

REVIEW CHECKLIST

OMB 83-I FORM

- Burden matches Supporting Statement
- Burden Difference is Completed
- Signature in Section 18 & 19(a)

SUPPORTING STATEMENT A

- Summary of Changes – Highlight the key changes to the collection
 - If the collection is new, you may omit this section.
- Section 1 – Authorities Listed (Titles and Citations)
- Section 2 – a clear understanding of how the collection is completed (process)
- Section 3 – Address the percentage of electronic submissions
- Section 8 – Federal Register date and citation (XX FRN XXXX) is included
 - Check Docket ID for whether or not comments were received, and that they are addressed in this section.
 - Ensure that any consultation is included
- Section 10 – FOUR key pieces must be addressed
 - Privacy Act Statement** – if there is one, this section should note that this is how the public are notified of their privacy rights.
 - SORN** – identify the SORN and provide a link to the published version OR indicate that there is a draft version provided to OMB for review. If a SORN is not required, state why: “*A SORN is not required because records are not retrievable by PII.*”
 - PIA** – identify the PIA and provide a link to the published version OR indicate that there is a draft version provided to OMB for review. If a PIA is not required, state why: “*PIA is not required because PII is not being collected or stored electronically.*”
 - Records Schedule** – have the Action Officer address this retention and disposition schedule in this section. (Must also match what is listed in the SORN and on the PAS).
- Section 11 – SSN is a sensitive question. If they collect SSN, have them address the justification for collection in this section.

- Section 12 – Key pieces that must be present:
 - Burden Hours
 - Labor Cost for the Burden Hours
 - Cite your source for any wage information (Department of Labor usually), and the year of that information.
- Section 14 – Key pieces that must be present:
 - Operational and Maintenance Costs
 - Time to process each collection response (and a cost associated with that time).
 - Cite your source for any wage information (Department of Labor usually), and the year of that information.
 - A total burden (add both O&M and Labor to give a total government cost).
- Section 15 – If there was any change in burden from the last approved submission to OMB, there has to be an explanation provided.
 - If no change, indicate “No Change in Burden.”
 - If a new collection, indicate “New Collection, and a new associated burden.”
 - If collection in existence without approval, indicate the same.

COLLECTION INSTRUMENT

- Agency Disclosure Notice Present
 - Must display OIM org box, rather than mailing address
- Privacy Act Statement (if required)
 - Authorities (must have titles, not just numbered citations)
 - Links to SORN(s) included in the PAS
 - Please make sure that Routine Uses match what is listed in any applicable SORNs.
- OMB Control Number (or placeholder) and OMB Expiration Date placeholder
- If Race & Ethnicity questions are included, please ensure that they are in compliance with the Federal Guidance.
- Remember, OMB wants to see EVERYTHING that the Respondent sees. This could include:

- Invitation and/or thank you emails
- Reminder emails
- Entry pages to websites
- Instructions

SUPPORTING DOCUMENTATION

- Supporting Statement Part B (if required)
- Coordinations:

PRIVACY

- PAS – Even if this is a renewal, please have a privacy officer take another look at this to confirm that it is up to date
- SORN – If a SORN is required for the collection, please provide a “Final” draft for the new SORN, or a link to the published SORN.
- SSN Justification Memo
- PIA – this is generally done through the CIO, but privacy has a role in completing this.
- Office of People Analytics (OPA)
 - Survey Review Memo

FORMS

- You may need to add to, or make changes to the body of the FORM. But in all situations, the Expiration Date needs to be removed and a placeholder added prior to each submission.

INFORMATION COLLECTIONS

- If your collection spans both internal and public populations, contact the Information Collections Team to get their paperwork started. Most coordinations can apply to both Public and Internal Processes.

RECORDS MANAGEMENT

- Please be sure to address this in the Supporting Statement. This schedule should be consistent with any SORNs and PAS elements included.