

# **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 :
  - How the information will be used, by whom and the purpose. Does the information collection involve the use of technological collection techniques?
  - 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**

- 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.
- Report Control Symbol (or placeholder)
- If Race & Ethnicity questions are included, please ensure that they are in compliance with Federal Guidance (see IMCO Manual Vol. 2)

## ○ **MANDATORY 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

## ○ **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