

Congress of the United States
House of Representatives

COMMITTEE ON OVERSIGHT AND GOVERNMENT REFORM

2157 RAYBURN HOUSE OFFICE BUILDING

WASHINGTON, DC 20515-6143

MAJORITY (202) 225-5074
MINORITY (202) 225-5051

<http://oversight.house.gov>

March 23, 2016

Mr. Thomas E. Brandon
Deputy Director
Bureau of Alcohol, Tobacco, Firearms, and Explosives
99 New York Avenue, NE
Washington, D.C. 20226

Dear Mr. Brandon:

Over the past year, there have been a number of media reports detailing instances of lost or stolen firearms at various federal agencies.¹ The loss or theft of a federal firearm causes obvious safety and security risks. In fact, in a number of cases, firearms that were lost or stolen from a federal agency were subsequently used in connection with the deaths of innocent civilians.²

Several agency inspectors general have reviewed issues related to lax firearm inventory controls, and they identified inventory control problems as a contributing factor driving the high volume of lost or stolen firearms throughout the federal government. The Committee's investigation of the federal government's management of its inventory of firearms has identified similar concerns. Most recently, the Committee held a hearing on the General Services Administration's administration of the Surplus Firearm Donation Program. According to the most recent Bureau of Justice Statistics census of federal law enforcement officers, there were 120,000 full-time officers authorized to carry firearms, 2,541 of whom are with the Bureau of Alcohol, Tobacco, Firearms, and Explosives.³

In order to help the Committee understand how your agency manages its inventory of firearms, please provide the following documents as soon as possible, but no later than 5:00 p.m. on April 6, 2016:

¹ See, e.g. Dan Simon, et. al., *Gun in San Francisco Killing Stolen From Federal Agent's Vehicle, Source Says*, CNN, July 8, 2015; Sergio Quintana, *Search is on After Federal Agent Loses Gun in San Francisco*, ABC7NEWS, Feb. 19, 2016; Adam Shaw, *Hundreds of DHS Badges, Guns, Cell Phones lost or stolen since 2012*, FOX NEWS, Feb. 1, 2016.

² See Sergio Quintana, *Search is on After Federal Agent Loses Gun in San Francisco*, ABC7NEWS, Feb. 19, 2016; Stephen Stock & Michael Bott, *Stolen Gun Allegedly Used in Muralist Murder is 1 of 144 Firearms Lost or Stolen from ICE Agents since 2005*, NBCBAYAREA, Nov 25, 2015.

³ Brian A. Reaves, *Federal Law Enforcement Officers, 2008*, Bureau of Justice Statistics (June 2012).

1. Documents sufficient to show the agency's complete firearms inventory, to include the location, type, use, and purpose for each firearm;
2. Documents sufficient to show all firearms that were lost, stolen, or missing, and whether the firearm was recovered, since January 1, 2005;
3. All documents referring or relating to lost, stolen, or missing firearms, including, but not limited to, documents referring or relating to any such firearm subsequently connected to criminal activity;
4. All documents referring or relating to firearms inventory accounting and control procedures, including, but not limited to, procedures related to reporting and investigating instances of lost, stolen, or missing firearms and procedures related to firearms inventory verification;
5. Documents referring or relating to the agency's process for disposing of firearms, including, but not be limited to, how the agency destroys firearms and/or transfers firearms to other agencies;
6. For each firearm that is currently intended for disposal, documents sufficient to show the type of firearm, when the decision was made to dispose of it, the current location of the firearm, and when the firearm is scheduled for disposal;
7. Documents sufficient to show the number, type, and method of disposal for all firearms disposed of since 2005, including, but not limited to, the means of disposal and current location for each firearm that was not destroyed;
8. Documents sufficient to show the number, type, and location of firearms seized or confiscated by the agency, including, but not limited to, the reason(s) for seizing or confiscating the firearm, the location where the firearm was seized or confiscated, and if such firearms were authorized for use by agency personnel;
9. All documents referring or relating to inventory accounting and control procedures for seized or confiscated firearms, including, but not limited to, procedures for retention of seized or confiscated firearms, destruction of seized firearms, and for reporting lost, stolen or missing seized or confiscated firearms;
10. For each firearm that was lost, stolen, or missing, since January 1, 2005, all documents and communications referring or relating to reporting such firearm to the National Criminal Information Center (NCIC). If any such firearm was not reported to the NCIC, provide an explanation that covers why the agency is not required to report to the NCIC and what practices it follows in lieu of reporting to the NCIC;

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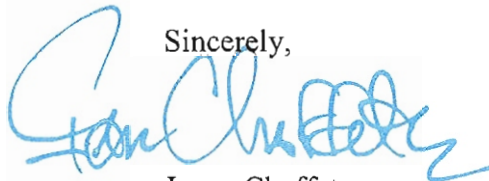
11. Documents sufficient to show how often the agency conducts firearms inventory reviews, including but not limited to, when the agency last conducted a comprehensive inventory review;
12. Documents sufficient to show the type, nature, and extent of disciplinary action taken by the agency for personnel failing to report lost, missing, or stolen firearms; and
13. Documents sufficient to show whether the agency has undertaken any type of internal audit, inspection, or review of firearms control and accountability procedures since 2005.

When producing documents to the Committee, please deliver production sets to the Majority staff in room 2157 of the Rayburn House Office Building and the Minority staff in room 2471 of the Rayburn House Office Building. The Committee prefers, if possible, to receive all documents in electronic format. An attachment to this letter provides additional information about responding to the Committee's request.

The Committee on Oversight and Government Reform is the principal oversight committee of the House of Representatives and may at "any time" investigate "any matter" as set forth in House Rule X.

Please contact Patrick Hartobey with the Committee staff at (202) 225-5074 with any questions about this request. Thank you for your attention to this matter.

Sincerely,



Jason Chaffetz
Chairman

Enclosure

cc: The Honorable Elijah E. Cummings, Ranking Member

Responding to Committee Document Requests

1. In complying with this request, you are required to produce all responsive documents that are in your possession, custody, or control, whether held by you or your past or present agents, employees, and representatives acting on your behalf. You should also produce documents that you have a legal right to obtain, that you have a right to copy or to which you have access, as well as documents that you have placed in the temporary possession, custody, or control of any third party. Requested records, documents, data or information should not be destroyed, modified, removed, transferred or otherwise made inaccessible to the Committee.
2. In the event that any entity, organization or individual denoted in this request has been, or is also known by any other name than that herein denoted, the request shall be read also to include that alternative identification.
3. The Committee's preference is to receive documents in electronic form (i.e., CD, memory stick, or thumb drive) in lieu of paper productions.
4. Documents produced in electronic format should also be organized, identified, and indexed electronically.
5. Electronic document productions should be prepared according to the following standards:
 - (a) The production should consist of single page Tagged Image File ("TIF"), files accompanied by a Concordance-format load file, an Opticon reference file, and a file defining the fields and character lengths of the load file.
 - (b) Document numbers in the load file should match document Bates numbers and TIF file names.
 - (c) If the production is completed through a series of multiple partial productions, field names and file order in all load files should match.
 - (d) All electronic documents produced to the Committee should include the following fields of metadata specific to each document:

BEGDOC, ENDDOC, TEXT, BEGATTACH, ENDATTACH,
PAGECOUNT, CUSTODIAN, RECORDTYPE, DATE, TIME, SENTDATE,
SENTTIME, BEGINDATE, BEGINTIME, ENDDATE, ENDTIME, AUTHOR, FROM,
CC, TO, BCC, SUBJECT, TITLE, FILENAME, FILEEXT, FILESIZE,
DATECREATED, TIMECREATED, DATELASTMOD, TIMELASTMOD,
INTMSGID, INTMSGHEADER, NATIVELINK, INTFILPATH, EXCEPTION,
BEGATTACH.
6. Documents produced to the Committee should include an index describing the contents of the production. To the extent more than one CD, hard drive, memory stick, thumb drive, box or folder is produced, each CD, hard drive, memory stick, thumb drive, box or folder should contain an index describing its contents.

7. Documents produced in response to this request shall be produced together with copies of file labels, dividers or identifying markers with which they were associated when the request was served.
8. When you produce documents, you should identify the paragraph in the Committee's schedule to which the documents respond.
9. It shall not be a basis for refusal to produce documents that any other person or entity also possesses non-identical or identical copies of the same documents.
10. If any of the requested information is only reasonably available in machine-readable form (such as on a computer server, hard drive, or computer backup tape), you should consult with the Committee staff to determine the appropriate format in which to produce the information.
11. If compliance with the request cannot be made in full by the specified return date, compliance shall be made to the extent possible by that date. An explanation of why full compliance is not possible shall be provided along with any partial production.
12. In the event that a document is withheld on the basis of privilege, provide a privilege log containing the following information concerning any such document: (a) the privilege asserted; (b) the type of document; (c) the general subject matter; (d) the date, author and addressee; and (e) the relationship of the author and addressee to each other.
13. If any document responsive to this request was, but no longer is, in your possession, custody, or control, identify the document (stating its date, author, subject and recipients) and explain the circumstances under which the document ceased to be in your possession, custody, or control.
14. If a date or other descriptive detail set forth in this request referring to a document is inaccurate, but the actual date or other descriptive detail is known to you or is otherwise apparent from the context of the request, you are required to produce all documents which would be responsive as if the date or other descriptive detail were correct.
15. Unless otherwise specified, the time period covered by this request is from January 1, 2009 to the present.
16. This request is continuing in nature and applies to any newly-discovered information. Any record, document, compilation of data or information, not produced because it has not been located or discovered by the return date, shall be produced immediately upon subsequent location or discovery.
17. All documents shall be Bates-stamped sequentially and produced sequentially.
18. Two sets of documents shall be delivered, one set to the Majority Staff and one set to the Minority Staff. When documents are produced to the Committee, production sets shall be delivered to the Majority Staff in Room 2157 of the Rayburn House Office Building and the Minority Staff in Room 2471 of the Rayburn House Office Building.

19. Upon completion of the document production, you should submit a written certification, signed by you or your counsel, stating that: (1) a diligent search has been completed of all documents in your possession, custody, or control which reasonably could contain responsive documents; and (2) all documents located during the search that are responsive have been produced to the Committee.

Definitions

1. The term “document” means any written, recorded, or graphic matter of any nature whatsoever, regardless of how recorded, and whether original or copy, including, but not limited to, the following: memoranda, reports, expense reports, books, manuals, instructions, financial reports, working papers, records, notes, letters, notices, confirmations, telegrams, receipts, appraisals, pamphlets, magazines, newspapers, prospectuses, inter-office and intra-office communications, electronic mail (e-mail), contracts, cables, notations of any type of conversation, telephone call, meeting or other communication, bulletins, printed matter, computer printouts, teletypes, invoices, transcripts, diaries, analyses, returns, summaries, minutes, bills, accounts, estimates, projections, comparisons, messages, correspondence, press releases, circulars, financial statements, reviews, opinions, offers, studies and investigations, questionnaires and surveys, and work sheets (and all drafts, preliminary versions, alterations, modifications, revisions, changes, and amendments of any of the foregoing, as well as any attachments or appendices thereto), and graphic or oral records or representations of any kind (including without limitation, photographs, charts, graphs, microfiche, microfilm, videotape, recordings and motion pictures), and electronic, mechanical, and electric records or representations of any kind (including, without limitation, tapes, cassettes, disks, and recordings) and other written, printed, typed, or other graphic or recorded matter of any kind or nature, however produced or reproduced, and whether preserved in writing, film, tape, disk, videotape or otherwise. A document bearing any notation not a part of the original text is to be considered a separate document. A draft or non-identical copy is a separate document within the meaning of this term.
2. The term “communication” means each manner or means of disclosure or exchange of information, regardless of means utilized, whether oral, electronic, by document or otherwise, and whether in a meeting, by telephone, facsimile, email (desktop or mobile device), text message, instant message, MMS or SMS message, regular mail, telexes, releases, or otherwise.
3. The terms “and” and “or” shall be construed broadly and either conjunctively or disjunctively to bring within the scope of this request any information which might otherwise be construed to be outside its scope. The singular includes plural number, and vice versa. The masculine includes the feminine and neuter genders.
4. The terms “person” or “persons” mean natural persons, firms, partnerships, associations, corporations, subsidiaries, divisions, departments, joint ventures, proprietorships, syndicates, or other legal, business or government entities, and all subsidiaries, affiliates, divisions, departments, branches, or other units thereof.

5. The term “identify,” when used in a question about individuals, means to provide the following information: (a) the individual's complete name and title; and (b) the individual's business address and phone number.
6. The term “referring or relating,” with respect to any given subject, means anything that constitutes, contains, embodies, reflects, identifies, states, refers to, deals with or is pertinent to that subject in any manner whatsoever.
7. The term “employee” means agent, borrowed employee, casual employee, consultant, contractor, de facto employee, independent contractor, joint adventurer, loaned employee, part-time employee, permanent employee, provisional employee, subcontractor, or any other type of service provider.