

Department of Justice  
Bureau of Alcohol, Tobacco, Firearms and Explosives  
Supporting Statement

OMB # 1140-0001  
ATF Distribution Center Survey  
ATF F 1370.4

1. The ATF Distribution Center is located in Landover, MD and is managed by a contractor. The center stocks all ATF printed material such as publications, directives, forms, and various other miscellaneous material such as explosives shipping boxes. Over 2,000 different items are stocked. ATF F 1370.4, ATF Distribution Center Survey provides users of ATF forms and publications an opportunity to comment on the Bureau's Distribution Center contractor and the services it provides.
2. The users can evaluate and comment on the services of the Distribution Center Contractor. Responses from the survey permit the Bureau's contractor officer's technical representative to determine the effectiveness of the contractor's operations. The responses also provide determinations of shipping times to both users and Bureau offices.
3. This form is not available electronically. The Distribution Center inserts the form along with the customer requested materials. The respondent must mail the form back to ATF headquarters in Washington, DC.
4. ATF uses a uniform subject classification system to identify duplication and to ensure that any similar information already available cannot be used or modified for the purpose of this information collection. The Distribution Center is exclusive to ATF. Similar information is not available elsewhere for this information collection request.
5. This information collection has no impact on small business. ATF does not use any methods to minimize burden as any response to this collection is voluntary.
6. If the information collection was not conducted, user comments would undoubtedly be limited to complaints only and would not provide an overall picture of user satisfaction or dissatisfaction with the current Bureau Distribution Center contractor. Respondents complete this information only as often as they wish.

7. This information collection request is in conformance with the guidelines in 5 CFR 1320.6.
8. This information collection request is an effort to obtain comments on Bureau services from the user. The 60-day and 30-day public comment notices were published in the Federal Register no comments were received.
9. No payment or gift is associated with this collection.
10. No assurance of confidentiality is provided to respondents using this form.
11. No questions of a sensitive nature are asked.
12. There are 21,000 respondents associated with this collection. Each respondent responds 1 time. The total number of responses is 21,000. It is estimated that it takes 1 minute for each respondent to complete the form. The total burden for this collection is 200 hours.
13. There is no cost to the respondent to complete the form. The ATF Distribution Center reviews the survey information then discards the form. The respondent does not pay postage and there is no cost involved transporting the form to the distribution center.
14. Estimates of annual cost to the Federal Government are as follows:

Printing	\$30
Distribution	2
Administrative	<u>30</u>
Total	\$62
15. There are no program changes or adjustments for this collection.
16. The information collection is not published.
17. ATF does not request approval to not display the expiration date on the form.
18. There are no exceptions to the certification statement.

B. The collection of information does not employ statistical methods.