

Memorandum

To: Supervisors of Fiscal Year 16 Course Participants

From: Chief, National Technical Training Program

Subject: National Technical Training Program Course Effectiveness Evaluation

The attached follow-up evaluation was prepared by the Office of Surface Mining Reclamation and Enforcement's (OSM's) National Technical Training Program. The National Technical Training Program requests that you complete the evaluation form on or before [DATE]. **The survey should take no more than 10 minutes to complete.**

The National Technical Training Program conducts follow-up evaluations to compile information to improve the effectiveness of technical training courses and to determine your perception of the effectiveness of courses on your staff members' job performance. The National Technical Training Program sends after a course to all supervisors whose staff member(s) took courses.

Our records indicate that your staff member(s) took the Enforcement Tools and Applications Course on [DATE], in Louisville, Kentucky. A description of the course is attached.

Please click on the link and follow the directions to fill out the evaluation and submit. If you have questions about the evaluation, please contact Ann M. Walker on (202) 208-2824.

Thank you for your assistance.