

Department of Justice
Bureau of Alcohol, Tobacco, Firearms and Explosives
Information Collection Requirement
Supporting Statement

OMB # 1140-0099
ATF Adjunct Instructor Data Form - ATF Form 6140.3

A. Justification

1. The Bureau of Alcohol, Tobacco, Firearms and Explosives (ATF) provides law enforcement and investigation training to ATF employees and Federal, State, local, and international law enforcement personnel. Training covers numerous topics using both internal and external technical experts from various disciplines. Internal instructors consist of those individuals who are ATF employees. However, external instructors may be non-ATF experts from other law enforcement agencies, fire and rescue departments, professional organizations, or academia. Due to the nature of law enforcement and related training, detailed records must be kept regarding the qualification and expertise of individuals providing instruction.

An instructor's record will include their contact information, areas of expertise, educational and professional background, and professional vitas. Such records are critical for maintaining a legally defensible training program and are required for ATF's Federal Law Enforcement Training Accreditation (FLETA). In such legal situations, it may be necessary to not only show that a specific individual received training, but also demonstrate that qualified instructors provided the training in a consistent manner. The Adjunct Instructor Data Form - ATF Form 6140.3 will be used to collect the necessary personally identifiable information (PII) from non-ATF employees, in order to document and evaluate their qualifications to serve as an ATF instructor. The collection of this data is authorized by 5 CFR 410.602, which provides for the maintenance of training records per an agency's identified needs.

2. The information provided on the Adjunct Instructor Data Form - ATF Form 6140.3, will be collected by ATF's Human Resource and Professional Development (HRPD) Directorate. In particular, the collected data will provide ATF with sufficient information to identify and contact individual instructors, in order to validate their topical expertise prior to training delivery, or defend their topical expertise during a court proceeding. Additionally, the form contains a "Hold Harmless" Agreement (HHA), which clarifies that an adjunct instructor is unable to claim compensation benefits for injuries or accident that occur during travel to provide ATF training courses. The adjunct instructor's organization will be

responsible for addressing any liability related to such accident or injury, unless gross negligence can be proven.

3. The Adjunct Instructor Data Form - ATF Form 6140.3 is an electronically fillable, 508 compliant form, which can be downloaded from the ATF intranet. The form can be electronically completed, signed and electronically submitted to ATF for processing, if the applicant possesses the capability to do so.
4. ATF's HRPD Directorate is comprised of several divisions and branches, whose personnel is responsible for developing and managing training for different areas of expertise and audiences. However, depending on the nature of the subject matter, the same instructor may be used for multiple programs. In order to prevent duplication of efforts, the management of instructors is centralized within HRPD's Leadership and Professional Development Division, Training Accreditation Branch. This branch is responsible for the collection and maintenance of instructor records for ATF. The information collected is specific to ATF training activities and is not collected anywhere else either within the Bureau or externally.
5. The collection of this information does not have any significant impact on small business or other entities.
6. The collection of this information is necessary for ATF training program personnel to verify and defend the qualifications of its incoming instructors. The collected information supports training records required for ATF's continued training accreditation, as decided by the Federal Law Enforcement Training Accreditation (FLETA) Board. The FLETA Board was established by the Office of Management and Budget (OMB) and funded through congressional appropriations. As stipulated, the FLETA Board is comprised of representatives from federal law enforcement agencies, who meet together to set standards for the delivery and administration of federal law enforcement training.
7. There are no special circumstances regarding this information collection which is conducted in accordance within the of 5 CFR 1320.6. However, in situations where a previously scheduled instructor is unexpectedly unavailable, this form may need to be completed by a separate candidate, in a timeframe less than 30 days, so ATF can select and schedule a replacement instructor in a timely manner prior to the training.
8. No comments were 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 collection.

10. This collection of information will remain confidential and is protected by 5 U.S.C. 552, except where noted. Access to responses are secured.

11. No questions of a sensitive nature are asked.

12. Estimates of the **annual** burden hours are as follows:

Number of Respondents	Average 20 per year
Frequency of Response	One time application
Number of Responses	20
Completion Time	30 minutes
Total Burden	10 hour

13. There is no annual cost burden to the respondent, since responses to this IC is submitted electronically.

14. Estimates of the annual cost to the Federal Government are as follows:

Printing	\$ 0
Distribution (Electronic)	\$ 0
Staff Salary (monthly review, analysis, and data entry, GS13 @ 2 hrs per month)	\$ 900
Total	\$ 900

15. There are no program changes or adjustments associated with this collection.

16. The results of this collection will not be published.

17. ATF does not request approval to not display the expiration date of OMB approval for this collection.

18. There are no exceptions to the certification statement.

B. Statistical Methods

None.