

**IDAHO
1033 FEDERAL SURPLUS PROGRAM
PLAN OF OPERATION
July 2009**

PURPOSE

The purpose of this document is to set forth the terms and conditions which will be binding on the parties with respect to excess Department of Defense (DOD) personal property which is transferred pursuant to 10 U.S.C. §2576a and to promote the efficient and expeditious transfer of property.

AUTHORITY

The Secretary of Defense is authorized by 10 USC 2576a to transfer to federal, state and local agencies property that is excess to DOD needs and that the Secretary determines is suitable to be used by such agencies in law enforcement activities, with emphasis on counterdrug/counterterrorism activities, under such terms prescribed by the Secretary. The authorities granted by the Secretary of Defense have been delegated to the Defense Logistics Agency (DLA).

Governor Otter has appointed Colonel G. Jerry Russell, Director of the Idaho State Police, as the 1033 Program State Coordinator. The Director has appointed Kara Thompson, Grants/Contracts Officer and Jill Eden, Administrative Assistant, Idaho State Police Planning, Grants & Research, as the Points of Contact for all 1033 Program activities. All 1033 Program records and files will be maintained by Kara and Jill.

TERMS AND CONDITIONS

- a. The 1033 Program allows law enforcement agencies whose primary function is the enforcement of applicable Federal, State and Local laws as defined by the DLA regulation (this is referring to DLA Directive (DLAD) 4160.10 which will be superseded by the One Book) and whose officers have arrest and apprehension authority.
- b. The DOD, through the DLA Law Enforcement Support Office (LESO), has the final authority for approving the type and quantity of excess equipment that will be transferred to the law enforcement agency (hereafter the Agency) under the 1033 Program.
- c. Agencies participating in the 1033 Program are in no way entitled to receive excess DOD property.
- d. Property obtained through the 1033 Program is accepted on an "as is" basis.
- e. All costs incurred during and after the property transfer are borne by the receiving Agency.
- f. Property may **not** be obtained for the purpose of sale, lease, rent, exchange or barter, to secure a loan, or to otherwise supplement normal agency budgets.
- g. Property may **not** be converted to personal use or in any way bring personal benefit to any individual(s), outside of official duties. Its sole purpose is for official law enforcement activities. Violations can result in federal criminal prosecution.

- h. Property must be placed into use within one year of receipt and utilized for a minimum of one year unless the property condition renders it unusable. If property is not placed in use within one year of receipt, it must be transferred to another authorized agency or returned to a DRMO. Property returns/turn-ins must be coordinated through the State Coordinator/Points of Contact and LESO.
- i. The Idaho State Police assumes no liability for any damages or injury resulting from use or misuse of acquired surplus property.
- j. LESO will approve property requests in the following priority: counterdrug/counterterrorism and then any other law enforcement activities.
- k. The requisitioning of Condition Code "A" property for cannibalization purposes is not allowed.
- l. Any repair, maintenance, insurance or other expenses associated with this property is the sole responsibility of the Agency.
- m. Authority for determining Agency eligibility, allocation and approval of property requests, Agency compliance and reutilization reviews, accountability procedures and property disposal rests with the ISP 1033 State Coordinator/Points of Contact and/or the Defense Logistics Agency.
- n. To the extent permitted by law, the Agency shall indemnify and hold the U.S. Government and ISP harmless from any and all suits, actions, demands or claims of any nature arising out of the use of this property. The Agency receiving the property agrees to maintain adequate insurance to cover damages or injuries to persons or property relating to the use of the property. The DOD and ISP assume no liability for damages or injury to any person or property arising from the use of the property.

1033 PROGRAM ENROLLMENT

Enrollment is done once through submission of a Law Enforcement Data Sheet through the State Coordinator/Points of Contact to the LESO. A mission statement will need to be provided along with the data sheet. Enrollment is valid indefinitely unless changes occur within the law enforcement agency that requires a submission of a new data sheet.

The head of the Agency must sign a Law Enforcement Data Sheet and the current State Plan of Operation and send them to the State Coordinator/Points of Contact. A maximum of four screeners can be identified on this data sheet to screen property at the DRMO offices. These screeners must be full-time and/or part-time, sworn and/or non-sworn officers. A maximum of two of the authorized screeners may physically screen at any DRMO at one time. The State Coordinator/Points of Contact will, in turn, sign the data sheet and forward it to the LESO, who will generate an Authorization Letter. The letter will be forwarded to the Agency. If the applying Agency anticipates future requests for weapons, a fulltime officer must be named as the Weapons Point of Contact (POC).

If an Agency has or makes changes to any information contained in their Law Enforcement Data Sheet, the Agency must prepare and file a new data sheet with the State Coordinator/Points of Contact and LESO. Pre-dominant previous changes have been new screeners, change of address, change of agency head or agency telephone/fax numbers.

SCREENING AND PICK UP PROCEDURES

1. 1033 Program equipment can be screened on the Defense Reutilization & Marketing Services website: <http://www.drms.dla.mil>.
2. Select Law Enforcement Support Office (LESO) from the options under Property Search for Military, Federal, State & Special Programs.
3. On the DRMS LESO Application page instructions for screening property can be accessed by clicking on the User's Manual. Once familiar with the procedures, click on Law Enforcement Agency and enter your assigned Law Enforcement ID number. Be sure to include the ID, as it identifies you as an agency from Idaho. If an ID number has not been provided, please contact the State Coordinator/Points of Contact and one will be provided.
4. Justifications **must** be provided for all requisitions and should be typed into the comments section of the request form. The justification should include how the equipment will be used by the Agency and why the equipment is needed. The comments section only allows 500 characters, so the justification needs to be concise.
5. Once a request has been submitted, the State Coordinator/Points of Contact needs to be notified, so the request can be reviewed and either approved or rejected. If approved, the request will be forwarded to LESO and Military Standard Requisitioning and Issue Procedures (MILSTRIP) for final approval. If rejected, the State Coordinator/Points of Contact will list the reasons in the comments section provided on the requisition.
6. The status of a request can be checked at the above web address. Once a request has been approved or rejected, it will be posted on the web site. If the request is approved, the Agency needs to print a copy of the item history, which shows their equipment request approval, and take it to the Defense Reutilization Marketing Office (DRMO) to pick up the surplus equipment.
7. The DRMO will automatically receive a printout of the 1348 form for the approved equipment, which must be signed by the screener and DRMO representative. A copy of the signed 1348 form must be sent to the State Coordinator/Points of Contact.
8. It is the responsibility of the Agency to transport requested property from the DRMO to their location. DLA will not fund the transportation cost.

STORAGE OF PROPERTY

Unless the State is authorized as a distribution center, which Idaho is not, it will be the gaining Agency's responsibility to store property received through the 1033 Program. Distribution centers should only hold property for their specific customers not more than 90 days. After that date, disposition should be requested, in writing, from the LESO, via their State Coordinator/Points of Contact.

MAJOR EQUIPMENT

Major Equipment includes weapons and ammunition, flyable aircraft and NBC masks. These items must be formally requested by letter to the State Coordinator/Points of Contact and cannot be requested via the Internet. According to an e-mail sent out in mid-November 2002 by Thomas Small, former Director of LESO, "Customers requesting weapons must identify the agency's Points of Contact (POC) that will actually sign for the property. Agencies can designate up to two but must identify one person to sign for

the property when requesting weapons. The LESO is seeing an increasing number of weapon requests without a person being identified to receive them. Failing to submit a weapon's POC will delay the timely processing of your request and could result in loss of the property. This is not a new requirement but one that must be enforced so weapons are transferred to only those authorized agencies who have requested them." The weapons request criteria can be found at www.dla.mil/j-3/leso/Section1033/weapon_req.htm. The request will be kept to no more than two single-sided pages and must be on agency letterhead. Please write the criteria being addressed at the beginning of each paragraph. Cover letters may be used as transmittal documents but will not be used in the evaluation process. The letter must be forwarded to the State Coordinator/Points of Contact for approval and endorsement. The request will then be forwarded to the LESO for consideration and final approval.

EQUIPMENT TRANSFERS

Once equipment is received by an Agency, it becomes the responsibility of that Agency. If the Agency no longer has a need for the item, the head of the Agency has the option to transfer the item to another Agency within the state that is a current participant in the 1033 Program. Permission to transfer must be obtained from the State Coordinator/Points of Contact and LESO before the transfer can occur. The transfer request should include a copy of the Transfer Request form and the original DD Form 1348-1a. Documentation of that transfer must be provided to the State Coordinator/ Points of Contact and LESO. Property may be transferred within the State or between States as long as it is properly coordinated with the State Coordinator/Points of Contact and LESO. If approved a "LESO transfer approval memo" will be sent to the State Coordinator/Points of Contact. For more information, view the following websites:

<http://www.demil.osd.mil> Defense Demilitarization and Trade Security Controls Program

<http://www.dtic.mil/mctl> Military Critical Technologies List

<http://www.drms.dla.mil/drms/internal/demil/CriticalBuzzKeyPt.pdf> Critical Federal Supply Class (FSC) and Buzz words

<http://www.drms.dla.mil/drms/internal/demil/FSCAP.pdf> Flight Safety Critical Aircraft Parts (FSCAP)

EQUIPMENT/PAPERWORK ACCOUNTABILITY

A separate file (electronic and/or paper) has been established for each agency approved for participation in the 1033 Program. A DEMIL file has also been established for those agencies with DEMIL or Major Equipment. The DEMIL files contain DRMS Form 103, DD Form 1348-1a, approved ATF forms and all other related paperwork. Documents maintained in the general files are:

1. Current Law Enforcement Support Office (LESO) Letter of Authorization
2. Current Law Enforcement Agency Data Sheet
3. Current 1033 Federal Surplus Program State Plan of Operation
4. Master equipment logs and 1033 Program inventory listings
5. DRMS Form 103, Screeners Tally Request to Freeze/Hold Excess/Surplus Property for items requested prior to May of 2002

6. DD Form 1348-1a, Issue Release/Receipt Documents
7. Turn-in/Disposal and Transfer Request Forms
8. Signed Turn-in Documents
9. Correspondence
10. DISA Requests

Annually, the State Coordinator/Points of Contact will provide an equipment inventory listing to each participating Agency. The inventory is based on the master equipment list provided by the LESO. The agency is required to verify their inventory and return it to the State Coordinator/Points of Contact within 60 days of receipt. If all of the on-hand quantities on the inventory list match the actual on-hand quantities at the Agency, the head of the Agency must sign and date a copy of their inventory, stating, "No Change." If the quantities do not match, the changes need to be addressed in a formal letter, signed by the head of the agency detailing the destruction, disposal, trade or transfer of the items. These changes will be reviewed by the State Coordinator/Points of Contact and forwarded to LESO for updating. Additionally, the State Coordinator/Points of Contact, LESO, or DOD may conduct an on-site inventory check of equipment.

TURN-IN PROCEDURES FOR DEMILITARIZATION EQUIPMENT

Equipment requiring demilitarization can be returned to any DRMO office. For turn-in, use the following LESO procedure:

- a. Prepare a letter on agency letterhead, signed by the head of the Agency, stating the item is no longer required and turn-in is requested. Include with this letter a Turn-in/Disposal Request form. On this form, be sure to identify the DRMO accepting the equipment.
- b. Attach the DD Form 1348-1a (Form 103 or printout of item history from the Internet if the 1348-1a is not available) to the cover letter and fax or mail to the State Coordinator/Points of Contact.
- c. The State Coordinator/Points of Contact will forward the documents to the LESO, who will issue a turn-in document. The State Coordinator/Points of Contact will forward the turn-in document to the LEA and DRMO.
- d. Return the item with the turn-in document to the identified DRMO.
- e. The Law Enforcement Agency will receive a signed turn-in document from the DRMO that must be forwarded to the State Coordinator/Points of Contact.

DISPOSAL OF 1033 EQUIPMENT

Agencies must request approval, in writing, from the State Coordinator/Points of Contact before any 1033 property is disposed. The State Coordinator/Points of Contact will request final approval from the LESO. If approved, a "LESO disposal approval memo" will be sent to the State Coordinator/Points of Contact. Only DEMIL codes A, B, and Q may be approved for disposal. Items with DEMIL codes C, D,

E, F, G, and P must be transferred to an authorized Agency or returned to a DRMO when no longer needed. Costs incurred for transfers, disposals or turn-ins will be borne by the Agency.

DEMIL CODE DEFINITIONS

DEMIL Code A: does not require demilitarization and may be disposed after obtaining State Coordinator and LESO approval.

DEMIL Code B: does not require demilitarization and may be disposed or returned to a DRMO. If disposed, it must be in accordance with Trade Security Controls (TSC) (see DOD 1460.21-M, Defense Material Disposition Manual; DOD 4160.21-M-1, Defense Demilitarization Manual; DRMS-I 4160.14, Volume VII – which can be located at www.drms.dla.mil, scroll down to Additional Links and click on Publications, scroll down to LOGISTICS AND RESOURCES MANAGERMENTS and click on I 4160.14 vol VII).

DEMIL Code Q: does not require demilitarization and may be disposed or returned to a DRMO. If disposed, it must be in accordance with Commerce Control List Items (CCLI) disposition requirements (see DOD 1460.21-M, Defense Material Disposition Manual; DOD 4160.21-M-1, Defense Demilitarization Manual; DRMS-I 4160.14, Volume VII – which can be located at www.drms.dla.mil, scroll down to Additional Links and click on Publications, scroll down to LOGISTICS AND RESOURCES MANAGERMENTS and click on I 4160.14 vol VII).

- ❖ Specific Requirements for disposal of Munitions Lists (MLI)/CCLI (DEMIL codes B and Q) excerpt form DOD 4160.21-M:
 - Before disposing of MLI/CCLI property, Federal and State agencies must consider the export control requirements as promulgated by the Department of State, Department of Commerce and the Treasury Department, as applicable. Disposal methods shall ensure that appropriate safeguard requirements are in place prior to disposal. These will include, but are not limited to:
 - Notification of export control requirements to the end-user;
 - Exclusion of individuals, entities or countries who are excluded from Federal programs by the General Services Administration (GSA);
 - Exclusion of delinquent on obligations to the U.S. Government or are debarred or suspended from DOD contracts;
 - Exclusion if currently suspended for TSC violations;
 - Exclusion if subject to denial, debarment or other sanctions under public law

DEMIL Codes C, D, E, F, G and P: require demilitarization and must be returned to a DRMO. The State Coordinator must obtain approval from the LESO for equipment returns.

- ❖ LESO will provide turn-in documentation (DD Form 1348-1A). With few exceptions, the State/LEA will be asked to coordinate the turn-in with a local DRMO. The State/LEA informs LESO which DRMO has agreed to accept the turn-in. LESO will then provide turn-in documentation to the accepting DRMO. Upon receipt of the turn-in documentation, the LEA must return the property to the specified DRMO. The DRMO personnel receiving the materials will sign the turn-in document and give the LEA a copy of the signed paperwork. This receipt must be forwarded to the State Coordinator for their files (see DOD 1460.21-M, Defense Material Disposition Manual; DOD 4160.21-M-1, Defense Demilitarization Manual; DRMS-I 4160.14, Volume VII – which can be located at www.drms.dla.mil, scroll down to Additional Links and click on Publications, scroll down to LOGISTICS AND RESOURCES MANAGERMENTS and click on I 4160.14 vol VII).

SECURITY OF 1033 EQUIPMENT

- a. The following is recommended to ensure security and accountability of 1033 equipment:
 1. Equipment should be stored separately from other agency equipment.
 2. It should be marked so that it is readily identifiable as 1033 equipment.
 3. It should be accounted for as any other issued equipment.
 4. An agency inventory tracking system should be instituted.
- b. The State Coordinator/Points of Contact must be notified within seven (7) days if 1033 equipment is reported missing, stolen, suspected of being stolen or illegally diverted from law enforcement use. The State Coordinator/Points of Contact, LESO, or DOD may initiate an investigation to determine property accountability.

IDAHO STATE POLICE SHALL:

- a. Review and update the State Plan of Operation annually (calendar year) or when the Governor-appointed State Coordinator changes or Governor changes. If there are no changes to the State Plan of Operation, the State Coordinator/Points of Contact will send a letter/e-mail to the LESO indicating that the plan has been reviewed and no changes were necessary.
- b. Receive applications for participation in this program from the Agency; validate their law enforcement mission and forward applications to LESO for approval as an authorized law enforcement agency. Once the Agency is enrolled, forward their assigned ID number, so they can screen property on-line.
- c. Be responsible for the transfer and/or allocation of property to qualified Agencies by forwarding property requests to LESO.
- d. Assure the Agencies agree to maintain, at no expense to the U.S. Government, adequate liability and property damage insurance coverage and workmen's compensation insurance to cover any claims.
- e. Maintain Agency property records as outlined under Equipment/Paperwork Accountability. These records must provide an "audit trail" for individual items of property from receipt to distribution. The records maintained must also satisfy any and all pertinent requirements under its applicable State statutes and regulations for the program and this property.
- f. Assure that the following weapons issued to the Agency are registered with the Bureau of Alcohol, Tobacco and Firearms: M14, M16, M21 and M79. The State and each Agency must comply with all applicable firearm laws and regulations. Report all stolen or unaccounted for weapons to DLA, LESO not later than (7) working days after it is discovered. All weapon transfers between Agencies must be approved by the LESO before it is completed. Maintain an approved copy of the ATF Form 10 or Form 5 for the above listed weapons.
- g. Identify to LESO each request that will be used in counterdrug/counterterrorism activities.

- h. Enter into agreements with Agencies annually to assure they fully comply with the terms, conditions, and limitations applicable to property transferred pursuant to this plan/program.
- i. Allow a maximum of four (4) screeners, full-time and/or part-time, sworn and/or non-sworn officers, per Agency performing this duty. The screeners must be named in a "letter of authorization/datasheet" provided to the LESO, to be updated as changes occur, or whenever LESO requests an update. A weapons Point of Contact (POC) full-time officer must be included on the "letter of authorization/datasheet" for any Agencies that have received or are requesting weapons. NOTE: A maximum of two (2) of the authorized screeners may physically screen at any DRMO at one time.
- j. Ensure all Agencies enrolled in the 1033 Program maintain a current copy of the State Plan of Operation or the MOU.
- k. Contact the LESO in writing not later than 30 calendar days prior to a State Coordinator change.
- l. All property transfers will cease if no current Governor's letter is on file; the State has not signed the MOA with DLA; the State Coordinator or POC does not validate all property requests and there is no State Plan of Operation on file.
- m. Assure that all environmentally regulated property is handled, stored and disposed of in accordance with applicable Federal, State and local environmental laws and regulations.
- n. Ensure Agencies are aware of their responsibilities in accordance with the Single Audit Act of 1984, as amended (31 U.S.C. 7501-7). Assist Agencies by providing information, as required, for audit submission. Also assist Agencies by identifying which property oversight agency the audit information must be submitted to.
- o. Obtain reconciliation reports from the LESO website and conduct monthly reconciliations on all items received and annual reconciliations for high dollar items (items valued over \$20,000) and DEMIL B-Q items between the State/Agency and LESO.
- p. Ensure serial/tail numbers are provided to LESO on items such as Peacekeepers/armored personnel carriers (APC), aircraft, night vision goggles (NVG)/sights, and weapons.
- q. Validate and certify Agency inventory reconciliation results electronically and forward them to LESO within ten (10) working days of the monthly or annual reconciliation process. Maintain a signed copy of all property reconciliation documentation received through the 1033 Program.
- r. Submit requests for property returns (turn-ins to a DRMO) to LESO. Note: Costs of shipping or repossession of the property by the U.S. Government will be borne by the Agency.
- s. Submit disposal, transfer and inventory adjustment requests to LESO.
- t. Forward requests to LESO for excess property that is necessary to meet requirements for Agency efforts. Assure they recipient Agency is identified on all requisitions.

THE AGENCY SHALL:

- a. Follow the terms, conditions, and limitations applicable to property transferred pursuant to this plan/program.

- b. Submit applications for participation in this program to the State Coordinator/Points of Contact for approval. Upon request from the State Coordinator/Points of Contact or LESO provide a mission statement.
- c. Submit requests for property (electronically). Provide justification for all requisitions to the State Coordinator/Points of Contact.
- d. Agrees to maintain, at no expense to the U.S. Government, adequate liability and property damage insurance coverage and workmen's compensation insurance to cover any claims.
- e. Control and maintain accurate records on all property obtained under this plan. These records must provide an "audit trail" for individual items of property from receipt to distribution. These documents include all of the records listed under Equipment/Paperwork Accountability. The records maintained must also satisfy any and all pertinent requirements under its applicable State statutes and regulations for the program and this property.
- f. Obtain annual reconciliation reports from the State Coordinator. Sign, date and return the reconciliation reports within **60** days of receipt. Monthly reconciliations will be required if the Agency obtains new property. The Agency will maintain a signed copy of all property reconciliation documentation received through the 1033 Program.
- g. Assure that the following weapons issued to the Agency are registered with the Bureau of Alcohol, Tobacco and Firearms: M14, M16, M21 and M79. Recipients must comply with all applicable firearm laws and regulations. Report all stolen or unaccounted for weapons to LESO through the State Coordinator/Points of Contact not later than seven (7) working days after the incident has occurred. The Agency must provide a weapon POC on all LEA data sheets. All weapon transfers between Agencies must be approved by the LESO before it is completed. Maintain an approved copy of the ATF Form 10 or Form 5 for the above listed weapons.
- h. Contact the State Coordinator/Points of Contact, in writing, not later than 30 days prior, when property accountability officer changes.
- i. Assure that all environmentally regulated property is handled, stored and disposed of in accordance with applicable Federal, State and local environmental laws and regulations.
- j. Identify to LESO each request that will be used in counterdrug/counterterrorism activities.
- k. Agencies must maintain a copy of the State Plan of Operation or MOU.
- l. Agencies must be aware of their responsibilities under the Single Audit Act of 1984, as amended (31 U.S.C. 7501-7).
- m. Conduct periodic reviews to include physical inventory/spot checks of actual property and related records. Ensure compliance with applicable MOA/MOU and/or State Plan of Operation.
- n. Submit requests for property returns (turn-ins to a DRMO) to the State Coordinator. Note: Costs of shipping or repossession of the property by the U.S. Government will be borne by the Agency.
- o. Submit disposal, transfer and inventory adjustment requests to the State Coordinator.
- p. Allow a maximum of four (4) screeners, full-time and/or part-time, sworn and/or non-sworn officers, per Agency. The screeners must be named in a "letter of authorization/datasheet" provided to the LESO, to be updated as changes occur, or whenever LESO requests an update.

A weapons POC fulltime officer must be included on the "letter of authorization/datasheet" for any Agencies that have received or are requesting weapons. NOTE: A maximum of two (2) of the authorized screeners may physically screen at any DRMO at one time. Appoint a Property Accountable Officer responsible for approving/disapproving all property requests and maintaining all accountable records for property received.

- q. Ensure serial/tail numbers are provided to the State Coordinator/Points of Contact on items such as Peacekeepers/APCs, aircraft, NVGs/sights, and weapons.

TRAINING

The State Coordinator/Points of Contact and Agencies should be trained/familiar with guidance on the following websites:

- ABCs of DEMIL www.hr.dla.mil/dtc/coursecatalog/PD/abcdmil.htm (knowledge of demilitarization codes)
- DLA operations www.dla.mil (DLA handbook)
- LESO operations www.dla.mil/j-3/leso (1033 Program/Automation training guides)
- DRMS operations www.drms.dla.mil (automation requisitioning process/procedures)

LAW ENFORCEMENT AGENCY COMPLIANCE REVIEWS

The State Coordinator/Points of Contact will conduct periodic reviews of each Agency enrolled in the program, to include physical inventory/spot checks of property received and any related records. Additionally, ensure Agencies are in compliance with current State Plan of Operation. These reviews must be documented and maintained by the State Coordinator for future LESO compliance reviews.

ESTABLISH INACTIVE FILE

As of October 1, 2003, the LESO will institute a five-year file retention policy. This policy will state that LESO will maintain active files for two years and inactive files for three years. After five years, the files are destroyed with the exception of DEMIL code B through Q, sensitive items and \$20,000 or more high dollar items.

NOTICES

Any notices, communications or correspondence related to this plan will be provided through postal service, express service, facsimile or electronic mail to the Agency. Idaho State Police may, from time to time, make modifications or amendments to this plan as dictated by 1033 Program changes. In such cases, reasonable opportunity will, insofar as practical, be afforded the Agency to conform to changes affecting their operations.

TERMINATION

Either party may terminate this plan provided the other party receives thirty-days (30) notice or as stipulated by Public Law. Termination of the agreement will cease continued participation in the program. All program-acquired property possessed by the terminated agency must be maintained in accordance with the agreement and is subject to review and audit by the Department of Defense or a designated representative.

The designated State Coordinator/Points of Contact and Agency official identified and signing below represent that they are authorized to enter into this agreement and sponsor this program on behalf of their respective agencies.

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

*Agency Signature

Type/Print Name and Title

Date

A. Jerry Russell
State Coordinator/POC Signature

Colonel G. Jerry Russell, Director
Type/Print Name and Title

July 27, 2009
Date

*If an electronic signature is not available, please put an "X" in the box in lieu of your signature, verifying your acceptance of the terms and conditions set forth in this plan. Please be sure to type your name, title, and the date "signed" above.