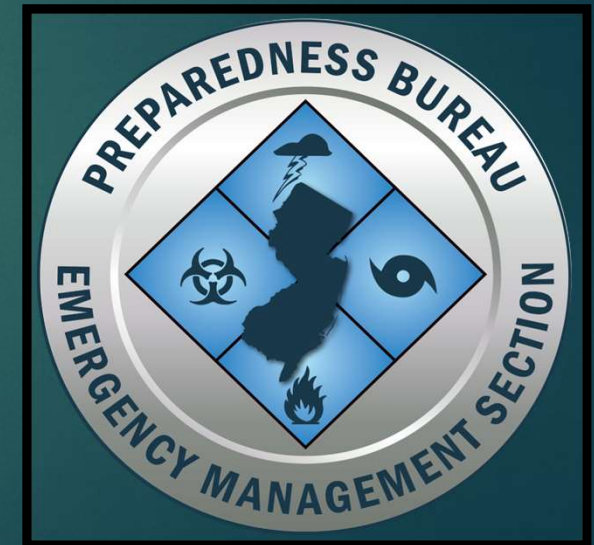


New Jersey 1033 Program

Law Enforcement Support Office (LESO)

User Training & Onboarding Guidance





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Acronyms & Forms

- DoD – Department of Defense
- DLA – Defense Logistics Agency
- LESO – Law Enforcement Support Office
- LEA – Law Enforcement Agency
- CGB – Civilian Governing Body
- CLEO – Chief Law Enforcement Officer
- SPO – State Plan of Operation
- SPOA – State Plan of Operation Addendum
- CEC – Controlled Equipment Certification
- FEMPIS – Federal Excess Property Management Information System
- AMPS – Account Management & Provisioning System
- RTD – Reutilization, Transfer, Donation
- DEMIL – Demilitarization
- DTID – Disposal Turn-In Document
- FSC – Federal Supply Class
- NSN – National Stock Number
- PCR – Program Compliance Review
- SC – State Coordinator
- SPOC – State Point of Contact
- FLIPL (aka DD200) – Financial Liability Investigation of Property Loss
- DD Form 1348 – Used by DLA as a formal record of change of custody for property.
- DD Form SF97 – DLA-issued certificate used to obtain a title for a vehicle or trailer. This document is used for vehicles and trailers that become property of the LEA.
- DD Form 1928 – DLA-issued certificate used to obtain a title where DLA is listed as the lienholder. This document is used for vehicles & trailers that will always be DoD/DLA property.



Program Overview

- The 1033 Program is administered by the Defense Logistics Agency (DLA) at the Federal level. DLA has the final say in any Program aspect – from application to acquisition.
- DLA is a branch of the Dept. of Defense (DoD).
- Our office at the State – embedded within the State Police Office of Emergency Management Section – administers the Program for NJ on behalf of DLA. All inquiries & issues must be routed through the State rather than to DLA Headquarters directly. We are your sole points of contact.
- The Program is designed to take excess/surplus DoD property, no longer utilized by a DoD unit, and recycle it to make it utilizable once again.
- All federal agencies have priority, or 'first crack' at the available surplus property. If no federal agency requests a piece of surplus property within the screening cycle, then local Law Enforcement Agencies (LEAs) may be considered for the transfer of said property through this Program.
- Two federal databases are used to acquire property – one in which to 'shop', or request equipment; and one to track the property once received. There is a third database, but it is purely administrative in nature.
- Transfers of property from DLA to Law Enforcement are conditional and there are explicit rules & regulations that must be followed by the receiving LEA. These regulations are explained in detail within the State Plan of Operation and its Addendum.
- All property transferred to local law enforcement agencies via this Program must be receipted for upon acquisition, and an annual inventory process is conducted to ensure custody of Program acquisitions.
- Everything from office furniture and common electronics, to armored vehicles, military-grade optics and bomb disposal robots are available.



How to Join the 1033 Program

To join the 1033 Program, a Law Enforcement Agency (LEA) must have the powers of arrest and apprehension and that must be their primary function. Agencies that do not meet this criteria cannot join the program. Corrections elements of Sheriff's Depts. cannot participate, nor utilize tracked/assigned property from the Program, because arrest and apprehension is not their primary function.

The first step is that your LEA must get authorization from your community's Civilian Governing Body (CGB) to join the program & acquire any property via a resolution that is passed by your CGB. Our office will provide your LEA with templates for resolutions as they must contain very specific verbiage.

The second step is to have the Chief Law Enforcement Officer (CLEO) of your LEA review and sign the Application, State Plan of Operation (SPO), SPO Addendum (SPOA), and Controlled Equipment Certification Form (CEC). The SPO & SPOA are your LEA's agreement with State & the Defense Logistics Agency (DLA), acknowledging that your LEA will operate and abide by the rules of the program. The CEC is notice from your CLEO that your LEA has appropriate training for items you may acquire and use in the field. We are required to have an executed copy of the CGB resolution, application, SPO, SPOA and CEC on file for every PD that is in the Program.

For active & compliant participation, those 5 documents must be on file with our office & up to date.



Who Can Access the 1033 Program

Access to the 1033 Program is limited to sworn Law Enforcement Officers or Civilian employees of a LEA who work solely for the LEA and do not perform other local government functions within the municipality.

Although a LEA's CGB passes a resolution authorizing the LEA's participation in the program, members of that CGB and/or other branches of the city/town government cannot have access to the Program databases, nor the property obtained via the 1033 Program. LEAs cannot obtain equipment for any other branch or department of their city/town government.

All equipment obtained must be for the explicit use of the LEA - it's Officers and employees - for law enforcement purposes only. Any other use is strictly prohibited.



How/When are Application, SPO, SPOA & CEC Updates Required

Application updates are required when a LEA wants to add or delete users/screeners, change departmental email addresses (cannot use personal emails), modify full/part time officer counts, or the CLEO of the agency changes. Application updates submitted must be comprehensive, as they will supersede & nullify the previous application on file.

State Plans of Operation (SPO) & SPO addendum (SPOA) updates are required when the SPO is changed by DLA and/or the Office of the NJ Attorney General (NJOAG), or the CLEO of the agency changes. The sitting CLEO must have executed these documents. Our office will always inform participating LEAs when any Program documents are updated by DLA or the State, such that they need to be re-executed by NJ LEA's CLEOs. Otherwise, if a new CLEO is on-boarded, that individual would need to sign the SPO and SPOA.

Controlled Equipment Certification Form (CEC) updates are required when the CEC is changed by the NJOAG, or the CLEO of the agency changes. This document is not tracked by DLA, only our office at the State.

All documents should be sent via email to the NJ 1033 Program LESO.



Governing Body Resolutions

- Resolutions are required on an **annual basis** and must be passed by a majority of the agency's Civilian Governing Body (CGB).
- Public University Police Departments must obtain their program participation authorization from their appropriate governing body.
- Resolutions are **valid for one calendar year from Jan 1 through Dec 31, each year**. At the end of the year, all resolutions are nullified, and the participating LEA must acquire a new resolution from the governing body in order to ensure property acquisition and participation for the next calendar year.
- If a LEA wants to obtain an item that was/is not listed in their initially submitted annual resolution, they must get an item-specific resolution passed by their CGB and provide same to the NJ 1033 Program LESO prior to requesting the equipment.
- Applicable NJ State resolution statute: 40A:5-3.02
- Further reference: NJ Senate Bill 2365 & 1418
- Applicable Federal statute: Title 10-subtitle A-part IV-chap 153-sec 2576a
- Bottom Line: Prior to a LEA submitting an application for participation or submitting a request for any property available via this Program, that LEA must have expressed written consent from their governing body in the form of a properly formatted resolution, valid for the current calendar year, and that resolution must be on file with the NJ 1033 Program LESO.



Pertinent Databases

After receiving your approved application back from our office (executed by DLA), you must register for database access in the following systems:

Federal Excess Property Management Information System (FEPMIS) (iNAP via LOGIN.GOV)

(Used to receipt property, modify or otherwise update item information, maintain your property record, and conduct the annual inventory)

Account Management & Provisioning System (AMPS)

(Used to register for access to the system listed below)

Reutilization-Transfer-Donation system (RTD)

(Used to look for and requisition equipment)



Federal Excess Property Management Information System (FEPMIS)

- FEPMIS is accessed via INAP servers and through multi-factor authentication via Login.gov.
- All participating LEAs must have at least one approved screener/user registered in FEPMIS.
- FEPMIS is where all participating LEAs must complete their electronic annual inventory, which begins July 1st every year.
- Regardless of whether your LEA acquired property during the Fiscal Year (July – July), your LEA must still complete the annual inventory in FEPMIS to remain in the Program.
- Several PDF documents will be sent to your LEA, once approved for Program participation, to walk you through how to register for the system and how to perform the various functions conducted therein.
- These functions include receipting for acquired property, modifying the information & photos for acquired property stored in FEPMIS, and completing your annual inventory when the time comes.
- Once a LEA takes possession of an item, the LEA must receipt for the item in the FEPMIS database.
- At least one photo of the item, outside of any packaging it was received in, must be uploaded to the receipt. Optics, trailers, vehicles, generators, and firearms require a photo of the item AND the serial number to be uploaded to the receipt. The serial/VIN must also be added in text in the appropriate block on the receipt. Vehicles require a front photo & side photo to be uploaded, along with the serial number / VIN photo.
- When Program items you obtained are distributed to personnel of your LEA, you must document who the item is deployed/issued to by use of a custody card, spreadsheet, or other internal tracking method that clearly documents who is in possession of item. DLA's policy is that custody cards must be signed by the officer to which the property has been issued.



Account Management & Provisioning System (AMPS)

- This system is used solely to store your credentials (User ID & password) for the RTD system explained in the next slide. Think of it as the parent database to RTD. It is purely administrative and no other Program functions are performed in AMPS.
- AMPS is used to justify your need for access to RTD.
- Periodically, and only after initial registration in AMPS, an email will be sent with the subject line reading “Action Required: SAAR.” This indicates that your AMPS account must be renewed. If you follow the instructions in the email, all you need to do is insert a justification in a text box in AMPS to renew. The justification you need to enter is: “Need access to the 1033 Program”.
- Walk-Through guides will be provided for registration.



Reutilization – Transfer – Donation (RTD) Database

- This database is used solely to search for and request equipment. Think of it as the 'amazon' of this Program.
- All requests for property are submitted via RTD and must contain a valid law enforcement specific justification for use.
- Justifications must contain 3 parts: First, is a blanket statement for all equipment: "For use by this LEA only". Next is the specific *law enforcement purpose* for which you are requesting that particular item. The third part is to be persuasive with your verbiage. Some item types require more persuasion than others.
- Our office at the State reviews & approves or denies, all NJ LEA's requests for property daily via RTD (Monday through Friday, excluding holidays).
- Once our office approves a request, it is sent electronically to DLA for further review. If DLA approves as well, that request then sits for 14 days prior to formal allocation.
- The 14 day wait period explained above is due to the federal government and its agencies being allowed time to request & acquire the equipment as well.
- The federal government and its agencies have priority on any piece of available property. If there is a competing request for an item requested by a local LEA and a federal agency, the federal agency will always be allocated that item.
- PDF/PowerPoint guides will be provided for registration, property search, and justification guidance.



DEMIL Codes

- DEMIL (short for Demilitarization) Codes are used by the DoD to classify how much a particular piece of DoD equipment must be broken down or mutilated before being discarded. Certain DEMIL Codes also identify special restrictions relative to DoD property.
- **DEMIL Code A items:** No associated restrictions and the least amount of demilitarization required. These items become the property of the receiving LEA after one year of possession. Following that year of possession, DEMIL A items will fall into a closed status in FEPMS and are no longer required to be certified on annual inventories, nor be provided for inspection. Includes everyday items like office furniture, commercial electronics, construction equipment, commercial vehicles, etc.
- **DEMIL Code Q items:** Can either be Q3 or Q6
 - Q3: Will always be property of the DoD. Must be returned to the DoD or transferred to another participating LEA in order to be discarded.
 - Q6: This code's meaning can vary by item type, but is mostly used to classify unarmored HMMWVs and Cargo Trucks (5 tons). Depending on the current DLA/DoD policy, Q6 items may be allowed to be owned by the receiving LEA after one year of possession, or they can be perpetually the property of DoD - just on loan to the LEA. This determination is entirely DLA's as they take their orders directly from the DoD. Executive orders are issued by the sitting POTUS that occasionally change this code's definition. Q6 items also have a restrictions placed upon them by the US Dept. of State, such that they may never be exported outside of the United States. This export control applies to Q6 items regardless of who possesses the item, i.e. – a LEA or civilian.



DEMIL Codes (Cont.)

- **DEMIL B through F items:** Their exact demilitarization requirements vary slightly per DoD definition, but for the purposes of this Program, DEMIL B through F items are all classified the same. DEMIL B, C, D, E & F items will all remain property of the DoD perpetually. To be discarded, they must either be returned to DLA/DoD or transferred to another participating LEA. Includes items like weapons & weapon sights, armored or otherwise non-commercial military vehicles, NVGs & thermal optics, magazines, etc.
- A good rule of thumb: DEMIL A items will become your LEA's property after one year of possession, DEMIL Q is *quasi* and can go either way depending on current DLA & Federal policy, all other DEMIL Codes will **always** belong to DLA/DoD and are simply on loan to your LEA while in your possession.



Condition Codes

- In addition to DEMIL Codes, DLA uses condition codes to describe the property available in RTD.
- Codes range from A through H, with A being the best condition and H being the worst.
- Condition codes are generated by the DoD unit that is turning in the property to DLA for redistribution and are not always accurate.
- Our office has seen condition code A items that need extensive repair, and we also see condition code H items (which are defined as *condemned*) that are brand new in the box.
- Bottom line: take the condition codes listed in RTD with a grain of salt. They are seldomly accurate. Rely on photos, listed/known problems identified in RTD, and ultimately correspondence with the donating DLA facility personnel.
- DLA on-site personnel may be queried by LEAs that need more information on an item that is available in RTD.
- All the DLA site information (contact info., addresses, etc.) is available online. RTD has hyperlinks embedded within it that will take you to any DLA site's homepage, or you can simply google the site name to obtain this information from the web.



Searching for Property in RTD: Important Policies

- A participant LEA cannot request an item outside of the United States.
- If requesting an item in Hawaii or Alaska, your LEA must certify in the justification portion of RTD that it is aware of the location of the item and has the appropriate fees on-hand to cover shipping costs.
- When requesting any optic in RTD (thermal, weapon sight, NVG etc.) and the condition code of that item is listed as F, G, or H, your LEA must contact the base at which that optic is housed to confirm its usability. If your LEA is satisfied with the operational condition of the optic following that correspondence, you must add that statement in your justification for the item when requesting same. The addition of this 'certification' statement to the justification is supplementary, and the normal justification components are still needed.
- If an item is listed in RTD with a DTID - DTIDs are item numbers used for identification purposes in the Program and are unique to that item - beginning with 2YT, this indicates that item was a turn-in by another LEA in the country. Typically, LEAs turn in property when it is unusable. Like the above certification statement for condition code F, G, or H optics, if your LEA wishes to request an item bearing a 2YT DTID, you must add in your justification that you have contacted the donating facility personnel and are satisfied with the item's condition.



Searching for Property in RTD: Important Policies (Cont.)

- For any electronic device that has the capability to store memory, such as tablets, laptops, desktop computers, cell phones, certain printers, etc., the item **MUST** be listed in RTD as DEMIL Code A and Condition Code A for an LEA to request same. This is DLA policy and DLA will not make any exceptions. The item may be photographed & listed as new and still in the box/plastic from the manufacturer, but if it is not posted to RTD with the DEMIL Code and Condition Code as A, the item is off limits for 1033 Program purposes to local law enforcement.
- Our office has tried to reason with DLA for items posted in RTD that are clearly brand new and listed with an other-than-A condition code, but they will not deviate from this policy under any circumstances.



Annual Inventory Requirements

- The annual inventory is conducted & certified by all participating LEAs in the Program by using the FEPMIS database.
- Certification of the inventory by every LEA in the country in FEPMIS is a requirement, no exceptions.
- On the morning of July 1st, every year, DLA activates the LESO Inventory module in FEPMIS. At that point, LEA personnel must log into FEPMIS and certify their inventory.
- LEAs have from July 1st through August 31st to complete their inventory obligations in FEPMIS, no exceptions.
- If your LEA has not received property in the Program over the course of the fiscal year, you must still complete the 'station verification' portion of the inventory. This entails simply signing into FEPMIS and confirming your agency's CLEO, address & officer counts.
- If an LEA has received property during the fiscal year, or has property still on its assigned property record from previous fiscal years, the LEA must complete the station verification portion of the inventory explained above, in addition to certifying for the custody of each individual line-item of property received.
- The NJ 1033 Program LESO will always notify you when the inventory period has begun, as well as provide walk-through instructional guides.
- Failure to complete inventory obligations within the allocated timeframe will result in the LEA's suspension from the Program. Suspensions are for 2 years from the date of infraction. If an LEA suspended or otherwise removed from the Program for non-compliance, no previous screeners/users may be placed back on the application when the suspension period has lapsed, and the LEA reapplies for participation.



Program Compliance Review (PCR)

- The NJ 1033 Program LESO is required to inspect 20% of the LEAs in NJ that participate in the Program on an annual basis to ensure compliance with Program guidelines.
- LEAs receive notice in advance from our office. The LEA must have the items we request to see available to be physically inspected by our staff at the LEA's HQ or alternate location. Custody cards may be substituted in the case that sensitive items are out on patrol at the time of inspection, so as to not have the item pulled from the road purely for the inspection.
- DLA conducts Federal 1033 Program PCRs across the country on a bi-annual basis. New Jersey is typically inspected in May of even numbered calendar years. DLA selects the LEAs that will be inspected during their visit. Their inspection consists of an audit of our office at the State, and conducting on-site PCRs at the LEAs they select for inspection. The inspection is conducted by DLA personnel, along with NJ 1033 Program LESO staff. You will be notified in advance if your LEA is selected to be inspected and will receive a list of the items, they (DLA personnel) want to see. The LEA must have the items DLA requests to see available to be physically inspected, or show a signed custody card for currently issued Program items selected for inspection.



Turning In Program Equipment

- **All** Program property acquired is tracked for at least 12 months.
- Some Program property is tracked perpetually – it will always be property of the DoD, it is just on loan to your LEA – including things like weapons, *certain* vehicles, weapon sights, etc.
- For an LEA to remove items that are tracked perpetually from its assigned property record, there are only two options: turn the items back in to DLA, or transfer them to another participating LEA in the State that is in good standing and has governing body authorization to receive that property type.
- In the case of turn-ins, there is a simple, but **formal** process to carry out:
 - Your LEA advises the NJ 1033 Program LESO of your intent to turn in property via email.
 - Our office notifies DLA via an electronic submission in FEPMIS on your LEA's behalf.
 - DLA will approve the turn-in and issue a change of custody document, known as a 1348, to NJ 1033 Program LESO.
 - We forward that document to you and advise the turn-in has been approved.
 - If your LEA elects to drive the items back rather than shipping them, an appointment must be made with base personnel. **You cannot just show up to turn in Program property.**
 - Once the item is returned to the base, DLA personnel will sign off on the 1348 document as the *receiver*.
 - You send our office a copy of the executed 1348 document, which we then forward to DLA HQ.
 - DLA HQ removes the item from your assigned property record.
- The closest base for most LEA's turn-ins is DLA DS Susquehanna in Mechanicsburg, PA. Your LEA is responsible for any fees incurred in the transport or shipping of the items back to the DLA site.



Transfers of Program Property

- If your LEA would rather transfer a usable piece of Program-acquired property to another NJ LEA than turn it back in to DLA, our office and DLA must both explicitly approve such a movement.
- In the case of transfers, the receiving LEA must have formal consent, in the form of a submitted & properly formatted resolution from the governing body, to receive the property being sought.
- It is imperative that the two LEAs (transferor & transferee) understand this requirement: No assigned program property can be transferred to another LEA without the explicit authorization of the NJ 1033 Program LESO and DLA.
- The transfer process is as follows:
 - Your LEA identifies to our office via email the property you are seeking to transfer and to whom.
 - The property number or DTID, taken from FEPMIS, must be in the email, as well as the quantity of each line item.
 - The CLEOs of both agencies should be copied on that email notification to serve as their authorization for the transfer to take place.
 - Our office notifies DLA via FEPMIS on your behalf of the intent to transfer.
 - DLA issues a 1348 document, authorizing the movement.
 - Our office forwards the 1348 to both LEAs and advises the physical transfer can take place.
 - The receiving LEA signs for the item and sends a copy back to us at the State.
 - We forward the executed copy back to DLA, who then swaps the property to the receiving LEA's assigned property record in FEPMIS.



Armored Vehicles, Aircraft & Weapons

- There are DLA-specific forms that must be filled out and submitted prior to requesting these item types. Contact our office via email for the most current forms and instructions on their completion.
- In addition to the DLA forms, your governing body must have authorized your LEA to obtain the item type you are seeking to acquire via a resolution that is on-file with the NJ1033 Program LESO.
- For Mine Resistant Ambush Protected (MRAP) vehicles & any aircraft, an item-specific resolution must be passed by your governing body regardless of the appearance of the item as authorized on the annual resolution submission for the LEA in question. This is due to these items' high-visibility & sensitivity, as well as the DLA policy that prohibits these vehicles from being driven or flown off their donating facility site, if awarded to an LEA. MRAPs & aircraft must be shipped to you from the installation – they cannot be driven/flown off the base - and therefore, our office must have assurances that the funds are available to ship the item(s) to your LEA, if awarded. Shipping fees for these types of vehicles are in the four-figure range, \$2,000 – 5,000, depending on length of the trip.



Lost, Missing or Stolen Property

- If a piece of Program-acquired property is lost, missing or stolen, our office at the NJ 1033 Program LESO must be notified immediately, but no more than 24 hours after all avenues to recover/find the property in question have been exhausted.
- Once an LEA notices Program property is missing, every effort relative to the recovery of the item should be undertaken. All officers within the department should be queried and all locations under police control should be searched.
- If the item is not recovered following an extensive search, contact our office via email for further instruction.
- The responsible LEA must complete a Financial Liability Investigation of Property Loss (FLIPL) form, also known as a DD200. We will provide the LEA with this document. Also required is an incident/police report filed by the responsible LEA that must accompany the FLIPL submission to our office.
- The two aforementioned documents must be submitted by the LEA, executed by our office at the State, and then forwarded by the NJ 1033 Program LESO to DLA for final review and approval.
- Depending on the circumstances, a suspension may be necessary for the responsible LEA. This determination can be made by either our office at the State or DLA.
- If the missing item is a weapon, weapon sight, or other high-profile optic, an NCIC entry will likely be necessary, in addition to the police report and FLIPL submission.



Public Information & LESO Website

- Concerning OPRA or FOIA requests reference 1033 Program information at the LEA level, **ALL** Program information is public record and may be disseminated.
- Your LEA SOPs regarding the release of information should always be followed; however, our office at the State and DLA's guidance are to accede to any request for Program information from both the general public & media.
- DLA's open-source website houses all current & historical Program information relative to transfers of property nationwide, for all participating LEAs. It also houses only the most recent quarter of all rejections from LEAs that sought property but were denied same by either their State office or DLA.
- Your LEA may also look up any request for information for your LEA's transfers of Program property via the FEPMIS database. All your LEA's property acquisitions are contained in FEPMIS, and those records are comprehensive.
- DLA's website can be found here: <https://www.dla.mil/Disposition-Services/Offers/Law-Enforcement/>
- On that website, the Public Information tab is on the left of the page.
- Once on the Public Information page, there are two hyperlinks near the middle of the page. One labeled, "LESO Property Transferred to Participating Agencies", will open a large spreadsheet showing all transfers to all LEAs historically. This file is updated quarterly.
- The next hyperlink below the one mentioned above, "LESO Information for Shipments (Transfers) and Cancellations of Property", will open a spreadsheet showing all rejections/cancellations of property requested for the last quarter only. This document is also updated quarterly.



Titling of Trailers & Vehicles

- LEAs should always retain a copy of the 1348 Change of Custody document, signed for by the LEA's personnel at the time of acquisition from the DLA site.
- LEAs should always ask the donating DLA site for an SF97 form when acquiring vehicles & trailers via the Program.
- Form SF97 is a U.S. government-issued certificate that can be used to obtain a title for a vehicle. This form is provided to NJ MVC, along with several other documents, to obtain a title in the State.
- DEMIL Code "A" vehicles & trailers become the property of a PD after a year and may be titled directly to the PD the day they acquire it.
- For DEMIL Code "A" vehicles & trailers, the PD must present the 1348 document and DLA form SF97 to NJ MVC to get a clean title. NJ MVC personnel will advise what other documents they need to be completed.
- DEMIL Code "Q6" vehicles obtained prior to March 2018, became the property of PDs in March of 2018, after DLA changed policy regarding releasing "Q6" vehicles to PDs.
- For DEMIL Code "Q6" vehicles obtained **prior to** March 2018, the PD must present the 1348 document, a closed property report from FEPMIS, a memorandum for record (MFR) letter from DLA, and a title release authorization letter from our office which confirms, validates, and authorizes the NJMVC to title "Q6" vehicles directly to the PD and remove DLA as a lien holder if they are listed as same on an already issued "Q6" title.
- Our office will provide the MFR letter and the title release letter described above.



Titling of Trailers & Vehicles

- DEMIL Code "Q6" vehicles obtained **after** March 2018, are released to PDs on a case by case basis. Some "Q6" vehicles obtained after March 2018, are released to PDs by DLA and some are not.
- For DEMIL Code "Q6" vehicles obtained after March 2018, that are released to PDs by DLA, the PD must present the 1348 document, a closed property report from FEPMIS, form SF97, and a title release authorization letter from our office which confirms, validates, and authorizes the NJMVC to title "Q6" vehicles obtained after March 2018, directly to the PD and remove DLA as a lien holder if they are listed as same on an already issued "Q6" title.
- Our office will provide the title release letter, if applicable.
- For All other DEMIL Codes (including "Q6" obtained after March 2018 that are **not** released to a PD by DLA), the PD must present the 1348 document and DLA form 1928.
- Our office will provide the 1928 form to the LEA upon request. Same must be filled out by the LEA and returned to our office at the State, then forwarded to DLA for approval.
- Trailers are almost always coded DEMIL A, vehicles are more varied in their coding.
- Do not contact your local NJ MVC office for 1033 Program titles as there is a specific unit within the NJ MVC that handles titling for this Program, the Foreign Title Records Unit.
- Contact info. for the Foreign Title Records Unit is as follows: Office phone is 609-292-7500, option 1, ext 5064. Email address is MVCforeign@mvc.nj.gov.
- Please contact them before going to their office because these titles are usually done by appointment only or via mail/email in some instances.
- If any information or documentation is needed relative to title acquisition, email us at LESO@NJSP.ORG.



Cannibalization

- For the purposes of this Program, cannibalization is known as stripping an otherwise unusable piece of property for its parts in order to use them on a similar item that needs those parts to become usable.
- Cannibalization of Program property is strictly prohibited without the expressed written consent of our office and DLA.
- Formal requests for cannibalization must be made through our office initially and then approved by DLA. DLA has the final say regarding such requests.
- An item cannot be requested in RTD solely for cannibalization. Cannibalization, or any verbiage that could be considered as such, cannot be a justification for use when requesting property via RTD.
- To begin the process of requesting cannibalization, email our office at the State and provide the item information from FEPMIS. Detail how the proposed cannibalization will benefit your LEA (financially, operationally, etc.), as well as how the process will ensure better use of the Program's property.
- The regulations regarding cannibalization only apply to **assigned** property that is still tracked by DLA. If the item has become property of an LEA and its status is listed as closed in FEPMIS, the LEA may cannibalize, sell, loan, transfer, discard, scrap, etc., at the behest of the CLEO.



Additional Comments

- If your agency is awarded/donated an item, you will receive notification of the donation directly from DLA via email. The email will denote who to contact, at what base, and the timeline for acquisition.
- Failure to meet the removal timeline for the item may result in DLA cancelling the donation to your agency.
- If after the official award/donation notification your agency decides it no longer wishes to pursue acquisition of the item, you do not have to. While you're not obligated to take custody of any Program equipment after the donation 'on-paper', you should advise DLA of this intent to decline immediately, so they have time to find the item another recipient.
- Sometimes, an item that was listed as being in good/serviceable condition in the RTD database will be in poor shape (or be something completely different) upon your arrival to take custody of the item. In this case, as with the above point, your agency does not have to take custody of the item. Simply decline the donation at the time of pickup with the on-site DLA personnel.
- Rule of thumb: if it appears as though the item requires too much repair for your LEA to put into service, or you simply cannot utilize it for the purposes for which it was requested for any reason, **DO NOT TAKE CUSTODY OF IT INITIALLY**. If you do, and if the item is perpetually tracked (DEMIL B-Q), you will be expected to maintain, account for, and turn it in back to DLA at your agency expense.



CLOSING REMARKS

This presentation was an overview and initial training for end users in the 1033 Program. This training did not cover every aspect of operating in the program. You will receive additional support material via email upon application approval.

When in doubt about a Program policy, or to receive an application package, contact us via email.

For database accessibility issues (page won't display, security issues, error code 404, etc.) you must work with your IT department. The federal databases through which this Program operates are known for their difficulties. They usually require a 'safe-list' by IT personnel due to their lack of website security certificates.

New Jersey 1033 Program Law Enforcement Support Office

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West Trenton, NJ 08628

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**New Jersey State Police – Office of Emergency Management – Preparedness
Bureau – Support Services Unit**