**Narrative of Changes**

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

Collection Title: National Fire Academy Long-Term Evaluation Form for Supervisors and National Fire Academy Long-Term Evaluation Form for Students/Trainees

OMB Control No.: 1660-0039

Current Expiration Date: March 31, 2018

Collection Instruments: FEMA Form 078-0-2; FEMA Form 078-0-2A

The following are the changes to the collection:

FEMA forms have been changed: There have been some changes to FEMA Form 078-0-2A and FEMA Form 078-0-2. One question was added to each form to better reflect and measure the NFA’s progress toward the USFA’s goals. Two questions were removed from the student/trainee form that are no longer relevant to NFA’s data collection.

Supporting Statement:

Question 8a – Updated to reflect FRN publication information.

Question 10 – Updated to reflect current privacy information.

Question 12 – Number of forms respondents is unchanged. See Question 15 for explanation.

Question 14 – Costs to the Federal Government updated.

Question 15 – Burden hour is unchanged.

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Estimated Annualized Burden Hours and Costs | | | | | | | | |
| **Type of Respondent** | **Form Name / Form Number** | **No. of Respon-dents** | **No. of Respon-ses per Respon-dent** | **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 | NFA Long Term Evaluation for Students FEMA Form 078-0-2A | 1,500 | 1 | 1,500 | 10.2 minutes  (0.17) | 255 | $35.46 | $9,042.30 |
| State, Local or Tribal Government | NFA Long Term Evaluation for Supervisors/ FEMA Form 078-0-2 | 1,500 | 1 | 1,500 | 6 minutes  (0.10) | 150 | $54.08 | $8,112.00 |
| **Total** |  | **3,000** |  | **3,000** |  | **405** |  | **$17,154.30** |

Note: The “Avg. Hourly Wage Rate” for each respondent includes a 1.46 multiplier to reflect a fully-loaded wage rate.

Question 15

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **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** |
| NFA Long Term Evaluation Students / Trainees / FEMA Form 078-0-2A |  |  |  | 255 | 255 | 0 |
| NFA Long Term Evaluation Supervisors / FEMA Form 078-0-2 |  |  |  | 150 | 150 | 0 |
| **Total(s)** |  |  |  | **405** | **405** | **0** |

***Explain:***

There are no changes to the annual hour burden previously reported and there has been no change to the information being collected. However, there have been some changes to FEMA Form 078-0-2A and FEMA Form 078-0-2. One question was added to each form to better reflect and measure the NFA’s progress toward the USFA’s goals. Two questions were removed from the student/trainee form that are no longer relevant to NFA’s data collection.