

**VIRGINIA STATE POLICE  
EXCESS MILITARY PROPERTY PARTICIPATION  
AGREEMENT**

**INTRODUCTION:**

The Virginia Military Excess Property Program was initiated to distribute excess military property, at no charge, to Virginia Law Enforcement Agencies (LEA) to support law enforcement activities with a priority given to counter-drug and counter-terrorism activities.

The Virginia State Police is appointed as the agency responsible for the statewide coordination of the Virginia Military Excess Property Program. The Assistant Property & Finance Officer or his designee will serve as the Virginia State Coordinator.

**PURPOSE:**

This Memorandum of Agreement (MOA) is entered into between Virginia Department of State Police and said agency, to set forth the terms and conditions which will be binding on the parties with respect to excess Department of Defense (DoD) personal property which is transferred pursuant to 10 U.S.C. §2576a, and to promote the efficient and expeditious transfer of the property.

**AUTHORITY:**

The Secretary of Defense is authorized by 10 U.S.C. §2576a, section 1033 to transfer to Federal and State agencies, personal property that is in excess of the needs of the Department of Defense (DoD). The distribution of the property will be accomplished through the 1033 Program. The Secretary determines what property is suitable to be used by LEAs for law enforcement activities. The authorities granted to the Secretary of Defense have been delegated to the Defense Logistics Agency (DLA). The Law Enforcement Support Office (LESO) of DLA is charged with managing the 1033 Program. In determining whether property is suitable for use by agencies in law enforcement activities, DLA defines law enforcement agencies as those government agencies whose primary function is the enforcement of applicable Federal, State, and Local Laws and whose compensated law enforcement officers have the power of arrest and apprehension.

The Commonwealth of Virginia, Department of State Police, has entered into a Memorandum of Agreement (MOA) with DLA. This MOA provides operational authority to the Department of State Police and to the Virginia State Coordinator.

Revised 5-18-09

**STAFFING AND FACILITIES:**

The Department of State Police will provide a 1033 Program State Coordinator. The Superintendent of State Police has designated the Assistant Property and Finance Office as the 1033 State Coordinator. The Department will also provide one full-time Office Services Specialist for clerical support and one full-time State Police Sergeant, who will manage the operation of the 1033 Program and will serve as a Department screener. The Sergeant may screen on a limited basis for those Virginia LEAs who can not screen for themselves.

The Department of State Police will provide office space for the operations of the 1033 Program. The office space will be at State Police Administrative Headquarters, Richmond, Virginia. The Department will provide storage space for storing acquired property prior to distribution to a LEA. This should occur on a limited basis. It is intended that each LEA screen for their needs and pickup the property authorized for LEA use.

**ACQUISITION OF PROPERTY:**

An interested agency should contact the State Coordinator and enter into a memorandum of agreement, similar to the one the State has with DLA. The agency then identifies up to four screeners who must be sworn law enforcement officers, approved by the State Coordinator and DLA. Non-sworn personnel may be considered for screening approval provided job functions are law enforcement related. Once approved, the screeners receive a letter of authorization from DLA to be presented at Defense Reutilization Marketing Organization (DRMO). The screeners may screen in person at the DRMOs or screen from the Internet. When physically screening for property at a DRMO, once property is located, they fill out a request form 103 and send it to the State Coordinator. This places a hold on the property. The State Coordinator reviews and approves the 103 and sends it to LESO for review and approval. LESO then issues a form 1348 to authorize pick up of the property and record the property issue. The law enforcement agency may then pick up the property. Each law enforcement agency should screen for themselves and pick up their own property. When screening property on the internet website [www.drms.dla.mil](http://www.drms.dla.mil) the automated system will electronically send a property request to the State Coordinator's Office for approval. The request is then forwarded to LESO for approval. If approved it goes to Military Standard Requisitioning and Issue Procedures (MILSTRIP). Upon accepting and approving the property request MILSTRIP will electronically generate a 1348 property pick-up document.

The State Coordinator has final authority in determining the allocation and equitable distribution of property based on LESO guidelines and the number of sworn full-time law enforcement personnel of a law enforcement agency.

#### **TERMS AND CONDITIONS:**

- **Law Enforcement Agency (LEA) Eligibility Criteria:** Must be a “law enforcement activity” whose primary function is enforcement of applicable Federal, State and local laws as defined by the DLA regulations (DLA Directive 4160.10) and whose compensated officers have powers of arrest and apprehension. Property acquired will be in support of the agency’s sworn personnel and agency arrest and apprehension mission.

**How to Enroll in the State 1033 Program:** An interested agency shall contact the State Coordinator and enter into a memorandum of agreement. LEAs must provide a completed data sheet to the State Coordinator. Upon request of the Law Enforcement Support Office (LESO) or the State Coordinator, an agency mission statement shall be provided along with the data sheet. All LEAs that are determined to be eligible for participation must sign a participation agreement agreeing to the terms and conditions of the 1033 Program. After proper enrollment by an LEA, property may be screened manually at a Defense Reutilization and Marketing Office (DRMO). LEAs will use the automated property screening system (website: [www.drms.dla.mil](http://www.drms.dla.mil)) whenever possible to acquire excess property. The State Coordinator has each participating LEA’s Login-On Identification Number for access to the automated property screening system. Each participating LEA shall contact the State Coordinator for Login-On Identification Number information.

The State Coordinator may request certification, as necessary, that any law enforcement agency requesting participation in the 1033 Virginia Military Excess Property Program is a Government agency having a law enforcement mission. Certification of a law enforcement agency may be accomplished by verification through information provided by Criminal Justice Information Services, Department of Criminal Justice Services or other reliable sources capable of providing such information.

- **LEA Screener Criteria:** Must be full-time sworn officers to be authorized to screen for property. An exemption for part-time officers and non-sworn officers assigned to the LEA performing the duties of the 1033 Program may be granted by

the State Coordinator provided the exemption granted is in compliance with LESO guidelines for authorized screeners. LEAs are allowed a maximum of four screeners per agency. A maximum of two of the authorized screeners may physically screen at any DRMO at one time.

- **Identification/Acquisition/Transportation of Property:** The DLA has final authority to determine the type, quantity, and location of excess personal property suitable for use by LEAs. The 1033 Program provides no entitlement for a State or LEA to receive DoD excess personal property. Property available through the 1033 Program is for the use of the authorized program participants to support law enforcement activities, with priority given to counter-drug and counter-terrorism activities. Property shall not be acquired for speculative or possible future use, nor shall it be warehoused. It is the intent of the program that property received is put to use to directly support bona fide law enforcement activities. Unless otherwise provided, property may not be obtained for the purpose of sale, lease, rent, exchange, or barter, to secure a loan or to otherwise supplement normal LEAs budgets. The requisitioning of condition code "A" (new) property for the purpose of cannibalization is not authorized. Any repair, maintenance, insurance, or other expenses associated with these items is the sole responsibility of the receiving LEA. Costs of shipping or repossession of the property by the U.S. Government will be borne by the State or LEA.

LEAs may find needed property electronically through the Defense Reutilization and Marketing Service (DRMS) website: [www.drms.dla.mil](http://www.drms.dla.mil) or by physically screening for property by visiting a DRMO. Once approved, the screeners receive a letter of authorization from DLA to be presented at Defense Reutilization Marketing Organization (DRMO). The screeners may screen in person at the DRMOs or screen from the Internet.

Once property is located by physically screening for the property, they fill out a request form 103 and forward it to the State Coordinator. The State Coordinator reviews and approves the 103 and sends it to LESO for review and approval. LESO then issues a form 1348 to authorize pick up of the property and record the property issue. The law enforcement agency may then pick up the property. Each law enforcement agency should screen for themselves and pick up their own property.

An agency, when electronically screening for property, may submit an electronic request for property to the State Coordinator for approval. It is the responsibility of the LEA to check the automated electronic system to determine if the requested property has been approved for release. A copy of all 1348-1 documents (property release pick-up document) generated by the automated electronic property screening system or through physical screening shall be forwarded to the State Coordinator to verify property receipts. The State Coordinator has final authority in determining the allocation and equitable distribution of property based on LESO guidelines and the number of sworn full-time law enforcement personnel of a law enforcement agency.

- **Storage of Property:** It is responsibility of the LEA taking possession of excess property through the 1033 Program to store any and all acquired property.

- **Distribution of Property:** Property request will be approved by LESO in the following priority: counter drug/counter terrorism and then other law enforcement activities.
- **Security of Property:** It is the responsibility of the LEA receiving property through the 1033 Program to safeguard all property. Should any property become lost due to theft, destruction or unauthorized sale/disposal, this information must be forwarded to the State Coordinator within seven days after the incident. The State Coordinator will contact the LESO for additional guidance.
- **Accountability of Property:** Each LEA must maintain records for all property acquired through the 1033 Program. These records must provide an “audit trail” for individual items of property from receipt to distribution. These documents include but are not limited to the following: DRMS Form 103 with all justifications or printouts of automated requests, DD Form 1348 (receipt and turn-in), all disposal and transfer paperwork, approved Bureau of Alcohol, Tobacco and Firearms (ATF) Forms 10, Certificate of Aircraft Registration (AC Form 8050-3), Aircraft Registration Application (AC-Form 8050-1) and any pertinent paperwork through the LESO. The records maintained must also satisfy any and all pertinent requirements under applicable State statutes and regulations for the program and property received.
- **Established Inactive File:** As of October 1, 2003 LESO implemented a five-year file retention policy. LESO will maintain active files for two years and inactive files for three years. After five years the files will be destroyed with the exception of demil property that must be returned and \$20,000 or more high dollar items.
- **Utilization of Property:** Property received through the 1033 Program must be placed into use within one year of receipt and utilized for a minimum of one year, unless the condition renders it unusable. If property is not placed in use within one year of receipt, it must be transferred to another authorized agency, or returned to a DRMO. The State Coordinator shall be contacted for property transfers and property turn-ins so that proper turn-in documents may be obtained.
- **Transfer of Property:** LEAs must coordinate, through the State Coordinator, the request to transfer 1033 Property. When possible, the request to transfer property, should be forwarded to the State Coordinator in written format. Final approval in the completion of the transfer of property will be provide by LESO.  
For more information regarding these items LEAs may view the following web sites:  
<http://www.demil.osd.mil> Defense Demilitarization and Trade Security Controls Program  
<http://www.dtic.mil/mctl> Military Critical Technologies List  
[http:// www.drms.dla.mil/drms/internal/demil/CriticalBuzzKeyPt.pdf](http://www.drms.dla.mil/drms/internal/demil/CriticalBuzzKeyPt.pdf) Critical Federal Supply Class and Buzz words  
[Http:// www.drms.dla.mil/drms/internal/demil/FSCAP/pdf](Http://www.drms.dla.mil/drms/internal/demil/FSCAP/pdf) Flight Safety Critical Aircraft Parts (FSCAP)

The following can not be transferred without LESO approval:

1. Weapons of any type or Aircraft/FSCAP
  2. Demil Equipment- Classifications B,C,D,E,F,G,P and Q
  3. Non-Demil Equipment- Classification A
  4. MLI/CCLI Equipment- (Munitions List Item and Commerce Control List Item)
  5. Critical FSC
- **Weapons:** Weapons are a highly desirable DOD property item. When a DOD weapon of any type is transferred to a participating agency that weapon(s) shall remain in the custodial possession of the LEA receiving the weapon or weapons. No weapon shall be traded or bartered under any circumstances. LESO and the State Coordinator's Office must approve all weapons transfers or weapon disposals. Lost or stolen weapons shall be reported to the State Coordinator's Office not later than seven working days after the incident had occurred and/or the discovery of such incident. All firearms to include the M-14, M-16, M-21, and M-79 must be registered with the U.S. Treasury Department's Bureau of Alcohol, Tobacco and Firearms. All full automatic capable weapons must also be registered with the Virginia State Police. A copy of all ATF weapons registrations (Form 10) indicating ATF approval must be forwarded to the State Coordinator's Office upon receipt of documents without delay.
  - **Disposal of Property:** No property may be disposed of without approval from the State Coordinator and LESO. The restrictions on property disposal applies to all types of property provide through the 1033 Program. When circumstances warrant and/or allow, approval to disposal of property will be provided in written format to the LEA. This communications may include but not be limited to: letter format, fax and/or e-mail. The State Coordinator will request final approval for property disposal from LESO. If approved a "LESO disposal approval memo" will be sent to the State Coordinator. Federal guidelines provide that DEMIL codes A, B and Q may be approved for disposal (**Note: State Coordinator's Office guidelines mandate that Demil B, C, D, E, F, G, P, and Q property items be returned to a DRMO for disposal**). Items with DEMIL codes of B, C, D, E, F, G, P and Q may be transferred to an authorized agency with State Coordinator and LESO approval or shall be returned to a DRMO when no longer needed. Costs incurred for transfers, disposals or turn-ins will be borne by the State/LEA.
    - **DEMIL code A:** does not require demilitarization and may be disposed of after obtaining State Coordinator and LESO approval. ( **Demil Code A property is**

**the only property that LEAs will be allowed to dispose of without returning to a DRMO for disposal).**

- **DEMIL code B:** (Federal guidelines require that Demil Code B property be returned to a DRMO for disposal.) When an LEA no longer requires MLI/CCLI (Demilitarization B) property, the property must be transferred to another LEA or turned in to the nearest DRMO. The LEA must request the transfer or turn-in to the nearest DRMO through the State Coordinator, who in turn must request approval from LESO. Demil code B property will not physically move until the approval process is complete. All costs relating to the turn-in of property will be borne by the LEA.
  
- **DEMIL code Q:** (Federal guidelines require that Demil Code Q property be returned to a DRMO for disposal.) When an LEA no longer requires MLI/CCLI Demilitarization Q) property, the property must be transferred to another LEA or turned in to the nearest DRMO. The LEA must request the transfer or turn-in to the nearest DRMO through the State Coordinator, who in turn must request approval from LESO. Demil code Q property will not physically move until the approval process is complete. All costs relating to the turn-in of property will be borne by the LEA.
  
- **DEMIL codes C, D, E, F, G and P:** require demilitarization and must be transferred to another LEA or returned to a DRMO. The State Coordinator must obtain the LESO's approval for equipment returns.
  - LESO will provide turn-in documentation (DD Form 1348-1A). With few exceptions, the State/LEA will be asked to coordinate the turn-in with a local DRMO. The State/LEA informs LESO which DRMO has agreed to accept the turn-in. LESO will then provide turn-in documentation to the accepting DRMO. Upon receipt of the turn-in documentation, the LEA must return the property to the specified DRMO. The DRMO personnel receiving the materials will sign the turn-in document and give the LEA a copy of the signed receipt paperwork. This receipt paperwork must be maintained in the LEA's files and a copy of the receipt must be forwarded to the State Coordinator for filing for documentation purposes. (see DOD 4160.21-M, Defense Material Disposition Manual; DOD 4160.21-M-1, Defense Demilitarization Manual; DRMS-I 4160.14, Volume VII for DEMIL rules).

No disposal of the following shall occur without the approval of LESO:

1. Aircraft/FSCAP
  2. Demil Equipment (Classifications B,C,D,E,F,G,Q, and P)
  3. Non-Demil Equipment (Classification A)
  4. MLI/CCLI Equipment (Munitions List Item and Commerce Control List Item)
  5. Critical FSC
  6. Weapons of any type
- **Training:** All LEAs should be familiar with guidance on the following websites:
    - ABCs of DEMIL [www.drms.dla.mil/rtd03/demilcodes.htm](http://www.drms.dla.mil/rtd03/demilcodes.htm) (knowledge of demilitarization codes)
    - DLA operations [www.dla.mil](http://www.dla.mil) (DLA handbook)
    - LESO operations <https://pubweb.drms.dla.mil/cm1s> (1033 Program/Automation training guides)
    - DRMS operations [www.drms.dla.mil](http://www.drms.dla.mil) (automation requisitioning process/procedures)
  
  - **Notices Criteria:** A LEA may be provided with a notice for noncompliance of the 1033 Program guidelines and procedures. The following is a list which is not all inclusive of circumstances that could result in a notice:
    1. Failure to submit required documentation for the receipt of DOD property.
    2. Misuse of DOD property.
    3. Failure to maintain proper documentation/audit trail of DOD property.
    4. Failure to report missing/stolen DOD weapons
    5. Failure to submit proper documentation for weapons registration.
    6. Unauthorized DOD weapons transactions such as weapon transfers without the express approval of LESO and the State Coordinator's Office. This shall also include the unauthorized disposal of any type of weapon.
    7. Failure to submit property reports that are requested by the State Coordinator's Office which are intended to document property receipt and/or property retention verification.
    8. Failure to report missing/stolen DOD property.

- **Termination Criteria:** A LEA may terminate participation in the 1033 Program by submitting written notice that they no longer wish to participate. LEA suspension from the 1033 Program may be for a time period that may extend indefinitely as adjusted by the facts and circumstances of the incident, the results of an investigation and/or the existence of personnel involved in or responsible for the incident. The following is a list which is not all inclusive of circumstances that could result in suspension from the program for a period of time:
  - Failure to submit required documentation for the receipt of property
  - Misuse of DOD property
  - Failure to maintain proper documentation/audit trail of DOD property
  - Failure to report missing/stolen DOD weapons
  - Failure to submit proper documentation for weapons registration
  - Unauthorized DOD weapons transactions such as weapons transfers without the express approval of LESO and the State Coordinator's Office. This shall also include the unauthorized disposal of any type of 1033 Program weapon.
  - Failure to submit property reports that are requested by the State Coordinator's Office which are intended to document property receipt and/or property retention verification.

This agreement is by and between the Virginia Department of State Police and said agency also referred to as "Recipient". Whereas there is an opportunity for the recipient to receive excess military property at little or no cost the Recipient further acknowledges its understanding of the following:

\*All DoD property acquired must be used in the support of the arrest and apprehension mission of the agency for which it was acquired. No DoD property may be transferred to support activities outside of the agency without the approval of the State Coordinator and/or LESO. This includes but is not limited to such activities as providing equipment, vehicles etc. to support general fire companies activities (excluding sworn members of any Fire Marshall Office that have signed an agreement to participate in the 1033 Program), rescue companies, and voluntary organizations.

\*Excess military property may be dangerous or lethal to possess, use or operate.

\*Property received from military sources may not be well suited for law enforcement purposes, but may only be adaptable for use.

\*Bullet-resistant equipment (i.e., helmets, body armor, flack vests) has NOT been tested and therefore may not be bullet resistant.

- \*Vehicles, aircraft, boats, and other motorized equipment may not meet all safety requirements as set forth by federal, state or local laws and regulations. No vehicle, aircraft or boat may be disposed of without approval from the State Coordinator and LESO.
- \*The Virginia Department of State Police is acting only as a flow-through agency and in no way warrants the equipment passing through this program.
- \*The Recipient is responsible for the transportation, operation, maintenance, and any other costs associated with the acquired property.
- \*The Recipient shall maintain files and retain all documents (property receipts, property transfers, property disposal, property turn-ins) for future reference to maintain a complete and accurate audit trail.
- \*The Recipient shall notify the State Coordinator's Office when they have serviceable property that has not been placed into use within one year of receipt or used one year thereafter. The State Coordinator's Office will, through the Law Enforcement Support Office, determine final disposition of property.
- \*The Recipient must use the acquired property for law enforcement activities unless the condition of the property renders it unserviceable. Serviceable property that is no longer needed by an agency should be transferred through the State Coordinator and LESO to another participating LEA or returned to a DRMO.
- \*The Recipient shall return all property items to a DRMO for disposal that has a Demil classification of **B, C, D, E, F, G, P, AND Q**. Classification Demil **A** Property may be disposed of by the agency having possession of said property after final disposal disposition has been determined through the State Coordinator's Office and the Law Enforcement Support Office (LESO). Final disposal disposition for all types of property, to include unserviceable Demil A property, will be determined by the State Coordinator's Office and LESO.
- \*The Recipient shall forward a copy of all ATF weapons registrations (Form 10), indicating ATF approval, to the State Coordinator's Office without delay upon receipt from ATF. A copy of all full automatic weapons registrations through the Virginia State Police shall also be forwarded to the State Coordinator's Office.
- \*The Recipient shall report any lost or stolen weapon to the State Coordinator's Office no later than seven working days after the incident has occurred and/or discovery of such incident.

- \*The Recipient must place the acquired serviceable property into use within one year. Arrangements with the State Coordinator should be made to transfer serviceable property not placed into service after one year or cannot be utilized for one year to a participating LEA or DRMO to comply with the program's property utilization requirements.
- \*The Recipient must report an accurate count of property received on form 1348-1A. Any property shortages or overages reflected by the LEA will be reconciled by the State Coordinator with the LESO. The State Coordinator and LESO, when appropriate, shall have final authority in determining the disposition of property overages.
- \*The property must be retained, accounted for, and disposed of in accordance with applicable federal, state or local laws and regulations. The Virginia State Coordinator should be contacted reference serviceable property for the purpose of transferring serviceable property to other participating LEAs prior to proceeding with agency disposal procedures.
- \*The Recipient shall report theft, suspected theft, illegal diversion or manipulation of 1033 property to the State Coordinator. The reporting of such activity shall be accomplished, by submitting an investigative report to the State Coordinator or as otherwise deemed appropriate. The State Coordinator will provide this information to the LESO when applicable. The recipient will be required when appropriate to enter stolen property in VCIN and NCIC.
- \*The Recipient shall report to the State Coordinator lost 1033 property in a written format that details the events leading to the lost of property. The State Coordinator will provide this information to the LESO when 1348-1A documentation is available for reconciliation or otherwise applicable;
- \*Receipt of military property through the 1033 program is considered financial aid in determining if your agency must comply with the Federal Single Audit Act of 1984 (31-USC-7501-7). Recipient agrees to provide the Virginia State Coordinator upon request, with audit information pertaining to the Federal Single Audit Act of 1984 when applicable. Recipient agrees to comply with all requirements of the Federal Single Audit Act of 1984 as required by the Federal Single Audit Act of 1984 and as required by the oversight agency for the State of Virginia which is the Auditor of Public Accounts, P. O. Box 1295, Richmond, Virginia 23218.
- \*Items designated "DEMIL" must be returned to the military through a DRMO when the item is no longer needed. This includes all Demil code items **B, C, D, E, F, G, P, and Q.**

- \*Items designated Strategic List Items (SLI)/ Commerce Controlled Items (CCI) must be returned to the military through a DRMO for disposal.
- \*Items designated as Flight Safety Critical Aircraft parts (FSCAP) and Munitions List Items (MLI) must be returned to the military through a DRMO for disposal and Recipient shall maintain controls in accordance with applicable law and regulations for these items.
- \*The Recipient shall be subjected to compliance and reutilization reviews with respect to accountability and property disposal by the Virginia State Coordinator or his designee.
- \* Recipient acknowledges they are aware that notices can be issued by the State Coordinator for failure to comply with or adhere to rules, guidelines and/or procedures as established for the 1033 Program.
- \* Recipient acknowledges they are aware that suspension or termination from the 1033 Program could result if guidelines documented, although not inclusive of all circumstances under section titled “Termination Criteria” are not complied with.
- \* Recipient shall contact the State Coordinator when an agency head change occurs or is about to occur. This should be done without delay.
- \* Recipient shall submit required accountability LESO documentation to the State Coordinator’s Office when the agency has been subjected to a Domestic Disaster (natural disasters, terrorist attacks and riots). Documentation shall be submitted on all weapons, aircraft and high dollar value sensitive items ( DoD high value property classified as demil B and Q items) that are valued at \$20,000.00 or more. Accountability documentation for an inventory check shall be initiated by the involved agency at the first available opportunity after the domestic disaster. An accountability report shall be submitted to the State Coordinator’s Office within 45 days of the domestic disaster event.
- \* The 1033 Program is considered Federal assistance, therefore the recipient must comply with and certify to the provisions of the Federal Civil Rights Act of 1964, as amended, The Virginians with Disabilities Act, The Americans with Disabilities Act, The Drug Free Work Place Act of 1988, Age Discrimination Act of 1975, Rehabilitation Act of 1973 and as amended by the Rehabilitation Act Amendments of 1974.
- \* The Recipient agency must maintain adequate insurance to cover damages or injuries to persons or property relating to the use of the property received through the 1033 program.

Having considered the foregoing, and recognizing any risks involved, the Recipient desires to receive the property through the program and agrees to comply with the requirements set forth therein. The Virginia Department of State Police agrees to furnish, free of charge and in such quantities as are possible, considering DoD regulations and the available supply, excess military property to the Recipient. Further, the undersigned representative of Recipient, who has authority to do so, agrees to hold the Virginia Department of State Police, the Commonwealth of Virginia, and any other state agency involved in this program, harmless in the event of any law suit or claim arising as a result of the acquisition, use or disposal of property received under this program. The Recipient shall have the duty to defend the Virginia Department of State Police and will be and remain liable for the procurement, use, or disposal of property received under this program. This hold harmless is authorized by section 52-11.3 Code of Virginia.

Recipient: \_\_\_\_\_  
(*agency name*)

By: \_\_\_\_\_  
(*agency head title*)

\_\_\_\_\_  
(*agency head-print name*)

\_\_\_\_\_, Representative      Date: \_\_\_\_\_  
(*agency head signature*)

**Virginia Department of State Police**

By: \_\_\_\_\_      Date: \_\_\_\_\_  
Michael E. Bolton, Captain  
State Coordinator for 1033 Program

Revised 5-18-09