

**Supporting Statement B for
Paperwork Reduction Act Submission**

OMB Control Number 1018-XXXX

**ALASKA GUIDE SERVICE EVALUATION
FWS FORM 3-2349**

- 1. Describe (including a numerical estimate) the potential respondent universe and any sampling or other respondent selection method to be used. Data on the number of entities (e.g., establishments, State and local government units, households, or persons) in the universe covered by the collection and in the corresponding sample are to be provided in tabular form for the universe as a whole and for each of the strata in the proposed sample. Indicate expected response rates for the collection as a whole. If the collection had been conducted previously, include the actual response rate achieved.**

The potential respondent universe consists of all clients who undertake recreational activities on national wildlife refuges in Alaska in a given year through the service of a permitted guide. We estimate that this universe will contain an average of 660 persons per year. Each year, we will identify the universe of potential respondents through reports submitted by the guides, as required by the State guide licensing authority. We will contact all potential respondents and request that they complete the survey. Except for nonresponse issues, this is intended to be a census. Overall response rate is expected to exceed 60 percent given (1) the strong interest expected from potential responders in light of the considerable time and money they will have invested in their Alaska guided experience, and (2) planned followup procedures for initial nonrespondents. We will make a followup request 30 days after delivery of the initial survey. If there is no response, we will send a final followup request after 60 days. We will assess actual response rates each year and modify followup efforts to attain the desired level.

- 2. Describe the procedures for the collection of information including:**
 - * Statistical methodology for stratification and sample selection,**
 - * Estimation procedure,**
 - * Degree of accuracy needed for the purpose described in the justification,**
 - * Unusual problems requiring specialized sampling procedures, and**
 - * Any use of periodic (less frequent than annual) data collection cycles to reduce burden.**

At the conclusion of each guiding season, after guides submit the required reports listing clients served, the refuge manager will mail a copy of the Alaska Guide Service Evaluation form to each client. Except for nonresponse issues, this will be a census. Survey results will only be used to identify potential guide-specific problems of potential influence on future permitting. Though no data summaries are currently planned, any undertaken will be conducted on a guide-by-guide basis (each guide forms a subpopulation of interest in the universe).

- 3. Describe methods to maximize response rates and to deal with issues of non-response. The accuracy and reliability of information collected must be shown to be adequate for intended uses. For collections based on sampling, a special justification must be provided for any collection that will not yield "reliable" data that can be generalized to the universe studied.**

The evaluation consists of 10 questions requiring yes/no response or brief descriptive statements. We estimate completion time to be approximately 15 minutes. We will provide respondents with a self-addressed envelope to encourage completing and returning the evaluation. The form will also be available on the Internet in a fillable format. We will send a followup letter to those who do not respond within 30 days. We will send a second followup letter if no response has been received by 60 days of mailing the initial form. Each followup letter will include a new copy of the evaluation and a self-addressed envelope.

- 4. Describe any tests of procedures or methods to be undertaken. Testing is encouraged as an effective means of refining collections of information to minimize burden and improve utility. Tests must be approved if they call for answers to identical questions from 10 or more respondents. A proposed test or set of tests may be submitted for approval separately or in combination with the main collection of information.**

We will not conduct testing of procedures or methods.

- 5. Provide the name and telephone number of individuals consulted on statistical aspects of the design and the name of the agency unit, contractor(s), grantee(s), or other person(s) who will actually collect and/or analyze the information for the agency.**

Statistical Consulting:
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The information will be collected by the managers of the 14 national wildlife refuge field headquarters in Alaska.