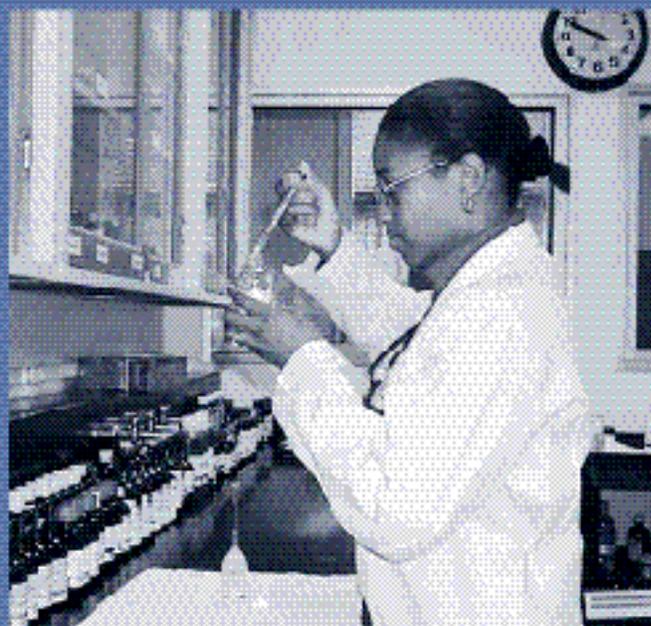
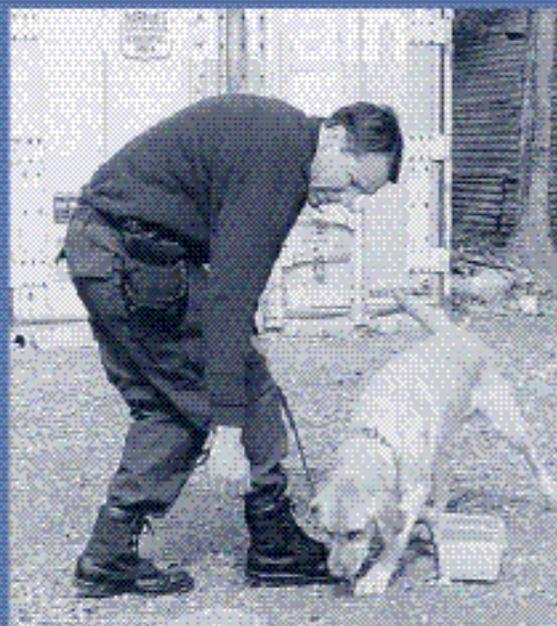


**Department of the Treasury**  
**Bureau of**  
**Alcohol, Tobacco and Firearms**  
**Accountability Report**  
**Fiscal Year 1999**



"Working for a Sound and Safer America...  
...Through Innovation and Partnerships"

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**Department of the Treasury**



**Bureau of  
Alcohol, Tobacco and Firearms  
Accountability Report**

**Fiscal Year 1999**



# Executive Summary

**T**his report marks the fifth year that the Bureau of Alcohol, Tobacco, and Firearms (ATF) has prepared an Accountability Report. PricewaterhouseCoopers LLP has issued an “unqualified opinion” on ATF’s 1999 financial statements.

The report includes messages from ATF’s Director and Chief Financial Officer, FY 1999 Highlights, Management’s Discussion and Analysis, Report of Independent Accountants on the financial statements, ATF’s financial statements, related notes and required supplementary information. The employees of ATF are proud to dedicate this report and the accomplishments described herein to Director John W. Magaw who leaves ATF as its Director for the past six years.

The Management’s Discussion and Analysis section addresses ATF’s performance measures, financial statements, systems and controls, compliance with laws and regulations, and corrective actions taken or planned to address problems. It also includes a “Performance Goals and Results” section that reports on ATF’s three major activities: Reduce Violent Crime, Collect Revenue, and Protect the Public, and the programs that support these activities.

A copy of ATF’s FY 1999 Accountability Report is available for public downloading at ATF’s Internet Web Page at <http://www.atf.treas.gov/pub/pub.htm>.





# Message from the Director



**T**he men and women of ATF continue to autograph their work with excellence by building upon past successes and embracing innovations in human resources, information technology, business processes, and structure that will move the Bureau forward into the challenging new century.

As a result of our strengthened infrastructure, for the first time since 1993, we have been able to recruit, hire, and train a significant number of special agents and inspectors. Moreover, we have developed a pilot pay banding and performance management system that will allow greater flexibility to attract, hire, and retain high caliber personnel in scientific, engineering, and technical occupations. These issues were critical to ATF in accomplishing our varied mission of reducing violent crime, collecting the revenue, and protecting the public.

We also have effectively used our new information technology structure to implement enhanced case management tools for special agents and inspectors as well as a centralized financial management framework. This structure has also served to expand our ability to link and analyze crime gun information from ATF's National Tracing Center databases, and to develop additional criminal referrals for use by ATF employees and other State and Federal law enforcement agencies. ATF's National Revenue Center has applied technology to finalize procedures for implementation of the provisions of the Tax Reform Act of 1997 that take effect on January 1, 2000. At the same time, we have prepared our information systems for Y2K readiness and developed plans to ensure that there will be no interruption in the Bureau's ability to serve the American public as we enter the new year.

ATF has also made great strides in fulfilling our vision of building physical structures that better accommodate our increased responsibilities in carrying out Federal laws governing alcohol, tobacco, firearms, explosives, and arson. Construction was substantially completed on ATF's canine facility in Front Royal, Virginia, where up to 100 explosives and accelerant detecting canines will be trained each year for the use of local, State, Federal, and international agencies. In collaboration with the scientific, academic, and investigative communities, we have designed a world class National Laboratory and Fire Research Center and moved much closer to construction in Beltsville, Maryland. Additionally, we have received initial funding for a proposed site in the Nation's capital for a permanent and more secure ATF Headquarters facility. Arrangements have also been made to relocate ATF's National Tracing Center to a larger facility in Martinsburg, West Virginia, to accommodate ATF's growing role in supporting other law enforcement agencies in fighting violent crime.

The many successes detailed in the following pages are guided by the principles and spirit of ATF's strategic plan. Other Treasury and non-Treasury agencies have used that plan as a benchmark for their effective alignment of performance goals with program activities. For the past five years, independent audits, conducted first by the Department of the Treasury and then by PricewaterhouseCoopers LLP, have produced the highest possible rating on the soundness of ATF's financial systems and its management of resources. The evaluation of our management systems and controls for FY 1999, required by the Federal Managers' Financial Integrity Act of 1982, as in prior years, demonstrates compliance with that Act. And again, the evaluation disclosed no material non-conformances with ATF's programs or administrative activities or with government-wide requirements in ATF's financial management systems. The Bureau is also in compliance with the requirements of the Federal Financial Management Improvement Act of 1996 reflecting that ATF has implemented and maintained financial systems that comply with Federal financial management systems requirements, applicable Federal accounting standards, and the United States Government Standard General Ledger at the transaction level.

The expert and experienced public servants who comprise the ATF team provide outstanding service to the citizens of this Nation. Their knowledge in very controversial and complex jurisdictions is unmatched in all but their dedication and talent.

*John W. Magaw*



## Message from the Chief Financial Officer



ATF's Chief Financial Officer (CFO) and Deputy CFO.

**F**or those stakeholders who have read our previous reports, you will see that the Bureau of Alcohol, Tobacco and Firearms has received 4 consecutive favorable audit opinions. This year we received an unqualified opinion. The American public can be assured that ATF is managing its resources in a sound manner and can accurately link these resources to mission results. For others who may be reading our report for the first time, we hope that you will see the pride, diligence, and professionalism of our ATF employees -- our most valuable asset. They have worked in a smart and focused way to accomplish our mission and to improve the Bureau's infrastructure through (among other things) a massive recruiting effort, developing new information technology systems and acquiring additional facilities to strengthen ATF's law enforcement efforts.

With respect to systems, one important element of accountability is having a financial and cost accounting system that provides timely and reliable information for decision makers. We are pleased to report that we began the implementation of a new financial system (Financial Resources Desktop System), which will be effective for FY 2000, and will allow us to take advantage of an enterprise system and network that provides reporting, payment and accountability solutions. This new system will provide real-time information to program managers and other decision makers. In the long-term, this approach will reduce labor intensive tasks -- thus freeing up human resources to be creative and more productive.

Finally, Fiscal Year (FY) 1999 marks the end of a unique period for ATF. This is the last accountability report under the visionary leadership of Director John W. Magaw who is leaving after 6 years of outstanding service at ATF. Secondly, FY 1999 reflects the sum total of our strategic efforts to position ATF to meet the challenges of E-Government & E-Commerce and better asset management as we begin the 21st Century.

My thanks to the Treasury Office of Inspector General and its audit contractor (PricewaterhouseCoopers LLP) for their continual partnership in ensuring that you, the American taxpayer, have insight into Bureau operations. The men and women of ATF are proud to show how they are applying program and administrative support resources in more innovative ways to maximize efficiency as we work for a sound and safer America.

I welcome your comments and observations about our report.

e-mail address [wtearle@atfhq.atf.treas.gov](mailto:wtearle@atfhq.atf.treas.gov)

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# FY 1999 Highlights

## Reduce Violent Crime

- ☛ Hired new special agents and inspectors to staff the 27 Youth Crime Gun Interdiction Initiative (YCGII) cities.
- ☛ Implemented an investigative referral system to process information received from the FBI following National Instant Criminal Background Check System (NICS) checks.
- ☛ Installed 40 Integrated Ballistics Identification System (IBIS) units in 34 cities to meet demands of law enforcement communities.
- ☛ Acquired the former IRS computer center in Martinsburg, WV, for relocation and expansion of ATF's National Tracing Center to accommodate the growing demand for crime gun traces.
- ☛ Implemented a complete field re-structuring as part of a continuing effort to modernize ATF's culture and effectiveness.
- ☛ Developed and provided training for the Bureau's Critical Incident Management System (C.I.M.S.) which involves the deployment of a Divisional Critical Incident Management Response Team (C.I.M.R.T.) supported by a Critical Incident Management Support Team (C.I.M.S.T.) at Bureau Headquarters. Four

Executive Level C.I.M.S. training seminars were completed during this fiscal year as well as twenty-three Field Division C.I.M.R.T. training evolutions. Additionally, two C.I.M.S.T. training seminars were conducted at Bureau Headquarters. Since its inception, ATF has successfully field tested the C.I.M.S. during actual investigations/critical incidents six times.

## Collect Revenue

- ☛ Continued efforts to consolidate the technical services offices to the National Revenue Center. The target date to complete the closure of the technical services offices is December 31, 2000.
- ☛ Collected \$12.1 billion in revenue generated from Federal excise taxes imposed on alcohol, tobacco, firearms and ammunition.
- ☛ Investigated diversion of alcohol and tobacco products resulting in 49 defendant prosecutions and seizures resulting in over \$11 million being credited to the Treasury Asset Forfeiture Fund by ATF, Customs, and IRS.
- ☛ Worked on developing methods for implementation of E-Government regarding the processing of tax returns, tax payments, and reports.

## Protect the Public

- ☛ Resolved 923 public safety violations disclosed during explosives compliance inspections.
- ☛ Enhanced the alcohol beverage sampling program to provide greater protection to the public.
- ☛ Conducted trade practice investigations which curtailed illegal marketing practices of alcohol beverages.
- ☛ Partnered with the regulated industry to curtail misleading alcohol advertisements.
- ☛ Initiated regulatory changes to prohibited alcohol packaging directed toward youth.
- ☛ Provided information to the public and industry using the ATF Internet Web Page.
- ☛ Supported international trade in alcohol beverages.

## Bureau-wide Programs

- ☛ Deployed N-FORCE and N-SPECT Subsystems of ATF's National Field Office Case Information System (N-FOCIS) to all of ATF's Field Operations offices across the country. There are approximately 2,800 N-FORCE and 750 N-SPECT users trained. As of October 15, 1999, there are approximately 5,800 open investigations in the N-FORCE system.

<ul style="list-style-type: none"> <li>☛ Re-engineered ATF's Human Resources process to meet the legal requirements of a class action lawsuit, and participated as a pilot in the Treasury Department's Integrated Human Resources System (Peoplesoft).</li> <li>☛ Established the Merit Promotion Board (MPB) which was mandated to improve and standardize the selection process for GS-14 and GS-15 supervisory and managerial positions. All new supervisory positions at this level are now interviewed and selected by this board.</li> <li>☛ Enhanced ATF's overall recruitment process for special agents and inspectors. ATF has interviewed more than 1,800 applicants for special agents and inspectors positions and hired 200 special agents and 97 inspectors. (Approximately 7,700 applicants were screened; based on initial goal a total of 100% of special agents and 97% of inspectors have been hired for FY 1999).</li> <li>☛ Upgraded the Bureau's core financial system from a mainframe environment to a client server to reduce manual processing and begin to integrate with other financial and mixed financial systems. Its goal is to produce total electronic processing of financial transactions. Over 500 users are operational on the system, with training provided for over 250.</li> <li>☛ Implemented a new credit card conversion and closed all cash imprest funds for greater control over financial assets and to meet cash management goals.</li> </ul>	<ul style="list-style-type: none"> <li>☛ Substantial progress was made on the acquisition of land for ATF's new National Laboratory and Fire Research Center. The intended construction is to begin in January 2000, with planned occupancy in the summer of 2001.</li> <li>☛ Received 50 percent more e-mail inquiries from the public, industry members and others from fiscal year 1998 to 1999. ATF now receives more than 1,200 e-mails per month.</li> <li>☛ Placed the ATF Bomb Threat and Physical Security booklet on our Internet site as part of ATF's response to the nation's focus on preventing juvenile violence in schools. There have been thousands of "hits" by school administrators, school resource officers and others who are using the booklet as part of their crisis response planning. ATF will use the Internet in FY 2000 to continue focusing on juvenile violence prevention efforts as part of its overall strategic plan.</li> <li>☛ Made significant progress in adding legal support to ATF's field offices by placing Division Counsels in 15 of its 23 field divisions.</li> <li>☛ Conducted 11,183 training courses for ATF employees. In addition, 42,202 Federal, state, local, international law enforcement officers, and industry personnel participated in ATF-sponsored training.</li> </ul>	<ul style="list-style-type: none"> <li>☛ Trained a record number of new ATF special agents and inspectors through New Professional Training (NPT) at the ATF Academy; 168 agents and 72 inspectors commenced their careers by successfully completing this basic training.</li> <li>☛ Trained 10 Computer Investigative Specialists (CIS) in Basic Seized Computer Evidence Recovery, in conjunction with the Treasury Department's CIS2000 program. Additionally, seven CIS's were trained in Advanced Computer Evidence Recovery techniques, bringing the total number of ATF personnel qualified as CIS's to 21.</li> <li>☛ Established the National Firearm Examiner Academy for training firearms and toolmark examiners in the latest ballistics technology to help state and local law enforcement meet the growing backlog of unsolved shootings.</li> <li>☛ Completed radio equipment installations, moving one step closer to meeting the National Telecommunications and Information Administration (NTIA) mandate of having all Federal agencies operating in the narrowband environment for land mobile radio communications equipment by January 1, 2005. Forty-eight (48) percent of ATF's radios now meet the NTIA mandate of operating in the narrowband environment.</li> </ul>
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## **V i s i o n**

**“Working for a Sound and Safer America...  
...Through Innovation and Partnerships”**

The Bureau of Alcohol, Tobacco and Firearms (ATF) must respond to the public outcry against crime, violence, and other threats to public safety. We must also continue to do our part to maintain the economic stability of the country. Our vision will help us chart the course to change the way we do business and achieve new levels of effectiveness and teamwork.

## **M i s s i o n**

The Bureau of Alcohol, Tobacco and Firearms (ATF) is a law enforcement organization within the United States Department of the Treasury with a unique combination of responsibilities dedicated to reducing violent crime, collecting revenue, and protecting the public.

## **A T F V a l u e s**

The Bureau of Alcohol, Tobacco and Firearms:

We value each other and those we serve.

We will:

- Set and uphold the highest standards of excellence and integrity;
- Provide quality service and promote strong external partnerships; and
- Develop a diverse, innovative, and well-trained work force in order to achieve our goals collectively.



# ATF's Activities, Programs, and Performance Measures

Activity	Programs	Performance Measures
<p><b>Reduce Violent Crime:</b> Effectively contribute to a safer America by reducing the future number and cost of violent crimes.</p>	<ul style="list-style-type: none"> <li>● Deny criminals access to firearms.</li> <li>● Safeguard the public from arson and explosives incidents.</li> <li>● Remove violent offenders from our communities.</li> <li>● Prevent violence through community outreach.</li> </ul>	<ul style="list-style-type: none"> <li>● Crime-related costs avoided.</li> <li>● Future crimes avoided.</li> <li>● Number of ATF and non-ATF persons trained/developed.</li> <li>● Number of firearms traces.</li> <li>● Average trace response time.</li> </ul>
<p><b>Collect Revenue:</b> Maintain a sound revenue management and regulatory system that continues reducing taxpayer burden, improves service, collects the revenue due, and prevents illegal diversion.</p>	<ul style="list-style-type: none"> <li>● Fully implement the National Revenue Center.</li> <li>● Collect all revenue that is rightfully due.</li> <li>● Use electronic commerce.</li> </ul>	<ul style="list-style-type: none"> <li>● Taxes/Fees collected from alcohol, tobacco, firearms and explosives industries.</li> <li>● Ratio of taxes and fees collected vs. resources expended.</li> <li>● Burden hours reduced.</li> </ul>
<p><b>Protect the Public:</b> Protect the public and prevent consumer deception in ATF's regulated commodities.</p>	<ul style="list-style-type: none"> <li>● Assure the integrity of the products, people, and companies in the marketplace.</li> <li>● Ensure compliance with laws and regulations through education, inspection, and investigation.</li> <li>● Inform the public.</li> </ul>	<ul style="list-style-type: none"> <li>● Response to unsafe conditions and product deficiencies discovered (explosives).</li> <li>● The number of commodity seminars held.</li> <li>● Number of inspections (explosives).</li> <li>● Percent of population inspected (firearms).</li> </ul>



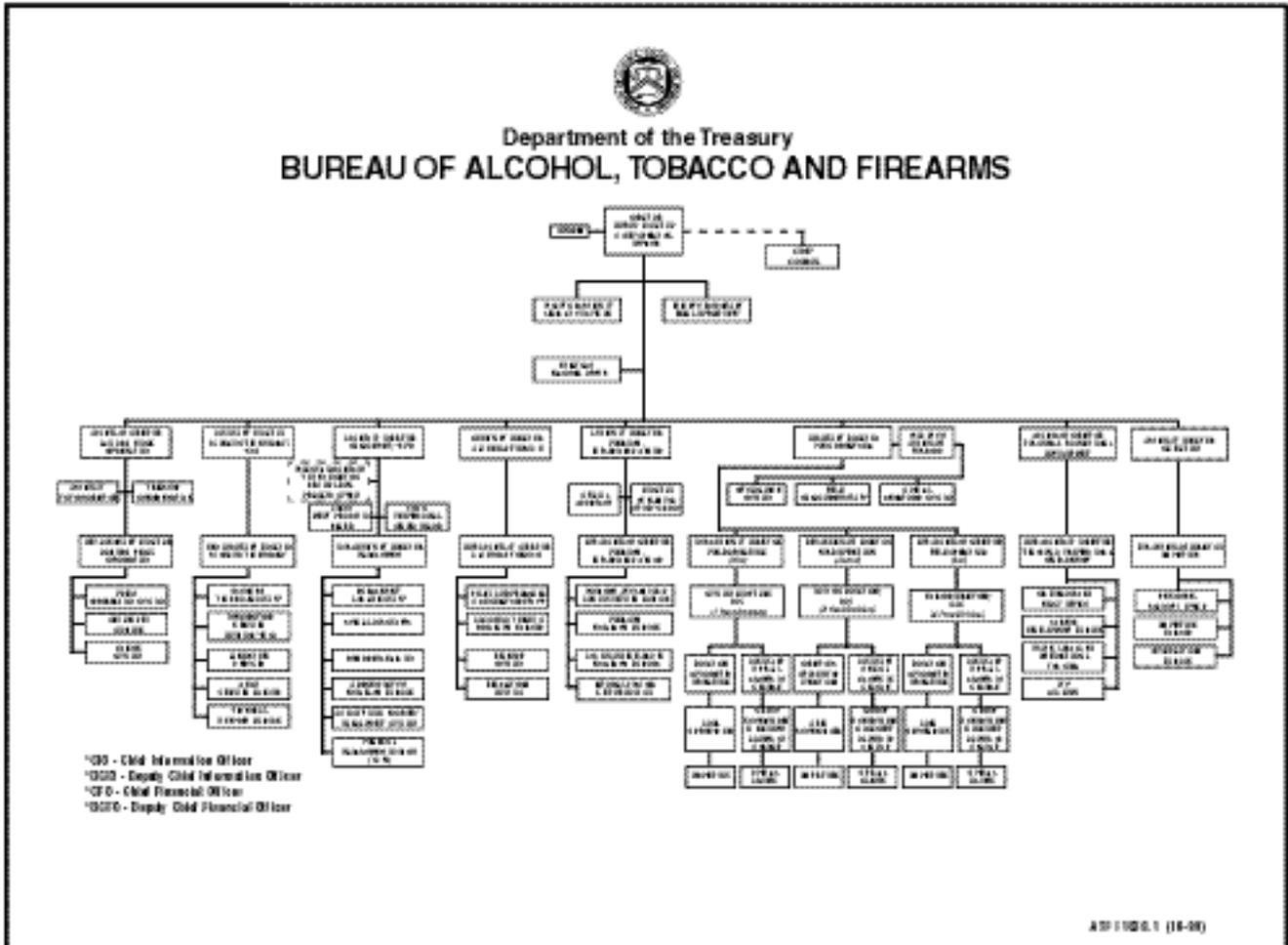
# Management's Discussion and Analysis

## Mission and Organizational Structure

**T**he Bureau of Alcohol, Tobacco and Firearms (ATF) is a Federal law enforcement organization that serves as the nation's expert on four highly regulated consumer products: alcohol, tobacco, firearms and explosives. These products require special attention due to the important social consequences resulting from their misuse or abuse. ATF represents a uniquely concentrated resource for providing investigative; regulatory; tax collection; and technical, scientific and legal expertise relating to these products. This unique combination of tools and

balanced approach to protecting the public's legitimate access to these commodities while fighting unlawful use and trafficking.

ATF's National Headquarters, located in Washington, DC, consists of offices that develop major policies and programs in accordance with the applicable laws and regulations that ATF enforces. The ATF executive structure consists of the Director, Deputy Director, Chief Counsel, and the Assistant Directors for Field Operations; Firearms, Explosives and Arson; Alcohol and Tobacco;



agement/Chief Financial Officer; Science and Technology/Chief Information Officer; and Training and Professional Development. These executives form the core of the Bureau's Strategic Leadership Team and Investment Review Board. The Office of the Director includes the Deputy Director, Ombudsman, and Executive Assistants for Legislative Affairs, Equal Opportunity and the Strategic Planning Office.

Geographically, ATF has offices in every major U.S. city and in Mexico, Canada, Colombia, Guam, U.S. Virgin Islands, the Commonwealth of Puerto Rico, and France. The field structure is comprised of twenty-three (23) Field Divisions strategically located throughout the United States - with a single executive heading each office and having responsibility for all law enforcement and revenue activities assigned within the Office of Field Operations. Plans are underway for field divisions to have on-site legal and forensic audit support as well as equal opportunity policy advisors. At this time, ATF has Counsel offices in 15 field divisions (Atlanta, Boston, Charlotte, Chicago, Columbus, Dallas, Detroit, Miami, New Orleans, New York, Philadelphia, Phoenix, San Francisco, Tampa, and Washington).

The Office of Equal Opportunity has six EEO Managers, one in San Francisco, Chicago, New York, Dallas, Atlanta and Headquarters. Each field division has been assigned to one of these six EEO managers.

In addition, ATF operates the following service centers and training facilities throughout the United States:

- National Tracing Center in Falling Waters, West Virginia.
- National Licensing Center in Atlanta, Georgia.
- National Revenue Center in Cincinnati, Ohio.
- Laboratories in Maryland, Georgia, and California.
- ATF Academy, located at the Federal Law Enforcement Training Center in Glynco, Georgia, and a satellite office at Fort McClellan, in Alabama.

As of September 30, 1999, ATF had 4,458 employees on board, of which 4,286 were full-time permanent employees. Additional information on ATF's programs is provided in the Management's Discussion and Analysis section of this report. ATF's Internet site also contains other supporting documentation and reference materials (<http://www.atf.treas.gov>).



The destruction from the tornadoes that hit the Oklahoma City area brought ATF employees on scene to assist the victims with cleanup and prepare food.

# Major Infrastructure Challenges Facing ATF

## Year 2000 Date Compliance

ATF has worked diligently this past year to prepare the agency to meet Y2K compliance and enter Calendar Year 2000. The Information Technology (IT) hardware throughout the Bureau has been updated and ATF is in the process of completing final validation checks on remaining mission critical IT and non-IT systems. ATF anticipates completing the renovation phase for all mission critical and all remaining mission critical non-IT systems prior to December 1999. In addition, ATF is renovating high priority non-mission critical systems that may impact Bureau operations but are not critical enough to be classified mission critical.

Concurrently, ATF is preparing to transition to a post-deployment phase that will address crisis activities and post Year 2000 (Y2K) actions. This phase is designed to facilitate resumption of normal operations. As part of its Outreach program, the Bureau has been coordinating and exchanging information with its trading partners and other third party organizations. ATF has published revenue collection and firearms Y2K Industry Guidance Letters to advise taxpayers and regulated industries of excise tax and other responsibilities relative to Year 2000.

ATF is confident that any potential Year 2000 issue will have a negligible impact on its strategic mission activity to collect the revenue due to the Federal Treasury and its other strategic mission activities to reduce violent crime and protect the public.

ATF has categorized its Y2K costs as "Y2K direct", "mixed" or "indirect" per the Department of the Treasury's guidance for submission of a Bureau Year 2000 Quarterly Cost Model (Budget Report). Based on information referenced in the ATF Cost Model the following is provided:

- ❖ Historical direct costs through FY 1999 are \$27.3 million. Inclusive in those costs is \$14.2 million allocated directly to system fixes and replacements.
- ❖ Historical mixed costs through FY 1999 are \$29.8 million. These costs are a portion of the total system repair or replacement costs that are attributable to Year 2000.

- ❖ ATF has \$97,500 in indirect labor costs that have been attributed to year 2000 services.

- ❖ ATF's FY 2000 cost estimates are:

Direct	\$2,755,000
Mixed	\$7,730,500
Indirect	\$13,500

The major risk to ATF's mission would be a lengthy disruption in infrastructure services both internally and externally. The key areas are electricity, communications, transportation, banking, and health-related services. ATF believes that there will not be a major impact on agency operations unless the disruption of service is longer than seven days and is nation-wide in scope. ATF believes that the worst case scenario would be an external infrastructure service disruption.

ATF has developed a Business Continuity and Contingency Plan (BCCP) that addresses its core business processes and associated risks and threats. Concurrently, ATF has developed separate contingency plans for all mission critical information technology and non-IT systems. ATF has developed a Y2K Crisis Management Plan to address likely worst case and other minor threat scenarios. As part of this plan, ATF has developed "Pre-Day One", "Day One", and "Post-Day One" strategies that are designed to mitigate any adverse Y2K impacts.

## Financial System Conversion

During this past fiscal year, ATF readied its financial operations to move from the mainframe to a client-server environment effective October 1, 1999. This conversion was necessary to move the last major software application off an old mainframe architecture to one that would "speak" to other systems already converted during Y2K efforts. Upgraded software and hardware were deployed to over 500 users at Headquarters and 23 field operation sites. Over 250 users received an intensified one-week training for the transition to a window-based, client-server environment which would produce electronic processing of requisitions for goods and services, and miscellaneous expenses from point of origin to issuance of purchase orders and payments.

This project was completed in less than nine months and five years of open financial transactions were converted to the new system. The outcome of this project has moved the Bureau from a completely paper-driven environment to electronic processing of most financial transactions. The new system was integrated with the Bureau's procurement system and the Bureau's payroll system at the Department of Agriculture. In addition, all small purchase expenses made through credit cards will be electronically downloaded to the financial system on a daily basis. Thus, all budgets are automatically reduced on a daily basis with no lag of processing time. Combined with this effort was an executive desktop financial status report which combines financial data by fund, major expense category, full-time equivalency utilization, and performance measure. This report will provide real-time access to all executive decision-makers.

FY 2000 will focus on stabilization of the system and plans to integrate with the Bureau's property system. It is also anticipated that a pilot will be in place to electronically process all travel vouchers based on funding received from the Congress in late FY 1999, which will require training for all ATF travelers.

### **Expansion of Physical Structures**

ATF is in the beginning stages of a vibrant and exciting future as it relates to the expansion of its physical structures. In addition to the new ATF Canine Training Center, a successful business case was presented to the Treasury Investment Review Board for the construction of a new ATF National Headquarters in Washington, DC and a new National Laboratory Center in Northern Prince Georges County, Maryland.

#### **National Laboratory Center**

A new National Laboratory Center is being constructed because the existing laboratory in Rockville, Maryland cannot be successfully modified to meet new laboratory accreditation standards. It also cannot be expanded to include the new ATF mission requirement for a fire investigation, research and education program - a fire research laboratory. The fire research facility will be the first of its kind for law enforcement and is one of the exciting new initiatives to be included in the new laboratory. The Government's lease for the existing laboratory will expire in June 2001. The development of the new ATF National Laboratory Center, including the Fire Research Labora-

tory, is critical to ATF's successful implementation of its Strategic Plan, a portion of which addresses improved investigations to support criminal enforcement in all ATF jurisdictional areas, including bombings and major fires.

The new National Laboratory Center will, in fact, house three very different laboratories as well as continue as the administrative headquarters for the entire ATF laboratory system. The Forensic Science Laboratory and Alcohol and Tobacco Laboratory will be relocated from their current location in an aging, poorly ventilated building to a new, modern laboratory designed specifically to meet the demands of each laboratory's unique functions.

The Alcohol and Tobacco Laboratory conducts chemical, physical and instrumental analyses on the alcohol and tobacco products that ATF regulates. This work supports the Bureau's regulatory enforcement activities toward collecting the revenue due and protecting the public.

The Forensic Science Laboratory will continue its work on crime scene investigations and support to ATF's unique forensic focus on firearms, bombs and major fire investigations.

The Fire Research Laboratory will concentrate on research to support fire investigations and be capable of recreating larger fire scenarios, under controlled and environmentally sound conditions. Where the handful of other fire laboratories in the world focus on safety, the ATF fire research program and facilities are being carefully designed to conduct the unique kind of testing that will provide the tools prosecutors and fire investigators need to convict arsonists.

A goal for ATF was to locate the National Laboratory Center close to the University of Maryland, College Park campus. ATF and the University have an active partnership that has focused on training Certified Fire Investigators. This partnership is expected to expand to include a variety of mutually beneficial sharing of technical and professional resources when the Laboratory is complete. The final site selection met that goal, and represents an exceptionally appropriate location for the laboratory. It is appropriately zoned, it is large enough to allow generous buffers between the laboratory and its neighbors, and it is fully wooded, allowing the design team to create a beautiful campus environment for laboratory personnel.

The site contract and Department of Justice review was completed by the General Services Administration on behalf of ATF in FY 1999. The unique single-story structure was designed especially to complement the 35 wooded acres on the Ammendale Business Park Campus in North Prince Georges County, Maryland near Beltsville. The new laboratory is being designed by world-renowned architects as part of a GSA development team partnership, surpassing all approval and schedule expectations to date. The facility will house up to 142 employees in an attractive and collegial work environment. Construction is scheduled to begin in early 2000 and occupancy is scheduled for late 2001.

### **New ATF Headquarters**

The General Services Administration, on behalf of ATF and the Department of the Treasury, has been searching for a site for the Federal construction of ATF's new National Headquarters facility for three years. Over the last year, the primary focus has shifted to a location in the District of Columbia at the southeast intersection of New York Avenue and First Street, NE with Florida Avenue bordering on the west. By the end of FY 1999, an agreement between the District government and Federal government on acquisition of the property, known as Square 710, for ATF's new Headquarters, was near completion.

ATF and GSA focused their attention on the New York Avenue site for several reasons: (1) the site size accommodates the project's requirements; (2) it is owned by the District of Columbia, another government entity; (3) it is more affordable than commercial sites in DC; (4) the site is critical to one of the city's key economic revitalization zones; (5) DC has engaged Metro and private developers for the areas around the site; and (6) it keeps ATF within 10 blocks of its current location.

The facility is authorized by Congress to house approximately 1,100 ATF personnel and provide 200 parking spaces. The design architect will be selected following standards set forth in GSA's nationally award-winning Design Excellence Program. The design will also include input from the local community, and will be located on a cornerstone site of the New York Avenue Corridor, a main entrance into Washington DC. The site studies, public comment and acquisition activities will conclude in FY 2000. Design development will conclude in FY 2001. Construction is scheduled to begin in FY 2001 and be completed in FY 2004.

The new ATF Headquarters will provide a safe, modern, well-designed structure for its employees. This will enable them to perform the law enforcement and regulatory functions assigned to this agency. The development will incorporate protective design elements that will serve to reduce the danger of threats against ATF to the Headquarters and/or its neighbors. In addition, it will provide ATF with a permanent home, be a landmark facility and monument to City/Federal partnership and be a Class A - high tech office building. The new ATF National Headquarters will be the first Federal construction project to incorporate the full level of GSA's security design criteria in an urban environment. It will maintain ATF headquarters employees as a vital element of the local community it has been a part of for ten years and broaden ATF's outreach and support efforts in education and prevention programs.

### **Human Resource System Pilot**

The Bureau also began participation in a pilot of the Treasury-wide human resource system. During FY 2000, these efforts will begin to automate the Bureau's processing of personnel actions at point of origin and substantially reduce a labor-intensive paper process. The system will be available to all Headquarters and field offices.