

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 in Herndon, VA is managed by a contractor. Over 2,000 different items to include all ATF publications, directives, forms, envelopes and explosives/gun shipping boxes are stocked. ATF F 1370.4, ATF Distribution Center Survey provides users of ATF forms and publications an avenue to comment on the contractor's services.
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 Order Form has a link to complete the survey electronically.
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 an accurate portrayal of 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.
13. The respondent completes the survey electronically. The ATF Distribution Center reviews the survey information.
14. Estimates of annual cost to the Federal Government are as follows:

<u>Electronic</u>	
Printing	\$0
Administrative	<u>20</u>
Total	\$20

15. N/A
 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.