

SPECIAL CONSIDERATIONS CHECKLIST FOR
FEDERAL REGISTER, RECORDS MANAGEMENT, PRIVACY ACT,
INFORMATION COLLECTIONS, AND FORMS MANAGEMENT

Federal Register:

Yes No

Do any of the following apply to the issuance?

- The CFR column on the DoD Issuances Website shows a CFR Part number for the issuance...
- The issuance is presently in the CFR
- The issuance calls for the collection of information from the public
- The issuance discusses the public and/or State, local, or tribal government employees
- The issuance discusses businesses or other for-profit and/or not-for-profit institutions
- The issuance discusses contractors and/or contractor personnel
- The issuance discusses retired or separated military members and/or former DoD civilian personnel
- The issuance discusses military family members and/or dependents
- The issuance discusses the National Guard and/or Reserve Components. (Unless the Office of the General Counsel states otherwise, this is always a Federal Register indication.)
- The issuance would have an impact on the public
- The issuance has public or political interest
- The public and/or an employee would use the issuance

If the issuance addresses any of the above, has the Federal Register Liaison Officer been notified?
See AI 102 for further guidance.

Records Management:

Do any of the following apply to the issuance?

- The issuance addresses planning, controlling, directing, organizing, training, and other managerial activities related to the creation, maintenance, use, and disposition of official Federal records, regardless of media
- The issuance provides advice and guidance on the disposition of official Federal records, personal files, and/or non-record materials
- The issuance states that a document/information is to be kept for period of time, then destroyed or transferred to the National Archives
- The issuance addresses the transfer of records to the National Archives (permanent retention) or a records storage facility

If the issuance addresses any of the above, has the Records Management Officer been notified?
See AI 15 for further guidance.

Privacy Act:

Yes No

- Does the issuance address collecting personally identifiable information about individuals?
- Does the issuance specify a use of personally identifiable information about individuals?
- Does the issuance address retrieving information by a personal identifier?

Examples of personal identifiers are:

- Name
- Social security number
- Home address
- Home telephone number
- Complete date of birth (including year)
- Personal medical information
- Personal/private information (required for security clearance or similar use)

Special Considerations Checklist

Privacy Act (cont'd)	Yes	No
Does the issuance address one or more of the following?		
• The collection of personal identifiers without proper authorization.....	<input type="checkbox"/>	<input type="checkbox"/>
• The maintenance, use, or release of information with personal identifiers	<input type="checkbox"/>	<input type="checkbox"/>
• The maintenance of a repository of personally identifiable information.....	<input type="checkbox"/>	<input type="checkbox"/>
• The access to personally identifying information by individuals	<input type="checkbox"/>	<input type="checkbox"/>
• Documents that contain personal identifier information that are not marked “For Official Use		
• Only – Privacy Act of 1974” or “For Official Use Only – Privacy Act Data”	<input type="checkbox"/>	<input type="checkbox"/>
• Message traffic, faxes, and e-mails that contain personal identifier information that are		
not properly marked	<input type="checkbox"/>	<input type="checkbox"/>
If the Issuance addresses any of the above, has the Privacy Act Officer been notified?	<input type="checkbox"/>	<input type="checkbox"/>
See DoD 5400.11-R for further guidance.		

Information Collections:	Yes	No
Does the issuance address any of the following?		
• A requirement for your agency to collect information from members of the public,		
including contractors	<input type="checkbox"/>	<input type="checkbox"/>
If yes, select the “OMB” box in Item 10 of SD Form 106.		
• A requirement for your agency to collect information from other DoD Components.....	<input type="checkbox"/>	<input type="checkbox"/>
If yes, select the “RCS” box in Item 10 of the SD Form 106.		
If the issuance addresses any of the above, has your agency Information Management Control		
Officer (IMCO) been notified?	<input type="checkbox"/>	<input type="checkbox"/>
See DoD 8910.1-M for further guidance.		

Forms Management:	Yes	No
Does the issuance address any of the following?		
• A prescribed need for a collection of information in a fixed or sequential order. Note that		
this criterion is the same whether the information resides on paper or is purely electronic.	<input type="checkbox"/>	<input type="checkbox"/>
If yes, select the “Forms Prescribed” box in item 10 of the SD Form 106.		
• A Privacy Act Statement that has been coordinated through the Privacy Act Officer	<input type="checkbox"/>	<input type="checkbox"/>
If the issuance addresses the above, has the Forms Management Officer been notified?	<input type="checkbox"/>	<input type="checkbox"/>
See DoD 7750.7-M for further guidance.		