

## TURN IN PROCEDURES FOR Air Rifles

### 1. Turn-in to the Civilian Marksmanship Personnel (CMP)

- The school(s) will send or email memorandum to Anthony Ross ([anthony.b.ross12.civ@mail.mil](mailto:anthony.b.ross12.civ@mail.mil)) or SFC Artis James ([james.c.artis8.mil@mail.mil](mailto:james.c.artis8.mil@mail.mil)) at 4<sup>th</sup> Brigade JROTC HQ's with the following information from their primary hand receipt: Line Number, NSN, Item description, serial number and quantity. Brigade Supply will send memorandum to Cadet Command G-4 requesting documents for their air rifles turned-in to CMP; G-4 PBO Clerk will prepare required turn-in documentation (DD Form 1348-1A), and contract CMP requesting shipping boxes and shipping labels. G4 PBO Clerk will advise how many bundles of rifles they will be shipping and CMP will then mail the required number of pre-paid shipping labels to the school. G4 Clerk will also CC you in this email to CMP.
- School must retain 1348 from G-4 PBO Clerk and the boxes and shipping labels from CMP to ship Air rifle to CMP.
- The boxes should be taped together in bundles of 4 to reduce the number of shipping units and the cost to ship.  
Example: School has 20 rifles to return. They would tape boxes into 5 Bundles of four rifles and CMP would send 5 shipping labels
- The school can then contact FedEx for pickup of the packages. A copy of the 1348-1A verifying the serial numbers must be included in the shipment, along with a fax # or email address.
- Upon receipt of the weapons, CMP personnel will verify the serial numbers on turn-in documentation (DA Form 1348-1A) and fax or email back to the school. If there is a discrepancy, the Civilian Marksmanship Personnel will notify the individual schools for correction.
- The school will contact CMP at 256-835-8455 x 406, if you haven't received your boxes and shipping labels with-in five – seven working days.
- If you have any questing please contract Anthony Ross, 910-396-6085 ([anthony.b.ross12.civ@mail.mil](mailto:anthony.b.ross12.civ@mail.mil)) or SFC Artis James, 910-643-4537 ([james.c.artis8.mil@mail.mil](mailto:james.c.artis8.mil@mail.mil))