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 notate 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.