



Office of Information Management Newsletter

Volume 2, Issue 9

September 9, 2016

Special points of interest:

- IC SYSTEM HELP: WORKFLOW TASK PERMISSIONS ISSUES
- QUARTERLY IMCO MEETING SEPTEMBER 22
- AGENCY SPOTLIGHT: LONG TERM PLANNING

Inside this issue:

UPCOMING TRAINING DATES	2
OMB GUIDANCE—FORMS	2
AUGUST APPROVALS: DOD INTERNAL & PUBLIC	3
AGENCY SPOTLIGHT: LONG-TERM PLANNING	3
FAST TRACK GENERIC UPDATE	3
A WORD FROM THE CLEARANCE OFFICER	4

IC System Help: Workflow Task Permissions Issues

After rolling out our new Information Collections (IC) System last month, several users have contacted OIM to report various errors and problems they have experienced. Most notably are SharePoint permissions issues, where many users who have been designated as the “Action Officer” on a particular workflow are unable to access tasks assigned to them, even though they receive email notifications indicating action is required. To help reduce the number of these kinds of issues moving forward, please remember to follow the guidelines below when initiating workflows so that task permissions are assigned correctly.

Search for and select IC System users based on last name, first name — not email address.

SharePoint currently has difficulty reconciling email addresses from the Global Address List with their corresponding CAC credentials. As such, searching by email address on the System will bring up incorrect results. Please search by “last name, first name” only, and then select the correct result.

For example, if you want to assign OIM Analyst Karl Pabst as the Action Officer on a workflow, you should search using “Pabst, Karl.” If done correctly, the System will display him as “Pabst, Karl S CTR WHS ESD (US).” If he is incorrectly assigned after searching by email address, it would display as “(Email Address) karl.s.pabst.ctr@mail.mil.”

Users must be assigned before a workflow task is as-

signed.

The IC System assigns task permissions at the point when the task is assigned. This means that once a task—for example, uploading a 60-day Notice—has been assigned to one Action Officer, you cannot edit the workflow, assign a new AO, and have the new Action Officer complete the 60-day task; the task permissions will still be assigned to whomever the Action Officer was at the point of task assignment.

If you need to assign a new AO, please edit the workflow before completing the task.

If you would like assistance with this topic or if you have any further questions about the IC System, please contact Karl Pabst.

Quarterly IMCO Meeting September 22

This month, OIM is reinstating our Quarterly IMCO Meetings, with the next installment to be held on September 22 from 1:00 -3:00PM at the Mark Center. All IMCOs should have received email invitations on August 19 with more information. If you did not receive this email invitation, please contact OIM as soon as possible.

IMCO meetings are intended

to be different from and less formal than OIM’s regularly-scheduled training classes. These meetings are an opportunity to learn about new changes to our program, meet and network with IMCOs from across the Department, discuss and troubleshoot issues occurring at the Component level, and provide OIM with feedback on our processes. For a detailed look at our planned agenda for

this meeting, please review your email invitation.

Of particular interest to many IMCOs, we will be testing distance learning capabilities for potential use during future OIM training modules.

To register, or to request a topic of discussion, please email the Information Collections org box.



“Success consists of going from failure to failure without loss of enthusiasm.”

- Winston Churchill

Upcoming OIM Training Dates

INFORMATION COLLECTIONS TRAINING:

September 19: Action Officer Training

- 0830 - 1200 Internal and Public Collections
- 1300 - 1500 NEW IC System Training

September 22: IMCO Meeting

- 1300 - 1500 See 8/19 email invitation for details!

November 2-4: IMCO Training (IMCOs and Support Staff only!)

- 0830 - 1700 Public Collections
- 0830 - 1700 Public Collections, cont.
- 0830 - 1700 Internal Collections & IC System

REGISTRATION IS REQUIRED FOR ALL SESSIONS

To register, please email the DoD Information Collections Org Box

OMB Guidance—Forms Testing and Common Forms

OIM has recently observed increased interest in the various processes available to clear forms through the Paperwork Reduction Act (PRA). To address this topic and to supplement this month’s newsletter, we are attaching two documents from the Office of Management and Budget’s (OMB) Office of Information and Regulatory Affairs (OIRA).

Testing and Simplifying Federal Forms

OMB’s guidance in this memorandum addresses the importance of reducing the complexity of all forms used by Federal agencies, stressing the need for ease of comprehension and simplicity.

OMB indicates that all Federal agencies should engage in responsible pretesting of forms—to the extent feasible and appropriate. Pretesting has a threefold purpose: (1) to reduce unnecessary complexity, burden, and confusion; (2) to ensure accurate public burden estimates; and (3) to identify potential ways to reduce burden and increase usability. To maximize pretesting’s usefulness, it should be conducted before or during the 60-day comment period for corre-

sponding public collection packages.

Common Forms FAQs

Common Forms are a type of information collection request that allow for the government-wide collection of identical data for a similar purpose. In this way, they are similar to Standard Forms. Unlike Standard Forms such as the SF-86, however, Federal agencies are not required to use them. This means that it is up to individual Federal agencies to work together to take advantage of the increased efficiencies afforded by the Common Form option.

A Common Form has a single “host” agency that clears the PRA package through OMB using burden estimates obtained from other interested Agencies. After the package is cleared, the form may be used government-wide as long as the burden is accounted for. DoD does not currently take advantage of many Common Forms, so if you are aware of any other Federal agencies that collect the same information DoD needs, OIM encourages you to reach out to us so that we can coordinate a potential Request for Common Form.

August Approvals from DoD & OMB

DoD APPROVALS:

- DD-P&R(A)1837 “Aviator Incentive Pays and Bonus Program”
- DD-AT&L(A)2620 “Annual Accountable Property System of Record (APSR) Requirements Checklist for Internal Use Software (IUS)”
- DD-CJCS(A)2621 “USTRANSCOM Stakeholder Survey”

OMB APPROVALS:

- 0702-0136 “Army Career Tracker (ACT)”
- 0702-0137 “Exchange Accounts Receivable Files”
- 0703-0054 “United States Naval Academy

Sponsor Program”

- 0704-0498 “Confirmation of Request for Reasonable Accommodation”
- 0704-0556 “Spouse Education and Career Opportunities Program”
- 0720-0020 “Application for TRICARE-Provider Status: Corporate Services Provider”
- 0720-0032 “Federal Agency Retail Pharmacy Program”
- 0720-0055 “Third Party Collection Program (Insurance Information)”
- 0720-0058 “Department of Defense Suicide Event Report (DoDSer)”



Recent Approvals from DoD & OMB

Agency Spotlight: NGA’s Long-Term Planning Initiative

Given the lengthy approval process for most public collections, DoD communities often benefit from planning well in advance of when they actually want to begin collecting information. The National Geospatial-Intelligence Agency (NGA) is currently taking steps to become the prime example of how this process should work.

Faced with a five-year plan to evaluate customer experiences and improve its services to better serve its stakeholders, NGA reached out to OIM in order to coordinate a comprehensive information collections plan to ensure that all licenses will be in

place when the collections are ready to move forward.

The advantages to this approach include being able to deploy collections on time and easing the approval process by grouping collections together when possible. For example, NGA will employ multiple Generic clearance options to maximize both expediency and practicality.

OIM would be happy to assist any DoD Component with developing long-term information collections plans. Please feel free to contact our office to set up an exploratory meeting if this interests you.

“Success is how high you bounce when you hit bottom.”

- George S. Patton

Fast Track Generic Update

The Fast Track Generic vehicle for low burden, qualitative and/or customer satisfaction-type public collections is turning out to be a popular choice for many components and a successful option with our OMB Desk Officer. We have already submitted a number of collections under the fast track since we received OMB approval in April of this year. Additionally, OIM is in discussion with IMCOs and AOs about the use of the fast track option for many upcoming surveys. Our track record is also very good: Once submitted, the OMB Desk Officer who re-

views our fast track collections has been approving them in only one day. This is quite remarkable.

If you think you have a collection that could fit under the fast track generic clearance, email the IC Org Box and we will be happy to discuss it with you. The fast track does not expire until April 30, 2019, but OIM plans on renewing the collection after that, so there will be plenty of opportunities to have a collection submitted via this option.

DOD/ESD/WHS
DIRECTIVES DIVISION

OFFICE OF
INFORMATION
MANAGEMENT (OIM)

Directives Division Org Box:
whs.mc-alex.esd.mbx.dod-
directives@mail.mil

Information Collections Org
Box:
whs.mc-alex.esd.mbx.dd-dod-
information-
collections@mail.mil

VISIT US ONLINE:

**[http://dtic.mil/whs/
directives/
collections/index.html](http://dtic.mil/whs/directives/collections/index.html)**

A Word from the DoD Clearance Officer

Following up on an item from last month's newsletter about the meeting between DoD and the Government Accountability Office (GAO), the effort to ensure that there are signed SSN justification memos for all DD and SD forms that collect SSNs has begun. On 09/01/16, I sent emails to all components with forms identified in the Directives Division database as not having an associated justification memo on record. I included the Form numbers and titles for easy reference. Directives is very anxious to get this resolved so a positive report can be provided to leadership and to GAO, hence the very tight timeline that was included in the email. OIM has already started to receive some of the missing SSN justification memos so we are off to a very good start. But in addition to that, some components, Army and DHA for example, are using this as an opportunity to reexamine the requirement to collect SSNs in the first place, and this is exactly what GAO is hoping Federal agencies will do – to take a look at the need to collect SSNs and remove SSNs from as many forms as possible. To aid component Forms Managers and Action Officers, OIM's Forms Program will be happy to work with the components on redesigning any form where the SSN is being removed. This effort is very much appreciated.

On a different note, one of OIM's missions is to provide training on the information collections process for IMCOs, Action Officers, leadership, and anyone else interested in learning about the licensing requirements for collections. But there hasn't been anything similar for Forms Managers or the Action Officers with whom they work. OIM is planning on adding a Forms module to our training in the near future and I am extending an invitation to you to send us ideas on what you would like to see covered. For example, what kind of forms-related training do you think is needed and would like to see? Would you like to see something on the DD 67 coordination process, something on the forms design process, a review of the DoDI 7750.07: DoD Forms Management Program? Please let us know what forms training topics you would like by emailing us at the DoD Forms org box (whs.mc-alex.esd.mbx.dd-dod-forms@mail.mil).

And finally for Forms Managers, there has been a change to the "Formswebmaster" org box routing system. The Formswebmaster org box will no longer be copied automatically on emails. Similarly, if you are on the Forms Program website and click "Contact Us," your email will not be sent to the Formswebmaster org box, but instead will be sent to the Forms Program org box. In this way, emails related to forms will be more centrally located in order to provide a quicker response.

Regards,

Fred Licari,
OIM Team Lead