

Organization and Programs

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Organization and Programs

1 SCOPE

This document applies to personnel in the Firearms/Toolmarks Unit (FTU).

The Firearms/Toolmarks Discipline (FTD) is comprised of personnel from the Firearms/Toolmarks Unit (FTU) and the Scientific & Biometrics Analysis Unit – Toolmark Group (SBAU-TG).

2 MISSION

The mission of the FTD includes:

- Conducting forensic examinations on firearm and toolmark evidence to support federal, state, local, and international law enforcement or other government agencies, to include evidence processing, report writing, and expert testimony.
- Providing information to law enforcement partners and the intelligence community.
- Collaborating with the intelligence community, other government agencies and foreign partners.
- Collaborating with other government agencies and institutions to investigate and support research needs for the FTD.
- Conducting shooting incident reconstructions, which includes trajectory determinations.

3 ORGANIZATION AND MANAGEMENT STRUCTURE

The FTU consists of a Unit Chief (UC), Management and Program Analyst(s) (MAPA), Supervisory Physical Scientist-Forensic Examiner(s) (SPSFE), Physical Scientist-Forensic Examiner(s) (PSFE), Physical Scientist/Non-Examiner(s) (PSNE), Research Physical Scientist(s), and contract staff.

The duties and responsibilities of the FTD personnel are as follows:

3.1 Unit Chief

The UC functions as the head of the unit and is responsible for the overall coordination of case examinations, programs, budget, and liaison. The UC duties and responsibilities include:

- A. Monitors casework performance measures to improve services to casework contributors, law enforcement, other government agencies, international partners and intelligence community partners.
- B. Oversees the management and coordination of all administrative and technical programs within the unit.
- C. Serves as a supervisor for SPSFE(s) and additional unit personnel.
- D. Coordinates with the SBAU UC to designate a qualified Examiner to serve as the FTD Technical Leader (TL).
- E. Assigns Examiners to case submissions and case records for each request for examination or ensures appropriate personnel assign the cases.

1. For submissions related to previous exams, the original examiner should be assigned when practicable. If an alternate examiner is necessary, the assignment will be based upon examiner caseload, qualification, and authorization.
- F. Maintains liaison with law enforcement, other government agencies, foreign partners, and the intelligence community to enhance the attainment of unit performance measures.
- G. Ensures that all appropriate personnel review the Department of Justice Code of Professional Responsibility for the Practice of Forensic Science on an annual basis.
- H. Ensures that all personnel with deployment responsibilities receive appropriate training, credentials and medical services for typical deployments.
- I. Performs administrative reviews or ensures appropriate personnel perform these reviews.
- J. Assigns personnel in support of deployment operations, requests and briefings.
- K. Monitors case production and backlog.

3.2 Supervisory Physical Scientist – Forensic Examiner

In addition to the duties described under PSFE in 3.3, the SPSFE's responsibilities include:

- A. Serves as front-line supervisor for assigned personnel.
- B. Monitors performance and conducts performance reviews for assigned personnel.

3.3 Physical Scientist – Forensic Examiner

The PSFE duties and responsibilities include:

- A. Adheres to performance monitoring requirements.
- B. Performs appropriate examinations on firearm/toolmark related evidence submitted to the unit and provides expert testimony as needed.
- C. Serves as a subject matter expert (SME) and evaluator for trainees, when requested.
- D. Performs case files reviews, as authorized.
- E. Serves as a testimony evaluator, as authorized.
- F. Serves as a relief supervisor, as requested.
- G. Collaborates with Training Division's Defensive Systems Unit (TD DSU) personnel on collecting information of recovered FBI projectiles from Agent Involved Shootings (AIS). This information assists TD DSU in ongoing research, but case notes, identifiers, or examination results will not be provided to TD DSU.
- H. Provides the UC awareness of their availability for deployments.

3.4 Physical Scientist/Non-Examiner

- A. Adheres to performance monitoring requirements.
- B. Provides the UC awareness of their availability for deployments.
- C. Provides information regarding equipment needs and supplies to their supervisor.

3.5 Research Physical Scientist

The Research Physical Scientist is responsible for evaluating instruments used for 3D toolmark topography acquisition and analysis for firearm and toolmark examinations. The duties and responsibilities of the Research Physical Scientist include:

- A. Assists with validations, uncertainty of measurement calculations, development of control charts, calibrations and maintenance on instruments.
- B. Ensures reference standards and research items are maintained and catalogued.
- C. Assists with training users and serves as a proctor for validation or competency tests involving a new instrument.
- D. Ensures records and data supporting validation and instrument performance are properly organized and maintained for review.

3.6 Management and Program Analyst

A MAPA is responsible for performing administrative tasks and supporting unit/program operations and projects. This can include casework metrics, contracts, procurements, property management, and budgetary matters such as developing cost estimates, purchase justifications, and monitoring the use of unit funds.

3.7 Contractor

A contractor is employed on a contractual basis and may perform administrative or casework tasks like a PSNE when working in the FTD. Contractors are required (if conducting casework) to meet the training and performance monitoring requirements.

4 PROGRAMS

4.1 Technical Leader

The Technical Leader (TL) is a designated PSFE who is accountable for the technical operations and is authorized to stop, suspend, and resume operations in the FTD. The TL duties and responsibilities include:

- A. Provides technical assistance to the UC(s) if they are not a SME.
- B. Serves as a liaison between discipline personnel and the Research and Support Unit (RSU) and Laboratory Senior Level Scientists on projects involving FTD research.
- C. Ensures appropriate updates and reviews are completed on entries made into the Research Review Team SharePoint site.
- D. Ensures the continuity of technical operations between both locations of the FTD.
 - 1. Continuity of technical operations will be achieved through technical and/or case file reviews. At a minimum, three case file reviews will be conducted per quarter, which will represent a variety of casework and examiners.
- E. Provides guidance to the UCs regarding research needs within the FTD and provides guidance regarding the necessary procurement requirements to achieve success.

4.2 Training

The FTD Training Program Manager (TPM) oversees training matters for all newly assigned personnel within the FTD. The TPM duties and responsibilities include:

- A. Administers and maintains a training program for PSFEs, PSNEs, and Research Physical Scientist(s) that identifies the requirements necessary for achieving qualification in each respective position.
- B. Ensures that all trainee review forms are completed and maintained in the trainee's training records.
- C. Ensures that training records are maintained at the trainee's location.

The TPM also serves as the Proficiency Test Representative (PTR) for the unit. The PTR is responsible for performance monitoring requirements in the unit, which include:

- A. Develops and maintains the performance monitoring plan in the unit.
- B. Updates the proficiency test information and records in the LIMS
- C. Retains proficiency test samples through the evaluation of a proficiency test and, when applicable, the resolution of any non-conformity(ies) associated with that proficiency test.

4.3 Quality Assurance

The Quality Assurance Program Manager (QAPM) oversees quality assurance matters that affect the unit. The QAPM duties and responsibilities include:

- A. Serves as the Quality Assurance Representative for the unit.
- B. Assists in assembling records for internal audits.
- C. Ensures quality assurance continuity between both locations of the FTD.
- D. Maintains centralized records and reviews for unit-specific nonconformities.

4.4 Intelligence

Provides training to FBI personnel and other government agencies regarding program subject material(s). The Intelligence Program Manager is responsible for collecting, evaluating, and disseminating novel intelligence applicable to the FTD (e.g., privately made firearms/PMFs).

4.5 National Integrated Ballistic Information Network

The National Integrated Ballistic Information Network Program Manager (NIBINPM) oversees the operation of the NIBIN system. The duties and responsibilities of the NIBINPM include:

- A. Receives Expedited NIBIN (ENIBIN) cases, ensures inventory and test firing of submitted items, and enters the test fires in the NIBIN system.
- B. Provides and/or coordinates NIBIN training for new users through the Bureau of Alcohol, Tobacco, Firearms, and Explosives (ATF).
- C. Maintains records regarding the Matchpoint® and Brasstrax® systems.

4.6 Operational Response

The Operational Response Program Manager (ORPM) is responsible for equipping, maintaining and conducting an inventory of all FTU deployment needs, to include kits, equipment, and FTU response vehicles. In addition, the ORPM will coordinate with the Evidence Response Team Unit (ERTU) for training and instructing in ERTU courses.

4.7 Reference Firearms Collection

The Reference Firearms Collection Program Manager (RFCPM) is responsible for coordinating the acquisition of firearms for the Reference Firearm Collection (RFC). The RFCPM will use their experience as a PSFE to identify which firearms will provide maximum benefit to the unit. The RFCPM will develop communication with the military and other government agencies to facilitate the acquisition of firearms for inclusion in the RFC. The duties and responsibilities of the RFCPM also include:

- A. Responds to queries from the field.
- B. Ensures an identifier is assigned to each firearm entered into the collection. At a minimum, the caliber, make, model, type of weapon, serial number (if present), and FBI Case Identifier will be included with each entry.
- C. Ensures the collection is kept up-to-date and maintained.
- D. Conducts periodic inventories, which will be recorded via email to the FTU Chief.
- E. Purchases firearms and firearm components deemed essential to unit services when not obtained through the disposition program.
- F. Maintains and ensures disposition firearms are properly stored.
- G. Organizes and manages destruction of disposition program firearms.

5 RESOURCES AND RESPONSIBILITIES

The following roles are filled by PSFEs and/or PSNEs, who coordinate and are responsible for specified unit resources in addition to their assigned duties.

5.1 Calibration and Maintenance

The Calibration and Maintenance administrator is responsible for coordinating the necessary calibration, maintenance, and performance checks on equipment used in the FTU. The duties and responsibilities include:

- A. Ensures that all equipment used for examination in the FTU is labeled, properly maintained, calibrated, and in compliance with the FBI QAM requirements.
- B. Ensures information captured in Resource Manager is updated and binders containing maintenance and performance checks are maintained.

5.2 General Rifling Characteristics File

The General Rifling Characteristics (GRC) File administrator oversees the GRC file, which involves the collection and processing of test-fired bullets and cartridge cases for entry into the internationally distributed GRC file. The duties and responsibilities include:

- A. Receives test fired items, reviews measurements, scribes items, enters information into the GRC file, and ensures proper storage and retention.
- B. Ensures the GRC file is published on a regular basis and distributed to national/international forensic laboratories and law enforcement agencies.
- C. Responds to queries from the field, performs searches, updates the GRC file, and performs software updates as required.
- D. Ensures the necessary GRC instrument performance checks are conducted on a routine basis and recorded in an organized manner.

5.3 Reference Ammunition File

The Reference Ammunition File (RAF) administrator oversees the RAF, which involves the acquisition, documentation, and filing of ammunition specimens in the RAF. The administrator provides guidance to maximize the FTU resources for the acquisition of new samples. Examples are decisions about brands, calibers, and amounts of ammunition to purchase, which ammunition types to dispose of, and the organizational structure of ammunition storage. These decisions require knowledge of trends in firearms and ammunition manufacturing, trends regarding the casework submissions, and direct knowledge of common ammunition used in forensic examinations. The duties and responsibilities may also include:

- A. Ensures the RAF is organized. At a minimum, the bullet type, caliber, jacket material, cartridge case material, and the manufacturer will be included with each entry.
- B. Prepares specimens for the RAF by dismantling and packaging the components into containers. Each container will be assigned an RAF identifier.
- C. Researches and obtains new ammunition not previously included in the RAF.

6 TRAINING AND CONTINUING EDUCATION

6.1 Training Programs

Training, evaluation, competency, and qualification requirements for personnel working in the FTD is contained in the [FTD Training Manuals](#).

6.2 Continuing Education

Continuing education can include courses, instruction, on the job training, web-based training, and professional conferences/seminars which assist personnel in meeting the objectives of the FTD mission. Personnel will update their Virtual Academy transcript.

7 REVISION HISTORY

Revision	Issue Date	Changes
00	2/18/2022	Drafted new manual – merged sections from FTD-101-12 and FTD-105-01.