



DEPARTMENT OF JUSTICE

[OMB 1140-0122]

Agency Information Collection Activities; Proposed eCollection eComments Requested; Revision of a Previously Approved Collection; Request for Temporary Eligibility to Hold a Sensitive Position – ATF Form 8620.69

AGENCY: Bureau of Alcohol, Tobacco, Firearms and Explosives, Department of Justice.

ACTION: 60-day notice.

SUMMARY: The Department of Justice (DOJ), The Bureau of Alcohol, Tobacco, Firearms and Explosives (ATF), will be submitting the following information collection request to the Office of Management and Budget (OMB) for review and approval in accordance with the Paperwork Reduction Act of 1995.

DATES: Comments are encouraged and will be accepted for 60 days until [INSERT DATE 60 DAYS AFTER DATE OF PUBLICATION IN THE FEDERAL REGISTER].

FOR FURTHER INFORMATION CONTACT: If you have additional comments especially on the estimated public burden or associated response time, suggestions, or need a copy of the proposed information collection instrument with instructions or additional information, contact: Nikki Wiltshire, Personnel Security Division, either by mail at U.S. Department of Justice, PSD – Room (1E-300), 99 New York Ave., NE, Washington, DC 20226, by email at Niki.Wiltshire@atf.gov, or telephone at 202-648-9260.

SUPPLEMENTARY INFORMATION: Written comments and suggestions from the public and affected agencies concerning the proposed collection of information are encouraged. Your comments should address one or more of the following four points:

- Evaluate whether the proposed collection of information is necessary for the proper performance of the functions of the Bureau of Justice Statistics, including whether the information will have practical utility;

- Evaluate the accuracy of the agency's estimate of the burden of the proposed collection of information, including the validity of the methodology and assumptions used;
- Evaluate whether and if so how the quality, utility, and clarity of the information to be collected can be enhanced; and
- Minimize the burden of the collection of information on those who are to respond, including through the use of appropriate automated, electronic, mechanical, or other technological collection techniques or other forms of information technology, e.g., permitting electronic submission of responses.

Abstract: ATF uses ATF Form 8620.69, Request for Temporary Eligibility to Hold a Sensitive Position, to notify candidates of the option to receive temporary employment after a certain stage in the background check process and request their decision. ATF also uses the form to collect information to determine if the candidate (respondent) can be granted temporary eligibility to hold a sensitive position prior to completion and adjudication of their full background investigation. Information Collection (IC) OMB 1140-0122 will no longer include the cost of mailing as it can now be filled, signed, and submitted electronically. Consequentially, the total cost of this IC has decreased from \$2,000 to \$0.

Overview of this information collection:

- 1 Type of Information Collection: Revision of a previously approved collection.
- 2 The Title of the Form/Collection: Request for Temporary Eligibility to Hold a Sensitive Position.
- 3 The agency form number, if any, and the applicable component of the Department sponsoring the collection: Form number: ATF Form 8620.69.

Component: Bureau of Alcohol, Tobacco, Firearms and Explosives, U.S. Department of Justice.

- 4 Affected public who will be asked or required to respond, as well as the obligation to respond: Affected Public: Federal Government. The obligation to respond is voluntary.
- 5 An estimate of the total number of respondents and the amount of time estimated for an average respondent to respond: An estimated 2,000 respondents will complete this form one time, and it will take each respondent approximately 0.08 hours to complete their responses.
- 6 An estimate of the total annual burden (in hours) associated with the collection: The estimated annual public burden associated with this collection is 160 total hours, which is equal to 2,000 (total respondents) * 1 (# of response per respondent) * 0.08 hours (5 minutes).
- 7 An estimate of the total annual cost burden associated with the collection, if applicable: \$0.

Total Burden Hours

Activity	Number of Respondents	Frequency	Total Annual Responses	Time Per Response	Total Annual Burden (Hours)
Request for temporary eligibility	2,000	1 time	2,000	0.08 hours	160

If additional information is required contact: Darwin Arceo, Department Clearance Officer, United States Department of Justice, Justice Management Division, Policy and Planning Staff, Two Constitution Square, 145 N Street, NE, 4W-218, Washington, DC.

Dated: April 29, 2025.

Darwin Arceo,

Department Clearance Officer for PRA,

U.S. Department of Justice.

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