

Department of Justice
Bureau of Alcohol, Tobacco, Firearms and Explosives
Information Collection Request Supporting Statement
1140-0047
ATF F 2931.1
Race and National Origin Identification

A. Justification

1. All applicants who apply for employment at ATF and employees who are hired are requested to complete ATF F 2931.1, Race and National Origin (RNO) Identification. Respondents are requested to furnish this information under the authority of 42 U.S.C. 2000e-16 which requires that Federal employment practices be free from discrimination and provide equal employment opportunities for all. The categories on the form are in accordance with OMB's Standards for Maintaining, Collecting and Presenting Federal Data on Race and Ethnicity.
2. The form allows ATF to determine how effective its diversity/EEO efforts are progressing and to determine adverse impact on the selection process. The Bureau has determined that the data currently being collected is valuable in the measurement of how effective ATF recruitment programs are in respect to diversity efforts. The information shall be used for administrative and analytical purposes only within the Bureau. Once the application is submitted, the RNO form is separated from the remainder of the application. After the RNO information is entered into a tracking system, the form is destroyed. Information from this system shall be authorized only for those who have a need to know (i.e., Bureau head, EEO officer or when required to comply with Federal law).
3. ATF F 2931.1 is available on the ATF website. Individuals with disabilities (508 compliant) can access this form. Currently, ATF does not have the capability to accept electronic submissions. The form can be faxed, mailed or hand carried to ATF. Upon receipt of the application employment package, the RNO form is separated from the remainder of the application and scanned into EEOMAS, a computer program which tracks race and origin data.
4. ATF uses a subject classification system to identify duplication and to ensure that any similar information already available cannot be used or modified for use for the purpose of this information collection.

5. The collection of this information would have no significant impact on small businesses.
6. There is no consequence to the government if the collection of information is not conducted. The furnishing of the information by the respondent is voluntary.
7. There are no special circumstances regarding this information collection.
8. ATF consulted with OPM and the IRS during the development of this form. A 60-day and 30-day Federal Register notice was published in order to solicit comments from the public. No comments were received..
9. No decision of payment or gift is associated with this collection.
10. confidentiality is not assured. However, once the information is scanned into a secured data base, the form is destroyed. Information from this system shall be authorized only for those who have a need to know (i.e., Bureau head, EEO officer or when required to comply with Federal law).
11. Because personnel records are identified by Social Security Number (SSN), respondents are requested to furnish their SSN. However, the furnishing of the SSN is voluntary and failure to comply will have no effect on the applicant.
12. ATF estimates that there are 10,000 respondents who will complete the form. Respondents will complete the form one time. It is estimated that it takes 3 minutes to complete the form. The total burden associated with this information collection is 500 hours.
13. The only cost to the respondent is postage based on if the respondent chooses to submit the application by mail.
14. ATF has determined that the cost of printing, processing, distribution and overhead for the form is \$5,000.
15. There are no program changes or adjustments associated with this collection.
16. The results of this collection will not be published.
17. ATF does not request approval to not display the expiration date of approval for this collection.
18. There are no exceptions to the certification statement.

B. Collections of Information Employing Statistical Methods

None