

## Narrative of Changes

*The purpose of the Narrative of Changes is to clearly indicate changes to a collection since the previous approval.*

**Collection Title:** FEMA/EMI Independent Study Course Enrollment and Test Answer Sheet

**OMB Control No.:** 1660-0046

**Current Expiration Date:** March 31, 2017

**Collection Instrument:** FEMA Form 064-0-9

There has been a few minor changes to the collection form:

- This form previously collected SSN’s; however, it no longer collects this data. Instead, the form now collects Student ID Numbers (SID). The SID is a number that is randomly generated for each participant taking courses at the Emergency Management Institute (EMI). EMI tracks student completions using this number; this number has no real-world applicability outside of EMI IT systems.
- The form collects the users last name. In the previous version of the form, it would simply ask for “Last Name”. It now reads “\* Last Name (Use the last name that you used when signing up for your SID):”

For changes see the Forms Revision Chart for FEMA Form 064-0-9 uploaded in ROCIS.

The following are the changes to the collection Supporting Statement:

Question 8a – Updated to reflect FRN publication information.

Question 10 – Updated to reflect current privacy information.

Question 12 – Updated to reflect the decrease in burden hours. See table below.

Question 14 – Costs to the Federal Government updated.

Estimated Annualized Burden Hours and Costs								
Type of Respondent	Form Name / Form Number	No. of Respondents	No. of Responses per Respondent	Total No. of Responses	Avg. Burden per Response (in hours)	Total Annual Burden (in hours)	Avg. Hourly Wage Rate	Total Annual Respondent Cost
State, local or Tribal Government ; Business or other for-profit; Not-for-profit institutions; Individuals or households; farms	FEMA/EMI Independent Study Course Enrollment and Test Answer Sheet / FEMA Form 064-0-9 (Electronic)	689,980	3	2,069,940	0.5 (30 minutes)	1,034,970	\$24.36	\$25,211,869

- Note: The “Avg. Hourly Wage Rate” for each respondent includes a 1.4 multiplier to reflect a fully-loaded wage rate.

Question 15 – See explanation below.

Itemized Changes in Annual Burden Hours						
Data collection Activity/Instrument	Program Change (hours currently on OMB Inventory)	Program Change (New)	Difference	Adjustment (hours currently on OMB Inventory)	Adjustment (New)	Difference
FEMA/EMI Independent Study Course Enrollment and Test Answer Sheet / FEMA Form 064-0-9 (Electronic)	0	0	0	4,297,492	1,034,970	-3,262,522

***Explain:***

The previous OMB submission for this form (2013) was incorrectly calculated. The correct calculation is shown above in question 12.

Because the last OMB package was incorrectly calculated, there is a decrease in the burden estimate for this collection of -3,262,522 burden hours.