

Department of Justice  
Bureau of Alcohol, Tobacco, Firearms and Explosives  
Supporting Statement  
1140-0052  
Strategic Planning Environmental Assessment Outreach

A. JUSTIFICATION

1. Necessity of Information Collection

This outreach to ATF stakeholders is part of the Bureau's triennial environmental assessment. Under the provisions of the Government Performance and Results Act (GPRA), Section 4, Annual Performance Plans and Reports, Federal agencies are directed to improve their effectiveness and public accountability by promoting a new focus on results, service quality, and customer satisfaction. This act requires that agencies update and revise their strategic plans every three years. A major part of strategic plan development is the identification of key factors external to the agency that could significantly affect the achievement of strategic goals and objectives.

2. Needs and Uses

The Strategic Planning Office at ATF will use the information to determine the agency's internal strengths and weakness and external opportunities and risks.

3. Use of Information Technology

The Outreach will use electronic data exchange technology to the extent possible.

4. Efforts to Identify Duplication

Agency use of the Federal Information Locator system has been terminated. An agency subject classification system is used to identify duplication. No similar information is available from other sources.

5. Minimizing Burden on Small Businesses

This collection of information will not significantly affect a substantial number of small businesses.

6. Consequences of Not Conducting or Less Frequent Collection

Without this input into our strategic planning process, we will be unable to respond to the level and kind of service performance that our stakeholders require.

7. Special Circumstances

There are no special circumstances influencing this collection. This information collection will be conducted for each 3 year cycle under the GPRA.

8. Public Comments and Consultations

ATF consulted with secondary sources to determine the availability of the information needed for the assessment process. A 60-day and 30-day Federal Register Notice was published in Federal Register in order to solicit comments from the general public. No comments were received.

9. Provision of Payments or Gifts to Respondents

No payment or gift will be provided to respondents.

10. Assurance of Confidentiality

The information collected will be only used internally. The respondent will not be identified on the questionnaire, other than as a member of a generic group. Responses are kept in a secured location.

11. Justification for Sensitive Questions

No questions of a sensitive nature are asked.

12. Estimate of Respondent's Burden

The total number of respondents associated with this collection is 1,500. Each respondent responds one time, total annual responses is 1,500. It is estimated that it takes 18 minutes to complete the assessment. The total burden associated with this collection is 450 hours.

13. Estimate of Cost Burden

No start up cost is associated with this collection. Respondents were asked to report any cost they may incur regarding this collection. No cost has been reported.

14. Cost to Federal Government

It is estimated that the cost to the Government is less than \$2500 which includes postage and reproduction of materials.

15. Reason for Change in Burden

There is no change in burden from the previous submission. All of the categories relating to tobacco and alcohol have been deleted from the assessment. The categories are no longer needed because of the legislation (Homeland Security Bill/November 2002) that split ATF into two entities. ATF under the Justice Department performs law enforcement functions relating to firearms, explosives and arson. The deletion of the categories has no effect on the burden.

16. Anticipated Publication Plan and Schedule

The results of this collection will not be published.

17. Display of Expiration Date

ATF does not request approval to not display the expiration date of OMB approval for this collection.

18. Exception to the Certification Statement

There are no exceptions to the certification statement.