

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.

PAPERWORK REDUCTION ACT STATEMENT: This information collection is voluntary and will be used to improve the effectiveness of technical training courses and to determine the respondents' perceived effectiveness of the training courses. Future technical training courses may be modified as needed in response to the comments received. Individual respondents will not be identified, but their responses will be used for statistical purposes and may be quoted. Public reporting burden for this evaluation is estimated to average 10 minutes per response, including the time for reviewing the instructions, gathering and maintaining data, and completing and reviewing the evaluation. Federal Agencies may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number.

Direct comments regarding the burden estimate or any other aspect of this evaluation to the Information Collection Clearance Officer, OSM, Room 203 SIB, 1951 Constitution Ave, NW, Washington, DC 20240.