STEP ONE:
SORN begins process in DoD Component’s Privacy Office

STEP TWO:
The Category of Individuals for the SORN has been identified by the program Point of Contact.

STEP THREE:
The Component Privacy Officer coordinates with the Component IMCO to determine if PRA is required.

IF NO PRA:
Items which the IMCO will be reviewing for PRA Requirement Include:
• Categories of Individuals
• Categories of Records
• Purpose of the SORN
• Record Source Category
• Possible Exemptions
• Duplication

IMCO will endorse the Summary Form & provide justification.

COMPLETE PRA PROCESS BELOW
(PRA Process takes approximately 6 months to complete)

IF YES:
SORN can be sent forward to DPCLD for an informal review while PRA package is being worked. DPCLD will return the SORN to the component after the review to await PRA completion.

THEN

STEP FOUR:
Complete Section 9 of the Narrative Statement, and submit to DPCLD for review and publication.

STEP FOUR:
OIM notifies the IMCO that the package has been submitted to OMB. IMCO then notifies Privacy Officer and the SORN can be released to DPCLD.

PRA STEP ONE:
IMCO works with the program Point of Contact and 60 day Federal Register Notice is published.

PRA STEP TWO:
IMCO continues to work with program POC to complete PRA package (includes coordination within Department)

PRA STEP THREE:
The IMCO submits the PRA Package to OIM for final review, certification, and submission to OMB.

PRA PROCESS