

Supporting Statement for OMB 83-I Information Collection

Application for FWS Training Request

A. Justification

The following information is a new request for a training records form and data collection. The US Fish and Wildlife Service (USFWS) currently only utilizes the Office of Personnel Managements Standard Form SF-182 for Service employees to request and obtain authorization for training. The USFWS, National Conservation Training Center (NCTC) located in Shepherdstown, WV is the training information host and central system location for this request. Although NCTC trains mostly Service employees they also offer student slots for other affiliations such as other Federal, state agency, private, not-for-profit, and university. In exterior cases the OPM SF-182 form is not practical or available. The NCTC has engineered a quick and simplified effective form for all applicants that request training. This form may be used in place of the SF-182. The NCTC also accepts the DOD's Standard Training Form or other Federal Training forms in lieu of the NCTC proposed application.

The goal is to offer multiple forms in lieu of each other based on the Paperwork Reduction Act. It should not be necessary for a respondent to complete their agencies training form and the NCTC training application. The current official system only allows for NCTC to collect the OPM SF-182 and has no provisions for electronic collection. The NCTC will accept any single training request as long as each submission can identify the individual name, correspondent address and phone number, their sponsoring agency, the class and start date they wish to be nominated for, and financial payment information. The encouragement is for respondents to submit their requests electronically using the NCTC's secure Training Server application and associated interfaces.

1. Training requests have been completed on carbon forms for several years and this collection in itself is not new. The Privacy Act of 1974; Statute Title 5 U.S.C. Chapter 41; Section 5 C.F.R. part 410; and 231 FW1 Training Management Policy and Responsibilities authorizes the collection of this information. This data will be used to validate training records and meet mandatory and statistical reporting requirements to the Service Directorate, Office of Personnel Management, Human Resources, and Office of Management and Budget.
2. Electronically globally track the training data for the entire US Fish and Wildlife Service. This includes inputting data that is not generated by our system alone. Uses include generating class rosters, class transcripts, statistics, and as a budgeting tool for USFWS for projecting training requirements. This system is to be used to track attendance, mandatory requirements, tuition and amounts and invoicing for all NCTC sponsored courses, on-site at NCTC and off-site as well, to include distance learning broadcasts, Computer Based Training and correspondence courses. Data will be used by the Department of the Interior, USFWS Director and the NCTC Director to assess who is participating in training.

3. The USFWS will utilize information technology whenever available. Electronic course catalog, training application, and enrollment confirmation will be available. If the student does not have an email address or access electronically they may fax the information in to the Registrar's office. Tracking responses and submitting statistical reports will be handled electronically whenever possible.

An important note is the Service currently requires a manual carbon copy forms submission. This requires each employee to repeatedly input the same information upon every training request they make. By implementing this proposed electronic training form application, standard information relating to the incumbent won't be necessary to input and collect with each and every training submission. For example the current manual OPM SF-182 form requests the employees Service Computation or start employment date which never changes. The new proposed electronic system can maintain such data and eliminate the repetitive input requirement which in turn saves respondent burden time.

4. The NCTC accepts the currently used OPM SF-182 as an alternate application to their training form. In instances where the OPM SF-182 is not available, such as a university professor, the NCTC provides an application they may use to request enrollment in class. The OPM SF-182 was designed for internal Federal employee usage and not practical for simple training class requests. The OPM SF-182 asks for date of birth and service computation date. This individual information isn't necessary for non Service personnel.

The USFWS, NCTC is required to track and maintain complete Service personnel training records and report details such as incomplete mandatory training (aircraft, fire, motor boat safety, ethics), or training demographics grouped by rank or job series. The NCTC will collect and maintain records for all Service training whether NCTC sponsored or not. This detailed records collection isn't necessary to maintain and report for non Service personnel.

5. This form request does not impact small businesses. It is a simple form a student fills out in order to request training at the NCTC conservation training center. Completing the training application online takes only about one to three minutes.

6. Each individual collection occurs when one student requests a training slot in an NCTC sponsored classroom or a USFWS Service employee requests attendance to a non-NCTC (external) training or conference session.

The consequence if the collection is not conducted for each and every student would pose a significant burden. The NCTC would have no way to determine who would show up for class. In order to conduct a class the NCTC needs to have at least a minimum enrollment number and correspond with the students pertaining to pre-course materials, and classroom logistics such as directions from airports.

7. It is not anticipated that there will be any special circumstances that will require information collection to be conducted outside the normal requirements.

8. Attached is a copy of the Federal Register notice, which was published on June 8, 2001, that gave the public 60-days to comment on this proposed form and information collection. No comments were received in response to this Federal Register notice.

9. There is no provision to provide any payment or gift to respondents.

10. The information collected is subject to the Privacy Act. Electronic system security measures are in place.

11. The information is a collection of training records that individuals requested for upcoming classes and transcript records of classes already taken. The NCTC does not submit these training records that can identify individuals to non-need to know persons. Individuals can request their own transcripts or verify their enrollment status and supervisors can review for mandatory training completed requirements of only their staff, but all other sources are not privileged to the individual records. The privacy of individuals is followed according to the Privacy Act. Only summary reports are distributed to the Office of Personnel, Office of Human Resources, and Directorate Management such as total students trained for upper level leadership during the last twelve months.

12. The NCTC trained (1227) non Federal students last year. The frequency of response is on occasion or as training class or conference requested. The average respondent will take three (03) minutes to complete the application for a total of 61.35 hours per year.

13. There is no non-hour dollar cost to the respondents.

14. The annual burden of processing the new form, based on 3 minutes per form is:

Type of Information	Number of Respondents Annually	Number of Responses	Burden Minutes per Response	Total Burden Hours	Total Annual Non-Hour Dollar Burden
NCTC	1227	1227	03	61.35	0

15. As this is a new form, where hour burden is requested as a program change on the OMB form 83-I.

16. There are no plans for publication of the results of this information collection

17. The Service is not seeking approval to NOT display the expiration date for OMB approval.

18. There are no exceptions to the certification statement identified.

Summary Chart for Information Collection of
OMB Control Number 1018-_____ and FWS Form 3-2193

Application for FWS Training or Conference Nomination

	Application Form Number	Number of Respondents	Number of Responses	Avg Time per Response in Minutes	Total Response Time in Hours	Total Annual Hour Burden	Total Annual Non-Hour Dollar Burden
Total	NCTC	1227	1227	3	61.35	3,006.15	0

The above chart is based upon:

A total of 1227 non-Federal students successfully completed National Conservation Training Center (NCTC) sponsored training classes.

Each application (FWS Form 3-2193) takes approximately 3 minutes to complete.

The total response time in hours is calculated by the number of responses multiplied by the average minute time per response and divided by 60 to convert to hours. $((1227 * 3) / 60)$

The burden hours are multiplied by \$49.00 per hour to convert to a dollar measure of the new burden.

There are no non-hour dollar costs.