

# **INFORMATION COLLECTION SUPPORTING STATEMENT**

## **TITLE**

### **NATIONAL EXPLOSIVES DETECTION CANINE TEAM PROGRAM (NEDCTP), HANDLER TRAINING ASSESSMENT SURVEY**

- 1. Explain the circumstances that make the collection of information necessary. Identify any legal or administrative requirements that necessitate the collection. Attach a copy of the appropriate section of each statute and regulation mandating or authorizing the collection of information. (Annotate the CFR parts/sections affected).***

The information obtained from the Handler Training Assessment Survey Form provides valuable feedback to staff of the TSA National Explosives Detection Canine Team Program (NEDCTP) and is used to improve course curriculum and course instruction of future courses offered to students and ensure the overall success of the NEDCTP program. The feedback is collected, analyzed, and implementation of positive program changes occur as a result of the student/handler data collected. It is necessary to collect feedback from course participants to improve and change curriculum for future canine handler attendees. This program originated in the Federal Aviation Administration (FAA) in 1972. This program is now within TSA's authority to assess threats under the Aviation and Transportation Security Act (ATSA), Section 114(f) (Pub. L. 107-71, November 19, 2002).

- 2. Indicate how, by whom, and for what purpose the information is to be used. Except for a new collection, indicate the actual use the agency has made of the information received from the current collection.***

Each TSA Canine Handler trainee is selected to attend the TSA Canine Handler Training course. As part of the course, each trainee would be required to complete the survey on a TSA-owned computer. Once the student completes the Explosives Detection Canine Handlers Course (sponsored by the NEDCTP) they will be provided access to the secure website to electronically submit numerical ratings and written comments on the quality of training they receive during the course through a secure website. This provides valuable feedback to the Chief of the NEDCTP, instructional staff and supervisors on how the training material was presented and received. Once reviewed, the feedback is used to improve the course curriculum and course of instruction.

- 3. Describe whether, and to what extent, the collection of information involves the use of automated, electronic, mechanical, or other technological collection techniques or other forms of information technology, e.g., permitting electronic submission of responses, and the basis for the decision for adopting this means of collection. Also describe any consideration of using information technology to reduce burden. [Effective 03/22/01, your response must SPECIFICALLY reference the Government Paperwork Elimination Act (GPEA), which addresses electronic filing and recordkeeping, and what you are doing to adhere to it. You must explain how you will provide a fully electronic reporting option by October 2003, or an explanation of why this is not practicable.]***

Through the use of a secure website (accessible by authorized personnel only), the NEDCTP is able to adhere to the March 2001 Government Paperwork Elimination Act (GPEA), by requiring all participants to submit their numerical ratings and written comments through the

use of the Handler Training Assessment Survey Form which is completed and submitted electronically through the website.

- 4. Describe efforts to identify duplication. Show specifically why any similar information already available cannot be used or modified for use for the purpose(s) described in Item 2 above.**

TSA is the Federal agency charged with canine training for the transportation sector and is the only Government agency offering this training. No other federal agency or private entity is authorized to train canines and handlers to perform TSA-certified explosive detection canine duties. Therefore, there is no other known application or similar technology where the NEDCTP can obtain and provide information to and from its participants. The Handler Training Assessment Survey Form exists only within the website. Both the Handler Training Assessment Survey Form and website are unique to TSA.

- 5. If the collection of information has a significant impact on a substantial number of small businesses or other small entities (Item 5 of the Paperwork Reduction Act submission form), describe the methods used to minimize burden.**

This collection does not have a significant impact on a substantial number of small businesses.

- 6. Describe the consequence to Federal program or policy activities if the collection is not conducted or is conducted less frequently, as well as any technical or legal obstacles to reducing burden.**

This information is collected from students who graduate from the NEDCTP canine handler course to provide constructive feedback to update, improve, and tailor the training curriculum and instructor interaction for maximum efficiency and operational requirements. If this collection were not conducted, TSA's ability to improve and update the curriculum would be hindered.

- 7. Explain any special circumstances that require the collection to be conducted in a manner inconsistent with the general information collection guidelines in 5 CFR 1320.5(d)(2).**

This collection will be conducted consistent with the general information guidelines.

- 8. Describe efforts to consult persons outside the agency to obtain their views on the availability of data, frequency of collection, the clarity of instructions and recordkeeping, disclosure, or reporting format (if any), and on the data elements to be recorded, disclosed, or reported. If applicable, provide a copy and identify the date and page number of publication in the Federal Register of the agency's notice, required by 5 CFR 1320.8(d) soliciting comments on the information collection prior to submission to OMB. Summarize public comments received in response to that notice and describe actions taken by the agency in response to these comments. Specifically address comments received on cost and hour burden.**

TSA has published a Federal Register 60 day renewal notice on October 27, 2009, 74 FR 55248, and a 30 day renewal notice on January 28, 2010 75 FR 4578, soliciting comments of the information collected for the website's application. TSA received no comments from the 60 day or 30 day notice.

- 9. Explain any decision to provide any payment or gift to respondents, other than remuneration of contractors or grantees.**

TSA does not provide any payment or gift to respondents.

- 10. Describe any assurance of confidentiality provided to respondents and the basis for the assurance in statute, regulation, or agency policy.**

Only TSA employees with proper security credentials, passwords, and a need to know will have access to this information.

Specific privacy safeguards can be categorized by the following means:

1. Technical limitations on, and tracking of, data access and use;
2. Use of secure telecommunications techniques; and
3. Limitation of physical access to system databases and workstations.

- 11. Provide additional justification for any questions of sensitive nature, such as sexual behavior and attitudes, religious beliefs, and other matters that are commonly considered private.**

TSA does not ask any questions of a sensitive or private nature.

- 12. Provide estimates of hour burden of the collection of information.**

<b>Population</b>	<b>Hours</b>
180 Students	1
<b>Total Burden</b>	<b>180 hours</b>

One hour per participant, 180 hours per calendar year (based on average of 180 students per calendar year)

**13. Provide an estimate of the total annual cost burden to respondents or recordkeepers resulting from the collection of information.**

There is no cost to the participant.

**14. Provide estimates of annualized cost to the Federal Government. Also, provide a description of the method used to estimate cost, and other expenses that would not have been incurred without this collection of information.**

The Handler Training Assessment Survey Form is one part of the website and therefore does not have an individual annual estimated cost.

**15. Explain the reasons for any program changes or adjustments reported in Items 13 or 14 of the OMB Form 83-I.**

The changes to the number of respondents, is based on historical data from the last three years of this collection. This is due to more individuals taking the training course.

**16. For collections of information whose results will be published, outline plans for tabulation and publication. Address any complex analytical techniques that will be used. Provide the time schedule for the entire project, including beginning and ending dates of the collection of information, completion of report, publication dates, and other actions.**

TSA will not publish results of this collection.

**17. If seeking approval to not display the expiration date for OMB approval of the information collection, explain the reasons that display would be inappropriate.**

TSA is not seeking such approval.

**18. Explain each exception to the certification statement identified in Item 19, "Certification for Paperwork Reduction Act Submissions," of OMB Form 83-I.**

TSA is not seeking any exceptions to the certification statement.