

# INFORMATION MANAGEMENT CONTROL OFFICER INFORMATION COLLECTIONS CHECKLIST

## NEW REPORT - DOD INTERNAL INFORMATION COLLECTION

<b>IMCO submits complete package to DoD Internal Information Collections Team</b>	<ul style="list-style-type: none"> <li>✓ All Sections of the DD Form 2936 have been completed</li> <li>✓ Approval signatures on the form should be SES level or above</li> <li>✓ IMCO signature on DD Form 2936</li> <li>✓ Include the CAPE Summary and Methodology Statement</li> <li>✓ Justification statement for the information collection</li> <li>✓ Copy of the report format or summary of the report</li> <li>✓ Copy of Component privacy coordination</li> <li>✓ Copy of respondent coordination (with issuance or SES level if not coordinated with an issuance)</li> <li>✓ See IIC website: <a href="http://www.dtic.mil/whs/directives/corres/intinfocollections/iic_home.html">http://www.dtic.mil/whs/directives/corres/intinfocollections/iic_home.html</a> for further assistance</li> </ul>
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## NEW SURVEY - DOD INTERNAL INFORMATION COLLECTION

<b>IMCO submits complete package to DoD Internal Information Collections Team</b>	<ul style="list-style-type: none"> <li>✓ All Sections of the DD Form 2936 have been completed</li> <li>✓ Approval signatures on the form should be SES level or above</li> <li>✓ IMCO signature on the DD Form 2936</li> <li>✓ Include the CAPE Summary and Methodology Statement</li> <li>✓ Justification statement for the information collection (DMDC justification can be used)</li> <li>✓ Copy of the survey (collection) instrument</li> <li>✓ Copy of communications sent to respondents concerning the survey (invitation, reminders)</li> <li>✓ Copy of Privacy coordination</li> <li>✓ Copy of the DMDC Coordination</li> <li>✓ (*) Copy of the HRPP coordination (* If survey involved Human Research)</li> <li>✓ (*) Copy of Component CIO coordination (*if collection involves electronic media: databases, websites, Survey Monkey, etc.)</li> <li>✓ (*) Copy of coordination with Component or DoD Forms Managers (* If collection involves a form)</li> <li>✓ Copy of respondent coordination (package must be routed to all respondent contacts and signature obtained, SES level or above if not coordinated with an issuance)</li> <li>✓ See IIC website: <a href="http://www.dtic.mil/whs/directives/corres/intinfocollections/iic_home.html">http://www.dtic.mil/whs/directives/corres/intinfocollections/iic_home.html</a> for further assistance</li> </ul>
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## REINSTATEMENT - DOD INTERNAL INFORMATION COLLECTION

<b>IMCO submits complete package</b>	<p><b>INFO:</b> Previously approved Report Control Symbol (RCS) has expired</p> <ul style="list-style-type: none"> <li>✓ Follow steps outlined in New DoD Internal Information Collection</li> </ul>
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## REVISION – DOD INTERNAL INFORMATION COLLECTION

<b>IMCO submits complete package</b>	<p><b>INFO:</b> Information collection has valid, active RCS, owning component wishes to make changes</p> <ul style="list-style-type: none"> <li>✓ Minor changes: Contact DoD Internal information Collections Officer directly</li> <li>✓ Major changes: Complete sections 1,2,3,4,5,7,11,12,13 and 14 of DD Form 2936</li> <li>✓ Major changes: If change in instrument; Complete Section 8 of the DD Form 2936</li> <li>✓ Major changes: If change in cost; complete section 9 of the DD Form 2936</li> <li>✓ Minor / Major changes: Approval signatures on the form should be SES level or above</li> <li>✓ See IIC website: <a href="http://www.dtic.mil/whs/directives/corres/intinfocollections/iic_home.html">http://www.dtic.mil/whs/directives/corres/intinfocollections/iic_home.html</a> for further assistance</li> </ul>
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## EXTENSION – DOD INTERNAL INFORMATION COLLECTION

<b>IMCO submits complete package</b>	<p><b>INFO:</b> Information collection has valid, active RCS, there are <b>NO</b> revisions or change in cost of the information collection. <u>EXTENSIONS ARE GRANTED FOR A MAXIMUM OF 2 YEARS</u></p> <ul style="list-style-type: none"> <li>✓ Complete ALL sections of the DD Form 2936 , <b>EXCEPT:</b> 5.d., 5.e., 5.f., 5.g., 8, 9, and 10</li> <li>✓ Approval signatures on the form should be SES level or above</li> <li>✓ See IIC website: <a href="http://www.dtic.mil/whs/directives/corres/intinfocollections/iic_home.html">http://www.dtic.mil/whs/directives/corres/intinfocollections/iic_home.html</a> for further assistance</li> </ul>
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## EMERGENCY APPROVAL PROCEDURES

<b>IMCO submits complete package</b>	<p><b>INFO:</b> IMCO contacts Internal Information Collections Officer for assistance</p> <ul style="list-style-type: none"> <li>✓ All Sections of the DD Form 2936 have been completed</li> <li>✓ Approval signatures on the DD Form 2936 must be signed by the OSD or DoD Component Head</li> </ul>
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