



# ICB Monthly Newsletter

Volume 2, Issue 3

March 21, 2016

## Inside this issue:

FEB APPROVALS: 2  
DOD INTERNAL &  
PUBLIC

TRAINING DATES 2

A WORD FROM 2  
THE CLEARANCE  
OFFICER

## The Monthly IMCO Report: How to Avoid Violations

Each month, the Information Collections Branch (ICB) provides Information Management Control Officers (IMCOs) with a Monthly Report. This report's purpose is twofold. First, it alerts IMCOs of public collections that will expire in the next six months. Second, it communicates the status of active collections going through the renewal process.

Ideally, this report should function as a two-way street. While its initial use is to distribute information to IMCOs, we also ask that IMCOs provide updates back to ICB so that we can maintain an accurate catalogue of all collections. We are highlighting the report in this month's newsletter not only to further explain how it can be used as a tool to keep your

component in good standing, but also to solicit feedback on how we can improve it.

As you know, the process to clear public collection can be quite lengthy. The average timeframe is about six months for a renewal package. ICB notifies IMCOs six months prior to expiration so that they can start contacting the Action Officer and submit the 60 day notice for publication. It is our hope that IMCOs start that process as soon as the collection appears on the monthly report. Please do not wait until the last minute to submit the 60 day notice, as many things can go wrong or complicate a package in the later stages.

Even with this advanced notice, DoD's violations list has grown at a troubling pace. Col-

lections that go into violation remain on the report—highlighted red—and are reported up to component leadership on a monthly basis. To avoid this scenario, we ask IMCOs to provide any suggestions on how we can make this report a more useful tool to identify collections requiring your attention.

As previously mentioned, we also ask that IMCOs alert ICB staff if you see a discrepancy in the report or if you can provide an updated status on any of your collections. This will help us provide accurate information to leadership.

Thank you all in advance. With your assistance, ICB will continue to refine this tool so that it is more useful for all parties.

## Welcome to ICB's Newest Analyst!

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

### **MAYRA DALENCE**

Mayra graduated magna cum laude from George Mason University with a B.S. in Criminology, Law and Society and a concentration in Homeland Security and Intelligence Analysis.

Prior to joining ICB in February, Mayra worked for the Department of Homeland Security's Center of Excellence led

by the University of Maryland, the National Consortium for the Study of Terrorism and Responses to Terrorism (START). While at START, she conducted open source intelligence research to profile domestic and transnational criminal organizations, as well as more loosely organized criminal networks, that may attempt to traffic illicit radiological and/or nuclear weapons in the United States.

Mayra has also worked at the Organization of American

States in the Inter-American Drug Abuse Control Commission, where she researched and analyzed how foreign countries sold forfeited and confiscated assets for their asset management project and translated reports from English to Spanish and vice versa.

Fun Fact: Mayra lived in Bolivia for 7 years and Spanish is her first language. In 2015, she studied abroad in Rome, Italy to study psychology.

**WE WANT YOUR  
FEEDBACK!**

Suggestions for our  
newsletter?

Email the IC Org  
Box!

DOD/ESD/WHIS  
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

**"ICB: Reducing Burden for You and Me"**

## February Approvals from DoD & OMB

### DoD APPROVALS:

- DD-P&R(OT)2605 — "Defining On the Job Experiences of Transitioning Veterans"
- DD-HA(BE)2606 — "DoD Patient Safety Culture Survey"
- DD-DCMO(A,Q)2607 — "DoD Issuances Agenda Report"
- DD-P&R(A)2608 — "American Customer Satisfaction Index Survey"
- DD-INT(OT)2609 — "NGA Safety of Navigation Mission Impact Assessment: A Two-Part Study"

### OMB APPROVALS:

- 0704-0395 "Pentagon Facilities Parking Program"
- 0704-0550 "Report on Voluntary Military Education Programs Advertising and Marketing"
- 0704-0551 "Office of the Secretary of Defense (OSD) Confidential Conflict-of-Interest Statement for Advisory Committee Members"
- 0704-0552 "Fast Track Generic Clearance for the Collection of Qualitative Feedback on Agency Service Delivery"
- 0710-0006 "Hurricane Evacuation Behavioral Survey"

## 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 margin)

### VISIT US ONLINE:

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

### **WE WANT YOUR FEEDBACK!**

Got suggestions for our  
newsletter?

Email the IC Org  
Box (above)!

## A Word From the DoD Clearance Officer

On a recent conference call, ICB had the opportunity to meet the new OMB statistician for the first time. As you may know, the OMB statistician is someone who plays the critical role of reviewing all of DoD's public collections that include surveys or survey-like instruments, including web surveys, hard copy questionnaires, focus groups, facilitators guides, and in-person interview protocols. His expertise on questionnaire design, sampling, representativeness, response bias, and

survey methods was very evident, and he was very willing to share with us his experience as well as his perspective on what he looks for when he conducts his reviews.

Another key player on this call was Anthony Whyde, the DMDC survey reviewer. You may recall Tony speaking to us during one of ICB's previous trainings, where he provided a lot of excellent information about how you go about coordinating with DMDC

for your survey reviews. Together, these two individuals will be the Department's technical experts on everything related to surveys, and I hope to be able to bring our new OMB statistician, known to us as "Statistics Bob," to the Mark Center sometime soon for a presentation. Look for a future announcement on this.

Regards, and Happy Spring.  
Fred Licari, DoD Clearance Officer.