

Department of Justice
Bureau of Alcohol, Tobacco, Firearms and Explosives
Supporting Statement
OMB 1140-0052
ATF's Office of Strategic Management 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 personnel from all agencies including the Bureau of Alcohol, Tobacco, Firearms and Explosives (ATF), update and revise their strategic plans every four years. A major part of strategic plan development is the identification of key external factors that could significantly affect the achievement of an organization's strategic goals and objectives. In this regard, the Office of Strategic Management (OSM) conducts outreach to ATF stakeholders, using OMB 1140-0052 (ATF's Office of Strategic Management Environmental Assessment Outreach), as part of the Bureau's quadrennial environmental assessment process.

2. Needs and Uses

The OSM will use the information collected on the Strategic Planning Environmental Assessment Outreach survey, to help identify and validate the agency's internal strengths and weaknesses, and external opportunities and risks.

3. Use of Information Technology

The survey will be sent to respondents electronically via email. Respondents can submit their completed survey to ATF via e-mail for processing.

4. Efforts to Identify Duplication

OSM personnel will verify the name, address, phone number and email address of each respondent who will be randomly selected for participation in the survey. The electronic survey tool will automatically identify any duplicate email addresses. Only one email will be sent to each unique email address. An agency's subject

classification system is used to identify duplication and to ensure that similar information is not currently being gathered from other sources.

5. Minimizing Burden on Small Businesses

This collection of information will not significantly affect small businesses.

6. Consequences of Not Conducting or Less Frequent Collection

Without this information collection which provides valuable input to ATF's strategic planning process, OSM personnel would 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 Federal Register notice period. However, a 30-day FR notice will be published to solicit public comments.

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 survey other than as a member of a generic group. Responses are kept in a secured location. Confidentiality is not assured.

11. Justification for Sensitive Questions

No questions of a sensitive nature are asked.

12. Estimate of Respondent's Burden

The total respondents associated with this collection is 1,500. Each respondent will complete the form once, so the total response is also 1,500. It is estimated that it takes 18 minutes to complete the survey. Therefore, the total burden associated with this collection is 450 hours.

13. Estimate of Cost Burden

There is no public cost burden associated with this collection since all responses are submitted electronically to ATF for processing.

14. Cost to Federal Government

The total Federal Government is less than \$2,500, which includes postage and reproduction of materials.

15. Reason for Change in Burden

There is no change in the public 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 exclude the Office of Management and Budget expiration date for this collection.

18. Exception to the Certification Statement

There are no exceptions to the certification statement.