

QUICK START GUIDE

Welcome to the Quick Start Guide for the
Law Enforcement Support Office

CONTENTS

Program Overview	2-3
Getting Started	4-6
Acquiring Items	7-14
Accounting for Items	15
Program Compliance Reviews	16
Quick Links	17



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Program Overview

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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

Important ACRONYMS

- AMPS – Account Management and Provisioning System
- DEMIL – Demilitarization
- DLA – Defense Logistics Agency
- DOD – Department of Defense
- DODAAC – Department of Defense Activity Address Code
- FEPMIS - Federal Excess Property Management Information System
- FSC – Federal Stock Class
- LEA – Law Enforcement Activity/Agency
- NSN – National Stock Number
- PCR – Program Compliance Review
- RTD – Reutilization, Transfer and Donation
- SC – State Coordinator
- POC – Point of Contact

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Program Overview

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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.

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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.



	Types of items
<i>Small Arms</i>	
<i>Tactical Vehicles</i>	
<i>Robots</i>	
<i>ATVs</i>	
<i>Tents</i>	
<i>Handcuffs</i>	<i>Sight Reflex</i>
<i>Generators</i>	<i>Magazines</i>
<i>Gym equipment</i>	<i>Digital Cameras</i>
<i>Office Furniture</i>	<i>Repair Parts</i>
	<i>Boots</i>

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Getting Started

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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.





Getting Started

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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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Acquiring Items

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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.



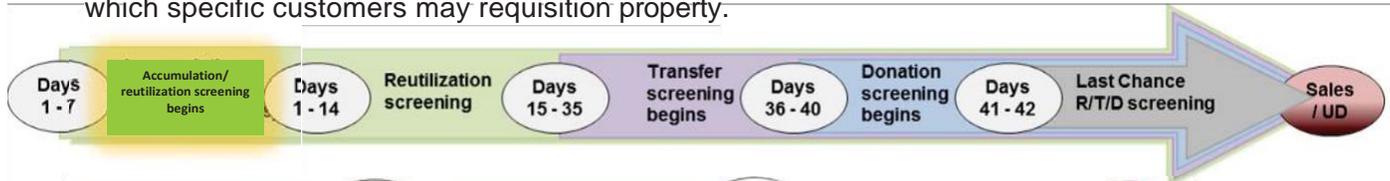
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PROPERTY SCREENING TIMELINE

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.



Reutilization



- Military Services
- Special Programs
 - Law Enforcement
 - Foreign Military Sales
 - USDA Firefighters
 - Humanitarian Assistance Program (HAP)
 - Mil Affiliate Radio System (MARS)
 - Civil Air Patrol
 - Senior ROTC Units
 - DOD or Service Museums
 - DOD Contractors
 - Computers for Learning

Transfer



- Federal Civil Agencies
 - Forest Service
 - Veterans Affairs
 - Agriculture

Donation



- National Association of State Agencies for Surplus Property (NASASP)
 - Public Agencies
 - State & Local Governments

- 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.



Acquiring Items

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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, ie. 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>

The screenshot shows the RTD website interface. On the left is a blue navigation menu with the following items: RTD Home, Civil Air Patrol, Computers For Learning, DOD, DOD Contractor, Donation FEPD, Firefighter, Federal/State Screener, Foreign Military Sales, Humanitarian Assistance Program, **Law Enforcement Support Office**, and Military Affiliate. The main content area is titled "Reutilization / Transfer / Donation (RTD) RTD Main" and includes a "Show reminder" checkbox. Below this is a section titled "Reutilization, Transfer, Donation Home" with an "Announcements" table. The table has two columns: "Title" and "Description". The first row is "RTD WEB Down Starting Friday June 24th at NOON" with a description about system downtime. The second row is "Property in GSA screening cycle" with a description about requisitioning. The third row is "CFL Schools" with a description about MOAs. The "LESO Search" link in the navigation menu is highlighted with a yellow callout box that says "Select 'LESO Search'".

Title	Description
RTD WEB Down Starting Friday June 24th at NOON	RTD web application will be down starting Friday, June 24, 2016 at 1200 hours (EST) and extending until Sunday, June 26, 2016 at 1800 hours (EST). Downtime is to support Disposition Integration Web migration a new server. Users will have full current functionality available Monday, June 27th.
Property in GSA screening cycle	When conducting property searches on RTD web, all property within the GSA screening cycle must be requisitioned via GSAXcess.gov
CFL Schools	All MOAs (Memorandum of Agreement) must be current (Person who signed the MOA must still be employ by the school) before any Computer Equipment can be received by the school under the DOD CFL PROGR were issued Letters of Assessment by the DLA Office of the Inspector Gene trol Office must be renewed within one year from the date on the LOA (Lette or Assessment) in order to continue to receive Demil Q Integrity Code 6 excess computer equipment. DOD must have a current Letter of Authorization (LOA) in the Centralized File prior to picking up property for

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RTD Website: Searching for Property

<https://business.dla.mil/landing/index.jsp>

The screenshot shows a search form with the following fields and options:

- Up to 20 DTID Numbers:** A text input field with a vertical scroll bar.
- Container ID:** A text input field.
- RTD Screening Cycle:** Checkboxes for DOD, EXP DOD, FEPP, and RTD2.
- Date Entered Inventory:** A date picker field with a calendar icon and the format *(mm/dd/yy)*.
- Supply Condition Code:** Checkboxes for A, B, C, D, E, F, G, and H.
- Search by Location:** A dropdown menu with the instruction: "(Hold down the CTRL or Shift key to select multiple items from the list.)". The list includes: DLA DS 29 Palms, DLA DS Aberdeen, DLA DS Anchorage, DLA DS Anniston, DLA DS Anniston CDC, DLA DS Aviano, DLA DS Bangkok, DLA DS Barstow, DLA DS Benning, and DLA DS Bliss.
- Miles from DoDAAC Location:** A text input field.
- Zip Code:** A text input field with the instruction: "(Enter Zip Code and Miles to search from the Zip location.)".
- Search:** A button with a yellow callout box pointing to it that says "Search for property that meets your criteria".

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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Acquiring Items

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RTD Website: Review & Request Property
<https://business.dla.mil/landing/index.jsp>

Search Results

Download all 1563 items

Sort By: Condition Code Order: Ascending Sort << 1 2 3 4 5 >>

	Cycle: <u>DOD</u> Quantity Available: 3 Condition: <u>A</u> Item Name: JACKET,PHYSICAL FIT DTID: W25KYQ61120010 MSDS: Warehouse Location: E020144C0	Days Left in Cycle: 11 Integrity DEMIL: <u>A</u> Unit of Issue: EA Receipt in Place: No	Hazardous: Container ID: Orig. Acq. Price: 62.47 Miles from Zip: 441 Date Entered Inv.: 6/21/2016 12:00:00 AM Expedited: No
	Cycle: <u>DOD</u> Quantity Available: 1 Condition: <u>A</u> Item Name: JACKET,PHYSICAL FIT DTID: W25KYQ61120009 MSDS: Warehouse Location: E020144C0	Days Left in Cycle: 11 Integrity Code: <u>Z</u> Site: <u>DLADS SUSQUEHANNA</u> NSN: <u>8415015754445</u> DEMIL: <u>A</u> Unit of Issue: EA Receipt in Place: No	Hazardous: Container ID: Orig. Acq. Price: Miles from Zip: Date Entered Inv.: Expedited:
	Cycle: <u>RTD2</u> Quantity Available: 1 Condition: <u>A</u> Item Name: ELBOW PADS DTID: FB562161160130 MSDS: Warehouse Location: C010632C0	Days Left in Cycle: 0 Integrity Code: <u>1</u> Site: <u>DLADS KASERSLAUTERN</u> NSN: <u>8415015302161</u> DEMIL: <u>A</u> Unit of Issue: PR Receipt in Place: No	Hazardous: Container ID: Orig. Acq. Price: 11.75 Miles from Zip: N/A Date Entered Inv.: 5/10/2016 12:00:00 AM Expedited: No
	Cycle: <u>RTD2</u> Quantity Available: 16 Condition: <u>A</u> Item Name: PAD,KNEE DTID: FB562161160129 MSDS: Warehouse Location: C010632C0	Days Left in Cycle: 0 Integrity Code: <u>1</u> Site: <u>DLADS KASERSLAUTERN</u> NSN: <u>8415015302351</u> DEMIL: <u>A</u> Receipt in Place: No	Hazardous: Container ID: Orig. Acq. Price: 18.75 Miles from Zip: N/A Date Entered Inv.: 5/10/2016 12:00:00 AM Expedited: No

Click on the "shopping cart" icon to add the item to your cart

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Acquiring Items

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RTD Website: Justify the Request
<https://business.dla.mil/landing/index.jsp>

Add Item to LESO Shopping Cart

Inventory Information



Cycle:	FEPP	Days Left in Cycle:	26
Quantity Available:	1	Integrity Code:	1
Condition:	B	Site:	DLA DS GRAFENWOEHR
Item Name:	JACKET,FLYER'S	NSN:	8415003101140
DTID:	W908WZ61673034V	DEMIL:	A
Unit of Issue:	EA	Expedited:	No
Warehouse:	B010414C0		
Location:			

DoDAAC: 2YT05K

Quantity Requested:

Justification
(required,

500 characters max):

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)

Save To Cart

Return to Previous Page

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Acquiring Items

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RTD Website: Creating a Want List
<https://business.dla.mil/landing/index.jsp>

Reutilization / Transfer / Donation (RTD) LESO Search Results

Show reminder

[Return to Search](#)

Prev

LESO Shopping Cart [\[Check Out \]](#)

You Have 0 item(s) in your Shopping Cart. The Shopping Cart holds 50 items

Search Criteria

DoDAAC: 2YT05K
FSC(s): 6515
Screening Cycle(s): DOD, EXP DOD, FEPP, RTD2
Supply Condition Code(s): A, B, C, D, E, F, G, H
Sort By: DATE ENTERED INVENTORY

Want List - [Schedule](#) this search to notify you when property enters the Disposition Services/One inventory.

Container Requisition - Please click on the container number to requisition the entire container.

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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Accounting for Items

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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

LESO FEPMIS

https://fam.nwcg.gov/fam-web-was/leso

LAW ENFORCEMENT SUPPORT OFFICE
From Warfighter to Crimefighter

LESO FEPMIS
Menu

[Home](#)
[Receipts](#)
[Modify](#)
[Change of Status](#)
[Inventory Worksheets](#)
[LESO Inventory](#)
[Query Property](#)

DATE: 2016-07-19

NOTE: IIA Helndesk should... cannot r...
...cess ques...
...lp desk...
...32.0001

Phone: 800.552.9946
Fax: 269.961.4431
Password Reset:
866.224.7677 opt #4

DOD DLA Disposition Serv
Training Material; Find Your Stat

Users may request to transfer or turn-in an item using the "Modify" and "Change of Status" tabs.

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Program Compliance Reviews

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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.

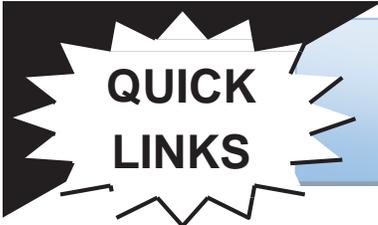
The LESO Program requires that participating LEAs complete an annual inventory of items obtained via the LESO Program. Results of the inventory are reported to State and Federal POCs using the agencies FEPMIS account.

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.



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**QUICK
LINKS**

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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