

# memo

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## ***Federal Bureau of Investigation (FBI)***

### ***Critical Incident Response Group (CIRG), Hazardous Devices School***

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To: Office of Management and Budget  
From: FBI's CIRG Division  
CC: Melody Braswell  
Date: November 16, 2018  
Re: Revisions to 1110-0074 Collection Instrument

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Comments: The purpose of this communication is to provide a justification for the substantive changes requested for the FD-731 form approved under ICR 1110-0074. The Hazardous Devices School has had a Certification and Recertification course for decades. In 2018, the Recertification Course was split into two separate class types. One, the unclassified course (RU) is the original curriculum. The new course was developed to accommodate a new piece of equipment classified at the Secret level which requires students to hold a current Secret security clearance. We verify this through our security office prior to attendance. The current FD-731 does not provide a method of distinguishing which of these two courses an individual is signing up for or if they hold a clearance. A new question has been added next to block one to capture that data. The second change requested is an addition of the Target Staffing Level blocks (23 & 24 in the attached form) that will allow our registrars to verify the current authorized manning of an accredited bomb squad before processing an application that could potentially put them over their TSL. Block 24 identifies who will be leaving a squad to allow for a replacement to attend class. The last modification requested is to the Waiver in block 27 which would not apply to federal employees. Per our Office of General Counsel, this block was broken into two, 27a and 27b; 27a being an acknowledgement by all applicants and 27b is for federal employees.