

Department of Justice
Bureau of Alcohol, Tobacco, Firearms and Explosives
Supporting Statement
OMB Control Number 1140-XXXX
Forensic Firearm Training Request for Non-ATF Employees – ATF Form 7110.15

A. Justification

1. ATF currently provides forensic firearms investigative techniques training to Federal, State and local, and International Law Enforcement. The Forensic Firearm Training Request for Non-ATF Students (ATF F 7110.15) will be used by prospective students when applying to attend this training. Descriptions of these training courses are available on the ATF website. The Office of Science and Technology (OST) Laboratory Programs will process all completed registration requests for this training.
2. The Forensic Firearm Training Request for Non-ATF Students (ATF F 7110.15) will be used to obtain information from Federal, State and local, and international law enforcement personnel to register, obtain course information, and/or evaluate ATF forensic firearms investigative techniques training. The information collected on the form will assist ATF to determine the applicant's eligibility to attend this training. The respondent must also supply their employment information, including their responsibilities and duties, for acceptance to participate in this training
3. The Forensic Firearm Training Request for Non-ATF Students (ATF F 7110.15) will be available on the ATF web site and can be completed, and digitally signed and submitted electronically to the designated training application inbox: NFEATraining@atf.gov. Individuals with disabilities can also access, complete, and electronically submit this form, which is 508 compliant.
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 affect small businesses or other small entities.
6. The requested information must exist, in order to process prospective applicants, plan future training sessions, and verify the eligibility of candidates.

7. Forensic firearms investigative techniques training will be available 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. ATF program staff and course instructors worked jointly to create the form ATF 7110.15. No comments were received during either the 60-day or the 30-day Federal Register Notice period.
9. No payment or gift is associated with this information collection.
10. The information will be available only to ATF personnel with the Office of Science and Technology, Laboratory Programs and the candidate's sponsoring agency. Confidentiality is not assured.
11. The applicant must provide the last 4 digits of their social security number 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, and 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 become necessary when responding to a post-training incident or defending a law enforcement officer's expertise in court. The social security number is a unique individual identifier that tracks a student's career across 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 75 prospective students will apply per year. The total annual responses will be 75. It is estimated that it will take 6 minutes to complete the form. The total annual burden is estimated at 7.5 (rounded up to 8 hours).
13. The respondent has the option of electronically submitting the completed form for this training. Therefore, there will be no cost to the respondent.
14. The estimated startup and maintenance cost to the Federal Government is approximately \$25.00.
15. There are no program changes or adjustments associated with this collection, which is a new.
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.