



ICB Monthly Newsletter

Volume 2, Issue 1

January 14, 2016

Special points of interest:

- TRAINING DATES
- ACTION OFFICER TRAINING RECAP
- DECEMBER COLLECTION APPROVALS
- BACKLOG PROJECT UPDATE

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URGENT: ICB is No Longer Accepting Old Templates

Happy New Year from ICB! We hope that everyone enjoyed a safe and rewarding holiday season.

If you have been following this newsletter over the past few months, you will remember our introduction of a new template for Supporting Statement Part A, a main element in all PRA collection packages. We designed this document based on a great deal of feedback from IMCOs and Action Officers, so thank you to all who sent comments to our office. We hope that the changes we have made will provide you all with the tools you need to create the high-quality and detailed packages that our OMB Desk Officers have come to expect from DoD.

Last month we officially released the new Supporting Statement template for your use. Now that you have had some time to become acclimated to it, ICB will no

longer be accepting Supporting Statements that have been crafted from our old templates. While most of the template updates deal with instructions and will therefore be invisible on the final version you submit to our office, this means that we will no longer be accepting Supporting Statements that do not include the burden tables we have provided in Sections 12 and 14.

We are providing you with another copy of the new template in the same email to which this newsletter is attached. It has also now been uploaded to our DoD Information Collections website, and you can download it from the "Guidance and Approval Process" section for Public Collections, Step 3, at http://dtic.mil/whs/directives/collections/public_process.html.

On the DoD internal collections side, we would also like to remind IMCOs and Action Officers to use the most

recent version of the DD 2936 "Request for Approval of DoD Internal Information Collection" Form, which is dated April 2014. All earlier versions of this document will not be accepted.

Remember, the DoD Cost Guidance Tool, which must be used for all DoD internal collections, creates and populates the DD 2936 for you, so there is no reason to use an old version of this form. You can proceed directly to the DoD Cost Guidance Tool for information collections at <https://www.cape.osd.mil/CostGuidance/>. Alternatively, our website's "Guidance and Approval Process" for internal collections also provides a link to this site.

If you have any questions about our document templates or are having trouble accessing them, please feel free to contact us by emailing the ICB organizational inbox.

New IMCO Introduction

Please join us in extending a slightly belated but very warm welcome to DoD's newest Information Management Control Officer:

LaTasha Dawkins

LaTasha was appointed as IMCO for the Office of the Under Secretary of Defense for Personnel and Readiness in early

November 2015, where she also serves as Forms Manager. She replaced Mr. Correy Thomas, who served as Acting P&R IMCO for P&R after Ms. Jeanne Douglas retired.

LaTasha spent almost 10 years as a DoD contractor before becoming a Federal Employee, and has spent time as the Defense Acquisition Council

Secretariat for DARS, the Issuance Manager for DTRA, and the Project Manager for both Health Affairs and the Defense Health Agency Correspondence Control Offices.

Fun Fact: LaTasha spent most of her adolescence in Germany. She also loves animals and enjoys yoga.



“None of us is as smart as all of us.”

- Ken Blanchard



**Action Officer Training
Selected Q&A**

Information Collections Training

UPCOMING TRAINING DATES:

March 28, 2016: Open to Everyone

- 0830 - 1200 Public Collection Process
- 1300 - 1700 Internal Collection Process

April 20-21, 2016: IMCOs Only!

- 0830 - 1700 Intensive Training

REGISTRATION IS REQUIRED FOR ALL SESSIONS

To register, please email the DoD Information Collections Branch Org Box (see page 4)

RECAP: December Action Office Training

ICB would like to extend a big thank you to everyone who participated in our Action Officer trainings last month on the Public and Internal Collections Processes. We hope that all attendees feel more confident creating and preparing information collection packages.

In a first for our branch, we would like to provide you with some of the questions and answers that came up during the course of the public collection training module. We have selected several of the most common and/or important questions, which are listed in the column to the right. As always, if you have additional questions about our program or either of the approval processes please contact our branch by emailing the DoD Information Collections Org Box.

One final point we would like to address is distance learning. Although we have received many requests for distance learning, in the past this was not possible. However, due to high demand and repeated interest, ICB is currently looking into various options, which we hope to implement in time for our next trainings. We will keep you updated with more information as it becomes available.

Public Collections Q&A

Q: Are interviews, focus groups, or surveys considered collections?

A: Yes, all three are types of collections.

Q: Do the Agency Disclosure Notice and Privacy Act Statement have to go on the front page of the database/system/form, etc?

A: Although that is OMB's preference, they do not have to be on the front page. They do, however, need to be present, visible, and accessible to all participants.

Q: Are DoD Civilian Employees considered members of the public?

A: No, all civilian federal employees are considered an internal population. However, all contract employees are members of the public.

Q: If an outside organization is collecting information from members of the military, does the responsibility for clearing the collection fall on them?

A: Any outside organization soliciting information from DoD members must have a DoD sponsor, who will clear the collection.

Q: Can collections with multiple parts (forms, focus groups, etc.) be cleared together or does each instrument have to be cleared separately?

A: Most collections with multiple instruments can be cleared together (and this is our preference!). Surveys are unique in that they must be cleared individually.

Q: Are questions on topics such as gender and ethnicity considered sensitive?

A: Yes.

Q: Should burden calculations for surveys use potential respondents or expected respondents?

A: The expected number of respondents.

Q: If your collection requires the use of a Help Desk (or something similar), where do you account for that monetary requirement?

A: In the table for Operational and Maintenance Costs (page 5 of the Supporting Statement template).

December Approvals from DoD & OMB

DoD APPROVALS:

- DD-AT&L(A)1529 “Annual Energy Management Report”
- DD-P&R(QD)1946 “Workplace Equal Opportunity Surveys of Active Duty and Reserve Component Members”

OMB APPROVALS:

- 0702-0129 “Exchange Official Personnel Folder - Privilege Card”
- 0702-0130 “Exchange Retail Sales Transaction Data Surveys”
- 0704-0545 “Collection of Required Data Elements to Verify Eligibility”

- 0704-0547 “AFNConnect (AFNC)”
- 0704-0548 “DISAM Information Technology Mission System (DISM)”
- 0710-0016 “Hurricane Evacuation Behavioral Survey”
- 0720-0017 “Diagnosis Related Groups (DRG) Reimbursement (Two Parts)”
- 0720-0041 “Defense Medical Human Resources System Internet (DMHRSi)”
- 0720-0060 “Assistance Reporting Tool (ART)”



Recent Approvals from DoD & OMB.

Project Update: Public Collections Backlog

In last month’s newsletter, we introduced you to the Public Backlog Project, one of our new high profile initiatives on which we will be moving forward in the coming weeks. As this will be an intensive and long term effort requiring a great deal of coordination between our office and every component, we would like to provide you with a quick status update on this project.

The Backlog project is composed of more than six hundred outstanding public collections for which processing was initiated but never completed. We are currently in the midst of our data gathering and administrative phase, which involves identifying potential packages and matching packages with their respective owning components and IMCOs.

During the next phase, which we hope to begin in the coming weeks, we will reach out to IMCOs in order to schedule kick-off meetings with our analysts so that we can identify your component’s collection prioritizations. To ensure you are prepared, please continue to think about which of your backlogged collections are high priority for your component.

“Coming together is a beginning. Keeping together is progress. Working together is success.”
- Henry Ford

Program Spotlight: Office of Information and Regulatory Affairs

The Office of Information and Regulatory (OIRA) is situated within the Office of Management and Budget (OMB) under the Executive Office of the President. As those of you who are involved in the public information collections process are aware, OIRA reviews and approves all government collections of information from the public. When our office submits a public collection package for approval, OIRA is the entity responsible for the final step in the process.

In addition to its responsibilities under the PRA, OIRA conducts proposed, final, and retrospective reviews of Executive Branch regulations and manages the implementation of government-wide information, privacy, and statistical policy. In this area, OIRA coordinates with Federal agencies on the Information Quality Act and the Small Business Regulatory Enforcement and Fairness Act.

For IMCOs and Action Officers working on public collection packages, OIRA also

manages two important sources of information. Reginfo.gov is OMB’s public facing website that includes an Information Collection Request Dashboard that provides direct access to your submitted collection packages.

Second, Regulations.gov is the online platform used by the public to comment on Federal Register notices. You can check for comments by searching for the Notice’s Docket ID at this site.



For more information about OIRA, visit its website at <https://www.whitehouse.gov/>

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whs/directives/
collections/index.html](http://www.dtic.mil/whs/directives/collections/index.html)

"ICB: Reducing Burden for You and Me"

A Word from the DoD Clearance Officer

Happy New Year! With January well underway, this is a good time to briefly recap 2015, bring a few items to your attention, and mention what will be coming up this year.

This past year saw an increase in training attendance, and as a result DoD personnel from a wider variety of roles than ever (IMCOs, action officers, program managers, privacy officers, records managers, survey developers, supervisors and leadership, and more) were introduced to the requirements and processes for both internal licensure and OMB approval. We also had several new IMCOs appointed in 2016, and we saw an increase in the Information Collections Branch staff; you have already been working and getting to know the new ICB staff through your submissions and during trainings.

For 2016 there are two things to remember to keep your submissions moving forward. First, please remember to use the current templates for your submission packages, whether for the Supporting Statements (see page 1), the 60-day Federal Register Notice, the OMB Form 83-I, or the documents needed to obtain an RCS for DoD internal collections. Second, unless instructed otherwise, remember to send your emails to the Directives Division org box (email address is to the left of this column). The emails need to be checked in by the Division Administrator who then sends them to ICB for assignment to individual staff. This is the quickest and most reliable way for your documents to be received, reviewed, and tracked by ICB.

2016 will also see the continuation of some major projects. The expired collections project remains ongoing, but many of these submission packages are still with the components. This is a very important project so I strongly encourage IMCOs and Action Officers with expired collections to keep these moving forward. Another important effort in 2016 will be the Backlog project, and we plan on contacting IMCOs in the coming weeks to discuss setting component priorities. And finally, the DoD Fast Track Generic submission package will be sent to OMB in March. This could prove to be a very helpful vehicle for components' customer satisfaction-type collections.

ICB is looking forward to a very productive 2016 and to working with all of you throughout the new year. Regards and Happy 2016.

Fred Licari