



Office of Information Management Newsletter

Volume 2, Issue 7

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Special points of interest:

- IMPORTANT: UPDATES ON OIM TRAININGS
- TRAINING DATES
- SOGI INTERAGENCY WORKING GROUP

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IMPORTANT: Updates on OIM Trainings

As we prepare to move all collections processing to our new IC System, OIM is offering increased and specialized training opportunities for IMCOs and Action Officers to ensure that all potential users of our new system are comfortable with this new tool.

As indicated on the next page under "Training Dates," we are offering two learning sessions this month for IMCOs and IMCO Support Staff only. These seminars will introduce attendees to the new system and provide walkthroughs of several important IC System functions. All IMCOs will be

required to use the IC System beginning August 1, so we highly encourage you to attend one of these sessions.

Action Officers will also have an opportunity to learn about the system's functionalities during our next AO training class in September. While we normally split internal and public collections into morning and afternoon segments, this time we are combining both into a single morning segment in order to focus on the system in the afternoon. This means that even if you have attended our trainings in the past, you have the opportunity to receive new

information about how the system affects the way you prepare information collection packages. Again, using the system will be mandatory beginning in August, so we highly encourage everyone to take advantage of this opportunity.

Finally, because we anticipate increased demand for this Action Officer training, we have booked a much larger room to accommodate as many interested attendees as possible.

Please see the related article on page 2 for more information.

Help Wanted: Information Collections Budget and SSN Memos

OIM is engaged in two important efforts that require assistance from the components to complete.

First, OMB recently sent out its notification to federal agencies for the data call on their Information Collections Budget (ICB) report. This is the report on Paperwork Reduction Act violations that OMB prepares for Congress each year. OIM will be compiling a list of public collections that either expired without being renewed or discontinued since the time

of the last report, or public collections that were taking place without current OMB Control Numbers.

We've mentioned OIM's Expired Collections project in past newsletters. Our goal for the project is to work closely with the OSD/DoD components to bring the number of PRA violations down to zero in time for the next ICB report. Thank you to the IMCOs and Action Officers who have moved your expired collections forward. Keep it going.

Second, OIM is also engaged in identifying all DD and SD forms that are collecting SSNs but do not have signed and approved SSN justification memos on record. This month we will be contacting component Forms Managers as needed to complete this requirement.



“Tell me and I forget. Teach me and I remember. Involve me and I learn.”

- Benjamin Franklin

WE WANT YOUR FEEDBACK!

Got suggestions for our newsletter?

Email the IC Org Box!

Information Collections Training

UPCOMING TRAINING DATES:

July 12: SORNs, Systems, and Surveys

- 0830 - 1200

July 12 & 21: IC System Hands-On Training*

- 1300 - 1600 (IMCOs only)

September 19: Action Officer Training*

- 0830 - 1200 Internal and Public Collections
- 1300 - 1700 NEW IC System Training

REGISTRATION IS REQUIRED FOR ALL SESSIONS

To register, please email the DoD Information Collections Org Box

**Please see the related article on page one for important updates regarding these training sessions*

SOGI Interagency Working Group

In March of last year, the Office of Management and Budget (OMB) established the Interagency Working Group on Measuring Sexual Orientation and Gender Identity (SOGI). The group is being chaired by OMB's Statistical and Science Policy Office and includes representatives from Federal agencies currently collecting information on these populations and agencies who intend to do so.

As some of you may recall, when the OMB statistician and one of our OMB Desk Officers visited us a few months ago, DoD was encouraged to participate in this working group. As a result, DMDC's Research, Surveys, and Statistics Center, with expertise in survey methods and instrument design, has become involved.

DMDC and its collaborators have already done some work in this area

and will be aware of any developing federal guidelines. Therefore, if your component is considering fielding a survey to include questions related to SOGI, OIM recommends you contact DMDC (POC is Anthony Whyde) for guidance on how best to ask these questions.



June Approvals from DoD & OMB

DoD APPROVALS:

- [DD-HA\(AR\)2255-1](#) “Force Health Protection Quality Assurance Program”
- [DD-HA\(A\)2531](#) “Integrated Disability Evaluation System (IDES) Surveys”
- [DD-P&R\(A\)2616](#) “Status of Forces Surveys”
- [DD-P&R\(AR\)2601](#) “Military Family Learning Network Online Focus Groups”

OMB APPROVALS:

- 0704-0544 “Middle East Focus Groups, Cognitive Interviews, and Survey”
- 0710-0016 “Hurricane Evacuation Behavioral Survey”
- 0702-0135 “Exchange Security Clearance Process for Contractor/Vendor Personnel”



Recent Approvals from DoD & OMB

RECAP: June 27 Action Officer Training

OIM would like to thank everyone who attended last month’s public and internal information collections training sessions for Action Officers. Below, please find a list of selected questions and answers from the seminars.

Internal Collections Q&A

Q: Do collections within a single component require a license?

A: No, component-internal collections do not require a Report Control Symbol. However, they may be subject to component-specific requirements.

Q: How long does it take OIM to review a collection once an IMCO submits the package?

A: OIM has five business days to review internal packages, as prescribed by DoDM 8910.01 Vol. I.

Q: Is the extension approval process faster than a renewal? How do you know which to do?

A: Extensions are typically faster than full renewals since they do not require coordination. However, you can obtain an extension on an RCS only once before you must go through the full renewal.

Q: At what level do we need to coordinate internal collection packages?

A: The cost of the collection determines the level. Internal collections that cost less than \$500,000 require at least SES-level coordination. Collections that cost \$500,000 or more require coordination with a DoD Component Head.

Public Collections Q&A

Q: What are some examples of collections that qualify as emergency collections?

A: Emergency collections are rare, and OMB is quite strict about their criteria. Two recent emergency collections are related to the 2015 OPM data breach and the 2015 Ebola outbreak.

Q: Who can initiate litigation against DoD when it does not comply with the Paperwork Reduction Act?

A: Anyone who recognizes DoD’s failure to comply—determined via federalregister.gov or regulations.gov—can initiate litigation, most commonly lobbying groups or members of the public.

Q: Does a PRA exemption also exempt you from other requirements such as privacy or internal collections?

A: No. A public collection exemption is valid only for PRA licensing requirements.

Q: What elements are always required on a collection instrument?

A: The OMB Control Number, the collection expiration date, and the Agency Disclosure Notice.

Q: Are non-DoD Federal Agencies considered public populations?

A: No, other federal agency employees are an internal population. However, they are considered members of the public when information is requested from them in their capacity as private citizens.

“Prepare for the unknown by studying how others in the past have coped with the unforeseeable and the unpredictable.”

- George S. Patton

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A Word from the DoD Clearance Officer

A change to this month's newsletter is the display of OIM's full name—Office of Information Management—at the top of the first page instead of just our initials: A minor change, perhaps, but a meaningful one. In the April newsletter we announced that the Information Collections program and the Forms Management program were merging into a single office. The programs would remain distinct but they would reside within a single office. Our new name was meant to reflect the oftentimes overlapping and interdependent functions of the two programs, and a full display of the name makes that point much better than just the initials.

What follows, then, is an expansion of the newsletter's purpose, which is to address not just collections-related items of interest and importance, but forms-related items as well. And as a result, those of you who function as component Forms Managers only (and not as both IMCOs and Forms Managers) will be receiving the OIM newsletter for the first time, and we extend a warm welcome to our new audience. We hope to regularly include items that pertain to the important work you do in your role as Forms Managers.

With that in mind, along with this month's newsletter we sent out a second document, the OMB-prepared, *Overview of the Paperwork Reduction Act (PRA) and Use of Common Forms*. This is a perfect example of how the two programs intersect because the information OMB included is just as pertinent to IMCOs as it is to Forms Managers. Specifically, for those Forms Managers who may be unfamiliar with the Paperwork Reduction Act (PRA), there will be a brief overview. For Forms Managers and for IMCOs who are unfamiliar with Common Forms there is information about what they are, how they can be used, and where to go for additional information. So, just as the Information Collections program encourages IMCOs to use the fast track generic option for simple surveys whenever possible, and the Forms Management Program encourages Forms Managers to use DD forms rather than individual component forms that collect the same information, OMB is encouraging all of us to look for feasible opportunities to collaborate with other Federal agencies to use a Common form when collecting the same type of information from the public. OIM will work with any component wishing to explore this possibility.

We will be looking for other ways to bring the two OIM programs closer together, but for now, I hope you find the information in the newsletter and in the OMB document on Common Forms informative.

Regards,

Fred Licari
OIM Team Lead