**Public Collection’s Review Checklist**

* **SUPPORTING STATEMENT A (See SS-A Template for Details)**
	+ *Summary of Revisions of Previously Approved Collection –* List all major revisions (such as increase in burden, substantive changes to the collection instrument, etc.)
	+ 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 dates and citations are included
		- Check Docket ID for whether or not comments were received, and that they are addressed in this section.
		- Ensure that any consultation is mentioned
	+ 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 (Provides OIM Org Box email address in lieu of physical mailing address)
	+ Privacy Act Statement (if required)
		- Authorities (must have titles, not just numbered citations)
		- Links to SORN(s) and PIA(s) included in the PAS
	+ 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
		- Flyers

S**UPPORTING DOCUMENTATION**

* + Supporting Statement Part B (required for collections using surveys and/or statistical methodology)
	+ DD-3128 Mandatory Coordination:
		- **PRIVACY (Always Required)**
			* 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 (Component forms such as DA Forms may be signed by the Component Privacy Office; DD Forms must be signed by DCPLTD)
			* PIA – this is generally done through the CIO, but Privacy has a role in completing this.
		- **RECORDS MANAGEMENT (Always Required)**
			* Please be sure to address this in the Supporting Statement section 10. This schedule should be consistent with any SORNs and PAS elements included.
		- OFFICE OF PEOPLE ANALYTICS (OPA)
			* Survey Review Memo (if applicable)
		- 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.
		- HUMAN RESEARCH PROTECTION PROGRAM
			* Memo approving or exempting human subjects research
		- GENERAL COUNSEL
			* Approve to collect sensitive information or collect from sensitive populations (e.g. children, sexual orientation, controversial subjects)