OIM Monthly Newsletter

Fast Track Generic Public Collection Vehicle Now Available

In the February newsletter I reported that the Department would soon have an OMB-approved DoD-wide fast track generic clearance. That approval has come through and we are now able to begin submitting individual public information collections to OMB using this submissions vehicle. Once submitted, a collection should be approved in a very short period of time—5 to 10 business days. According to OMB's guidance, the Fast Track process is designed for information collections that focus on the experiences of customers or other stakeholders relating to existing or future services and products.

As you consider whether a collection qualifies as a fast track, remember that your it must be both voluntary and low burden: it must not impose a significant burden on the public or significant costs on the Government; it must not require the review of any OMB staffer other than the Desk Officer, such as an OMB survey statistician; its subject matter must be free of any controversy; and policy funding decisions cannot be made using the information.

However, even within these parameters there is a very wide range of public collections that fit into our new fast track vehicle: comment cards or complaint forms; focus groups or panel discussions; usability testing; testing to refine survey questions; post-transaction customer surveys; on-line surveys; and customer satisfaction qualitative surveys.

Now is the time to take a deep look into your component to identify any upcoming public collections that might qualify. I also strongly encourage you to consider your currently approved public collections as possible candidates because if any of these collections fit, OIM can submit them via the fast track generic as their expiration dates approach and literally shave months off the submission process. OIM would then send in a Discontinuation Request for your old OMB control number and switch it to the new Fast Track Generic OMB Control Number.

The fast track submission vehicle has been a long time coming, but now that it is here I want you to fully utilize it. If you have any questions about what might qualify or how to submit a collection as a fast track collection, contact our office or log onto our website. Fred Licari, DoD Clearance Officer.

We Are Now the Office of Information Management!

In last month's newsletter, we mentioned that the Information Collections Branch would be merging with DoD's Forms Management Branch. We are happy to report that this merger is now complete, but not in the way we expected!

Although—as we revealed last month—we were anticipating changing our name to the Information Management Branch, our new official designation is the Office of Information Management (OIM). Most of you probably noticed that this month's newsletter bears a different title; this will be the case moving forward to best represent our program.

Please bear with us for the near future, as we will undoubtedly accidentally refer to ourselves as ICB until we become comfortable with OIM. At the very least, this could represent a positive change for us, as we no longer have to explain the difference between the Information Collections Branch and the Information Collections Budget report that is delivered to Congress!

Mr. Fred Licari, DoD's Clearance Officer, is also taking on the duties of DoD's Forms Manager, replacing Ms. Glynda Hughes, who retired last month.

To reassure everyone once again, this will not change how we process collections or how you interact with us, The addresses for the Information Collections and Directives Division email boxes will also remain unchanged.

Information Collections Training

UPCOMING TRAINING DATES:

June 27: Action Officer Training

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

July 12: SORNs, Systems, and Surveys

- 0830 - 1700   Full-day training

REGISTRATION IS REQUIRED FOR ALL SESSIONS

To register, please email the DoD Information Collections Org Box

RECAP: IMCO Training, April 20-22

OIM would like to thank all IMCOs and support staff who attended our three-day intensive training classes last week. We hope that everyone came away feeling much more confident in their ability to review collection packages and guide Action Officers through the two information collection clearance processes.

We are especially grateful to everyone who attended the final day of training, as this was both the first time we have included DoD internal information collections in our IMCO training as well as the first demonstration of our new IC System.

As we have mentioned, some of the new features include a space for IMCOs to house component-internal information collections, a Process Generator to help identify collection requirements, and a new search capability for public collections. We have also included an information collections workflow, which will eventually function as the primary repository and coordination mechanism for all collection packages as they proceed through the clearance process.

Based on the great deal of positive feedback we received on these features, we are confident that they will increase efficiency as we work to approve collections. We have selected a handful of IMCOs to test the pilot stage of the IC System, and we will eventually be opening this exciting new feature to all IMCOs later this year.

New IMCO Report Format

WE WANT YOUR FEEDBACK!

Got suggestions for our newsletter?

Email the IC Org Box!

In another change we are introducing this month, the format and content of the monthly report we distribute to all IMCOs are being altered to increase usability. We initiated this report in an effort to help IMCOs identify public collections that are in danger of expiring, but we have experienced only limited success with component timeliness in addressing expiring collections. To remedy this, we have created a new IMCO Report format to be more useful for each individual IMCO and to help improve component responsiveness.

Beginning this month, the IMCO Report has become an individual and personalized report with relevant information only for each specific component. Each report will include important updates about the following:

1. Priority/HOT Collections that are in danger of expiring
2. A total list of collections expiring in the next six months
3. The next steps necessary to renew expiring collections

Please feel free to contact us with any feedback on this new report's format, readability, and usefulness. Please also feel free to email the IC Org Box with any questions you may have about this report.

April Approvals from DoD & OMB

DoD APPROVALS:

- DD-AT&L(SA)2612 *"Sustainable Procurement Program Acquisition Report"*

- DD-P&R(BE)1816 *"Recruiter Quality of Life Survey"*

- DD-HA(SA)2395 *"Patient Centered Medical Home Care Model Metrics"*

- DD-P&R(QD)1947 *"Armed Forces Workplace and Gender Relations Surveys"*

- DD-NAV(OT)2597 *"Case Management Services in the Military Health System"*

OMB APPROVALS:

- 0702-0134 *"DoD Passport and Passport Agent Services, Authorization to Apply for a 'No-Fee'* Passport and/or Request for Visa"

- 0704-0261 *"Department of Defense Standard Tender of Freight Services"*

- 0704-0553 *"Fast Track Generic Clearance for the Collection of Qualitative Feedback on Agency Service Delivery"*

- 0710-0017 *"Flood Risk Management"*

- 0704-0420 *"Generic Clearance for the Collection of Qualitative Feedback on Agency Service Delivery"*

- 0704-0489 *"Defense Industrial Base Cyber Security/Information Assurance Cyber Incident Reporting"*

- 0704-0490 *"Defense Industrial Base Voluntary Cyber Security/Information Assurance Points of Contact Information"*

Recent Approvals from DoD & OMB

Information Collections Budget Update

Later this month, DoD will be subject to the data call for the Information Collections Budget (ICB), a report presented to Congress each year. The ICB functions as a report card for all Federal agencies on Paperwork Reduction Act compliance issues and standards. It includes a regulatory action plan, discusses strategic efforts to reduce respondent burden through policy, and identifies improved information collection methods, reporting, and analysis.

Of primary concern to DoD is the number of PRA violations reported for Fiscal Year 2014, as this is a key measure of DoD's compliance with the PRA. The ICB will individually identify all collections being conducted without approval as well as those for which approval lapsed at any point in FY 2014.

Of course, one positive way in which IMCOs can draw attention to DoD is to provide us with initiatives that have reduced the burden on the public for specific collections. For example, in last year's report, the Air Force's "Pre-Population Personal Interview, Request for Evaluation and Information, Application for Appointment, and Request for Approval Forms" was identified as a successful burden reduction initiative. This is a great way to highlight not only the Department's efforts but specifically those of your Component. Please send any applicable information to the IC Org Box for inclusion.

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

- Colin Powell

Backlog Project Update

Over the past several months, OIM has been building towards the Backlog Project, an initiative designed to clear our substantial backlog of public collection records. We are pleased to announce that we are nearing the end of our administrative and data-gathering/cleanup phase, and we expect to be moving forward imminently. IMCOs will be hearing from our office within the next two weeks with an email introducing them to the project and requesting a meeting to confirm current records and identify any collections OIM has missed.

The Backlog Project is anticipated to be a multi-year effort, and we certainly appreciate your patience during this initial phase. If you have not already, IMCOs should be preparing by gathering information about all pending public collections for your component. Again, look for an email in the coming weeks.