

SMALL ARMS TURN-IN INSTRUCTIONS:

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 Small Arms Specialist notifying them of the LEA's request
 - 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
 - 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 LESO Small Arms Specialist will put out a data call for the small arms to all states if they are functional. The data call will have a suspense date of seven (7) calendar days
 - If a state has expressed interest in the small arms, the LESO Small Arms Specialist will generate an email including both state SC/SPOC's to discuss transfer
4. If the small arms are not functional or no state has replied within the seven (7) calendar days, the LESO Small Arms Specialist will notify the SC/SPOC that the change of status(s) can be initiated in FEPMIS
5. The SC/SPOC will notify the LEA that they must complete the Letter of Appointment (LOA) prior to shipping or hand delivering their small arms
 - The LOA can be found on the LESO website
 - **There "MUST" be three (3) separate individuals completing/signing the LOA.**
6. The LESO Small Arms Specialist 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
 - The LEA address listed in FEPMIS auto-populates on the 1348-1A, the LEA will verify that it is correct prior to requesting the turn in
7. The LESO Small Arms Specialist will then send, via email, the signed 1348(s), and the Small Arms Turn In Instructions, and a barcode spreadsheet associated with each 1348(s).
 - You will only receive a barcode spreadsheet for doc numbers containing more than one (1) serial number
8. The SC/SPOC will then forward the documents to the LEA submitting the turn in
9. The LEAs appointed certifier and verifier must sign the bottom portion of the 1348(s)
 - **This "MUST" be the two (2) separate individuals that were appointed on the LOA as certifier and verifier respectively.**
10. The LEA has 30 calendar days to ship the small arm(s) / 30 calendar days to hand deliver the small arm(s); **there must be a chamber flag / flag safety in each small arm for visual verification that each small arm is clear of ammunition**
 - Shipping small arms:
 - i. **M16 platform rifles, shotguns, and suppressors (noise)**, shall be returned to Disp. Anniston using the address:

DLA DS Anniston DEMIL (SYD184)
7 Frankford Ave

Bldg. 104
Anniston, AL 36201

ii. M14 platform rifles, and M1911's, shall be returned to Dist. Anniston using the address:

USPS Shipment	UPS, FedEx, etc.
Mail Dist. Center Anniston Army Depot 7 Frankford Ave Bldg 360 Anniston, AL. 36201-4199	Defense Dist. Depot Anniston ATTN: Small Arms Receiving 7 Frankford Ave Bldg 360 Anniston, AL. 36201

- iii. The small arm(s) must be shipped in double containers, which is a box within a box
- iv. A copy/copies of the 1348(s) must be in the box with the small arm(s)**
- v. A copy of the LOA must be in the box with the small arm(s)**
- vi. A copy of the barcode spreadsheet(s) (if received) must be in the box with the small arm(s)**
- vii. There must be a chamber flag / flag safety in each small arm for visual verification that each small arm is clear of ammunition**
- viii. Additionally, the LOA and 1348(s) must be affixed to the outside of the shipping container in a packing slip**

- Hand Delivery of small arms:

M16 platforms, shotguns, and suppressors (noise)	M14s, and M1911s
Disp. Anniston 256-741-5462 – Jerrod Kirkpatrick (Main POC) / Alan George (Secondary POC) 256-741-5304 – Reginald McFadden (Demil Chief, use only as last resort)	Dist. Anniston Transportation 256-235-6031 256-741-5343 256-235-6149

11. The LEA will provide the SC/SPOC the tracking number(s) for the small arm(s) that have been shipped

12. The SC/SPOC will notify the LESO Small Arms Specialist, via email, the tracking number(s) for the small arm(s)

- Should the LESO Small Arms Specialist not receive the tracking number within the 30 day calendar window, the turn in will be considered cancelled
- The SC/SPOC will be notified via email that the turn in is cancelled

*Ex. MT East Pointe PD M16_5 Turn In-CANCELLED

13. For small arm(s) that were hand delivered, the LEA will provide the SC/SPOC the signed 1348(s), who will in turn send the 1348(s) to the LESO Small Arms Specialist

- Should the LESO Small Arms Specialist not receive the signed 1348(s) within the 30 day calendar window, the turn in will be considered cancelled

- The SC/SPOC will be notified via email that the turn in is cancelled

*Ex. MT East Pointe PD M16_5 Turn In-CANCELLED

14. The LESO Small Arms Specialist will monitor the Unique Item Tracking (UIT) for the small arm(s) record to show an R Trac (receipt)
 - * This trac means that Anniston has physically received the small arm(s).
15. When the R Trac shows for the small arm(s), the LESO Small Arms Specialist will upload the R Trac to the small arm(s) record in FEPMIS
16. After the R Trac is uploaded to each small arm record, the LESO Small Arms Specialist will notify the LESO Accountable Property Officer (APO) that the small arm(s) can be closed in FEPMIS
17. The LESO APO will notify the LESO Small Arms Specialist that the small arm(s) have been closed and removed
18. The LESO Small Arms Specialist will notify the SC/SPOC, via email, that the small arm(s) have been closed and removed
19. 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:

M16 Platform Rifles, Shotguns, and Suppressors (Noise)	M14 Platform Rifles, and M1911s:
DLA DS Anniston DEMIL 7 Frankford Ave Bldg 104 Anniston, AL 36201	Defense Dist. Depot Anniston ATTN: Small Arms Receiving 7 Frankford Ave Bldg 360 Anniston, AL. 36201

- *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
- *The LEA is responsible in confirming that the ATF is identifying the small arms as being back in DOD control