Department of Justice

Bureau of Alcohol, Tobacco, Firearms and Explosives

OMB 1140-0095

Supporting Statement

Office of Human Resources and Professional Development Student and Supervisor Training Validation Surveys

1. **Justification**
2. ATF is conducting training evaluation studies, to determine the effectiveness and value of its canine explosive handler training programs for Federal, State, and local law enforcement personnel. The 4-level Kirkpatrick model is used by ATF to evaluate formal training programs. A survey combining both quantitative and qualitative components is distributed to both students and their supervisors, in order to collect data regarding the implementation of Level 3 of the Kirkpatrick model. This level determines whether the training program has changed the behavior of the participants, i.e., is what the student learned being applied on the job? This is called transfer of learning. According to a Government Accountability Office (GAO) study *GAO-T-GGD-00-131,* which evaluated the design, implementation, and evaluation of training in several high-performing agencies, it was determined that all of them currently use the Kirkpatrick model. The implementation of the Kirkpatrick Level 3 Evaluation Model is also required by of the Federal Law Enforcement Training Accreditation (FLETA) (standard 3.56); which is an accrediting body founded by the Office of Management and Budget and Congress. Specifically, FLETA is responsible for validating Federal law enforcement training, and determining the allocation of resources to these efforts. Additionally, the Kirkpatrick Level 3 Evaluation Model also supports ATF’s efforts to gather pertinent performance measurement data regarding cost accountability and quality of our training programs. ATF requests approval to make the following changes to this information collection:

* *Changes to the 2019 Explosives Detection Canine Handler Student Survey*

**Questions Removed**

* + I knew very little about the course content before attending the course. *(Scale of Strongly Disagree to Strongly Agree)*
  + Before the training, my supervisor discussed his or her expectations regarding how I will use what I learned on the job. *(Yes, No, Not Applicable)*
  + The training I received was valuable to my job. *(Scale of Strongly Disagree to Strongly Agree)*
  + My supervisor acts as a coach and/or has assigned me a mentor to help apply the skills on the job. *(Scale of Strongly Disagree to Strongly Agree, Not Applicable)*
  + My supervisor gives me positive feedback when I successfully use the skills I learned on the job. *(Scale of Strongly Disagree to Strongly Agree, Not Applicable)*
  + I am confident in my ability to modify my search to account for the effects of airflow on explosives odors. *(Scale of Strongly Disagree to Strongly Agree)*
  + Since receiving the ATF canine, the number of successful explosives related prosecutions have increased by what percentage?
  + Since receiving the ATF explosives detection canine, the time required to conduct searches for explosives, shell casings, or firearms has been reduced by what percentage.

**Updated text**

* + I feel confident in using my explosives canine to conduct searches of: (Deploying K-9 On-Leash)
* *Changes to the 2019 Explosives Detection Canine Handler Supervisor Survey*

**Questions Removed**

* + My employee knew very little about the course before attending the training. (*Scale of Strongly Disagree to Strongly Agree*)
  + Before the training, I discussed my expectations with the employee on how he or she will use what is learned on the job. (*Yes, No, Not Applicable*)
  + The training my employee received was valuable to his or her job. (*Scale of Strongly Disagree to Strongly Agree*)
  + I frequently act as a coach and/or have assigned a mentor to help my employee apply the new knowledge and skills. (*Scale of Strongly Disagree to Strongly Agree, Not Applicable*)
  + I often give the employee positive feedback when he or she successfully uses the knowledge and skills learned in the training on the job. (*Scale of Strongly Disagree to Strongly Agree, Not Applicable*)
  + How frequently does your employee use the ATF explosives canine to conduct the following searches: Vehicles, Warehouses, Rooms, Luggage and Boxes, Mass Transit, Storage Facilities, Schools, Open Fields, Wooded Areas, Venus, Firearms and shell casings, Post blast, other. (*Rating scale of “Not at All or Rarely” to “Very Frequently” for each item*)
  + The training effectively prepared my employee to provide the following canine care and health related skills on the job: Conduct basic canine health examinations; Identify possible canine diseases/illnesses; Identify possible canine parasites; Manage canine diet and weight; Provide canine ear and teeth care; Use appropriate canine restraint techniques for examination, treatment, or first aid; Apply first aid for injuries, wounds, and bleeding; Apply first aid for fractures and breaks. (*Scale of Strongly Disagree to Strongly Agree, Not Sure for each item*)
  + The training effectively prepared my employee to use the ATF canine training methodologies to provide the following handling related skills on the job: Reinforce explosives odor imprinting through maintenance training; Use positive reinforcement through secondary and primary rewards for desired behaviors; Effectively use leash control, commands, and presentation to direct canines during searches; Provide remedial training to correct unwanted behaviors; Recognize canine behavior indicating explosives finds; Apply reinforcement training to deploy and control the K-9 off leash while conducting searches. (*Scale of Strongly Disagree to Strongly Agree, Not Sure for each item*)
  + I am confident in my employee’s ability to modify his or her search to account for the effects of airflow on explosives odors. . (Scale of Strongly Disagree to Strongly Agree, Not Sure for each item)

1. The information collected on these surveys will provide ATF with data about how the participants have transferred the knowledge and skills learned during training to their jobs. ATF utilizes a web-based survey program to distribute surveys and collect responses. The use of a software decreases the public burden for completing the surveys, eliminates the need for manual data entry, increases both the reliability and security of data, and protects the privacy of responding individuals. Collection of this information helps ATF determine if their training program is consistently meeting their desired objectives and positively affecting individual performance in the work place. These efforts also supports the President’s Agenda for Human Capital Management, which includes programs designed to improve employee performance, while capturing data for program evaluation.
2. The surveys (one for students and one for supervisors) will be sent to participants via an email with a link. The survey provides instructions for completion and submission of responses. The web-based survey instrument is designed to enable easy completion, while simultaneously collecting the desired data for analysis. The use of technology to collect and store responses significantly reduces the burden to both the public and the government. Both web-based surveys are also comprised of check boxes with options for brief narrative responses. The surveys are voluntary and should take respondents no more than 15 minutes to complete.
3. The information collected is specific to ATF training activities and is not collected anywhere else within or outside the Bureau.
4. The collection of this information does not have any significant impact on small businesses or other entities.
5. The collection of this information is necessary to acquire performance measurement data about ATF training programs, which are provided to OMB to meet Federal law enforcement training accreditation requirements. The inability to meet these requirements will result in a failure to achieve Federal accreditation, which may hamper funding and prioritization of future Bureau training efforts.
6. There are no special circumstances regarding this information collection, which conforms to 5 CFR 1320.6 guidelines. Respondents receive the survey 6 to 10 months after completing training, so they will have enough time to begin implementing the learned skills on the job, prior to providing their responses.
7. No comments were received during either the 60-day or 30-day Federal Register notice periods for this information collection.
8. No payment or gift is associated with this collection.
9. Respondents are advised that the information being collected will remain confidential and that the confidentiality of the information collected via this survey is protected by 5 U.S.C. 552, except where noted. Access to survey responses is secured.
10. No questions of a sensitive nature are asked.
11. Estimates of the annual burden hours are as follows:

Number of Respondents: Ave 50 per year

Frequency of Response: Per training attended

Completion Time: 15 minutes

Annual Hour Burden: 12.5 (13) hours

1. There is no annual cost burden to respondents since this collection of information is disseminated, completed, and submitted electronically.
2. Estimates of the annual cost to the Federal Government are as follows:

|  |  |
| --- | --- |
| Printing: | None |
| Distribution (Electronic): | $ 271.61 |
| Staff Salary (annual review, analysis, and reporting, GS13 @ 4 hrs): | $ 197.28 |
| **Total:** | $ 468.89 |

1. The number of respondents is reduced to 50 due to fewer FLETA accredited training sessions being offered externally. Consequently, the annual burden hours associated with this collection were reduced to a total 12.5 (13) hours.
2. The results of this collection will not be published.
3. ATF does not request approval to not display the expiration date of OMB approval for this collection.
4. There are no exceptions to the certification statement.