

## Investigator Quality Survey

Your Name:	Date of Interview:	Special Investigator's Name:	Individual Being Investigated:	Case Number:
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**Instructions:** Please respond to the below questions regarding your recent interview with the Bureau of Alcohol, Tobacco, Firearms and Explosives (ATF) Special Investigator (SI) identified above concerning the above-named individual being investigated. Please email this completed survey form to DOJ-ATFQualityControl@atf.gov.

1. Was your interview scheduled or were you randomly contacted without notice?  Scheduled  Randomly Contacted
2. If your interview was scheduled,
  - a. Was it conducted in-person or by telephone/virtual?  In Person  Telephone/Virtual  N/A
  - b. Who requested the interview be conducted in-person or by telephone/virtual?  You  ATF SI  N/A
3. Did the individual being investigated inform you in advance that you might be contacted as a reference for the investigation?  Yes  No
4. Did the ATF SI appear to take notes and remain attentive during the interview? (If no, please explain)  Yes  No
5. When the interview ended, did you have sufficient information to contact the ATF SI if necessary (i.e., name and e-mail address/telephone number)?  Yes  No
6. Did the ATF SI contact you after the interview? (If yes, answer 7. below before completing the Interview Ratings section. If no, continue to the Interview Ratings section.)  Yes  No
7. Provide the number of times you were contacted by the SI after the interview and the reasons for the contact(s).

## Interview Ratings

Indicate whether you agree with the following statements by checking the appropriate box.	Yes	No	If no, please explain.
8. The interview was conducted at a convenient time.			
9. The ATF SI presented a professional appearance and maintained a professional demeanor throughout the interview.			
10. The ATF SI established his/her identity and authority by presenting credentials.			
11. The ATF SI sufficiently explained the purpose of the interview.			
12. The ATF SI asked clear questions that related to the purpose of the interview.			
13. The ATF SI allowed me to respond fully to the questions.			
14. The length of the interview was sufficient to thoroughly address each topic.			
15. The ATF SI advised me that the interview results would be included in the investigative report and the individual being investigated may request and obtain a copy of the completed report through the Privacy Act of 1974.			

ATF is constantly seeking ways to improve its background investigation process. If you have any suggestions for improvement, please provide your comments below in the Additional Comments section. If you would like to discuss your suggestions or your interview experience, please provide your telephone number in the Additional Comments section and we will contact you.

Additional Comments:

## Paperwork Reduction Act

The information requested on this form is in accordance with the Paperwork Reduction Act of 1995. The information collected is used to evaluate the effectiveness, efficiency, and professionalism of ATF Special Investigators while they conduct background investigations for ATF. The information provided is voluntary. The estimated average burden associated with this collection of information is 5 minutes per respondent, depending on the individual circumstances. Comments concerning the accuracy of this burden estimate and suggestions for reducing it should be addressed to the Reports Management Officer, Resource Management Staff, Contracts and Forms Office, Bureau of Alcohol, Tobacco, Firearms and Explosives, 99 New York Ave, N.E. Washington, DC 20226.

An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number.

## Privacy Act Statement

Solicitation of this information is made pursuant to Executive Orders 13764 and 13467. This information will be used to evaluate the effectiveness, efficiency, and professionalism of ATF Special Investigators who conduct background investigations. The information provided is voluntary and your failure to respond to this solicitation will have no bearing upon the adjudication of the security matter under consideration.