



DEPARTMENT OF THE TREASURY  
BUREAU OF ALCOHOL, TOBACCO AND FIREARMS  
WASHINGTON, DC 20226

7 Oct 97  
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MEMORANDUM TO: All District Directors *SV 10/1/97*  
All Special Agents in Charge

FROM: Deputy Assistant Director  
(Regulatory Enforcement Field Operations)

SUBJECT: Compliance Inspections

We recently received a referral of information from Criminal Enforcement concerning 87 Federal Firearms Licensees (FFLs) who reported theft or missing firearms incidents during the period January 1, 1995 through August 7, 1997. Given the seriousness of these incidents, and in keeping with ATF's strategic goal to deny criminals access to firearms, it is requested that full compliance inspections be conducted at each of the identified licensees located in your district. This memorandum provides specific guidance to inspectors in conducting compliance inspections concerning thefts/missing firearms.

Effective October 1, 1997, using Standard Work Program dated August 15, 1996, ATF H 5030.2A, and the specific instructions provided, full compliance inspections will be conducted of the FFLs, identified on the attached list, who reported four or more thefts/missing firearms incidents between January 1, 1995 and August 7, 1997.

The primary objective for all inspections will be to determine if the licensee is in compliance with the Gun Control Act as amended, but also to determine what procedures the firearms dealers took, and are taking, to preclude future thefts, (e.g., installation of security systems, employee termination, recordkeeping improvements, etc.) and whether missing firearm incidents were the result of inventory reconciliation, or some other unspecified cause. If there are any instances where an inspection has been conducted within the past 12 months, verbal consent from the licensee would be required to conduct the inspection. This consent should be documented in your report. If any other questions arise regarding right of entry, the appropriate Assistant Chief Counsel should be contacted.

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All District Directors  
All Special Agents in Charge

Although case numbers have been opened on many of the incidents reported, this may not prohibit Regulatory Enforcement from conducting the inspections. In order to ensure that a compliance inspection will not compromise an ongoing criminal investigation, if any, contact with the appropriate Criminal Enforcement office is advised.

It is essential that section 8(e) of the Standard Work Program, be discussed with the licensee regarding requirements concerning thefts or missing firearms.

Also attached are printouts from the Firearms and Explosives Licensing Center dated August 29, 1997, providing current data on the licensees identified in your district. It is requested you also verify if the last inspection date indicated on the printout is accurate, and what type of inspection (e.g., application, renewal, etc.) was conducted. These findings should also be included in the inspection report.

Special Project Code FX should be used to document time accounting. It is requested that inspections be completed no later than December 31, 1997, and the results provided to Chief, Regulatory Programs and Industry Liaison Branch. If you have any questions concerning this memorandum, please contact  
at 202-927-

Attachments

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