

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).

2. Needs and Uses

A separate form is required for each theft/loss incident. 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 ATF Stolen Firearms Program and a copy will be retained as part of the licensee’s permanent records.

3. Use of Information Technology

The ATF F 3310.11 is an electronically fillable (e-fillable) and accessible form that is available on the ATF public website for download and print. As part of the ongoing effort to make this collection fully electronic, we have created an email account ([stolenfirearms@atf.gov](mailto:stolenfirearms@atf.gov)), as an alternate option for members of the public to submit completed, signed, and scanned forms for electronic processing, alongside existing fax and mail-in submission capabilities. Since the last extension request, ATF F 3310.11 has been embedded with digital signature capability. We will continue to work with the Bureau to obtain the funding to fully implement this initiative, which would greatly enhance the electronic (eform) capability of this collection, reduce the dependence on paper forms, and also improve our esubmission capabilities.

#### 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 firearm 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), which is 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. No comments were received for either the 60-day or 30-day FR notices that was published in the Federal Register.

#### 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 hours which is equal to (4,000 respondents x .4 (24 minutes)).

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 which is equal to (4,000 respondents x .49 cents).

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

There is no adjustment in the annual cost burden of this information collection.

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.