10 USC 2576a – Title 10 USC Section 2576 authorized the Secretary of Defense to transfer excess property to law enforcement agencies (LEAs).

- The Defense Logistics Agency (DLA) manages the LESO program on behalf of the Department of Defense
- Preference is given to counter-drug, counter-terrorism or border security activities
- DLA does not charge states/LEAs for excess property
- LEAs are responsible for all transportation cost and maintenance costs
- Controlled property is considered a loan and must be accounted for and returned to DLA once an LEA no longer has use for the property
Organizational levels:
1. Federal level – DLA Law Enforcement Support Office provides national level program management/oversight
2. State level – State Coordinator – appointed by the governor provides state level oversight
3. Local level – State & Local Police, County Sheriff, & other LEAs responsible for accountability and tracking of controlled property

Memorandum of Agreement - The agreement between the Defense Logistics Agency and State Coordinators from each State participating in the LESO Program. The Memorandum of Agreement identifies overall terms and conditions (rules) of the LESO Program.

State Plan of Operation – Each Chief Law Enforcement Official must sign a State Plan of Operation if they wish to participate in the LESO Program. This agreement defines the roles and responsibilities of program participation. This agreement is between the State Coordinator and the Chief Law Enforcement Official at each agency.
Is your agency eligible to participate? To participate in the LESO Program, agencies must meet three basic criteria:

1. Governmental agency whose primary function is law enforcement
2. Have at least one full time compensated officer
3. Have power of arrest and apprehension

Agencies must first submit an Application for Participation to their State Coordinator for eligibility determination.

Property that an LEA may receive: Items that may be obtained through the LESO Program are controlled property, which includes any property that has a demilitarization (DEMIL) Code of A, B, C, D, E, F, G and Q. LEAs are responsible for all controlled property until authorized to turn in or transfer with the final approval from the LESO Program.
CONTROLLED PROPERTY:

Controlled property (equipment) obtained via the LESO Program includes any property that has a demilitarization (DEMIL) Code of B, C, D, E, F, G, and Q.
System Registration Process:
Once your application for participation has been approved by your State Coordinator and the LESO Program, you can begin system registrations.

New LEAs should be aware that to obtain full capabilities in the LESO program, users are required to register in the following systems. Use links to access the systems.

1. AMPS – request access to government systems. The Account Management and Provisioning Service (AMPS) is used to manage who has access to certain government systems. All LESO Program participants must initially register for this system in order to request equipment via the LESO Program. AMPS registration is a three step process.

2. RTD web – system which allows you to search and request property. RTD stands for “Reutilization, Transfer and Donation.” LESO Program participants may utilize the RTD website to look for equipment, supplies, tools, vehicles that they may need for their law enforcement agencies. Individuals who wish to look for items must set up his or her own RTD web account. To gain access to the RTD website, register and set up your username and password in AMPS. Once you have registered in AMPS, visit https://business.dla.mil/landing/index.jsp to access the RTD web.

3. FEPMIS – the inventory system which allows LESO Program participants to manage items once received. The Federal Excess Property Management Information System (FEPMIS) is used by LESO Program participants to manage items obtained via the LESO Program. Each participating agency is provided their own FEPMIS account which will allow them to manage their agency inventory.

Systems Registration questions may be directed to:
- Your State Coordinator
- AMPS Registration helpdesk at 1-855-352-0001 (select option 2)
- LESO at 1-800-532-9946 or LESO@DLA.MIL

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Once AMPS, RTD Web and FEPMIS registrations are complete, LESO Program participants may utilize the RTD Website to search and request equipment, supplies, tools, vehicles and other items.

Note-Agencies must have at least one individual registered in FEPMIS prior to requesting property in the RTD Web.

**Users may search for available property 2 ways:**

1. Visit a [DLA Disposition Services site](#)
2. Conduct an electronic search using the [RTD Web](#)

Once an item is found, users must submit an electronic request via computer, laptop, tablet, smart phone or other device.
The disposal screening begins by receiving property from our customers either electronically or physically delivered to our facilities. We hold the property for a specific amount of time during which specific customers may requisition property.

- Military services requisition may take precedence over a LESO requisition by priority.
- All other special program requisitions are handled on a first come, first served basis.
RTD Web: Property Allocation Limits

Generally stated, the LESO Program typically allocates items requested by law enforcement agencies on a “one per officer” basis. For example, if an agency has 10 officers, the agency may request 10 pairs of boots using the RTD Web.

The following items have further allocation restrictions:

**Tactical Vehicles**

HMMWVs are typically allocated on 3:1 ratio, i.e. for every three full-time officers, a tactical vehicle may be authorized for transfer. Larger tactical vehicles, i.e. MRAPs or other Personnel Carriers are typically allocated one per agency.

**Small Arms**

- **M16 Rifles**: 1 per officer
- **M14 Rifles**: 1 per every two officers
- **Glock Pistols**: 1 per officer
- **M1911 Pistols**: 1 per officer
- **.38 Special Pistols**: 1 per officer
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RTD Website: Searching for Property
https://business.dla.mil/landing/index.jsp

Acquiring Items

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Customers may search for property using various criteria:

- National Stock Number (NSN)
- Federal Stock Class (FSC)
- Item Name
- DTID—Disposal Turn In Document Number
- RTD Screening Cycle
- Condition Code
- DLA Disposition Services location
- Miles from your zip code
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RTD Website: Review & Request Property
https://business.dla.mil/landing/index.jsp

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<table>
<thead>
<tr>
<th>Condition Code, Item Name, DTID</th>
<th>DLA DispSvcs Site &amp; National Stock Number (NSN)</th>
</tr>
</thead>
<tbody>
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Click on the “shopping cart” icon to add the item to your cart
All LEAs must submit a valid justification for every item requested that meets the following three criteria:

1. Must be for use by the requesting LEA
2. Must be for a law enforcement purpose/use
3. Must be convincing (property justification make sense together)

RTD Website: Justify the Request
https://business.dla.mil/landing/index.jsp
In the event you search for an item and nothing is currently available, customers can set up an RTD web "Want List". Customer-created “Want Lists” will automatically search for an item across the DLA Disposition Services inventory according to user identified search criteria. If the item becomes available, the user will receive an email notification.
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**FEPMIS**

Once an item(s) is picked-up or is shipped to your law enforcement agency, it will automatically appear in your agencies FEPMIS account as a new “receipt”.

The receipt process allows users to identify quantity received, upload photos, serial numbers or other detailed information about the item(s).

All property must be receipted within 30 days of physical possession of property. Click here for a detailed guide to the receipt process.

There are 3 types of receipts:
1. Full receipt: all property was received
2. Partial receipt: only received a portion of quantity requested
3. Zero receipt: did not receive any of the quantity requested

**Turn-in OR Transfer**

When an item is no longer needed, agencies may:
1. Request to turn-in the item at a DLA DispSvcs site by submitting a “Change of Status (COS)” request in FEPMIS
2. Request to transfer property to another LESO program participant by submitting a “Modification” request in FEPMIS
There are two types of PCRs:

1. Federal-level PCR: Conducted every two years by Federal POCs to assess whether a State is complying to the terms and conditions of the LESO Program.
   - Agencies may be selected to participate in this process, which allows federal POCs to validate information reported to them by the State.

2. State-level PCR: Conducted at anytime throughout the year by State POCs to assess whether individual agencies are complying to the terms and conditions of the LESO program.

If an LEA is selected for a Federal or State PCR visit, the agency should plan on having a compliance team visit their location.

The compliance team will:
- Complete a physical review of items received by the agency via the program
- Will review documentation pertinent to program participation
- Will assess the LEA in terms of “Compliant” or “Non-Compliant” to program terms and conditions.

The LESO Program requires that participating LEAs complete an annual inventory of items obtained via the LESO Program. Results of the inventory are reported to State and Federal POCs using the agencies FEPMIS account.

The “Annual Inventory” period starts on October 1st and must be completed (no later than) January 31st by each agency participating in the program.

LEAs which fail to complete the annual inventory requirement may be suspended from LESO Program participation.
Welcome to the Quick Start Guide for the Law Enforcement Support Office

DLA Law Enforcement Support Office

State Coordinator

Application for Participation

AMPS—How to register

RTD web

FEPMIS

DLA Disposition Services site

Step-by-step guide to completing the LESO Annual Inventory

Questions may be directed to:

- Your State Coordinator
- AMPS Registration helpdesk at 1-855-352-0001 (select option 2)
- LESO at 1-800-532-9946 or LESO@DLA.MIL

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