



DEFENSE LOGISTICS AGENCY  
DISPOSITION SERVICES  
74 WASHINGTON AVENUE NORTH  
BATTLE CREEK, MICHIGAN 49037-3092

30 JUN 2016

J412

MEMORANDUM FOR THE STATE OF VIRGINIA


SUBJECT: 1033 Program Compliance Review (PCR)

In accordance with the DLA/State of Virginia Memorandum of Agreement dated February 10, 2014, a Program Compliance Review (PCR) was conducted on the State of Virginia 1033 Program Office and received a rating of COMPLIANT.

Over 7,173 line items of Controlled Property have been transferred to your State, with an Original Acquisition Value of \$37,618,564.00. The PCR was conducted June 8-12, 2015, by a DLA Disposition Services J412 Law Enforcement Support Office (LESO) Eastern Team consisting of Mr. William Warren and Mr. David Brackett. DLA Disposition Services is a field activity of DLA and has program management responsibilities for the 1033 Program as delegated by the Office of the Secretary of Defense.

State of Virginia personnel conducted themselves professionally during the course of this review. The DLA Disposition Services LESO PCR Team visited thirty-one (31) State of Virginia Law Enforcement Agencies (LEAs) in addition to the detailed review of the State Office. Each LEA was honest and forthright during this PCR. The State 1033 Program Office and each of the selected LEAs were motivated, knowledgeable, and enthusiastic about the 1033 Program. The next PCR is tentatively scheduled for June 2017.

The full June 2015 PCR Report is attached for your review. We look forward to assisting the State of Virginia with this great and valuable program. Please feel free to contact me with any questions or concerns at [Carlos.S.Torres@dla.mil](mailto:Carlos.S.Torres@dla.mil) or call (269) 961-4285.

  
FOR CARLOS S. TORRES  
Chief, Law Enforcement Support Office  
Customer Support

Attachment:

1. Program Compliance Review

cc:

Governor, State of Virginia

Date: June 15, 2015

**MEMORANDUM FOR THE STATE OF VIRGINIA  
1033 PROGRAM STATE COORDINATOR**

SUBJECT: Program Compliance Review (PCR) Checklist

**I. LESO will Verify:**

- \*1. Is the State Coordinator (SC) appointed, in writing, by the current Governor of the State? *PASS*
  - 1a. Appointment letter effective date: *2/10/14*
- \*2. Is the SC appointment letter on-file with the Law Enforcement Support Office (LESO)? *PASS*
- \*3. Has the current SC signed the current Defense Logistics Agency (DLA) Memorandum of Agreement (MOA)? *PASS*
  - 3a. MOA date: *10/31/13*
- 4. If applicable, are State Points of Contact (SPOCs) appointed, in writing, by the current Governor appointed SC? *YES*
  - 4a. Is SPOC appointment letter (s) on-file with the LESO? *YES*
- 5. Has the SC delegated his/her authority to anyone other than a SPOC? *NO*
  - 5a. Is delegation of authority letter (s) on-file with the LESO? *NO*

Comments: *No issues to report.*

**II. Website Knowledge:**

- 1. Appointed personnel performing the duties with the State 1033 Program, are proficient and knowledgeable when utilizing the following DLA websites:
  - 1a. LESO Website: <https://www.leso@dla.mil> *YES*
  - 1b. FEPMIS Website: <https://fam.nwcg.gov/fam-web/> *YES*
  - 1c. FEPMIS IBM COGNOS Reports Portal: <https://fam.nwcg.gov/crm/cgi-bin/cognos.cgi> *YES*
  - 1d. AMPS Website: <https://amps.dla.mil> *YES*
  - 1e. RTD Website: <https://business.dla.mil/landing/index.jsp> *YES*
  - 1f. DLA Disposition Services Website: <https://www.dispositionservices.dla.mil/index.shtml> *YES*

Comments: *No issues to report.*

**III. Eligibility Requirements:**

- 1. Are Applications for participation submitted by Law Enforcement Agencies (LEA) with arrest and apprehension authority signed by the Chief Executive Official (CEO), then forwarded to the SC? *YES*
- 2. Does the SC and/or SPOC (s) verify that the LEA is authorized to participate in the 1033 Program? *YES*
- 3. Are new Applications for participation and address changes to LEA's forwarded to the LESO for approval? *YES*
- 4. Does the State ensure that LEAs have a training plan in place which *YES*

covers the use of Tactical Vehicles, Aircraft and Weapons currently on the LEAs property book or prior to any new requisitions?

5. Does the State require the LEA to pay a fee for participation in the program NO

5a. If yes, thoroughly explain fee system:

*N/A*

Comments: *No issues to report.*

#### **IV. Records Management:**

\*1. Is there a current DLA approved State Plan of Operation (SPO) on file for the State? PASS

1a. SPO effective date: 3/28/14

\*2. Does the SC keep a current copy of the SPO, signed by the LEA CEO in each LEA file? PASS

3. Does each LEA keep a current copy of the SPO, signed by their CEO on file? YES

4. Does the SPO address the following areas:

4a. Purpose YES

4b. Authority YES

4c. Terms and Conditions:

-LEA Eligibility Criteria YES

-How to enroll in the 1033 Program YES

-LEA Screener Criteria YES

-Identification/Acquisition of Property YES

-Transportation of Property YES

-Storage of Property YES

-Distribution of Property YES

-Security of Property YES

-Accountability of Property YES

-Establish an Inactive File YES

-Utilization of Property YES

-State internal compliance reviews YES

-Transfer of property YES

-Disposal of property YES

-Turn-in of property YES

4d. DEMIL Property requirements YES

4e. Training opportunities YES

4f. State responsibilities in the 1033 Program YES

4g. LEA responsibilities in the 1033 Program YES

4h. Suspension and/or Termination Criteria YES

4i. Signature requirements (i.e. LEA CEO/SC/SPOC) YES

\*5. Transfers of high visibility property are approved by the DLA LESO. PASS

Comments: *No issues to report.*

#### **V. Records Retention:**

1. Are the following documents on-file with the SCs Office and/or LEA?

- 1a. DLA Form 103s (aka Manual Requisitions) if applicable YES
- 1b. DD Form 1348-1A (for all 1033 Program property currently on the LEA inventory). YES
- 1c. DLA LESO approvals for Transfers of Aircraft, Vehicles and Weapons. YES
- 1d. DD Form 1348-1A for all turn in's. YES
- 1e. Approved DD Form 200 for removal of property from record. YES
- 1f. FAA Certificate of Aircraft Registration (Form 8050-1) YES
- 1g. Approved Exception to policy memorandums (if applicable) YES

Comments: *No issues to report.*

**VI. Property and Inventory Control:**

- 1. Is 1033 Program property properly stored in a controlled storage area with limited access? YES
- 2. Have all reports of missing, lost, stolen, damaged or destroyed 1033 Program property been reported to the appropriate SCs Office? YES
- 3. Have all reports of missing, lost, stolen, damaged or destroyed 1033 Program property been reported to the appropriate Local/State/Federal Officials and the LESO? Note: If the property is DEMIL Coded B, C, D, E, F, G or Q you have (24) Hours for notification. If your property is DEMIL Code A, you have within (7) days to report. YES
- 4. In determining SCs recommendation for approval of LEA request, is consideration given to the needs and resources of its LEAs (i.e. size of LEA, mission requirement and like property on hand)? NOTE: LESO personnel must conduct a random search of records. YES
- 5. Are annual reconciliations of property receipts being conducted? YES
- 6. Has the State submitted the previous Fiscal Year's certified inventory to the LESO? YES
- \*7. Are photographs and serial numbers to include; Side and Data Plates provided to the LESO for Aircraft, Watercraft and Tactical Vehicles and other Controlled Property? PASS
- \*8. Are photographs of Weapons serial numbers provided to the LESO? PASS

Comments: *No issues to report*

**VII. Transitional Distribution Point (TDP):**

- \*1. Is there an authorization document from DLA, on hand, authorizing your State to operate as a TDP? N/A
- 2. Are TDP property requests earmarked for a specific LEA identifying them as the end user? N/A
- 3. Is 1033 property identified and stored separate from other categories of property such as 1122 and State Agencies for Surplus Property (SASP)? N/A
- 4. Does the SC and/or SPOC understand that transfers of 1033 Program property from the TDP to LEAs within his/her State still need N/A

Comments: to be processed via the LESO prior to physical movement of property?  
*The State of Virginia does not operate as a TDP*

**VIII. Compliance and Utilization Reviews:**

\*1. Does the State Coordinator ensure an internal PCR is performed for at least 5% of LEAs that have a property book from the DLA LESO Program on an annual basis? *PASS*

2. LEAs visited during the State Level 1033 Compliance Review:

- |  |  |
|--|--|
| 1. Surry County Sheriff's Department     | 11. Warren County Sheriff's Department |
| 2. Dinwiddie County Sheriff's Department | 12. Ashland Police Department          |
| 3. Crewe Police Department               | 13. New market Police Department       |
| 4. Marine Resource Police Department     | 14. Old Dominion Police Department     |
| 5. Boynton Police Department             | 15. Fredrick co fire marshall          |
| 6. Broadnax Police Department            | 16. Manassas park Police Department    |
| 7. Manassas City Police Department       | 17. Hampton Police Department          |
| 8. Lacrosse Police Department            | 18. Victoria Police Department         |
| 9. Clarksville Police Department         | 19. Westmoreland Police Department     |
| 10. Virginia State Police Department     | 20. Winchester Police Department       |

3. Does the SC follow through with LEAs to rectify cases on non-compliance found on State Level PCRs? *YES*

4. Does the SC provide documentation to the DLA LESO in cases of non-compliant LEAs? *YES*

5. What steps are taken to resolve cases of non-compliance to the terms and conditions of the 1033 Program?

*The Virginia State Coordinators Office will work with the LEA to correct the areas of non-compliance thru additional training and oversight. If sufficient progress has not been made the State will take the necessary steps to suspend and/or terminate the agency from participating in the 1033 program.*

Comments: *No issues to report.*

**IX. Non-Utilized 1033 Program Property:**

1. Are current procedures in place for LEAs to identify and report serviceable property when no longer needed? *YES*

2. What steps does the SC take to ensure LEAs do not requisition unnecessary or excessive amounts of property?

*The Virginia State Coordinators Office verifies that requisitions and justifications are appropriate for the number of officers and the current amount of similar property on a LEAs property book prior to approving requests for additional property*

3. What steps does the SC take to ensure 1033 Program controlled property is not sold?  
*The Virginia State Coordinators Office performs internal compliance reviews throughout the entire State, to ensure that 1033 Program controlled property is not sold or being mismanaged*

3a. What steps does the SC take to document the authorized sale of DEMIL Q (with Integrity Code of 6) after 1 year from receipt

to an authorized buyer who has an approved TSC assessment and an End Use Certificate (EUC), DLA Form 1822)?

*The Virginia State Coordinators Office has chose not to authorize the sale of DEMIL Q (with Integrity Code of 6) property*

4. Has there been an incident, since the last conducted PCR, where an LEA has sold controlled property received under the 1033 Program or received 1033 Program property for the sole purpose of selling it? NO

4a. If yes, provide detail and supporting documentation of the outcome (who, what, when, where, how much).

Comments: *No issues to report.*

**X. Compliance to DLA MOA:**

1. Is all property transferred consistent with requirements of the DLA MOA? YES
2. Is the SCs Office aware that they must ensure that the LEA maintains adequate insurance to cover damages or injuries to persons or property relating to the use of the property? (Self-insurance by the State/LEA is acceptable) YES
3. Is the SCs Office aware that property available under the MOA is for the current use of authorized program participants; it will not be requested nor issued for speculative use? YES
4. Is the SCs Office aware that property will not be obtained for the purpose of sale, lease, loan rent, exchange, barter, to secure a loan, or to otherwise supplement normal LEA or State/Local governmental entity budgets? YES
5. Is the SCs Office aware that any transportation, repair, maintenance, insurance, disposal or other expenses associated with the excess Department of Defense (DOD) personal property is the sole responsibility of the State/LEA? YES
6. Is the SCs Office aware that all property obtained under the MOA must be placed into use within one (1) year of receipt and utilized for a minimum of one (1) year, unless the condition of the property renders it unusable? YES
7. Is the SCs Office aware approval of any variation to the above standard for property no longer needed by an LEA must be approved by the LESO through the SCs Office? YES
8. Is the SCs Office aware that the DOD has authorized the transfer and use of excess DoD property to the State/LEA and as such reserves the right to recall any and all property issued at the state or LEA expense? YES
9. Is the SCs Office aware that after one year from receipt, excess DEMIL A property will transfer title to the State/LEA? YES
10. Is the SCs Office aware that after one year from receipt, excess DEMIL Q (with Integrity Code of 6) becomes eligible to be sold to an authorized buyer who has an approved TSC assessment and an End Use Certificate (EUC), DLA Form 1822? YES
11. Is the SCs Office aware of the requirement (when applicable) of the LEA to complete and submit the ATF Form 5, Application for Tax YES

- Exempt Transfer and Registration of Firearm?
12. Is the SCs Office aware of the requirement (when applicable) of the LEA to complete and submit the ATF E-Form 10, Application for registration of Firearms acquired by Certain Government Entities? YES
13. Is the SCs Office aware that to the extent permitted by law, the SC/LEA shall indemnify and hold the U.S. Government harmless from any and all actions, claims, debts, demands, judgments, liabilities, cost, and attorney's fees arising out of, claimed on account of, or in any manner predicated upon loss of or damage to property and injuries, illness or disabilities to or death of any and all persons whatsoever, including members of the general public, or to the property of any legal or political entity including states, local and interstate bodies, in any manner caused by or contributed to by the State/LEA, its agents, servants, employees, or any person subject to its control while in, upon or about the sale site and/or the site on which the property is located, or while the property is in the possession of, used by or subject to the control of the State/LEA, its agents, servants, or employees after the property has been removed from U.S. Government control. The U.S. Government assumes no liability for damages or injuries to any person(s) or property arising from the use of the property. YES
14. Has the SCs Office aware of the MOA Addendum Dated 7 November, 2014 into the State Plan of Operation (SPO), requiring the State and LEAs to adhere to the following program changes: YES
- a. With all requests for Tactical Vehicles, Aircraft and Weapons, the State and/or LEAs must certify that they have a training plan which covers the use of the requested equipment. Requests without this documentation will not be approved. YES
  - b. The Demilitarization Code of "Q" with Integrity Code of "6" has been considered to be Commerce Control List items (cannot be exported) and is considered controlled property by the Department of Defense and DLA. This replaces any language of the current MOA that refers to property with a DEMIL code of Q6. YES

Comments: *No issues to report.*

**XI. Conclusion:**

The Program Compliance Review for the State of VIRGINIA has been completed. The DLA LESO has found the State to be COMPLIANT with the current terms and conditions as set forth in the DLA to State MOA. LESO is to reactivate weapon SN: 1407675 as it was reported LMS and has been recovered by Page County Sheriff's Department and was physically verified by the PCR Team.

**XII. Areas of Concern and/or Recommendation:**

The PCR team recommends that the Virginia State Coordinators Office continue to advocate for Virginia's 1033 program and encourage property book management to the States LEA's through use of the FEPMIS, AMPS, and RTD websites.

**XIII. Areas of Praise:**

The PCR Team wishes to acknowledge the tremendous preparation, organization and communication efforts of the Virginia State Point of Contact, Sergeant Larry Lam. The PCR Team fully understands what was necessary of Sergeant Lam to ensure the selected LEAs were prepared for the PCR site visits. Sergeant Lam continues to show great interest and enthusiasm in regards to 1033 Program participation and 1033 Program growth within the State of Virginia. Mr. Lam is a great credit to the Virginia State Police Department, and will continue to be valued member of the 1033 Program.

**XIV. LEAs visited during the DLA LESO PCR:**

1. Arlington County Police Department
2. Charles County Sheriff's Department
3. Chesapeake County Sheriff's Department
4. Clarke County Sheriff's Department
5. Fairfax City Police Department
6. Falls Church Police Department
7. Frederick County Sheriff's Department
8. Gloucester County Sheriff's Department
9. Hamton University Police Department
10. King William County Sheriff's Department
11. Manassas City Police Department
12. Middletown Police Department
13. New Kent County Sheriff's Department
14. Norfolk Police Department
15. Old Dominion University Police Department
16. Page County Sheriff's Department
17. Portsmouth Police Department
18. Prince William County Sheriff's Department
19. Smithfield Police Department
20. Spotsylvania County Sheriff's Department
21. Stephens Police Department
22. Stratsburg Police Department
23. Surry County Sheriff's Department
24. Virginia Beach Police Department
25. Virginia Marine Resource Police Department
26. Virginia State Police Department
27. Warren County Sheriff's Department
28. West Point Police Department
29. Williamsburg-James County Sheriff's Department
30. Williamsburg Police Department
31. Winchester Police Department



**XV. PCR Inventory Results:**

STATE OF VIRGINIA 1033 PROGRAM PROPERTY						
	STATE TOTALS	*REQUIRED SAMPLE SIZE	TOTAL REVIEWED DURING PCR		TOTAL ON-HAND	% ACCURACY
			*ITEMS PHYSICALLY INVENTORIED	*ITEMS REVIEWED VIA APPROVED CUSTODY CARD		
WEAPONS	2,014	393	393	0	393	100%
AIRCRAFT	N/A	N/A	N/A	N/A	N/A	N/A
WATERCRAFT	N/A	N/A	N/A	N/A	N/A	N/A
TACTICAL VEHICLES	92	9	9	0	9	100%
GENERAL PROPERTY	5,067	148	148	0	148	100%
TOTALS	7,173	550	550	0	550	100%
<b>**OVERALL STATE INVENTORY ACCURACY RATE (%):</b>					<b>100%</b>	

\* The DLA LESO PCR Team is required to physically inventory or obtain a copy of an acceptable custody card for 100% of the 1033 Program Weapons, Aircraft, Watercraft, Tactical Vehicles and other controlled property as listed in the record of property, for each LEA that has been selected for review during the PCR. The LEA must provide the DLA LESO PCR Team a copy of any custody card (s) used, at the time of the site visit, and must maintain the custody card (s) on-file as part of substantiating records. An acceptable version of a custody card must contain the following elements: 1) LEA name, 2) Name of individual responsible for physical custody of item, 3) Item nomenclature (Name), 4) Serial number of item (if applicable), 5) QTY of item (if more than one), 6) Printed name of individual responsible for physical custody of item 7) Signature of individual responsible for physical custody of the item and 8) Date.

\*\*Overall State Inventory Accuracy Rate (%) is determined by adding required Weapons (A), Aircraft (B), Watercraft (C), Tactical Vehicles (D) and General Property (E) at LEAs selected for review during the PCR, and dividing by the actual # of the property that was physically inventoried (X) or verified via an approved custody card (Y) during the course of the PCR

$\frac{A + B + C + D + E}{(X + Y)}$	= Overall State Inventory Accuracy Rate (%)
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**XVI. PCR Training provided to the State: N/A**

PCR Training Date:

# of Agencies Trained	# of Officers Trained	# of SC/SPOC trained	# of DLA Disposition Services Field Representatives Trained
N/A	N/A	N/A	N/A

Thank you for the professionalism and support shown to us during our visit. As always, we at the LESO stand ready to support and serve. If you have any questions or concerns, please feel free to contact

us at 1-800-532-9946 or via email at: <https://www.leso@dla.mil>.

**XVII. PCR Team:**

X Not Available for Signature

Will Warren

X

David Brackett

**Dates of PCR:**

6/8/15

to 6/12/15

# **DLA DISPOSITION SERVICES LESO PROGRAM COMPLIANCE REVIEW OVERVIEW**

## **I. AUTHORITY**

A. Per the MOA between the DLA Disposition Services LESO and the State, the DLA Disposition Services LESO is required to conduct a PCR on each state or territory enrolled in the 1033 Program every two years.

B. PCRs are performed in order to ensure that State Coordinators, SPOCs and all LEAs within a State are compliant with the terms and conditions of the 1033 Program, and the DLA Disposition Services LESO MOA with the State.

## **II. RESPONSIBILITIES**

A. The DLA Disposition Services LESO Regional Team Lead will:

1. Forecast an estimated PCR schedule one year in advance of the actual PCR. The DLA Disposition Services LESO manages the forecasted schedule, and adjusts it as needed to accommodate factors such as seasonal weather patterns, National Holidays, major law enforcement conferences, budget constraints and other external factors. Taking these factors into account ensures overall TDY travel and other expenses are kept to a minimum.

B. The DLA LESO PCR/Property Accounting (PA) Team Leader will:

1. Send the State Coordinator or SPOC Notifications 60 and 21 days prior to the PCR. The 60-day notification letter will include LEAs that have been selected for review. The 21-day notification letter will include what items have been selected for physical review.

2. Further schedule and coordinate the PCR schedule as needed, and will perform the PCRs for the DLA Disposition Services LESO.

3. Identify who and how many DLA Disposition Services LESO personnel are needed to effectively conduct the PCR based on geographic size, LEA size, property book size, funding availability, and other external factors.

4. Identify regions and sample populations of LEAs within a State to be reviewed during the PCR. Regional locations are varied, to ensure inventory samples are conducted within all regions and are in compliance with terms and conditions of the 1033 Program. The DLA LESO PCR/PA Team Lead will ensure regions and agencies, who have previously been selected for review, do not overlap, unless required.

5. Ensure that LEAs selected will include:

- a. Weapons- Of the agencies selected for review, the DLA Disposition Services LESO PCR Team will inventory 100% of 1033 Program weapons. The DLA Disposition Services LESO PCR Team may also inventory other 1033 Program weapons within a reasonable drive from the PCR location.

- b. Aircraft- Of the agencies selected for review, the DLA Disposition Services LESO PCR Team will inventory 100% of 1033 Program aircraft. The DLA Disposition Services LESO PCR Team may also inventory other 1033 Program aircraft within a reasonable drive from the PCR location.
- c. Watercraft- Of the agencies selected for review, the DLA Disposition Services LESO PCR Team will inventory 100% of 1033 Program watercraft. The DLA Disposition Services LESO PCR Team may also inventory other 1033 Program watercraft within a reasonable drive from the PCR location.
- d. Tactical Vehicles- Of the agencies selected for review, the DLA Disposition Services LESO PCR Team will inventory 100% of 1033 Program tactical vehicles. The DLA Disposition Services LESO PCR Team may also inventory other 1033 Program tactical vehicles within a reasonable drive from the PCR location.
- e. All other controlled property (general property) - At each LEA selected for review during the PCR, a minimum of 10 percent review of 1033 Program general property must be conducted. Three weeks prior to the PCR, the DLA Disposition Services LESO PCR Team Leader will select and notify the State Coordinator, which line items/eaches will constitute the 10 percent of inventory to be physically reviewed during the PCR. Should the DLA Disposition Services LESO Team Leads, PCR Team, State Coordinator, State Point of Contact, or other representative suspect inventory abuse, mismanagement, or other misuse of Government property, the LEA may be asked to make additional general property (above the minimum of 10 percent required) available for physical review. All property identified for this inventory sampling must have the associated results documented for these selected assets. Substitution of other inventory line items in an attempt to fulfill a 10 percent minimum sampling is not acceptable for this procedure.

C. The State Coordinator or SPOC will:

1. Accompany the DLA Disposition Services LESO PCR Team during the conduct of site visits to the selected LEAs.
2. Coordinate the PCR daily events schedule, according to the list of LEAs selected for review provided by the DLA Disposition Services LESO PCR Team Leader. Forward completed PCR daily events schedule to the DLA LESO PCR Team Lead and the selected LEAs.
3. Contact LEAs selected for PCR review, via phone and/or email to ensure they are aware of the PCR requirements, schedule, and are prepared for review.
4. Receive the 10-percent of general controlled property inventory selections from the DLA Disposition Services LESO PCR Team Leader.
  - a. The State Coordinator or SPOC shall forward the inventory selections to each LEA.

The LEA POCs shall gather/stage the selected items in a central location, to ensure the DLA Disposition Services LESO PCR Team can efficiently inventory the items. (See Figures 1 & 2)



Figure 1

Figure 2

5. Ensure the LEAs selected for review, are prepared for a 100% physical inventory of all Weapons, Aircraft, Watercraft and Tactical Vehicles received through the 1033 Program as currently listed on their accountable record during the DLA Disposition Services LESO PCR Team scheduled visit.

6. Ensure State Coordinator 1033 Program files, documentation and other pertinent records are available for review during the in-brief and/or out-brief. (See PCR Checklist)

7. Provide additional assistance to the DLA Disposition Services LESO PCR Team, as required, prior to and during the course of, the PCR.

D. The LEAs selected for review will:

1. Ensure they are prepared for a complete review of their 1033 Program inventory records. (DD 1348-1A, current CEO signed State Plan of Operation)

2. Ensure they are prepared for a 100% physical inventory of all 1033 Program Weapons, Aircraft, Watercraft and Tactical Vehicles listed on their accountable record during the DLA Disposition Services LESO PCR Team scheduled visit.

3. The LEA POCs shall gather/stage their general 1033 Program property (as identified by the DLA Disposition Services LESO PCR Team Leader) that has been selected for physical review, in a central location, to ensure the DLA Disposition Services LESO PCR Team can efficiently inventory the items. (See Figures 1 & 2)

4. Identify and rectify inventory discrepancies prior to the PCR via 1033 Program transfer, turn-in and/or adjustment forms.

5. Provide additional assistance to the DLA Disposition Services LESO PCR Team and

State Coordinator and/or SPOC, as required, prior to and during the course of, the PCR.

### **III. IN-BRIEF & OUT-BRIEF**

A. The DLA Disposition Services LESO PCR Team will meet with the State Coordinator and SPOC (s) to conduct an in-brief on day one of the PCR. The in-brief will include, at minimum:

1. The background, purpose, and scope of the PCR.
2. A review of State Coordinator and/or SPOC (s) 1033 Program files (refer to items identified in the DLA Disposition Services LESO PCR Checklist).
3. Statistics related to the conditional transfer of property via the 1033 Program.
  - a. Total Acquisition Value of items which are currently conditionally transferred to the State via the 1033 Program.
  - b. Number of high profile items (Weapons, Aircraft, Watercraft and Tactical Vehicles) which are currently conditionally transferred to the State via the 1033 Program.
  - c. Current number of LEAs from the State, which are currently enrolled in the 1033 Program.
  - d. Additional pertinent statistics and/or information related to the State participation in the 1033 Program.

B. The DLA Disposition Services LESO PCR Team and the State Coordinator/SPOC will follow the PCR schedule of daily events and will meet with each of the LEAs selected for review during the PCR.

1. At each agency, the DLA Disposition Services LESO PCR Team will conduct a short in-brief and out-brief with the agency Chief Executive Officer (CEO) and/or main LEA POC and will conduct a physical inventory of 1033 Property. This may include, but is not limited to:

- a. The background, purpose, and scope of the PCR.
- b. A review of the LEA's 1033 Program files. The DLA Disposition Services LESO PCR Team will review the DD Form 1348-1A, for each line item of 1033 Program property selected for review during the PCR.
- c. A physical review of 1033 Program property.
- d. A review of the LEA 1033 Program account i.e. POCs, address, phone numbers, CEO, last update, etc.
- e. Current CEO signed State Plan of Operation.

2. At each agency, the DLA Disposition Services LESO PCR Team will conduct a 100% physical inventory of 1033 Program Weapons, Aircraft, Watercraft, and Tactical Vehicles and

will inventory a minimum of 10 percent of all 1033 Program general property. When inventorying property, the DLA Disposition Services LESO PCR Team will ensure that any containers are fully opened to verify contents and quantity.

3. The DLA Disposition Services LESO PCR Team reserves the right to immediately suspend an LEA based upon information gained throughout the course of the PCR.

a. DLA Disposition Services LESO PCR Team may immediately suspend an LEA.

(1) The DLA Disposition Services LESO PCR Team must notify the appropriate DLA Disposition Services LESO Regional Team Lead within 24-hours of initiating the suspension action.

(2) Notification to DLA Disposition Services LESO Regional Team Lead must include:

(a) Who initiated the suspension.

(b) What LEA is effected.

(c) What the offending LEA did to warrant the suspension.

(d) Any additional information pertinent to suspension.

(e) Will recommend to the DLA Disposition Services LESO Regional Team Lead, a State-level suspension if findings indicate a systematic problem regarding the State Coordinator and/or SPOC (s) ability to effectively manage the 1033 Program on behalf of their State according to the terms and conditions of the 1033 Program.

C. On the last day of the PCR, the DLA Disposition Services LESO PCR Team will conduct an out-brief with the State Coordinator and/or SPOC that will include, at minimum:

1. The DLA Disposition Services LESO PCR Team initial assessment of the State in terms of compliance or non-compliance.

a. The initial assessment of a States compliance or non-compliance should not be viewed as the official PCR findings. The DLA Disposition Services LESO PCR Team reserves the right to modify the initial assessment of compliance or non-compliance within the official PCR report filed subsequent to the PCR.

2. A review of discrepancies found during the conduct of the PCR.

a. If there are discrepancies, the DLA Disposition Services LESO PCR Team Leader will provide suspense dates to the State Coordinator or SPOC to take for resolution of the identified discrepancy. The State Coordinator is responsible for the resolution of all action items within his or her State. If the DLA Disposition Services LESO PCR Team fails to receive corrective action which rectifies the discrepancy by the suspense date assigned, the State or LEA may be subject to immediate suspension.

3. Address questions or concerns raised by the State Coordinator or SPOC.
4. Provide additional training, if requested, by the State Coordinator or SPOC.
5. A review of any other pertinent findings.

#### **IV. COMPLIANCE/NON-COMPLIANCE DEFINED**

##### **A. Compliant-**

1. High profile property- (Weapons, Aircraft, Watercraft and Tactical Vehicles)
  - a) 100% of 1033 Program State and/or LEA high profile property was accounted for. Every line item (s) and each (s) identified for review by the DLA Disposition Services LESO PCR Team, was physically inventoried and/or accounted for via acceptable custody card. (See Figure 3)
2. General Property- (excluding Weapons, Aircraft, Watercraft and Tactical Vehicles). Controlled property with DEMIL Codes of B, C, D, E, F, G and Q (with a DEMIL Integrity Code of 3). Controlled property with DEMIL Codes of A and Q (with a DEMIL Integrity Code of 6), under one year old, from date of requisition.
  - a) 90% or more of 1033 Program State and/or LEA general property was physically inventoried and/or accounted for via acceptable custody card. (See Figure 3)
3. Administrative Criteria- The DLA Disposition Services LESO PCR Team identifies that the Governor appointed State Coordinator passes eight of eight criteria during the Administrative review portion of the PCR. (See PCR Checklist)
  - (1) The eight criteria are identified on the PCR Checklist as: I.1-3, IV.1-2, VI.7-8, VIII.1. The eight criteria are:
    - (a) State Coordinator is appointed, in writing, by the current Governor of the State.
    - (b) State Coordinator appointment letter is on-file with the DLA Disposition Services LESO.
    - (c) State Coordinator signed the current DLA Disposition Services MOA.
    - (d) There is a current SPO on-file for the State.
    - (e) State Coordinator keeps LEA SPO on-file, for each LEA.



(f) Photographs of front, side, and data plate photos are provided to the DLA Disposition Services LESO for aircraft, watercraft and tactical vehicles.

(g) Photographs of weapons data plates are provided to the DLA Disposition Services LESO.

(h) There is a State-level PCR process in-place, that ensures that 5% of State LEAs are inspected within the 2-year reporting period since the last DLA Disposition Services PCR.

\*\*\*All eight criteria must be passed in order to be rated compliant. The DLA Disposition Services LESO Chief has final discretion on compliant/non-compliant rating, and as such, reserves the right to suspend a State, LEA and/or LEA POC based upon findings of a PCR. \*\*\*

4. LEA has current CEO signed State Plan of Operation on-file.

## B. Non-Compliant-

1. High profile property- (Weapons, Aircraft, Watercraft and Tactical Vehicles)

a) Less than 100% of 1033 Program State and/or LEA high profile property was physically inventoried and/or accounted for via acceptable custody card. (See Figure 3)

\*\*\*An acceptable version of a custody card must contain the following elements: 1) LEA name, 2) LEA physical address, 3) LEA phone number, 4) Name of individual responsible for physical custody of item, 5) Item nomenclature (Name), 6) Serial number of item (if applicable), 7) QTY of item, 8) Printed name of individual responsible for physical custody of item 9) Signature of individual responsible for physical custody of the item and 10) Date.

2. General Property- (excluding Weapons, Aircraft, Watercraft and Tactical Vehicles). Controlled property with DEMIL Codes of B, C, D, E, F, G and Q (with a DEMIL Integrity Code of 3). Controlled property with DEMIL Codes of A and Q (with a DEMIL Integrity Code of 6), under one year old, from date of requisition.

a) Less than 90% of 1033 Program State and/or LEA general property was physically inventoried and/or accounted for via acceptable custody card. (See Figure 3)

\*\*\*An acceptable version of a custody card must contain the following elements: 1) LEA name, 2) LEA physical address, 3) LEA phone number, 4) Name of individual responsible for physical custody of item, 5) Item nomenclature (Name), 6) Serial number of item (if applicable), 7) QTY of item, 8) Printed name of individual responsible for physical custody of item 9) Signature of individual responsible for physical custody of the item and 10) Date.

## Physical Custody of 1033 Program Property

\* Denotes a required field

### *Law Enforcement Agency Information:*

\*Name:

\*Address:

\*Phone Number:

### *1033 Property issued to:*

Name: \*(LAST)

\*(FIRST)

### *1033 Property:*

NSN

MAKE:

\*ITEM NOMENCLATURE:

MODEL:

\*SERIAL NUMBER:

ITEM UNIT COST:

\*QTY OF ITEM:

### Statement of Physical Custody:

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

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

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

Figure 3

3. Administrative Criteria- The DLA Disposition Services LESO PCR Team identifies that the Governor appointed State Coordinator did not pass any or all of the eight criteria during the Administrative review portion of the PCR. (See PCR Checklist)

(1) The eight criteria are identified on the PCR Checklist as: I.1-3, IV.1-2, VI.7-8, VIII.1. The eight criteria are:

- (a) State Coordinator is appointed, in writing, by the current Governor of the State.
- (b) State Coordinator appointment letter is on-file with the DLA Disposition Services LESO.
- (c) State Coordinator signed the current DLA Disposition Services MOA.
- (d) There is a current SPO on-file for the State.
- (e) State Coordinator keeps LEA SPO on-file, for each LEA.
- (f) Photographs of front, side, and data plate photos are provided to the DLA Disposition Services LESO for aircraft, watercraft and tactical vehicles.
- (g) Photographs of weapons data plates are provided to the DLA Disposition Services LESO.
- (h) There is a State-level PCR process in-place, that ensures that 5% of State LEAs are inspected within the 2-year reporting period since the last DLA Disposition Services PCR.

\*\*\*All eight criteria must be passed in order to be rated compliant. Less than eight will be rated as non-compliant. The DLA Disposition Services LESO Chief has final discretion on compliant/non-compliant rating, and as such, reserves the right to suspend a State, LEA and/or LEA POC based upon findings of a PCR.

4. LEA does not have a current CEO signed State Plan of Operation on-file.

MEMORANDUM FOR THE STATE OF **Choose an item.**

Subject: 21-Day Advance Notification of a 1033 Program Compliance Review

In accordance with the DLA Law Enforcement Support Office (LESO) Memorandum of Agreement (MOA) between DLA and the State, the DLA Disposition Services LESO will conduct Program Compliance Reviews (PCR) for all States with agencies enrolled in the 1033 Program every two (2) years. The DLA Disposition Services LESO will conduct a PCR for the State of VIRGINIA. June 8, 2015 – June 12, 2015. PCRs are conducted to ensure that State Coordinators, SPOCs and LEA POCs within a State, are compliant with the terms and conditions of the 1033 Program, and the DLA Disposition Services LESO MOA with the State.

The DLA Disposition Services LESO PCR Team has identified the following LEAs for review during the course of the PCR:

<b>VIRGINIA Agencies selected for review</b>	
	ARLINGTON COUNTY POLICE DEPT
	ASHLAND POLICE DEPT
	CHARLES CITY COUNTY SHERIFF OFFICE
	CHESAPEAKE COUNTY SHERIFF DEPT
✓	CLARKE COUNTY SHERIFF DEPT
	FAIRFAX CITY POLICE DEPT
	FALLS CHURCH POLICE DEPT
✓	FREDERICK COUNTY SHERIFF DEPT
	GLOUCESTER COUNTY SHERIFF DEPT
✓	HAMPTON UNIVERSITY POLICE DEPT
✓	KING WILLIAM COUNTY SHERIFF DEPT
	MANASSAS CITY POLICE DEPT
✓	MIDDLETOWN POLICE DEPARTMENT
	NEW KENT COUNTY SHERIFF DEPT
	NORFOLK POLICE DEPT
✓	OLD DOMINION UNIVERSITY POLICE DEPT
	PAGE COUNTY SHERIFF DEPT
✓	PORTSMOUTH POLICE DEPT
	PRINCE WILLIAM COUNTY SHERIFF DEPT
✓	SMITHFIELD POLICE DEPT
	SPOTSYLVANIA COUNTY SHERIFF DEPT
✓	STEPHENS CITY POLICE DEPT
	STRASBURG POLICE DEPT
	SURRY COUNTY SHERIFF DEPT

✓	VA MARINE RESOURCES COMMISSION
	VA STATE POLICE
	VIRGINIA BEACH POLICE DEPT
✓	WARREN COUNTY SHERIFF DEPT
	WEST POINT POLICE DEPT - <i>Left Message.</i>
X	WILLIAM & MARY POLICE DEPT
✓	WILLIAMSBURG POLICE DEPT
	WILLIAMSBURG/JAMES CITY SHERIFF
✓	WINCHESTER POLICE DEPT

Please review the attached PCR Overview document and PCR Checklist which outlines the responsibilities of the DLA Disposition Services LESO PCR Team and the State Coordinators and/or State Points of Contact (SPOC) prior to and during the course of the PCR.

If you have any questions or concerns, please contact your DLA Disposition Services LESO PCR Team Leader, Choose an item..

Will Warren  
 Program Compliance/Property Accounting Team, Eastern U.S.  
 Law Enforcement Support Office (LESO)