

TURN IN PROCEDURES FOR 4.5mm Air Rifles

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

- The school will notify the support installation that their rifles will be turned-in to CMP; prepare required turn-in documentation (DD Form 1348-1) ...be sure to include a POC/phone/fax #.
- The school must retain the boxes in which Daisy ships the new rifles and use same boxes for the shipment of the old rifles 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 will contact CMP (Gwen Massey/CMP, gmassey@odcmp.com, 256-835-8455 x 1128) and 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.
- The school can then contact FedEx for pickup of the packages. A copy of the 1348-1 verifying the serial numbers must be included in the shipment, make sure you have fax number on the document.
- Upon receipt of the weapons, CMP personnel will verify the serial numbers on turn-in documentation (DA Form 1348-1) and fax back to the school. If there is a discrepancy, the Civilian Marksmanship Personnel will notify the individual schools for correction.

2. Air Rifles Transferred to SROTC

JROTC units may lateral transfer air rifles to a SROTC unit that are authorized air rifles on their TDA.

3. DA Form 4610-R - TDA

School will prepare one (1) DA Form 4610-R to delete old rifles and add new rifles on same form to submit thru brigade to CC.