Roles of the Information Management Control Officer (IMCO)

Roles of the
Information Management Control Officer (IMCO)

DoD 8910-M

• C2.9.3. Information Management Control Officer (IMCO). The responsibilities of the OSD Component IMCOs are to:

- C2.9.3.1. ***Serve as a technical advisor*** to program managers and administrators on matters concerning information requirements;

- C2.9.3.2. ***Review and screen requests*** for public, interagency, DoD internal and survey information requirements;

- C2.9.3.3. ***Process documentation requirements*** to assign, extend, reinstate, and cancel their public, interagency, DoD internal and survey information requirements;

- C2.9.3.4. ***Manage the Information Collection Budget (ICB) for their organizations***;

- C2.9.3.5. ***Resolve problems*** associated with the reports management function relative to their respective organizations and missions;

- C2.9.3.6. ***Maintain inventories*** and records of the information collections under their cognizance;

- C2.9.3.7. Participate in internal or DoD-wide reviews of reports and reports management activities;

- C2.9.3.8. Notify WHS/IMD when ***unlicensed or expired*** reporting requirements are imposed; and

- C2.9.3.9. ***Distribute approval notices*** from OMB, GSA, WHS/IMD and their respective Headquarters to their appropriate offices.

Roles of the
Information Management Control Officer (IMCO)

DoD 8910-M

- C2.9.3.1. ***Serve as a technical advisor*** to program managers and administrators on matters concerning information requirements

1) **Advise Program Mangers and first time Action Officers on the PRA process and necessary documents.**

2) **Discuss the program with the Action Officer and based on the nature of the collection, advise which Coordinations will be needed to complete the package.**

3) **Direct them to the Points of Contact within your Component.**

Roles of the
Information Management Control Officer (IMCO)

DoD 8910-M

- C2.9.3.2. ***Review and screen requests*** for public, interagency, DoD internal and survey information requirements

1) **Review various documents/programs for PRA requirements:**

- **SORNs**

- **Surveys (Component or DoD wide)**

- **Issuances**

- **Rules**

- **Systems**

2) **Direct the appropriate Action Officer in how to begin the PRA process.**

Roles of the
Information Management Control Officer (IMCO)

DoD 8910-M

- C2.9.3.3. *Process documentation requirements* to assign, extend, reinstate, and cancel their public, interagency, DoD internal and survey information requirements

  1) **As Action Officers submit their PRA documents to you, please review for accuracy, consistency, and provide comment/revisions if necessary.**

  2) **Once a package has cleared your review, submit to OIM for final review.**

  3) **If comments are returned by OIM, please coordinate with the Action Officer to expedite turnaround time.**

  4) **When the Action Officer returns revised documents, please review this package once again to ensure all matters have been addressed.**

Roles of the
Information Management Control Officer (IMCO)

TRACKING COMMENTS

Roles of the
Information Management Control Officer (IMCO)

DoD 8910-M

- C2.9.3.4. *Manage the Information Collection Budget (ICB) for their organizations*

Each year, when OMB reports to Congress regarding the Department's collection budget, we are tasked to review our active collections and provide Burden Reduction Initiatives for the next year.

To complete this portion of the ICB report, we will ask the IMCO to provide a list of collections that can be included in this initiative.

Roles of the
Information Management Control Officer (IMCO)

DoD 8910-M

- C2.9.3.5. ***Resolve problems*** associated with the reports management function relative to their respective organizations and missions

1) **Each Component establishes how the Information Collection Management Program will run within the Component. This responsibility speaks to resolving issues that may occur within the Component.**

- **Appointing an IMCO (or IMCOs)**

- **Review Process for packages**

- **Appointing a new IMCO if the current position is left vacant**

Roles of the
Information Management Control Officer (IMCO)

DoD 8910-M

- C2.9.3.6. *Maintain inventories* and records of the information collections under their cognizance;

1) **Maintaining a list of Active Collections for the Component including:**

    - **OMB Control Number**

    - **Expiration Date**

    - **Associated Forms**

    - **Related SORNs**

LOOKING UP ACTIVE/EXPIRED COLLECTIONS

LOOKING UP ACTIVE/EXPIRED COLLECTIONS

Roles of the
Information Management Control Officer (IMCO)

LOOKING UP ACTIVE/EXPIRED COLLECTIONS

Roles of the
Information Management Control Officer (IMCO)

DoD 8910-M

- C2.9.3.7. Participate in internal or DoD-wide reviews of reports and reports management activities

1) **Burden Reduction Initiatives**

2) **New requirement or policy regarding changes to existing collections**

   - **EXAMPLE: Same Sex Domestic Partners**

Roles of the
Information Management Control Officer (IMCO)

DoD 8910-M

• C2.9.3. Information Management Control Officer (IMCO). The responsibilities of the OSD Component IMCOs are to:

- C2.9.3.1. ***Serve as a technical advisor*** to program managers and administrators on matters concerning information requirements;

- C2.9.3.2. ***Review and screen requests*** for public, interagency, DoD internal and survey information requirements;

- C2.9.3.3. ***Process documentation requirements*** to assign, extend, reinstate, and cancel their public, interagency, DoD internal and survey information requirements;

- C2.9.3.4. ***Manage the Information Collection Budget (ICB) for their organizations***;

- C2.9.3.5. ***Resolve problems*** associated with the reports management function relative to their respective organizations and missions;

- C2.9.3.6. ***Maintain inventories*** and records of the information collections under their cognizance;

- C2.9.3.7. Participate in internal or DoD-wide reviews of reports and reports management activities;

- C2.9.3.8. Notify WHS/IMD when ***unlicensed or expired*** reporting requirements are imposed; and

- C2.9.3.9. ***Distribute approval notices*** from OMB, GSA, WHS/IMD and their respective Headquarters to their appropriate offices.