

**SUPPORTING STATEMENT FOR**  
**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**  
**COLLECTION INSTRUMENT(S): FEMA Form 078-0-2 and 078-0-2A**

**B. Collection of Information Employment Statistical Methods**

The agency should be prepared to justify its decision not to use statistical methods in any case where such methods might reduce burden or improve accuracy of results. When Item 17 on the Form OMB 83-I is checked "Yes", the following documentation should be included in the Supporting Statement to the extent that it applies to the methods proposed:

1. Describe (including a numerical estimate) the potential respondent universe and any sampling or other respondent selection methods to be used. Data on the number of entities (e.g., establishments, State and local government units, households, or persons) in the universe covered by the collection and in the corresponding sample are to be provided in tabular form for the universe as a whole and for each of the strata in the proposed sample. Indicate expected response rates for the collection as a whole. If the collection had been conducted previously, include the actual response rate achieved during the last collection.

**Response:** Based on the participant sign up rate from the three previous years, the potential respondent universe is anticipated to total 3,000 annually (approximately 1,500 students and 1,500 supervisors.) The potential respondent universe is made up of those National Fire Academy (NFA) students who sign up both their supervisor and themselves to complete the Long Term Evaluation (LTE).

2. Describe the procedures for the collection of information including:

A. Statistical methodology for stratification and sample selection,

**Response:** All students attending NFA courses are provided with the opportunity to sign up for the LTE process. All students who sign up and their supervisors are provided with access to the LTE online forms. It is a full census. Every individual student has an opportunity to participate. The return of the electronic forms is fully anonymous and automated. However, if the provided email address is not functional, paper letters are generated and sent by the United States Postal Service with the LTE Web site address and an anonymous password.

B. Estimation procedure,

**Response:** The anonymous character of the LTE process does not permit respondents and non-respondents to be compared using the student's personal demographic information gathered by

the NFA through other means. The selective non-response to individual items is not investigated and no attempt is made to use statistical regression procedures to estimate missing values. Descriptive results are reported with the number (n) of the respondents for that question.

C. Degree of accuracy needed for the purpose described in the justification,

**Response:** Degree of accuracy (margin of error) is irrelevant to this information collection because there is no sampling process involved. Additionally, estimates of true scores are not needed in this case since (1) data will not be used for inferential purposes, and (2) the homogeneity of the target population and interest in the subject ensure satisfactory levels of useful and consistent information.

D. Unusual problems requiring specialized sampling procedures, and

**Response:** There are no unusual problems requiring specialized sampling procedures.

E. Any use of periodic (less frequently than annual) data collection cycles to reduce burden.

**Response:** There is no use of periodic data collection cycles to reduce burden

3. Describe methods to maximize response rates and to deal with issues of non-response. The accuracy and reliability of information collected must be shown to be adequate for intended uses. For collections based on sampling, a special justification must be provided for any collection that will not yield "reliable" data that can be generalized to the universe studied.

**Response:** In order to maximize response rates, the National Fire Academy has placed informational posters within each of their resident classrooms to encourage student participation. Resident classes are encouraged by NFA staff to participate and contract instructors are asked to emphasize the importance of the evaluation. Additionally, the NFA provides students with an email address for support should they need assistance accessing the evaluation.

4. Describe any tests of procedures or methods to be undertaken. Testing is encouraged as an effective means of refining collections of information to minimize burden and improve utility. Tests must be approved if they call for answers to identical questions from 10 or more respondents. A proposed test or set of tests may be submitted for approval separately or in combination with the main collection of information.

**Response:** Lessons learned from previous usability testing have been incorporated into the forms and processes, further testing is not deemed necessary.

5. Provide the name and telephone number of individuals consulted on statistical aspects of the design and the name of the agency unit, contractor(s), grantee(s), or other person(s) who will actually collect and/or analyze the information for the agency.

**Response:** Dawn Long, (301) 447-1488/U.S. Fire Administration, National Fire Academy