

MANDATORY COORDINATORS

- Step 3 of the approval process is to submit your DD Form 2936 (completed up to Section 10), CAPE Report, and collection instrument to the applicable Mandatory Coordinators for approval
- Section 11 of DD Form 2936 lists the Mandatory Coordinators (except General Counsel)
- Submit your package concurrently to all applicable mandatory coordinators for approval
- Mandatory coordinators can either provide an approval memo, a confirmation email, or directly sign a copy of the DD Form 2936 to show their concurrence

Mandatory Coordinators	When are they required?
Forms Manager	When the collection instrument is a form
DMDC	When the collection instrument is a survey
HRPP Official	Collection involves human subject research or focus groups
Privacy Official	Always
Records Manager	Always
CIO	Information is collected through internet-based capabilities
General Counsel (GC)	Incentives are offered as reward for participating in collection

(Hint: Page 2 of the DD Form 2936 also provides guidance on when each mandatory coordinator are required and on the different ways they can submit their approval)

- **Component Forms Manager**: Information collections involving the use of a form must be coordinated with the requesting Component's Forms Manager to determine if the form should be controlled in accordance with DoD 7750.07-M. The Component Forms Manager assists the action officer throughout the report control symbol process with the DD Form 67 approval process.

- **Director, Defense Manpower and Data Center (DMDC)**: All surveys must be submitted to the Director, DMDC for review. The action officer drafts a DMDC supporting statement, and submits the collection instrument, the DD Form 2936, and the DMDC supporting statement to DMDC. DMDC conducts a review and assists the action officer directly. DMDC may forward coordination requests to the OSD Privacy Official and the Office of the Human Research Protection Program (HRPP).

- **Component or OSD Privacy Official**: **All information collection requests must be coordinated with the owner's Component Privacy Official (or the OSD Privacy Official) to ensure compliance with privacy policies.**

- **Human Research Protection Program (HRPP) Manager**: Information collections involving focus groups or the gathering of information on human subjects must be coordinated with the HRPP Manager and must comply with HRPP policy.

- **Component Records Manager**: **All information collection requests must be coordinated with the owning Component's Records Management Official to ensure that the appropriate records disposition schedule has been identified in accordance with the respective Component's records disposition schedules.** The action officer submits the collection instrument and DD Form 2936 to the Component Records Manager; the Component Records Manager provides a review of the information collection and assists the action officer directly.

- Component Chief Information Officer (CIO): All requests for collection of information via computer systems or in electronic format must be coordinated with the owner's Component CIO to ensure that the information will be appropriately safeguarded. Coordination Process: The action officer submits the collection instrument and DD Form 2936 to the Component CIO. The Component CIO provides a review of the information collection and assists the action officer directly.

As of September 11, 2012 the DoD CIO's DoD Instruction 8550.01 specifically prohibits the collection of non-public information via internet-based capabilities (IbC) unless directed to do so in statute, regulation, or Executive order.

IbC is defined as: All public information capabilities or applications available across the internet from locations not directly or indirectly controlled by DoD or the Federal government.

DoD Components may use IbC (such as SurveyMonkey) if they enter into a pay-for-service agreement with the company that ensures compliance with all DoD privacy, retention and information assurance policies and regulations.

- Component Office of General Counsel: DoD Components must consult with their Office of General Counsel if planning to provide gifts or payments to Federal employees for participation in an information collection. The action officer submits the collection instrument and DD Form 2936 to the Component General Counsel; the Component General Counsel provides review of the information collection and assists the action officer directly.

KNOW YOUR COMPONENT

IMCO: _____

FORMS MANAGER: _____

PRIVACY OFFICIAL: _____

RECORDS MANAGER: _____

CIO OFFICER: _____

DMDC / SURVEY POC: _____

HRPP POC: _____