

# TX LESO PROGRAM TRAINING

# Welcome!



**Instructors:**  
**Rolando Ayala**  
**John Riddick**



## **Texas LESO Staff:**

### **Rolando Ayala – Program Supervisor**

Retired US Army 22 years – 24 years in LESO Program

### **John Riddick – Program Specialist III**

Retired US Army 25 years – 10 years in LESO Program

### **Patricia Deaver – Program Specialist I**

Emergency Telecommunicator 21 years – 1 year in LESO Program



## Introduction

### ➤ *Building layout & Wi-Fi*

- No tobacco in building, please.
- Restrooms & vending machines
- Wi-Fi – won't need it until after lunch.
  - Please attempt to use your own hotspot.
  - If not already connected, please follow along on slides.
- Mandatory requirement for training
  - At least one person from your agency must stay for the entire class to meet the mandatory requirement.

### ➤ *Folder Contents*

- Website Cheat Sheet
- Demil F Optics
- Weapon parts & accessories
- Handouts from today's slides
- Evaluation

## Agenda

### **By the end of this course, you should be able to:**

1. Have a complete understanding of the basic policies governing the program.
2. Be able to screen for and request property.
3. Know how to view and manage your current inventory and receipt incoming property.

We have a ton of information to cover (which is also in your handouts); however, please don't hesitate to ask us questions as we go along.

## Important Acronyms

- **DLA** – Defense Logistics Agency
- **LESO** – Law Enforcement Support Office
- **LEA** – Law Enforcement Agency
- **AMPS** – Account Management Provisioning System
- **RTD** – Reutilization Transfer Donation (screening website)
- **iNAP** – Integrated National Account Portal
- **FEPMIS** – Federal Excess Property Management Information System (Inventory Control)
- **CLEO** – Chief Law Enforcement Official (Chief, Sheriff, Constable, etc.)
- **CGB** – Civilian Governing Body Official (Mayor, City Manager, County Judge, Superintendent, etc.)
- **1348** – Document used to receive, turn-in, and transfer property

## Important Acronyms Con't

- **NSN – National Stock Number**  
13-digit numeric code identifying a piece of property  
Example: **2320-00-050-8890**
- **FSC – Federal Supply Class**  
First four digits of the NSN  
Identifies the class of property to which an item belongs  
Example: **2320-00-050-8890**
- **NIIN – National Item Identification Number**  
Last nine digits of the NSN  
Unique identifier for a piece of property  
Example: **2320-00-050-8890**
- **DTID – Disposal Turn-in Document**  
Tracking number associated with a specific piece of property  
Number can be found on the 1348 form  
Example: **FB251501230001**
- **Property Number – is assigned to each line item of property once it's received in FEPMIS**  
First 2 digits indicate the year you acquired the property  
Property #'s beginning with "LM" migrated from previous system & were acquired prior to 2013  
Examples: **19016TX00012 – 18021TX082 – LM00005843**

## Military Service Identifier Codes (for DTIDs)

(Most Common are Bolded **RED**)

### Examples:

**W**3516403430001 – property from the Army

**F**B245103430002 – property from the Air Force

- A – Army
- B – Army MAP
- C – Army
- D – Air Force MAP
- E – Air Force
- **F – Air Force**
- G – GSA
- **H – Other DOD Activities**
- J – Air Force
- K – Marine Corps MAP
- L – Marine Corps
- **M – Marine Corps**
- **N – Navy**
- P – Navy MAP
- Q – Navy
- R – Navy
- **S – DLA**
- T – DLA Foreign Military Sales
- U – DLA
- **V – Navy**
- **W – Army**
- **Z – Coast Guard**

## RTD Programs

There are seven (7) RTD programs that draw property from DLA Disposition Centers

- DOD Customers – Army, Navy, Air Force, Marines, etc.
- **LESO – Law Enforcement Agencies**
- Transfers and Donations – various customers
- Firefighters – eligible through their own program (NOT LESO)
- Civil Air Patrol – Auxiliary to the Air Force
- Humanitarian Assistance – Third World Countries
- Computers for Learning – Schools & Colleges

## Requisition Process

LESO is a special DOD program whose customers screen during the following cycles:

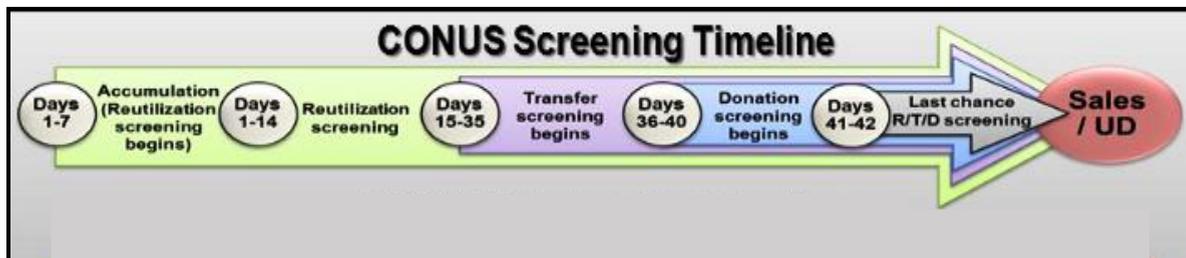
- ❖ CONUS (Continental US) – **DOD** and **RTD2**
  - Reutilization cycle is **14 days**
  - RTD2 cycle is **2 days**
  - Applies to DLA Disposition Service Sites within the U.S. and its territories

**\*NOTE – You will see FEPP and GSA in the system but are NOT authorized to request from these cycles.**

## Formal Screening Timeline

**DOD & RTD2**

are the only two authorized cycles  
Both are CONUS (inside Continental US)



**Why it's important to know when the screening cycle ends:**

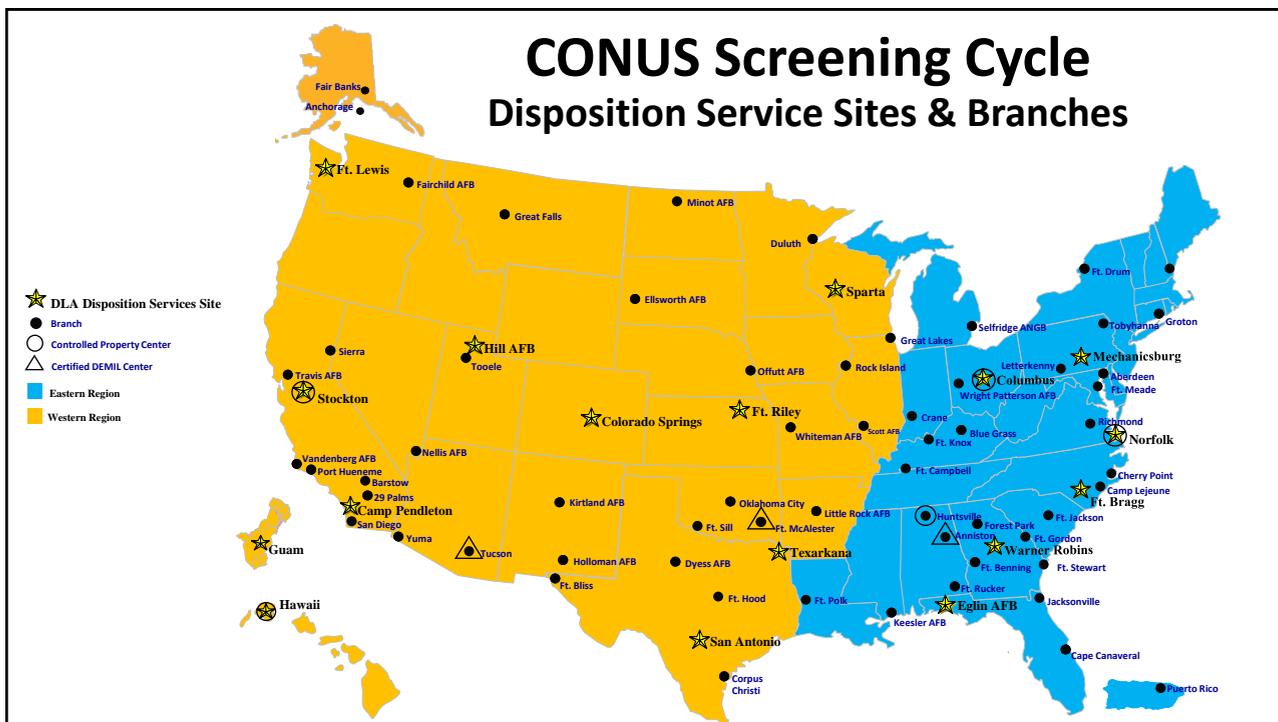
*If it's late Friday afternoon and only 2 days are left in the cycle, as soon as you submit the request, be sure to call us to approve it and push it through.*

*Otherwise, it will cycle out before we see it on Monday, and you would lose the property.*

# 14-Day Hold for all Equipment

❖ Requisitions submitted in RTD will be placed in an approval hold status during the first 14 days of DoD screening. When the 14 days are completed and DTID requested is still available, it will be processed on a first-in, first-awarded basis. You will receive an automated email message of MRO approval or rejection.

- Since this is a DOD program, all efforts will be made to accommodate equipment staying with the military.
- 14 days does not mean you have to wait all 14 days; if you screened for the property on the tenth day, that means requestors only have to wait 4 days, as an example.
- Most equipment requested by LEAs is going through to them as DOD tends to acquire new equipment.
- LEAs will be getting automated emails to keep requestors informed.



# Justifications for Property

## Justification is key for ALL requests!

The following criteria must be met for all justifications:

- ❖ Must be for use by the requesting agency
- ❖ Must be for law enforcement purpose/use
- ❖ Must be convincing (property and justification need to make sense together).

***Example:** The Hidalgo CSO will use this HMMWV for law enforcement purposes only, to assist officers when traversing rough terrain while searching for suspects and missing persons during natural disasters.*

**NOTE – All requests, justifications, rejections, and approvals are now available for the public to view!**

## Justification Examples

*The following slides we will go over  
examples of*

*acceptable*



**VS**

*not-acceptable*



### Requisition #1

*Item Name:*

*Bus, motor*



## Justification Examples

***Not acceptable:*** Bus will be used to transport county prisoners to their job sites as part of their rehabilitation program.

***Acceptable:*** The bus will be used by the Houston PD for law enforcement purposes only, to transport officers to the police training facility for officers to receive mandatory training to enhance job performance.

## Requisition #2

***Item Name:***

**Electrical portable,  
hand lighting  
equipment**



## Justification Examples

***Not acceptable:*** For law enforcement use

***Acceptable:*** This equipment will only be used for law enforcement purposes. The Irma Police Dept. will use it to light crime scene areas with little or no light. Will also be used to light up vehicle checkpoints during cross-county operations.



### Requisition #3

***Item Name:***  
Container, plastic

## Justification Examples

***Not acceptable:*** We really need these trash cans for our breakroom. We don't have the budget to buy these

***Acceptable:*** The Investigation Division of the Lyle County Sheriff's Office will use these items in a law enforcement manner to dispose of any crime scene evidence that is not bagged for processing.

## Requisition #4



***Item Name:***  
Generators and  
generator sets,  
electrical

## Justification Examples

***Not acceptable:*** I requested this previously. I would like to pick it up October 6<sup>th</sup>. I have my trucking ready to pick up. Thank you.

***Acceptable:*** These generators will be used by personnel of the Monroe PD to provide power to the department's main building during natural disasters. This will ensure that operations can continue without losing our law enforcement capabilities. All uses will fall under law enforcement use.

## Allocation Limits Con't

**Be sure your RTD screener is familiar with the allocation limits before they submit their requests**

- Most property has a 1/1 allocation limit.
  - Some exceptions are made but must be documented and part of your justification.
- Large pieces of equipment are typically allocated based on the overall officer count for the agency.
  - IE: If your agency has 10 officers, you can only have 1 bulldozer, 1 dump truck, etc.

***\*NOTE – Before submitting a request for equipment for your gun range, you must send our office a photo of your range/range sign as proof you have a range.\****

- Non-controllable property that closes off inventory after 1 year is still tracked by LESO (especially large pieces of unusual equipment).
  - IE: If you had a bulldozer that closed off records a few months ago and are requesting another one, you must explain in your justification what was done with the closed item.

## Allocation Limits

(how many you're allowed per officer count)

- ✓ *Request only what you can use. Allocation limits apply to Non-controllable property also*
- ✓ *If an excessive quantity is needed, state the reason why in your justification.*
- ✓ *Cannot stockpile for future use. If it's not in use, you need to transfer or turn it in.*
- ✓ *Non-controllable equipment may not be requested with plans for future sales or city donations.*

## Allocation Limits Con't

*"Why does it matter if we get more than 1 large piece of equipment? It's free, right?"*

True, the property you obtain is free! However, unfortunately, there are always a few bad apples who spoil it for the good ones, and it is our job as state coordinators to ensure everyone follows the rules.

**Remember:**

*Property is not to be obtained with the intention of selling it to pad the city/county budget or for personal gain.*

*Property is not to be obtained with the intention of donating it to the city/county or businesses.*

***LEAs who misuse the program and its property jeopardize the program for the entire state of Texas.***



# Summary



- 1. Always be mindful of the number of days left in the request cycle.*
- 2. All requests, justifications, rejections, and approvals are now available for the public to view.*
- 3. Remember that stockpiling is discouraged so that all of our LEAs can take advantage of available equipment.*
- 4. Equipment no longer needed or that is not in working order must be returned to DOD to avoid losing control of it. It can also keep you from requesting like items.*
- 5. Remember that most equipment is allocated as one per officer.*

*Property Available  
to Customers*

## K9 Kennels, Pacbots, Marcbots



## Air compressors, elbow/knee pads, rubber gloves



## Misc Optics & NV Devices



## Capabilities Sets



## Various Carriers



## Exercise Equipment



## Washers & Dryers



## Generators



## Fuel cans, ice chests, tool kits



## Converted ambulance





Before



After

## Cargo Truck



## Golf carts & ATVs



## Forklifts & cranes



## Fuel Tanker



## Pick-ups & SUVs



## Armored Vehicles



## MRAPs (Mine Resistant Ambush Protective)



## Watercraft

- Boat, patrol  
**1940-00-109-3313**
- Jon Boat  
**1940-01-089-4486**
- Inflatable life raft  
**4220-99-352-4975**
- Boat, landing, inflatable  
**1940-01-599-1756**
- Boat, pontoon  
**1940-01-032-0753**





## Aircraft



## Weapons



M14s



M16s



M1911s

## Additional Misc Property

**Tool kits, tents**  
**Blankets & bedding**  
**First aid kits, bandages**  
**Combat boots, flyers, helmets**  
**Lawn maintenance equipment**  
**Computers, printers, fax machines**  
**Office furniture – desks, cubicles, chairs**

**\*HINT – Obtaining Non-controllable property will allow your agency to use funds towards the purchase of big-ticket items (weapons, vehicles, etc.) and potentially eliminate the need to be accountable for Controllable Property.**

## Currently **Prohibited** Items



**BDU's**  
**Drones**  
**Bayonets**  
**Body Armor**  
**Kevlar Helmets**  
**Demil "F" Optics\***  
**Optics Cond Code F, G & H**  
**Silencers/Suppressors**  
**Anything labeled as a "Lot"**  
**Tablets & handheld devices**  
 (Unless condition code A; new in Mfr packaging)  
**All DTIDs beginning with "2YT"**

**\*Demil F optics that cannot be turned in, cannot be requested-see list in your handouts for those you CAN request.**

## Special Guidance for Optics

- Optics are typically demilitarized when the military turns them in.
- This means they may have cracked lenses, no glass, or contain no image intensifiers.

For ALL optics with the following nomenclatures in RTD:

- **NSNs** beginning with **“5855”** or **“1240”**
- **DTIDs** beginning with **“2YT”**
- **Condition Codes “F, G & H”**

Before you submit your request in RTD, you **MUST** contact the Disposition Site where they are located to confirm the actual condition and include in your justification that you confirmed their condition with the site.

## Letter of Authorization to Remove Property

- Must be filled out and submitted prior to removing property from a Disposition Site.
  - ❖ *Contact the Disposition Site for their specific requirements (some want it faxed to them prior to your arrival).*
- It is the LEAs responsibility to fill out the form and return it to the Disposition Site.
  - Not LESO, Disposition Site, or the State Coordinator
  - A generic form can be found on our website.

**LETTER OF AUTHORIZATION TO REMOVE**  
This form may not be modified or altered. Other versions are not authorized.

Date: \_\_\_\_\_ \*For DOD releases the individual signing must be listed on LOA in the Centralized File\*

To: DLA DISPOSITION SERVICES  
RTD Section  
120 NORTH JAMES RD, DSCC  
Bldg 30 Section 8  
Columbus, Ohio 43213  
Phone: 614-692-8505  
Fax: 614-692-3149  
Email: DRMSColumbusRTD@dla.mil

From: \_\_\_\_\_

I, \_\_\_\_\_ the undersigned, hereby authorize  
PRINT NAME  
\_\_\_\_\_ to remove the requisitions listed below on my behalf.  
PRINT NAME OF PERSON OR TRANSPORTATION COMPANY

SIGNATURE OF CUSTOMER: \_\_\_\_\_

Extent of Authority: To remove the property listed below.

LIST ITEM(S) by Requisition/DTID Number/Nomenclature/Quantity. Cost/Transfer Order # if applicable. \_\_\_\_\_

SEE ATTACHMENT IN E-MAIL FROM NDSS PENDING WORKLOAD LISTING

PLEASE COMPLETE THIS FORM AND EMAIL OR FAX IT TO: \_\_\_\_\_  
DRMSColumbusRTD@dla.mil

PLEASE CALL: 614-692-8505 CELL: 269-986-4381 TO SCHEDULE YOUR PICK-UP

REMEMBER TO BRING ADEQUATE ID WHEN YOU COME  
THANK YOU

PICK-UP OF REQUISITIONS IS REQUIRED WITHIN 14 DAYS OF THE 1348 DOCUMENT FOR DOD, LESO, FIRE FIGHTER AND CFI CUSTOMERS AND 21 DAYS FOR ALL DONATION AND TRANSFER CUSTOMERS.  
ALL REQUISITIONS WILL BE CANCELLED AFTER THIS DATE.

## Sample - Letter of Authorization to Remove Property

**Anyone within your agency may be authorized to pick up property on behalf of the agency. Shipping companies can also be authorized.**

**The Disposition Site will be expecting this person to arrive and must show their ID.**

**This letter must be signed by the CLEO (Chief, Sheriff, etc.) or an authorized signatory appointed by the CLEO.**

## Receiving Property

***You have 14 days to make arrangements to pick up or ship your property once it's awarded to you.***

- Make sure you get a copy of the 1348 for every item received.
  - This form should be obtained when you pick up or receive via shipment. If you don't get one, call the Disposition Site ASAP! Our office cannot generate this form.
- If you send a copy of your 1348s to our office, we will keep them on file as a backup.
- This form will be your proof of receipt and contains vital information about the item that may be needed for future use.

# Sample - 1348

**Qty Received** EA 2

**Date Received** 9364

**Item Received** BINOCULAR

**Location it came from/going to** DRMO STOCKTON  
ROUGH & READY ISLAND  
STOCKTON, CA 95203

**SN will be here, if it has one** 1240013811318

**DLA/LESO Signature** Kelly Cuel

**NSN** 1240013811318

**DTID** H9DEB19364T000

**DRMO STOCKTON**

**CA STANISLAUS CO SHERIFF DEPT**

**DRMO STOCKTON**

**EA 2**

**H9DEB1**

**LEA N D**

**\$336.00**

**\$672.00**

**9364**

**17. ITEM NOMENCLATURE**

**BINOCULAR**

**THROUGH: STATE COORDINATOR**

**TO: DRMO STOCKTON**

**ROUGH & READY ISLAND**

**STOCKTON, CA 95203**

**SPECIAL INSTRUCTIONS: LESO J.263 DRMS, BATTLE CREEK MUST RECEIVE A DRMO-SIGNED COPY OF THIS DOCUMENT FROM THE STATE COORDINATOR OR STATE POC BEFORE Jan 20, 2010. FOR ANY QUESTION, CONTACT 1-800-532-9946 OR DRMOLESO@DLA.MIL**

**FILE # : 92284729**

**TID: N/A**

**WAREHOUSE: N/A**

**DRMO APPROVAL: Kelly Cuel**

**DLA FORM 1348-1A, JUL 97 (G) ISSUE RELEASE RECEIPT DOCUMENT**

**PREVIOUS EDITION MAY BE USED**

**PERFORM (DLA)**

*Property Accountability  
and File Management*

## Property Accountability

- The CLEO (Chief, Sheriff, etc.) or head of the agency is ultimately responsible for all LESO property that is on loan to your agency.
- LEAs must maintain 100% accountability of all Controlled Property at all times.
  - All Controlled Property must be inventoried annually.
  - Non-controllable property in use for less than 1 year has the same requirements. You will inventory it once, THEN it closes off and will no longer appear on inventory.

***\*\*NOTE: If it shows as "assigned" on your inventory, you must account for it!***

## Property Accountability Con't

When issuing out LESO property to your officers, make sure to instruct them that if it's lost, damaged, or missing, it **MUST** be reported ***immediately!***  
(DO NOT wait until July each year to report missing property.)

- ***During the annual inventory, please make sure you lay eyes on each piece of property that's on your inventory!***
- ***We recommend that you conduct the physical inventory before July 1. This will help you identify missing equipment before the Digital Certification.***
- ***DO NOT certify anything that you cannot physically account for!! Contact our office immediately for instructions to make an adjustment.***
- ***All unassigned property is the direct responsibility of the CLEO.***

## Historical Suspensions/Terminations

- **2013** – CLEO was caught selling Controllable Property on various websites and selling weapon parts to other LEAs. Over \$246,000 worth of property ended up missing, and we removed \$500,000 worth of property from the LEA. The agency was terminated, and the chief was charged with various felonies.
- **2016** – An LEA falsified their inventory for over 4 years. While no foul play was suspected, the problem occurred due to years of mismanagement and improper disposal of damaged property. LEA was terminated, and we removed \$5,000,000 worth of property from the LEA.
- **2018** – 17 LEAs were suspended for waiting until inventory to report missing property and were required to attend training in order to be reinstated.
- **2021** – 3 LEAs were suspended for not reporting missing property prior to a federal PCR. Each LEA was given 21 days to prepare but failed to notify us that the property was missing until the Feds arrived at their location. This is a direct reflection on our office.

## Leadership/POC Changeover

### Recommended Process:

- Conduct a 100% inventory on all property
  - Ensure both incoming and outgoing CLEOs lay eyes on all property for 100% accountability.
- If missing property is discovered, report it immediately to our office.
- Hand over all files and documentation to the new CLEO.
- If possible, annotate the handover on an official memorandum with both incoming and outgoing CLEO signatures.

**\*\*Bottom line, protect yourself\*\***

## File Management

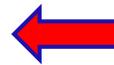
- All records must be maintained in accordance with the State Plan of Operation (SPO).
  - **Non-controllable** (A & Q6) – Records must be kept for two **(2) years** from the date property is removed from LEAs record and then may be disposed of.
  - **Controllable** (B - Q3) – Records must be kept for five **(5) years** from the date property is removed from LEAs record and then may be disposed of.
  - **Environmental Property** records must be kept for fifty **(50) years** regardless of Demil code (chemicals, batteries, hazardous waste/materials, etc.).
  - **Application packets, inspection forms**, etc. must be kept for **(3) years**, then may be disposed of.

***The types of records that fall under this requirement include, but are not limited to, the following:***

1348s, ATF forms, any forms pertaining to transfers, turn-ins, cannibalization memos, commodity requests, justifications, Demil memos, Application packets, PCR (site inspection) forms, and misc memorandums submitted by the LEA.



## Summary



- 1. LEAs only have 14 days from approval to make arrangements for pickup.***
- 2. DA Form 1348 must be kept on file for every request. It can be used for receipt/transfer/turn-in.***
- 3. Always confirm the condition with DLA of optics before putting in your request.***
- 4. Letter of Authorization may be needed for the removal of property from DLA Sites.***
- 5. Kevlar helmets, body armor, and camouflage pattern uniforms are not authorized for request.***
- 6. The CLEO is responsible for all equipment requested, specifically the unassigned.***

# *Weapons*

## **Title 26, U.S.C. Section 5861 (d) & (e)**

### **Machine Guns, Destructive Devices and other Firearms**

It shall be unlawful for any person:

- a) to receive or possess a firearm that is not registered to him in the National Firearms Registration and Transfer Record; or
- b) to transfer a firearm in violation of the provisions of this chapter

**10-year felony to possess these weapons without a license or to transfer them to an unlicensed person**

## Weapon Request Process

*The only way LEAs can currently obtain weapons is through direct transfer from an LEA who no longer needs their weapons.*

### Current weapon allocation limits:

One (1) of each weapon type is allocated per compensated officer.  
le: Each compensated officer may have (1) M16, (1) M14, (1) M1911,  
and (1) shotgun (if available).

*If you do not currently have any LESO Program weapons, you must first start by sending a Small Arms Request and Justification to:*

[txlesoprogram@dps.texas.gov](mailto:txlesoprogram@dps.texas.gov)

## \*\*\*Important Policy\*\*\*

- Each agency **MUST** have means to secure their weapons with 2 levels of security.

***\*\*If your agency cannot provide 2 levels of security, do NOT request weapons\*\****

- Weapons lost due to LEA negligence (as determined by OIG investigation) will require financial liability to the LEA.

*Details are outlined in the State Plan of Operation that LEAs are required to sign every year.*

**CLEAR FORM** LAW ENFORCEMENT AGENCY (LEA) SMALL ARMS REQUEST

DOBAA: \_\_\_\_\_ AGENCY NAME: \_\_\_\_\_ ORI: \_\_\_\_\_

SMALL ARMS FOC: \_\_\_\_\_

AGENCY PHYSICAL ADDRESS (as it appears in FPMIS): \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_

ZIP: \_\_\_\_\_ EMAIL: \_\_\_\_\_

PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

PLEASE IDENTIFY TYPE & QTY OF SMALL ARMS BEING REQUESTED				
M16 RIFLE (5.56MM) - (Ex. M16, M16A1, M16A2)	M14 RIFLE (7.62MM)	SHOTGUN (Ex. 1200, M870, M870, M162)	PISTOL (Automatic) (Ex. Glock, M1911, .38 Special)	PISTOL (REVOLVER) (Ex. .38 S&W, identify type)
QTY REQUESTED:				

Please thoroughly explain the intended use and impact the resource will have upon your jurisdiction and/or neighboring jurisdiction support to other agencies (examples may include SWAT, active shooter, barricaded suspect, emergency response, first responder, critical incident, hostage rescue, natural disaster response, homeland security, or counter-terrorism). List additional information as needed to explain the intended use of the resource.

2. Is the requesting agency located within an Office of National Drug Control Policy designated High Intensity Drug Trafficking Area (HIDTA)? If yes, please describe \_\_\_\_\_

3. Is the requesting agency involved in mutual agreement with multi-agency associations/task forces of a counter-drug/counter-terrorism/counter security nature? \_\_\_\_\_

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# Small Arms Request Pg 1

- Complete agency info & enter Qty for each small arm type being requested.
- #1 - Provide thorough justification for intended use.
- #2 - Is agency part of a HIDTA; if yes, explain.
- #3 - Is agency part of mutual agreement w/multi-agencies that are counter drug/counter-terrorism in nature.

4. State the population within the requesting agencies jurisdiction and describe the geographical size of the area of responsibility. \_\_\_\_\_

5. LESO Program requires that small arms that are not carried on an officer's person or in the officer's immediate physical vicinity be secured using "two levels of physical security". Two levels of physical security meaning two distinct lockable barriers, each specifically designed to render a small arm inaccessible and unusable to unauthorized persons. Lockable barriers meaning this description may be either manual or electronic. Please describe two levels of physical security used by your agency in each of these scenarios:

5.a. Please describe the two levels of physical security used to secure the small arm when the small arm is stored within the LEA building/annex, etc. \_\_\_\_\_

5.b. Please describe the two levels of physical security used to secure the small arm when the small arm is issued to officer during duty/patrol. \_\_\_\_\_

5.c. Please describe the two levels of physical security used to secure the small arm when the officer has possession of the weapon after night. \_\_\_\_\_

6. Provide estimated usage/mission requirements for requested small arms. \_\_\_\_\_

7. Describe the agency policies and procedures in place to maintain proper accountability. \*Note: Small arms that are issued to officers must have a documented chain of custody with the minimum required elements of Agency Name, Officer First and Last Name, Item Name, Serial Number, QTY of items issued, Officer printed Name, Officer signature and Date issued to Officer. The LESO Program has created a template called an Equipment Custody Receipt (ECR), contact your State Coordinator if you would like a copy of the ECR template for your use. LEAs may utilize their own form/variation of a chain of custody so long as it contains the required elements that have been identified above. \_\_\_\_\_

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# Small Arms Request Pg 2

- #4 – Enter population for the area of the agency's jurisdiction.
- #5 - Must detail two levels of security for office, patrol, & overnight storage (when not in use).
- #6 - Must outline estimated usage using historical data (\*Example: "The call volume for these weapons varies; however, historically we get called out "XX" number of times per month (or year) where these weapons would be an asset in officer protection").
- #7 - Must outline internal policies for proper accountability.

8. (OPTIONAL) Provide any additional information pertinent to small arms request.

By signing this document, the Chief Law Enforcement Official or Head of Local Federal Agency (Supervisor/Regional Agent in Charge/Special Agent in Charge [RACSNAC]) certifies that: a) the agency listed above has the appropriate funds, license (s), safety, and operational training required to operate and maintain the requested vehicle; b) that the agency is abiding by the current version of the LESO approved State Plan of Operation (SPO) and any SPO Addendum(s); c) that the agency has a signed copy of the SPO and any SPO Addendum(s) on file; d) the agency certifies that all information contained above is accurate; e) the request for vehicle(s) is warranted and f) the request for vehicle (s) has been approved/endorsed by the agency signatory listed below.

CHIEF LAW ENFORCEMENT OFFICIAL OR HEAD OF LOCAL FEDERAL AGENCY (SUPERVISOR/RACSNAC):  
 PRINTED NAME: \_\_\_\_\_ DATE: \_\_\_\_\_  
 SIGNATURE: \_\_\_\_\_

STATE OR FEDERAL COORDINATOR USE ONLY  
 By signing this application, I certify that as the State Coordinator/State Point of Contact, I have determined that: a) the agency meets the definition of a "Law Enforcement Agency/Activity" b) that all information contained in this application is valid and accurate; c) that the LEA is abiding by the current version of the LESO approved State Plan of Operation (SPO) and any SPO Addendum(s); and d) that the LEA has a signed copy of the SPO and any SPO Addendum(s) on file.

STATE OR FEDERAL COORDINATOR:  
 PRINTED NAME: \_\_\_\_\_ DATE: \_\_\_\_\_  
 SIGNATURE: \_\_\_\_\_

LESO USE ONLY  
 ADDITIONAL NOTES:  
 # OF OFFICERS: \_\_\_\_\_  
 TOTAL # OF SMALL ARMS: \_\_\_\_\_

SMALL ARMS SPECIALIST (SIGNATURE): \_\_\_\_\_ DATE: \_\_\_\_\_  
 Is agency on the Department of Justice (DOJ) Active Case List? Yes  No   
 Is agency on the LESO Suspension List? Yes  No

LESO OFFICIALS:  
 COMPLIANCE LIAISON SPECIALIST (SIGNATURE): \_\_\_\_\_ DATE: \_\_\_\_\_  
 LESO BRANCH CHIEF (SIGNATURE): \_\_\_\_\_ DATE: \_\_\_\_\_  
 LESO DIVISION CHIEF (SIGNATURE): \_\_\_\_\_ DATE: \_\_\_\_\_

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### Small Arms Request Pg 3

- #8 **\*OPTIONAL\*** - Add any additional info pertinent to the request.
- CLEO (Chief, Sheriff, Constable) will sign and date here.  
 Submit all 3 pages to [txlesoprogram@dps.texas.gov](mailto:txlesoprogram@dps.texas.gov)

**Do not write or sign in any fields in this area!**

## Weapons Transfer Process

1. Submit your Small Arms Request & Justification to [txlesoprogram@dps.texas.gov](mailto:txlesoprogram@dps.texas.gov)
2. TX LESO staff will verify receiving agency is in good standing and match up with available weapons.
3. TX LESO staff will submit to LESO for transfer approval.
4. LESO submits the ATF-5 form to BATF
5. Once ATF-5 is approved, TX LESO office notifies both LEAs to physically transfer weapon(s).
6. Once physical transfer is completed, TX LESO staff will transfer weapon(s) in FEPMIS onto receiving LEAs inventory and email 1348s to both LEAs.

**\*\*NOTE\*\*** *NO weapons may be physically moved until approved by LESO and BATF, which can take up to 4-6 weeks.*

**LAW ENFORCEMENT AGENCY (LEA) WEAPON TRANSFER REQUEST FORM**

TRANSFERRING AGENCY : \_\_\_\_\_ DATE: \_\_\_\_\_  
 ADDRESS: \_\_\_\_\_  
 CITY: \_\_\_\_\_ Texas  
 Zip Code: \_\_\_\_\_ Phone Number: \_\_\_\_\_  
 EMAIL: \_\_\_\_\_  
 LEA POC: \_\_\_\_\_

RECEIVING AGENCY : \_\_\_\_\_ DATE: \_\_\_\_\_  
 ADDRESS: \_\_\_\_\_  
 CITY: \_\_\_\_\_ Texas  
 Zip Code: \_\_\_\_\_ Phone Number: \_\_\_\_\_  
 EMAIL: \_\_\_\_\_  
 LEA POC: \_\_\_\_\_

WEAPONS				
WEAPON TYPE	QUANTITY REQUESTED	WEAPONS ON HAND	NUMBER OF OFFICERS	QUANTITY APPROVED
M16 RIFLE				
M14 RIFLE				
M1911 PISTOL				
SHOTGUN				

All weapon requests must be approved by both the State Coordinator and The Law Enforcement Support Office (LESO) prior to the physical movement of weapons. Weapons will remain on the Transferring Agency's inventory until the transfer is complete in FEPMIS.

STATE COORDINATOR: \_\_\_\_\_ SKYLOR HEARN \_\_\_\_\_ DATE: \_\_\_\_\_  
PRINTED NAME  
 \_\_\_\_\_  
SIGNATURE

TRANSFERRING AGENCY: \_\_\_\_\_ DATE: \_\_\_\_\_  
PRINTED NAME  
 \_\_\_\_\_  
SIGNATURE

RECEIVING AGENCY: \_\_\_\_\_ DATE: \_\_\_\_\_  
PRINTED NAME  
 \_\_\_\_\_  
SIGNATURE

## Weapon Transfer Form (Page One)

- Transfer paperwork will be completed by the TX LESO office.
- Transfer form will be emailed once all approvals are received.
- Both CLEOs will sign page one of the form.
- Each LEA will keep a copy containing all signatures.

**RECEIVING AGENCY'S RESPONSIBILITIES AND SERIAL NUMBERS**

The Chief Law Enforcement Official of the receiving agency has read and agrees to the following (INITIALS REQUIRED):

- \_\_\_\_\_ Read and understands the terms and conditions applicable to weapons transfer as detailed in the Memorandum of Agreement between the Defense Logistics Agency and the Governor appointed State Coordinator
- \_\_\_\_\_ Ability to maintain, operate, finance and properly secure the requested weapons
- \_\_\_\_\_ Familiarity with the Bureau of Alcohol, Tobacco and Firearms (ATF) regulations governing the registration of requested weapons (ATF Form 5)
- \_\_\_\_\_ Agency is not authorized to sell, trade, cannibalize for parts or demilitarize weapons that are acquired through the Texas LESO Program

WEAPON SERIAL NUMBERS				
Weapons type: _____				
1. _____	6. _____	11. _____	16. _____	
2. _____	7. _____	12. _____	17. _____	
3. _____	8. _____	13. _____	18. _____	
4. _____	9. _____	14. _____	19. _____	
5. _____	10. _____	15. _____	20. _____	
Weapons type: _____				
1. _____	6. _____	11. _____	16. _____	
2. _____	7. _____	12. _____	17. _____	
3. _____	8. _____	13. _____	18. _____	
4. _____	9. _____	14. _____	19. _____	
5. _____	10. _____	15. _____	20. _____	
Weapons type: _____				
1. _____	6. _____	11. _____	16. _____	
2. _____	7. _____	12. _____	17. _____	
3. _____	8. _____	13. _____	18. _____	
4. _____	9. _____	14. _____	19. _____	
5. _____	10. _____	15. _____	20. _____	

## Weapon Transfer Form (Page Two)

- Receiving agency CLEO will initial each of the four bullets.
- Serial numbers will be prefilled by our office; LEAs just need to verify.
- Any discrepancies can be noted.
- Receiving LEA will scan and email both pages to [txlesoprogram@dps.texas.gov](mailto:txlesoprogram@dps.texas.gov)

## Demilitarization & Destruction of Weapons

*LEAs are not authorized to Demilitarize or destroy any weapons allocated through the LESO Program*

- Non-functioning and damaged weapons must be returned to the Anniston Disposition Site (AL).
  - To return weapons, the LEA must complete a Weapon Turn-in Request and forward it to the TX LESO office for action.
- Serviceable weapons will be transferred to another LEA, if possible, prior to turning in.

## Weapon Security

*Weapons MUST be stored under two levels of security when not in use*

### Examples:

- If at the agency
  - Stored in a vault or weapons locker and behind a secured door.

*NOTE: Only a limited number of officers should have access to weapons (chief, commander, etc.).*

- If in an officer's vehicle
  - Locked in the truck or rear of the vehicle, inside a lockable gun rack or special bin

*NOTE: LESO strongly discourages storing weapons in your vehicles if they are not in use.*

- If at officers' home
  - Store inside a gun safe inside the officers locked home.

*NOTE: If the officer is on extended leave/vacation, please return weapons back to the agency until the officer returns to duty.*

# Weapon Security (Con't)

## Issuing Weapons to Officers

- Regardless of LEA's internal method used to issue weapons, it is *required to have a signature* on file for each weapon that is issued out.
- We recommend using our version of an Equipment Custody Receipt (ECR). If your agency chooses to use their own version, it must contain the following mandatory information:
  1. *LEA information – name, address, and phone number*
  2. *Officer information – printed name and signature of officer*
  3. *Weapon information – NSN, Make, Model, Description, and Serial Number*

Statement of  
Physical Custody of LESO Program Property

*Law Enforcement Agency Information:*

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

*LESO Property issued to:*

Name: (LAST) \_\_\_\_\_

(FIRST) \_\_\_\_\_

*LESO Property Description:*

NSN: \_\_\_\_\_

MAKE: \_\_\_\_\_

ITEM NOMENCLATURE: \_\_\_\_\_

MODEL: \_\_\_\_\_

SERIAL NUMBER: \_\_\_\_\_

ITEM UNIT COST: \_\_\_\_\_

QTY OF ITEM: \_\_\_\_\_

Statement of Physical Custody:

I am a Law Enforcement Officer of the aforementioned Law Enforcement Agency. I have physical custody of the item(s) listed above and accept personal responsibility for the property. I further understand that failure on my part to exercise responsibility for the care and protection of the item(s) listed above could result in pecuniary liability.

PRINTED NAME: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

## Sample Equipment Custody Receipt

Ensure all fields are completed.

Signature of officer – most important.

**\*\*NOTE** – *If the officer leaves the agency and his weapon is reissued, ensure a new ECR is completed.*

**Think your M14s are too bulky?**



***Wait! They can be modified to suit your needs!***

**Thinking about getting rid of your M16s?**



***Before you do, think about getting parts via the program or open market!***

## Weapon Modifications Q&A

### **Q - What if our agency doesn't need/want semi-auto rifles?**

**A -** As long as it is reversible, you can make any modifications to the weapons that you wish to accommodate your needs.

### **Q - Once I modify them, what do I do with the original parts?**

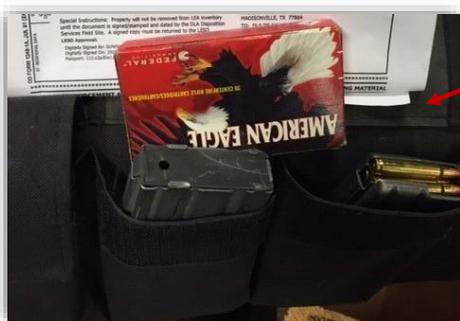
**A -** Make sure you keep them in a box or bag, labeled by the SN of the specific weapon they came from.

### **Q - We want to return or transfer our weapons. Do we have to restore them to their original state?**

**A -** Yes, they must be in their original configuration when turned in. If you're not able to do so, please notify our office so notification can be made to Anniston before they are shipped. **\*NOTE - Before shipping, make sure you remove all items that belong to your agency (scopes, rails, lasers, etc.), as they will not be returned to you.**

## Weapon Turn-in Process

1. Complete and return the Turn-in Request form that our office emailed to you
2. We will email you the approved 1348(s) and shipping instructions.
  - a) Please follow them precisely; inspect all weapons and remove ALL ammo.
  - b) You have 30 days to ship the weapons to Anniston, AL.
  - c) Shipping costs are your agency's responsibility.
3. After Anniston logs receipt of the weapons, LESO will close them off your inventory.  
(can take 4/6 weeks)



**Do NOT ship ANY ammo with your weapons!!!**

**This is why all weapons MUST be double boxed!!!**



# Weapon Turn-in Process Con't

**LAW ENFORCEMENT AGENCY (LEA)  
SMALL ARMS TURN-IN REQUEST**

LEA NAME: \_\_\_\_\_  
 LEA DODAAC: 2YT LEA ORI: TX  
 ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_  
 STATE: Texas ZIP: \_\_\_\_\_ PHONE: \_\_\_\_\_  
 POC NAME: \_\_\_\_\_ EMAIL: \_\_\_\_\_

TYPE: \_\_\_\_\_ QTY: \_\_\_\_\_ SERIAL NUMBER(s): \_\_\_\_\_  
 \_\_\_\_\_  
 TYPE: \_\_\_\_\_ QTY: \_\_\_\_\_ SERIAL NUMBER(s): \_\_\_\_\_  
 \_\_\_\_\_  
 TYPE: \_\_\_\_\_ QTY: \_\_\_\_\_ SERIAL NUMBER(s): \_\_\_\_\_  
 \_\_\_\_\_

*(Additional form may be attached for large quantities of serial numbers)*

REASON FOR TURN-IN: \_\_\_\_\_  
 \_\_\_\_\_

By signing below, the Chief Law Enforcement Official (CLEO) and State Coordinator, certify that all information contained above and on supplemental forms, is valid and accurate.

CLEO: \_\_\_\_\_ DATE: \_\_\_\_\_  
 (Printed name)  
 \_\_\_\_\_  
 (Signature)

STATE COORDINATOR: Rolando Ayala DATE: \_\_\_\_\_  
 (Printed name)  
 \_\_\_\_\_  
 (Signature)

- Only one page
- Completed by our office and emailed to your agency
- CLEO & State Coordinator signatures are required.
- Once approved, paperwork and shipping instructions will be emailed to LEA.  
(30 days to complete shipment)

***NOTE: Shipping costs will be the responsibility of the LEA.***

# Missing, Lost, or Stolen Weapons

## *Chief Law Enforcement Officer's Responsibilities:*

- ***Immediately*** report any missing weapons to the State Coordinator's office by email or phone.
- ***Within 24 hours***, we will allow you to make every attempt to locate and recover the missing weapons, and then we MUST report it to LESO.
- ***Within 72 hours***, the CLEO must submit the following to our office:
  - Screen shot of NCIC entry showing missing weapon was reported or NIC #
  - Copy of Incident Report on agency letterhead & signed by CLEO
- ***Within 2 weeks***, the CLEO must sign and submit a Corrective Action Plan (CAP), including the requirements outlined in the suspension letter.

***\*\*LEA will be suspended for a minimum of 60 days.  
 \*\*LESO or OIG may request LEA to perform an internal investigation.***

## Annual Inventory

LEAs will be required to do an inventory of all weapons that they have on hand every fiscal year.

Photos are already loaded into FEPMIS. Make sure you physically account for each weapon.



*Armored Vehicles*

## Looking for an Armored Vehicle?

Highly Mobile Multi-Wheeled Vehicles (HMMWV)  
Up-armored HMMWV (UAH)  
Mine Resistant Ambush Protected (MRAP) Vehicles



## Armored Vehicle Request Process

### 3 Basic Steps to the Process:

1. Submit your request packet to the Texas LESO office for processing.
2. Once approved, Texas LESO staff will email you the signed copy for your files.
3. Either we will match you up for a transfer from an agency who no longer needs their vehicle or your RTD screener will locate the desired vehicle in RTD (does not apply to MRAPs as they are allocated as they become available).

**In the following slides, we will go over the above steps in detail.**

## Allocation of Armored Vehicles

***The LESO Vehicle Lead will allocate Armored Vehicles to LEAs based on the following considerations:***

- Vehicles may only be used for disaster-related emergencies, active shooter scenarios, hostage or other search & rescue operations, or anti-terrorism preparedness, protection, prevention, response, recovery, or relief.
  - The date the request packet was received by LESO
    - Fair and equitable distribution
    - Geographic responsibility

***\*\*Current allocation depends on vehicle type\*\****

MRAP or other armored vehicles – 2 per agency (must have at least 10 compensated officers).

HMVs (regular or up-armored) – 1 per every 3 compensated officers

## Armored Vehicle Online Request

The screenshot shows the RTD (Reutilization / Transfer / Donation) system interface. The main content area is titled 'LESO Search Results'. Below the search criteria, there is a 'Search Results' section with a table of results. The first result is a vehicle with a 'CONTROLLED' status, indicated by a red icon and text. A red arrow points from the text 'When searching for vehicles in RTD, if you see a vehicle labeled "CONTROLLED," this means you must have an approved Vehicle Request packet on file before submitting the request online.' to the 'CONTROLLED' status in the table.

Quantity Available	Item Name	DTID	MSDS	Warehouse Location	Unit of Issue	Receipt in Place	Days Left in Cycle	Integrity Code	Hazardous	Container ID	Orig. Acq. Price	Miles from Zip	Date Entered Inv.	Expedited
1	TRUCK, UTILITY	W42NWL73070002		APLDW42NWLCPBEAU	EA	Yes	3	DLA,DLCPOLK	No		\$8909	270	12/6/2017 12:00:00 AM	No

When searching for vehicles in RTD, if you see a vehicle labeled **"CONTROLLED,"** this means you must have an approved Vehicle Request packet on file before submitting the request online.

Required forms are on the following slides...

**CLEAR FORM**

LAW ENFORCEMENT AGENCY (LEA)  
ARMORED VEHICLE REQUEST

FOIPA/C: \_\_\_\_\_ AGENCY NAME: \_\_\_\_\_ ORI: \_\_\_\_\_  
 ARMORED VEHICLE POC: \_\_\_\_\_  
 AGENCY PHYSICAL ADDRESS (as it appears in FEPMB): \_\_\_\_\_  
 CITY: \_\_\_\_\_ STATE: \_\_\_\_\_  
 ZIP: \_\_\_\_\_ EMAIL: \_\_\_\_\_  
 PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

PLEASE IDENTIFY TYPE OF ARMORED VEHICLE BEING REQUESTED				
QTY REQUESTED:	MRAP	PEACEKEEPER	UP-ARMORED HMMWV (UAH)	OTHER TYPE OF VEHICLE REQUESTED (Please Identify Type):

1. Please thoroughly explain the intended use and impact the resource will have upon your jurisdiction and/or neighboring jurisdiction, support to other agencies (examples may include SWAT, active shooter, barricaded suspect, emergency response, critical incident, hostage rescue, natural disaster response, homeland security, or counter-terrorism). List additional information as needed to explain the intended use of the resource.

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# Armored Vehicle Request Pg 1

- Complete agency info and enter Qty for each vehicle type being requested.
- #1 - Provide thorough justification for intended use of vehicle(s).

2. Is the requesting agency located within an office of National Drug Control Policy designated High Intensity Drug Trafficking Area (HIDTA)? If yes, please describe.

3. Is the requesting agency involved by mutual agreement with multi-agency associations/task forces of a counter-drug/counter-terrorism/border security nature?

4. State the population within the requesting agency's jurisdiction and describe the geographical size of the area of responsibility.

5. Describe the type of facility that will be used to store and secure the resource.

6. Provide estimated usage/mission requirements for the requested armored vehicles.

7. (Only applicable for Law Enforcement Agencies (LEAs) requesting MRAPs) LEAs requesting or receiving Mine Resistant Ambush Protected (MRAP) vehicles are responsible for all costs associated with the demilitarization preparation (DEMIL Prep) prior to turn-in of the vehicle. Prior to returning the MRAP back to a DLA, Disposition Services Field Activity location, the LESO will provide instructions that specify the DEMIL Prep requirements for each MRAP variant. By acknowledging below, the LEA understands that there will be DEMIL Prep requirements, and accepts responsibility for all costs and DEMIL Prep at the end-of-life-cycle that may be associated with returning the MRAP. Costs may include (but are not limited to) the removal of the MRAP spill liner, fire suppression system, and armored panels.

Yes, my LEA acknowledges and accepts the costs associated with MRAP DEMIL Prep.  
 No, my LEA does not acknowledge or accept the cost associated with MRAP DEMIL Prep.  
 Not applicable-my LEA is not requesting an MRAP.

Page 2 of 3  
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# Armored Vehicle Request Pg 2

- #2 - Is agency part of a HIDTA; Explain
- #3 - Is agency part of mutual agreement w/multi-agencies that are counter-drug/counter-terrorism in nature.
- #4 - Enter population for the area of the agency's jurisdiction.
- #5 - Describe the facility where the vehicle(s) will be stored.
- #6 - Must outline estimated usage using historical data.
- #7 - Ensure you understand the potential costs of demil-ing an MRAP if you ever have to turn it in, then check the box.

8. (OPTIONAL) Provide any additional information pertinent to armored vehicle request.

By signing this document, the Chief Law Enforcement Official or Head of Local Federal Agency (Supervisor/Regional Agent in Charge/Special Agent in Charge [RACSAC]) certifies that: a) the agency listed above has the appropriate funds, license (s), safety, and operational training required to operate and maintain the requested vehicle, b) that the agency is abiding by the current version of the LESO approved State Plan of Operation (SPO) and any SPO Addendum(s), c) that the agency has a signed copy of the SPO and any SPO Addendum(s) on file, d) the agency certifies that all information contained above is accurate, e) the request for vehicle(s) is warranted and f) the request for vehicle(s) has been approved/endorsed by the agency signatory listed below.

CHIEF LAW ENFORCEMENT OFFICIAL OR HEAD OF LOCAL FEDERAL AGENCY (SUPERVISOR/RACSAC):

PRINTED NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

**STATE OR FEDERAL COORDINATOR USE ONLY**

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

STATE OR FEDERAL COORDINATOR:

PRINTED NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

**LESO USE ONLY**

ADDITIONAL NOTES:

# OF OFFICERS: \_\_\_\_\_

TOTAL # OF ARMORED VEHICLES: \_\_\_\_\_

TACTICAL VEHICLE SPECIALIST (SIGNATURE) \_\_\_\_\_ DATE: \_\_\_\_\_

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

Is agency on the LESO Suspended List? Yes  No  LESO

LESO OFFICIALS:

COMPLIANCE LIAISON SPECIALIST (SIGNATURE) \_\_\_\_\_ DATE: \_\_\_\_\_

LESO BRANCH CHIEF (SIGNATURE) \_\_\_\_\_ DATE: \_\_\_\_\_

LESO DIVISION CHIEF (SIGNATURE) \_\_\_\_\_ DATE: \_\_\_\_\_

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## Armored Vehicle Request Pg 3

- #8 **\*OPTIONAL\*** - Add any additional info pertinent to the request.

- CLEO (Chief, Sheriff, Constable) will sign and date here.

Submit all 3 pages to  
txlesoprogram@dps.texas.gov

**Do not write or sign in any fields in this area!**

## Training for Controllable Vehicles

**\*\*NEW POLICY\*\***  
**Per Executive Order 14074**

- LEAs must provide training to all officers that will be using the LESO vehicles assigned to your agency. Training must include protocols on the following:
  - Operational, technical, and scenario-based training
  - Annual training requirements
  - Accountability policies & procedures
  - Record keeping and critical incident document requirements
- Proof of training **MUST** be available if your agency is ever visited on a PCR by LESO.
- While not required, proof of training may be submitted to our office to be filed as a backup with your other vehicle documents.

## Registering your Controllable Vehicle

**Controllable Vehicles will never belong to your agency. You can register them, but DOD will always retain the title.**  
*(This includes Non-controllable vehicles that have had armor added)*

In order to register your Controllable Vehicle, LEAs must:

1. Submit a completed Worksheet (located on our website) to [txlesoprogram@dps.texas.gov](mailto:txlesoprogram@dps.texas.gov)
2. LESO will review the Worksheet, approve, and send a signed DD-1928, which you sign and take to your local tax office to register the vehicle.

**FORM FILLABLE WORKSHEET TO REQUEST A  
DLA FORM 1928 CERTIFICATE TO REGISTER A TACTICAL  
 VEHICLE**

DLA DISPOSITION SERVICES DTID:  
 VEHICLE SERIAL NUMBER:  
 YEAR:  
 MAKE:  
 MODEL:  
 BODY STYLE:  
 WEIGHT (SHIPPING):  
 GVWR:  
 MILEAGE (ODOMETER READING):  
 RECEIVING AGENCY  
 (DEPARTMENT OR AGENCY, ADDRESS, ZIP CODE):

PLEASE EMAIL THIS FORM (AND ENSURE SIDE AND DATA PLATE  
 PHOTOS OF THE VEHICLE ARE UPLOADED IN FEPMIS) TO  
 TXLESOPROGRAM@DPS.TEXAS.GOV.

## Worksheet to Register Armored Vehicles

- Most of this information can be found on the 1348
- Use Google to find the weight
- Send this form to our office after you have receipted the vehicle in FEPMIS.

CERTIFICATE TO REGISTER A TACTICAL VEHICLE			
TO BE COMPLETED BY ISSUING AGENCY			
AUTHORITY:	10 USC S 2576A		
PURPOSE:	Identification of Tactical Vehicles of the Defense Logistics Agency (DLA) Law Enforcement Support Office (LESO) that are required to be registered by the Receiving Agency listed below.		
DISCLOSURE:	Tactical vehicles will not be obtained for the purpose of sale, lease, rent, exchange, barter, to secure a loan, or to otherwise supplement normal Law Enforcement Agency or State/local government entities' budgets.		
The undersigned Department or Agency of the United States Government certifies that the tactical vehicle described herein, the property of the United States Government, has been issued this 11 day of April, 2017, to the receiving agency herein.			
The property remains titled with the United States Government.			
Manufacturer/Serial Number/Registration Number: AT1812BACD			
Year	Make of Vehicle	Series or Model	Body Style
1995	Stewart & Stevenson	EMTV, M-1078	Cargo
Fuel	No. of Cylinders	Weight (Shipping)	GVWR
Diesel	6	30,273	25,275
Issuing Agency (Department or agency, Address, Zip Code)		Receiving Agency (Department or agency, Address, Zip Code)	
DLA DISPOSITION SERVICES LAW ENFORCEMENT SUPPORT OFFICE 74 NORTH WASHINGTON AVE BATTLE CREEK, MI 49037		Coconino Police Department 2300 Flagstaff Dr. Coconino, AZ 86303	
Odometer Disclosure Statement		DATE OF STATEMENT	
I, DAVID E LORENZ, state that the odometer now reads 31,030 miles and to the best of my knowledge that it reflects the actual mileage of the vehicle described above.		Apr 11, 2017	
Issuing Agency Representative		Signature and Date	
DAVID E LORENZ PROPERTY DISPOSAL SPECIALIST LESO TACTICAL VEHICLES (LEA)		LORENZ, DAVID Digitally signed by LORENZ, DAVID E 1096037380 Date: 2017.04.11 10:03:24 -0400	
Receiving Agency Representative		Signature and Date	
Name and Title		Signature and Date	
ANY ALTERATION OR ERASURE VOIDS THIS CERTIFICATE			

## Form 1928 to Register Armored Vehicle

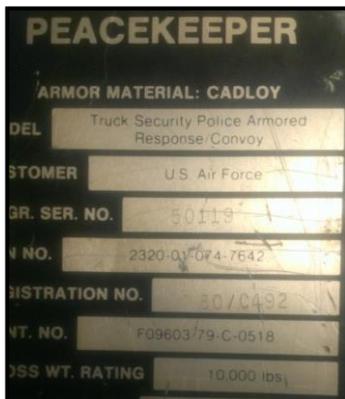
- LEA will sign and date at the bottom.
- Return a copy to our office.
- LEA takes the signed form to the tax office to register the vehicle.

**NOTE – The tax office may require additional forms to be completed.**

## Annual Inventory

LEAs will be required to do an inventory of all Armored Vehicles that they have on hand every fiscal year.

Photos are already loaded into FEPMIS. Make sure you physically account for each vehicle and that photos are the most current.



## Cannibalization

### “Turning serviceable Armored Vehicles into non-serviceable Armored Vehicles for parts”

- Discouraged by LESO
- Reviewed on a case-by-case basis
  - LEA must provide details in writing, supporting documentation.
  - Must be endorsed by CLEO and approved by State Coordinator.
  - Will be reviewed by LESO, and once approved, a letter will be issued to the LEA outlining the details of the cannibalization authorization.

***\*\*NOTE – LEA will have 6 months to complete cannibalization and then turn in the remaining chassis and data plate.***

## Vehicle Turn-in Process

- Only authorized when all attempts to transfer have been exhausted.
- LEA notifies TX LESO office via email of desire to turn-in vehicle
- LESO reviews the turn-in request, approves and sends the 1348 and turn-in instructions to the TX LESO office.
- TX LESO office assists in making appointment with LEAs requested turn-in location.
- Once completed, LEA sends signed/stamped 1348 to TX LESO office, and the vehicle is closed off inventory.

### FAQs:

Each Disposition Site has different requirements. Below are some examples. Be prepared to do all or some of the following before you turn in a vehicle:

- No more than 25% fuel in tank
- Any signs of leakage must be repaired by the LEA prior to turn-in.
- All fluids must be drained.
- Remove the battery and license plates.
- Must paint over or remove decals or anything indicating LEA name.
- HVAC technician must drain refrigerant and provide a certificate that it's been drained.

## SF-97

### Certificate to Title a Civilian Vehicle

(applies to NON armored – Demil A & Q6)

Per DRMS-I 416.0.14 C5.8.8.1.3.1

The SF-97 is designed normally for use with commercial vehicles such as passenger cars, multi-purpose passenger vehicles, trucks, trailers, motorcycles, buses, and similar wheeled vehicles, and for armored vehicles released under the DLA LESO Program.

**Due to the Executive Order, this policy is currently under review for changes.**

**Currently, NO SF-97s are being issued as most previously Non-controllable vehicles are now Controllable.**

*Aircraft*

## LESO Program Aircraft

### Most important policies:

- Aircraft must be airworthy within one year of receipt.
- LEA must have a licensed pilot (may or may not be an officer) and a substantial budget to maintain aircraft.
- When aircraft is no longer in use or needed, LEAs will either turn in or transfer to another LEA within the program. No sales are allowed.

**\*\*If your agency is interested in obtaining any type of aircraft (rotary or fixed wing), please contact the TX LESO office for instructions and the required documents.\*\***

## Summary

- 1. Form 1928 is used to register controlled vehicles, and SF-97 is used to title Non-controllable vehicles.***
- 2. LEAs are not authorized to transfer weapons until all forms have been completed and you have written permission from our office.***
- 3. All weapons must be secured behind 2-levels of security. We recommend that all Controllable equipment is secured!***
- 4. Cannibalization of armored/controlled vehicles must be completed before six months.***
- 5. The return of an MRAP to DLA could potentially cost LEAs thousands.***
- 6. Any weapon(s) that is lost due to negligence is the financial responsibility of the LEA.***

# Controllable Property

## Controllable Property Examples

- Accountability of Controllable Property is just as important as tracking your weapons, vehicles, and aircraft.
- Examples of Controllable Property:
  - Night vision, sight reflex
  - Computers, camera systems
  - Telescopes, binoculars
  - Riot gear, EOD robots
  - Parts for weapons, vehicles, and aircraft
- Report any theft, loss, or damaged property immediately so that adjustments can be made to your inventory.

***\*\*Note – Failure to report losses of this type of property will get you suspended just as easily as missing, lost, or stolen weapons.***

# Controllable Property Accountability

Per LESO policy, Equipment Custody Receipts (ECR) are now **required** on the Controllable Property listed below:

- Weapons
- Aircraft
- Optics
- Robots
- Weapons parts
- High Profile Vehicles

Anytime this property is issued to an officer, you **must** have a form on file with the officer's **signature and identifying information** about the property that is issued to them.

## Sample Equipment Custody Receipt

Ensure all fields are completed.

Signature of officer – most important

**\*\*NOTE** – If the officer leaves the agency and his property is reissued, ensure a new ECR is completed.

Statement of  
Physical Custody of LESO Program Property

*Law Enforcement Agency Information:*

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

*LESO Property issued to:*

Name: (LAST) \_\_\_\_\_

(FIRST) \_\_\_\_\_

*LESO Property Description:*

NSN: \_\_\_\_\_

MAKE: \_\_\_\_\_

ITEM NOMENCLATURE: \_\_\_\_\_

MODEL: \_\_\_\_\_

SERIAL NUMBER: \_\_\_\_\_

ITEM UNIT COST: \_\_\_\_\_

QTY OF ITEM: \_\_\_\_\_

Statement of Physical Custody:

I am a Law Enforcement Officer of the aforementioned Law Enforcement Agency. I have physical custody of the item(s) listed above and accept personal responsibility for the property. I further understand that failure on my part to exercise responsibility for the care and protection of the item(s) listed above could result in pecuniary liability.

PRINTED NAME: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

## Cannibalization of Controllable Property

***“Taking parts from one or more pieces of Controllable Property in order to keep other Controllable Property functioning”***

- This **is** permissible without prior approval.
  - *ie: taking parts from non-functioning night vision to make other night vision functional*
  - *ie: aircraft parts acquired to repair functioning aircraft*
  - *ie: parts acquired and added to HMV (doors, a/c units, etc.)*
- Once you have finished cannibalizing, you **must** turn in the remaining hull from the property that you cannibalized.
  - *Contact TX LESO office for assistance.*

## Controllable Property Demilitarization

**To Demilitarize (or “Demil”) a piece of property means to remove it’s offensive or defensive capabilities.**

- Demil required property is controlled and cannot be released to the public.
- All property is classified with specific codes, A-Q.
- Each code has a different level of control and requires demilitarization when it is turned in.

**Demil Codes A and Q6 used to all be Non-controllable, but due to the Executive Order, those regulations are very different now.**

**Please refer to the Addendum to know which Demil A or Q6 items are now considered Controllable.**

## Turning in Controllable Property

➤ LEAs are required to turn in all Controllable Property (when no longer needed **or if damaged**) to the Disposition Site closest to your location.

- Turn-in requests will begin by electronically submitting a request in FEPMIS (done by our office).
- LESO will prepare 1348s and send them to our office.
- We will forward you the 1348s and assist you in making a turn-in appointment.
- The LEA is responsible for ALL transportation costs.

***\*\*All turn-ins must be completed within 30 days\*\****

## Turn-in Locations

***Not all property that you acquire will be turned into the same location.***

1. When you acquire property, take into consideration the cost/distance/method of possibly returning it someday.
  - a) Some property may need to be shipped to Anniston, AL.
  - b) Some property may need to be shipped to Crane, IN.
  - c) Some property may need to be shipped to Tobyhanna, PA.
  - d) Some property you may need to be hand delivered to the nearest location.
2. This could impact future administrations if you're no longer with the agency.
3. Some property may require extra paperwork, inspection forms, etc. to be completed before returning; our office will provide guidance.

**Bottom line – turn-ins are NOT an easy process, can cost your agency extra money, and take time to complete. Make sure the property you acquire is what you need and is functioning!**

# Site Visits & Federal Program Compliance Review (PCR)

## Site Inspections

**Who?** – 2 different types of inspections are performed (Internal State Inspection and a LESO PCR) and are outlined in the following slides.

**What?** – Specified property and program files will be requested to be seen.

**Where?** – Always performed at the agency (please notify our office if certain property is not located at the main office).

**When?** – We make every attempt to only visit agencies once every 3-4 years (occasionally the LESO PCR will double up; this is not within our control).

**Why?** – Site inspections are required by the Defense Logistics Agency and the Office of Inspector General to ensure program policies are being adhered to and property is not being misused or misappropriated. This is part of the MOU agreed to by each LEA.

**How?** – The following slides will outline the way each type of site inspection is performed.

## Internal State Coordinator Site Inspection

- Our office is required to perform site inspections on a minimum of 8% of our active LEAs every year.
  - Controlled Property and all documents are reviewed.
  - Photos are taken of property if needed.
  - LEA is advised to transfer or turn in any property that is not in use.
- Most site inspections are planned, and notification is made with time for the LEA to prepare.
  - LEAs are emailed a list of all property that will be inspected.
  - Instructions are detailed for a smooth process.
- Occasionally an unannounced site inspection is performed when it is suspected that an LEA is not following policy or is suspected of misusing their property or the program.
  - Sometimes the agency is visited unannounced.
  - Travel near the area in question to observe if program property is being misused.
  - It is our job to protect the integrity of the program at all times.

## LESO PCRs

### (Program Compliance Review)

- Every other year, LESO does a Program Compliance Review (PCR) on the State of Texas.
  - Part of LESO's PCR is to visit certain LEAs while they are in Texas.
- During a PCR, LESO is 100% in charge and our staff is simply there to assist them.
  - Your agency will be warned 60 days and contacted 21 days ahead of a LESO PCR and given a list of property to be seen as well as instructions to ensure a smooth process.
- No ECR's (Equipment Custody Receipt) are accepted on a LESO PCR; all property that they request to see MUST be brought in for inspection.
  - ***Ensure you notify our office **BEFORE** the date if any of the property requested to be seen, will not be available for inspection – for whatever reason.***
- Your agency's compliance (or non-compliance) on a LESO PCR is a direct reflection of our office's oversight of Texas' program as a whole.

*Understanding the State  
Plan of Operations  
(SPO) and the  
Addendum  
(Executive Order 14074)*

**State Plan of Operation (SPO)**

- Please read and *understand* the SPO before signing it.
- Most of the phone calls we receive about the program are outlined in the SPO agreement.
- There are no alterations allowed to the SPO.

**The following slides will point out some of the more important segments.**

## State Plan of Operation (SPO)

### 3) General Terms and Conditions

a) Property made available under this agreement is not for personal use and is for the use of authorized program participants only. All requests for property shall be based on bona fide law enforcement requirements. Authorized participants who receive property from the program will not loan, donate, or otherwise provide property to other groups or entities (i.e., public works, county garages, schools, etc.) that are not otherwise authorized to participate in the program. Property will not be obtained by program participants for the purpose of sale, lease, loan, personal use, rent, exchange, barter, transfer, or to secure a loan.

*In other words:*

- **For law enforcement use ONLY. Not the jail, Fire Dept., City Works, Mayor, etc.**
- **DO NOT obtain property with the intention of selling, transferring, donating, etc. after it closes off inventory.**

## State Plan of Operation (SPO)

### 8) Enrollment

....Law enforcement agencies requesting program participation shall have at least one full-time compensated law enforcement officer. Program property may only be issued to full-time or part-time law enforcement officers. Non-compensated reserve officers are not authorized to receive property.

#### **The LEA shall:**

a) Submit an updated application packet annually to the Texas SC/SPOC office no later than June 30. Any time there is a change in personnel, CLEO, contact information, etc., the LEA shall submit an updated application packet within 30 days of the change.

*In other words:*

- **Your non-compensated reserve officers cannot use LESO property.**
- **Make sure you submit an updated application every year or within 30 days when there are changes in personnel, contact info, etc.**

**\*NOTE\* List POCs in order as they are over the LESO program (which may not be by rank).**

## Addendum - Vehicles

### Section 2) Modification to Definition of "Controlled" Property:

*This SPO Addendum adds the below items to the "controlled" property definitions currently found in the 2021 SPO. Tactical Vehicles, Wheeled: A vehicle purpose-built to operate on- and off- road in support of military operations, such as a High Mobility Multi-purpose Wheeled Vehicle (HMMWV), 2.5-ton truck, 5-ton truck, or a vehicle with a breaching or entry apparatus attached.*

**\*ALL above-mentioned vehicles are now considered "Controllable" – regardless of Demil code.\***

### Section 3) Prohibited Items That May Be Issued For Limited Purposes:

*This includes all tracked and armored vehicles, such as MRAPs, APCs, or Armored HMs. Authorized uses: EO 14074 allows limited transfer of vehicles that do not have commercial application if the LEA certifies that the vehicle will be used exclusively for disaster-related emergencies; active shooter scenarios; hostage or other search and rescue operations; or anti-terrorism preparedness, protection, prevention, response, recovery, or relief. Any other use of these vehicles is not authorized.*

**\*Can no longer use these vehicles for National Night Out, parades, or counter-drug situations.\***

### Section 4) Acquiring (or Retaining) Controlled Property:

*Campus LEAs operating in Institutions of Higher Education (IHE) must also adhere to the requirements identified below: Obtain the IHE Board of Governors (or an equivalent body) explicit approval for the acquisition of controlled property. Certify that their policies and training include specific provisions on using controlled property in a way that does not chill speech, is not disruptive to the educational environment, and does not foster a hostile climate among students. Campus LEAs who receive controlled vehicles are required to remove the militaristic appearance (i.e., painting the vehicle a different color).*

**\*Must obtain written approval from CGB to acquire Controlled Property and paint vehicles to remove any "militaristic" appearance\***

## Addendum – Public & CGB Notification

### Section 4) Acquiring (or Retaining) Controlled Property:

*The State shall ensure that prior to requesting/acquiring any controlled property, the LEAs: Provide written or electronic notification to the local community of its intent to request controlled property. The notification must be translated into appropriate languages to inform individuals with limited English proficiency. If this notice of intent does not include a specific controlled property item, such item may not be requested in the LESO Program until 30-days after an updated notice is published. Provide written or electronic notification to the city council or appropriate local Civilian Governing Body (CGB) of its intent to request controlled property and allow "reasonable opportunity to review" (normally 30-days). If this notice of intent does not include a specific controlled property item, such item may not be requested in the LESO Program until 30-days after an updated notice is published.*

*Campus LEAs: Obtain the IHE Board of Governors (or an equivalent body) explicit approval for the acquisition of controlled property.*

**\*All LEAs must notify CGB and the public and provide them a list of property (contained in the Supplemental Document our office emailed to you) that they may "potentially" request. Campus LEAs must provide the same notifications and also obtain written approval from CGB to acquire the specified list of Controlled Property.\***

## Addendum – Misc Property

### Section 2) Modification to Definition of “Controlled” Property:

*Breaching Apparatus: Tools designed to provide rapid entry into a building or through a secured doorway. These tools may be mechanical in nature (a battering ram connected to a vehicle or a propellant), ballistic (slugs), or explosive.*

*Riot/Crowd Control Batons: Non-expandable of greater length (more than 24 inches) than service-issued types and are intended to protect its wielder during crowd control situations by providing distance from assailants. This category includes all batons with advanced features such as tear gas discharge and electronic or “stun” capabilities.*

*Riot Helmets: Helmets designed to protect the wearer’s face and head from injury during melees from projectiles including rocks, bricks, liquids, etc. Riot helmets include a visor, which protects the face.*

*Riot/Crowd Control Shields: Shields intended to protect wielders from their head to their knees in crowd control situations.*

**\*ALL above-mentioned gear is now considered “Controllable” – regardless of Demil code.\***

### Section 3) Prohibited Items That May Be Issued For Limited Purposes:

*Long Range Acoustic Devices (LRAD) that do not have commercial applications- participating LEAs in the State of Texas- are not authorized to acquire LRAD devices. All requests for these devices will be denied.*

### Section 5) Regional Sharing Agreements:

*Participating LEAs in the State of Texas are not authorized to share or loan any assigned LESO program property to any other LEA, regardless of if they are part of an internal regional sharing agreement with the participating LEA.*

**\*LEAs in Texas are prohibited from acquiring LRADs and are not allowed to share property, regardless if the other LEA is a program participant or not.\***

## Addendum – Training & Significant Incidents

### Section 7) Training:

*LEAs must: Provide annual training on general policing standards and property standards to personnel who may use the controlled property. Provide controlled property operational and technical training to personnel and ensure personnel are proficient prior to using controlled property. Provide scenario-based training to personnel that combines constitutional and community policing principles with controlled property-specific training. LEA personnel authorizing or directing the use of controlled property should have enhanced scenario-based training to examine, deliberate, and review the circumstances in which controlled property should or should not be used.*

**\*All LEAs must train their personnel on all LESO assigned property as outlined above.\***

### Section 8) Documentation Required for “Significant Incidents”:

*LEAs must collect and retain the information (described below) when any law enforcement activity involves a “Significant Incident” which requires (or results in) the use of controlled property on the LEAs inventory. A “Significant Incident” is defined as any law enforcement operation or action that involves: 1) a violent encounter among civilians or between civilians and the police; 2) a use-of-force that causes death or serious bodily injury; 3) a demonstration or other public exercise of First Amendment rights; or 4) an event that draws, or could be reasonably expected to draw, a large number of attendees or participants, such as those where advanced planning is needed.*

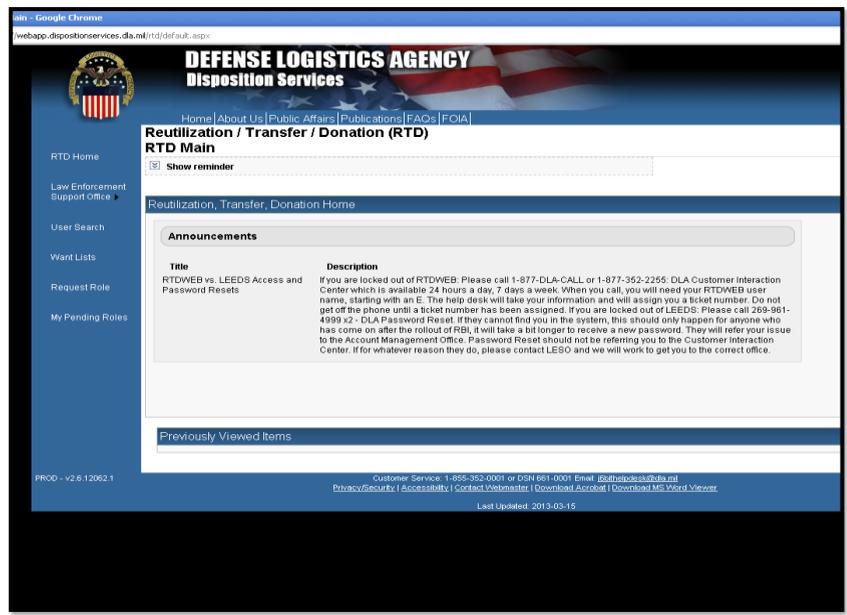
**\*All LEAs must include in their regular incident reports any information related to LESO property that is used in a Critical Incident as outlined above.\***

## → Summary ←

- 1. Only LEOs assigned by the chief can create and use an RTD account. This includes the CLEO.*
- 2. The people that your department represents are always watching how you use your equipment, so always follow the SPO.*
- 3. Each agency is responsible for training its LEOs on how to use the Controllable Property properly.*
- 4. Remember that not all equipment can be turned in locally.*
- 5. All tactical vehicles, regardless of DEMIL code, are now Controllable.*

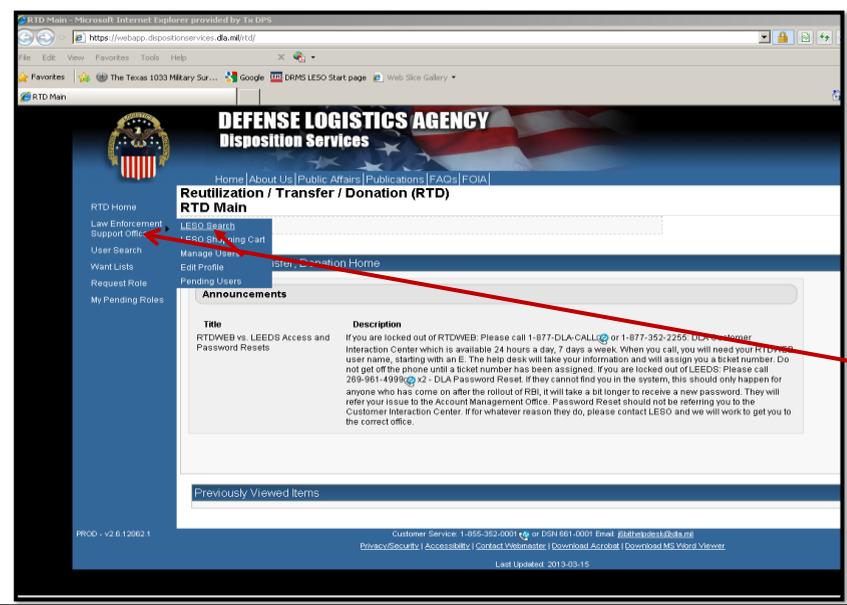
*How to Request Property:  
RTD Business Portal*

# Home Page



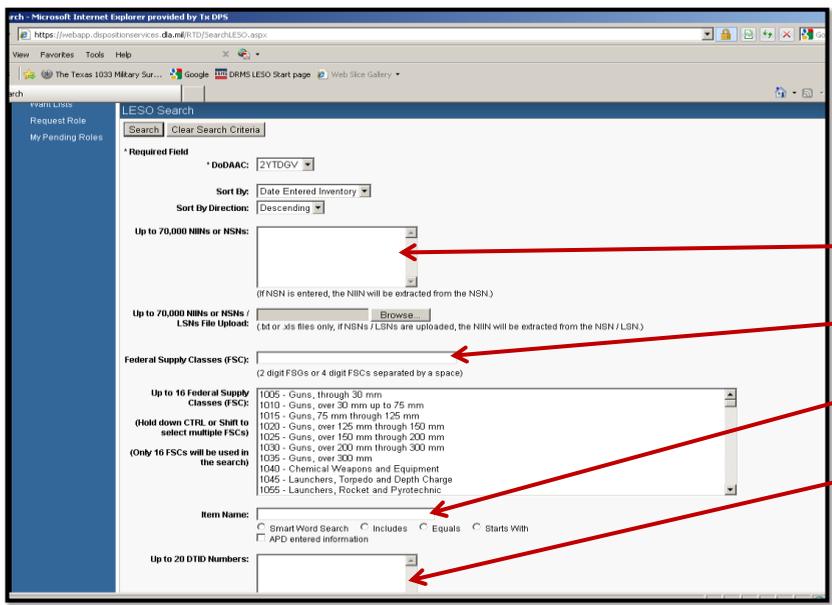
**Start at the home page - RTD Business Portal**

# LESO Search Tab



**Place mouse over the Law Enforcement Support Office tab and select "LESO Search"**

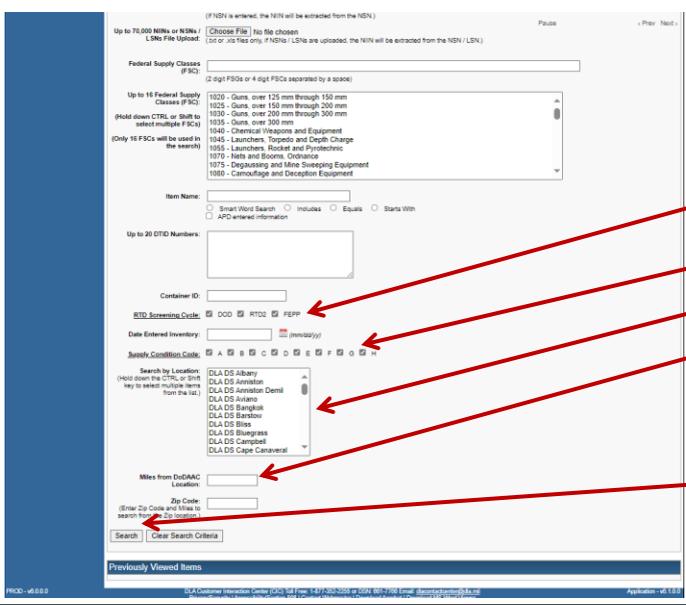
# Search Page (top of page)



**You may search using any of the four search criteria:**

- NSN**
- FSC**
- Item Name**
- DTID**

# Search Page (bottom of page)



**You may also search certain screening cycles (FEPP not allowed), condition codes, Disposition Sites, or distances from your agency.**

**Click on search when ready.**

# Request Only From DOD Cycle!

Microsoft Internet Explorer provided by Tx DPS

https://webapp.dispositionservices.da.mil/rtid/default.aspx

refer your issue to the Account Management Office. Password Reset should not be referring you to the Customer Interaction Center. If for whatever reason they do, please contact LESO and we will work to get you to the correct office.

**ONLY request from DOD Cycle - GSA & FEPP are not allowed!**

LESO State/Local Coordinator

cycle, only DOD

Agency: TYLER COUNTY CONSTABLE PCT4 Requested By: Jim Zachary (EJZ00037) State: Texas

Req. Number: 2YTPWV31858115

DTID: W38PD122400081A Item Name: TOU-KT-ELECTRONIC NSN: 5180011950855

Site: DLA DS Polk (6Z3) Request Date: 07/04/13 09:5:53 Condition: 0

DEMIL: A Cycle: GSA Days Left: 18

Last Action: Request submitted Last Updated: 07/04/13 05:53 Justification: K

Agency: TYLER COUNTY CONSTABLE PCT4 Requested By: Jim Zachary (EJZ00037) State: Texas

Req. Number: 2YTPWV31858114

DTID: SL4701318202K Item Name: LIGHT-CHEMILUMINESC NSN: 6260012185146

Site: RCP Korea (65J) Request Date: 07/05/13 18:14:20 Condition: A

DEMIL: A Cycle: FEPP Days Left: 43

Last Action: Request submitted Last Updated: 07/05/13 18:14:20 Justification: TO BE USED FOR NIGHT OPERATIONS IN THE FIELD

Agency: WICHITA COUNTY SHERIFF DEPT Requested By: GARLAND PRINCE (EGP00031) State: Texas

Approve:  Approve  Reject

Quantity: 1

Qty Avail: 4

Unit of Issue: KT

Comments: Can not request from GSA cycle, only DOD

Approve:  Approve  Reject

Quantity: 25

Qty Avail: 25

Unit of Issue: BX

Comments: Can not request from FEPP cycle, only DOD

Note: Approve or Reject above then select Save Changes.

# Don't Request DEMIL "F" and "E"

Internet Explorer provided by Tx DPS

https://webapp.dispositionservices.da.mil/rtid/SearchResults.aspx

Supply Condition Code(s): A, B, C, D, E, F, G, H

Site(s): SYB

Sort By: DEMIL CODE

**DEMIL "F" and "E" are not authorized by DOD**

Want List - Schedule this search to notify you when property enters the Disposition Services/Site inventory.

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

Search Results

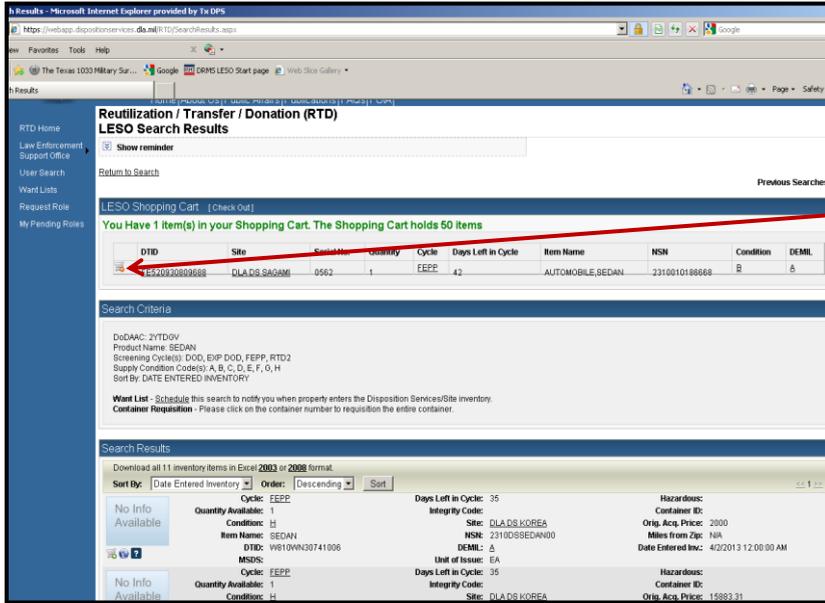
Download all 536 inventory items in Excel 2003 or 2008 format.

Sort By: Demil Code Order: Descending

Quantity	Available	Condition	Item Name	DTID	MSDS	Cycle	Unit of Issue	Days Left in Cycle	Integrity Code	Site	NSN	DEMIL	Orig. Acq. Price	Miles from Zip	Date Entered	Inv.	Hazardous	Container ID
9		E	NAVIGATION SET,SATELLITE SIGNALS	W8076Q31130011A		DOD	EA	2	1	DLA D.S.SAN ANTONIO	525013853513	E	2062.25	251	6/28/2013 12:00:00 AM			
37		H	NAVIGATION SET,SATELLITE SIGNALS	W803E830388001A		DOD	EA	16	1	DLA D.S.SAN ANTONIO	525013853513	E	2062.25	251	7/8/2013 12:00:00 AM			
2		H	SPROCKET WHEEL	W8102J30587031		DOD	EA	9	1	DLA D.S.SAN ANTONIO	52002835138	E	619.53	251	7/2/2013 12:00:00 AM			

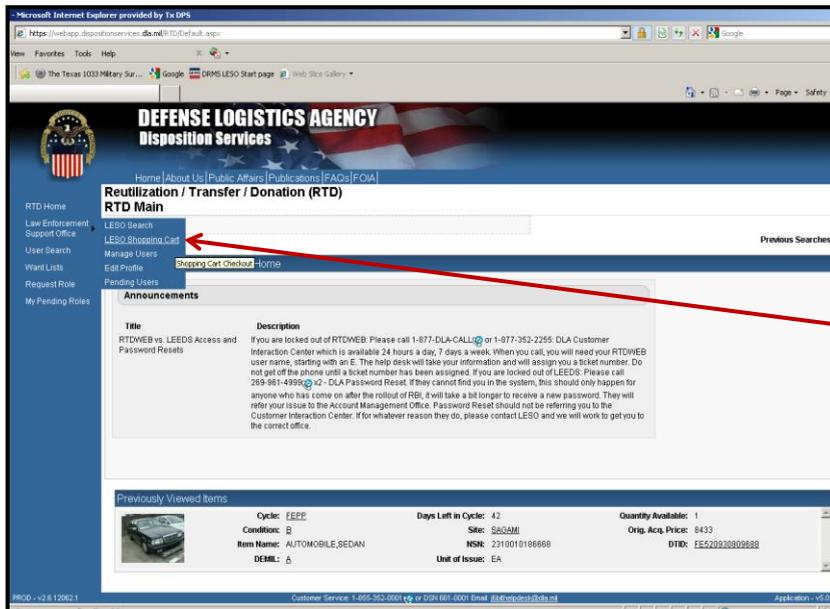


# Items in Shopping Cart



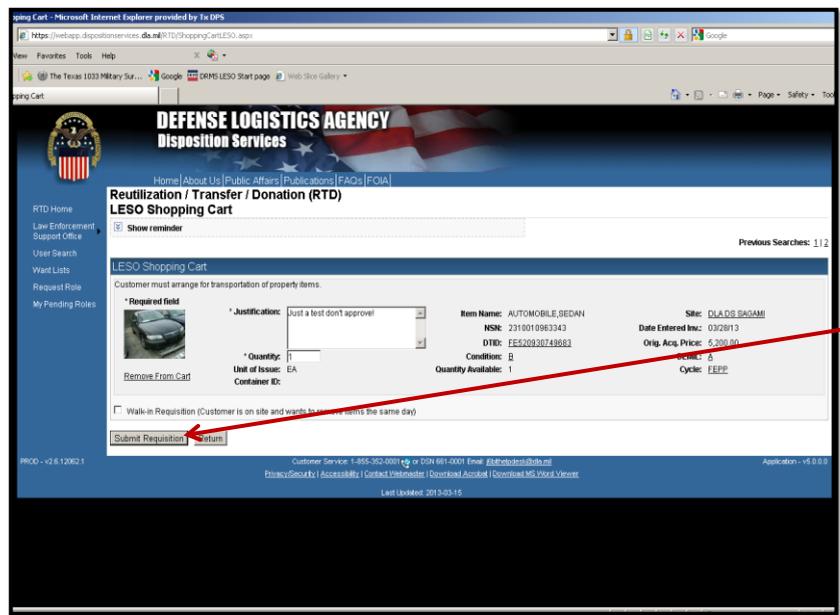
All the items you place in your shopping cart will appear here; you may delete any of them by clicking on the shopping cart icon.

# Shopping Cart Checkout



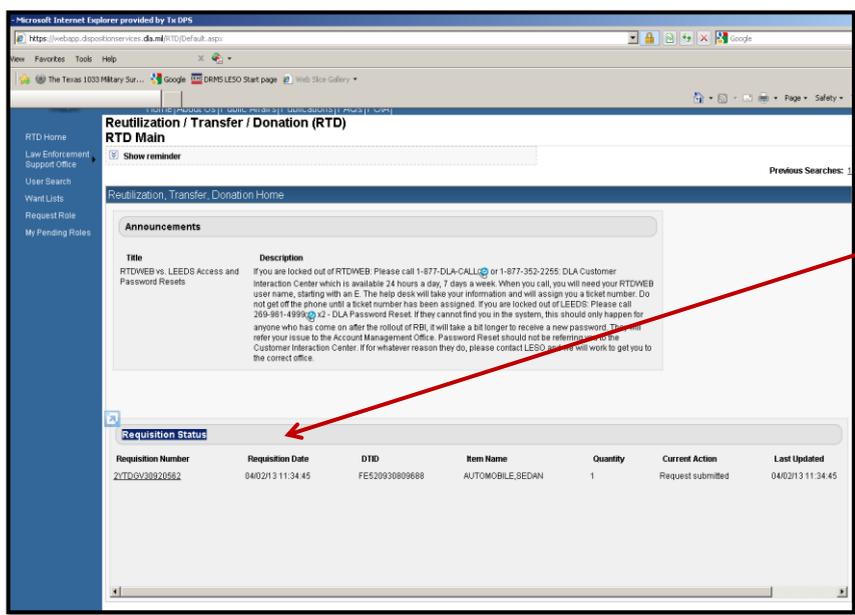
When you are done "shopping," hover over the LESO tab and click on the "Shopping Cart" link.

# Shopping Cart Checkout



**Verify your justification and quantity, then click "Submit Requisition."**

# Requisition Status

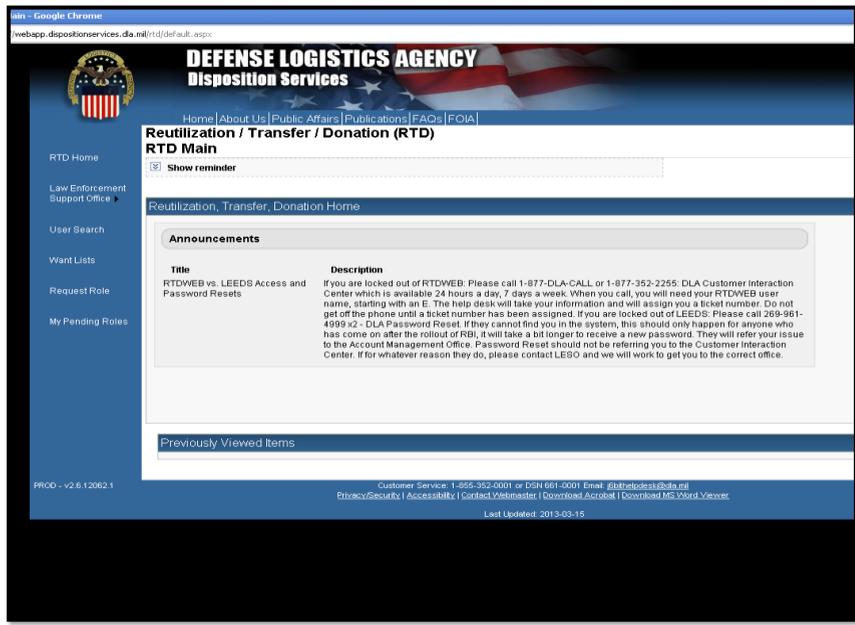


**Once you submit all requests, your status will be listed here. Any status change from SC to LESO will be refreshed here.**

# Want List

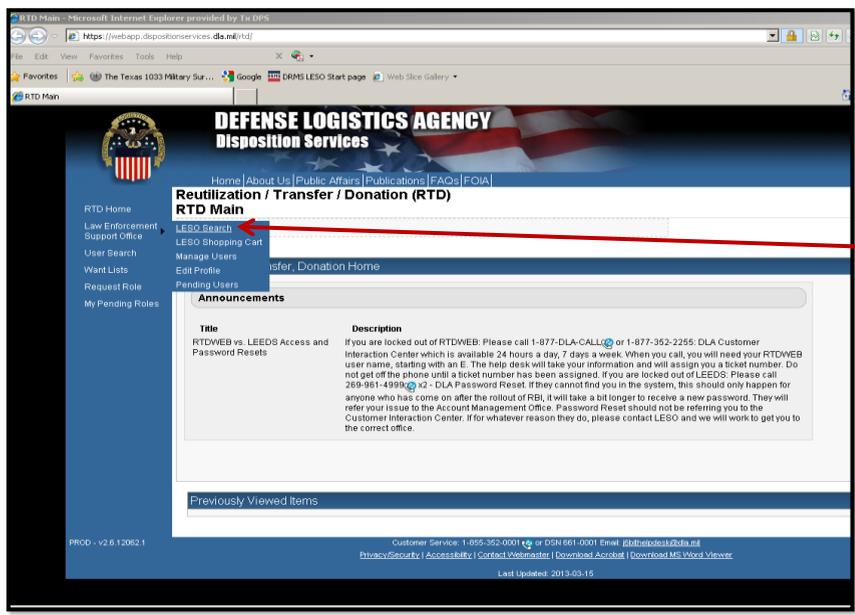
- LEAs can create a “Want List” to let the system work for them.
- You can create as many lists as you wish for the same specific Item.
- You can create a want list for as many different items as you wish.
- Once created, the want list will search for and email you when items are located.
- Once notified, you must request the item like any other piece of equipment.
- You start your “Want List” by starting a normal search, but the item you’re looking for must NOT be found.

# Home Page



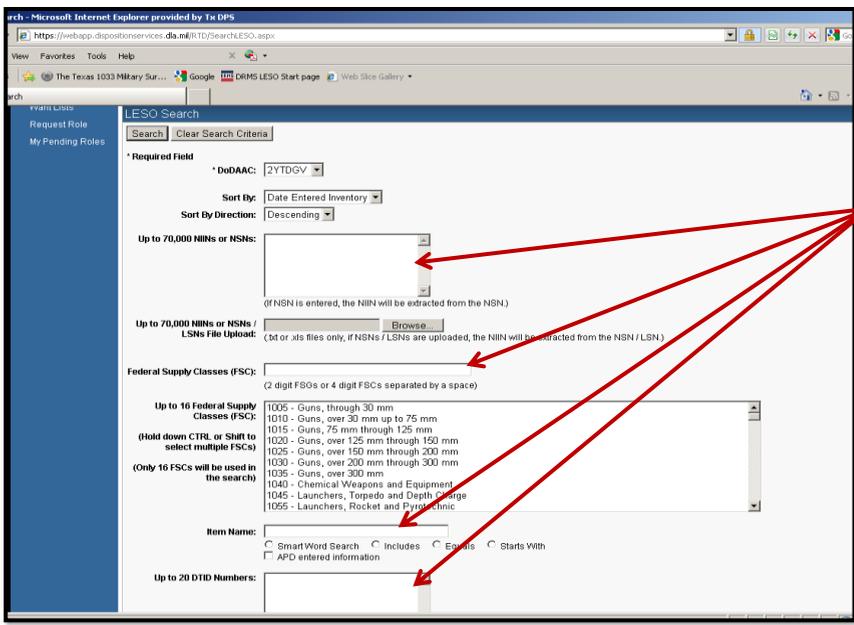
**Start at the RTD Business Portal home page to start a “Want List.”**

# LESO Search Tab



Place the mouse over the LESO tab and select "LESO Search."

# Search Page (top of page)



To start a Want List, begin with a normal search and enter your search criteria.

## Search Page (bottom of page)

Up to 20 DTID Numbers:

Container ID:

RTD Screening Cycle:  DOD  EXP DOD  FEPP  RTD2

Date Entered Inventory:

Supply Condition Code:  A  B  C  D  E  F  G  H

Search by Location: (Hold down the CTRL or Shift key to select multiple items from the list)

- DLA DS 29 Palms
- DLA DS Aberdeen
- DLA DS Anchorage
- DLA DS Anniston
- DLA DS Anniston CDC
- DLA DS Aviano
- DLA DS Bangkok
- DLA DS Barstow
- DLA DS Benning
- DLA DS Bliss

Miles from DoDAAC Location:

Zip Code:

(Enter Zip Code and Miles to search from the Zip location.)

Previously Viewed Items

PROD - v2.6.12062.1

Customer Service: 1-855-352-0001 or DSN 661-0001 Email: [ds@hokodak.rda.mil](mailto:ds@hokodak.rda.mil)  
 Privacy/Security | Accessibility | Contact Webmaster | Download Acrobat | Download MS Word Viewer

Once all search criteria have been selected, click on "search."

## Schedule Want List

DTID	Site	Serial No.	Quantity	Cycle	Days Left in Cycle	Item Name	NSN	Container	UIC
FE520930749683	DLADS SAGAM	0607	1	FEPP	42	AUTOMOBILE,SEDAN	2310010963343	B	A

Search Criteria

DoDAAC: ZYTDGV  
 Product Name: SEDAN  
 Screening Cycle(s): DOD, EXP DOD, FEPP, RTD2  
 Supply Condition Code(s): A, B, C, D, E, F, G, H  
 Sort By: DATE ENTERED INVENTORY

Want List - [Schedule](#) - Click to notify you when properly enters the Disposition Services/Site Inventory.  
 Container Requisition - Please click on the container number to requisition the entire container.

Search Results

Download all 11 inventory items in Excel 2003 or 2008 format.

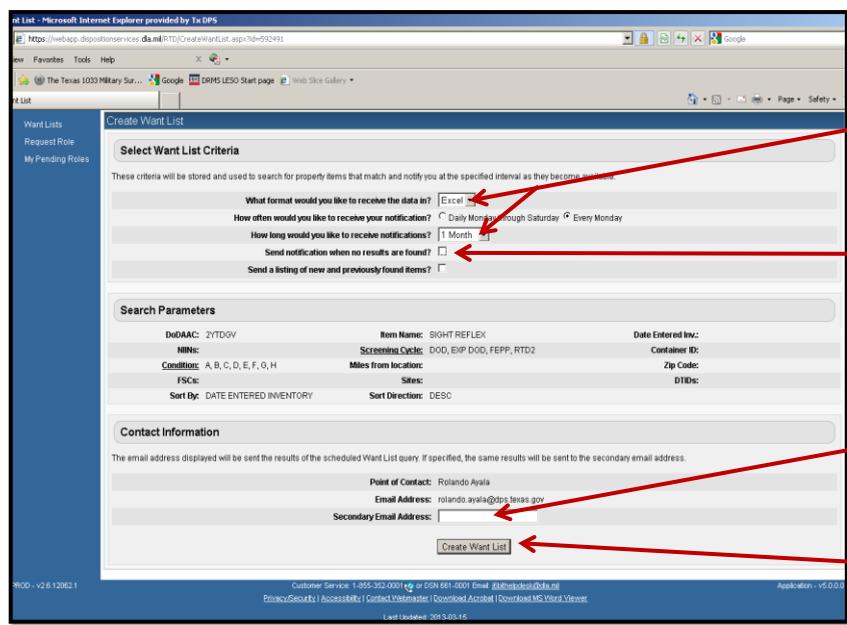
Sort By: [Data Entered Inventory] Order: [Descending] Sort

Quantity Available	Cycle	Condition	Item Name	DTID	MSDS	Days Left in Cycle	Integrity Code	Site	NSN	DEMIL	Unit of Issue	Days Left in Cycle	Hazardous:	Container ID	Orig. Acq. Price	Miles from Zip	Date Entered Inv.
No Info Available	FEPP	H	SEDAN	WB10WN30741006		35		DLADS KOREA	231008SEDAN00		EA	10			2000	NA	4/2/2013 12:00:00 AM
No Info Available	FEPP	H	SEDAN	WB10WN30741010		35		DLADS KOREA	231008SEDAN00		EA	10			15883.31	NA	4/2/2013 12:00:00 AM
	DOD	H	AUTOMOBILE,SEDAN	FE488530290071		10		DLADS SAN JOAQUIN	2310000878177		EA	10			16400	1421	3/26/2013 12:00:00 AM
	DOD	H				10		DLADS SAN JOAQUIN			EA	10			16400		

Click "Schedule".

**DO NOT** click on the Submit button.

# Select Want List Criteria

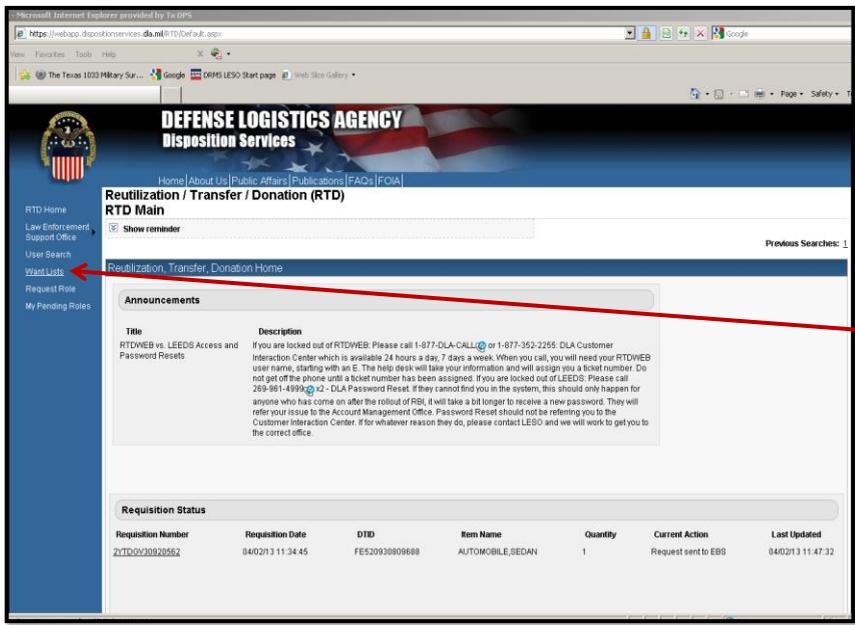


Select the format and search length desired.

Unclick this box to avoid daily emails stating, "nothing found."

Add an additional email if you wish, and then click on "Create Want List."

# View Want Lists



To view or make changes to Want List, select the "Want List" tab.

## Want List Status & Updating Options

The screenshot shows the 'Active Want Lists' page on the DLA website. The page header includes the DLA logo and navigation links. The main content area is titled 'Active Want Lists' and contains a table with the following data:

Submitted	Expires	Type	Scheduled	Output
04/02/13	09/02/13	LESO	Every Monday	Excel

Additional information shown includes 'Want List Number: 19250', 'Item Name: NIGHT REFLEX', and 'Secondary Email: FSC'. A red arrow points to the 'Options' link in the 'Actions' column of the first row.

Your "Want Lists" will be listed here.

If you need to cancel or change something, click on "Options."

## Want List Details FAQs

- Remember - once the system emails you that it found what you are looking for, you MUST login and submit the request.
- The system only notifies you that it has been found – it does NOT submit the request for you!
- A want list will expire on the date you selected. You can extend that or delete the want list at any time before that date.

# *Property Accountability: FEPMIS*

## **Federal Excess Property Management Information System (FEPMIS)**

***Is used to manage all property on your assigned inventory.***

- All incoming property must be “received” through this website.
- Transfers and turn-ins are processed electronically in FEPMIS.
- Annual Inventory Certification is conducted in FEPMIS.
- Quantities received (more, less, or zero) may be corrected in FEPMIS.
- Serial numbers and most nomenclatures are changed in FEPMIS.

## Receipting Property in FEPMIS

### *When does an LEA need to receipt property?*

Anytime an LEA receives new property from DOD/LESO

### *Why receipt property?*

To ensure the quantity received is accurate.

To ensure the received property gets added to your inventory.

***\*\*Accountability! Accountability!  
Accountability!\*\****

## Receipting Property (con't)

- Once you pick up or make arrangements to ship property, it will appear in FEPMIS in your "Receipt" queue.
- Equipment should be receipted as soon as it is acquired (picked up or arrives via shipment).
- Once all items have been receipted, you will need to certify all of your equipment once a year (July-Aug).

***As a courtesy, our office emails bi-monthly reminders to receipt your property.***

## Receipting Property High Visibility Items (High Vis)

- Each High-Vis item will have to be receipted individually.
- Armored Vehicles and Aircraft will need three (3) photos per item (front view, side view, and data plate).
- Weapons will need one photo that has a clear view of the serial number.

***All blurry photos will be rejected, especially of the data plate and serial number.***

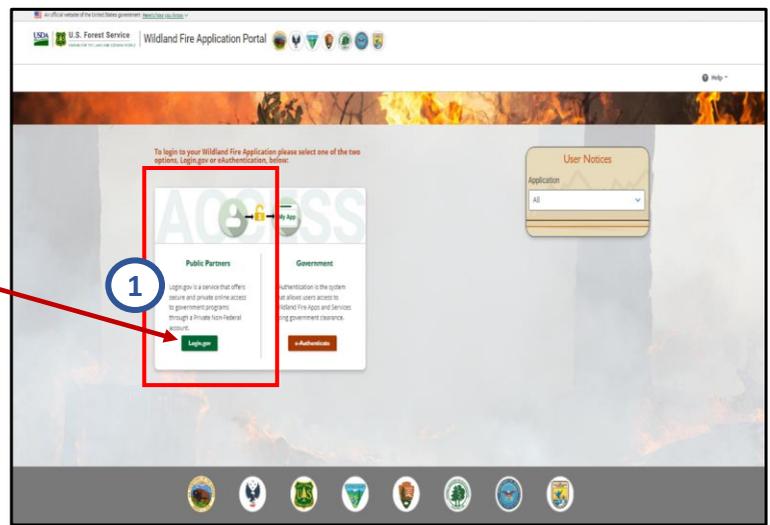
## Receipting Property (Non-High Vis)

- Non-High Vis items can be receipted in the full quantities that they were received, as partials or zero.
- Non-High Vis items do not need photos to be receipted.
- DEMIL "A" items will only need to be certified on inventory once during the first year.

# Receipting Property Con't

1 – Type the following into your browser:  
<https://iwfirp.nwcg.gov/>

Click on "Login.gov"



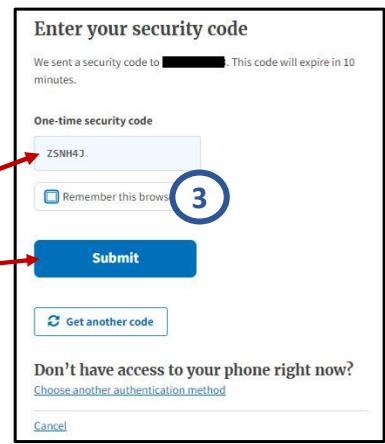
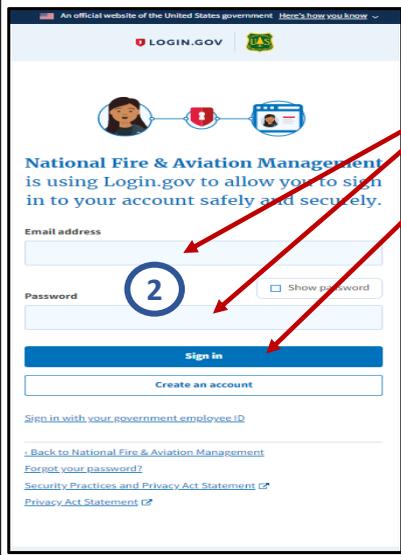
# Receipting Property Con't

2 – Enter your email and password.

Click "Sign in."

3 – Enter the 6-digit code sent to your phone.

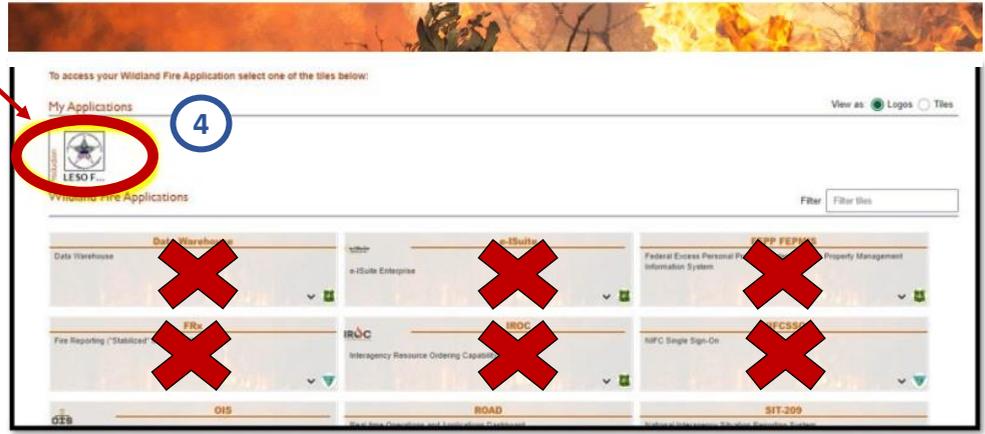
Click "Submit"



# Receipting Property Con't

4 – On the Wildland Fire Application Portal, click on the LESO star.

**\*DO NOT click on any other tile!\***



# Receipting Property Con't

5 – On the LESO FEPMIS page, click on "Receipts."

5

On the next page, these are the receipts in your queue. You may have more or less, depending on what you have requested.

Click on the first blue "Requisition Number" to start receipting each line item.

Welcome to LESO FEPMIS

**LESO FEPMIS**

The Law Enforcement Support Office (LESO) has adopted the Federal Excess Property Management Information System (FEPMIS) as the automated property management system that will be used to provide accountability and management for property requisitioned through the Department of Defense (DoD) Defense Logistics Agency (DLA) Disposition Services 1033 Program.

**\*\*THIS IS FANTASTIC\*\***  
**\*\*ATTENTION LESO FEPMIS USERS!\*\***

DATE: 2016-07-19

NOTE: IIA Helpdesk should only be contacted for password resets. All other LESO FEPMIS access issues should be directed to your state coordinator, if the State Coordinator cannot resolve your issue then the State Coordinator should contact the LESO HQ.

LESO FEPMIS: Receipt Property Items List    User ID: ELA00037

Requisition Number	DODAAC	Request Date	DTIC	RIN	Item Name	Serial Number	QTY	Disposition	Overview
2110GP1194277	2110GP	May 26, 2014	2110GCA	NA100481	2102011300-8073		1	Yes	
2110NS1101304	2110NS	May 26, 2014	2110NSC	NA100481	2102011300-8108		1	Yes	
2110SA1101211	2110SA	May 26, 2014	2110SAC	NA100481	2102011300-2111		85	Yes	
2110NS1101028	2110NS	May 27, 2014	2110NSC	1038-0131	2010-04-04-184		1	Yes	
2110NS1101182	2110NS	May 27, 2014	2110NSC	1038-0131	2010-04-04-2091		4	Yes	
2110NS1101183	2110NS	May 27, 2014	2110NSC	1038-0131	2010-04-04-2092		4	Yes	
2110NS1101184	2110NS	May 27, 2014	2110NSC	1038-0131	2010-04-04-2093		4	Yes	
2110NS1101185	2110NS	May 27, 2014	2110NSC	1038-0131	2010-04-04-2094		4	Yes	
2110NS1101186	2110NS	May 27, 2014	2110NSC	1038-0131	2010-04-04-2095		4	Yes	
2110NS1101187	2110NS	May 27, 2014	2110NSC	1038-0131	2010-04-04-2096		4	Yes	
2110NS1101188	2110NS	May 27, 2014	2110NSC	1038-0131	2010-04-04-2097		4	Yes	
2110NS1101189	2110NS	May 27, 2014	2110NSC	1038-0131	2010-04-04-2098		4	Yes	
2110NS1101190	2110NS	May 27, 2014	2110NSC	1038-0131	2010-04-04-2099		4	Yes	
2110NS1101191	2110NS	May 27, 2014	2110NSC	1038-0131	2010-04-04-2100		4	Yes	
2110NS1101192	2110NS	May 27, 2014	2110NSC	1038-0131	2010-04-04-2101		4	Yes	
2110NS1101193	2110NS	May 27, 2014	2110NSC	1038-0131	2010-04-04-2102		4	Yes	
2110NS1101194	2110NS	May 27, 2014	2110NSC	1038-0131	2010-04-04-2103		4	Yes	
2110NS1101195	2110NS	May 27, 2014	2110NSC	1038-0131	2010-04-04-2104		4	Yes	
2110NS1101196	2110NS	May 27, 2014	2110NSC	1038-0131	2010-04-04-2105		4	Yes	
2110NS1101197	2110NS	May 27, 2014	2110NSC	1038-0131	2010-04-04-2106		4	Yes	
2110NS1101198	2110NS	May 27, 2014	2110NSC	1038-0131	2010-04-04-2107		4	Yes	
2110NS1101199	2110NS	May 27, 2014	2110NSC	1038-0131	2010-04-04-2108		4	Yes	
2110NS1101200	2110NS	May 27, 2014	2110NSC	1038-0131	2010-04-04-2109		4	Yes	
2110NS1101201	2110NS	May 27, 2014	2110NSC	1038-0131	2010-04-04-2110		4	Yes	
2110NS1101202	2110NS	May 27, 2014	2110NSC	1038-0131	2010-04-04-2111		4	Yes	
2110NS1101203	2110NS	May 27, 2014	2110NSC	1038-0131	2010-04-04-2112		4	Yes	
2110NS1101204	2110NS	May 27, 2014	2110NSC	1038-0131	2010-04-04-2113		4	Yes	
2110NS1101205	2110NS	May 27, 2014	2110NSC	1038-0131	2010-04-04-2114		4	Yes	
2110NS1101206	2110NS	May 27, 2014	2110NSC	1038-0131	2010-04-04-2115		4	Yes	
2110NS1101207	2110NS	May 27, 2014	2110NSC	1038-0131	2010-04-04-2116		4	Yes	
2110NS1101208	2110NS	May 27, 2014	2110NSC	1038-0131	2010-04-04-2117		4	Yes	
2110NS1101209	2110NS	May 27, 2014	2110NSC	1038-0131	2010-04-04-2118		4	Yes	
2110NS1101210	2110NS	May 27, 2014	2110NSC	1038-0131	2010-04-04-2119		4	Yes	
2110NS1101211	2110NS	May 27, 2014	2110NSC	1038-0131	2010-04-04-2120		4	Yes	
2110NS1101212	2110NS	May 27, 2014	2110NSC	1038-0131	2010-04-04-2121		4	Yes	
2110NS1101213	2110NS	May 27, 2014	2110NSC	1038-0131	2010-04-04-2122		4	Yes	
2110NS1101214	2110NS	May 27, 2014	2110NSC	1038-0131	2010-04-04-2123		4	Yes	
2110NS1101215	2110NS	May 27, 2014	2110NSC	1038-0131	2010-04-04-2124		4	Yes	
2110NS1101216	2110NS	May 27, 2014	2110NSC	1038-0131	2010-04-04-2125		4	Yes	
2110NS1101217	2110NS	May 27, 2014	2110NSC	1038-0131	2010-04-04-2126		4	Yes	
2110NS1101218	2110NS	May 27, 2014	2110NSC	1038-0131	2010-04-04-2127		4	Yes	
2110NS1101219	2110NS	May 27, 2014	2110NSC	1038-0131	2010-04-04-2128		4	Yes	
2110NS1101220	2110NS	May 27, 2014	2110NSC	1038-0131	2010-04-04-2129		4	Yes	
2110NS1101221	2110NS	May 27, 2014	2110NSC	1038-0131	2010-04-04-2130		4	Yes	
2110NS1101222	2110NS	May 27, 2014	2110NSC	1038-0131	2010-04-04-2131		4	Yes	
2110NS1101223	2110NS	May 27, 2014	2110NSC	1038-0131	2010-04-04-2132		4	Yes	
2110NS1101224	2110NS	May 27, 2014	2110NSC	1038-0131	2010-04-04-2133		4	Yes	
2110NS1101225	2110NS	May 27, 2014	2110NSC	1038-0131	2010-04-04-2134		4	Yes	
2110NS1101226	2110NS	May 27, 2014	2110NSC	1038-0131	2010-04-04-2135		4	Yes	
2110NS1101227	2110NS	May 27, 2014	2110NSC	1038-0131	2010-04-04-2136		4	Yes	
2110NS1101228	2110NS	May 27, 2014	2110NSC	1038-0131	2010-04-04-2137		4	Yes	
2110NS1101229	2110NS	May 27, 2014	2110NSC	1038-0131	2010-04-04-2138		4	Yes	
2110NS1101230	2110NS	May 27, 2014	2110NSC	1038-0131	2010-04-04-2139		4	Yes	
2110NS1101231	2110NS	May 27, 2014	2110NSC	1038-0131	2010-04-04-2140		4	Yes	
2110NS1101232	2110NS	May 27, 2014	2110NSC	1038-0131	2010-04-04-2141		4	Yes	
2110NS1101233	2110NS	May 27, 2014	2110NSC	1038-0131	2010-04-04-2142		4	Yes	
2110NS1101234	2110NS	May 27, 2014	2110NSC	1038-0131	2010-04-04-2143		4	Yes	
2110NS1101235	2110NS	May 27, 2014	2110NSC	1038-0131	2010-04-04-2144		4	Yes	
2110NS1101236	2110NS	May 27, 2014	2110NSC	1038-0131	2010-04-04-2145		4	Yes	
2110NS1101237	2110NS	May 27, 2014	2110NSC	1038-0131	2010-04-04-2146		4	Yes	
2110NS1101238	2110NS	May 27, 2014	2110NSC	1038-0131	2010-04-04-2147		4	Yes	
2110NS1101239	2110NS	May 27, 2014	2110NSC	1038-0131	2010-04-04-2148		4	Yes	
2110NS1101240	2110NS	May 27, 2014	2110NSC	1038-0131	2010-04-04-2149		4	Yes	
2110NS1101241	2110NS	May 27, 2014	2110NSC	1038-0131	2010-04-04-2150		4	Yes	
2110NS1101242	2110NS	May 27, 2014	2110NSC	1038-0131	2010-04-04-2151		4	Yes	
2110NS1101243	2110NS	May 27, 2014	2110NSC	1038-0131	2010-04-04-2152		4	Yes	
2110NS1101244	2110NS	May 27, 2014	2110NSC	1038-0131	2010-04-04-2153		4	Yes	
2110NS1101245	2110NS	May 27, 2014	2110NSC	1038-0131	2010-04-04-2154		4	Yes	
2110NS1101246	2110NS	May 27, 2014	2110NSC	1038-0131	2010-04-04-2155		4	Yes	
2110NS1101247	2110NS	May 27, 2014	2110NSC	1038-0131	2010-04-04-2156		4	Yes	
2110NS1101248	2110NS	May 27, 2014	2110NSC	1038-0131	2010-04-04-2157		4	Yes	
2110NS1101249	2110NS	May 27, 2014	2110NSC	1038-0131	2010-04-04-2158		4	Yes	
2110NS1101250	2110NS	May 27, 2014	2110NSC	1038-0131	2010-04-04-2159		4	Yes	
2110NS1101251	2110NS	May 27, 2014	2110NSC	1038-0131	2010-04-04-2160		4	Yes	
2110NS1101252	2110NS	May 27, 2014	2110NSC	1038-0131	2010-04-04-2161		4	Yes	
2110NS1101253	2110NS	May 27, 2014	2110NSC	1038-0131	2010-04-04-2162		4	Yes	
2110NS1101254	2110NS	May 27, 2014	2110NSC	1038-0131	2010-04-04-2163		4	Yes	
2110NS1101255	2110NS	May 27, 2014	2110NSC	1038-0131	2010-04-04-2164		4	Yes	
2110NS1101256	2110NS	May 27, 2014	2110NSC	1038-0131	2010-04-04-2165		4	Yes	
2110NS1101257	2110NS	May 27, 2014	2110NSC	1038-0131	2010-04-04-2166		4	Yes	
2110NS1101258	2110NS	May 27, 2014	2110NSC	1038-0131	2010-04-04-2167		4	Yes	
2110NS1101259	2110NS	May 27, 2014	2110NSC	1038-0131	2010-04-04-2168		4	Yes	
2110NS1101260	2110NS	May 27, 2014	2110NSC	1038-0131	2010-04-04-2169		4	Yes	
2110NS1101261	2110NS	May 27, 2014	2110NSC	1038-0131	2010-04-04-2170		4	Yes	
2110NS1101262	2110NS	May 27, 2014	2110NSC	1038-0131	2010-04-04-2171		4	Yes	
2110NS1101263	2110NS	May 27, 2014	2110NSC	1038-0131	2010-04-04-2172		4	Yes	
2110NS1101264	2110NS	May 27, 2014	2110NSC	1038-0131	2010-04-04-2173		4	Yes	
2110NS1101265	2110NS	May 27, 2014	2110NSC	1038-0131	2010-04-04-2174		4	Yes	
2110NS1101266	2110NS	May 27, 2014	2110NSC	1038-0131	2010-04-04-2175		4	Yes	
2110NS1101267	2110NS	May 27, 2014	2110NSC	1038-0131	2010-04-04-2176		4	Yes	
2110NS1101268	2110NS	May 27, 2014	2110NSC	1038-0131	2010-04-04-2177		4	Yes	
2110NS1101269	2110NS	May 27, 2014	2110NSC	1038-0131	2010-04-04-2178		4	Yes	
2110NS1101270	2110NS	May 27, 2014	2110NSC	1038-0131	2010				

## Receipting Property Con't

LESO FEPMIS: Receipt Property Items User ID: ELA00037

Application Status Messages: @ receipt and identification notifications

Items to be Receipted

Requestor#: 21704H-1105-3884  
Station: SOCORRO POLICE DEPARTMENT  
DOBACC: 21704H  
Carrier:

Package Identifier:  
Tracking Number: 21704H11053884XXXX

Some property types require image uploads during identification. Please be sure to have them available before you identify the property

NSN	Item Name	Qty	Qty Returned	Receipted	Unit Cost	Unit of Issue	Original Use of Issue	Qty to Identify	Number of FEPMIS Records	Tracked
5410-DS-BUILDIN	DSBUILDIN - PREFABRICATED A...	1	0		550.00	Each			1	Identify

Receipt

Items to be Identified

There are no items available for identification

6 – On the next page, enter the quantity received.  
**\*\*If you did not receive the entire quantity, stop and call (512) 424-7590 for assistance!\*\***

Click on “Receipt.”

**Don't stop – you are not done!!**  
**There are several steps to complete each receipt.**

LESO FEPMIS: Receipt Property Items User ID: ELA00037

Application Status Messages: @ receipt and identification notifications

Items to be Receipted

Requestor#: 21704H-1105-3884  
Station: SOCORRO POLICE DEPARTMENT  
DOBACC: 21704H  
Carrier:

Package Identifier:  
Tracking Number: 21704H11053884XXXX

Some property types require image uploads during identification. Please be sure to have them available before you identify the property

There are no items available for receipt

NSN	Item Name	Unit Cost	Quantity	Unit of Issue	Original Use of Issue	Qty to Identify	Number of FEPMIS Records	Tracked
5410-DS-BUILDIN	DSBUILDIN - PREFABRICATED A...	550.00	1	Each			1	Identify

Items to be Identified

Identify

7 – On the next page, click on “Identify.”

## Receipting Property Con't

LESO FEPMIS: Receipt Property Breakdown User ID: ELA00037

Application Status Messages: @ receipt and identification notifications

Total Unit Cost of Items Being Identified (Items X Unit Cost): \$550.00  
 Requestor#: 21704H-1105-3884

NSN	Item Name	Unit Cost	Quantity	Unit of Issue	Original Use of Issue	Serial Number	Tracked
5410-DS-BUILDIN	PREFABRICATED AND PORTABLE BUILDINGS	\$550.00	1	Each			Identify Property

Identify Property

8 – On the next page, click on “Identify Property”

9 – On next page, complete all fields containing an asterisk (\*)  
 You must choose a condition code for all property  
 ('A' means brand new, 'H' means it cannot be repaired or used.)

*If it asks you to enter a Serial Number, go to the next page.*

*If it does NOT ask for a Serial Number, skip to slide #170.*

LESO FEPMIS: Identify Tracked Property User ID: ELA00037

Requestor#: 21704H-1105-3884  
 Shipping DOBACC: 64  
 Property #: 21172702002  
 Community Type: OTHER

Station: [Dropdown]  
 DTIC: [Dropdown]  
 FISC: 5410 - Prefabricated and Portable Buildings  
 Item Name: PREFABRICATED AND PORTABLE BUILDINGS  
 Description: PREFABRICATED AND PORTABLE BUILDINGS

NON/LSN: [5410] [DS] [BU] [LDIN]

DHML: A- NON-USRN/NON-CCLL - NO DHML OR DDD TSC REQUIRED.

Unit Cost: 550.00  
 Qty: 1  
 Unit of Issue: Each

Serial#: [Field]

Condition Code: [Dropdown]  
 \* \*\*Current condition code must be changed\*\*

Comment 1 (100 max):  
 Comment 2 (100 max):

# Receiving Property With SN

- 9A – Enter the **Serial Number** here.
- Choose the **Condition Code** from the drop-down menu.
- Then click on **“Manage Images”** at the top of the page to upload the required photos.

# Receiving Property with SN Con't

9B – Choose which photo type you are uploading from the **“Image Content”** drop-down menu.

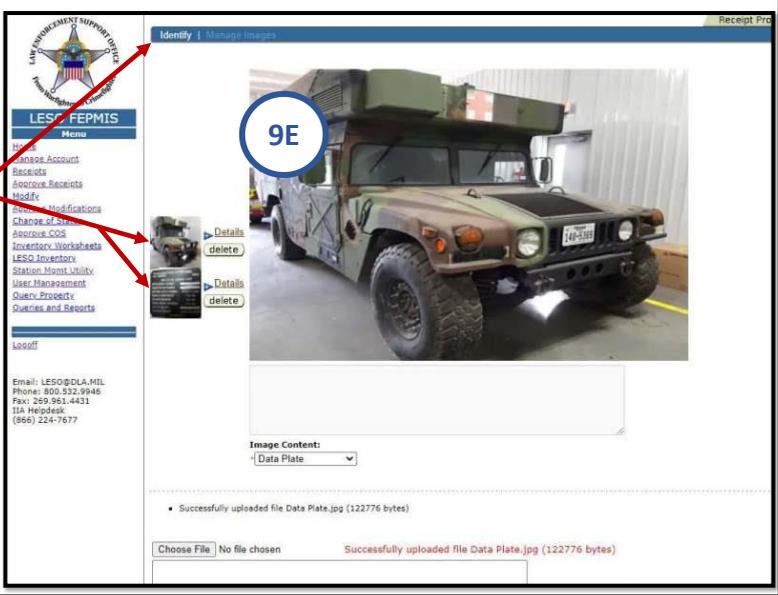
9C – Click on **“Choose file”** and double-click on the photo (where you saved it on your computer).

9D – Click on **“Upload.”**

# Receipting Property with SN Con't

Once you have uploaded the required photos, you will see them here.

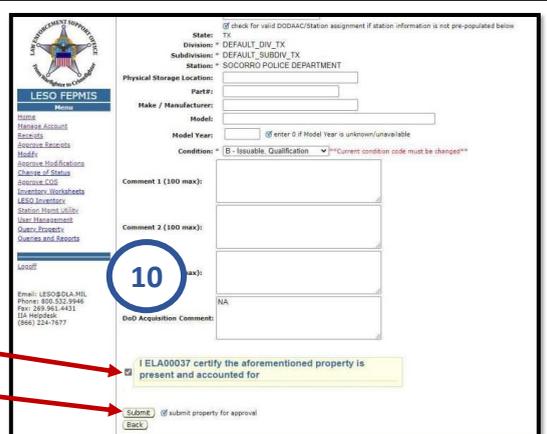
9E – Now click on “Identify” at the top of the page to finish the receipt.



# Receipting Property Con't

10 – At the bottom of the next page, click the “I Certify...” button.

Click “Submit”



11 – On the next page, click “Submit” again.



## Receipting Property Con't

The system will take you back to the list of property that needs to be receipted.

Continue clicking on each blue requisition number and complete all the steps for each item until the queue is empty.

LESO FEPMIS: Receipt Property Items List User ID: ELA00037

Receipt Property List

Refresh List | Refresh Receipt List

Requisition Number	DODAG	Shipped Date	DTIC	NISA	Item Name	Serial Number	QTY Requested	Ordered
ZY1DGP-1118-8277	ZY1GCP	May 26, 2021	ZY1GCS-14770-001	2209-01-200-0713	TRUCK UTILITY		1	Yes
ZY1KBA-1126-3054	ZY1KBA	May 26, 2021	null	5410-05-004-010	PREFABRICATED AND PORTABLE BUILDINGS		1	No
ZY110X-1132-7811	ZY110X	May 26, 2021	null	6610-01-003-2117	BANDAGE GLOVE		80	No
ZY1PRC-1140-8030	ZY1PRC	May 27, 2021	WS0100L-11006-731	5010-05-004-010	PRINTER COMMERCIAL		1	No
ZY1RUC-1126-7163	ZY1RUC	May 28, 2021	0540001-11740-024	5070-04-010-0251	BAPS INSULATION F.I.C.BRECAI		4	No
ZY1RUC-1126-7190	ZY1RUC	May 28, 2021	W410001-11500-002	3410-05-001-49-00	F.I.C.HIT AND STOPPING EQUIPMENT		1	No
ZY1RUC-1126-7191	ZY1RUC	May 28, 2021	W410001-11500-001	3410-05-001-49-00	STOPPING BARRIERS		16	No
ZY1RUC-1126-8025	ZY1RUC	May 28, 2021	W410001-11500-001	3410-05-001-49-00	LEAD MOWER BIRDING		1	No
ZY1TGS-1148-9011	ZY1TGS	Jun 3, 2021	null	1005-05-006-00401	WEAPON PARTS		10	No
ZY1TGS-1148-9023	ZY1TGS	Jun 3, 2021	null	4204-1487-85742	SPECTACLES INDUSTRIAL		20	No
ZY1TGS-1148-9033	ZY1TGS	Jun 3, 2021	null	6510-1487-8575	DRESSING BURN FIRST AID		30	No
ZY1TGS-1148-9038	ZY1TGS	Jun 3, 2021	null	6510-14-01-0028	TOYEL PACK SURGICAL		4	No
ZY1TGS-1148-9071	ZY1TGS	Jun 4, 2021	W500001-11500-001	2320-14-01-0010	TRUCK CARGO		1	No
ZY1TGS-1148-9071	ZY1TGS	Jun 4, 2021	null	4320-14-03-0017	PUMP CENTRIFUGAL		3	No
ZY1TGS-1148-9072	ZY1TGS	Jun 8, 2021	null	6910-14-01-0064	ANTI-TERRORISM FORCE PROTECTION CHECKPOINT SET		2	No
ZY1TGS-1148-9122	ZY1TGS	Jun 8, 2021	null	4320-14-03-0017	PUMP CENTRIFUGAL		2	No
ZY1TGS-1148-9174	ZY1TGS	Jun 8, 2021	null	2340-09-ATV-0100E	ALL TERRAIN VEHICLE 4 WHEEL		5	No
ZY1TGS-1148-9182	ZY1TGS	Jun 10, 2021	W510001-11340-000	1240-01-022-0057	SIGHT TRIFLEX		16	No
ZY1TGS-1148-9182	ZY1TGS	Jun 10, 2021	W505001-11410-005	5095-01-008-0031	INTERFADE UNIT COMMUNICATION EQUIPMENT		10	No
ZY1TGS-1148-9630	ZY1TGS	Jun 11, 2021	W500001-11500-001	2610-01-214-2604	TRUCK PNEUMATIC VEHICLE		1	No
ZY1TGS-1148-9631	ZY1TGS	Jun 15, 2021	null	5300-01-003-0049	TOOL KIT GENERAL MECHANICS		10	No
ZY1TGS-1148-9631	ZY1TGS	Jun 17, 2021	null	3840-01-002-3011	PLATE BRACKET		1	No
ZY1TGS-1148-9398	ZY1TGS	Jun 17, 2021	null	3410-01-01-00402	PAU.SI BIRDING SHIRT-DI		10	No

Receipt Property List | Receipt Property Items | Receipt Property Breakdown | Receipt Item

## Annual Inventory Certification

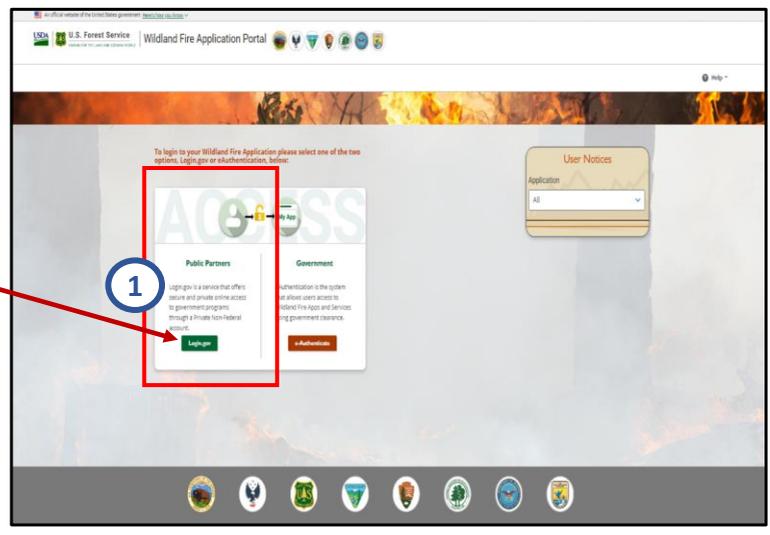
- All property must be certified on an annual basis.
- Inventory cycle begins July 1<sup>st</sup> and is due on or (preferably) before August 31<sup>st</sup>.
- Even if you have no property on inventory yet, you still must verify your agency information as part of the inventory cycle.
- All certification/verification will be done on the FEPMIS website.

**\*\*\*LEA's that don't certify their property by the Aug. 31 deadline will be suspended.\*\*\***

# Annual Inventory Certification Con't

1 – Type the following into your browser:  
<https://iwfirp.nwcg.gov/>

Click on "Login.gov"



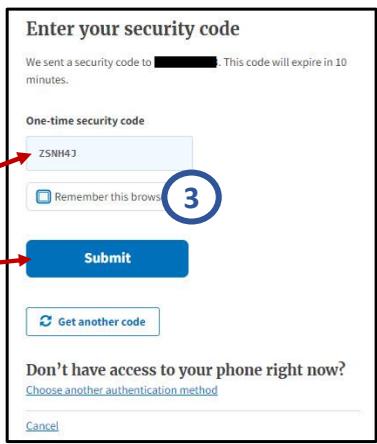
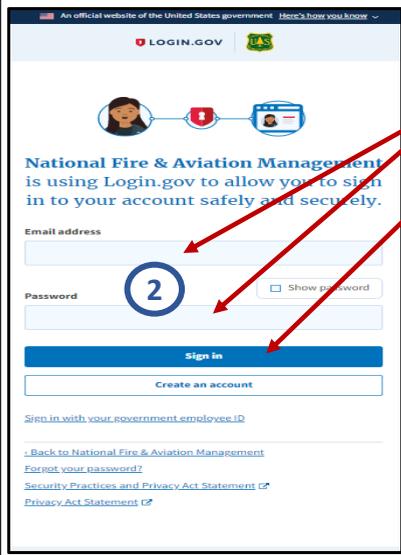
# Annual Inventory Certification Con't

2 – Enter your email and password.

Click "Sign in."

3 – Enter the 6-digit code sent to your phone.

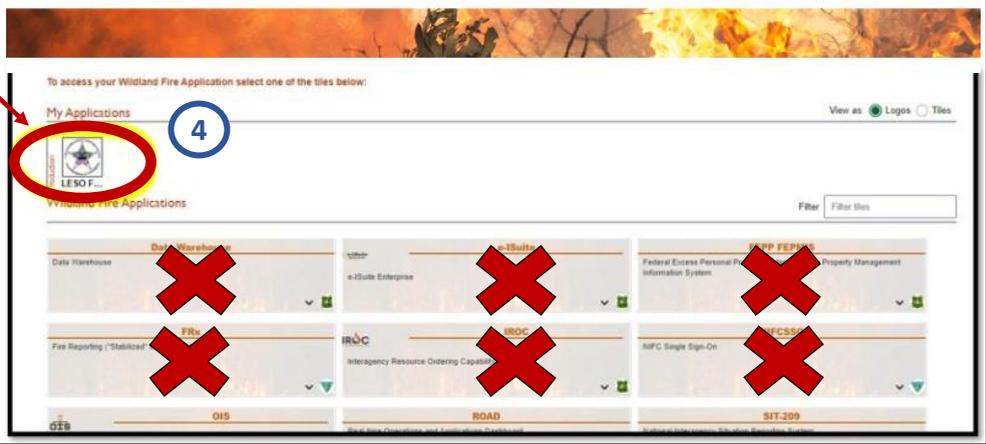
Click "Submit"



# Annual Inventory Certification Con't

4 – On the Wildland Fire Application Portal, click on the LESO star.

**\*DO NOT click on any other tile!\***

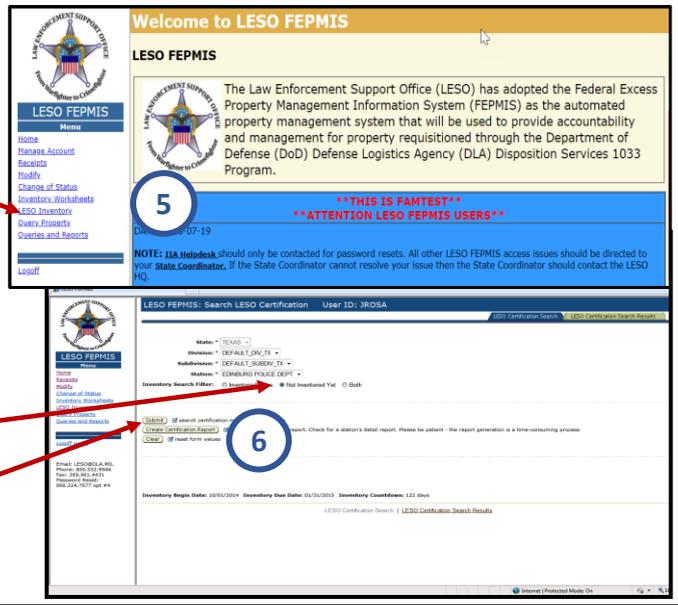


# Annual Inventory Certification Con't

5 – On the LESO FEPMIS page, click on "LESO Inventory."

6 – Underneath your agency name, click on (middle button) "Not Invented Yet."

Select "Submit"



# Annual Inventory Certification Con't

7 – Verify all your agency information is correct click “Yes.”

8 – Click on all (5) boxes stating you have read and agree to each statement.

Click “Verify and Submit.”

# Annual Inventory Certification - ERROR

If it takes you back to this page, click on “Submit” again. Then proceed to next page.

# Annual Inventory Certification Con't

If you *do not have any property* on inventory yet, you will see this message on your screen.

You have verified your agencies information and are finished for this year!



*If you have property assigned, proceed to the following pages for instructions on how to finish*

# Annual Inventory Certification Con't

9 – Each item listed must be certified one at a time. Click on **“Certify.”**

If the Certify button is grayed out, click on **“LESO Inventory”** again (to refresh the page).

Station: EDINBURG POLICE DEPT  
 Search Filter: Not Invented Yet

A 'N' in the Invented column indicates the property has not been inventoried in the last year.

Property#	Requisition#	Station	NSN	Item Name	Serial Number	Last Cert Date	Inventoried Images	Revised Additional Photos	Certify/Update	
133407016	WS29-09-0004-E480	EDINBURG POLICE DEPT	1085-00-589-1271	RIFLE, 7.62 MILLIMETER	1413901		N	1	N	Certify
133407019	WS29-09-0004-E480	EDINBURG POLICE DEPT	1085-00-589-1271	RIFLE, 7.62 MILLIMETER	1386064		N	1	N	Certify
133407021	WS29-09-0004-E480	EDINBURG POLICE DEPT	1085-00-589-1271	RIFLE, 7.62 MILLIMETER	1343044		N	1	N	Certify
133397X130	WS29-09-0004-E480	EDINBURG POLICE DEPT	1085-00-589-1271	RIFLE, 7.62 MILLIMETER	336333		N	1	N	Certify
133397X131	WS29-09-0004-E480	EDINBURG POLICE DEPT	1085-00-589-1271	RIFLE, 7.62 MILLIMETER	970070		N	1	N	Certify
133397X132	WS29-09-0004-E480	EDINBURG POLICE DEPT	1085-00-589-1271	RIFLE, 7.62 MILLIMETER	1563054		N	1	N	Certify
133397X133	WS29-09-0004-E480	EDINBURG POLICE DEPT	1085-00-589-1271	RIFLE, 7.62 MILLIMETER	602486		N	1	N	Certify
133407004	WS29-09-0004-E480	EDINBURG POLICE DEPT	1085-00-589-1271	RIFLE, 7.62 MILLIMETER	1586651		N	1	N	Certify
133407009	WS29-09-0004-E480	EDINBURG POLICE DEPT	1085-00-589-1271	RIFLE, 7.62 MILLIMETER	1341137		N	1	N	Certify
133407010	WS29-09-0004-E480	EDINBURG POLICE DEPT	1085-00-589-1271	RIFLE, 7.62 MILLIMETER	483907		N	1	N	Certify
133407011	WS29-09-0004-E480	EDINBURG POLICE DEPT	1085-00-589-1271	RIFLE, 7.62 MILLIMETER	651650		N	1	N	Certify
133407012	WS29-09-0004-E480	EDINBURG POLICE DEPT	1085-00-589-1271	RIFLE, 7.62 MILLIMETER	666241		N	1	N	Certify
14617700010	*HROE#1 W021-1006	EDINBURG POLICE DEPT	2329411-429-9552	TRUCK,UTILITY	008904		N	3	N	Certify

LESO Certification Search | LESO Certification Search Results

# Annual Inventory Certification Con't

**Top of page:**

**10** – Confirm you physically have the correct quantity that is listed. If not, do NOT continue!  
**STOP** and call our office at **(512) 424-7590**.

You may add comments if you'd like, but we **DO NOT** see them nor take action on what you enter.

**Bottom of page:**

**11** – Click the **"I Certify..."** button.

Click **"Submit"**

# Annual Inventory Certification Con't

**12** – The system will return you to this page each time you complete an item. Continue clicking on **"Certify"** one at a time, until this page is empty.

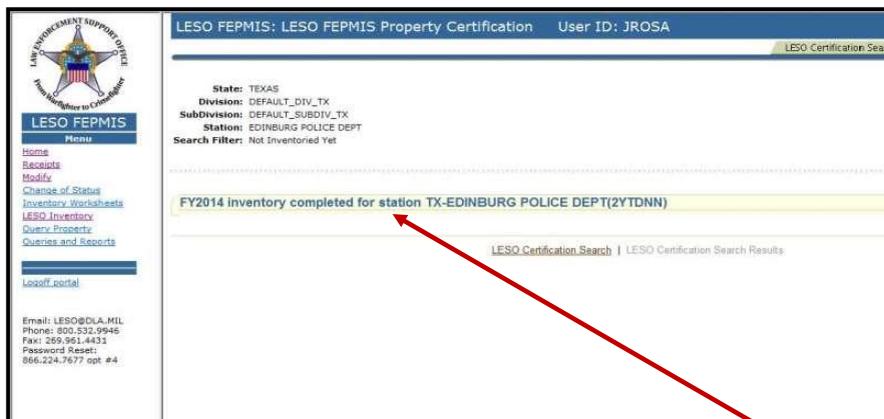
Station: EDINBURG POLICE DEPT  
Search Filter: Not Invented Yet

A 'N' in the Invented column indicates the property has not been inventoried in the last year.

Property#	Requisition#	Station	RSN	Item Name	Serial Number	Last Cert Date	Inventoried Images	Requires Additional Photos	Certify/Update
133407016	WS28-09-0004-6480	EDINBURG POLICE DEPT	1005-00-589-1271	RIFLE 7.62 MILLIMETER	1413801		N	1	<a href="#">Certify</a>
133407019	WS28-09-0004-6480	EDINBURG POLICE DEPT	1005-00-589-1271	RIFLE 7.62 MILLIMETER	1386064		N	1	<a href="#">Certify</a>
133407021	WS28-09-0004-6480	EDINBURG POLICE DEPT	1005-00-589-1271	RIFLE 7.62 MILLIMETER	1342044		N	1	<a href="#">Certify</a>
133397130	WS28-09-0004-6480	EDINBURG POLICE DEPT	1005-00-589-1271	RIFLE 7.62 MILLIMETER	336333		N	1	<a href="#">Certify</a>
133397131	WS28-09-0004-6480	EDINBURG POLICE DEPT	1005-00-589-1271	RIFLE 7.62 MILLIMETER	970070		N	1	<a href="#">Certify</a>
133397132	WS28-09-0004-6480	EDINBURG POLICE DEPT	1005-00-589-1271	RIFLE 7.62 MILLIMETER	1061654		N	1	<a href="#">Certify</a>
133397133	WS28-09-0004-6480	EDINBURG POLICE DEPT	1005-00-589-1271	RIFLE 7.62 MILLIMETER	602486		N	1	<a href="#">Certify</a>
133407004	WS28-09-0004-6480	EDINBURG POLICE DEPT	1005-00-589-1271	RIFLE 7.62 MILLIMETER	1586661		N	1	<a href="#">Certify</a>
133407009	WS28-09-0004-6480	EDINBURG POLICE DEPT	1005-00-589-1271	RIFLE 7.62 MILLIMETER	1341137		N	1	<a href="#">Certify</a>
133407010	WS28-09-0004-6480	EDINBURG POLICE DEPT	1005-00-589-1271	RIFLE 7.62 MILLIMETER	492967		N	1	<a href="#">Certify</a>
133407011	WS28-09-0004-6480	EDINBURG POLICE DEPT	1005-00-589-1271	RIFLE 7.62 MILLIMETER	601652		N	1	<a href="#">Certify</a>
133407012	WS28-09-0004-6480	EDINBURG POLICE DEPT	1005-00-589-1271	RIFLE 7.62 MILLIMETER	666241		N	1	<a href="#">Certify</a>
14817700010	HRODE1-10821-1606	EDINBURG POLICE DEPT	2328-01-128-9552	TRUCK/UTILITY	008904		N	3	<a href="#">Certify</a>

LESO Certification Search | LESO Certification Search Results

## Annual Inventory Certification Completed!



**When you have certified everything on your inventory, you will see this message.  
You are done for this year!**

The system will generate an email to our office stating that your agency has completed its Inventory Certification. You do not need to notify us.

## Contact Information

[txlesoprogram@dps.texas.gov](mailto:txlesoprogram@dps.texas.gov)

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Rolando Ayala

Program Specialists  
John Riddick – Program Specialist  
Patricia Deaver-Program Specialist