



DEFENSE LOGISTICS AGENCY

Established 1961

Small Arms



THE NATION'S LOGISTICS COMBAT SUPPORT AGENCY



Topics of Discussion

- Small arms vs. light weapons
- Allocation limits
- Approval process
- Transfer process
- Bureau of alcohol, tobacco, firearms, and explosives (ATF), and the National firearms act (NFA) division requirements
- Turn-in process
- Confiscated small arms
- Lost, stolen, destroyed (LSD) small arms
- Recovered small arms
- Small arms modifications

Small Arms vs. Light Weapons



- Per 10 U.S. Code § 2576a, the Law Enforcement Support Office (LESO) may transfer personal property of the Department of Defense (DoD), including small arms and ammunition to qualifying Law Enforcement Agencies (LEAs).
- Small arms and light weapons are defined as man-portable weapons made or modified to military specifications for use as lethal instruments of war that expel a shot, bullet, or projectile by action of an explosive.
 - Small arms include handguns, rifles, carbines, sub-machine guns, and light machine guns.
 - Light weapons are typically designed for use by two or three qualified personnel to transport. They include heavy machine guns, mounted grenade launchers, portable anti-aircraft guns, man-portable launchers of missile and rocket systems.

Small Arms vs. Light Weapons



Small arms
LESO = YES



Light weapons
LESO = NO





Allocation Limits

- Allocation limits are based on the number of compensated officers and not the number of officers at a particular time.
- Current limits are:
 - M16s (M16, M16A1, M16A2) One M16 per officer (100%)
 - M14s (M14, M14A1, XM21) One M14 per officer (100%)
 - Shotguns (M1912, 1200 Winchester, Model 162) One Shotgun per officer (100%)
 - Semi-Automatic Pistols (M1911, Glock) One each per officer (100%)
 - Revolvers (.38 revolver) One revolver per officer (100%)



Allocation Limits

- Per the Memorandum of Agreement (MOA) Section 10) Property Allocation a) The LESO shall: ii) Reserve the right to determine and/or adjust allocation limits, to include the type, quantity and location of property allocated to the State/LEA.
- Allocation limits are based on the full manning number for the agency as determined by the civil governing body.
- LESO may authorize the following acceptable over-allocation of Small Arms case-by-case based on training requirements, equipment down time (damage, routine maintenance, inspections), and other law enforcement needs:

Acceptable Over-Allocations	
# of Officers	# by type
1-10	2 or less
11-25	3 or less
26-100	5 or less
101-299	8 or less
300 or more	10 or less



Approval Process

- Small Arms Requests (SA request) are required for LEAs to be approved to receive small arms through the LESO program.
- Must use the most recent version of the SA request. (Version: September 2025).
- The SA request form must be filled out completely to avoid rejection.
- The SA request must be filled out and signed by the CLEO and State Coordinator.

CLEAR FORM **LAW ENFORCEMENT AGENCY (LEA) SMALL ARMS REQUEST**

DODAAC: _____ AGENCY NAME: _____ ORE: _____

AGENCY POC: _____

AGENCY PHYSICAL ADDRESS (as it appears in FEPMS): _____

CITY: _____ STATE: _____

ZIP: _____ EMAIL: _____

PHONE: _____ FAX: _____

PLEASE IDENTIFY TYPE & QTY OF SMALL ARMS BEING REQUESTED						
	M16 RIFLE (5.56MM)	M14 RIFLE (7.62)	SHOTGUN	PISTOL (Automatic) Glock	PISTOL (Revolver) M1911	Other platform requested? (please identify type):
QTY REQUESTED:						

The requested property is for use by the signing law enforcement agency.
Indicate the applicable law enforcement purposes below:

☐ Disaster-Related Emergency Preparedness ☐ Counter-Drug ☐ Counter-Terrorism ☐ Border Security
☐ Barricaded Suspect ☐ Hostage Rescue ☐ Active Shooter ☐ SWAT

By signing this document, the Chief Law Enforcement Official or Head of Local Federal Agency (Supervisor/Regional Agent in Charge/Special Agent in Charge (RAC/SAC)) certifies that: a) the agency listed above has the appropriate funds, license(s), safety, and operational training required to operate and maintain the requested small arms(s), b) that the agency is abiding by the current version of the LESO approved State Plan of Operation (SPO) and any SPO Addendum(s), c) that the agency has a signed copy of the SPO and any SPO Addendum(s) on file, d) the agency certifies that all information contained above is accurate, e) the request for small arms is warranted, f) authorization of the relevant local governing body or authority has been received, and g) the request for small arms has been approved in accordance with the agency's policy.

☐ The requesting agency will maintain two levels of security used to lock the small arms at all times (while issued and/or while being stored) to prevent theft and/or loss

☐ The requesting agency utilizes an acceptable custody receipt, as required in the State Plan of Operation, to maintain proper accountability

☐ The requesting agency understands no permanent modifications are authorized to be made to the small arms

CHIEF LAW ENFORCEMENT OFFICIAL OR HEAD OF LOCAL FEDERAL AGENCY (SUPERVISOR/RAC/SAC):

PRINTED NAME: _____

SIGNATURE: _____ DATE: _____

STATE OR FEDERAL COORDINATOR USE ONLY

By signing this application, I certify that as the State Coordinator/State Point of Contact, I have determined that: a) the agency meets the definition of a "Law Enforcement Agency/Activity", b) that all information contained in this application is valid and accurate, c) that the LEA is abiding by the current version of the LESO approved State Plan of Operation (SPO) and any SPO Addendum(s) and d) that the LEA has a signed copy of the SPO and any SPO Addendum(s) on file.

STATE OR FEDERAL COORDINATOR:

PRINTED NAME: _____

SIGNATURE: _____ DATE: _____

LESO USE ONLY

By signing this document, you certify that you have verified the requesting agency a) is not suspended, b) does not exceed the required allocation limits, c) the Chief Law Enforcement Official listed in the property accounting system matches the signature on the request form, d) does not have overdue receipts or transfers, e) has a point of contact listed in the property accounting system, f) and all agency information on the request form matches what is listed in the property accounting system.

WAIT LIST APPROVAL

SMALL ARMS SPECIALIST: _____ DATE: _____

TIME OF ISSUE

SMALL ARMS SPECIALIST: _____ DATE: _____

LESO TEAM LEAD: _____ DATE: _____

Page 1 Version: September 2025



Approval Process

The requested property is for use by the signing law enforcement agency.

Indicate the applicable law enforcement purposes below:

- | | | | |
|--|---|--|--|
| <input type="checkbox"/> Disaster-Related Emergency Preparedness | <input type="checkbox"/> Counter-Drug | <input type="checkbox"/> Counter-Terrorism | <input type="checkbox"/> Border Security |
| <input type="checkbox"/> Barricaded Suspect | <input type="checkbox"/> Hostage Rescue | <input type="checkbox"/> Active Shooter | <input type="checkbox"/> SWAT |

By signing this document, the Chief Law Enforcement Official or Head of Local Federal Agency (Supervisor/Regional Agent in Charge/Special Agent in Charge [RAC/SAC]) certifies that: a) the agency listed above has the appropriate funds, license(s), safety, and operational training required to operate and maintain the requested small arm(s), b) that the agency is abiding by the current version of the LESO approved State Plan of Operation (SPO) and any SPO Addendum(s), c) that the agency has a signed copy of the SPO and any SPO Addendum(s) on file, d) the agency certifies that all information contained above is accurate, e) the request for small arms is warranted, f) authorization of the relevant local governing body or authority has been received, and g) the request for small arms has been approved/is endorsed by the agency signatory listed below.

Y

- | | | |
|--|--|---|
| <input type="checkbox"/> The requesting agency will maintain two levels of security used to lock the small arms at all times (while issued and/or while being stored) to prevent theft and/or loss | <input type="checkbox"/> The requesting agency utilizes an acceptable custody receipt, as required in the State Plan of Operation, to maintain proper accountability | <input type="checkbox"/> The requesting agency understands no permanent modifications are authorized to be made to the small arms |
|--|--|---|

- Let's talk about the check boxes:
 - There are 8 check boxes to indicate the intended use for the requested property. Select which use/uses apply. Preference is given to: Counter-Drug, Counter-Terrorism Border Security and Disaster-Related Emergency Preparedness.
 - There are 3 check boxes for security, accountability and SA modifications that MUST be checked.
 - The CLEO is required to read and certify a) through g) in the paragraph.



Approval Process

CHIEF LAW ENFORCEMENT OFFICIAL OR HEAD OF LOCAL FEDERAL AGENCY (SUPERVISOR/RAC/SAC):	<input type="text"/> PRINTED NAME	<input type="text"/> DATE:
	<input type="text"/> SIGNATURE	
STATE OR FEDERAL COORDINATOR USE ONLY		
By signing this application, I certify that as the State Coordinator/State Point of Contact, I have determined that: a) the agency meets the definition of a "Law Enforcement Agency/Activity", b) that all information contained in this application is valid and accurate, c) that the LEA is abiding by the current version of the LESO approved State Plan of Operation (SPO) and any SPO Addendum(s) and d) that the LEA has a signed copy of the SPO and any SPO Addendum(s) on file.		
STATE OR FEDERAL COORDINATOR:	<input type="text"/> PRINTED NAME	<input type="text"/> DATE:
	<input type="text"/> SIGNATURE	
LESO USE ONLY		
By signing this document, you certify that you have verified the requesting agency a) is not suspended, b) does not exceed the required allocation limits, c) the Chief Law Enforcement Official listed in the property accounting system matches the signature on the request form, d) does not have overdue receipts or transfers, e) has a point of contact listed in the property accounting system, f) and all agency information on the request form matches what is listed in the property accounting system.		
WAIT LIST APPROVAL		TIME OF ISSUE
<input type="text"/> SMALL ARMS SPECIALIST	<input type="text"/> DATE:	<input type="text"/> DATE:
		<input type="text"/> LESO TEAM LEAD

- Must be reviewed/approved by:
 - Chief Law Enforcement Official (CLEO)
 - State Coordinator (SC) or State Point of Contact (SPOC) with signature authority
 - LESO Small Arms Specialist
 - LESO Team Lead
- You can download the most recent version of the SA request at the link below.
<https://www.dla.mil/Disposition-Services/Offers/Law-Enforcement/Forms/>



Equipment Custody Receipt

- Equipment custody receipt (ECR)
 - Required fields:
 - Name
 - Item nomenclature
 - Serial number
 - Qty of item
 - Printed name
 - Signature
 - Date

LESO, Equipment Custody Receipt (ECR)

* Denotes a required field

Law Enforcement Agency Information:

*Name:

Address:

Phone Number:

1033 Property issued to:

*Name: (LAST)

(FIRST)

1033 Property:

NSN:

MAKE:

*ITEM NOMENCLATURE:

MODEL:

*SERIAL NUMBER:

ITEM UNIT COST:

*QTY OF ITEM:

Statement of Physical Custody:

I am a Law Enforcement Officer of the aforementioned Law Enforcement Agency. I have physical custody of the item(s) listed above and accept personal responsibility for the property. I further understand that failure on my part to exercise responsibility for the care and protection of the item(s) listed above could result in pecuniary liability.

*PRINTED NAME: _____

*SIGNATURE: _____ *DATE: _____



Transfer Process

SMALL ARMS MUST NOT PHYSICALLY MOVE UNTIL THE 1348-1A IS PROVIDED BY LESO.

- SC/SPOC sends transfer request to the following mailbox: lesosmallarms@dl.mil

- Good subject line example:

MD_QUEEN ANNES CSO_MO DOUGLAS CSO_SHOTGUN_1_TRANSFER

- Gaining LEA SA request must be approved by SC/SPOC and LESO.
(See slides 7-11)
- ATF approval if required.
(See slide 14 for details)

1. TOTAL PRICE		2. SHIP FROM		3. SHIP TO	
UNIT PRICE		2YTJZ4		2YTDEZ	
DOLLARS		MD-QUEEN ANNES		MO-DOUGLAS	
CTS		COUNTY SHERIFFS		COUNTY SHERIFF	
		OFFICE		OFFICE	
\$108.00		\$108.00		4. MARK FOR	
5. DOC DATE		6. NMFC		7. FRT RATE	
2083					
10. QTY. RECD		11. UP		12. UNIT WEIGHT	
13. UNIT CUBE		14. UFC		15. SL	
16. FREIGHT CLASSIFICATION NOMENCLATURE					
17. ITEM NOMENCLATURE					
SHOTGUN, 12 GAGE, RIOT TYPE					
18. TY CONT		19. NO CONT		20. TOTAL WEIGHT	
21. TOTAL CUBE		22. RECEIVED BY		23. DATE RECEIVED	
Transferred From: QUEEN ANNES COUNTY SHERIFFS OFFICE (2YTJZ4) 505 RAILROAD AVENUE CENTREVILLE MD 21617 CENTREVILLE, MD 21617					
Transferred To: DOUGLAS COUNTY SHERIFF OFFICE (2YTDEZ) 209 SE 2ND AVENUE AVA MO 65608 AVA, MO 65608					
SHIPPING DOCUMENT#: MD220830003 ORIGINAL PROPERTY#: 13269MD018 ORIGINAL DTID#: 000000-0000-00000					

DD FORM 1348-1A, JUL 91 (EG) ISSUE RELEASE/RECEIPT DOCUMENT

24. DOCUMENT NUMBER
& SUFFIX (5044)

REQUISITION NUMBER
W52H099008B498

25. NATIONAL STOCK NO. & ADD (8-22)

NSN
1005009215483

26. RIC (4-6)
QTY (24-28)
CON CODE (71)
DIST (55-56)
UP (74-80)

SERIAL NUMBER

Item is hereby transferred from agency in the "SHIP FROM" block to the agency listed in the "SHIP TO" block pursuant to Title X, Section 1033 Authority terms outlined in the "Transfer Agreement". If this item is DEMIL required it will be returned via turn in procedures through LESO when no longer needed by the Law Enforcement Agency.

LESO Approval:

27. ADDITIONAL DATA



- SC/SPOC and LESO HQ must both ensure the following for the gaining LEA:
 - Has been vetted with ORI#.
 - Is not suspended.
 - Is active in FEPMIS with an active Point of Contact (POC).
 - Will not go over allocation limits.
 - Is not being investigated by DOJ.
- SC/SPOC will submit the modify for transfer in the Federal Excess Property Management Information System (FEPMIS).
- LESO will approve in FEPMIS and provide the 1348-1A to the SC/SPOC.
- SC/SPOC will forward the 1348-1A to both LEAs involved in the transfer.
- LEA needs to accept the transfer in FEPMIS after physical transfer takes place to complete the transfer.

Form 1348-1A, JUL 91 (EG) ISSUE RELEASE/RECEIPT DOCUMENT

24. DOCUMENT NUMBER: 838496 (3344)

25. ADDITIONAL DATA: 26. (25-46) 27. (25-26) 28. (25-36) 29. (25-36) 30. (25-36) 31. (25-36) 32. (25-36) 33. (25-36) 34. (25-36) 35. (25-36) 36. (25-36) 37. (25-36) 38. (25-36) 39. (25-36) 40. (25-36) 41. (25-36) 42. (25-36) 43. (25-36) 44. (25-36) 45. (25-36) 46. (25-36) 47. (25-36) 48. (25-36) 49. (25-36) 50. (25-36) 51. (25-36) 52. (25-36) 53. (25-36) 54. (25-36) 55. (25-36) 56. (25-36) 57. (25-36) 58. (25-36) 59. (25-36) 60. (25-36) 61. (25-36) 62. (25-36) 63. (25-36) 64. (25-36) 65. (25-36) 66. (25-36) 67. (25-36) 68. (25-36) 69. (25-36) 70. (25-36) 71. (25-36) 72. (25-36) 73. (25-36) 74. (25-36) 75. (25-36) 76. (25-36) 77. (25-36) 78. (25-36) 79. (25-36) 80. (25-36) 81. (25-36) 82. (25-36) 83. (25-36) 84. (25-36) 85. (25-36) 86. (25-36) 87. (25-36) 88. (25-36) 89. (25-36) 90. (25-36) 91. (25-36) 92. (25-36) 93. (25-36) 94. (25-36) 95. (25-36) 96. (25-36) 97. (25-36) 98. (25-36) 99. (25-36) 100. (25-36)

1. TOTAL PRICE: \$108.00

2. SHIP FROM: 2YTJ24

3. SHIP TO: 2YTDEZ

4. MARK FOR: MD-QUEEN ANNES COUNTY SHERIFFS OFFICE

5. DOC DATE: 2083

6. NMFC: 2083

7. FRIT RATE: 2083

8. TYPE CARGO: 2083

9. QTY. REC'D: 1

10. UNIT WEIGHT: 1

11. UNIT CUBE: 1

12. UNIT PRICE: \$108.00

13. TOTAL WEIGHT: 1

14. TOTAL CUBE: 1

15. FREIGHT CLASSIFICATION NOMENCLATURE: SHOTGUN, 12 GAGE, RIOT TYPE

16. ITEM NOMENCLATURE: SHOTGUN, 12 GAGE, RIOT TYPE

17. TY CONT: 1

18. NO CONT: 1

19. TOTAL WEIGHT: 1

20. TOTAL CUBE: 1

21. RECEIVED BY: 22. DATE RECEIVED: 23. DATE RECEIVED: 24. DATE RECEIVED: 25. DATE RECEIVED: 26. DATE RECEIVED: 27. DATE RECEIVED: 28. DATE RECEIVED: 29. DATE RECEIVED: 30. DATE RECEIVED: 31. DATE RECEIVED: 32. DATE RECEIVED: 33. DATE RECEIVED: 34. DATE RECEIVED: 35. DATE RECEIVED: 36. DATE RECEIVED: 37. DATE RECEIVED: 38. DATE RECEIVED: 39. DATE RECEIVED: 40. DATE RECEIVED: 41. DATE RECEIVED: 42. DATE RECEIVED: 43. DATE RECEIVED: 44. DATE RECEIVED: 45. DATE RECEIVED: 46. DATE RECEIVED: 47. DATE RECEIVED: 48. DATE RECEIVED: 49. DATE RECEIVED: 50. DATE RECEIVED: 51. DATE RECEIVED: 52. DATE RECEIVED: 53. DATE RECEIVED: 54. DATE RECEIVED: 55. DATE RECEIVED: 56. DATE RECEIVED: 57. DATE RECEIVED: 58. DATE RECEIVED: 59. DATE RECEIVED: 60. DATE RECEIVED: 61. DATE RECEIVED: 62. DATE RECEIVED: 63. DATE RECEIVED: 64. DATE RECEIVED: 65. DATE RECEIVED: 66. DATE RECEIVED: 67. DATE RECEIVED: 68. DATE RECEIVED: 69. DATE RECEIVED: 70. DATE RECEIVED: 71. DATE RECEIVED: 72. DATE RECEIVED: 73. 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PEOPLE ★ PRECISION ★ POSTURE ★ PARTNERSHIPS **WARFIGHTER ALWAYS**



ATF NFA Requirements

- ATF NFA small arms communication:
 - Initial ATF form requests go to NFAFAX@ATF.GOV
 - Registration confirmation and submitted form status checks:
 - Send to LESO@ATF.GOV
 - SC/SPOC/LEA will work with ATF to confirm registration.



NFA Regulated (ATF Form 10)



Non-NFA (ATF Registration not required)





Turn-In Process

- LESO and SC/SPOC requirements:
 - SC/SPOC notifies LESO of small arms requiring turn-in via email.
 - If small arms are serviceable, a national data call is sent to see if there is interest from a LEA in another state.
- Data call last for 7 days.
- If there is no interest from another LEA or small arms are unserviceable, LESO small arms specialist will provide needed documents and instructions for turn-in to SC/SPOC.
- SC/SPOC will forward to LEA.
 - Turn-in packet
 - Turn-in checklist





Turn-In Process

- LEA Responsibilities:
 - Complete LEA Safety Certification.
 - If modified (photo #1), must assemble back to original configuration (photo #2).
 - Insert chamber safety flag (photo #3 - only required for small arms sent to Anniston, Bldg.104).
 - Ensure small arms are packed securely with approved turn-in documents inside box(es)

NOTE: Turn-in packet and checklist shown on next few slides





Turn-In Process

• Turn-in packet step 1

DO FORM 1285-1A, JUL 91 EDITION
ISSUE RELEASE/RECEIPT DOCUMENT
1-1 (10/01/00)

1. TOTAL PAGE 2. SUBMITTER 3. SUPPLIER
24THH4 310194
HOMWOOD POLICE DEPT DLA DS ANNISTON DEMIL (SASP)

4. MARK FOR 5. UNIT PREFIX
6. TYPE SWDGD 7. PG
8. QTY REQD 9. UNIT WEIGHT 10. UNIT CURE 11. UPC 12. S. N.

13. FREIGHT CLASSIFICATION NOMENCLATURE
14. ITEM NOMENCLATURE
15. ITEM SERIAL NUMBER
16. ITEM DATE
17. RECEIVED BY 18. DATE RECEIVED

TURN-IN DOC NUM (DTID): ZYSARM51277400
NSN: 1005000739421

SERIAL NUMBER
PLEASE SEE SERIAL NUMBER LISTING ATTACHED

FROM: HOMWOOD POLICE DEPT
8081 HOBBS HWY 354095342 hony.hobbs@alabama.gov
310 WEST VALLEY AVE.
HOMWOOD, AL 35209
HOMWOOD, AL 35209
TO: DLA DS ANNISTON DEMIL (SASP) (SYD184)
7 FRANKFORD AVE
BLDG 104
ANNISTON, AL 36201-4199

LESO Approval:
Digitally Signed By: Anthony Newman (anthony.newman@dlamail)
Digitally Signed On: 2020-05-07 05:43:56.170-05:00 America/Chicago
Passport: 101.24422759-9a65-4b7a-8069-b6c9b069384-0681787756

LESO authorizes DLA DS sites discretionary authority to change Condition Codes (CC)

THE LAW ENFORCEMENT AGENCY MUST COMPLETE THE SAFETY CERTIFICATION PRIOR TO SHIPPING MATERIAL

-- LAW ENFORCEMENT AGENCY SAFETY CERTIFICATION --

CERTIFICATION STATEMENT:
The material listed on this form has been inspected, or undergone the application of expert knowledge, and to the best of my knowledge and belief, does not pose an explosive hazard. All small arms have been thoroughly inspected, including the chamber, cylinder, barrel, magazine and any buttstock storage compartment, and is certified to be clear of any live ammunition. Governmental/State sworn law enforcement officers, by nature of their experience, are inherently trained and able to identify live munitions and meet the minimum requirements outlined in Table 1 of DoDM 4140.72.

SIGNATURE (Certified By): _____ DATE: _____
PRINTED NAME/RANK: _____
PHONE: _____
ADDRESS: _____

SIGNATURE (Verified By): _____ DATE: _____
PRINTED NAME/RANK: _____
PHONE: _____
ADDRESS: _____

SERIAL NUMBER TRACKING

TURN-IN DOC NUM (DTID): ZYSARM3024T103
NSN / MCN: 1005000739421 ITEM: RIFLE, 5.56 MILLIMETER

COUNT	WEAPON SERIAL NUMBER	BARCODED SERIAL NUMBER
1	5429842	
2	5430072	
3	5431298	
4	5430832	

2 of 3

**** FOR DISPOSITION SERVICES PERSONNEL ONLY ****

TITLE: MDAS CERTIFICATE

Requirements:

The explosives safety status of MPPEH must be determined by:

(a) 100-percent visual inspection and an independent 100-percent re-inspection by qualified personnel;

(b) Processing by a DDESB-approved method with appropriate post-processing inspection (e.g., sampling) of the material; or

(c) Application of DoD Component-approved expert knowledge. A certification or verification statement as shown must be signed and dated by a DoD contracted person or a government employee.

This documentation is only valid if the material listed is properly segregated and secured, and the chain of custody is maintained until the material's release from DoD control.

Disposal Turn-In Document: ZYSARM3024T103 Quantity: 00004

National Stock Number or Description: 1005000739421 / RIFLE, 5.56 MILLIMETER

Certification Statement

The material listed on this form has been inspected, processed by Department of Defense Explosive Safety Board (DDESB) - approved means, or undergone the application of expert knowledge, in compliance with DoD policy, and to the best of my knowledge and belief, does not pose an explosive hazard.

Signature: _____
Date: _____
Printed Name/Position: _____

Organization/Address: DLA DS ANNISTON DEMIL (SASP), 7 FRANKFORD AVE BLDG 104, ANNISTON, AL 36201-4199

Phone (Commercial/Defense Switched Network (DSN)/Fax)/E-mail Address: 256.676.2518 / use6_disposycatannistonsmallarmdemil@dlamail

Signature: _____
Date: _____
Printed Name/Position: _____

Organization/Address: DLA DS ANNISTON DEMIL (SASP), 7 FRANKFORD AVE BLDG 104, ANNISTON, AL 36201-4199

Phone (Commercial/Defense Switched Network (DSN)/Fax)/E-mail Address: 256.676.2518 / use6_disposycatannistonsmallarmdemil@dlamail

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Turn-In Process

- Step 1 turn-in checklist

STEP 1: TURN-IN REQUEST CHECKLIST

- ☐ **CHECKLIST ITEM #1:** **CLEAR ALL WEAPON CHAMBERS, BARRELS & BUTTSTOCKS OF AMMUNITION.** Weapon shipments received at Anniston, Alabama are often immediately processed for destruction. Processing weapons that have not been properly cleared of ammunition can be deadly for DoD personnel! Individuals clearing weapons must complete the Safety Certification Statement below.
- ☐ **CHECKLIST ITEM #2:** Insert a "Chamber Safety Flag" into the chambers of all M16s, shotguns, Glock pistols, or revolvers. M14s and M1911/45 caliber pistols do not require a "Chamber Safety Flag".
- ☐ **CHECKLIST ITEM #3:** Complete the Safety Certification Statement on the bottom of the DD Form 1348-1A (turn-in document). The Signatures need to be wet or digital (with the certificate page). Adobe sign feature is not acceptable. Anniston will fill out the subsequent blank, pre-populated MDAS certificate in the turn-in packet (This is the document following the Serial Number Tracking Sheet).

DD Form 1348-1A
(turn-in document)

Safety Certification
Statement

The image shows a sample of the DD Form 1348-1A and the Safety Certification Statement. The form is divided into two main sections. The top section is the DD Form 1348-1A, which includes a header with 'DD FORM 1348-1A' and 'PLATE 107'. It contains a barcode, a title 'TURN-IN REQUEST', and a section for 'PROPERTY INFORMATION'. The bottom section is the 'SAFETY CERTIFICATION STATEMENT', which includes a 'CERTIFICATION STATEMENT' and a 'SIGNATURE' section. The signature section has two rows, each with a signature line, a printed name line, a phone number line, and an address line. The first row is signed by 'John Doe' and the second by 'Jane Doe'. The date is '07 May 2025'.

- ☐ **CHECKLIST ITEM #4:** Email the DD Form 1348-1A/Safety Certification Statement to your State Coordinator's Office for review. The State Coordinator's Office will email these documents to the LESO Small Arms Specialists for approval. Once approved, LESO Small Arms Specialists will provide the Step 2 Checklist, please do not pack, ship, or deliver the small arms until Step 2 Approve to Ship/Deliver is provided.

Version May 2025



- Turn-in packet step 2

COUNT	WEAPON SERIAL NUMBER	BARCODED SERIAL NUMBER
1	5429842	
2	5430072	
3	5431298	
4	5430832	

PEOPLE ★ PRECISION ★ POSTURE ★ PARTNERSHIPS **WARFIGHTER ALWAYS**



Turn-In Process

- Step 2 turn-in checklist page 1.

STEP 2: APPROVED TO PACK & SHIP CHECKLIST:

Note-If you are electing to hand-deliver weapons to Anniston, Alabama use page 2 only.

☐ **CHECKLIST ITEM #1: CLEAR ALL WEAPON CHAMBERS, BARRELS & BUTTSTOCKS OF AMMUNITION.** Weapon shipments received at Anniston, Alabama are often immediately processed for destruction. Processing weapons that have not been properly cleared of ammunition can be deadly for DoD personnel!! Individual clearing weapons must certify safety statement.

☐ **CHECKLIST ITEM #2:** Obtain boxes for weapons being returned to Anniston, Alabama. All weapons being returned to DoD control at Anniston, Alabama must be shipped in two layers of boxes (i.e., a box inside another box).



Example of double-layered boxes required for shipment.

☐ **CHECKLIST ITEM #3:** Box up weapons by type (this is required because weapons are shipped to two different buildings at Anniston, Alabama which are managed by different Commands).

- M14s and M1911/.45 caliber pistols may be packaged in same double-layered boxes.
- M16s, shotguns, Glock pistols, or revolvers may be packaged in same double-layered boxes.

☐ **CHECKLIST ITEM #4:** Verify all double-layered boxes do not exceed 51 lbs. For larger shipments, use multiple packages to ensure DoD personnel can safely handle each box. The average weapon weights are provided below:

- M14 rifles-weigh approximately 10 lbs. each (*maximum of 5 rifles per double-layered box*)
- M16 rifles-weigh approximately 7 lbs. each (*maximum of 7 rifles per double-layered box*)
- Shotguns-weigh approximately 7 lbs. each (*maximum of 7 shotguns per double-layered per box*)
- Pistols-weigh approximately 3 lbs. each (*maximum of 17 pistols per double-layered box*)

☐ **CHECKLIST ITEM #5: PRIOR TO SEALING DOUBLE-LAYERED BOXES, CLEAR ALL BOXES OF AMMUNITION.** Agency must ensure double-layered shipping boxes do not contain ammunition, casings, or other related or miscellaneous items.

☐ **CHECKLIST ITEM #6:** Prior to sealing up double-layered boxes, place all LESO-approved DD Form 1348-1A (turn-in documents), with Safety Certification Statement, Serial Number Tracking Sheet, and pre-populated Material Documented as Safe (MDAS) Form inside the inner box. Do not put turn-in documents on the outside of boxes.

- If multiple double-layered boxes are being shipped to Anniston, Alabama, each inner box must contain the turn-in documents. *Please highlight on the Serial Number Tracking Sheet which weapon serial numbers are contained within each inner box.*

☐ **CHECKLIST ITEM #7:** M14s and M1911/.45 caliber pistols do not require a "Chamber Safety Flag". Ship weapons to:

➤ DLA Distribution Anniston DEMIL (SW3120)
7 Frankford Avenue, (Building # 360) Anniston,
Alabama 36201

☐ **CHECKLIST ITEM #8:** Insert a "Chamber Safety Flag" into chamber of all M16s, shotguns, Glock pistols, or revolvers. Once "Chamber Safety Flags" are inserted into chambers, ship weapons to:

➤ DLA Disposition Services Anniston DEMIL (SYD184)
7 Frankford Avenue, (Building # 104) Anniston,
Alabama 36201

☐ **CHECKLIST ITEM #9:** Once weapons are shipped, email the Postal Tracking Number to your State Coordinator's Office. The State Coordinator's Office will email the Postal Tracking Number to the LESO Small Arms Specialists.



Turn-In Process

- Step 2 turn-in checklist page 2.

HAND DELIVERY CHECKLIST:

☐ CHECKLIST ITEM #1: **CLEAR ALL WEAPON CHAMBERS, BARRELS & BUTTSTOCKS OF AMMUNITION.** Weapon shipments received at Anniston, Alabama are often immediately processed for destruction. Processing weapons that have not been properly cleared of ammunition can be deadly for DoD personnel! Individual clearing weapons must certify safety statement.

☐ CHECKLIST ITEM #2: Call Anniston to schedule hand delivery appointment (weapons will not be accepted without appointment). Agencies wishing to hand deliver both types of weapons (as identified below) must call Building # 360 first, then must call Building #104. If you are only hand delivering weapons to one of the buildings, please only contact that building.

a. M14s and M1911/.45 caliber pistols do not require a "Chamber Safety Flag" and must be returned to DLA Distribution at Anniston, Alabama (Building # 360).

1. *Main POCs (Transportation Office) Email: ddaa.transportation@dla.mil
 - a. Christopher Washington (Transportation Scheduler) Phone: 256-235-7352
 - b. Kisha Turner (Transportation Scheduler) Phone: 256-676-2627
 - c. Leon Fox (Supervisor) Phone: 256-676-2894
 - d. 1st Alt. -Jeffrey Shaver (Branch Chief): Phone: 256-676-2618
 - e. 2nd Alt. -Timothy Kelly (Receiving Supervisor): Phone: 269-676-2628
 - f. 3rd Alt. -Receiving Door General Phone Number: 256-676-2699

b. M16s, shotguns, Glock pistols, or revolvers require a "Chamber Safety Flag" be inserted into the chamber and must be returned to DLA Disposition Services at Anniston (Building # 104).

1. *Main POCs Email: DispSvcSmallArmsDemilAnniston@dla.mil
 - a. Jerrod Kirkpatrick Phone: 256-676-2507
 - b. Marci Gardner Phone: 256-294-2924 / 256-676-2531

☐ CHECKLIST ITEM #3: Email your appointment date to your State Coordinator's Office. The State Coordinator's Office will email this information to the LESO Small Arms Specialists.



Turn-In Process

- Packaging for shipment:
 - Securely packed, a box within a box.
 - For safety of shipment and single man lifting, the National Institute for Occupational Safety and Health (NIOSH) standard is 51 lbs. max.
 - M14 – Approx. 10 lbs. each (5 per box max).
 - M16 – Approx. 7 lbs. each (7 per box max).
 - Shotguns – Approx. 7 lbs. each (7 per box max).
 - Pistols – Approx. 3 lbs. each (16ea in a box max).

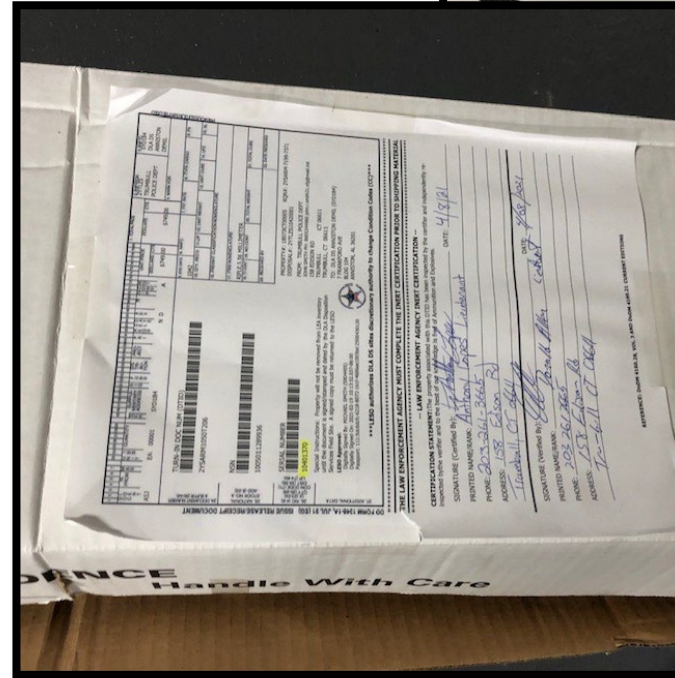
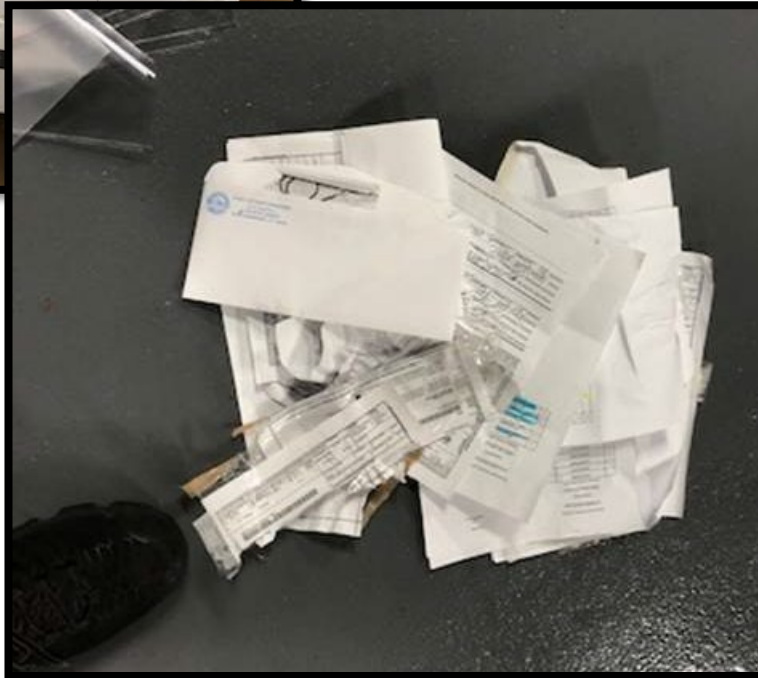
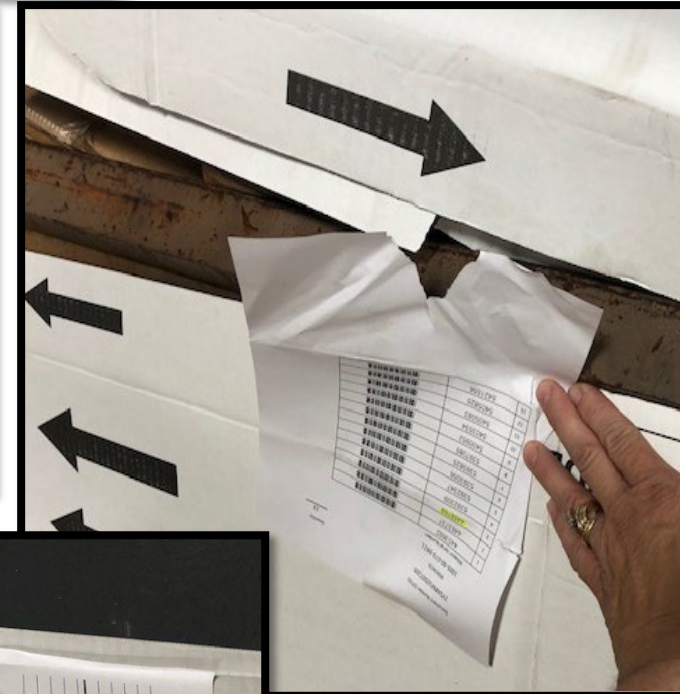


What
NOT
To Do!!





Turn-In Process





Turn-In Process





Confiscated Small Arms

- There are two types of confiscation:
 - Confiscation due to investigation by ATF, DCIS, OIG, LEA, or other 3rd party investigators. This will be tracked as confiscated until the investigation is complete and small arm(s) is returned to the LEA or DoD custody.
 - Emergency transfer due to LEA disbandment, compliance issue, accountability concerns, or other situations as required. This will be tracked as a confiscated emergency transfer until the small arm(s) is transferred to another LEA or DoD custody via turn-in.



Confiscated Small Arms

- Steps to take upon confiscation due to investigation:
 - Notify LESO small arms specialist at lesosmallarms@dla.mil
 - The email should contain as much information as possible to include:
 - The LEA that the confiscated small arm(s) is assigned to in FEPMIS.
 - The 3rd party investigator that confiscated the small arm(s) and Point of Contact (POC).
 - When was the small arm(s) confiscated.
 - Small arm(s) type.
 - Small arm(s) serial number.
 - Police report.



Emergency Transfer

- Steps to take upon confiscation emergency transfer:
 - Notify LESO small arms specialist at lesosmallarms@dla.mil
 - The email should contain as much information as possible to include:
 - The LEA that the small arm(s) are assigned to in FEPMIS.
 - The LEA that the small arm(s) are being emergency transferred to and POC.
 - When were/are the small arm(s) being physically transferred.
 - Small arm(s) type.
 - Small arm(s) serial number.
 - LESO small arms specialist will notify the SC/SPOC when to submit the modify for transfer(s) in FEPMIS.
 - LESO small arms specialist will provide the 1348-1A to the SC/SPOC.
 - SC/SPOC will make sure the small arm(s) transfer is accepted in FEPMIS.



Lost, Stolen, Destroyed (LSD) Small Arms

- The SC/SPOC has 24 hours from the LEA's discovery of any lost, stolen, destroyed (LSD) LESO small arm(s), to provide an email notification to all the following:
 - LESO Branch Chief and Team Leads.
 - LESO Small Arms Specialist at lesosmallarms@dla.mil
- The email should contain as much information as possible to include:
 - LEA that reported LSD small arm.
 - When was the small arm LSD.
 - Small arm type.
 - Small arm serial number.





Lost, Stolen, Destroyed (LSD) Small Arms

- The SC/SPOC has 72 hours from the LEA's discovery of any LSD LESO small arms, to provide the following:
 - Official police report.
 - National Crime Information Center Database (NCIC) entry.
 - NCIC entry should include statement: "Government Property Please Contact 1-800-532-9946"
 - DD200
 - Suspension letter depending on state or LESO level suspension.
 - Change of Status (COS) initiated in FEPMIS.
- The LEA will be suspended from the LESO Program for a minimum of 60 Days.
 - The LESO Branch Chief will implement a longer suspension, and possibly other administrative action, for negligent LSD small arms, or multiple incidents for one LEA.





Recovered Small Arms

- When a lost or stolen LESO small arm is recovered, SC/SPOC notification must include the following:
 - Photo of the recovered small arm with serial number visible.
 - NCIC entry of clear or closed.
 - Police report referencing recovery.





Modifications

- Non-permanent modifications to LESO small arms is authorized.
- Examples of modifications that can be made:
 - Upper receiver change
 - Barrel swap
 - Hand guard switch
 - Butt stock change





Modifications

- Cannibalization of small arms is not authorized. All small arms parts are to be retained and accounted for in a secured location under the original serial number for the small arm until disposition is determined. Small arm parts that have been temporarily removed must be accounted for by serial number in a separate container. These parts shall not be installed on other LESO small arms, or other non-LESO/LEA-owned small arms.
- Small arms must be returned to original configuration at the time of turn in or transfer.

NOT APPROVED



APPROVED



