

Department of Justice
Bureau of Alcohol, Tobacco, Firearms and Explosives
Supporting Statement
OMB Control Number 1140-0106
Arson and Explosives Training Registration Request for Non-ATF Employees
ATF F 6310.1

Justification

1. ATF currently provides arson and explosives techniques training to Federal, State and local, Military and International Law Enforcement investigators. The attached form is the Arson & Explosives Training Registration Request for Non-ATF Employees (ATF F 6310.1). The form will be used by prospective students when applying to attend this training. Currently, descriptions of the training are available on the ATF web site. The National Center for Explosives Training and Research will process the Registration Request.
2. The form is used to obtain information from Federal, State and local, military and international law enforcement investigator personnel making application for training conducted by ATF for the purpose of student registration, and program information. The information on the form will be used to determine the eligibility of the applicant to attend the training. The respondent must also supply information with regard to where they work and their responsibilities and duties.
3. The fillable form is available on the ATF web site and must be completed and submitted electronically to the email address: NCETR-mailbox@atf.gov.
4. The ATF Subject Classification System is used to identify duplication. The form number is issued from this agency wide system. The system also ensures that any similar information already available cannot be used or modified for use for the purpose of this information collection.
5. The collection of this information does not impact small businesses or other small entities.
6. The requested information must exist in order to process prospective applicants, plan future training sessions, and verify eligibility of candidates.
7. The training is offered on a continuous basis and candidates may apply at anytime. The requested information will be required on a one-time only

basis. There are no other special circumstances associated with this information collection.

8. All public comments received during the 60-day and 30-day Federal Register notice period received a response.
9. No payment or gift is associated with this information collection.
10. The information will be available only to ATF personnel with the National Center for Explosives Training and Research and the candidate's sponsoring agency. Confidentiality is not assured.
11. The social security number is asked of the respondent because ATF provides high risk, high liability training to law enforcement personnel within Federal, State, and local governments. The risk and liability associated with the training is not only associated with the training itself, but in the performance of the trained tasks in the workplace. As this training applies to the conduct of regular law enforcement duties or provides a certification in a related expertise, there is an inherent liability to the Bureau to be able to identify and prove which specific individual attended training. This may be due to a post training incident or in defending a law enforcement officer's expertise in court. The social security number is a unique identifier for an individual that will follow a student regardless of career with multiple law enforcement agencies. In addition, some of the training facilities used and programs run by the Bureau require partial background checks for clearance purposes.
12. ATF estimates that 500 prospective students will apply per year. The total annual responses will be 500. It is estimated that it takes 6 minutes to complete the form. The total annual burden is estimated at 50 hours.
13. The option of e-mailing the form is available to the respondent. ATF estimates that 85 percent of the forms will be e-mailed to ATF. Therefore, ATF reports no cost to the respondent.
14. The annual cost to the Federal Government is approximately \$25.00
15. There are no program changes or adjustments associated with this collection.
16. The results of this information collection will not be published.
17. ATF does not require approval to not display the expiration date of OMB approval for this collection.
18. There are no exceptions to the certification statement.

B. Collections of Information Employing Statistical Methods

1. The collection of this information employs no statistical methods.