

**Billing Code: 4410-XX-X**

**DEPARTMENT OF JUSTICE**

**[OMB Number 1110-0074]**

**Agency Information Collection Activities; Proposed eCollection eComments Requested;**

**HDS Application FD-731**

**AGENCY:** FBI, Department of Justice.

**ACTION:** 30-day notice.

**SUMMARY:** The FBI, Department of Justice (DOJ), will be submitting the following information collection request to the Office of Management and Budget (OMB) for review and approval in accordance with the Paperwork Reduction Act of 1995. The proposed information collection was previously published in the *Federal Register* on January 24, 2024, allowing a 60-day comment period.

**DATES:** Comments are encouraged and will be accepted for 30 days.

**FOR FURTHER INFORMATION CONTACT:** If you have comments especially on the estimated public burden or associated response time, suggestions, or need a copy of the proposed information collection instrument with instructions or additional information, please contact:

Mark Wall, HDS, [mhwall@fbi.gov](mailto:mhwall@fbi.gov) ; 703 906-2317

**SUPPLEMENTARY INFORMATION:**

Written comments and suggestions from the public and affected agencies concerning the proposed collection of information are encouraged. Your comments should address one or more of the following four points:

- Evaluate whether the proposed collection of information is necessary for the proper performance of the functions of the agency, including whether the information will have practical utility;
- Evaluate the accuracy of the agency's estimate of the burden of the proposed collection of information, including the validity of the methodology and assumptions used;
- Enhance the quality, utility, and clarity of the information to be collected; and/or
- Minimize the burden of the collection of information on those who are to respond, including through the use of appropriate automated, electronic, mechanical, or other technological collection techniques or other forms of information technology, e.g., permitting electronic submission of responses.

Written comments and recommendations for this information collection should be submitted within 30 days of the publication of this notice on the following website [www.reginfo.gov/public/do/PRAMain](http://www.reginfo.gov/public/do/PRAMain). Find this particular information collection by selecting "Currently under 30-day Review—Open for Public Comments" or by using the search function and entering either the title of the information collection or the OMB Control Number. This information collection request may be viewed at [www.reginfo.gov](http://www.reginfo.gov). Follow the instructions to view Department of Justice, information collections currently under review by OMB.

DOJ seeks PRA authorization for this information collection for three (3) years. OMB authorization for an ICR cannot be for more than three (3) years without renewal. The DOJ notes that information collection requirements submitted to the OMB for existing ICRs receive a month-to-month extension while they undergo review.

Overview of this information collection:

1. Type of Information Collection: Extension of a previously approved collection.
2. Title of the Form/Collection: FD-731.
3. Agency form number, if any, and the applicable component of the Department of Justice sponsoring the collection: FD-731
4. Affected public who will be asked or required to respond, as well as a brief abstract:  
Affected Public: State, local and Federal Government.
5. Collect PII to be entered in the CIRG CIMS database for course enrollment and tracking of individual training and certification expiration dates.
6. Obligation to Respond: Mandatory Required to obtain or retain certified bomb technician status and track training records.
7. Total Estimated Number of Respondents: # of respondents is approximately 1000 annually.
8. Estimated Time per Respondent: 45 minutes.
9. Frequency: As needed, minimum every three years.
10. Total Estimated Annual Time Burden: 750 hours.
11. Total Estimated Annual Other Costs Burden: \$0
12. If additional information is required, contact: Darwin Arceo, Department Clearance Officer, Policy and Planning Staff, Justice Management Division, United States Department of Justice, Two Constitution Square, 145 N Street NE, 4W-218 Washington, DC 20530.
13. **Dated:** [4/5/2024].

**Mark Wall,**

*HDS*

**DEPARTMENT OF JUSTICE**

**[OMB Number XXXX-0074]**

**Agency Information Collection Activities; Proposed eCollection eComments Requested;**

**[Extension of a previously approved collection];**

**[HDS Application FD-731**

**AGENCY:** FBI, Department of Justice.

**ACTION:** 60-day notice.

**SUMMARY:** The FBI, Department of Justice (DOJ), will be submitting the following information collection request to the Office of Management and Budget (OMB) for review and approval in accordance with the Paperwork Reduction Act of 1995.

**DATES:** Comments are encouraged and will be accepted for 60 days until **[INSERT DATE 60 DAYS AFTER DATE OF PUBLICATION IN THE FEDERAL REGISTER]**

**FOR FURTHER INFORMATION CONTACT:**

If you have additional comments especially on the estimated public burden or associated response time, suggestions, or need a copy of the proposed information collection instrument with instructions or additional information, please contact:

Mark Wall, HDS, [mhwall@fbi.gov](mailto:mhwall@fbi.gov) ; 703 906-2317

**SUPPLEMENTARY INFORMATION:** Written comments and suggestions from the public and affected agencies concerning the proposed collection of information are encouraged. Your comments should address one or more of the following four points:

- Evaluate whether the proposed collection of information is necessary for the proper performance of the functions of the Bureau of Justice Statistics, including whether the information will have practical utility;
  - Evaluate the accuracy of the agency's estimate of the burden of the proposed collection of information, including the validity of the methodology and assumptions used;
  - Evaluate whether and if so how the quality, utility, and clarity of the information to be collected can be enhanced; and
  - Minimize the burden of the collection of information on those who are to respond, including through the use of appropriate automated, electronic, mechanical, or other technological collection techniques or other forms of information technology, e.g., permitting electronic submission of responses.
1. Abstract: Collect PII to be entered in the CIRG CIMS database for course enrollment and tracking of individual training and certification expiration dates.

Overview of this information collection:

- 1 Type of Information Collection: Extension of a previously approved collection.
- 2 The Title of the Form/Collection: Hazardous Devices School Application FD-731.
- 3 The agency form number, if any, and the applicable component of the Department sponsoring the collection: FD-731.
- 4 Affected public who will be asked or required to respond, as well as the obligation to respond: Affected Public State, local and Federal government individuals.
- 5 The obligation to respond is: Mandatory, required to enroll in HDS courses.

6 An estimate of the total number of respondents and the amount of time estimated for an average respondent to respond: Approximately 100 annually.

7 The time per response is 45 minutes to complete the FD-731

An estimate of the total annual burden (in hours) associated with the collection: The total annual burden hours for this collection; 750

Estimates total 750burden hours.

8 An estimate of the total annual cost burden associated with the collection, if applicable  
Total Burden Hours

Activity	Number of Respondents	Frequency	Total Annual Responses	Time Per Response	Total Annual Burden (Hours)
FD-731	1000	Annually	1000	45 min	750 hrs.
<i>Unduplicated Totals</i>	<i>1000</i>		<i>1000</i>		<i>37hrs.</i>

If additional information is required contact: Darwin Arceo, Department Clearance Officer, United States Department of Justice, Justice Management Division, Policy and Planning Staff, Two Constitution Square, 145 N Street, NE, 4W-218, Washington, DC.

**Dated:** 4/5/2024.

**Mark Wall,**

*HDS.*

# PAPERWORK REDUCTION ACT SUBMISSION

Please read the instructions before completing this form. For additional forms or assistance in completing this form, contact your agency's Paperwork Clearance Officer. Send two copies of this form, the collection instrument to be reviewed, the Supporting Statement, and any additional documentation to: **Office of Information and Regulatory Affairs, Office of Management and Budget, Docket Library, Room 10102, 725 17th Street NW, Washington, DC 20503.**

1. Agency/Subagency originating request <b>FBI/CIRG/HDS</b>	2. OMB control number a <u>1110</u> - _____ b <input type="checkbox"/> None
3. Type of information collection (check one) a <input type="checkbox"/> New collection b <input type="checkbox"/> Revision of a currently approved collection c <input type="checkbox"/> Extension, without change, of a currently approved collection d <input type="checkbox"/> Reinstatement, without change, of a previously approved collection for which approval has expired e <input type="checkbox"/> Reinstatement, with change, of a previously approved collection for which approval has expired f <input checked="" type="checkbox"/> Existing collection in use without an OMB control number	4. Type of review requested (check one) a <input checked="" type="checkbox"/> Regular b <input type="checkbox"/> Emergency - Approval requested by: ___/___/___ c <input type="checkbox"/> Delegated
3a. Public Comments Has the agency received public comments on this information collection? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	5. Small entities Will this information collection have a significant economic impact on a substantial number of small entities? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
6. Requested expiration date a <input checked="" type="checkbox"/> Three years from approval date b <input type="checkbox"/> Other Specify: ___/___/___	
7. Title <b>FEDERAL BUREAU OF INVESTIGATION HAZARDOUS DEVICES SCHOOL COURSE APPLICATION</b>	
8. Agency form number(s) (if applicable) <b>FD-731</b>	
9. Keywords <b>Access to National Security Information</b>	
10. Abstract <b>DOJ's FBI HDS is requesting a PRA approval for a new collection utilized by HDS to collect information needed during a review process of the identification and qualification of prospective students, and to initiate a review of security clearance status prior to being granted access to law enforcement sensitive and classified facilities and information.</b>	
11. Affected public (Mark primary with "P" and all others that apply with "X") a <input type="checkbox"/> Individuals or households b <input checked="" type="checkbox"/> Business or other for-profit c <input checked="" type="checkbox"/> Not-for-profit institutions d <input type="checkbox"/> Farms e <input checked="" type="checkbox"/> Federal Government f <input type="checkbox"/> State, Local or Tribal Government	12. Obligation to respond (Mark primary with "P" and all others that apply with "X") a <input type="checkbox"/> Voluntary b <input checked="" type="checkbox"/> Required to obtain or retain benefits c <input type="checkbox"/> Mandatory
13. Annual reporting and recordkeeping hour burden a. Number of respondents <u>1000</u> b. Total annual responses <u>1000</u> 1. Percentage of these responses collected electronically <u>50</u> % c. Total annual hours requested <u>750</u> d. Current OMB inventory _____ e. Difference _____ f. Explanation of difference 1. Program change _____ 2. Adjustment _____	14. Annual reporting and recordkeeping cost burden (in thousands of dollars) a. Total annualized capital/startup costs _____ b. Total annual costs (O&M) _____ c. Total annualized cost requested _____ d. Current OMB inventory _____ e. Difference _____ f. Explanation of difference 1. Program change _____ 2. Adjustment _____
15. Purpose of information collection (Mark primary with "P" and all others that apply with "X") a <input type="checkbox"/> Application for benefits b <input type="checkbox"/> Program evaluation c <input type="checkbox"/> General purpose statistics d <input type="checkbox"/> Audit e <input type="checkbox"/> Program planning or management f <input type="checkbox"/> Research g <input checked="" type="checkbox"/> Regulatory or compliance	16. Frequency of recordkeeping or reporting (check all that apply) a <input checked="" type="checkbox"/> Recordkeeping b <input type="checkbox"/> Third party disclosure c <input type="checkbox"/> Reporting 1. <input type="checkbox"/> On occasion 2. <input type="checkbox"/> Weekly 3. <input type="checkbox"/> Monthly 4. <input type="checkbox"/> Quarterly 5. <input type="checkbox"/> Semi-annually 6. <input type="checkbox"/> Annually 7. <input type="checkbox"/> Biennially 8. <input type="checkbox"/> Other (describe) _____
17. Statistical methods Does this information collection employ statistical methods? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	18. Agency contact (person who can best answer questions regarding the content of this submission) Name: <u>Mark H. Wall, Supervisory Management and Program Analyst</u> Phone: <u>(256) 313-8912</u>

### 19. Certification for Paperwork Reduction Act Submissions

On behalf of this Federal agency, I certify that the collection of information encompassed by this request complies with 5 CFR 1320.9.

**Note:** The text of 5 CFR 1320.9, and the related provisions of 5 CFR 1320.8(b)(3), appear at the end of the instructions. *The certification is to be made with reference to those regulatory provisions as set forth in the instructions.*

The following is a summary of the topics, regarding the proposed collection of information, that the certification covers:

- (a) It is necessary for the proper performance of agency functions;
- (b) It avoids unnecessary duplication;
- (c) It reduces burden on small entities;
- (d) It uses plain, coherent, and unambiguous terminology that is understandable to respondents;
- (e) Its implementation will be consistent and compatible with current reporting and recordkeeping practices;
- (f) It indicates the retention period for recordkeeping requirements;
- (g) It informs respondents of the information called for under 5 CFR 1320.8(b)(3):
  - (i) Why the information is being collected;
  - (ii) Use of information;
  - (iii) Burden estimate;
  - (iv) Nature of response (voluntary, required for a benefit, or mandatory);
  - (v) Nature and extent of confidentiality; and
  - (vi) Need to display currently valid OMB control number;
- (h) It was developed by an office that has planned and allocated resources for the efficient and effective management and use of the information to be collected (see note in Item 19 of the instructions);
- (i) It uses effective and efficient statistical survey methodology; and
- (j) It makes appropriate use of information technology.

If you are unable to certify compliance with any of these provisions, identify the item below and explain the reason in Item 18 of the Supporting Statement.

Signature of Senior Official or designee



Date

4/2/2024  
~~10/17/17~~



Supporting Statement for Paperwork Reduction Act Submissions  
Approval of a new collection for the Federal Bureau of Investigations Hazardous Devices School  
Course Application (FD-731)

OMB Control # 1110-xxxx

0074

Part A. Justification

**1. Necessity of Information:**

Pursuant to EO 12968, the FBI has the authority to issue temporary access to law enforcement sensitive and classified information.

Pursuant to EO 13549, eligibility for access to classified information by State, Local, Tribal, and Private sector entities personnel must be determined by a sponsoring agency. The level of access granted must not exceed the Secret level, unless the sponsoring agency determines (in this case the FBI) on a case-by-case basis that the candidate has a demonstrated and foreseeable need for access to Top Secret, Special Access Program, or Sensitive Compartmented Information.

Pursuant to EO 13549, an agency head, or the agency head's designee, to authorize in an emergency and when necessary to respond to an imminent threat to life or in defense of the homeland, in accordance with section 4.2(b) of Executive Order 13526, the disclosure of classified information to an individual or individuals who are otherwise not eligible for access in accordance with the provisions of Executive Order 12968.

**2. Needs and Uses:**

The FD-731 is a form used to collect personally identifiable information (PII) and information regarding their employment and qualifications to attend FBI hazardous instructional courses. The information collected is the minimum information that is needed to conduct a review of student's status prior to being granting limited access to law enforcement sensitive and classified information.

**3. Use of Technology:**

Currently, there are plans to automate the FD-731 form, however, it is anticipated that 12-18 months of development time is needed. The form is necessary for every student requesting instruction at the Hazardous Devices School. Applicants can email or fax an electronic copy or, mail a hard-copy FD-731 to their closest FBI Field Office or to the Hazardous Devices School.

**4. Efforts to Identify Duplication:**

The information collected will be used to determine suitability of individuals to both attend FBI

instructional courses and access law enforcement sensitive and classified information.

**5. Methods to Minimize Burden on Small Businesses:**

This information will have no significant impact on small entities. Small businesses will not be affected by this collection.

**6. Consequences of Less Frequent Collection:**

If collection is not conducted, the FBI HDS will not be able to appropriately determine individual eligibility and qualifications to attend FBI hazardous training.

**7. Special Circumstances Influencing Collection:**

FD-731 submissions are collected to provide the FBI with a proper method of working with the U.S. public safety bomb technician community to meet their training needs.

**8. Public Comments and Consultations:**

The FBI sponsors and participates in training seminars, industry meetings, and conferences with the user community. These meetings are held regularly and provide an open forum to discuss matters of mutual concern, including reporting procedures. The FBI consults with users on an individual basis as needed. Additionally, the 30 and 60-day Notices of Information Collection was published in the Federal Register and no comments were received.

**9. Payment of Gift to Claimants:**

The FBI does not provide any payment or gift to respondents.

**10. Assurance of Confidentiality:**

Information requested in this collection may be considered confidential personal information. Its release is governed by law, regulations, and agency procedures.

**11. Justification for Sensitive Questions:**

This collection does not include questions of a sensitive nature.

**12. Estimate of Hour Burden:**

Number of respondents	1000
Frequency of response	as needed
Total annual responses	1000
Minutes per response	45 minutes
Annual hour burden	750 hours

**13. Estimate of Cost Burden:**

Respondents will not incur any costs other than their time to respond. Respondents will not incur any capital, start up, or system maintenance costs associated with this information collection.

**14. Estimated Annualized Costs to Federal Government:**

Note: The FD-731 forms are received and processed by the same personnel. Therefore, the associated costs were added together on one line.

Personnel salaries for analysis  
of incoming information: 500 hours x \$55/hr (GS 14) = \$27,500

Total Cost: \$27,500

**15. Reasons for Change in Burden:**

This form is necessary to collect personally identifiable information (PII) and information regarding student's employment and qualifications to attend FBI hazardous instructional courses.

**16. Plans for Publication:**

There are no plans to publish the information collected.

**17. Expiration Date Approval:**

Due to the administrative burdens related to replacing expired forms when no information on those forms has been changed, the FBI is requesting approval to not display the expiration date for OMB approval of the information collected.

**18. Exceptions to the Certification Statement:**

There are no exceptions to the certification statement.

**Part B. Statistical Methods**

The FBI does not employ statistical methods in this information collection.

Supporting Statement B for Paperwork Reduction Act Submissions  
Existing collection in use without OMB control number  
Federal Bureau of Investigation Hazardous Devices School Course Application

## **B. Collection of Information Employing Statistical Methods**

1. Approximately 800-1000 state and local respondents use the FD-731 form to provide data.
2. Describe the procedures for the collection of information including:
  - Accurate data ensures personnel training records are maintained accurately.
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.

NA

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 test may be submitted for approval separately or in combination with the main collection of information.

NA

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.

NA