

INFORMATION COLLECTION SUPPORTING STATEMENT

TITLE

FEDERAL AIR MARSHALL SERVICE (FAMS) CANINE TRAINING AND EVALUATION SECTION (CTES), CANINE 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 Canine Training Assessment Survey provides valuable feedback to staff of the TSA Federal Air Marshall Service (FAMS) Canine Training and Evaluation Section (CTES) and is used to improve course curriculum and course instruction of future courses offered to students and ensure the overall success of the program. The feedback is collected and analyzed; 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 attendees. This program originated in the Federal Aviation Administration (FAA) in 1972 and, along with other programs, was transferred to TSA pursuant to the Aviation and Transportation Security Act (ATSA), (Pub. L. 107-71; November 19, 2001).

- 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.***

Students who graduate from the Explosives Detection Canine Handlers Course, Passenger Screening Handlers Course (sponsored by the CTES), and Supervisor/Trainer Seminar may 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 CTES, 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.]***

The FAMS CTES complies with the Government Paperwork Elimination Act (GPEA) by requiring all participants who choose to submit comments to submit numerical ratings and written comments through the use of the assessment survey, which is completed and submitted electronically through secure website (<https://K9.tsa.dhs.gov>) that is accessible

only by authorized personnel. During system outages and upgrades a paper version of the survey may be utilized as a backup.

- 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.**

Obtaining information from attendees, for the sole purpose of improving course curriculums, is the goal of the collection. The survey provides a direct and efficient way to collect feedback. This information is not available through any other source.

- 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 FAMS CTES Explosives Detection Canine Handlers Course, Passenger Screening Canine Handlers Course, and Supervisor/Trainer Seminars, to provide constructive feedback about their experience. Each graduate has the opportunity to provide as much or as little feedback as they feel necessary. This information enables TSA to update, improve, and tailor the training, curriculum, and instructor interaction for maximum efficiency. Training development personnel compile the collected data into quarterly assessments of the overall quality of the training environment. If this collection were not conducted, TSA, National Explosives Detection Canine Team Program (NEDCTP), and CTES would be limited in improving and updating the course curriculum.

- 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 published a 60-day notice for public comment in the Federal Register on December 13, 2012, as well as a 30-day notice on March 27, 2013. TSA received no comments in reply to these notices.

- 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.**

TSA does not provide an assurance of confidentiality. However, TSA has security protocols in place to ensure data security and integrity. The process works as follows: The student selects the send button upon completion of the survey on the NEDCTP web site. At that time the information can only be viewed by web control personnel and CTES Training Development staff. The assessment surveys are then reviewed as needed by the training development staff for the purpose of analysis. They are stored indefinitely in the data base of the NEDCTP secure web site.

Specific privacy safeguards can be categorized as follows:

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.

One hour per participant, 180 hours per calendar year (based on average of 180 students per calendar year). The calculations are detailed in Table 1.

Table 1

Number of Respondents Annually	Hour Burden per Response	Total Annual Hour Burden
180	1 Hour	180 Hours

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 annualized cost to the Federal Government is estimated to be \$8,751.60. This estimate, calculated using loaded hourly rates, is based on survey review by four Federal employees. The calculations are detailed in Table 2.

Table 2

Position and TSA Pay Band	Loaded Hourly Rate	Minutes to Review	Number of Reviewers	Number of Reviews Annually	Annual Cost to Review
Supervisory Agent in Charge - K	\$93.04	10	1	180	\$2,791.20
Supervisor - J	\$53.14	10	2	180	\$3,188.40
Training Development - I	\$46.20	10	2	180	\$2,772.00
Total Government Cost of Review					\$8,751.60

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

There are no changes to the information being collected and there is no change to burden associated with this collection..

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.