




U.S. Immigration
and Customs
Enforcement

January 21, 2010

MEMORANDUM FOR: All Program Directors

FROM: Humberto Medina 
Director, National Firearms and Tactical Training Unit (NFTTU)

SUBJECT: Ammunition Inventory Management

Purpose

This memorandum will provide guidance for all Senior Firearms Instructors and Ammunition Coordinators regarding ammunition inventory management procedures.

Background

Recent worldwide increases in demand for ammunition have exhausted commercial production capabilities, resulting in ammunition shortages. The shortages have impacted the rate to which the (b)(7)(E) can supply ammunition to ICE field offices. In some cases this has resulted in delays of up to (b)(7)(E) for the delivery of ammunition from commercial sources.

While these issues are being resolved, it is more important than ever for Senior Firearms Instructors and Ammunition Coordinators to effectively manage the ammunition inventory levels at the local field offices.

Discussion

The NFTTU strives to maintain a minimum number of rounds at each location to provide for qualifications, training and operational requirements. All ammunition balances are currently being entered into (b)(7)(E). As the NFTTU receives ammunition from the manufacturers, the system automatically monitors the balances at field locations and distributes the ammunition to the offices with the greatest need. Until the manufacturers are able to catch up, there will be some field offices that run low on certain types of ammunition. The NFTTU has recently been flooded with requests for ammunition that far exceed the established base inventory requirements for those offices. In addition, as the manufacturers increase deliveries, some field offices will have an over supply of ammunition. Please be patient, as ammunition deliveries vary according to the vendor's ability to produce ammunition. To ensure that all offices are able to meet their operational requirements, the NFTTU requests that all SFIs and Ammunition Coordinators **resubmit all outstanding ammunition requests using the following procedures:**

- All requests for ammunition shall be entered into (b)(7)(E) and separate from any other items;
- Requests for ammunition should not be submitted unless the ammunition balance in (b)(7)(E) rounds per assigned shoulder fired weapon and/or primary handgun or (b)(7)(E) per assigned secondary handgun, unless there are special training or operational requirements identified in writing that necessitate the request;
- Requests for ammunition shall not exceed (b)(7)(E) per assigned shoulder fired weapon or primary handgun of that caliber;
- Requests for ammunition shall not exceed (b)(7)(E) per assigned secondary weapon of that caliber;
- All requests for ammunition shall have the following information entered into the Statement of Need in the (b)(7)(E) request Transaction:
 - Number of issued weapons (not just assigned to the office) for that caliber;
 - Identify if the handguns are primary or secondary;
 - Identify any special training or operational requirement that supports the need for additional ammunition.

It is the responsibility of the Senior Firearms Instructors to manage the ammunition inventory levels in an efficient and effective manner. In rare occurrences, some offices may have to restrict certain types of training to ensure there is sufficient ammunition on hand to meet qualification and operational requirements. In addition, the ICE Firearms Policy states:

Following the successful completion of the quarterly qualification(s), up to (b)(7)(E) (b)(7)(E) of replacement ICE ammunition, for each quarter, may be issued to each officer for carry or practice, whether on or off-duty, depending on the office inventory level and the request of the armed officer.

The intent of this statement is to allow ICE officers the ability to request ammunition from the SFI for additional practice if inventory levels can support the request. It was not meant as a requirement to issue (b)(7)(E) per quarter to all ICE officers. Additionally, SFIs and Ammunition Coordinators should ensure that any ICE officer who requests ammunition has utilized all previous training ammunition issued before requesting additional rounds. The efficient management of ammunition usage and inventory levels is an important resource management function and essential part of a successful firearms program.

Please ensure the Responsible Officials within your program are aware of the current ammunition shortages. The Responsible Officials should ensure that the Senior Firearms Instructors and Ammunition Coordinators understand the new ordering procedures and manage their inventory levels accordingly.

Questions regarding this memorandum, and firearms and use of force policies in general should be directed to (b)(6),(b)(7)(C) Director, NFTTU at (b)(6),(b)(7)(C)@dhs.gov.