

OMB No. 1140-0095 (xx/xx/xxxx)

**Bureau of Alcohol, Tobacco, Firearms and Explosives
Office of Human Resources and Professional Development
Instructor-Led Training Validation Survey
(Supervisor Survey for ATF In-Person Training)**

Letter for Level III, Behavior, Survey – Supervisor

Thank you for sending your employee to ATF Office of Human Resources and Professional Development (HRPD) training, [field to insert title of course]. HRPD is committed to excellence while providing current and effective training. Your feedback about the usefulness of HRPD training to prepare your employee to perform his or her job duties is very important to us. Please provide us with information about your satisfaction with your employee's experience by completing this survey, which will take about **10 minutes** to complete.

As with any survey from HRPD, 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 10 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.

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Navigation

The Next button below will advance you to additional pages in the survey. Please be sure of your responses before you select Next, as the survey program will save your responses to the database and you will not be able to go back and change your answers. This brief survey should take you approximately 10 minutes to complete. However, if you run short of time, the Save button will allow you to save your survey responses at any point in the survey and return later to complete it. After you select Save, you will be provided with a link that will return you to the survey. Be sure to either write down the link or cut and paste it into a Word document for your use later. At the end of the survey, you will be asked to select the Submit button at the bottom of the screen in order to complete the survey and exit.

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Instructions: Please rate each item by selecting the option that best reflects your response.

Background

Using the rating scale from 5 to 1, with 5 being "At Great Length" and 1 being "Not At All," please respond to following:

		At Great Length				Not At All
1.	I discussed the purpose of the training with the trainee before the course to the following degree:	5	4	3	2	1
		<input type="radio"/>				
2.	Before the training, I shared my expectations with the trainee regarding how the trainee will use what was learned in class on the job to the following degree:	5	4	3	2	1
		<input type="radio"/>				

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Office of Human Resources and Professional Development
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Relevance

Using the rating scale from 5 to 1, with 5 being "Completely" and 1 being "Not At All," please respond to following:

		Completely				Not At All
3.	The extent that the trainee was knowledgeable about the course content prior to attending was:	5	4	3	2	1
		<input type="radio"/>				
4.	The extent that the course prepared the trainee to apply the knowledge and skills learned after returning to the job was:	5	4	3	2	1
		<input type="radio"/>				

Bureau of Alcohol, Tobacco, Firearms and Explosives
Office of Human Resources and Professional Development
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Relevance (Continued)

Using the rating scale from 5 to 1, with 5 being "Strongly Agree" and 1 being "Strongly Disagree," please respond to following:

	Strongly Agree	4	3	2	Strongly Disagree	Not Applicable
5. What the trainee learned during training was accurate and consistent with job requirements.	5	4	3	2	1	0
	<input type="radio"/>					
6. The information covered in the course was valuable and relevant to the trainee's job.	5	4	3	2	1	0
	<input type="radio"/>					

Bureau of Alcohol, Tobacco, Firearms and Explosives
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Relevance (Continued)

		Yes		I Don't Know		No	
7.	Yes, no, or I don't know: Job aids or reference materials were provided during training. [Not included in the online survey: If "Yes," proceed to the next item, # 8; if "No" or "I Don't Know," proceed to Item # 10.]	<input type="radio"/>					

Bureau of Alcohol, Tobacco, Firearms and Explosives
Office of Human Resources and Professional Development
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Relevance (Continued)

Using the rating scale from 5 to 1, with 5 being "Strongly Agree" and 1 being "Strongly Disagree," please respond to following:

	Strongly Agree				Strongly Disagree	Never Seen Job Aids or Reference Materials Used
	5	4	3	2	1	0
8. The job aids or reference materials provided to the trainee during training have been valuable and relevant to the job.	<input type="radio"/>					
9. If you have never seen the job aids or reference materials used or if you responded to the statement with a "1" or "2," please explain:						

Bureau of Alcohol, Tobacco, Firearms and Explosives
Office of Human Resources and Professional Development
Instructor-Led Training Validation Survey
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Opportunity

Training sometimes focuses on preparing for events we hope never to experience, but for which we must be prepared, such as, emergency evacuation procedures, use of deadly force, and first aid. If the training attended was for such events AND the trainee has not had to apply the knowledge and skills in a real situation, then please select "Not Applicable." Using the rating scale from 5 to 1, with 5 being "Often" and 1 being "Never," please respond to following:

	Often				Never	Not Applicable
	5	4	3	2	1	0
10. The trainee has received opportunities to apply the knowledge and skills learned in training.	<input type="radio"/>					

11. If you responded with a "1" or "2," please explain:

Bureau of Alcohol, Tobacco, Firearms and Explosives
Office of Human Resources and Professional Development
Instructor-Led Training Validation Survey
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Obstacles

Using the rating scale from 5 to 1, with 5 being "Never a Problem" and 1 being "Always a Problem," please respond to following:

12. Since taking the training, the following, if any, have prevented the trainee from applying the knowledge and skills on the job:

	Never a Problem				Always a Problem	Not Applicable
Equipment not available	5	4	3	2	1	0
	<input type="radio"/>					
Lack of funding or personnel	5	4	3	2	1	0
	<input type="radio"/>					
Different techniques followed in the field/office	5	4	3	2	1	0
	<input type="radio"/>					
Different policies and procedures required	5	4	3	2	1	0
	<input type="radio"/>					
Lack of management support	5	4	3	2	1	0
	<input type="radio"/>					

Other:

13. If you selected "Other," please specify:

Bureau of Alcohol, Tobacco, Firearms and Explosives
Office of Human Resources and Professional Development
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Results

Using the rating scale from 5 to 1, with 5 being "Strongly Agree" and 1 being "Strongly Disagree," please respond to following:

	Strongly Agree	4	3	2	Strongly Disagree	Not Applicable
14. The trainee seemed confident in his or her abilities to apply the knowledge and skills learned successfully on the job.	5	4	3	2	1	0
	<input type="radio"/>					

15. Comments:

16. The trainee was able to increase his or her mission or job effectiveness on the job as a result of the training.	5	4	3	2	1	0
	<input type="radio"/>					

17. Please provide some details, regardless of response:

18. The trainee promoted new systems, practices, or policies and procedures as a result of the training (e.g., safety procedures, human resource management, mission implementation, etc.).	5	4	3	2	1	0
	<input type="radio"/>					

19. Please provide some details:

Bureau of Alcohol, Tobacco, Firearms and Explosives
Office of Human Resources and Professional Development
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Support

Using the rating scale from 5 to 1, with 5 being "Almost Always True" and 1 being "Almost Never True," please respond to following:

		Almost Always True				Almost Never True	Not Applicable
20.	I encouraged the trainee to use the new knowledge and/or skills.	5	4	3	2	1	0
		<input type="radio"/>	<input type="radio"/>				
21.	I acted as a coach or assigned a mentor to help the trainee apply the skills.	5	4	3	2	1	0
		<input type="radio"/>	<input type="radio"/>				
22.	I gave the trainee positive feedback when he or she successfully used the skills learned in the training on the job.	5	4	3	2	1	0
		<input type="radio"/>	<input type="radio"/>				

Bureau of Alcohol, Tobacco, Firearms and Explosives
Office of Human Resources and Professional Development
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Overall Opinion

Using the rating scale from 5 to 1, with 5 being the highest and 1 being the lowest, please respond to following:

23.	I am likely to recommend future ATF-sponsored courses to my employees.	5	4	3	2	1
		<input type="radio"/>				

24.	Overall, my level of satisfaction with the training is the following:	5	4	3	2	1
		<input type="radio"/>				

25. Please state additional comments or recommendations you have regarding this course:

Again, we appreciate the time you take to provide us with this feedback that will be used to improve the course.

Thank you for your participation!

Office of Human Resources and Professional Development