



# ICB Monthly Newsletter

Volume 2, Issue 2

February 22, 2016

## Special points of interest:

- TRAINING DATES
- SORNs, SYSTEMS, AND SURVEYS TRAINING RECAP
- JANUARY COLLECTION APPROVALS
- EXPIRED PROJECT UPDATE

## Inside this issue:

- TRAINING DATES 2
- TRAINING RECAP: SORNs, SYSTEMS, AND SURVEYS 2
- JAN APPROVALS: DOD INTERNAL & PUBLIC 3
- PROJECT UPDATE: EXPIRED PUBLIC COLLECTIONS 3
- SPOTLIGHT: DMDC 3
- A WORD FROM THE CLEARANCE OFFICER 4

## Information Collections System New Features and Upgrades

As mentioned in previous issues, ICB is working on improvements to the Information Collections (IC) System, the repository for internal information collections. The IC System currently houses all active internal information collections in a searchable database available to CAC users on the Information Collections website at <https://apps.osd.mil/sites/DoDIIIC/Pages/default.aspx>.

New upgrades coming later this year will expand the IC System to include these features:

### A Searchable List of Public Information Collections

The list will include all DoD public information collections in a searchable database similar to the

current internal collections list. This will give you visibility into existing DoD-wide public collections to help you reduce collection duplication.

### A Process Generator

The Process Generator is intended to help you determine which process you will most likely need to follow in order to license a collection. After you answer a series of questions, the Process Generator will create a prescription

summary that includes requirements and elements you may need to include in your collection package.

### Space for Components to House Component-Internal Collections

This area will allow you to manage your Component-internal collections at an organizational level. With this in mind, the new IC System will only include the basics and an area to upload the Component-internal associated documents.



## Welcome to ICB's Newest Analyst!

Please join us in extending a warm welcome to the newest member of the ICB team:

### KATIE ZOLOT

Katie graduated with a B.A. in Political Science from the University of North Carolina at Chapel Hill, where she also studied Arabic, Hebrew, and German. Prior to joining ICB,

Katie lived, worked, and studied in the Middle East, where she was a research assistant for the Jerusalem Center for Public Affairs and focused on national security topics such as non-proliferation and counter-terrorism.

Katie then worked for CACI International, INC. and utilized her language skill-set to support

a contract with the Department of Justice, where she a member of an interagency team combatting international white collar crime.

*Fun Fact:* Katie can type over 120 words per minute and trained to be a court reporter for the Superior Court of DC and the DC Court of Appeals.



## 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)

**“Plans are only good intentions unless they immediately degenerate into hard work.”**

**- Peter Drucker**

## RECAP: SORNs, Systems, and Surveys Training

Thank you to all Action Officers and IMCOs who attended our SORNs, Systems, and Surveys training class in January. We had a great turnout. We had a great turnout, and we appreciate everyone who travelled to the Mark Center from around the National Capital Region—or farther, in some cases. Our office regularly receives questions about how to handle information collections in these formats, so we hope the class was helpful for all attendees.

SORNs and Systems can be some of the most complicated in the ICB repertoire when it comes to understanding how to handle information collections. So much depends on the specific documents, so generalizations are tough to make. With that in mind, here are a few important tips to remember.

In systems, the clearance follows the information from the point of collection; you can clear a sub-system, and the clearance will follow that information if it is fed to a mega-system.

Surveys unfortunately cannot be combined with any other instrument and must be cleared separately from other collections, even if they are very closely related. Surveys also must be reviewed by DMDC.

### Selected Training Q&A

*Q: If a SORN with a public collection needs an alteration, does it need to go through the entire PRA approval process from scratch?*

*A: Potentially. The Component IMCO should review the SORN, including the alterations, and determine if any changes affect the prescribed information collection. If the changes are small, such as administrative changes, the SORN may not need to go through the complete clearance process.*

*Q: When is a Social Security Number Justification Memo required, and who is responsible for obtaining one?*

*A: Once your SORN is reviewed by Privacy and DPCLD, they will inform you of the SSN Justification Memo requirement if you are collecting Social Security Numbers (even truncated SSNs). It is the component’s responsibility to obtain it.*

*Q: If we have three feeder systems that are all individually cleared through OMB, can we use one SORN to cover them?*

*A: The ideal ratio is one system, one SORN, one collection.*

*Q: To whom should we report unlicensed surveys or collections?*

*A: Please contact our office if you find or have unlicensed surveys or other collections.*

*Q: How do we estimate burden and respondent numbers when using social media?*

*A: Use past experience, reach out to components that have done similar collections, or find a way to estimate using the number of people following your page.*

*Q: Who renews SORNs when they expire?*

*A: SORNs are valid for two years. The Federal Agency that created the SORN is responsible for renewing it.*

*Q: If a SORN is tied to an exemption rule, which item should be approved first?*

*A: The exemption rule should be approved by OMB first, then the SORN should publish.*



**SORNs, Systems, and Surveys Training Selected Q&A**

## December Approvals from DoD & OMB

### DoD APPROVALS:

- DD-AT&L(AR)2492 "Acquisition Workforce personnel Demonstration Project (AcqDemo) Attitude Survey and Focus Groups"
- DD-AT&L(A)2582 "Chemical Agent Personnel Reliability Program (CPRP) Report"
- DD-AT&L(A)2583 "Biological Select Agents and Toxins Personnel Reliability Program (BPRP) Annual Report"
- DD-AT&L(OT)2604 "Acquisition of Engineering and Technical Services Survey in Support of Better Buying Power 3.0"

### OMB APPROVALS:

- 0702-0128 "Army Sex Offender Information"
- 0702-0131 "Exchange Employee Travel Files"
- 0702-0132 "Application for Temporary Food Establishment"
- 0704-0321 "DFARS Part 232, Contract Financing, and DFARS clauses 252.232-7002"
- 0720-0003 "Statement of Personal Injury—Possible Third Party Liability Champus"
- 0704-0420 "Generic Clearance, Collection of Qualitative Feedback on Agency Service Delivery"



Recent Approvals from DoD & OMB

## Project Update: Expired Public Collections

By now we know that many of you are familiar with the Expireds Project, ICB's initiative to re-clear all expired public information collections. As this project has now been underway for several months, we are proud to report that two of DoD's expired collections have been reapproved by OMB, and an additional one has been submitted and is awaiting

OMB's ruling. This continues to be a high priority for our Branch and Division, so please continue to push your collections packages toward submission.

Based on feedback we have received from our involved IMCOs, ICB understands that many of you are having difficulty obtaining the proper degree of cooperation from

your component Action Officers. To provide you with some leverage and ammunition in your battles to keep these collections moving forward, we will be elevating a list of stagnant and nonresponsive collections to component leadership in the near future. We hope that a higher level of scrutiny will provide a higher incentive to move these collections out of violation.

**"There are no secrets to success. It is the result of preparation, hard work, and learning from failure."**

- Colin Powell

## Program Spotlight: Defense Manpower Data Center (DMDC)

Guest Author Anthony Whyde

DMDC collects, archives, and maintains accurate manpower and personnel data for the DoD. To learn more about DMDC, visit <https://www.dmdc.osd.mil/>. The website provides useful information including links on how to request data, available statistics and reports, and survey results.

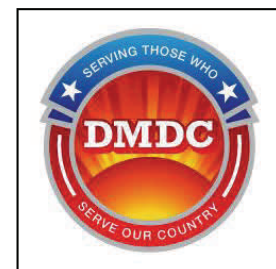
AOs and IMCOs will interact with DMDC during the approval process for DoD-sponsored collections that involve surveys or focus groups. Coordination requirements with DMDC are established in Volumes 1 and 2

of DoD Manual 8910.01 and require survey and focus group protocols to be submitted to DMDC for technical review. The submitted documentation should include the data collection instrument, all supporting materials, and the completed DMDC or OMB Supporting Statement. The DMDC review will focus on proposed sampling methods, questionnaire design, implementation, processing, and reporting. A successful review and revision results in a DMDC recommendation for approval letter.

DMDC also follows DODI

1100.13, which establishes policies, assigns responsibilities, and provides procedures for DOD surveys. Our responsibilities include developing DoD survey standards, promoting best practices in survey methodology, and consulting in survey design and administration. A primary concern is to ensure that the survey is the best means to produce needed information with the least burden.

For more information about the DMDC technical review, contact Tony Whyde by email at [anthony.s.whyde.civ@mail.mil](mailto:anthony.s.whyde.civ@mail.mil) or call (571) 372-7386.



For more information about DMDC, visit its website at <https://www.dmdc.osd.mil/>

DOD/ESD/WHS  
DIRECTIVES DIVISION

INFORMATION  
COLLECTION  
BRANCH (ICB)

Directives Division Org Box:  
whs.mc-alex.esd.mbx.dod-  
directives@mail.mil

Information Collections Org  
Box:  
whs.mc-alex.esd.mbx.dd-dod-  
information-  
collections@mail.mil

VISIT US ONLINE:

[http://www.dtic.mil/  
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**

We are moving closer to having a DoD-wide fast track generic clearance in place. The public comment period for the 60-day Federal Register Notice expires on Monday, February 29. The 30-day Notice will publish in the Federal Register a few days later, and the PRA package will be submitted to OMB immediately afterwards. We anticipate obtaining OMB approval to use this submission process by mid-spring. But now is the time for you to be thinking about the information collections that your component may want to submit for approval using the fast track generic submission process.

You may recall from previous newsletters and past in-person ICB trainings that this submission vehicle is a way for the Department to conduct a variety of public information collections, such as customer satisfaction surveys, focus groups, and comment cards, and have a fast approval turn-around time. In fact, within five business days of OIRA's receipt of a brief 1-page description of your collection along with your instrument, our OMB Desk Officer will raise any questions, concerns, or issues he or she may have about the submission. If your submission does not raise any questions, it should be approved at the end of those five days.

Remember that to qualify for a fast track generic approval, your information collection must be voluntary, low burden (i.e., short and easy), non-controversial and non-sensitive in nature, mainly qualitative, and it must not have a major impact on DoD policies. In spite of these restrictions, generic clearances can be used for information collections related to scientific research, including research studies and methodological tests that are used to help design collection instruments. Also, agencies that often do pre-testing and survey development work (e.g., cognitive interviews, focus groups, and respondent debriefings) may also benefit from the generic submission process. If you are unsure whether one of your component's collections fits into the definition of a fast track generic, contact ICB and we will discuss it with you. Also, feel free to ask for a copy of the fast track generic submission process FAQs and we will be happy to send it to you. The FAQ document will also be posted on our website later this week.

Look for updates on the DoD-wide fast track generic submission in upcoming newsletters.

Regards,

Fred Licari  
DoD Clearance Officer