

**Law Enforcement Support Office (LESO)
EXAMPLE Law Enforcement Agency (LEA)
Ammunition Justification Memorandum**

(Points 1-4 must be addressed in sequential order and on agency letterhead. Points 5-6 must be addressed if applicable)

LAW ENFORCEMENT AGENCIES LETTERHEAD

To: Program Manager, 1033 Program
Law Enforcement Support Office (LESO)
DLA Disposition Services
74 Washington Avenue North
Battle Creek, MI 49037

Subject: Ammunition Request Justification

1. What type of ammo requested and quantity of each? Indicated on the attached spreadsheet.
2. Does the agency have the fiscal wherewithal for Packing, Crating & Handling (PC&H), and Shipping for the requested quantities of ammunition (**potentially** up to .15 cents per round?
Circle One: Y / N
3. What is the intended purpose/use of the requested ammo? _____
4. Certify agency will use ammo for training purposes only. **Circle One: Y / N**
5. If the agency has received ammo through our program in the past, certify all ammo has been expended. If necessary, list types of Ammo that have been expended (include the NSNs)
Circle One: Y / N If yes, _____
6. If the requesting agency is a training facility/academy, provide the average number of students trained on a yearly basis. _____

<Chief Law Enforcement Official/
Head of Local Federal Agency Printed Name>
<Title>
<Law Enforcement Agency Name>

Date

<LEA Ammo POC Printed Name, (if
applicable)>
<Title>
<Law Enforcement Agency Name>

Date