

INFORMATION COLLECTION SUPPORTING STATEMENT

FLIGHT CREW SELF DEFENSE TRAINING--REGISTRATION AND EVALUATION

- 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).**

Section 603 of Vision 100—Century of Aviation Reauthorization Act (Pub.L. 108-176, 117 Stat. 2490, 2563, Dec. 12, 2003) requires TSA to develop and provide a voluntary advanced self defense training program for flight and cabin crew members of U.S. air carriers providing scheduled passenger air transportation. This program, called the Crew Member Self Defense Training (CMSDT) Program, uses local community colleges to facilitate the provision of self defense training to flight and cabin crew members. In the course of the program, TSA collects: (1) identifying information from trainees; and (2) feedback from those who have completed the course. For item (1), TSA collects the following information at the time of registration: name of the crew member, airline affiliation, crew member airline ID Number, contact information (mailing address, last four digits of the crew member's social security number, telephone number and/or email address), and name, city, and state of the community college where the course will be taken. On attending class, crew members are asked to show one additional ID to verify their identity to registration records.

For item (2), trainees are asked to complete a voluntary TSA training evaluation form. Trainees are not required to identify themselves on the evaluation form. The collection of this information is necessary for TSA to manage and administer the CMSDT program and to allow for efficient use of the funding allocated to the program. The information allows TSA to determine if a specific local community college is meeting the demands of the trainees. Ensuring that the training provided is of a high quality is critical because the enrollment by crew members is completely voluntary. The goal of the program is to offer this training in a convenient manner to encourage maximum participation. This training adds another critical layer in aviation security.

- 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.**

The information collected is used by TSA to determine the progress of the program at various community colleges. TSA is interested in evaluating participation rates by airlines and labor categories (i.e., pilots, navigators, flight attendants) to determine the breadth of the program's effect, as well as to assist TSA in targeting crew members who have not yet participated. The contact information collected may be used by TSA to inform crew members of any changes in the program, new material that is available, or any TSA website that may be developed to provide more information.

The feedback on training that TSA receives will be used for program management purposes. Specifically, TSA needs trainee feedback to ensure that high-quality training is being delivered at the various locations around the country. TSA is also interested in using such feedback to improve the training curriculum and overall administration of the program.

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.]

(1) Registration Information: TSA collects registration information electronically, through [www.tsa.gov/cmsdt] when crew members register for CMSDT, in advance of the class itself; TSA asks crew members to verify their identity, in person, when arriving at class. Crew members attending class need only verify the online registration because the lecture portion of the class is likely to be held in a classroom of a community college that does not have computers available for student use. Further, because this is a self defense course, the hands-on portion will be held in classrooms or other facilities that are specifically designed for physical activity, such as gymnasiums. Course Evaluation Form: At the end of the class, TSA will distribute a course evaluation form to all trainees and ask them to complete it before leaving. TSA is requesting feedback at this time because it will encourage a high response rate. As explained above, because this collection will occur in a facility that is not likely to have computers available for student use, TSA believes it is not logistically feasible to offer an electronic method for evaluating the self defense training.

Consistent with the requirements of the GPEA, TSA will continue to look for opportunities to reduce the burden by using electronic collection, transmission, and storage of data.

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.

As the information that would be collected relates to CMSDT program enrollment and feedback, this data is not available elsewhere.

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.

The proposed collection of information does not have a significant impact on a substantial number of small businesses or other small entities.

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.

If the information is not collected, the TSA would not be able to determine the number and location of crew members volunteering for the self defense training, the airline participation rates, or the labor category participation rates. It would hinder TSA's ability to realign the resources to where the demand by the crew members is the most, and thereby make it difficult to administer the program effectively and make the most efficient use of the funding. It would also hinder TSA's ability to obtain feedback from trainees to identify areas of improvement needed in the training curriculum and program administration.

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).

The collection will be conducted in a manner consistent with the general information collection 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.**

At the inception of the program stakeholders were advised on the nature of the information that will be collected by TSA for this program in several meetings held between TSA, airline representatives, and unions representing pilots and flight attendants. TSA will continue to reach out for stakeholder input.

As required by 5 CFR 1320.8(d), TSA published 60-day notice on May 12, 2011, (76 FR 27656) and a 30-day notice on October 19, 2011, (76 FR 64960). TSA received no comments.

- 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 gifts to respondent.

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

TSA published a SORN on December 10, 2004, (68 FR 71828-71837), and a Privacy act Assessment was developed on February 6, 2008, to communicate the agency privacy act policy for this collection.

- 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.**

No questions of a sensitive nature will be asked during the course of this program.

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

TSA plans to graduate at least 2,000 crew members during each year of the program, unless the demand from crew members reaches a point where TSA elects to expand the program.

Each crew member completes a registration form either on-line or via telephone, and once attending a class will have to sign in at the beginning of the course instruction. At the end of the course, each participant is asked to complete the voluntary TSA Level-1 Evaluation Form. Altogether this will amount to 4,000 total responses.

TSA estimates, at most, the registration and sign-in process will require 5 minutes per crew member. when . This would amount to 2,000 crew members times 5 minutes equals 10,000 minutes or 167hours (2,000 mbrs X 5 min = 10,000 min [167 hrs]).

We estimate about 10 minutes per crew member to complete the TSA Level 1 Evaluation Form, for a total of 20,000 minutes or 333 hours for all 2,000 crew members (2,000 mbrs X 10 min = 20,000 min [333 hrs]).

We therefore estimate the total annual hours requested to be 500 hours (167+333 = 500 hrs).

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

There is no cost imposed on the respondents as a result of this information collection. Community colleges will not charge any fees related to the CMSDT program.

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.

TSA estimates the total annual cost to the government is \$12,500. TSA has contracted with the AACC to serve as our agent and liaison with the local community colleges that will be conducting the self defense training. AACC will collect the information described in this application and provide it to TSA. AACC has provided the following breakdown of the costs to the government for these services:

- Contractor Personnel: \$11,250.00 (including salary and benefits and assuming monitoring approximately 100 classes, collecting and reviewing data, and preparing reports)
- Equipment: \$2,500.00 (computer and file space rented during the period of the contract)
- Supplies/Facility: \$1,500 (copying, file folders, and mail supplies)
- Information Technology: \$1,000.00

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

Since the previous ICR submission, TSA has added an online registration process, but the number of crew members registering for the training has decrease since the previous submission. in advance to attend the training. Therefore the burden hours has decrease by 250 hours per year.

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.

There will be no publication of the results of this collection of information.

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 exception to the certification statement in Item 19.

