

SMALL ARMS TURN IN INSTRUCTIONS

M16s, shotguns,.38 caliber pistols, GLOCKS, revolvers, and suppressors

SMALL ARMS MUST NOT BE SHIPPED UNTIL THE LESO SENDS APPROVAL TO DO SO

1. The LEA (Law Enforcement Agency) notifies the SC/SPOC (State Coordinator/State Point of Contact) of small arm(s) they want to turn in.
2. The SC/SPOC then sends email notification to the LESO Small Arms Specialist of the requested return.
 - 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 the:
 - i. Serial number(s) of the small arm(s) requested for turn in
 - ii. Reason for turn in
 - iii. Condition of small arm(s)
 1. If serviceable, the LESO will put out a data call.
 2. If unserviceable, the LESO Small Arms Specialist will notify the SC/SPOC that the change of status's (COS) may be submitted.
 - ❖ NOTE: The LEA address listed in FEPMIS auto-populates on the 1348-1A when created in FEPMIS, the LEA will verify that it is correct prior to submitting the COS(s).
3. The LESO Small Arms Specialist will put out a data call for the small arm(s) with a suspense of seven (7) calendar days.
 - a. If a State has expressed interest in the small arm(s), the LESO Small Arms Specialist will generate an email including both state SC/SPOC's to discuss transfer.
 - b. If no State has expressed interested, the LESO Small Arms Specialist will notify the SC/SPOC that the COS(s) may be submitting the COS(s).
 - ❖ NOTE: The LEA address listed in FEPMIS auto-populates on the 1348-1A when created in FEPMIS, the LEA will verify that it is correct prior to submitting the COS(s).
4. The LESO Small Arms Specialist will approve the COS(s) but will first verify that the serial number(s) submitted in FEPMIS match what was submitted in the email request.
5. The LESO Small Arms Specialist will then send the Letter of Appointment (LOA), and the 1348-1A(s) to the SC/SPOC.
 - ❖ **THE SMALL ARMS ARE NOT YET APPROVED FOR SHIPMENT.**
6. The SC/SPOC will then forward the documents to the LEA submitting the turn in.
7. The LEA will fill out the LOA (on agency letterhead), and will fill out the Inert Certifier/Verifier on the bottom of the 1348-1A.
 - a. The Chief Law Enforcement Official (CLEO) or Designee will fill out the bottom portion of the LOA.
 - b. The CLEO will appoint one (1) individual as the certifier on the LOA.
 - c. The CLEO will appoint one (1) individual as the verifier on the LOA.
 - d. The certifier will fill out the certifier portion of the Inert on the 1348-1A.
 - e. The verifier will fill out the verifier portion of the Inert on the 1348-1A.
8. Once the LEA has filled out the docs, the LEA will forward to the SC/SPOC for review.
9. The SC/SPOC will then send the docs to the LESO Small Arms Specialist for review.

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10. The LESO Small Arms Specialist will review the docs for correctness.
 - a. If the docs are incorrect, the LESO Small Arms Specialist will return the docs to the SC/SPOC for correction.
 - i. The SC/SPOC will work with the LEA on the corrections.
 - ii. Once corrections are made, the SC/SPOC will send the docs back to the LESO Small Arms Specialist for review.
 - b. If the docs are correct:
 - i. For M16s, shotguns,.38 caliber pistols, GLOCKS, revolvers, and suppressors, the LESO Small Arms Specialist will forward the docs to the DLA Small Arms email box Disp. Anniston.
11. The Disposition (Disp.) Anniston Small Arms Point of Contact (POC) will review the docs for correctness.
 - a. If correct, the Disp. Anniston Small Arms POC will send the docs back to the LESO Small Arms Specialist, notifying them that the turn in is good to proceed.
 - i. The LESO Small Arms Specialist will then send the docs (LOA, 1348-1A, and serial number barcode listing) to the SC/SPOC, along with notification that the small arms(s) can be shipped to Disp. Anniston.
 - b. If not correct, the Disp. Anniston Small Arms POC will send the docs back to the LESO Small Arms Specialist, notifying them of errors, and that the small arms are not to be returned to Disp. Anniston.
 - i. The LESO Small Arms Specialist will then send the docs to the SC/SPOC, notifying them of errors, and that the errors must be fixed before the small arms can be approved for shipment to Disp. Anniston.
 - ii. The SC/SPOC will work with the LEA on correcting the docs.
 1. Once the docs are corrected the SC/SPOC will return the docs to the LESO Small Arms Specialist for review. Go back to step 10.
12. The SC/SPOC will send the docs to the LEA, along with notification that the small arm(s) can be shipped to Disp. Anniston.
13. The LEA will pack the small arm(s) as follows:
 - a. Chamber flag inserted.
 - i. If the chamber flags are needed, the LEA may request through the SC/SPOC that the LESO send chamber flags.
 1. The LESO will only ship the qty of chamber flags that matches the qty for turn in.
 2. The LESO will send chamber flags until there are no more to ship, at which point the LEA must acquire their own flags.
 - b. Small arm in box with LOA, 1348-1A, and serial number barcode listing (if provided).
 - c. This box will be placed inside another box to create a box within a box.
14. Shipping M16s, shotguns,.38 caliber pistols, GLOCKS, revolvers, suppressors:
 - a. The LEA will ship the small arm(s) to the following address:
 - i. DLA DS Anniston DEMIL (SYD184)
7 Frankford Ave. Bldg 104
Anniston, AL. 36201

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- b. Small arm(s) must be shipped within 30 calendar days of receiving the approval for shipment.
 - c. The LEA will provide the SC/SPOC the tracking number(s).
 - d. The SC/SPOC will forward the tracking number(s) to the LESO Small Arms Specialist.
 - i. Should the LESO Small Arms Specialist not receive the tracking number(s) within the 30 day calendar day window, the turn in will be considered cancelled.
 - ii. The SC/SPOC will be notified via email that the turn in has been cancelled
 - 1. The subject line will read, "state abbreviation, LEA, small arm type_small arm qty, "Turn In".
 - a. Ex. MT. East Pointe PD M16_5 Turn In - CANCELLED"
15. Hand delivering M16s, shotguns,.38 caliber pistols, GLOCKS, revolvers, suppressors:
- a. The LEA may hand deliver the small arm(s) after calling Disp. Anniston to schedule an appointment
 - i. POC#1 Jerrod Kirkpatrick
256-741-5462
 - ii. POC#2 Alan George
256-741-5462
 - iii. POC#3 Reginald McFadden (DEMIL Chief, use only as a last resort)
256-741-5304
 - b. Once the LEA has delivered the small arm (s), the LEA will ensure they receive a copy of the 1348-1A(s) signed by Disp. Anniston.
 - c. The LEA will send the Disp. Anniston signed 1348-1A(s) to the SC/SPOC.
 - d. The SC/SPOC will forward the 1348-1A(s) to the LESO Small Arms Specialist.
 - i. Should the LESO Small Arms Specialist not receive the 1348-1A(s) within the 30 day calendar day window, the turn in will be considered cancelled.
 - ii. The SC/SPOC will be notified via email that the turn in has been cancelled.
 - iii. The subject line will read, "state abbreviation, LEA, small arm type_small arm qty, "Turn In".
 - a. Ex. MT. East Pointe PD M16_5 Turn In - CANCELLED"
16. Closing small arms from property book:
- a. For shipped small arms:
 - i. The LESO Small Arms Specialist will monitor the Unique Item Tracking (UIT) for the small arm(s) record to show the "R" Trac , signifying that Disp. Anniston has physically received the small arm(s).
 - ii. Once the R Trac shows for the small arm(s), the LESO Small Arms Specialist will upload the R Trac to the FEPMIS record.
 - iii. After upload, the LESO Small Arms Specialist will notify the LESO Accountable Property Officer (APO) to close and remove the small arm(s).
 - iv. The LESO APO will notify the LESO Small Arms Specialist when the small arm(s) have been closed and removed.
 - v. The LESO Small Arms Specialist will then notify the SC/SPOC via email that the small arm(s) have been closed and removed.
 - b. For hand delivered small arms:

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- i. The LESO Small Arms Specialist will upload 1348-1A(s) to the FEPMIS record.
- ii. After upload, the LESO Small Arms Specialist will notify the LESO Accountable Property Officer (APO) to close and remove the small arm(s).
- iii. The LESO APO will notify the LESO Small Arms Specialist when the small arm(s) have been closed and removed.
- iv. The LESO Small Arms Specialist will then notify the SC/SPOC via email that the small arm(s) have been closed and removed.

Bureau of Alcohol, Tobacco, Firearms, and Explosives (BATFE) Notification

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

The “transferor” is the LEA.

The “transferee” is the DoD.

DLA DS Anniston
7 Frankford Ave.
Anniston, AL. 36201

The LEA must also send email notification to leso@atf.gov of the return of small arm(s) to DoD custody.

The LEA is not required to wait for BATFE approval to return the small arm(s).

It is highly encouraged that a copy of the BATFE approval be maintained by the LEA.

The LEA is responsible in confirming the BATFE has recorded the small arm(s) as being back in DoD control.