

WORKFORCE DEVELOPMENT PARTICIPANT TRACKING FORM

OMB 0956-0247 (Exp. XX/XXXX)
FS 1800-0026b (Exp. XX/XXXX)

Instructions: Fields outlined in red are required. Hover over each field to see tooltips.

PARTNER INFORMATION

Partner Name:

SAM UEI:

Master Agreement Number:

Status:

Address 1:

Address 2:

City:

State:

Zip:

Contact Name:

Phone:

Email:

Contact Name 2:

Phone:

Email:

Services Provided (pick as many as apply):

Remarks

PARTICIPANT INFORMATION

ID:

Name:

Phone:

Email:

Zip Code:

Month/Year of Birth:

Acknowledgment of Parental Consent for Minors:

Sex:

Veteran
Status

Disability
Status

AmeriCorps
Status

Race/Ethnicity (select all that apply):

American Indian or Alaska Native - For example, Navajo Nation, Blackfeet Tribe of the Blackfeet Indian Reservation of Montana, Native Village of Barrow Inupiat Traditional Government, Nome Eskimo Community, Aztec, Maya, etc.

Asian - For example, Chinese, Asian Indian, Filipino, Vietnamese, Korean, Japanese, etc.

Black or African American - For example, African American, Jamaican, Haitian, Nigerian, Ethiopian, Somali, etc.

Hispanic or Latino - For example, Mexican, Puerto Rican, Salvadoran, Cuban, Dominican, Guatemalan, etc.

Middle Eastern or North African - For example, Lebanese, Iranian, Egyptian, Syrian, Iraqi, Israeli, etc.

Native Hawaiian or Pacific Islander - For example, Native Hawaiian, Samoan, Chamorro, Tongan, Fijian, Marshallese, etc.

White - For example, English, German, Irish, Polish, Scottish, etc.

Education Level Completed:

Post-Secondary Institution (can list two):

Course of Study (can list two):

Skills, Certifications, Competencies

PROJECT INFORMATION

Project ID:

Project Title:

Description:

Fiscal Year:

Start Date:

End Date:

Project Point of Contact Name:

Email:

Federal Agency:

Agency Office:

Reporting Unit:

Program:

Position Type:

Agreement Number:

Type of Work Performed:

Hours Worked:

Hiring Certificate Type: Additional

Status:

Issue Date:

Remarks:

Paperwork Reduction Act Notice:

According to the Paperwork Reduction Act of 1995, a Federal agency may not conduct or sponsor, and a person is not required to respond to, an information collection request unless it displays a valid Office of Management and Budget (OMB) control number. The valid OMB control number for this information collection request is [0596-0247]. Response to this information collection request is voluntary. The authority for this information collection request is the John D. Dingell, Jr, Conservation, Management, and Recreation Act of 2019 and 16 U.S.C. §1721 et. seq. – Public Lands Corps Act (PLC). This form is available in two formats. Public reporting for an individual, using this fillable form is estimated to take approximately 20 minutes per response, including the time for reviewing instructions, searching existing data sources, collecting and maintaining the data needed, and completing and reviewing the information collection request. Send comments regarding this burden estimate or any other aspect of this information collection request, including suggestions for reducing the burden, to USDA Forest Service Information Collections Officer, SM.FS.InfoCollect@usda.gov, with OMB control number [0596-0247] in the subject line.

Privacy Act Statement

Pursuant to 5 U.S.C. § 552a(e)(3), this Privacy Act statement serves to inform you of the following concerning the collection of the information on this form.

Purpose: The Privacy Act of 1974 requires that the Office of the Assistant Secretary for Civil Rights (OASCR) provide the following statements to individuals from whom it requests information.

Authority: Collection of this information solicited on this form is authorized by the regulations of the Equal Employment Opportunity Commission (EEOC), 29 C.F.R. Part 1614.

Routine Uses: The data collected for the Workforce Development spreadsheet falls under the Forest Service' End-User Computer Environment (or EUCE) information system. EUCE is an accredited system with a corresponding, signed and approved Privacy Impact Assessment (PIA). The EUCE PIA is required by OMB Memorandum 03-22, which provides guidance for implementing the privacy provisions of the E-Government Act of 2002. The password protected file will be stored on a fully encrypted laptop, only being accessed by authorized Forest Service employees working as part of the administration of the National Partnership Office in the Forest Service's Washington Office.