

16. Reason for Public Notice The request for collection of E's Nomination/Confirmation Forms

The Office of Legal Education has a training class that collects information in order to make lodging and travel arrangements for the participant, and to have emergency contact information available.

Part A: Justification

17. Expiration Date Approval

12. Not applicable

Special Circumstances Influencing Collection: Federal trainees will complete 28 C.F.R. § 0.22(c) states that the Executive Office for United States Attorneys

18. E's Nomination/Confirmation Forms are used only once per training session

OL E's Policy and Procedures Manual requires that it notify students that have been accepted to a course 8 weeks before the training of all Federal legal personnel

Part B: Statistical Methods

We will use 500 respondents through our respondent database. Burden hours increased

There are courses for which OLE can provide 4 weeks between the cooperative and collaboration with state, local, and tribal governments created the

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

Participants are not required to retain records for more than three years.

There is no information collection in 500 not federal with a statistical survey

The form does not require the use of any statistical collection (3 minutes)

The Office of Legal Education Nomination/Confirmation 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

2. Needs and Uses

The Office of Legal Education Nomination Form does not require the participants

Nomination/Confirmation Forms will be used to make lodging and travel

arrangements for the participant, and to have emergency contact information.

Federal employees and a brief survey of staff members.

3. Efforts to Minimize Burden

13. Reasons for Inconsistencies with the 5 C.F.R. 1320.6 There are no inconsistencies

with this regulation. Public notices have been published in the Federal Register in

accordance with the Paperwork Reduction Act requirement. No comments were

received.

44. Estimated Annual Duplication Federal Government

Payment or Gift to Participants No payment or gift will be provided. This cost

provided by the Office of Legal Education, as established by 28 C.F.R. § 0.22(c).

processing of the training requests.

510. Assurance of Confidentiality All information on this form is collected in

accordance with the Privacy Act. Any release of information will conform to the

simulations of the Privacy Act Authorization for Release of Information. Only those

state, local, and tribal government employees

who are required to review and process the form will have access to the form.

PAPERWORK CERTIFICATION

In submitting this request for OMB approval, I certify that the requirements of the Privacy Act and OMB directives have been compiled with including paperwork regulations, statistical standards for directives, and any other information policy directives promulgated under the Paperwork Reduction Act of 1995.

Paul W. Suddes Executive Officer Office of
Legal Education Executive Office for United
States Attorneys

U.S. Department of Justice
Date: November 25, 2009