

Department of Justice
Bureau of Alcohol, Tobacco, Firearms and Explosives
Information Collection Request
Supporting Statement
OMB 1140-XXXX
ATF Citizens Academy Application – ATF Form 3000.12

A. JUSTIFICATION

1. Necessity of Information Collection

In response to rising firearms crimes in local communities and growing tension between local residents and law enforcement personnel, the Bureau of Alcohol, Tobacco, Firearms, and Explosives' (ATF's) Office of Field Operations, Special Operations Division is launching the ATF Citizens Academy training program, which will be held in each ATF Field Division office. This program is designed in part to educate local residents about ATF's mission and activities within their communities, while creating community ambassadors who are interested in reducing firearms activity and improving community relations with law enforcement personnel. The Citizens Academy is an annual class held weekly for eight weeks, with each class lasting three hours. Start dates will vary across field divisions. The Citizens Academy has a maximum capacity of 25 students. Participants must be at least 21 years of age, have no prior felony convictions, and should be business, civic, and/or religious community leaders. Federal Firearms Licensees, politicians/staffers, and journalists are also welcomed to apply. Non-ATF personnel who are interested in attending this training program must complete the ATF Citizens Academy Application – ATF Form 3000.12 (ATF Form 3000.12) and pass a background check. Upon completion of the Citizens Academy training program, participants will receive a framed certificate of completion. Potential participants should contact the Public Information Officer/Public Affairs Specialist in any ATF Field Division Office for specific information regarding start dates.

2. Needs and Uses

The information collected on ATF form 3000.12 will be used solely to collect personally identifiable information to conduct background checks, which will be used to determine an individual's eligibility to participate in the Citizens Academy training program. Applicants must not be prohibited from possessing firearms and/or ammunition when they file their application, since they will be firing weapons during the training course. All completed ATF Form 3000.12 will be maintained on a secure server in the local ATF Field Division office, and accessible only to individuals affiliated with the training program as needed.

3. Use of Information Technology

The fillable ATF Form 3000.12 will be available on every ATF Field Division website and be accessible to individual with disabilities. Applicants will be able to download, electronically or digitally sign and e-mail their completed form to their designated local Field Division email address, typically the Public Information Officer, for processing. Recognizing that interest in the ATF Citizens Academy will be found throughout all areas of the country, prospective students who don't have internet access will be able to print and complete the form, affix a wet signature, and mail the form to their local Field Division office for processing.

4. Efforts to Identify Duplication

ATF uses a uniform subject classification system for forms to identify duplication and to ensure that any similar information already available cannot be used or modified for use for the purpose of this information collection.

5. Minimizing Burden on Small Businesses

This collection of information has no impact on small businesses.

6. Consequences of Not Conducting or Less Frequent Collection

Without this information collection ATF would be unable to complete background checks to verify the eligibility of applicants to participate in the Citizens Academy training program.

7. Special Circumstances

This information will be collected in a manner consistent with the guidelines in 5 CFR §1320.6.

8. Public Comments and Consultations

No 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

ATF will not provide any payment or gift of any type to respondents.

10. Assurance of Confidentiality

Collected data regarding this information collection will be kept in a secure location at each ATF Field Division office. Also, completed ATF Form 3000.12 will only be reviewed by ATF employees when determining the eligibility of the

applicant to participate in the ATF Citizens Academy training program. Confidentiality is not assured.

11. Justification for Sensitive Questions

The applicant's date of birth and social security number are necessary to verify the identity of the applicant, their citizenship and/or immigration status, and their eligibility to attend ATF Citizens Academy. In order to participate in the program, an individual must not be prohibited from possessing firearms and/or ammunition. All applicants are asked to voluntarily submit the above information.

12. Estimates of Respondent's Burden

An estimated 30 individuals will apply for the Citizens Academy training program in each of ATF's 25 Field Division Office once per year. Therefore, the total number of estimated annual respondents will be 750, which is equal to: 30 (# of respondents) * 25 (# of ATF Field Division Offices).

Each respondent will take 5 minutes to complete the form. Therefore, the total estimated burden for this collection is 62.49 or 63 hours, which can be calculated as follows:

750 (# of respondents) * 1 (responses per respondents) * 0.08333333 (5 minutes or the total time take to complete each form).

13. Estimate of Cost Burden

There is no public cost associated with this form which can be emailed to an ATF Field Division Office inbox for processing.

14. Cost to the Federal Government

There is no cost to the Federal Government.

15. Reason for Change in Burden

There are no changes associated with this submission, as this is a new information collection.

16. Anticipated Publication Plan and Schedule

The results of this collection will not be published.

17. Display of Expiration Date

ATF is not requesting approval to omit the Office of Management and Budget expiration date for this information collection.

18. Exception to the Certification Statement

There are no exceptions to the certification statement.

B. THIS COLLECTION OF INFORMATION EMPLOYS NO STATISTICAL METHODS.