

**Supporting Statement for
Training and Outreach Evaluation Form
(Form MMS-4420A-F)
OMB Control Number 1010-0110
Current Expiration Date: August 31, 2004**

A. Justification

1. What circumstances make this information collection necessary?

The Secretary of the U.S. Department of the Interior is responsible for collecting royalties from lessees who produce minerals from leased Federal and Indian lands. The Secretary is required by various laws to manage mineral resources production on Federal and Indian lands, collect the royalties due, and distribute the funds in accordance with those laws. The Secretary also has an Indian trust responsibility to manage Indian lands and seek advice and information from Indian beneficiaries. The Minerals Management Service (MMS) performs the royalty management functions and assists the Secretary in carrying out the Department's Indian trust responsibility.

The MMS surveys its customers in accordance with Executive Order 12862, dated September 11, 1993, Setting Customer Service Standards (Attachment 1). The Minerals Revenue Management (MRM) program of MMS uses Training and Outreach Evaluation Form MMS-4420A-F (Attachment 2) to determine customer levels of satisfaction with our training and outreach programs.

This information collection renewal is a request to extend the Office of Management and Budget's (OMB) approval of our Training and Outreach Evaluation Form MMS-4420, which are reorganized and have a revised title. The previous title, Training and Outreach Evaluation Form MMS-4420A-H, is now titled Training and Outreach Evaluation Form MMS-4420A-F. We modified and combined in-house training evaluation under one part. All the forms were updated to reflect the current training and outreach sessions.

The MMS frequently provides training and outreach sessions to its constituents to facilitate their compliance with laws and regulations and to ensure that they are well informed. For example, in 2003, we presented eight training sessions to oil and gas and solid minerals reporters on various aspects of royalty reporting, production reporting, and valuation regulations. Additionally, we provided several training sessions to our financial and systems contractors and State and tribal auditors.

2. How, by whom, and for what purpose will the information be used?

At the end of each training or outreach session, MRM asks participants to complete and return evaluation forms. Responses are voluntary. Some questions are uniform across all of the evaluation forms; however, we also ask questions specific to our audience or to each type of training or outreach. We request feedback on several areas, including:

- Organization of training,

- Level of detail,
- Clarity of presentation,
- Achievement of training objectives,
- Relevance of subject matter,
- Effectiveness of training materials, and
- Other topic suggestions for future sessions.

MRM trainers/instructors use the evaluation forms as they present to various groups, including industry, State and tribal auditors, and MMS contractors. We often conduct back-to-back training sessions that require a team of instructors to teach one day, travel the next, and teach again the following day. The evaluation forms that participants complete are helpful to our instructors in providing immediate feedback that they can analyze in order to enhance future training and outreach sessions and to improve our service. Our trainers and outreach personnel review these evaluation forms collectively and individually in order to:

- Get a “feel” for how the training is being received by participants,
- React immediately to suggestions or criticisms forthcoming from the just-completed training session, and
- Provide a basis for overall changes for future training and outreach sessions.

Our trainers, who are subject matter experts from across MRM, find this feedback valuable in making immediate improvements to our training and outreach programs.

The Denver Chief of Staff Office is the final repository of the information compiled from the evaluation forms. MRM managers may request statistical reports regarding the overall effectiveness of the training and outreach programs.

3. Does the collection of information involve the use of information technology; does it reduce the burden, and to what extent?

Our evaluation forms are filled out by hand at the end of each session and then immediately collected by the trainer/instructor. Therefore, the initial collection does not use information technology. After initial review by the trainers/instructors, the evaluation forms are centrally compiled, using information technology as needed.

4. Is the information duplicated by any other Federal agency, and can similar information be used or modified for this collection?

The information collected is specific to the just-completed training/outreach session.

5. What is the agency doing to minimize the burden on small businesses or other small entities?

There is minimal burden on small businesses and other small entities. The MMS provides these training and outreach sessions free of charge. Response to the evaluation forms is voluntary.

6. What are the consequences to the Federal program or policy if the information is not collected or is collected less frequently, and are there technical or legal obstacles to reducing the burden?

The trainers/instructors would not receive feedback from the participants. There are no technical or legal obstacles to reducing the burden.

7. Are there any special circumstances that require exceptions to 5 CFR 1320.5(d)(2) requiring respondents to (i) report more often than quarterly, (ii) prepare written responses in fewer than 30 days after receipt, (iii) submit more than an original and two copies of any document, or (iv) retain records for more than 3 years?

Exceptions to 5 CFR 1320.5(d)(2) are not applicable to this information collection.

8. What efforts did the agency make to consult with the public and a representative sample of respondents?

As required in 5 CFR 1320.8(d), MMS published a 60-day review and comment notice in the *Federal Register* on December 29, 2003 (68 FR 74968) (Attachment 3). We received no comments in response to this notice. We also present these training and outreach evaluation forms to each group of participants at the conclusion of each training session and explain our reasons for requesting this feedback. Responses are voluntary and may be anonymous. Burden hour estimates are based on observation.

9. Will payment or gifts be provided to respondents?

No payments or gifts will be provided to the respondents.

10. What assurance of confidentiality is provided to respondents?

Confidentiality is not an issue when respondents are filling out these evaluation forms. Names are not required.

11. Does the information collected include any questions of a sensitive nature?

None of the information requested is considered sensitive.

12. What is the estimated reporting and recordkeeping “hour” burden of the collection of information?

The estimated average annual burden to the respondents is 160 hours [1600 responses x 6 minutes per response = 9,600 minutes divided by 60 minutes = 160 hours]. However, for costs, we estimate an actual response rate of 70 percent or 1,600 responses [approximately 2,285 participants x 70-percent response rate = 1,600 responses]. Using

an average cost of \$50 per hour, the total cost to respondents is \$8,000, [160 hours x \$50 per hour].

Respondents' Estimated Annual Burden Hours Chart

Training/ Outreach Type	External Participant(s)/ Customer(s)	Average Sessions per year	Annual Number of Responses (70% response rate)	Burden Hours per Response	Annual Burden Hours
Royalty Reporter Training (Form MMS-4420A)	Oil and gas industry; State and tribal auditors	4	375	6 minutes	37.5
Production Reporter Training (Form MMS-4420B)	Oil and gas industry; State and tribal auditors	4	175	6 minutes	17.5
Valuation Training (Form MMS-4420C)	Oil, gas, and solid minerals industry; State and tribal auditors	8	140	6 minutes	14
Solid Minerals Reporter Training (Form MMS-4420D)	Solid minerals industry; State and tribal auditors	4	40	6 minutes	4
In-house (Instructor-led Training) (Form MMS-4420E-1)	State and tribal auditors, MMS operations, financial, and systems contractors	64	160	6 minutes	16
In-house (Computer Based Training) (Form MMS-4420E-2)	State and tribal auditors, MMS operations, financial, and systems contractors	20	60	6 minutes	6
Indian Mineral Owner Outreach (Form MMS-4420F)	Indian Allottees; Indian tribes, BIA	65	650	6 minutes	65
TOTALS		169	1,600		160

13. What is the estimated reporting and recordkeeping "non-hour" cost burden of the collection of this information, excluding any costs identified in Items 12 and 14?

There is no "non-hour cost" burden associated with this collection of information.

14. What is the estimated annualized cost to the Federal Government?

We estimate that the Federal Government will spend approximately one-half hour per training or outreach session to analyze and review the information requested on the evaluation forms. We

average 169 sessions per year x one-half hour = 84.5 hours. Based on \$50 per hour, the annualized cost to the Federal Government is \$4,225, (84.5 hours x \$50 per hour).

15. Is the agency requesting any program changes or adjustments reported in items 13 and 14 of the Form OMB 83-I?

Item 13, Form OMB-83-I

The current OMB inventory is 126 hours, as approved on September 18, 2002, on Form OMB 83-C. We are increasing the number of burden hours to 160 hours, an adjustment of 34 hours. This adjustment reflects an increase in the number of responses, which is primarily the result of the revised estimated number of training and outreach sessions.

Item 14, Form OMB 83-I

There is no cost burden requested in Item 14 of Form OMB 83-I.

16. Are there plans for tabulation and publication of the results of the information collection?

There are no plans for tabulation and publication of the results of this information collection. Immediate review of forms and adjustment of training or outreach based on the feedback has provided valuable information. Statistical tabulation has not proved as valuable to MRM. The Denver Chief of Staff Office will tabulate data if requested.

17. Is the agency seeking approval to not display the expiration date?

No. We will display the expiration date of OMB's approval on Form MMS-4420A-F.

18. Is the agency requesting exceptions to the certification statement in Item 19 of Form OMB 83-I?

To the extent the topics apply to this collection of information, we are not requesting exceptions to the "Certification for Paperwork Reduction Act Submissions."

B. Collections of Information Employing Statistical Methods

1. Describe the potential respondent universe and any sampling or other respondent selection method to be used.

The MMS conducts a variety of training and outreach sessions with a respondent universe including industry representatives, State and tribal auditors, individual Indian mineral owners, and MMS contractors. See the burden hours chart in Section A for a breakdown of training sessions and respondents. Statistical sampling would yield only a small decrease in information collection activity. Therefore, no sampling or respondent selection will be used. We request all members of the class or session to complete the evaluation forms, but responses are voluntary.

2. Describe the procedures for the collection of the information.

Every participant will be given an evaluation form. Historically, approximately 70 percent of the participants complete the evaluation form. Due to distribution to all participants, no stratification methods are required. Returned evaluation forms should yield a high confidence of results.

After initial review by trainers/instructors, the evaluation forms are centrally compiled using information technology as needed.

3. Describe methods to maximize response rates and to deal with issues of non-response.

With a high response rate of approximately 70 percent of the participants completing the evaluation forms, more intense processes such as Dillman's Tailored Design Method are not required.

4. Describe any tests of procedures or methods to be undertaken.

A standard suite of descriptive statistics and graphs will be produced only if trainers or MRM managers request. If any additional statistical analysis is suggested from preliminary data, the Statistical Analysis System (SAS) with the Advanced Statistics module is available within MMS for further specific analysis.

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.

Questions concerning the collection, analysis, and use of this information can be directed to:

Ms. Janet Therkildsen
Chief of Staff Office
Minerals Revenue Management
Minerals Management Service
P.O. Box 25165, MS 302B2
Denver, CO 80225
303-231-3604