

IC System – Internal Workflow Guide

<u>Workflow Step</u>	<u>Assignee</u>	<u>Task Checklist</u>
Workflow Initiation	IMCO	- Enter basic collection info
Cost Estimate	Action Officer	<ul style="list-style-type: none"> - Complete CAPE - Enter cost information into system - Upload CAPE, Prescribing Document, Justification Statement, and Collection Instrument(s)
IMCO Package Review	IMCO	<ul style="list-style-type: none"> - Enter mandatory coordinators (DMDC, Privacy, etc.) - Review Package (approve or reject)
Mandatory Coordination	Action Officer	- Upload mandatory coordinations (separate documents)
Upload Component Approval and Create Collection Summary	Action Officer	<ul style="list-style-type: none"> - Generate Collection Summary - Send collection summary to SES/Component Head for component approval - Upload Component Approval - Send Collection Summary to responding components for coordination - Enter responding coordination Start Date
Responding Coordination	Action Officer	- Upload responding component coordinations (separate documents)
IMCO Package Review	IMCO	<ul style="list-style-type: none"> - Review package (approve or reject) - IMCO electronic certification
IC Analyst Review	OIM Analyst	<ul style="list-style-type: none"> - Review package (approve or reject) - Input licensing approval data if approved (approval date, exp. date, etc.)
IC Officer Review	DoD Clearance Officer	<ul style="list-style-type: none"> - Review package (approve or reject) - Electronic certification
Activate License	OIM Analyst	<ul style="list-style-type: none"> - Generate Final Approval summary - Upload final documents - Publish to active collections list