

Department of Justice
Bureau of Alcohol, Tobacco, Firearms, and Explosives (ATF)
Information Collection Request (ICR)
OMB 1140-0121
ATF's Citizens' Academy Application (ATF Form 3000.12)

SUPPORTING STATEMENT

A. JUSTIFICATION

1. Explain the circumstances that make the information collection necessary.

The Office of Field Operations, Special Operations Division, offers the Citizens' Academy to be held in each Field Division of ATF as part of ATF's outreach and efforts to deter and investigate crime under 28 U.S.C. § 599A and 28 CFR 0.130. This program is designed in part to educate the community on the mission of ATF, as well as create ambassadors within the community. This course is designed to be offered to qualified applicants from the community. In order for an applicant outside of ATF to request enrollment in the Citizens' Academy, an application form is necessary to transfer pertinent data to ATF for the purpose of determining eligibility as well as planning purposes.

2. Indicate how, by whom, and for what purpose the information is to be used.

The information from the application form will be collected and maintained by the ATF Field Division in the city to which the applicant is applying, for eligibility purposes. In order for a Citizens' Academy applicant to attend the program, the applicants must not be prohibited from being in possession of firearms and/or ammunition, as they will be firing weapons in the course of the Citizens' Academy.

3. Describe whether, and to what extent, the information collection involves the use of automated, electronic, mechanical, or other technological collection techniques or other forms of information technology, e.g., permitting electronic submission of responses, and the basis for the decision for adopting this means of collection.

This fillable form is available on www.atf.gov either through a given field division's website or under the central forms library. The form allows for a digital signature, so it does not have to be printed and mailed. Respondents can e-mail the digital form to the designated field division's email address, typically addressed to the Public Information Officer or Public Affairs Specialist. However, respondents who are unable to access the internet may obtain the form by contacting the field division by phone, and can then mail the form to the appropriate field office.

4. Describe efforts to identify duplication.

This information is not duplicative and involves applicants submitting only the information necessary to determine who is interested and ensure they meet eligibility criteria, so it cannot be obtained elsewhere. 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 to use for the purpose of this information collection.

5. If the information collection impacts small businesses or other small entities, describe any methods used to minimize burden.

This information collection does not have a significant impact on small entities.

6. Describe the consequence to federal programs or policy activities if the collection is not conducted or is conducted less frequently, as well as any technical or legal obstacles to reducing burden.

The consequence of not conducting this information collection or conducting it less frequently is that ATF would not know who wants to participate in the Citizens' Academy or whether they are eligible to participate. ATF would not be able to operate the program, thereby losing valuable insights and connections with our communities, and citizens who wished to would not be able to participate.

7. Explain any special circumstances that would cause the information collection to be conducted in a manner inconsistent with 5 CFR 1320.6.

There are no special circumstances associated with this information collection, which is conducted in a manner consistent with 5 CFR 1320.6.

8. If applicable, provide a copy and identify the date and page number of publication in the *Federal Register* of the agency's notice, required by 5 CFR 1320.8(d), soliciting comments on the information collection prior to submission to OMB.

The 60-Day Notice was published in the *Federal Register* on January 10, 2025 (90 FR 2032). The comment period ended on March 11, 2025. ATF received no comments.

9. Explain any decision to provide any payments or gifts to respondents, other than remuneration of contractors or grantees.

No payment or gift is associated with this information collection.

10. Describe any assurance of confidentiality provided to respondents and the basis for the assurance in statute, regulation, or agency policy.

ATF has not assured respondents of confidentiality. However, the information being collected includes PII and is thus protected by the Privacy Act. The information is therefore maintained by ATF in system of records: Justice/ATF-001 Administrative Record System. The form that accompanies this ICR includes a Privacy Act statement that covers this information and informs respondents of the system of records, routine uses, and disclosure options.

11. Provide additional justification for any questions of a sensitive nature, such as sexual behavior and attitudes, religious beliefs, and other matters that are commonly considered private.

The Citizens' Academy can accept only applicants who are not prohibited from being in possession of firearms and/or ammunition. This requires a background law enforcement check and information on certain criminal history because a person who has a felony conviction or certain other criminal history may be prohibited from possessing a firearm or ammunition. As a result, ATF asks questions of a sensitive nature that relate to potential prohibitions against possessing a firearm as part of determining whether the applicant is eligible to participate.

12. Provide estimates of the information collection's hour burden.

As ATF's Citizens' Academy Application (ATF Form 3000.12) is used by prospective Citizens' Academy inductees when applying to participate in the program, ATF treats this as an annual submission by all prospective members, using the average number of applications submitted in each of the past three years as a baseline. ATF estimates that the number of respondents associated with this collection is approximately 36 applicants per year on average. It takes each candidate approximately six minutes (0.10 hours) to complete the form. Therefore, we estimate the total annual time burden at 3.6 hours (36 applicants * 0.10 hours).

Table. Estimated annualized respondent hour burden

Activity	Number of respondents	Frequency	Total annual responses	Time per response	Total annual burden (hours)
Citizens' Academy application form	36	1	36	0.10	3.6

13. Provide an estimate of the total annual cost burden to respondents or recordkeepers resulting from the information collection. (Do not include the cost of any hour burden shown in Items 12 and 14).

There are no additional costs associated with this information collection.

14. Provide estimates of the annualized cost to the federal government.

There is no cost to the federal government associated with this collection.

15. Explain the reasons for any program changes or adjustments.

There have been no program changes. However, the number of respondents has decreased since the last time this ICR was renewed, from 750 to 36, based on the number of responses we've received annually during the past three years, resulting in a corresponding reduction in burden hours from 63 to 3.6.

16. For information collections whose results will be published, outline plans for tabulations, and publication.

ATF will not publish the results of this collection.

17. If seeking approval to not display the expiration date for OMB approval of the information collection, explain the reasons that display would be inappropriate.

ATF intends to display the OMB expiration date for this information collection.

18. Explain each exception to the certification statement.

This information collection does not include any exceptions to the certification statement.

B. COLLECTIONS OF INFORMATION EMPLOYING STATISTICAL METHODS.

This collection does not employ statistical methods.