DEFENSE LOGISTICS AGENCY

Established 1961

Application for Participation

THE NATION'S LOGISTICS COMBAT SUPPORT AGENCY

Application for Participation

- LESO requires an Application for Participation be submitted to the LESO.
- via email from the SC or SPOC. No US Mail applications.
- The Application must be signed by the current Chief Law Enforcement Officer (CLEO), or authorized official.
- Application for Participation Version November 2022.

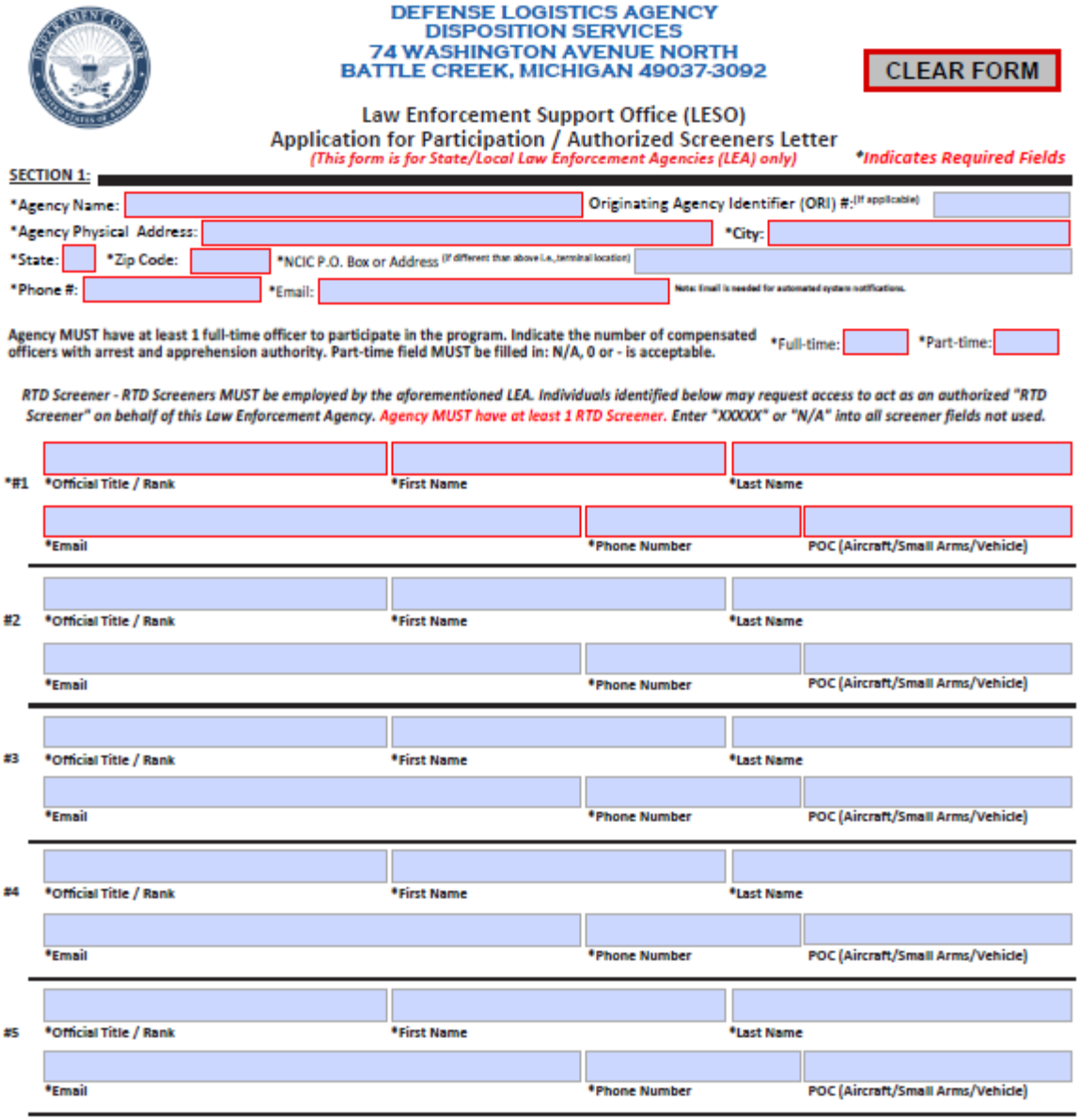
- Any additional supporting documentation that may be required for the LESO to properly vet an agency. Examples, not limited to:
  - Signed and dated letter from governing body on official letterhead appointing Acting/Interim CLEO name and effective date.
  - City council meeting minutes appointing Acting/Interim CLEO by name and effective date.

Application-Section 1

Section 1

Completed by the LEA.

Note:
Must have at least one RTD Screener, if only CLEO then must have CLEO listed as a screener.



DEFENSE LOGISTICS AGENCY
DISPOSITION SERVICES
74 WASHINGTON AVENUE NORTH
BATTLE CREEK, MICHIGAN 49037-3092

CLEAR FORM

Law Enforcement Support Office (LESO)
Application for Participation / Authorized Screeners Letter
(This form is for State/Local Law Enforcement Agencies (LEA) only)

**Indicates Required Fields*

SECTION 1:

*Agency Name: Originating Agency Identifier (ORI) #: (If applicable)
*Agency Physical Address: *City:
*State: *Zip Code: *NCIC P.O. Box or Address (If different than above i.e., terminal location)
*Phone #: *Email: Note: Email is needed for automated system notifications.

Agency MUST have at least 1 full-time officer to participate in the program. Indicate the number of compensated officers with arrest and apprehension authority. Part-time field MUST be filled in: N/A, 0 or - is acceptable. *Full-time: *Part-time:

RTD Screener - RTD Screeners MUST be employed by the aforementioned LEA. Individuals identified below may request access to act as an authorized "RTD Screener" on behalf of this Law Enforcement Agency. Agency MUST have at least 1 RTD Screener. Enter "XXXXX" or "N/A" into all screener fields not used.

*#1 *Official Title / Rank *First Name *Last Name
*Email *Phone Number POC (Aircraft/Small Arms/Vehicle)

#2 *Official Title / Rank *First Name *Last Name
*Email *Phone Number POC (Aircraft/Small Arms/Vehicle)

#3 *Official Title / Rank *First Name *Last Name
*Email *Phone Number POC (Aircraft/Small Arms/Vehicle)

#4 *Official Title / Rank *First Name *Last Name
*Email *Phone Number POC (Aircraft/Small Arms/Vehicle)

#5 *Official Title / Rank *First Name *Last Name
*Email *Phone Number POC (Aircraft/Small Arms/Vehicle)

Provide Originating Agency Identifier (ORI) number.

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.

Application-Section 2

Section 2 Completed by the CLEO or Acting or Interim.

Note: Two of the three boxes must be checked for the application to be approved.

Digital or wet signatures are allowed or accepted.

SECTION 2:

RESERVED FOR LAW ENFORCEMENT AGENCY USE ONLY

Law Enforcement Agency/Activity - The LESO Program defines this as a Governmental agency/activity whose primary function is the enforcement of applicable Federal, State and Local laws and whose compensated Law Enforcement officers have the powers of arrest and apprehension.

☐ I certify that my agency meets the definition of a "Law Enforcement Agency/Activity" as described above. I certify that all information contained in this application is valid and accurate. I understand that I must provide my State Coordinator an application to update my agency participant information if the following information changes: a) Chief Law Enforcement Official (CLEO) changes, b) Agency physical address changes, c) RTD Screener additions/deletions, d) that my agency is abiding by the current version of the LESO approved State Plan of Operation (SPO) and any SPO Addendum(s) and e) that my agency has a signed copy of the SPO and any SPO Addendum(s) on file.

*(Check only one):

☐ I am signing this document as the CLEO of this law enforcement agency.

☐ In my official position or as Acting/Interim, I am authorized to sign documents on behalf of the CLEO for this agency. If checked, please provide appropriate documentation (i.e., current department policy, agency memorandum or other suitable documentation that provides such signature authority to the individual holding that official position).

By signing this application, I certify that my Agency will comply with U.S. Code 2576a for all controlled property, which states; With the authorization of the relevant local governing body or authority, that my agency has adopted publically available protocols for the appropriate use of controlled property, the supervision of such use, and the evaluation of the effectiveness of such use, including auditing and accountability policies; and that it provides annual training to relevant personnel on the maintenance, sustainment, and appropriate use of controlled property. I certify under penalty of perjury that the foregoing is true and correct. Making a false statement may result in judicial actions or prosecution under 18 USC § 1001.

*TITLE	*PRINTED FIRST NAME:	*PRINTED LAST NAME:
*EMAIL	*SIGNATURE	*DATE

Application-Section 3

SECTION 3:

RESERVED FOR STATE COORDINATORS OFFICE USE ONLY

By signing this application, I certify that as the State Coordinator/State Point of Contact, I have determined that: a) the agency meets the definition of a "Law Enforcement Agency/Activity" as described in Section 2, b) that all information contained in this application is valid and accurate, c) that the LEA is abiding by the current version of the LESO approved State Plan of Operation (SPO) and any SPO Addendum(s)and d) that the LEA has a signed copy of the SPO and any SPO Addendum(s) on file.

*PRINTED NAME FIRST & LAST	*SIGNATURE	*DATE

Section 3
Completed by the SC/SPOC (with signing authority).

Note: Application must be signed, dated, and submitted within 30 days of the CLEOs signature otherwise the application will be denied.

Application-Section 4

Section 4

Completed by the LESO Customer Support Office.

SECTION 4:

RESERVED FOR LESO USE ONLY

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 Notes:

*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.

*SIGNATURE

Note:

- Current application form November 2022.
- Once approved, the LESO Customer Support Office will add the agency's assigned DODAAC (Department of Defense Activity Address Code), current date, and provide any notes.
- If the application is not approved, the respective SC/SPOC will be notified via email by the LESO.

Application Notes

The LEA shall:

- Ensure that all information on the application is correct and all required fields are completed 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, SPO, and SPO Addendum to their respective SC/SPOC.
  - Adobe signatures are not authorized either wet signature or valid digital signature.

The SC/SPOC shall:

- Review the entire application to ensure all required fields are completed in Section 1 and Section 2.
- Once the SC/SPOC has reviewed all the information on the LEA's application, they will sign the application, SPO and SPO Addendum if applicable.
  - Adobe signatures are not authorized either wet signature or valid digital signature.
- SC/SPOC will keep/file the SPO and SPO Addendum if applicable and email the application with supporting documentation to: LESO@DLA.MIL

Application Notes continue

- At least one Reutilization, Transfer and Disposal(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.
- Full legal name must be used on the application as shown on driver's license. No initials or nicknames.
- Email addresses cannot be generic, i.e.,police@pd.gov

DEFENSE LOGISTICS AGENCY