

Supporting Statement

Part A. Justification

1. Necessity of Information Collection

The Code of Federal Regulations, Title 28, Judicial Administration, Chapter I, Department of Justice, Part O, Organization of the Department of Justice, Subpart D-1, Executive Office for United States Attorneys, 28 C.F.R. § 0.22(c) states that the Executive Office for United States Attorneys “Supervise the operation of the Office of Legal Education, the Attorney General's Advocacy Institute and the Legal Education Institute, which shall develop, conduct and authorize the training of all Federal legal personnel.”

While the training was initially provided only to Federal personnel, events and the increased cooperation and collaboration with state and local law enforcement entities, has created the need to include members of these groups in some training sessions, creating a requirement for OMB approval for this information collection. This collection was previously approved under OMB number 105-0082.

Forms in this collection include OLE-01 (Office of Legal Education Nomination Form) and OLE-02 (Office of Legal Education Confirmation Form.)

2. Needs and Uses

The information collected from the Office of Legal Education Nomination/Confirmation Forms will be used to make lodging and travel arrangements for the participant, as well as emergency contact information.

3. Efforts to Minimize Burden

This information collection is currently disseminated via email and returned to the Office of Legal Education via FAX. Plans are underway to make this information collection available on the Internet, thus reducing the burden on respondents.

4. Efforts to Identify Duplication

This information collection is the only means by which to register for training provided by the Office of Legal Education, as established by 28 C.F.R. § 0.22(c).

5. Efforts to Minimize Burden on Small Business

The Office of Legal Education Nomination/Confirmation Forms are unlikely to have any impact on small businesses. The services provided are only available to Federal employees and state and local law enforcement entities.

6. Consequences of Less Frequent Collection

The Office of Legal Education Nomination/Confirmation Forms are used only once per training session to collect information in order to make lodging and travel arrangements for the participant, and to have emergency contact information available.

7. Special Circumstances Influencing Collection

- The Office of Legal Education (OLE) Nomination and Confirmation Forms are used only once per training session.
- OLE's Policy and Procedures Manual requires that we notify students that they have been accepted to a course 8 weeks before the course begins, and that those students selected must submit their confirmation form within 4 weeks after the acceptance has been sent. There are courses for which we can't provide 4 weeks between the acceptance and confirmation forms. Those are courses that we have had to implement quickly because of changing priorities that are especially urgent. For example, we have done anti-terrorism courses that cover FISA on a compressed schedule, as FISA issues were critical to the war on terrorism; we've also done TALON courses on a quicker schedule because of the urgent need to get that training in place.
- Participants are not required to submit more than one copy of any document.
- Participants are not required to retain records for more than three years.
- There is no information collection in connection with a statistical survey.
- The form does not require the use of any statistical collection.
- The Office of Legal Education Nomination Form does not include a pledge of confidentiality. However, all information on the form is collected in accordance with the Privacy Act. Any release of information will conform to the stipulations of the Privacy Act Authorization for Release of Information.
- The Office of Legal Education Nomination Form does not require the participants to submit proprietary trade secrets.

8. Reasons for Inconsistencies with the 5 CFR 1320.6

There are no inconsistencies with this regulation. Public notices will be published in the Federal Register in accordance with the Paperwork Reduction Act requirement.

9. Payment or Gift to Participants

No payment or gift will be provided to participants for completing this form.

10. Assurance of Confidentiality

All information on this form is collected in accordance with the Privacy Act. Any release of information will conform to the stipulations of the Privacy Act Authorization for Release of Information. Only those who are required to review and process the form will have access to the form.

11. Justification for Sensitive Questions

The Office of Legal Education Nomination/Confirmation Forms do not include any questions of a sensitive nature.

12. Estimate of Hour Burden

An estimated 1,070 State/Local/International Students will complete the **Office of Legal Education Nomination Form** at an hour burden of .05 hours (3 minutes) per respondent. This form is completed one time for each training session that the respondent would like to attend.

1,070 respondents X .05 hours per respondent = 53.5 burden hours.

This estimate is based on our history of collecting this information from Federal employees and a brief survey of staff members.

An estimated 1,070 respondents will complete the **Office of Legal Education Confirmation Form** at an hour burden of .05 hours (3 minutes) per respondent. This form is completed one time for each training session that the respondent would like to attend.

1,070 respondents X .05 hours per respondent = 53.5 burden hours.

This estimate is based on our history of collecting this information from Federal employees and a brief survey of staff members.

13. Estimate of Cost Burden

We estimate the cost burden to respondents to be \$0 per response. The amount of personal time required to complete these forms is negligible.

14. Estimated Annualized Cost to Federal Government

We estimate the annualized cost to the government to be \$60,000. This cost estimate is based on the cost of support staff to provide administrative processing of the training requests.

15. Reasons for Program Changes

Until recently, this training was only available to Federal employees. Now that state and local law enforcement entities are participating in the training, a new requirement for OMB clearance of these forms has been created.

16. Plans for Publication

The information collected on these forms will not be published.

17. Expiration Date Approval

We are not seeking approval not to display the expiration date for OMB approval of the information collection.

18. Exceptions to Certification Statement

There are no exceptions to Item 19 of OMB Form 83-I.

Part B. Statistical Methods

We will not be employment statistical methods in this information collection.