

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

A. Justification

1. The Bureau of Alcohol, Tobacco, Firearms and Explosives (ATF) currently provides arson and explosives techniques training to Federal, State, and local, military, and international law enforcement investigators. The Arson and Explosives Training Registration Request for Non-ATF Employees - ATF Form 6310.1 is completed by prospective students when applying to attend this training. Currently, course descriptions are available on the ATF website. The National Center for Explosives Training and Research (NCETR) staff will process the Registration Request.
2. ATF Form 6310.1 is used to obtain personally identifiable information (PII) from Federal, State, and local, military, and international law enforcement investigators when applying to attend or requesting information about arson and explosives training provided by ATF. The information provided on the form will determine the applicant's eligibility to attend the training. The respondent must also supply information about their current employment, responsibilities, and duties.
3. The fillable Arson and Explosives Training Registration Request for Non-ATF Employees - ATF Form 6310.1 is available on the ATF web site. The form must be completed and submitted electronically for processing to the e-mail address: NCETR-mailbox@atf.gov.
4. The ATF Subject Classification System is used to identify duplication. This system also ensures that any similar information already available cannot be used or modified for this information collection.
5. The collection of this information does not affect small businesses or other small entities.
6. The requested information is needed to verify the eligibility of prospective applicants to attend training and to plan future courses.
7. Arson and explosives training courses are offered by ATF on an ongoing basis and candidates may apply at any time. Applicants are required to provide the requested information once for each training session they wish to attend. There are no special circumstances regarding this collection.

8. No comments have been received during the 60-day Federal Register notice period. However, a 30-day notice will be published in the Federal Register to solicit public comments.
9. No payment or gift is associated with this information collection.
10. The collected information will be available only to ATF personnel at the National Center for Explosives Training and Research, and the candidate's sponsoring agency. Confidentiality is not assured.
11. The Social Security Number (SSN) is requested from the respondent because ATF provides high-risk and high liability training to law enforcement personnel within the Federal, State, and local government. The risks and liability associated with this training are due to the nature of arson and explosives activities in general, and when conducting responsibilities related to these activities in the workplace. ATF must be able to identify all individuals who attend arson and explosives training, because the skills taught are applied in the workplace and/or provides certification in related expertise. ATF must also be able to identify all training participants in the event of a post-training incident(s) or there is a need defend a law enforcement officer's expertise in court. The SSN is a unique identifier for an individual student who participates in arson and explosives training, regardless of their career with multiple law enforcement agencies. In addition, some of the Bureau's training facilities and programs require partial background checks for clearance purposes.
12. ATF estimates that 500 prospective students will apply for arson and explosives training once per year. The total annual response is 500. The estimated time to complete this form is six minutes. Therefore, the total annual burden is 50 hours.
13. ATF estimates that all applications for arsons and explosives training are e-mailed to ATF for processing. Therefore, there are no public costs associated with this information collection.
14. There are no Federal Government costs associated with this information collection.
15. There are no program changes or adjustments associated with this collection.
16. No information collected will be published.
17. ATF does not require approval not to display the expiration date of OMB approval for this collection.
18. There are no exceptions to the certification statement.

B. This collection of information employs no statistical methods.