

SMALL ARMS TRANSFER INSTRUCTIONS

- *Begin at step 9 if this is attached to an approved transfer email from the small arms lead*
1. LEA submits transfer request to State Coordinator (SC)/State Point of Contact (SPOC)
 2. The SC/SPOC will verify:
 - The Justification is fully completed, and signed by the LEA CLEO, the LEA Weapons POC, and the State Coordinator/Designee with signature authority.
 - Gaining LEA is not suspended
 - Gaining LEA is active in FEPMIS with a Point of Contact (POC) listed
 - Gaining LEA officer count in FEPMIS is the correct amount of officers for that agency
 - Gaining LEA will not go over allocation limit
 3. SC/SPOC submits transfer request to the small arms lead with the Justification Attached.
 - The subject line will read, “state abbreviation, Losing LEA, state abbreviation, Gaining LEA, small arm type_small arm qty, “Transfer”
 - FL_Citrus CSO_FL_Webster PD_M16_6_Transfer
 4. The small arms lead will verify:
 - The Justification is fully completed, and signed by the LEA CLEO, the LEA Weapons POC, and the State Coordinator/Designee with signature authority.
 - Gaining LEA is not suspended
 - Gaining LEA is active in FEPMIS with a Point of Contact (POC) listed
 - Gaining LEA officer count listed in the body of the transfer request email matches the officer count in FEPMIS
 - Gaining LEA will not go over allocation limit
 - Gaining LEA is not being investigated by DOJ
 5. The small arms lead will then notify the SC/SPOC that the LEA’s may proceed with the transfer process
 6. The SC/SPOC will then notify the losing LEA and the gaining LEA that they may continue with the transfer process
 7. The SC/SPOC will also notify the losing LEA that the ATF Form 5 has to be completed, and that once the LEA receives the ATF Form 5 back approved, they are to notify the SC/SPOC of the date of approval and the serial numbers that were submitted to the ATF
 8. The SC/SPOC must then notify the small arms lead that the form has been returned approved and must provide the date of approval along with the serial numbers that were submitted and or the property numbers associated with those serial numbers
 - DO NOT SEND THE ATF FORM 5 TO THE LESO
 - Please also provide the date the form was sent to the ATF
 - *For state to state transfers go down to line 18*
 9. The losing LEA will submit the transfers in FEPMIS

10. The SC/SPOC will approve the transfers in FEPMIS
11. The small arms lead will verify the transfers are the correct ones to be approved i.e. the small arms lead will verify that the serial numbers are the serial numbers that were submitted to the ATF per the SC/SPOC, and that the losing and gaining LEA's are the LEA's that were requested.
12. The small arms lead will also verify that no unapproved changes are attached to the transfer (unauthorized serial number changes, model type, etc.)
13. Once the small arms lead has verified that the transfers are the correct ones, the small arms lead will annotate the property numbers and send them to the Accountable Property Officer (APO) for approval in FEPMIS
14. Once the transfers have been approved by the APO, the APO will then send the small arms lead notification that the transfers have been approved in FEPMIS and will send the signed 1348s
15. The small arms lead will then send the SC/SPOC notification (with the signed 1348s attached) that the transfers have been approved in FEPMIS
16. THE SMALL ARMS MAY NOW PHYSICALLY BE TRANSFERRED
17. The gaining LEA has 30 Days from the date they receive the 1348s to accept the small arms in FEPMIS

*****STATE TO STATE TRANSFERS*****

18. The small arms lead will look up the property numbers for each serial number and annotate them
19. The property numbers will then be sent to the APO notifying them that the transfers are ready to be approved in FEPMIS
20. Once complete, the APO will notify the small arms lead that the transfers are complete in FEPMIS and will send the signed 1348s
21. The small arms lead will then send the SC/SPOC notification (with the signed 1348s attached) that the transfers have been approved in FEPMIS
22. THE SMALL ARMS MAY NOW PHYSICALLY BE TRANSFERRED
23. The gaining LEA has 30 Days from the date they receive the 1348s to accept the small arms in FEPMIS

NOTE:

**The "transferor" (losing LEA) should retain a copy of the approved ATF Form 5 and must send the original with the small arms during the physical transfer to the "transferee" (gaining LEA)

**If the NFA Branch of the ATF has not returned the approved ATF Form 5 within 6 weeks it

is the losing LEA's (transferor) responsibility to contact the NFA Branch at 304-616-4500 to inquire as to the disposition of the form.

****Packing Requirements:**

Small arms must be shipped in double containers, which is a box within a box. If the outer box is damaged en-route, the inner box will retain its integrity.