

Department of Justice
Bureau of Alcohol, Tobacco, Firearms and Explosives
Information Collection Request
OMB 1140-0058

Investigator Quality Survey - ATF Form 8620.7

SUPPORTING STATEMENT

JUSTIFICATION B

COLLECTIONS OF INFORMATION EMPLOYING STATISTICAL METHODS

1. Describe (including a numerical estimate) the potential respondent universe and any sampling or other respondent selection methods to be used. Data on the number of entities (e.g., establishments, state and local government units, households, or persons) in the universe covered by the collection and in the corresponding sample are to be provided in tabular form for the universe as a whole and for each of the strata in the proposed sample. Indicate expected response rates for the collection as a whole. If the collection had been conducted previously, include the actual response rate achieved during the last collection.

The potential respondent universe for ATF Form 8620.7, Investigator Quality Survey, is established based on the total number of new and updated BIs conducted during each month. The universe is further defined by the number of investigations each ATF contract investigator received and completed in their assigned geographical area within the U.S. during the identified month. However, not all contract investigators receive assignments each month due to the location of the investigative leads and the investigator's geographical proximity to the location. As a result, the scope of the universe is ever-changing based on the number and location of the BIs assigned during any given month.

Responses are on a voluntary basis and there is no follow-up conducted when forms are not returned. Based on this office's historical data, questionnaires were not returned from approximately 58% of the targeted respondents.

2. Describe the procedures for the collection of information including:
 - Statistical methodology for stratification and sample selection,
 - Estimation procedure,
 - Degree of accuracy needed for the purpose described in the justification,
 - Unusual problems requiring specialized sampling procedures, and
 - Any use of periodic (less frequent than annual) data collection cycles to reduce burden.

The following steps are completed when establishing the monthly universe for transmission of ATF Forms 8620.7:

- Identify each investigator who received one or more BI assignments during the specific month.

- Review up to two BI reports completed by the investigator to determine if any source interviews were conducted.
 - Send ATF Form 8620.7 to no more than two individuals interviewed by the investigator in conjunction with the completed BI reports.
3. Describe methods to maximize response rates and to deal with issues of non-response. The accuracy and reliability of information collected must be shown to be adequate for intended uses. For collections based on sampling, a special justification must be provided for any collection that will not yield “reliable” data that can be generalized to the universe studied.

ATF Forms 8620.7 are sent to source interviewees requesting that they respond to the survey. Responses are on a voluntary basis and there is currently no follow-up conducted when forms are not returned. ATF recognizes that an increase in the response rate would be beneficial to program efficiency and plans to leverage various initiatives to increase the rate, including:

- Instruct contract investigators to advise interviewees that a survey may be forthcoming and, if received, encourage them to respond to it.
 - Add enhancements to the email transmitting the survey to include voting buttons and/or reminders.
4. Describe any tests of procedures or methods to be undertaken. Testing is encouraged as an effective means of refining collections of information to minimize burden and improve utility. Tests must be approved if they call for answers to identical questions from 10 or more respondents. A proposed test or set of test may be submitted for approval separately or in combination with the main collection of information.

N/A - No testing has been conducted on the information collected.

5. Provide the name and telephone number of individuals consulted on statistical aspects of the design and the name of the agency unit, contractor(s), grantee(s), or other person(s) who will actually collect and/or analyze the information for the agency.

There were no consultations with individuals on the statistical aspects of the design of ATF Form 8620.7.

Collection and analysis of information are conducted by the following ATF personnel:

- Jaclyn N. Wiltshire, Deputy Chief, Personnel Security Division (202-648-9260)
- Heather Gaither-Greek, Chief, Investigations Branch (202-648-9260)