Request for a New Collection under the "Generic Clearance for the Collection of Qualitative Feedback on Agency Services Delivery"
(OMB Control Number: 1103-0117)

TITLE OF INFORMATION COLLECTION: National Data Exchange (N-DEx) Distance Learning Registration

PURPOSE:

- To collect basic registration information from authorized federal, state, local, and tribal criminal justice practitioners interested in attending one or more web-based N-DEx System Distance Learning sessions.

DESCRIPTION OF RESPONDENTS:

Federal, state, local, and tribal criminal justice practitioners who are current N-DEx System users or who are authorized to obtain an N-DEx System account. The registration form serves the purpose of allowing a registrant to specify interest in a specific time/date while providing the N-DEx Program Office sufficient information about the registrant to confirm their authorized attendance in the class. The N-DEx System is an unclassified national information sharing system, which enables criminal justice agencies to search, link, analyze, and share federal, state, local, and tribal records. As such, all N-DEx System use is restricted to criminal justice agencies and agencies performing the administration of justice.

TYPE OF COLLECTION: (Check one)

[ ] Customer Comment Card/Complaint Form   **[ ]** Customer Satisfaction Survey
[ ] Usability Testing (e.g., Website or Software   [ ] Small Discussion Group
[ ] Focus Group   **X Other: Registration form**

CERTIFICATION:

I certify the following to be true:
1. The collection is voluntary.
2. The collection is low-burden for respondents and low-cost for the Federal Government.
3. The collection is non-controversial and does <u>not</u> raise issues of concern to other federal agencies.
4. The results are <u>not</u> intended to be disseminated to the public.
5. Information gathered will not be used for the purpose of <u>substantially</u> informing <u>influential</u> policy decisions.
6. The collection is targeted to the solicitation of opinions from respondents who have experience with the program or may have experience with the program in the future.

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To assist review, please provide answers to the following question:

Personally Identifiable Information:
1. Is personally identifiable information (PII) collected? **X Yes**   No
2. If Yes, will any information that is collected be included in records that are subject to the Privacy Act of 1974? **X Yes**   No
3. If Yes, has an up-to-date System of Records Notice (SORN) been published? **X Yes**   No

Gifts or Payments:
Is an incentive (e.g., money or reimbursement of expenses, token of appreciation) provided to participants? [ ] Yes **X No**

BURDEN HOURS (Annually)

Category of Respondent	No. of Respondents	Participation Time	Burden
State, local, or tribal governments	2,000	3 minutes	100 (hrs)
Federal Government	2,000	3 minutes	100 (hrs)
Totals	**4,000**	3 minutes	**200 (hrs)**

FEDERAL COST: The estimated annual cost to the Federal government is: $0

If you are conducting a focus group, survey, or plan to employ statistical methods, please provide answers to the following questions:

The selection of your targeted respondents
1. Do you have a customer list or something similar that defines the universe of potential respondents and do you have a sampling plan for selecting from this universe?

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X Yes [ ] No
</div>

If the answer is yes, please provide a description of both below (or attach the sampling plan)? If the answer is no, please provide a description of how you plan to identify your potential group of respondents and how you will select them?

> The respondent universe for the *National Data Exchange (N-DEx) Distance Learning Registration Form* comprises two populations. The first population is the approximately 85,000 federal, state, local, and tribal criminal justice personnel who are authorized, registered, enabled users of the N-DEx System. They will be invited to register for future classes via email solicitations, marketing materials, and similar outreach initiatives. The second population consists of authorized criminal justice practitioners who are eligible for an N-DEx System account and have an interest in learning about using the system in the future. Invitations to future classes will be conducted in a manner similar to current system users. The burden estimates are based on annual anticipated course offerings and associated attendee volume per course. All invitations, regardless of medium, include an online link to the registration form.

Administration of the Instrument

1. How will you collect the information? (Check all that apply)

    X Web-based or other forms of Social Media

    [ ] Telephone

    [ ] In-person

    [ ] Mail

    [ ] Other, Explain

2. Will interviewers or facilitators be used? [ ] Yes **X No**

Submit all instruments, instructions, and scripts with the request.

The instrument will be hosted online, via a SurveyMonkey account purchased by the N-DEx Program Office. A draft copy of the instrument is attached to the application package.