

Workforce Development Participant Tracking Form

Please complete requested information on all three tabs of this spreadsheet.

In the "Participant Information" tab, please provide information for each participant you've engaged.

In the "Project Information" tab, please provide information on each of the projects in which you've engaged participants.

In the "Project Tracking" tab, please track the number of hours each participant has worked on each of the projects.

User instructions included in form.

Incomplete provision of the information requested in this form may result in participants not being able to gain the privileges needed to access the system.

Paperwork Reduction Act Notice

A Federal agency may not conduct or sponsor, and a person is not required to respond to, nor shall a person be subject to a penalty for failing to provide information, unless it displays the requirements of the Paperwork Reduction Act of 1995 unless the information collection has a currently valid OMB Control Number. The OMB Control Number for this information collection is 0596-0247. Without this approval, we could not conduct this information collection. Public reporting for this information collection, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed to complete the review of all collected information, and reviewing and editing the collection of information, is estimated to average 15 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed to complete the review of all collected information, and reviewing and editing the collection of information. Send comments regarding this burden estimate or any other aspect of this information collection, including suggestions for reducing this burden, to Washington Field Office, Room 1128, 1418 Constitution Avenue, NW, Washington, DC 20004, and to the Office of Management and Budget, Paperwork Project Director (0596-0247), Paperwork Reduction Project (0596-0247), Washington, DC 20503. Send comments regarding this burden estimate or any other aspect of this information collection, including suggestions for reducing this burden, to Washington Field Office, Room 1128, 1418 Constitution Avenue, NW, Washington, DC 20004, and to the Office of Management and Budget, Paperwork Project Director (0596-0247), Paperwork Reduction Project (0596-0247), Washington, DC 20503.

Privacy Act Statement

The data collected for the Workforce Development spreadsheet would fall under the Forest Service' End-User Computer Environment Privacy Policy with a corresponding, signed and approved Privacy Impact Assessment (PIA). The EUCE PIA is required by OMB Memorandum M-02-06, E-Government provisions of the E-Government Act of 2002. The password protected file will be stored on a fully encrypted laptop, only being used in the administration of the Volunteer and Service program in the Forest Service's Washington Office.

FS-1800-0026

OMB-0596-0247 (Exp. XX/XX/XXXX)

Project Abstract



