

# ROADMAP TO COMPLIANCE WITH THE PAPERWORK REDUCTION ACT OF 1995 AND DODM 8910.01-V2

(ESTIMATED COMPLETION 4 - 11 MONTHS)

Privacy (always required) Privacy Act Statement (PAS -privacy Impact Assessmen -System of Record Notice

**General Council** Sensitive questions (e.g. Race/Ethnicity, sexual prientation, respondents wh are minors)

Human Research Protection Program - Human research

Large IT systems -Privacy Impact

Records (always required) Records retention

disposition

#### ffice of Peopl **Analytics** -Surveys

DoD/Component

Forms

- Collections

nvolving forms

#### Requirement Determination

- ☐ OIM and IMCO review collection instrument & determine there are collection requirements per the Paperwork Reduction Act and DoDM 8910.01-V2
- IMCO identifies the collection Action Officer (AO)

#### **Package** Preparation

- ☐ Kick-off meeting: OIM, IMCO, and AO meet to discuss the collection package in depth
- ☐ OIM (or AO) draft the Supporting Statement A and 60-Day FRN
- If a Supporting Statement Par B is required, AO will draft with help from OPA

### Action Officer Review

☐ (Skip this step if AO drafted package elements) AO reviews OIM's initial draft of the package elements to ensure information is accurately conveyed and to edit as needed (e.g. burden calculation)

#### **IMCO** Review

■ IMCO reviews (use review checklist) to ensure the package adequately completed and sufficient to route for coordination with compliance offices

#### Mandatory Coordination

IMCO determines which compliance offices must be coordinated with and routes in component (coordination acceptable via copy of email, memo, or DD-67 if collection instrument is a DD form)

#### **OIM** Initial Review

- ☐ IMCO submits package to OIM for review
- ☐ OIM reviews for completed coordination, Supporting Statements, finalized collection instrument, and **Agency Disclosure Notice**

## 60-Day Federal **Register Notice** (FRN) **Publication**

- If collection passes initial review (i.e. no major issues) OIM will submit the 60-Day FRN to the Regulatory team for publication. Publication information will be sent to the IMCO & AO
- AO will monitor for public comments during 60 day period and address comments in Supporting Statement A as necessary
- ☐ IMCO & AO will finalize package as required

# **OIM Final** Review & 30-Day FRN **Publication**

- ☐ After the 60 day comment period closes OIM will review the package to ensure any outstanding issues/ comments from the initial review were addressed
- If the package passes the final review, OIM will submit the 30-Day FRN to the Regulatory team for publication
- ☐ All public comments on the 30-Day FRN are submitted directly to the appropriate **OMB** Desk officer

#### Package **Submission**

- OIM will submit the collection package to OMB the same day the 30-Day FRN publishes
- ☐ Any comments/ questions the Desk Officer has may be adjudicated through telecons, package revisions etc

# **OMB** Adjudication

- ☐ OMB will approve or disapprove the collection
- ☐ If approved OIM will provide the IMCO and AO a Notice of Action (NOA) which outlines the burden hours approved, expiration date of the collection and any terms of clearance
- ☐ If disapproved, OIM will consult with the Desk Officer to determine what steps are required for approval and notify the IMCO