INTERNAL INFORMATION COLLECTION
PACKAGE REVIEW CHECKLIST

○ CAPE REPORT (Cost Estimate Summary)

○ DD FORM 2936
  ○ Section 4 – If no prescribing documents are listed here, ensure the package has a justification statement or if the collection instrument is a survey, a DMDC Supporting Statement.
  ○ Section 4.a. – If the collection is being processed through a DoD Issuance, ensure the box in this section is checked and the issuance (Ex. DoDI 1234.56) is listed
  ○ Section 5.b. – If the collection is a reinstatement, revision, or extension, ensure the RCS is listed here
  ○ 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
  ○ Section 6 – Ensure a selection has been made and the box does not read “Select One”
  ○ 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)
  ○ Section 10.a. – Ensure this matches CAPE Report
  ○ Section 10.b. – Should say FY(Current Year) (Example: FY 2016)
  ○ Section 10.c.-e. – It is okay that these values will be approximate and slightly different than those reported in the CAPE
Section 11 - Ensure all required Mandatory Coordinators are marked as “Yes/Attached”

Section 12 - This section is skipped if the collection is being cleared through the issuance process
  - Is the collection authority (Section 4) a statute, laws, Executive Orders, and 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

Section 13 – Should be completed by IMCO
  - IMCO should be only person to check the box in 13.d. for emergency collections

COPY OF AUTHORITY / AUTHORITIES

JUSTIFICATION STATEMENT
  - If there is a prescribing document listed in Section 4 of the DD Form 2936 or an accompanying DMDC Supporting Statement, a Justification Statement is not required
  - If your collection is a revision or extension, this is a required element
• If a Justification Statement is required, does it cover the following topics / questions:
  o How the information will be used, by whom and the purpose. Does the information collection involve the use of technological collection techniques?
  o A description of efforts made to reduce the burden and cost on the respondents and a list of risks or penalties associated with not having the information collection request approved

• COPY OF COLLECTION INSTRUMENT
  o Privacy Act Statement (if required)
    ▪ Authorities (must have titles, not just numbered citations)
    ▪ Links to SORN(s) and PIA(s) included in the PAS
    ▪ Please make sure that Routine Uses match what is listed in any applicable SORNs.
  o Report Control Symbol (or placeholder)
  o If Race & Ethnicity questions are included, please ensure that they are in compliance with Federal Guidance (see IMCO Manual Vol. 2)

• MANDATORY COORDINATORS APPROVALS
  o These can be a signed copy of the DD Form 2936, an Approval Memo, or an email
  o 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, 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 / AS APPLICABLE DOCUMENTATION:**
- DMDC SUPPORTING STATEMENT (surveys only)
- COPY OF PAST/ PREVIOUS RESULTS (reinstatements only)
- PRIVACY
  - PAS
  - SORN
  - SSN Justification Memo
  - PIA