

Department of Justice
Bureau of Alcohol, Tobacco, Firearms, and Explosives (ATF)
Information Collection Request
OMB 1140-0052
Office of Strategic Management Environmental Assessment Outreach

SUPPORTING STATEMENT

B. STATISICAL METHODS

1. Universe and respondent selection

ATF sends the Office of Strategic Management Environmental Assessment Outreach questionnaire to approximately 50 potential respondents from the universe of possible 150,000 industry members, law enforcement agencies, and special interest groups with whom ATF works. The persons on this list are selected on the basis of having interacted with ATF on programs, public outreach, and other activities during the preceding two years (thus they represent the actual universe of potential respondents who would have feedback on ATF programs).

Table 1 displays the various associations and groups to whom the questionnaire is submitted, with a break-down of how many from each group received the questionnaire last time.

Table 1. Breakdown of Survey Respondents.

Federal Government Agencies	10
Industry Associations	9
State and local governments and local Law Enforcement	19
Special Interest Group	6
Other	1
not for profit	2
Total	47

Of these 47 potential respondents, 7 provided responses, which is equal to a 14.89% response rate. Due to limitations in resources and other factors, not every individual member and law enforcement organization was questioned, but rather associations that represent industry members and law enforcement organizations were questioned.

2. Procedures for collecting information

The selection of respondents does not represent a true random statistical sample. It is a set of respondents that each directorate has dealt with in the preceding years as part of ATF operations, which is compiled into one list of respondents. This information is gathered once during each three-year planning cycle under GPRA. The questionnaire is administered through an online survey tool. OSM verifies the email addresses provided by the directorates and provides the list of verified email addresses to ATF's Human Resources Personnel Division (HRPD). HRPD inputs the questionnaire into the online survey tool and sends a link to the questionnaire to the respondents via email. The respondents complete and submit the questionnaire online. The survey tool transmits the responses to HRPD, which provides the information to OSM at the end of the two-week questionnaire period. No analysis using statistical methods of any kind occurs during this process.

3. Methods to maximize response

To enhance the response rate, the questionnaire is open only to respondents who are currently using ATF services. HRPD receives the responses and send up to two reminders to all unresponsive individuals during the two-week outreach period. In case the online process does not yield a satisfactory response, OSM is able to follow-up with stakeholders using email, regular mail, or by conducting a limited number of face-to-face or telephone interviews.

4. Testing of procedures

HRPD has conducted numerous electronic questionnaires for ATF via email using survey tools with good success. However, a formal test of HRPD questionnaire procedures cannot be conducted for this 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 designing, collecting, and assessing the information collected through this questionnaire. The contact person for this questionnaire is Chad Yoder, who can be reached by telephone at 202.407.1746 or by email at chad.yoder@atf.gov.