Assignment and Report

1. OPERATING NAME AND ADDRESS	2. U.I. NUMBER (ORG. SEG. CODE, ASSIGNMENT NO., P.P.C.)					
(INCLUDE ZIP CODE AND COUNTY)	775060-2016-0056-B1B					
FLAT TOP ARMS INC	3. PERMIT/LICENSE NUMBER 4a. TARGET DATE 4b. TARGET HOURS					
701 South Eisenhower Dr Beckley,WV 25801, RALEIGH	455081026F01343 7/31/2016					
	5. REQUESTED BY (SIGNATURE, TITLE AND DATE)					
	10/21/2015					

6. ATF OFFICER(S) ASSIGNED (b)(6) - Lead Investigator

7. ASSIGNED BY (SIGNATURE, TITLE AND DATE)

(b)(6)

, ACTING AREA SUPERVISOR, 10/21/2015

8. PURPOSE/SPECIAL INSTRUCTIONS

Please conduct a Disposition Emphasis compliance inspection, to include a complete inventory and review of all ATF Forms 4473 available for the inspection period. Verify ownership, responsible persons status, and contact information. Document each finding, and enter all required information into N-SPECT.

Inspection based upon(b) (3) - Public Law 112-55 (125 Stat. 552)

9. INSPECTION RESULTS	CHE	CK IF NO VIOLATIONS, ADJUSTM	IENTS, ETC	10. TRAVEL EXPENSES	(OPTIONAL)
NO. OF VIOLATIONS	3	NO. OF REFERRALS		2111 - PER DIEM	
NO. OF TECS CHECKS	39	NO. OF TECS HITS		2112 - P.O.A.	
NO. OF TAX		\$ VALUE OF TAX INCREASES		2113 - COMM. AIR	
ADJUSTMENTS		\$ VALUE OF TAX DECREASES		2114 - RENTAL CAR	
NO. OF ASSESSMENTS		\$ VALUE OF ASSESSMENTS		2115 - GPV EXPENSES	
NO. OF CLAIMS		\$ VALUE OF CLAIMS		2116 - MISC.	
NO. OF TAX PERIODS		\$ VALUE OF TAXES VERIFIED	6 .	TOTAL \$ FOR INSP.	

11. ATF OFFICER'S RECOMMENDATION

Submitted by (b)(6) - Industry Operations Investigator

Submitted 0.16 Senior IOI (b)(6) conducted a disposition emphasis firearms inspection on the licensee, Flat Top Arms. The inspection period was from 2/16/2015 through 2/16/2016. The first date of the field visit was 2/16/20016 and the last date was 3/3/2016. Three violations were found. A Warning Letter is recommended as a result of the licensee failing to report with multiple handgun sales.

Viols WL ONLY and No Recall Inspection

		12. TIME ACCOUNTING DATA		
ATF OFFICER'S NAME (MONTH, YEA	R, HOURS) (b	0)(6)		
DEC 2015	4.00			
FEB 2016	57.00			
MAR 2016	66.00			
ATF OFFICER'S SUBTOTAL	127.00	ATF OFFICER'S SIGNATURE		
TOTAL HOURS	127.00			
		13. REVIEW AND ROUTING		
	isposition Empha	sis (DE) Compliance Investigation ncur with SIOI (b)(6) 's recomendation		
A letter was provided by the lice	ensee to update F	LS with the EIN: (b) (6)		
Viols WL ONLY and No Recall	nspection			
REVIEWED		CUR SEE COMMENT	S FINAL DISPO	SITION
SIGNATURE AND TITLE (b)(6) - Area Supervisor			REVIEW DATE	03/23/2016
December 10.001	Destruction	050	•	

Assignment and Report

I. OPERATING NAME AND ADDRESS	2. U.I. NUMBER (ORG. SEG. CODE, ASSIGNMENT NO., P.P.C.)					
(INCLUDE ZIP CODE AND COUNTY)	775060-2016-0056-B1B					
FLAT TOP ARMS INC	3. PERMIT/LICENSE NUMBER 4a. TARGET DATE 4b. TARGET HOURS					
701 South Eisenhower Dr Beckley,WV 25801, RALEIGH	455081026F01343 7/31/2016					
	5. REQUESTED BY (SIGNATURE, TITLE AND DATE)					
	10/21/2015					

ROUTING SEQUENCE AND DATE

1.	
2.	
3.	
4.	

CONTROL FILE POSTED DATE

U.S. Department of Justice

Bureau of Alcohol, Tobacco, Firearms and Explosives

300 Summers Street, Suite 1400 Charleston, West Virginia 25301

www.atl pay

March 23, 2016



CERTIFIED MAIL, RETURN RECEIPT REQUESTED

Flat Top Arms, Inc. 701 Eisenhower Dr. Beckley, WV 25801

Dear Mr. Ron Wood:

During a recent compliance inspection at your firearms business covering the period of February 16, 2015 through February 16, 2016, you were cited for violations of 27 Code of Federal Regulations, Part 478. A copy of the Report of Violations, Form 5030.5, issued at the time of the inspection is enclosed.

The violations were fully explained to you by Bureau of Alcohol, Tobacco, Firearms and Explosives (ATF) Industry Operations Investigator (b)(6) for a You indicated that you understood the requirements of the firearms laws and regulations. You further indicated that corrective actions would be taken to eliminate future violations.

The records you are required to maintain and the business operations you conduct are important to law enforcement in our continuing efforts to reduce violent crime and ensure the public's safety. It is essential that you comply with all Federal laws and regulations that govern your firearms business. ATF appreciates the efforts you and other industry members make in this area, and we look forward to continuing to work with you in that regard.

You are reminded that retention of your firearms license is conditioned upon your compliance with Federal laws and regulations. Any future violations, either repeat or otherwise, could be viewed as willful and may result in the revocation of your license. Please ensure that future compliance is achieved.



Flat Top Arms, Inc.

Should you have any questions regarding this matter, please contact Senior Industry Operations Investigator (b)(6) at (b)(6).

Sincerely,



Charleston II Field Office (IO)

Enclosure

cc: National Licensing Center Director, Industry Operations Louisville Field Division Charleston II Field Office (IO)

Report of Violations

Instructions

Please write firmly with a ball point pen when completing this form. ATF officers will prepare this form in triplicate. The original copy will be given to the proprietor or a responsible representative. The remaining copies will be submitted with the completed inspection report. Supervisors will detach one copy from the completed report for their files.

Name of Proprietor FLAT TOP ARMS INC	Street Address 701 South Eisenho	wer Dr	City Beckley		State WV	Zip Code 25801-	County RALEIGH	Page 1 of 2 Pages
License/Permit/Registry Number (If any) 455081026F01343		Expiration Date 6/1/2016		1.		of Inspection ligh 03/03/2016		

Inspection Results

An examination of your premises, records and operations has disclosed the following violations which have been explained to you:

Number: 1

Nature of Violation:

The licensee transferred a finearm on an ATF Form 4473 in which the transferee did not answer item 11e and on another ATF Form 4473 in which the transferee did not answer item 11k. Item He asks the transferee if he or she is "an unlawful user of, or addicted to, marijuanu or any depressant, stimulant, narcotic drug, or any other controlled substance." Item 11k asks the transferee if he or she is "an alien illegally in the United States."

Citation: 27 CFR 478,124(c)(1)

Number: 2

Nature of Violation:

ATF Forms 4473, item 21c, which is used to document the initial response On provided by NICS, was not properly documented. On Distriction Form, the item was blank. On other Forms, the seller wrote "further review" instead of placing a check mark or an X beside the available options, "proceed", "denied" "cancelled" or "delayed".

Citation: 27 CFR 478.124(c)(3)(iv)

Date Corrections to be Made: (If not corrected immediately)

(If not corrected immediately)

Corrective Action to be Taken: The licensee was informed to ensure that items 11a through 11L are answered by the transferee by documenting "yes" or "no" on the ATF Form 4473.

Date Corrections to be Made:

(If not corrected immediately)

(If not corrected immediately)

Corrective Action to be Taken: Document the initial response from NICS by placing an X or a check mark beside the given choices "proceed", "denied", "delayed" or "cancelled".

Report of Violations

Instructions

Please write firmly with a ball point pen when completing this form. ATF officers will prepare this form in triplicate. The original copy will be given to the proprietor or a responsible representative. The remaining copies will be submitted with the completed inspection report. Supervisors will detach one copy from the completed report for their files.

Name of Proprietor FLAT TOP ARMS INC			City Beckley		State WV	Zip Code 25801-	County RALEIGH	Page 2 of 2 Pages
License/Permit/Registry Number (If any) 455081026F01343	mber (If any) Expiration Date 6/1/2016			The second second		of Inspection ugh 03/03/2016		
An examination of your premicae suggets	and south the first of	Inspec	tion Results					
An examination of your premises, records and operations has disclosed the following violations of Number: 3 Nature of Violation: In the stances, the licensee failed to report multiple handgun sales to ATF. Each failed instance involved handguns. Station: 27 CFR 478.126a		Date Corrections to be Made: (If not corrected immediately) Corrective Action to be Taken: (If not corrected immediately)				e closing conference		

- Komie D. Wood Pre.	Komie D. Wood Pres		
Signature and Title of ATE Officer Service Service	IOI	Date 310/2016	
For Official Use December 10 2018 Production	257	ATF E-Form 5030 5	

C Priority Mail Express® D Registered Mailw C Registered Mail Restricted Definery Definery CD Addressee C Signature Confirmation Bignature Confirmation Restricted Delivery C. Date of Delivery Domestic Return Receipt Lc I Agent 3)28] 家日 and and Merchandise COMPLETE THIS SECTION ON DELIVERY D. Is delivery address different from item 1? If YES, enter delivery address below: 3. Service Type
 Addit Signature
 Addit Pethod Defivery
 Collect on Defivery Restricted Defivery
 Collect on Defivery Restricted Defivery
 Collect on Defivery Restricted Defivery
 Addit Restricted Defivery B. Received by (Printed Name) 3 A. Signaldre × 16. PS Form 3811, April 2015 PSN 7530-02-000-8053 Attach this card to the back of the maliplece. Print your name and address on the reverse 9590 9403 0230 5146 0448 15 7013 2630 0000 0645 ELOY SENDER: COMPLETE THIS SECTION so that we can return the card to you. 2. Article Number (Transfer from service lebel) or on the front if space permits. Complete Items 1, 2, and 3. Beckley, WV. 25801 Flat Top Arms, Inc. 701 Eisenhower Dr. 1. Article Addressed to:

 Sender: Please print your name, address, and ZIP+4[®] in this box- Bureau of Alcohol, Tobacco, Firearms and Explosives 300 Summers St., Suite 1400 Charleston, WV. 25301 	 Sender: Please print your name, address, and ZIP+4® in this box- Bureau of Alcohol, Tobacco, Firearms and Explosives 300 Summers St., Suite 1400 Charleston, WV. 25301 USPS TRACKING# 	UNITED STATES-PROMINIEN STATES - PROVIDEN	First-Class Mail Postage & Fees Paid USPS Permit No. G-10
Bureau of Alcohol, Tobacco, Firearms and Explosives 300 Summers St., Suite 1400 Charleston, WV. 25301	Bureau of Alcohol, Tobacco, Firearms and Explosives 300 Summers St., Suite 1400 Charleston, WV. 25301 USPS TRACKING#	 Sender: Please print your name, address, and ZIP+4[®] in 	this box.
300 Summers St., Suite 1400 Charleston, WV. 25301	300 Summers St., Suite 1400 Charleston, WV. 25301 USPS TRACKING#	Bureau of Alcohol, Tobacco, Firearms and Explosives	
Charleston, WV. 25301	Charleston, WV. 25301 USPS TRACKING#	300 Summers St., Suite 1400	
	USPS TRACKING#	Charleston, WV. 25301	

Name: Flat Top Arms, Inc. Trade Name: UI#: 775060-2016-0056 FFL#: 4-55-081-02-6F-01343

Address: 701 South Eisenhower Dr. Beckley, WV 25801

1 - Introduction

Inspection Profile:

On 2/16/2016, ATF Charleston, WV Senior Industry Operations Investigator (b)(6) (Senior IOI), initiated a full compliance disposition inspection on the licensee, Flat Top Arms. Ron Wood, President, was interviewed. He was identified by his West Virginia Driver's License, number (b)(6). The inspection period was from 2/16/2015 through 2/16/2016. The onsite begin date was 2/16/2016 and the onsite end date was 3/3/2016. Advanced notice was not given.

Business Profile:

Flat Top Arms has a type 02 Federal firearms license in order to sell firearms to the general public, and to allow for the pawning and redeeming of firearms. The licensee also deals in National Firearms Act (NFA) weapons and has properly paid the Special Occupational Tax to allow for such dealings.

The licensee is located in a commercial building just outside the city limits of Beckley, West Virginia. Firearms are stored on the premises, and no other storage locations are applicable. For the inspection period, the licensee has acquired (b)(4) firearms and disposed (b)(4) firearms. (b)(4) percent of the firearms acquired and disposed of were used. Used firearms were received through the pawn business. Most of the new firearms were acquired directly from firearms manufacturers, including (b)(4)

. Some wholesalers, (b) (4) to name two, also distribute firearms to the licensee.

No firearms are sold at gun shows. Occasional sales are made through the internet. The licensee does not have its own website. Rather, firearms are advertised on the Gunbroker.com website to occasionally sell firearms. The (b)(7)(F) in order to deal in black powder for muzzleloader firearms. A type 07 license, 4-

55-081-07-7K-03098, was also held by the licensee. This license allows for the manufacture of firearms. The licensee voluntarily surrendered this license to Senior IOI (b)(6) (See UI# 775060-2016-0162) because Flat Top President Ron Wood decided that no manufacturing of firearms would take place.

Ownership and Control:

Name: Flat Top Arms, Inc. **Trade Name:**

UI#: 775060-2016-0056 **FFL#:** 4-55-081-02-6F-01343

The licensee is a corporation and is properly registered as such with the West Virginia Secretary of State's Office. Ron Wood, president, and Diana Wood, vice president, are listed as the officers. They are properly listed on file with ATF. NCIC queries were conducted on both responsible persons. No prohibitive information was found.

Reference:

Exhibit 1 – WV Secretary of State Online Data

Variance:



2 - Recommendation

It is recommended that the licensee be sent a Warning Letter as a result of the licensee's failure to submit multiple handgun sales to ATF in instances.

3 - Inspection History

Date of Inspection: Type of Inspection: UI#: Inspection Results: Cited Violations:	April 13, 2011 Disposition Emphasis Full Compliance 775060-2011-0138 Warning Letter 27 CFR 478.21(a), 27 CFR 478.(c)(1), 27 CFR 478.124(c)(3)(iv), 27 CFR 478.128(c)
Date of Inspection: Type of Inspection: UI#: Inspection Results: Cited Violations:	February 1, 2010 Disposition Emphasis Full Compliance 775060-2010-0060 DIO Held Warning Conference in Lieu of Revocation 27 CFR 478.99(c), 27 CFR 478.124(c)(1), 27 CFR 478.128(c) 27 CFR 478.129(b
Date of Inspection: Type of Inspection: UI# Inspection Results: Cited Violations:	April 27, 2007 Qualification 775025-2007-0314 Approval of Application None

300

Name: Flat Top Arms, Inc. Trade Name: UI#: 775060-2016-0056 FFL#: 4-55-081-02-6F-01343

4 - Acquisition & Disposition (A&D) Record - Inventory

A full physical firearms inventory was conducted. The number of firearms in inventory were compared to the number of open dispositions in the A&D record. One thousand three hundred fifty one (1,351) firearms were in the physical inventory. The same amount was in inventory according to the A&D records. Thus, no discrepancies were found. The A&D record was properly formatted, and the required information was accurate and the entries were timely made. Forty (40) firearms were traced from acquisition through disposition, without any discrepancies. The licensee submitted a theft report on an ATF Form 3310.11 during the inspection period. The report contained handguns that the licensee reported as stolen from the licensed premises. The report was timely made, and was properly reflected in the A&D record.

No trafficking issues relating to the A&D record were uncovered. No obliterated serial numbers or illegal firearms were found on the premises.

Standard Operating Procedure: The licensee keeps the A&D record on computer. Employees making a firearms transfer must make a transfer entry in the A&D record. At the close of the business day, quality control employee (b)(6) compares the executed ATF Forms 4473 with the disposition entries. He also verifies the accuracy of the entries. He manages the A&D record. Every three months, he takes a complete physical inventory of firearms.

Reference:

Worksheet 1 Inventory and A&D Review

5 - ATF Forms 4473 - NICS & Other Dispositions

The licensee had Forms 4473 on filed for the last 12 months. All Forms were reviewed. Errors were found on filed for the last 12 months. All Form 5300.35, Report of Violations – Violations number one and two). The licensee made occasional transfers to other licensees. The transfers were the result of several firearms being sold on the online website, gunbroker.com. The transfers appear to be done correctly. No sales were made to law enforcement officers during the inspection period. No suspicious purchasers were found.

The Audit Log was obtained prior to the inspection. It covered the period from 12/7/2015 through 2/5/2016. It documented 619 total transactions, which included 474 proceeds, 133 denials, one (1) cancelled, and eleven (11) currently open transactions. 150 transactions were verified by comparing the log to ATF Forms 4473. No discrepancies were found.

Name: Flat Top Arms, Inc. Trade Name: UI#: 775060-2016-0056 FFL#: 4-55-081-02-6F-01343

Standard Operating Procedure: After completion of an ATF Form, and prior to the firearm being given to the transferee, the Form is reviewed for proper execution by a floor manager. The manager initials the bottom of the Form as proof that it was reviewed and places the Form in a holding basket for the quality control employee to review. The quality control employee reviews the Form for accuracy and ensures that the disposition record was properly recorded.

Reference:

Violation 1 – 27 CFR 478.124(c)(1) Violation 2 – 27 CFR 478.124(c)(3)(iv) Worksheet 2- ATF Form 4473 Review (b)(3) 112 Public Law 55 125 STAT 552 (b)(6)

6 - <u>Multiple Sales</u>

Prior to conducting the inspection, the Violent Crime Analysis Branch FFL Master Query was obtained. It documented """ multiple sales which involved """ unreported multiple sales () firearms. During the inspection, """ unreported multiple sales were uncovered. Each multiple sale involved """ firearms. In each instance, the licensee had a copy of the ATF Form 3310.4 "multiple sales form" attached to the respective ATF 4473. At the conclusion of the closing conference, the licensee faxed the unreported multiple handgun sales to the ATF Tracing Center.

Reference:



7 - Suspicious/Prohibited Purchasers

No suspicious or prohibited purchasers were uncovered. Criminal checks were conducted on two purchasers that failed to answer parts of item 11 of the ATF Form 4473. A criminal history query was conducted on (b)(6), who failed to answer item 11e (whether the transferee is an unlawful user of, or addicted to, marijuana or any depressant, stimulant, narcotic drug, or any other controlled substance). A criminal history query was also conducted on (b)(6), who failed to answer item 11k, which asks if the transferee is an illegal alien. The queries did not uncover any information that would prohibit the purchasers from possessing firearms.

Flat Top Arms, Inc. Name: **Trade Name:**

UI#: 775060-2016-0056 FFL#: 4-55-081-02-6F-01343

Reference: (b)(3) 112 Public Law 55 125 STAT 552 (b)(6)

8 - Trace Activity

According to the trace history report received from the Violent Crime Analysis Branch, the licensee had successful traces in the last twelve (12) months, and no unsuccessful traces during that period. Used firearms comprise thirty (30) percent of the firearms activity. Most of those firearms have been acquired through pawn. NCIC queries were conducted on thirty five (35) used firearm. None of the queries resulted in hits.

9 - NFA/Importer/Collector/Manufacturer

The licensee is not an importer or collector of firearms. The licensee did have a type 07 license, number 4-55-081-07-7K-03098, to manufacture firearms. However, the licensee voluntarily surrendered that license to Senior IOI (b)(6) because the license was not used. Mr. Ron Wood stated that soon after getting the license, Flat Top decided not to engage in any manufacturing activities.

The licensee deals in NFA weapons, and has paid the appropriate Special Tax for 2016 to conduct such activity. Prior to conducting the inspection, Senior IOI ((D)(6)) obtained the licensee's Firearm Registration and Transfer Record from the NFA Branch. No discrepancies were found between the record and the physical inventory. The licensee had thirteen (13) NFA weapons in inventory. The inventory comprised of twelve (12) silencers and one (1) short barreled rifle. The licensee had the proper NFA transfer Forms executed for transfers. The licensee also properly completed ATF Forms 4473s and made proper entries in the A&D record with respect to NFA weapons.

10 - Referrals

No referrals were made.

11 - Other

Senior IOI (6)(6) discovered that Flat Top Arm's Employer Identification Number (EIN) was not on file with FLS. Thus, the EIN was obtained and verified with Internal Revenue Service documents provided by Mr. Ron Wood. Mr. Wood provided a letter to Senior IOI (b)(6) requesting that the EIN, (b)(3) 26 USC \$ 6103 , be added to FLS. **Reference:**

303

Name: Flat Top Arms, Inc. Trade Name: UI#: 775060-2016-0056 FFL#: 4-55-081-02-6F-01343

Exhibit 11 – EIN Letter

12 - Closing Actions

The regulatory requirements were reviewed with the Mr. Wood. The Acknowledgement of Federal Firearms Regulations were reviewed. It was signed and dated by Senior IOI (b)(6) and Ron Wood. Mr. Wood was provided an ATF Publication 5310.2. This publication provides information about instances and activities which would require a person to obtain a Federal firearms license. He was advised to share this information with non-licensee customers that he thought might be engaged in business without a Federal firearms license.

Reference:

Exhibit 12 - Acknowledgement of Federal Firearms Regulations

13 - Violations

1. **27 CFR 478.124(c)(1)**

"REPEAT OF VIOLATION CITED ON 5/5/2011 and 2/23/2010

Nature of Violation:

The licensee transferred a firearm on an ATF Form 4473 in which the transferee did not answer item 11e and on another ATF Form 4473 in which the transferee did not answer item 11k. Item 11e asks the transferee if he or she is "an unlawful user of, or addicted to, marijuana or any depressant, stimulant, narcotic drug, or any other controlled substance." Item 11k asks the transferee if he or she is "an alien illegally in the United States."

Licensee's Response:

Flat Top President Ron Wood stated that his staff failed to notice the errors on the Form.

Corrective Action:

The licensee was informed to ensure that items 11a through 11L are answered by the transferee by documenting "yes" or "no" on the ATF Form 4473.

Reference:

<u>Worksheet 2 – ATF Form 4473 Review</u> (b)(3) 112 Public Law 55 125 STAT 552 (b)(6)

2. 27 CFR 478.124(c)(3)(iv)

Name: Flat Top Arms, Inc. Trade Name: UI#: 775060-2016-0056 FFL#: 4-55-081-02-6F-01343

"REPEAT OF VIOLATION CITED ON 5/5/2011

Nature of Violation:

On ATF Forms 4473, item 21c, which is used to document the initial response provided by NICS, was not properly documented. (b)(3) 112 Public Law 55 125 STAT 552

Licensee's Response:

The licensee stated that it was an oversite and that the Forms will be properly completed in the future.

Corrective Action:

Document the initial response from NICS by placing an X or a check mark beside the given choices "proceed", "denied", "delayed" or "cancelled".

Reference:

Worksheet 2- ATF Form 4473 Review (b)(3) 112 Public Law 55 125 STAT 552 (b)(6)

3. **27 CFR 478.126a**

Nature of Violation:

In **the second s**

Licensee's Response:

The licensee stated that he thought the Forms were submitted to ATF via fax. The licensee stated that in the future employees will attach a fax confirmation document to each applicable 3310.4 when a multiple sale is reported. This will ensure that when a multiple handgun sale is reported, the fax machine will verify the receipt of the report with the confirmation document.

Corrective Action:

The licensee was instructed to report the multiple sales to ATF on ATF Forms 3310.4. Prior to the closing conference, the ATF Forms 3310.4 were faxed to the ATF Tracing Center.

Reference: Worksheet 2 – ATF Form 4473 Review (b)(3) 112 Public Law 55 125 STAT 552 (b)(6)

Name: Flat Top Arms, Inc. Trade Name: UI#: 775060-2016-0056 FFL#: 4-55-081-02-6F-01343

(b)(3) 112 Public Law 55 125 STAT 552 (b)(6)

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Industry Operations Investigator

Index of Worksheets and Exhibits Worksheet 1 - Inventory and A&D Review Worksheet 2 - ATF Form 4473 Review



Exhibit 11 – EIN Letter Exhibit 12 - Acknowledgement of Federal Firearms Regulations

Name: Flat Top Arms, Inc. Trade Name: UI#: 775060-2016-0056 FFL#: 4-55-081-02-6F-01343