# Firearms User Guide – SASP Access

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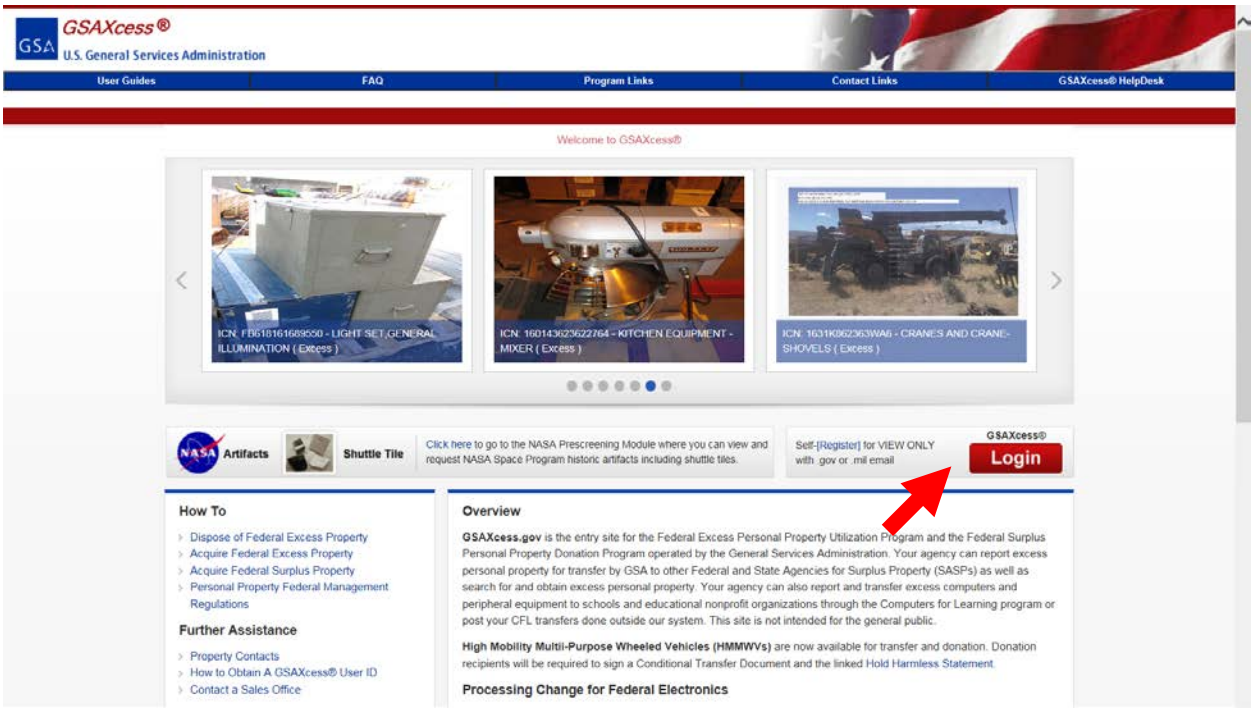
# Firearms User Guide – SASP Access

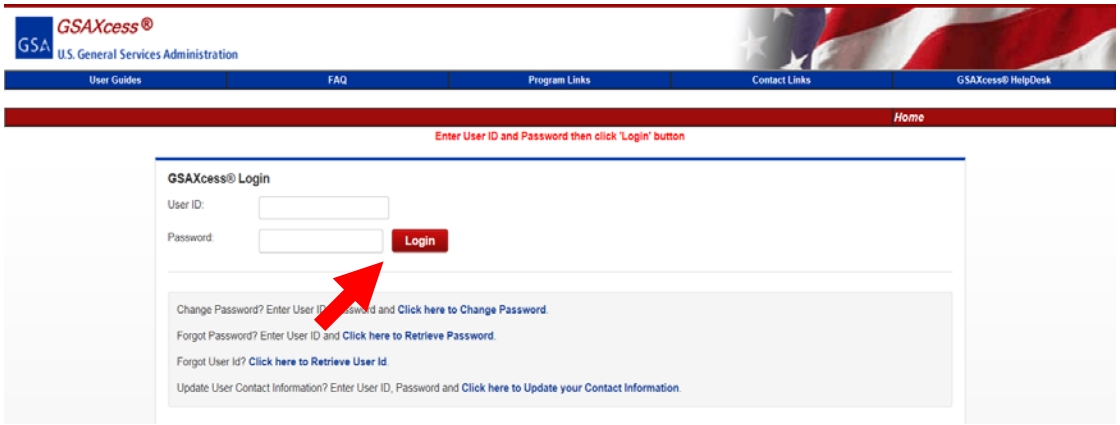
## 1. SASP Access to Firearms Inventory

### *a. How Do I Login to GSAXcess®?*

Visit the GSAXcess® home page at http://gsaxcess.gov. You will see the home page as shown below. Click on the red "Login" button.

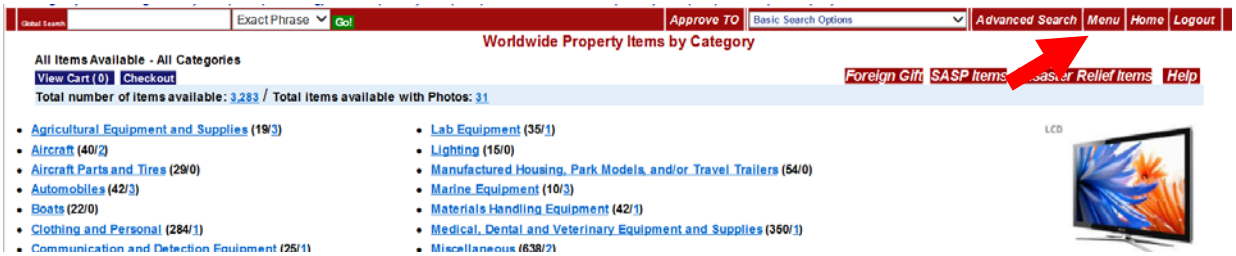



Enter your User ID and Password to login.



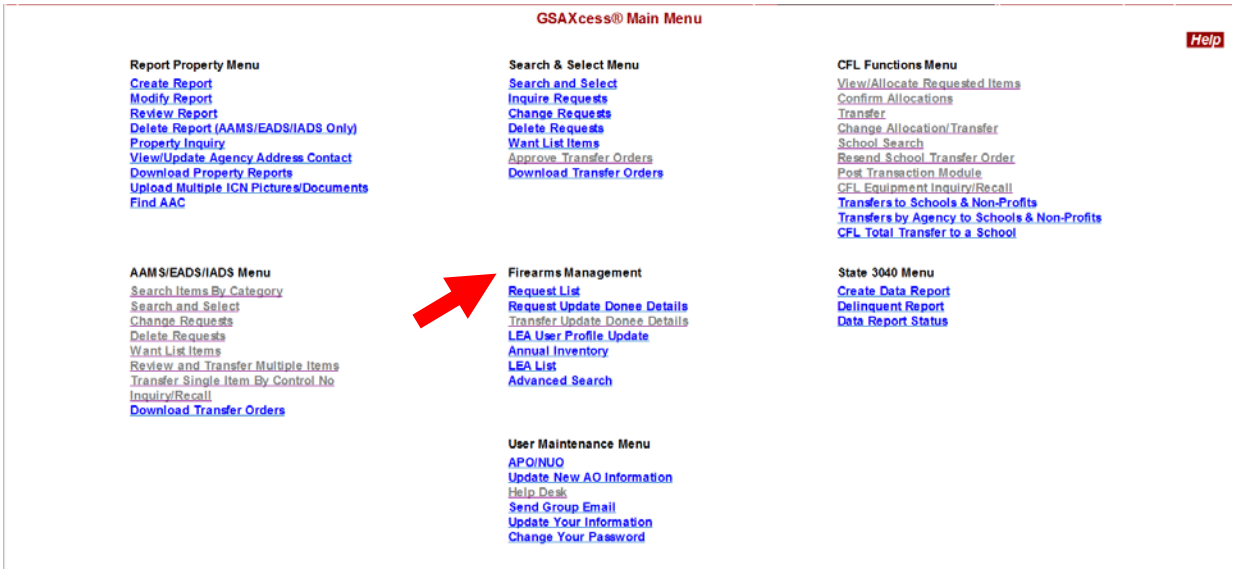
## 2. Firearms Menu

Click on the Menu from the main page to access the Firearms Menu. See screenshot below.



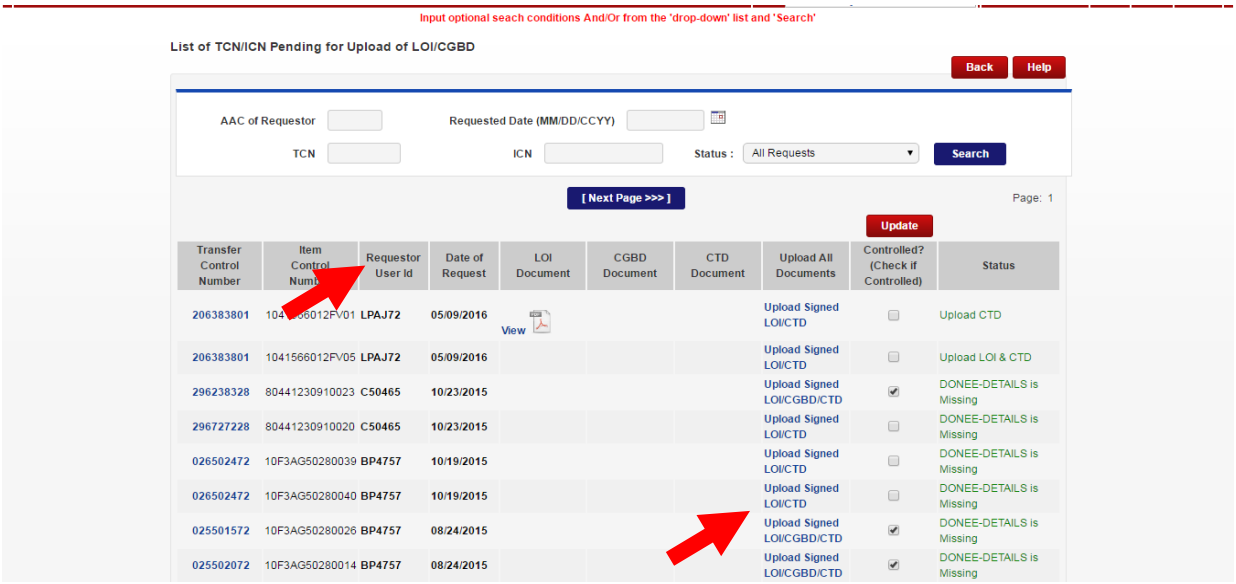

As a SASP, you have access to the following screens.

- Request List – You can access the current requests for your state. Upload Letter of Intent ([LOI], Application Letter)/Conditional Transfer Document (CTD) documents.
- Request Update Donee Details – You can update the Donee details of the item that is requested but not yet transferred.
- LEA User Profile Update – You can update the LEA POC information.
- Annual Inventory – Inventory of the active firearms for each LEA.
- LEA List – List of all the LEAs for your state
- Advanced Search – A robust search function where you can search for any firearm in your state regardless of the status.

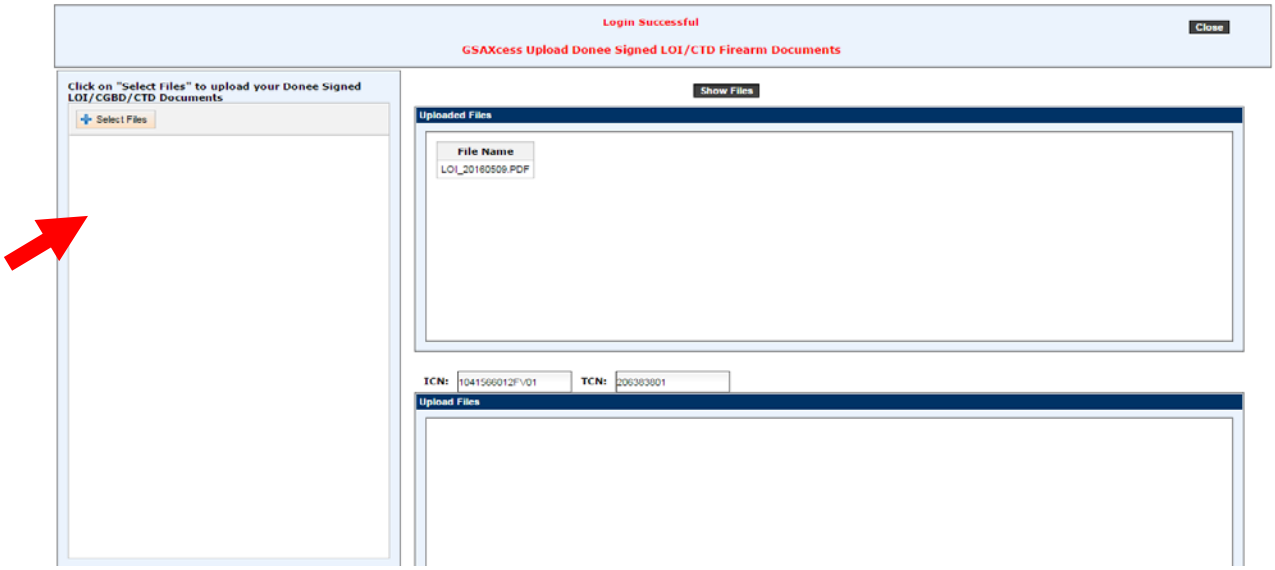


## 3. Request List

This screen allows you to view all the active requests (items that have not been transferred yet) for firearms. Users can also upload the LOI and CTD for the requests. A search can be performed to lookup items by TCN (Transfer Control Number), ICN (Item Control Number), Requested Date, and Item Status. See screenshots below for locations on the main menu and search results.




To upload a LOI/CTD, click on the "Upload Signed LOI/CTD" link for any TCN/item. The following page shown below opens. Clicking on "Select Files" will open a file selection window. Select the file to be uploaded.



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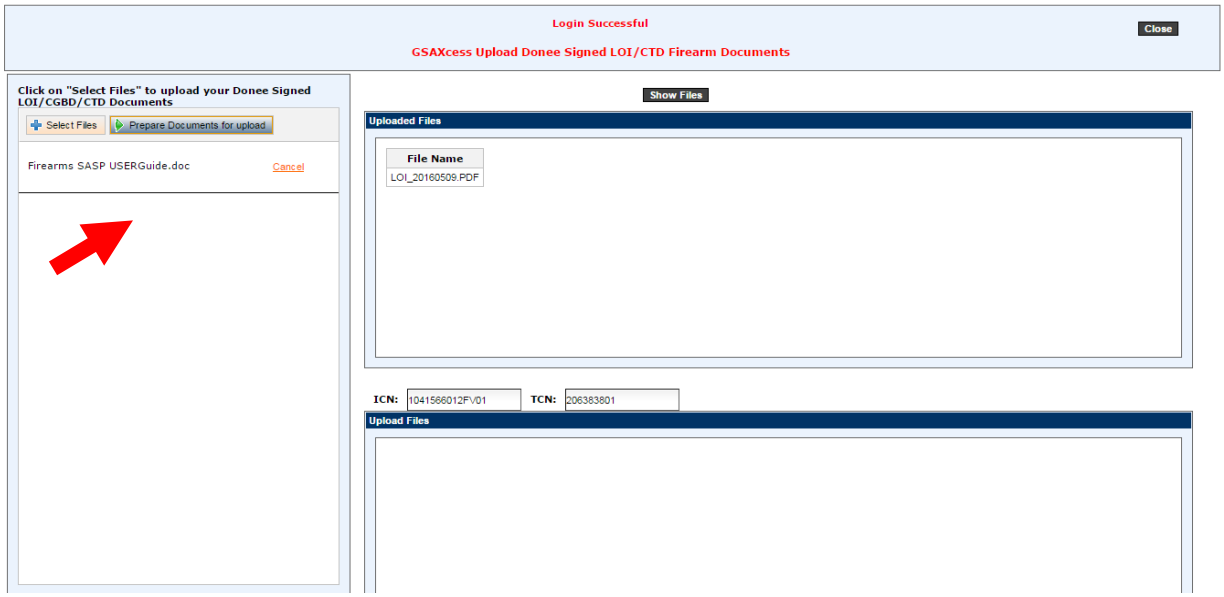
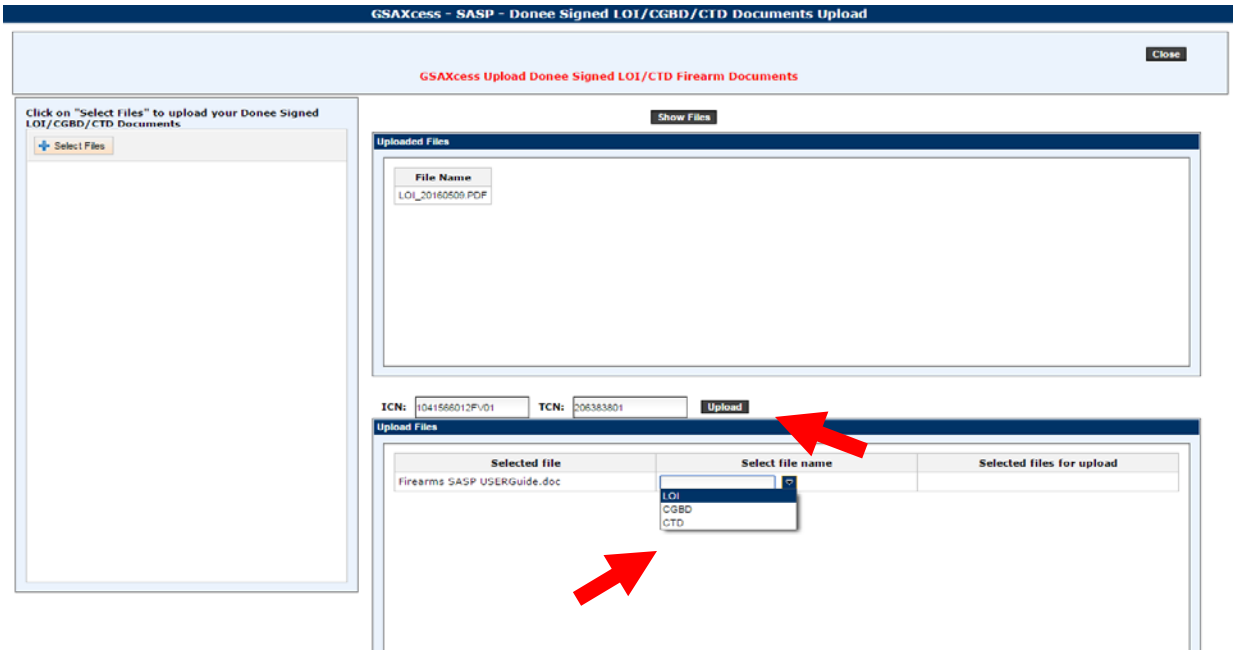
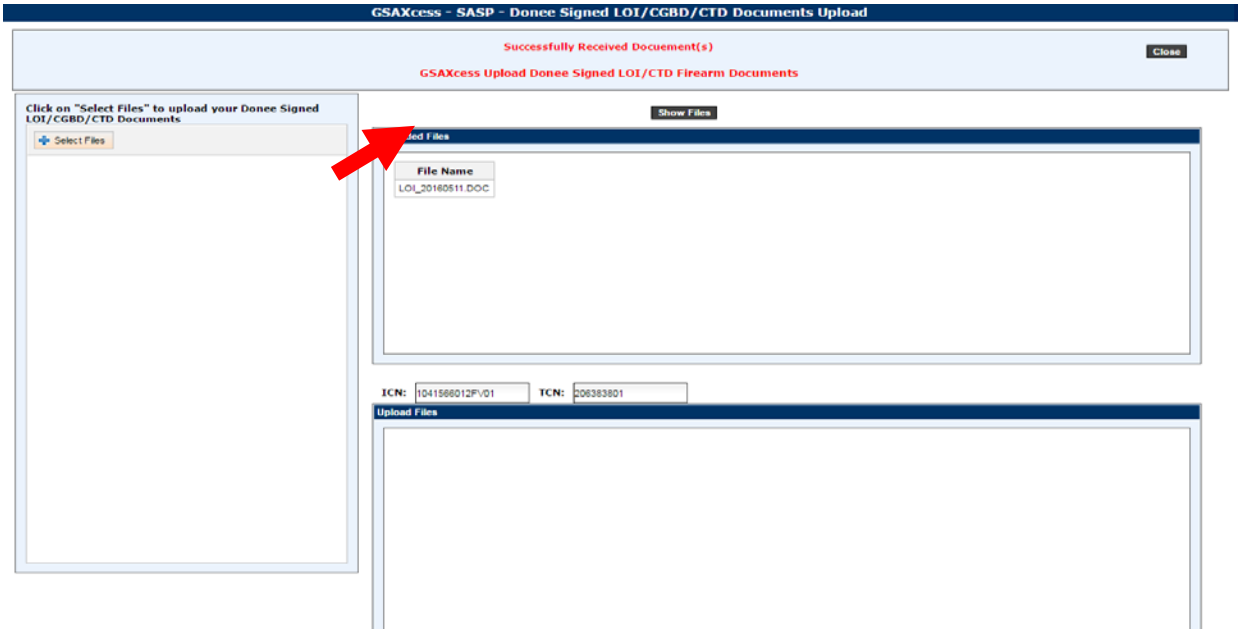
Once the file is selected click on “Prepare Documents for Upload.”




Once the documents are selected, click on the type of document from the drop down menu. If you are requesting a non-controlled firearm then you are required to upload the LOI and CTD. If you are requesting a controlled firearm then you also need to upload a CGBD (Civilian Governing Board Document). Please contact your GSA Firearms Program Manager for assistance on preparing these documents.




Once the type of document is selected, click on the “Upload” button. You will be presented with the following message: “Successfully Received Documents.”




## 4. Request Update Donee Details

This screen allows you to update the Donee details of items that are in requested status. You can search for the request by ICN or TCN. Organization name and LEA point of contact information can be changed.

**NOTE:** If you are donating firearms to an existing LEA in your state who has a GSAXcess® LEA User ID, you must enter their POC information exactly as shown in your LEA List screen (see section "LEA List"). Failure to enter the exact same POC email address for that LEA will result in the creation of an additional User ID for that LEA. **Each LEA should have only ONE User ID**. After you have updated the information, click on the "Update" button to save changes. The following message is presented on successful update: "Donee information has been updated." See screenshots below.

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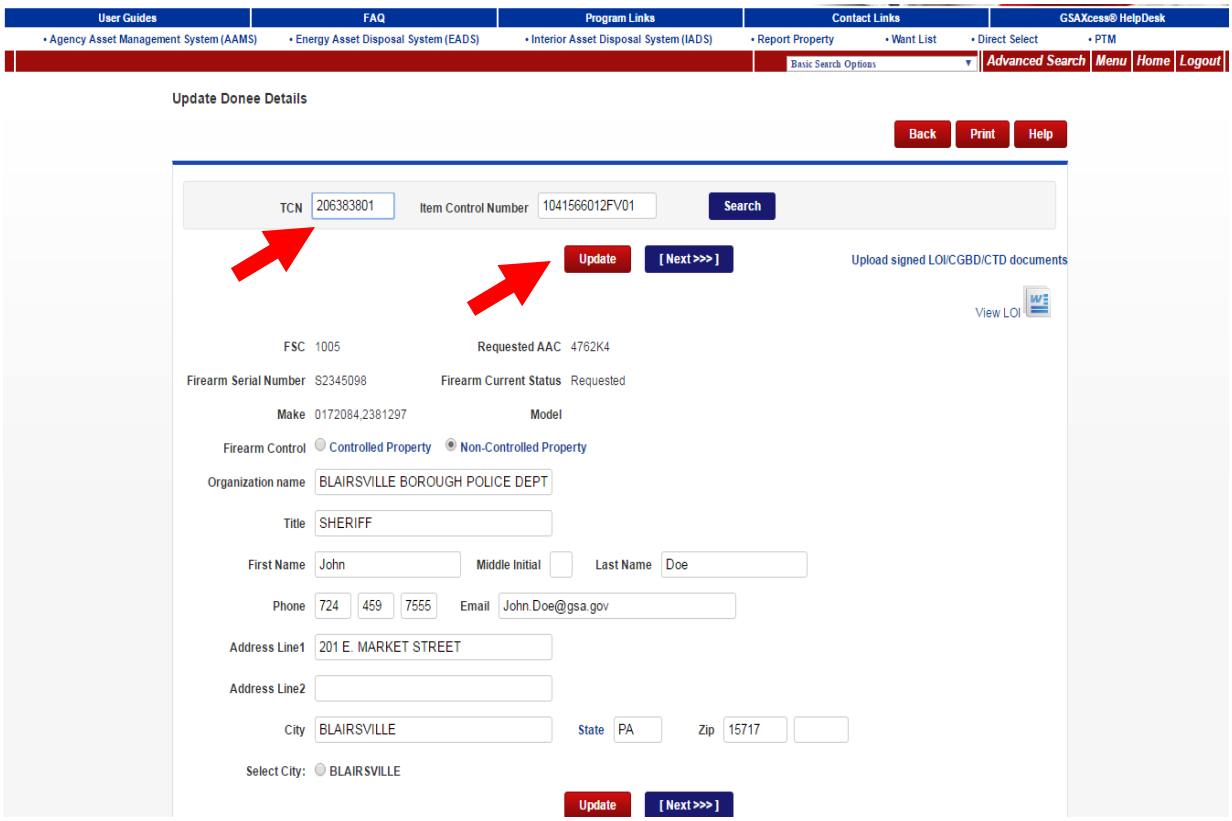
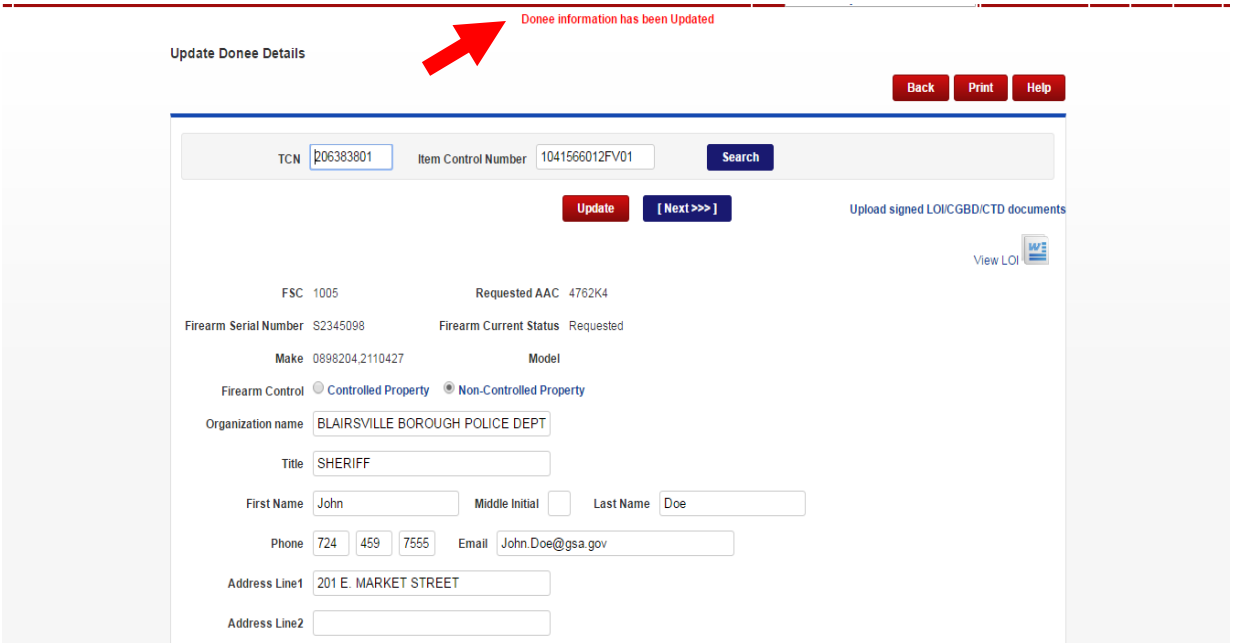
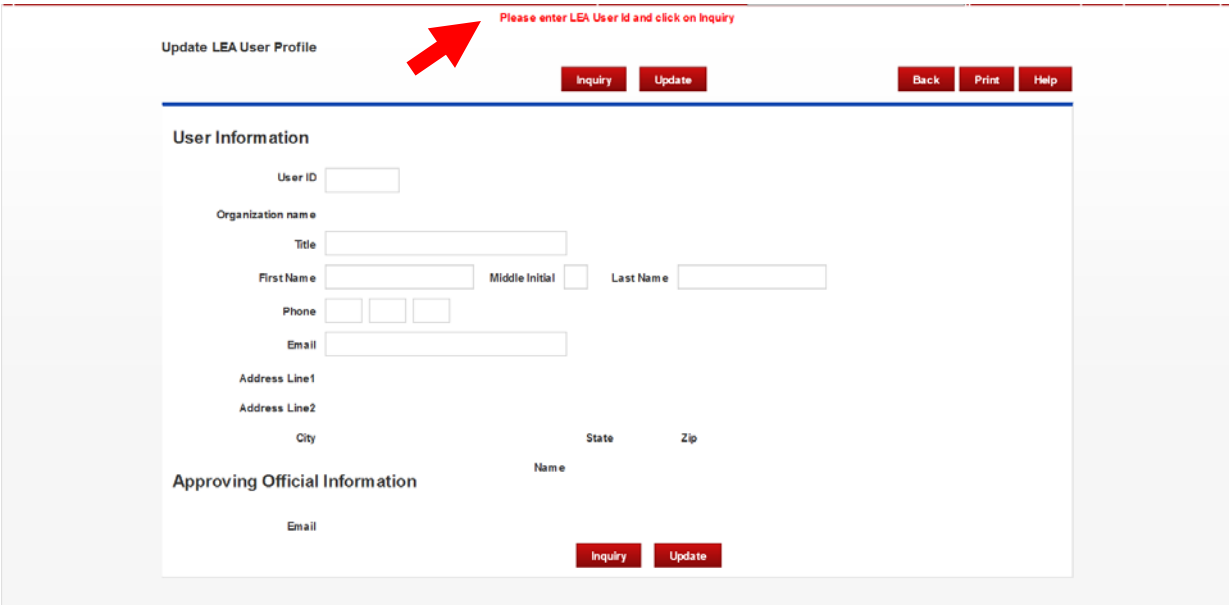




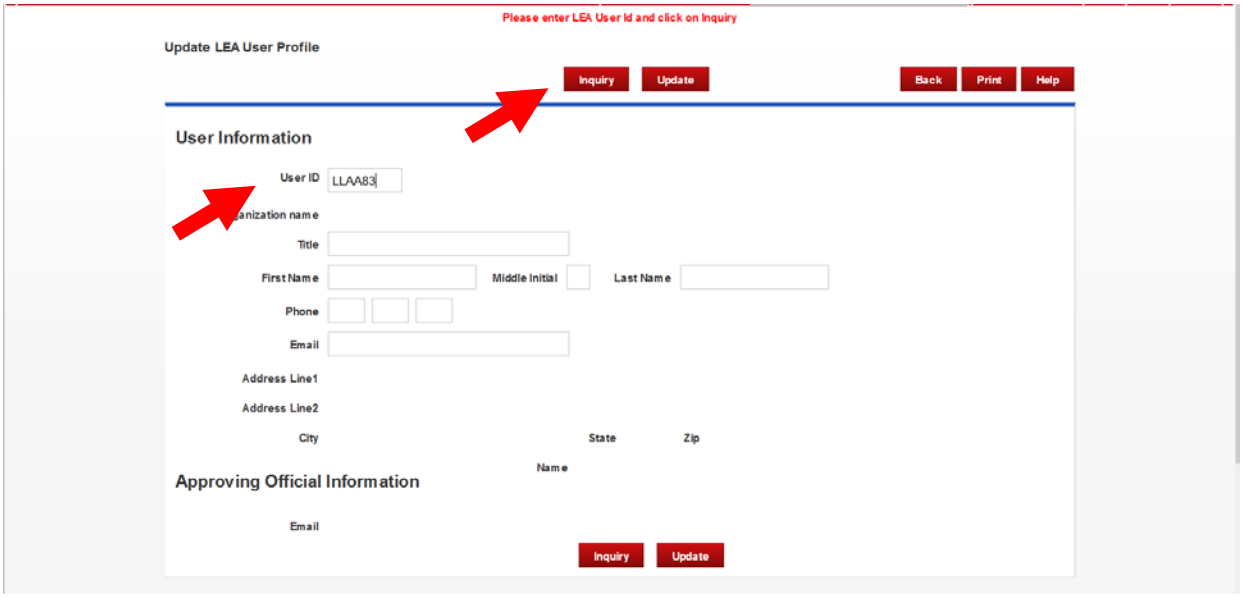

## 5. LEA User Profile Update

This screen allows you to perform an inquiry and/or update the LEA User Profile. A sample LEA User Profile Update screen is shown below.

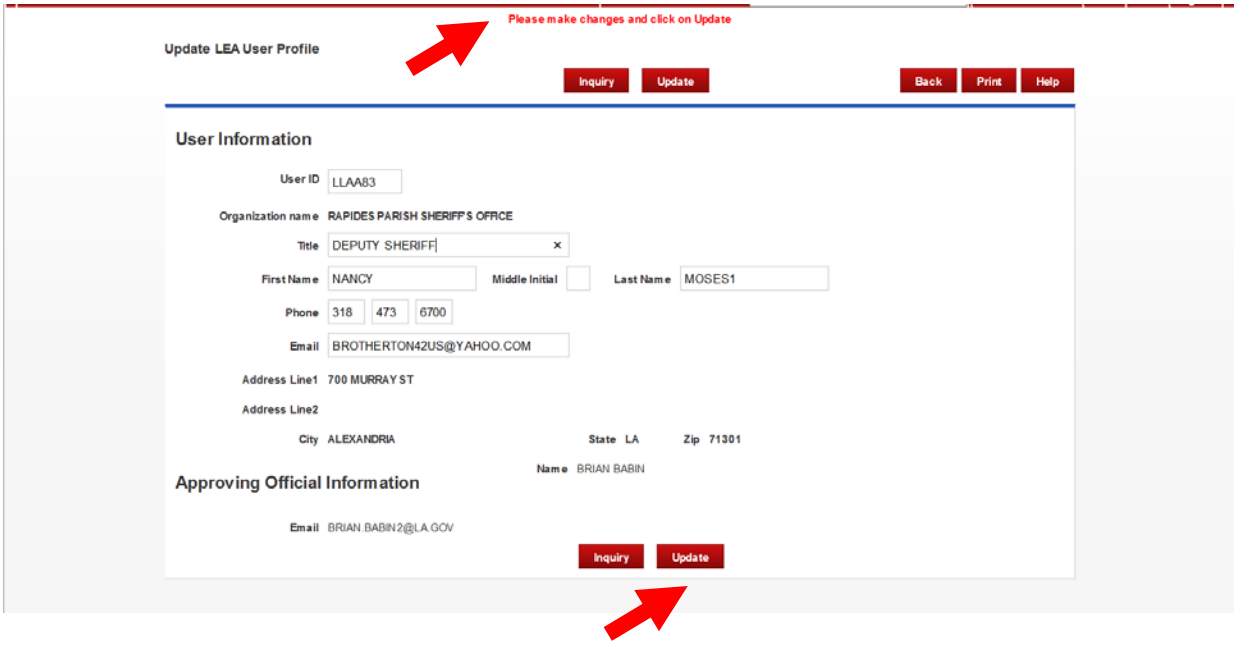



The above screen displays the LEA's Point of Contact (POC) name, LEA address, and the State Agency for Surplus Property (SASP) approving official's name and email address. You should verify the POC listed for the LEA and provide any updates in the POC information. You can update the Title, First, Middle, Last Name, Phone Number and Email address. NOTE: To update or correct an Organization's Name, contact SurplusFirearms@gsa.gov.

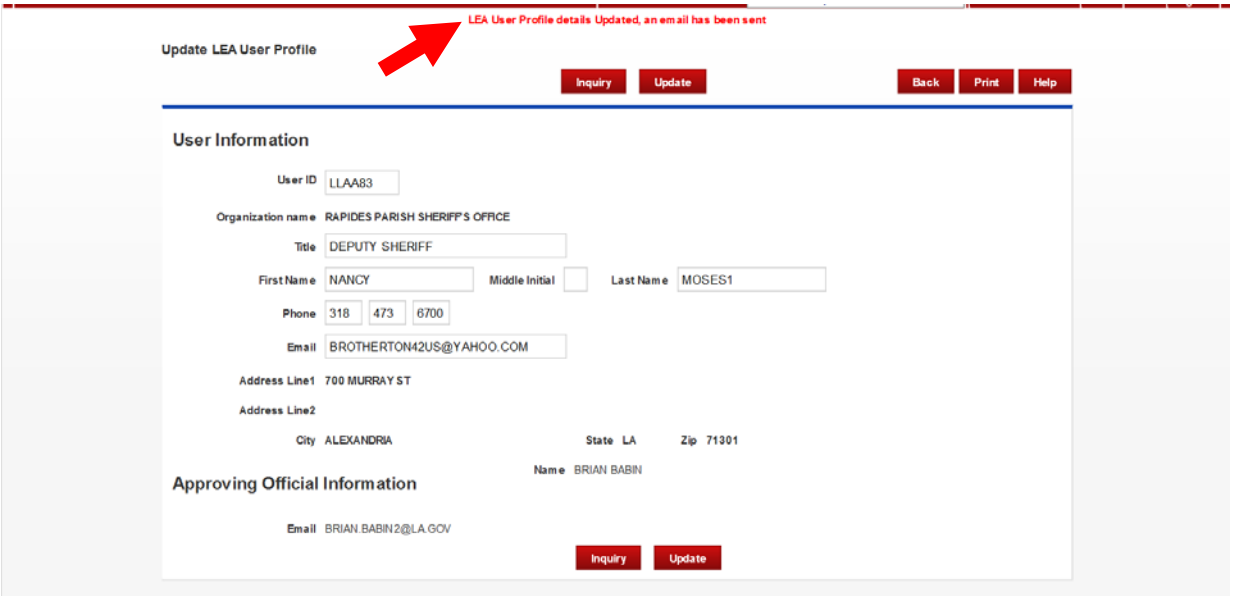
Enter the User ID of the LEA and click "Inquiry." **NOTE:** It is extremely important to ensure that any changes in information are correct as you can only have one USER ID per LEA. The LEA will be using this User ID to perform their annual inventory.




The following screen displays with all the point of contact information. Make the appropriate changes and click the "Update" button.




A confirmation message stating that an email will be sent to the email address on record confirming the changes will display on the screen as shown below.

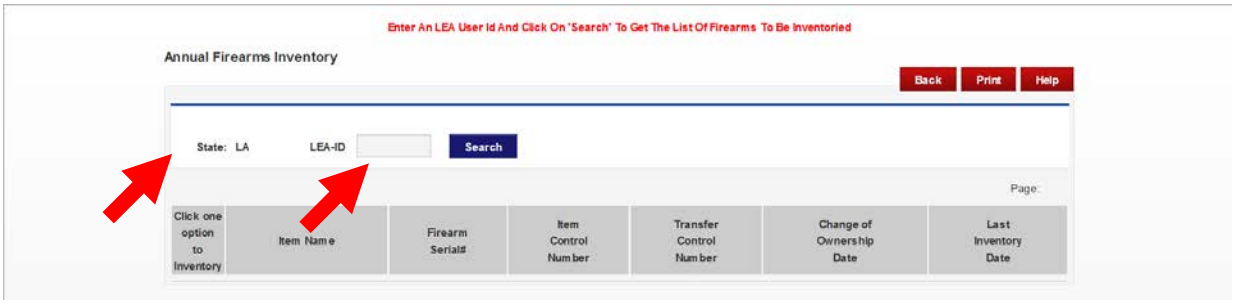



**NOTE:** There can only be one User ID per LEA. If the user of the account no longer performs the annual inventory, then update the LEA User ID with the new user contact information. When you change the email to a new email, the system will send a confirmation email requesting that the new email owner reset the password and clue questions to their preferences.

If there are no updates, click the "Back" button.

## 6. Annual Firearms Inventory

SASPs can access the inventory for all of their state's LEAs. They can search the inventory page of any LEA by entering the LEA User ID. As a SASP, you can complete the inventory for any LEA in your state. The Annual Firearms Inventory page search function is shown below. Enter the LEA User ID in the LEA-ID input box and click "Search." **NOTE:** LEAs are encouraged to verify and complete their own inventory.



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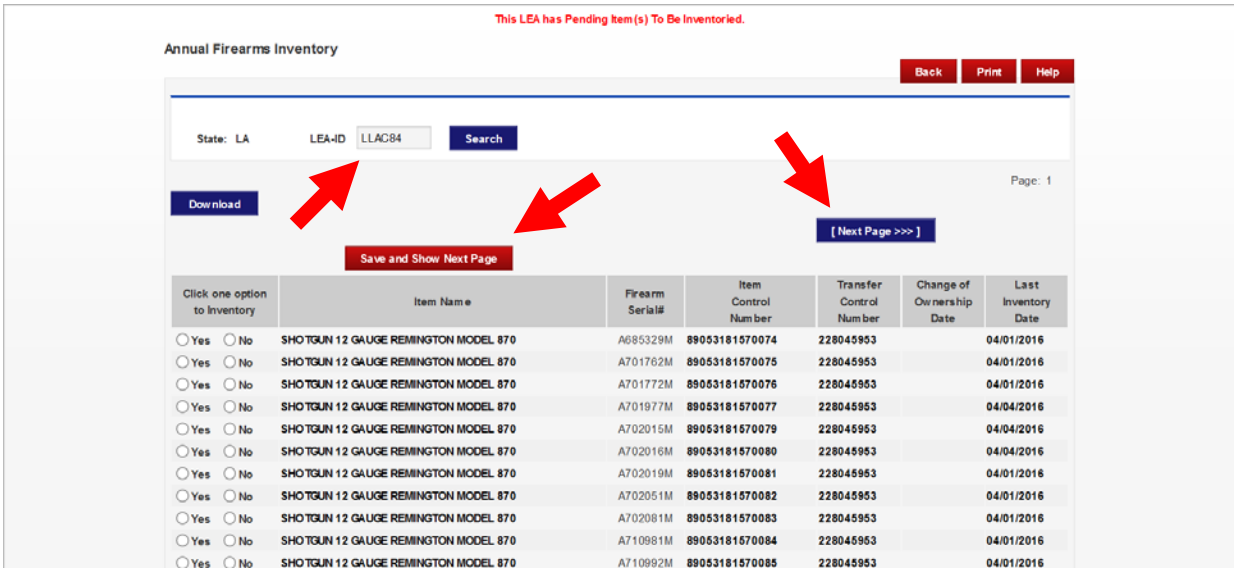
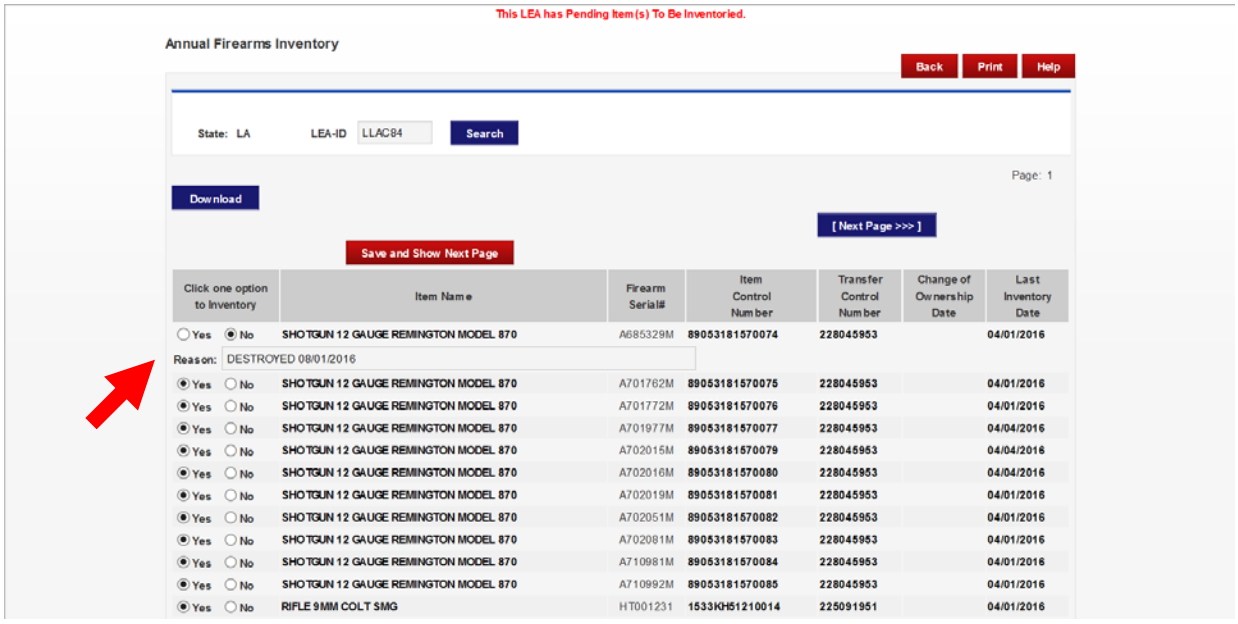



| Click one option to Inventory | Item Name | Firearm Serial# | Item Control Number | Transfer Control Number | Change of Ownership Date | Last Inventory Date |
|---|---|---|---|---|---|---|
| ○ Yes ○ No | SHOTGUN 12 GAUGE REMINGTON MODEL 870 | A685329M | 89053181570074 | 228045953 | | 04/01/2016 |
| ○ Yes ○ No | SHOTGUN 12 GAUGE REMINGTON MODEL 870 | A701762M | 89053181570075 | 228045953 | | 04/01/2016 |
| ○ Yes ○ No | SHOTGUN 12 GAUGE REMINGTON MODEL 870 | A701772M | 89053181570076 | 228045953 | | 04/01/2016 |
| ○ Yes ○ No | SHOTGUN 12 GAUGE REMINGTON MODEL 870 | A701977M | 89053181570077 | 228045953 | | 04/04/2016 |
| ○ Yes ○ No | SHOTGUN 12 GAUGE REMINGTON MODEL 870 | A702015M | 89053181570079 | 228045953 | | 04/04/2016 |
| ○ Yes ○ No | SHOTGUN 12 GAUGE REMINGTON MODEL 870 | A702016M | 89053181570080 | 228045953 | | 04/04/2016 |
| ○ Yes ○ No | SHOTGUN 12 GAUGE REMINGTON MODEL 870 | A702019M | 89053181570081 | 228045953 | | 04/01/2016 |
| ○ Yes ○ No | SHOTGUN 12 GAUGE REMINGTON MODEL 870 | A702051M | 89053181570082 | 228045953 | | 04/01/2016 |
| ○ Yes ○ No | SHOTGUN 12 GAUGE REMINGTON MODEL 870 | A702081M | 89053181570083 | 228045953 | | 04/01/2016 |
| ○ Yes ○ No | SHOTGUN 12 GAUGE REMINGTON MODEL 870 | A710981M | 89053181570084 | 228045953 | | 04/01/2016 |
| ○ Yes ○ No | SHOTGUN 12 GAUGE REMINGTON MODEL 870 | A710992M | 89053181570085 | 228045953 | | 04/01/2016 |

The screen above displays the LEA Annual Firearms Inventory page for the LEA User ID you entered. If the LEA has not completed the inventory, a message is provided stating "**This LEA Has Pending Item(s) To Be Inventoried.**" As displayed, this LEA has pending items to inventory. All items on the page must be indicated with a "Yes" or "No" before clicking "Save and Show Next Page" or any selections made will not be saved. If there are no changes in the status of the firearm, click the "Yes" radio button. If there is more than one page worth of items, you will see a "Next Page" button to show items on the next page. You can navigate from one page to another without selecting any items by clicking the "Next Page" button.

**NOTE:** To save your selections before going to the next page, **CLICK "SAVE AND SHOW NEXT PAGE." ALL ITEMS on the page must have a "Yes" or "No" selection before clicking "Save and Show Next Page" if not then the selections made will not be saved.**

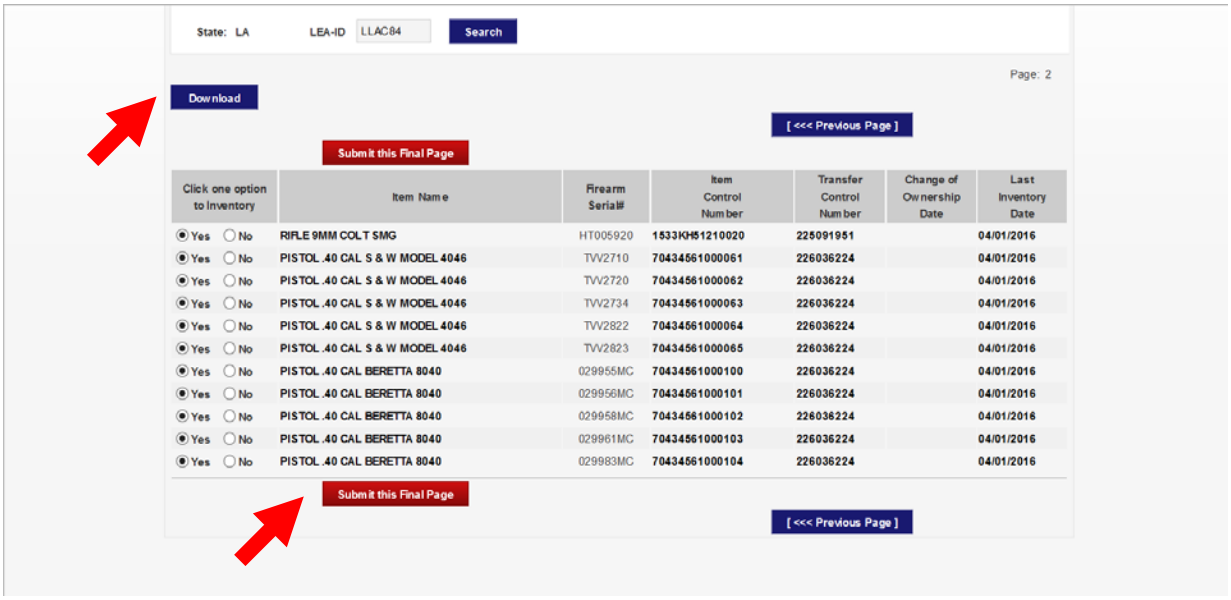
If there is a change in the status of the firearm select "No." Selecting "No" will display a comment box where you can enter the reason for the firearm status change. Some examples of status changes are "Transferred to a different LEA" or "Destroyed on 1/7/2016."




Click “Save and Show Next Page” to go to the next inventory page. If you accidentally omit a “Yes” or “No,” the system will respond with a system message and will not allow you to save and show next page as shown below.

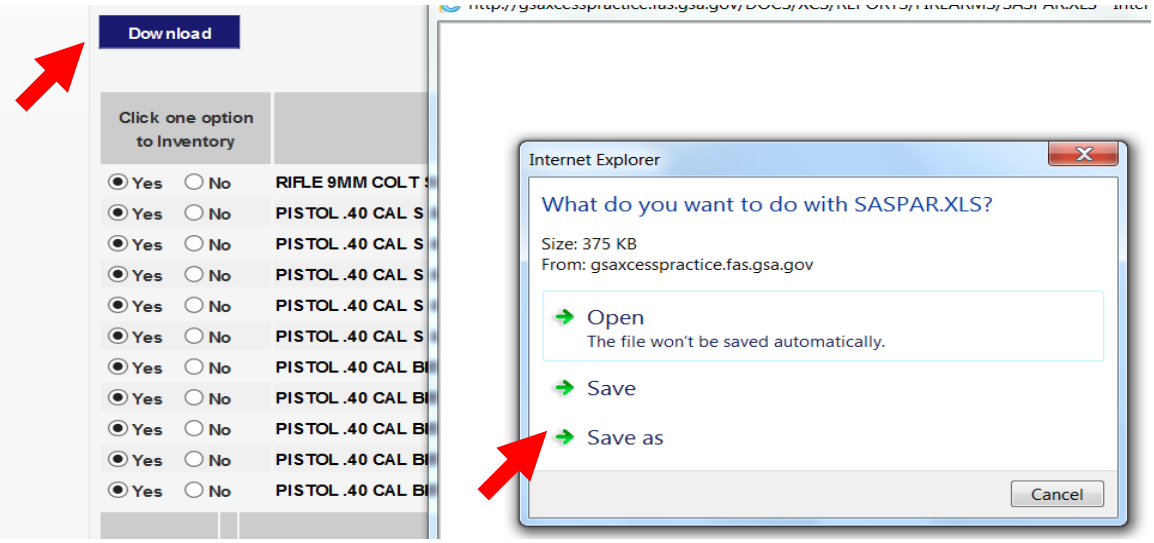
When you have completed selecting “Yes” or “No” for all your items, you will see a “Submit This Final Page” button. A confirmation system message will display on the screen and an email will also be sent to the email address on file after successfully completing the inventory.

**NOTE:** After submission, the inventory results will be “READ ONLY” until the next annual inventory.

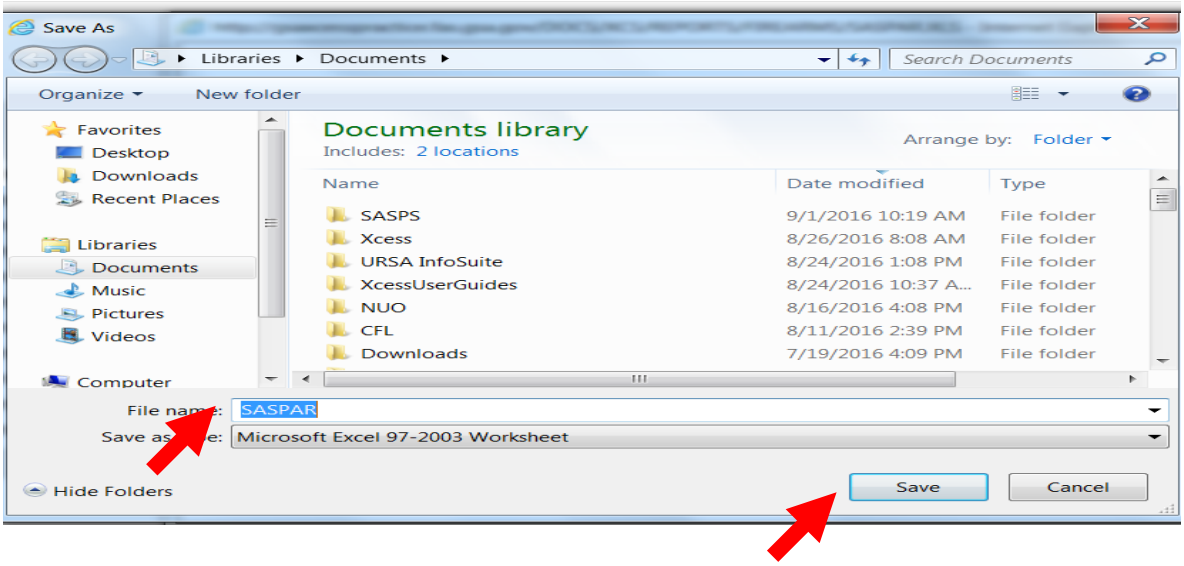


## 7. Download Firearms Inventory

If you want to download the listing of firearms for this LEA, simply click on "Download." The system will display the following message.




By clicking on "Save as," the system will allow you to rename the file and save it to specific folders in your computer.




To open the file, click on the file name. An error message will appear, just click "Yes" to open your file.

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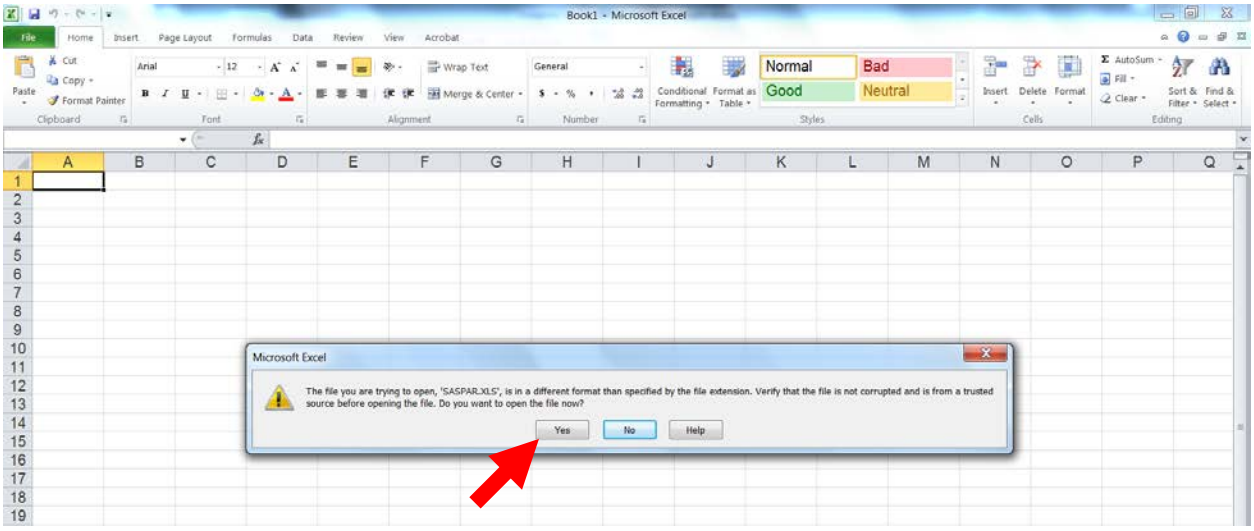
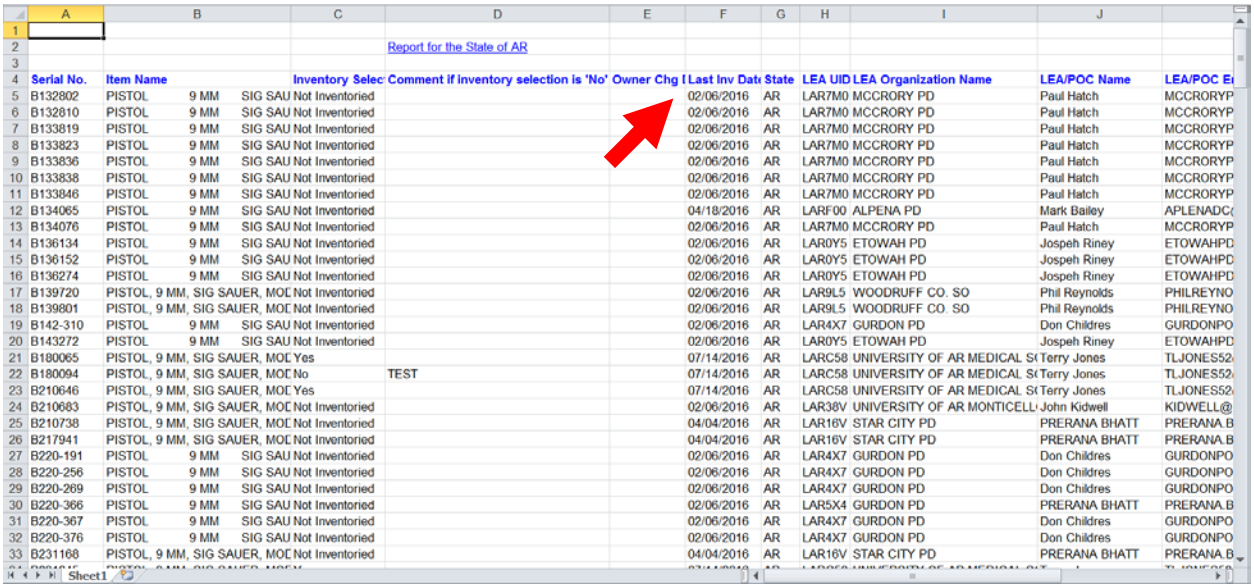


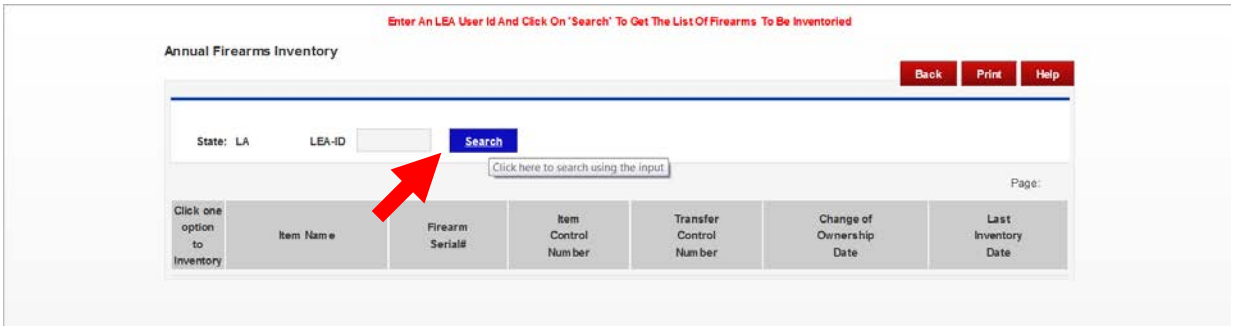



Report for the State of AR

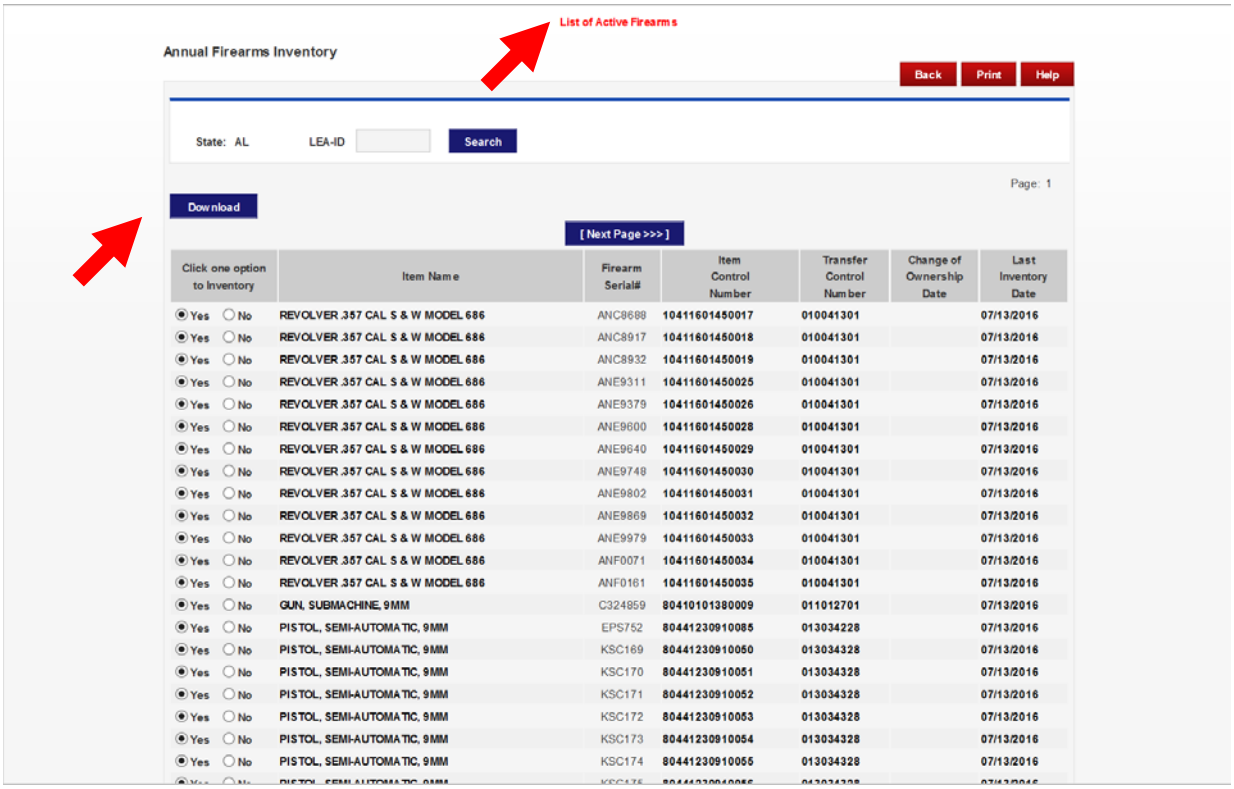
| Serial No. | Item Name | Inventory Selec | Comment if Inventory selection is 'No' | Owner Chg I | Last Inv Date | State | LEA UID | LEA Organization Name | LEA/POC Name | LEA/POC E |
|---|---|---|---|---|---|---|---|---|---|---|
| B132802 | PISTOL 9 MM SIG SAU | Not Inventoried | | | 02/06/2016 | AR | LAR7M0 | MCCRORY PD | Paul Hatch | MCCRORYP |
| B132810 | PISTOL 9 MM SIG SAU | Not Inventoried | | | 02/06/2016 | AR | LAR7M0 | MCCRORY PD | Paul Hatch | MCCRORYP |
| B133819 | PISTOL 9 MM SIG SAU | Not Inventoried | | | 02/06/2016 | AR | LAR7M0 | MCCRORY PD | Paul Hatch | MCCRORYP |
| B133823 | PISTOL 9 MM SIG SAU | Not Inventoried | | | 02/06/2016 | AR | LAR7M0 | MCCRORY PD | Paul Hatch | MCCRORYP |
| B133836 | PISTOL 9 MM SIG SAU | Not Inventoried | | | 02/06/2016 | AR | LAR7M0 | MCCRORY PD | Paul Hatch | MCCRORYP |
| B133838 | PISTOL 9 MM SIG SAU | Not Inventoried | | | 02/06/2016 | AR | LAR7M0 | MCCRORY PD | Paul Hatch | MCCRORYP |
| B133846 | PISTOL 9 MM SIG SAU | Not Inventoried | | | 02/06/2016 | AR | LAR7M0 | MCCRORY PD | Paul Hatch | MCCRORYP |
| B134065 | PISTOL 9 MM SIG SAU | Not Inventoried | | | 04/18/2016 | AR | LARF00 | ALPENA PD | Mark Bailey | APLENADC( |
| B134076 | PISTOL 9 MM SIG SAU | Not Inventoried | | | 02/06/2016 | AR | LAR7M0 | MCCRORY PD | Paul Hatch | MCCRORYP |
| B136134 | PISTOL 9 MM SIG SAU | Not Inventoried | | | 02/06/2016 | AR | LAR0Y5 | ETOWAH PD | Jospeh Riney | ETOWAHPD |
| B136152 | PISTOL 9 MM SIG SAU | Not Inventoried | | | 02/06/2016 | AR | LAR0Y5 | ETOWAH PD | Jospeh Riney | ETOWAHPD |
| B136274 | PISTOL 9 MM SIG SAU | Not Inventoried | | | 02/06/2016 | AR | LAR0Y5 | ETOWAH PD | Jospeh Riney | ETOWAHPD |
| B139720 | PISTOL, 9 MM, SIG SAUER, MOD | Not Inventoried | | | 02/06/2016 | AR | LAR9L5 | WOODRUFF CO. SO | Phil Reynolds | PHILREYNO |
| B139801 | PISTOL, 9 MM, SIG SAUER, MOD | Not Inventoried | | | 02/06/2016 | AR | LAR9L5 | WOODRUFF CO. SO | Phil Reynolds | PHILREYNO |
| B142-310 | PISTOL 9 MM SIG SAU | Not Inventoried | | | 02/06/2016 | AR | LAR4X7 | GURDON PD | Don Childres | GURDONPO |
| B143272 | PISTOL 9 MM SIG SAU | Not Inventoried | | | 02/06/2016 | AR | LAR0Y5 | ETOWAH PD | Jospeh Riney | ETOWAHPD |
| B180065 | PISTOL, 9 MM, SIG SAUER, MOD | Yes | | | 07/14/2016 | AR | LARC58 | UNIVERSITY OF AR MEDICAL S( | Terry Jones | TLJONES52 |
| B180094 | PISTOL, 9 MM, SIG SAUER, MOD | No | TEST | | 07/14/2016 | AR | LARC58 | UNIVERSITY OF AR MEDICAL S( | Terry Jones | TLJONES52 |
| B210646 | PISTOL, 9 MM, SIG SAUER, MOD | Yes | | | 07/14/2016 | AR | LARC58 | UNIVERSITY OF AR MEDICAL S( | Terry Jones | TLJONES52 |
| B210683 | PISTOL, 9 MM, SIG SAUER, MOD | Not Inventoried | | | 02/06/2016 | AR | LAR38V | UNIVERSITY OF AR MONTICELL( | John Kidwell | KIDWELL@ |
| B210738 | PISTOL, 9 MM, SIG SAUER, MOD | Not Inventoried | | | 04/04/2016 | AR | LAR16V | STAR CITY PD | PRERANA BHATT | PRERANA.B |
| B217941 | PISTOL, 9 MM, SIG SAUER, MOD | Not Inventoried | | | 04/04/2016 | AR | LAR16V | STAR CITY PD | PRERANA BHATT | PRERANA.B |
| B220-191 | PISTOL 9 MM SIG SAU | Not Inventoried | | | 02/06/2016 | AR | LAR4X7 | GURDON PD | Don Childres | GURDONPO |
| B220-256 | PISTOL 9 MM SIG SAU | Not Inventoried | | | 02/06/2016 | AR | LAR4X7 | GURDON PD | Don Childres | GURDONPO |
| B220-269 | PISTOL 9 MM SIG SAU | Not Inventoried | | | 02/06/2016 | AR | LAR4X7 | GURDON PD | Don Childres | GURDONPO |
| B220-366 | PISTOL 9 MM SIG SAU | Not Inventoried | | | 02/06/2016 | AR | LAR5X4 | GURDON PD | PRERANA BHATT | PRERANA.B |
| B220-367 | PISTOL 9 MM SIG SAU | Not Inventoried | | | 02/06/2016 | AR | LAR4X7 | GURDON PD | Don Childres | GURDONPO |
| B220-376 | PISTOL 9 MM SIG SAU | Not Inventoried | | | 02/06/2016 | AR | LAR4X7 | GURDON PD | Don Childres | GURDONPO |
| B231168 | PISTOL, 9 MM, SIG SAUER, MOD | Not Inventoried | | | 04/04/2016 | AR | LAR16V | STAR CITY PD | PRERANA BHATT | PRERANA.B |

# Firearms User Guide – SASP Access

For a listing of ALL active firearms for all LEAs simply go to your Annual Inventory Screen and DO NOT input an LEA User ID and click “Search.”

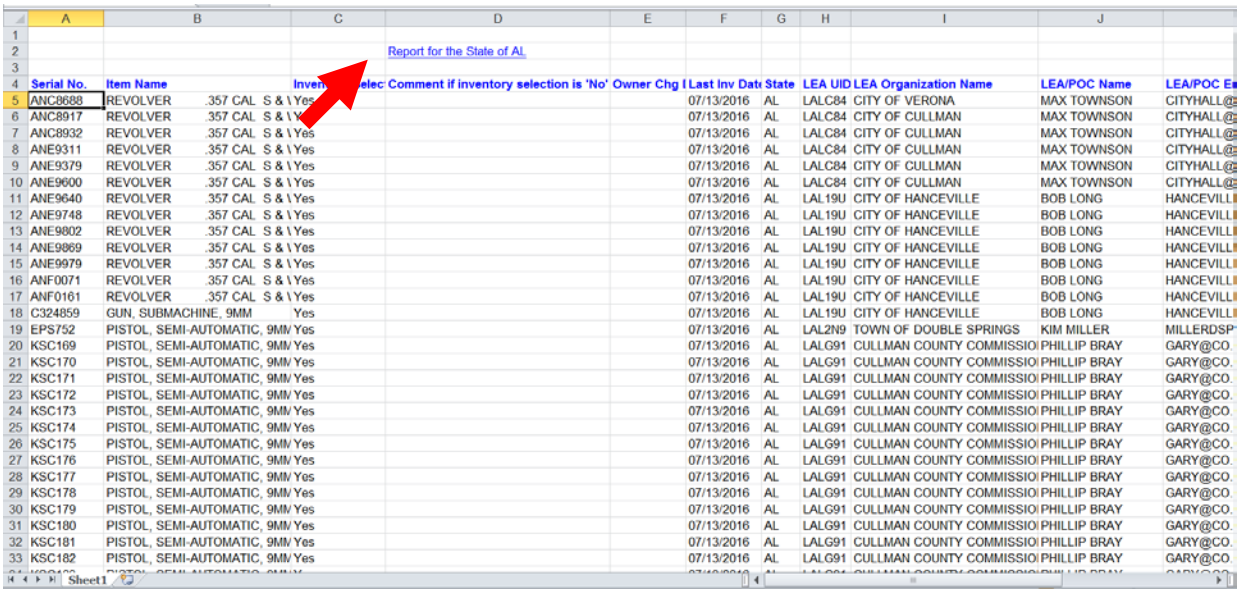



The following screen displays. Click “Download” for a listing of all Active Firearms in your state.




If they have been inventoried, the “Yes” or “No” button will be selected. If they are blank, they have not been inventoried. Once inventoried, the records are “READ ONLY’ until the next annual inventory.

The excel report lists all active firearms for your state with sortable columns that identify the LEAs and their property items.

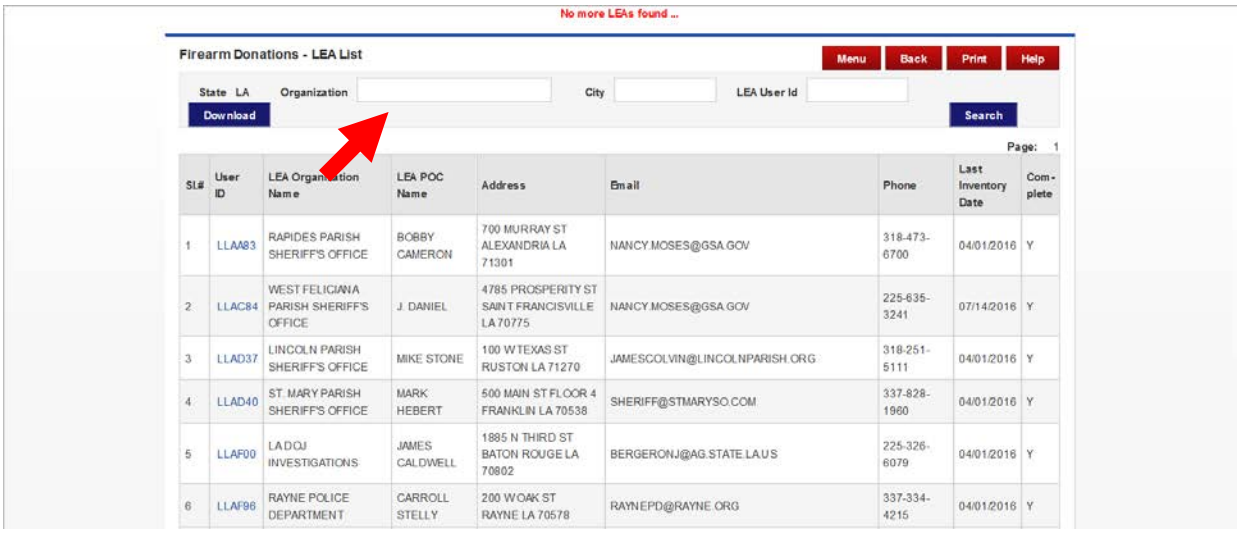


Report for the State of AL

| Serial No. | Item Name | Inven | elec | Comment if inventory selection is 'No' | Owner Chg I | Last Inv Dat | State | LEA UID | LEA Organization Name | LEA/POC Name | LEA/POC Em |
|---|---|---|---|---|---|---|---|---|---|---|---|
| ANC8688 | REVOLVER .357 CAL S & \ | Yes | | | | 07/13/2016 | AL | LALC84 | CITY OF VERONA | MAX TOWNSON | CITYHALL@ |
| ANC8917 | REVOLVER .357 CAL S & \ | Y | | | | 07/13/2016 | AL | LALC84 | CITY OF CULLMAN | MAX TOWNSON | CITYHALL@ |
| ANC8932 | REVOLVER .357 CAL S & \ | Yes | | | | 07/13/2016 | AL | LALC84 | CITY OF CULLMAN | MAX TOWNSON | CITYHALL@ |
| ANE9311 | REVOLVER .357 CAL S & \ | Yes | | | | 07/13/2016 | AL | LALC84 | CITY OF CULLMAN | MAX TOWNSON | CITYHALL@ |
| ANE9379 | REVOLVER .357 CAL S & \ | Yes | | | | 07/13/2016 | AL | LALC84 | CITY OF CULLMAN | MAX TOWNSON | CITYHALL@ |
| ANE9600 | REVOLVER .357 CAL S & \ | Yes | | | | 07/13/2016 | AL | LALC84 | CITY OF CULLMAN | MAX TOWNSON | CITYHALL@ |
| ANE9640 | REVOLVER .357 CAL S & \ | Yes | | | | 07/13/2016 | AL | LAL19U | CITY OF HANCEVILLE | BOB LONG | HANCEVILL |
| ANE9748 | REVOLVER .357 CAL S & \ | Yes | | | | 07/13/2016 | AL | LAL19U | CITY OF HANCEVILLE | BOB LONG | HANCEVILL |
| ANE9802 | REVOLVER .357 CAL S & \ | Yes | | | | 07/13/2016 | AL | LAL19U | CITY OF HANCEVILLE | BOB LONG | HANCEVILL |
| ANE9869 | REVOLVER .357 CAL S & \ | Yes | | | | 07/13/2016 | AL | LAL19U | CITY OF HANCEVILLE | BOB LONG | HANCEVILL |
| ANE9979 | REVOLVER .357 CAL S & \ | Yes | | | | 07/13/2016 | AL | LAL19U | CITY OF HANCEVILLE | BOB LONG | HANCEVILL |
| ANF0071 | REVOLVER .357 CAL S & \ | Yes | | | | 07/13/2016 | AL | LAL19U | CITY OF HANCEVILLE | BOB LONG | HANCEVILL |
| ANF0161 | REVOLVER .357 CAL S & \ | Yes | | | | 07/13/2016 | AL | LAL19U | CITY OF HANCEVILLE | BOB LONG | HANCEVILL |
| C324859 | GUN, SUBMACHINE, 9MM | Yes | | | | 07/13/2016 | AL | LAL19U | CITY OF HANCEVILLE | BOB LONG | HANCEVILL |
| EPS752 | PISTOL, SEMI-AUTOMATIC, 9MM | Yes | | | | 07/13/2016 | AL | LAL2N9 | TOWN OF DOUBLE SPRINGS | KIM MILLER | MILLERDSP |
| KSC169 | PISTOL, SEMI-AUTOMATIC, 9MM | Yes | | | | 07/13/2016 | AL | LALG91 | CULLMAN COUNTY COMMISSIO | PHILLIP BRAY | GARY@CO. |
| KSC170 | PISTOL, SEMI-AUTOMATIC, 9MM | Yes | | | | 07/13/2016 | AL | LALG91 | CULLMAN COUNTY COMMISSIO | PHILLIP BRAY | GARY@CO. |
| KSC171 | PISTOL, SEMI-AUTOMATIC, 9MM | Yes | | | | 07/13/2016 | AL | LALG91 | CULLMAN COUNTY COMMISSIO | PHILLIP BRAY | GARY@CO. |
| KSC172 | PISTOL, SEMI-AUTOMATIC, 9MM | Yes | | | | 07/13/2016 | AL | LALG91 | CULLMAN COUNTY COMMISSIO | PHILLIP BRAY | GARY@CO. |
| KSC173 | PISTOL, SEMI-AUTOMATIC, 9MM | Yes | | | | 07/13/2016 | AL | LALG91 | CULLMAN COUNTY COMMISSIO | PHILLIP BRAY | GARY@CO. |
| KSC174 | PISTOL, SEMI-AUTOMATIC, 9MM | Yes | | | | 07/13/2016 | AL | LALG91 | CULLMAN COUNTY COMMISSIO | PHILLIP BRAY | GARY@CO. |
| KSC175 | PISTOL, SEMI-AUTOMATIC, 9MM | Yes | | | | 07/13/2016 | AL | LALG91 | CULLMAN COUNTY COMMISSIO | PHILLIP BRAY | GARY@CO. |
| KSC176 | PISTOL, SEMI-AUTOMATIC, 9MM | Yes | | | | 07/13/2016 | AL | LALG91 | CULLMAN COUNTY COMMISSIO | PHILLIP BRAY | GARY@CO. |
| KSC177 | PISTOL, SEMI-AUTOMATIC, 9MM | Yes | | | | 07/13/2016 | AL | LALG91 | CULLMAN COUNTY COMMISSIO | PHILLIP BRAY | GARY@CO. |
| KSC178 | PISTOL, SEMI-AUTOMATIC, 9MM | Yes | | | | 07/13/2016 | AL | LALG91 | CULLMAN COUNTY COMMISSIO | PHILLIP BRAY | GARY@CO. |
| KSC179 | PISTOL, SEMI-AUTOMATIC, 9MM | Yes | | | | 07/13/2016 | AL | LALG91 | CULLMAN COUNTY COMMISSIO | PHILLIP BRAY | GARY@CO. |
| KSC180 | PISTOL, SEMI-AUTOMATIC, 9MM | Yes | | | | 07/13/2016 | AL | LALG91 | CULLMAN COUNTY COMMISSIO | PHILLIP BRAY | GARY@CO. |
| KSC181 | PISTOL, SEMI-AUTOMATIC, 9MM | Yes | | | | 07/13/2016 | AL | LALG91 | CULLMAN COUNTY COMMISSIO | PHILLIP BRAY | GARY@CO. |
| KSC182 | PISTOL, SEMI-AUTOMATIC, 9MM | Yes | | | | 07/13/2016 | AL | LALG91 | CULLMAN COUNTY COMMISSIO | PHILLIP BRAY | GARY@CO. |

## 8. LEA List

This screen allows users to view all the LEA User IDs and their information such as organization name, point of contact, address, phone number, and last inventory date. A sample screenshot is shown below.



No more LEAs found ...

Firearm Donations - LEA List

Menu Back Print Help

State LA Organization City LEA User Id

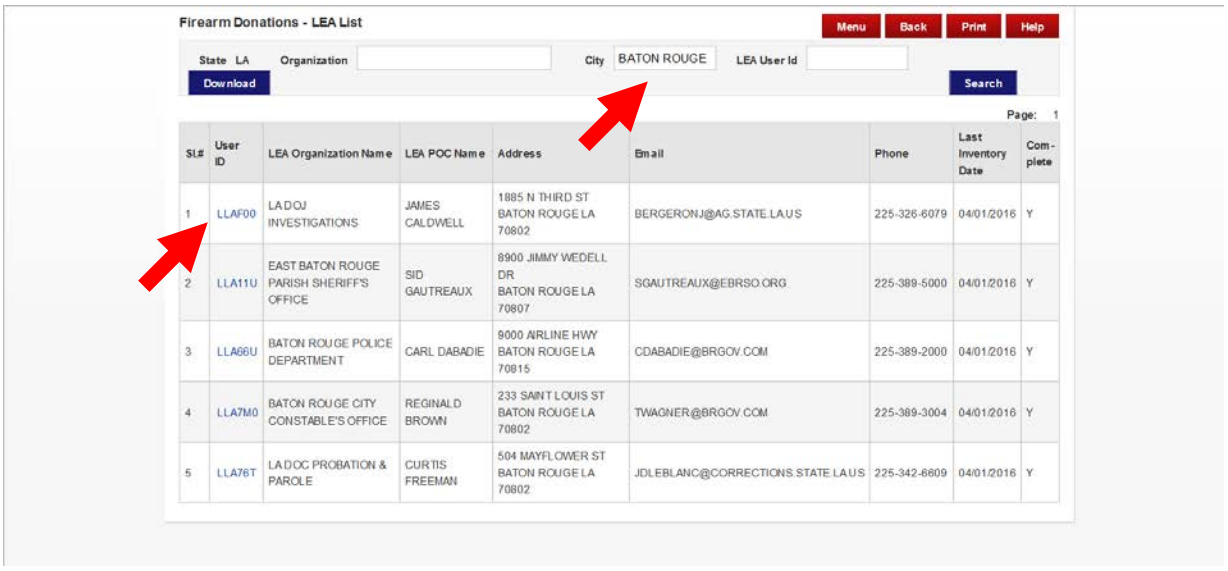
Download Search

Page: 1

| Sl.# | User ID | LEA Organization Name | LEA POC Name | Address | Email | Phone | Last Inventory Date | Com-plete |
|---|---|---|---|---|---|---|---|---|
| 1 | LLAA83 | RAPIDES PARISH SHERIFF'S OFFICE | BOBBY CAMERON | 700 MURRAY ST ALEXANDRIA LA 71301 | NANCY.MOSES@GSA.GOV | 318-473-6700 | 04/01/2016 | Y |
| 2 | LLAC84 | WEST FELICIANA PARISH SHERIFF'S OFFICE | J. DANIEL | 4785 PROSPERITY ST SAINT FRANCISVILLE LA 70775 | NANCY.MOSES@GSA.GOV | 225-635-3241 | 07/14/2016 | Y |
| 3 | LLAD37 | LINCOLN PARISH SHERIFF'S OFFICE | MIKE STONE | 100 W TEXAS ST RUSTON LA 71270 | JAMESCOLVIN@LINCOLNPARISH.ORG | 318-251-5111 | 04/01/2016 | Y |
| 4 | LLAD40 | ST. MARY PARISH SHERIFF'S OFFICE | MARK HEBERT | 500 MAIN ST FLOOR 4 FRANKLIN LA 70538 | SHERIFF@STMARYSO.COM | 337-828-1960 | 04/01/2016 | Y |
| 5 | LLAF00 | LA DOJ INVESTIGATIONS | JAMES CALDWELL | 1885 N THIRD ST BATON ROUGE LA 70802 | BERGERONJ@AG.STATE.LA.US | 225-326-6079 | 04/01/2016 | Y |
| 6 | LLAF96 | RAYNE POLICE DEPARTMENT | CARROLL STELLY | 200 W OAK ST RAYNE LA 70578 | RAYNEPD@RAYNE.ORG | 337-334-4215 | 04/01/2016 | Y |

SASPs can search the LEAs by the organization name, city, and LEA User ID.

# Firearms User Guide – SASP Access



Firearm Donations - LEA List

Menu | Back | Print | Help

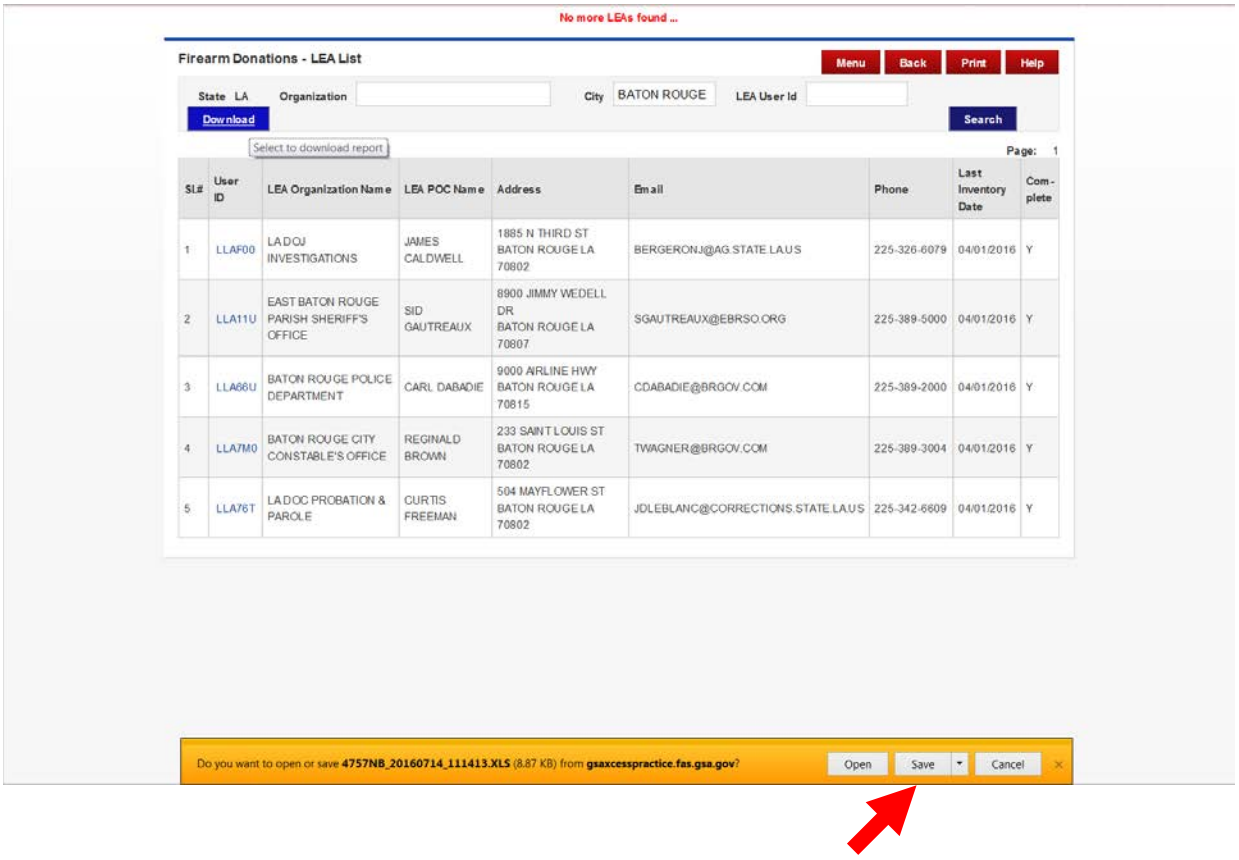
State LA | Organization | City BATON ROUGE | LEA User Id

Download | Search

Page: 1

| SL# | User ID | LEA Organization Name | LEA POC Name | Address | Email | Phone | Last Inventory Date | Com-plete |
|---|---|---|---|---|---|---|---|---|
| 1 | LLAF00 | LA DOJ INVESTIGATIONS | JAMES CALDWELL | 1885 N THIRD ST BATON ROUGE LA 70802 | BERGERONJ@AG.STATE.LA.US | 225-326-6079 | 04/01/2016 | Y |
| 2 | LLA11U | EAST BATON ROUGE PARISH SHERIFF'S OFFICE | SID GAUTREAUX | 8900 JIMMY WEDELL DR BATON ROUGE LA 70807 | SGAUTREAUX@EBRSO.ORG | 225-389-5000 | 04/01/2016 | Y |
| 3 | LLA66U | BATON ROUGE POLICE DEPARTMENT | CARL DABADIE | 9000 AIRLINE HWY BATON ROUGE LA 70815 | CDABADIE@BRGOV.COM | 225-389-2000 | 04/01/2016 | Y |
| 4 | LLA7M0 | BATON ROUGE CITY CONSTABLE'S OFFICE | REGINALD BROWN | 233 SAINT LOUIS ST BATON ROUGE LA 70802 | TWAGNER@BRGOV.COM | 225-389-3004 | 04/01/2016 | Y |
| 5 | LLA76T | LA DOC PROBATION & PAROLE | CURTIS FREEMAN | 504 MAYFLOWER ST BATON ROUGE LA 70802 | JDLEBLANC@CORRECTIONS.STATE.LA.US | 225-342-6609 | 04/01/2016 | Y |

You can Download the LEA listing for your SASP by clicking on the "Download" button. Follow the instructions in the Download function for Annual Inventory.



No more LEAs found ...

Firearm Donations - LEA List

Menu | Back | Print | Help

State LA | Organization | City BATON ROUGE | LEA User Id

Download | Search

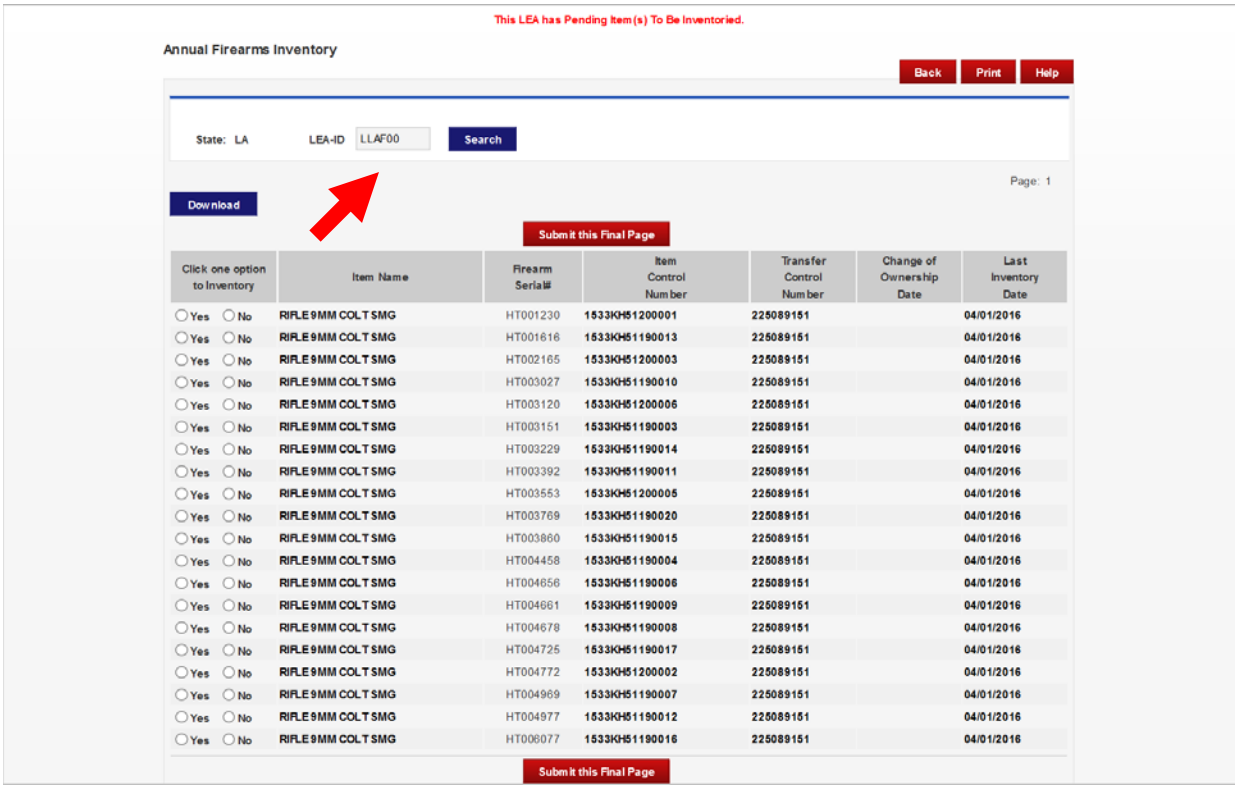
Select to download report

Page: 1

| SL# | User ID | LEA Organization Name | LEA POC Name | Address | Email | Phone | Last Inventory Date | Com-plete |
|---|---|---|---|---|---|---|---|---|
| 1 | LLAF00 | LA DOJ INVESTIGATIONS | JAMES CALDWELL | 1885 N THIRD ST BATON ROUGE LA 70802 | BERGERONJ@AG.STATE.LA.US | 225-326-6079 | 04/01/2016 | Y |
| 2 | LLA11U | EAST BATON ROUGE PARISH SHERIFF'S OFFICE | SID GAUTREAUX | 8900 JIMMY WEDELL DR BATON ROUGE LA 70807 | SGAUTREAUX@EBRSO.ORG | 225-389-5000 | 04/01/2016 | Y |
| 3 | LLA66U | BATON ROUGE POLICE DEPARTMENT | CARL DABADIE | 9000 AIRLINE HWY BATON ROUGE LA 70815 | CDABADIE@BRGOV.COM | 225-389-2000 | 04/01/2016 | Y |
| 4 | LLA7M0 | BATON ROUGE CITY CONSTABLE'S OFFICE | REGINALD BROWN | 233 SAINT LOUIS ST BATON ROUGE LA 70802 | TWAGNER@BRGOV.COM | 225-389-3004 | 04/01/2016 | Y |
| 5 | LLA76T | LA DOC PROBATION & PAROLE | CURTIS FREEMAN | 504 MAYFLOWER ST BATON ROUGE LA 70802 | JDLEBLANC@CORRECTIONS.STATE.LA.US | 225-342-6609 | 04/01/2016 | Y |

Do you want to open or save **4757NB_20160714_111413.XLS** (8.87 KB) from **gsaxcesspractice.fas.gsa.gov**? Open | Save | Cancel

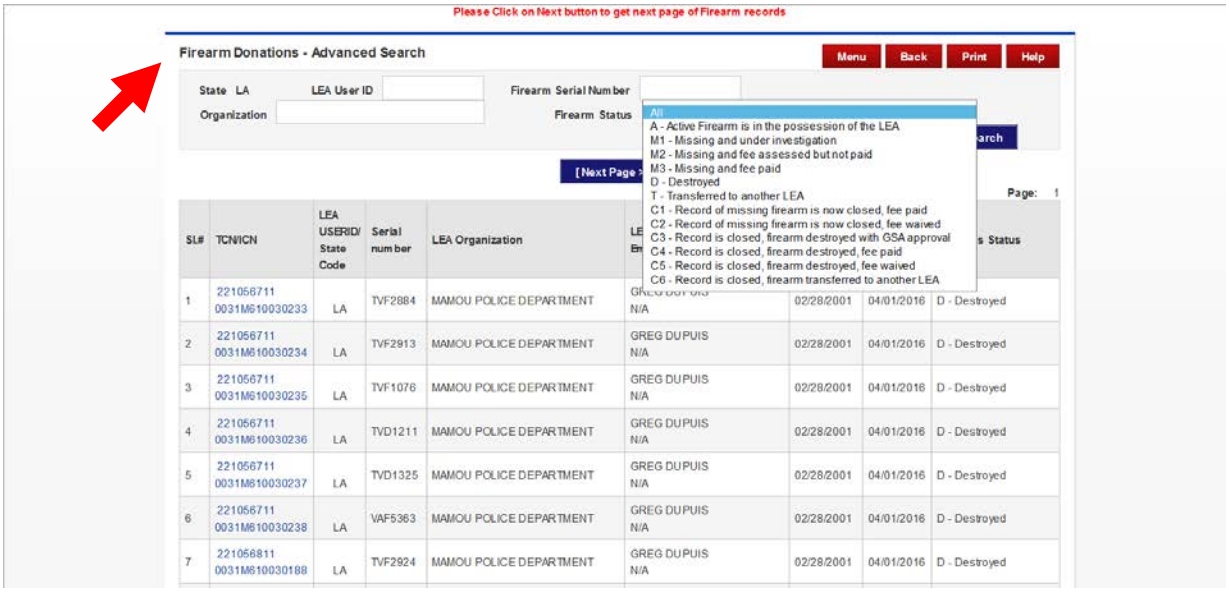
Clicking on the LEA User ID will display the Annual Inventory page for that LEA.



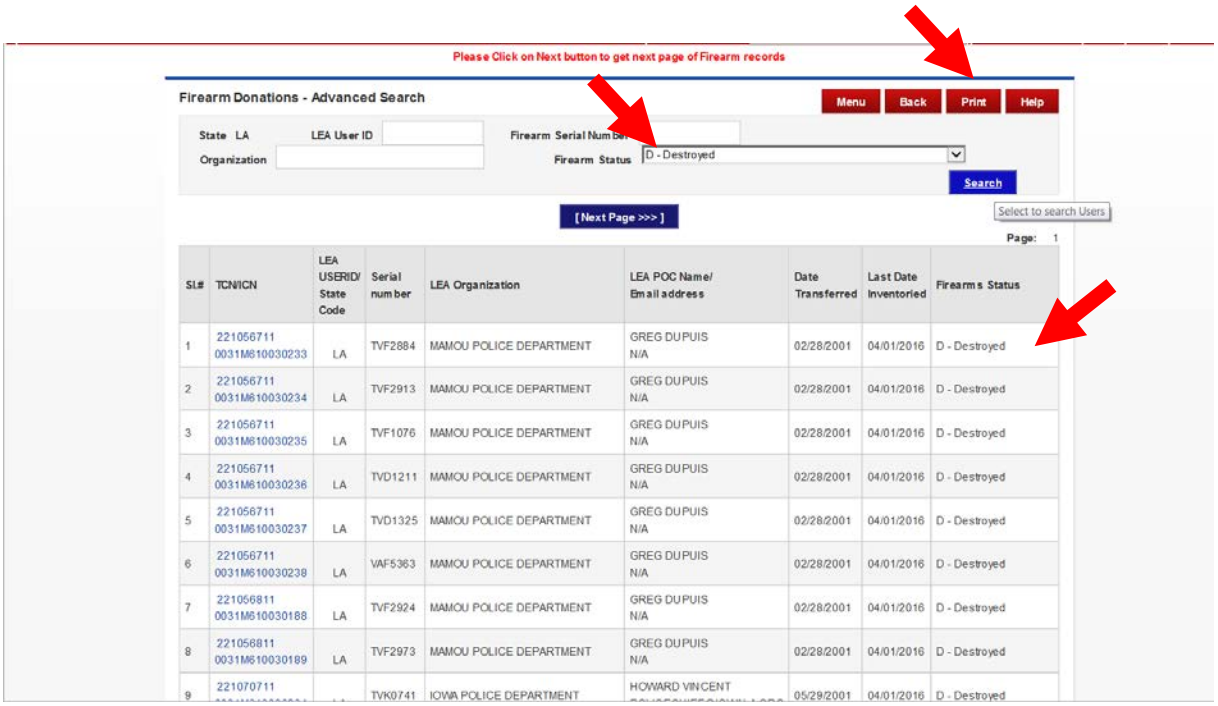

## 9. Advanced Search

The Advanced Search screen allows users to search for all firearms in their state regardless of the status. You can search for a firearm via serial number, LEA User ID, organization name, and firearm status. While searching, selecting "Active" from the firearm status dropdown menu will display only active firearms. The search results display TCN, ICN, LEA User ID (if the firearm is in active status), serial number, LEA organization, LEA POC Name/email address, date transferred, last date inventoried, and the firearms status. A sample screenshot is shown below.

# Firearms User Guide – SASP Access



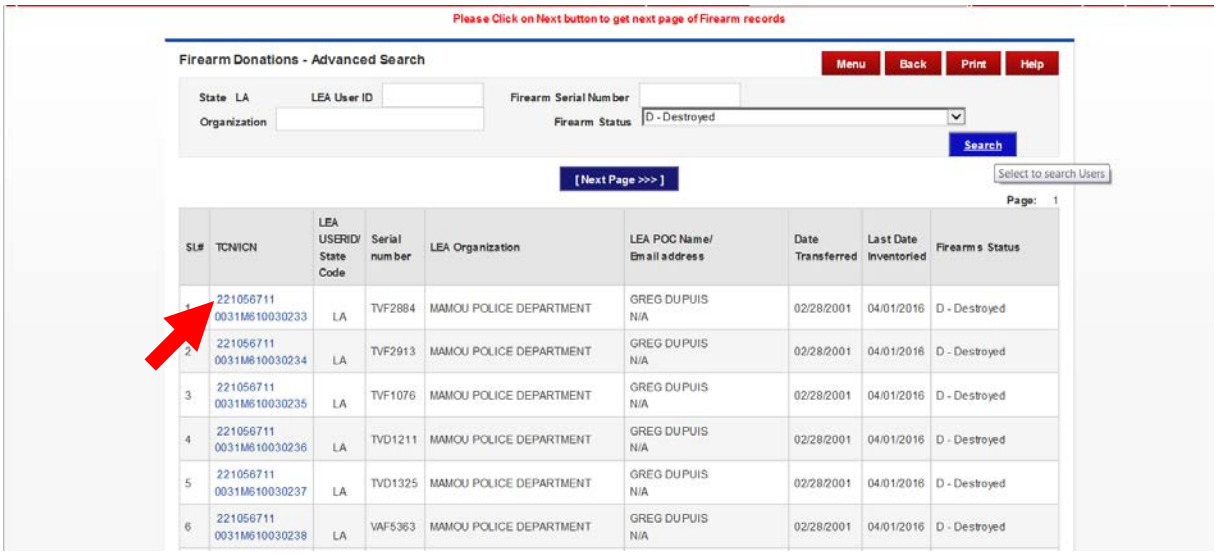

By selecting a firearm status of "Destroyed" from the dropdown menu, the screen will display all firearms from this LEA that have been destroyed as shown below.




**NOTE:** For your SASP's annual "visual" inventory verification requirement, you may print out a list of your LEA's active firearms by using the Advanced Search screen. If your LEA has more than one page of Active firearms which will be indicated by the "Next Page" button, you must print each page separately by clicking the "Print" button located in the upper right hand corner of each screen.

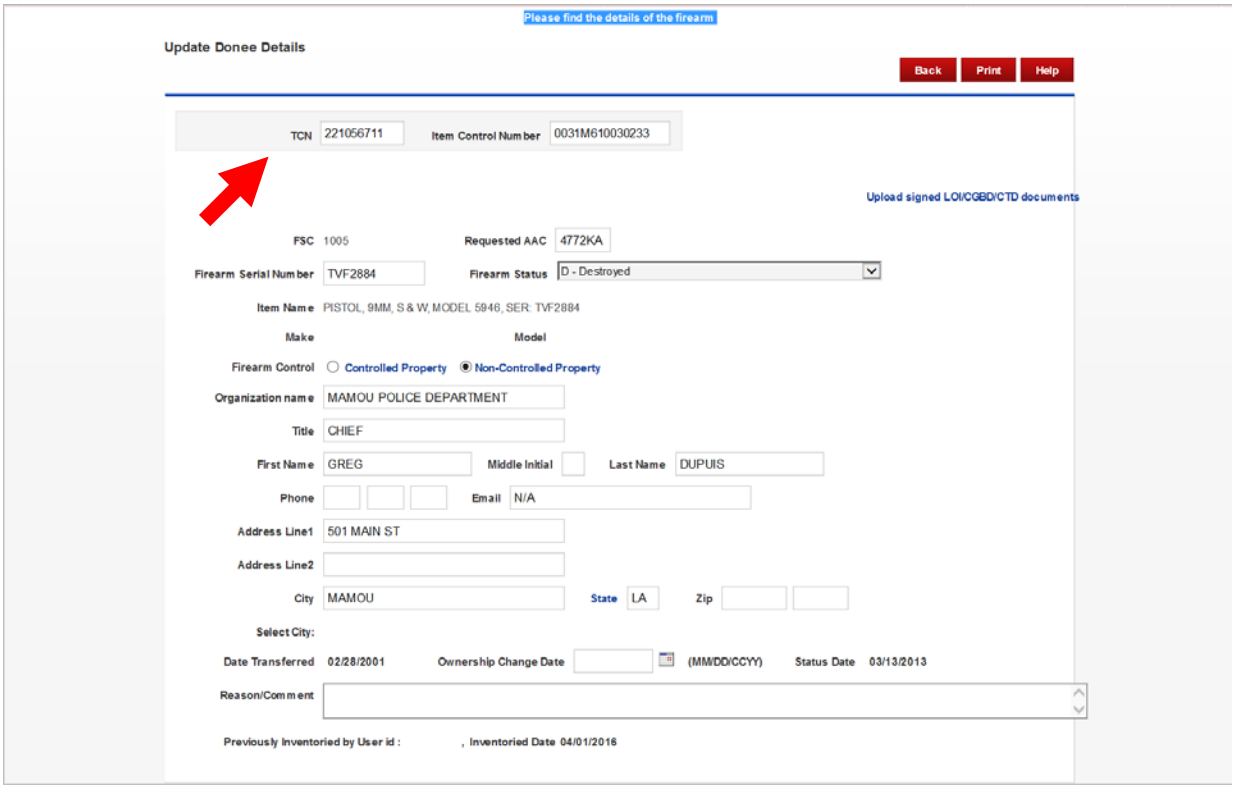
# Firearms User Guide – SASP Access

By clicking on the TCN/ICN hypertext you can view the Donee Detail page.




| SL# | TCN/ICN | LEA USERID/ State Code | Serial number | LEA Organization | LEA POC Name/ Email address | Date Transferred | Last Date Inventoried | Firearms Status |
|---|---|---|---|---|---|---|---|---|
| 1 | 221056711 0031M610030233 | LA | TVF2884 | MAMOU POLICE DEPARTMENT | GREG DUPUIS N/A | 02/28/2001 | 04/01/2016 | D - Destroyed |
| 2 | 221056711 0031M610030234 | LA | TVF2913 | MAMOU POLICE DEPARTMENT | GREG DUPUIS N/A | 02/28/2001 | 04/01/2016 | D - Destroyed |
| 3 | 221056711 0031M610030235 | LA | TVF1076 | MAMOU POLICE DEPARTMENT | GREG DUPUIS N/A | 02/28/2001 | 04/01/2016 | D - Destroyed |
| 4 | 221056711 0031M610030236 | LA | TVD1211 | MAMOU POLICE DEPARTMENT | GREG DUPUIS N/A | 02/28/2001 | 04/01/2016 | D - Destroyed |
| 5 | 221056711 0031M610030237 | LA | TVD1325 | MAMOU POLICE DEPARTMENT | GREG DUPUIS N/A | 02/28/2001 | 04/01/2016 | D - Destroyed |
| 6 | 221056711 0031M610030238 | LA | VAF5363 | MAMOU POLICE DEPARTMENT | GREG DUPUIS N/A | 02/28/2001 | 04/01/2016 | D - Destroyed |

See sample screenshot below.




The Update Donee Details page is "**READ ONLY**" and although it appears you can change items, you can only go back or print this page. If there is a "Next Page" button, that means there are further details for this property item. If there are any changes or errors to the firearm status or LEA information, please contact the GSA Firearms Program Manager for corrections for the transaction.