

Letter for Level III, Behavior, Survey – Supervisor

Thank you for sending your employee to ATF Office of Training and Professional Development (TPD) training, [field to insert title of course]. We are committed to training excellence and providing current and effective training. Your feedback about the usefulness of TPD training to prepare your employee to perform his or her job duties is very important to us. Please take a moment to complete this short survey in order to help us to gather information about your satisfaction with your employee's experience, which should take about 12 minutes to complete. As with any survey from TPD, your participation is voluntary. Your responses and comments will be used to review the effectiveness of the training and to update courses so that they continue to meet your staff's requirements.

Please select the following link to begin the survey [field to insert ATF Survey].

Privacy Act Information

This information is provided pursuant to Public Law 93-579 (Privacy Act of 1974) December 31, 1974, relative to the collection of information from prospective students to attend the ATF Training.

1. Authority. Title 38, U.S.C., §527; Title 29, U.S.C., §711; Title 31, U.S.C., §1115, Executive Order 13540.
2. Purpose. To obtain information from Federal, State and local, military and international law enforcement personnel completing training conducted by ATF for the purpose of evaluating program effectiveness.
3. Routine Uses. Disclosure of evaluation results as collected data summaries will be provided to ATF management and training staff in order to make decisions regarding program improvement and the allocation of resources. Evaluation results will be provided to external Federal government agencies on an as needed basis. Individual personal data will be treated as law enforcement sensitive information and will be protected in accordance to Title 5, U.S.C. §552. Individual responses to survey questions will not be available upon request to the individual, to the individual's parent agency, or to any other individual or agency as the system used to collect that data does not store the information in a manner that an individual's responses can be retrieved.

Paperwork Reduction Act Notice

This request is in accordance with the Paperwork Reduction Act of 1995. The information collection is used to determine the effectiveness of training programs provided by or utilized by ATF. The estimated average burden associated with this collection is 12 minutes per respondent or recordkeeper, depending on individual circumstances.

Comments concerning the accuracy of this burden estimate and suggestions for reducing this burden should be directed to the Reports Management Officer, Document Services Branch, Bureau of Alcohol, Tobacco, Firearms and Explosives, 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.

Letter for Level III, Behavior, Survey – Employee

Thank you for your attendance to ATF Office of Training and Professional Development (TPD) training, [field to insert title of course]. We are committed to training excellence and providing current and effective training. Your feedback about the usefulness of TPD training to prepare you to perform your job duties is very important to us. Please take a moment to complete this short survey to gather information about your experience, which should take about 12 minutes to complete. As with any survey from TPD, your participation is voluntary. Your responses and comments will be used to review the effectiveness of the training and to update courses so that they continue to meet your staff's requirements.

Please select the following link to begin the survey [field to insert ATF Survey].

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