

**Department of Justice
Bureau of Alcohol, Tobacco, Firearms and Explosives**

**Supporting Statement
OMB 1140-0052**

Strategic Planning Environmental Assessment Outreach

A. Justification

1. Necessity of Information Collection

Under the provisions of the Government Performance and Results Modernization Act of 2010 (GPRA Modernization Act of 2010), Section 4, Annual Performance Plans and Reports, Federal agencies are directed to improve their effectiveness and public accountability by promoting a new focus on results, service quality, and customer satisfaction. This act requires that agencies update and revise their strategic plans every four years. A major part of strategic plan development is the identification of key factors external to the agency that could significantly affect the achievement of strategic goals and objectives. This Outreach to ATF stakeholders is part of the Bureau's quadrennial environmental assessment.

2. Needs and Uses

The Office of Strategic Management (OSM) will use the information to help identify and validate the agency's internal strengths and weaknesses and external opportunities and risks.

3. Use of Information Technology

The survey questionnaire will be sent to respondents electronically via e-mail and respondents will reply via e-mail. The Outreach will use electronic data exchange technology to the maximum extent possible.

4. Efforts to Identify Duplication

OSM will verify the name, address, phone number and e-mail address of each respondent randomly selected for the survey, prior to administering the survey. The electronic survey tool will automatically identify any duplicate e-mail addresses. Only one e-mail will be sent to each unique e-mail address. Agency use of the Federal Information Locator system has been terminated. An agency subject classification system is used to identify duplication. No similar information is available from other sources.

5. Minimizing Burden on Small Businesses

This collection of information will not significantly affect a substantial number of small businesses.

6. Consequences of Not Conducting or Less Frequent Collection

Without this input into our strategic planning process, we will be unable to respond to the level and kind of service performance that our stakeholders require.

7. Special Circumstances

There are no special circumstances influencing this collection.

8. Public Comments and Consultations

No public comments were received during the 60-day and 30-day Federal Register Notice periods.

9. Provision of Payments or Gifts to Respondents

No payment or gift will be provided to respondents.

10. Assurance of Confidentiality

The information collected is for internal use only. The respondent will not be identified on the questionnaire, other than as a member of a generic group. Responses are kept in a secured location.

11. Justification for Sensitive Questions

No questions of a sensitive nature are asked.

12. Estimate of Respondent's Burden

The total number of respondents associated with this collection is 1,500. Each respondent responds one time, total response is 1,500. It is estimated that it takes 18 minutes to complete the assessment. The total burden associated with this collection is 450 hours.

13. Estimate of Cost Burden

No startup cost is associated with this collection. Respondents were asked to report any cost they may incur regarding this collection. No cost has been reported.

14. Cost to Federal Government

It is estimated that the cost to the Government is less than \$2500, which includes postage and reproduction of materials, if necessary.

15. Reason for Change in Burden

There is no change in burden from the previous submission.

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.