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Description of document: List of Bureau of Alcohol, Tobacco, Firearms, and Explosives (ATF) Directives 2024 (Directives issued 2005-2023)

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Bureau of Alcohol, Tobacco, Firearms and Explosives  
Information Privacy and Governance (IPG) Division,  
Room 4E.301  
99 New York Avenue, NE  
Washington, DC 20226  
[ATF Online FOIA Portal \(SecureRelease™\)](#)

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03/11/2024 REFER TO: 284548

This responds to your Freedom of Information Act (FOIA)/Privacy Act request dated 11/11/2020, and received by the Bureau of Alcohol, Tobacco, Firearms and Explosives (ATF) on the same date, in which you requested records concerning Listing of ATF Directives. Your request was assigned ATF tracking number 284548. Please refer to this number in any future correspondence.

In response to your request, we processed and releasing in full a total of 5 pages of responsive material.

For your information, Congress excluded three discrete categories of law enforcement and national security records from the requirements of the FOIA. See 5 U.S.C. § 552(c). This response is limited to those records that are subject to the requirements of the FOIA. This is a standard notification that is given to all our requesters and should not be taken as an indication that excluded records do, or do not, exist.

You may contact our FOIA Public Liaisons Jasmine Bryant or Lynette Carter, 202-648-7390, for any further assistance and to discuss any aspect of your request. Additionally, you may contact the Office of Government Information Services (OGIS) at the National Archives and Records Administration to inquire about the FOIA mediation services they offer. The contact information for OGIS is as follows: Office of Government Information Services, National Archives and Records Administration, Room 2510, 8601 Adelphi Road, College Park, Maryland 20740-6001, e-mail at [ogis@nara.gov](mailto:ogis@nara.gov); telephone at 202-741-5770; toll free at 1-877-684-6448; or facsimile at 202-741-5769.

If you are not satisfied with my response to this request, you may administratively appeal by writing to the Director, Office of Information Policy (OIP), United States Department of Justice, 441 G Street, NW, 6th Floor, Washington, D.C. 20530, or you may submit an appeal through OIP's FOIA STAR portal by creating an account following the instructions on OIP's website: <https://doj-foia.entellitrak.com/etk-doj-foia-prod/login.request.do>. Your appeal must be postmarked or electronically transmitted within 90 days of the date of my response to your request. If you submit your appeal by mail, both the letter and the envelope should be clearly marked "Freedom of Information Act Appeal."

Please use the following link to navigate to your documents. This link will be available for 365 days.

To retrieve the records associated with this request use this link [Released Documents for Request 284548](https://www.securerelease.us/request-details/D2067B61-B7DC-4DDF-BF55-4CF974C8D8EC/2) or enter <https://www.securerelease.us/request-details/D2067B61-B7DC-4DDF-BF55-4CF974C8D8EC/2> in your browser's address bar.

Please login or create a new user account using the email address associated with your records request.

Ginae E. Barnett  
Acting Chief  
Information and Privacy Governance Division

Item No.	Directive No.	Title	Date Issued
1	B 1030.198	Temporary Policy Change for Suitability Panel	2/4/2021
2	B 1030.214	Random Screening Program	1/15/2022
3	B 1030.218	Realignment of Resource Management Branch and Joint Law Enforcement Officer Program	9/15/2022
4	B 1030.224	Establishment of Section C within the National Tracing Center Division (NTC), Firearms Tracing Branch (FTB)	7/13/2022
5	B 1030.228	Realignment of the Firearms Technology and Nexus Training Branch within the Firearms and Ammunition Technology Division (FATD)	4/19/2023
6	B 1030.229	Selection Process for all Grade 15 Special Agent (GS-1811) Positions.	1/6/2023
7	B 1030.230	Realignment of the Diversity and Inclusion Branch within the Office of the Director (to report to the new Chief Diversity Officer position) from the Office of Equal Employment Opportunity	1/19/2023
8	B 1030.231	Realignment of the Diversity Career Impact Program (DCIP) from the Office of Human Resources and Professional Development (HRPD) to the Office of the Director, under the Diversity and Inclusion Branch (DIB).	2/24/2023
9	B 1030.232	Update to ATF Telework Program	3/9/2023
10	B 1030.233	Reorg. for the National Firearms Act Division	4/19/2023
11	B 1030.237	Establishment of the Office of Diversity, Equity and Inclusion in the Office of the Director(OD)	5/3/2023
12	B 1030.238	Special Agent Pre-employment Physical Task Test (PTT) Administration Process	3/30/2023
13	B 1030.239	Partial Reorganization of the Office of Strategic Intelligence and Information (OSII)	6/14/2023
14	B 2311.1A	Merit Promotion Plan Updates	6/29/2022
15	B 2350.1A	Senior Executive Service Staffing Plan Updates	7/12/2022
16	H 7115.1	Digital Forensics Branch Field Handbook	4/2/2021
17	H 7200.1A	Enterprise Configuration Management Handbook	9/29/2006
18	H 7200.2B	Systems Life Cycle Handbook	1/8/2008
19	H 7250.1	Automated Information System Security Program	7/26/2006
20	H 7300.1B	Radio Communications Handbook	9/29/2014
21	O 1020.2	Office of Strategic Management Responsibilities and Programs	10/19/2021
22	O 1030.1B	Procedures for Processing Proposed Bureau Organizational Changes	1/8/2013
23	O 1051.1E	ATF Internal Control Improvement Program	4/18/2011
24	O 1100.168C	Delegation Order - Delegation of Authorities Within ATF	11/5/2018
25	O 1100.169	DO - Delegation of Authority to Approve the Use of the Bureau Seal, Badge, Logo or Insignia to Entities Outside of ATF	1/27/2017
26	O 1100.59J	Emergency Orders of Succession	11/14/2019
27	O 1250.1A	Letters of Agreement, Memoranda of Agreement, and Memoranda of Understanding	8/22/2013
28	O 1310.1D	Subject Classification and Filing System	5/10/2023
29	O 1330.1	Directives, Forms and OMB Information Collection Programs	6/21/2010
30	O 1330.2A	Directives Management Program - Policies and Procedures for Briefs, Orders and Handbooks	7/13/2018
31	O 1340.10	Managing Email Records	7/24/2017
32	O 1340.11	ATF Records and Information Management Certification (RIMCert)	8/8/2018

33	O 1340.4B	Preserving and Producing Bureau Records, Documents, and Information Subject to the Legal Process	7/31/2019
34	O 1340.5A	Records Management Program	10/18/2018
35	O 1340.6C	Obtaining and Shipping Out of Business Records to the National Tracing Center - OOB Repository	4/19/2023
36	O 1340.7A	ATF Records Control Schedule	11/16/2017
37	O 1340.8	ATF Vital Records Program	3/27/2013
38	O 1340.9	Records Disaster Mitigation and Recovery	3/7/2014
39	O 1350.1A	Printing, Distribution and Publication Management	6/6/2017
40	O 1360.2C	Mail Management and Security Programs	3/2/2015
41	O 1400.1A	Acquisition Manual	5/13/2015
42	O 1500.3A	Temporary Duty Station Travel Policy Manual	9/19/2016
43	O 1550.1A	Permanent Change of Station	10/3/2016
44	O 1600.5B	Safety, Health and Environmental Programs	9/16/2015
45	O 1642.1A	Public Transportation Program	2/3/2023
46	O 1660.1A	Emergency Management Program	1/26/2017
47	O 1660.2A	Facility Automatic External Defibrillator Program	4/28/2021
48	O 1665.1A	National Incident Management System	2/1/2019
49	O 1700.3B	Executive Protection Branch	8/17/2020
50	O 1700.4	Insider Threat Prevention and Detection	10/30/2018
51	O 1710.1G	Identification Media Program	5/16/2022
52	O 1720.1F	ATF Physical Security Program	5/6/2021
53	O 1830.1D	Real Estate Management, HQ Parking and Ridesharing, and Public Transportation Programs	9/30/2009
54	O 1840.1B	Claims and Judicial Actions	3/15/2022
55	O 1850.2G	Property and Fleet Management Program	9/30/2021
56	O 1870.1	ATF Table of Vehicles Program	5/23/2022
57	O 1920.1B	Professional Liability Insurance Program	12/17/2018
58	O 1970.1A	Coding Manual for the Bureau's Financial System (UFMS)	12/21/2012
59	O 1980.1B	Policies, Guidelines and Procedures for Representation Funds	7/3/2018
60	O 1987.1B	Using the Government Charge Card	11/14/2016
61	O 1988.1A	Waiver and Compromise Claims for Debts Owed by Employees	12/17/2018
62	O 2115.1B	Administrative Grievance Procedures	9/2/2022
63	O 2121.2	Medically Restricted Duty and Medical Fitness for Duty Examinations	5/23/2019
64	O 2122.1B	Drug-Free Workplace Program	2/2/2021
65	O 2123.1	Pre-Employment Polygraph Special Agent Screening Program	7/29/2010
66	O 2130.1C	Conduct and Accountability	10/21/2020
67	O 2130.2A	Employee Ethics and Responsibilities	4/13/2017
68	O 2130.3B	Harassment in the Workplace	1/31/2023
69	O 2130.4	Fraternalization Policy	5/3/2017
70	O 2133.1B	Workplace Violence Prevention Program	1/5/2021
71	O 2140.1A	Adverse Action and Discipline - Change 2	6/14/2019
72	O 2147.1	Restricted Duty Due to Misconduct	5/23/2019
73	O 2221.1	ATF Telework and Remote Work Programs	5/27/2022
74	O 2222.1	Nursing Mother's Program	11/16/2020
75	O 2231.2A	Worker's Compensation Program	4/12/2021

76	O 2240.1B	Health Improvement Program	8/7/2019
77	O 2240.2A	ATF Voluntary Physical Fitness Program (PFP)	3/3/2021
78	O 2280.1D	Office of the Ombudsman Responsibilities and Programs	1/11/2023
79	O 2290.2B	Peer Responder and Chaplain Program	8/3/2020
80	O 2290.3	Wellness Advocates Program	7/22/2020
81	O 2292.2A	Survivor Protocol	1/30/2018
82	O 2293.1C	Hardship (Reassignment) Transfer Program - All Bureau Employees	3/19/2021
83	O 2300.2C	ATF Employee and Contingent/Non-ATF Personnel Orientation and Final Separation Processes and Procedures	2/5/2021
84	O 2300.4B	Law Enforcement Officers - Exemption Policy for Mandatory Retirement	8/1/2022
85	O 2300.5A	Pathways Student Program	5/22/2018
86	O 2300.6B	Workforce Flexibilities	9/12/2017
87	O 2300.7A	Career Transition Assistance Plan	5/19/2017
88	O 2300.8A	Mobility Plan	4/1/2019
89	O 2302.2C	Voluntary Reassignment (Transfer) Program	1/16/2018
90	O 2302.3	Post of Preference Reassignment for Service in Difficult to Fill Supervisory Field Operations Special Agent and IOI Positions/Location	2/9/2017
91	O 2303.3A	Initial Assignment/Reassignment/Selection of Special Agents and Industry Operations Investigators to Difficult to Fill, Overseas and Foreign Locations	8/31/2021
92	O 2304.1	Student Volunteer Program	4/12/2021
93	O 2310.2E	Drug Policy for ATF Applicants and Non-ATF Personnel Candidates	1/10/2017
94	O 2310.3C	Policy and Procedures for Administering the SA Pre-Employment Physical Task Test (PTT)	5/2/2017
95	O 2311.1A	Merit Promotion Plan	8/17/2009
96	O 2311.4C	Special Agent Career Plan	3/16/2022
97	O 2311.5B	Industry Operations Investigator Career Plan	3/16/2022
98	O 2320.1A	Medical Requirement for Criminal Investigator (Special Agent) Applicants	9/7/2021
99	O 2350.1A	Senior Executive Service Staffing Plan	1/26/2021
100	O 2360.1	Employment in the Excepted Service	4/1/2019
101	O 2400.2B	Probationary Periods for Newly Appointed Managers and Supervisors	6/15/2017
102	O 2400.8A	Performance Management and Recognition	7/5/2013
103	O 2510.1C	Position Classification Program	3/9/2020
104	O 2600.2D	Flexible Work Options	8/20/2018
105	O 2650.1B	Leave Administration - Change 1	9/19/2014
106	O 2700. 1	Pay Administration	4/23/2019
107	O 2951.1C	Diversity and Career Impact Program (DCIP)	9/12/2017
108	O 2954.1	Federal Equal Opportunity Recruitment Program	9/5/2017
109	O 2956.3A	Reasonable Accommodation	7/28/2017
110	O 2957.1A	ATF Mentoring Program	5/24/2021
111	O 3020.1C	Firearms and Weapons Policy	8/5/2020
112	O 3020.2D	Use of Force and Response to Resistance	1/28/2022
113	O 3020.3A	Special Agent Body-Worn Camera	6/2/2022
114	O 3020.4	Task Force Officer Body-Worn Camera	6/2/2022
115	O 3030.1A	ATF's Most Wanted Fugitive Program	2/18/2014
116	O 3030.2B	ATF Policy on Wanted Persons/Fugitives	6/15/2023
117	O 3040.1C	Operations Security Program	8/18/2020
118	O 3111.1B	Use of N-FORCE	6/13/2022

119	O 3114.1A	i-Note Incident Notification System	4/16/2018
120	O 3140.1A	Denial Enforcement and NICS Intelligence Branch - Referrals and Investigations	8/9/2017
121	O 3200.1B	Monitored Case Program	10/20/2021
122	O 3200.2	Interactions with People with Disabilities	10/22/2019
123	O 3210.1C	Operational Planning	11/5/2021
124	O 3210.7D	Investigative Priorities, Procedures and Techniques	12/14/2012
125	O 3220.1B	Searches and Examinations	6/7/2023
126	O 3250.1B	Undercover Operations	11/17/2011
127	O 3250.3A	Undercover Robbery Operations	1/27/2020
128	O 3251.1A	Expenditure of Funds for Investigative Purposes and Agent Cashier Manual	7/29/2015
129	O 3252.1B	Confidential Informant Usage	6/12/2020
130	O 3254.1B	Victim and Witness Assistance Program	6/23/2015
131	O 3256.1	Storefront Operations	2/19/2020
132	O 3260.2	Certified Technical Operator Program	12/22/2011
133	O 3264.1A	Electronic Communications & Surveillance Techniques	7/19/2019
134	O 3265.1C	Aviation Operations	7/6/2021
135	O 3265.2A	Unmanned Aircraft Systems Policy	5/6/2021
136	O 3270.10D	The Disclosure, Documentation and Handling of Investigative Information	12/19/2014
137	O 3310.4C	Firearms Enforcement Program	3/19/2013
138	O 3310.7A	Stolen Firearms Program	7/3/2018
139	O 3310.8A	Firearms and Ammunition Services	2/14/2023
140	O 3315.1A	National Integrated Ballistic Information Network (NIBIN)	8/5/2020
141	O 3320.6B	Relief of Disabilities	9/4/2018
142	O 3320.7A	Explosives Programs and Operations	3/12/2019
143	O 3322.1A	Explosives and Accelerant Canine Detection and Operations Program	1/2/2020
144	O 3323.1B	Certified Explosives Specialist Program	5/6/2021
145	O 3330.5A	Arson Enforcement Program	4/14/2020
146	O 3333.1B	Certified Fire Investigator Program	7/6/2021
147	O 3380.1A	Alcohol and Tobacco Enforcement Programs	2/12/2019
148	O 3400.1E	Property Taken Into Bureau Custody	4/9/2021
149	O 3501.1A	Joint Law Enforcement Operations (JLEO) Program	6/21/2019
150	O 3504.1A	Explosives Incident Response Reporting Requirements	3/1/2017
151	O 3510.1A	National Response Team	2/14/2020
152	O 3530.3B	Organized Crime Drug Enforcement Task Force Program	7/8/2021
153	O 3560.1D	Special Response Team Program	8/5/2020
154	O 3590.1C	Operational Medical Support Program	8/25/2022
155	O 3600.1	International Affairs Operations	8/24/2017
156	O 3700.3	Intelligence Production Templates	10/9/2015
157	O 3800.2A	Intelligence	12/1/2020
158	O 3800.3	Use of GangNet	5/24/2018
159	O 5000.18B	EPS - Mission and Organization	8/28/2017
160	O 5000.19A	Industry Operations Manual	4/4/2018
161	O 5320.2A	National Firearms Act Division	2/16/2023

162	O 5370.1F	Federal Firearms Administrative Action Policy and Procedures	1/13/2023
163	O 5374.1C	Firearms License Hearings	7/23/2019
164	O 5400.12B	Transportation Security Administration Airport Explosives Inspection Program	7/5/2022
165	O 5440.1A	Federal Explosives Administrative Action Policy and Procedures	5/19/2023
166	O 6000.1B	Training and Professional Development	2/14/2018
167	O 6020.1B	Reporting Procedures for Newly Hired Special Agents and Industry Operations Investigators	3/3/2017
168	O 6030.3B	Mandatory Training	7/23/2021
169	O 6200.2A	Policy and Procedures for Using Veteran Education and Training Benefits While Enrolled in ATF On the Job Training	4/17/2023
170	O 6211.1A	Special Agent On-the-Job Training	11/12/2021
171	O 6211.2	Industry Operations Investigator On The Job Training Program	3/6/2017
172	O 6220.2C	ATF Leadership Competencies and Executive Core Qualifications (ECQs)	11/20/2021
173	O 6220.4A	Development Program for New Public Information Officer	2/17/2016
174	O 6220.5B	Special Leadership Educational Programs	9/16/2022
175	O 6221.1B	Mandatory Training Requirements for New First-Line Supervisors	11/20/2017
176	O 6221.3A	Development Program for New Industry Operations Area Supervisors	5/22/2018
177	O 6222.1A	Director, Industry Operations (DIO) Mentor Program	10/25/2017
178	O 6230.1B	Continued Service Agreements for Training	2/12/2019
179	O 7020.1	Commercial and Public Source Databases	7/17/2018
180	O 7031.1	ATF Electronic and Digital Signature Policy	10/26/2018
181	O 7040.1B	Section 508 of the Rehabilitation Act	7/24/2017
182	O 7140.3A	Completing ATF Form 7140.7 - Laboratory Exam Request	4/28/2014
183	O 7200.2B	Enterprise Architecture and Information Technology (IT) Governance Policy	11/16/2011
184	O 7200.3	Technical Surveillance Countermeasures Program Policies and Procedural Guide	6/3/2005
185	O 7200.4	Information Services Technology Policies	1/8/2008
186	O 7200.5	IT Acquisition Request (ITAR) Procedures - Procedures for the Acquisition of IT Goods and Services	1/13/2023
187	O 7250.2	Data Breach Incident Response Instructions for PII	11/25/2014
188	O 8000.1A	Headquarters Active Shooter Response	10/29/2019
189	O 8100.2E	Responsibilities and Procedures for Conducting Inspections	12/12/2022
190	O 8200.3C	Post-Shooting and Critical Incident Policy - <b>Change 2</b>	4/17/2020
191	O 8300.1B	Review of Bureau Programs by the Office of the Inspector General and the Government Accountability Office	8/17/2020
192	O 8610.1D	Integrity and Other Investigations	5/8/2020
193	O 8620.1A	Personnel Security	8/30/2017
194	O 8620.2B	Prohibited Persons Policy for ATF Applicants, Employees, Non-ATF Persons and Volunteers	4/21/2022
195	O 8800.1F	Information Security	1/11/2023
196	O 8800.4A	Non-Disclosure Agreement for Sensitive Unclassified Information	5/14/2018
197	O 8800.5B	Social Media - Conduct and Accountability	10/29/2019
198	O 9000.1B	Office of Public and Governmental Affairs	10/10/2013
199	O 9310.1A	Correspondence Management Program and Correspondence Manual	4/21/2016
200	O 9410.1B	Giglio Policy	6/17/2019