember all Small Arms going to Building 104 at Anniston (*This DOES
   NOT include M14s and M1911/45 Cal Pistols) must have a "Chamber Safety Flag" inserted.

*NO LIVE AMMO IN SHIPMENT, PERIOD!! (MANY SHIPMENTS GET RECEIVED, THEN IMMEDIATELY
DESTROYED. SO, IT CAN BE DEADLY FOR THOSE RECEIVING OUR SMALL ARMS IF LIVE AMMO IS
OVERLOOKED WHEN PACKAGING THE SHIPMENT)

***NOTE: ALL TURN IN REQUEST WILL BE CANCELED AFTER 60 DAYS OF
NO ACTIVITY, AND 1348s ARE NO LONGER VALID AND OBSOLETE! ***

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Bureau of Alcohol, Firearms, and Explosives (BATFE) Notification
1. Check Status of Registration: "The Losing LEA" may submit an inquiry to LEASARATE.GOV mailbox with weapon
   type and serial numbers.
   a. IF REGISTERED: "The Losing LEA" shall submits ATF Form 5 to LEASARATE.GOV mailbox with weapon
      type and serial numbers.
   b. IF "NOT" REGISTERED: "The Losing LEA" shall submit both ATF Form 10, to register the weapon to their
      LEA, "and" the ATF Form 5, to the transfer the weapon to the Gaining LEA to LEASARATE.GOV
2. Check Status of Approval: After 30 days from submission, "The Losing LEA" may verify the status of a
   submitted form by forwarding the original email request to LEASARATE.GOV mailbox, with ATF Form included
3. To Request Copies of their ATF Form 5 or 10; "The Losing LEA" may request a copy via email to
   LEASARATE.GOV, and attachment request must be on Agency Letterhead.

Note: All latest versions of ATF Forms are located at the link below.
https://www.atf.gov/firearms/firearms-forms
**TURN IN PROCESS CONT.**

- **Step 2: Approve to ship**

**GOOD PACKAGING EXAMPLE:**

- **PACKAGING SMALL ARMS FOR SHIPMENT:**
  1. M1A/1911s are packaged and shipped separately, as they will need to be received at a different address for shipping.
  2. The small arms are well secured within 2 layers of boxes (box within a box). Each small arm should have a protective cover/casing.
  3. The boxes are marked with the markings for the small arms.
  4. Provide a Tracking Number to the State and USAF Small Arms when they are shipped.

**HAND DELIVERY INFO:**

**COVID-19 REQUIREMENTS:**

1. Masks must be worn, and Social Distancing applies.

**CALL ANNISTON TO SCHEDULE DELIVERY APPOINTMENT:**

1. IF YOU HAVE SMALL ARMS FOR "BOTH" BUILDINGS, YOU WILL SET UP A DELIVERY APPOINTMENT WITH BLDG. 104 FIRST. THEN CONTACT BLDG. 104 TO SET-UP THAT DELIVERY. PLEASE CALL TO CONFIRM APPOINTMENT. SMALL ARMS WILL NOT BE ACCEPTED WITHOUT AN APPOINTMENT.
2. IF YOU HAVE SMALL ARMS FOR ONLY ONE BUILDING, ONLY CONTACT THAT RESPECTIVE POC TO SET-UP DELIVERY TIME.

  - **M1As and M1911/45 Cal Pistols (BUILDING 360)**
    1. M1AS: 773-575-4040 (Transportation Office)
      a. Dist. Aniston Transportation - idea.transportation@dla.mil
      b. 773-575-7773 - John Casey (Transportation Scheduler)
      c. 773-575-7774 - Rachel Turnier (Transportation Scheduler)
      d. 773-575-2894 - Lavan Fox (Supervisor)
    2. 24h Alt. - Bldg. 100 - Branch Chief
      a. 773-575-7677 - Jeffrey Shepard
    3. 24h Alt. - (Receiving Supervisor)
      a. 773-575-7679 - Timothy Kelly
      b. Receiving Div. (General Number)
      c. 773-575-2532

  - **M16s, Shotguns, Glock Pistols, Revolvers, Sound Suppressors (BUILDING 104)**
    1. POC - Jarrod Kilkpatrick (jarrod.kilkpatrick@dla.mil)
      a. 773-575-7507
    2. POC - Marc Gardner (marc.gardner@dla.mil)
      a. 773-575-7774
      b. 773-575-2532

**Bureau of Alcohol, Firearms, and Explosives (Bureau) Notification**

The LEA MUST notify the BUREAU via the ATF Form 5 that the small arms (M16s, M14s, and Sound Suppressors) are being returned to DoD custody.

The "transferee" is the LEA.

The "transferor" is the DoD.

The "transferee" is the DoD.

The LEA MUST send the Form 5 via email notification to ATF_DOD

The LEA MUST send an email notification to ATF_DOD.

The LEA is required to wait for BUREAU approval to return the small arm(s) for disposal to Anniston.

It is highly encouraged that a copy of the BUREAU approval be maintained by the LEA.

The LEA is responsible in confirming the BUREAU has recorded the small arm(s) back to DoD/Anniston for disposal.
• Packaging for shipment:
  • **SECURELY PACKED, BOX WITHIN A BOX**
  • For safety of shipment and single man lifting, the National Institute for Occupational Safety and Health (NIOSH) standard is 51 lbs. MAX
  • M14 – Approx. 10 lbs. each (5 per box MAX)
  • M16 – Approx. 7 lbs. each (7 per box MAX)
  • Pistols – Approx. 3 lbs. each (16ea in a box MAX)
TURN IN PROCESS CONT.
TURN IN PROCESS CONT.
• The LEA has 24 hours to provide an email notification of any Lost, Stolen, Destroyed (LSD) LESO small arm(s) to all of the following:
  ✓ LESO Chief and Team Leads
  ✓ LESO Small Arms Specialist LESOSmallArms@DLA.MIL

The email will contain:
✓ Make of LSD small arm(s)
✓ As soon as possible, provide the following:
  ▪ Serial number(s)
  ▪ Official Police Report
  ▪ National Crime Information Center Database (NCIC) entry
REPORTED LOST, STOLEN, DESTROYED (LSD)

• The LEA has 72 hours from the LEAs discovery of any LSD LESO small arm(s), to provide the following:
  ✓ Serial number(s)
  ✓ Official police report
  ✓ National Crime Information Center Database (NCIC) entry
  ✓ DD200
  ✓ Change of Status (COS) initiated in FEPMIS

• The LEA will be suspended from the LESO Program for a **minimum of 60 Days**
  • The LESO Branch Chief will implement a longer suspension, and possibly other administrative action, for negligent LSD small arms, or multiple incidents for one (1) LEA

• Annual NCIC validation is encouraged while small arm is LSD
REPORTED LOST, STOLEN, DESTROYED (LSD)

• When an LSD LESO small arm is recovered, LEA notification must include the following:
  ✓ Photo of the recovered small arm with serial number visible
  ✓ NCIC entry of clear or closed
  ✓ Police report referencing recovery
• **Non-permanent** modifications to LESO small arms are authorized

• Examples of modifications that can be made:
  - ✔ Upper receiver change
  - ✔ Barrel swap
  - ✔ Hand guard switch
  - ✔ Butt stock change
MODIFICATIONS CONT.

- Cannibalization of small arms is not authorized. All small arms parts are to be retained and accounted for in a secured location under the original serial number for the small arm until disposition is determined. Small arm parts that have been temporarily removed must be accounted for by serial number in a separate container. These parts shall not be installed on other LESO small arms, or other non-LESO/LEA-owned small arms.
- Small arms must be returned to original configuration at the time of turn in or transfer.
QUESTIONS?

Contact LESO Small Arms at:
LESOSmallArms@DLA.MIL

LESO Western Region Small Arms Specialists:
Ms. Jonathan Payton: (269) 961-5531 Jonathan.Payton@DLA.MIL

LESO Eastern Region Small Arms Specialists:
Ms. Carmen Villanueva: (269) 961-5389 Carmen.Villanueva@DLA.MIL
ATF eForm 10 Training

Rebecca Sinclair
August 23, 2022
Acronyms/Definitions

ATF- Alcohol, Tobacco & Firearms
ATF Form 10- Used to register a firearm with ATF.
ATF Form 5- Used to transfer a firearm with ATF approval.
NFA- National Firearms Act
NFRTR- National Firearms Registration and Transfer Record
NFA Firearms/Destructive Devices- Devices that must be registered in the ATF NFRTR. The following LESO Program property must be registered with ATF:
1. M16 Rifles
2. M14 Rifles
3. Sound/Noise Suppressors
If you have an ATF-approved Form 10 on-file for a LESO Program NFA-regulated firearm and have been told this firearm is not “registered” in the ATF NFRTR Database, please scan and email an electronic copy of the ATF-approved Form 10 to LESO@ATF.GOV.

If you are unsure if your LESO Program NFA-regulated firearms are listed as “registered” in the ATF NFRTR Database, please contact your LESO Program State Coordinator’s Office.
BEFORE PROCEEDING-READ THIS!

SC/SPOCs:
If you are a State Coordinator (SC) or State Point of Contact (SPOC) submitting an eForm 10 to register a firearm on behalf of an LEA, you must upload your SC or SPOC appointment letter here. Please have this document ready for upload as a .pdf.

LEA POCs:
LEA POCs submitting eForm 10 on behalf of an LEA, must upload the current Application for Participation form. The POC who is submitting the eForm must be identified by name on the Application for Participation form. Before proceeding, please ensure the POC submitting the form is identified by name on the application form.

Failure to upload the appointment letter or Application for Participation form may cause rejection of submission.
Create an ATF eForm Account

Step 2: Click “Register” to create an eForms account.
Step 3: Enter required information.

*Note* - The information entered in this step will appear on all generated eForm 10 documents.

The email address entered will receive automatic updates as the eForm 10 moves through ATF review/approval process. Once final approval is complete, user will receive approved Form 10 via email.
Step 4: Continue entering the required information

Step 5: Click “Register”.

REMEMBER YOUR PIN.
Step 6: 
ATF website will re-direct you to this screen.

Step 7: 
Look for an email from eforms.notifications@atf.gov (email may take a few minutes).

Step 8: 
The email will contain your ATF eForm User ID.
Step 9:
Click “Login”

Step 10:
Click “Accept & Log In”
Create an ATF eForm Account

Step 11:
Enter Username (that was emailed to you)

Step 12:
Enter the password that you just set-up.

Step 13:
Click “Sign in”
Create an ATF eForm Account

Step 14:
Click all 4 boxes on Rules of Behavior statements. Then click “Accept”.

You are requesting access to the ATF’s eForms System from the Bureau of Alcohol, Tobacco, Firearms and Explosives (ATF). However, as a condition of receiving this access, you are required to certify that you have reviewed the ATF’s system security policy and to abide by these policies. Security policy emphasizes awareness practices for the purposes of authenticating the user and thereby safeguarding ATF’s valuable information resources.

By accepting this user agreement, you also acknowledge that the use of certain eForms in ATF’s eForms System access tax returns and/or return information. Pursuant to 26 U.S.C. § 6103(c), you agree to give access to this information to authorized users designated by you for purposes of completing eForms where tax information is utilized to complete the eForm.

The system user identification (USERID) is being issued to you as your means to access these resources. You have generated your own password and PIN to use in combination with the USERID. This process is intended to authenticate the individual associated with the account and ensure that individual understands the legal benefits and consequences of the actions. Therefore, you, as the user, must create an account and be issued a USERID. It is a violation of these rules for any third party to apply for a USERID and/or generate a password or PIN on behalf of another person.

It is a violation of these rules to request access to a user account if you are not the account holder, or a bona fide employee of the account holder, with responsibilities requiring the use of ATF’s eForms on behalf of a business entity. Actions of this type constitute a breach of system security and will result in immediate termination of your assigned USERID/password from the system.

The USERID, password and PIN are to be used solely for personal use or in connection with the performance of your work-related responsibilities if these responsibilities require the use of ATF’s eForms on behalf of a business entity. Use of your USERID, password or PIN by anyone other than yourself is expressly prohibited. You agree to be responsible for the safeguarding and confidentiality of the assigned information and accountable for all activity with your USERID. Further, you agree that you will not provide this confidential USERID/password to another user nor will you permit the execution of your eForms or eForm actions to be performed on your behalf.

The USERID and password are to be used solely for personal use, or in connection with the performance of your work-related responsibilities as a bona fide employee if your responsibilities require the use of ATF’s eForms on behalf of a business entity.

Please be aware that a Federal firearms licensee (FFL) cannot submit any eForm for a customer or another FFL where the customer or other FFL must have their own account. An example of this is if a customer asks the FFL to use the FFL’s account to submit an eForm 1 for the customer’s trust. While the trust’s name will be shown on the application, the electronic submission and electronic signing of the application will be by the FFL who is not a part of the trust and, thus, is not eligible to sign the application. The customer must create his/her own account to be able to sign as the trustee. Similarly, an FFL cannot use another FFL’s account to submit forms as the FFL to which the firearms are registered is responsible for submitting transfer applications.

Submission of any ATF eForm must be made by the appropriate account holder. For example, an eForm 1 may be submitted only by the maker of a firearm through an account created by the maker, and may not be submitted by another account holder on the maker’s behalf. Similarly, an FFL transferring a firearms pursuant to an eForm must create an account and submit the appropriate transfer form as the transferee of the firearm.

In addition, as a user of ATF’s eForms, I acknowledge my responsibility to conform to the previous and following requirements and conditions:

a. Log-off the system when leaving the system workstation area;

b. Refrain from leaving written passwords in the workstation area;

c. Avoid creating a personal password that can be easily associated with you;

d. Avoid posting printouts of sensitive output data on bulletin boards;

e. Avoid leaving system output reports unattended or unsecured;

f. Immediately contact the ATF as appropriate, regarding any suspected violation of system security;

g. Respond to inquiries and requests for information you receive from either ATF Headquarters or management officials regarding system security practices;

h. Protect all electronic/optical media and hardcopy documentation containing sensitive information and properly dispose of it by shredding hardcopy documentation;

i. Refrain from utilizing an account created for you by a third party regardless of whether you later changed the password or PIN;

j. I certify and understand that this User Acknowledgement may be updated periodically and that continued agreement to its terms and conditions is required for access to the ATF’s eForms portal.
Create an ATF eForm 10 to register a firearm

Step 15:
Click the “ATF Form 10” icon to register a firearm.

Step 16:
Click the “LESO / 1033 Program”.

Step 17:
Click “Next”.

Step 18: Click “Next”.

Step 19: Enter the zip code of your Law Enforcement Agency and Click “ORI Search”.
ATF eForm 10 (Registration of a Firearm)

Step 20:
Find your Law Enforcement Agency, then click the line to highlight your agency blue as show.

Step 21:
Click “Ok”.

Step 22:
A pop-up will appear. Click “Ok”.
Step 23: Click “Next”.

Step 24: Verify your agency information is correct. Click “Next”.

Note for SC/SPOCs- If you want the CLEO to receive automatic updates as this form moves through ATF review/approval process, enter the CLEO email address here.
Step 25: (OPTIONAL) Enter any additional information, then click “Next”.

Do not delete “LESO / 1033 PROGRAM”.

Note: If known, provide the date the inventory was acquired from Defense Logistics Agency (DLA) in the above field.
Step 26: Click “Add Firearm”.

Step 27: Type firearm manufacturer’s name exactly as it appears on the firearm. Click on that name.

Step 28: Click “Verify Manufacturer”.

Step 29: A pop-up will appear, Click “Ok”.

ATF eForm 10 (Registration of a Firearm)
Step 30: Select Manufacturer Country.

Step 31: Click “Next”.
ATF eForm 10 (Registration of a Firearm)

Step 32:
Enter required information about the firearm.

These are all required fields.

Step 33:
Click “Next”.

To create a “template” to submit similar weapons, click “Save as a New Template”. 
Step 34:
Enter the firearm serial number.

Example #1: Serial Number is “A005432”
Prefix is “A00”
Starting Number is “5432”

Example #2: Serial Number is “0198754A”
Prefix is “0”
Starting Number is “198754”
Suffix is “A”

Example #3: Serial Number is “6149988”
Starting Number “6149988”

Step 35:
Click “Generate Serial Numbers”.

Step 36:
Verify Serial Number is accurate, then click “Next”.

**SC/SPOCs:**
If you are a State Coordinator (SC) or State Point of Contact (SPOC) submitting an eForm 10 to register a firearm on behalf of an LEA, you must upload your SC or SPOC appointment letter here.

**LEA POCs:**
LEA POCs submitting eForm 10 on behalf of an LEA, must upload the current Application for Participation form. The POC who is submitting the eForm must be identified by name on the application form.

*Failure to upload the appointment letter here may cause rejection of submission.*
Step 38:
To enter additional serial numbers, click “Add Another Line Item”.

Step 39:
When you are finished entering serial numbers, click “Finish”.

ATF eForm 10 (Registration of a Firearm)
Step 40:
Review all information to ensure accuracy.

To go back and edit your item, click document icon.

If you see a RED triangle △ something was not filled in (missing info) which must be corrected before proceeding. If you see a YELLOW triangle △ something is new to the system, but you can still proceed.

Step 41:
If all information is accurate click “Next”.

ATF eForm 10 (Registration of a Firearm)
Step 42: (Optional) Upload additional documentation.

Step 43: If not uploading any additional documentation, click “Next”.
Step 44: Click box next to “I’m not a robot”.

Step 45: Click box next to certification statement and click “Sign & Submit”.
Step 46:
A pop-up window will appear. Enter the PIN number you used when setting up your ATF eForm account. When finished, click “Submit”.

Step 47:
Another pop-up window will appear after your request has successfully submitted. A copy of the submitted eForm 10 and the application number will be emailed to the user (email may take a few minutes). Click “Ok”.
ATF eForm 10 (Registration of a Firearm)

Step 48:
Email that was sent to user with attached .pdf copy of eForm 10 that was submitted.

[Non-DoD Source] eForms Application Submission Notification for Permit/Control No: 2022671622

eforms.notifications@atf.gov
To: Smith, Deborah A CIV DLA DISPOSITION SERVICES (USA)

FORM532010-SUBMITTED.zip
575 KB

This is to advise you that the status of your eForms submission with the subject Permit/Control number has changed to SUBMITTED/IN PROCESS

Permit/Control No: 2022671622
Your Reference No: 
Submission Date: 08/01/2022
Form ID: ATF Form 10 (5320.10) - Application for Registration of Firearms Acquired by Certain Governmental Entities

Please logon to the eForms site for more details.

If you have any questions about your eForms submission, please contact:
for Imports questions, call (304) 616-4550
for NFA questions, call (304) 616-4500
for AFMER questions, call (304) 616-4590
for Firearms Licensing questions, call 1-866-662-2750

Thank you for using eForms.
Step 49:
To check the status of your eForm 10 that was submitted, click “Submitted/In Process”.

Step 50:
Click “Form 10 5320.10” to review submissions.
Step 51:
All user submitted eForm 10 items will appear here.

Example-This user has an ATF “Approved” eForm and has created a “draft” eForm that has not been submitted yet.
If you have an ATF-approved Form 10 on-file for a LESO Program NFA-regulated firearm and have been told this firearm is not “registered” in the ATF NFRTR Database, please scan and email an electronic copy of the ATF-approved Form 10 to email listed above.

If you are unsure if your LESO Program NFA-regulated firearms are listed as “registered” in the ATF NFRTR Database, please contact your LESO Program State Coordinator’s Office.
National Firearms Act
Legal Overview

Benjamin Hiller
Attorney Advisor
Firearms and Explosives Law Division
Office of the Chief Counsel
National Firearms Act


In 1934, Congress used its taxing authority to impose prohibitive taxes ($200) on the making and transfer of certain “gangster” type weapons, including machineguns, short-barreled weapons, and silencers.
National Firearms Act

The NFA requires ATF maintain a central registry of all NFA firearms that are in the United States which are not in the possession or under the control of the United States.

The central registry is called the National Firearms registration and Transfer Record (NFRTR).

26 U.S.C. 5841(a)
Federal government entities are generally exempt from NFA registration requirements, for example:

- ATF
- FBI
- Department of Defense

However: State and local government entities are not exempt from the statutory registration requirement, which means their NFA firearms must be registered in the NFRTR.
National Firearms Act

Why does it matter whether the State or local government entity’s NFA firearm is registered in the NFRTR?

- Because Congress mandated it when it passed the NFA.
For purposes of the NFA, the term “firearm” is defined in 26 U.S.C. § 5845 to mean:

- Shotgun with a barrel or barrels of less than 18 inches
- Certain weapons made from a shotgun
- Rifle with a barrel or barrels of less than 16 inches
- Certain weapons made from a rifle
- Any other weapon
- **Machinegun**
- **Silencer**
- **Destructive device**
Destructive Device: any type of weapon by whatever name known which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, the barrel or barrels of which have a bore of more than one-half inch in diameter.

Machinegun: any weapon which shoots automatically more than one shot, without manual reloading, by a single function of the trigger.
Registration

- ATF Form 10, *Application for Registration of Firearms Acquired by Certain Governmental Entities*

  - May be used to register firearms to a State or local government entity for official purposes.
  - Generally, government entity acquired the firearm through seizure and forfeiture proceedings (or acquired through the LESO Program).
  - Firearms registered via Form 10 may only be transferred to another government entity for official use.
  - 27 CFR 479.104.
Property of LESO

Colt M4 Machinegun
SN 410102321
Anytown PD

Form 10

Anytown PD
What if Anytown PD no longer wants the NFA Firearm that it received pursuant to the LESO Program?
Transferring an NFA Firearm

- ATF Form 5, Application for Tax Exempt Transfer and Registration of Firearm

  - Different ways to use the Form 5
    - LEA return to DoD control (Anniston, AL)
    - LEA to LEA
NFRTR updated to reflect return to DoD control (Anniston, AL)
Questions?

- LESO@atf.gov
DLA HQ and LESO Policy

Mr. Mike Johnson
August 23, 2022
DLA HQ and Policy
Introduction

• Mike Johnson, DLA J34 from DLA HQ in Ft. Belvoir VA
  • Portfolio includes Excess Property Programs
    • Most of time and effort is supporting LESO

• Prior law enforcement, worked with James City County PD in Virginia

• Joined DLA in 2006 as a Property Disposal Specialist in Battle Creek, MI
  • Computers For Learning Program Manager
  • Organizational Alignment/Demil Instructor
  • Intern Program Manager

• Joined DLA HQ in 2014
  • Started with LESO by preparing the DLA response and preparing for DLA/DoD Congressional testimonies post Ferguson, MO
Primary Role is **Policy**
- Establish, maintain, and update the DLA Instruction 4140.11, “DoD Law Enforcement Support Program”
- Support LESO
- Review and obtain HQ approval for MOA and addendums
- Provide guidance and policy interpretation

**Media Inquiries**
- Work with LESO and Michelle McCaskill (HQ PAO) and Dana Thornberry to respond to media and FOIA inquiries

**Legislative Affairs**
- Congressional Language Review (Draft NDAA or other) and Impacts
  - Work directly with LESO and Counsel
- Informational briefings to Congress Professional and Personal Staff
- Congressional Inquiries – addressing specific Congress/Staffer inquiries
- Congressional Reports
FY 21 NDAA Sec 1053
  • Provided Initial report in Quarter 3 of FY 21
    • The explanatory statement accompanying H.R. 133, the Consolidated Appropriations Act, 2021 (Public Law 116-260), requests the Department of Defense (DoD) to provide a report detailing its compliance with section 1053 of the William M. (Mac) Thornberry National Defense Authorization Act (NDAA) for Fiscal Year (FY) 2021 (Public Law 116-283), not later than 120 days after the date of enactment and **quarterly thereafter**.

  • Provide updates on:
    • Status of Annual Inventory
    • Status of PCRs
    • Quantity of requests for support of disaster-related emergency preparedness and vehicles transferred for this purpose
• FY 22 NDAA Sec 1070
  • Section 1070, of the National Defense Authorization Act for Fiscal Year 2022 (Public Law 117-081), directs the Director of the Defense Logistics Agency to conduct a study and report which should include:
    • an analysis of the degree to which personal property transferred under such program has been distributed equitably between larger, well-resourced municipalities and units of government and smaller, less well-resourced municipalities and units of government; and
    • an identification of potential reforms to such program to ensure that such property is transferred in a manner that provides adequate opportunity for participation by smaller, less well resourced municipalities and units of government.
  • Currently in Final Routing
• 37 Page report which covers:
  • Requisite background on LESO and DoD Excess Personal Property and the process
  • DLA performed and analysis of the Property Book and FY 21 Transfers.
    • Utilized 2017 RAND Report Groupings of officers.
      • 1-24, 25-49, 50-99, 100-249, 250+
  • Highlighted external factors on equity of property transfers
    • Congressional Preferences
    • State/Local Restrictions
    • Fee States
    • LEA Requirements vs. Excess Availability
    • Activity of State/LEAs
    • LEA Location

Upon an analysis of LEA addresses, DLA field sites, and FY 21 excess property transfers DLA identified 208 (23%) LEAs within 60 miles of a DLA site received 29% of the individual items transferred in FY 2021, while 46% of the total items transferred were issued to 392 LEAs (43%) within 100 miles.
• Property Book Review
  • Total items on the property book broken down by officer count grouping. Percentages relative to the “Totals” column for the respective row.

<table>
<thead>
<tr>
<th></th>
<th>1-24</th>
<th>25-49</th>
<th>50-99</th>
<th>100-249</th>
<th>250+</th>
<th>Totals</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of LEAs (%)</td>
<td>3,112 (51%)</td>
<td>1,298 (21%)</td>
<td>842 (14%)</td>
<td>544 (9%)</td>
<td>319 (5%)</td>
<td>6,115</td>
</tr>
<tr>
<td>Acquisition Value (%)</td>
<td>$298,079,693 (16%)</td>
<td>$400,822,174 (22%)</td>
<td>$389,577,373 (21%)</td>
<td>$346,973,180 (19%)</td>
<td>$426,672,901 (23%)</td>
<td>$1,862,125,322</td>
</tr>
<tr>
<td>Individual Items (%)</td>
<td>86,818 (18%)</td>
<td>87,628 (19%)</td>
<td>74,907 (16%)</td>
<td>84,073 (18%)</td>
<td>137,584 (29%)</td>
<td>471,010</td>
</tr>
<tr>
<td>Vehicles Transferred (%)</td>
<td>1,687 (31%)</td>
<td>1,309 (24%)</td>
<td>1,118 (20%)</td>
<td>785 (14%)</td>
<td>586 (11%)</td>
<td>5,485</td>
</tr>
<tr>
<td>Small Arms Transferred (%)</td>
<td>18,014 (28%)</td>
<td>12,080 (19%)</td>
<td>10,167 (16%)</td>
<td>10,571 (16%)</td>
<td>13,848 (21%)</td>
<td>65,130</td>
</tr>
<tr>
<td>Aircraft Transferred (%)</td>
<td>13 (4%)</td>
<td>23 (6%)</td>
<td>46 (13%)</td>
<td>85 (23%)</td>
<td>198 (54%)</td>
<td>365</td>
</tr>
</tbody>
</table>
FY21 Transfer Review

Property transfers in FY 2021 broken down by officer count grouping. Percentages relative to the “totals” column for the respective row.

<table>
<thead>
<tr>
<th></th>
<th>1-24</th>
<th>25-49</th>
<th>50-99</th>
<th>100-249</th>
<th>250+</th>
<th>Totals</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Number of LEAs (%)</strong></td>
<td>332 (36%)</td>
<td>217 (24%)</td>
<td>158 (17%)</td>
<td>118 (13%)</td>
<td>86 (9%)</td>
<td>911</td>
</tr>
<tr>
<td><strong>Acquisition Value (%)</strong></td>
<td>$45,345,753 (24%)</td>
<td>$44,241,319 (24%)</td>
<td>$39,878,454 (21%)</td>
<td>$26,459,279 (14%)</td>
<td>$30,469,125 (16%)</td>
<td>$186,393,931</td>
</tr>
<tr>
<td><strong>Individual Items (%)</strong></td>
<td>26,862 (15%)</td>
<td>38,439 (21%)</td>
<td>24,966 (14%)</td>
<td>22,465 (13%)</td>
<td>66,939 (37%)</td>
<td>179,671</td>
</tr>
<tr>
<td><strong>Vehicles Transferred (%)</strong></td>
<td>383 (35%)</td>
<td>239 (22%)</td>
<td>234 (22%)</td>
<td>135 (13%)</td>
<td>89 (8%)</td>
<td>1,080</td>
</tr>
<tr>
<td><strong>Small Arms Transferred (%)</strong></td>
<td>0 (0%)</td>
<td>0 (0%)</td>
<td>0 (0%)</td>
<td>0 (0%)</td>
<td>0 (0%)</td>
<td>0</td>
</tr>
<tr>
<td><strong>Aircraft Transferred (%)</strong></td>
<td>0 (0%)</td>
<td>0 (0%)</td>
<td>3 (38%)</td>
<td>3 (38%)</td>
<td>2 (24%)</td>
<td>8</td>
</tr>
</tbody>
</table>
EO 14074 signed by President Biden titled “Advancing Effective, Accountable Policing and Criminal Justice Practices to Enhance Public Trust and Public Safety” was signed on May 25, 2022.

- This EO adds several new requirements and reinstates previous recommendations that were in effect under EO 13688.
- Unlike previous EO, which was an equipment transfer EO, this covers Policing as a broader topic with Section 12 applying to property transfers.

Background
- EO 13688 was signed by President Obama on January 16, 2015 and established the Law Enforcement Equipment Working Group to establish government wide policies for transfer equipment.
- EO 13809 was signed by President Trump on August 28, 2017. It revoked EO 13688 and directed all executive departments and agencies “to cease implementing those recommendations and, if necessary, to take prompt action to rescind any rules, regulations, guidelines, or policies implementing them.”
EO 14074 Section 12 can be broken out into 3 primary sections

A) Additions to Statutory prohibited property
   - Suppressors/Silencers
   - Vehicles that do not have commercial application unless LEA certifies that vehicle will be used exclusively for disaster-related emergencies; active shooter scenarios; hostage or other search and rescue operations’ or anti-terrorism preparedness, protection, prevention, response, recovery, or relief
   - LRADs – Long Range Acoustic Devices – That do not have a commercial application

B) Comply with the Recommendations Pursuant to EO 13688
   - Reinstitutes the EO 13688 recommendations

C) Adds requirements and certifications prior to transfer of Controlled Property
Final Thoughts

- Your role is critical, do it well
- When in doubt do not approve
- Don’t let the problem minority ruin the program for the majority
- DLA continues to execute IAW Statute and Presidential intent, statute takes precedence
- Communicate and build relationships with your LEAs, you are their POC and who we will send them too
- Keep up the great work, Thank you.
QUESTIONS?

Contact INFO:

Mike Johnson
LESO Policy and Oversight
571-767-1308
Michael.Johnson@dla.mil
Mr. Corky Malcom
August 23, 2022
Corky Malcom, Chief Counsel DLA Disposition in Battle Creek
- Advise on all legal matters for Disposition Services, including LESO

LE experience--- Retired Navy Judge Advocate
-Prosecuted and defended criminal cases in Courts-Martial and Federal Magistrate’s Court as Special Assistant US Attorney
-Instructor at Naval Justice School and for Naval Criminal Investigative Service (NCIS) agents attending Federal Law Enforcement Training Center (FLETC) at Glynco, GA.
-Commanding Officer/Executive Officer/Chief Prosecutor for the Navy’s Prosecution Command in SE US. Prosecuted cases throughout SE US and at Guantanamo Bay and Puerto Rico.
-Cousin is elected Sheriff in KY and former KY State Trooper!

Joined DLA in 2014
-Ferguson just happened
-Intro to LESO-- DLA Leadership testifying on LESO before Congress
Legal Counsel
Where are we going with law and policy?

- Congressional Hearings (DoD and GSA)
- Executive Order from each President
- Three amendments to 10 USC 2576a
- New proposals for 10 USC 2576a in every National Defense Authorization Act (NDAA)
- Draft legislation—“George Floyd Policing Act”
- GAO Audits/DoD IG Audits/Rand Studies/Congressional Reports
- State Laws
  - For example – California AB 481
Legal Counsel

What is the expectation from previous slide?

4 Take Aways that are in your court – these are “must do’s” if you want program to survive in your state/locale!

• Transparency with local civilian community!

• Local Governing Body approval!

• Clear SoPs/rules on equipment acquired in program!
  • Use of controlled equipment
  • Ensuring Training on Use of Controlled equipment
  • Acquisition and disposition of all other equipment

• Tighter controls to prevent loss of weapons!
QUESTIONS?