

# IC System – Public Workflow Guide

<u>Workflow Step</u>	<u>Assignee</u>	<u>Task Checklist</u>
1(B) – Workflow Initiation	IMCO	- Enter Collection Title, Component, AO, and whether emergency, survey, generic, or rule
1(C) – Workflow Initiation – ICB – Update OMB Control Number	OIM Analyst	- Update OMB Control Number
2(A) – 60-Day Notice	Action Officer	- Complete Burden Estimate (only info required for 60-day) - Upload Draft 60-day
2(B) – 60-Day Notice – IMCO Review	IMCO	- Review (approve or reject) draft 60-day
2(C) – 60-Day Notice – ICB Review	OIM Analyst	- Review (approve or reject) draft 60-day
2(D) – 60-Day Publication – ICB	OIM Analyst	- Send 60-day for publication - Input Publication Date
3(A) – PRA Package Preparation - AO	Action Officer	- Complete Burden Estimate data entry - Upload Supporting Statement Part A - <i>Upload Supporting Statement Part B</i> - Upload Collection Instrument(s)
3(B) – Mandatory Coordinators – IMCO Assigned	IMCO	- Identify required coordination (SSN Justification, PIA, etc.) - Review package (approve or reject)
3(C) – Mandatory Coordination – AO	Action Officer	- Complete mandatory coordinations - Upload coordination documents
3(D) – IMCO Final Review	IMCO	- Review Package (approve or reject)

3(E) – ICB Final Review	OIM Analyst	- Review Package (approve or reject)
4(A) – Senior Analyst Review	OIM Senior Analyst	- Review Package (approve or reject)
4(B)(C)&(D) – 30 Day Notice & ROCIS Upload	OIM Analyst	<ul style="list-style-type: none"> <li>- Draft 30-Day and submit to Federal Register</li> <li>- Update system with publication data</li> <li>- Upload 30-Day to system</li> <li>- Complete ROCIS Upload</li> <li>- Senior Analyst submits to OMB</li> </ul>
5(C) – OMB Comments	OIM Analyst	<ul style="list-style-type: none"> <li>- If OMB Comments, initiate OMB Adjudication Action (Reject) and complete comment adjudication offline</li> <li>- If no comments, no action required (Approve)</li> </ul>
6(A) – IC System Update	OIM Analyst	<ul style="list-style-type: none"> <li>- Upload Final Documents</li> <li>- <i>Update OMB Control Number</i></li> <li>- Publish to Active Collections</li> <li>- Set to Active in data entry</li> </ul>