

## SMALL ARMS TRANSFER INSTRUCTIONS

### **LEAs not to move small arm(s) until LESO has issued 1348(s)**

*State Coordinator/State Point of Contact (SC/SPOC) must ensure the small arms are currently registered with the LEA (Law Enforcement Agency) in possession of them per the ATF.*

- *Begin at step 5 if this is attached to reply email from the LESO Small Arms Specialist*
1. LEA submits transfer request to SC/SPOC
  2. The SC/SPOC will verify:
    - The Small Arms Justification is fully completed, and signed by the LEA CLEO (Chief Law Enforcement Official), the LEA Small Arms POC (if applicable), and the SC/SPOC with signature authority
    - Gaining LEA is not suspended
    - Gaining LEA has State Plan of Operation uploaded in FEPMIS
    - Gaining LEA is active in FEPMIS with a Point of Contact (POC) listed
    - Gaining LEA will not go over allocation limit (1/1)
  3. The SC/SPOC submits transfer request to the LESO Small Arms Specialist with the Small Arms 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 LESO Small Arms Specialist will verify:
    - The Small Arms Justification is fully completed, and signed by the LEA CLEO, the LEA Small Arms POC (if applicable), and the State Coordinator/Designee with signature authority
    - Gaining LEA is not suspended
    - Gaining LEA has State Plan of Operation uploaded in FEPMIS
    - Gaining LEA is active in FEPMIS with a Point of Contact (POC) listed
    - Gaining LEA will not go over allocation limit (1/1)
    - Gaining LEA is not being investigated by DOJ
  5. LESO notification to state:
    - If the gaining LEA has met all requisites for:
      - NFA small arms (M16 platform, M14 platform, noise suppressors, and noise silencers) - the LESO Small Arms Specialist will notify the SC/SPOC that the losing LEA may submit the ATF Form 5
      - Non NFA small arms (pistols, revolvers, and shotguns) – the LESO Small Arms Specialist will notify the SC/SPOC that the losing LEA may submit the modify in FEPMIS
    - If the gaining LEA has not met the requisites:

- The LESO Small Arms Specialist will notify the SC/SPOC the transfer is denied and will state the reason why
6. The SC/SPOC will notify the losing LEA to:
    - For NFA small arms (M16 platform, M14 platform, noise suppressors, and noise silencers):
      - Submit the ATF Form 5
      - Notify the SC/SPOC when the ATF Form 5 is returned approved with the date of approval
    - For non NFA small arms (pistols, revolvers, and shotguns) – submit the modify in FEPMIS
      - \*Go to step 8 for non NFA*
  7. When the SC/SPOC is notified that the ATF Form 5 has been returned approved with the date of approval, they will:
    - Notify the LESO Small Arms Specialist that the ATF Form 5 has been returned approved with the date of approval
    - Provide the serial number(s) that were submitted on the ATF Form 5 and or the property number(s) associated with those serial number(s) to the LESO Small Arms Specialist
    - **DO NOT SEND THE ATF FORM 5 TO THE LESO!!!**
    - Notify the losing LEA to submit the transfer in FEPMIS for in state transfers
      - \*For state to state transfers proceed to step 13*
  8. The SC/SPOC will approve the transfer(s) in FEPMIS
  9. The LESO Small Arms Specialist will verify:
    - The qty requested in FEPMIS is the qty approved for transfer
    - That the losing and gaining LEAs are the LEAs that were requested
  10. Once the LESO Small Arms Specialist has verified that the transfer(s) are the correct ones, the LESO Small Arms Specialist will send the serial number(s) and associated property number(s) to the LESO Accountable Property Officer (APO) for approval in FEPMIS
  11. Once the transfer(s) have been approved by the LESO APO, the LESO APO will send the signed 1348(s) to the LESO Small Arms Specialist
  12. The LESO Small Arms Specialist will then send the SC/SPOC the signed 1348(s), this is notification that the transfer(s) have been approved in FEPMIS, and the small arm(s) may physically move

**\*The gaining LEA has 30 days to accept the small arms in FEPMIS**

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

13. The LESO Small Arms Specialist will:
  - Verify each serial number and associated property number sent by the SC/SPOC is in fact on the losing LEAs property book
  - Send the serial number and associated property number to the LESO APO for processing in FEPMIS

14. Once the transfer(s) have been approved by the LESO APO, the LESO APO will send the signed 1348(s) to the LESO Small Arms Specialist
15. The LESO Small Arms Specialist will then send the SC/SPOC the signed 1348(s), this is notification that the transfer(s) have been approved in FEPMIS, and the small arm(s) may physically move

**\*The gaining LEA has 30 days to accept the small arms in FEPMIS**

Additional Information:

\*The LEA will receive automatic email notifications at day 14 if the small arm(s) have not been accepted in FEPMIS

\*If the small arm(s) have not been accepted in FEPMIS at day 30:

- The LEA will receive automatic email notifications of outstanding pending transfers
- Further transfers will be denied
- RTD requisitions will be denied

\*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. This is if the outer box is damaged in-route, the inner box will retain its integrity