

# Information Collections System Guide

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Version 1.0

9/16/2016

## Welcome to the Information Collections (IC) System!

This document is intended to serve as a quick reference guide for the layout, content, and various functionalities of the IC System.

The IC System is located at: <https://eitsdext.osd.mil/sites/DoDIIC/Pages/default.aspx>

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## Homepage Navigation

**DoD Information Collections**  
The Official Department of Defense System for DoD Information Collections

HOME CONTACT US ADMIN

DoD Information Collection System - Home

### How to Use the DoD IC System

The DoD Information Collections (IC) System is a centralized repository for DoD information collections and their approved control numbers. This repository allows you to review and search active, expired, cancelled, and expiring DoD information collections. You can view previous package elements and supporting documentation as well. Please see links below to get started.

- ◆ [How to Search the Collection Repository »](#)
- ◆ [How to use the Process Generator »](#)
- ◆ [How to initiate Collections through our portal »](#)
- ◆ [How to Filter Data »](#)
- ◆ [How to Export Data »](#)
- ◆ [How to use the Resources & Metrics Page »](#)

Using the IC System

Initiate Collections

Internal Collections

Public Collections

Resources & Metrics

Related DoD Collections Repositories

- ◆ Congressional Information Collections
- ◆ DoD Studies and Reports
- ◆ DTIC Public Technical Reports

Questions on the process?

- ◆ DoD Internal Collections Process (RCS)
- ◆ DoD Public Collections Process (PRA)

Contact

- ◆ Email the DoD Information Collections Team
- ◆ Contact your Component (IMCO)

From the homepage (above), the vast majority of the IC System's content can be accessed from the middle portion of the page (below), which functions as an accordion slider divided into five tabs:

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- ◆ [How to use the Resources & Metrics Page »](#)

Using the IC System

Initiate Collections

Internal Collections

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Resources & Metrics

## Using the IC System

The first tab provides links to various pages with general information about how to use the System

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- ◆ [How to Filter Data >](#)
- ◆ [How to Export Data >](#)
- ◆ [How to use the Resources & Metrics Page >](#)

Using the IC System

## Initiate Collections

This tab houses all links that allow you to start or view information collection actions, i.e., the Process Generator and Workflow Initiations.

### Initiate Collections

This section allows you to initiate and move through the approval processes for both DoD Internal and Public collections. For more information, visit the "*How to Initiate Collections*" page.

- ◆ [The Process Generator](#)
- ◆ [My Process Generator Summaries](#)
- ◆ [Information Collection \(IC\) Workflow Initiation](#)
- ◆ [IC Workflows - My Tasks](#)
- ◆ [Public IC Workflows - View All](#)
- ◆ [Internal IC Workflows - View All](#)

Initiate Collections

- **The Process Generator:** Opens the Process Generator to begin a basic collection determination.
- **My Process Generator Summaries:** Action Officers will be able to view Process Generator Prescription Summaries they have personally initiated.
- **Information Collection (IC) Workflow Initiation:** Begins the IC Workflow creation process for both public and internal collections. **Only available for IMCOs.**
- **IC Workflows – My Tasks:** Opens a list of your IC Workflows with tasks you have completed and those still marked for completion. Tasks are listed individually (see below).

Title	Assignee	Status	Task Outcome
Collection Title : Test to generate forms (5)			
IMCO Package Review	ESD DD Admins	Completed	Approved
IC Analyst Review	ESD DD Admins	Completed	Approved
IC Officer Review	ESD DD Admins	Completed	Approved
Activate License	ESD DD Admins	In progress	
Collection Title : Test1 (16)			
1(C) - WORKFLOW INITIATION - ICB - UPDATE OMB CONTROL NUMBER	ESD DD Admins	Completed	Approved
2(A) - 60 DAY NOTICE	Pabst, Karl S CTR WHS ESD (US)	Completed	Approved
2(B) - 60 DAY NOTICE - IMCO REVIEW	DNA	Completed	Rejected
2(A) - 60 DAY NOTICE	Pabst, Karl S CTR WHS ESD (US)	Completed	Approved
2(B) - 60 DAY NOTICE - IMCO REVIEW	DNA	Completed	Approved
2(C) - 60 DAY NOTICE - ICB REVIEW	ESD DD Admins	Completed	Approved
2(D) - 60 DAY PUBLICATION - ICB	ESD DD Admins	Completed	Approved
3(A) - PRA PACKAGE PREPARATION - AO	Pabst, Karl S CTR WHS ESD (US)	Completed	Approved
3(B) - MANDATORY COORDINATORS - IMCO ASSIGNED	DNA	Completed	Approved
3(C) - MANDATORY COORDINATION - AO	Pabst, Karl S CTR WHS ESD (US)	Completed	Approved
3(D) - IMCO FINAL REVIEW	DNA	Completed	Approved
3(E) - ICB FINAL REVIEW	ESD DD Admins	Completed	Approved
4(A) - SENIOR ANALYST REVIEW	ESD DD Admins	Completed	Approved
4(B)(C)(D) - 30 DAY NOTICE & RDCIS Upload	ESD DD Admins	Completed	Approved
5(C) - OMB COMMENTS	ESD DD Admins	Completed	Approved
6(A) - IC SYSTEM UPDATE	ESD DD Admins	In progress	
Collection Title : Voice of Industry Survey (1)			
1(C) - WORKFLOW INITIATION - ICB REVIEW	ESD DD Admins	Completed	Approved

- **Public IC Workflows – View All:** Opens a list of all initiated Workflows for Public Information Collections on which you are named as the Action Officer.

Collection Title	Workflow Type	Status	Start Date	End Date	Workflow Initiator	Component	Proponent	Action Officer	PG Case Number	OMB Number	Document Set URI	Burden	Coon
RD-Test-0002	Basic Public Workflow	In progress	3/18/2016		Defraie, Rachael CTR WHS-ESD-DD	DCMO - Deputy Chief Management Officer		Defraie, Rachael CTR WHS-ESD-DD	RD-Test-0002		Workflow Documents	RD-Test-0002	
Spindy's Customer Satisfaction Survey	Basic Public Workflow	In progress	4/22/2016		Robinson, Tyler CTR WHS-ESD-DD-Qualk	AT&A - Acquisition, Technology & Logistics	LMAR	Charell, Kaitlin H CTR WHS ESD (US)			Workflow Documents	Spindy's Customer Satisfaction Survey	
Spindy's Customer Survey	Basic Public Workflow	In progress	4/22/2016		Robinson, Tyler CTR WHS-ESD-DD-Qualk	DCMO - Deputy Chief Management Officer	WHS	Robinson, Tyler CTR WHS-ESD-DD-Qualk			Workflow Documents	Spindy's Customer Survey	
Student Learning Event Evaluation Surveys	Basic Public Workflow	In progress	6/9/2016		Bui, Vinh T CIV DSS DSS HQ (US)	INT (DSS) - Defense Security Service		Bui, Vinh T CIV DSS DSS HQ (US)		0704-AAKC	Workflow Documents	Student Learning Event Evaluation Surveys	
Security Agreements	Basic Public Workflow	In progress	6/9/2016		Bui, Vinh T CIV DSS DSS HQ (US)	INT (DSS) - Defense Security Service		Bui, Vinh T CIV DSS DSS HQ (US)		0704-0194	Workflow Documents	Student Learning Event Evaluation Surveys	
Voice of Industry Survey	Basic Public Workflow	In progress	6/9/2016		Bui, Vinh T CIV DSS DSS HQ (US)	INT (DSS) - Defense Security Service		Bui, Vinh T CIV DSS DSS HQ (US)		0704-0472	Workflow Documents	Voice of Industry Survey	
Test1	Basic Public Workflow	In progress	6/20/2016		Pabst, Karl S CTR WHS ESD (US)	DNA - Director Net Assessment		Pabst, Karl S CTR WHS ESD (US)		0700-XXXX	Workflow Documents	Test1	CIO - DMA ASSE DOD REV1
MEGASORN, PART TWO	Basic Public Workflow	Completed	6/28/2016	6/28/2016	Pabst, Karl S CTR WHS ESD (US)	DNA - Director Net Assessment		Pabst, Karl S CTR WHS ESD (US)		0700-ZZZZ	Workflow Documents	MEGASORN, PART TWO	CIO - DMA ASSE DOD REV1, PREV, SORP SECC, MARV (ALW)

- **Internal IC Workflows – View All:** Opens a list of all initiated Workflows for Internal Information Collections on which you are named as the Action Officer.

## Internal Collections

This tab allows you to quickly navigate through all DoD Internal Collections.

**DoD Internal Collections**

This section is specifically for reports regarding DoD Internal Collections that have a Report Control Symbol (RCS). For more information on how to search this repository, please go to "How to Search the Collection Repository"

- ◆ [DoD Internal Collection Search](#)
- ◆ [Active Collections:](#)
- ◆ [Expiring Collections:](#)
- ◆ For more information on the approval process for a DoD Internal Collection, please go to the [IC Website - Internal](#)

Internal Collections

- DoD Internal Collection Search: Allows users to search DoD's records via many different parameters for all Internal Information Collections.

DoD Information Collection System - Home > Internal Collections Search

### Internal Collections Search

This advanced search feature allows you to narrow your search by setting parameters on information attached to report control symbols (RCS). To learn more about the search feature of this system, please see the "How to Search" page. The link is available on the Home page of this system. If further information is needed, please contact your Component IMCO or the DoD Information Management team at [whs.mc-alex.esd.mbx-dd-dod-information-collections@mail.mil](mailto:whs.mc-alex.esd.mbx-dd-dod-information-collections@mail.mil).

Information Collection Title:

Report Control Symbol:

Associated or Historic Control Symbols:

Report Control Symbol Status:

Classification of Information Collection:

Frequency of Collection:

Date Approved:    And

Expiration or Cancellation Date:    And

Cancellation Authority:

Type of Change to Report Control Symbol:

Date of Change to Report Control Symbol:    And

Instrument Type:

- Active Collections: Links to a filterable list of all DoD Internal Information Collections that are currently approved.

DoD Information Collection System - Home > Active Internal Collections

### Active Internal Collections

Below is a list of all currently active DoD Internal Information Collections and their associated Report Control Symbols (RCS).

- *TO SEE MORE INFORMATION* on a collection, or to view the associated documents, please click on the titles under the "Information Collection Title" column.
- *TO FILTER THE RESULTS*, use the column titles to sort the table by Requesting Component or any other field. Learn more about filtering on the [How to Filter This Table](#) page.
- *TO EXPORT RESULTS TO EXCEL*, select "Export to Spreadsheet" from the Actions Dropdown below. Select "Open," "Enable," and your email CAC credential. Learn more about exporting on the [How to Export This Table](#) page.

You may also be interested in:

- [Expiring Internal Collections](#)
- [Search All Internal Collections](#)

New | Actions | Settings | 1 - 20

Information Collection Title	Report Control Symbol	Requesting Component	Expiration or Cancellation Date	Total Cost to DoD
Count= 182				
<a href="#">Reporting Profit and Fee Statistics</a>	DD-AT&L(Q)1751	AT&L - Acquisition, Technology, & Logistics	7/23/2015	\$1,504.00
<a href="#">DoD-Wide Acquisition Workforce Competency Update-Assessments</a>	DD-AT&L(AR)2431	AT&L - Acquisition, Technology, & Logistics	7/23/2015	\$1,340,000.00
<a href="#">Myopericarditis Registry</a>	DD-HA(SA)2424	P&R (HA) - Health Affairs	8/31/2015	\$1,800.00
<a href="#">DoD Postsecondary Education Complaint Intake Form</a>	DD-P&R(AR)2536	P&R - Personnel and Readiness	8/31/2015	\$414,000.00

- **Expiring Collections:** Links to a filterable list of all DoD Internal Information Collections that will expire within 180 days if no action is taken.
- The bottom link (IC Website – Internal) navigates to the external Information Collections website with information on the approval process for a DoD Internal Collection.

## Public Collections

The fourth homepage tab is identical to the previous tab for Internal Collections, except all of the links are for public collections.

## DoD Public Collections

This section is specifically for reports regarding DoD Public Collections that have an OMB Control Number. For more information on how to search this repository, please go to "[How to Search the Collection Repository](#)"

- ◆ [Dod Public Collection Search](#)
- ◆ [Active Collections:](#)
- ◆ [Expiring Collections:](#)
- ◆ For more information on the approval process for a DoD Public Collection, please go to the [IC Website - Public](#)

Public Collections

## Resources & Metrics

The final tab contains two sections: Component Internal resources and DoD Metrics.



### Component Internal

IMCOs can now use the DoD IC System as a repository for Component Internal Collections. This may help you organize, track, and manage all collections that may be specific to your Component. Other Components will not be able to edit any records you create here.

- **IMCO - Add Component Internal**: **For IMCOs only**. Allows you to add a Component Internal Collection record.

- **Component Internal Search:** Allows users to search by Component for Component Internal collections. This will allow IMCOs to help reduce collection duplication by allowing IMCOs to see if other components are already conducting collections similar to proposed collections for your Component.

Component Internal Search				
Component: DCMO - Deputy Chief Management Officer				
Search		Reset		Export to Excel
Item Count: 3				
Component	Collection Title	Collection Identifier	Information Management Control Officer	Action Officer
DCMO - Deputy Chief Management Officer	Test Component-internal Form	T1-RD-0001	DeNale, Rachael CTR WHS-ESD-DD	RD
DCMO - Deputy Chief Management Officer	Test 2		DeNale, Rachael CTR WHS-ESD-DD	
DCMO - Deputy Chief Management Officer	Shelly's Survey to DCMO		Robinson, Tyler CTR WHS-ESD-DD-Qualx	Tyler Robinson

### DoD Metrics

These pages are currently under construction. When complete, they will provide users with helpful information for DoD as a whole and for individual Components, including the cost of collections and the burden DoD imposes on the public. Users will also be able to access detailed lists of specific types of special-interest collections, e.g., collections related to DoD Issuances, collections related to rules, collections related to SORNs, etc.

## The Process Generator

To access the Process Generator, click on the “Initiate Collections” tab on the homepage, then click on “The Process Generator.” This will initiate a new Process Generator Action.



Once you have navigated to the new Process Generator screen (below), please enter all applicable information then click “Save.”

Once complete, the Process Generator will display a “Prescription Summary” for the potential collection. It will make a preliminary determination (to be confirmed by your IMCO or OIM) on what type(s) of clearance processes are needed, if any exemptions apply, and it will identify some potential basic coordinations that may be necessary (SORN, Privacy Impact Assessment, etc.)

To generate this summary in printable form, click the “Generate PDF” button.

**Prescription Summary**

**Case #25 - DNA PG Training #1**

Based on your answers to the previous questions, it has been determined that you may have a collection requirement that requires approval. Please follow the process(es) listed below to bring your collection into compliance:

**PUBLIC COLLECTION (PRA)**

Additionally, your answers also indicate an exemption for one of the designated processes. Please see below:

**INTERNAL EXEMPTION: DoDM 8910.01 V1**

You can find additional information on the specific timeline, process, and required documents on our website:  
<http://www.dtic.mil/whs/directives/collections/index.html>.

This prescription serves as a starting point, and is subject to change with additional information regarding your collection. Please contact your Component Information Management Control Officer (IMCO):

**DNA - Director of Net Assessment  
Information Collections Branch (ICB)  
whs.mc-alex.esd.mbx.dd-dod-information-collections@mail.mil**

Based on your answers to the additional questions, it appears you will need additional coordination for the following documentation. You may or may not already have some of these documents completed:

**PRIVACY ACT STATEMENT (PAS)  
SYSTEM OF RECORDS NOTICE (SORN)  
PRIVACY IMPACT ASSESSMENT (PIA)**

If you have any questions or concerns, please reach out to your IMCO listed above, or contact the Information Collections Branch (ICB) by emailing our org box: [whs.mc-alex.esd.mbx.dd-dod-information-collections@mail.mil](mailto:whs.mc-alex.esd.mbx.dd-dod-information-collections@mail.mil).

 **Generate PDF**

## [My Process Generator Summaries](#)

This link will direct you to a filterable list of all Process Generators. Action Officers will be able to view all Process Generators they have completed themselves. IMCOs will be able to view all Process Generators completed by their Component.

### Initiate Collections

This section allows you to initiate and move through the approval processes for both DoD Internal and Public collections. For more information, visit the "How to Initiate Collections" page.

- ◆ [The Process Generator](#)
- ◆ [My Process Generator Summaries](#)
- ◆ [Information Collection \(IC\) Workflow Initiation](#)
- ◆ [IC Workflows - My Tasks](#)
- ◆ [Public IC Workflows - View All](#)
- ◆ [Internal IC Workflows - View All](#)

Initiate Collections

DoD Information Collection System - Home > Process Generator > My View

Use logic to determine the appropriate workflows for approval, and provides a final product of a 'Prescription Summary' to the AO.

DoD Information Collection System - Home | Home | Contact US | Admin | All Sites

Lists	Title	Component	Creator Name	Creator Email	Created
Monthly Cost Data	DINA PG Training #1 <a href="#">View</a>	DINA - Director of Net Assessment	Pabot, Karl S CTR WHS ESO (US)	karl.s.pabot.ctr@gmail.mil	7/11/2016 10:30 AM
	MEGASORN	DINA - Director of Net Assessment	Pabot, Karl S CTR WHS ESO (US)	karl.s.pabot.dr@gmail.mil	6/23/2016 10:56 AM

Libraries: [Add new item](#)

Site Pages

Recycle Bin | All Site Content

## Information Collection Workflows

To access Information Collection Workflows, click on the “Initiate Collections” tab from the homepage.

### Completing Workflow Tasks

The easiest way to access and complete a Workflow Task is to use the URL in the email notification you receive when the System assigns you an action. This way, you will navigate directly to the Task you must complete:

The screenshot shows a web application window titled "2(A) - 60 DAY NOTICE". At the top, there is a toolbar with buttons for "Cancel", "Paste", "Copy", "Spelling", and "Commit". Below the toolbar, a yellow banner states: "This workflow task applies to Spindy's Customer Satisfaction Survey".

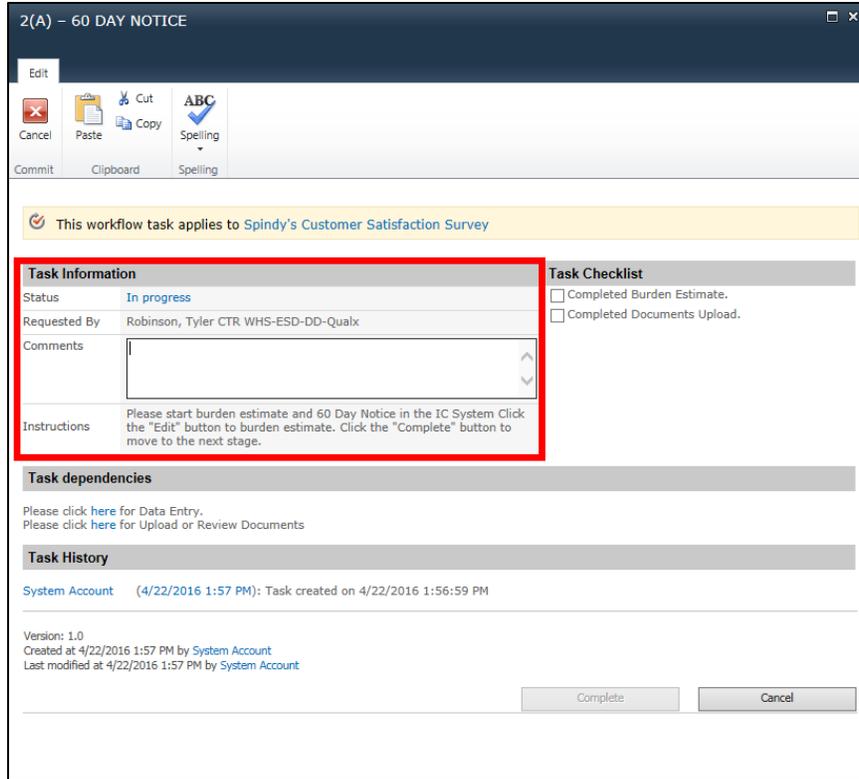
The main content area is divided into several sections:

- Task Information:** Status is "In progress". Requested By is "Robinson, Tyler CTR WHS-ESD-DD-Qualx". There is a text input field for "Comments".
- Task Checklist:** Contains two checkboxes: "Completed Burden Estimate." and "Completed Documents Upload.", both of which are unchecked.
- Instructions:** "Please start burden estimate and 60 Day Notice in the IC System Click the 'Edit' button to burden estimate. Click the 'Complete' button to move to the next stage."
- Task dependencies:** "Please click [here](#) for Data Entry. Please click [here](#) for Upload or Review Documents"
- Task History:** "System Account (4/22/2016 1:57 PM): Task created on 4/22/2016 1:56:59 PM"
- Version:** "Version: 1.0  
Created at 4/22/2016 1:57 PM by System Account  
Last modified at 4/22/2016 1:57 PM by System Account"

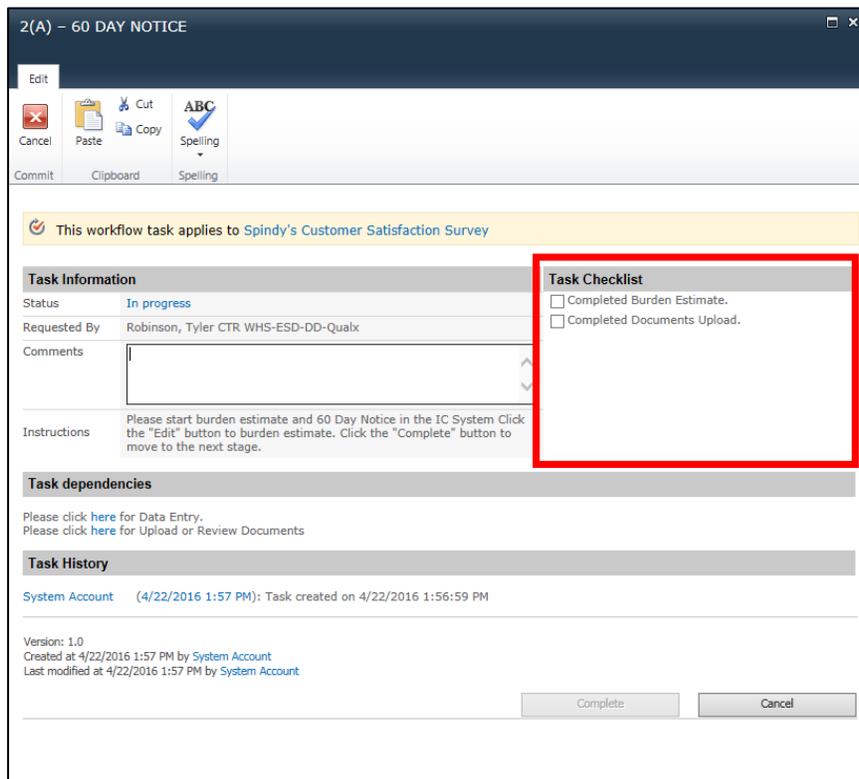
At the bottom right of the window, there are two buttons: "Complete" and "Cancel".

This task page will look the same for all Workflow Tasks. At the very top you can see the specific step of the process with which this task corresponds (2(A) – 60 Day Notice). Below that, you will find the collection title for this Workflow.

The Task Information section displays the current status of the task, who requested the task to be completed (this will be an Action Officer, an IMCO, or OIM), a space for comments, and brief instructions.



The Task Checklist section on the right (below) provides a list of everything needed to complete the current Task.



Finally, the Task Dependencies section below provides all appropriate data entry and document review links necessary in order to complete the items listed in the Task Checklist. For example, to “Complete Burden Estimate” in this example, one would click on the “Data Entry” dependency.

2(A) - 60 DAY NOTICE

Edit

Cancel Paste Cut Copy Spelling

Commit Clipboard Spelling

This workflow task applies to Spindy's Customer Satisfaction Survey

Task Information	Task Checklist
Status: <b>In progress</b>	<input type="checkbox"/> Completed Burden Estimate.
Requested By: Robinson, Tyler CTR WHS-ESD-DD-Qualx	<input type="checkbox"/> Completed Documents Upload.
Comments: [Empty text area]	
Instructions: Please start burden estimate and 60 Day Notice in the IC System Click the "Edit" button to burden estimate. Click the "Complete" button to move to the next stage.	

**Task dependencies**

Please click [here](#) for Data Entry.  
Please click [here](#) for Upload or Review Documents

**Task History**

System Account (4/22/2016 1:57 PM): Task created on 4/22/2016 1:56:59 PM

Version: 1.0  
Created at 4/22/2016 1:57 PM by System Account  
Last modified at 4/22/2016 1:57 PM by System Account

Complete Cancel

Once you have finished all Task Dependencies, mark all corresponding items in the Task Checklist as complete, then click the “Complete” button at the bottom of the page.

2(A) - 60 DAY NOTICE

Edit

Cancel Paste Cut Copy Spelling

Commit Clipboard Spelling

This workflow task applies to Spindy's Customer Satisfaction Survey

Task Information	Task Checklist
Status: <b>In progress</b>	<input checked="" type="checkbox"/> Completed Burden Estimate.
Requested By: Robinson, Tyler CTR WHS-ESD-DD-Qualx	<input checked="" type="checkbox"/> Completed Documents Upload.
Comments: [Empty text area]	
Instructions: Please start burden estimate and 60 Day Notice in the IC System Click the "Edit" button to burden estimate. Click the "Complete" button to move to the next stage.	

**Task dependencies**

Please click [here](#) for Data Entry.  
Please click [here](#) for Upload or Review Documents

**Task History**

System Account (4/22/2016 1:57 PM): Task created on 4/22/2016 1:56:59 PM

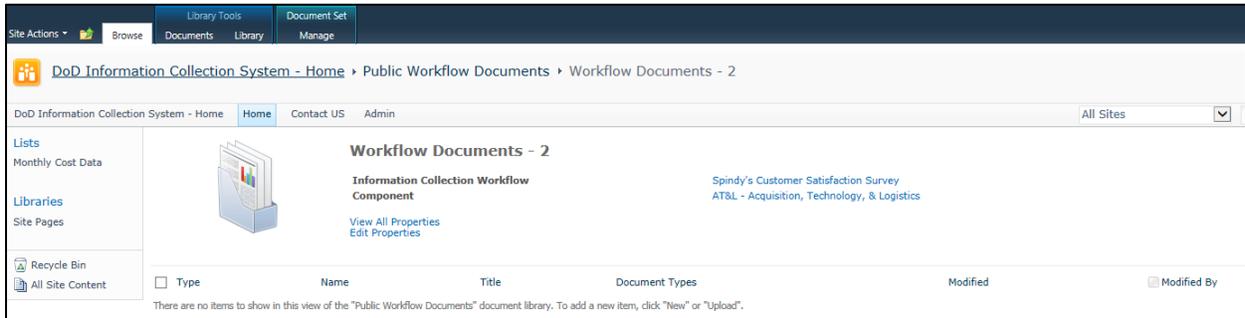
Version: 1.0  
Created at 4/22/2016 1:57 PM by System Account  
Last modified at 4/22/2016 1:57 PM by System Account

Complete Cancel

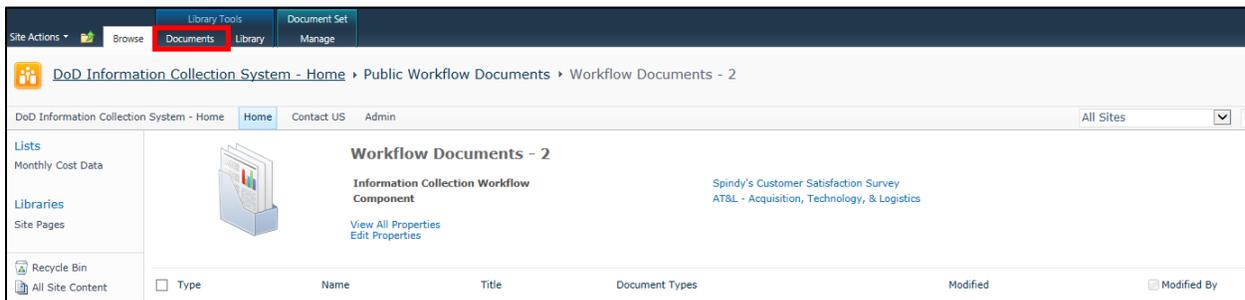
## Uploading Documents

Many Workflow Tasks will require you to upload documents to the System for an information collection package. This will appear as “Please click here for Upload or Review Documents” in the Task Dependencies list (see previous page).

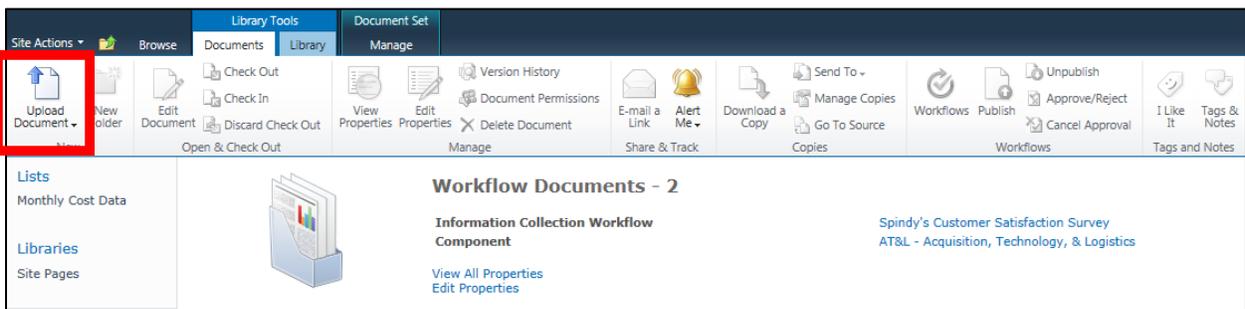
Once you click the link, you will be taken to the Document Library for the Information Collection Workflow on which you are currently working, where you will be able to see all documents that are currently uploaded.



To upload additional documents, first click the “Documents” tab at the very top of the screen under “Library Tools.”

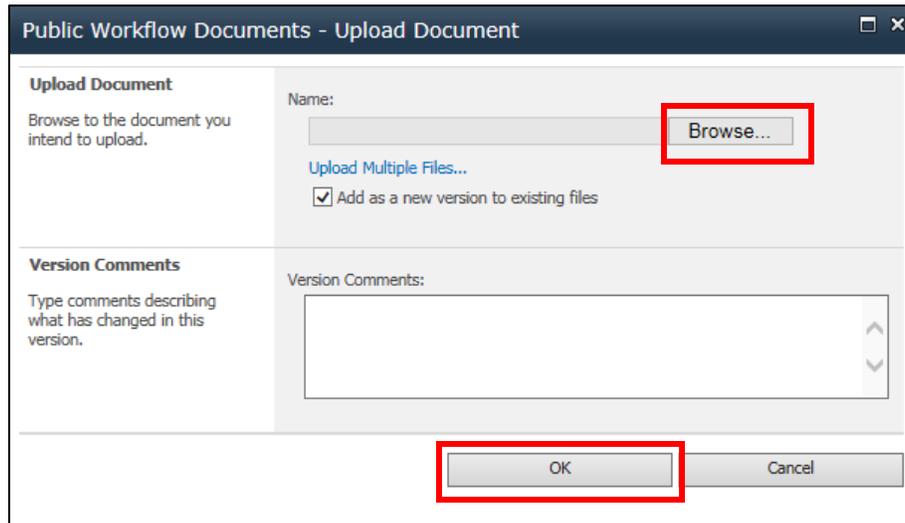


This will open up several options, including the ability to upload documents. The IC System also allows you to Check Out currently-uploaded documents for editing directly in the System. To upload, click the “Upload Document” button on the left side of the screen.

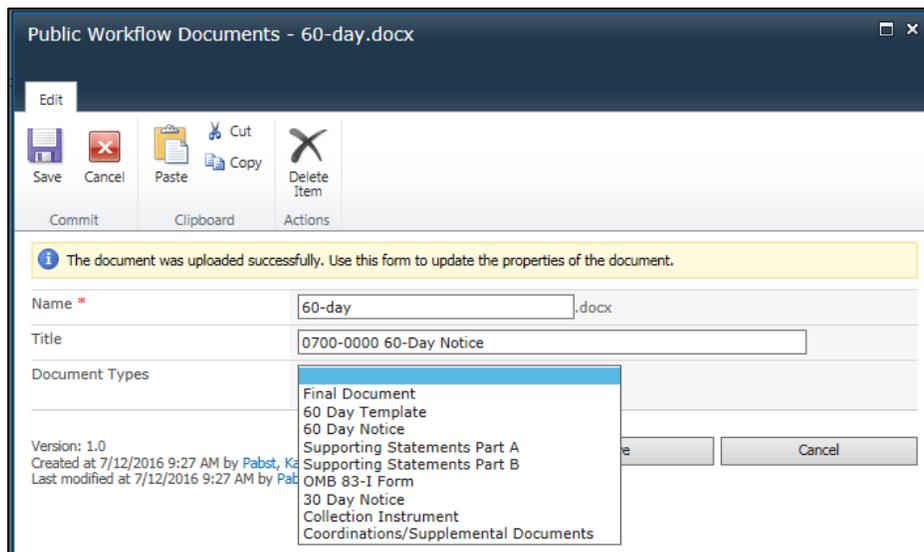


The next screen will allow you to browse for a document to upload. Once you have selected the appropriate file, click on “OK” to move forward.

**IMPORTANT:** Please do not use the “Upload Multiple Files” option. We are currently experiencing errors with the document properties when this option is used that prevent the successful completion of the Workflow.



The next screen will prompt you to enter the Document’s Properties: Name, Title, and Type. Please ensure that you complete this step! Categorizing uploaded documents correctly is essential for successful Workflow completion.



Once you have entered all information, click “Save” to finalize the upload and return to the Document Library.

## Viewing Workflows

Apart from using the link in email notifications from the System, you can navigate to view your IC Workflows from the “Initiate Collections” tab on the homepage.

To view all Workflow Tasks that you have completed or need to complete, click on “IC Workflows – My Tasks.”

Title	Assignee	Status	Task Outcome
<b>Collection Title : KP Test #1 (9)</b>			
Cost Estimate	Pabst, Karl S CTR WHS ESD (US)	Completed	Approved
IMCO Package Review	DNA	Completed	Approved
Mandatory Coordination	Pabst, Karl S CTR WHS ESD (US)	Completed	Approved
Upload Component Approval and Create Collection Summary	Pabst, Karl S CTR WHS ESD (US)	Completed	Approved
Responding Coordination	Pabst, Karl S CTR WHS ESD (US)	Completed	Approved
IMCO Package Review	DNA	Completed	Approved
IC Analyst Review	ESD DD Admins	Completed	Approved
IC Officer Review	ESD DD Admins	Completed	Approved
Activate License	ESD DD Admins	In progress	Approved
<b>Collection Title : MEGASORN (9)</b>			
Cost Estimate	Pabst, Karl S CTR WHS ESD (US)	Completed	Approved
IMCO Package Review	DNA	Completed	Approved
Mandatory Coordination	Pabst, Karl S CTR WHS ESD (US)	Completed	Approved
Upload Component Approval and Create Collection Summary	Pabst, Karl S CTR WHS ESD (US)	Completed	Approved
Responding Coordination	Pabst, Karl S CTR WHS ESD (US)	Completed	Approved
IMCO Package Review	DNA	Completed	Approved
IC Analyst Review	ESD DD Admins	Completed	Approved
IC Officer Review	ESD DD Admins	Completed	Approved
Activate License	ESD DD Admins	Completed	Approved

This page will display a list of all Information Collections on which you are working or have worked in the past, along with each step in which you are involved. You will be able to filter these workflows to find tasks that are marked as “In progress” (see above).

To complete a task from this page, click on the down arrow to the right of the task, then select “Edit Item.”

Title	Assignee	Status	Task Outcome
<b>Collection Title : KP Test #1 (9)</b>			
Cost Estimate	Pabst, Karl S CTR WHS ESD (US)	Completed	Approved
IMCO Package Review	DNA	Completed	Approved
Mandatory Coordination	Pabst, Karl S CTR WHS ESD (US)	Completed	Approved
Upload Component Approval and Create Collection Summary	Pabst, Karl S CTR WHS ESD (US)	Completed	Approved
Responding Coordination	Pabst, Karl S CTR WHS ESD (US)	Completed	Approved
IMCO Package Review	DNA	Completed	Approved
IC Analyst Review	ESD DD Admins	Completed	Approved
IC Officer Review	ESD DD Admins	Completed	Approved
Activate License	ESD DD Admins	In progress	Approved
<b>Collection Title : MEGASORN (9)</b>			
Cost Estimate	Pabst, Karl S CTR WHS ESD (US)	Completed	Approved
IMCO Package Review	DNA	Completed	Approved
Mandatory Coordination	Pabst, Karl S CTR WHS ESD (US)	Completed	Approved
Upload Component Approval and Create Collection Summary	Pabst, Karl S CTR WHS ESD (US)	Completed	Approved
Responding Coordination	Pabst, Karl S CTR WHS ESD (US)	Completed	Approved
IMCO Package Review	DNA	Completed	Approved

This will take you to the same task page described earlier on pages 13-15.

Alternatively, from the “Initiate Collections” tab on the homepage, you can select either “Public IC Workflows – View All” or “Internal IC Workflows – View All” to display a list of all public or internal workflows you are working on. For IMCOs, this will display all the collections on which your Component is working.

Collection Title	Workflow Type	Status	Start Date	End Date	Workflow Initiator	Component	Proponent	Action Officer	PG Case Number	OMB Number	Document Set URL	Burden	Coon
RD-Test-0002	Basic Public Workflow	In progress	3/18/2016		Defaile, Rachael CTR WHS-ESD-DD	DCHO - Deputy Chief Management Officer	Defaile, Rachael CTR WHS-ESD-DD	Defaile, Rachael CTR WHS-ESD-DD	RD-Test-0002		Workflow Documents	RD-Test-0002	
Spindy's Customer Satisfaction Survey	Basic Public Workflow	In progress	4/22/2016		Robinson, Tyler CTR WHS-ESD-DD-Quak	AT&L - Acquisition, Technology, & Logistics	LH&R	Charell, Kaitlin M CTR WHS ESD (US)			Workflow Documents	Spindy's Customer Satisfaction Survey	
Spindy's Customer Survey	Basic Public Workflow	In progress	4/22/2016		Robinson, Tyler CTR WHS-ESD-DD-Quak	DCHO - Deputy Chief Management Officer	WHS	Robinson, Tyler CTR WHS-ESD-DD-Quak			Workflow Documents	Spindy's Customer Survey	
Student Learning Event Evaluation Surveys	Basic Public Workflow	In progress	6/9/2016		Bui, Vinh T CIV DSS DSS HQ (US)	INT (DSS) - Defense Security Service		Bui, Vinh T CIV DSS DSS HQ (US)		0704-440C	Workflow Documents	Student Learning Event Evaluation Surveys	
Security Agreements	Basic Public Workflow	In progress	6/9/2016		Bui, Vinh T CIV DSS DSS HQ (US)	INT (DSS) - Defense Security Service		Bui, Vinh T CIV DSS DSS HQ (US)		0704-0194	Workflow Documents	Student Learning Event Evaluation Surveys	
Voice of Industry Survey	Basic Public Workflow	In progress	6/9/2016		Bui, Vinh T CIV DSS DSS HQ (US)	INT (DSS) - Defense Security Service		Bui, Vinh T CIV DSS DSS HQ (US)		0704-0472	Workflow Documents	Voice of Industry Survey	
Test1	Basic Public Workflow	In progress	6/20/2016		Pabst, Karl S CTR WHS ESD (US)	DNA - Director Test Assessment		Pabst, Karl S CTR WHS ESD (US)		0700-XXXX	Workflow Documents	Test1	CIO - DHS ASS DOC ESC
MEGASORN PART TWO	Basic Public Workflow	Completed	6/28/2016	6/28/2016	Pabst, Karl S CTR WHS ESD (US)	DNA - Director Test Assessment		Pabst, Karl S CTR WHS ESD (US)		0700-ZZZZ	Workflow Documents	MEGASORN PART TWO	CIO - DHS ASS

From this page, you are able to access the Workflow Information data of a given record by clicking on the down arrow to the right of the Collection Title and selecting “View Item.”

Collection Title	Workflow Type	Status	Start Date	End Date	Workflow Initiator	Component	Proponent	Action Officer	PG Case Number	OMB Number	Document Set URL	Burden	Coon
Student Learning Event Evaluation Surveys	Basic Public Workflow	In progress	6/9/2016		Bui, Vinh T CIV DSS DSS HQ (US)	INT (DSS) - Defense Security Service		Bui, Vinh T CIV DSS DSS HQ (US)		0704-440C	Workflow Documents	Student Learning Event Evaluation Surveys	
Student Learning Event Evaluation Surveys	Basic Public Workflow	In progress	6/9/2016		Bui, Vinh T CIV DSS DSS HQ (US)	INT (DSS) - Defense Security Service		Bui, Vinh T CIV DSS DSS HQ (US)		0704-0194	Workflow Documents	Student Learning Event Evaluation Surveys	
Voice of Industry Survey	Basic Public Workflow	In progress	6/9/2016		Bui, Vinh T CIV DSS DSS HQ (US)	INT (DSS) - Defense Security Service		Bui, Vinh T CIV DSS DSS HQ (US)		0704-0472	Workflow Documents	Voice of Industry Survey	
Test1	Basic Public Workflow	In progress	6/20/2016		Pabst, Karl S CTR WHS ESD (US)	DNA - Director Test Assessment		Pabst, Karl S CTR WHS ESD (US)		0700-XXXX	Workflow Documents	Test1	CIO - DHS ASS

Public Information Collection Process Workflow - Test 42

View

Version History Alert Me

Manage Permissions

Delete Item

Manage Actions

Collection Title	Test 42
PG Case Number	
OMB Number	1234-5678
Classification	Unclassified
Status	In progress
Start Date	9/13/2016
End Date	
Information Management Control Officer	Pabst, Karl S CTR WHS ESD (US)
Workflow Initiator	Pabst, Karl S CTR WHS ESD (US)
Component	DNA - Director Net Assessment
Collection Type	New Collection
Type of Review Requested	
Action Officer	Pabst, Karl S CTR WHS ESD (US)
Proponent	
Form Numbers	
Expiration Date	
Burden	
Purpose	
Coordinators	
Terms of Clearance	
Obligation To Respond	
Statistic Methods	
Small Entities	
Affected Public	
Instrument Type	
Frequency	On Occasion
IMCO Approval Date	
IC Analyst Approval Date	
Action Officer Approval Date	
Program Official Approval Date	
DoD Official Approval Date	
Docket ID	
60 Day Notice Publication Date	
60 Day Comment Period End	
FRN Citation	
30 Day Notice Publication Date	
30 Day Comment Period End	
30 Day FRN Citation	
Survey	No
Generic	No
Rule	No
PublicCollection	
Date Approved	
Abstract	
Document Set Url	<a href="#">Workflow Documents</a>

Version: 5.0  
 Created at 9/13/2016 3:08 PM by Pabst, Karl S CTR WHS ESD (US)   
 Last modified at 9/13/2016 3:37 PM by Pabst, Karl S CTR WHS ESD (US)

Close

On this screen, you will be able to view the collection information for the workflow in a single snapshot.

If you scroll all the way to the bottom, you will find a link for “Workflow Documents.” Clicking this will bring you to the Document Library for the collection, where you can view, download, and upload documents for the Workflow even if you are not currently assigned a task.