

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

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

Letter for Level III, Behavior, Survey – Employee

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

As with any survey from ATF, your participation is voluntary. Your responses and comments will be reviewed to determine the effectiveness of the training and to update courses so that they continue to meet your needs.

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

- | | | | | | | |
|-------|--|-----------------------------|-----------------------|-----------------------|-----------------------|--------------------------|
| 1. | The number of years of experience I have in my position. | None to less
than a year | 1 – 2 Years | 3 – 4
Years | 5 – 10
Years | More
than 10
Years |
| | | ☐ | ☐ | ☐ | ☐ | ☐ |
| <hr/> | | | | | | |
| 2. | The number of years of experience I have working in the
topical area. | None to less
than a year | 1 – 2 Years | 3 – 4
Years | 5 – 10
Years | More
than 10
Years |
| | | ☐ | ☐ | ☐ | ☐ | ☐ |

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Background (Continued)

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
3. My supervisor and I discussed this course's purpose prior to my taking the training to the following degree:	5	4	3	2	1
	☐	☐	☐	☐	☐
4. Before the training, my supervisor shared his or her expectations regarding how I will use what I learned in class on the job to the following degree:	5	4	3	2	1
	☐	☐	☐	☐	☐

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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
5. The extent of my knowledge about the course content prior to attending was:	5	4	3	2	1
	☐	☐	☐	☐	☐
6. The extent to which the course prepared me to apply the knowledge and skills learned after I returned to the job was:	5	4	3	2	1
	☐	☐	☐	☐	☐

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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	Not Applicable
		5	4	3	2	1	0
7.	The information I received in training was accurate and consistent with information received on the job.	☐	☐	☐	☐	☐	☐
8.	The information covered in the course was valuable and relevant to my job.	☐	☐	☐	☐	☐	☐

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Relevance (Continued)

		Yes	No
9.	Yes or no: Job aids or reference materials were provided during training. [Not included in the online survey: If "Yes," proceed to the next item, # 10; if "No," proceed to Item # 12.]	☐	☐

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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 Used Job Aids or Reference Materials
		5	4	3	2	1	0
10.	The job aids or reference materials provided during training have been valuable and relevant to the job.	☐	☐	☐	☐	☐	☐
11.	If the job aids or reference materials were never used or if you responded to the statement with a "1" or "2," please explain:						

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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 you have 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
12. I have received opportunities to apply the knowledge and skills learned in training.	☐	☐	☐	☐	☐	☐
13. If you responded with a "1" or "2," please explain:						

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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:

14. Since taking the training, the following, if any, have prevented me from applying the knowledge and skills in my job:

	Never a Problem				Always a Problem	Not Applicable
Equipment not available	5	4	3	2	1	0
	☐	☐	☐	☐	☐	☐
Lack of funding or personnel	5	4	3	2	1	0
	☐	☐	☐	☐	☐	☐
Different techniques followed in the field/office	5	4	3	2	1	0
	☐	☐	☐	☐	☐	☐
Different policies and procedures required	5	4	3	2	1	0
	☐	☐	☐	☐	☐	☐
Lack of management support	5	4	3	2	1	0
	☐	☐	☐	☐	☐	☐
Other	5	4	3	2	1	0
	☐	☐	☐	☐	☐	☐

15. If you selected "Other," please specify: _____

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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				Strongly Disagree	Not Applicable
16. I feel confident in my abilities to apply the knowledge and skills I learned successfully on the job.	5	4	3	2	1	0
	☐	☐	☐	☐	☐	☐
17. Comments:						
18. I was able to increase my mission or job effectiveness on the job as a result of the training.	5	4	3	2	1	0
	☐	☐	☐	☐	☐	☐
19. Please provide some details, regardless of response:						
20. I have promoted new systems, practices, policies, or procedures as a result of what I learned from the training (e.g., safety procedures, human resource management, mission implementation, etc.).	5	4	3	2	1	0
	☐	☐	☐	☐	☐	☐
21. Please provide some details:						

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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
		5	4	3	2	1	0
22.	My supervisor encourages me to use the new knowledge and/or skills.	☐	☐	☐	☐	☐	☐
23.	My supervisor acts as a coach or has assigned a mentor to help me apply the skills.	☐	☐	☐	☐	☐	☐
24.	My supervisor gives me positive feedback when I successfully use the skills learned in the training on the job.	☐	☐	☐	☐	☐	☐

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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:

25. I am likely to attend future ATF-sponsored courses.	5	4	3	2	1
	☐	☐	☐	☐	☐

26. Overall, my level of satisfaction with the training is the following:	5	4	3	2	1
	☐	☐	☐	☐	☐

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

Thank you for taking the time to provide us with this feedback, which we will use to improve the course.

We appreciate your participation!

Office of Human Resources and Professional Development