

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