

Department of Justice
Bureau of Alcohol, Tobacco, Firearms and Explosives
Supporting Statement
1140-0039
Federal Firearms Licensee Firearms Inventory Theft/Loss Report
ATF F 3310.11

A. JUSTIFICATION

1. Necessity of Information Collection

On September 12, 1994, the Violent Crime Control and Law Enforcement Act (The Crime Bill) was signed into law, amending the Gun Control Act of 1968 (GCA), as amended Section 923(g) of Title 18 United States Code states that “Each licensee shall report the theft or loss of a firearms from the licensee’s inventory or collection within 48 hours after the theft or loss is discovered to the Attorney General and to the appropriate local authorities.”

ATF F 3310.11 is the method used to determine compliance with the provision of the Crime Bill. The title of this form “Federal Firearms Licensee Firearms Inventory Theft/Loss Report,” satisfies the provisions of the Act which requires that licensees report the theft or loss of firearms to the Attorney General and the appropriate authorities. The information on this form is required by 18 U.S.C. 923(g)(6).

Changes to the form:

- Instructions to Federal Firearms Licensee changed to “Instructions to Federal Firearms Licensed Dealers”
- Instruction #1 – Add “Please leave a message and your call will be answered within the same or next business day. You may email your reports to stolenfirearmsprogrammanager@atf.gov, or via fax to (304) 260-3676 or (304) 260-3671.”
- Instruction #2 – Add “If the call is after normal business hours you will fax or email this report to the Stolen Firearms Program via the email or fax noted below. The ATF Issued Incident Number will be provided to you at a later time to record in you’re A & D book. If this is for a burglary of 10 or more, you will be directly transferred to an appropriate party to handle the incident.”
- Instruction #5 – Add “Upon completion, a copy is to be maintained at your premises as part of your permanent records. The original forwarded to the Stolen Firearms Program. You can email your reports to stolenfirearmsprogrammanager@atf.gov or via fax to (304) 260-3676 or (304) 260-3671. In the event you do not have a fax machine available, remit original to the following address:”

- Instruction #5 attention line changed from Firearms Interstate Theft Program Manager to “Stolen Firearms Program Manager”
- Instruction #6 was deleted.
- Instruction # 7 renumbered #6.
- Instruction #8 renumbered #7.
- Instruction #9 renumbered #8.
- Instruction # 8 change address and phone number of ATF Distribution Center to “13882 Redskin Drive, Herndon, VA 20171, (703) 870-7256”.

2. Needs and Uses

A separate form is required for each theft/loss report. The form must be prepared in ink, signed and dated. Upon completion of this form by the licensee reporting the theft or loss of firearms, the original will be forwarded to the Stolen Firearms Program Manager and a copy will be retained as part of the licensee’s permanent records.

3. Use of Information Technology

ATF F 3310.11 is an electronically fillable form that is available on the ATF web site to download and print. In an effort to move toward making the form fully electronic, we accept completed and signed forms that have been electronically scanned and e-mailed to ATF. We also accept completed and signed forms via fax and mail. ATF does not have electronic signature capability and cannot accept the forms by any other electronic means at this time. We will continue to work toward making the form fully electronic as funding for this initiative becomes available for us to enhance our information technology infrastructure.

4. Efforts to Identify Duplication

The Federal Information Locator System Program has been terminated for agency use. However, an agency subject classification system is used to identify duplication. Similar information is available on ATF F 3310.6. However, the ATF F 3310.6 is directed towards common carriers and is voluntary in nature. The crime bill legislation makes it mandatory for licensees to report firearms thefts or losses.

5. Minimizing Burden on Small Businesses

The information collection does not impact small business or other small entities.

6. Consequences of Not Conducting or Less Frequent Collection

ATF F 3310.11 provides vital information regarding thefts/losses of firearms. Respondents who fail to report the theft or loss from their inventory within 48 hours of the discovery are in violation of 18 U.S.C. 923(g)(6) punishable as a felony.

7. Special Circumstances

The information collection is conducted in a manner consistent with 5 CFR 1320.6.

8. Public Comments and Consultations

ATF consulted with the firearms industry during the creation of this information collection. A 60-day and 30-day Federal Register Notice was published 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 is associated with this collection.

10. Assurance of Confidentially

One copy of this form is kept with the licensee's permanent records in a secured location. Only the licensee has access to the forms. Confidentiality is not assured.

11. Justification for Sensitive Questions

No questions of a sensitive nature are associated with this collection.

12. Estimate of Respondent's Burden

There are 4,000 respondents associated with this information collection. Each respondent responds one time. The number of total annual responses is 4,000. It is estimated that it takes 24 minutes to complete the form. The total annual burden is 1,600.

13. Estimate of Cost Burden

There is no startup cost to the respondent. Each respondent must mail the form to the National Tracing Center. The cost of postage is now 49 cents. The total cost is \$1,960.00 if all respondents mail the reports. We have implemented a new email box to provide better service to our customers. At this time customers may email reports to stolenfirearmsprogrammanager@atf.gov, or via fax at 304-260-3676 or 304-260-3671. Cost to dealers has been almost nothing due to fax and email responses.

14. Cost to the Federal Government

The cost to the Federal Government to print this form is \$2,769.00.

15. Reason for Change in Burden

The adjustment in the annual cost burden of this information collection is due to an increase in postal rates from \$0.45 to \$0.49. The annual cost burden is now \$1,960.

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.

B. STATISTICAL METHODS;

This collection does not employ statistical methods.