Department of Justice

Bureau of Alcohol, Tobacco, Firearms and Explosives

OMB 1140-0095

Information Collection Requirement

Supporting Statement

Office of Human Resources and Professional Development Student and Supervisor Training Validation Surveys

1. **Statistical Methods**
2. The potential respondent universe consists of all State, local and external Federal law enforcement personnel, who attend formal ATF training for canine explosives handlers. For any given year, the estimated universe of external law enforcement personnel who are trained annually is fewer than 50 individuals. The survey consists of Likert scale-based questions, which are used to collect quantifiable data regarding responses to given questions. Open-ended fields give respondents the opportunity to provide additional comment, which could also provide context for quantitative responses.

1. The survey was constructed to facilitate easy analysis, tabulation, and summary of all collected data. Data analysis is simplified and enables user to draw the accurate conclusions from collected data.

 *Quantitative Analysis:*

 Use of descriptive statistics enables ATF to summarize large amounts of information quickly. The web-based software application used to collect data also includes a statistical analysis functionality, which calculates the mean, median, and mode of collected responses. Frequency distribution and percentage data is also provided through the software application, and assists with data analysis.

 *Qualitative Analysis:*

 A content analysis of the additional respondent comments will be performed in order to identify recurrent themes and trends.

1. In order to maximize response rates, ATF will use a web-based survey application to deploy and manage responses. The design of the questions ensures easy comprehension and response by participants, which encourages maximum participation. The surveys rely primarily on Likert scale and check box questions, which decrease completion time since respondents do not have to provide lengthy narrative responses. In addition, the system tracks responses so that ATF will be able to send reminder notices to those persons who did not respond initially to the survey. Experience shows that reminder notices can dramatically improve the survey response rate.
2. No tests of procedures or methods will be undertaken.
3. The Training Accreditation Branch is responsible for developing the data collection instrument and analyzing the collected data. One individual from the Office of Human Resources and Professional Development and the Office of the Chief of Staff was involved in the design of these collection instruments. A summary of all quantifiable responses and a compilation of the written responses to these surveys are provided to training program staff for analysis and follow-up action. The individual listed below is the point of contact for this collection effort:

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