

	STANDARD OPERATING PROCEDURE <small>State Form 39870(R/S-06)</small>	Reference Number FIS-011
	Subject RLSO – Military Surplus Program	
	Special Instructions Replaces ENF-082 dated January 1, 2012	Effective Date March 1, 2015

I. PURPOSE

Establish guidelines for the acquisition, distribution, and inventory of surplus military property or equipment secured by the Indiana State Police from the Department of Defense.

II. POLICY

The Department shall procure surplus military property and equipment in accordance with the Department of Defense procedures and the following Department procedures.

III. DEFINITIONS

- A. DRMO – Defense Reutilization Marketing Office.
- B. DEMIL – Property that must be returned to the DRMO for disposal when it is declared surplus or no longer serviceable.
- C. Equipment – All items with an expected life of one (1) year or more and with a value of more than \$200.00. Items shall be assigned a state identification number and serial number if needed.
- D. RLSO – Regional Logistical Support Office. Unit of the DOD that assists law enforcement agencies in procuring military surplus property and equipment for the stated purpose of aiding counter drug operations.
- E. RLSO Program Manager – Officer designated by the Assistant Chief Staff (AC/S) Logistics to oversee, document, and inventory all goods procured through RLSO.
- F. Property – All items which the Department has legal right or claim to and has an exclusive right to possess or dispose of.
- G. Screener – Person(s) designated by the Department to physically review surplus military property or equipment made available to law enforcement agencies by the DOD, through RLSO.

IV. PROCEDURES

- A. The Department shall designate, in writing, to the RLSO in Buffalo, New York, a maximum of three (3) employees (screeners) who are authorized to screen on behalf of the Department at the various DRMOs located throughout the country.
- B. The AC/S Logistics shall select the screeners and designate an RLSO Program Manager to oversee the program, document and maintain the physical inventory.

C. Personnel identifying needed items that might be procured, through this program, should document the need and forward a request, through channels, to the AC/S Logistics who shall evaluate the request and forward it to the RLSO Program Manager to initiate a search for the items. This request should be as specific as possible, including accurate nomenclature and National Stock Number (NSN), if available.

D. RLSO Program Manager shall:

1. Be listed as one of the three (3) designated screeners for the Department;
2. Remain current with procedures/rules of the RLSO Program and maintain liaison with the state assigned coordinator;
3. Actively pursue equipment and property that may benefit the Department;
4. Be notified by the commander of an employee who identifies a need for surplus items;
5. Maintain a written inventory of all screened goods on hand and a record of disposition of those goods as required by Department/Field Support Services (FSS) procedures;
6. Notify the commander who requested a surplus item when the item has been obtained;
7. Actively attempt to see that any inventory of property or equipment, procured through RLSO, be put in use by Department units or declared surplus and disposed of; and
8. Determine expenses necessary to transport approved screened items from the DRMO site to the Department facility.
 - a. Once expenses are known, the RLSO Program Manager shall obtain approval from the AC/S Logistics for such expenditures.
 - b. The AC/S-Logistics shall confer with the AC/S Fiscal and secure approval for such expenditures.

E. Screeners:

1. Shall keep a list of requested items, for reference, while touring DRMOs;
2. Locate requested goods, tag the items and advise the RLSO Program Manager; and
3. May electronically screen for goods following above procedures.

F. Screened items shall be kept at an inventory location, designed by the RLSO program manager, for distribution.

1. Commanders shall contact the RLSO Program Manager and arrange an appointment to pick up goods.
 2. No RLSO acquired goods shall be distributed or removed from the inventory location without the proper documentation provided to the RLSO Program Manager.
 3. The Program Manager shall coordinate the distribution of such items, through the FSS.
- G. Items or goods acquired, through the RLSO, that are determined to be surplus or unusable by the Department shall be disposed of, through the standard procedures for other state owned property. The AC/S Logistics and the FSS Commander are responsible to see surplus items are disposed of in the proper manner, in accordance with SOP and State law.
- H. Items listed as DEMIL, when acquired through RLSO (weapons, bayonets), must be returned to the DOD for disposal. All such items shall be properly documented and records retained for a minimum of 10 years after the item has been returned to the DOD.
- I. This procedure is to be used in conjunction with all relevant Department regulations, rules, policies, and procedures.