



FIREARMS ACCOUNTABILITY



Webinar Etiquette

Ask questions relevant to presenter topics.

- State your question clearly and provide as much information as possible, so that the question may be thoroughly answered.

Be professional.

Please ask questions via the chat pod. We may not answer all questions at the time they are asked. We plan on posting the most commonly asked questions with answers online after the webinar.



Introduction

John Badowski

Firearms Industry Technical Advisor

Firearms and Explosives Industry Division



Purpose of the Webinar

This is an educational venue designed to provide Federal Firearms Licensees with a general overview of both the requirements and importance of firearms accountability.

In an effort to keep firearms out of the hands of prohibited persons, it is imperative that Federal firearms licensees (FFLs) maintain accurate and complete records. Enhancing or modifying your current business practices may be the most effective way to ensure you have accounted for all of your firearms inventory and to prevent the theft of a firearm.



OVERVIEW

1. Introduction
2. Recordkeeping Requirements
3. How to Conduct an Inventory
4. Recommended Best Practices
5. Theft or Loss Reporting Requirements
6. Questions
7. Contact Info



FIREARMS ACCOUNTABILITY

Nicholas O'Leary

Program Manager

Firearms Industry Programs Branch

Firearms and Explosives Industry Division

27 CFR 478.125(e)



Description of Firearm					Receipt		Disposition		
Manufacturer and/or Importer	Model	Serial Number	Type	Caliber or Gauge	Date	Name and address or name and license No.	Date	Name	Address or license No. if licensee, or Form 4473 Serial No. if Forms 4473 filed numerically
Ithica	37	6607138	Shotgun	20 GA.	2/5/10	John's Guns 1-23-456-01-1A-00987	3/1/2010	James House	ATF Form 4473 #33
Smith & Wesson	10	D16051	Revolver	.38	4/13/10	Swap Shop 1-23-456-01-2B-34980			
Bushmaster	XM15-ES2	L15230	Rifle	.223	4/14/10	Swap Shop 1-23-456-01-2B-34980	6/3/2010	Philip Michaels	ATF Form 4473 #40
Winchester	94	382906	Rifle	30-30	5/22/10	John Doe 1 Main St. Houston TX 77000	5/24/2010	William Bounce	ATF Form 4473 #38
Colt	1911A1	123412	Pistol	.45	5/24/10	Thomas Problem 100 Starhopper Way Conroe TX 77286	6/20/2010	Fix It or Melt It Inc.	1-23-456-01-2A-12345
Beretta	92FS	BER112345	Pistol	9mm	5/25/10	James Smith 1-23-456-01-1C-09876	6/25/2010	Michael Stapler	ATF Form 4473 #42
Springfield Armory	XD-45	456781	Pistol	.45	5/28/10	John's Guns 1-23-456-01-1A-00987	7/1/2010	Swap Shop	1-23-456-01-2B-34980
Remington	870	345679	Shotgun	12 GA.	6/28/10	Robert Coolidge 44 Mockingbird Dr. Houston TX 77024			
Colt	1911A1	123412	Pistol	.45	7/1/10	Fix It or Melt It Inc. 1-23-456-01-2A-12345	7/2/2010	Thomas Problem	ATF Form 4473 #44



CONDUCTING AN INVENTORY

1. Count
2. List
3. Compare
4. Reconcile



RECONCILIATION OF INVENTORY

- On inventory sheet, not in A&D:
Should be recorded as acquisition
- Open entry in A&D, no corresponding firearm in inventory:
Disposition information must be located



BEST PRACTICES

- Conduct full inventory at least once per year (gun to book, book to gun)
- Tag your firearms
- Conduct monthly/ quarterly inventories by comparing tag numbers to A&D inventory numbers or vice versa
- Log firearms in and out of A&D immediately



BEST PRACTICES continued

- Record firearm information directly from firearm
- Educate your employees
- Make your business more secure



POSSIBLE SECURITY ENHANCEMENTS AT YOUR PREMISES:

- Bars on doors & windows
- Alarm system
- Closed circuit television
- Increased lighting
- No obtrusive objects near doors & windows
- Consult a security expert



POSSIBLE SECURITY ENHANCEMENTS

WHILE CONDUCTING BUSINESS:

- Employee background check prior to employment
- Firearms display cases locked at all times; cables for all others
- Limit employees with access to firearms
- Secure required records
- Show only 1 firearm at a time to customer
- Avoid leaving customer unattended while handling a firearm
- Restrict customer access inside store
- Move inventory out of window view prior to closing



LOST OR STOLEN FIREARM : THE NEXT STEP

- Notify local police
- Must be reported to ATF within 48 hours of discovery
- Complete ATF F 3310.11 & submit to ATF
- Log the applicable firearms out of A&D as “lost” or “stolen”



IMPORTANCE

- Compliance with laws & regulations
- Provide trace information more quickly
- \$\$\$
- Helps to determine if firearms have been stolen by customers or employees
- Make it more difficult for those who would do harm to your business



Questions?

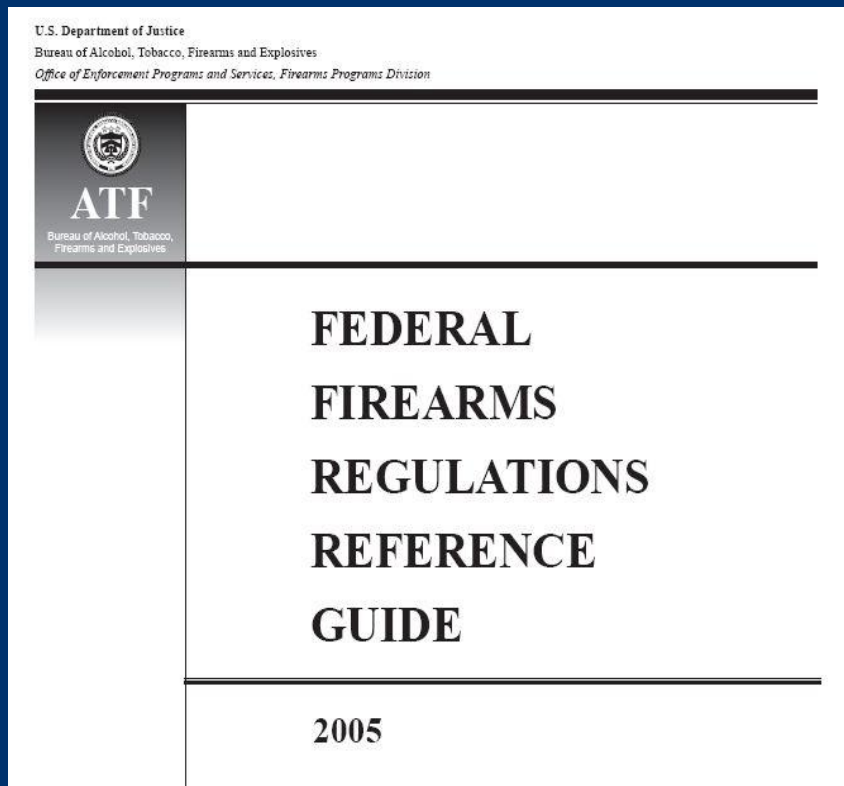
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Federal Firearms Regulations Reference Guide ATF P 5300.4

Questions & Answers

Pages 170 – 202





ATF Online Educational Seminars

Current Topics Include:

- Don't Lie for the Other Guy
- Disaster Preparedness
- Public Safety and Firearms Sales
- Conducting an Inventory
- Occasional Importation
- Sales to Active Duty Military
- Sales at Gun Shows

ATF Online Educational Seminars

Welcome to the ATF's online educational video seminars. These video seminars have been focusing on topics related to transacting firearms. We will be adding additional topics of interest in the near future. If you have any questions, please email us at ATFonlineseminars@atf.gov.

Introduction



This brief video will provide an overview of the video seminar program and topics being presented.

[Watch this video on YouTube](#)

<http://www.atf.gov/training/firearms/ffl-educational-seminars/>



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ATF Field Contact Information

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

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