

SMALL ARMS TRANSFER INSTRUCTIONS

Law Enforcement Agencies (LEA) shall not physically transfer small arms until receiving a LESO-approved 1348 document from their State Coordinators (SC) office.

Questions? Please contact your SC office at:

<https://www.dla.mil/Disposition-Services/Offers/Law-Enforcement/State-Coordinators/#table-of-contents>

Prior to requesting a transfer of small arms, SC office must ensure National Firearms Act (NFA) weapons are properly registered with the ATF.

1. The LEA submits a transfer request by contacting their SC office.
2. The SC office will verify:
 - Gaining LEA has been vetted with Originating Agency Identifier (ORI) number
 - Gaining LEA is not suspended or restricted
 - Gaining LEA has a signed/approved Application for Participation uploaded in FEPMIS
 - Gaining LEA has a signed/approved State Plan of Operation (SPO) on file
 - Gaining LEA has a signed/approved SPO Addendum on file
 - Gaining LEA is active in FEPMIS with a Station Contact listed
 - Gaining LEA will not exceed established allocation limits (1/1)
3. The SC office submits a transfer request via email to the LESO Small Arms Specialist (SAS) with the Small Arms request (SA request) attached
 - The SC office will review the SA request to ensure it is complete and signed by the LEA Chief Law Enforcement Official (CLEO); then sign and (submit via email) the SAS at LESOSmallArms@dla.mil
 - The email subject line will read, “State abbreviation, _losing LEA_ State abbreviation, _Gaining LEA_ Small arm type_ Small arm qty_ Transfer”
Example: FL_Citrus CSO_FL_Webster PD_M16_6_Transfer
4. The LESO SAS will:
 - Review and process the SA request
 - Send approved SA requests via email to the SC office with further instructions
5. The SC office will:
 - Ensure the modification for transfer is submitted in FEPMIS (the LEA and/or SC office may submit the modification)
 - Email the SAS at LESOSmallArms@dla.mil when the modification for transfer is submitted

6. The LESO SAS will:

- Review the modification transactions as submitted by the SC office, then ensure approved transfer documents are created (approved transfer documents are referred to as “DD Form 1348-1a”).

7. The LESO SAS will send approved DD Form 1348-1a to the SC office.

8. The SC office will forward approved DD Form 1348-1a to the LEA.

9. Once the LEA receives the approved DD Form 1348-1a, the small arms may physically be transferred from the “losing” LEA to the “gaining” LEAs.

Additional Information:

- The “gaining” LEA has 30 days to execute the physical transfer and accept the small arms electronically within FEPMIS
 - The “gaining” LEA will receive automatic email reminders 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

Note: 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

