



Office of Information Management Newsletter

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Special points of interest:

- OIM IS NOW ON #TWITTER!
- NEW INFORMATION COLLECTIONS WEBSITE IS LIVE
- AGENCY DISCLOSURE NOTICE TEMPLATE CHANGE

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OIM is Now on #Twitter!

The Directives Division, which houses the Office of Information Management and the DoD Issuances program, now has a joint Twitter Account: DirectivesDivision (@DoDIssuances). The issuance-centered Twitter handle comes from utilizing the existing DoD Issuance Program account, @DoDIssuances, which has been an active account since June 2011. Issuance Compliance Analysts, Information Management Analysts, and Forms Specialists will all be contributing new content for our revamped, Division-focused Twitter account.

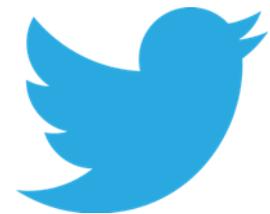
With a fresh focus and new contributors, the Directives Division twitter account will be posting a variety of content on both a regular and ad hoc basis. You can expect to see postings announcing DoD Issuance publications, public and internal information collection approvals,

and DoD form postings, revisions, and cancellations. We will also be sharing helpful process tips on our #TipTuesdays, as well as announcements related to training classes. This is all in an effort to utilize an alternate medium to share the important work and helpful resources accomplished within Directives Division for the benefit of the entire Department of Defense.

For those Components and offices that have Twitter accounts, OIM offers a well-intentioned reminder on OMB's social media guidance. The OMB memo on social media specifically states: "If agencies post surveys of any kind, including web polls and satisfaction surveys that pose identical, specific questions (including through pop-up windows), the PRA does apply." Social media is intended to be a medium to push out or disseminate information, but

once it is used to solicit information or responses from users in a structured format, for example a 24-hour Twitter poll, this would invoke PRA requirements. However, Twitter polls or other quick surveys on social media could be a candidate for a regular or fast-track generic clearance!

In closing, we would greatly appreciate if you would visit and follow our new Directives Division (@DoDIssuances) Twitter account. Please email the Information Collections Organizational Mailbox if you or your office has a Twitter account so that we can follow you as well!



New Information Collections Website is Live

The Office of Information Management recently completed and published a brand new version of the Information Collections website, which includes the following updates:

- **Completely Revamped Design and Navigation** - Updated navigation spreads out content more consistently across the website and provides clearer divisions between public and

internal collections. The improved design is more intuitive, more visually appealing, and it increases ease of navigation.

- **New Content** - The website now houses information and resources on Information Collections trainings, including upcoming training dates as well as handouts and presentation documents for training

courses on offer.

- **Updated Process Guides** - Both internal and public approval processes are now represented in easy-to-follow diagrams.

Please visit the new website at <http://www.dtic.mil/whs/directives/collections/index.html>.



*“Pull the string,
and it will follow
wherever you
wish. Push it, and
it will go
nowhere at all.”*

- Dwight D. Eisenhower

Upcoming OIM Training Dates

INFORMATION COLLECTIONS TRAINING:

OCTOBER 20: SSN JUSTIFICATION MEMO INFORMATION SESSION

- 1300 - 1430 Public Collections

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

December 14: Action Officer Training

- 0830 - 1200 Internal and Public Collections

***REGISTRATION IS REQUIRED
FOR ALL SESSIONS***

To register, please email the DoD
Information Collections Org Box

IC System Update - Now Required for All Collections

On August 1, OIM rolled out our new Information Collections (IC) System. At the time, our team required all new information collections to be initiated and processed through the system. Any existing information collection packages that were still pending in any of our approval processes could continue to be processed outside of the system until October 1. This deadline to obtain approval outside of the system has now passed, and all information collections, regardless of where they are in the process, must be completed through the IC System.

To aid our Component IMCOs with this transition, OIM took it upon itself to initiate workflows in the system for all of these collec-

tions and to advance the workflow forward to reach the appropriate and current stage of the process. This multi-week project is now complete, and all pending information collections are now being processed through the system. This means that submitting documents for pending PRA or RCS packages to our office through our org box is no longer a viable option; all package submissions must take place via the IC System workflow.

If you have any questions about the IC System or about a workflow task to which you are assigned, please email the Information Collections Org Box at whs.mc-alex.esd.mbx.dd-dod-information-collections@mail.mil.

Agency Disclosure Notice Template Change

Last month, OIM moved offices in the Mark Center, transitioning from the second floor to the third. While this has not affected our team's operations or availability, one small change to the public collections process that has resulted from this move is the need to change the template for our Agency Disclosure Notices.

As those familiar with the Paperwork Reduction Act know, the Agency Disclosure Notice is a required element on all collection instruments. It satisfies the PRA's public protection clause by informing respondents of their rights under the PRA and by providing basic information about

the collection license.

The Agency Disclosure Notice also lists our office suite number so that members of the public can contact us with any comments about the collection's burden. Please ensure that this section is updated to reflect our new suite number—03F09—for all pending and future PRA package submissions.

It is unnecessary to revise currently-approved packages in order to correct this discrepancy, but please remember this easy-to-overlook detail as we move forward with new PRA packages.

September Approvals from DoD & OMB

DoD APPROVALS:

- [DD-AT&L\(AR\)2602](#) “Office of Federal Procurement Policy Rate the Agency Acquisition 360 Survey”
- [DD-RA\(AR\)2397](#) “Aviator Yellow Ribbon Reintegration Program Post-Event Questionnaire”
- [DD-HA\(M\)2622](#) “Triple Option Benefit Plan Available for Military Families (TRICARE) Urgent Care Satisfaction Survey”
- [DD-CIO\(A\)2623](#) “The Commercial Satellite Communication (COMSATCOM) Usage and Expenditure Annual Report”
- [DD-USA\(OT\)2624](#) “Core Competencies for Amputation Rehabilitation”
- [DD-P&R\(BI\)2625](#) “DoD Civilian Employee Workplace and Gender Relations Survey (WGRC)”
- [DD-P&R\(OT\)2626](#) “Morale, Welfare, and Recreation (MWR) Customer Satisfaction Index (CSI) Survey”

OMB APPROVALS:

- 0702-0138 “Exchange Accidents/Incidents Report”
- 0702-0139 “Exchange Employee Management and Pay System”
- 0703-0029 “Application for Commission in the U.S. Navy/U.S. Naval Reserve”
- 0704-0194 “DoD Security Agreement, Appendage to DoD Security Agreement, Certificate Pertaining to Foreign Interests”
- 0704-0216 “DFARS Part 228, Bonds and Insurance, and Related Clauses at 252.228”
- 0704-0434 “DFARS; Radio Frequency Identification Advance Shipment Notices”
- 0704-0441 “DFARS Part 246, Quality Assurance, and Related Clauses in 252.46”
- 0704-0541 “DFARS: Detection and Avoidance of Counterfeit Parts—Further Implementation”
- 0704-0549 “DFARS Part 225, Foreign Acquisition, and Defense Contractors Performing Private Security Functions Outside the United States”
- 0704-0553 Fast Track Generic “Stakeholder Survey to Determine Perceptions of Boating Conditions on Peak Use Days”
- 0704-0553 Fast Track Generic “Boat Ramp Exit Survey to Determine Recreational Boater Perceptions of Boating Conditions on Peak Use Days”
- 0704-0553 Fast Track Generic “Marina Tenant Survey to Determine Recreational Boater Perceptions of Boating Conditions on Peak Use Days”
- 0704-0553 Fast Track Generic “Coastal Texas Flood Survey”



Recent Approvals from DoD & OMB

“It is a familiar and significant saying that a problem well put is half solved.”

- John Dewey

Recap: September 19 Action Officer Training

Thank you to all who attended our Action Officer training sessions on September 19 last month. We hope that attendees feel more confident preparing both internal and public collection packages for approval. As this was OIM’s first time offering the Action Officer IC System training session, we also hope that you feel more comfortable navigating through the IC System, completing assigned workflow tasks, and using other functions such as the Process Generator and search features.

As this training session was also the first time OIM has combined the internal and public collection training modules—these are normally separated—we would appreciate any feedback you may have about this consolidation, and

whether it improved or hindered comprehension of the approval processes and requirements.

As we have already received a number of inquiries about our future training courses, please note that the next Action Officer training on public collections, internal collections, and the IC System will be held on December 14 at the Mark Center. If you would like to register for any of our training classes, please email the Information Collections Org Box at whs.mc-alex.esd.mbx.dd-dod-information-collections@mail.mil.

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**[http://dtic.mil/whs/
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A Word from the DoD Clearance Officer and Forms Manager

One of the positive outcomes of the current focus on reducing the collection of SSNs by the Department is that many components are reviewing their inventory and moving either to cancel the forms they are no longer using or to remove SSNs as a data element on the forms they are continuing to use. As a reminder, in most cases the DD 67 coordination process needs to be followed when canceling a form or making a substantive change, and removing an SSN or replacing it with the DoDID number constitutes a substantive change. The primary reason for the DD 67 coordination process in these situations is to ensure that the original coordinating components who may still be using the form are made aware of the upcoming cancellation or change. This ensures that they have an opportunity for any needed discussions with the form's OPR (Office of Primary Responsibility) ahead of time.

If you are not sure which components use a given form, please check the Form Information page on the Forms Management Program website. The Information Page is the page you land on when you click on a Form. An example of a Form Information page can be found here, where the using components are listed as "USERS:" <http://www.dtic.mil/whs/directives/forms/forminfo/forminfopage1508.html>. These would be the components you would need to include on the DD 67 coordination process when canceling or revising a form. Please also see Chapter 9: Cancellation of Forms, in DoDM 7750.07 for more information.

On a related matter, I sent out an email late last week to IMCOs and Forms Managers about an information session that will be presented jointly by OSD Privacy and OIM specifically about SSN justification memos. Topics of discussion will include how to write a memo that will pass DPCLTD review and a review of the timeline for getting missing SSN justification memos submitted and approved. Forms Managers, IMCOs, or anyone who may be involved in writing or coordinating on this effort can attend this session. It will be held on Thursday, 10/20, starting at 1:00 PM in Conference Room 15 at the Mark Center, Level B1. The session will also be available via VTC. If you plan on attending or need information about the session please contact Kaitlin Chiarelli at kaitlin.m.chiarelli.ctr@mail.mil.

Regards,

Fred Licari,
OIM Team Lead