

Description

The Enrollment Form is the official document used to document that an AmeriCorps member is enrolled in an approved national service position and has begun to earn an education award. The form also provides the Corporation with demographic information for evaluative purposes, and allows the Corporation to project future liabilities for the National Service Trust.

The Enrollment form serves two purposes essential to the function of the AmeriCorps programs. First, it is the means by which AmeriCorps programs certify that a member is eligible to serve in AmeriCorps and has begun his or her term of service. Second, it provides the Corporation, grantees, and program managers with valuable demographic information with which the Corporation can assess and report on member placement.

The change proposed for this form is:

Three multiple-choice statements are being added above the AmeriCorps member's signature line. The statements pertain to high school graduation-related requirements in 42 U.S.C. 12501 *et seq.* Adding this item to the form will require member self-certification.

Exit Form

Type of Review: Renewal/Revision.

Agency: Corporation for National and Community Service.

Title: Exit Form (formerly called "End of Term/Exit Form")

OMB Number: 3045-0015.

Agency Number: None.

Affected Public: AmeriCorps members and their host programs.

Total Respondents: 48,000 annually.

Frequency: Average of once per year. (One time for each term of service).

Average Time Per Response: 7 minutes total—3 minutes for the member to complete his or her portion and 4 for the program staff to complete the Certifying Official portion.

Estimated Total Burden Hours: 5,600 hours.

Total Burden Cost (capital/startup): N/A.

Total Burden Cost (operating/maintenance): N/A.

Description

The Corporation's Exit Form is the means by which AmeriCorps programs certify that a member has, or has not, successfully satisfied conditions which must be met in order to receive an education award. When an AmeriCorps member successfully completes a term of national service, a designated program official certifies that the service was completed and the individual is eligible for an education award.

Submission of the Exit Form provides legal certification for the disbursement of an education award to an AmeriCorps member. It is the document by which an authorized program official at an AmeriCorps program site indicates whether an AmeriCorps member is eligible for an education award.

Additional information requested on the form includes the member's service completion date, the current address where the education award documentation should be mailed, and two questions regarding the member's desire for post service information.

The Corporation proposes the following changes to the form:

- Eliminate the ten evaluation questions that are on the form currently being used. The Corporation's Evaluation Division has decided that relevant evaluation data will be collected through surveys.
- Revise question 11 on the current form to incorporate two other post-service opportunities for former AmeriCorps members. Reorganize the question/response options to make the item clearer and to eliminate repetitive language.
- Eliminate the Permanent Address. A Permanent Address is collected from the Enrollment form. It does not change nearly as frequently as does the member's Current Mailing Address, which is the address where the member's education award is mailed. The Permanent Address is used if mail is returned to the Corporation because of an incorrect Current Address. By not asking for an update of the Permanent Address, the entire Exit Form can be included on two sides of one page, a definite advantage.

Future Data Collection for Americorps Programs

In 1999, the Corporation began using an electronic system to both enroll and exit AmeriCorps members. Many local programs can enter into a database information about their members' enrollment and completion of service. They can use the two forms to obtain the information from their participants and enter it into their databases. This data is periodically transferred to the Corporation's database where it becomes the official record. This transfer is currently being done on a weekly basis.

As of the time of this submission, more than fifty percent of the nation's AmeriCorps programs use this system. The Corporation would like to have all programs use it, since it ultimately speeds up both collecting information and issuing education awards to members who have successfully

completed their terms of service. However, many AmeriCorps programs, especially smaller ones, do not have the technological resources to afford the computer hardware and software.

The Corporation does not want to exclude any competent, otherwise qualified organizations from participating as a sponsor, so it is possible that there may always be a small number of organizations that will use forms.

Dated: September 27, 2000.

Charlene Dunn,

Director, National Service Trust.

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DEPARTMENT OF DEFENSE**Department of the Navy****Meeting of the Board of Visitors of Marine Corps University**

AGENCY: Department of the Navy, DOD.

ACTION: Notice.

SUMMARY: The Board of Visitors of the Marine Corps University (BOV MCU) will meet to review, develop and provide recommendations on all aspects of the academic and administrative policies of the University; examine all aspects of professional military education operations; and provide such oversight and advice as is necessary to facilitate high educational standards and cost effective operations. The Board will be reviewing the fiscal plan for next year, the University's Facilities Master Plan, Board presiding officer restrictions contained in the regional accrediting guidelines, and the status of the review and update of the Board By-laws. All sessions of the meeting will be open to the public.

DATES: The meeting will be held on Monday and Tuesday November 13-14, 2000 from 9 a.m. to 4 p.m.

ADDRESSES: The meeting will be held at the Marine Corps University Research Center, 2040 Broadway Street, Room 164, Quantico, VA 22134.

FOR FURTHER INFORMATION CONTACT:

Garry Smith, Executive Secretary, Marine Corps University Board of Visitors, 2076 South Street, Quantico, VA 22134, (703) 784-4037.

Dated: September 22, 2000.

J.L. Roth,

Lieutenant Commander, Judge Advocate General's Corps, U.S. Navy, Federal Register Liaison Officer.

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