

Request for Approval under the “Fast Track Generic Clearance for the Collection of Routine Customer Feedback” (OMB Control Number: 0704-0553)

TITLE OF INFORMATION COLLECTION: 637th Training Group (TRG)/Defense Language Institute English Language Center (DLIELC) Graduate Survey

PURPOSE:

The purpose of this survey is to gain feedback on the quality of the English Language Training Program (ELTP) in preparation for Follow-On-Training (FOT) provided by Defense Language Institute English Language Center (DLIELC).

DESCRIPTION OF RESPONDENTS:

The respondents are International Military graduates of 637th Training Group (TRG)/DLIELC who have completed English Language Training and are currently attending follow-on- training in multi service locations.

TYPE OF COLLECTION: (Check one)

- | | |
|---|--|
| ☐ Customer Comment Card/Complaint Form | ☐ Customer Satisfaction Survey |
| ☐ Usability Testing (e.g., Website or Software | ☐ Small Discussion Group |
| ☐ Focus Group | ☒ Other: <u>Follow-up survey</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: Gerri Lee Vigil

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

Gifts or Payments:

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

BURDEN HOURS

Category of Respondent	No. of Respondents	Participation Time	Burden
DLIELC Graduate Students	500	10 min	500 hours
Totals	500	10 min	83.33 hours

PUBLIC COST: The estimated annual cost to the public is \$580.00

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 targeted respondents for the 637th TRG/DLIELC Graduate Survey are International Military Students (IMS) who have graduated from DLIELC and are attending Follow-On-Training (FOT) course(s) in multi service locations. Enrollment lists for FOT locations will be generated from Security Assistance Network (SANweb) that is a web-based system.

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 Online
2. Will interviewers or facilitators be used? ☒ Yes ☐ No