



U.S. Department of Justice

Bureau of Alcohol, Tobacco,
Firearms and Explosives

Martinsburg, WV 25405

www.atf.gov

901040:DMS
5320

DEC 04 2007

MEMORANDUM TO: All Special Agents in Charge
All Directors, Industry Operations

FROM: Chief, Firearms and Explosives Services Division
Office of Enforcement Programs and Services

SUBJECT: Reconciliation of NFA Inventory Discrepancies

This memorandum serves to advise the field of a new procedure to standardize the reporting of inventory discrepancies to the NFA Branch and ensure that field recommendations are received and reconciled with the National Firearms Registration and Transfer Record (NFRTR).

It is the NFA Branch's goal to ensure that the NFRTR contains accurate information. In the past, there has not always been a consistent procedure for reconciling inventory discrepancy reports sent to the NFA Branch by Industry Operations Investigators (IOIs).

Effective immediately, NFA Specialist J. Scott Robertson has been designated as the point-of-contact for coordinating all inventory discrepancies with the NFA Branch. When an IOI discovers a discrepancy between an industry member's physical inventory and the NFRTR, the NFA Inventory worknote should be faxed to Specialist Robertson at 304-616-4501 or e-mailed to the new **NFRTR Update Request** mailbox for review and reconciliation.

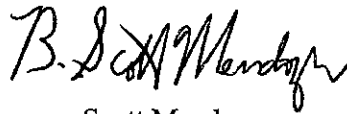
NFA will acknowledge receipt of the worknote via a return e-mail to the IOI. If the IOI does not receive a confirmation within 30 days of submission, the IOI should follow-up directly with the Chief, NFA Branch at 304-616-4500.

After receipt, NFA staff will research the worknote data and, if necessary, contact the IOI for more information or an explanation of the data submitted. Upon completion of the reconciliation, the IOI will receive an e-mail from the NFA Branch confirming that the reconciliation is complete and that any necessary NFRTR database updates have been made.

In calendar 2006 the NFA Branch processed over 402,000 transactions and the NFRTR database grew to 1.94 million registered firearms. It is important to remember that most NFRTR data entered the system directly from applications submitted by industry members and law enforcement agencies. The NFA Branch has no independent means of validating this data before acting on an application and creating a new NFRTR record. Field inspections, therefore, not only ensure regulatory compliance by industry members but also serve as an important quality assurance check on NFRTR data not previously validated by an independent, physical examination of a weapon.

We appreciate the opportunity to work cooperatively with the field to promote voluntary compliance by the NFA community and advance the important public safety mission of ATF.

If you have any questions concerning this matter, please contact Specialist Robertson or the Chief, NFA Branch at 304-616-4500.

A handwritten signature in black ink, appearing to read "B. Scott Mendoza". The signature is written in a cursive, somewhat stylized font.

Scott Mendoza

c: Deputy Assistant Director, EPS
Deputy Assistant Director, FO (IO)