



ICB Monthly Newsletter

Volume 2, Issue 4

April 8, 2016

Special points of interest:

- UPCOMING MERGER
- NEW TRAINING DATES
- NEW IC SYSTEM
- MARCH COLLECTION APPROVALS

Inside this issue:

TRAINING DATES	2
NEW IC SYSTEM IS LIVE!	2
MAR APPROVALS: DOD INTERNAL & PUBLIC	3
RECAP: ACTION OFFICER TRAINING	3
COLLABORATION AND CUSTOMER SERVICE	3
A WORD FROM THE CLEARANCE OFFICER	4

IMPORTANT UPDATE — IMCO Training April 20-22

For our first order of business this month, ICB would like to announce several highly important updates to our next IMCO training sessions, which are fast-approaching and will take place April 20-22 at the Mark Center.

The first thing you might notice is that these sessions are now taking place over the course of three days instead of the usual two. This is due to the addition of several new topics that will shift the focus of these sessions away from the public collection process exclusively to include other collections issues and processes.

While the first two days will continue to focus on the Paperwork Reduction Act and the public collections process, the third day will include training on DoD internal information collections and component-internal

information collections. Attendees will also be treated to the very first demonstration of and training for our brand new Information Collections online system, which you may remember from status updates in several past issues of this newsletter.

Moving forward through 2016, the IC System will grow more important to the Information Collections team as it becomes the primary method by which we process information collection requests and packages of all types. For more information, please see the article at the bottom of page 2 of this newsletter.

With these new topics, we would like to renew our call for IMCOs to register for these trainings. We believe the new topics, especially the IC system, make these trainings an im-

portant tool for all IMCOs, regardless if you are new or seasoned. As a reminder, all new IMCOs are required to attend these trainings. For our veteran IMCOs, we understand that three days is a lengthy period to be away from the office. With that in mind, we are extending the option for experienced IMCOs or support staff to attend the third session only. In this way, you will gain exposure to important new topics such as the IC system without sacrificing productivity in your normal duties.

All upcoming training dates, including the announcement for our next Action Officer training sessions, is available on the next page. To register for any of our trainings, please email the Information Collections Org Box.

Upcoming Merger with Forms Management Branch

In one of our more unexpected updates, beginning on April 22 our program will no longer be called the Information Collections Branch. Ms. Glynda Hughes, the Forms Management Branch Chief, will be taking a well-earned retirement, and DoD will not be filling her position. Instead the Information Collections Branch will merge with the Forms Man-

agement Branch to create the Information Management Branch.

We do not expect this transition to affect your interactions with our team, as our Analyst's duties will not change. ICB will remain intact as the Information Collections Team, and our new Forms colleagues will retain their normal duties as well.

There will likely be a short period of adjustment, however, as we continue to determine how best to handle the merger, so we ask for your patience as we complete the transition. We will, of course, keep everyone apprised of any updates to the situation.



“Leadership and learning are indispensable to each other.”

- Peter Drucker

WE WANT YOUR FEEDBACK!

Got suggestions for our newsletter?

Email the IC Org Box!

Information Collections Training

UPCOMING TRAINING DATES:

April 20-22: 3-Day Intensive IMCO Training (IMCOs and IMCO Support Staff Only)

- 0830 - 1700 Day 1: Public Collections
- 0830 - 1700 Day 2: Public Collections
- 0830 - 1200 Day 3: Internal Collections
- 1300 - 1700 Day 3: IC System Training

June 27: Action Officers (Open Enrollment)

- 0830 - 1200 Internal Collections
- 1300 - 1700 Public Collections

REGISTRATION IS REQUIRED FOR ALL SESSIONS

To register, please email the DoD Information Collections Org Box

New IC System is Live!

It's finally here! The Information Collection System (IC System) upgrades are now LIVE on our website! It has been 10 months in the making, but we now have enhanced features available to you to make searching for collections more intuitive and identifying collection requirements more efficient. We have also added project workflows to streamline our process for all components.

The search functionality of our system has been enhanced to include public collections as well as internal collections. In accordance with the 2010 SecDef Efficiencies, we are moving towards a centralized repository for all DoD collections. This is the first big step in providing our users with a comprehensive look at the information collections occurring across the Department.

We have also added space for Information Management Control Officers (IMCOs) to add their own component internal collections to the search repository. The use of this tool is optional, but highly encouraged so you can efficiently maintain your component's collections inventory in addition to encouraging collaboration and reducing duplication across the Department.

The Process Generator has been one of our most anticipated enhancements, and it is now live and ready for use! Action Officers and IMCOs can complete detailed worksheets that generate a "prescription," which the IMCO can then confirm. This prescription will go a long

way towards aiding first time Action Officers in planning the approval process and identifying key coordinators.

Finally, initial workflows have been added, and our program will be moving towards using these online portals to prepare, coordinate, and approve all collections on a central online platform. Additional enhancements will be made to the workflows over the next few months, but we plan to "roll out" the use of this portal slowly through a pilot program.

Fred Licari will identify 4-5 IMCOs and components to participate in the pilot testing of the workflows over the next few months. Feedback we receive during this testing period will be incorporated prior to rolling out the portal to ALL components and IMCOs. If you have an interest in being part of this pilot program, please email the Information Collections Branch Org Box.

Changes are coming, and we are very excited to implement these enhancements! We hope that these tools will increase our program's efficiency and decrease the average timeline for our approval processes. Full training will be provided to IMCOs later this month. Please see the first article on the previous page and the trainings dates listed in the article above for more information on this training.

March Approvals from DoD & OMB

DoD APPROVALS:

- [DD-CJCS\(A\)2611](#) "USSOCOM Preservation of the Force and Family (POTFF) Needs Assessment"
- [DD-P&R\(OT\)2610](#) "Responding to Service Members at Risk of Suicide: Minimizing Stigma to Facilitate Help-Seeking"
- [DD-P&R\(QD\)1947](#) "Armed Forces Workplace and Gender Relations Surveys"
- [DD-P&R\(BE\)1816](#) "Recruiter Quality of Life Survey"
- [DD-HA\(SA\)2395](#) "Patient Centered Medical Home Care Model Metrics"

- [DD-NAV\(OT\)2597](#) "Case Management Services in the Military Health System"

OMB APPROVALS:

- 0702-0133 "Exchange Employment Applications"
- 0704-0030 "Disposition of Remains—Reimbursable Basis Request for Payment of Funeral and/or Internment Expenses"
- 0704-0207 "Militarily Critical Technical Data Agreement"
- 0704-0457 "Department of Defense Education Activity (DoDEA) Research Approval Process"



Recent Approvals from DoD & OMB

RECAP: Action Officer Training, March 28, 2016

ICB would like to thank everyone who attended our Action Officer training session on March 28 at the Mark Center. We hope that all attendees came away from the training sessions feeling more confident about information collections issues, especially the process to create thorough collection packages. It is also always a helpful experience for us to be able to put faces to some of the

names of those we work with on a regular basis, and we hope that you feel the same. This was especially true for those of you who attended this training, as you were able to meet our two newest Analysts, Mayra Dalence and Katie Zolot.

This training session was also important for the Information Collections Branch due to the fact that we had two new trainers plan, manage, and run the training

sessions for both public and internal collections. Caitlyn Borghi ran the public training module, and Kaitlin Chiarelli ran the DoD internal information collection module, and we would like to congratulate both on a job well done.

You can find the date of the next Action Officer training on the previous page.

"The measure of success is not whether you have a tough problem to deal with, but whether it is the same problem you had last year."

- John Foster Dulles

On Collaboration and Customer Service

The Information Collections Branch (ICB) is committed to providing excellent customer service, and one key way for ICB to accomplish this is to conduct reviews of your submission documents and to respond to your inquiries in a timely manner. We will be building into our

best practices a process whereby ICB will let you know when to expect to hear back from us for a given type action, e.g., a 60-day FRN review, a DoD internal information collection package review, a status inquiry, etc. ICB strives to be timely in our responses, but if

there is ever an occasion when you have not heard back from us in a reasonable amount of time, or if we have not gotten back to you by the date we said we would, please don't hesitate to contact us via the Directives Org box. Thank you.

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

On Thursday, April 14, OMB's statistician, Mr. Robert Sivinski, and the OMB Desk Officer responsible for reviewing/approving the Defense Health Agency's public information collections, Ms. Stephanie Tatham, will be visiting us and DMDC here at the Mark Center. Mr. Sivinski plays a major role in the review of all the Department's public collections that are comprised of surveys or survey-like methodologies, including in-person interviews and focus groups. Ms. Tatham has been the OMB Desk Officer for the DHA collections for approximately 8 months. They plan on making a brief presentation on their review and clearance process and then they will be taking questions. We are very much looking forward to their upcoming visit because we have not yet had the opportunity to meet either Mr. Sivinski or Ms. Tatham in person.

Since part of the visit will focus on the things OMB views as important and looks for in our PRA submission packages, we are opening this up to those of you who are interested in meeting and hearing from our OMB collaborators. This would also be an opportunity to talk about your own survey collections that you expect to be undertaking in the new future. Our expectation is that the information OMB will be providing will help IMCOs and Action Officers improve the development of their survey instruments as well as the write ups of the technical sections of the PRA submissions, specifically Supporting Statement Part B.

Even though OMB's Desk Officer for DHA collections is not the Desk Officer who reviews most of DoD's PRA packages, this will still be a very good opportunity to hear directly from key individuals at OMB.

DMDC has been kind enough to host the meeting in one of their conference rooms, but unfortunately, seating will be limited. Please contact us via the Information Collections Org Box as soon as possible if you plan to attend or would like more information. If you do plan to attend we will need to hear from you no later than noon on the 13th and we will provide you with the meeting logistics.

Regards,

Fred Licari
DoD Clearance Officer