



# DEFENSE LOGISTICS AGENCY

*Established 1961*

## Training Ammunition



THE NATION'S LOGISTICS COMBAT SUPPORT AGENCY

PEOPLE ★ PRECISION ★ POSTURE ★ PARTNERSHIPS WARFIGHTER ALWAYS



# Training Ammunition

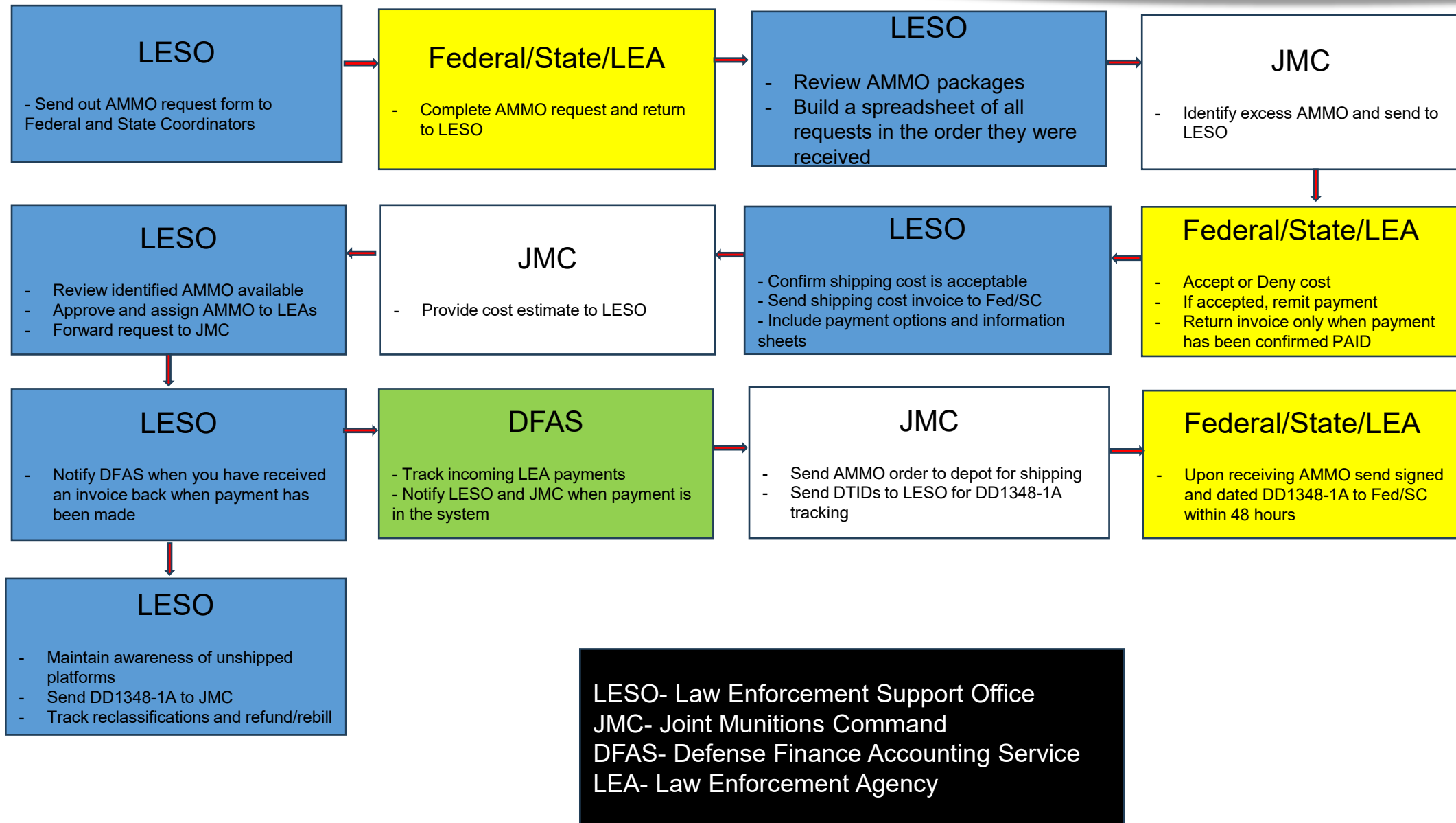


- Process Flowchart
- Training Ammunition Requests
- Approval Allocation Process
- Payment Process
- Shipment Process
- Receipt Process
- Important Information
- Questions?





# Ammo Request Process



# Training Ammunition Request



- Federal Agencies will have priority.
- The Ammunition Request forms were sent out on December 13, 2023.
- Emails must be named Department of Defense Activity Address Code (DODAAC), State, and Agency Name (i.e., 2YTXXX MI Battle Creek Police Department).
- If there are updates to the Application for Participation, such as email/leadership update, the Ammunition Request will also need to be updated to reflect those changes.



# Training Ammunition Request

**CLEAR FORM** LESO PROGRAM LAW ENFORCEMENT AGENCY (LEA) TRAINING AMMUNITION REQUEST

AGENCY NAME:  ORI:   
AGENCY PHYSICAL ADDRESS (as it appears in FEPMS):  DODAAC:   
CITY:  STATE:  ZIP CODE:   
AGENCY PHONE NUMBER:

AMMO PLATFORM	AMMO TYPE (Ball or Tracer)	QTY REQUESTED (# of rounds)	AMMO PLATFORM	AMMO TYPE (Ball or Tracer)	QTY REQUESTED (# of rounds)
Shotgun	12GA	<input type="text"/>	9MM	BALL	<input type="text"/>
5.56MM	BALL	<input type="text"/>	.22CAL	BALL	<input type="text"/>
5.56MM	TRACER	<input type="text"/>	.30CAL	BALL	<input type="text"/>
7.62MM	BALL	<input type="text"/>	.38CAL	BALL	<input type="text"/>
7.62MM	TRACER	<input type="text"/>	.45CAL	BALL	<input type="text"/>

1. Has your LEA previously received training ammunition via the LESO Program? Yes ☐ No ☐  
*Note: If yes, LESO requires all previous AMMO be expended before the anticipated delivery of new orders.*

2. Does the Head of Local Federal Agency or Chief Law Enforcement Official (CLEO) certify any ammunition acquired via the LESO Program will be for training purposes only? Yes ☐ No ☐

3. Identify how the training ammunition will be used by the LEA:  
☐ Range qualification/practice  
☐ Other training-Please describe how training ammunition will be utilized by the LEA:

4. If approved to acquire training ammunition via the LESO Program, the LEA is responsible for all Packing, Crating, Handling (PCH), and shipping costs. The LEA will receive a cost estimate for PCH & shipping costs. If PCH and shipping costs are accepted, LEA must make timely payment before training ammunition will be authorized for shipment. Does the LEA agree to make a timely payment? Yes ☐ No ☐

5. Payment for training ammunition must be made using current Electronic Funds Transfer (EFT) option. Does the LEA agree to make payment utilizing EFT options? Note: Credit Cards, Checks, or other forms of payment are NOT authorized. Yes ☐ No ☐

6. Is the LEA a training facility or academy? Yes ☐ No ☐ If yes, provide the annual average number of students:

7. (OPTIONAL) Provide any additional information pertinent to training ammunition request to include requested ammo types not listed above should they become available, i.e., Simunition etc.

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- All the information provided must match the current Application for Participation on record.
- The address on the current and approved application, on record, is the only address that can receive ammo shipments can be received at.
- LESO Program Law Enforcement Agency Training Ammunition Request Version December 2023 is the only version accepted. Older versions will be denied.



# Training Ammunition Request

3. Please identify three LEA Points of Contact (POC) for this training ammunition request who will be available to answer phone calls or email inquiries during ammunition acquisition & shipping process.

**POC #1:**  
First Name  Last Name  Official Title   
Phone Number (work)  Phone Number (cell)  Email Address

**POC #2:**  
First Name  Last Name  Official Title   
Phone Number (work)  Phone Number (cell)  Email Address

**POC #3:**  
First Name  Last Name  Official Title   
Phone Number (work)  Phone Number (cell)  Email Address

By signing this document, the Head of Local Federal Agency (Supervisor/Regional Agent in Charge/Special Agent in Charge [RAC/ SAC]) or Chief Law Enforcement Official certifies that: a) the agency listed above has the appropriate funds, license(s), safety, and operational training required to obtain training ammunition, b) they are abiding by the current version of the LESO approved Federal MOU, State Plan of Operation (SPO) and any SPO Addendum(s), c) they have a signed copy of the SPO and any SPO Addendum(s) on file, d) they will not sell or trade training ammunition acquired through the LESO Program, e) they will only use the ammunition for training purposes, f) that all information contained in this request is accurate, g) the request for training ammunition is warranted, h) the request for training ammunition has been approved/endorsed by the agency signatory listed below, and i) they understand that submitting a request for training ammunition does not guarantee that training ammunition will be allocated/awarded to the agency. *Note: State Plan of Operation (SPO) and SPO Addendum(s) only apply to state agencies.*

**HEAD OF FEDERAL AGENCY/CHIEF LAW ENFORCEMENT OFFICIAL:**  
PRINTED NAME:  DATE:   
SIGNATURE:

**FEDERAL OR STATE COORDINATOR USE ONLY**

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

**FEDERAL COORDINATOR/DESIGNEE/ STATE COORDINATOR/STATE POC:**  
PRINTED NAME:  DATE:   
SIGNATURE:

**LESO USE ONLY**

ADDITIONAL NOTES:

# OF OFFICERS:   
RECEIVED AMMO PREVIOUSLY?: YES ☐ NO ☐

Is agency on the Department of Justice (DOJ) Active Case List?: Yes ☐ No ☐ DOJ Active Case List  
Is agency on the LESO Suspension List?: Yes ☐ No ☐ LESO Suspension List

**LESO OFFICIALS:**  
AMMUNITION SPECIALIST (SIGNATURE):  DATE:   
COMPLIANCE LIAISON SPECIALIST (SIGNATURE):  DATE:   
LESO BRANCH CHIEF (SIGNATURE):  DATE:   
LESO DIVISION CHIEF (SIGNATURE):  DATE:

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- POC #1 and #2 must be a person that works first shift.
- POC #3 must be whoever is handling the finances for the LEA.
- Phone numbers should be direct lines to the individuals.
- CLEO signature must be the same as current Application for Participation on file.
- Federal and SC/SPOC must be the last approval signature

**Note:** LESO Use Only must be left blank

# Training Ammunition Request



LESO USE ONLY	
# OF OFFICERS: <input type="text"/>	ADDITIONAL NOTES: <input type="text"/>
RECEIVED AMMO PREVIOUSLY?: YES <input type="checkbox"/> NO <input type="checkbox"/>	
Is agency on the Department of Justice (DOJ) Active Case List?: Yes <input type="checkbox"/> No <input type="checkbox"/>	AMMUNITION SPECIALIST (SIGNATURE): <input type="text"/> DATE: <input type="text"/>
Is agency on the LESO Suspension List?: Yes <input type="checkbox"/> No <input type="checkbox"/>	
LESO OFFICIALS:	COMPLIANCE LIAISON SPECIALIST (SIGNATURE): <input type="text"/> DATE: <input type="text"/>
	LESO BRANCH CHIEF (SIGNATURE): <input type="text"/> DATE: <input type="text"/>
	LESO DIVISION CHIEF (SIGNATURE): <input type="text"/> DATE: <input type="text"/>

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- STOP! LESO use only.





# Awarded Ammunition Quantities

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







# Payment Process

## Packaging, Crating & Handling, and Shipping Cost Acceptance

Agency: \_\_\_\_\_

FedEx	DODIC	NIIN	Nonnomenclature	Location of Ammo	Lot #	Quantity Awarded	# of packages	Cost per package	Estimated Fed EX cost	PC& H cost	Total Estimated Cost
											\$0.00
											\$0.00
											\$0.00
											\$0.00
											\$0.00
											\$0.00
											\$0.00
											\$0.00
											\$0.00
											\$0.00
Total Cost to be paid to DoD:											\$0.00

### ACH Method:

NALBA Record Type Code	NALBA Field	NALBA Data Element Name	Required Information
3	3	Company Name	Agency Name
3	6	Standard Entry Class Code	CCD
3	9	Effective Entry Date	Date submitted
6	2	Transaction Code*	22
6	3 & 4	Receiving DFI Identification (ABA routing #)	851036706
6	5	DFI Account Number	00000552123
6	6	Amount	Payment Amount
6	8	Receiving Company Name	DFAS Cleveland

### Wire Method:

Fedwire Field Tag	Fedwire Field Name	Information Required
(1510)	Type/Subtype	1000
(2000)	Amount	(enter payment amount)
(3400)	Receiver ABA routing number *	02100004
(3400)	Receiver ABA short name	TREAS NYC
(3600)	Business Function Code	CTR (or CTF)
(4200)	Beneficiary Identifier (account number)	90000552123
(4300)	Beneficiary Name	DFAS Cleveland
(5000)	Originator	(enter Agency Name)

I ACCEPT the estimated shipping cost above and have submitted payment using:

Initial \_\_\_\_\_

Check one: ☐ ACH Method / ☐ Wire Method

Date Submitted: \_\_\_\_\_

OR

I DO NOT ACCEPT the estimated shipping cost above and wish to cancel my ammunition shipment.

Initial \_\_\_\_\_

Chief Law Enforcement Official Signature \_\_\_\_\_

Date \_\_\_\_\_

- When shipping cost is received from Joint Munitions Command, invoices will be sent to the Federal/State Coordinators to relay to the LEAs.

- Agencies have 10 calendar days to process payments from date sent to Federal/State Coordinators.

NOTE: Invoices **MUST NOT** be returned to LESO until the payment has been **VERIFIED** paid.



# Payment Process

- Only Electronic Payment is accepted – LEAs will have two options of Electronic Fund Transfer (EFT) method:
  1. Automated Clearing House (ACH)
  2. WIRE Transfer
- LESO does not fill out ACH Pre Notes, or EFT forms.
- DFAS does not accept checks or credit cards.
- Please issue payment under the **Agency Name** only.
- It is advised that investigating the payment end of the process be undertaken **before** requesting ammo.

NACHA Record Type Code	NACHA Field	NACHA Data Element Name	Required Information
5	3	Company Name	<i>Agency Name</i>
5	6	Standard Entry Class Code	CCD
5	9	Effective Entry Date	<i>Date submitted</i>
6	2	Transaction Code*	22
6	3 & 4	Receiving DFI Identification (ABA routing #)	051036706
6	5	DFI Account Number	800008522123
6	6	Amount	<i>Payment Amount</i>
6	8	Receiving Company Name	DFAS Cleveland

Fedwire Field Tag	Fedwire Field Name	Required Information
{1510}	Type/Subtype	1000
{2000}	Amount	<i>(enter payment amount)</i>
{3400}	Receiver ABA routing number *	021030004
{3400}	Receiver ABA short name	TREAS NYC
{3600}	Business Function Code	CTR <i>(or CTP)</i>
{4200}	Beneficiary Identifier (account number)	800008522123
{4200}	Beneficiary Name	DFAS Cleveland
{5000}	Originator	<i>(enter Agency Name)</i>



# Shipping Process





- Sourcing ammunition depot coordinates shipment; once order is received from JMC, they have 30 days to deliver ammunition to customer.  
*Ammunition obtained from the LESO Program is not available for pick up at the depot.*
- Shipping is a flat rate charge. LESO will adjust quantities within parameters to realize the most economical charges.

- Blue Grass, KY
- Letterkenny, PA
- McAlester, OK
- Crane, IN
- Hawthorne, NV
- Tooele, UT
- Anniston, AL





## Receipt Process

DD FORM 1348-1A, MAR 95 ISSUE RELEASE/RECIPT DOCUMENT																																																																																																																																																																																																																																																									
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Once the ammo has been received:

- Review, kind, count, and condition the correct ammo/quantities were received.
- Sign the DD1348-1A that is received with the ammo. Signature in block 22, date in block 23 and send to Federal/State Coordinator within 48 hours of receipt.
- Federal/State Coordinator will forward the DD1348-1A to LESO Ammunition Specialist, LESO will return the DD1348-1As to Joint Munitions Command.
- Notify the LESO Ammunition Specialist of any issues.





## Important Information



- Federal LEAs will have priority.
- All ammunition obtained via the LESO Program will be for training purposes only.
- Only ammunition 7.62mm and below will be offered.
- Ammunition 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 ammunition in amounts of 200 rounds of each type of ammunition per officer, per year, with the exception of shotgun rounds which are 50 rounds per officer.



# Important Information



- All previous allocations of ammunition must be expended before receiving the next year allocation.
- LEAs are responsible for funding all costs associated with packing, crating, & handling (PC&H), and shipping.
- Ammunition will not be tracked in FEPMIS or inspected during PCRs.
- LESO will post all allocations on the LESO public web page.
- LEAs are responsible for the disposal of any unused ammunition and spent brass.

# Frequently Asked Questions



- Can the ammo be shipped to locations other than the physical address that is listed in Federal Excess Property Management Information System (FEPMIS)?
  - **No.** All ammunition must be shipped to a vetted location identified in FEPMIS.
- Can LEAs pick up the Ammunition?
  - **No.** All training ammunition received through the LESO program must be shipped. There is no pick-up available.
- 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.
  - **Yes.** If your agency is a training facility/academy. In question #6 on the Ammunition Request and state the annual average number of students, LESO will use that number for the allocation limit.

