BASIC INTERNAL COLLECTION PROCESS THROUGH THE IC SYSTEM

**1 REQUIREMENT DETERMINATION & INTIATION**

**AO / IMCO / OIM Adjudicate Questions**

**1C**

**IMCO creates Pending Internal Collection Workflow**

**1A**

**AO reviews**

**documents for internal IC requirements**

**1B**

**AO Inputs Cost Information into IC System**

**2 COST ESTIMATE**

**2A**

**AO Completes Cost Estimate / CAPE**

**2B**

**3A**

**AO Prepares Coordination Package**

**3C**

**3 PACKAGE PREPARATION AND MANDATORY COORDINATORS**

**IMCO Reviews and Confirms Required Mandatory Coordinators**

**AO Obtains and Uploads Mandatory Coordinator Approvals**

**3B**

**3D**

**AO Uploads Requesting Component Official Approval & Identifies Coordination**

**Start Date**

**4C**

**IMCO Reviews Complete Package and Submits to OIM**

**4 RESPONDENT COORDINATION**

**AO Sends out, Obtains, &v Uploads Responding Component Coordination**

**4A**

**AO Generates**

**the Summary Sheet & sends to Required Requesting Component Official**

**4F**

**4B**

**4D**

**5C**

**OIM Activates Report Control Symbol (RCS)**

**OIM Submits Package to IICO for Approval**

**5A**

**OIM Reviews Package**

**5 OIM REVIEW AND LICENSING**

**5B**

**Stage 1: Requirement Determination and Initiation**

 1 A. Review Documents for Internal Information Collection Requirements

 1 B. AO, IMCO, and OIM adjudicate any questions or comments

 1 C. IMCO creates a new Pending Internal Collection Workflow

**Stage 2: Completing the Cost Estimate / CAPE**

 2 A. AO Completes a Cost Estimate Summary on the CAPE website

 2 B. AO Inputs the Cost Information into the IC System

**Stage 3: Package Preparation and Obtaining Mandatory Coordinators’ Approval**

 3 A. AO Prepares Coordination Package (includes prescribing document, Justification Statement, Collection Instrument, and Cost Estimate)

 3 B. IMCO Reviews Package and Confirms the Mandatory Coordinators Required

 3 C. AO Obtains and Uploads Mandatory Coordinators’ Approval

**Stage 4: Obtaining Respondent Coordination**

 4 A. AO Generates Summary Sheet (new package document) and sends to Required Requesting Component Official for Signature

 4 B. AO Uploads the Required Requesting Component Official’s Approval and Identifies the Responding Coordination Start Date to the IC System

 4 C. AO Obtains and Uploads Respondent Coordination Concurrences

 4 D. IMCO reviews the Completed Package and sends to OIM for review

**Stage 5: OIM Review and Licensing**

 5 A. OIM Analyst Reviews Package (also adjudicates questions / comments with AO and / or IMCO if necessary)

 5 B. DoD IC Officer Approves Collection

 5 C. OIM Generates Report Control Symbol (RCS), activates the license to the Active Internal Collection List, and Notifies AO & IMCO

**4A**

**5C**

**5B**

**5A**

**1A**

**1B**

**1C**

**3A**

**2A**

**2B**

**3B**

**3C**

**4B**

**4C**

**4D**

**3B**

**4F**

**5B**

**4B**

**4D**

**5A**

**4E**

**3C**

**3B**

**3A**

**2A**

**1BB**

**2B**

**3B**

**3A**

**2A**

**1C**

**STAGE 1:**

Determination & Initiation

**STAGE 4:**

Respondent Coordinations

**STAGE 2:** CAPE

**STAGE 3:**

Package Prep. &

Mandatory Coordinations

**STAGE 5:**

OIM Review & Approval

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