

DD Form 2936

Coordination Sheet

- The DD Form 2936 serves as a snapshot of your collection and is the primary coordination sheet of your internal information collection package
- Several sections of the DD Form 2936 are completed automatically after finishing your CAPE report.
- A copy of your CAPE report, your DD Form 2936 (completed up to section 10), and a copy of your collection instrument should be submitted to your mandatory coordinators as the next stage of the approval process.

Instructions for Completing the DD Form 2936:

1. CLASSIFICATION OF INFORMATION COLLECTION: As stated.
2. DATE OF REQUEST: Enter the date the DD Form 2936 is drafted.
3. TYPE OF REQUEST: Select “New” or “Reinstatement” (revisions and extensions are covered later in this course).
4. PRESCRIBING DOCUMENTS: As stated. The justification statement (see section 6 below) may serve as the prescribing document.
5. INFORMATION COLLECTION DATA: Sections 5a, 5c, and 5f are populated by the DoD Cost Guidance Website. Complete all other sections of the DD Form 2936 as stated.
6. JUSTIFICATION STATEMENT: A justification statement must include:
 - A detailed description of 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.
 - If the information collection is a survey, attach the package sent to the Defense Manpower and Data Center (DMDC) to include the DMDC “supporting statement” (serves as the justification statement required in section 6 of the DD Form 2936).
 - If the internal information collection is also a collection of information from the public, attach the justification statement submitted with the Office of Management and Budget (OMB) Form 83-I.
7. REQUESTING COMPONENT ORGANIZATION NAME AND DIRECTORATE: Partly populated by the DoD Cost Guidance Website. Add your directorate.
8. ACTION OFFICER CONTACT INFORMATION: Contact information for the action officer completing the DD Form 2936. You may list a Defense contractor with a valid DoD email address.
9. REQUESTING COMPONENT OFFICIAL: Have the DD Form 2936 signed by your Senior Executive Service member (not necessary if coordinating via the DoD issuance process).
10. ESTIMATED COST OF INFORMATION COLLECTION: Populated by the DoD Cost Guidance Website.
11. COORDINATION: Select the applicable mandatory coordination. Signature and date signed are to be completed by the mandatory coordinators.
12. RESPONDENT(S) COORDINATION: This section and the second page of the DD Form 2936 is populated by the DoD Cost Guidance Website.
13. DoD COMPONENT INFORMATION MANAGEMENT CONTROL OFFICER (IMCO): To be completed by the Component Information Management Control Officer.

