

QUICK START GUIDE

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

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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 for counter-drug/counter-terrorism, disaster-related emergency preparedness or border security activities
- DLA does not charge states/LEAs for excess property
- LEAs are responsible for all transportation 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 Supply Class
- iNAP – Integrated National Application Portal
- 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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Getting Started

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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 powers 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.



Small Arms
Tactical Vehicles
Robots
ATVs
Tents
Handcuffs
Generators
Gym Equipment
Office Furniture

**Types
of items**

Sight Reflex
Magazines
Digital Cameras
Repair Parts
Boots

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Getting Started

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DEMILITARIZATION (DEMIL) CONTROLLED PROPERTY:

LESO Program property with a demilitarization (DEMIL) Code of B, C, D, E, F, G, and Q is considered controlled in perpetuity.



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Getting Started

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- 1) **MODIFICATION TO DEFINITION OF “CONTROLLED” PROPERTY** This SPO Addendum adds the below items to the “controlled” property definitions currently found in the 2021 SPO. These items are added pursuant to EO 14074 which reestablishes EO 13688. In 2017, the Law Enforcement Equipment Working Group (established by EO 13688), further added, deleted and refined the definitions of “controlled” items in their annual equipment list review. Provisions within the 2021 MOA applicable to “controlled” property apply to the items listed below (regardless of DEMIL and/or DEMIL Integrity Code). Title and ownership of the “controlled” property listed below remains with the DoD in perpetuity and will not be relinquished to the LEA (regardless of DEMIL and/or Integrity Code). The LESO retains final authority to determine what items qualify as “controlled” property. The below items listed in Section 1.2 of Law Enforcement Equipment Working Group (LEEWG) Recommendations (as modified in 2017), will be managed and issued as controlled property unless other restrictions or conditions are noted:
- a) *Manned Aircraft, Fixed Wing*: Powered aircraft with a crew aboard, such as airplanes, that use a fixed wing for lift. (Note: These items were previously listed as controlled in LESO Program. Any aircraft without commercial application are prohibited).
 - b) *Manned Aircraft Rotary Wing*: Powered aircraft with a crew aboard, such as helicopters, that use a rotary wing for lift. (Note: These items were previously listed as controlled in LESO Program. Any aircraft without commercial application are prohibited).
 - c) *Unmanned Aerial Vehicles*: A remotely piloted powered aircraft without a crew onboard. (Note: These items are not currently issued in the LESO Program).
 - d) *Armored Vehicles, Wheeled*: Any wheeled vehicle either purpose-built or modified to provide ballistic protection to its occupants, such as a Mine-Resistant Ambush Protected (MRAP) vehicle or an Armored Personnel Carrier (APC). These vehicles are sometimes used by law enforcement personnel involved in dangerous operating conditions, including active shooter or similar high-threat situations. These vehicles often have weapon-firing ports. (Note: These vehicles were previously considered controlled due to DEMIL code and are now prohibited unless certification requirements in Section 3 are met).
 - e) *Tactical Vehicles, Wheeled*: A vehicle purpose-built to operate on- and off- road in support of military operations, such as a High Mobility Multi-purpose Wheeled Vehicle (HMMWV), 2.5-ton truck, 5-ton truck, or a vehicle with a breaching or entry apparatus attached. These vehicles are sometimes used by law enforcement in rough terrain or inclement weather for search and rescue operations, as well as other law enforcement functions. This excludes commercially available vehicles not tactical in nature, such as pick-up trucks or SUVs. (Note 1: This is LEEWG modified definition from 2017. Note 2: All tactical vehicles will now be considered controlled, and title will not pass. Note 3: Armored vehicles in this category will be considered prohibited unless certification requirements in Section 3 are met).



Getting Started

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- f) *Command and Control Vehicles:* Any wheeled vehicle either purpose-built or modified to facilitate the operational control and direction of public safety units responding to an incident. Command and control vehicles provide a variety of capabilities to incident Commander, including, but not limited to, the provision for enhanced communications and other situational awareness capabilities. Command and Control Vehicles are similar to a recreational vehicle and can accommodate multiple people at multiple workstations in the command center. This category does not include SUVs and is not intended for other types of vehicles that could serve as a command-and-control center. (Note 1: This is the LEEWG modified definition from 2017. Note 2: Armored vehicles in this category will be considered prohibited unless certification requirements in Section 3 are met).
- g) *Specialized Firearms and Ammunition Under .50-Caliber (excludes firearms and ammunition designed for regularly assigned duties) and less lethal launchers:* Weapons and corresponding ammunition for specialized operations or assignment. This includes launchers specifically designed and built to launch less lethal projectiles. This excludes weapons such as service issued handguns, rifles or shotguns that are issued or approved by the agency to be used by all sworn officers/deputies during the course of regularly assigned duties. (Note 1: This is the LEEWG modified definition from 2017. Note 2: The LESO Program only issues weapons under .50 caliber that are designed for regularly assigned duties).
- h) *Explosives and Pyrotechnics:* Includes “flash bangs” as well as explosive breaching tools often used by special operations units. (Note: These items were previously prohibited in the LESO Program and are now specifically prohibited in EO 14074).
- i) *Breaching Apparatus:* Tools designed to provide rapid entry into a building or through a secured doorway. These tools may be mechanical in nature (a battering ram connected to a vehicle or a propellant), ballistic (slugs), or explosive. This category does not include dual purpose tools such as a sledgehammer or bolt cutter. (Note: This is the LEEWG modified definition from 2017).
- j) *Riot/Crowd Control Batons:* Non-expandable of greater length (more than 24 inches) than service-issued types and are intended to protect its wielder during crowd control situations by providing distance from assailants. This category includes all batons with advanced features such as tear gas discharge, electronic or “stun” capabilities. (Note: This is the LEEWG modified definition from 2017).
- k) *Riot Helmets:* Helmets designed to protect the wearer’s face and head from injury during melees from projectiles including rocks, bricks, liquids, etc. Riot helmets include a visor which protects the face. (Note 1: The LEEWG removed these items from the controlled list in 2017. Note 2: LESO does not issue Kevlar helmets based on DoD policy).
- l) *Riot/Crowd Control Shields:* Shields intended to protect wielders from their head to their knees in crowd control situations. Most are designed for the protection of the user from projectiles including rocks, bricks, and liquids. Some afford limited ballistic protection as well. (Note: This is the LEEWG modified definition from 2017).



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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. Go to the LESO website to access the links.

<https://www.dla.mil/DispositionServices/Offers/Reutilization/LawEnforcement.aspx>

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, access the RTD web to begin searching for property.
3. LOGIN.GOV/iNAP - authentication portal used to gain access to FEPMIS.
4. 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 1-844-347-2457
(select option 5, then say D-L-A)
- ♦ LESO at 1-800-532-9946 or LESO@DLA.MIL

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Acquiring Items

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Once AMPS and RTD Web 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.



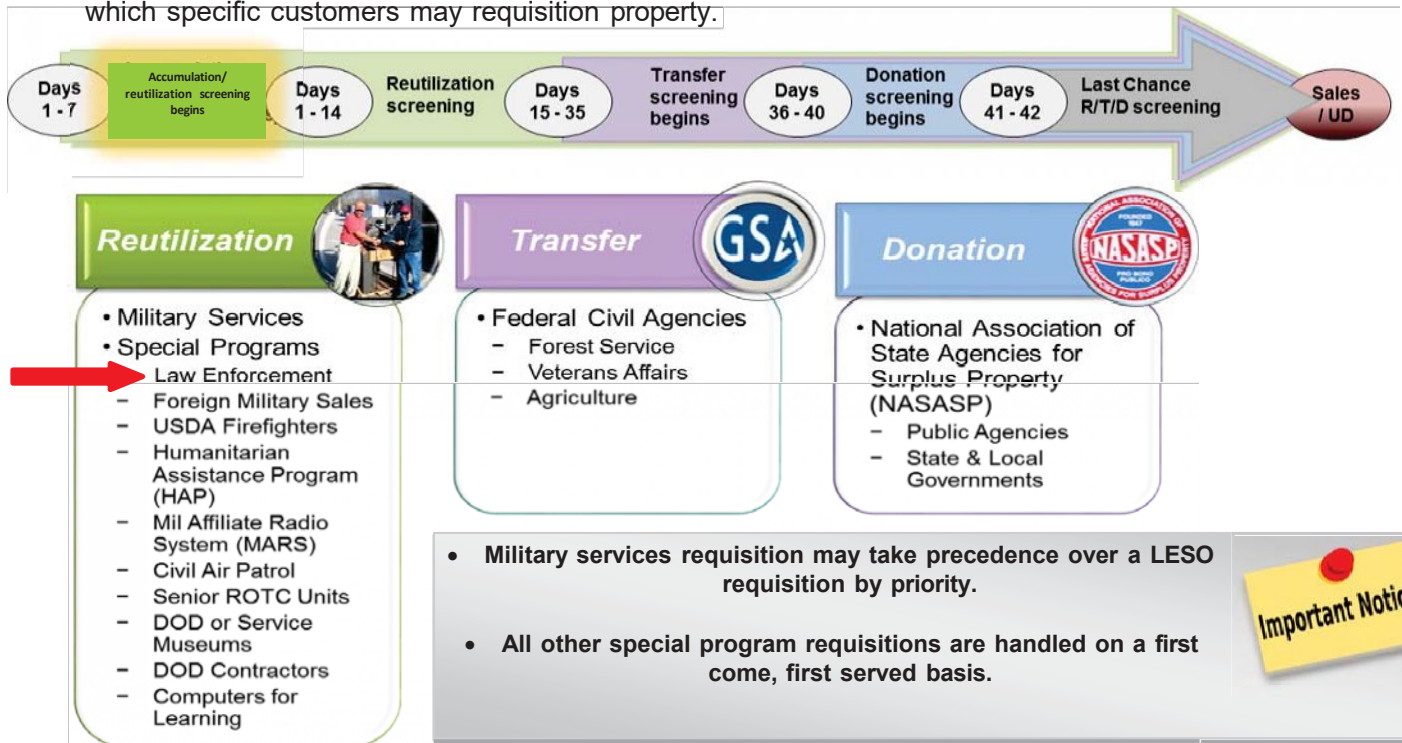
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PROPERTY SCREENING TIMELINE

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.



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 two per agency.



Small Arms

M16 Rifles: 1 per officer

M14 Rifles: 1 per officer

Glock Pistols: 1 per officer *M1911*

Pistols: 1 per officer

.38 Special Pistols: 1 per officer

12 GA Shotgun: 1 per officer



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RTD Website: Searching for Property
<https://business.dla.mil/landing/index.html>
(login required)

Reutilization / Transfer / Donation (RTD)
RTD Main

Show reminder

Reutilization, Transfer, Donation Home

Announcements

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/

Left Navigation Menu: 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**, Military Affiliate

RTD Main Menu: LESO Search, LESO Shopping Cart, Manage Users

Callout: Select "LESO Search"

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Acquiring Items

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RTD Website: Searching for Property
<https://business.dla.mil/landing/index.html>
(login required)

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

- Up to 20 DTID Numbers:** A large empty text box.
- Container ID:** A text input field.
- RTD Screening Cycle:** Checkboxes for DOD, EXP DOD, FEPP, and RTD2.
- Date Entered Inventory:** A date input 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 following options: 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. A note below the dropdown says: "(Hold down the CTRL or Shift key to select multiple items from the list.)"
- 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".
- Clear Search Criteria:** A button next to the Search button.

Customers may search for property using various criteria:

- National Stock Number (NSN)
- Federal Supply 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.html> (login required)

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 MSD S: 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 MSD S: Warehouse Location: E020144C0	Days Left in Cycle: 11 Integrity Code: <u>Z</u> Site: <u>DLADS SUSQUEHANNA</u> N SN: <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 MSD S: Warehouse Location: C010632C0	Days Left in Cycle: 0 Integrity Code: <u>1</u> Site: <u>DLADS KAISERSLAUTERN</u> N SN: <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 MSD S: Warehouse Location: C010632C0	Days Left in Cycle: 0 Integrity Code: <u>1</u> Site: <u>DLADS KAISERSLAUTERN</u> N SN: <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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RTD Website: Justify the Request
<https://business.dla.mil/landing/index.html>
(login required)

Add Item to LESO Shopping Cart

Inventory Information



Cycle: <u>FEPP</u>	Days Left in Cycle: 26
Quantity Available: 1	Integrity Code: 1
Condition: <u>B</u>	Site: <u>DLA DS GRAFENWOEHR</u>
Item Name: JACKET,FLYER'S	NSN: 8415003101140
DTID: W908WZ61673034V	DEMIL: <u>A</u>
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 and justification makes sense together)

Save To Cart

Return to Previous Page

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RTD Website: Creating a Want List

<https://business.dla.mil/landing/index.html> (login required)

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 site 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. For a detailed guide to the receipt process please go to the LESO website and open the "Receipt for my current Property" guide within "Training and Instructions".

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 "Modiy" 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

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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 (LESO) 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 State 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 agency's FEPMIS account.



The "Annual Inventory" period starts on July 1st and must be completed no later than September 30th 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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Questions?

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Questions may be directed to:

Your State Coordinator

AMPS Registration helpdesk at 1-844-347-2457

(select option 5, then say D-L-A)

LESO at 1-800-532-9946 or LESO@DLA.MIL

FEPMIS at 1-800-532-9946

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