

**Brief**

ATF B 1030.207

SUBJECT: ESTABLISHMENT OF THE FIREARMS  
ENFORCEMENT OFFICER DEVELOPMENT  
BRANCH & FIELD RESPONSE BRANCHES  
WITHIN THE FIREARMS AND AMMUNITION  
TECHNOLOGY DIVISION (FATD)

DATE: 10/4/2021  
EXPIRES: 10/4/2022

OPI: 907000

TO: All ATF Offices

1. PURPOSE. This brief announces the establishment of four new branches: Firearms Enforcement Officer Development Branch (FEODB) and Field Response Branches (FRB), East, Central and West within the Firearms and Ammunitions Technology Division (FATD), Office of Enforcement Programs and Services (EPS).
2. EFFECTIVE DATE. October 31, 2021.
3. EXPLANATION OF CHANGE.
  - a. The FEODB will be responsible for navigating the training, administrative functions, and efficient management of the Firearms Enforcement Officer (FEO) Professional Career Training Plan to meet the requirement of the selection, training, administrative functions, and efficient management of the FATD FEO Regional Response Program.
  - b. The FRB, East, Central and West will be responsible for the selection, administrative functions, efficient oversight, and management of the FEO Regional Field Response Program. The FEO Regional Field Response Program will coordinate FATD services with ATF Field Operations.
4. ORGANIZATIONAL CHANGE.
  - a. The FEODB will coordinate, develop, manage, and administer the newly hired FEOs unique training curriculum. It will also coordinate, implement, and administer the continuing education requirements of FEOs.
  - b. The FRBs are to be the conduit for the efficient management and response of FATD field resources in use within ATF, and coordinating the FEO Regional Field Response Program. The FRBs will monitor and evaluate field support requests and provide FATD resources in conjunction with the skillset of the FEOs. They will also carry out the mission of efficient delivery and coordination of FATD services to the field division level.
5. ORGANIZATIONAL CODE. The organizational code for FATD is 907000. The organizational codes for the new branches will be as follows:
  - a. Firearms Enforcement Officer Development Branch (FEODB) is 907040
  - b. Field Response Branch (FRB) East is 907050
  - c. Field Response Branch (FRB) Central is 907060

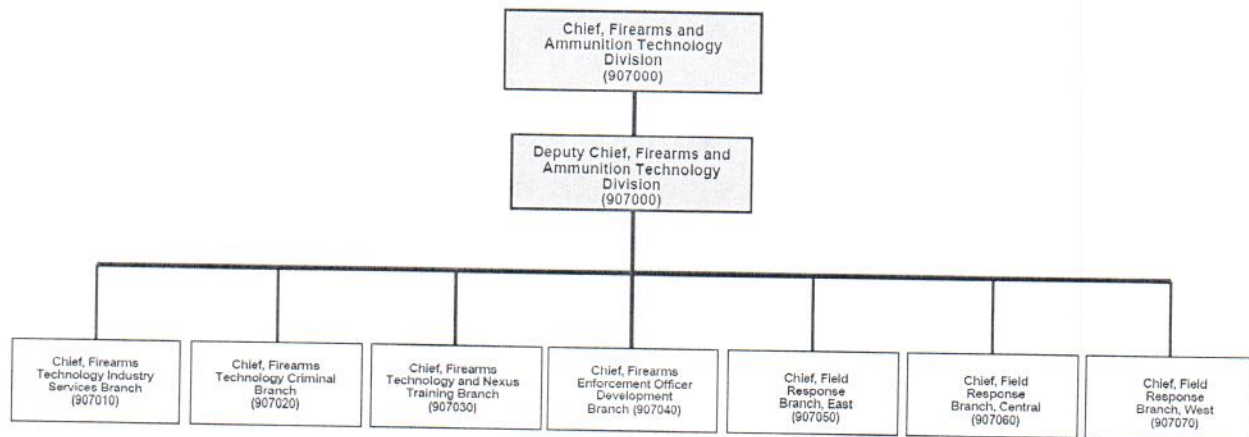
- d. Field Response Branch (FRB) West is 907070
6. STAFFING. Staffing will be a combination of existing FTEs and new hires. Any future human or financial resources will be pursued through future budget and resource initiatives in out years.
7. QUESTIONS. Please direct any questions concerning this brief to the Chief, Firearms and Ammunition Technology Division, at (304) 267-1989.



Assistant Director  
(Office of Enforcement Programs and Services)

Exhibit 1, Firearms and Ammunition Technology Division Organizational Chart  
Exhibit 2, Organizational Change Proposal Firearms and Ammunition Technology Division

Proposed Firearms and Ammunition Technology Division Organizational Chart  
As of August 31, 2021





Organizational Change Proposal  
Firearms and Ammunition Technology Division  
FATD Field Response Branch &  
FEO Development Branch  
August 31, 2021

Description of Proposed Change:

Establishment of four (4) new branches - the Firearms Enforcement Officer (FEO) Development Branch, and the Field Response Branches to include various hubs located regionally: East, Central, and West. See Exhibit 2-2, for Regional Hub locations.

The FEO Development Branch will be responsible for navigating the training, administrative functions, and efficient management of the FEO Professional Career Training Plan to meet the requirement of the selection, training, administrative functions, and efficient management of the Firearms and Ammunition Technology Division (FATD) FEO Regional Response Program.

The Field Response Branches will be responsible for the selection, administrative functions, efficient oversight, and management of the FEO Regional Field Response Program. The FEO Regional Field Response Program will coordinate FATD services with ATF Field Operations. The attached organizational chart (Exhibit 2-1) proposes seven hubs to be established with areas of responsibility to be determined with consideration of the calls for service and travel times (Exhibit 2-2). Additional information regarding the hub's ideal area of responsibility will be assessed during the pilot program. A staged rolled out will start in the Dallas Field Division, 2<sup>nd</sup> Quarter in FY 2022.

Reason for Change:

ATF has identified a critical need for FEOs to provide on scene, timely field support by assisting in identifying criminal firearm and ammunition violations within a field division or office. Certified FEOs offer additional resources to support showing criminal trends, processing criminal evidence, on scene assistance at search warrants, and offering interstate nexus support. This need requires the selection, training, and physical assignments of FEOs to ATF's field divisions consisting of 8 geographically chosen hubs fully staffed by certified FEOs. There currently is not an entity with primary responsibility for managing the resources and personnel.

Implementation of the Regional FEO program will yield multiple benefits contributing to the overall ATF mission to include response time, specialized firearm and ammunition expert skill level resource for the field divisions, critical incident support and financial savings.

The cost analysis from OM estimated for one regional FEO is \$ 21,500.00 per year minus a leased GOV, travel costs, and TDY expenses. A leased GOV is \$41,000.00 and one GOV would be assigned per regional FEO hub. Having an FEO assigned to numerous field divisions will offer cost savings by reducing travel costs and improving response times to critical on scene calls for service from field divisions. FEO's based at FATD – Martinsburg Campus incur similar costs at \$ 21,500.00 and an additional estimated travel cost of \$ 9000.00 totaling \$ 30,500.00. A cost savings is recognized by reducing or eliminating potential travel expenses for FEO's to travel from Martinsburg, WV to the field divisions requesting assistance. The extended

TDY expense shown in the OM chart below is an option that may be activated depending on the implementation option chosen.

FATD has identified a critical need for the coordination, and management, of the unique training requirements and curriculum for the FEO position.

Effective Date:

The anticipated effective date is 60 days from the date of the official submission.

Benefits and Disadvantages:

Benefits - Establishment of the branches is necessary for the proper implementation and management of the newly created FEO Regional Field Response Program. By effectively managing the FEO Regional Response Program, through each FEO Response Branch Chief (East, Central and West) ATF can ensure the most cost effective and successful environment for implementation of this new program. Ensuring the efficient program and resource management for FEO training and the unique continuing education requirements.

Disadvantages - None.

Impact Statement:

The creation of these Branches is in direct support of DOJ and ATF Strategic Plans. These organizational developments directly support our Strategic Objective to "Deter illegal firearms trafficking and violent gun crime through a systematic agency approach." which is part of our Performance Goal to "Impact the threat to public safety caused by criminal possession and use of firearms." The creation of these Branches will have a positive impact on the ATF mission in that it will reduce travel costs, and provide timely on scene critical field support, resources, and training. For entities outside ATF (public, DOJ, Congress), the establishment of these branches will demonstrate ATF efforts to be stewards of our budget and reiterate our goal of responding and making sound critical incident decisions in support of our strategic plan. Training resources, costs, and implementations will be centrally coordinated and may provide cost saving measures.

Currently physical space requirements within the Martinsburg National Services Center to accommodate FATD employees is exhausted. Additional space requirements for the onboarding of the additional fourteen (14) FEO positions, as well as any future additional FEO positions within the Martinsburg National Services Center is a critical need. A realignment of space will be necessary to accommodate the incoming employees.

FATD will coordinate directly with the ATF Field Division Management team that is selected for implementation of the Regional FEO position. Coordination for physical staffing and space will be specific to each field division or hub location based on the needs of that division and resources of FATD. Proposed space requirements for FEO's co-located in Tactical Operations Officer (TOO) space in regional hub locations are included in Exhibit 2-3. Long term 3 – 5-year goal for FATD is to staff each regional hub with 2 – 3 FEO's.



Implementation Plan:

The Chief, FATD is responsible for selecting FATD full and part-time personnel.

The FATD Field Response Branches proposed will each consist of one Branch Chief, and multiple hub locations. The hubs will be geographically optimized locations and staffed with adequate FEOs based on the needs of the location and associated areas of service. The proposed FEO Field response map is included in Exhibit 2-2.

Existing ATF occupied space is the preferred method to be utilized for the space requirements of the Regional Field Response Program. Regional FEO's could be physically placed within a field division, field office, or offsite ATF facility. Proposed space requirements are included in Exhibit 2-3.

- Training Options for the FEO Field Response Personnel:
- Option (A)
  - Hire FEO candidates from the assigned hub areas.
  - Utilize the three selected FATD Field Response Branch Chiefs to provide the initial administrative, and basic FEO foundational training in the hub areas. (Travel costs for Branch Chiefs).
  - The FEO Field Response Personnel, at a coordinated point, will travel to FATD, National Service Center - Martinsburg, WV, to attend 90 days of continuing education training.
    - Travel costs for FEO Field Response Personnel for 90 days. Per Diem \$96.00 x 90 days = \$8640.00 per candidate.
    - M&I \$55.00 x 90 days = \$4950.00 per candidate.
    - Average transportation cost = \$ 1000.00
    - Estimated travel costs for 90 days, per candidate = \$ 14,590.00
  - External and specialized training courses and sessions will be assigned.
  - FEO Field Response Personnel return to assigned hubs. Continuing education training sessions will occur until the FEO is certified and at least once per year at FATD, National Service Center – Martinsburg, WV.
    - (Travel costs for FEO Field Response Personnel).
- Option (B)
  - Hire FEO candidates to report directly to FATD, National Services Center – Martinsburg, WV.
  - Conduct all administrative, basic, and continuing education sessions at FATD, National Services Center – Martinsburg, WV (approximate time frame 9 months).
  - Upon completion of the probationary, and training, period the FEO Field Response Personnel would be assigned to a hub.
    - (PCS and/or TDY costs for all assigned personnel to the hub locations).

Implementation of the branches will take place in stages, including a pilot program for evaluation, review, and adjustments.

The FEO Development Branch proposed will consist of one Branch Chief, one Program Manager, and two Program Analysts. Newly hired FEOs will be assigned to this branch for the duration of the training phase. This branch is also responsible for the administration of the continuing education requirements for the FEO position.

Cost Statement:

Employees of these Branches will be a combination of existing personnel, and new hires.  
The chart below was compiled by OM – FMD for proposed costs per FEO position.  
The GOV expense would not be per FEO, rather one or two per assigned hub locations.

We have included expenses directly related to the proposed reorganization; however unforeseen expenses are likely to occur.

**FATD Cost Model for FEOs - FY 2021**

700D				
	2110	EXTENDED TDY	\$32,816.00	March - September 2021
	2514	EMPLOYEE TRAINING	\$3,500.00	Training Tuition based on 5 certification courses per FEO.
	2600	SUPPLIES AND MATERIALS	\$1,000.00	
	2604	TRAINING SUPPLIES	\$1,000.00	
	2630	VEHICLE SUPPLIES/MAINTENANCE	\$600.00	Funding needed for GOV supplies and maintenance.
	2640	INVESTIGATIVE SUPPLIES	\$2,000.00	
	3140	INVESTIGATIVE EQUIPMENT	\$8,000.00	Includes Sliding Gun Vault/Lock Box
	3150	MOTOR VEHICLE (Per Hub location, not per FEO)	\$41,000.00	Ford Explorer
		Approximate Total Cost Model Per FEO for 1 Year	\$104,316.00	

**Note:** Cost Model for the FEO Regional Hub Pilot Program **only**.

Organizational Description and Exhibits:

Mission Statements:

The mission of the Field Response Branches is to be the conduit for the efficient management and response of FATD field resources in use within ATF and coordinating the FEO Regional Field Response Program. Monitor and evaluate field support requests and provide FATD resources in conjunction with the skillset of the FEOs. Carry out the mission of efficient delivery and coordination of FATD services to the field division level.

The mission of the FEO Development Branch is to coordinate, develop, manage, and administer the newly hired FEOs unique training curriculum. Coordinate, implement, and administer the continuing education requirements of FEOs. There will be a maximum of 14 FEO's enrolled within the training program at one time.



Exhibit 2-1: Staffing and Organizational Chart:

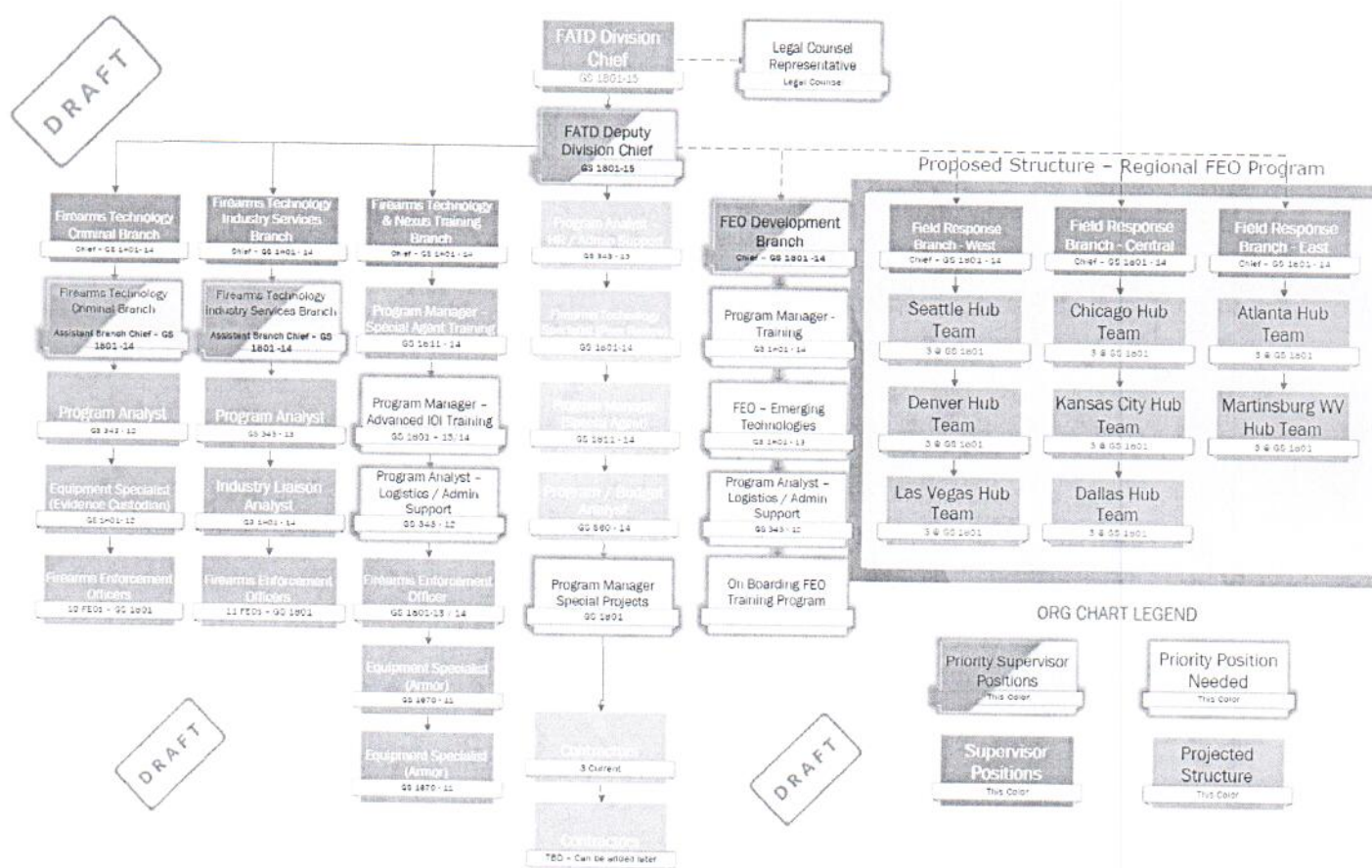




Exhibit 2-2: FATD FEO Field Response Hub Map:

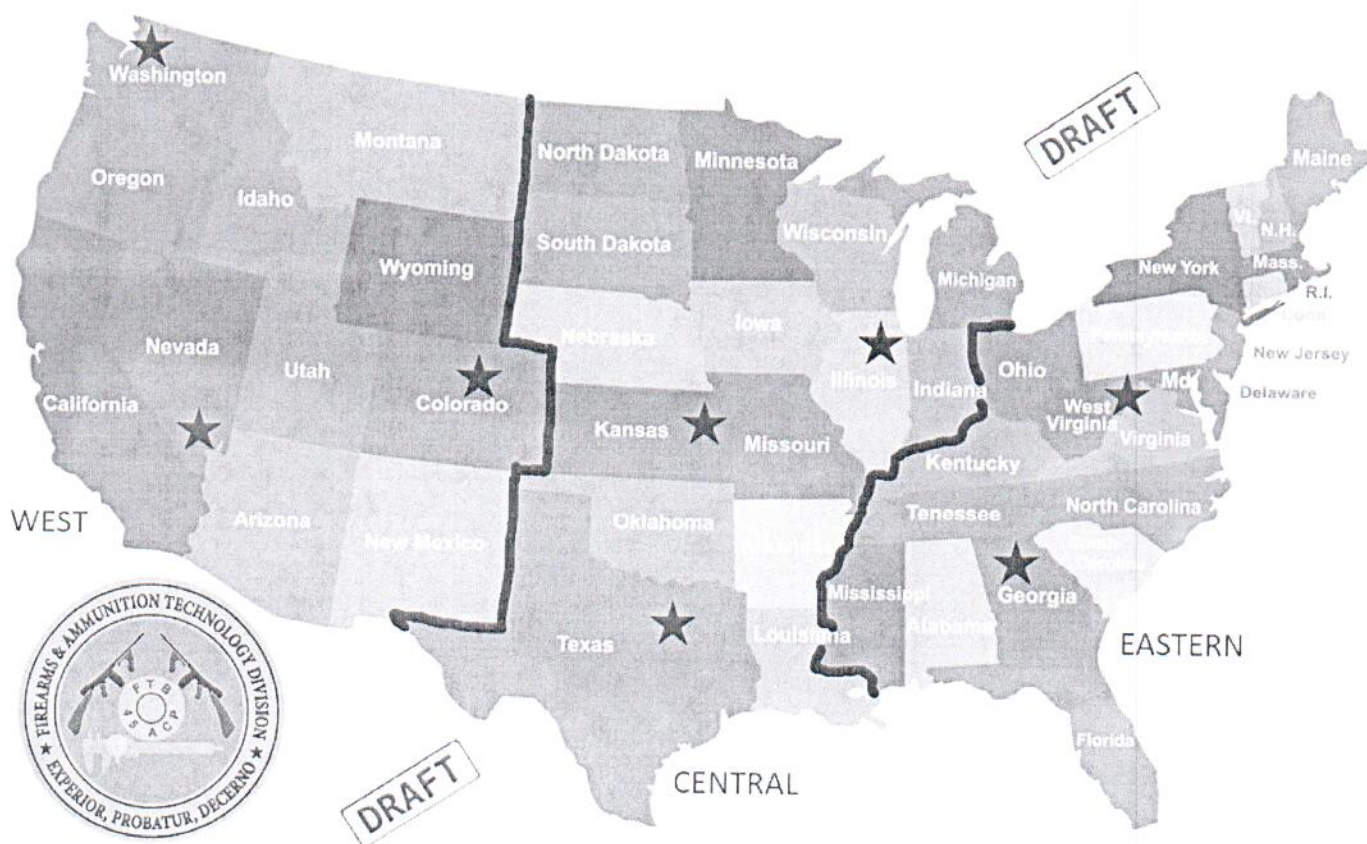


Exhibit 2-3: Proposed Regional FEO Cubical Working Space Requirements:

