



U.S. Department of Justice
Bureau of Alcohol, Tobacco, Firearms and Explosives

NATIONAL INTEGRATED BALLISTIC INFORMATION NETWORK

NIBIN Account Access Policies

New Users:

To gain access to the NIBIN database, an individual must be trained by ATF, Ultra-FT, or ATF approved personnel (a NIBIN Approved Trainer) first. This training is to be done according to NIBIN and Ultra-FT approved methods, covering all information required by NIBIN. During the course of this training, *all* new Users will take and successfully complete a standard NIBIN competency test prior to their acceptance onto the NIBIN database.

After successfully completing training and competency testing, new Users must complete and submit three forms – a 7200, Background Check Confirmation, and ATF Workstation User Agreement – to NIBIN in order to gain access to IBIS equipment and the NIBIN database at their site. The submission of these forms must occur within two weeks of the end of training to avoid having to retake competency test(s).

Once an account is established, all Users must access their account within 30 days of a 7200 form's processing or their account will be deactivated. Once a new User's account is deactivated in this fashion, they will need to successfully complete another competency test prior to being allowed to access the database. To gain access to the test, itself, an individual must contact the NIBIN Program's Training Coordinator, Stephen Garten, for instructions and to coordinate dates and temporary access to the database for testing. The test will be shipped and completed at the User's site. If any User in this circumstance is unable to successfully complete the competency test – properly orienting and acquiring a breech face impression, firing pin impression, and ejector mark in accordance with current standard orientation and acquisition protocols – in two attempts, they will require retraining before access will be granted again. Once the competency test is successfully completed, all testing materials are returned to the Training Coordinator, and a 7200 form is completed and submitted, access can be granted to the individual.

Established Users:

Any User who does not access their account for 90 consecutive days will have their account deactivated.

After an account has been deactivated (for reasons other than a Customer Agreement violation), a User has 30 days to reactivate their account by way of submitting a new 7200 form *on the first occasion*. If a User takes longer than 30 days (after having had their account deactivated for a 90 day violation) to request a reactivation, competency testing will be required prior to their account being reactivated.

If a User has their account deactivated *for a second time*, their request for reactivation (7200 form) must be accompanied by a letter from their Supervisor, explaining the reason for multiple deactivations and ensuring the NIBIN Program that this will be the last occurrence. If this happens *for a third time*, a User will need to be retrained before being allowed back on the system(s) at their site. This will be done at the cost of the individual's Agency.

Any User who violates the Customer Agreement for ATF Workstation Users will be deactivated. It is the *responsibility* of *all* Users, Trainers, and any other individual with access to or knowledge of the IBIS equipment to report any possible incident to ATF's Designated Security Officer (DSO) for NIBIN, Ron Nichols, or Local System Administrator (LSA), Stephen Garten, who will forward the information to the Information Systems Security Officer (ISSO) for investigation. If, after investigation, a violation is determined to have occurred, the User(s) involved will have their account(s) deactivated permanently.

NIBIN in Action

Check out how NIBIN has made a difference in our communities.

<http://www.cnn.com/interactive/2014/12/us/cnn-guns-project/crime-solvers.html>

https://www.phoenix.gov/policesite/Documents/Storyboard_Glendale_10-8-2014%20v2%20squad.pdf

http://nij.gov/multimedia/presenter/presenter-king-risenhoover/pages/welcome.aspx?utm_source=eblast-govdelivery&utm_medium=eblast&utm_campaign=NIBIN-RFRW

NIBIN Training- Available Options, How to Properly Request it, and What to Expect

Right now, there are two types of training that can be offered by the NIBIN Program regarding use of the system: new User data acquisition and correlation review training and NIBIN Approved Trainer (NAT) training.

Currently, there are three available options for obtaining data acquisition training for new Users of IBIS equipment:

1. An Agency can contact Ultra-Forensic Technology and request for them to send a trainer to their site
 - All costs will be taken on by the requesting Agency
2. An Agency can contact ATF and arrange to have training done at one of the three ATF NIBIN sites
 - There is no cost for the course, itself, but all travel costs will be taken on by the requesting Agency
3. An Agency can contact ATF and see if there is a NAT that may be available to provide training
 - There is no cost for this

After training dates have been determined (which will require a minimum of three weeks of lead time), training documentation will be sent to all trainees by NIBIN's Training Coordinator with a deadline for completion and return. This time frame is in place to allow for the processing of completed forms and so that a training account and temporary access can be set up for the week of training for each individual.

Upon the successful completion of the training course and competency testing, Users will submit completed 7200, Background Check Confirmation, and ATF Workstation User Agreement forms. Once all three forms are received, accounts on the NIBIN domain will be activated. At that point, the system must be accessed within 30 days or the new User will have to be competency tested again prior to being admitted onto the network. NIBIN's Training Coordinator must be contacted to set up this competency testing, if needed.

Regarding becoming trained to become a NIBIN Approved Trainer, there are two options available. The course can be completed:

1. At the NIBIN Program's site in Atlanta, GA, where a one week course is offered on a quarterly basis.
 - a. There is no cost for the course, itself, but all travel costs will be taken on by the requesting Agency
2. By an Agency's contacting Ultra-Forensic Technology and requesting for them to send a trainer to their site
 - a. All costs will be taken on by the requesting Agency

After the initial request for admittance into the NAT course, documentation that will need to be completed and returned prior to acceptance will be sent to all applicants. This documentation will include two items: a one page application and a spreadsheet that will need to be filled out during the performance of a self-assessment. Once completed, these items are to be submitted to NIBIN's Training Coordinator where they'll be reviewed and a determination will be made regarding admittance into the NAT course. After a determination is made, the applicant will be contacted and possible training dates will be discussed.

**While this training will be scheduled and held on a quarterly basis by ATF (in Atlanta) and on a contract basis when arranged through Ultra-FT, this is always limited by availability of trainers and demand for the course by applicants.

Once approved as a NAT, individuals will be provided with detailed information regarding the process that is used and accepted by NIBIN for scheduling and providing training.

For any questions, contact NIBIN's Training Coordinator, Stephen Garten via email at Stephen.Garten@atf.gov or by phone at 404-315-4628 or NIBIN's National Technology Coordinator, Ron Nichols via email at Ronld.Nichols@atf.gov or by phone at 925-364-8453.