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.