

Request for Revision of a currently approved collection under the “Generic Clearance for the Collection of Qualitative Feedback on Agency Services Delivery”.

(OMB Control Number: 1103-0117)

TITLE OF INFORMATION COLLECTION: Law Enforcement Enterprise Portal (LEEP) Annual User Assessment

- Enter the official title of the information collection. LEEP’s FY20 Annual Assessment
- If an official title does not exist, provide a description to distinguish this collection from others (e.g. Comment card for soliciting feedback on...).

PURPOSE:

Provide a brief description of the purpose of this collection, including how the agency will use it or the information collected, and if the collection is a part of a larger study or effort.

The purpose for this annual assessment is to collect the feedback of LEEP users and use that information when determining LEEP’s additional functionality and enhancements. User satisfaction and feedback are critical for the continued success of the program.

DESCRIPTION OF RESPONDENTS:

Provide a brief description of the targeted group or groups for this collection.

The respondents for LEEP’s FY20 Annual Assessment will be LEEP’s user base, which is made up of law enforcement, intelligence analysts, and criminal justice entities. This assessment will be optional for all LEEP users.

TYPE OF COLLECTION: (Check one)

- | | |
|--|--|
| <input type="checkbox"/> Customer Comment Card/Complaint Form | <input checked="" type="checkbox"/> Customer Satisfaction Survey |
| <input type="checkbox"/> Usability Testing (e.g., Website or Software) | <input type="checkbox"/> Small Discussion Group |
| <input type="checkbox"/> Focus Group | <input type="checkbox"/> Other: <u>(please describe)</u> |

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 not raise issues of concern to other federal agencies.
4. The results are not intended to be disseminated to the public.
5. Information gathered will not be used for the purpose of substantially informing influential 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.

Name: Jerry Marco

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

Personally Identifiable Information:

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

Note: for any privacy related questions regarding your collection, please contact your component’s Senior Component Official for Privacy or the Office of Privacy and Civil Liberties.

Gifts or Payments:

Is an incentive (e.g., money or reimbursement of expenses, token of appreciation) provided to participants? Yes No

If answering yes, you will also need to describe the incentive and provide a justification for the amount.

BURDEN HOURS:

In the provided table, list the following information in each row for the type or respondent for the collection and provide total figures at the bottom for the number of respondents, participation time, and burden.

- Category of respondent – Provide the type or category of individual who will respond to your collection from the following list:
 - o Individuals or Household
 - o Private Sector
 - o State, Local, or Tribal Governments
 - o Federal Government
- Number of Respondents – Estimate of the total number of respondents by type/category.
- Participation Time – Estimate of the total amount of time (in minutes) required for participation in a collection by type/category of respondents (e.g. fill out a survey or participate in a focus group).
- Burden – Estimate of the annual burden hours by type/category or respondents.
 - o To determine this estimate, multiply the number of respondents by the participation time and divide that figure by 60.

Category of Respondent	No. of Respondents	Participation Time	Burden
Federal, State, Local, Tribal, or Territorial Governments	10,000	5 minutes	833
Totals	10,000	5 minutes	833

FEDERAL COST: The estimated annual cost to the Federal government is _0.00____

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?

Yes No

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 Annual LEEP User Assessment is approximately 100,000 federal, state, local, and tribal criminal justice personnel who are authorized, registered users of LEEP and who have logged into LEEP within the preceding twelve months (these are considered “active” users). The entire eligible, active universe will be invited to participate, and the expected response rate is 10%. The collection is a voluntary request to elicit basic feedback on LEEP and the Services provided. The respondent is invited to participate in the collection via an e-mail invitation and a link placed on the LEEP Homepage, which contains a link to the online instrument.

Administration of the Instrument

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

Web-based or other forms of Social Media

Telephone

In-person

Mail

Other, Explain

2. Will interviewers or facilitators be used? Yes No

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