

Department of Justice
Bureau of Alcohol, Tobacco, Firearms and Explosives
Supporting Statement
OMB 1140-0052

ATF's Office of Strategic Management Environmental Assessment Outreach

B. Statistical Methods

1. Universe and Respondent Selection

ATF will send the ATF's Office of Strategic Management Environmental Assessment Outreach survey to approximately 1,500 potential respondents representing about one percent of the universe of 150,000 industry members, law enforcement agencies, and special interest groups with whom ATF works. The nature of the information requested is qualitative and may not lend itself to statistical quantification. Previously, this survey was conducted manually with an estimated response rate of 10 percent. However, since the survey is now collected electronically, the response rate is now 25 percent.

2. Procedures for Collecting Information

The selection of respondents does not represent a true random statistical sample. In some cases, we have databases from which we can select a sample of stakeholders (industry members) to participate in this survey. However, we also manually select other stakeholders for participation. This gathering of information will be conducted during each three-year planning cycle under GPRA. The survey will be administered electronically by ATF's Office of Human Resources and Professional Development (HRPD). The Office of Strategic Management (OSM) will provide a list of verified email addresses for each respondent selected for the survey. HRPD will send the survey questionnaire to the respondents via email. The respondents will complete the survey online and submit their responses to the designated electronic mailbox for processing. HRPD will receive the responses and provide information anonymously to OSM at the end of the two-week survey period.

3. Methods to Maximize Response

To enhance the response rate, the survey is only open to respondents who are currently using ATF services. HRPD will receive the responses and send up to two (2) reminders to all unresponsive individuals during the two-week outreach period. In case the electronic mailing does not yield a satisfactory response, OSM will be able to follow-up with stakeholders using regular mail and/or by conducting a limited number of face-to-face or telephone interviews.

4. Testing of Procedures

HRPD has conducted numerous electronic surveys for ATF via email using survey tools with good success. However, a formal test of HRPD survey procedures cannot be conducted for Strategic Planning Environmental Assessment Outreach, due to time and cost constraints.

5. Contacts for Statistical Aspects and Data Collection

The Office of Strategic Management within the Office of the Director of ATF is responsible for the design, collection, and analysis of collected information. The contact person for this survey is Chad Yoder, who can be reached by telephone: (202) 407-1746.