

## What is the PRA?

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The Paperwork Reduction Act of 1995 is a requirement for Federal Agencies to reduce the burden the Federal Government imposes on members of the public.

DoD submits all collections of information to the Office of Management and Budget (OMB), and each year we are asked to develop initiatives to reduce our overall burden on the public.

The process of gaining approval from OMB on collections of information is outlined in the following pages.

Like the Privacy Act, this is a compliance program. Information may not be collected from the public without proper approval. Due diligence on our part will prevent future litigation for the Department.

## Know Your Component

IMCO: \_\_\_\_\_

Privacy Officer: \_\_\_\_\_

Records Officer: \_\_\_\_\_

Forms Manager: \_\_\_\_\_

CIO POC: \_\_\_\_\_

Survey POC: \_\_\_\_\_

## Office of Information Management (OIM)

**Mr. Frederick Licari**, Public Info. Collection Officer  
[Frederick.c.licari.civ@mail.mil](mailto:Frederick.c.licari.civ@mail.mil)  
(571) 372-0493

**OIM Org. Box** (for general questions):  
[whs.mc-alex.esd.mbx.dd-dod-information-collections@mail.mil](mailto:whs.mc-alex.esd.mbx.dd-dod-information-collections@mail.mil)

Information Collections Website:  
<http://www.dtic.mil/whs/directives/collections/index.html>

## Paperwork Reduction Act (PRA)

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Process and Guidance for First Time Action Officers



# Process & Timeline

## Timeline

Due to OMB requirements for open comment periods, our timeline can be a bit lengthy. The requirements included in the law listed below require **4 MONTHS**:

- **60 Day Comment Period** – beginning of process.
- **30 Day Comment Period** – end of process.
- **30 Day OMB Review Period** – after close of 30 day comment period.

When you add in all the other offices that may need to be involved with part of the collection, we are looking at **6 MONTHS** on average. Below is a list of possible coordination offices. Every collection is different, so all may not apply:

- **PRIVACY** – PAS, SSN Justification, SORNs
- **RECORDS MANAGEMENT** – Disposition Schedule
- **FORMS MANAGEMENT** – Develop/Revise forms
- **OPA** – Review of all Surveys going to OMB.
- **GENERAL COUNSEL** – for highly visible, highly sensitive, and politically connected matters.
- **CIO** – Privacy Impact Assessment (PIA), Data Security.

## Process

**(1) 60 Day Notice:** Submit 60 day notice to IMCO/OIM to be published.

**(2) Supporting Documentation:** While the 60 day comment period is out, complete the Supporting Statement(s) and OMB Form 83-I regarding the collection.

**(3) Coordination:** Also during those 60 days, work with the various offices for coordination. All necessary pieces (PAS, PIA, etc.) will need to go with your collection to OMB.

**(4) 30 Day Notice & OMB Submission:** When the 60 day comment period has closed **AND** any comments have been addressed, **AND** the rest of the PRA is completed, the 30 day notice can be published and the PRA package will be submitted to OMB.

**(5) OMB Review & Approval:** OMB has up to 30 days **AFTER** the close of the 30 day comment period to make a determination on your collection. A Notice of Action (NOA) will be filed showing your OMB Control Number and newly approved expiration date.



## Package

- 60 Day Notice
- Supporting Statement Part A
- OMB 83-I Form
- Coordination Documentation
- Supporting Statement Part B (surveys)

### MEMBERS OF THE PUBLIC:

- *Individuals not employed by the Federal Government.*
- *State, Tribal, or Local Governments*
- *Members of Industry*
- *Government Contractors*
- *Applicants for Employment*
- *Foreign Nationals*
- *Former/Retired Military/Veterans*
- *Spouses/Dependents*
- *Caregivers*
- *Private Sector doctors, nurses, attorneys*
- *Not for Profit Organizations*