Firearms Shipping Instructions

Receipt of Firearms

Firearms shipments must be received by the Friday morning *before* the course start date. The firearms will be transferred to the NTC Armory and stored there for issue during the course. This allows enough time for NTC armorers to perform pre-course safety inspections. If firearms are to be hand-carried, NTC armorers must inspect them before use.

Shipping of Firearms

Each shipment must be accompanied with a packing list that specifies the make, model, asset ID, and serial number of each firearm. Cases should have two strapping bands and be in serviceable condition. Damage to cases will be brought to the attention of the carrier's driver.

All cases will be opened and serial numbers verified. The firearms will be inspected and serial numbers verified against the packing list.

Avoid shipping locked cases. If site security policies require sending a locked case, send the key separately to the address below. *Unless a key is received, the locks will be cut.*

Request that your shipping department use tamper-indicating devices and provide any seal/tape numbers in your shipment notification email. A FedEx account number must be provided for the return shipment of weapons to your site. It is NTC policy that firearms are shipped by FedEx "priority overnight," Monday through Thursday.

Use the following shipping address:

Logistics Manager
U.S. Department of Energy National Training Center
NTC Logistics Department
Building 30133 KAFB
Albuquerque, NM 87117

Please send the NTC Logistics Department an email with *tracking number(s)* and *date/method of shipment*: logistics@ntc.doe.gov.

If you have any concerns about shipping, call or email the NTC Logistics Department:

(505) 845-5170, ext. 424
logistics@ntc.doe.gov

Return of Firearms

The NTC will work with a site's receiving/shipping department to expedite the return of firearms as soon as the course is completed. Please provide a shipping/receiving department contact name, telephone number, and email address for the return.