



OIM Monthly Newsletter

Volume 2, Issue 6

June 13, 2016

Special points of interest:

- NEW IC SYSTEM ROLLOUT PLAN
- IC SYSTEM TRAINING DATES
- FIRST FAST-TRACK GENERIC APPROVAL
- MAY COLLECTION APPROVALS

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New Information Collections (IC) System Rollout Plan

As we announced in last month's newsletter, our brand new Information Collections System is now live. IMCOs who attended our 3-day intensive training sessions in April received an exclusive sneak peak of the IC System, including the new search functionalities, process generator, and information collection package workflow generators.

Our hope is for all IMCOs, Action Officers, and support staff to be using the IC System's complete functionality in just a few months, and OIM is now able to announce how we are going to make this a reality.

Our rollout plan begins with a closed Pilot Program followed by staggered rollouts to all DoD Components. We initiated the Pilot Program this week, and all involved IMCOs have already been contacted and provided

with the information they need to use the system.

The next phase will begin on June 27, when P&R, AT&L, and DFAS will begin using the new system, followed by Army, Navy, and Air Force on July 11. The final rollout for all remaining OSD Components will occur on July 25. We will require all IMCOs and support staff to use the new IC system beginning on August 1.

We realize that this is a very aggressive timeline, and we are committed to providing everyone with the resources you need to use the system successfully. In the coming months, OIM will be holding special hands-on training sessions on how to use the IC System's various functionalities. For more information on these trainings, please see the related article on page two.

Here is the schedule once again:

- June 6 – 20: Pilot Program
- June 27: P&R, AT&L, and DFAS
- July 11: Army, Navy, and Air Force
- July 25: Remaining OSD
- August 1: IC System mandatory for all IMCOs

We are very excited to introduce you to this powerful new tool. If you have any questions or concerns about the IC System or this schedule, please email the Information Collections Org Box.

Welcome to OIM's Newest Analyst!

Please join us in extending a warm welcome to the newest member of the ICB team:

IAN ARMSTRONG

Ian graduated magna cum laude from Temple University in May 2015 with a B.A. in Political Science and a concentration in International Relations. Prior to joining OIM in June, Ian worked as a Competitive Intelligence Analyst at Telogical Systems, a

telecom industry research firm headquartered in McLean, VA.

In addition to working at OIM, Ian serves as an Editor and Senior Analyst at Global Risk Insights (GRI), an online publication and consulting firm that provides political risk analysis to investors and corporate leadership. He is also a Researcher and Simulation Supervisor for Wikistrat, the world's first crowd-sourced geopolitical

consultancy. At both GRI and Wikistrat, his research is focused on nuclear policy, non-proliferation, and international energy.

Fun Fact: Ian lived in Edinburgh, UK for five months while working at the Scottish Parliament under the Parliamentary Research Program.



“Don’t fight the problem, decide it.”

- George C. Marshall

WE WANT YOUR FEEDBACK!

Got suggestions for our newsletter?

Email the IC Org Box!

Information Collections Training

UPCOMING TRAINING DATES:

June 27: Action Officer Training

- 0830 - 1200 Internal Collections
- 1300 - 1700 Public Collections

July 12: SORNs, Systems, and Surveys

- 0830 - 1200 Specialized training

REGISTRATION IS REQUIRED FOR ALL SESSIONS

To register, please email the DoD Information Collections Org Box

IMPORTANT: Additional IC System Training Dates

In addition to our regularly-scheduled training classes listed above, in the coming months OIM will also be holding specialized training sessions—for IMCOs and IMCO Support Staff only—on our new IC system to help familiarize our customers with this new tool. This is to prepare for August 1, by which time all IMCOs must use the new system (for more information about the timeline for the system, please see the related article on the front page).

These training sessions will be held in a computer lab at the Mark Center, where we will be able to walk attendees through all aspects of the IC System while giving you hands-on experience.

The two training sessions on the IC System are scheduled for the afternoons of July 12 and July 21 from 1:30 – 3:00PM. Again, due to space limitations, we regret that only IMCOs and IMCO Support Staff are eligible for these training sessions. We are currently exploring ways we can provide other interested parties with training information, and we will keep you updated as more information becomes available.

As usual, registration is required for these sessions. Please email the Information Collections Org Box if you would like additional information or are interested in attending.

First Fast-Track Generic Approval

An exciting announcement from last month’s newsletter was that OMB approved DoD’s department-wide fast-track generic clearance for collections focusing on customer satisfaction or qualitative feedback on DoD services and products. Following up on this news, OIM is proud to announce that OMB also recently approved the first information collection to use this vehicle.

The Undersecretary of Defense for Policy’s “State of Strategy Conference Questionnaire,” which you can find on the list of approved collections on the next page under OMB Control Number 0704-

0553 (the same Control Number which will be used for all information collections approved under this clearance), is a feedback survey for a conference, an ideal example of the kind of collections DoD can include under this fast-track generic approval.

As reminder, collections that can fit under this clearance are approved within 5 to 10 business days, and we highly encourage everyone to take advantage of this significantly shorter process. Please email the IC Org Box if you think you have a collection that could fit under the fast-track generic clearance.

May Approvals from DoD & OMB

DoD APPROVALS:

- DD-P&R(OT)2613 "USSOCOM User Experience Interviews for the Outreach and Digital Services Project"
- DD-P&R(OT)2614 "Survey on Department of Defense Employment of Persons with Targeted Disabilities"
- DD-GC(A)2099 "Alternative Dispute Resolution Program Annual Report"
- 0704-0545 "Collection of Required Data Elements to Verify Eligibility"
- 0704-0553 "Fast-Track Generic: State of Strategy Conference Questionnaire"
- 0704-0554 "Eligibility Requirements for Minor Dependents to Attend DoD Domestic Dependent Elementary and Secondary Schools (DDESS)"
- 0704-0555 "Security Assistance Network (SAN)"
- 0720-0008 "TRICARE Prime Enrollment, Disenrollment, and Primary Care Manager (PCM) Change Form"

OMB APPROVALS:

- 0704-0250 "DFARS Part 242, Contract Ad-

ministration and Related Clause in DFARS 252"



Recent Approvals from DoD & OMB

UPDATE: Expired Collections Project

Loyal OIM Newsletter readers know that one of our office's long-term priority projects is the Expired Collections Project, an effort intended to eliminate DoD's many public collections for which approval with OMB has recently lapsed. Last week, we were able to take a step forward by elevating a package through our leadership to the affected Components. All IMCOs should also

have received a copy of this package via email.

Beginning in July, we will be updating this package monthly with the most recent information on expired and expiring public collections. We hope that this package, in addition to the monthly IMCO reports, will help interested parties identify which public collections need extra attention to avoid

expiring.

We request that IMCOs prioritize those collections marked in yellow in the new package, as these can still be saved from expiration by timely action. This will ensure that DoD's number of expired collections does not continue to creep upwards.

"A man's accomplishments in life are the cumulative effect of his attention to detail."

- John Foster Dulles

UPDATE: Backlog Project

In addition to the Expired Collections Project, over the past month OIM has also been hard at work initiating the Backlog Project, which we have also mentioned in several past issues of the newsletter. All affected Components and IMCOs have already been contacted, so if you have not heard anything you can assume that you are in the clear!

Component IMCOs who do have Backlog collections were provided with lists of all collec-

tions and requests for more information on these records.

We have already received a great deal of information from our IMCOs, and in some cases we have already moved forward with holding introductory meetings to gather more information and determine the way forward on each individual collection. Based on this communication, we have already been able to remove roughly 100 collections from this project, as they are either no long-

er occurring, no longer required, or duplicate records.

This would not be possible without cooperation and coordination, so OIM would like to extend a special thank you to all IMCOs for their help with this project. We look forward to continuing to work with everyone in the coming months to clear up even more collection records and, eventually, eliminate the backlog entirely.

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A Word from the DoD Clearance Officer

We have seen a lot of change over the past year, as I'm sure you've noticed. We have continued to grow by expanding our staff of analysts, by putting new processes in place, and most recently by obtaining OMB approval for a Fast Track generic submission vehicle that I hope all of you will find a way to take advantage of. More improvements will be coming; for example, the new IC system will be rolled out in the coming months. Our intent in making these changes is to enhance our working relationships with the components, to improve our customer service across the Department, and to make ourselves more accountable.

In previous Newsletters we informed you that the Information Collections Program and the Forms Management Program have merged to become the Office of Information Management (OIM). These two functions are interrelated in many ways, as indicated by the fact that several of you are both IMCOs as well as Forms Managers for your components. Because these two programs are interrelated, we fully expect that an eventual outcome of merging the two programs will be to improve our overall efficiency as OIM works with you to review information collections submissions that include forms, to coordinate on your DD 67s, to develop the artwork for your forms, and then to finally approve your forms for publication on the Forms Management Program web site. We've already identified some ways where efficiencies can be put in place that will benefit OIM as well as the components. As we continue to move forward, my hope is that the merge will provide some real benefit to you, so if you have any comments in this regard feel free to pass them on. Thank you.

Regards,

Fred Licari
OIM Team Lead