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| **Control Number:** | **Internal RCS:** |
| **Collection Title:**  |
| **Component/Proponent/ Action Officer:** | **Form:** |

**Kick-Off Meeting Guidance** Date: ­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phase 1: OIM Introduction

The purpose of the Paperwork Reduction Act is to reduce paperwork burden on the public. The Office of Information Management is a compliance program under the PRA; OIM’s goal is to support your component through the information collection clearance process. The expectation for today’s meeting is to discuss the collection in depth so that OIM can draft the necessary package elements for submission to the Office of Management and Budget to get this collection cleared.

Phase 2: Program Introduction

Ask the AO to explain their program and the proposed collection. Make them feel heard! Everyone loves to talk about themselves.

Phase 3: Clarifying Questions

*\*Note: Before the kick-off meeting, pull up the issuance portal* [*http://www.esd.whs.mil/DD/DoD-Issuances/*](http://www.esd.whs.mil/DD/DoD-Issuances/)*. If one of the authorities for the collection is an issuance, then during the meeting pull the issuance and search for other forms/instruments that may need to be cleared under the same OMB Control Number. If there is an existing OMB Control Number for a similar collection under the same issuance, then instead of submitting a package – we may be able to revise an existing approved OMB Control Number package.* ***Let’s avoid duplicate our effort!!!!***

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| 1. Need For the Information Collection |
| 1a. | Is this a new collection or a renewal/reinstatement of an existing/previous collection? |  NEW EXTENSION REINSTATEMENT |
| 1b. | Why are you collecting this information? What part of your program’s mission/goal is this information going to serve? |  |
| 1c. | What authorities/ prescribing documents authorize this collection? |  |
| 1d.\* | *If there is a DoD Issuance associated with the collection.* Are there other forms prescribed under the issuance?  |  |
| 2. Use of the Information |
| 2a. | Who are the respondents? |  |
| 2b. | Why are they responding to the information collection? |  |
| 2c. | What are the instruments/formats to be used? |  |
| 2d. | How will respondents access the collection instrument? |  |
| 2e. | How will respondents return the collection instrument after completion? |  |
| 2f. | Are there any associated invitations/other communications sent to the respondent? |  |
| 2g. | How and by whom will a completed collection instrument be handled/processed after it is returned by the respondent? |  |
| 2h. | What is the end result or successful effect of the information collection as a whole? |  |
| 3. Use of Information Technology |
| 3a. | What percentage of responses are collected electronically? |  |
|  | If percentage is less than 75%, why? Are there plans for increasing the electronic submission rate? What are those plans? What steps have already been taken? |  |
| 3b. | How are responses submitted electronically? |  |
| 4. Non- Duplication |
| 4a. | Is there an information collection already available which can be used, or modified for use, for the purpose of this collection? |  |
| 4b. | If yes, explain why this collection is requiring information to be re-submitted by the respondent. |  |
| 5. Burden on Small Business |
| 5a. | Are any of the respondents small businesses? |  |
| 5b. | If yes, what efforts will be taken to minimize the burden imposed by this collection (i.e., developing separate or simplified requirements, etc.) |  |
| 6. Less Frequent Collection |
| 6a. | What is the frequency of the collection? |  |
| 6b. | Why is this the chosen frequency? |  |
| 6c. | Is there any way to lessen the frequency? |  |
| 6d. | What would be the consequences if the collection was conducted less frequently? |  |
| 7. Consultation |
| 7a. | Have you consulted with anyone outside of your component/agency regarding this collection? |  |
| 8. Gifts or Payment |
| 8a. | Are respondents receiving payments or gifts (incentives) for responding to the information collection? |  |
| 8b. | If yes, please list what these are. |  |
| 8c. | If yes, please explain why incentives are being offered. |  |
| 9. Confidentiality  |
| 9a. | Does the collection instrument collect PII? |  |
| 9b. | Is PII stored electronically? |  |
| 9c. | Will information be retrieved using PII after it has been stored? |  |
| 10. Sensitive Questions |
| 10a. | Are you asking any questions that are sensitive in nature (e.g., sexual behavior/attitudes, religious beliefs, race/ethnicity, SSN, financial/banking info, other matters usually considered private? |  |
| 10b. | If yes, explain why these questions are necessary. |  |
| 11. Respondent Burden and its Labor Costs *(Insert Collection Instrument Title)* |
| a.i. | Number of respondents |  |
| a.ii. | Number of responses per respondent |  |
| a.iii. | Total number of annual responses |  |
| a.iv. | Response time |  |
| 11.b.i. | Number of total annual responses |  |
| b.ii. | Response time |  |
| b.iii. | Respondent hourly wage |  |
| 12. Other Respondent Costs |
| 12a. | Are there other costs to the respondent OTHER than their time? For example: purchase of computers or software; testing equipment; record storage; other cost of generating, maintaining or disclosing the information; operational costs like postage, etc. |  |
| 13. Cost to the Federal Government *(Insert Collection Instrument Title)* |
| a.i. | Number of total annual responses |  |
| a.ii. | Processing time per response |  |
| a.iii. | Hourly wage of worker(s) processing responses |  |
| 13b. | Are there any other costs to the government (similar to above) aside from wages? |  |
| 14. Reasons for Change in Burden (Previously cleared collections only) |
| 14a. | Has there been a change in burden estimates since the last time this collection was approved? Why/why not? |  |
| 15. Publication of Results |
| 15a. | Will the results of the information collection be published as a DoD publication or for a publication external to DoD? |  |
| 15b. | If yes, why? |  |
| 15c. | If yes, please give the name and projected date of publication. |  |
| 16. Non- Display of OMB Expiration Date |
| 16a. | Are you requesting approval to omit the display of the expiration date of the OMB approval on the collection instrument? |  |
| 16b. | If yes, why? |  |

Phase 4: Mandatory Coordination Guidance

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| INFORMATION ELEMENT | REQUIRED COORDINATOR | REQUIRED? (Y/N) |
| Disposition schedules | Records**ALWAYS REQUIRED** |  |
| Possible documents will include:*- Privacy Act Statement, if collecting PII**- Privacy Act Advisory, if collecting a lot of demographic information**- Privacy Impact Assessment, if PII collected and/or stored electronically* | Privacy**ALWAYS REQUIRED** |  |
| If collecting information of a sensitive nature/population OR if gifts/incentives are involved OR if political in nature | General Counsel |  |
| If records are electronic OR we are sharing information outside of DoD OR we are using a collection method that is questionable (like Survey Monkey) | CIO |  |
| If respondents are a sensitive population (e.g., minors, victims of a crime, etc. – use your best judgment) | Human Research Protection Program (HRPP) |  |
| If instrument is a survey or will require statistical analysis | Office of Person Analytics (OPA) |  |

Phase 5: Next Steps & Wrap Up Questions

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