

- (7) A copy of the Federal Express Airbill should be attached to the copy of the form ATF F 5320.22, which is retained in the specialists' section. This will enable us to track the certification if it does not timely reach its destination.
- (8) Retention period should be determined by referring to the completion date to determine retention period. Filed copies of the ATF Form 5320.15 are to be retained in the Branch not to exceed one year. The oldest month's copies should be shredded on a regular basis at the beginning of each month. At no time, should there be more copies than 12 full months on file. (EXAMPLE: January 1991, shred copies of certifications completed, December 1991.)

## 9.6 Referrals

### REFERRALS

When we either suspect a Federal Firearms Licensee of violating either the Gun Control Act or the National Firearms Act; such as improper recordkeeping, marking violations or any attempt to transfer a firearm which is not registered in the NFRTR, we should do a Referral of Information to the Field Division, field office. The Examiners should first brief their supervisor on suspected license violations prior to a Specialist creating a referral to avoid everyone arbitrarily sending referrals to law enforcement.

When we receive a request to transfer a firearm which is not registered, we should make every attempt to determine that the firearm is not registered prior to contacting the transferor. If the firearm was registered prior to 1983, when we started putting the information into a computer, we should check the old serial number cards to determine if there was an old card made up for the firearm. In some cases, the serial number should have a prefix or suffix.

If a manufacturer or importer advises us that he registered a particular firearm prior to the change under Public Law 99-308 (May 19, 1986), we would have to make every attempt to locate the original Form 2 in the microfilm. We could not just accept a copy of a Form 2 from the manufacturer or importer and consider it to be legitimate. All Forms 2 had to be post marked no later than May 19, 1986, in order not to be restricted.

## CHAPTER 10 – BRANCH CHIEF

### 10.1 Supervise Section Chief's

The NFA Branch currently has two Section Chief's who supervise a total of nine Examiners'. The Branch Chief is responsible for overseeing that the section chiefs are maintaining their examiner's performance in a satisfactory manner. That the examiners are working in accordance with policy established by the NFA Branch Chief and Section Chiefs. The Branch Chief is responsible for approving time and attendance and approving leave slips for the section chief's. The Section chief's report to the Branch chief on a monthly basis to discuss branch issues.