**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)