

Supporting Statement Part B, 1140-0058
Response to OMB's Request for Additional Information Relating to
Collections of Information Employing Statistical Methods
Relating to ATF F 8620.7, Investigator Integrity Questionnaire
(Response Prepared by ATF's Personnel Security Branch – 9/19/2011)

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 forwarding ATF Forms 8620.7, Investigator Integrity Questionnaire, is established based on the total number of new and updated background investigations (BIs) conducted during each monthly period. The universe is further defined by the number of investigations each ATF Special Investigator (SI) received and completed in their assigned geographical area within the U.S. during the identified month. Currently, there are approximately 180 SIs under contract with ATF to conduct BIs. However, not all SIs receive assignments each month due to the location of the investigative leads and the SI'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 volunteer basis and there is no follow-up conducted when forms are not returned. Based on this Office's historical data, questionnaires are not returned from approximately 41% 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 SI who received one or more BI assignments during the specific month.
- Review up to two SI completed BI reports to determine if any source interviews were conducted.
- Send ATF Forms 8620.7 to up to two individuals who were interviewed by the SI in conjunction with up to two of his/her completed report(s).

Currently, the maximum universe (number of ATF Forms 8620.7 that could be sent to source interviewees) is 360 per month (180 SIs x 2 Reports). Based on this Office's historical data, the average number of questionnaires sent out each month is 105.

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.

N/A - ATF Forms 8620.7 are sent to source interviewees requesting that they respond to the questionnaires. Responses are on a volunteer basis and there is no follow-up conducted when forms are not returned.

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 F 8620.7.

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

- Renee Reid, Chief, Personnel Security Branch (PSB) (202-648-9260)
- Niki Wiltshire, Management Analyst (PSB) (202-648-9260)