

Federal Property and Equipment Manual

Federal Sources of Personal Property for Law Enforcement

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Preface

In 1995, the National Institute of Justice (NIJ) began the Surplus Property Program in order to find ways to make the U.S. Department of Defense (DoD) excess property program—the 1208 Program (now the 1033 Program)—better known and more accessible to State and local law enforcement agencies. This is a continuing effort. NIJ is now the Attorney General’s point of contact on excess DoD personal property matters and maintains constant liaison with DoD and other interested agencies and offices in this regard. NIJ’s study of the excess property program was expanded into a survey of other sources of Federal property that could be acquired by police and sheriffs’ agencies for law enforcement and corrections activities. Information is collected through the cooperation of DoD, the Department of the Army, the Defense Logistics Agency and its Law Enforcement Support Office, the General Services Administration, and the Defense Reutilization and Marketing Service, and from State coordinators for the 1033 Program and State points of contact for the 1122 Program. The National Association of State Agencies for Surplus Property is also helpful in providing up-to-date information on the donation program. The collected information has been distilled into this manual and the corresponding online publication on the JUSTNET (Justice Technology Information Network) World Wide Web site (<http://www.justnet.org>). We wish to acknowledge Ultimate Enterprises Ltd., and the author, William E. LeGro, whose efforts have contributed to the success of the Surplus Property Program and this manual.

This manual will be updated frequently and kept current on developments in the excess, surplus, and property purchasing programs that benefit law enforcement and corrections and will be posted on JUSTNET. This is the fourth edition of this manual. It reflects changes that have occurred since the last printing. NIJ welcomes comments and suggestions, which should be addressed to:

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Introduction

For a number of years, Congress has recognized that State and local law enforcement could benefit from access to excess and surplus personal Federal property and has passed legislation to make this property and equipment available. The largest generator of this property has been the U.S. Department of Defense (DoD). Although this source of property has passed its peak and the amount and variety of excess property will continue to decline over time, law enforcement agencies can still obtain high-quality, high-value property at little or no cost.

Among the Federal programs for the transfer of property to law enforcement, the Section 1208 Program enjoyed the greatest prominence because of the volume of property transferred and because the transfers were made without charge. The program began in 1989 when Congress amended the National Defense Authorization Act to permit the Secretary of Defense to transfer, without charge, excess DoD personal property (supplies and equipment) suitable for employment in counterdrug activities to Federal and State agencies (see box for extract). County and municipal agencies participated as State agencies.

Under Section 1208, the Secretary of Defense transferred to Federal and State law enforcement agencies, without charge, a wide variety of equipment, vehicles, and aircraft suitable for use in counterdrug activities. He assigned the administration of the program to the Deputy Assistant Secretary of Defense for Drug Enforcement Policy and Support (DEP&S). DEP&S established four Regional Logistics Support Offices (RLSOs), and each State appointed a State coordinator

Sec. 1208. TRANSFER OF EXCESS PERSONAL PROPERTY

- (a) TRANSFER AUTHORIZED. (1) Notwithstanding any other provision of law and subject to subsection (b) the Secretary of Defense may transfer to Federal and State agencies personal property of the Department of Defense, including small arms and ammunition, that the Secretary determines is:
- (A) suitable for use by such agencies in counterdrug activities; and
 - (B) excess to the needs of the Department of Defense.
- (2) Personal property transferred under this section may be transferred without cost to the recipient agency.
- (3) The Secretary shall carry out this section in consultation with the Attorney General and the Director of National Drug Control Policy.
- (b) Conditions for Transfer. The Secretary may transfer personal property under this section only if:
- (1) the property is drawn from existing stocks of the Department of Defense; and
 - (2) the transfer is made without the expenditure of any funds available to the Department of Defense for the procurement of Defense equipment.
- (c) APPLICATION. The authority of the Secretary to transfer personal property under this section shall expire on September 30, 1992.

[The Congress extended the program to September 30, 1997.]

[Extract from the original]

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whose function was to approve or disapprove requests for excess DoD property. In 18 States and Territories the coordinators are also State Agents for Surplus Property; in 8 States they are in the National Guard; and in the other 28 States and Territories they are in offices connected to law enforcement, such as emergency management, State narcotics enforcement, criminal justice, or State police. A list of State coordinators can be found on the Law Enforcement Support Office Web site, <http://www.dla.mil/j-3/leso>. RLSOs served as links between the coordinators and the Defense Reutilization and Marketing Offices, which controlled the property.

The 1033 Program superseded the 1208 Program in 1996 and permits the Secretary of Defense to transfer excess DoD personal property for law enforcement activities. The requirement that the property be for counterdrug activities was removed from the program.

The 1208 Program and the 1033 Program are discussed in chapter one.

Another source of surplus Federal personal property for State and local governments that has existed for more than 50 years is the General Services Administration (GSA) donation program, which is administered by State Agencies for Surplus Property. This resource is available to law enforcement and corrections agencies and is discussed in chapter two.

The third source of Federal personal property is discussed in chapter three. This is the 1122 Program, through which law enforcement agencies can purchase supplies and equipment suitable for counternarcotics activities from DoD and GSA suppliers.

Chapter four covers equipment loans from the Armed Services and support for law enforcement activities provided by the National Guard.

Chapter One

The 1033 Program

1. The Transition From 1208 to 1033

The authority granted to the Secretary of Defense to transfer excess property to State and local law enforcement and corrections agencies began as the “1208 Program.” In 1996, Congress replaced Section 1208 of the National Defense Authorization Act with Section 1033, made the program permanent, made all law enforcement activities eligible for the receipt of property, and specified that preference be given to counterdrug and counterterrorism activities. Like Section 1208, Section 1033 instructs the Secretary of Defense to consult with the Attorney General and the Director of National Drug Control Policy on the administration of the program.

The Secretary of Defense administered the 1208 Program through four Regional Logistics Support Offices (RLSOs). In 1995, the program was transferred to the Defense Logistics Agency (DLA), and RLSOs were eliminated and replaced by the Law Enforcement Support Office (LESO) at Fort Belvoir, Virginia, with an office in El Segundo, California, for western operations. The California office has been closed and all LESO activity is at Fort Belvoir.

2. Demand Reduction

Soon after the 1208 Program began, the Secretary of Defense agreed that State and local “demand reduction activities” were “counterdrug activities” within the meaning of Section 1208 and therefore qualified for inclusion in the program. Because State and local agencies administering these activities generally came under the purview of State public health authorities, Federal supervision of this aspect of the 1208 Program was assumed by the U.S. Department of Health and Human Services. Each State was invited to participate in the program and to name its chief administrator of drug abuse programs as the State official responsible for its administration.

3. Corrections

When the Secretary of Defense transferred the administration of the program from the office of the Deputy Assistant Secretary of Defense for Drug Enforcement Policy and Support to the Defense Logistics Agency, DLA removed demand reduction activities from participation in the program. This decision is consistent with the changes Congress made in the program with the enactment of Section 1033. Jails and prisons that previously had been able to acquire excess supplies and equipment for drug “demand reduction activities” could no longer obtain such property for these purposes. For an agency to participate in the program, DLA ruled that it must be a government agency whose primary function is the enforcement of laws and whose officers are compensated and have the powers of arrest and apprehension.

Accordingly, DLA has determined that excess Department of Defense (DoD) property cannot be transferred for use by correctional institutions in the general support of the prison population, for routine prison activities, or for the rehabilitation or treatment of drug offenders. On the other hand, DLA generally will approve property transfers under the 1033 Program for use by teams, squads, or individuals whose mission is to enforce laws within the jurisdiction of prison officials. Examples of qualifying units would be a “special reaction team” whose mission is to quell disturbances within the prison jurisdiction or a team or individual officer charged with apprehending escapees. Parole and probation agencies generally qualify as well. In each case, however, it must be shown that the officers have arrest, apprehension, or revocation authority within their jurisdictions.

Sheriffs, correctional administrators, and parole/probation authorities should discuss their respective situations with their State 1033 coordinators to determine which officers or activities within their agencies qualify for participation in the program. When agreement is reached that certain correctional activities qualify, the agency’s senior official makes written application to participate, in accordance with the guidelines furnished by the coordinator.

4. Operation of the Program

During the first year of its operation, the 1208 Program transferred more than \$1 million in excess Defense property to State and local drug law enforcement agencies (DLEAs). By the end of fiscal year 1995, this annual figure had increased to more than \$324 million. The acquisition value of the 54,555 line items transferred during fiscal year 1996 was \$336 million. The program had outgrown the management resources assigned to it, so the Secretary of Defense transferred the responsibility to DLA, which conducted a study of the operation and developed a plan designed to:

- Improve the efficiency and fairness of the program.
- Institute controls that would reduce waste, fraud, and abuse in the system.
- Make optimum use of the military officers and noncommissioned officers assigned to RLSOs.

This plan required two major initiatives:

- A Memorandum of Agreement (MOA) between DLA and the State(s) as a condition for participation in the program.
- A phased deactivation of RLSOs until administration of the system could be concentrated in the Counterdrug Support Office (CDSO) at DLA Headquarters in Fort Belvoir, Virginia, and in a western office in California. (The name was later changed from CDSO to LESO, for Law Enforcement Support Office.)

As might be expected in a nationwide program of this size and scope, a few law enforcement agencies (LEAs) abused the system, causing some critics to argue for the repeal of the program. (It is important that all participating activities adhere carefully to the rules and be alert to appearances of abuse.) Congress, however, recognized the value of the 1208 Program to counterdrug law

enforcement and expanded the program to include *all law enforcement activities*. Section 1033 amended the National Defense Authorization Act and became effective on October 1, 1996. Section 1033 grants the Secretary of Defense *permanent* authority to make property transfers for all law enforcement activities and removes the requirement that the property be suitable for counterdrug activity. The change from “counterdrug” to “law enforcement activities” had another—possibly unintended—effect: It made “demand reduction activities” ineligible under the 1033 Program. An extract from the text of Section 1033 follows.

[Title X—General Provisions]

**Sec. 1033. TRANSFER OF EXCESS PERSONAL PROPERTY TO
SUPPORT LAW ENFORCEMENT ACTIVITIES**

(a) TRANSFER AUTHORITY. (1) Chapter 153 of title 10, United States Code, is amended by inserting after section 2576 the following new section:

§ 2576a. Excess personal property: sale or donation for law enforcement activities

(a) TRANSFER AUTHORIZED. (1) Notwithstanding any other provision of law and subject to subsection (b), the Secretary of Defense may transfer to Federal and State agencies personal property of the Department of Defense, including small arms and ammunition, that the Secretary determines is:

(A) suitable for use by the agencies in law enforcement activities, including counterdrug and counterterrorism activities; and

(B) excess to the needs of the Department of Defense.

(2) The Secretary shall carry out this section in consultation with the Attorney General and the Director of National Drug Control Policy.

(b) CONDITIONS FOR TRANSFER. The Secretary of Defense may transfer personal property under this section only if:

(1) the property is drawn from existing stocks of the Department of Defense;

(2) the recipient accepts the property on an as-is, where-is basis;

(3) the transfer is made without the expenditure of any funds available to the Department of Defense for the procurement of defense equipment; and

(4) all costs incurred subsequent to the transfer of property are borne or reimbursed by the recipient.

(c) CONSIDERATION. Subject to subsection (b)(4), the Secretary may transfer personal property under this section without charge to the recipient agency.

(d) PREFERENCE FOR CERTAIN TRANSFERS. In considering applicants for the transfer of personal property under this section, the Secretary shall give a preference to those applications indicating that the transferred property will be used in the counterdrug or counterterrorism activities of the recipient agency.

(2) The table of sections at the beginning of such chapter is amended by inserting after the item relating to section 2576 the following new item: “2576a. Excess personal property; sale or donation for law enforcement activities.”

(b) CONFORMING AMENDMENTS. Section 1208 of the National Defense Authorization Act for Fiscal Year 1991 (Public Law 101–510; 104 Stat. 1630) is amended by striking out “section 1208 of the National Defense Authorization Act for Fiscal Years 1990 and 1991 (10 U.S.C. 372 note) and section 372” and inserting in lieu thereof “sections 372 and 2576a.”

[Extract from the original]

5. Policies and Restrictions

DLA, acting for the Secretary of Defense, exercises the authority to determine the regulations, restrictions, and procedures for the transfer of excess property to law enforcement agencies and to determine the type, quantity, and location of excess personal property that will be transferred. Accordingly, DLA requires each State to agree to a MOA, which sets forth the rules for participation. The text of the MOA (January 2001) is in **appendix A**; its key provisions are summarized below:

- Each State must submit to DLA for review a plan of operation conforming with State law and the provisions of the MOA. This plan will contain a description of the State coordinator's authority, staff, and facilities as well as the procedures the State has established for determining eligibility and allocation and for overseeing compliance, reutilization, accountability, and disposal.
- Preference shall be given to requests for property for counterdrug and counterterrorism requirements, and "All requests . . . must be based on bona fide law enforcement requirements. In determining whether property is suitable for use by agencies in law enforcement activities, DLA defines law enforcement activities as activities performed by government agencies whose primary function is the *enforcement* of applicable Federal, State, and local laws and whose *compensated law enforcement officers* have *powers of arrest and apprehension*." [Emphasis added.] (Certain corrections activities also qualify, as discussed in section 3, above.)
- ". . . [P]roperty may not be obtained for the purpose of sale, lease, rent, exchange, barter, to secure a loan, or to otherwise supplement normal law enforcement agency (LEA) budgets." Property must be placed in use within 1 year of receipt, and serviceable equipment may not be requisitioned for parts. Property must be used for at least 1 year (if still serviceable) and can then be disposed of, if no longer needed for law enforcement, according to State and local laws. The stockpiling of equipment for possible future use is prohibited.
- The receiving agency is responsible for all costs associated with the property after it is transferred, as well as for all shipping or Federal repossession costs.
- Equipment requiring demilitarization (includes weapons, ammunition, gas masks, helmets, body armor, and night vision devices) must be returned to the nearest Defense Reutilization and Marketing Office (DRMO) that is equipped to receive it when it is no longer needed for law enforcement activities. All turn-ins are coordinated with LESO.
- Special rules apply to helicopters and airplanes: They need not be returned when no longer needed for law enforcement activities but may be retained permanently, provided that evidence of proper maintenance over a 5-year period is presented. Furthermore, LEAs may exchange aircraft and parts with other authorized agencies provided that appropriate maintenance and repair guidelines are followed. They also may stock reasonable quantities of aircraft components.

- Special rules also apply to Munitions List/Commerce Control List Items and Flight Safety Critical Aircraft Parts.
- LESO has announced a program of compliance visits to the States. The goal is to visit each State once every 2 years. State coordinators are advised in advance of each visit and informed concerning the scope of the compliance review. (See **appendix B**.)

6. Procedures

- All property in DRMOs is transferred on a first-come, first-served basis. DRMOs follow instructions regarding the issuance of property; they do not influence the approval or cancellation process. As a general rule, excess property received by a DRMO is available for screening by participants in the 1033 Program for 14 days, which is the period set aside for internal DoD screening; this period is followed by a 21-day period during which the property is available for screening by Federal agencies and State Agencies for Surplus Property (SASPs).
- There is no stated or implied warranty on any item transferred or any assurance that it will perform as expected in a law enforcement application.
- Although the property is transferred by DoD at no charge, some States—specifically, those States in which the State coordinator is also the State Agent for Surplus Property—charge a fee to transfer the property to law enforcement agencies. DoD exercises no influence over this practice.
- There are four participants in the routine process for the transfer of DoD equipment under the 1033 Program. (Aircraft, weapons, and armored vehicles are treated differently, as explained in Sections 11 and 12.) The four participants are listed below:
 - ♦ State or local agency requesting the property.
 - ♦ State coordinator.
 - ♦ LESO.
 - ♦ DRMO where the requested item is located. (See list in **appendix C**.)

7. The Process for Entry Into the Program

- A State or local law enforcement or corrections official begins the process by writing a letter to the State coordinator, requesting that the agency be accepted for participation in the program. The format for this letter is in accordance with the State plan. An example of such a letter is in **appendix D**.
- Upon approval of the request, the State coordinator prepares a “Law Enforcement Agency Data Sheet” (see **appendix E**), has it signed by the chief of the LEA, and sends it to LESO,

where the data are entered into a database. A new datasheet must be submitted whenever a change in screening or responsible personnel occurs at the agency.

- LESO responds to the receipt of the datasheet by sending a letter to the agency through the State coordinator authorizing designated LEA officers to screen and receive property at all DRMOs.
- Indian police agencies serving federally recognized tribes whose officers possess arrest and apprehension authority are eligible to participate in the 1033 Program, subject to the approval of the State coordinator of the State in which they exercise jurisdiction on tribal lands. Tribal police departments that are admitted into the program are subject to the same rules, regulations, procedures, and oversight by the State coordinator as are State, county, and municipal police agencies in the State.
- Some States have elected to perform all screening and acquisition of property at the State level. The State coordinator appoints a limited number of State or regional officials (typically two or three) to screen and remove property from DRMOs on behalf of State and local agencies. The screening is performed in response to specific law enforcement and corrections agency requests; property is transported to a State distribution center pending transfer to the requesting agency. DLA does not approve the acquisition of large quantities of property in anticipation of requests. State distribution centers are for short-term storage of items acquired against requests by State and local agencies.

8. The Process for Screening, Requisitioning, and Receiving

There are two methods of screening. Until recently, the most common method was physically visiting DRMOs and looking over the excess property displayed. Excess property is available for screening only by persons identified in the letters of authorization described in the previous section, and not by other State or local agencies not entered into the 1033 Program. Property is available for screening by law enforcement during the 14-day internal screening period, after which it enters the 21-day “XcessXpress” cycle and is available to Federal agencies and SASPs. In other words, State and local agencies in the 1033 Program, along with DoD agencies and departments, have first crack at the property. The following is a description of the physical screening and acquisition process:

- The law enforcement or corrections agency’s first step, after receiving its letter of authorization, is to contact a DRMO reutilization specialist at the chosen DRMO. The specialist will schedule a screening appointment for the designated LEA officers.
- On the first visit, the screening officers bring the agency’s letter of authorization. Typically, only two officers designated on the authorization letter will be admitted to a DRMO at one time. Screening documents and procedures are explained by the DRMO reutilization specialist.
- The reutilization specialist provides the screening officers with a barcode reader or a “Screen-er’s Tally Sheet.” The form, titled “*SCREENERS TALLY REQUEST TO FREEZE EXCESS/*

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SURPLUS U.S. PROPERTY, DRMS FORM 103,” effectively removes from circulation items identified as needed by an agency screener. An example of this form is in **appendix F**. Most DRMOs use barcode readers that record the essential data from the barcode located on the property and transfers the data to a *Form 103* in the DRMO office.

- The screener enters the DRMO section designated by the reutilization specialist as containing property available for screening. Screeners should not enter any area not designated as open to them by the reutilization specialist. Each item in the screening area will have a *Department of Defense Form 1348-1A* or a barcode attached to it. An example of *Form 1348-1A* is in **appendix G**.
- When a desired item is located, the screener records the data on the barcode reader or copies data from the *Form 1348-1A* onto the *Form 103* tally sheet. (Any questions about how to fill out the form can be answered by the reutilization specialist.) There is no limit to the number of items that can be screened, but a screener should not request more property than can be put to use by the agency within the year. The screener gives one copy of the *Form 103* to the reutilization specialist and sends one to the State coordinator, usually by fax. If the barcode reader is used, the reutilization specialist prints the *Form 103* for the screener. If any of the requested property requires a letter of justification, the letter should be sent with the *Form 103*. Some States require justification letters for all items explaining how the property will be used in a law enforcement, counterdrug, or counterterrorism activity. (See **appendix H**, “Practical Guidance for Screeners.”)
- Upon receipt of the copy of the *Form 103*, the State coordinator examines the request for validity and legibility. If the request is approved, the *Form 103* is faxed to LESO with the following endorsement:

I CERTIFY THAT THE ABOVE LISTED ITEMS ARE JUSTIFIED FOR USE IN SUPPORT OF LAW ENFORCEMENT ACTIVITIES FOR THE REQUESTING LAW ENFORCEMENT AGENCY. THIS PROPERTY WILL BE USED IN ACCORDANCE WITH 10 U.S.C. 2576a SECTION 1033. I RECOMMEND LESO APPROVAL OF THIS REQUEST.

All requests submitted by the coordinator must have the name of the original requesting office.

- LESO reviews the State-approved request and—if LESO approves the transfers—prepares a requisition/transfer document for each approved item on the *Form 103*. This document is a *DD Form 1348-1A* (**appendix G**, mentioned earlier.) These completed, approved forms are then sent (via fax) to the State coordinator.
- Upon receipt of the approved *DD Forms 1348-1A*, the State coordinator sends them, usually via fax, to the agency. If no *1348s* are received within 5 days or so after the *Form 103* was sent to the State coordinator, the agency should call the State coordinator and inquire about the status of the request. In some cases, the screening officer may remain at DRMO until approval is received, but more commonly the officer returns to the agency to await approval. For same-day transfer, an agency must inform the State coordinator, and LESO must be given

72 hours advance notice. In any event, the requisitioned property must be removed from DRMO within 14 days of approval or the right to acquire the property is forfeited.

- In the final step, the authorized officer accepts the property from DRMO and transports it to the agency. (In States where screening is centralized, pickup is performed by agents of the State coordinator.) The agency in possession of the property is then responsible for maintaining accurate records of location, use, and condition. These records are subject to audit by State and Federal officials.
- The State coordinator or LESO may deny a request for property or cancel one that is already processed. (DRMOs have no role in this activity.) All questions or appeals regarding denials or cancellations should be referred to the State coordinator or LESO (through the coordinator).

9. Alternative Screening Method

Screening on the Internet: The Defense Reutilization and Marketing Service (DRMS), in cooperation with LESO, has made it possible with new software for State coordinators and law enforcement users of the 1033 Program to submit requests more quickly and to receive rapid responses to their requests. The new software enables users to reserve equipment, State coordinators to approve or reject requests, and LESO to approve or reject the requests in a paperless, automated, electronic system. Using this system, the LEA (or the coordinator) searches for equipment by Federal supply class or National Item Identification Number, full or partial name, region, date the item entered the inventory, and/or the condition code. The user must run a Web browser on the PC, such as Microsoft® Internet Explorer or Netscape® Navigator, and have some experience in using the Windows® operating system. LESO has provided system training to State coordinators and has published training guides for them and for LEAs.

The DRMS Web site is at www.drms.dla.mil. LESO provides the required user names and passwords to the coordinators; LEAs obtain user names and passwords from their coordinators. Coordinators seeking more information should contact LESO; LEAs should contact their State coordinators.

Screening Assistance Offered by NLECTC: The National Institute of Justice has established a nationwide network of National Law Enforcement and Corrections Technology Centers (NLECTC). Several of these centers assist coordinators and LEAs in locating and screening excess property. A list of these centers is in **appendix I**.

10. Vehicles

Many agencies have acquired wheeled vehicles through the program. The popular vehicles are the M-1008, 4X4 Chevy pickup; the M-1009, 4X4 Chevy Blazer; the M-1010, 4X4 Chevy ambulance; and the 6X6, 2 1/2-ton and 5-ton cargo trucks.

11. Aircraft Transfer Policy

Excess aircraft are available to qualified law enforcement agencies through the 1033 Program. Because of their high value, limited numbers, and the high costs associated with modifying, maintaining, and operating military aircraft in law enforcement roles while complying with Federal Aviation Administration (FAA) rules and regulations, DoD has kept a tight rein on the transfer of excess aircraft. The procedures for screening and acquisition described in the foregoing sections do not apply to aircraft. DLA requires that the following procedures be followed when a law enforcement agency requests an excess military aircraft:

- The agency requesting an excess aircraft begins the process by writing a letter to LESO, through its State coordinator. The State coordinator determines intrastate priorities for aircraft and forwards approved requests to LESO. The letter should include the following information and assertions:
 - ♦ The name, address, and phone and fax numbers of the agency and the name of the agency's chief executive. The names and phone numbers of points of contact in the aviation unit should be included.
 - ♦ The type and number of aircraft requested, with an explanation of the intended missions for the aircraft and the expected impact on the crime situation in the local and surrounding jurisdictions.
 - ♦ The area covered by the jurisdiction and its population.
 - ♦ Assurance that the agency chief executive understands the aircraft transfer conditions contained in the MOA; this should be a reiteration of the conditions DLA imposes on the transfer of aircraft as stated in the MOA.
 - ♦ A description of the agency's plan to maintain, finance, and operate the aircraft being requested. (A copy of the agency's aviation plan would be helpful in this regard.)
 - ♦ A statement to the effect that the agency chief executive is familiar with FAA regulations governing the operation of the aircraft. This statement should include citations to the applicable Federal Aviation Regulations and FAA Advisory Circular 00.1-1 Public Aircraft Operations.
 - ♦ A statement concerning aircraft received (if any) from the Federal Government by the requesting agency prior to this request: when, how many, what type.
- Nearly all excess aircraft come from the Army. The U.S. Army Aviation and Missile Command prepares transfer documents and coordinates directly with the State coordinator and the receiving LEA for pickup of the aircraft.

- If the agency agrees to accept the helicopter, it must arrange to fly the helicopter (or transport it otherwise, if it is not flyable) from wherever it is located. Some avionics may be removed by the Army before the helicopter is transferred; if the helicopter is flown away, the agency signs a receipt for the avionics and returns them after the flight.

12. Weapons and Ammunition

Currently, law enforcement and corrections agencies may obtain M-16 rifles (5.56mm), M-14 semiautomatic rifles, .45-caliber pistols, and .38-caliber revolvers (2-inch and 4-inch barrels); 12-gauge shotguns are available in limited quantities. M-21 sniper rifles (7.62mm) and M-79 grenade launchers are no longer available. Although the law permits transfer of excess ammunition, DoD currently transfers no ammunition under the program. The U.S. Army Rock Island Arsenal ships the weapons to the receiving agencies after receiving the authorization from LESO and a check to cover packing and shipping costs. The arsenal records the weapons in the Small Arms Serialization Program. The receiving agency must register the weapons with the Bureau of Alcohol, Tobacco and Firearms (BATF). If the agency has no further use for a weapon received under this program, it has three choices for disposal: (1) Turn it over to BATF; (2) destroy and submit a destruction certificate to BATF; or (3) coordinate with LESO for transfer to another authorized agency. Weapons request procedures begin with a letter signed by the chief LEA official to the State coordinator, which contains the following paragraphs:

- LEA name, address, and phone and fax numbers, plus the name of the chief official and any other points of contact. The numbers of full-time sworn officers, counternarcotics officers, and counterterrorism officers assigned to a tactical team also are included.
- Assurance that the chief official understands the terms of weapons transfers as stated in the MOA.
- A statement that the agency has the ability to maintain, store, and employ the requested weapons.
- A statement that the chief official is familiar with BATF regulations governing weapons registration.
- The numbers and types of weapons requested, their intended use, and how they will affect law enforcement activity in local and adjacent jurisdictions.
- The size and population of the requesting LEA's jurisdiction.

Another source of weapons, excess to the needs of Federal law enforcement agencies, is becoming available to State and local LEAs. See chapter two, section 6.

13. Excess Computer Equipment

Computer equipment that could be put to good use by law enforcement and corrections agencies occasionally shows up at DRMOs. Unfortunately, much—if not most—of this equipment has been roughly handled in its journey and could not be placed in service without expensive repairs. Consequently, most of it is disposed of as surplus and salvaged for parts. A better means exists for the acquisition of excess computers through the 1033 Program. Through the Defense Information Technology Management System (DITMS), the computers and computer components are obtained directly from the DoD activity that has declared them excess. The Defense Automation Resources Management Program (DARMP) maintains an excess catalog that State coordinators can access. The Information Technology (IT) Excess Catalog is located on the Web at <http://www.disa.mil/cio/darmp/excess.html>. To participate in this program, a law enforcement or corrections agency—or a State coordinator—searches the DARMP IT Excess Catalog and finds the desired computer equipment. After the desired equipment has been identified, each LEA must have a reservation placed on the equipment by the State coordinator. In order to reserve equipment, the coordinator must be registered with DITMS through its Web site, <https://ditms.disa.mil>. Registration procedures are clearly explained; LEAs may not register. An LEA representative, or the coordinator, then coordinates with the DoD agency for shipping. If shipping is required, the LEA pays for it. If an agency finds nothing on the DARMP IT Excess Catalog, the LEA submits a requirement listing to the State coordinator, who places a requirement on DITMS. Once the requirement has been met, a listing is sent electronically to the coordinator with all the appropriate information necessary to complete the reservation and the *DD-1149*.

14. Armored Vehicles

A number of armored cars—specifically the “Peacekeeper,” a light, 4X4 armored car on a truck chassis—have been transferred to law enforcement agencies. The supply of these vehicles has been virtually exhausted; however, some M-113 armored personnel carriers are available for transfer upon presentation of sufficient justification. The M-113 is a full-track vehicle and is generally considered suitable only for off-road use because of the damage its treads may inflict on paved surfaces.

15. LESO Web Site

LESO maintains a Web site and encourages all program participants to view it for current information. It is called CMIS—Counterdrug Management Information System. The address is <http://www.dla.mil/j-3/leso>.

16. The National Law Enforcement Support Association

The National Law Enforcement Support Association (NLESA) is a professional organization whose members are State 1033 coordinators and 1122 Program State points of contact (SPOCs). It maintains a Web site (<http://www.nlesa.org>) that contains information of value to coordinators, SPOCs, and law enforcement officials using these programs. NLESA's purpose and objectives are as follows:

- NLESA is organized for the purpose of improving efficiency in the management and operation of—
 - ✦ The 1033 Program, through which excess DoD personal property is transferred to State and local agencies for law enforcement activities and for qualifying corrections activities.
 - ✦ The 1122 Program, through which State and local governments may purchase supplies and equipment suitable for counterdrug activities from Federal sources.
- NLESA will—
 - ✦ Speak with one voice to promote, enhance, and defend the 1033 and 1122 Programs.
 - ✦ Promote interstate cooperation and networking among State 1033 coordinators and 1122 SPOCs, sharing expertise and developing professionalism.
 - ✦ Develop the most efficient and economical systems for the operation and management of the programs at the State level.
 - ✦ Develop policies and procedures to eliminate fraud and abuse.
 - ✦ Inform members of changes and developments in the programs.
 - ✦ Represent its members in discussions with DoD, the Department of the Army, the Department of Justice, the General Services Administration, DLA, DRMS, DITMS, Congress, and the media.
 - ✦ Hold seminars and workshops.
 - ✦ Publish a newsletter and other professional correspondence and stationery.
 - ✦ Establish a cordial, professional relationship with the management of the programs.
 - ✦ Establish liaison with members and committees of Congress that have cognizance over legislation affecting the programs.
 - ✦ Conduct annual conferences of its members.
 - ✦ Promote associate membership in NLESA of 1122 Program vendors and associations of law enforcement professionals and State, county, and municipal officials.

Chapter Two

Surplus Property Donation Program

1. Background and Operation of the State Agencies for Surplus Property

Each State and territory has a State Agency for Surplus Property (SASP). These agencies were established to receive Federal surplus personal property and to donate it to public agencies and certain nonprofit, tax-exempt agencies. Most SASP operations are funded by the surcharges they receive for their services. The authority is found in Public Law 94–519 (1976), which amended the Federal Property and Administrative Services Act of 1949 to improve the process for donating Federal surplus property to States and local organizations. The General Services Administration (GSA) has the responsibility to administer this program and has issued regulations for its implementation. Law enforcement agencies (LEAs) that are enrolled in the 1033 Program are among the governmental agencies eligible to obtain property from their SASP. They should become acquainted with the SASP as a resource and should be aware of four important differences between the two programs:

- SASPs have access to personal property from all Federal sources, while the 1033 Program handles exclusively Department of Defense (DoD) personal property.
- The 1033 Program authorizes transfers of *excess personal property*, that is, personal property that is excess to the needs of DoD and that is made available to other Federal agencies—and to law enforcement. Only property that survives excess screening becomes available to SASPs as *surplus personal property*.
- The SASP usually charges the recipient agency a service charge, or “administrative fee,” based upon the original acquisition cost of the surplus property, its condition, and other factors.
- Except in the few States that perform screening and acquisition at the State coordinator level, LEAs must screen and pick up property at Defense Reutilization and Marketing Offices (DRMOs)—not a truly cost-free process—and the property is acquired as is. On the other hand, some SASPs perform the screening and transportation functions for their customers and often will repair or refurbish property. Also, because of their networking, staff, and transportation resources, SASPs can draw from DRMOs worldwide.

2. Public Safety and Corrections

Sheriffs’ and police agencies that may be denied certain excess personal property under the 1033 Program—because their requests are not within the law enforcement parameters as determined by the Law Enforcement Support Office (LESO)—may find what they are looking for at the SASP. The SASP resource may be especially useful to jailers, wardens, and operators of drug treatment activities, none of whom now have full access to the 1033 Program.

Likewise, fire, rescue, and emergency medical activities, which cannot be supported by the 1033 Program, should look to the SASP for their needs. (Recent legislation, when implemented, will provide some excess DoD property to fire and emergency medical services.)

3. Rules of Property Utilization

The rules that apply to property donated by SASPs parallel those contained in the 1033 Program Memorandum of Agreement (MOA). In fact, the SASP/GSA rules were the model for the MOA:

- Property requested must be needed and usable by the requesting agency and must not be for personal use.
- Property is offered as is (although it may have been repaired or refurbished by the SASP) and is transferred without warranty.
- Property must be placed in use within 12 months of its acquisition and used for at least 12 months.
- Property with an original acquisition cost of \$5,000 or more will have additional periods of restricted use, as will vehicles, aircraft, and vessels.

4. Controls and Audits

SASPs have been in business for many years. Their professional organization, the National Association of State Agencies for Surplus Property (NASASP), was founded in 1947, and SASPs have developed a store of experience and procedures that enhance efficiencies and protect against fraud and abuse. Their operations must follow State property laws as well as requirements imposed by the Federal Government. The “Single Audit Act” is a Federal law (P.L. 98–502) that requires reports from all recipients of Federal financial aid. Donated Federal property (as well as property transferred under 1033) qualifies as financial aid. State audit agencies submit reports for qualifying property donated (or transferred) to the State. Officials in GSA regional offices and SASPs routinely perform reviews to ensure compliance with regulations. Instances of fraud or theft are referred to the GSA Inspector General or to the Federal Bureau of Investigation (FBI), whereas lesser problems are corrected administratively.

5. Addresses and Examples of Donations

Addresses of SASPs are on the NASASP Web site (<http://nasasp.org>). Examples of property donated for corrections institutions and public safety are in **appendix J**.

6. Firearms

A program is available through which excess firearms may be transferred from Federal agencies to the States for use by State and local LEAs. GSA issued an amendment to the Federal Property Management Regulations that enables certain usable firearms acquired for Federal law enforcement purposes to continue serving a law enforcement role. GSA's Rocky Mountain Region, located in Denver, Colorado, coordinates firearms transfers. Federal agencies report excess firearms to GSA and the transfers to the State and local LEAs are handled by SASPs. LEAs interested in taking advantage of this source of firearms should contact their SASP.

Only handguns, rifles, shotguns, individual light automatic weapons, and rifle and shoulder-fired grenade launchers may be offered for donation. SASPs may donate weapons to State and local LEAs for law enforcement purposes only. Qualifying LEAs are those whose primary function is the enforcement of laws and whose compensated officers have powers of arrest and apprehension. Each request for weapons submitted to GSA must be accompanied by a conditional transfer document signed by both the SASP and the intended recipient of the weapons, accepting the terms, conditions, and restrictions prescribed by GSA. Surplus firearms approved for donation will be shipped directly from the holding Federal agency to the receiving LEA and may not be stored by the SASP. Alternatively, the SASP may arrange for the LEA to pick up the weapons at the holding Federal agency. LEAs can expect the SASP to charge a small fee for processing the transfer of these weapons. Instructions and forms for this program are in **appendix K**.

7. Other Police Equipment

Expendable cartridge cases are currently authorized for donation through SASPs to State and local governments to be reloaded and used for law enforcement purposes. Some SASPs participate in GSA's fixed-price vehicle program on behalf of LEAs. They facilitate the purchase, at negotiated fixed prices, of low-mileage, late-model, police-package vehicles that would otherwise go to public sale. Many of these vehicles have been used in national parks, have been carefully maintained, and have not had the punishing use that characterizes usual law enforcement service.

Chapter Three

Purchasing Property Through the 1122 Program

1. Introduction

The National Defense Authorization Act for fiscal year 1994 contained Section 1122, which allows State and local governments to purchase new law enforcement equipment for counter-drug activities through the Federal Government. For the purposes of this counterdrug program, the Act defines the eligible “units of local government” as “any city, county, township, town, borough, parish, village, or other general purpose political subdivision of a State; an Indian tribe which performs law enforcement functions as determined by the Secretary of the Interior. . . .” The discounts the Federal Government enjoys because of its large-volume purchases are passed on to State and local law enforcement agencies (LEAs). The program was introduced in December 1994 at a conference hosted by the U.S. Department of Justice, Bureau of Justice Assistance (BJA), in which the General Services Administration (GSA) and the U.S. Department of Defense (DoD) participated. Three States—California, North Carolina, and West Virginia—were selected to participate in a pilot program to test the concept and were offered BJA grants to get started. The governors were asked to appoint State points of contact (SPOCs) to administer the State programs, and the Secretary of the Army was appointed as executive agent for DoD. Each pilot State was given the latitude to organize its 1122 SPOC offices according to its own State preferences and procedures. Each pilot State soon found it most efficient to combine the 1033 (then 1208) program coordinator functions with those of the 1122 SPOC; many States that have since joined the program have followed this example. The text of Section 1122 is in **appendix L**.

In 1998 five more States—Colorado, Idaho, Ohio, Virginia, and Washington—received grants to fund 1122 Program SPOC offices. As of July 2002, 45 States have appointed SPOCs. Each SPOC has been assigned a GSA regional customer service director who is available for training and advice. Advice on how to operate the program at the State level is available from the National Law Enforcement Support Association. This association has a Web site at <http://www.nlesa.org> that contains current telephone numbers and e-mail addresses of all active SPOCs, many of which are willing to share their knowledge and experience.

2. Sources of Supply

Three sources of supply are available to law enforcement agencies through their SPOCs. The first two are the Department of the Army (DA) and the Defense Logistics Agency (DLA). DA and DLA maintain stocks of available items; descriptions of a representative sampling of items are contained in the *Law Enforcement Equipment and Supply Catalog*. Each SPOC is furnished

a supply of these catalogs. DA and DLA have established inventory control points that will provide more information about specific items, provide status on orders, and resolve discrepancies involving shortages, damages, and any other problems associated with orders for their items.

The third source is contractor-supplied items. The sources can be found in the various *Federal Supply Schedules* published by GSA. These *Schedules* are listings of contractors that identify the types of products they provide. There is a *Federal Supply Schedule* for “Law Enforcement & Security Equipment,” for example, that gives the names and addresses of suppliers of police equipment belts, holsters, batons, handcuffs, and pepper spray; accessories for police cruisers; alcohol detection kits; bomb disposal and detection equipment; and forensic and criminal investigation equipment. GSA also will facilitate the purchase of motor vehicles for law enforcement agencies under this program. GSA charges a 1-percent fee for handling vehicle purchases. The savings to the purchaser are usually substantial. For listings of items available from GSA *Schedules*, see **appendix M**.

3. Examples of What Is Available From Army Stocks

The following items are available from Army stocks:

- Aircraft support items and spare parts.
- Field clothing, boots, field rations, generators, watercraft, tents, and sleeping bags.
- Weapons and ammunition.
- Communications, electronic and surveillance equipment, laser rangefinders, electro-optics, and night vision devices.

4. Examples of What Is Available From DLA Stocks

The following items are available from DLA stocks:

- Into-plane aircraft fuel; greases and oils.
- Chain, rope (wire and fibrous), tie-down straps, roof bar mounts, and safety harnesses.
- Locks and seals, and telephone and power cable.
- Cameras, accessories, and film; binoculars; dry batteries; compasses; stopwatches; scales; flashlights and spotlights; and light wands.
- Ready-to-eat meals, flameless heaters, first-aid kits (general and individual), water storage bags and canteens, cots and netting, and tarpaulins.

- Television monitors, sound recorders and tape, microphones, and loudspeakers.
- Computers (laptop and desktop) and components.
- Firearm cleaning tools, ammunition pouches, holsters, and animal handling equipment.
- Face shields and helmets, and riot control shields.

5. How LEAs Use the 1122 Program

It is the duty of each SPOC to inform a State's law enforcement agencies about the program and to provide LEAs with required forms and instructions for completing them. Some States hold workshops for LEAs on how to make use of the 1122 and 1033 Programs. SPOCs also distribute the *Law Enforcement Equipment and Supplies Catalog* and the *Federal Supply Schedules* to LEAs. SPOCs screen and approve all valid requests from LEAs and should investigate other sources of the requested equipment, such as the 1033 Program and State Agency for Surplus Property donation sources, before approving an order for equipment to be purchased.

When ordering from the *Catalog* an agency simply places its order, using the order form supplied by the SPOC, and follows SPOC instructions regarding payment. Each SPOC transmits the orders to the appropriate agency or Defense Supply Center, and items are shipped directly to LEAs.

When ordering from a *Federal Supply Schedule*, LEAs contact any number of vendors listed in the *Schedule*, asking for price, specifications, and delivery information. Upon selecting a vendor, each LEA sends its order, in accordance with SPOC instructions, to the SPOC. The SPOC places the order with the vendor, who ships directly to the LEA. Payment is made in accordance with State policy; usually the State requires that payment accompany the order.

6. First Responder Equipment Purchase Program

The Office of Domestic Preparedness (ODP) has entered into agreements with the Defense Supply Center Philadelphia (DSCP) and the Marine Corps Systems Command (MCSC) to allow ODP State and local grant recipients to take advantage of military equipment procurement services. Recipients of ODP equipment grant funding may use DSCP and MCSC prime vendors to save time and costs in equipment purchases.

Equipment offered by DSCP and MCSC prime vendors includes a wide array of basic defensive equipment allowable under ODP's Domestic Preparedness Equipment Grant Programs. Allowable equipment is in four categories: personal protective, detection, decontamination, and communications. Product pricing has been deemed fair and reasonable and has been subject to competition to ensure the best value in accordance with Federal Acquisition Regulations.

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To be eligible to apply for this purchase program, a State must have completed the State-based Needs Assessment and Three-Year Statewide Domestic Preparedness Strategy. The State appoints a State administrative point of contact who assists the participating agencies (State and local) to establish accounts and to use the program.

Grantees may use only funds awarded by ODP. State and local funds may not be used. Once orders are placed with a vendor, the vendor will notify DSCP (or MCSC), who will submit a bill to the agency or jurisdiction submitting the requisition. Normal delivery time for routine, in-stock items is 5 to 7 days.

For questions concerning this program please contact ODP at 202–305–9887 to speak with your ODP program manager, or visit the Web page at <http://www.ojp.usdoj.gov>.

Chapter Four

Equipment Loans, Leases, and Other Support

1. Introduction

In addition to the excess property transfer program under Section 1033 and the purchase program under Section 1122, the U.S. Department of Defense (DoD) offers law enforcement the opportunity to borrow or lease DoD equipment for law enforcement activities and to receive assistance in training and operational support for counterdrug activities through the National Guard Bureau.

2. Law Enforcement Night Vision Loan Program

The Naval Sea Systems Command (NAVSEA), Crane, Indiana, will loan night vision equipment for law enforcement activities. The loans are for 1 year and the annual fee is \$300 per item. NAVSEA ships the equipment directly to the law enforcement agency and will repair or replace inoperable equipment without charge. The process begins when the law enforcement agency contacts NAVSEA by phone or e-mail, followed by a written request on the agency's letterhead. NAVSEA responds with a faxed contract, which the agency signs and returns with the check for \$300. NAVSEA then ships the equipment and the clock starts. Currently, the equipment available includes AN/PVS-5 goggles, AN/PVS-11 pocketscopes, and AN/PVS-7 goggles. In the future, NAVSEA expects to have AN/TVS-5 and AN/PVS-4 crew served sights available for loan. The point of contact at NAVSEA at Crane is Laurie Kedro, (812) 854-5641, ext. 3909.

3. Army Equipment Leases

Department of the Army regulation AR 700-131 provides the authority for Army commands to lease equipment to law enforcement agencies. The U.S. Army Tank-Automotive and Armaments Command in Warren, Michigan, and Rock Island, Illinois, will lease vehicles, such as armored personnel carriers and HMMWVs, and weapons (rifles, shotguns.) The U.S. Army Soldier, Biological, Chemical Command, also in Rock Island, Illinois, manages chemical defensive, detection, and decontaminating equipment, including protective masks and such things as shelters, showers, and mobile kitchens. The U.S. Army Communications and Electronics Command at Fort Monmouth, New Jersey, leases a wide variety of communications equipment. A \$300 administrative fee is charged for each lease transaction. The cost of each lease is based on the market value of the items being leased. These charges are payable upon the approval of the lease. Additionally, the lessee is responsible for any packaging, handling, and shipping charges. All leases must be approved by Headquarters, Department of the Army, and this can take from 2 to 4 months for some items. Leases may run as long as 5 years, although leased equipment may be recalled if a more urgent requirement develops. The point of contact for this program is:

U.S. Army Tank-Automotive and Armaments Command
ATTN: AMSTA-LC-CIAC (Ms. Beth Nickell or Ms. Jan Jeffrey)
Rock Island, IL 61299-7630
Phone: (309) 782-5415, or 6775
e-mail: jeffreyj@ria.army.mil

The form required for lease applications (*DA Form 4881-6-R*) is in **appendix N**.

4. National Guard Counterdrug Program

The National Guard has been assisting in the fight against drugs since 1997. The highest priority of the National Guard Counterdrug Program is to provide support to law enforcement agencies and community organizations in their efforts to reduce the use of and trafficking in illicit drugs. The National Guard program is executed by the authority of the States, the District of Columbia, and the Territories. The Guard, with members in nearly all major communities, provides skilled personnel, specialized equipment and facilities, and training in support of law enforcement counterdrug activities. All support is coordinated through the State National Guard Counterdrug Coordinators. A list of the phone and fax numbers of these coordinators is in **appendix O**.

- **Counterdrug Modified C-26 Aircraft.** These high-performance, twin-turbo-prop aircraft are available to conduct photo reconnaissance (two KS-87 cameras—oblique and overhead), infrared imagery, closed-circuit television surveillance, and command and control missions. They are equipped with an electro-optical digital and wet-film capability, laser range finder, a situation awareness display that integrates sensors and navigation inputs into a moving map display, and an advanced communications suite (29 to 960MHz) with radios compatible with law enforcement radios. They are employed to locate and monitor illegal drug activities, such as marijuana grows and methamphetamine laboratories, and for command and control and officer safety during raids. They normally operate between 2,500 and 10,000 feet above ground level. These Air National Guard aircraft are located in 10 States: Alabama, Arizona, California, Florida, Mississippi, New Mexico, New York, Texas, Washington, and Wisconsin. They will be in West Virginia in October 2002. For more information, or to request support, contact your State counterdrug coordinator. Federal agencies should contact the National Guard Bureau Counterdrug Office at (703) 607-5748.
- **Reconnaissance and Interdiction Aircraft (CD RAID).** The CD RAID aircraft are OH-58A+, Army National Guard helicopters equipped with thermal imaging systems, high skid gear, Wulfsburg multiband radios, global positioning system navigational equipment, and Nite-Sun search lights. Reconnaissance and interdiction detachments are operating 116 of these helicopters in 30 States, plus Puerto Rico and the District of Columbia. Contact your State counterdrug coordinator for mission support.

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- **Aerial Transportation.** A variety of aircraft can be made available for law enforcement counterdrug transportation missions, including controlled deliveries. (No routine administrative flights are permitted.) The Air Guard can provide C-26, C-130, C-141, and C-5 airplanes, as well as HH-60 helicopters. The Army Guard has C-12, C-23, and C-26 airplanes, and UH-60 helicopters.
- **Light Armored Vehicle (LAV).** This eight-wheeled armored vehicle carries a crew of three and eight passengers, is capable of cross-country mobility and highway travel at 60 mph, is air conditioned, and provides protection against up to 7.62 mm ball ammunition. It may be equipped with low-light remote video, remote thermal imaging, ground surveillance radar (California and New Mexico only), computer with map graphics, and advanced communications. It is available in several States for counterdrug operations through your counterdrug coordinator.
- **Digital Mapping Initiative (DMI).** The National Guard Bureau's Digital Mapping Initiative provides computer-generated maps for drug law enforcement agencies (DLEAs). The maps may be customized to show statistics, grow sites, drug houses, suspect locations, and other points of interest. During 1999, DMI supported more than 400 DLEAs producing more than 33,000 customized maps. All products are at no cost to DLEAs. DMI maintains mapping systems at Fort Gillem, Georgia; Chattanooga, Tennessee; and St. Petersburg, Florida. The Fort Gillem office is your point of contact at (404) 469-5342 (phone); 5352 (fax); or dmi@cddmi.forscom.army.mil (e-mail). For more information, contact your counterdrug coordinator or visit the Web site at <http://www-cddmi.forscom.army.mil>.
- **Ion Mobility Spectrometry (IMS).** A useful investigative and evidentiary tool, IMS is available for DLEA use through the State counterdrug coordinator. This equipment conclusively identifies minute traces of illegal drugs by their chemical properties. It analyzes samples from clothing, skin, vehicles, furniture, etc., collected by vacuums. Traces of drugs may be detected and analyzed long after contact. The system is light and easily transported. The evidence collected has been used successfully in court in many States.
- **Training.** Although this manual is about property and equipment available to law enforcement and corrections agencies from Federal sources, we would be remiss if we failed to mention the training opportunities the National Guard Bureau provides or coordinates through six training facilities. Class schedules, prerequisites, and other information are available from your State counterdrug coordinator. The six training facilities are:
 - ♦ **National Interagency Civil-Military Institute, San Luis Obispo, California.**
Strategic level training for mid and executive level.
 - ♦ **Regional Counterdrug Training Academy, Meridian, Mississippi.**
Tactical, street-level counterdrug operations.

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- ♦ **Multijurisdictional Counterdrug Task Force Training, St. Petersburg, Florida.**
Task force training for LEAs.
- ♦ **Northeast Counterdrug Training Center, Fort Indiantown Gap, Pennsylvania.**
Tactical level counterdrug operations.
- ♦ **Federal Law Enforcement Training Center, Glynco, Georgia.**
Primarily Federal training; some for local LEAs.
- ♦ **U.S. Army Military Police School, Fort Leonard Wood, Missouri.**
Street level and task force counterdrug training.

APPENDIX A

MEMORANDUM OF AGREEMENT

BETWEEN THE

DEFENSE LOGISTICS AGENCY

AND THE STATES

1033 PROGRAM

APPENDIX A

Agreement Between the Defense Logistics Agency and _____

PURPOSE:

This Memorandum of Agreement (MOA) is entered into between the Defense Logistics Agency (hereinafter DLA) and the _____ to set forth the terms and conditions that will be binding on the parties with respect to excess Department of Defense (DoD) personal property which is transferred pursuant to 10 U.S.C. §2576a, and to promote the efficient and expeditious transfer of the property.

AUTHORITY:

The Secretary of Defense is authorized by 10 U.S.C. §2576a to transfer to Federal and State agencies personal property that is excess to the needs of the DoD and that the Secretary determines is suitable to be used by such agencies in law enforcement activities, including counterdrug and counterterrorism activities, under such terms prescribed by the Secretary. The authorities granted to the Secretary of Defense have been delegated to DLA. In determining whether property is suitable for use by agencies in law enforcement activities, DLA defines law enforcement activities as activities performed by government agencies whose primary function is the enforcement of applicable Federal, State, and local laws and whose compensated law enforcement officers have powers of arrest and apprehension.

TERMS AND CONDITIONS:

DoD, through DLA, has final authority to determine the type, quantity, and location of excess personal property suitable for use in law enforcement activities, if any, that will be transferred to the _____. This agreement creates no entitlement in _____ to receive DoD excess personal property. Property available under this agreement is for the use of authorized program participants; not for speculative/possible future use. Unless otherwise provided, property may not be obtained for the purpose of sale, lease, rent, exchange, barter, to secure a loan, or to otherwise supplement normal law enforcement agency (LEA) budgets. All requests for property must be based on bona fide law enforcement requirements. The requisitioning of condition code "A" property for the purpose of cannibalization is not authorized. Any repair, maintenance, insurance, or other expenses associated with these items are the sole responsibility of the _____.

_____ agrees to establish and submit to the Headquarters DLA a plan of operation, developed in accordance with Federal and State law and conforming to the provisions of this MOA.

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This plan must detail organizational and operational authority, including staffing and facilities. It must also address procedures for making determinations of eligibility, allocation and equitable distribution of material, compliance and reutilization reviews, and procedures with respect to accountability and property disposal. Property obtained under this MOA must be placed into use within 1 year of receipt and utilized for a minimum of 1 year, unless the condition of the property renders it unusable. These elements are considered the minimum essential ingredients for establishment of a satisfactory business agreement between _____ and DoD. _____'s plan of operation is subject to Federal review.

By signing this agreement or accepting excess property under this agreement, the recipient assures that it will comply with applicable provisions of the following national policies prohibiting discrimination:

- a. On the basis of race, color, or national origin, in Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d et seq.) as implemented by DoD regulations at 32 CFR part 195.
- b. On the basis of age, in the Age Discrimination Act of 1975 (42 U.S.C. 6101 et seq.) as implemented by Department of Health and Human Services regulations at 45 CFR part 90.
- c. On the basis of handicap, in Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794) as implemented by Department of Justice regulations at 28 CFR part 41 and DoD regulations at 32 CFR part 56.

Aircraft (fixed-wing and rotary), Flight Safety Critical Aircraft Parts (FSCAP), and Strategic List/Munitions List Items (SLI/MLI) requiring demilitarization may be transferred to the State for its use in law enforcement activities. The State's plan of operation must ensure that all LEAs and all subsequent users are aware of and agree to provide all required controls in accordance with applicable laws and regulations for these items. Additionally, the following conditions apply:

The LEAs that provide evidence to DLA that aircraft are maintained in accordance with applicable airworthiness standards and procedures for maintenance and repair will be allowed to retain the aircraft permanently after a period of 5 years.

Through the State coordinator, LEAs are permitted to exchange aircraft and FSCAP with other authorized LEAs, provided the aircraft and components are maintained in accordance with applicable airworthiness standards and procedures for maintenance and repair and provided further that the LEAs perpetuate repair and maintenance documentation. LEAs are permitted to retain reasonable quantities of aircraft components for future use.

The State coordinator/LEAs may dispose of SLI/MLI only if appropriate procedures and controls are incorporated into the State's established plan of operation. At a minimum these items require U.S. Department of State or Commerce licenses for export. _____'s plan of operation must ensure that all LEAs and all subsequent users are aware of and agree to provide appropriate controls for these items. In lieu of such procedures, and with prior coordination with the Law Enforcement Support Office (LESO), the State coordinator/LEAs

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have the option of returning such items to the closest Defense Reutilization and Marketing Office (DRMO) or transferring them to other authorized LEAs when no longer required for law enforcement use.

Except where indicated in this MOA, the State coordinator/LEAs may dispose of other types of property in accordance with State and local laws when it is determined by the State coordinator and/or the LEA to be no longer needed for law enforcement use.

The Governor-appointed State coordinator identified below represents that he/she is authorized to enter into this agreement on behalf of the State. This individual will act as a sponsor for local LEAs that desire excess personal property, coordinating their nonoperational requests. The State coordinator will validate that the property being requested will be used for law enforcement activities. If requested by the LESO, the State coordinator will furnish detailed justification for a specific request. Title is granted to the State or designee. Costs of shipping or repossession of the property by the U.S. Government will be borne by the State.

To the extent permitted by law, the State coordinator/LEA shall indemnify and hold the U.S. Government harmless from any and all suits, actions, demands, or claims of any nature arising out of the use of the property. _____ agrees to maintain or assure that the LEA maintains adequate insurance to cover damages or injuries to persons or property relating to the use of the property. Self-insurance coverage is considered acceptable. DoD assumes no liability for damages or injuries to any person or property arising from the use of the property.

THE DEFENSE LOGISTICS AGENCY SHALL:

- a. Receive and approve applications for participation in the program that have been certified by the State coordinator as having a law enforcement mission.
- b. Encourage and assist in the use of electronic screening capability to locate the property.
- c. Upon receipt of a properly executed requisition, issue excess property, free of charge, to the State coordinator or designee for further transfer to authorized LEAs.
- d. Identify SLI/MLI, FSCAP, and/or any other property requiring special controls and/or return to DoD custody.
- e. Provide the State coordinator/LEAs with the available flight historical records and related documentation on FSCAP components. This documentation will be available for inspection by LEAs prior to transfer. The documentation will be sufficient to be accepted by an FAA authorized repair facility for evaluation and possible documentation for use on an aircraft. DoD makes no representation as to the property's conformance with FAA requirements. The LEA must subject the assets to safety inspection, repair, and/or overhaul by a competent manufacturer or other entity such as those certified by the FAA prior to placing into use. The property that is provided to the State coordinator/LEA may not meet FAA design standards, and/or may have been operated outside the limitations required by the Federal Aviation Regulations.

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- f. Assure that to the greatest extent practical, preference is given to those applications indicating that the transferred property will be used in the counterdrug or counterterrorism activities of the recipient agency.
- g. Conduct periodic program compliance visits.
- h. If a State coordinator/LEA materially fails to comply with any term of the agreement, whether stated in a Federal statute or regulation, an assurance, in a State plan or application, or the MOA, DLA may take one or more of the following actions, as appropriate in the circumstances:
 - (1) Temporarily withhold approval for excess property requests pending correction of the deficiency by the State coordinator/LEA.
 - (2) Wholly or partly suspend or terminate the current MOA for the State coordinator/LEA.
 - (3) Withhold further agreements for the program, or
 - (4) Take other remedies that may be legally available.

THE STATE COORDINATOR SHALL:

- a. Receive applications for participation in this program from its law enforcement activities and validate their law enforcement mission prior to forwarding to DLA for approval as an authorized LEA.
- b. Forward requests for excess property that are necessary to meet requirements for LEA law enforcement efforts. Assure the recipient LEA is identified on all requisitions.
- c. Be responsible for the allocation of property to qualified LEAs. Assure the LEAs agree to maintain, at no expense to the U.S. Government, adequate liability and property damage insurance coverage and workmen's compensation insurance to cover any claims.
- d. Control and maintain accurate records on all property obtained under this MOA.
- e. Enter into agreements with LEAs to assure they fully comply with the terms, conditions, and limitations applicable to property transferred pursuant to this agreement.
- f. Allow a maximum of two (2) screeners per LEA (one primary and one alternate) to physically screen at any DRMO. The screeners must be named in a letter of authorization provided to the cognizant LESO, to be updated annually, or as changes occur.
- g. Identify to LEAs property requiring demilitarization and the special controls on MLI/CCL and FSCAP.

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- h. Assure that all environmentally regulated property is disposed of in accordance with applicable Federal, State, and local environmental laws and regulations.
- i. Assure that all weapons are registered with the U.S. Treasury Department's Bureau of Alcohol, Tobacco and Firearms and the U.S. Army Tank-Automotive and Armaments Command. Recipients must comply with all applicable firearms laws and regulations.
- j. Identify to DLA the requisitions indicating that the transferred property will be used in the counterdrug or counterterrorism activities of the receipt agency.
- k. State coordinators are responsible for obtaining audits in accordance with the Single Audit Act of 1984, as amended. (31 U.S.C. 7501-7).

NOTICES:

Any notices, communications, or correspondence related to this agreement shall be provided by the United States Postal Service, express service, or facsimile to the cognizant DLA office. DLA may, from time to time, propose modifications or amendments to the provisions of this MOA. In such cases, reasonable opportunity will, insofar as practicable, be afforded the State coordinator to conform to changes affecting their operations.

TERMINATION:

This MOA may be terminated by either party, provided the other party receives thirty (30) days notice, or as otherwise stipulated by Public Law.

IN WITNESS THEREOF, the parties hereto have executed this agreement as of the last date written below.

Patty Barbour, COL, USA
Chief, Disposition Management Division
HQ Defense Logistics Agency

STATE COORDINATOR
Title_____

Date_____

Date_____

APPENDIX B

STATE COMPLIANCE REVIEWS

1033 PROGRAM

B

APPENDIX B

State Compliance Reviews

Law Enforcement Support Office
Defense Logistics Agency
(January 24, 2001 Edition)

PART 1.

STATE AGENCY REVIEWS

- a. Frequency of reviews. The Law Enforcement Support Office (LESO), at a minimum, shall conduct reviews of State 1033 program operations once every 2 years.
- b. Scheduling reviews. The LESO, in concert with the State coordinator, shall establish a projected review schedule for the assigned agencies.
- c. Purpose of reviews. The purpose of the review is to evaluate the operation and effectiveness of the State agency's conformance with the approved State plan of operation and the requirements of the Memorandum of Agreement (MOA). The compliance review is intended to last 1 day, not to exceed 2 days. Visits to subordinate Law Enforcement Agencies (LEAs) as part of the review are encouraged.
- d. Conduct of the review.
 - (1) Notification to the State agency. Approximately 30 days before a review, the LESO shall inform the Governor-appointed State coordinator of the scheduled review date.
 - (2) Preparation for the review. Before the visit, the LESO shall review the 1033 program plan of operation and examine prior reviews, audits, and other appropriate information.
 - (3) Inbriefing. The reviewer shall meet with the State coordinator to explain the purpose of the visit.
 - (4) Outbriefing. Upon completion, the reviewer shall conduct an outbriefing to address the results/findings of the visit. The reviewer will advise the coordinator if corrective action is required. Agreement should be reached as to corrective measures necessary. A formal written after-action review (AAR) will be prepared by the Law Enforcement Support Office (LESO) and forwarded to the State coordinator within 30 days. The State coordinator will in turn provide a written response to the formal AAR at 30- and 60-day intervals as applicable. The State will address specific actions taken to remedy

FEDERAL PROPERTY AND EQUIPMENT MANUAL

noted problem areas. Failure to respond to the formal AAR may result in temporary or permanent suspension from the program.

PART II.

1. Checklist for review. The following checklist is established for use by LESO personnel when conducting a review of State plans of operation. The following areas shall be reviewed and a report included in the State file as a preface to other comments, requirements (those actions needed to bring the State agency into compliance with the State plan of operation), and recommendations (suggested actions for improving State agency operations).
2. State plan of operation. Determine if the State plan is in conformance with the requirements of the MOA in the areas cited below.
3. Organization and operational capability. Letters of appointment (from the Office of the Governor) must be on file and current. Ensure the State coordinator and, when applicable, other delegated authorities, are identified in the plan of operation. Determine if the agency has adequate personnel to effect accountability and distribution of property. Employee training should also be evaluated to determine if employees have adequate training to perform the duties assigned to them and, if not, what provisions have been made to provide such training. This applies especially to those involved in making eligibility determinations.
 - I. Is current Governor's Office Letter on file? Yes/No
 - II. Is an adequate number of training personnel in place to effect accountability, proper maintenance, and distribution of property? Yes/No
 - III. Is there adequate training for employees? If not, what provisions have been made to provide such training? Yes/No
4. Eligibility requirements. Procedures should clearly specify the eligibility requirements for participation by LEAs. LEA letters of (screening) authorization will be maintained in a systematic manner and contain all necessary documentation.
 - I. Are LEA Data Sheets signed by the Chief Executive Official of the agency before being endorsed by the State coordinator? Yes/No
 - II. Is there a system in place to ensure only those agencies eligible under section 1033 participate in the program? Yes/No
5. Property and inventory control. Accurate records that establish effective accountability of all 1033 property must be maintained. Such records should be sufficient, in the event of theft, to determine and describe the missing property. Records must provide an "audit trail" for individual items of property, from receipt to distribution review of State ledgers, and compare

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property receipts with property distribution. Inventory records, where applicable, are to be examined for frequency, accuracy, and methods of reconciliation. Special attention should be given to records relating to items requiring Demilitarization (DMIL), Munitions List Items (MLI), Control List Items (CCL), Aircraft, Flight Safety Critical Aircraft Parts (FSCAP), and items sensitive to theft. Theft, suspected theft, illegal diversion, or manipulating of 1033 property should be immediately reported to the appropriate State officials and LESO as soon as the facts are known. Information on theft involving firearms should also be reported to the Defense Logistics Agency, Attention DCIS; the local FBI office; and the Bureau of Alcohol, Tobacco and Firearms.

I. Are accurate accountable records of all 1033 property maintained? (Records must provide an “audit trail” for individual items of property from receipt to distribution.) Yes/No

II. Is special attention given to records relating to DMIL, MLI, CCL, Aircraft, FSCAP, and items sensitive to theft? Yes/No

III. Are procedures in place for reporting the disposition of overages (State coordinator)? Yes/No

IV. Are procedures in effect for immediate and proper reporting of theft, suspected theft, illegal diversion, or manipulation of 1033 property to appropriate local, State, and DLA (LESO) or Federal officials as soon as they are discovered? Yes/No

6. Transitional distribution points. 1033 assets must be identified as such and stored physically apart from property received through additional programs (e.g., 1122, SASP).

I. Are 1033 assets identified and stored apart from other categories of property? Yes/No/N/A

II. Are procedures in effect for the receipt and distribution of sensitive items? Yes/No/N/A

III. Are property requests earmarked for a specific LEA identifying them as the end user? Yes/No/NA

7. Fair and equitable distribution. Evaluate the effectiveness of the State agency’s efforts to ensure fair and equitable distribution of property based on the relative needs and resources of its LEAs. Determine if desirable items of property are fairly distributed among all categories of LEAs.

I. In determining the State coordinator’s recommendation for approval of LEA requests, is consideration given to the needs and resources of its LEAs? (e.g., size of LEA, mission requirement, and like property on hand). Yes/No

FEDERAL PROPERTY AND EQUIPMENT MANUAL

- II. Are highly desirable items fairly distributed among all categories of LEAs? Yes/No
- III. Do records indicate recurring distribution to particular LEAs and/or regions within the State? If yes, is property allocation within mission requirements? Yes/No
- IV. Does the State coordinator sign all transfer DRMS 103 requests? Yes/No
8. Records management. Check the State plan of operation to determine if it has been updated to conform to changes in the MOA. Examine program manuals and handbooks to make sure they are complete, current, and accessible to office and supervisory staff.
- I. Is there a State plan of operation on file? Yes/No
- II. Are information manuals and handbooks complete, current, and accessible to office and supervisory staff? Yes/No
9. Compliance and utilization reviews. Review 1033 program files to determine if utilization surveys are conducted to validate that LEAs are properly using and complying with the terms and conditions on property.
- I. Is there a State compliance/utilization review program in effect? Yes/No
- II. Is there a system in effect whereby the State coordinator validates that LEAs are properly using and complying with the terms and conditions on property? Yes/No
- III. Are adequate actions taken to resolve cases of noncompliance with the MOA or State plan of operation? Yes/No
- IV. Are separate records maintained identifying reconciliation results? Yes/No
10. Non-utilized property. Review methods used to dispose of undistributed property.
- I. Are current procedures effective for identifying serviceable property no longer needed? Determine what steps are being taken to minimize the acquisition of unnecessary property. Yes/No
- II. Are procedures in effect for returning serviceable property that has not been placed into use within 1 year of receipt or used for 1 year thereafter? Yes/No
11. Compliance with the MOA. Check property to ensure that the utilization of property issued to State agencies for use is in compliance with the MOA.
- I. Is all property transferred consistent with requirements of the MOA? Yes/No
- II. Are 1348s on file with evidence that they have been approved by LESO? Yes/No

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12. Insurance. The State should provide a written agreement of understanding for liability, property, damage, and workmen's compensation.

I. Does the State provide a written agreement of understanding for liability, property damage, or workmen's compensation requirements? Yes/No

APPENDIX C

DEFENSE REUTILIZATION AND MARKETING OFFICES

C

APPENDIX C

Defense Reutilization and Marketing Offices

ALABAMA

DRMO Anniston
Bldg. 282

Anniston Army Depot
7 Frankford Avenue
Anniston, AL 36201
(256) 235-7837

DRMO Huntsville
Bldg. 7408 Warehouse
Redstone Arsenal, AL 35898
(256) 842-2532

ALASKA

DRMO Anchorage
P.O. Box 6166
Bldg. 34-600
Elmendorf AFB, AK 99506
(907) 552-3733

DRMO Fairbanks
P.O. Box 35028
Fort Wainwright, AK 99703
(907) 353-1143

ARIZONA

DRMO Tucson
7030 East Irvington Road
Davis-Monthan AFB
Tucson, AZ 85707
(520) 208-8819

CALIFORNIA

DRMO Barstow
USMC Logistics Base
Boll Avenue
Bldg. 226
Box 110195
Barstow, CA 92311
(760) 577-6568

DRMO March
14575 Arnold Boulevard
Bldg. 7047
March AFB, CA 92518
(909) 655-7134

DRMO McClellan
Bldg. 700A
4522 Parker Avenue
McClellan AFB, CA 95652
(916) 643-3830

DRMO North Island
P.O. Box 357084
San Diego, CA 92135
(619) 545-8056

DRMO Port Hueneme
779 Stethem Road
Bldg. 513
Port Hueneme, CA 93043
(805) 982-5636

DRMO San Diego
3420 Guadalcanal Road
Imperial Beach, CA 92155
(619) 437-9446

DRMO Sierra Annex
Sierra Army Depot
Herlong, CA 96113
(530) 827-4546

DRMO Stockton
Sharpe Site, Bldg. S-3
P.O. Box 96001
Naval Comm. Center
Stockton, CA 95296
(209) 982-2077

DRMO Vandenburg
Bldg. 1205 Utah Street
Vandenburg AFB, CA 93437
(805) 606-9852

COLORADO

DRMO Colorado Springs
820 Specker Drive
Bldg. 318
Fort Carson, CO 80913
(719) 526-9679

CONNECTICUT

DRMO Groton
Naval Submarine Base
New London
Bldg. 397, Box 12
Groton, CT 06349
(860) 694-4025

FLORIDA

DRMO Patrick
Bldg. 1391 Marina Road
Patrick AFB, FL 32925
(321) 494-6507

FEDERAL PROPERTY AND EQUIPMENT MANUAL

DRMO Eglin
Attn: DRMO VHH
210 Transportation Road
Suite 1, Bldg. 525
Eglin AFB, FL 32542
(850) 882-8075

DRMO Homestead
20950 Coral Sea Boulevard
Homestead Air Reserve Base
Homestead, FL 33039
(305) 224-7300

DRMO Jacksonville
Naval Air Station
8297 Roosevelt, Bldg. 174
Jacksonville, FL 32212
(904) 772-9248, ext. 28

GEORGIA
DRMO Benning
P.O. 52410
Fort Benning, GA 31995
(706) 545-7214

DRMO Stewart
Bldg. 1152
Fort Stewart, GA 31313
(912) 767-8899

DRMO Warner Robins
1200 Macon Street
Warner Robins AFB,
GA 31098
(912) 926-3437

IDAHO
DRMO Mountain Home
P.O. Box 4068
1220 Dessert
Mountain Home AFB,
ID 83648
(208) 828-2306

ILLINOIS
DRMO Great Lakes
Bldg. 3212A
Naval Training Center
Great Lakes, IL 60088
(847) 688-3655

DRMO Rock Island
Rock Island Arsenal
Bldg. 154
Rock Island, IL 61299
(309) 782-1618

DRMO Scott
Warehouse 1, Section 2
Price Support Center
Granite City, IL 62040
(618) 452-4584

INDIANA
DRMO Crane NSW Center
Crane Division Bldg. 300
Highway 361
Crane, IN 47522
(812) 854-1554

KANSAS
DRMO Riley
P.O. Box 2490
Fort Riley, KS 66552
(913) 239-0531, ext. 931

KENTUCKY
DRMO Campbell
P.O. Box 555
Fort Campbell, KY 42223
(270) 798-9519

DRMO Knox
2962 Franzier Road
Fort Knox, KY 40121
(502) 624-1328

LOUISIANA
DRMO Polk
P.O. Drawer 3901
Fort Polk, LA 71459
(318) 531-4068

MARYLAND
DRMO Meade
P.O. Box 388
Fort Meade, MD 20755
(301) 677-3286

MICHIGAN
DRMO Selfridge
Bldg. 590
Selfridge ANG Base,
MI 48045
(810) 307-4233

MINNESOTA
DRMO Duluth
4997 Airport Road
Duluth, MN 55811
(218) 723-7452

MISSISSIPPI
DRMO Keesler
Attn: DRMO VHI
607 Parade Lane, Rm. 1
Keesler AFB, Bldg. 4422
Biloxi, MS 39534
(228) 377-2135

MISSOURI
DRMO Whiteman
P.O. Box 217
Knob Noster, MO 65336
(660) 687-5595

FEDERAL PROPERTY AND EQUIPMENT MANUAL

MONTANA

DRMO Great Falls
8035 Pole Yard Road
Malmstrom AFB, MT 59402
(406) 731-6340

NEBRASKA

DRMO Offutt
405 Butler Boulevard
Offutt AFB, NE 68113
(402) 294-7937

NEVADA

DRMO Nellis
5506 Blytheville Drive
Nellis AFB, NV 89191
(702) 652-2004

NEW HAMPSHIRE

DRMO Portsmouth
Portsmouth Naval Shipyard
P.O. Box 2028
Portsmouth, NH 03801
(207) 438-4511

NEW JERSEY

DRMO Lakehurst
NAWC-AD Lakehurst
Bldg. 75
Lakehurst, NJ 08733
(732) 323-2669

NEW MEXICO

DRMO Cannon
110 W Street
Cannon AFB, NM 88103
(505) 784-4551

DRMO Holloman
241 Arkansas
Holloman AFB, NM 88330
(505) 572-3748

DRMO Kirtland
5050 Randolph Avenue
Kirtland AFB, NM 87117
(505) 846-6959

NEW YORK

DRMO Drum
Bldg. S-1350
Fort Drum, NY 13602
(315) 772-9267

NORTH CAROLINA

DRMO Bragg
Bldg. J1334 Knox Street
Fort Bragg, NC 28307
(910) 396-5222

DRMO Lejeune
906 Louis Road
Camp Lejeune, NC 28542
(910) 451-5652

NORTH DAKOTA

DRMO Minot
401 Bomber Boulevard
Minot AFB, ND 58705
(701) 723-6119

OHIO

DRMO Columbus
3990 East Broad Street
Bldg. 1, Room 115
Columbus, OH 43213
(614) 692-3244

DRMO Wright-Patterson
5490 Pearson Road
Wright-Patterson AFB,
OH 45433
(937) 257-4203

OKLAHOMA

DRMO Oklahoma City
6150 Air Depot Boulevard
Suite 15
Tinker AFB, OK 73145
(405) 739-7380

PENNSYLVANIA

DRMO Letterkenny
Letterkenny Army Depot
Bldg. 2260
Chambersburg, PA 17201
(717) 267-5425

DRMO Mechanicsburg
Navy SPCC
Bldg. 206
5450 Carlisle Pike
P.O. Box 2020
Mechanicsburg, PA 17055
(717) 605-2347

DRMO Tobyhanna
11 Hap Arnold Boulevard
Tobyhanna, PA 18466
(570) 895-3406

PUERTO RICO

DRMO Roosevelt Roads
PSC-1008 Box 3988
FPO AA 34051
(787) 865-3406

SOUTH CAROLINA

DRMO Jackson
Bldg. 1902 Ewell Road
Fort Jackson, SC 29207
(803) 751-7716

FEDERAL PROPERTY AND EQUIPMENT MANUAL

SOUTH DAKOTA

DRMO Ellsworth West
Ellsworth AFB
650 Twining
Rapid City, SD 57706
(605) 385-1020

TEXAS

DRMO Corpus Christi
Bldg. 22 Naval Air Station
Corpus Christi, TX 78419
(361) 961-2936

DRMO Dyess
P.O. Box 9545
Dyess AFB, TX 79607
(915) 696-2578

DRMO Hood
P.O. Drawer G
80th Street, Bldg. 4289
Fort Hood, TX 76544
(254) 287-7763

DRMO San Antonio
500 Tayman Street
Bldg. 3050 E Kelly
Kelly AFB, TX 78241
(210) 925-6617

DRMO Texarkana
P.O. Box 1330
Hooks, TX 75561
(903) 334-3177

UTAH

DRMO Hill
Bldg. 890
7844 Arsenal Road
Hill AFB, UT 84056
(801) 775-2931

VIRGINIA

DRMO Norfolk
7829 Seventh Street
Norfolk, VA 23511
(757) 444-9411

DRMO Richmond DGSC
Warehouse 3
8000 Jefferson Davis
Highway
Richmond, VA 23297
(804) 279-4363

DRMO St. Juliens Annex
Bldg. 400, Magazine Street
Portsmouth, VA 23702
(757) 396-0136

WASHINGTON

DRMO Fairchild
120 North Foullois
Fairchild AFB, WA 99011
(509) 247-2350

DRMO Lewis MS 41
Box 339500
Fort Lewis, WA 98433
(253) 967-7861

WISCONSIN

DRMO Sparta
Bldg. 2184 Fort McCoy
Sparta, WI 54656
(608) 388-3719

APPENDIX D

EXAMPLE OF A LETTER REQUESTING PARTICIPATION IN THE 1033 PROGRAM BY A LAW ENFORCEMENT AGENCY

D

APPENDIX D

Example of a Letter Requesting Participation in the 1033 Program by a Law Enforcement Agency

[Law Enforcement Agency Letterhead]

[Date]

To: State 1033 Coordinator

[Address]

Subject: Request to Participate in the 1033 Program

1. The [city police department; sheriff's office; parole authority] requests that it be enrolled as a participant in the excess Federal personal property program as defined in the Defense Authorization Act, 1977, PL 104-181, Section 1033, Transfer of Excess Personal Property.
2. This department's jurisdiction encompasses . . . square miles of territory with a population of . . . persons. We have . . . sworn officers and . . . civilian employees. We have a special tactical squad of . . . officers, a bomb detection and disposal unit of . . . officers and a narcotics division of . . . officers. The department has an aviation section with . . . aircraft and . . . pilots and support personnel. [Omit any of this sample information that does not apply to your agency, but include any other pertinent information regarding the crime problem in general. Mention any facts concerning the drug situation such as marijuana cultivation and narcotics trafficking and participation in multiagency task forces.]
3. [If your State permits local agency screening, list up to four sworn officers who will be certified as screeners for your agency. Supply the full name, rank, and phone and fax number for each screener.]
4. This department agrees to the conditions specified in the State 1033 Program Plan and the Memorandum of Agreement between the State of . . . and the Defense Logistics Agency.

[Signature of the chief official of the department/agency]

APPENDIX E

LAW ENFORCEMENT AGENCY DATA SHEET 1033 PROGRAM

E

FEDERAL PROPERTY AND EQUIPMENT MANUAL

LAW ENFORCEMENT AGENCY DATA SHEET FEDERAL/STATE

DATE: _____

LEA: _____ INTERNET: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

NUMBER OF FULL-TIME SWORN OFFICERS: _____

NUMBER OF FULL-TIME SWORN NARCOTIC OFFICERS: _____

NUMBER OF FULL-TIME SWORN TACTICAL OFFICERS: _____

SCREENERS/WEAPONS POC MUST BE AUTHORIZED BY THE GOVERNOR-APPOINTED
STATE COORDINATOR

SCREENER #1: _____
RANK NAME

SCREENER #2: _____
RANK NAME

SCREENER #3: _____
RANK NAME

SCREENER #4: _____
RANK NAME

WEAPONS POC: _____
RANK NAME

PHONE: _____ FAX: _____

(FOR STATE/LOCAL AGENCIES ONLY)

CHIEF EXECUTIVE OFFICIAL SIGNATURE: _____

STATE COORDINATOR SIGNATURE: _____

(FOR FEDERAL AGENCY ONLY)

HEAD OF AGENCY SIGNATURE: _____

NOTE: THIS FORM MUST BE FILLED OUT ANNUALLY OR AS CHANGES OCCUR BY THE LEA.
CHANGED AS OF SEPT. 22, 1999

APPENDIX F

FORM 103

1033 PROGRAM

F

Form 103
DRMS NOV 89

APPENDIX G

FORM 1348-1A

ISSUE RELEASE/RECEIPT DOCUMENT

1033 PROGRAM

G

APPENDIX H

PRACTICAL GUIDANCE FOR SCREENERS

H

APPENDIX H

Practical Guidance for Screeners

Things To Do

- Make an appointment for a screening date.
- Bring your authorization letter with you.
- Sign in when you enter the Defense Reutilization and Marketing Office (DRMO).
- Screen only in the “accumulation/screening cycle” for DoD agencies.
- Complete the *Form 103* clearly and completely; give to DRMO and fax to your State coordinator.
- Sign out when you leave DRMO.
- Remove the property from DRMO as soon as you receive authorization—in any case, not later than 14 days after approval of your request.
- Notify your State coordinator and DRMO immediately if you no longer want any item that you screened.

Things To Avoid

- Do not enter any part of DRMO other than that specified by the reutilization specialist.
- Do not remove any documentation from any property.
- Do not remove any property from its original location while screening.

In Case of a Problem

- Discuss the problem with the reutilization specialist.
- If your problem is not solved, ask to speak to the DRMO chief.
- If your problem is still not resolved to your satisfaction, you should call the Defense Reutilization and Marketing Service at 800–DRMS–RTD.
- Your next recourse is to leave DRMO and call your State coordinator.
- If your complaint reaches the level of the Law Enforcement Support Office, follow up with a letter.

APPENDIX I

NLECTC POINTS OF CONTACT FOR SCREENING ASSISTANCE

APPENDIX I

NLECTC Points of Contact for Screening Assistance

The National Law Enforcement and Corrections Technology Center (NLECTC) system, which is a component of the Office of Science and Technology, National Institute of Justice, consists of facilities across the country that are colocated with agencies or organizations that specialize in specific areas of research and development. They work together to form a network of support, technology development, and information for law enforcement and corrections professionals, agencies, and activities. The National Center, in Rockville, Maryland, is the hub of the system. It responds to questions from the field about law enforcement and corrections equipment and technology; manages a standards and testing program for body armor, handcuffs, shotguns, and police vehicles and tires; operates the system's Web site, JUSTNET; and publishes the award-winning quarterly newsletter, *TechBeat*. To subscribe (it is free), call (800) 248-2742, or e-mail asknlectc@nlectc.org. To access the Web site, visit www.justnet.org.

Screening Assistance

NLECTC–Northeast (Rome, NY)
POC: Robert L. DeCarlo, Jr.
Phone: (888) 338-0584; (315) 330-2489;
Fax: (315) 330-4315
E-mail: robertdecarlo@smawins.com
nlectc_ne@rl.af.mil

NLECTC–Rocky Mountain (Denver, CO)
POC: Paul Reining
Phone: (800) 416-8086; (303) 871-2816;
Fax: (303) 871-2500
E-mail: preining@du.edu
nlectc@du.edu

NLECTC–Southeast (North Charleston, SC)
POC: Kenneth C. Dover
Phone: (888) 874-5854 (also Fax);
(252) 223-0571
E-mail: kdover@nlectc-se.org
nlectc-se@nlectc-se.org

If you are uncertain regarding where your State fits in this geographical breakout, call or e-mail any one of the above points of contact for assistance.

APPENDIX J

EXAMPLES OF PROPERTY DONATED FOR PUBLIC SAFETY AND CORRECTIONS FEDERAL DONATION PROGRAM

APPENDIX J

Examples of Property Donated for Public Safety and Corrections Federal Donation Program

- **Jamestown, Rhode Island:** A 1989 Ford F-350 Rescue Vehicle was painted and refinished by the department of corrections and placed in service at a total cost of \$10,200.
- **District of Columbia:** Computers valued at more than \$26 million were donated at no cost. There were more than 6,000 items; recipients included departments of corrections, police, and fire.
- **Federal Bureau of Prisons:** More than \$300,000 worth of food service equipment and other items for U.S. penitentiaries and correctional institutions was donated.
- **Illinois Department of Transportation:** Two Oshkosh snowblower trucks, acquisition value of \$160,000, were donated for a service charge of \$16,000.
- **Dermott, Arkansas:** A 350-kilowatt generator for emergency use was donated to provide power to the city and to the Arkansas Department of Corrections' 500-bed facility.
- **Pierce County and Snohomish County Sheriffs' Departments, Washington:** Two Cadillac Gage armored cars were donated. The Pierce County Sheriff's Department will use its armored car for its SWAT team; the Snohomish County Sheriff's Department will use its car for search and rescue.
- **Fire Department, City of Palm Beach Gardens, Florida:** A dump truck was converted into a heavy-duty brush-fire unit. It was placed in service with a new tank and pump for about \$20,000, a savings of more than \$125,000.
- **Florida:** Several jurisdictions received sandbags (shipped from overseas locations) to be used as needed in the hurricane seasons.
- **Alabama Correctional Industries:** More than 40,000 yards of white sailcloth were donated and converted into clothing and sheets for the State prison system.
- **Montgomery County, Alabama:** The Montgomery County Rescue Squad has received vehicles, patrol boats, electrical generators, and light sets. It equipped its offices and classrooms with donated furniture, appliances, and personal computers.

APPENDIX K

DONATION OF FIREARMS TO STATE AND LOCAL LAW ENFORCEMENT ACTIVITIES

K

FEDERAL PROPERTY AND EQUIPMENT MANUAL



General Services Administration
Federal Supply Service
Washington, DC 20406

AUG - 2 1999

MEMORANDUM FOR DIRECTOR/CHIEF, PERSONAL PROPERTY
MANAGEMENT BRANCH
2FBP, 2FBP-1, 3FP-W, 3FPD, 4FD, 5FBP,
6FBD, 7FMP, 7FP-8, 9FBP, 10FZP

FROM: *for Marilyn Hubert*
DEIDRE HUBERT
DIRECTOR
PROPERTY MANAGEMENT DIVISION (FBP)

SUBJECT: Donation of Firearms to State and Local Law
Enforcement Activities

The attached Firearm(s) Donation Transfer Guidelines, Firearm(s) Conditional Transfer Document, and Firearms Want List Format are forwarded for use in the implementation of Federal Property Management Regulation Amendment H-204 and GSA Bulletin H-75. The amendment authorizes the transfer of firearms for donation to State and local law enforcement activities and the bulletin directs how the firearm(s) are to be reported to GSA. To ensure that the transfers go smoothly please read the guidelines and process documentation accordingly. It should be noted that all firearms are transferred in perpetuity.

Attachments

**FIREARM(S) DONATION TRANSFER
GUIDELINES**

The following operational guidance applies to GSA and the State Agencies for Surplus Property for the transfer of firearms under the Federal donation program. This guidance is available on our website at www.pub.fss.gsa.gov or upon request.

Generations: Only handguns, rifles, shotguns, individual light automatic firearms all less than .50 caliber in FSC 1005, and rifle and shoulder fired grenade launchers in FSC 1010, assigned a disposal code of 4 or better that can be used by the Donee upon receipt without repair may be transferred for donation purposes. The firearm(s) must be surplus to Federal use and may not be seized or forfeited firearm(s).

Property Restriction: The period of restriction on all donated firearm(s) begins the day a Donee takes possession of the firearm(s) and is in perpetuity.

Eligibility Requirements: Only law enforcement entities whose primary function is the enforcement of applicable Federal, State, and/or local laws may receive donated surplus firearm(s), and the firearm(s) may only be issued to those compensated law enforcement officers having powers to apprehend and to arrest.

Documentation Requirements: The requesting State Agency for Surplus Property (SASP) shall prepare a list of firearm(s) desired by eligible Donees, in the attached format, and obtain letters of intent from the eligible Donees which identify the Donee, the number of compensated officers with the power to apprehend and to arrest, and that the Donee's intent is to use the firearm(s) solely for authorized law enforcement activities. If the requesting Donee has received donated firearm(s) through any other Federal program, the letter of intent must include the number and types of firearm(s) received during the previous 12 months from such program(s). The SASP must forward the list of desired firearm(s) and letters of intent to:

General Services Administration (7FB-8)
Denver, CO. 80225-0506

Transfer processing: Upon review of the requirements and determination of allocation, the GSA regional office (7FB-8) will notify the applicable SASP of the allocation(s).

The SASP shall prepare a separate Transfer Order Surplus Personal Property (SF 123) for each eligible Donee for which donation of firearm(s) is/are

FEDERAL PROPERTY AND EQUIPMENT MANUAL

approved. The SF 123(s) with properly executed firearm(s) conditional transfer document(s) attached will be forwarded to the above GSA address for processing.

Upon receipt of an approved SF 123 from the GSA regional office, the SASP will notify the Donee and will ask the Donee whether it prefers shipment of the firearms or direct pick-up of the firearms from the holding Federal agency. The Donee is responsible for all shipment and pick-up costs.

At no time is the SASP authorized to take possession of or store any firearm(s) transferred under the Federal donation program.

Disposal of Firearms: The terms and conditions of the firearm(s) conditional transfer document specify the disposal actions required when the firearm(s) are no longer required by the Donee. The authorized methods of disposal are as follows:

- If the firearm(s) is/are no longer required, the Donee shall contact the SASP and make the firearm(s) available for transfer to another donee within the state with prior written approval of the local GSA regional office.
- If the Firearm(s) is/are no longer required within the State, the SASP will make the firearm(s) available for transfers to another SASP in accordance with FPMR 101-44.205(f), with the prior written approval of GSA (7FB-8).
- If the firearm(s) is/are no longer required, destruction of the firearm(s) must be such that each complete firearm is rendered completely inoperable and incapable of being made operable for any purpose except recovery of basic material content.

Authorized methods of destruction are; (1) melting of the firearm(s), (2) cutting the firearm(s) in accordance with DOD DEMIL guidelines, or (3) shredding of the firearm(s).

- The donee and SASP representative must both state in writing that the firearm(s) was/were so destroyed. The signed statement(s) must include the date and location of destruction, and the SASP must maintain the original signed statement(s) for a period of 5 years.

Weapon2

FEDERAL PROPERTY AND EQUIPMENT MANUAL

FIREARM(S) CONDITIONAL TRANSFER DOCUMENT

The United States of America (hereinafter called the General Services Administration (GSA) acting by and through the State of _____, State Agency for Surplus Property (hereinafter called the SASP), pursuant to the powers and authority contained in the Federal Property and Administrative Services Act of 1949, as amended, transfers to _____ whose address is _____ (hereinafter called the Donee) the firearm(s) hereinafter described. The Donee represents that the firearm(s) is/are required in the furtherance of the Donee's program and will be used solely for law enforcement activities and for no other purpose. The firearm(s) is/are delivered for Donee's exclusive use under the conditions and restrictions listed below. The firearm(s) or list of firearm(s) is/are described below or made as an attachment to this document.

MAKE(S) AND MODEL(S)

SERIAL NUMBER(S)

While the firearm(s) being donated are limited to those firearms assigned disposal condition code of 4 or better, this donation is being made on an "as is, where is" basis without warranty of any kind, and delivery is made at the present location of the firearm(s) regardless of where the firearm(s) may be situated:

SUBJECT, HOWEVER, to the following conditions and restrictions:

1. The Donee agrees that the firearm(s) shall be used, as stated in the letter of intent, which is hereby incorporated by reference, solely for law enforcement activities by the Donee's compensated law enforcement officers whose primary functions include the powers to apprehend and to arrest while enforcing applicable Federal, State and local laws.
2. The Donee shall begin using the firearm(s) within 12 months after all required signature have been affixed to this document. The Donee's compensated officers must use the firearm(s) only for the purposes stated above in perpetuity. No other use is authorized at any time.
3. If the firearm(s) is/are not placed in use for the purpose stated above by the Donee within 12 months of donation, as evidenced by the date of the last signature of this document, and used thereafter in perpetuity, then within 30 days after: 1) the initial 12-month period has expired without authorized use of the firearm(s) or 2) the date the firearm(s) have ceased to be used for the purpose authorized above, the Donee shall provide notice thereof in writing to the SASP. The Donee shall, as directed by GSA through the SASP, either release the firearm(s) to another Donee or destroy the firearm(s) in a manner

FEDERAL PROPERTY AND EQUIPMENT MANUAL

such that each complete firearm is rendered completely inoperable and incapable of being made operable for any purpose except for the recovery of its basic material content.

4. The Donee shall comply with all applicable Federal, State, and local firearms registration and use requirements.
5. The Donee shall immediately report lost, stolen, or unaccounted-for firearms received pursuant to this conditional transfer document.
6. The Donee shall conduct annual inventories of all donated firearm(s) and report the results to the SASP. The Donee and the SASP shall maintain the inventory results for 3 years for review by the SASP and/or GSA as appropriate.
7. The donee shall report to the SASP on the use, condition and location of the firearm(s) and on other pertinent matters as required from time to time by the SASP and/or GSA.
8. The Donee shall not ever sell, trade, lease, lend, bail, cannibalize, encumber, or otherwise dispose of the firearm(s), or remove the firearm(s) permanently for use outside the State.
9. In the event, the firearm(s) is/are ever sold, traded, leased, loaned, bailed, encumbered, or otherwise disposed of in violation of the terms of this agreement, the Donee, at the option of GSA, shall be liable to the United States Government for the proceeds of the disposal or the fair market value of the firearm(s) at the time of the unauthorized transaction, as determined by GSA.
10. For donated firearms that are destroyed, the Donee and a representative of the SASP shall state in writing that the firearm(s) were destroyed in accordance with (3) above. The original signed statement must be maintained by the Donee and the SASP for a period of 5 years.
11. In the event of a breach by the Donee or its successor in function of any of the above conditions and restrictions, interest in and to the firearm(s) shall, at the option of GSA, revert to and become the property of the United States Government, and the Donee or its successor or assigns, shall forfeit all of its or their rights, titles and interests in and to the firearm(s) and may be subject to other penalties, both civil and criminal.
12. The Donee agrees that it has the abilities to safely maintain, operate, finance, properly store, and guarantee the security of the firearms being requested.

FEDERAL PROPERTY AND EQUIPMENT MANUAL

13. The SASP shall not grant waivers, amendments, releases, or terminate any of the terms and conditions enumerated in this document concerning the use or disposal of the firearm(s), or issue disposal instructions to the Donee for the firearm(s) without the prior written concurrence of GSA or its successor in function, except that GSA does not need to concur in writing for firearms to be destroyed in accordance with (3) above.

14. The Donee agrees to hold harmless and indemnify the Government for any and all costs, judgements, actions, debts, liability costs and attorney's fees, any other request for monies, or any other type of relief arising from or incident to the transfer, donation, use, disposition, or any subsequent operation performed upon, exposure to or contact with any component, part, constituent or ingredient of the firearm(s), whether intentional or accidental.

15. The Donee agrees that this Firearm(s) Conditional Transfer Document was read and that the conditions and restrictions contained herein are fully understood. The Donee also agrees that the Firearm(s) Donation Transfer Guidelines, a copy of which is attached are made a part of this document, were read and that the restrictions and the eligibility, transfer, documentation, and disposal requirements are fully understood.

IN WITNESS WHEREOF, the donor and donee have duly executed this instrument this _____ day of _____, _____

United States of America Acting by and
through the _____ State Agency for
Surplus Property

By _____
Title _____

DONEE

By _____
Title _____
Institution of Organization _____

CITY of _____)
COUNTY OF _____)
STATE of _____)

On this _____ day of _____, _____, before me appeared
_____ to me personally known, who, being by me duly sworn,
says that she/he is the person who executed the foregoing instrument and that

FEDERAL PROPERTY AND EQUIPMENT MANUAL

such instrument was executed under duly delegated authority on behalf of the _____ State Agency for Surplus Property, and acknowledge the foregoing instrument to be the free act and deed of the State of _____. Given under my hand and official seal the day and year above written.

Notary Public in and for the
CITY of _____
COUNTY of _____
STATE of _____

(SEAL)

My Commission Expires: _____

CITY of _____)
COUNTY of _____)
STATE of _____)

On this _____ day of _____, _____, before me appeared _____ to me personally known, who, being by me duly sworn, says that she/he is the person who executed the foregoing instrument on behalf of said _____ and acknowledge to me that she/he was duly authorized to execute the foregoing instrument and the she/he executed the same as a free act and deed of said _____.

Given under my hand and official seal the day and year above written.

Notary Public in and for the
CITY of _____
COUNTY of _____
STATE of _____

(SEAL)

My Commission Expires: _____

FEDERAL PROPERTY AND EQUIPMENT MANUAL

[illegible]

APPENDIX L

SECTION 1122

PUBLIC LAW 103–160

TITLE 10, CHAPTER 18, SECTION 381

U.S. CODE

P.L. 103–160 LAWS OF 103RD CONG.—1st SESS. NOV. 30

SEC. 1122 REQUIREMENT TO ESTABLISH PROCEDURES FOR STATE AND LOCAL GOVERNMENTS TO BUY LAW ENFORCEMENT EQUIPMENT SUITABLE FOR COUNTER-DRUG ACTIVITIES THROUGH THE DEPARTMENT OF DEFENSE.

(a) IN GENERAL.—(1) Chapter 18 of title 10, United States Code, is amended by adding at the end the following new section:

“Sect. 381. Procurement by State and local governments of law enforcement equipment suitable for counter-drug activities through the Department of Defense.

“(a) PROCEDURES.—(1) The Secretary of Defense shall establish procedures in accordance with this subsection under which States and units of local government may purchase law enforcement equipment suitable for counter-drug activities through the Department of Defense. The procedures shall require the following:

“(A) Each State desiring to participate in a procurement of equipment suitable for counter-drug activities through the Department of Defense shall submit to the Department, in such times as the Secretary prescribes, the following:

“(i) A request for law enforcement equipment.

“(ii) Advance payment for such equipment, in an amount determined by the Secretary based on estimated actual costs of the equipment and administrative costs incurred by the Department.

“(B) A State may include in a request submitted under subparagraph (A) only the type of equipment listed in the catalog produced under subsection (c).

“(C) A request for law enforcement equipment shall consist of an enumeration of the law enforcement equipment that is desired by the State and units of local government within the State. The Governor of a State may establish such procedures as the Governor considers appropriate for administering and coordinating requests for law enforcement equipment from units of local government within the State.

“(D) A State requesting law enforcement equipment shall be responsible for arranging and paying for shipment of the equipment to the State and localities within the State.

“(2) In establishing the procedures, the Secretary of Defense shall coordinate with the General Services Administration and other Federal agencies for purposes of avoiding duplication of effort.

“(b) REIMBURSEMENT OF ADMINISTRATIVE COSTS.—In the case of any purchase made by a State or unit of local government under the procedures established under subsection (a), the Secretary of Defense shall require the State or unit of local government

FEDERAL PROPERTY AND EQUIPMENT MANUAL

to reimburse the Department of Defense for the administrative costs to the Department of such purchase.

“(c) GSA CATALOG.—The Administrator of General Services, in coordination with the Secretary of Defense, shall produce and maintain a catalog of law enforcement equipment suitable for counter-drug activities for purchase by States and units of local government under the procedures established by the Secretary under this section.

“(d) DEFINITIONS.—In this section:

“(1) The term ‘State’ includes the District of Columbia, the Commonwealth of Puerto Rico, the Commonwealth of the Northern Mariana Islands, and any territory or possession of the United States.

“(2) The term ‘unit of local government’ means any city, county, township, town, borough, parish, village, or other general purpose political subdivision of a State; an Indian tribe which performs law enforcement functions as determined by the Secretary of the Interior; or any agency of the District of Columbia government or the United States Government performing law enforcement functions in and for the District of Columbia or the Trust Territory of the Pacific Islands.

“(3) The term ‘law enforcement equipment suitable for counter-drug activities’ has the meaning given such terms in regulations prescribed by the Secretary of Defense. In prescribing the meaning of the term, the Secretary may not include any equipment it does not procure for its own purposes.”

(2) The table sections at the beginning of such chapter is amended by adding at the end the following new item:

“381. Procurement by State and local governments of law enforcement equipment suitable for counter-drug activities through the Department of Defense.”

(b) DEADLINE.—The Secretary of Defense shall establish procedures under section 381(a) of title 10, United States Code, as added by subsection (a), not later than 6 months after the date of enactment of this Act.

(c) REPORT.—Not later than 6 months after the date of the enactment of this Act, the Secretary of Defense shall submit to the Congress a report on the procedures established pursuant to section 381 of title 10, United States Code, as added by subsection (a). The report shall include, at a minimum, a list of the law enforcement equipment that will be covered under such procedures.

APPENDIX M

ITEMS AVAILABLE ON GENERAL SERVICES

ADMINISTRATION SCHEDULES

1122 PROGRAM

Law Enforcement and Security Equipment: Personal, Canine, Vehicle, and Related Items

Alcohol Detection Kits and Devices

Body Armor

Bomb Disposal Equipment

Canine Training & Handling Equipment

Drug Testing Equipment and Kits

Ear Mikes

Fingerprint/Palmprinting Equipment

Firearm Storage and Securing Devices

Gun Racks

Helmets

Metal and Bomb Detection Equipment

Night Vision Equipment

Personal Law Enforcement Equipment:

- Baton rings
- Belt straps
- Belts
- Gun and flashlight holsters
- ID cases
- Key straps
- Shell/cartridge cases
- Speed loader cases

Restraining Equipment

Security Doors and Window Bars

Target Systems/Target Range Accessories

Vehicle Barriers and Shields

Vehicle Emergency Signal Systems:

- Control console
- Beacon warning devices
- Light bars
- PA speakers and systems
- Sirens
- Spot and flood lights

Small Craft, Marine Equipment, and Floating Barriers: Boats,
Motors, Barriers/Booms, Buoys, and Accessories

Buoys, Floats, Perimeter Floats, and Mooring
Canoes
Floating Marine Barriers and Booms
Inflatable Boats
Non-Powered Boats
Outboard and Inboard Motors
Powered Boats

Communications Equipment: Recording and Reproducing Video and
Audio Equipment Purchase and Repair Parts

8mm Video Color Recorders/Reproducers
Accessories, Attachments, and Features for Audio Equipment
Accessories, Attachments, and Features for Video Equipment
Audio Console, Switches, and Amplifiers
Battery Powered Color Monitors
Battery Powered Monochrome Television Cameras
Broadcast 1/2" Cassette or Cartridge Color Recorders/Reproducers
Broadcast 3/4" Cassette or Cartridge Color Recorders/Reproducers
Broadcast Color Television Cameras
Cartridge or Cassette Audio Equipment Reel-to-Reel Audio Equipment
Cartridge or Cassette Color Reproducers
Cartridge or Cassette, Stereo Magnetic Type Recorders/Reproducers
Cartridge/Cassette Magnetic Tape Reproducers
Cartridge/Cassette Monaural Magnetic Type Recorders/Reproducers
Cassette or Cartridge Duplicators
Color Monitors
Color Monitors/Receivers
Disc Type Reproducers
Editing or Character Synchronizing Generators
Film Type Color Television Cameras
Industrial 1/2" Cassette or Cartridge Color Recorders/Reproducers
Industrial 3/4" Cassette or Cartridge Color Recorders/Reproducers

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Industrial Color Television Cameras
Magnetic Type Recorders/Reproducers
Mini Studio Systems and Components
Monochrome Monitors w/ Picture Tube 9" or More
Monochrome Monitors w/ Picture Tube Less Than 9"
Permanent Base, Studio Color Television Cameras
Portable, General Purpose Color Television Cameras
Portable, General Purpose Monochrome Television Cameras
Portable, High Frame Rate, Special Purpose Color Television Cameras
Portable, High Frame Rate, Special Purpose Monochrome Television Cameras
Reel-to-Reel 1" Tape Color Recorders/Reproducers
Reel-to-Reel 1" Tape Monochrome Recorders/Reproducers
Reel-to-Reel Cassette, Multi-Channel Logging Magnetic Type Recorders/Reproducers
Reel-to-Reel Magnetic Tape Reproducers
Reel-to-Reel Tape Monochrome Reproducers
Reel-to-Reel, Professional Magnetic Type Recorders/Reproducers
Repair Parts and Spare Parts for Recording and Reproducing Equipment
Separate Head, Hand Held Color Television Cameras
Separate Head, Hand Held Monochrome Television Cameras
Single Logging and/or Specialized Use Magnetic Type Recorders/Reproducers
Surveillance Color Television Cameras
Surveillance Monochrome Television Cameras
Switches and Special Effects Generators
Video Disk Color Recorders/Reproducers

ADP/Telecommunications and Media Supplies: Videotapes, Audio Tapes, Tape Cartridges, Diskettes/Optical Disks, Disk Packs, Disk Cartridges, Anti-Glare/Anti-Radiation Screens, Cleaning Equipment and Supplies, Ergonomic Devices

Anti-Glare/Anti-Radiation Screens
Audio Tape, Cartridge
Audio Tape, Cassette
Audio Tape, Reel-to-Reel
Cleaning Items
Computer Tape
Disk Cartridges
Disk Packs
Diskettes
Ergonomic Devices
Optical Disks
Videotape, Cassette
Videotape, Helical Scan

Telecommunications: Telephones, Facsimiles, Messaging Systems, Radio, Voice Paging, and Cellular Phones

Airborne Radio Navigation Equipment
Antennas and Waveguides
Broadcast Band Radio Transmitter/Receiver
Communications Security Equipment
Data Communication Equipment
Facsimile Equipment
Fixed Station (Base Station) Transmitter/Receiver
Intercommunication Wired or Cabled Equipment
Intercommunication Wireless Transmission Equipment
Line Conditioning and Signaling Equipment
Microwave Radio Equipment
Mini and Micro Computer Control Devices

- Base call processing systems
- Computerized telephone answering systems
- Interactive voice processing systems
- Voice messaging systems

Mobile Radio Transmitter/Receiver
Mobile Telephone Equipment (Cellular)
Portable (Hand Held Radio) Transmitter/Receiver
Public Address Wired or Cabled Equipment
Public Address Wireless System
Radio Navigation Equipment
Telephone Answering Equipment
Telephone Equipment
Tone and Voice Paging Systems
Video Teleconferencing Equipment

Telecommunications Equipment: Telemetry, Underwater Sound, Radar (Except Airborne), Visible and Invisible Light Communications, Signal Data Equipment

Laser Equipment
Radar Equipment (Except Airborne)
Recorder/Reproducer Set for Signal Data
Telemetry Equipment (Airborne)
Telemetry Equipment (Except Airborne)
Underwater Sound Equipment
Visible and Invisible Light Communications Equipment

Power and Distribution Equipment: Portable Generators

Load Banks, Option Items, and Accessories

Portable Generators

Replacement Parts, Option Items, and Accessories for Portable Generators

Photographic Equipment and Supplies

Aerial Photographic Film

Black-and-White Film and Chemicals

Black-and-White Photographic Paper

Cameras and Projector Printer Accessories

Cases for Photographic Cameras and Equipment

Chemical Preparations for Color Photography

Color Photographic Paper

Cutting/Trimming Units

Densitometers and Sensitometers

Diazo Sensitized Films and Papers

Drawing Reproduction Film

Duplicating Equipment

Electronic and Battery Flash Units

Film and Photographic Paper

Film Editing, Cleaning, and Reading/Reviewing Equipment

Film Storage Equipment

Film, Slide, Xerographic or Thermographic Mounts

Front Screen Filmstrip Projectors

Graphic Arts Films

Industrial X-Ray Film and Paper

Instrumentation Film

Instrumentation Recording Paper

Motion Picture Film

Multipurpose Professional Type Mounted Self-Processing Still Picture Cameras

Opaque Projectors

Overhead Still Picture Projectors

Photo Exposure Lightmeters

Photographic and Radiographic Processing Machines

Photographic Color Copier Systems

Photographic Enlargers

Photographic Laboratory Equipment

Photographic Lenses

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Photographic Mini-Laboratories
Photographic Paper
Photographic Plates
Photographic Printers
Professional Type 2x2 Still Picture Cameras
Projecting Sets
Projection Screens
Projection Stands
Self-Processing Film
Self-Processing Identification Cameras
Self-Processing Still Picture Cameras
Silver Recovery Equipment
Single Lens Reflex Cameras
Single-Window Combination Range Finder and Viewfinder Cameras
Slide Mounters
Slide or Filmstrip Rear Screen, Still Picture Projectors
Still Picture Film
Still Picture Slide Projectors
Supplies for Self-Processing Identification Cameras
Tripods (Photographic)
X-Ray Chemicals Specialties

Training Aids and Devices: Programmed Learning Materials

Computer Training Devices
Hands-on Training Devices
Medical Models and Simulators
Multimedia Program Kits:

- Business
- Computer
- General education
- Health/safety
- Vocational/trade

Prepared Audio Instructional Material:

- Business
- Computer
- General education
- Health/safety
- Vocational/trade

Prepared Printed Instructional Material:

- Business
- Computer
- General education
- Health/safety
- Vocational/trade

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Prepared Visual Instructional Material:

- Business
- Computer
- General education
- Health/safety
- Vocational/trade

Rental Instructional Material

Teaching Machines/Devices

ADP Products and Services: Microcomputer Hardware, Software, and Peripherals

Boards/Upgrade Kits

CD-ROM/Data Disks

Hardware & Software for Physically Challenged (Visual, Speech & Hearing)

Micro Software

Microcomputers

Miscellaneous ADP Equipment

Modems

Monitors/Displays

Networking

Optical/Imaging Equipment Systems

Other Input/Output

Printers/Plotters

Third Party Maintenance

Park and Outdoor Recreational Equipment

Climbing Equipment

Heaters, Stoves, and Replacement Parts

Jugs and Coolers

Lanterns

Pack Boards and Backpacks

Sleeping Bags

Snowshoes

Tarps

Tents and Replacement Parts

APPENDIX N

N

ARMY LEASES *DA FORM 4881-6-R*

APPENDIX N

Instructions for Lease Request, *DA Form 4881-6-R*

Before beginning this process, contact the Tank-Automotive and Armaments Command (TACOM) Loan Office to (1) determine if the equipment you want is available and can be delivered in time to satisfy your requirement, (2) secure the necessary blank form (or use the form in this appendix), and (3) receive instructions regarding stock numbers, item descriptions, and any other information you need to complete the form properly.

Instructions:

- Above SECTION A, in “Address of Accountable Officer”:

Commander, U.S. Army Tank-Automotive and Armaments Command
ATTN: AMSTA-LC-CIAC, Rock Island, IL 61299-7630

In “Required Delivery Date,” write the date you wish to have the equipment on hand. (It can take from 60 to 120 days from the time the request is received until the equipment is delivered.)

- Completing the blocks in SECTION A:

Block 1. Your complete activity address. (You probably do not have an “UIC” or a DODAAC, so ignore this requirement.)

Block 2. Provide the item description, quantity required, and National Stock Number (NSN). (If you do not know the NSN or LIN, contact the TACOM loan officer for assistance.)

Block 3. Leave blank.

Block 4. Address where shipment will be received.

Block 5. Fund cite for shipping costs. Discuss with TACOM loan officer to determine means of transportation, such as UPS, etc. Weapons are shipped registered mail. You will be provided an estimate of the postage cost, which you will pay along with the administrative fee and the rental charge.

Block 6. Your proposed duration of the lease. Attach, on your agency letterhead, an explanation of why the equipment is needed and how it will be used.

Blocks 7 and 8. Read certification statement, sign, and date.

Fax the completed form to AMSTA-LC-CIAC, Beth Nickell, (309) 782-4496; phone: 5415; e-mail: nickellb@ria.army.mil

FEDERAL PROPERTY AND EQUIPMENT MANUAL

M	TAB	TAB	TAB	TAB
REQUEST AND APPROVAL FOR LOAN OR LEASE OF EQUIPMENT AND LOAN OR LEASE AGREEMENT For use of this form, see AR 700-131; the proponent agency is DCSLOG.			PAGE NO.	NO. OF PAGES
LOAN OR LEASE (Check one) ☐ LOAN ☐ LEASE			REQUIRED DELIVERY DATE	
ADDRESS OF ACCOUNTABLE OFFICER			EXPIRATION DATE OF LOAN/LEASE	
SECTION A - (To be completed by Requester/Lessee)				
1. NAME AND ADDRESS OF ACTIVITY (Include UIC)				
2. ITEM DESCRIPTION (Include LIN and NSN and Quantity Required)				
3. OTHER ITEMS REQUIRED (Show item, page no. of request and agency to which request was submitted. A separate request is required for each item.)				
4. EQUIPMENT TO BE SHIPPED TO (include DODAAC, if applicable)				
5. FUND CITE FOR PC&H AND TRANSPORTATION COSTS				
6. COMPLETE JUSTIFICATION INCLUDING PROPOSED DURATION OF LOAN/LEASE (If additional space is needed, use reverse)				
7. CERTIFICATION I certify that I am the authorized individual to request loan/lease of Army equipment, and if this request is approved, agree to pay all authorized charges including PC&H, transportation, and repair costs for other than fair wear and tear, and agree to abide by all conditions specified for Loan/Lease of Army materiel by AR 700-131.				
8. TYPED NAME, GRADE, AND TITLE OF AUTHORIZED REPRESENTATIVE			8a. SIGNATURE	8b. DATE
SECTION B - (To be completed by the activity having custody of item)				
9. NAME AND ADDRESS OF ACTIVITY				
10. REQUESTED ITEM ☐ (Enter NSN) SUBSTITUTE ITEM ☐ (Enter NSN)			10a. AVAILABILITY (Check one) WITH DAMPL IMPACT ☐ WITHOUT DAMPL IMPACT ☐ NOT AVAILABLE ☐	
10b. APPROVAL AUTHORITY FOR LOAN/LEASE (Based upon above data and Table 2-1, AR 700-131)				
11. FOR LOANS/LEASES WITH DAMPL IMPACT (Provide the following information to HQDA)				
11a. AUTHORIZED	ON HAND (Worldwide)	QTY D/I PER MONTH PRODUCED OVERHAULED		
11b. QTY O/H CONUS DEPOT BY PURPOSE CODE		11c. QTY BACKORDERED BY MACOM		
11d. IMPACT OF LOAN/LEASE APPROVAL AND ACTIVITY RECOMMENDATION				
12. TYPED NAME AND TITLE OF AUTHORIZED REPRESENTATIVE			12a. SIGNATURE	12b. DATE
SECTION C - (Action by final approval authority)				
13. ☐ APPROVED ☐ DENIED ☐ OTHER (SEE REVERSE)				
14. TYPED NAME AND TITLE OF APPROVING AUTHORITY			14a. SIGNATURE	14b. DATE

APPENDIX O

NATIONAL GUARD COUNTERDRUG COORDINATORS

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APPENDIX O

National Guard Counterdrug Coordinators

State	Commercial	Fax
AK	(907) 428-3617	(907) 428-3947
AL	(334) 213-7658	(334) 213-7712
AR	(501) 212-5492	(501) 212-5479
AZ	(602) 267-2623	(602) 267-2474
CA	(916) 854-3715	(916) 854-3336
CO	(303) 667-8900	(303) 667-8908
CT	(860) 493-2723	(860) 493-2784
DC	(202) 685-9729	(202) 685-9520
DE	(302) 326-7085	(302) 994-7252
FL	(904) 823-0438	(904) 823-0442
GA	(770) 919-3473	(770) 919-3482
GU	(671) 472-7588	(671) 472-7586
HI	(808) 737-9450	(808) 735-0532
IA	(515) 252-4606	(515) 252-4738
ID	(208) 422-3530	(208) 422-3531
IL	(217) 761-3728	(217) 761-3499
IN	(317) 247-3516	(317) 487-1901
KS	(785) 862-0001	(785) 862-0004
KY	(606) 293-4142	(606) 293-4147
LA	(504) 278-8556	(504) 278-8552
MA	(508) 233-6822	(508) 233-6831
MD	(410) 576-6135	(410) 576-6122
ME	(207) 626-4316	(207) 626-4531
MI	(517) 483-5896	(517) 483-5822
MN	(651) 282-4147	(651) 282-4021
MO	(573) 638-9599	(573) 526-4546
MS	(601) 313-1670	(601) 313-1673

FEDERAL PROPERTY AND EQUIPMENT MANUAL

MT	(406) 841-3178	(406) 449-7689
NC	(919) 664-6322	(919) 664-6050
ND	(701) 224-5269	(701) 224-5149
NE	(402) 458-1132	(402) 458-1128
NH	(603) 227-1542	(603) 227-1572
NJ	(609) 562-0812	(609) 562-0813
NM	(505) 846-7152	(505) 853-1483
NV	(775) 348-9742	(775) 884-8402
NY	(518) 344-2064	(518) 344-2067
OH	(614) 336-7146	(614) 336-7299
OK	(405) 228-5688	(405) 228-5610
OR	(503) 945-3938	(503) 945-3238
PA	(717) 861-2482	(717) 861-8225
PR	(787) 723-7712	(787) 723-7742
RI	(401) 457-4285	(401) 621-5442
SC	(803) 806-1559	(803) 806-1556
SD	(605) 737-6723	(605) 737-6556
TN	(615) 355-3901	(615) 355-3920
TX	(512) 465-5516	(512) 465-5144
UT	(801) 523-4150	(801) 523-4659
VA	(804) 292-8522	(804) 292-8536
VI	(340) 712-7772	(809) 712-7767
VT	(802) 338-3350	(802) 655-6256
WA	(253) 512-8894	(253) 512-8707
WI	(608) 242-3540	(608) 242-3546
WV	(304) 722-7007	(304) 727-5416
WY	(307) 772-5259	(307) 772-5052

***National Law Enforcement and
Corrections Technology Center***
P.O. Box 1160
Rockville, MD 20849-1160

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