



# Defense Logistics Agency **INSTRUCTION**

DLAI 8160.01  
Effective July 21, 2014

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J34

SUBJECT: Law Enforcement Support Office (LESO)

References: Refer to Enclosure 1.

1. PURPOSE. In accordance with the authority in DoD 4160.21M (Reference (a)), this Issuance reissues and cancels DLA Instruction 1111 (Reference (b)) to update policy, responsibility, and procedures for the Defense Logistics Agency (DLA) Law Enforcement Support Office (LESO) 1033 Program in accordance with section 1033 of Public Law 104-201 Reference (c).
2. APPLICABILITY. This DLA Instruction applies to all DLA Disposition Services.
3. DEFINITIONS. Refer to Glossary
4. POLICY. It is DLA policy that:
  - a. Excess property transferred from the 1033 Program to law enforcement agencies must be suitable for law enforcement purposes. DLA Disposition Services will give preference to counter-drug and counter-terrorism activities.
  - b. DLA Disposition Services must provide program oversight in accordance with (Reference (a)). The customer base is exclusively law enforcement agencies and participation is controlled through the LESO. The DLA Memorandum of Agreement (MOA) must be signed by each State or Territory to establish them as a LESO customer. Federal Civilian Agencies do not require such agreement as title transfers to Federal Agencies.
5. RESPONSIBILITIES. Refer to Enclosure 2.

6. PROCEDURES. Refer to Enclosure 3.

7. INFORMATION REQUIREMENTS. None.

8. INTERNAL CONTROLS. LESO conducts Program Compliance Reviews (PCR) bi-annually at each State or Territory activity enrolled in the LESO 1033 Program. PCRs will not be conducted for the Federal Government at Federal Government Agency sites. After completion, the PCR reports are submitted to the DLA LESO Program Manager for review and signature.

9. RELEASEABILITY. UNLIMITED. This Instruction is approved for public release and is available on the Internet from the DLA Issuances Internet Website.

10. EFFECTIVE DATE. This Instruction:

a. Is effective on July 21, 2014.

b. Must be reissued, cancelled, or certified current within 5 years of its publication in accordance with DLAI 5025.01, DLA Issuances Program. If not, it will expire effective July 21, 2024 and be removed from the DLA Issuances Website.

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Enclosure(s)

Enclosure 1 – References

Enclosure 2 – Responsibilities

Enclosure 3 – Procedures

Glossary

ENCLOSURE 1

REFERENCES

- (a) DoD 4160.21-M, "Defense Materiel Disposition Manual," August 18, 1997
- (b) DLA Instruction 1111, "Law Enforcement Support Office (LESO)," November 14, 2003  
(hereby cancelled)
- (c) Public Law 104-201, National Defense Authorization Act for Fiscal Year 1997, Section 1033
- (d) 10 U.S.C. § 380, "Enhancement of cooperation with civilian law enforcement officials"
- (e) 18 U.S.C. § 6, "Department and agency defined"

ENCLOSURE 2

RESPONSIBILITIES

1. THE EXECUTIVE DIRECTOR, MATERIEL POLICY, PROCESS AND ASSESSMENT (J34), UNDER THE AUTHORITY, DIRECTION, AND CONTROL OF THE DIRECTOR, DLA LOGISTICS OPERATIONS (J3), SHALL:

- a. Provide policy and oversight of the LESO 1033 Program.
- b. Respond to congressional and other inquires in coordination with the LESO and DLA Legislative Affairs.
- c. Issue program guidance in agency instruction.

2. THE DIRECTOR, DLA DISPOSITION SERVICES SHALL:

- a. Execute agreements with the Governor appointed State Coordinator (SC) concerning LESO 1033 Program State-Level operations.
- b. Coordinate property allocation criteria in consultation with the Department of Justice and National Institute of Justice.
- c. Issue excess property approved for release under the LESO 1033 Program.
- d. Permit on-site screening of excess DoD personal property by LESO authorized screeners.
- e. Accept controlled property turn-ins from LESO customers in support of ultimate disposition.
- f. Provide assistance and guidance to the LESO and conduct objective analysis of performance and compliance relative to goals and standards of the LESO 1033 Program.
- g. Provide resources, as needed, in support of the LESO. Respond to Freedom of Information Act requests concerning the LESO 1033 Program.
- h. Coordinate with DLA Office of General Counsel and the Department of Justice as it negotiates, develops, and modifies MOAs between DLA and each State/Territory.

3. THE LESO, UNDER THE AUHORITY, DIRECTION, AND CONTROL OF THE DIRECTOR, DLA DISPOSITION SERVICES, SHALL:

- a. Develop plans, procedures, program objectives, guidance, and program evaluation criteria regarding the administration, management, oversight and implementation of the LESO 1033 Program.

- b. Provide management oversight for property issued under the 1033 Program. Assist Law Enforcement Activities (LEA) in accessing the automated system for DoD excess personal property.
- c. Work with DLA Office of the Inspector General for audit and investigative services, risk mitigation, process improvements, and resource optimization.
- d. Take part in DoD-level meetings regarding policies and procedures relating to the LESO 1033 Program.
- e. LESO shall conduct an annual briefing for law enforcement personnel for each State (including law enforcement personnel of the political subdivision of each State) regarding information, training, technical support, equipment and facilities available to civilian law enforcement personnel from the DoD.
- f. Develop and maintain the DLA Disposition Services LESO Standard Operation Procedure (SOP).  
[https://eworkplace.dla.mil/sites/prg/LESO/Documents/DLA\\_OIG/LESO%20signed%20SOP.pdf](https://eworkplace.dla.mil/sites/prg/LESO/Documents/DLA_OIG/LESO%20signed%20SOP.pdf)
- g. Update and maintain the current MOA.
- h. Ensure property accountability and program compliance by conduction PCRs bi-annually with each participating State and U.S. Territory and documenting PCR results.
- i. Enforce suspension and/or termination action in cases of non-compliance.
- j. Develop, operate, and maintain the DLA Disposition Services LESO website to provide information, instructions, and program guidance to law enforcement community. Provide a Web link to the LESO application for automated requisitioning.  
<https://www.dispositionservices.dla.mil/rtd03/leso.index.shtml>.
- k. Execute policy and procedures for LESO 1033 Program enrollment/application.
- l. Provide approved LEAs a letter of authorization to screen access DoD personal property.
- m. Develop special screening request and allocation procedures for the transfer of excess weapons, aircraft, and tactical vehicles.
- n. Approve or deny requests for excess DoD personal property based on established procedures.
- o. Process electronic requests for property. The LESO customer will have 14 days from the date of approved request to remove property.
- p. Develop procedures for equipment transfer to include types of material, maximum

equipment allowance, justification, prioritizing requests and special handling (e.g., weapons, aircraft, etc.).

q. Develop disposition procedures for property (i.e., turn-in, transfer, and inventory adjustment requests).

r. Reconcile annual inventory submissions.

s. Develop other special program procedures, as needed (i.e., current transitional distribution points, etc.).

ENCLOSURE 3

PROCEDURES

1. ENROLLMENT. LEAs must enroll in the program annually to confirm account information is current. Activities shall be Government agencies whose primary function is the enforcement of applicable Federal, State, local laws, and whose law enforcement officers have arrest and apprehension authority.

a. Authorized Participants.

(1) Federal agencies include but are not limited to Federal Bureau of Investigation, Drug Enforcement Agency, Central Intelligence Agency, Department of Homeland Security, and U.S. Postal Service.

(a) Property issued to Federal Government agencies through the DLA LESO is considered a Federal-to-Federal property transfer; title of the property is considered transferred. Accountability and management responsibilities for federal agencies requesting property through the DLA LESO shall be in accordance with (Reference (d)), (Reference (e)), and other applicable law and policy. The LESO will maintain enrollment documentation and requests for property records for internal auditability purposes only.

(b) The DLA LESO will not maintain a property book for accountability or post-issue tracking purposes for Federal agencies.

(2) State Agencies include but are not limited to State Police, Highway Patrol, and Bureau of Investigation.

(3) Local agencies include but are not limited to Police Departments, Sheriff's Departments, and Department of Public Safety Offices. Property received may be used to support enrolled agencies' Drug Abuse Resistance Education (D.A.R.E.) programs and Honor Guards.

(4) Tribal agencies.

b. Not Authorized to Participate. Private law enforcement agencies such as Railroad agencies; Private Security Companies; Fire Departments; Correctional Facilities and prisons may not participate or be enrolled the LESO 1033 Program. Authorized participants who receive property from the LESO 1033 Program are not authorized to loan such property to those organization not authorized to participate.

c. Customer Requests for Property. All requests for property will be based on bona fide law enforcement requirements. Property will not be obtained for the purpose of sale, lease, rent, exchange, or barter.

(1) Electronic requisitions shall have priority over manual requisitions.

(2) LESO customers may receive property in all Demilitarization (DEMIL) codes except for P, and property that is restricted per DoD, DLA, and Disposition Services. These restrictions are typically identified via DEMIL Bulletins.

(3) The LESO may allocate certain types of property as required to specific agencies, for specific needs.

(4) LESO will review requests for property to ensure they are not for speculative use, and that property will be used within one calendar year. If property is not used within one calendar year, the LEA is required to return the property to DLA Disposition Services.

(5) Cannibalization requests may be considered for approval on case-by-case basis for tactical vehicles, aircraft, generators, and property with interchangeable parts.

2. PROPERTY ACCOUNTABILITY. DoD retains title for all property issued through the LESO 1033 Program. Title will transfer after one year of the approved requisition date for Excess DoD property with DEMIL Codes of A and Q with an integrity code of 6 (Q6).

a. Annual inventory certifications are required for all controlled property (DEMIL Codes of B, C, D, E, F, and (Q3) State and LEA.

b. Certified inventories for weapons will consist of the following:

(1) Photo of each weapon serial number.

(2) A listing of all weapons to include agency name, National Stock Number (NSN), item name, quantity, and serial number.

(3) A list of all discrepancies, if applicable, by NSN and serial number, in approved format per SOP.

c. Inventory certification for aircraft, tactical vehicles, and watercraft will consist of the following:

(1) Photo of the front, side, and data plate of each item, in approved format per SOP.

(2) A listing of tactical vehicles, watercraft and aircraft to include agency name, NSN, item name, quantity, and serial number, in approved format per SOP.

(3) A list of all discrepancies if applicable by NSN, serial number and Disposal Turn-in Document (DTID), in approved format per SOP.

d. Inventory certification for all other controlled property will consist of the following:

(1) A listing of property to include agency name, NSN, item name, quantity, and serial number (if applicable), in approved format per SOP.

(2) A list of all discrepancies if applicable by NSN, DTID, and serial number (if applicable), in approved format per SOP.

(3) Lost, missing, or stolen property must be reported to DLA LESO per DLA MOA.

(a) DEMIL Codes of B, C, D, E, F, and Q (with and integrity code of 3) must be reported within twenty-four hours.

(b) DEMIL Codes of A and Q (with an integrity code of 6) must be reported within seven (7) calendar days.

(4) All controlled property not utilized must be returned to DLA Disposition Services or transferred to another participating law enforcement activity.

(a) All controlled property turn-ins and transfers must be approved by LESO.

(b) Property will not be physically moved until the approval process is complete.

e. PCRs shall be conducted bi-annually for each State or Territory enrolled in the LESO 1033 Program. PCRs will not be conducted for Federal Government agencies.

(1) The LESO will notify the SC 21-to-60 days prior to when PCR will be conducted.

(2) The LESO will identify a list of LEAs to review.

(3) The LESO will provide the SC with the PCR results within 30 days of completion

(4) PCRs shall include the following actions:

(a) Select LEAs

(b) Communication with the SC or State Point of Contact (SPOC).

(5) Conduct a detailed PCR in-brief with the SC, to include background, purpose, and scope of the visit.

(6) Conduct a detailed PCR out-brief with the SC, to include all findings and recommendations.

(7) Review SC records pertaining to the LESO 1033 Program outlined in the PCR Checklist such as, but not limited to; signed DLA MOA, signed State Plan of Operation for each participating LEA, DD Form 1348-1As, Aircraft registration forms, and State program compliance records.

(8) Site visits to LEAs to inventory Controlled Property such as weapons, aircraft, and tactical vehicles.

(9) Review LEA records to include but not limited to DD Form 1348-1As, signed State Plan of Operation, Aircraft registration form, etc.

(10) Prove on-site training to SCs and LEAs if requested.

f. Suspension and Termination. If a SC or LEA fails to comply with any terms of the DLA MOA, Federal statute or regulation, State Plan of Operation, or a State MOA, the State may be suspended or terminated from the LESO 1033 Program.

(1) Suspension. To limit a SC and/or identified LEA(s) from participating in the 1033 Program to include electronic/manual requests, transfers, turn-ins and inventory adjustments.

(2) Termination. The SC and/or identified LEA(s) must transfer or turn-in all property previously received through the LESO 1033 Program at the expense of the State and/or the LEA(s).

g. SC Each State or Territory must have a Governor Appointed SC to participate in the LESO 1033 Program.

(1) Appointments must be in writing by the current Governor.

(2) When changes in Governor Appointments occur, the State will have 60 calendar days to provide a new appointment letter. SCs may appoint SPOC with full signature and approving authority. The LESO will maintain a copy of the appointment letter.

(3) If the SC is removed for any reason, the State has 60 calendar days to appoint a new SC or the State may be suspended. If a SPOC is still in place in such a situation, the State may be allowed to operate for 60 days or until the new appointment letter has been signed by the Governor at the LESO discretion.

## GLOSSARY

### PART I. ABBREVIATIONS AND ACRONYMS

DEMIL	Demilitarization
DLA	Defense Logistics Agency
DoD	Department of Defense
DTID	Disposal Turn-In Document
LEA	Law Enforcement Agency
LESO	Law Enforcement Support Office
MOA	Memorandum of Agreement
NSN	National Stock Number
PCR	Program Compliance Review
SC	State Coordinator
SOP	Standard Operating Procedure
SPOC	State Point of Contact

### PART II. DEFINITIONS

Demil/Demilitarization. The act of destroying certain types of military equipment or material.

DLA Disposition Services. Disposition Services supports the Warfighter and protects the public by providing worldwide disposal management solutions.

Excess Personal Property. The quantity of an item of Military Service/Defense Agency owned property that is not required for its needs. Excess Personal Property shall be screened by a DoD activity for DoD reutilization.

Federal Agency. Any agency, department, independent establishment, commission, administration, authority, board or bureau of the United States, or any corporation in which the United States has proprietary interest (Section 6 of Title 18 USC in accordance with Reference (e)).

Law Enforcement Agency (LEA). Agencies whose primary function is the enforcement of Federal State and local laws, whose officers have arrest and apprehension authority.

Law Enforcement Support Office (LESO). DLA Disposition Services branch having program responsibility and management for the transfer of excess personal property for LEAs.

Memorandum of Agreement (MOA). Memorandum between DLA and the State or Territory, which sets forth the terms and conditions of transferring excess property for law enforcement proposes.

State Coordinator (SC). A Governor appointed person authorized to enter into the MOA for State or Territory. This person will act as a sponsor for local LEAs who request excess personal property.

State Point of Contact (SPOC). Person (s) the SC appoints authorized personnel to conduct LESO 1033 Program business on behalf of the State.