

**LAW ENFORCEMENT AGENCY (LEA)
AIRCRAFT REQUEST
INSTRUCTION SHEET**

- 1) This template is fillable. It is preferred that the request be typed rather than hand-written.
- 2) Fill out the agency information at the top of the template.
 - a. This portion must be complete and include the Requesting Agency ID, name, address (P.O. Boxes are not accepted), and contact information. If the Agency ID is not known, contact the appropriate State Coordinator.
 - b. Federal Agencies will need to contact the LESO directly for this information.
- 3) Enter the type and quantity of the aircraft being requested.
 - a. How many Flyable and Non-Flyable Aircraft the Agency is requesting.
 - b. Be specific (i.e. Do not just list Fixed Wing or Rotary)
- 4) Enter the Geographic Responsibility and if the Agency is in a HIDTA Area.
- 5) Enter the Anticipated Annual Flight Hours.
- 6) Enter the type and quantity of 1033 Aircraft currently on inventory.
- 7) The Chief Executive Official/Head of Agency – Local Field Office must sign approving the request.
 - a. The Chief Executive Official/Head of Local Agency is the only one who is able to sign approving the request unless LESO has a letter granting signing authority to another individual.
 - i. The letter must be signed by the Chief Executive Official/Head of Agency – Local Field Office and state that the person named has signing authority for the 1033 Program.
- 8) All requests must be approved and signed by the appropriate State Coordinator.
 - a. Any request received that is not approved by the appropriate State Coordinator will be returned to the requestor.
 - b. Federal Agencies do not have this requirement and send their requests directly to the LESO.