

**Department of Justice**  
**Bureau of Alcohol, Tobacco, Firearms and Explosives**

**Supporting Statement**  
**OMB #1140-0052**  
**Strategic Planning Environmental Assessment Outreach**

B. STATISTICAL METHODS:

1. Universe and Respondent Selection

ATF will send the information request to approximately 1,500 potential respondents. These respondents represent about one percent of the universe of industry members, law enforcement agencies, and special interest groups with whom ATF works. These respondents are selected by using random sampling of the universe of approximately 150,000 industry members, law enforcement agencies, and special interest groups. The nature of the information we are seeking is qualitative and may not lend itself to statistical quantification. Previously this survey was conducted manually with an estimated response rate of 10 percent. This is the first time that this survey will be conducted electronically and we anticipate a 25 percent response rate. The increase in response rate from 10 percent to 25 percent is based on the change from a manual process to an electronic process and previous experience with other surveys that ATF has changed from manual process to electronic resulting in a minimum response rate of 25 percent.

2. Procedures for Collecting Information

The selection of respondents does not represent a true random statistical sample. In some cases, we have databases from which we can draw a sample of stakeholders (industry members). For some types of stakeholders, we must rely on manual selection. This gathering of information will be conducted for each three-year planning cycle under GPRA. The survey will be administered electronically by ATF's Office of Human Resources and Professional Development (HRPD). The Office of Strategic Management (OSM) will provide a list with the verified e-mail address for each respondent selected for the survey. HRPD will send the survey questionnaire to the respondents via e-mail. The respondents will complete the survey online and reply via e-mail to the designated electronic mailbox. HRPD will receive the responses and provide information anonymously to OSM at the end of the two-week survey period.

3. Methods to Maximize Response

To enhance the response rate we are sending questionnaires only to those entities, which are currently using our services. HRPD will receive the responses and send up to two (2) reminders to all non-respondents over the two-week outreach period. In case the electronic mailing does not give a satisfactory response, OSM will be able to follow-up using postal mail and/or conduct a limited number of face to face or telephone interviews of stakeholders.

4. Testing of Procedures

HRPD has conducted numerous electronic surveys for ATF via e-mail using this survey tool and these procedures with good success. A formal test of the procedure will not be done due to time and cost constraints.

5. Contacts for Statistical Aspects and Data Collection

The Strategic Planning Office within the Office of the Director of ATF will be responsible for design, collection and analysis of the information obtained. The contact person is Charlayne Armentrout, (202) 648-7099.