ROADMAP TO COMPLIANCE WITH THE PAPERWORK REDUCTION ACT OF 1995 AND DODM 8910.01-V2
(ESTIMATED COMPLETION 4 - 10 MONTHS)

1. **Requirement Determination**
   - OIM and IMCO review collection instrument & determine there are collection requirements per the Paperwork Reduction Act and DoDM 8910.01-V2
   - IMCO identifies the collection Action Officer (AO)

2. **Package Preparation**
   - Kick-off meeting: OIM, IMCO, and AO meet to discuss the collection package in depth
   - OIM (or AO) draft the Supporting Statement A and 60-Day FRN
   - If a Supporting Statement Part B is required, AO will draft with help from OPA
   - AO will provide a copy of the collection instrument displaying the ADN & PAS

3. **IMCO Review & ROCIS Upload**
   - IMCO uploads package to ROCIS for OIM review
   - OIM reviews for completed coordination, Supporting Statements, finalized collection instrument, and Agency Disclosure Notice
   - If the collection passes the initial review, OIM will submit the 60-Day FRN for completion

4. **OIM Review & 30-Day FRN Publication**
   - After the 60 day comment period closes OIM conducts final review to ensure any outstanding issues/comments from the initial review were addressed
   - If the package passes the final review, OIM will submit the 30-Day FRN to the Regulatory team for publication
   - The package is submitted to OMB on the same day the 30-Day FRN publishes
   - All public comments on the 30-Day FRN are submitted directly to the appropriate OMB Desk officer

5. **Mandatory Coordination**
   - IMCO/OIM determines which offices must be coordinated with and routes in component (coordination acceptable via copy DD-3128, or DD-67 if collection instrument is a DD form)

6. **OMB Adjudication**
   - OMB will approve or disapprove the collection
   - If approved OIM will provide the IMCO and AO a Notice of Action (NOA) which outlines the burden hours approved, expiration date of the collection and any terms of clearance
   - If disapproved, OIM will consult with the Desk Officer to determine what steps are required for approval and notify the IMCO