

**CHAPTER 19**  
**LAW ENFORCEMENT SUPPORT OFFICE PROGRAM**  
**REVISED JUNE 2023**  
**TABLE OF CONTENTS**

PURPOSE .....	19-3
GENERAL .....	19-3
BACKGROUND .....	19-3
POLICY .....	19-3
DEFINITIONS AND REQUIRED FORMS .....	19-4
Law Enforcement Support Office Program .....	19-4
Defense Logistics Agency .....	19-4
Law Enforcement Support Office .....	19-4
California Governor's Office of Emergency Services .....	19-4
Defense Logistics Agency Disposition Service Sites .....	19-4
Law Enforcement Support Office Program Coordinator .....	19-4
Screener .....	19-4
Data Sheet.....	19-4
DRMS Form 103, Screeners Tally Request to Freeze/Hold Excess/Surplus Property .....	19-4
DD Form 1348-1A, Issue Release/Receipt Document.....	19-5
Removal of Property .....	19-5
Memorandum of Justification .....	19-5
DF-581, Request for Approval of Gift.....	19-5
Demilitarization Code.....	19-6
Condition Codes .....	19-6
Disposal Turn-in Document .....	19-6
Military Standard Requisitioning and Issue Procedures .....	19-6
Controlled Property .....	19-6
ROLES OF PARTICIPANTS IN THE LAW ENFORCEMENT SUPPORT OFFICE PROGRAM .....	19-7
Commissioner .....	19-7
Law Enforcement Support Office Program Coordinator .....	19-7
Lead Screener .....	19-7
Screener .....	19-8
ASSIGNMENT AND CERTIFICATION OF SCREENERS .....	19-8
ACQUISITION OF LAW ENFORCEMENT SUPPORT OFFICE PROPERTY .....	19-8
Screening Process.....	19-8
Screening Via the Internet .....	19-9
Approval Process.....	19-10

Receipt/Pick-up and Transportation of Property .....	19-12
INVENTORY CONTROL .....	19-13
DISPOSAL OF PROPERTY ACQUIRED THROUGH THE LAW ENFORCEMENT SUPPORT OFFICE PROGRAM.....	19-14

## ANNEXES

A – DEFENSE REUTILIZATION MARKETING OFFICE LOCATIONS.....	19-15
B – SAMPLE OF A MEMORANDUM OF JUSTIFICATION .....	19-17
C – DEPARTMENT OF FINANCE FORM DF 581, REQUEST FOR APPROVAL OF GIFT .....	19-19
D – CONDITION CODES .....	19-21
E – DISPOSAL CONDITION CODES.....	19-23
F – DEMILITARIZATION CODES.....	19-25

## CHAPTER 19

### LAW ENFORCEMENT SUPPORT OFFICE PROGRAM

1. PURPOSE. This chapter provides policy, procedures, and direction on the acquisition, approval, and inventory management of property acquired through the Department, also referred to as the CHP Law Enforcement Support Office (LESO) Program (formerly called 1033 program). (10 US Code 2576a originated from the National Defense Authorization Act of Fiscal Year 1997.)
2. GENERAL. The appropriate Commissioner's office is responsible for the overall administration of the Department's LESO Program and has delegated program management and accountability of property obtained through this program to the Administrative Services Division (ASD), Business Services Section (BSS). The LESO Program coordinator assigned to BSS, is required to keep a centralized record of all property received and disposed of through this program. Agencies participating in this program are subject to audit by the California Governor's Office of Emergency Services (Cal OES) to confirm the status and location of acquired property.
3. BACKGROUND. Law enforcement agencies (LEA) have priority access to federal excess property at no cost to the state before it is released to the broader population. Federal excess property becomes available to LEAs weekly, for a 14-day cycle. To effectively compete with other LEAs in acquisitioning items of value, departmental screening activity described in this chapter includes the creation of a "Want List" and a weekly online search to coincide with the 14-day cycle.
4. POLICY. The Department shall only obtain property for which there is a demonstrated operational need, and only for what is compatible with existing departmental systems. There shall be **no** stockpiling of property for potential future use or trading to other agencies. The approved equipment schedule, established through the budget process, will be the primary, but not exclusive, guide to determining operational need.
  - a. The appropriate Commissioner must approve all requests for property acquisition in accordance with the procedures contained in this chapter.
  - b. Within three days, via e-mail, the lead screener is required to notify the LESO Program coordinator and the Purchasing Services Unit (PSU) supervisor of all equipment acquired. Copies of all transaction documents are to be provided within 10 working days to PSU.

c. Once CHP has taken possession of property obtained through the LESO Program, the identification and tracking of the equipment will be administered as specified in Highway Patrol Manual (HPM) 11.2, Materials Management Manual, Chapter 8, Equipment.

## 5. DEFINITIONS AND REQUIRED FORMS.

a. Law Enforcement Support Office Program. The LESO Program facilitates 10 US Code 2576a, which originated from the National Defense Authorization Act of Fiscal Year 1997. This authorizes the Secretary of Defense to transfer excess Department of Defense (DOD) personal property to federal, state, and local LEAs with special emphasis given to counter-drug and -terrorism activities.

b. Defense Logistics Agency. The Defense Logistics Agency (DLA) is an agency within the DOD that provides logistical support to the military. The LESO Program falls under the DLA's jurisdiction.

c. Law Enforcement Support Office. The DLA Law Enforcement Support Office manages the LESO Program, coordinates with Cal OES, and is the final level of approval for most acquisitions.

d. California Governor's Office of Emergency Services. The Cal OES is the state's point of contact (SPOC) for the LESO Program. The Cal OES is the coordinator and liaison between California LEAs and the federal government.

e. Defense Logistics Agency Disposition Service Sites. Formally known as the Defense Reutilization Marketing Offices (DRMO), the DLA Disposition Service Sites are the military facilities where excess/obsolete military equipment is located, awaiting disposition. (Refer to Annex A.)

f. Law Enforcement Support Office Program Coordinator. The LESO Program coordinator is assigned to the BSS and is the primary contact for the LESO Program.

g. Screeners. A uniformed employee who is assigned to a field or headquarters command certified to look for desired items in the DLA system either by on-site visits to DLA Disposition Service Sites, or by researching specified Internet Web sites.

h. Data Sheet. The Data Sheet is a form used to certify screeners. This form must be submitted whenever a new screener is added, the appointment of a new CHP Commissioner has occurred, or a new Cal OES SPOC is assigned. The Data Sheet shall include current screeners and the addition of new screeners.

i. DRMS Form 103, Screeners Tally Request to Freeze/Hold Excess/Surplus Property. The Defense Reutilization and Marketing System DRMS Form 103, is a

federal form used to initially reserve items physically screened at DLA Disposition Service Sites. The DRMS Form 103 is then forwarded to Cal OES for approval.

j. DD Form 1348-1A, Issue Release/Receipt Document. The Department of Defense DD Form 1348-1A, is a federal form generated by the LESO authorizing the requesting agency to obtain the desired property, or change a status (return), or make modification (transfer) is initiated in the Federal Excess Property Management Information System. DD Form 1348-1A can be found at [www.dla.mil/disposition-services/ddsr/turn-in/1348-Help/](http://www.dla.mil/disposition-services/ddsr/turn-in/1348-Help/). When one of these actions is approved, the LESO then generates the DD Form 1348-1A that will be forwarded to BSS/PSU. To complete the DD 1348-1A the individual that takes possession (transfer or return) will sign the DD Form 1348-1A and will be submitted back to the state LESO coordinator. The LESO coordinator will then remove and/or add the item in our inventory. A copy of the DD Form 1348-1A shall accompany all acquisitions. A copy of DD Form 1348-1A is required in case there is a discrepancy in quantities received versus quantities requested, or if an item is refused. A copy of the DD Form 1348-01A and picture of all acquired property, are required to be forwarded to BSS/PSU for tracking reportable inventory.

k. Removal of Property. Removal of property requires a change of status in Federal Excess Property Management Information System which would trigger a DD Form 1348, DOD Single Line Item Requisition System Document (Manual), from LESO. The DD Form 1348 is required **prior** to pick-up of any items.

l. Memorandum of Justification. A Memorandum of Justification is a memorandum of a prescribed format that must give the justification for obtaining the item, and includes a brief explanation of how the item will support departmental operations. (Refer to Annex B.)

m. DF-581, Request for Approval of Gift. The Department of Finance (DOF) DF-581, is a state form used to notify and to gain approval from the DOF, for property acquisitions which could be considered gifts. (Refer to Annex C.) The form can be located at: <https://dof.ca.gov/budget/resources-for-departments/budget-forms/> The LESO Program coordinator, will process the DF-581 as follows:

(1) For items that will be added to the CHP inventory, a quarterly gift letter request, DF-581, shall be submitted, identifying items received. Should DOF deny any of the items submitted, the CHP will return them and not add them as inventory.

(2) For items the CHP receives but are not added to the inventory (must be returned when no longer in use), the CHP shall submit an Information Only Listing on a quarterly basis in the months of January, April, July, and October. A list of property and supplies not requiring inventory control (i.e., furniture, first aid supplies, and exercise mats used in training) will be provided to DOF.

Expendable supply items will be absorbed through a one-time use or will become the property of the CHP after the duration of one year, at which time it is at the discretion of the Department to dispose of the item when it is no longer needed, becomes obsolete, or has exceeded its life expectancy, per policy.

(3) The Fiscal Management Section (FMS) will be provided the required pertinent information and Surplus Federal property tag numbers for all items obtained through the LESO Program that will be added to the Department's inventory.

n. Demilitarization Code. A demilitarization (DEMIL) code is a code assigned to an item by the Item Manager, identifying required demilitarization (destruction, dismantling, or none). Items with a DEMIL code of "A" do not require demilitarization. Items with DEMIL codes "B" through "Q," must be returned to the federal government when the Department no longer has use for them.

o. Condition Codes. Condition codes are the military codes for listing the serviceability of equipment. This is a two-character combination of the "supply condition" and the "disposal condition" f code. The supply condition code is assigned when the property is turned in to the DRMO/DRMS. Condition codes are always the first position of the federal code and are defined with an alpha designation using the letters A through H, or by the letter S. (Refer to Annex D.) A disposal condition code is a code assigned by the DRMO receiver after inspection of an item, and is used to designate the physical condition of that item. Disposal condition codes are defined by both numeric and alpha designation using numbers one, four, and seven; and alpha letters S and X. (Refer to Annex E.)

p. Disposal Turn-in Document. A Disposal Turn-in Document (DTID) number is assigned by the Federal Supply System for their internal tracking of an item. This number can be cross-referenced to obtain a warehouse location for an item and is specific to an item or batch of items. This is the reference number used when screening and requesting an item.

q. Military Standard Requisitioning and Issue Procedures. The Military Standard Requisitioning and Issue Procedures (MILSTRIP) is a DOD system used to award and track the property.

r. Controlled Property. Controlled property (equipment) obtained via the LESO Program includes any property that has DEMIL code of B, C, D, E, F, G, and Q3. A DEMIL Code indicates the degree of required physical destruction of property. It is used throughout the lifecycle to identify control requirements required before release from DOD control. (Refer to Annex F.)

## 6. ROLES OF PARTICIPANTS IN THE LAW ENFORCEMENT SUPPORT OFFICE PROGRAM.

- a. Commissioner. The appropriate Commissioner approves or disapproves requests to acquire federal excess property submitted by screeners, through the LESO Program coordinator.
- b. Law Enforcement Support Office Program Coordinator. The LESO Program Coordinator administers the day-to-day program activity and acts as liaison between screeners, the Commissioner's office, various CHP administrative nits, and Cal OES. The duties of the LESO Program Coordinator include:
  - (1) Maintaining centralized records of all LESO Program acquisitions and dispositions for audit purposes.
  - (2) Processing related documents through internal and external property acquisition approval processes.
  - (3) Coordinating with Cal OES on all aspects of the program, including educating screeners regarding changes in program requirements.
  - (4) Maintaining the program policies and procedures contained in this chapter.
  - (5) Annually reviewing the Department's approved equipment schedule to create a Want List of items on which screeners can focus and maintain a list of preapproved, high cost, and unbudgeted items.
- c. Lead Screener. The lead screener's duties include:
  - (1) Acting as the technical program expert for the Department.
  - (2) Training and supporting departmental screeners.
  - (3) Compiling requests for items and creating a centralized Want List for the Department.
  - (4) Coordinating the completion and submission of memorandums and forms from Divisions/Areas.
  - (5) Searching for items to be acquired through the LESO Program, either by physical on-site screening or by electronic screening via the Internet.
  - (6) Completing and routing all memorandums and forms, as required, for obtaining excess property.

(7) Transporting or facilitating the transportation of approved items from the DLA Disposition Service Sites to specified CHP locations.

(8) Preparing inventory documents, as necessary.

(9) Coordinating with Divisions/Areas for the turn-in of equipment at the end of its service life.

d. Screener. The screeners' duties include:

(1) Coordinating with the LESO Program coordinator in providing inventory documents "Request of Equipment" to BSS for the Department.

(2) Same as lead screener above, paragraph 6.c.(4) through 6.c.(9).

7. ASSIGNMENT AND CERTIFICATION OF SCREENERS. The LESO Program allows a maximum of four screeners to be assigned to the program.

a. Two screeners are assigned to the Protective Services Division (PSD), with one screener appointed as the lead and responsible for coordinating training and maintaining a master list of federal excess property actively being sought after.

b. Two screeners will be assigned based upon their geographic proximity to the DLA Disposition Service Sites, and with the recommendation of the PSD.

c. There are nine DLA Disposition Service Sites located in California or proximate to California borders. There is one primary full-service DLA Disposition Service Site located in Pendleton, California (refer to Annex A). In order for screeners to be certified in the LESO Program, a Data Sheet must be completed by the LESO Program coordinator, including agency and screener information. **Only those individuals whose certification documents are on file with Cal OES are authorized to screen federal excess property through the LESO Program.**

8. ACQUISITION OF LAW ENFORCEMENT SUPPORT OFFICE PROPERTY. The acquisition of LESO property is a three-stage process: screening, approval, and pick-up. There are specific timeframes in the process that must be met, or the Department may lose the requested/awarded property. In order for the Department to remain competitive in the acquisition of property, the following guidelines for screening, approval, and pick-up, shall be followed:

a. Screening Process. Screeners can search for LESO property via the Internet or in person. All requests for desired LESO property should be directed to the screener assigned closest to the requestor's Area. Screeners will create a Want List of the requested items and enter those items into the DLA Disposition Service Sites



Internet database, which will automatically search for those items. If an item is located from a list, the screener will be notified via e-mail. In addition, screeners can search for LESO property in person at the DLA Disposition Service Sites.

(1) On-Site Screening. No more than two screeners should screen the same DLA Disposition Service Site at one time. It is suggested that screeners take one person who is considered an expert on a particular item to the DLA Disposition Service Sites. This person does not have to be certified as a Cal OES screener.

(2) To access a specific DLA Disposition Service Site, the screener shall contact the site by telephone prior to the visit. Screeners must check in at the DLA Disposition Service Site's office, upon arrival and prior to screening, to present their certification documents. Screeners should bring the DRMS Form 103 to reserve any property that is currently in the LESO cycle. Screeners may also screen property that is in the accumulation cycle and prepare to request any items via the Internet that will be released within the next week. If the DRMS Form 103 is utilized, screeners shall enter the appropriate information on the DRMS Form 103.

(a) The DRMS Form 103 will include the following information for each line item requested: national stock number, unit of issue, quantity, the DTID, storage location (if known), the DEMIL code, condition code, unit price, total price, and item description.

(b) The DRMS Form 103 is to also include the screener's name; the agency's name, telephone, and fax numbers; the name of the DLA Disposition Service Sites where the items are located, including their telephone and fax numbers; and the date of screening.

(c) At the end of the screening session, the screener will submit the DRMS Form 103 to the DLA Disposition Service Site's liaison clerk, reserving the item(s) for the CHP, pending Cal OES and the LESO approval. The liaison clerk will check the DRMS Form 103 to determine whether the items have been previously screened and reserved by another agency. If so, they will be deleted as unavailable. The DLA Disposition Service Site will subsequently send to the screener, via fax, a revised copy of the DRMS Form 103 that specifies which items requested are available for acquisition. Upon immediate return from the DLA Disposition Service Sites, item(s) should be requested using the Internet screening process. (Refer to paragraph 8.a.[2].) The screener shall forward a copy of the DRMS Form 103 to the LESO Program coordinator and keep a copy for the command file.

b. Screening Via the Internet. Screening via the Internet offers the most convenience but does not allow for inspection of the equipment. Screening via the Internet should include searching for individual items every couple of days, to create

a Want List. Directions for creating Want Lists can be found at <http://www.caloes.ca.gov>. The DLA LESO search application will automatically search for items placed on the Want List for a specified amount of time. If an item on a Want List becomes available, an e-mail will be sent to the screener. Once this e-mail is received, the screener must immediately request the item(s) to ensure the Department's opportunity to acquire the item(s).

(1) Screeners can gain access to the DLA Web site at: <https://nap.nwcg.gov/NAP/>. Gaining access to the DLA Web site requires a login ID which will be assigned to the screeners as they are assigned. Once at the Web site, the screener may search by region, by specific DLA Disposition Service Sites, by commodity group, by item national stock number, or by the DTID.

(2) When a desired item is located, the screener shall submit an electronic request through the DLA application by filling out the quantity and justification fields.

c. Approval Process. In addition to the existing internal approval process outlined in this chapter, screeners should check with the PSD lead screener's list on their Want List items to avoid duplicate searches. The preapproval process remains the same; however, the required documentation/form(s) should be submitted and approved at all levels prior to the federal excess property being requested and/or awarded by DLA Disposition Service Sites.

(1) Departmental Approval Process. Departmental approval shall be obtained on all items acquired through the LESO Program. The LESO property requests may only be approved by the appropriate Commissioner. In addition to approving requests, the appropriate Commissioner may render a decision that the requesting Division's equipment allocation be reduced in response to the satisfied need. Such decisions will be made on a case-by-case basis.

(a) General Approval. When an item is located that is not preapproved, the requesting Division/Area shall immediately prepare a Memorandum of Justification for their Division Chief's signature and approval. The Division shall compose a Memorandum of Concurrence which shall be forwarded to the appropriate Commissioner. The PSD and the ASD should be carbon copied on both memorandums, followed with an e-mail response to the screener. The screener will coordinate with the requestor in completion of any additional forms.

(b) Written approval from the appropriate Commissioner will be forwarded back to the LESO lead screener. The lead screener will inform the LESO Program coordinator and screener/requester, via e-mail, that departmental approval has been obtained. Once DLA approves the request, the screener

can arrange for pick-up. (Refer to paragraph 8.c.) There is a 14-day time frame to pick-up property once awarded. It is imperative that the **Memorandums of Justification be given the highest priority to prevent the possibility of forfeiting the property.**

(c) Preapproval. Screeners may seek preapproval on items prior to screening of items. This preapproval allows for the immediate acquisition of equipment when located. The approval process described above shall be followed with the exception that it will occur prior to the screening for the property. Once awarded the screener will only have to arrange for pick-up as described in paragraph 8.d.

(2) External Approval. External approval through Cal OES and DLA Disposition Service Sites shall be attained as follows:

(a) Request for property will automatically be sent to Cal OES for approval. The Cal OES will review the requests to assure the items requested are within the parameters of the LESO Program. When the electronic request(s) are approved, they will be forwarded to the LESO for approval.

(b) The LESO will issue a DD Form 1348-1A (refer to paragraph 5.j. for Department of Defense's Web site link to obtain the form), in the name of the requesting agency and send an electronic copy to the affected DLA Disposition Services Site(s).

(c) It is the screener's responsibility to contact Cal OES and/or check the DLA Web site to confirm that the property has been awarded to the Department. The screener shall contact the DLA Disposition Service Site(s) to confirm the receipt of the DD Form 1348-1A. When available, the screener shall arrange for transportation of the item(s). (Refer to paragraph 8.d.)

(3) Additional Approvals. External approval through Cal OES and DLA Disposition Service Sites remains the same. However, additional approvals **MUST** be obtained through DOF. The screener will submit through their respective chain of command, a Memorandum of Justification for all requested equipment. Once the appropriate Commissioner approves the federal excess property item(s), a copy of the approved Memorandum of Justification shall be sent to the LESO Program coordinator within 10 days. The LESO Program coordinator will provide the Form DF 581 for all listed items to FMS quarterly. The FMS will provide DOF the Form DF 581 for their consideration on a quarterly basis.

(4) Vehicle Approval. Vehicle approval shall follow existing protocol with approvals to be submitted through the Department of General Services Office of Fleet and Asset Management and DOF.

(5) Special Equipment. Special equipment acquisitions will be handled by the appropriate Office of Primary Interest. Aircraft acquisitions are handled by the Office of Air Operations. The Department no longer utilizes the LESO Program to obtain weapons. To acquire weapons through special programs, contact the CHP Academy Weapons Unit.

d. Receipt/Pick-up and Transportation of Property.

(1) Receipt/Pick-up. The receipt/pick-up of the federal excess property must occur within 14 days of award by the LESO. The screener shall contact the DLA Disposition Service Sites and make an appointment for receipt of the property. The screener shall fill out and send, via fax, Form C5, Letter of Authorization to Remove Property from the DLA Disposition Service Sites, **prior** to pick-up of the property. A visual inspection of the property should be performed prior to signing the DD Form 1348-1A. If all property was not received, if there is a discrepancy between quantities received, or if items were refused, the appropriate information will be noted on the DD Form 1348-1A.

(2) Receipt Confirmation/Discrepancies/Refusals. If there are no discrepancies, the DD Form 1348-1A MILSTRIP number found on the face of the form will be entered, and the form question regarding receipt of property will be checked, "Yes." If all property was not received, if there was a discrepancy between quantities received, or if items were refused, the appropriate information will be entered by line on the form in addition to the DD Form 1348-1A MILSTRIP number, and the question regarding receipt of property will be checked, "No."

(a) If an item previously screened and reserved is no longer wanted at the time of pick-up, it may be refused. For example, a television monitor located at the DLA Disposition Service Sites that appeared functional when screened may be obviously damaged at the time of pick-up. If this occurs, a copy of the DD Form 1348-1A must be forwarded to Cal OES. If this procedure is not followed, LESO records will show that the item has been received and this may adversely affect the CHP's inventory and/or Want List when another similar item is requested.

(b) The DD Form 1348-1A must be completed and forwarded to Cal OES when the quantity shown on the DD Form 1348-1A is more or less than the quantity actually received. If this procedure is not followed, LESO records will show that the item was received, and may adversely affect the CHP's inventory and/or Want List when another similar item is requested.

(3) Transportation. The screener is responsible for notifying the LESO Program coordinator of the intent to transport. It is also the screener's responsibility to arrange for transportation of the federal excess property and to advise the LESO Program coordinator of the size and quantity of items to be received and transported. If an item is small, or of a limited quantity, it may be transported in a CHP fleet vehicle. A CHP-approved state delivery vehicle/truck may be utilized, if an item is large or of greater quantity.

(4) When large quantities of property are located and are to be distributed statewide, the locating screener will be responsible for contacting the LESO Program coordinator to make arrangements with the CHP Supply Services Unit (SSU) warehouse manager to have the property delivered to the receiving command. If possible, items may be stored at the screener's assigned Area command until a CHP-approved state delivery vehicle/truck is available to transfer the item(s) to SSU.

(5) The SSU warehouse manager will notify the LESO Program coordinator when such items have been received. The LESO Program coordinator will assist SSU in completing the distribution to field commands.

9. INVENTORY CONTROL. All acquired federal excess property shall be inventoried based upon information listed on the DD Form 1348-1A.

a. The screener shall submit the DD Form 1348-1A to the BSS LESO Program coordinator, who will issue and forward asset tags to the screener.

b. Once the screener receives the asset tags, the LESO property shall be assigned an asset tag and tracked as specified in HPM 11.2, Chapter 8.

c. When distributing federal excess property, the screener shall complete a CHP 266, Credit Memo - Equipment, and satisfy the following guidelines:

(1) Send the signed, original CHP 266 to FMS, Inventory Control Unit, so that the property record can be updated.

(2) A copy of the CHP 266 shall be forwarded to BSS, PSU, Attention: LESO Program Coordinator. The LESO Program coordinator shall keep a log of equipment transferred or loaned to other commands.

(3) Any time property is transferred to another command, a CHP 266 shall be completed with a copy forwarded to the LESO Program coordinator as well as to the receiving command.

(4) A copy shall be retained by the screener and/or the transferring command for historical documentation.

d. The LESO property shall be inventoried annually by the Division/Area command receiving the property as specified in HPM 11.2, Chapter 8.

e. Documents to be submitted to both BSS and FMS, Inventory Control Unit, include:

- (1) The approved Form DF 581.
- (2) The Memorandum of Justification.
- (3) The DD Form 1348-1A, with a copy of the assigned tag number(s).
- (4) Completed annual inventory.
- (5) Any other supporting documents.

#### 10. DISPOSAL OF PROPERTY ACQUIRED THROUGH THE LAW ENFORCEMENT SUPPORT OFFICE PROGRAM.

a. Items acquired through the LESO Program will eventually become unserviceable or will no longer meet the needs for which they were initially obtained. Disposition of these items must be documented through internal and external processes. The Division or Area that has ownership of the equipment in need of disposal or turn-in shall contact the LESO Program coordinator or a screener. They will then coordinate the turn-in of the equipment to the DLA Disposition Services Site, along with the appropriate documentation.

b. In all cases, the LESO Program coordinator will be responsible for routing the documentation to FMS for removal of the LESO equipment from property records. Items must be disposed of in accordance with each item's DEMIL code. Effective immediately, all requests for disposal or turn-ins must be submitted on the Turn-In Request form. This information will be forwarded to the Cal OES coordinator to have the property removed from the federal records.

(1) Demilitarization Required. If an item requires demilitarization, as coded on the original acquisition documents, arrangements must be made to return the item to a DLA Disposition Services Site for the required demilitarization process. All copies of documentation between the CHP and the DLA Disposition Services Site must be retained and forwarded to the LESO Program coordinator.

(2) Demilitarization Not Required. If an item does not require demilitarization, it shall be disposed of using current departmental disposal procedures as outlined in HPM 11.2, Chapter 8. When asset-tagged items are no longer required, they will be turned in using an STD. 152, Property Survey Report, and any federally required forms to return the property to the federal government.

## ANNEX A

### DEFENSE REUTILIZATION MARKETING OFFICE LOCATIONS

<u>DISPOSITION SERVICE AREA LOCATION</u>	<u>DEPARTMENT OF DEFENSE LOCATION IDENTIFIER CODE</u>	<u>TELEPHONE NUMBER</u>
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#### VALLEY DIVISION

San Joaquin  
25600 S. Chrisman Road, Bldg. 6  
Tracy, CA 95304-5000

DODAAC SZ3279

(209) 839-5953

Sierra  
74 C Street, Bldg. 315  
Herlong, CA 96113

DODAAC SZS319

(530) 827-4547

#### BORDER DIVISION

Pendleton  
Bldg. 2241 Marine Corp Base  
Camp Pendleton, CA 92055

DODAAC SZP199

(760) 763-7645

San Diego  
5255 Womble Street  
B3642 Suite #1  
San Diego, CA 92136-5605

DODAAC SZ3199

(619) 556-1065

#### INLAND DIVISION

Barstow  
Bldg. 226, Boll Avenue  
MCLB Barstow, CA 92311-5000

DODACC SZ3129

(760) 979-7250

For more information on the Defense  
Reutilization Marketing office, go to  
<http://www.dla.mil/DispositionServices/Contact/Find/location>.













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## ANNEX B

### SAMPLE OF A MEMORANDUM OF JUSTIFICATION

State of California

Transportation Agency

#### M e m o r a n d u m

Date: March 25, 2023

To: Office of the Assistant Commissioner, Field

From: **DEPARTMENT OF CALIFORNIA HIGHWAY PATROL**  
Valley Division

File No.: 201.12328.076.A11416

Subject: MEMORANDUM OF JUSTIFICATION TO OBTAIN LAW ENFORCEMENT SUPPORT  
OFFICE PROGRAM EQUIPMENT

Valley Division projects it will vacate the facility it shares with East Sacramento Area in early 2021. In anticipation of Valley's departure, East Sacramento Area has identified equipment that will be needed to sustain its operations as an independent field command.

In an effort to reduce the fiscal burden of acquiring new equipment for East Sacramento Area, Valley Division requests approval to acquire the following equipment through the LESO Program: File cabinets, six shelf (two); conference table chairs (six); and a conference table. Pursuant to departmental policy in Highway Patrol Manual 11.2, Materials Management Manual, Chapter 19, Law Enforcement Support Office Program, there is a demonstrated operational need for each item of property identified by East Sacramento Area, and each item is compatible with existing departmental systems.

If Valley Division's request is approved, East Sacramento Area will coordinate directly with the LESO Program screeners in Emergency Operations and Safety Services Section and Business Services Section to identify, acquire, document, and track any equipment that may be available.

Thank you for your consideration. If you have any questions or require additional information, please telephone me directly, at (916) 731-6300.

M. C. DUST  
Chief

cc: Administrative Services Division

*Safety, Service, and Security*



*An Internationally Accredited Agency*

CHP 51 (Rev. 08/2022) OPI 076

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## ANNEX C

### DEPARTMENT OF FINANCE FORM DF 581, REQUEST FOR APPROVAL OF GIFT

CALIFORNIA  
REQUEST FOR APPROVAL OF GIFT  
DF 581 (REV 05/13)

Department of Finance  
915 - L Street  
Sacramento, CA 95814  
IMS Mail Code: A-15

#### I. DEPARTMENTAL REQUEST

**REQUESTING DEPARTMENT:** California Highway Patrol

**DONOR'S NAME AND ADDRESS** Defense Logistics Agency  
Hart-Dole-Inouye Federal Center 74 Washington Avenue  
Battle Creek, MI 49037

**DESCRIPTION OF GIFT** (Include any wishes/instructions of donor on use and disposition. Explain why gift should be accepted - pros and cons. Note if there is any particular sensitivity associated with the gift. Use attached sheet if necessary.)

In an effort to reduce the fiscal burden of acquiring new equipment for the Rancho Cordova Area, the California Highway Patrol is acquiring the equipment listed through the Federal Excess Property Program. There is a demonstrated operational need for each item of property identified and each item is compatible with existing departmental systems.

1. File cabinets - 6 shelf (2): These items are necessary for maintaining forms and supplies. Area currently uses boxes, mismatched and poorly functioning file cabinets. \$888 (\$444/each)
2. Conference table chairs (6): These items are necessary for meetings and conferences held at the Area office. \$1,350 (\$225/each)
3. Conference table. This item is necessary for meetings and conferences held at the Area office. \$1,124

**ESTIMATED VALUE** (In some cases, it may be advisable to get a value assessment from an independent appraiser.)

Total estimated value: \$3,362.00

**ESTIMATED COST TO DEPARTMENT** (Repairs, matching costs, periodic or regular maintenance, etc.):

☐ One time ☐ On going ☐ Additional funded need (explain) ☐ None

**PREPARED  
BY:**

H. HILL      Officer      11/01/2018  
Name      Title      Date

**APPROVED  
BY:**

J. Smith      Chief      11/07/2018  
Name      Title      Date

#### II. DEPARTMENT OF FINANCE RECOMMENDATION

**Recommendation:**

**PREPARED  
BY:**

                          Date

**REVIEWED  
BY:**

APBM/PBM      Date

**APPROVED:**

                          Date  
Assistant  
Director



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## ANNEX D

### CONDITION CODES

- A. Serviceable (Issuable without Qualification). New, used, repaired, or reconditioned material which is serviceable and issuable to all customers without limitation or restrictions. This includes material with more than six months shelf life remaining.
- B. Serviceable (Issuable with Qualification). New, used, repaired, or reconditioned material that is serviceable and issuable for its intended purpose, but which is restricted from issue to specific units, activities, or geographical areas by reason of its limited usefulness or short service life expectancy. This includes material with three through six months shelf life remaining.
- C. Serviceable (Priority Issue). Material which is serviceable and issuable to selected customers, but which must be issued before Condition A and B material to avoid loss as a useable asset. This includes material with less than three months shelf life remaining.
- D. Serviceable (Test/Modification). Serviceable material which requires testing, alteration, modification, conversion, or disassembling. This does not include material which must be inspected or tested immediately prior to issue.
- E. Unserviceable (Reparable). Material which involves only limited expense to restore to serviceable condition and which is accomplished in the storage activity where the stock is located.
- F. Unserviceable (Reparable). Economically reparable material which require repair, overhaul, or reconditioning. This includes reparable material which is radioactively contaminated.
- G. Unserviceable (Incomplete). Material which require additional parts or components to complete the end material prior to issue.
- H. Unserviceable (Condemned). Material which has been determined to be unserviceable and does not meet repair criteria. This includes condemned material which is radioactively contaminated; Type I shelf life material that has passed the expiration date; and Type II shelf life material that has passed the expiration date and cannot be extended.
- S. Unserviceable (Scrap). Item that has no value except for its basic material content.

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## ANNEX E

### DISPOSAL CONDITION CODES

1. Excellent. Property which is in new condition or unused condition and can be used immediately without modifications or repairs.
4. Usable. Property which shows some wear but can be used without significant repair.
7. Reparable. Property which is unusable in its current condition, but can be economically repaired.
- S. Scrap. Item that has no value except for its basic material content.
- X. Salvage. Item has some value in excess of its basic material content, but repair or rehabilitation to use for the originally intended purpose is clearly impractical. Repair for any use would exceed 65 percent of the standard price.

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## **ANNEX F**

### **DEMILITARIZATION CODES**

- B. USML Items–Mutilation (MUT) to the point of scrap required worldwide.
- C. USML or CCL Military Items–DEMIL required. Remove or Demilitarize installed key point(s) items as DEMIL code “D”.
- D. USML or CCL Military Items–DEMIL required. Destroy item and components to prevent restoration or repair to a usable condition.
- E. DOD DEMIL Program Office reserves this code for its exclusive – use only. DEMIL instructions must be furnished by the DOD DEMIL Program Office.
- F. USML or CCL Military Items–DEMIL required. Item managers, equipment specialists, or product specialist must furnish special DEMIL instructions.
- G. USML or CCL Military Items–DEMIL required – ammunition and explosives (AE). This code applies to both unclassified and classified AE items.
- Q. Commerce Control List Item–MUT to the point of scrap required outside the United States. Inside the United States, MUT is required when the DEMIL Integrity Code (IC) is “3” and MUT is not required when the DEMIL IC is “6”.

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