SORN PROCESSING

1) Program Manager initiates SORN process with Component Privacy Office.

2) Privacy Officer receives/reviews the "Category of Individuals" information. If this section includes ANY members of the public, Privacy will send the draft SORN to the Component IMCO for further PRA review.

3) IF THERE ARE NO MEMBERS OF THE PUBLIC: The Component Privacy Office can continue the SORN process up to DPCLD.

   a. This may require additional communication between the Program Manager and the Privacy Officer.
   b. For example, if the Category of Individuals lists "Army Personnel," Privacy should ask whether this includes contractors, retired military, other members of industry working on the Army installation, etc. in order to determine whether or not members of the public are affected
   c. Please also note that a public collection of information may still apply even if the information is not being directly collected from the individual, but rather from a third party providing information about the individual. A common example of this is an active military member providing information about his spouse or dependents. This would still qualify as a collection of information from members of the public.

4) IF THERE ARE MEMBERS OF THE PUBLIC: The Component IMCO will review the information contained in the SORN and Narrative Statement for a PRA Requirement. The IMCO will look at items such as:
   a. The nature, as well as the extent, of the information being requested.
   b. Possible exemptions which may apply to the information being collected.
   c. Other collections in the DoD/Federal Government which may apply in order to avoid duplication of information. If this is the case, one of three things will need to occur:
      i. The DoD component completes a PRA package solely accounting for its own burden.
      ii. The component IMCO contacts the other component IMCO to have their burden included in the existing DoD PRA collection.
      iii. At the request of the component IMCO, the DoD Clearance Officer contacts the other agency's Clearance Officer to negotiate having the DoD burden included in the other agency's existing PRA collection.

5) IMCO DETERMINES THAT THERE IS NO PRA REQUIREMENT:

   Program Manager/Privacy Officer completes Section 9 of the Narrative Statement with full detail of review, and Privacy will continue their process to finalize the SORN.

6) IMCO DETERMINES THAT THERE IS A PRA REQUIREMENT:
   a. The Privacy Officer is notified by the IMCO that the collection falls under the PRA. The Privacy Officer advises the Program Manager that the PRA process must be completed prior to moving forward with the SORN.
   b. The Program Manager and the IMCO work together to complete the entire OMB process from the 60 day notice to the final submission of the PRA package to OMB.
   c. Once the PRA package has been submitted by the DoD Public Collections Team at ICB to OMB for review, the IMCO notifies the Privacy Officer. Section 9 of the Narrative Statement needs to be completed by the Program Manager/Privacy Officer with the date the PRA package was submitted to OMB.

7) When either Step 4 or Step 5 has been completed, the Component Privacy Office may send the SORN forward to DPCLD.

8) DPCLD will review and ultimately send the finalized SORN to the Federal Register Liaison Officer for publication in the Federal Register (30 day comment period).

9) When the SORN reaches ICB, the DoD Information Collections Team will review the Narrative Statement and SORN language to ensure all PRA requirements are accounted for and that Section 9 of the Narrative Statement was properly completed.

*Please note that SORNs which do not have Section 9 of the Narrative Statement completed when it goes to the Federal Register Liaison Officer will be returned to DPCLO for revision and may be resubmitted once completed. SORNs will NOT be held at the DoD Level.

** If the ICB Public Collections team identifies a PRA requirement in a SORN sent for Federal Register publication, the SORN will be returned to DPCLD and sent back to the component to complete steps 3 – 8. The SORN may be resubmitted to the Federal Register Liaison Officer once the requirements have been met.

*** All SORNs must be reviewed by the IMCO (new, altered, amended and deletions) for PRA requirements. i.e., a SORN being deleted may have an existing OMB approval that will need to be discontinued.

SORN/PRA OWNERSHIP

STEP	ACTION	OWNERSHIP
1	Initiation of SORN process by Action Officer	Component Privacy Office
2	Determining Individuals involved (Public vs. Internal)	Component Privacy Office
	IF INTERNAL - Move forward with Privacy SORN process	Component Privacy Office
3	IF PUBLIC – IMCO reviews SORN information for PRA requirement	Component IMCO
4	IMCO determines that there is NO PRA requirement and notifies Privacy Officer	Component Privacy Office
5	IMCO determines that there IS a PRA requirement and notifies Privacy Officer. Privacy Officer advises Action Officer to get in touch with the IMCO.	Program Manager
	Action Officer works with IMCO to complete PRA requirement	Program Manager
	PRA process is complete. IMCO notifies Privacy Officer of submission date to OMB	Component IMCO
6	After either Step 4 or Step 5, Privacy Officer finalizes SORN to send forward to DPCLO	Component Privacy Office
7	DPCLD finalizes SORN and sends to Federal Register Liaison Officer for publication in the Federal Register	DPCLD
8	Information Collection Team completes SORN review	ICB
	Information Collections Team clears the SORN as meeting all requirements, and SORN is returned to Federal Register Liaison Officer for publication in the Federal Register	ICB
	Information Collections Team identifies a PRA requirement which has not been completed and returns SORN to DPCLD for additional revision or processing	DPCLD/ Component Privacy Office

FOR FURTHER INFORMATION, PLEASE CONTACT:

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