



DEFENSE LOGISTICS AGENCY

AMERICA'S COMBAT SUPPORT LOGISTICS AGENCY



How to Requisition Property: LESO Automation and DRMS Form 103

Last Updated July 14, 2011



Requisitioning Property

- LEAs may requisition property:
 - Electronically via LESO Automation
 - Physically Screening using the DRMS Form 103
- If an LEA is awarded the property:
 - LEA **must** pick up the property or arrange for its shipment within **14 DAYS**.
 - LEAs must pay for **all** costs associated with shipping the property.
 - This may include packing materials.

***NOTE: Approval by the State Coordinator and LESO does not guarantee the property will be given to the LEA. The Military Standard Requisitioning & Issue Procedures (MILSTRIP) System must also approve the request.**



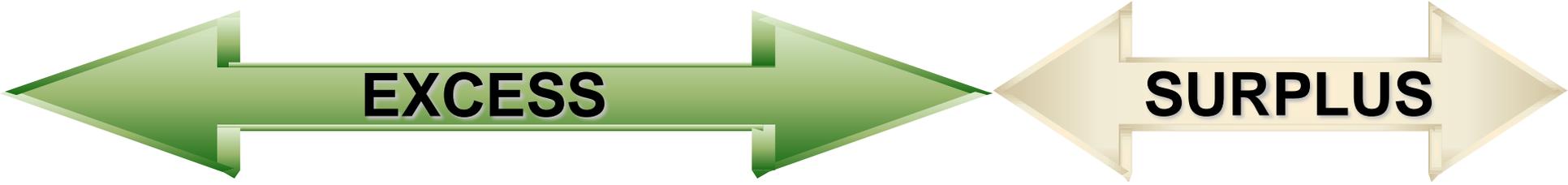
Requisition Process

- LESO is a DOD Special Program whose customers screen during:
 - CONUS:
 - The Reutilization cycle* (**14 days**)
 - RTD2 (**2 days**)
 - Applies to DLA Disposition Services Sites within the U.S and its territories
 - OCONUS:
 - The Reutilization/Transfer cycle (**21 days**)
 - Blue Light (**3 days**)
 - Applies to DLA Disposition Services Sites within Europe and Asia

***NOTE: DEMIL Required property will stay in the Reutilization Screening Cycle for the full 42 Days.**



Formal Screening Timeline



CONUS SCREENING TIMELINE:

| | | | | | |
|--|---|--|--|--|--------|
| DLA Disposition Services Accumulation 7 Days | Screening for DOD & Special Programs *LESO* 14 Days | Screening for DOD, OFAS & Donees 21 Days | FEDS Donation Allocation Period 5 Days | RTD2 ALL CUSTOMERS *LESO* 2 Days | SALES |
| | All DEMIL Codes | DEMIL codes other than DEMIL A or Q6 | | All DEMIL Codes | |
| <p>START</p> | | | | | FINISH |



OCONUS Screening Cycle DLA Disposition Services Sites and Branches

Europe

Asia/Pacific



- ★ DLA Disposition Services Site
- Branch
- Controlled Property Center
- △ Certified DEMIL Center



LESO Automation

- <https://www.dispositionservices.dla.mil/leso/SearchEngineWrapper?type=LesoHome>
- The State Coordinators should check several times daily or it will result in LEAs missing out on property.
- LESO cannot process requests without State Coordinator approval.
- Request from Federal Agencies come directly to the LESO Office.



LESO LESO Automation

DRMS LESO Start page - Microsoft Internet Explorer provided by Proxy Consolidation USE6

https://www.dispositionservices.dla.mil/leso/SearchEngineWrapper?type=LesoHome

File Edit View Favorites Tools Help

USAJOBS - Resume Builder Admin Equipment Search Requestors Suggested Sites Boss Web CAMS DRMS Homepage DRMS WebMail Phone Directory TEAMS TechWeb

DRMS LESO Start page

 **DRMS LESO Application** [DRMS Home Page](#)

VERSION 1.6
[DRMS Notice](#)

[Last Version Changes](#) [User's Manual](#)

*****BE ADVISED*****

Due to the recent natural disasters, property requests may be cancelled/denied (for all DOD Special Programs) in order to provide Humanitarian Assistance to the country of Japan. Please direct all questions to the DLA Law Enforcement Support Office (LESO) toll-free at 800-532-9946.

*****BE ADVISED*****

PASSWORD RESET. If you require a LESO Automation or LEEDS Password reset please contact the Defense Logistics Agency Customer Interaction Center (DLA CIC). DLA CIC may be contacted toll-free at 1-877-352-2255. The DLA CIC is staffed 24 hours a day, 7 days a week, including Government holidays. Authorized users should request a transfer to Password Resets. During normal working hours, please contact DLA LESO toll-free at 1-800-532-9946.

- A Law Enforcement Agency (LEA) needs to know the agency ID to enter the LEA portion of the application
 - LEAs should contact their State Coordinator if they do not know their ID number
 - Federal Agencies should contact the LESO office to get their ID number
- The State Coordinator, LESO Coordinator, and RCP Coordinator parts of the application require authentication using IDs and Passwords

[Law Enforcement Agency](#)

[State Coordinator](#)

[LESO Coordinator](#)

[RCP Coordinator](#)



Log in with I.D.

Leso Login Page - Microsoft Internet Explorer provided by Proxy Consolidation USE6

https://www.dispositionservices.dla.mil/leso/LesoLogin.html

DRMS LESO Application

LESO Login Page

Please enter your ID:

Login Clear Form

Enter Login ID Number

If an LEA does not know their Login ID they should contact their State Coordinator. Federal Agencies need to Contact LESO directly. NOTE: Only Authorized Screeners can request an Agencies Login ID.



Click Request Items

LESO LEA Start Page - Microsoft Internet Explorer provided by Proxy Consolidation USE6

https://www.dispositionervices.dla.mil/leso/SearchEngineWrapper?type=LeaStartPageblea_id=253746&state=MI

File Edit View Favorites Tools Help

USAJOBS - Resume Builder Admin Equipment Search Requestors Suggested Sites Boss Web CAMS DRMS Homepage DRMS WebMail Phone Directory TEAMS TechWeb

LESO LEA Start Page

DRMS LESO Application

LOG OUT

LEA Start Page

Welcome DLA DISPOSITION SERVICES LESO, BATTLE CREEK, MI
If this is not you, click [here](#)

Request items **Edit Requested Items**

24 Hour Status:
No action in the last 24 hours.

Get History of Requested Items
Enter any of the following

Starting date: in MM/DD/YY format or mnemonic
Ending date: in MM/DD/YY format or mnemonic
DTID:
NSN:
Requisition Number:
Sequence Number:
Last Item Action:

Get Item Histories Reset Form

Help

Request
Items



Property Search Options

- FSC - Federal Stock Class
- NSN – National Stock Number
- NIIN - National Item Identification Number
- Item Name
- DTID – Disposal Turn-in Document
- You can “upload” a spreadsheet of NSNs or NIINs



Section A (Mandatory)

DRMS Government Search Form - Microsoft Internet Explorer provided by Proxy Consolidation USE6

https://www.dispositionservices.dla.mil/leso/SearchEngineWrapper?type=LesoSearchForm&lea_id=25374&state=MI

File Edit View Favorites Tools Help

DRMS Government Search Form

SECTION A (MANDATORY) [Help using this form.](#)

Item Name: (examples: chair, chair wood)
 Includes Equals Starts With [Smart Word Search](#)
 Search Flis Plus entered information

Enter the 2-digit FSC, 4-digit FSC, or 9-digit NIIN (NSN = FSC + NIIN) of the item you are searching for.
This is an efficient method of searching DRMS property.

YOU MAY SEARCH BY EITHER A: Name, FSC, NIIN or you can upload a File of NIINs

Federal Supply Classes (FSC): (2 or 4 digits separated by a space) [Find FSCs by Keyword](#)

Select up to 16 FSCs below.

- 1005 - Guns, through 30 mm
- 1080 - Camouflage and Deception Equipment
- 1095 - Miscellaneous Weapons
- 1220 - Fire Control Computing Sights and Devices
- 1240 - Optical Sighting and Ranging Equipment
- 1260 - Fire Control Designating and Indicating Equipment
- 1285 - Fire Control Radar Equipment, except Airborne
- 1375 - Demolition Materials
- 1385 - Surface Use Explosive Ordnance Disposal Tools and Equipment
- 1510 - Aircraft, Fixed Wing

(Hold down the CTRL or the Shift key to select multiple items from the list.)

Up to eight NIINs or NSNs (If NSNs are entered, the NIIN will be extracted from the NSN.)

NIIN or NSN File Upload: (txt or .xls files only, if NSNs are uploaded, the NIIN will be extracted from the NSN.)



Section A cont'

DRMS Government Search Form - Microsoft Internet Explorer provided by Proxy Consolidation USE6

https://www.dispositionservices.dla.mil/leso/SearchEngineWrapper?type=LesoSearchForm&Jea_id=25374&state=MI

File Edit View Favorites Tools Help

USAJOBS - Resume Builder Admin Equipment Search Requestors Suggested Sites Boss Web CAMS DRMS Homepage DRMS WebMail Phone Directory TEAMS TechWeb

DRMS Government Search Form

Up to eight NIINs or NSNs: (If NSNs are entered, the NIIN will be extracted from the NSN.)

NIIN or NSN File Upload: (.txt or .xls files only, if NSNs are uploaded, the NIIN will be extracted from the NSN.)

You may search by DTID → DTID Number:

Enter all or part of the Disposal Turn-In Document Number

RTD Screening Cycle: ALL DoD RTD2 FEPP EXP DOD FCA
(Selection of 'ALL' will query items in all of these RTD cycles)

Sort By: Cycle Date Cycle FSC NIIN
 DRMO Photo Product Name DTID
 Miles from Zip Code Location

Submit Search Clear Form



SECTION C – CONDITION CODES

SECTION D – LOCATIONS

Highlighted in blue is clickable and will provide additional info

Maximum miles to item location:
Zip Code:

Search within so many miles of your location or by DLA Disposition Services Site Location

- MOUNTAIN ZONE
- ALL IN MOUNTAIN ZONE
- ANCHORAGE, AK
- BLISS, TX
- CANNON, NM
- COLORADO SPRINGS, CO
- FAIRBANKS, AK
- FAIRCHILD, WA
- GREAT FALLS, MT
- HILL, UT
- HOLLOMAN, NM
- KIRTLAND, NM
- LEWIS, WA
- MOUNTAIN HOME, ID
- TUCSON, AZ



Property Search Results

DRMS Requisitioning Form - LESO MILSTRIP - Microsoft Internet Explorer provided by Proxy Consolidation USE6

https://www.dispositionerservices.dla.mil/wantlist/search/lesosearch?lea_id=253746&state=MI&revise=%2Fleso%2FSearchEngineWrapper%3Ftype%3DL

File Edit View Favorites Tools Help

DRMS Requisitioning Form - LESO MILSTRIP

The Site Name link will take you to a page providing access to current DRMO Address and POC information. If the Product Name is highlighted, FlisPlus is highlighted, Flis information is available for the item. Selecting a DTID will execute a Milstrip requisition history query for the DTID

Want List

[Schedule](#) this search which will notify you when property enters the DRMS/DRMO inventory.

More Info [Legend](#): N = NSN Data, + = DRMO Added Info, P = Photo, O = Other

[Return](#) to the search form.
The following search restrictions [apply](#).

Product name contains 'Trailer'
Cycle(s): DOD, FEPP, RID2, EXP DOD
Supply condition code(s): A, B, C, D, E, F, G, H
Any disposal condition.
Sort by Product Name ascending

Related FSC Categories:

- [1730 - Aircraft Ground Servicing Equipment \(1612\)](#)
- [1740 - Airfield Specialized Trucks and Trailers \(151\)](#)
- [2320 - Trucks and Truck Tractors, Wheeled \(766\)](#)
- [2330 - Trailers \(308\)](#)
- [3655 - Gas Generating and Dispensing Systems, Fixed or Mobile \(14\)](#)
- [3805 - Earth Moving and Excavating Equipment \(13\)](#)
- [3920 - Material Handling Equipment, Nonself-Propelled \(58\)](#)
- [4210 - Fire Fighting Equipment \(79\)](#)
- [4310 - Compressors and Vacuum Pumps \(128\)](#)

NOTE: Due to access restrictions, clicking on a DTID Number will result in an error message

Screening Cycle, Days Left, Site, NSN, DTID, DEMIL Code

| MORE INFO | CYCLE | DAYS LEFT | QTY | JUSTIFICATION | APPROX MILES | SITE | PRODUCT NAME | NATIONAL STOCK NUMBER | DISPOSAL TURN-IN DOCUMENT | D M H I A QTY ON-HAND | |
|-----------|-------|-----------|-----|---------------|--------------|----------------------------------|-------------------------------|-----------------------|--------------------------------|-----------------------|---|
| | DOD | 1 | 0 | | UNKNOWN | BARSTOW | BOAT AND TRAILER | 194000BOAT | N0024660387127 | Q | 1 |
| | RID2 | 1 | 0 | | UNKNOWN | ST JULIENS CREEK | BOAT TRAILER AXEL WHEELS TIRE | 209000BOATAXE | N4365A11447001 | A | 8 |
| | RTD2 | 1 | 0 | | UNKNOWN | ST JULIENS CREEK | BOAT TRAILER AXEL WHEELS TIRE | 209000BOATAXE | N4365A11447002 | A | 8 |
| | RTD2 | 1 | 0 | | UNKNOWN | ST JULIENS CREEK | BOAT TRAILER AXEL WHEELS/TIRE | 209000BOATAXE | N4365A11447003 | A | 8 |
| | RID2 | 1 | 0 | | UNKNOWN | ST JULIENS CREEK | BOAT TRAILER AXEL WHEELSTIRES | 209000BOATAXE | N4365A11447000 | A | 8 |



Federal Condition Codes

DRMS Requisitioning Form - LESFO MILSTRIP - Microsoft Internet Explorer provided by Proxy Consolidation USE6

https://www.dispositionservices.dia.mil/wantlist/search/lesosearch?lea_id=253246&state=MI&revise=%2Fleaso%2FsearchEngineWrapper%3Ftype%3D...

a page providing access to current DRMO Address and POC information. If the Product Name is highlighted, FlisPlus information and/or a Photo is available for the item. If the NSN available for the item. Selecting a DTID will execute a Milstrip requisition history query for the DTID

notify you when property enters the DRMS/DRMO inventory.

Data, + = DRMO Added Info, P = Photo, O = Other

Restrictions apply.

Manufacturer: EXP DOD
A, B, C, D, E, F, G, H

ending

[Refrigerating Equipment \(1612\)](#)
[Refrigerated Trucks and Trailers \(151\)](#)
[Refrigerators, Wheeled \(766\)](#)

[Dispensing Systems, Fixed or Mobile \(14\)](#)
[Excavating Equipment \(13\)](#)
[Equipment, Nonself-Propelled \(58\)](#)
[Pump \(79\)](#)
[Vacuum Pumps \(128\)](#)

| Y | JUSTIFICATION | APPROX MILES | SITE | PRODUCT NAME | NATIONAL STOCK NUMBER | DISPOSAL TURN-IN DOCUMENT | D M H I A QTY | QTY ON- HAND | ORIGINAL ACQUISITION PRICE | UNIT ISSUE | R S C | FDRL |
|---|---------------|-----------------|----------------------------------|-------------------------------|--------------------------|---------------------------------|---------------------|--------------------|----------------------------------|---------------|-------------|--------------------|
| | | | | | | | | | | | | COND STAT |
| | | UNKNOWN | BARSTON | BOAT AND TRAILER | 194000BOAT | N0024660587127 | Q | 1 | \$500.00 | EA | F | F7 |
| | | UNKNOWN | ST JULIENS CREEK | BOAT TRAILER AXEL WHEELS TIRE | 209000BOATAXE | N4365A11447001 | A | 8 | \$2,000.00 | EA | F | H7 |
| | | UNKNOWN | ST JULIENS CREEK | BOAT TRAILER AXEL WHEELS TIRE | 209000BOATAXE | N4365A11447002 | A | 8 | \$2,000.00 | EA | F | H7 |
| | | UNKNOWN | ST JULIENS CREEK | BOAT TRAILER AXEL WHEELS/TIRE | 209000BOATAXE | N4365A11447003 | A | 8 | \$2,000.00 | EA | F | H7 |
| | | UNKNOWN | ST JULIENS CREEK | BOAT TRAILER AXEL WHEELSTIRES | 209000BOATAXE | N4365A11447000 | A | 8 | \$2,000.00 | EA | F | H7 |

Highlighted in blue is clickable and will provide additional info

Federal Condition Code (Supply Condition Code)





Submit Request

DRMS Requisitioning Form - LESO MILSTRIP - Microsoft Internet Explorer provided by Proxy Consolidation USE6

https://www.dispositionerservices.dla.mil/wantlist/search/Lesosearch?lea_id=253748&state=M18&revise=%2Fleso%2FSearchEngineWrapper%3Ftype%3D...

| | | | | | | | | | | | | | |
|-----|------|-----|-----|---|---------|--|--------------------------------------|-----------------------|--|--|--|--|--|
| N | FEPP | 36 | 0 | | UNKNOWN | MOLESWORTH UNITED KING | TRAILER, PLATFORM, WA | | | | | | |
| N | DOD | 8 | 0 | | UNKNOWN | MINOT | TRAILER, PLATFORM, WA | | | | | | |
| N | DOD | 1 | 0 | | UNKNOWN | LEJEUNE | TRAILER, PLATFORM, WA | | | | | | |
| N | FEPP | 29 | 0 | | UNKNOWN | MISAWA JAPAN | TRAILER, PLATFORM, WA | | | | | | |
| N | DOD | 8 | 0 | | UNKNOWN | LETTERKENNY | TRAILER, PLATFORM, WA | | | | | | |
| N | FEPP | 8 | 0 | | UNKNOWN | KAISERSLAUTERN GERMANY | TRAILER, PLATFORM, WA | | | | | | |
| N | DOD | 8 | 0 | | UNKNOWN | MEADE | TRAILER, PROPELLER | | | | | | |
| N+P | RTD2 | 1 | 0 | | UNKNOWN | WRIGHT PATTERSON | TRAILER, STAKE | | | | | | |
| N | DOD | 8 | 0 | | UNKNOWN | POLK | TRAILER, TANK | | | | | | |
| N | FEPP | 64 | 0 | | UNKNOWN | APO, AE | TRAILER, TANK | | | | | | |
| N | DOD | 8 | 0 | | UNKNOWN | POLK | TRAILER, TANK | | | | | | |
| N | DOD | 1 | 0 | | UNKNOWN | POLK | TRAILER, TANK | | | | | | |
| N | FEPP | 64 | 0 | | UNKNOWN | APO, AE | TRAILER, TANK | | | | | | |
| N+ | FEPP | 22 | 0 | | UNKNOWN | GERMERSHEIM GERMANY | TRAILER, TANK | | | | | | |
| N | DOD | 8 | 0 | | UNKNOWN | BARSTON | TRAILER, TANK | | | | | | |
| N | FEPP | 22 | 0 | | UNKNOWN | GERMERSHEIM GERMANY | TRAILER, TANK | | | | | | |
| | RTD2 | 1 | 0 | | UNKNOWN | BARSTON | TRAILER, MODEL 20 | | | | | | |
| +PO | RTD2 | 1 | 0 | | UNKNOWN | STOCKTON | TRUCK SPOTTER SEMI-TRAILER HA | | | | | | |
| | DOD | 1 | 0 | | UNKNOWN | ST JULIENS LINBY | WHEELS W/TIRES TRAILER TIRES | | | | | | |
| N | O | DOD | 999 | 0 | | UNKNOWN | COLUMBUS B&Q ITS | YOKE, TRAILER, TENSIO | | | | | |

Total number of rows = 352

Download all 352 pieces of inventory in Excel format.

Enter a few words to refine your search.

Refine Words:

DRMS Home Page
Email: [Help Desk](#)

Requests go to the State Coordinator for approval & LESO receives all approved request for allocation via MILSTRIP

Enter QTY & Justification to request property



Justification

- The justification is the key for **all** requests.
 - LESO Automation and Walk-ins
 - Detailed
 - Do not use blanket justifications such as “for counter-terrorism”.
 - Any request submitted without a justification will be denied.



Quantity

- Only ask for what you need.
 - Don't be greedy
 - If the amount is needed, state the reason in the justification



DRMS Form 103 Policy

- An LEA must physically screen the property at a DLA Disposition Services Site.
 - “Walk-in customers”
- Justification:
 - Must be written on the DRMS Form 103
- The DRMS Form 103 must be signed by the LEA and the State Coordinator.



Letter of Authorization (LOA)

- On file at DLA Disposition Services HQ, Battle Creek
- Walk-in 1348-1As can **only** be signed by LESO personnel listed on the LOA
 - DLA Disposition Service Sites have access to the this letter and will verify that the signature on the 1348-1A is valid
- This is different that the letter of “Authorization to Screen Property”.



Letter of Authorization to Remove

- Must be filled out prior to the removal of the property from the DLA Disposition Service Site
- It is the LEA's responsibility to fill out the form and return it to the DLA Disposition Service Site.
 - Not the LESO
 - Not the DLA Disposition Service Site
 - Not the State Coordinator



Certificate to Title a Vehicle (SF 97)

- Per DRMS-I 4160.14 C5.8.8.1.3.1
 - The SF 97 is designed normally for use with commercial vehicles such as passenger cars, multi-purpose passenger vehicles, trucks, trailers, motorcycles, buses, and similar wheeled vehicles, and for tactical vehicles released under the DLA LESO program. **The DLA Disposition Service Site is required to provide LESO customers with an SF 97 at the time a customer picks up the vehicle.**
 - SF 97s will not be provided for military vehicles that are tracked, have a gross weight of more than 16,000 pounds.