

REQUEST FOR APPROVAL OF DoD INTERNAL INFORMATION COLLECTION

(Read DoD Manual 8910.01 Volume 1, "DoD Information Collections Manual: Procedures for DoD Internal Information Collections" before completing this form.)

Visit the DoD Internal Information Collections Website at <https://www.esd.whs.mil/Directives/collections/> for more information on the DoD internal information collections approval process.)

1. CLASSIFICATION OF INFORMATION COLLECTION <input type="checkbox"/> Top Secret <input type="checkbox"/> Secret <input type="checkbox"/> Confidential <input type="checkbox"/> Unclassified		2. DATE OF REQUEST (MM/DD/YYYY)		3. TYPE OF REQUEST (Select one) <input type="checkbox"/> New <input type="checkbox"/> Reinstatement <input type="checkbox"/> Revision <input type="checkbox"/> Extension	
4. PRESCRIBING DOCUMENTS					
a. DoD ISSUANCE <input type="checkbox"/> This request will be coordinated with this issuance.		b. STATUTE OR LAW		c. INTERAGENCY DOCUMENT	
d. OTHER DOCUMENTS					
5. INFORMATION COLLECTION DATA					
a. TITLE OF INFORMATION COLLECTION				b. EXISTING RCS/OMB CONTROL NUMBER (If applicable)	
c. FREQUENCY OF COLLECTION (Select all that apply) <input type="checkbox"/> Annually <input type="checkbox"/> As Required <input type="checkbox"/> Daily <input type="checkbox"/> Monthly <input type="checkbox"/> One Time <input type="checkbox"/> Quarterly <input type="checkbox"/> Specify Other					
d. RELATED INFORMATION COLLECTION(S) (If applicable)		e. FORM NUMBER(S) (If applicable)		f. TYPE OF COLLECTION INSTRUMENT(S) (Select all that apply and attach a copy of the collection instrument) <input type="checkbox"/> Form <input type="checkbox"/> Report <input type="checkbox"/> Survey <input type="checkbox"/> Website <input type="checkbox"/> Information System <input type="checkbox"/> Focus Group Protocol <input type="checkbox"/> Specify Other	
6. JUSTIFICATION STATEMENT (Attach as part of the action package)					
7. REQUESTING COMPONENT ORGANIZATION NAME AND DIRECTORATE					
8. ACTION OFFICER CONTACT INFORMATION			9. REQUESTING COMPONENT OFFICIAL		
a. TYPED NAME			a. TYPED NAME		
b. OFFICIAL TITLE			b. OFFICIAL TITLE		
c. EMAIL ADDRESS			c. SIGNATURE		d. DATE SIGNED
10. ESTIMATED COST OF INFORMATION COLLECTION					
a. REFERENCE ID NUMBER		b. FISCAL YEAR	c. TOTAL COST TO REQUESTER	d. TOTAL COST TO RESPONDENT(S)	e. TOTAL COST OF COLLECTION
11. COORDINATION					
		(1) APPLICABLE? (Yes/No)		(2) SIGNATURE	
a. FORMS MANAGER (Forms)					
b. OUSD(P&R)/DIRECTOR, OPA (Surveys)					
c. HRPP OFFICIAL (Focus groups and research)					
d. PRIVACY OFFICIAL (All collections)		Yes/Attached			
e. RECORDS MANAGER (All collections)					
f. CIO (Electronic format or systems)					
12. RESPONDENT(S) COORDINATION (See page 2 of this form)					
13. DoD COMPONENT INFORMATION MANAGEMENT CONTROL OFFICER (IMCO)					
a. IMCO TYPED NAME			b. IMCO SIGNATURE		c. DATE SIGNED
d. EMERGENCY APPROVAL REQUESTED <input type="checkbox"/> Emergency Approval Request					
14. FOR USE BY DoD INTERNAL INFORMATION COLLECTIONS OFFICER ONLY					
a. RCS		b. OMB CONTROL NUMBER		c. EXPIRATION TYPE Expiration Date (MM/DD/YYYY)	
d. IICO SIGNATURE				e. DATE SIGNED (MM/DD/YYYY)	

INSTRUCTIONS FOR COMPLETING DD FORM 2936

1. CLASSIFICATION OF COLLECTION. As stated.

2. DATE OF REQUEST. Enter date as a 2-digit month followed by 2-digit day and 4-digit year (04/02/2012).

3. TYPE OF REQUEST. Select one:

“New” - The information collection is new and a Report Control Symbol (RCS) has not been assigned. Complete all sections of this form.

“Reinstatement” - The information collection was approved previously but the RCS has expired. Complete all sections of this form.

“Revision” - The information collection has an active (not expired) RCS and the requesting Component wishes to make changes to the information collection. For minor changes, contact the DoD Internal Information Collections Officer by sending an email to dod.internal.collect@whs.mil. Sections 1 through 9 and 13 of this form are mandatory for revision requests. Complete the remaining sections as applicable (if there is no change to the collection instrument, do not complete section 11, etc.).

“Extension” - The requesting Component is requesting an extension to an existing RCS that has not yet expired. There are no revisions and no change in the cost of the information collection. Extensions are granted for a maximum of 2 years. Do not complete sections 10, 11, and 12 of this form. Complete all other sections.

4. PRESCRIBING DOCUMENTS

a. DoD ISSUANCE. Cite the existing or proposed DoD issuance prescribing the information collection. Select “This request will be coordinated with this issuance” if respondent coordination will be obtained during the DoD issuance process. Do not complete section 9 of this form if this request will be coordinated with a DoD issuance. See the DoD Internal Information Collections Website (http://www.dtic.mil/whs/directives/corres/intinfocollections/iic_home.html) for guidance on coordinating the DD Form 2936 during the issuance coordination process.

b. STATUTE OR LAW. If the information collection is required by law, cite the law or statute (e.g., Sec. 9999 of Public Law 104-13, 10 United States Code 2678). Attach a copy of the document as part of the DD Form 2936 action package.

c. INTERAGENCY DOCUMENT. If the information collection is prescribed by a federal agency other than DoD, provide the name of the Federal agency and the prescribing regulation, directive, or other document (e.g., Treasury Department Regulation XXX). Attach a copy of the document as part of the DD Form 2936 action package.

d. OTHER DOCUMENTS. If the information collection is prescribed by a DoD document other than a DoD issuance or by a non-DoD document, provide the title of the document (e.g., Congressional requests not incorporated in Federal statutes and requests from State Governments). Attach a copy of the document as part of the DD Form 2936 action package.

5. INFORMATION COLLECTION DATA

a. TITLE OF INFORMATION COLLECTION. Provide the title of the information collection as it appears in the prescribing issuance or other prescribing document. Avoid using the year in the title of an information collection if possible.

b. EXISTING RCS/OMB CONTROL NUMBER (If applicable). Provide the existing/previous RCS or Office of Management and Budget (OMB) control number associated with the information collection.

c. FREQUENCY OF COLLECTION (Select all that apply). As stated.

5.d. RELATED INFORMATION COLLECTION(S) (If applicable). List the titles and any identifying numbers (RCS, OMB control number, DD Form number, etc.) for any related information collections.

e. FORM NUMBER(S) (If applicable). Provide associated form numbers. Provide temporary form numbers assigned by the DoD or Component Forms Manager if the form is awaiting official approval.

f. TYPE OF COLLECTION INSTRUMENT(S). Select all instruments that will be used to collect information and attach a copy of each as part of the DD Form 2936 action package. Draft copies of the instrument are acceptable. Include screenshots and written descriptions for instruments that cannot be attached in their original format (websites, databases, etc.). Select "Survey" for phone and interview scripts. Select "Survey" and "Website" for web-based surveys. Select "Information System" for databases.

6. JUSTIFICATION STATEMENT. Select one:

“New justification statement” - Include the new justification statement as part of the DD Form 2936 action package. Microsoft Word documents or PDFs are acceptable. A justification statement is a detailed description of how the information will be used, by whom and the purpose. Does the information collection involve the use of technological collection techniques; e.g., electronic response submission? Describe efforts made to reduce the burden and cost on the respondents.

If the information collection is a survey, attach the package submitted to the Director, Defense Manpower and Data Center (DMDC). See section 11.b. for more information on surveys. If the information collection is both a DoD internal information collection and a DoD-public information collection, attach the justification statement provided with the OMB Form 83-I.

“Explanation of revisions to information collection” - Provide a detailed description of the revisions instead of composing a justification statement. Attach as part of the DD Form 2936 action package.

“Explanation of Request for Extension” - Explain why the extension is necessary. Attach as part of the DD Form 2936 action package.

7. REQUESTING COMPONENT ORGANIZATION NAME AND DIRECTORATE. As stated.

8. ACTION OFFICER CONTACT INFORMATION. As stated.

9. REQUESTING COMPONENT OFFICIAL. Do not complete this section if coordinating the information collection with the prescribing issuance. Otherwise the DD Form 2936 must be signed at the Senior Executive Service (SES) level (or equivalent level) at a minimum. The OSD or DoD Component Head, Principal Deputy, or equivalent level must sign the DD Form 2936 for collections costing the requesting DoD or OSD Component more than \$500,000. The requesting Component official must sign the DD Form 2936 before the DD Form 2936 is submitted to coordination (sections 11 and 12 of this form).

10. ESTIMATED COST OF INFORMATION COLLECTION. Each request for approval must include an assessment of the projected cost of the collection using DoD-approved cost guidance methodology. All requests for approval should begin on the DoD Cost Guidance Website at <https://www.cape.osd.mil/CostGuidance/>.

a. REFERENCE ID NUMBER. If initiating the DD Form 2936 process from the DoD Cost Guidance Website, the cost guidance reference identification (ID) number is automatically applied to the DD Form 2936 after cost is estimated using the DoD Cost Guidance Website.

b. FISCAL YEAR. If initiating the DD Form 2936 process from the DoD Cost Guidance Website, the fiscal year is automatically applied to the DD Form 2936 after cost is estimated using the DoD Cost Guidance Website. Cost estimates are projected for the first fiscal in which the information will be collected.

INSTRUCTIONS FOR COMPLETING DD FORM 2936 (Continued)

10.c. TOTAL COST TO REQUESTER. If initiating the DD Form 2936 process from the DoD Cost Guidance Website, the total cost of the information collection to the Component requesting the information collection is automatically applied to the DD Form 2936 after cost is estimated using the DoD Cost Guidance Website.

d. TOTAL COST TO RESPONDENT(S). If initiating the DD Form 2936 process from the DoD Cost Guidance Website, the total cost to respondents is the sum of costs to respondents as listed in section 12 of this form and is automatically applied to the DD Form 2936 after cost is estimated using the DoD Cost Guidance Website.

e. TOTAL COST OF COLLECTION. If initiating the DD Form 2936 process from the DoD Cost Guidance Website, the total cost of the information collection is the sum of the cost to the requesting Component (section 10.c. of this form) and the costs to the responding Components (section 10.d. and sum of costs in section 12 of this form). This cost is automatically applied to the DD Form 2936 after cost is estimated using the DoD Cost Guidance Website.

11. COORDINATION. It is suggested that coordination be obtained in the order as it appears on this form.

(1) APPLICABLE? (Yes/No). See DoD Manual 8910.01 Volume 1 for required coordination. Indicate whether each area of coordination is applicable to the information collection.

(2) SIGNATURE. Coordinating officials sign here using electronic signature.

(3) DATE SIGNED. As stated.

a. FORMS MANAGER (Forms). DoD internal information collections involving the use of a form must be coordinated with the requesting Component's Forms Manager to determine if the form should be controlled in accordance with DoD 7750.07-M. Attach a copy of this coordination with the DD Form 2936 action package. Email will suffice. The Component Forms Manager must digitally sign in section 11.a.(2) if the information collection involves a form.

b. OUSD(P&R)/DIRECTOR, DMDC (Surveys). All surveys must be coordinated with the Director, Defense Manpower Data Center (DMDC) in accordance with DoD Instruction 1100.13. Attach a copy of this coordination with the DD Form 2936 action package. Email will suffice. A DMDC Official must digitally sign in section 11.b.(2) if the information collection is a survey.

c. HRPP OFFICIAL (Focus Groups and Research). DoD internal information collections involving the gathering of information on human subjects must be coordinated with the Human Research Protection Program (HRPP) Officials in accordance with DoD Directive 3216.02. Attach a copy of this coordination with the DD Form 2936 action package. Email will suffice. An HRPP Official must digitally sign in section 11.c.(2) if the information collection involves human research.

d. PRIVACY OFFICIAL (All Collections). All DoD internal information collection requests that contain personally identifiable information must be coordinated with the requesting Component's Privacy Official to ensure compliance with DoD 5400.11-R.. Attach a copy of this coordination with the DD 2936 action package. Email will suffice. The OSD or Component Privacy Official must sign in section 11.d.(2).

e. RECORDS MANAGER (All Collections). All DoD internal information collection requests must be coordinated with the requesting Component's Records Management Official as required to ensure that the appropriate records disposition schedule has been identified in accordance with the respective Component's records disposition schedule. Attach a copy of this coordination with the DD Form 2936 action package. Email will suffice. The Component Records Manager must digitally sign in section 11.e.(2) if records coordination is applicable.

11.f. CIO (Electronic Format or Systems). All DoD internal information collection requests for collection of information via computer systems or in electronic format must be coordinated with the requesting Component's Chief Information Officer (CIO) to ensure that the information will be (1) appropriately safeguarded; (2) collected, stored and otherwise processed in information systems that comply with requirements for information assurance; and (3) collected and provided in formats and methods that ensure accessibility. Attach a copy of this coordination with the DD Form 2936 action package. Email will suffice. The Component CIO must digitally sign in section 11.f.(3) if CIO coordination is applicable.

12. RESPONDENT(S) COORDINATION. If initiating the DD Form 2936 process from the DoD Cost Guidance Website, the costs and selection of responding Components is automatically applied to the DD Form 2936 after cost is estimated using the DoD Cost Guidance Website.

Select "Identify Other" and provide a description in the adjacent blank only if non-DoD entities (e.g., other Federal agencies) will be asked to respond to the collection. The cost listed in section 12 should only reflect the cost to DoD (e.g., there is no cost to the DoD if the Department of State responds to a DoD information collection).

a. RESPONDING COMPONENT. Do not route the DD Form 2936 for coordination to responding Components if the information collection will be approved during formal coordination of its prescribing DoD issuance. See the DoD Internal Information Collections Website (http://www.dtic.mil/whs/directives/corres/intinfocollections/iic_home.html) for special instructions to coordinate the DD Form 2936 during formal coordination of the prescribing issuance. List the DoD Component coordinating on the collection (e.g., Navy, USD(AT&L), DA&M).

b. COORDINATING OFFICIAL'S NAME. Responding Components must coordinate at the SES level (or equivalent level) at a minimum. The DoD or OSD Component Head, Principal Deputy, or equivalent level must sign the DD Form 2936 for collections costing the responding DoD or OSD Component more than \$500,000.

c. COORDINATING OFFICIAL'S TITLE. As stated.

d. COORDINATING OFFICIAL'S SIGNATURE. The responding Component must select "Concur" or "Do Not Concur" before signing the DD Form 2936 with electronic signature. See the DoD Internal Information Collections Website (http://www.dtic.mil/whs/directives/corres/intinfocollections/iic_home.html) for more information on coordinating with responding Components.

e. DATE SIGNED. As stated

13. DoD COMPONENT INFORMATION COLLECTION MANAGEMENT CONTROL OFFICER (IMCO). The completed DD Form 2936 action package must be reviewed and coordinated with the requesting Component's IMCO. The IMCO is responsible for reviewing the request to ensure that the information collection is not duplicative of other information collections and properly coordinated. DD Form 2936 action packages not coordinated with the DoD Component IMCO will not be approved. "Emergency Approval Request" may only be selected by the Component IMCO. See DoD Manual 8910.01 Volume 1 for a list of information collections that may receive emergency approval.

14. FOR USE BY DoD INTERNAL INFORMATION COLLECTIONS OFFICER ONLY. As stated.