

SMALL ARMS TURN-IN INSTRUCTIONS:
Begin at Step 6 if this is attached to “1348” email

1. The LEA notifies the SC/SPOC of small arm(s) that they want to turn in.
2. The SC/SPOC will send an email to the LESO weapons lead notifying them of the LEA’s request.
 - a. The subject line will read, “state abbreviation, LEA, small arm type_small arm qty, “Turn In”
 - i. Ex. MT East Pointe PD M16_5 Turn In
 - b. The body of the email will contain:
 - i. serial number(s) of the small arm(s) requested for turn in
 - ii. reason for the request
 - iii. condition of the small arm(s)
3. The weapons lead will put out a data call, via email, for the small arms to all states if they are functional. The data call will have a suspense date of 7 calendar days.
4. If the small arms are not functional or no state has replied within the 7 calendar days, the Change of Status (COS) will be input in FEPMIS.
 - a. The weapons lead will notify the SC/SPOC the COS action can take place
 - b. The COS action is to be done by the LEA

NOTE: If a state has expressed interest in the small arms, the weapons lead will generate an email including both state SC/SPOC’s to discuss transfer.
5. The weapons lead will verify that all serial numbers in the email request match what has been requested through the COS queue in FEPMIS and approve the COS.

NOTE: The LEA address listed in FEPMIS auto-populates on the 1348-2, the LEA will verify that it is correct prior to requesting the turn-in.
6. The weapons lead will then send, via email, the signed 1348(s) and the “Small arms Turn-In Instructions” to the SC/SPOC.
7. The SC/SPOC will then forward, via email, the documents to the LEA submitting the turn-in.
8. The LEA has 30 calendar days to turn-in the small arm(s).
 - a. The LEA will provide the SC/SPOC the tracking number(s) for the small arm(s) that have been shipped
 - b. The SC/SPOC will notify the weapons lead, via email, the tracking number for the small arms
 - i. Notification will follow the subject line format for requesting the turn i.e. MT East Pointe PD M16_5 Turn In Tracking #
9. Should the weapons lead not receive the tracking number within the 30 day calendar window, the turn in will be considered cancelled
 - a. The SC will be notified via email that the turn in is cancelled
 - i. Ex. MT East Pointe PD M16_5 Turn In-CANCELLED
10. Small arms being turned in via commercial carrier such as UPS and FedEx must be shipped to the following address:

DEFENSE DISTRIBUTION DEPOT ANNISTON
ATTN: SMALL ARMS RECEIVING
DistAnnistonSmallarmsSerialization@dla.mil
COMM: 256-235-6149
7 FRANKFORD AVENUE
BUILDING 360
ANNISTON, ALABAMA 36201

a. **A copy of EACH 1348-2 provided by LESO must be included in the shipment!!!

b. Shipment other than above (shipment via USPS):

Registered Mail: Category II or III arms may be sent by registered mail (return receipt requested) when the size and weight meet U.S. Postal requirements.

Ship to address is:

Mail Distribution Center
Anniston Army Depot 7 Frankford Avenue
Building 360
Anniston, AL 36201-4199

c. Packing Requirements:

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

d. Hand delivery:

Small arms may also be hand delivered.

This must be coordinated with the Transportation Office at Anniston Army Depot

Comm: **256-235-6031**. If you have issues contacting the Transportation Office, call the Warehouse at **(256)741-5343 or (256)235-6149**

11. The weapons lead will monitor the Unique Item Tracking (UIT) for the small arms record to show an R Trac (receipt).

NOTE: This trac means that Anniston physically has received the small arm(s).

12. When the R Trac shows for the small arm(s), the weapons lead will upload the R Trac to the small arm(s) record in FEPMIS.

13. After the R Trac is uploaded to each small arm record, the weapons lead will notify the LESO Accountable Property Officer (APO) that the small arm(s) will be closed in FEPMIS.

14. The APO will notify the weapons lead that the small arm(s) have been closed and removed.

15. The weapons lead will notify the SC/SPOC, via email, that the small arm(s) have been closed and removed.

16. The small arm(s) are now closed and removed (but will remain searchable) from the LEA's property book.

ATF NOTIFICATION:

The LEA must use the ATF Form 5 to notify the ATF that the small arm(s) have been returned to DOD custody.

- The “transferor” is the LEA
- The “transferee” is the DOD, address is:

Defense Distribution Depot Anniston
7 Frankford Avenue
Building 360
Anniston, AL 36201-4199

*The LEA is not required to wait for the signed form to be returned from the ATF to return the small arms.

*It is highly recommended that a copy of the signed form by the ATF be maintained by the LEA showing that the ATF was notified of the return.