

Department of Justice  
Bureau of Alcohol, Tobacco, Firearms and Explosives  
Information Collection Request

Supporting Statement

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

1. The ATF Distribution Center is in Landover, MD and managed by a contractor. Over 2,000 different items are stocked in the center including all ATF publications, directives, forms, envelopes and other miscellaneous material such as explosives shipping boxes. ATF F 1370.4, ATF Distribution Center Survey provides users of ATF forms and publications an avenue to comment on the contractor's services at the Bureau's Distribution Center.
2. Survey responses permit the Bureau's Contracting Officer's Representative (COR) to determine the effectiveness of the contractor's operations and length of shipping times to users.
3. This form will be available electronically on the ATF website <http://www.atf.gov/> when the new OMB clearance date is added. It is both electronically fillable and fileable. The Distribution Center Survey card directs the customer to use the electronic form on the website and to email to the distribution center's email box. The postage paid cards will continue to be placed in the customer's requested order until the current stock is exhausted.
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 the only source of ATF specific printed material. Similar information is not available elsewhere for this information collection request.
5. This information collection has no impact on small business, therefore, 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 a complete 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 and 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. Currently there are 15-20 responses per month for a total of 240 responses. There are 240 respondents associated with this collection. It is estimated that it takes 1 minute for each respondent to complete the form. The total burden for this collection is 4 hours. The switch to electronic availability only will keep the completion time at one minute per respondent and at least the same response rate.
13. The respondent does not pay postage to return the form to the distribution center. The ATF Distribution Center reviews the survey information, either card or electronic format.
14. Estimates of annual cost to the Federal Government are as follows:

<u>Currently</u>		<u>Electronic</u>
Printing	\$194	\$0
Administrative	<u>35</u>	<u>20</u>
Total	\$229	\$20

15. There are program changes or adjustments for this collection by replacing the postage paid card with electronic access only. The number of respondents has decreased from 21,000 to 240 with a corresponding reduction in burden hours from 200 hours down to 4 hours.
  16. The results of this information collection will not be 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.