INTERNAL INFORMATION COLLECTION
PACKAGE REVIEW CHECKLIST

☐ CAPE REPORT (Cost Estimate Summary)
  o Complete this before beginning the DD-2936, the CAPE generates information for the form

☐ DD FORM 2936
  o Section 4 – If no prescribing documents are listed here, ensure the package has an OPA Supporting Statement.
  o Section 4.a. – If the collection is being processed with/ prescribed by a DoD Issuance, ensure the box in this section is checked and the issuance (Ex. DoDI 1234.56) is listed
  o Section 5.b. – If the collection is a reinstatement, revision, or extension, ensure the RCS is listed here
  o Section 5.d. – If the collection is linked with a public collection or is being cleared along with a related RCS, it should be listed here
  o Section 6 – Ensure a selection has been made and the box does not read “Select One”
  o Section 9 – If the collection is being cleared through the issuance process, this should be blank
    ▪ If the cost in 10.c. is greater than $500,000, this must be signed at the DoD or OSD Component Head level
    ▪ If the cost in 10.c. is less than $500,000, this must be signed at an SES level (minimum)¹
  o Section 10.a. – Ensure this matches CAPE Report
  o Section 10.b. – Should say FY(Current Year) (Example: FY 2021)

¹ Signature requirements
o Section 10.c.-e. – Values will be approximate and slightly different than those reported in the CAPE
o Section 11 - Ensure all required Mandatory Coordinators are marked as “Yes/Attached”
o Section 12 - This section is skipped if the collection is being cleared through the issuance process
  o Is the collection authority (Section 4) a statute, law, Executive Orders, or Sec. Def. Memorandum?
    ▪ If Yes: you are not required to have concurrence from all respondent coordinators, but proof must be sent that they were given at least 15 working days to respond
    ▪ If No: concurrence from all respondent coordinators must be attached
      • If the cost of the collection will cost a requester more than $500,000 to participate in, the approver here must be an OSD or DoD Component Head
      • If the cost of the collection will cost a requester less than $500,000 to participate in, the approver here must be at least an SES
o Section 13 – Should be completed by IMCO
  o IMCO should be only person to check the box in 13.d. for emergency collections

☐ OFFICE OF PEOPLE ANALYTICS
APPROVAL MEMORANDUM

☐ COPY OF COLLECTION INSTRUMENT
  o Privacy Act Statement/ Privacy Act Advisory (if required)
    ▪ Authorities (must have titles, not just numbered citations)
Links to SORN(s) and PIA(s) included in the PAS
- Routine Uses match what is listed in any applicable SORNs.
  - Report Control Symbol (or placeholder e.g. DD-XX-####)
  - If Race & Ethnicity questions are included, please ensure that they are in compliance with Federal Guidance

☐ MANDATORY COORDINATORS APPROVALS
  - These can be a signed copy of the DD Form 2936 (multiple copies acceptable), an Approval Memo, or an email
  - Ensure there are copies of approvals from all applicable mandatory coordinators and that they match what was selected on the DD Form 2936

☐ RESPONDENT COORDINATORS APPROVALS
  - These can be a signed copy of the DD Form 2936 (multiple copies acceptable), an Approval Memo, or an email
  - Ensure there are copies of approvals from all applicable mandatory coordinators and that they match what was selected on the DD Form 2936
  - These are not required if the collection is being cleared through the DoD Issuance process
  - If the collection is mandated by a statute, laws, Executive Orders, and Sec. Def. Memorandum and you don’t receive concurrence, you should provide proof that you reached out and waited at least 15 working days for a response

☐ SUPPORTING DOCUMENTATION (as applicable)
  - OPA SUPPORTING STATEMENT (always required)
  - PRIVACY (always required)
- Privacy Act Statement (PAS)/Privacy Act Advisory (PAA)
- System of Records Notice (SORN)
- SSN Justification Memo
- Privacy Impact Assessment (PIA)

○ **RECORDS** *(always required)*
  - Records disposition and retention

○ **HUMAN RESEARCH PROTECTION PROGRAM**
  - Required when conducting human research