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Federal Sources of Personal Property for Law Enforcement

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Jeremy Travis

Director

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Preface

In 1995, the National Institute of Justice (NIJ) began the Surplus Property Program in order to find ways to make the U.S. Department of Defense (DoD) excess property program—the 1208 Program (now the 1033 Program)—better known and more accessible to State and local law enforcement agencies. This is a continuing effort. NIJ is now the Attorney General’s point-of-contact on Defense excess personal property matters and maintains constant liaison with DoD and other interested agencies and offices in this regard. NIJ’s study of the excess property program was expanded into a survey of other sources of Federal property that could be acquired by police and sheriff’s agencies for law enforcement and corrections activities. Information is collected through the cooperation of the Department of Defense, the Department of the Army, the Defense Logistics Agency, the General Services Administration, and the Defense Reutilization and Marketing Service, and from State coordinators for the 1033 Program and State points-of-contact for the 1122 Program. The National Association of State Agencies for Surplus Property is also helpful in providing up-to-date information on the donation program. The collected information has been distilled into this manual and the corresponding online publication on the JUSTNET (Justice Technology Information Network) World Wide Web site (<http://www.nlectc.org>). We wish to acknowledge Ultimate Enterprises Ltd., whose efforts have contributed to the success of the Surplus Property Program and this manual.

This manual will be updated frequently and kept current on developments in the excess, surplus, and property purchasing programs that benefit law enforcement and corrections and will be posted on JUSTNET. NIJ welcomes comments and suggestions, which should be addressed to:

National Institute of Justice
Office of Science and Technology
Surplus Property Program
810 Seventh Street, N.W.
Washington, DC 20531

Attn: James Williams
Program Manager
(202) 305–9078
Fax: (202) 307–9907

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Introduction

For a number of years, Congress has recognized that State and local law enforcement could benefit from access to excess, surplus, and foreign excess personal Federal property and has passed legislation to make this property and equipment available. Due to the rapid decline in the size of the Armed Forces and the constant introduction of new items of equipment, the largest generator of surplus real and personal property has been the U.S. Department of Defense (DoD). Although this source of surplus property has passed its peak and the amount and variety of excess property will continue to decline over time, law enforcement agencies can still obtain high-quality, high-value property at little or no cost.

Among the Federal programs for the transfer of property to law enforcement, the Section 1208 Program enjoyed the greatest prominence because of the volume of property transferred and because the transfers were made without charge. The program began in 1989 when the 101st Congress amended the National Defense Authorization Act to permit the Secretary of Defense to transfer, without charge, excess DoD personal property (supplies and equipment) suitable for employment in counterdrug activities to Federal and State drug law enforcement agencies (DLEAs) (see box for extract). In practice, county and municipal agencies participated as State agencies.

Under Section 1208, the Secretary of Defense transferred to Federal and State law enforcement agencies, without charge, a wide variety of equipment, vehicles, and aircraft suitable for use in

Sec. 1208. TRANSFER OF EXCESS PERSONAL PROPERTY

- (a) TRANSFER AUTHORIZED. (1) Notwithstanding any other provision of law and subject to subsection (b) the Secretary of Defense may transfer to Federal and State agencies personal property of the Department of Defense, including small arms and ammunition, that the Secretary determines is:
- (A) suitable for use by such agencies in counterdrug activities; and
 - (B) excess to the needs of the Department of Defense.
- (2) Personal property transferred under this section may be transferred without cost to the recipient agency.
- (3) The Secretary shall carry out this section in consultation with the Attorney General and the Director of National Drug Control Policy.
- (b) Conditions for Transfer. The Secretary may transfer personal property under this section only if:
- (1) the property is drawn from existing stocks of the Department of Defense; and
 - (2) the transfer is made without the expenditure of any funds available to the Department of Defense for the procurement of Defense equipment.
- (c) APPLICATION. The authority of the Secretary to transfer personal property under this section shall expire on September 30, 1992.

[The Congress extended the program to September 30, 1997.]

[Extract from the original]

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counterdrug activities. He assigned the administration of the program to the Deputy Assistant Secretary of Defense for Drug Enforcement Policy and Support (DEP&S). DEP&S established four Regional Logistics Support Offices (RLSOs), and each State appointed a State coordinator whose function was to approve or disapprove requests for excess DoD property. RLSOs served as links between the coordinators and the Defense Reutilization and Marketing Offices (DRMOs), which controlled the property.

The 1033 Program superseded the 1208 Program in 1996 and permits the Secretary of Defense to transfer excess Defense personal property for law enforcement activities. The requirement that the property be for counterdrug activities was removed from the program.

The 1208 Program and the 1033 Program are discussed in Chapter One.

Another source of surplus Federal personal property for State and local governments that has existed for 50 years is the General Services Administration (GSA) donation program, which is administered by State Agencies for Surplus Property (SASPs). This resource is available to law enforcement and corrections agencies and is discussed in Chapter Two.

The third source of Federal personal property is discussed in Chapter Three. This is the 1122 Program, through which law enforcement agencies can purchase supplies and equipment for counternarcotics activities from DoD and GSA suppliers.

The rules and regulations for the administration of the excess and surplus property programs are under constant revision. This manual will be revised whenever significant changes occur.

Chapter One

The 1033 Program

1. The Transition From 1208 to 1033

The authority granted to the Secretary of Defense to transfer excess property to State and local law enforcement and corrections agencies began as the “1208 Program.” In 1996, Congress replaced Section 1208 of the National Defense Authorization Act with Section 1033, made the program permanent, made all law enforcement activities eligible for the receipt of property, and specified that preference be given to counterdrug and counterterrorism activities. Like Section 1208, Section 1033 instructs the Secretary of Defense to consult with the Attorney General and the Director of National Drug Control Policy on the administration of the program.

The Secretary of Defense administered the 1208 Program through four Regional Logistics Support Offices (RLSOs). In 1995, the program was transferred to the Defense Logistics Agency (DLA), and RLSOs were eliminated and replaced by the Law Enforcement Support Office (LESO) at Fort Belvoir, Virginia, with an office in El Segundo, California, for western operations. The California office has been closed and all LESO activity is at Fort Belvoir.

2. Demand Reduction

Soon after the 1208 Program began, the Secretary of Defense agreed that State and local “demand reduction activities” were “counterdrug activities” within the meaning of Section 1208 and therefore qualified for inclusion in the program. Because State and local agencies administering these activities generally came under the purview of State public health authorities, Federal supervision of this aspect of the 1208 Program was assumed by the U.S. Department of Health and Human Services. Each State was invited to participate in the program and to name its chief administrator of drug abuse programs as the State official responsible for its administration.

3. Corrections

When the Secretary of Defense transferred the administration of the program from the office of the Deputy Assistant Secretary of Defense for Drug Enforcement Policy and Support to the Defense Logistics Agency, DLA removed demand reduction activities from participation in the program. This decision is consistent with the changes Congress made in the program with the enactment of Section 1033. Jails and prisons that previously had been able to acquire excess U.S. Department of Defense (DoD) supplies and equipment for drug “demand reduction activities” could no longer obtain such property for these purposes. Although places of incarceration might appear to be “law enforcement activities,” DLA’s definition—for purposes of Section 1033—focused on *agencies* rather than *activities*. For an agency to participate in the program,

DLA ruled that it must be a government agency whose primary function is the enforcement of laws and whose officers are compensated and have the powers of arrest and apprehension.

Accordingly, DLA has determined that excess Defense property cannot be transferred for use by correctional institutions in the general support of the prison population, for routine prison activities, or for the rehabilitation or treatment of drug offenders. On the other hand, DLA generally will approve property transfers under the 1033 Program for use by teams, squads, or individuals whose mission is to enforce laws within the jurisdiction of prison officials. Examples of qualifying units would be a “special reaction team” whose mission is to quell disturbances within the prison jurisdiction or a team or individual officer charged with apprehending escapees. Parole and probation agencies generally qualify as well. In each case, however, it must be shown that the officers have arrest, apprehension, or revocation authority within their jurisdictions.

Sheriffs, correctional administrators, and parole/probation authorities should discuss their respective situations with their State 1033 coordinators to determine which officers or activities within their agencies qualify for participation in the program. When agreement is reached that certain correctional activities qualify, the agency’s senior official makes written application to participate, in accordance with the guidelines furnished by the coordinator.

4. Operation of the Program

During the first year of its operation, the 1208 Program transferred more than \$1 million in excess Defense property to State and local drug law enforcement agencies (DLEAs). By the end of fiscal year 1995, this annual figure had increased to more than \$324 million. The acquisition value of the 54,555 line items transferred during fiscal year 1996 was \$336 million. The program had outgrown the management resources assigned to it, so the Secretary of Defense transferred the responsibility to DLA, which conducted a study of the operation and developed a plan designed to:

- Improve the efficiency and fairness of the program.
- Institute controls that would reduce waste, fraud, and abuse in the system.
- Make optimum use of the military officers and noncommissioned officers assigned to RLSOs.

This plan required two major initiatives:

- A Memorandum of Agreement (MOA) between the Defense Logistics Agency and the State(s) as a condition for participation in the program.
- A phased deactivation of RLSOs until administration of the system could be concentrated in the Counterdrug Support Office (CDSO) at DLA Headquarters in Fort Belvoir, Virginia, and in a western office in California. (The name was later changed from CDSO to LESO, for Law Enforcement Support Office.)

As might be expected in a nationwide program of this size and scope, a few law enforcement agencies (LEAs) abused the system, causing some critics to argue for the repeal of the program.

(It is important that all participating activities adhere carefully to the rules and be alert to appearances of abuse. Some cases of apparent fraud and abuse are summarized in **Appendix A.**) Congress, however, recognized the value of the 1208 Program to counterdrug law enforcement and expanded the program to include *all law enforcement activities*. Section 1033 amended the National Defense Authorization Act and became effective on October 1, 1996. Section 1033 grants the Secretary of Defense *permanent* authority to make property transfers for all law enforcement activities and removes the requirement that the property be suitable for counterdrug activity. The change from “counterdrug” to “law enforcement activities” had another—possibly unintended—effect: It made “demand reduction activities” ineligible under the 1033 Program. An extract from the text of Section 1033 follows.

[Title X—General Provisions]

Sec. 1033. TRANSFER OF EXCESS PERSONAL PROPERTY TO SUPPORT LAW ENFORCEMENT ACTIVITIES

(a) TRANSFER AUTHORITY. (1) Chapter 153 of title 10, United States Code, is amended by inserting after section 2576 the following new section:

§ 2576a. Excess personal property: sale or donation for law enforcement activities

(a) TRANSFER AUTHORIZED. (1) Notwithstanding any other provision of law and subject to subsection (b), the Secretary of Defense may transfer to Federal and State agencies personal property of the Department of Defense, including small arms and ammunition, that the Secretary determines is:

- (A) suitable for use by the agencies in law enforcement activities, including counterdrug and counterterrorism activities; and
- (B) excess to the needs of the Department of Defense.

(2) The Secretary shall carry out this section in consultation with the Attorney General and the Director of National Drug Control Policy.

(b) CONDITIONS FOR TRANSFER. The Secretary of Defense may transfer personal property under this section only if:

- (1) the property is drawn from existing stocks of the Department of Defense;
- (2) the recipient accepts the property on an as-is, where-is basis;
- (3) the transfer is made without the expenditure of any funds available to the Department of Defense for the procurement of defense equipment; and
- (4) all costs incurred subsequent to the transfer of property are borne or reimbursed by the recipient.

(c) CONSIDERATION. Subject to subsection (b)(4), the Secretary may transfer personal property under this section without charge to the recipient agency.

(d) PREFERENCE FOR CERTAIN TRANSFERS. In considering applicants for the transfer of personal property under this section, the Secretary shall give a preference to those applications indicating that the transferred property will be used in the counterdrug or counterterrorism activities of the recipient agency.

(2) The table of sections at the beginning of such chapter is amended by inserting after the item relating to section 2576 the following new item: “2576a. Excess personal property; sale or donation for law enforcement activities.”

(b) CONFORMING AMENDMENTS. Section 1208 of the National Defense Authorization Act for Fiscal Year 1991 (Public Law 101-510; 104 Stat. 1630) is amended by striking out “section 1208 of the National Defense Authorization Act for Fiscal Years 1990 and 1991 (10 U.S.C. 372 note) and section 372” and inserting in lieu thereof “sections 372 and 2576a.”

[Extract from the original]

5. Policies and Restrictions

DLA, acting for the Secretary of Defense, exercises the authority to determine the regulations, restrictions, and procedures for the transfer of excess property to law enforcement agencies and to determine the type, quantity, and location of excess personal property that will be transferred. Accordingly, DLA requires each State to agree to a Memorandum of Agreement, which sets forth the rules for participation. The MOA text is in **Appendix B**; its key provisions are summarized below:

- Each State must submit to DLA for review a plan of operation conforming with State law and the provisions of the MOA. This plan will contain a description of the State coordinator’s authority, staff, and facilities as well as the procedures the State has established for determining eligibility and allocation and for overseeing compliance, reutilization, accountability, and disposal.
- Preference shall be given to requests for property for counterdrug and counterterrorism requirements, and “All requests . . . must be based on bona fide law enforcement requirements.” For purposes of this program, “DLA defines *agencies* in law enforcement activities as *government agencies* whose primary function is the *enforcement* of applicable Federal, State, and local laws and whose *compensated law enforcement officers* have *powers of arrest and apprehension*.” [Emphasis added.] (Certain corrections activities also qualify, as discussed in section 3, above.)
- “. . . [P]roperty may not be obtained for the purpose of sale, lease, rent, exchange, barter, to secure a loan, or to otherwise supplement normal State/law enforcement agency (LEA) budgets.” Property must be placed in use within 1 year of receipt, and serviceable equipment may not be requisitioned for parts. Property must be used for at least 1 year (if still serviceable) and can then be disposed of, if no longer needed for law enforcement, according to State and local laws. The stockpiling of equipment for possible future use is prohibited.
- The receiving agency is responsible for all costs associated with the property after it is transferred, as well as for all shipping or Federal repossession costs.
- Equipment requiring demilitarization (includes weapons, ammunition, gas masks, helmets, body armor, and night vision devices) must be returned to the nearest Defense Reutilization Marketing Office (DRMO) that is equipped to receive it when it is no longer needed for law enforcement activities. All turn-ins are coordinated with LESO.
- Special rules apply to helicopters and airplanes: They need not be returned when no longer needed for law enforcement activities but may be retained permanently, provided that evidence of proper maintenance over a 5-year period is presented. Furthermore, law enforcement agencies may exchange aircraft and parts with other authorized agencies provided that appropriate Federal Aviation Administration (FAA) maintenance and repair guidelines are followed. They also may stock reasonable quantities of aircraft components.

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- Special rules also apply to Munitions List/Commerce Control List Items and Flight Safety Critical Aircraft Parts.
- LESO has announced a program of compliance visits to the States. The goal is to visit each State once every 2 years. State coordinators are advised in advance of each visit and informed concerning the scope of the compliance review.

6. Procedures

- All property in DRMOs is transferred on a first-come, first-served basis. DRMOs follow instructions regarding the issuance of property; they do not influence the approval or cancellation process. Excess property received by a DRMO is available for screening by Federal agencies and participants in the 1033 Program for 21 days; this period is followed by another 21-day “donation screening period,” during which surviving property is made available to State Agencies for Surplus Property (SASP).
- There is no stated or implied warranty on any item transferred or any assurance that it will perform as expected in a law enforcement application.
- Although the property is transferred by the Department of Defense at no charge, some States—specifically, those States in which the State coordinator is also the State Agent for Surplus Property—charge a fee to transfer the property to law enforcement agencies. The Department of Defense exercises no influence over this practice.
- There are four participants in the routine process for the transfer of Defense equipment under the 1033 Program. (Aircraft, weapons, and armored vehicles are treated differently, as explained in sections 11 and 12.) The four participants are listed below:
 - State or local law enforcement agency requesting the property.
 - State coordinator. (See list in **Appendix C**.)
 - LESO.
 - DRMO where the requested item is located. (See list in **Appendix E**.)

7. The Process for Entry Into the Program

- A State or local law enforcement or corrections official begins the process by writing a letter to the State coordinator, requesting that the agency be accepted for participation in the program. The format for this letter is in accordance with the State plan. An example of such a letter is in **Appendix F**.
- Upon approval of the request, the State coordinator prepares a “Law Enforcement Agency Data Sheet” (see **Appendix G**), has it signed by the chief of the law enforcement agency, and sends it to LESO, where the data are entered into a database. A new datasheet must be submitted whenever a change in screening or responsible personnel occurs at the agency.

- LESO responds to the receipt of the datasheet by sending a letter to the agency through the State coordinator authorizing designated LEA officers to screen and receive property at all DRMOs.
- Indian police agencies, serving federally recognized tribes, whose officers possess arrest and apprehension authority, are eligible to participate in the 1033 Program, subject to the approval of the State coordinator of the State in which they exercise jurisdiction on tribal lands. Tribal police departments that are admitted into the program are subject to the same rules, regulations, procedures, and oversight by the State coordinator as are State, county, and municipal police agencies in the State.
- Some States have elected to perform all screening and acquisition of property at the State level. The State coordinator appoints a limited number of State or regional officials (typically two or three) to screen and remove property from DRMOs on behalf of State and local agencies. The screening is performed in response to specific law enforcement and corrections agency requests; property is transferred to a State distribution center pending transfer to the requesting agency. DLA does not approve the acquisition of large quantities of property in anticipation of requests. State coordinator distribution centers are for short-term storage of items acquired against requests by State and local law enforcement agencies.

8. The Process for Screening, Requisitioning, and Receiving

There are two methods of screening. The most common method is physically visiting DRMOs and looking over the excess property displayed. Excess property is available for screening only by persons identified in the letters of authorization described in the previous section, and not by other State or local agencies not entered into the 1033 Program. Property is available for screening in the excess category for 21 days, after which—if it has not been tagged and requisitioned—it becomes “surplus” and can be granted to State and local government entities and to certain nonprofit service activities, and later placed on sale by DRMOs. In other words, State and local agencies in the 1033 Program, along with Federal agencies and departments, have first crack at the property. The following is a description of the physical screening and acquisition process:

- The law enforcement or corrections agency’s first step, after receiving its letter of authorization, is to contact a DRMO reutilization specialist at the chosen DRMO. The specialist will schedule a screening appointment for the designated LEA officers.
- On the first visit, the screening officers bring the agency’s letter of authorization. Typically, only two officers designated on the authorization letter will be admitted to a DRMO at one time. Screening documents and procedures are explained by the DRMO reutilization specialist.
- The reutilization specialist provides the screening officers with a supply of tags and a “Screener’s Tally Sheet.” The form, titled “*SCREENER’S TALLY REQUEST TO FREEZE*”

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EXCESS/SURPLUS U.S. PROPERTY, DRMS FORM 103,” effectively removes from circulation items identified as needed by an agency screener. An example of this form is in **Appendix H**.

- The screener enters the DRMO section designated by the reutilization specialist as containing property available for screening. Screeners should not enter any area not designated as open to them by the reutilization specialist. Each item in the screening area will have a *Department of Defense Form 1348-1A* attached to it. An example of *Form 1348-1A* is in **Appendix I**.
- When a desired item is located, the screener copies data from the *Form 1348-1A* onto the *Form 103* tally sheet. (Any questions about how to fill out the form can be answered by the reutilization specialist.) The screener attaches one tag to the item, informing subsequent screeners that this item has been requested for transfer to an authorized agency. Some items are in “batch-lots”: large quantities of the same or similar items, such as shoes, miscellaneous parts (including aircraft parts), and field uniform sets (battle dress uniforms). DRMOs are instructed to permit a screener to tag only the number of items that are needed from batch lots; screeners are not compelled to take an entire batch. There is no limit to the number of items that can be screened, but a screener should not tag more property than can be put to use by the agency within the year. Screeners may tag property that has been tagged by another agency. (The first tag receives priority, but transfer to the first agency may be refused by a State coordinator or by LESO; then transfer to another agency is possible.) The screener gives one copy of the *Form 103* to the reutilization specialist and sends one to the State coordinator, usually by fax. If any of the requested property requires a letter of justification, the letter should be sent with the *Form 103*. Some States require justification letters for all items explaining how the property will be used in a law enforcement, counterdrug, or counterterrorism activity. The screening phase is complete when the screener returns all unused tags to the reutilization specialist and signs out. (See **Appendix P**, “Practical Guidance for Screeners.”)
- Upon receipt of the copy of the *Form 103*, the State coordinator examines the request for validity and legibility. If the request is approved, the *Form 103* is faxed to LESO with the following endorsement:

I CERTIFY THAT THE ABOVE LISTED ITEMS ARE JUSTIFIED FOR USE IN SUPPORT OF LAW ENFORCEMENT ACTIVITIES FOR THE REQUESTING LAW ENFORCEMENT AGENCY. THIS PROPERTY WILL BE USED IN ACCORDANCE WITH 10 U.S.C 2576a SECTION 1033. I RECOMMEND LESO APPROVAL OF THIS REQUEST.

- LESO reviews the State-approved request and—if LESO approves the transfers—prepares a requisition/transfer document for each approved item on the *Form 103*. This document is a *DD Form 1348-1A* (**Appendix I**, mentioned earlier.) These completed, approved forms are then sent (via fax) to the State coordinator.

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- Upon receipt of the approved *DD Forms 1348-1A*, the State coordinator sends them, usually via fax, to the agency. If no *1348s* are received within 5 days or so after the *Form 103* was sent to the State coordinator, the agency should call the State coordinator and inquire about the status of the request. Depending upon the communications situation, personnel availability, and workload, this entire transaction may take from a few hours to several days. In some cases, the screening officer may remain at DRMO until approval is received, but more commonly the officer returns to the agency to await approval. For same-day transfer, an agency must inform the State coordinator, and LESO must be given 5 days' advance notice. In any event, the requisitioned property must be removed from DRMO within 14 days of approval or the right to acquire the property is forfeited.
- In the final step, the authorized officer accepts the property from DRMO and transports it to the agency. (In States where screening is centralized, pickup is performed by agents of the State coordinator.) The agency in possession of the property is then responsible for maintaining accurate records of location, use, and condition. These records are subject to audit by State and Federal officials.
- The State coordinator or LESO may deny a request for property or cancel one that is already processed. (DRMOs have no role in this activity.) All questions or appeals regarding denials or cancellations should be referred to the State coordinator or LESO (through the coordinator).

9. Alternative Screening Methods

Screening on the Internet: The Defense Reutilization and Marketing Service (DRMS) World Wide Web site contains comprehensive information on excess and surplus property and allows LEAs to screen property on the Internet. Information on the Web site is available from the technical support desk in Battle Creek, Michigan, at 616-961-4245, or e-mail to rtd@drms.dla.mil. To screen demilitarized (DEMIL) items, an agency must apply to DRMS for a special password. The process begins with an agency finding the desired item on the Web site and calling the reutilization specialist at the designated DRMO to obtain the warehouse location of the item. At this time, the reutilization specialist will tag and “freeze” the property while the agency prepares its *Form 103*, showing the warehouse location, and forwards it to the State coordinator for approval. From this point on, the process follows whatever means the State coordinator employs to forward the request to LESO. In Indiana, the State coordinator has a Web site, and all LEAs communicate with the State via the Internet and e-mail; the entire process is by computer and fax; no paper is handled. DLA views this “paperless” system as the “wave of the future.” Onsite screening will still be possible—indeed, LEAs often will want to see what they are requesting—but much of the screening and tagging will be performed by computer.

The Recycling Control Point (RCP) Program: RCP is a departure from the usual way of operating the DRMS property disposal business. The RCP concept is to move *information* rather than *property*. Defense Distribution Depots report their excess to the “virtual DRMO”

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established at DRMS headquarters in Battle Creek, Michigan. Rather than moving the property from one location to another, the excess remains safely at the depot until it is selected for reutilization, transfer, or donation. There are now 22 of these RCPs in operation.

Here is how a law enforcement agency can use the RCP Program:

- Step One: Access the World Wide Web site at <http://www.drms.dla.mil>
Click on “GOV R/T/D.”
Click on “RCP.”
- Step Two: Three options may be searched on:
 - Section A (mandatory): Use this to find an item by FSC, NIIN, or Noun Name.
 - Section B (optional): This shows property by the date it entered the inventory.
 - Section C (optional): Query by RCP site locations.
Click on “Submit Search.”
- Step Three: Complete a DRMS *Form 103* as if property were being screened at a DRMO. (Lacking a *Form 103*, an agency can submit a screen print from the Internet or just use plain paper with the required information written on it. Legibility and completeness are essential.) Fax the form to the coordinator who will, upon approval of the transfer, send the *Form 103* to LESO for preparation of the *Form 1348* transfer document. Upon receipt of the *Form 1348*, the coordinator will fax it to DRMS. (Fax number is 616-961-7287.) Upon receipt of the approved transfer document, the RCP site will ship the property directly, prepaid.

Questions about RCP transfers should be directed to Margaret Grover at 616-961-7327 (phone), 616-961-7287 (fax), or mgrover@drms.mil or rcp@drms.dla.mil (e-mail).

10. Vehicles

Many agencies have acquired wheeled vehicles through the program. The popular vehicles are the M-1008, 4X4 Chevy pickup; the M-1009, 4X4 Chevy Blazer; the M-1010, 4X4 Chevy ambulance; and the 6X6, 2 1/2-ton and 5-ton cargo trucks. Until early 1996, law enforcement agencies sent requests for vehicles to RLSO, which arranged for the transfer of excess vehicles directly from Army units to the requesting agency. This process gave the law enforcement agencies an unfair advantage over Federal agencies in the acquisition of excess Army vehicles, so the practice was eliminated. Currently, vehicles move through the system like other categories of property and screening, by the two methods previously discussed above. When large numbers of vehicles are simultaneously declared excess at a military installation, “offsite” screening is commonly used. To make equitable distribution in these cases among Federal, State, and local jurisdictions (generally, when the vehicles number 10 or more), DLA will coordinate with the interested Federal agencies at the site and agree on a fair formula for apportionment.

11. Aircraft Transfer Policy

Excess aircraft are available to qualified law enforcement agencies through the 1033 Program. Because of their high value, limited numbers, and the high costs associated with modifying, maintaining, and operating military aircraft in law enforcement roles while complying with FAA rules and regulations, the Department of Defense has kept a tight rein on the transfer of excess aircraft. The procedures for screening and acquisition described in the foregoing sections do not apply to aircraft. DLA requires that the following procedures be followed when a law enforcement agency requests an excess military aircraft:

- The agency requesting an excess aircraft begins the process by writing a letter to LESO, through its State coordinator. The State coordinator determines intrastate priorities for aircraft and forwards approved requests to LESO. The letter should include the following information and assertions:
 - The name, address, and phone and fax numbers of the agency and the name of the agency's chief executive. The names and phone numbers of points-of-contact in the aviation unit should be included.
 - The type and number of aircraft requested, with an explanation of the intended missions for the aircraft and the expected impact on the crime situation in the local and surrounding jurisdictions.
 - The area covered by the jurisdiction and its population.
 - Assurance that the agency chief executive understands the aircraft transfer conditions contained in the MOA; this should be a reiteration of the conditions DLA imposes on the transfer of aircraft as stated in the MOA.
 - A description of the agency's plan to maintain, finance, and operate the aircraft being requested. (A copy of the agency's aviation plan would be helpful in this regard.)
 - A statement to the effect that the agency chief executive is familiar with FAA regulations governing the operation of the aircraft. This statement should include citations to the applicable Federal Aviation Regulations (FAR) and FAA Advisory Circular 00.1-1 Public Aircraft Operations.
 - A statement concerning aircraft received (if any) from the Federal Government by the requesting agency prior to this request: when, how many, what type.
- LESO constructs a list of approved aircraft requests, in order of the date each request was received. This list is reviewed by the Office of National Drug Control Policy and the U.S. Department of Justice. Requests are filled from the approved list as aircraft become available.

- Nearly all excess aircraft come from the Army. The U.S. Army Aviation and Missile Command prepares transfer documents and coordinates directly with the State coordinator and the receiving LEA for pickup of the aircraft.
- If the agency agrees to accept the helicopter, it must arrange to fly the helicopter (or transport it otherwise, if it is not flyable) from wherever it is located. Some avionics may be removed by the Army before the helicopter is transferred; if the helicopter is flown away, the agency signs a receipt for the avionics and returns them after the flight.

12. Weapons and Ammunition

Currently, law enforcement and corrections agencies may obtain M-14 semiautomatic rifles, .45-caliber pistols, and .38-caliber pistols. M-21 sniper rifles (7.62mm), M-16 rifles (5.56mm), M-79 grenade launchers, and 12-gauge shotguns are no longer available. Although the law permits transfer of excess ammunition, DoD currently transfers no ammunition under the program. The U.S. Army Rock Island Arsenal ships the weapons to the receiving agencies after receiving the authorization from LESO and a check to cover packing and shipping costs. The arsenal records the weapons in the Small Arms Serialization Program. The receiving agency must register the weapons with the Bureau of Alcohol, Tobacco and Firearms (BATF). If the agency has no further use for a weapon received under this program, it has three choices for disposal: (1) Turn over to BATF; (2) destroy and submit a destruction certificate to BATF; or (3) coordinate with LESO for transfer to another authorized agency. Weapons request procedures begin with a letter signed by the chief LEA official to the State coordinator, which contains the following paragraphs:

- LEA name, address, and phone and fax numbers, plus the name of the chief official and any other points-of-contact. The numbers of full-time sworn officers, counternarcotics officers, and counterterrorism officers assigned to a tactical team also are included.
- Assurance that the chief official understands the terms of weapons transfers as stated in the MOA.
- A statement that the agency has the ability to maintain, store, and employ the requested weapons.
- A statement that the chief official is familiar with BATF regulations governing weapons registration.
- The numbers and types of weapons requested, their intended use, and how they will affect law enforcement activity in local and adjacent jurisdictions.
- The size and population of the requesting LEA's jurisdiction.

Another source of weapons, excess to the needs of Federal law enforcement agencies, is becoming available to State and local LEAs. See Chapter Two, Section 6.

13. Excess Computer Equipment

Computer equipment that could be put to good use by law enforcement and corrections agencies occasionally shows up at DRMOs. Unfortunately, much—if not most—of this equipment has been roughly handled in its journey and could not be placed in service without expensive repairs. Consequently, most of it is disposed of as surplus and salvaged for parts. A better means exists for the acquisition of excess computers through the 1033 Program. This is the Defense Special Program Division (DSPD), Defense Automation Resources Management Program (DARMP), formerly known as DARIC. Through the Defense Information Technology Management System (DITMS), the computers and computer components are obtained directly from the DoD activity that has declared them excess. Excess computer equipment becomes available to LEAs any time during the 15-day priority screening or until the end of the 30-day screening period. DARMP maintains an excess catalog that State coordinators can access. The Information Technology (IT) Excess Catalog is located on the Web at: <http://www.disa.mil/cio/darmp/excess.html>. To participate in this program, a law enforcement or corrections agency—or a State coordinator—searches the DARMP IT Excess Catalog and finds the desired computer equipment. After the desired equipment has been identified, each LEA must have a reservation placed on the equipment by the State coordinator. Each LEA submits the Requisition and Invoice Shipping Document, *Form DD-1149* (see **Appendix K**), identifying the requested equipment to the State coordinator for signature and approval. The form is then sent to DARMP for transfer approval. An LEA representative then coordinates with the DoD agency for shipping instructions. If an agency finds nothing on the DARMP IT Excess Catalog, the LEA submits a requirement listing to the State coordinator, who places a requirement on DITMS. Once the requirement has been met, a listing is sent electronically to the coordinator with all the appropriate information necessary to complete the reservation and the DD-1149.

14. Armored Vehicles

A number of armored cars—specifically the “Peacekeeper,” a light, 4X4 armored car on a truck chassis—have been transferred to law enforcement agencies. The supply of these vehicles has been virtually exhausted; however, some M-113 armored personnel carriers are available for transfer upon presentation of sufficient justification. The M-113 is a full-track vehicle and is generally considered suitable only for off-road use because of the damage its treads may inflict on paved surfaces.

15. LESO Web Site

LESO maintains a Web site and encourages all program participants to view it for current information. It is called CMIS—Counterdrug Management System. The address is <http://www.leso.hq.dla.mil>.

Chapter Two

Surplus Property Donation Program

1. Background and Operation of the State Agency for Surplus Property

Each State and territory has a State Agency for Surplus Property (SASP). These agencies were established to receive Federal surplus personal property and to donate it to public agencies and certain nonprofit, tax-exempt agencies. SASP operations are funded by the surcharges they receive for their services. The authority is found in Public Law 94–519 (1976), which amended the Federal Property and Administrative Services Act of 1949 to improve the process for donating Federal surplus property to States and local organizations. The General Services Administration (GSA) has the responsibility to administer this program and has issued regulations for its implementation. Law enforcement agencies (LEAs) that are enrolled in the 1033 Program are among the governmental agencies eligible to obtain property from their SASP. They should become acquainted with the SASP as a resource and should be aware of four important differences between the two programs:

- SASPs have access to personal property from all Federal sources, while the 1033 Program handles exclusively Department of Defense personal property.
- The 1033 Program transfers *excess personal property*, that is, property in the first 21 days of screening at the Defense Reutilization and Marketing Office (DRMO). Only property that survives this 21 days becomes available to SASPs as *surplus personal property*.
- SASPs charge recipient agencies a processing fee, while State coordinators facilitate the transfer of property without charge. (State coordinators who also are SASPs place a surcharge on property transferred to LEAs, but the surcharge is usually less than what they charge other agencies.)
- Except in the few States that perform screening and acquisition at the State coordinator level, LEAs must screen and pick up property at DRMOs—not a truly cost-free process—and the property is acquired as is. On the other hand, some SASPs perform the screening and transportation functions for their customers and often will repair or refurbish property. Also, because of their networking, staff, and transportation resources, SASPs can draw from DRMOs worldwide.

2. Public Safety and Corrections

Access to SASPs is open to all State and local public safety and corrections activities. Sheriff's departments and police agencies that may be denied certain excess personal property under the 1033 Program—because their requests did not fall within the law enforcement parameters as determined by the Law Enforcement Support Office (LESO)—may find appropriate supplies or equipment through SASPs. Police departments whose requests for administrative equipment and supplies may be refused under the 1033 Program may fill these needs with surplus property from

SASPs. The SASP resource may be especially useful to jailers and wardens and to operators of drug treatment activities, none of whom now have access to the 1033 Program. Likewise, fire, rescue, and emergency medical activities, which cannot be supported by the 1033 Program, should look to SASPs for their needs.

3. Rules of Property Utilization

The rules that apply to property donated by SASPs parallel those contained in the 1033 Program Memorandum of Agreement (MOA). In fact, the SASP/GSA rules were the model for the MOA:

- Property requested must be needed and useable by the requesting agency and must not be for personal use.
- Property is offered as is (although it may have been repaired or refurbished by the SASP) and is transferred without warranty.
- Property must be placed in use within 12 months of its acquisition and used for at least 12 months.
- Property with an original acquisition cost of \$5,000 or more will have additional periods of restricted use, as will vehicles, aircraft, and vessels.

4. Controls and Audits

SASPs have been in business for many years. Their professional organization, the National Association of State Agencies for Surplus Property, was founded in 1947, and SASPs have developed a store of experience and procedures that enhance efficiencies and protect against fraud and abuse. Their operations must follow State property laws as well as requirements imposed by the Federal Government. The “Single Audit Act” is a Federal law (P.L. 98–502) that requires semiannual reports from all recipients of Federal financial aid. Donated Federal property qualifies as financial aid. State audit agencies submit the required reports for all property donated to the State in excess of \$25,000 market value. The market value of donated property is currently computed (guidance provided by GSA) to be about 23.3 percent of original acquisition cost. (The Single Audit Act applies as well to property transferred through Section 1033.) Officials in GSA regional offices and SASPs routinely perform reviews to ensure compliance with regulations and conditions. Instances of fraud or theft are referred to the GSA Inspector General or to the Federal Bureau of Investigation (FBI), whereas lesser problems are corrected administratively.

5. Addresses and Examples of Donations

Addresses of SASPs are in **Appendix L**. Examples of property donated for corrections institutions and public safety are in **Appendix M**.

6. Firearms

A new program through which excess firearms may be transferred from Federal agencies to the States for use by State and local law enforcement agencies has been inaugurated. GSA issued an amendment to the Federal Property Management Regulations that enables certain usable firearms acquired for Federal law enforcement purposes to continue serving a law enforcement role. GSA's Rocky Mountain Region, located in Denver, Colorado, coordinates firearms transfers. Federal agencies report excess firearms to GSA and the transfers to the States and local law enforcement agencies are handled by SASPs. LEAs interested in taking advantage of this source of firearms should contact their SASP.

Only handguns, rifles, shotguns, individual light automatic weapons, and rifle and shoulder-fired grenade launchers may be offered for donation. SASPs may donate weapons to State and local law enforcement agencies for law enforcement purposes only. Qualifying law enforcement agencies are those whose primary function is the enforcement of laws and whose compensated officers have powers of arrest and apprehension. Each request for weapons submitted to GSA must be accompanied by a conditional transfer document signed by both SASP and the intended recipient of the weapons, accepting the terms, conditions, and restrictions prescribed by GSA. Surplus firearms approved for donation will be shipped directly from the holding Federal agency to the receiving law enforcement agency and may not be stored by SASP. Alternatively, SASP may arrange for the law enforcement agency to pick up the weapons at the holding Federal agency. Law enforcement agencies can expect SASP to charge a small fee for processing the transfer of these weapons. Instructions and forms for this program are at **Appendix J**.

7. Body Armor and Other Police Equipment

State and local law enforcement agencies can anticipate the inauguration of another program through which they can obtain bulletproof vests and other police equipment that is excess to the needs of Federal law enforcement. The equipment may include forced entry devices, ballistic shields, helmets, radios, armored vehicles, night vision gear, and holsters. This property does not belong to the Department of Defense and will not be available through the 1033 Program, but rather through the donation program administered by GSA. Law enforcement agencies should maintain contact with their SASP in order to take advantage of this program when it becomes available. Expended cartridge cases are currently authorized for donation through SASPs to State and local governments to be reloaded and used for law enforcement purposes.

Chapter Three

Purchasing Property Through the 1122 Program

1. Introduction

The National Defense Authorization Act for fiscal year 1994 contained Section 1122, which allows State and local governments to purchase new law enforcement equipment for counter-drug activities through the Federal Government. For the purposes of this counterdrug program, the Act defines the eligible “units of local government” as “any city, county, township, town, borough, parish, village, or other general purpose political subdivision of a State; an Indian tribe which performs law enforcement functions as determined by the Secretary of the Interior. . . .” The discounts the Federal Government enjoys because of its large-volume purchases are passed on to State and local law enforcement agencies (LEAs). The program was introduced in December 1994 at a conference hosted by the U.S. Department of Justice, Bureau of Justice Assistance (BJA), in which the General Services Administration (GSA) and the U.S. Department of Defense (DoD) participated. Three States—California, North Carolina, and West Virginia—were selected to participate in a pilot program to test the concept and were offered BJA grants to get started. The governors were asked to appoint State points-of-contact (SPOCs) to administer the State programs, and the Secretary of the Army was appointed as executive agent for the Department of Defense. Each pilot State was given the latitude to organize its 1122 SPOC offices according to its own State preferences and procedures. Each pilot State soon found it most efficient to combine the 1033 (then 1208) program coordinator functions with those of the 1122 SPOC; many States that have since joined the program have followed this example. The text of Section 1122 is in **Appendix D**.

In 1998 five more States—Colorado, Idaho, Ohio, Virginia, and Washington—received grants to fund 1122 Program SPOC offices. As of early 1999, 42 States have appointed SPOCs. Each SPOC has been assigned a GSA regional customer service director who is available for training and advice. More advice on how to operate a SPOC for the 1122 Program is offered by the three pilot States. These States will supply copies of the forms they use and details on how they set up the accounts to handle the transfer of funds from the purchaser to the supplier. A list of SPOCs is in **Appendix N**. States that wish to apply for entry into the program may do so by writing Bill Croom, Assistant for Supply, Assistant Secretary of the Army, IL&E, Room 3E619, The Pentagon, Washington, DC 20310-0110.

2. Sources of Supply

Three sources of supply are available to law enforcement agencies through their SPOCs. The first two are the Department of the Army (DA) and the Defense Logistics Agency (DLA). DA

and DLA maintain stocks of available items; descriptions and prices of a representative sampling of items are contained in the *Law Enforcement Equipment and Supply Catalog*. All prices should be verified before ordering to ensure that the quoted price is correct.¹ Each SPOC is furnished a supply of these catalogs. DA and DLA have established inventory control points that will provide more information about specific items, provide status on orders, and resolve discrepancies involving shortages, damages, and any other problems associated with orders for their items.

The third source is contractor-supplied items. These items are furnished through GSA, and the sources can be found in the various *Federal Supply Schedules* published by GSA. These *Schedules* are listings of contractors, identifying the types of products they provide to GSA. There is a *Federal Supply Schedule* for “Law Enforcement & Security Equipment,” for example, that gives the names and addresses of suppliers of police equipment belts, holsters, batons, handcuffs, and pepper spray; accessories for police cruisers; alcohol detection kits; bomb disposal and detection equipment; and forensic and criminal investigation equipment. GSA also will purchase motor vehicles for law enforcement agencies under this program. GSA charges a 1-percent fee for handling vehicle purchases. The savings to the purchaser are usually substantial. For listings of items available from GSA *Schedules*, see **Appendix O**.

3. Examples of What Is Available From Army Stocks

The following items are available from Army stocks:

- Aircraft support items and spare parts.
- Field clothing, boots, field rations, generators, watercraft, tents, and sleeping bags.
- Weapons and ammunition.
- Communications, electronic and surveillance equipment, laser rangefinders, electro-optics, and night vision devices.

4. Examples of What Is Available From DLA Stocks

The following items are available from DLA stocks:

- Into-plane aircraft fuel; greases and oils.
- Chain; rope (wire and fibrous); tie-down straps; roof bar mounts; and safety harnesses.
- Locks and seals; telephone and power cable.

¹ Catalogs cannot be updated frequently enough to contain current information on items and prices. The Department of Justice, Defense Logistics Agency, and GSA maintain World Wide Web sites that publish current data. Addresses are available from the SPOCs.

- Cameras, accessories, and film; binoculars; dry batteries; compasses; stopwatches; scales; flashlights and spotlights; and light wands.
- Ready-to-eat meals; flameless heaters; first-aid kits (general and individual); water storage bags and canteens; cots and netting; and tarpaulins.
- Television monitors; sound recorders and tape; microphones; and loudspeakers.
- Computers (laptop and desktop) and components.
- Firearm cleaning tools, ammunition pouches, and holsters; animal handling equipment.
- Face shields and helmets; riot control shields.

5. How LEAs Use the 1122 Program

It is the duty of each SPOC to inform a State's law enforcement agencies about the program and to provide LEAs with required forms and instructions for completing them. Some States hold workshops for LEAs on how to make use of the 1122 and 1033 Programs. SPOCs also distribute the *Law Enforcement Equipment and Supplies Catalog* and the *Federal Supply Schedules* to LEAs. SPOCs screen and approve all valid requests from LEAs and should investigate other sources of the requested equipment, such as the 1033 Program and State Agency for Surplus Property (SASP) donation sources, before approving an order for equipment to be purchased.

When ordering from the *Catalog* an agency simply places its order, using the order form supplied by the SPOC, and follows SPOC instructions regarding payment. Each SPOC transmits the orders to the appropriate agency or Defense Supply Center, and items are shipped directly to LEAs.

When ordering from a *Federal Supply Schedule*, LEAs contact any number of vendors listed in the *Schedule*, asking for price, specifications, and delivery information. Upon selecting a vendor, each LEA sends its order, in accordance with SPOC instructions, to the SPOC. The SPOC places the order with the vendor, who ships directly to the LEA. Payment is made in accordance with State policy; usually the State requires that payment accompany the order.

APPENDIX A

EXAMPLES OF ABUSE

OF THE

1208 PROGRAM

APPENDIX A

Examples of Abuse of the 1208 Program

- The sheriff of a county in the Southeast was indicted on charges relating to acquiring excess property and selling it for personal gain.
- Several cases involving police departments and sheriff's offices involve charges of acquiring excess property for personal use.
- In several other cases, police and sheriff's agencies acquired excess property and sold some of it to generate funds for law enforcement activities; the property was aircraft parts.
- In the Northeast, a sheriff's aviation division is connected with a commercial aviation company in which the sheriff has a financial interest. Excess aircraft parts were acquired through the 1208 Program and commingled with the commercial operation.
- In the Midwest, the FBI is investigating two city police departments alleged to have acquired excess property and sold it at flea markets.
- In the South, an investigation is under way to determine whether a small police department obtained excess U.S. Department of Defense property and donated it to a local, so-called militia group.

APPENDIX B

B

**MEMORANDUM OF AGREEMENT
BETWEEN THE
DEFENSE LOGISTICS AGENCY
AND THE STATES
1033 PROGRAM**

APPENDIX B

Agreement Between the Defense Logistics Agency
and the State of _____

PURPOSE:

This Memorandum of Agreement (MOA) is entered into between the Defense Logistics Agency (hereinafter DLA) and The State of _____ (hereinafter the State) to set forth the terms and conditions that will be binding on the parties with respect to excess Department of Defense (DoD) personal property which is transferred pursuant to the National Defense Authorization Act of 1997, and to promote the efficient and expeditious transfer of the property.

AUTHORITY:

The Secretary of Defense is authorized by 10 USC 2576a to transfer to Federal and State Agencies personal property that is excess to the needs of DoD and that the Secretary determines is suitable to be used by such agencies in law enforcement activities, including counterdrug and counterterrorism activities, under such terms prescribed by the Secretary. The authorities granted to the Secretary of Defense have been delegated to DLA. In determining whether property is suitable for use by agencies in law enforcement activities, DLA defines agencies in law enforcement activities as government agencies whose primary function is the enforcement of applicable Federal, State, and local laws and whose compensated law enforcement officers have powers of arrest and apprehension.

TERMS AND CONDITIONS:

DoD, through DLA, has final authority to determine the type, quantity, and location of excess personal property suitable for use in law enforcement activities, if any, that will be transferred to the State. This agreement creates no entitlement in the State to receive DoD excess personal property. Property available under this agreement is for the use of authorized program participants; not for speculative/possible future use. Unless otherwise provided, property may not be obtained for the purpose of sale, lease, rent, exchange, barter, to secure a loan, or to otherwise supplement normal State/law enforcement agency (LEA) budgets. All requests for property must be based on bona fide law enforcement requirements. The requisitioning of condition code A property for the purpose of cannibalization is not authorized. Any repair, maintenance, insurance, or other expenses associated with these items is the sole responsibility of the State/LEA.

The State agrees to establish and submit to the Headquarters DLA a plan of operation, developed in accordance with State law and conforming to the provisions of this MOA. This plan must detail organizational and operational authority, including staffing and facilities. It must

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also address State procedures for making determinations of eligibility, allocation, and equitable distribution of material, compliance and reutilization reviews, and procedures with respect to accountability and property disposal. Property obtained under this MOA must be placed into use within 1 year of receipt and utilized for a minimum of 1 year, unless the condition of the property renders it unusable. These elements are considered the minimum essential ingredients for establishment of a satisfactory business agreement between the State and DoD. The State's plan of operation is subject to Federal review.

Aircraft (fixed-wing and rotary), Flight Safety Critical Aircraft Parts (FSCAP), and Munitions List Items (MLI) requiring demilitarization may be transferred to the State for its use in law enforcement activities. The State's plan of operation shall be of sufficient detail to assure that such items are returned to and received by DLA (i.e., closest Defense Reutilization and Marketing Office [DRMO]) when no longer needed for law enforcement activities. Such action will be coordinated with the cognizant Law Enforcement Support Office (LESO). Exceptions to this policy are as follows:

The State/LEAs which provide evidence to DLA that aircraft are/will be maintained under Federal Aviation Administration (FAA) maintenance and repair guidance will be allowed to permanently retain the aircraft after a period of 5 years.

Through the State Coordinator, LEAs are permitted to exchange aircraft and FSCAP with other authorized LEAs, provided the aircraft and components are maintained under FAA maintenance and repair guidelines and provided further that the LEAs perpetuate repair and maintenance documentation. LEAs are permitted to retain reasonable quantities of aircraft components for future use.

The State/LEAs may dispose of Strategic List/MLI (only those that do not require demilitarization) only if appropriate procedures and controls are incorporated into the State established plan of operation. At a minimum these items require the U.S. Department of State or Commerce license for export. The State's operation plan must ensure that all LEAs and all subsequent users are aware of and agree to provide strict controls for these items. In lieu of such procedures, and with prior coordination with the cognizant LESO, the State/LEAs have the option of returning such items to the closest DRMO or transferring to other authorized LEAs, when no longer required for law enforcement use.

Except where indicated in this MOA, the State/LEAs may dispose of other types of property in accordance with State and local laws when it is determined by the State and/or the LEA to be no longer needed for law enforcement use.

The designated State Coordinator identified below represents that he/she is authorized to enter into this agreement on behalf of the State. This individual will act as a sponsor for local LEAs that desire excess personal property, coordinating their nonoperational requests. Title is

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granted to the State or designee. Costs of shipping or repossession of the property by the U.S. Government will be borne by the State/LEA.

To the extent permitted by State law, the State/LEA shall indemnify and hold the U.S. Government harmless from any and all suits, actions, demands, or claims of any nature arising out of the use of the property. The State agrees to maintain or assure that the LEA maintains adequate insurance to cover damages or injuries to persons or property relating to the use of the property. Self-insurance coverage is considered acceptable. DoD assumes no liability for damages or injuries to any person or property arising from the use of the property.

THE DEFENSE LOGISTICS AGENCY SHALL:

- a. Receive and approve applications for participation in the program that have been certified by the State coordinator as having a law enforcement mission.
- b. Encourage and assist in the use of electronic screening capability to locate the property.
- c. Upon receipt of a properly executed requisition, issue excess property, free of charge, to the State coordinator or designee for further transfer to authorized LEAs.
- d. Identify Munitions and Strategic List Items (MLI/SLI), Flight Safety Critical Aircraft Parts (FSCAP) and/or any other property requiring special controls and/or return to DoD custody.
- e. Provide the State/LEAs with the available flight historical records and related documentation on FSCAP components. This documentation will be available for inspection by LEAs prior to transfer. The documentation will be sufficient to be accepted by an FAA authorized repair facility for evaluation and possible documentation for use on an aircraft. DoD makes no representation as to the property's conformance with FAA requirements. The LEA must subject the assets to safety inspection, repair, and/or overhaul by a competent manufacturer or other entity such as those certified by the FAA prior to placing into use. The property that is provided to the State/LEA may not meet FAA design standards, and/or may have been operated outside the limitations required by the Federal Aviation Regulations.
- f. Assure that to the greatest extent practical, preference is given to those applications indicating that the transferred property will be used in the counterdrug or counterterrorism activities of the recipient agency.

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THE STATE SHALL:

- a. Receive applications for participation in this program from State law enforcement activities and validate their law enforcement mission prior to forwarding to DLA for approval as an authorized LEA.
- b. Forward requests for excess property that are necessary to meet requirements for LEA law enforcement efforts. Assure the recipient LEA is identified on all requisitions.
- c. Be responsible for the allocation of property to qualified LEAs. Assure the LEAs 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.
- d. Control and maintain accurate records on all property obtained under this MOA in accordance with pertinent State property laws and regulations. These records should identify the destination/receiving agency or disposition of equipment transferred and must be made available for review by DoD or its agents upon request.
- e. Enter into agreements with LEAs to assure they fully comply with the terms, conditions, and limitations applicable to property transferred pursuant to this agreement.
- f. Allow a maximum of two (2) screeners per LEA to physically screen at any DRMO (one primary and one alternate). The screeners must be named in a letter of authorization provided to the cognizant LESO, to be updated annually, or as changes occur.
- g. Identify to LEAs property requiring demilitarization and the special controls on MLI/SLI and FSCAP.
- h. Assure that all environmentally regulated property is disposed of in accordance with applicable Federal, State, and local environmental laws and regulations.
- i. Assure that all weapons are registered with the U.S. Treasury Department and Bureau of Alcohol, Tobacco and Firearms.
- j. Identify to DLA the requisitions indicating that the transferred property will be used in the counterdrug or counterterrorism activities of the receipt agency.

NOTICES:

Any notices, communications, or correspondence related to this agreement shall be provided by the United States Postal Service, express service, or facsimile to the cognizant DLA office. DLA may, from time to time, propose modifications to amendments to the provisions of this MOA. In such cases, reasonable opportunity will, insofar as practicable, be afforded the State to conform to changes affecting their operations.

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TERMINATION:

This MOA may be terminated by either party, provided the other party receives thirty (30) days notice, or as otherwise stipulated by Public Law.

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

Assistant Executive Director
Disposal Programs
HQ Defense Logistics Agency
Date _____

The State of _____
Title _____
Date _____

APPENDIX C

**STATE COORDINATORS
1033 PROGRAM
(SEPTEMBER 1999)**

C

APPENDIX C

State Coordinators

ALABAMA

Lt. Col. Cecil McElvaine
POC: Sgt. Will Guy
Department of Public Safety
2720A Gunter Park Drive West
Montgomery, AL 36109
(334) 260-1168; fax: 1160

ALASKA

Lt. Don Bowman
State Trooper
5700 East Tudor Road
Anchorage, AK 99507
(907) 269-5655; fax: 5033

AMERICAN SAMOA

Pat Tervola
Office of Procurement
American Samoan Government
Pago Pago, American Samoa 96799
011 (684) 699-1170; fax: 2387

ARIZONA

Charles Krieger
POC: Nick Diaz
Maricopa County Sheriff
3325 West Durango
Phoenix, AZ 85009
(602) 256-1300, ext. 4049; fax: 278-8507

ARKANSAS

Sgt. Mel Garvin
State Police
1 State Police Plaza Drive
Little Rock, AR 72209
(501) 618-8618; fax: 8621

CALIFORNIA

Gary D. White
The Office of Criminal Justice Planning
1130 K Street, Suite 300
Sacramento, CA 95814
(916) 324-9166; fax: 327-8714

COLORADO

Dhandy de Guzman
State Patrol
700 Kipling Street
Denver, CO 80215
(303) 239-5776; fax: 5775

CONNECTICUT

LTC Ronald Renski
Army National Guard
360 Broad Street
Hartford, CT 06105
(860) 524-4980; fax: 2784

DELAWARE

Lt. Col. Edward H. Smith
National Guard
1st Regiment Road
Wilmington, DE 19808
(302) 326-7085; fax: 7074

FLORIDA

Christopher C. Butterworth
POC: Jody Fain
Bureau of Federal Property Assistance
813A Lake Bradford Road
Tallahassee, FL 32304
(850) 488-3524; fax: 487-3222

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GEORGIA

Don Sherrod
Law Enforcement Command
P.O. Box 18055
Atlanta, GA 30316
(404) 635-7030; fax: 7034

GUAM

Michael J. Reidy
Department of Administration
P.O. Box 884
Agana, Guam 96932
(671) 475-1101; fax: 477-6788

HAWAII

CW3 Rod Correa
National Guard
3949 Diamond Head Road (Battery 407)
Honolulu, HI 96819-4495
(808) 733-4263; fax: 0532

IDAHO

Robert L. Sobba
POC: Ed Rankin
Department of Narcotics
P.O. Box 700
Meridian, ID 83680-0700
(208) 884-7310; fax: 7319

ILLINOIS

Michael S. Schwartz
POC: Mark Hall; Scott Howard
Department of Central Management Services
3550 Great Northern Avenue
Springfield, IL 62707
(217) 785-6903; fax: 6905

INDIANA

POC: Patrick Keith; David Cardinal
Military Department
901 North Post Road
Indianapolis, IN 46219
(317) 327-6708; fax: 327-6709

IOWA

Ken Carter
POC: Tammy Winters
Division of Narcotics Enforcement
709 East 2nd Street
Des Moines, IA 50309
(515) 281-9054; fax: 9056

KANSAS

Rod Page
Bureau of Investigations
130 South Market Street
Wichita, KS 67201
(316) 337-6091; fax: 6099

KENTUCKY

Capt. David Rowland
State Police
1240 Airport Road
Frankfort, KY 40601
(502) 227-8744; fax: 564-6066

LOUISIANA

Jack V. Liuzza
POC: Pamela Hymel
Federal Assistance Program
1635 Foss Drive
Baton Rouge, LA 70802
(504) 342-7860; fax: 7863

MAINE

Col. Richard D. Duffy
POC: Capt. Daniel P. Goodhart
HQ MEARNG/CDC
Camp Keyes
Augusta, ME 04333
(207) 626-4316; fax: 4531

FEDERAL PROPERTY AND EQUIPMENT MANUAL

MARYLAND

Capt. Roy A. Neigh
POC: Nate Beam
State Police
7745 Washington Boulevard
Jessup, MD 20794
(410) 799-2900, ext. 310; fax: 0076

MASSACHUSETTS

Lt. Charles Noyes
POC: Joseph Kelly
State Police
220 Revere Beach Boulevard
Revere, MA 02151
(781) 289-8509; fax: 8469

MICHIGAN

1st Sgt. Richard Wood
Army National Guard
496 East Houghton Avenue
West Branch, MI 48661
(517) 343-0935; fax: 0936

MINNESOTA

Maj. Terrence A. Sieben
POC: SFC Darrel Stuart
Air and Army National Guard
20 West 12th Street
St. Paul, MN 55155
(612) 282-4147; fax: 4021

MISSISSIPPI

Jim Majure
POC: Kay Shields
Office of Surplus Property
P.O. Box 5778
Jackson, MS 39288
(601) 939-2050; fax: 4505

MISSOURI

Marco Tapia
POC: Donny Schulte; Ralph Lindsey
Department of Public Safety
301 West High Street, Room 870
Jefferson City, MO 65102
(573) 751-2538; fax: 5399

MONTANA

Mark Athearn
Property and Supply Bureau
930 Lyndale
Helena, MT 59620
(406) 444-4514, ext. 126; fax: 4201

NEBRASKA

Marla Bruder
Federal Surplus Property Management
P.O. Box 94661
Lincoln, NE 68509
(402) 471-2677; fax: 2769

NEVADA

Linda Kincaid
Division of Investigation
555 Wright Way
Carson City, NV 89711
(702) 687-3346; fax: 1668

NEW HAMPSHIRE

Art Haeussler
Surplus Distribution Section
12 Hills Avenue
Concord, NH 03301
(603) 271-1460; fax: 6475

NEW JERSEY

SFC Juan Perez
Agency for Surplus Property
152 U.S. Highway #206 S., Building 15F
Somerville, NJ 08876
(908) 685-9562; fax: 9578

FEDERAL PROPERTY AND EQUIPMENT MANUAL

NEW MEXICO

Luis O. Frausto
Southern NM HIDTA
LEC Building B
2450 Lakeside Drive
Las Cruces, NM 88005
(505) 541-7550; fax: 7556

NEW YORK

Jerry E. Burrell
POC: Mark R. Lindsay
Division of Criminal Justice Services
4 Tower Place
Albany, NY 12203
(518) 457-6101; fax: 0145

NORTH CAROLINA

Neil Woodcock
POC: Pat Watson
Law Enforcement Support Services
1950 Garner Road
Raleigh, NC 27610
(919) 715-5478; fax: 5546

NORTH DAKOTA

Lt. Col. Russell R. Timmreck
POC: LTC R.T. Aukland
Army National Guard
Fraire Barracks Road, Building 040
Bismarck, ND 58502
(701) 224-5148; fax: 5149

OHIO

James Aschenhurst
POC: Glynn Ross
Department of Public Safety
1970 West Broad Street
Columbus, OH 43223
(614) 995-3789; fax: 3780

OKLAHOMA

Olen Arnold
POC: Dewey Morgan
Department of Central Services
3100 Creston
Oklahoma City, OK 73111
(405) 425-2700; fax: 2713

OREGON

Ronald Rende
State Police
400 Public Service Building
Salem, OR 97310
(503) 373-1448; fax: 375-9068

PENNSYLVANIA

Scott Pepperman
Drug Reduction Property Program
2221 Forster Street
Harrisburg, PA 17105
(717) 787-9724, ext. 3205; fax: 772-2491

PUERTO RICO

Supt. Pedro Toledo
POC: Asst. Supt. Sigredo E. Faria Collazo
Puerto Rico Police Department
P.O. Box 70166
San Juan, PR 00936
(787) 792-0006; fax: 781-0080

RHODE ISLAND

Robert M. Pesaturo
Federal Surplus Property
One Capitol Hill
Providence, RI 02908
(401) 222-5801; fax: 464-5799

SOUTH CAROLINA

Ronald A. Cathey
POC: Leigh Kennedy
State Surplus Property
1441 Boston Avenue
West Columbia, SC 29107-2194
(803) 896-5961; fax: 5963

FEDERAL PROPERTY AND EQUIPMENT MANUAL

SOUTH DAKOTA

Lt. Dan Mosteller
Highway Patrol
500 East Capitol
Pierre, SD 57501
(605) 773-3105; fax: 6046

TENNESSEE

Jeanne Norris
POC: Tom Scollon
Office of Criminal Justice Programs
1400 Andrew Jackson Building
500 Deadrick Street
Nashville, TN 37243-1700
(615) 532-2986; fax: 2989

TEXAS

Robert J. Bodisch, Sr.
POC: Sgt. Tom Loftif
Narcotics Control Program
2200 West 35th Street
Building 10, Room 210
Austin, TX 78703
(512) 475-4832; fax: 4733

UTAH

Mark Young
POC: Lori Potter
Agency for Surplus Property
522 South 700 West
Salt Lake City, UT 84104
(801) 533-5885; fax: 4016

VERMONT

Maj. Gen. Martha T. Rainville
POC: Lt. Col. Richard Haggerty;
M.Sgt. Natalie Bean
National Guard
Camp Johnson
Colchester, VT 05446
(802) 654-0475; fax: 655-6256

VIRGINIA

Lt. Michael E. Bolton
POC: Sgt. Larry Lam
State Police
7700 Midlothian Turnpike
Richmond, VA 23225
(804) 674-4621; fax: 6716

U.S. VIRGIN ISLANDS

Comm. Ramon S. Davila
Police Department
Charlotte Amalie
St. Thomas, VI 00802
(804) 774-2310; fax: 3317

WASHINGTON

Doug Coleman
Department of General Administration
1222 46th Avenue E.
Fife, WA 98424-1237
(253) 597-3726; fax: 3738

WEST VIRGINIA

Nancy Cerchiaro
State Police
1679 Coonskin Drive, Suite 47
Charleston, WV 25311
(304) 558-0869; fax: 0871

WISCONSIN

Craig S. Klyve
Department of Justice
123 West Washington Avenue, 7th Floor
Madison, WI 53707
(608) 267-1333; fax: 9477

WYOMING

Ellen Stephenson
State Agent for Surplus Property
2045 Westland Road
Cheyenne, WY 82002-0060
(307) 777-7901; fax: 634-5710

APPENDIX D

SECTION 1122

PUBLIC LAW 103–160

SECTION 381, CHAPTER 18, TITLE 10

U.S. CODE

D

FEDERAL PROPERTY AND EQUIPMENT MANUAL

P.L. 103-160 LAWS OF 103RD CONG.—1st SESS. NOV.30

SEC. 1122 REQUIREMENT TO ESTABLISH PROCEDURES FOR STATE AND LOCAL GOVERNMENTS TO BUY LAW ENFORCEMENT EQUIPMENT SUITABLE FOR COUNTER-DRUG ACTIVITIES THROUGH THE DEPARTMENT OF DEFENSE.

(a) IN GENERAL.—(1) Chapter 18 of title 10, United States Code, is amended by adding at the end the following new section:

“Sect. 381. Procurement by State and local governments of law enforcement equipment suitable for counter-drug activities through the Department of Defense

“(a) PROCEDURES.—(1) The Secretary of Defense shall establish procedures in accordance with this subsection under which States and units of local government may purchase law enforcement equipment suitable for counter-drug activities through the Department of Defense. The procedures shall require the following:

“(A) Each State desiring to participate in a procurement of equipment suitable for counter-drug activities through the Department of Defense shall submit to the Department, in such times as the Secretary prescribes, the following:

“(i) A request for law enforcement equipment.

“(ii) Advance payment for such equipment, in an amount determined by the Secretary based on estimated actual costs of the equipment and administrative costs incurred by the Department.

“(B) A State may include in a request submitted under subparagraph (A) only the type of equipment listed in the catalog produced under subsection (c).

“(C) A request for law enforcement equipment shall consist of an enumeration of the law enforcement equipment that is desired by the State and units of local government within the State. The Governor of a State may establish such procedures as the Governor considers appropriate for administering and coordinating requests for law enforcement equipment from units of local government within the State.

“(D) A State requesting law enforcement equipment shall be responsible for arranging and paying for shipment of the equipment to the State and localities within the State.

“(2) In establishing the procedures, the Secretary of Defense shall coordinate with the General Services Administration and other Federal agencies for purposes of avoiding duplication of effort.

FEDERAL PROPERTY AND EQUIPMENT MANUAL

“(b) REIMBURSEMENT OF ADMINISTRATIVE COSTS.—In the case of any purchase made by a State or unit of local government under the procedures established under subsection (a), the Secretary of Defense shall require the State or unit of local government to reimburse the Department of Defense for the administrative costs to the Department of such purchase.

“(c) GSA CATALOG.—The Administrator of General Services, in coordination with the Secretary of Defense, shall produce and maintain a catalog of law enforcement equipment suitable for counter-drug activities for purchase by States and units of local government under the procedures established by the Secretary under this section.

“(d) DEFINITIONS.—In this section:

“(1) The term ‘State’ includes the District of Columbia, the Commonwealth of Puerto Rico, The Commonwealth of the Northern Mariana Islands, and any territory or possession of the United States.

“(2) The term ‘unit of local government’ means any city, county, township, town, borough, parish, village, or other general purpose political subdivision of a State; an Indian tribe which performs law enforcement functions as determined by the Secretary of the Interior; or any agency of the District of Columbia government or the United States Government performing law enforcement functions in and for the District of Columbia or the Trust Territory of the Pacific Islands.

“(3) The term ‘law enforcement equipment suitable for counter-drug activities’ has the meaning given such terms in regulations prescribed by the Secretary of Defense. In prescribing the meaning of the term, the Secretary may not include any equipment it does not procure for its own purposes.”

(2) The table sections at the beginning of such chapter is amended by adding at the end the following new item:

“381. Procurement by State and local governments of law enforcement equipment suitable for counter-drug activities through the Department of Defense.”

(b) DEADLINE.—The Secretary of Defense shall establish procedures under section 381(a) of title 10, United States Code, as added by subsection (a), not later than 6 months after the date of enactment of this Act.

(c) REPORT.—Not later than 6 months after the date of the enactment of this Act, the Secretary of Defense shall submit to the Congress a report on the procedures established pursuant to section 381 of title 10, United States Code, as added by subsection (a). The report shall include, at a minimum, a list of the law enforcement equipment that will be covered under such procedures.

APPENDIX E

DEFENSE REUTILIZATION AND MARKETING OFFICES

E

APPENDIX E

Defense Reutilization and Marketing Offices

ALABAMA

DRMO Anniston
Bldg. 282
Anniston Army Depot
7 Frankford Avenue
Anniston, AL 36201
(205) 235-7133

DRMO Huntsville
Bldg. 7408 Warehouse
Redstone Arsenal, AL 35898
(205) 842-2570

ALASKA

DRMO Anchorage
P.O. Box 166
Bldg. 34-600
Elmendorf AFB, AK 99506
(907) 552-3766

DRMO Fairbanks
P.O. Box 35028
Fort Wainwright, AK 99703
(907) 353-7334

ARIZONA

DRMO Tucson
7030 East Irvington Road
Davis-Monthan AFB
Tucson, AZ 85707
(520) 228-8325

CALIFORNIA

DRMO Barstow
USMC Logistics Base
Bldg. 226
Box 110195
Barstow, CA 92311
(619) 577-6562

DRMO March
14575 Arnold Boulevard
Bldg. 7047
March AFB, CA 92518
(909) 655-7118

DRMO McClellan
Bldg. 700A
4522 Parker Avenue
McClellan AFB, CA 95652
(916) 643-3830

DRMO North Island
P.O. Box 357084
San Diego, CA 92135
(619) 545-8056

DRMO Port Hueneme
1000 23rd Avenue
Bldg. 513
Port Hueneme, CA 93043
(805) 982-5638

DRMO San Diego
P.O. Box 337
Imperial Beach, CA 91933
(619) 437-9440

DRMO Sierra Annex
Sierra Army Depot
Herlong, CA 96113
(916) 827-4546

DRMO Stockton
Bldg. 1002
Rough & Ready Island
Naval Comm. Center
Stockton, CA 95203
(209) 944-0267

DRMO Vandenberg
Bldg. 1205 Utah Street
Vandenberg AFB, CA 93437
(805) 734-9851

COLORADO

DRMO Colorado Springs
Bldg. 318
Fort Carson, CO 80913
(719) 526-4636

CONNECTICUT

DRMO Groton
Naval Submarine Base
New London
Bldg. 397, Box 12
Groton, CT 06349
(860) 449-4382

FLORIDA

DRMO Canaveral
Bldg. 1391 Golf Course
Patrick AFB, FL 32925
(407) 853-4359

FEDERAL PROPERTY AND EQUIPMENT MANUAL

DRMO Eglin
Attn: DRMO VHH
210 Transportation Road
Suite 1
Eglin AFB, FL 32542
(904) 882-2822

DRMO Homestead
20950 Coral Sea Boulevard
Homestead Air Reserve Base
Homestead, FL 33039
(305) 224-7300

DRMO Jacksonville
Naval Air Station
8297 Roosevelt, Bldg. 174
Jacksonville, FL 32212
(904) 772-9249

DRMO Patrick
Bldg. 1391 Marina Road
Patrick AFB, FL 32925
(407) 494-6507

GEORGIA
DRMO Benning
P.O. 52410
Fort Benning, GA 31995
(706) 545-3497

DRMO Stewart
Bldg. 1152
Fort Stewart, GA 31313
(912) 767-8899

DRMO Warner Robins
1200 Macon Street
Warner Robins AFB,
GA 31098
(912) 926-2164

HAWAII
DRMO Hawaii
P.O. Box 298
Barbers City, HI 96810
(808) 684-4680

IDAHO
DRMO Mountain Home
P.O. Box 4068
1220 Dessert
Mountain Home AFB,
ID 83648
(208) 828-2306

ILLINOIS
DRMO Great Lakes
Bldg. 3212A
Naval Training Center
Great Lakes, IL 60088
(847) 688-3655

DRMO Rock Island
Rock Island Arsenal
Bldg. 154
Rock Island, IL 61299
(309) 782-1618

DRMO Scott
414 Missouri Street
Scott AFB, IL 62226
(618) 452-4464

INDIANA
DRMO Crane NSW Center
Crane Division Bldg. 300
Highway 361
Crane, IN 47522
(812) 854-1554

KANSAS
DRMO Riley
P.O. Box 2490
Fort Riley, KS 66552
(913) 239-0535

KENTUCKY
DRMO Campbell
P.O. Box 555
Fort Campbell, KY 42223
(502) 798-4762

DRMO Knox
2962 Franzier Road
Fort Knox, KY 40121
(502) 624-1328

LOUISIANA
DRMO Polk
P.O. Drawer 3901
Fort Polk, LA 71459
(318) 531-4068

MARYLAND
DRMO Meade
P.O. Box 388
Fort Meade, MD 20755
(301) 677-6366

MICHIGAN
DRMO Selfridge
Bldg. 590
Selfridge ANG Base,
MI 40845
(810) 307-5191

MINNESOTA
DRMO Duluth
4997 Airport Road
Duluth, MN 55811
(218) 722-2536

MISSISSIPPI
DRMO Keesler
Attn: DRMO VHI
607 Parade Lane, Rm. 1
Keesler AFB, Bldg. 4422
Biloxi, MS 39534
(601) 377-2187

FEDERAL PROPERTY AND EQUIPMENT MANUAL

MISSOURI

DRMO Whiteman
P.O. Box 6010
Whiteman AFB, MO 65305
(816) 687-3308

MONTANA

DRMO Great Falls
8035 Pole Yard Road
Malmstrom AFB, MT 59402
(406) 731-6347

NEBRASKA

DRMO Offutt
405 Gemini Boulevard
Offutt AFB, NE 68113
(402) 294-4964

NEVADA

DRMO Nellis
5506 Blytheville Drive
Nellis AFB, NV 89191
(702) 652-2005

NEW HAMPSHIRE

DRMO Portsmouth
Portsmouth Naval Shipyard
P.O. Box 2028
Portsmouth, NH 03801
(207) 438-5154

NEW JERSEY

DRMO Lakehurst
NAWC-AD Lakehurst
Bldg. 75
Lakehurst, NJ 08733
(908) 323-4079

NEW MEXICO

DRMO Cannon
110 W Street
Cannon AFB, NM 88103
(505) 784-2435

DRMO Holloman
241 Arkansas
Holloman AFB, NM 88330
(505) 475-3749

DRMO Kirtland
5050 Randolph Avenue
Kirtland AFB, NM 87117
(505) 846-6396

NEW YORK

DRMO Drum
Bldg. S-1350
Fort Drum, NY 13602
(315) 772-4592

DRMO Romulus Annex
Seneca Army Depot
Romulus, NY 14541
(607) 869-1236

NORTH CAROLINA

DRMO Bragg
Bldg. J1334 Knox Street
Fort Bragg, NC 28307
(910) 396-5222

DRMO Lejeune
906 Louis Road
Camp Lejeune, NC 28547
(910) 451-5613

NORTH DAKOTA

DRMO Minot
401 Bomber Boulevard
Minot AFB, ND 58705
(701) 747-3870

OHIO

DRMO Columbus
3990 East Broad Street
Bldg. 14
Columbus, OH 43215
(614) 692-3468

DRMO Wright-Patterson
5490 Pearson Road
Wright-Patterson AFB,
OH 45433
(513) 257-4291

OKLAHOMA

DRMO Oklahoma City
6150 Air Depot Boulevard
Suite 15
Tinker AFB, OK 73145
(405) 739-3644

PENNSYLVANIA

DRMO Letterkenny
Letterkenny Army Depot
Bldg. 2260
Chambersburg, PA 17201
(717) 267-5425

DRMO Mechanicsburg
Navy SPCC
Bldg. 206
5450 Carlisle Pike
P.O. Box 2020
Mechanicsburg, PA 17055
(717) 790-3592

DRMO Philadelphia
2800 South 20th Street
Philadelphia, PA 19145
(215) 737-3723

DRMO Tobyhanna
P.O. Box 366
Tobyhanna, PA 18466
(717) 895-7455

PUERTO RICO

DRMO Roosevelt Roads
PSC-1008 Box 3988
FPO AA 34051
(787) 865-3080

FEDERAL PROPERTY AND EQUIPMENT MANUAL

SOUTH CAROLINA

DRMO Jackson
Bldg. 1902, Ewell Road
Fort Jackson, SC 29207
(803) 751-7716

SOUTH DAKOTA

DRMO Ellsworth West
Ellsworth AFB, Bldg. 1801
Rapid City, SD 57706
(605) 385-1021

TEXAS

DRMO Corpus Christi
Bldg. 22 Naval Air Station
Corpus Christi, TX 78419
(512) 939-3359

DRMO Dyess
P.O. Box 8545
Dyess AFB, TX 79607
(915) 696-5287

DRMO Hood
P.O. Drawer G
80th Street, Bldg. 4289
Fort Hood, TX 76544
(817) 287-8824

DRMO San Antonio
500 Tayman Street
Bldg. 3050, E Kelly
Kelly AFB, TX 78242
(210) 925-7766

DRMO Texarkana
P.O. Box 1330
Hooks, TX 75561
(903) 334-3177

UTAH

DRMO Hill
Bldg. 890,7844 Arsenal Road
Hill AFB, UT 84056
(801) 777-6557

VIRGINIA

DRMO Norfolk
7829 Seventh Street
Norfolk, VA 23511
(804) 444-5366

DRMO Richmond DGSC
Warehouse 3
8000 Jefferson Davis
Highway
Richmond, VA 23297
(804) 297-4407

DRMO St. Juliens Annex
Bldg. 1400, Magazine Street
Portsmouth, VA 23702
(804) 396-0136

WASHINGTON

DRMO Fairchild
120 North Foulis
Fairchild AFB, WA 99011
(509) 247-2350

DRMO Lewis MS 41
Box 339500
Fort Lewis, WA 98433
(206) 967-7861

WISCONSIN

DRMO Sparta
Bldg. 2184 Fort McCoy
Sparta, WI 54656
(608) 388-3685

APPENDIX F

EXAMPLE OF A LETTER REQUESTING PARTICIPATION IN THE 1033 PROGRAM BY A LAW ENFORCEMENT AGENCY

F

APPENDIX F

**Example of a Letter Requesting Participation in the 1033 Program
by a Law Enforcement Agency**

[Law Enforcement Agency Letterhead]

[Date]

To: State 1033 Coordinator

[Address]

Subject: Request to Participate in the 1033 Program

1. The [city police department; sheriff's office; parole authority] requests that it be enrolled as a participant in the excess Federal personal property program as defined in the Defense Authorization Act, 1977, PL 104-181, Section 1033, Transfer of Excess Personal Property.
2. This department's jurisdiction encompasses . . . square miles of territory with a population of . . . persons. We have . . . sworn officers and . . . civilian employees. We have a special tactical squad of . . . officers, a bomb detection and disposal unit of . . . officers and a narcotics division of . . . officers. The department has an aviation section with . . . aircraft and . . . pilots and support personnel. [Omit any of this sample information that does not apply to your agency, but include any other pertinent information regarding the crime problem in general. Mention any facts concerning the drug situation such as marijuana cultivation and narcotics trafficking and participation in multiagency task forces.]
3. [If your State permits local agency screening, list up to four sworn officers who will be certified as screeners for your agency. Supply the full name, rank, and phone and fax number for each screener.]
4. This department agrees to the conditions specified in the State 1033 Program Plan and the Memorandum of Agreement between the State of . . . and the Defense Logistics Agency.

[Signature of the chief official of the department/agency]

APPENDIX G

LAW ENFORCEMENT AGENCY DATA SHEET 1033 PROGRAM

G

FEDERAL PROPERTY AND EQUIPMENT MANUAL

**LAW ENFORCEMENT AGENCY DATA SHEET
FEDERAL/STATE**

DATE: _____

LEA: _____ INTERNET: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

NUMBER OF FULL-TIME SWORN OFFICERS: _____

NUMBER OF FULL-TIME SWORN NARCOTIC OFFICERS: _____

NUMBER OF FULL-TIME SWORN TACTICAL OFFICERS: _____

SCREENERS/WEAPONS POC MUST BE AUTHORIZED BY THE GOVERNOR-APPOINTED
STATE COORDINATOR

SCREENER #1: _____

RANK NAME

SCREENER #2: _____

RANK NAME

SCREENER #3: _____

RANK NAME

SCREENER #4: _____

RANK NAME

WEAPONS POC: _____

RANK NAME

PHONE: _____ FAX: _____

(FOR STATE/LOCAL AGENCIES ONLY)

CHIEF EXECUTIVE OFFICIAL SIGNATURE: _____

STATE COORDINATOR SIGNATURE: _____

(FOR FEDERAL AGENCY ONLY)

HEAD OF AGENCY SIGNATURE: _____

NOTE: THIS FORM MUST BE FILLED OUT ANNUALLY OR AS CHANGES OCCUR BY THE LEA.
CHANGED AS OF SEPT. 22, 1999

APPENDIX H

FORM 103

1033 PROGRAM

H

APPENDIX I

FORM 1348-1A
ISSUE RELEASE/RECEIPT DOCUMENT
1033 PROGRAM

FEDERAL PROPERTY AND EQUIPMENT MANUAL

DD FORM 1348-1A, JUL 91 (EG) ISSUE RELEASE/RECEIPT DOCUMENT

27. ADDITIONAL DATA	26. RIC (4-6) UI (23-24) QTY (25-29) CON CODE (71) DIST (55-56) UP (74-80)	25. NATIONAL STOCK NO. & ADD (8-22)	24. DOCUMENT NUMBER & SUFFIX (30-44)	<table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <tr> <td style="width: 2.5%;">D</td><td style="width: 2.5%;">1</td><td style="width: 2.5%;">2</td><td style="width: 2.5%;">3</td><td style="width: 2.5%;">4</td><td style="width: 2.5%;">5</td><td style="width: 2.5%;">6</td><td style="width: 2.5%;">7</td><td style="width: 2.5%;">8</td><td style="width: 2.5%;">9</td><td style="width: 2.5%;">0</td><td style="width: 2.5%;">1</td><td style="width: 2.5%;">2</td><td style="width: 2.5%;">3</td><td style="width: 2.5%;">4</td><td style="width: 2.5%;">5</td><td style="width: 2.5%;">6</td><td style="width: 2.5%;">7</td><td style="width: 2.5%;">8</td><td style="width: 2.5%;">9</td><td style="width: 2.5%;">0</td><td style="width: 2.5%;">1</td><td style="width: 2.5%;">2</td><td style="width: 2.5%;">3</td><td style="width: 2.5%;">4</td><td style="width: 2.5%;">5</td><td style="width: 2.5%;">6</td><td style="width: 2.5%;">7</td><td 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D	1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8	9	0	1	2	3					

APPENDIX J

DONATION OF FIREARMS TO STATE AND LOCAL LAW ENFORCEMENT ACTIVITIES

FEDERAL PROPERTY AND EQUIPMENT MANUAL



General Services Administration
Federal Supply Service
Washington, DC 20406

AUG - 2 1999

MEMORANDUM FOR DIRECTOR/CHIEF, PERSONAL PROPERTY
MANAGEMENT BRANCH
2FBP, 2FBP-1, 3FP-W, 3FPD, 4FD, 5FBP,
6FBD, 7FMP, 7FP-8, 9FBP, 10FZP

FROM: *for* DEIDRE HUBER *Director*
DIRECTOR
PROPERTY MANAGEMENT DIVISION (FBP)

SUBJECT: Donation of Firearms to State and Local Law
Enforcement Activities

The attached Firearm(s) Donation Transfer Guidelines, Firearm(s) Conditional Transfer Document, and Firearms Want List Format are forwarded for use in the implementation of Federal Property Management Regulation Amendment H-204 and GSA Bulletin H-75. The amendment authorizes the transfer of firearms for donation to State and local law enforcement activities and the bulletin directs how the firearm(s) are to be reported to GSA. To ensure that the transfers go smoothly please read the guidelines and process documentation accordingly. It should be noted that all firearms are transferred in perpetuity.

Attachments

FIREARM(S) DONATION TRANSFER GUIDELINES

The following operational guidance applies to GSA and the State Agencies for Surplus Property for the transfer of firearms under the Federal donation program. This guidance is available on our website at www.pub.fss.gsa.gov or upon request.

Generations: Only handguns, rifles, shotguns, individual light automatic firearms all less than .50 caliber in FSC 1005, and rifle and shoulder fired grenade launchers in FSC 1010, assigned a disposal code of 4 or better that can be used by the Donee upon receipt without repair may be transferred for donation purposes. The firearm(s) must be surplus to Federal use and may not be seized or forfeited firearm(s).

Property Restriction: The period of restriction on all donated firearm(s) begins the day a Donee takes possession of the firearm(s) and is in perpetuity.

Eligibility Requirements: Only law enforcement entities whose primary function is the enforcement of applicable Federal, State, and/or local laws may receive donated surplus firearm(s), and the firearm(s) may only be issued to those compensated law enforcement officers having powers to apprehend and to arrest.

Documentation Requirements: The requesting State Agency for Surplus Property (SASP) shall prepare a list of firearm(s) desired by eligible Donees, in the attached format, and obtain letters of intent from the eligible Donees which identify the Donee, the number of compensated officers with the power to apprehend and to arrest, and that the Donee's intent is to use the firearm(s) solely for authorized law enforcement activities. If the requesting Donee has received donated firearm(s) through any other Federal program, the letter of intent must include the number and types of firearm(s) received during the previous 12 months from such program(s). The SASP must forward the list of desired firearm(s) and letters of intent to:

General Services Administration (7FB-8)
Denver, CO. 80225-0506

Transfer processing: Upon review of the requirements and determination of allocation, the GSA regional office (7FB-8) will notify the applicable SASP of the allocation(s).

The SASP shall prepare a separate Transfer Order Surplus Personal Property (SF 123) for each eligible Donee for which donation of firearm(s) is/are

FEDERAL PROPERTY AND EQUIPMENT MANUAL

approved. The SF 123(s) with properly executed firearm(s) conditional transfer document(s) attached will be forwarded to the above GSA address for processing.

Upon receipt of an approved SF 123 from the GSA regional office, the SASP will notify the Donee and will ask the Donee whether it prefers shipment of the firearms or direct pick-up of the firearms from the holding Federal agency. The Donee is responsible for all shipment and pick-up costs.

At no time is the SASP authorized to take possession of or store any firearm(s) transferred under the Federal donation program.

Disposal of Firearms: The terms and conditions of the firearm(s) conditional transfer document specify the disposal actions required when the firearm(s) are no longer required by the Donee. The authorized methods of disposal are as follows:

- If the firearm(s) is/are no longer required, the Donee shall contact the SASP and make the firearm(s) available for transfer to another donee within the state with prior written approval of the local GSA regional office.
- If the Firearm(s) is/are no longer required within the State, the SASP will make the firearm(s) available for transfers to another SASP in accordance with FPMR 101-44.205(f), with the prior written approval of GSA (7FB-8).
- If the firearm(s) is/are no longer required, destruction of the firearm(s) must be such that each complete firearm is rendered completely inoperable and incapable of being made operable for any purpose except recovery of basic material content.

Authorized methods of destruction are; (1) melting of the firearm(s), (2) cutting the firearm(s) in accordance with DOD DEMIL guidelines, or (3) shredding of the firearm(s).

- The donee and SASP representative must both state in writing that the firearm(s) was/were so destroyed. The signed statement(s) must include the date and location of destruction, and the SASP must maintain the original signed statement(s) for a period of 5 years.

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FEDERAL PROPERTY AND EQUIPMENT MANUAL

FIREARM(S) CONDITIONAL TRANSFER DOCUMENT

The United States of America (hereinafter called the General Services Administration (GSA) acting by and through the State of _____, State Agency for Surplus Property (hereinafter called the SASP), pursuant to the powers and authority contained in the Federal Property and Administrative Services Act of 1949, as amended, transfers to _____ whose address is _____ (hereinafter called the Donee) the firearm(s) hereinafter described. The Donee represents that the firearms(s) is/are required in the furtherance of the Donee's program and will be used solely for law enforcement activities and for no other purpose. The firearm(s) is/are delivered for Donee's exclusive use under the conditions and restrictions listed below. The firearm(s) or list fo firearm(s) is/are described below or made as an attachment to this document.

MAKE(S) AND MODEL(S)

SERIAL NUMBER(S)

While the firearm(s) being donated are limited to those firearms assigned disposal condition code of 4 or better, this donation is being made on an "as is, where is" basis without warranty of any kind, and delivery is made at the present location of the firearm(s) regardless of where the firearm(s) may be situated:

SUBJECT, HOWEVER, to the following conditions and restrictions:

1. The Donee agrees that the firearm(s) shall be used, as stated in the letter of intent, which is hereby incorporated by reference, solely for law enforcement activities by the Donee's compensated law enforcement officers whose primary functions include the powers to apprehend and to arrest while enforcing applicable Federal, State and local laws.
2. The Donee shall begin using the firearm(s) within 12 months after all required signature have been affixed to this document. The Donee's compensated officers must use the firearm(s) only for the purposes stated above in perpetuity. No other use is authorized at any time.
3. If the firearm(s) is/are not placed in use for the purpose stated above by the Donee within 12 months of donation, as evidenced by the date of the last signature of this document, and used thereafter in perpetuity, then within 30 days after: 1) the initial 12 month period has expired without authorized use of the firearm(s) or 2) the date the firearm(s) have ceased to be used for the purpose authorized above, the Donee shall provide notice thereof in writing to the SASP. The Donee shall, as directed by GSA through the SASP, either release the firearm(s) to another Donee or destroy the Firearm(s) in a manner

FEDERAL PROPERTY AND EQUIPMENT MANUAL

such that each complete firearm is rendered completely inoperable and incapable of being made operable for any purpose except for the recovery of its basic material content.

4. The Donee shall comply with all applicable Federal State and local firearms registration and use requirements.
5. The Donee shall immediately report lost, stolen or unaccounted for firearms received pursuant to this conditional transfer document.
6. The Donee shall conduct annual inventories of all donated firearm(s) and report the results to the SASP. The Donee and the SASP shall maintain the inventory results for three years for review by the SASP and/or GSA as appropriate.
7. The donee shall report to the SASP on the use, condition and location of the firearm(s) and on other pertinent matters as required from time to time by the SASP and/or GSA.
8. The Donee shall not ever sell, trade, lease, lend, bail, cannibalize, encumber, or otherwise dispose of the firearm(s), or remove the firearm(s) permanently for use outside the State.
9. In the event, the firearm(s) is/are ever sold, traded, leased, loaned, bailed, encumbered, or otherwise disposed of in violation of the terms of this agreement, the Donee, at the option of GSA, shall be liable to the United States Government for the proceeds of the disposal or the fair market value of the firearm(s) at the time of the unauthorized transaction, as determined by GSA.
10. For donated firearms that are destroyed, the Donee and a representative of the SASP shall state in writing that the firearm(s) were destroyed in accordance with (3) above. The original signed statement must be maintained by the Donee and the SASP for a period of five years.
11. In the event of a breach by the Donee or its successor in function of any of the above conditions and restrictions, interest in and to the firearm(s) shall, at the option of GSA, revert to and become the property of the United States Government, and the Donee or its successor or assigns, shall forfeit all of its or their rights, titles and interests in and to the firearm(s) and may be subject to other penalties, both civil and criminal.
12. The Donee agrees that it has the abilities to safely maintain, operate, finance, properly store, and guarantee the security of the firearms being requested.

FEDERAL PROPERTY AND EQUIPMENT MANUAL

13. The SASP shall not grant waivers, amendments, releases, or terminate any of the terms and conditions enumerated in this document concerning the use or disposal of the firearm(s), or issue disposal instructions to the Donee for the firearm(s) without the prior written concurrence of GSA or its successor in function, except that GSA does not need to concur in writing for firearms to be destroyed in accordance with (3) above.

14. The Donee agrees to hold harmless and indemnify the Government for any and all costs, judgements, actions, debts, liability costs and attorney's fees, any other request for monies or any other type of relief arising from or incident to the transfer, donation, use, disposition, or any subsequent operation performed upon, exposure to or contact with any component, part, constituent or ingredient of the firearm(s), whether intentional or accidental.

15. The Donee agrees that this Firearm(s) Conditional Transfer Document was read and that the conditions and restrictions contained herein are fully understood. The Donee also agrees that the Firearm(s) Donation Transfer Guidelines, a copy of which is attached are made a part of this document, was read and that the restrictions and the eligibility, transfer, documentation, and disposal requirements are fully understood.

IN WITNESS WHEREOF, the donor and donee have duly executed this instrument this _____ day of _____, _____

United States of America Acting by and through the _____ State Agency for Surplus Property

By _____ Title _____

DONEE

By _____ Title _____ Institution of Organization

CITY of _____)
COUNTY OF _____)
STATE of _____)

On this _____ day of _____, _____, before me appeared _____ to me personally known, who, being by me duly sworn, says that she/he is the person who executed the foregoing instrument and that

FEDERAL PROPERTY AND EQUIPMENT MANUAL

such instrument was executed under duly delegated authority on behalf of the _____ State Agency for Surplus Property, and acknowledge the foregoing instrument to be the free act and deed of the State of _____. Given under my hand and official seal the day and year above written.

Notary Public in and for the
CITY of _____
COUNTY of _____
STATE of _____

(SEAL)

My Commission Expires: _____

CITY of _____)
COUNTY of _____)
STATE of _____)

On this _____ day of _____, _____, before me appeared _____ to me personally known, who, being by me duly sworn, says that she/he is the person who executed the foregoing instrument on behalf of said _____ and acknowledge to me that she/he was duly authorized to execute the foregoing instrument and the she/he executed the same as a free act and deed of said _____.

Given under my hand and official seal the day and year above written.

Notary Public in and for the
CITY of _____
COUNTY of _____
STATE of _____

(SEAL)

My Commission Expires: _____

APPENDIX K

FORM DD-1149

REQUISITION AND INVOICE/SHIPPING DOCUMENT
(REQUEST FOR TRANSFER OF EXCESS COMPUTER)
1033 PROGRAM

K

FEDERAL PROPERTY AND EQUIPMENT MANUAL

CHECKLIST COMPLETING THE FORM DD-1149 TRANSFER OF COMPUTER EQUIPMENT FOR LAW ENFORCEMENT

BLOCK

- 1 Holding activity's mailing address
Point of contact
Defense reporting activity (DRA)
Telephone number

- 2 HQ DISA, Chief Information Officer
Code: DO3D, Attn: DARMP Division
701 South Courthouse Rd.
Arlington, VA 22304-2199

- 3 Law enforcement agency mailing address
Point of contact
Telephone number
Fax number
E-mail address

- 4 Mode of shipment

- 4b Report number with DRA
Report number item
Nomenclature
Manufacturer
Model
Serial number
LESO signature

- 4c Quantity

- 4h Unit price

- 4i Total price

- 6 Requisition number (14 characters)

- 9 Authority or purpose

- 10 State coordinator signature

DITMS Transfer Process

**LAW ENFORCEMENT - Contact the LESO to place hold
Complete a Form DD1149**

SHIPPING CONTAINER TALLY: 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50

REQUISITION AND INVOICE / SHIPPING DOCUMENT
 Public reporting burden for this collection of information is estimated to average 1 hour per response, including the time for reviewing the collection of information, sending comments regarding the burden estimate or any other aspect of the collection of information, including suggestions for reducing the burden, to Washington Headquarters Services, Directorate for Information Operations and Reports, 1215 Jefferson Davis Highway, Suite 1204, Arlington, VA 22202-4302, and to the Office of Management and Budget, Paperwork Reduction Project (0704-0246), Washington, DC 20503.

Form Number: **DD Form 1149**
 Date: **DEC 93**

PLEASE DO NOT RETURN YOUR COMPLETED FORM TO EITHER OF THESE ADDRESSES. RETURN COMPLETED FORM TO THE ADDRESS IN ITEM 2

1. FROM: (Include ZIP Code) ***** COMPLETE WITH DRMO or HOLDING ACTIVITY *****
 INCLUDE DEFENSE REPORTING ACTIVITY (DRA), COMPLETE ADDRESS AND POINT OF CONTACT WITH PHONE NUMBER

2. TO: (Include ZIP Code) **HO DISA, CHIEF INFORMATION OFFICER
 CODE: DODD, ATTN: DARMF DIVISION
 701 SOUTH COURTHOUSE ROAD, ARLINGTON, VA 22304-2199**

3. SHIP TO: MARK FOR

4. APPROPRIATION'S SYMBOL AND SUBHEAD

5. CHARGEABLE ACTIVITY

6. BUREAU CONTROL ACTIVITY NO.

7. DATE MATERIAL REQUIRED (YYMMDD)

8. PRIORITY

9. AUTHORITY OR PURPOSE ***** COMPLETE *****

10. SIGNATURE ***** 1033 Coordinator Signature *****

11. VOUCHER NUMBER & DATE (YYMMDD)

12. DATE SHIPPED (YYMMDD)

13. MODE OF SHIPMENT

14. BILL OF LADING NUMBER

15. AIR MOVEMENT DESIGNATOR OR PORT REFERENCE NO.

16. TRANSPORTATION VIA MATS OR MATS CHARGEABLE TO

17. SPECIAL HANDLING

18. ISSUED BY

19. CHECKED BY

20. PACKED BY

21. TOTAL TAINERS

22. DESCRIPTION

23. TOTAL WEIGHT

24. TOTAL CUBE

25. CONTAINERS RECEIVED

26. QUANTITIES RECEIVED

27. POSTED

28. DATE (YYMMDD)

29. BY

30. SHEET TOTAL

31. GRAND TOTAL

32. RECEIVER'S VOUCHER NO.

REPORT NUMBER:
 REPORT NUMBER ITEM:
 NOMENCLATURE:
 MANUFACTURER:
 MODEL:
 SERIAL NUMBER:

LESO Signature

UNIT PRICE (U)
\$1000

TOTAL COST (U)
\$1000

EXPENDITURE ACCOUNT (FBI)
 FEDERAL STOCK NUMBER, DESCRIPTION, AND CODING OF MATERIAL AND / OR SERVICES (B)

REQUISITION NUMBER (U)
1

UNIT PRICE (U)
\$1000

TOTAL COST (U)
\$1000

ISSUED BY: [Signature]

CHECKED BY: [Signature]

PACKED BY: [Signature]

TOTAL TAINERS: []

DESCRIPTION: []

TOTAL WEIGHT: []

TOTAL CUBE: []

CONTAINERS RECEIVED: []

QUANTITIES RECEIVED: []

POSTED: []

DATE (YYMMDD): []

BY: []

SHEET TOTAL: []

GRAND TOTAL: []

RECEIVER'S VOUCHER NO.: []

DD Form 1149, DEC 93 (EF)

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APPENDIX L

LIST OF STATE AGENCIES FOR SURPLUS PROPERTY FEDERAL DONATION PROGRAM

APPENDIX L

State Agencies for Surplus Property

ALABAMA

Shane T. Bailey
Director
Surplus Property Division
P.O. Box 210487
Montgomery, AL 36121-0487
Phone: 334-277-5866
Fax: 334-223-7320
E-mail: shaneb@deca.state.al.us

ALASKA

Robert Spoo
Manager
State of Alaska, Department of Administration
General Services Property
2400 Viking Drive
Anchorage, AK 99501
Phone: 907-279-0596
Fax: 907-278-0352
E-mail: rob_spoo@admin.state.ak.us

AMERICAN SAMOA

Pat Tervola
Director
American Samoa State Agency for Surplus
Property
c/o Office of Procurement
American Samoa Government
Phone: 684-699-1170
Fax: 684-699-2387
E-mail: ptervola@samoatelco.com

ARIZONA

Steve Perica
Administrator
Surplus Property Management Office
1537 West Jackson Street
Phoenix, AZ 85007
Phone: 602-542-5701
Fax: 602-379-4929
E-mail: sperica@yahoo.com

ARKANSAS

Nancy McLaughlin
Acting Associate Director
Arkansas State Agency for Surplus Property
8700 Remount Road
North Little Rock, AR 72118
Phone: 501-835-3111
Fax: 501-834-5240
E-mail: nancy.mclaughlin@mail.state.ar.us

CALIFORNIA

Hollis R. Thompson
Director
Department of General Services
Procurement Division
1421 North Market Boulevard
Sacramento, CA 95834-1938
Phone: 916-928-4633
Fax: 916-928-0304
E-mail: hthomps@dgs.ca.gov

FEDERAL PROPERTY AND EQUIPMENT MANUAL

COLORADO

Ron Bachali
Deputy Director
Colorado Surplus Property Agency
4200 Garfield Street
Denver, CO 80216-6517
Phone: 303-321-4012
Fax: 303-320-1050
E-mail: mberry@cijvp.com

CONNECTICUT

Paul Greco
Manager
State and Federal Property Distribution
165 Capitol Avenue, Room 420
Hartford, CT 06106
Phone: 860-713-5158
Fax: 860-713-7476
E-mail: paul.greco@po.state.ct.us

DELAWARE

Normajane Davall
Administrator
Delaware Surplus Services
Division of Purchasing
P.O. Box 299
Delaware City, DE 19706
Phone: 302-836-7640, ext. 226
Fax: 302-836-7642
E-mail: ndavall@state.de.us

DISTRICT OF COLUMBIA

Carnardo M. Richardson
Division Chief
District of Columbia State Agency
Department of Administrative Services
2000 Adams Place, N.E.
Washington, DC 20018-3689
Phone: 202-576-6472
Fax: 202-576-7111

FLORIDA

Christopher C. Butterworth
Chief
Florida Department of Management Services
Bureau of Federal Property Assistance
813-A Lake Bradford Road
Tallahassee, FL 32304
Phone: 850-488-3524
Fax: 850-487-3222
E-mail: butterc@dms.state.fl.us

GEORGIA

William A. Albrecht
Manager
Georgia State Agency for Surplus Property
1050 Murphy Avenue, S.W., Bldg. 1-A
Atlanta, GA 30310-3344
Phone: 404-756-4800
Fax: 404-756-4845
E-mail: walbrech@doas.state.ga.us

GUAM

Fred Q. Santiago
Management Officer
Government of Guam
Department of Administration
P.O. Box 884
Agana, GU 96932
Phone: 671-472-1725, ext. 47
Fax: 671-472-4217
E-mail: reidy@ns.gu

HAWAII

Craig I. Kuraoka
Manager
Surplus Property Branch
729 Kakoi Street
Honolulu, HI 96819
Phone: 808-831-6757
Fax: 808-831-6786

FEDERAL PROPERTY AND EQUIPMENT MANUAL

IDAHO

Bobbi Eckerle
Bureau Chief
Bureau of Federal Surplus Property
6941 South Supply Way
P.O. Box 83720
Boise, ID 83720-0086
Phone: 208-327-7471
Fax: 208-334-5320
E-mail: beckerle@adm.state.id.us

ILLINOIS

Victor Pambianco
Manager
Illinois State Agency for Surplus Property
3550 Great Northern Avenue
Springfield, IL 62707
Phone: 217-785-6903
Fax: 217-785-6905
E-mail: victor.pambianco@ccmailgw.state.us

INDIANA

Earl S. Morgan, Sr.
Director
State of Indiana, Department of Administration
Federal Surplus Property
6400 East 30th Street
Indianapolis, IN 46219
Phone: 317-591-5321
Fax: 317-591-5324
E-mail: earmorgan@aol.com

IOWA

Leo L. Eisenbarger
Supervisor
Iowa Federal Surplus Property
Department of General Services
Fairgrounds Distribution Center
Des Moines, IA 50319-0294
Phone: 515-262-9810
Fax: 515-262-9643
E-mail: leisenb@max.state.ia.us

KANSAS

Paul G. Schwartz
Director
Kansas Federal Surplus Property
3400 SE 10th Street
Topeka, KS 66607-2513
Phone: 785-296-2351
Fax: 785-296-4060
E-mail: sirplus48@aol.com

KENTUCKY

Mike Abell, Director
Surplus Property Division
514 Barrett Avenue
Frankfort, KY 40601
Phone: 502-564-4836
Fax: 502-564-2215
E-mail: mabell@mail.state.ky.us

LOUISIANA

Jack V. Liuzza
Acting Director
Louisiana Federal Property
1635 Foss Drive
Baton Rouge, LA 70802
Phone: 225-342-7860
Fax: 225-342-7863
E-mail: jliuzza@doa.state.la.us

MAINE

Andy Vellani
Manager
Surplus Property Program
95 State House Station
Augusta, ME 04333-0095
Phone: 207-287-2923
Fax: 207-287-7861
E-mail: andy.vellani@state.me.us

FEDERAL PROPERTY AND EQUIPMENT MANUAL

MARYLAND

Gary Gray
Federal Surplus Property
Maryland Department of General Services
8037 Brock Bridge Road
P.O. Box 1039
Jessup, MD 20794
Phone: 410-540-4066
Fax: 410-799-2725
E-mail: ggray@dgs.state.md.us

MASSACHUSETTS

Paul Guerino
Program Coordinator
State Agency for Surplus Property
Operational Services Division
One Ashburton Place, Room 1017
Boston, MA 02108-1552
Phone: 617-720-3146
Fax: 617-727-4527
E-mail: paul.guerino@state.ma.us

MICHIGAN

Pete R. Ratu
Program Manager
Michigan State Agency for Surplus Property
3369 North Martin Luther King Boulevard
P.O. Box 30026
Lansing, MI 48906
Phone: 517-335-9105
Fax: 517-335-9559
E-mail: ratup@state.mi.us

MINNESOTA

Ann Kitzman
Minnesota Surplus Services
Department of Administration
5420 Highway 8, Arden Hills
New Brighton, MN 55112
Phone: 651-639-4023
Fax: 651-639-4026
E-mail: ann.kitzman@state.mn.us

MISSISSIPPI

Jim Majure
Director
Mississippi Office of Surplus Property
P.O. Box 5778
Jackson, MS 39288-5778
Phone: 601-939-2050
Fax: 601-939-4505
E-mail: majurej@dfa.state.ms.us

MISSOURI

Marilyn Steffen
Manager
Missouri State Agency for Surplus Property
117 North Riverside Drive
P.O. Drawer 1310
Jefferson City, MO 65102-1310
Phone: 573-751-3415
Fax: 573-751-1264
E-mail: msteffen@mail.state.mo.us or
jbashore@mail.state.mo.us

MONTANA

Mark Athearn
Acting Bureau Chief
Montana State Agency for Surplus Property
930 East Lyndale Avenue
P.O. Box 200137
Helena, MT 59620-0137
Phone: 406-444-4514, ext. 125
Fax: 406-444-4201
E-mail: mathearn@mt.gov

NEBRASKA

Marla K. Bruder
Manager
Federal Surplus Property
2700 West Van Dorn
P.O. Box 94661
Lincoln, NE 68509-4661
Phone: 402-471-2677
Fax: 402-471-2769
E-mail: bruder@dcs.state.ne.us

FEDERAL PROPERTY AND EQUIPMENT MANUAL

NEVADA

Mike Kuckenmeister
Program Manager
Nevada State Agency for Surplus Property
2250 Barnett Way
Reno, NV 89512-3807
Phone: 702-688-1161
Fax: 702-688-1503
E-mail: mikekuck@govmail.state.nv.us

NEW HAMPSHIRE

Arthur W. Haeussler
Supervisor
Department of Administrative Services
Surplus Distribution Section
12 Hills Avenue
Concord, NH 03301
Phone: 603-271-2602
Fax: 603-271-6475
E-mail: ahaeussler@nhsa.state.nh.us

NEW JERSEY

SFC Juan Perez
Unit Supervisor
New Jersey State Agency for Surplus Property
152 U.S. Highway 206 South, Bldg. 15F
Somerville, NJ 08876
Phone: 908-685-9562
Fax: 908-685-9578
E-mail: njsurplus@aol.com

NEW MEXICO

Abe Tapia
Manager
New Mexico Federal Property Assistance
Program
1990 Siringo Road
Santa Fe, NM 87505-4757
Phone: 505-827-4603
Fax: 505-827-4610

NEW YORK

Ronald C. Ottman
Director
Bureau of Federal Property Assistance
1220 Washington Avenue
Building #18, Suite 105
Albany, NY 12226-1855
Phone: 518-457-3264
Fax: 518-457-5436
E-mail: ronald.ottman@ogs.state.ny.us

NORTH CAROLINA

Benny Troutman
Director
North Carolina Federal Property Agency
1950 Old Garner Road
P.O. Box 26567
Raleigh, NC 27611
Phone: 919-733-3885
Fax: 919-733-3883
E-mail: ncs1377@interpath.com

NORTH DAKOTA

Floyd Anderson
Acting Manager
North Dakota State Agency
Igoe Industrial Park, Bldg. 12
P.O. Box 7293
Bismarck, ND 58507-7293
Phone: 701-328-9667
Fax: 701-328-9669
E-mail: fanderso@pioneer.state.nd.us

NORTHERN MARIANA ISLANDS

Edward B. Palacios
Chief
Agency for Surplus Property
P.O. Box 11355
Saipan, MP 96950
Phone: 670-322-1550
Fax: 670-322-1515

FEDERAL PROPERTY AND EQUIPMENT MANUAL

OHIO

John D. Thornton, Jr.
Administrator
Federal Surplus Property Program
4200 Surface Road
Columbus, OH 43228-1395
Phone: 614-466-4485
Fax: 614-466-1584
E-mail: john.thornton@das.state.oh.us

OKLAHOMA

Olen Arnold
Administrator
Oklahoma Property Distribution Division
3100 North Creston
P.O. Box 11355
Oklahoma City, OK 73136
Phone: 405-425-2700
Fax: 405-425-2713
E-mail: olen_arnold@dcs.state.ok.us

OREGON

Jack Guzman
Acting Program Manager
Department of Administrative Services
1655 Salem Industrial Drive, NE
Salem, OR 97310-1531
Phone: 503-378-4711, ext. 304
Fax: 503-378-8558
E-mail: jack.guzman@state.or.us

PENNSYLVANIA

Scott Pepperman
Division Chief
Pennsylvania State Agency for Surplus
Property
2221 Forster Street, Room 6-50
P.O. Box 1365
Harrisburg, PA 17105-1365
Phone: 717-787-9724, ext. 3205
Fax: 717-772-2491
E-mail: spepperman@exec.gsinc.state.pa.us

PUERTO RICO

Evelyn Pratts Tapia
Director
Surplus Property Program
P.O. Box 7428
San Juan, PR 00916
Phone: 787-722-0451
Fax: 787-722-7965

RHODE ISLAND

Robert Pesaturo
Property Officer
Rhode Island State Agency for
Surplus Property
Department of Administration
One Capitol Hill
Providence, RI 02908
Phone: 401-222-5801
Fax: 401-222-5798

SOUTH CAROLINA

Ron Cathey
Manager
Surplus Property Office
1441 Boston Avenue
West Columbia, SC 29170-2194
Phone: 803-896-6880
Fax: 803-896-6899
E-mail: rcathey@gs1.state.sc.us

SOUTH DAKOTA

Daryl Haeder
Director
South Dakota Federal Property Agency
Bureau of Administration
20 Colorado Avenue, SW
Huron, SD 57350-1898
Phone: 605-353-7150
Fax: 605-353-7164
E-mail: sdfpa@basec.net

FEDERAL PROPERTY AND EQUIPMENT MANUAL

TENNESSEE

David Graham
Director
Tennessee Department of General Services
Property Utilization Division
6500 Centennial Boulevard
Nashville, TN 37243-0543
Phone: 615-350-3373
Fax: 615-350-3379
E-mail: dgraham@mail.state.tn.us

TEXAS

Dan Bremer
Program Administrator
General Services Commission
Federal and State Surplus Property
1711 San Jacinto
P.O. Box 13047
Austin, TX 78711-3047
Phone: 512-463-4739
Fax: 512-463-3573
E-mail: dan.bremer@gsc.state.tx.us

UTAH

Scott Steele
Acting Manager
State Agency for Surplus Property
447 West 13800 South
P.O. Box 141152
Draper, UT 84114-1152
Phone: 801-576-8280
Fax: 801-576-8279

VERMONT

Terry Francis
Director
Central Surplus Property Agency
Rural Route 2, Box 520
Montpelier, VT 05602
Phone: 802-828-3394
Fax: 802-828-3396
E-mail: tfrancis@gsd.state.vt.us

VIRGINIA

Bob Gleason
Acting Surplus Property Administrator
Virginia Federal Property Agency
1910 Darbytown Road
Richmond, VA 23231
Phone: 804-236-3675
Fax: 804-236-3663
E-mail: rgleason@dgs.state.va.us

VIRGIN ISLANDS

Lawrence J. Sibilly
Director
State Agency for Surplus Property
Sub Base Bldg. No.1
St. Thomas, VI 00802
Phone: 809-774-0828
Fax: 809-774-9704
E-mail: lsibilly@usvi.gov

WASHINGTON

Doug Coleman
Program Manager
Washington State Agency for
Surplus Property
1222 46th Avenue, East
Fife, WA 98424-1206
Phone: 253-597-3726
Fax: 253-597-3738
E-mail: dcolema@ga.wa.gov

WEST VIRGINIA

Kenneth Frye
Manager
West Virginia State Agency for Surplus
Property
2700 Charles Avenue
Dunbar, WV 25064
Phone: 304-766-2626
Fax: 304-766-2631
E-mail: kenfrye@citynet.net

FEDERAL PROPERTY AND EQUIPMENT MANUAL

WISCONSIN

William G. Wilson
Division Director
Wisconsin Division of Federal Property
One Foundation Circle
Waunakee, WI 53597-8914
Phone: 608-849-2449
Fax: 608-849-2468
E-mail: wilswg@wtcsf.tec.wi.us

WYOMING

Ellen Stephenson
Manager
Wyoming Surplus Property
Department of Administration and
Information
2045 Westland Road
Cheyenne, WY 82002-0060
Phone: 307-777-7901
Fax: 307-634-5710
E-mail: esteph@misc.wy.us

APPENDIX M

M

**EXAMPLES OF PROPERTY DONATED FOR
PUBLIC SAFETY AND CORRECTIONS
FEDERAL DONATION PROGRAM**

APPENDIX M

Examples of Property Donated for Public Safety and Corrections Federal Donation Program

- **Jamestown, Rhode Island:** A 1989 Ford F-350 Rescue Vehicle. The vehicle was painted and refinished by the department of corrections and placed in service at a total cost of \$10,200.
- **District of Columbia:** Computers valued at more than \$26 million were donated at no cost; there were more than 6,000 items; recipients included departments of corrections, police, and fire.
- **Federal Bureau of Prisons:** More than \$300,000 worth of food service equipment and other items for U.S. penitentiaries and correctional institutions.
- **Illinois Department of Transportation:** Two Oshkosh snowblower trucks, acquisition value of \$160,000, were donated for a service charge of \$16,000.
- **Dermott, Arkansas:** A 350-kilowatt generator for emergency use was donated to provide power to the city and to the Arkansas Department of Corrections 500-bed facility.
- **Pierce County and Snohomish County Sheriff's Departments, Washington:** Two Cadillac Gage armored cars were donated. Pierce County Sheriff will use its armored car for its SWAT team; Snohomish will use its car for search and rescue.
- **Fire Department, city of Palm Beach Gardens, Florida:** A dump truck was converted into a heavy-duty brush-fire unit. It was placed in service with a new tank and pump for about \$20,000, a saving of more than \$125,000.
- **Florida:** Several jurisdictions received sandbags (shipped from overseas locations) to be used as needed in the hurricane seasons.
- **Alabama Correctional Industries:** More than 40,000 yards of white sailcloth were donated and converted into clothing and sheets for the State prison system.
- **Montgomery County, Alabama:** The Montgomery County Rescue Squad has received vehicles, patrol boats, electrical generators, and light sets. It equipped its offices and classrooms with donated furniture, appliances, and personal computers.

APPENDIX N

**STATE POINTS-OF-CONTACT
1122 PROGRAM
(SEPTEMBER 1999)**

N

APPENDIX N

State Points-of-Contact

1. ALABAMA	Capt. Cecil McElvaine Department of Public Safety 2720-A Gunter Park Drive West Montgomery, AL 36109	Phone: 334-260-1100 Fax: 334-260-1160
2. ALASKA	Lt. Dan Lowden Alaska State Troopers Headquarters P.O. Box 101718 Anchorage, AK 99510-1718	Phone: 907-264-0809 Fax: 907-272-2590
3. ARIZONA	Charles B. Krieger/Gary Cohen 3325 West Durango Street Phoenix, AZ 85009	Phone: 602-256-1300, ext. 4479 Fax: 602-272-7067
4. ARKANSAS	Col. John R. Bailey Director State Police #1 State Police Plaza Drive Little Rock, AR 72209	Phone: 501-618-8200 Fax: 501-618-8222
5. CALIFORNIA	Gary White Ca. CounterDrug Activities Proc. Prog. Office of Criminal Justice Planning 1130 K Street, Suite 300 Sacramento, CA 95814	Phone: 916-323-7427 Fax: 916-327-8714 E-mail: gary.white@ocjp.ca.gov
6. COLORADO	Maj. Dar Martens/Dhandy de Guzman Colorado State Patrol 700 Kipling Street Lakewood, CO 80215	Phone: 303-239-4570 Fax: 303-239-4673
7. CONNECTICUT	Col. John F. Bardelli 1111 Country Club Road Box 2794 Middletown, CT 06457-9294	Phone: 203-685-8000 Fax: 203-685-8354

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8. DELAWARE
Greta Iplenski, CPPB
Delaware State Police
Director, Purchasing and Supply
1441 North Dupont Hiway
Dover, DE 19901
Phone: 302-739-5957
Fax: 302-739-5614
9. FLORIDA
Jerry Hendry
Department of Management
Services
4050 Esplanade Way
Tallahassee, FL 32399-0950
Phone: 904-488-9953
Fax: 904-487-3222
10. GEORGIA
Becky Martin
State Olympic Law Enforcement
Command
935 East Confederate Avenue, S.E.
Atlanta, GA 30316
Phone: 404-635-2157
Fax: 404-635-2161
11. HAWAII
Keith Kamita
Narcotics Enforcement Division
Department of Public Safety
711 Kapiolani Boulevard
Suite 1422
Honolulu, HI 96813
Phone: 808-594-0150
Fax: 808-594-0156
12. IDAHO
Mike Carr
Idaho State Police
700 South Stratford
Meridian, ID 83642
Phone: 208-884-7038
Fax: 208-884-7308
13. ILLINOIS
Sgt. Bruce Travelstead
Illinois State Police
3740 East Lakeshore Drive
Springfield, IL 62707
Phone: 217-786-7130
14. INDIANA
SSG Patrick Keith
Indiana Counter-Drug Resource Office
901 North Post Road, #159
Indianapolis, IN 46219-5545
Phone: 317-327-6708
Fax: 317-327-6790
E-mail: pkeith@rlso.com
15. IOWA
Tammy Winters
Iowa Division of Narcotics
Enforcement
Wallace State Office Building
Des Moines, IA 50319
Phone: 515-281-9054
Fax: 515-281-9056

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16. KANSAS
Rod Page
Kansas Bureau of Investigation
1620 SW Tyler
Topeka, KS 66612-1837
Phone: 316-337-6100
Fax: 316-337-6099
17. KENTUCKY
Capt. David Rowland
Kentucky State Police
Headquarters
1240 Airport Road
Frankfort, KY 40601
Phone: 502-227-8744
Fax: 502-564-6066
18. MAINE
Richard Thompson
Director
State Capitol Building
9 State House Station
Augusta, ME 04333-0009
Phone: 207-287-3520
Fax: 207-287-6568
19. MARYLAND
Pat Mayo
Maryland State Police
Quartermaster Division
7745 Washington Boulevard
Jessup, MD 20794-9307
Phone: 410-799-2900,
ext. 313
Fax: 410-779-0076
20. MICHIGAN
Claudia Allen
Department of Management and Budget
Office of Purchasing
530 West Allegan Street
Lansing, MI 48933
Phone: 517-373-8139
Fax: 517-335-0046
21. MINNESOTA
Maj. Terry Sieben
Department of Military Affairs
Veterans Service Building
20 West 12th Street
St. Paul, MN 55155-2098
Phone: 612-282-4147
Fax: 612-282-4021
E-mail: siebent@mn.arng.ngb.army.mil
22. MISSISSIPPI
Jim Majure
Department of Surplus Property
3147 Highway 468 West
Pearl, MS 39208-9447
Phone: 601-939-2050
Fax: 601-939-4505
23. NEBRASKA
Marla Bruder
Manager
Federal Surplus Program
2700 West Van Dorn
Lincoln, NE 68509
Phone: 402-471-2677
Fax: 402-471-2769

FEDERAL PROPERTY AND EQUIPMENT MANUAL

24. NEVADA
Chief John Drew
Nevada Division of Investigation
555 Wright Way
Carson City, NV 89711-0100
Phone: 702-687-4412
Fax: 702-687-4405
25. NEW HAMPSHIRE
Arthur W. Haeussler
Supervisor
Federal Surplus Property Program
12 Hills Avenue
Concord, NH 03301
Phone: 603-271-2602
Fax: 603-271-6475
26. NEW JERSEY
Col. Kenneth Prossick
New Jersey National Guard
POTO-MS-DI-Bldg 3650
Saylor Pond Road
Fort Dix, NJ 08640-7600
Phone: 609-562-0812
Fax: 609-562-0813
27. NEW MEXICO
Louis Frausto
P.O. Drawer CLC
Las Cruces, NM 88004
Phone: 505-524-7759
28. NEW YORK
Col. James H. Lamback
1 Air National Guard Road
Bldg. 15, Station ANGB
Scotia, NY 12303-9752
Phone: 518-344-2050
Fax: 518-344-2067
E-mail: ny-cd@cdmail.ngb.army.mil
29. NORTH CAROLINA
Neil Woodcock
Director
Law Enforcement Support Services
1950 Garner Road
Raleigh, NC 27610-3926
Phone: 919-715-5478
Fax: 919-715-5546
E-mail: Less@nccrimecontrol.org
30. OHIO
James Ashenhurst
POC: Glynn Ross
Department of Public Safety
1970 Broad Street West
Columbus, OH 43223
Phone: 614-995-3789
Fax: 614-995-3790
E-mail: ohioleso@dps.state.oh.us
31. OREGON
Carmen Kaufman
Oregon State Police
Criminal Justice Services Division
255 Capitol Street, N.E., Suite 400
Salem, OR 97301
Phone: 503-378-3720

FEDERAL PROPERTY AND EQUIPMENT MANUAL

32. PENNSYLVANIA Ronald E. Wolf Phone: 717-787-5940
Director, Bureau of Supplies Fax: 717-772-2491
and Surplus Operations E-mail:
2221 Forster Street rwolf@exec.gsinc.state.pa.us
Harrisburg, PA 17105
33. RHODE ISLAND Gary S.W. Trembl Phone: 401-444-1048
Superintendent Fax: 401-444-1141
Rhode Island State Police
311 Danielson Pike
North Scituate, RI 02857
34. SOUTH DAKOTA Jeffrey Holcomb Phone: 605-773-4280
Administrator, South Dakota Fax: 605-773-4840
Purchasing and Printing Program
523 East Capitol Avenue
Pierre, SD 57501
35. TEXAS Nancy Hugon Phone: 512-463-1806
Director
Texas Narcotics Control Program
1100 San Jacinto
Austin, TX 78701
36. UTAH Craig Dearden Phone: 801-965-4062
Commissioner of Public Safety Fax: 801-965-4608
4501 South 2700 West
Box 141775
Salt Lake City, UT 84114-1775
37. VERMONT MG Martha T. Rainville Phone: 802-654-0124
The Adjutant General Fax: 802-654-0425
Green Mountain Armory
Camp Johnson
Colchester, VT 05446
38. VIRGINIA Lt. Michael E. Bolton Phone: 804-674-2117
State Police Department Fax: 804-674-2214
7700 Midlothian Turnpike
Richmond, VA 23235

FEDERAL PROPERTY AND EQUIPMENT MANUAL

39. WASHINGTON Patricia A. Kohler, CPA Phone: 360-902-7404
Office of State Procurement
Department of General
Administration
1222 46th Avenue East
Fife, WA 98424
40. WEST VIRGINIA Nancy Cerchiaro Phone: 304-558-0869
1122 Program Coordinator Fax: 304-558-0871
1679 Coonskin Drive, Suite 47 E-mail: njc@access.mountain.net
Charleston, WV 25311-5004
41. WISCONSIN Leo Talsky Phone: 608-266-3243
Deputy Administrator Fax: 608-267-0600
Division of State Agency Services E-mail:
101 East Wilson Street, Sixth Floor leo.talsky@doa.state.wi.us
Madison, WI 53702-0004
42. WYOMING Jenny Wroe Phone: 307-777-6785
Division of Criminal Fax: 307-777-7252
Investigation E-mail: jwrce@missc.state.wy.us
316 West 22nd Street
Cheyenne, WY 82002

APPENDIX O

ITEMS AVAILABLE ON GENERAL SERVICES

ADMINISTRATION SCHEDULES

1122 PROGRAM

O

GSA Schedules Listing

PRIMARY SCHEDULE

Schedule 84 VI A

Law Enforcement and Security Equipment: Personal, Canine, Vehicle, and Related Items

Alcohol Detection Kits and Devices

Body Armor

Bomb Disposal Equipment

Canine Training & Handling Equipment

Drug Testing Equipment and Kits

Ear Mikes

Fingerprint/Palmprinting Equipment

Firearm Storage and Securing Devices

Gun Racks

Helmets

Metal and Bomb Detection Equipment

Night Vision Equipment

Personal Law Enforcement Equipment:

- Baton rings
- Belt straps
- Belts,
- Gun and flashlight holsters
- ID cases
- Key straps
- Shell/cartridge cases
- Speed loader cases

Restraining Equipment

Security Doors and Window Bars

Target Systems/Target Range Accessories

Vehicle Barriers and Shields

Vehicle Emergency Signal Systems:

- Control console
- Beacon warning devices
- Light bars
- PA speakers and systems
- Sirens
- Spot and flood lights

SECONDARY SCHEDULES

SCHEDULE 19 I

Small Craft, Marine Equipment, and Floating Barriers: Boats, Motors, Barriers/Booms, Buoys, and Accessories

Buoys, Floats, Perimeter Floats, and Mooring
Canoes
Floating Marine Barriers and Booms
Inflatable Boats
Non-Powered Boats
Outboard and Inboard Motors
Powered Boats

SCHEDULE 58 III B

Communications Equipment: Recording and Reproducing Video and Audio Equipment Purchase and Repair Parts

8mm Video Color Recorders/Reproducers
Accessories, Attachments and Features for Audio Equipment
Accessories, Attachments and Features for Video Equipment
Audio Console, Switches and Amplifiers
Battery Powered Color Monitors
Battery Powered Monochrome Television Cameras
Broadcast 1/2" Cassette or Cartridge Color Recorders/Reproducers
Broadcast 3/4" Cassette or Cartridge Color Recorders/Reproducers
Broadcast Color Television Cameras
Cartridge or Cassette Audio Equipment Reel-to-Reel Audio Equipment
Cartridge or Cassette Color Reproducers
Cartridge or Cassette, Stereo Magnetic Type Recorders/Reproducers
Cartridge/Cassette Magnetic Tape Reproducers
Cartridge/Cassette Monaural Magnetic Type Recorders/Reproducers
Cassette or Cartridge Duplicators
Color Monitors
Color Monitors/Receivers
Disc Type Reproducers
Editing or Character Synchronizing Generators
Film Type Color Television Cameras
Industrial 1/2" Cassette or Cartridge Color Recorders/Reproducers
Industrial 3/4" Cassette or Cartridge Color Recorders/Reproducers

FEDERAL PROPERTY AND EQUIPMENT MANUAL

Industrial Color Television Cameras
Magnetic Type Recorders/Reproducers
Mini Studio Systems and Components
Monochrome Monitors w/ Picture Tube 9" or More
Monochrome Monitors w/ Picture Tube Less Than 9"
Permanent Base, Studio Color Television Cameras
Portable, General Purpose Color Television Cameras
Portable, General Purpose Monochrome Television Cameras
Portable, High Frame Rate, Special Purpose Color Television Cameras
Portable, High Frame Rate, Special Purpose Monochrome Television Cameras
Reel-to-Reel 1" Tape Color Recorders/Reproducers
Reel-to-Reel 1" Tape Monochrome Recorders/Reproducers
Reel-to-Reel Cassette, Multi-Channel Logging Magnetic Type Recorders/Reproducers
Reel-to-Reel Magnetic Tape Reproducers
Reel-to-Reel Tape Monochrome Reproducers
Reel-to-Reel, Professional Magnetic Type Recorders/Reproducers
Repair Parts and Spare Parts for Recording and Reproducing Equipment
Separate Head, Hand Held Color Television Cameras
Separate Head, Hand Held Monochrome Television Cameras
Single Logging and/or Specialized Use Magnetic Type Recorders/Reproducers
Surveillance Color Television Cameras
Surveillance Monochrome Television Cameras
Switches and Special Effects Generators
Video Disk Color Recorders/Reproducers

SCHEDULE 58 V A

ADP/Telecommunications and Media Supplies: Videotapes, Audio Tapes, Tape Cartridges, Diskettes/Optical Disks, Disk Packs, Disk Cartridges, Anti-Glare/Anti-Radiation Screens, Cleaning Equipment and Supplies, Ergonomic Devices

Anti-Glare/Anti-Radiation Screens
Audio Tape, Cartridge
Audio Tape, Cassette
Audio Tape, Reel-to-Reel
Cleaning Items
Computer Tape
Disk Cartridges
Disk Packs
Diskettes
Ergonomic Devices
Optical Disks
Videotape, Cassette
Videotape, Helical Scan

SCHEDULE 58 VI & VII

Telecommunications: Telephones, Facsimiles, Messaging Systems, Radio, Voice Paging, and Cellular Phones

Airborne Radio Navigation Equipment
Antennas and Waveguides
Broadcast Band Radio Transmitter/Receiver
Communications Security Equipment
Data Communication Equipment
Facsimile Equipment
Fixed Station (Base Station) Transmitter/Receiver
Intercommunication Wired or Cabled Equipment
Intercommunication Wireless Transmission Equipment
Line Conditioning and Signaling Equipment
Microwave Radio Equipment
Mini and Micro Computer Control Devices

- Base call processing systems
- Computerized telephone answering systems
- Interactive voice processing systems
- Voice messaging systems

Mobile Radio Transmitter/Receiver
Mobile Telephone Equipment (Cellular)
Portable (Hand Held Radio) Transmitter/Receiver
Public Address Wired or Cabled Equipment
Public Address Wireless System
Radio Navigation Equipment
Telephone Answering Equipment
Telephone Equipment
Tone and Voice Paging Systems
Video Teleconferencing Equipment

SCHEDULE 58 IX

Telecommunications Equipment: Telemetry, Underwater Sound, Radar (Except Airborne), Visible and Invisible Light Communications, Signal Data Equipment

Laser Equipment
Radar Equipment (Except Airborne)
Recorder/Reproducer Set for Signal Data
Telemetry Equipment (Airborne)
Telemetry Equipment (Except Airborne)
Underwater Sound Equipment
Visible and Invisible Light Communications Equipment

SCHEDULE 61 V A

Power and Distribution Equipment: Portable Generators

Load Banks, Option Items and Accessories

Portable Generators

Replacement Parts, Option Items and Accessories for Portable Generators

SCHEDULE 67 II & III

Photographic Equipment and Supplies

Aerial Photographic Film

Black-and-White Film and Chemicals

Black-and-White Photographic Paper

Cameras and Projector Printer Accessories

Cases for Photographic Cameras and Equipment

Chemical Preparations for Color Photography

Color Photographic Paper

Cutting/Trimming Units

Densitometers and Sensitometers

Diazo Sensitized Films and Papers

Drawing Reproduction Film

Duplicating Equipment

Electronic and Battery Flash Units

Film and Photographic Paper

Film Editing, Cleaning and Reading/Reviewing Equipment

Film Storage Equipment

Film, Slide, Xerographic or Thermographic Mounts

Front Screen Filmstrip Projectors

Graphic Arts Films

Industrial X-Ray Film and Paper

Instrumentation Film

Instrumentation Recording Paper

Motion Picture Film

Multipurpose Professional Type Mounted Self-Processing Still Picture Cameras

Opaque Projectors

Overhead Still Picture Projectors

Photo Exposure Lightmeters

Photographic and Radiographic Processing Machines

Photographic Color Copier Systems

Photographic Enlargers

Photographic Laboratory Equipment

Photographic Lenses

FEDERAL PROPERTY AND EQUIPMENT MANUAL

Photographic Mini-Laboratories
Photographic Paper
Photographic Plates
Photographic Printers
Professional Type 2x2 Still Picture Cameras
Projecting Sets
Projection Screens
Projection Stands
Self-Processing Film
Self-Processing Identification Cameras
Self-Processing Still Picture Cameras
Silver Recovery Equipment
Single Lens Reflex Cameras
Single-Window Combination Range Finder and Viewfinder Cameras
Slide Mounters
Slide or Filmstrip Rear Screen, Still Picture Projectors
Still Picture Film
Still Picture Slide Projectors
Supplies for Self-Processing Identification Cameras
Tripods (Photographic)
X-Ray Chemicals Specialties

SCHEDULE 69

Training Aids and Devices: Programmed Learning Materials

Computer Training Devices
Hands-on Training Devices
Medical Models and Simulators
Multimedia Program Kits:

- Business
- Computer
- General education
- Health/safety
- Vocational/trade

Prepared Audio Instructional Material:

- Business
- Computer
- General education
- Health/safety
- Vocational/trade

Prepared Printed Instructional Material:

- Business
- Computer
- General education
- Health/safety
- Vocational/trade

FEDERAL PROPERTY AND EQUIPMENT MANUAL

Prepared Visual Instructional Material:

- Business
- Computer
- General education
- Health/safety
- Vocational/trade

Rental Instructional Material

Teaching Machines/Devices

SCHEDULE 70 I B/C

ADP Products and Services: Microcomputer Hardware, Software, and Peripherals

Boards/Upgrade Kits

CD-ROM/Data Disks

Hardware & Software for Physically Challenged (Visual, Speech & Hearing)

Micro Software

Microcomputers

Miscellaneous ADP Equipment

Modems

Monitors/Displays

Networking

Optical/Imaging Equipment Systems

Other Input/Output

Printers/Plotters

Third Party Maintenance

SCHEDULE 78 I C

Park and Outdoor Recreational Equipment

Climbing Equipment

Heaters, Stoves and Replacement Parts

Jugs and Coolers

Lanterns

Pack Boards and Backpacks

Sleeping Bags

Snowshoes

Tarps

Tents and Replacement Parts

APPENDIX P

PRACTICAL GUIDANCE FOR SCREENERS

P

APPENDIX P

Practical Guidance for Screeners

Things to Do

- Make an appointment for a screening date.
- Bring your authorization letter with you.
- Sign in when you enter DRMO.
- Screen only in the “accumulation/screening cycle” for Federal agencies.
- Complete the *Form 103* clearly and completely; give to DRMO and fax to your State coordinator.
- Sign out when you leave DRMO.
- Remove the property from DRMO as soon as you receive authorization—in any case, not later than 14 days after approval of your request.
- Notify your State coordinator and DRMO immediately if you no longer want any item that you screened and tagged.

Things to Avoid

- Do not enter any part of DRMO other than that specified by the reutilization specialist.
- Do not remove any documentation or tags from any property.
- Do not remove any property from its original location while screening.

In Case of a Problem

- Discuss the problem with the reutilization specialist.
- If your problem is not solved, ask to speak to the DRMO chief.
- If your problem is still not resolved to your satisfaction, you should call DRMS at 800–DRMS–RTD.
- Your next recourse is to leave DRMO and call your State coordinator.
- If your complaint reaches the level of LESO, follow up with a letter.

**National Law Enforcement and
Corrections Technology Center**
P.O. Box 1160
Rockville, MD 20849-1160

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