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FEDERAL BUREAU OF INVESTIGATION
DIVISION POLICY DIRECTIVE

LD0020D

1. Policy Directive Title.	Laboratory Reference Firearms Collection Policy
2. Publication Date.	2015-09-21
3. Effective Date.	2015-09-21
4. Review Date.	2018-09-21

5. Primary Strategic Objective.

P1-Streamline administrative and operational processes.

6. Authorities:Executive Order (EO) 13058, *Federal Register*, Volume 62, 1997**7. Purpose:**

The purpose of this directive is to set forth the Laboratory Division's (LD) *Laboratory Reference Firearms Collection* [RFC] *Policy*, which will establish policy for the use of assets (e.g., firearms, silencers, and other firearm components) maintained within LD's Firearms/Toolmarks Unit (FTU) and to define the required approvals for access and use of these assets.

8. Policy Statement:

8.1. The RFC is a collection of firearms and firearm related accessories. The RFC is located within the controlled space of FTU and is maintained by the RFC program manager (PM). The RFC is the sole collection of firearms maintained by LD. Access to the RFC must be approved by the FTU unit chief (UC).

8.2. The RFC was established by LD to collect data on firearms for investigative support. The RFC is currently used for forensic casework, examiner training, and investigative and intelligence purposes. An internal [redacted] system is used to account for assets maintained within the RFC. Assets are allowed to be removed from the RFC by FTU personnel for approved use. All assets must be tracked within FTU's internal database.

8.3. Wall-to-wall inventory of all assets must be conducted in accordance with the Asset Management Unit (AMU), Finance Division (FD).

8.4. The RFC is populated primarily through the authorized disposition process from Federal Bureau of Investigation (FBI) field offices (FO) and through transfers from other agencies. To the maximum extent feasible, firearms not currently represented within the RFC should be added to the collection.

8.5. Funding will come from FTU's annual budget for the acquisition of firearms not available through the disposition or donation process.

8.6. The assets contained within the RFC will not be loaned out for use in trials or other case-associated legal proceedings.

8.7. Firearms maintained at the Terrorist Explosive Device Analytical Center (TEDAC) in Huntsville, Alabama, will serve as training resources for new examiners and will be maintained in the Asset Management System (AMS). They will not be maintained under FTU's [redacted] tracking system.

8.8. No firearm maintained by LD will be used in an operational capacity without the prior approval of the of the Training Division's (TD) Defensive Systems Unit (DSU) UC.

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9. Scope:

This policy is applicable to all FBI personnel assigned to LD or routinely in LD's space.

10. Proponent:

Laboratory Division

11. Roles and Responsibilities:

- 11.1. All LD personnel are responsible for complying with this policy.
- 11.2. The FTU UC is responsible for the overview of the RFC and approving access control.
- 11.3. The RFC PM is responsible for populating and maintaining the collection.
- 11.4. FTU personnel will use the RFC at their discretion and will adhere to the approved procedures for checking firearms in and out.
- 11.5. FTU personnel must advise the RFC PM when a firearm not currently in the RFC inventory should be added.

12. Exemptions:

None

13. Supersession:

None

14. References, Links, and Forms:

None

15. Key Words, Definitions, and Acronyms:

- 15.1. Key Words
 - 15.1.1. Firearms/Toolmarks Unit
 - 15.1.2. Reference Firearms Collection
- 15.2. Acronyms
 - 15.2.1. AMU: Asset Management Unit
 - 15.2.2. DSU: Defensive Systems Unit
 - 15.2.3. EO: executive order
 - 15.2.4. FBI: Federal Bureau of Investigation
 - 15.2.5. FD: Finance Division
 - 15.2.6. FTU: Firearms/Toolmarks Unit
 - 15.2.7. LD: Laboratory Division
 - 15.2.8. PM: program manager
 - 15.2.9. RFC: reference firearms collection
 - 15.2.10.
 - 15.2.11. TD: Training Division
 - 15.2.12. TEDAC: Terrorist Explosive Device Analytical Center

16. Appendices and Attachments:1934 communication establishing the RFC**Sponsoring Executive Approval****Name:** Alice R. Isenberg**Title:** Deputy Assistant Director, Laboratory Division**Final Approval****Name:** Christopher Doss**Title:** Assistant Director, Laboratory Division**UNCLASSIFIED**