



# ATF: Inside and Out



*Providing You with the Tools to Excel*

Chad J. Yoder

Chief, Firearms and Explosives

Industry Division



## Mission

The mission of ATF is to conduct criminal investigations, regulate the firearms and explosives industries, and assist other law enforcement agencies. This work is undertaken to prevent terrorism, reduce violent crime and to protect the public in a manner that is faithful to the Constitution and the laws of the United States.



# Vision

## Working For A Safer and More Secure America...Through Innovation and Partnerships

The Bureau of Alcohol, Tobacco, Firearms and Explosives must protect the public against crime, violence, and other threats to public safety. Our vision will help us chart the course to improve the way we serve and protect the public, provide leadership and expertise, and achieve new levels of effectiveness and teamwork.



# ATF Directorates

Office of the Director

Office of the Chief Counsel

**Office of Enforcement Programs and Services**

**Office of Field Operations**

Office of Human Resources and Professional Development

Office of Management

Office of Public and Governmental Affairs

Office of Professional Responsibility and Security Operations

Office Science and Technology

Office of Strategic Intelligence and Information



# Office of Enforcement Programs and Services (EPS)

- The Firearms and Explosives Industry Division (FEID)
- The Firearms and Explosives Services Division (FESD)
- The National Tracing Center Division (NTC)
- The Office of Regulatory Affairs (ORA)



FEID develops policy and provides technical support on firearms and explosives to the Bureau, the firearms and explosives regulated industries, the general public, and other Federal, State, and local agencies.

- Explosives Industry Programs Branch (EIPB)
- Firearms Industry Programs Branch (FIPB)
- Firearms Technology Branch (FTB)



**Firearms and Explosives Industry Division**

**Chad Yoder, Chief**

**Debra Satkowiak, Deputy Chief**

**John Badowski,  
Industry Liaison**

**Explosives Industry  
Programs Branch**

**William J. Miller,  
Chief**

**Firearms Industry  
Programs Branch**

**Adam P. Rogers,  
Chief**

**Firearms  
Technology Branch**

**John R. Spencer,  
Chief**



## EIPB Duties

- Issue Rulings, Rulemakings
- Conduct special studies / projects
- Open letters / interpretation letters
- Issues variances, determinations, exemptions
- Liaison with the industry to help identify areas of weakness and vulnerability in security and internal controls; to ensure public safety with as little disruption to the explosives industry as possible; and to protect the general public from explosives accidents





**ATF**  
Bureau of Alcohol, Tobacco, Firearms and Explosives  
At the Frontline Against Violent Crime

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### Explosives Industry

The explosives industry in the United States is composed of approximately 11,000 ATF explosives licensees and permittees working in commercial explosives, fireworks, and specialty products. While the mining industry uses about 87% of all the explosives used in the U.S. on an annual basis, explosives are used in virtually every segment of the manufacturing and major construction industries. Explosives industry members play an integral role in maintaining and improving our quality of life in the United States and work to bring countless benefits to our everyday lives in areas such as mining, oil and gas exploration, demolition, avalanche control, and the use of explosives in special industrial tools, medical instruments, fire extinguishers, railroad locomotives, air bag inflators, and special effects in the entertainment industry.

However, with all of the benefits that explosives bring to our lives, explosives also have been used by those who seek to disrupt or destroy the peace, progress and works of society. Because of the potential misuse of these explosive materials, ATF's role in protecting the public from unsafe and insecure storage, or the misuse of explosives materials in criminal or terrorist activities, is more vital now than ever.

ATF and industry share common goals of ensuring public safety and protecting America against potential criminal or terrorist activities. Therefore, ATF strives to work and consult with the explosives industry and its associations to ensure the safety and security of the public. Explosives Industry Programs Branch (EIPB) representatives participate at industry seminars and conferences and meet with industry members to discuss ways to increase industry security. These outreach activities make ATF more effective at keeping explosive materials out of the hands of criminals.

EIPB is the primary point of contact for other Governmental agencies for explosives regulatory issues. It is responsible for the classification of explosive materials and the interpretation of the regulations codified under 27 CFR, Part 555. EIPB also issues [warnings](#), determinations, opinions, and variances relating to explosives, the annual [List of Explosives](#), the [Explosives Newsletter](#), and special notices as needed.

I want to...

- ▶ [Become a Federal Explosives Licensee \(FEL\)](#)
- ▶ [Renew my Federal Explosives License \(FEL\)](#)
- ▶ [Discontinue Being a Federal Explosives Licensee \(FEL\)](#)
- ▶ [Report Explosives Theft or Loss](#)
- ▶ [Apply for Relief of Explosives Disability](#)
- ▶ [Request a variance, exemption, or determination](#)
- ▶ [Learn about explosive safety and security](#)
- ▶ [Learn about explosive storage requirements](#)
- ▶ [Learn about explosive pest control devices](#)
- ▶ [Learn about fireworks safety and security](#)
- ▶ [Download to the Explosives Industry Newsletter](#)
- ▶ [Learn safety around suspicious or dangerous items](#)
- ▶ [Plastic Explosives Reminder](#)
- ▶ [Learn about Disaster Preparedness](#)

Division Organization Chart

U.S. Department of Justice  
Bureau of Alcohol, Tobacco, Firearms and Explosives  
Office of Enforcement Programs and Services

## ATF

### Explosives Magazine Construction Requirements

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

# ATF

## Federal Explosives Law and Regulations

2007

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

# ATF EXPLOSIVES Industry Newsletter

June 2011 Published Bi-Annually

### What's in this issue

New Web Pages and Publication

Display Fireworks Materials Exemption for Federally Recognized Indian Tribes

Fireworks and Black Powder

ATF Ruling 2011-2 Storage in Type 5 Bins and Silos

Mortise Locks and Cylindrical Dead Bolt Locks

Recordkeeping Exception at 27 CFR 555.123(d)

Pressure Gas Systems

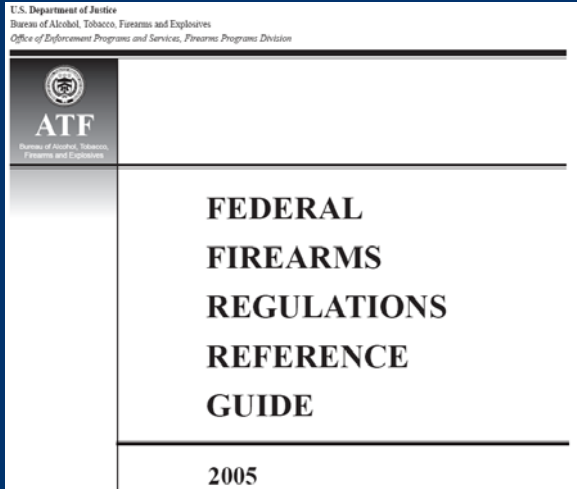
### New Web Pages and Publication

**A**TF has added new web pages that provide guidance in the areas of plastic explosives, suspicious or dangerous explosive items, and disaster preparedness for Federal explosives licensees and permittees. These new web pages include information such as detection agent requirements, explosives descriptions for the public, and a new publication, ATF



## FIPB Duties

- Rulemakings, Rulings, FFL Newsletter, Variances, Open Letters, Revision of Forms
- ATF F 4473, Federal Firearms Regulation Reference Guide
- Rulemakings
- State Laws and Published Ordinances Guide
- Respond to inquiries from the Firearms Industry and General Public



OMB No. 1140-0020

**Firearms Transaction Record Part I - Over-the-Counter**

**WARNING: You may not receive a firearm if prohibited by Federal or State law. The information you provide will be used to determine whether you are prohibited under law from receiving a firearm. Certain violations of the Gun Control Act, 18 U.S.C. §§ 921 et. seq., are punishable by up to 10 years imprisonment and/or up to a \$250,000 fine.**

Transferor's Transaction Serial Number (If any)

Prepare in original only. All entries must be handwritten in ink. Read the Notices, Instructions, and Definitions on this form. "PLEASE PRINT."

**Section A - Must Be Completed Personally By Transferee (Buyer)**

1. Transferee's Full Name  
 Last Name | First Name | Middle Name (If no middle name, state "NMN")

2. Current Residence Address (U.S. Postal abbreviations are acceptable. Cannot be a post office box.)  
 Number and Street Address | City | County | State | ZIP Code

3. Place of Birth  
 U.S. City and State -OR- Foreign Country

4. Height  
 Ft. \_\_\_\_  
 In. \_\_\_\_

5. Weight (Lbs.)

6. Gender  
 Male   
 Female

7. Birth Date  
 Month | Day | Year

8. Social Security Number (Optional, but will help prevent misidentification)

9. Unique Personal Identification Number (UPIN) if applicable (See Instructions for Question 9.)



# FTB Duties

- Evaluates evidence in criminal cases for ATF and assists other law enforcement agencies
- Evaluates requests/submissions for importation of firearms
- Supports firearms industry with firearms classifications
- Provides marking variances to the firearms industry
- Responds to inquiries from the general public regarding firearms
- Provides call-in service for ATF Agents and Investigators and members of the firearms industry
- Provides training for federal, state, local & international agencies regarding the use, identification and handling of firearms
- Provides testimony as experts in federal criminal cases
- Provides technical support/assistance to ATF Counsel for legal determinations



# FTB Duties Continue

- Repairs and maintains all ATF issued firearms
- Provides firearms to ATF in support of criminal investigations
- Maintains and procures firearms for the National Reference Collection
- Provides assistance to ATF agents during search warrants
- Provides information in response to FOIA and congressional inquiries
- Provides training to the military in support of Operations overseas
- Provides training to ATF agents prior to war time deployment
- Assists with training of new Industry Operations Investigators and Special Agents
- Operates and supports the Interstate Nexus Academy
- Conducts research with firearms and ammunition





# Firearms and Explosives Industry Division (FEID)

99 New York Avenue, NE

Mailstop 6.N - 672

Washington, DC 20226

– Explosives Industry Programs Branch (EIPB)

- [eipb@atf.gov](mailto:eipb@atf.gov)

- (202) 648-7120

– Firearms Industry Programs Branch (FIPB)

- [fipb@atf.gov](mailto:fipb@atf.gov)

- (202) 648-7190



- Firearms Technology Branch (FTB)

244 Needy Road

Martinsburg, WV 25405

(304) 616-4300

Fax (304) 616-4301

Marking Variances: [marking\\_variances@atf.gov](mailto:marking_variances@atf.gov)





FESD promotes ATF's missions by administering the statutory requirements for licensing, permitting, tax collection, and fee collection provisions of the Gun Control Act, National Firearms Act, the Federal Explosives laws, and Arms Export Control Act.

- National Firearms Act Branch (NFA)
- Firearms and Explosives Imports Branch (FEIB)
- Federal Firearms Licensing Center (FFLC)
- Federal Explosives Licensing Center (FELC)





**Firearms and Explosives Services Division**

**B. Scott Mendoza, Chief**  
**Stephen B. Albro, Deputy Chief**

**Michael J. Cooney,**  
**Firearms**  
**Enforcement**  
**Officer**

**Firearms and**  
**Explosives Imports**  
**Branch**

**William Majors, Chief**

**National Firearms**  
**Act Branch**

**Edward Saavedra,**  
**Chief**

**Federal Explosives**  
**Licensing Center**

**Christopher R.**  
**Reeves, Chief**

**Federal Firearms**  
**Licensing Center**

**Chief**



## National Firearms Act Branch

- Maintains control and custody of the National Firearms Registration and Transfer Record (NFRTR), which is a central registry of firearms that are required by Federal law to be registered in the United States such as: machineguns, silencers, short barreled rifles, short-barreled shotguns, destructive devices and certain firearms described as any other weapons.
- Provides record searches and/or certifications for use by Special Agents/IO Investigators for use in Federal court relating to the registration status of firearms.
- Testifies in court concerning NFA Branch procedures.
- Responsible for processing and approving applications to make, export, transfer and register NFA firearms and notices of NFA firearms manufactured or imported.



## National Firearms Act Branch Forms

[ATF F 5320.1](#) (Form 1) — Application to make and Register a Firearm

[ATF F 5320.2](#) (Form 2) — Notice of Firearms Manufactured or Imported

[ATF F 5320.3](#) (Form 3) — Application for Tax-Exempt Transfer of Firearm and Registration to Special Occupational Taxpayer (National Firearms Act)

[ATF F 5320.4](#) (Form 4) — Application For Tax Paid Transfer and Registration of Firearm

[ATF F 5320.5](#) (Form 5) — Application For Tax Exempt Transfer and Registration of Firearm

[ATF F 5320.9](#) (Form 9) — Application and Permit for Permanent Exportation of Firearms

[ATF F 5320.10](#) (Form 10) — Application For Registration of Firearms Acquired by Certain Government Entities

[ATF F 5630.7](#) — Special Tax Registration and Return – National Firearms Act (NFA)

[ATF F 5320.20](#) — Application to Transport Interstate or to Temporarily Export Certain National Firearms Act (NFA) Firearms



# Firearms and Explosives Imports Branch

- Directly responsible for processing Arms Export Control Act (AECA) registrations and permit applications to import firearms, ammunition and implements of war into the United States.
- Provides technical advice and assistance to the general public and the industry regarding the requirements to import firearms, ammunition and implements of war into the United States.



# Firearms and Explosives Imports Branch Forms

[ATF F 5330.3A](#) (Form 6, Part I) — Application and Permit for Importation of Firearms, Ammunition and Implements of War

[ATF F 5330.3B](#) (Form 6, Part II) — Application and Permit for Importation of Firearms, Ammunition and Implements of War (for use by members of the US Armed Forces)

[ATF F 5330.3C](#) (ATF E Form 6A) — Release and Receipt of Imported Firearms, Ammunition and Implements of War

[ATF F 5330.3D](#) (Form 6 NIA) — Application and Permit for Temporary Importation of Firearms and Ammunition by Nonimmigrant Aliens

[ATF F 5330.4](#) (4587) — Application to Register as an Importer of U.S. Munitions Import List Articles



## Federal Firearms Licensing Center (FFLC)

- Reviews and acts upon applications for Federal firearms licenses.
- Coordinates inspection of applicants with appropriate field offices.
- In FY 2011, ATF received 50,000 new and renewal FFL applications and serviced a population of 123,000 active Federal Firearms Licensees.

The FFLC is the official repository of firearms inspection reports. The FFLC also maintains the Federal firearms licensee database and provides certification to ATF field personnel on subjects' licensed status. Major Call Center.



# Federal Firearms Licensing Center (FFLC) Forms

- [ATF F 5310.12](#) (Form 7) — Application for License (FFL)
- [ATF F 5310.16](#) (Form 7CR) — Application for License (FFL) Collector of Curios and Relics
- [ATF F 5300.38](#) — Application For An Amended Federal Firearms License Under 18 U.S.C. Chapter 44, Firearms
- [ATF F 5000.29](#) — Environment Information
- [ATF F 5000.30](#) — Supplemental Information on Water Quality Considerations



## Federal Explosives Licensing Center (FELC)

- Responsible for reviewing and acting upon applications for Federal explosives licenses/permits.
- The FELC coordinates inspection of applicants with the appropriate field offices.
- Conducts an average of 70,000 background checks each year that are processed through the National Instant Criminal Background Check System (NICS) which is maintained by the FBI.

The FELC is also the official repository of explosives inspection reports. The FELC personnel maintain the FLS database for explosives and frequently provide certifications to ATF field personnel concerning investigations regarding an FELs licensed status.





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# Federal Explosives Licensing Center (FELC)

[ATF F 5400.13](#) — Application for License or Permit under 18 U.S.C. Chapter 40, Explosives

[ATF F 5400.28](#) — Employee Possessor Questionnaire



# Firearms and Explosives Services Division

244 Needy Road

Martinsburg, WV 25405

- National Firearms Act Branch
  - (304) 616-4500
- Firearms and Explosives Imports Branch
  - (304) 616-4550
- Federal Firearms Licensing Center (FFLC)
  - (866) 662-2750
- Federal Explosives Licensing Center (FELC)
  - (877) 283-3352



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The NTC conducts firearms tracing for Federal, State, local, and foreign law enforcement agencies in order to produce investigative leads.

- Firearms Tracing Branch
- Industry Records Branch
- Law Enforcement Support Branch



U.S. Department of Justice  
Bureau of Alcohol, Tobacco, Firearms and Explosives  
*Office of Enforcement Programs and Services*

#### Report of Theft/Loss

Federal firearms licensees who experience a theft or loss of a firearm(s) from inventory must report that loss to ATF on ATF Form 3310.11 and to the local law enforcement authority within 48 hours of discovery. For ATF assistance in the reporting process, call 888-930-9275 during normal business hours and 800-800-3855 after hours and on weekends and holidays. If lost or stolen firearms are recovered or returned, this should be reported immediately to ATF.

#### Law/Regulation

18 U.S.C. 923(g)(6) and 27 C.F.R. part 478.39a

#### ATF Disclosure Restrictions

In December 2004, Congress passed the Omnibus Appropriations Act that now prohibits ATF from disclosing to the public any information required to be kept as a record by FFLs or reported to ATF (see 18 U.S.C. 923 note). Therefore, ATF is no longer capable of assisting individuals in searching records from an FFL who went out of business and from whom a firearm was purchased. ATF recommends that firearm owners keep a record of their firearm information, particularly the serial numbers. The Personal Firearms Record (ATF P 3312.8) is a great tool for recording such information and is available through the ATF Distribution Center and online at [www.atf.gov](http://www.atf.gov).



#### Contact the NTC Out-of-Business Records Center:

ATF National Tracing Center  
Out-of-Business Records Center  
244 Needy Road  
Martinsburg, WV 25401  
Tel: 1-800-788-7133  
Fax: 1-877-283-0288 (Multiple Sale)  
1-800-578-7223 (All other inquiries)  
Email: [ntcobrc@atf.gov](mailto:ntcobrc@atf.gov)



#### NATIONAL TRACING CENTER DIVISION

Information for  
Industry Members

ATF Publication 3312.10  
August 2005



- [ATF F 3310.4](#) — Report of Multiple Sale or Other Disposition of Pistols and Revolvers
- [ATF F 3310.6](#) — Interstate Firearms Shipment Theft/Loss Report
- [ATF F 3310.11](#) — Federal Firearms Licensee Theft/Loss Report
- [ATF F 3310.11A](#) — Federal Firearms Licensee Theft/Loss Continuation Sheet
- [ATF F 3310.12](#) — Report of Multiple Sale or Other Disposition of Certain Rifles



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The Office of Regulatory Affairs (ORA) serves as ATF's official point of contact on all matters relating to either the creation of and/or changes to ATF's regulations and rulings, and serves as the official liaison to the Department of Justice on all rulemaking projects.



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# Office of Field Operations

## 99 New York Avenue, NE

## Washington, DC 20226

- Field Divisions
  - Industry Operations Investigators
  - Special Agents
- Headquarters Staff



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# Industry Operations Investigators

- Application/ Qualification Inspections
- Compliance Inspections
- Education



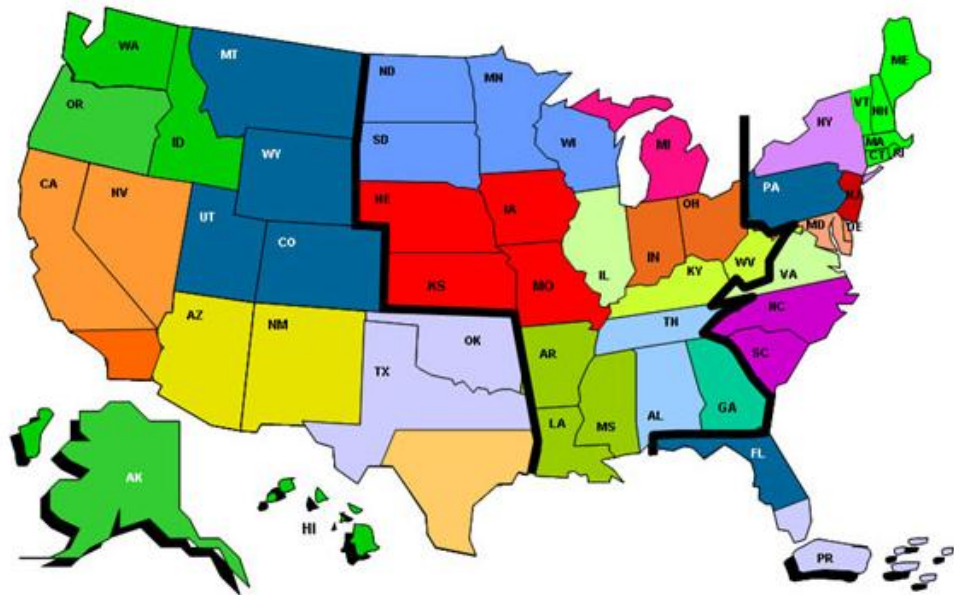


# ATF Field Contact Information

<http://www.atf.gov/field/>

[ATF Home](#) ♦ [Field Divisions](#)

- |                               |                               |
|-------------------------------|-------------------------------|
| <a href="#">Atlanta</a>       | <a href="#">Baltimore</a>     |
| <a href="#">Boston</a>        | <a href="#">Charlotte</a>     |
| <a href="#">Chicago</a>       | <a href="#">Columbus</a>      |
| <a href="#">Dallas</a>        | <a href="#">Denver</a>        |
| <a href="#">Detroit</a>       | <a href="#">Houston</a>       |
| <a href="#">Kansas City</a>   | <a href="#">Los Angeles</a>   |
| <a href="#">Louisville</a>    | <a href="#">Miami</a>         |
| <a href="#">Nashville</a>     | <a href="#">Newark</a>        |
| <a href="#">New Orleans</a>   | <a href="#">New York</a>      |
| <a href="#">Philadelphia</a>  | <a href="#">Phoenix</a>       |
| <a href="#">San Francisco</a> | <a href="#">Seattle</a>       |
| <a href="#">St. Paul</a>      | <a href="#">Tampa</a>         |
| <a href="#">Washington</a>    | <a href="#">International</a> |





## I'm an FFL. Who do I talk to at ATF?

- An IOI is conducting an inspection
  - Local Field Office
- Burglary
  - Local Field Office, Local Police
  - National Tracing Center
    - Theft / Loss Report



# I'm an FFL. Who do I talk to at ATF?

- Variance
  - FIPB, EIPB
- Questions about Regulations
  - Local field office, FIPB
- Black Powder
  - FELC, EIPB
- Black Powder Firearms
  - FTB



## I'm an FFL. Who do I talk to at ATF?

- Occasional Importation, ATF F 6
  - Firearms and Explosives Imports Branch
- Sell a SBR, SBS, Silencer, Machine Gun, Destructive Device
  - National Firearms Act Branch
- Apply for a Tax Stamp
  - National Firearms Act Branch



## I'm an FFL. Who do I talk to at ATF?

- C&R Determination
  - FTB
- Marking Variances
  - [marking\\_variances@atf.gov](mailto:marking_variances@atf.gov), FTB
- Background Checks
  - FBI-NICS, State POC
- Do you have my serial number?
  - No National registry of serial numbers



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## **Distribution Center Order Form:**

To order forms, publications and other information items, please visit the [distribution center](#) or call (202) 648-6420.

## **Firearms Theft Hotline**

1-888-930-9275

## **Explosives Theft Hotline**

1-800-461-8841

## **Report Illegal Firearms Activity**

1-800-ATF-GUNS (1-800-283-4867)

## **Bomb Hotline**

1-888-ATF-BOMB (1-888-283-2662)

## **Arson Hotline**

1-888-ATF-FIRE (1-888-283-3473)

## **Other Criminal Activity**

1-888-ATF-TIPS (1-888-283-8477)

Email: [ATFTips@atf.gov](mailto:ATFTips@atf.gov)

<http://www.atf.gov/contact/>



# ATF: Inside and Out



*Providing You with the Tools to Excel*