



SEPTEMBER 2019 NEWSLETTER



VOLUME 5, ISSUE 4

**DOD/WHS/ESD
DIRECTIVES DIVISION**

**OFFICE OF INFORMATION
MANAGEMENT (OIM)**

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FEEL FREE TO EMAIL US WITH QUESTIONS!!

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Forms
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Directives Division
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VISIT US ONLINE!

WELCOME

The DoD Information Collections (IC) team hosted a workshop for OSD/DoD IC professionals in early September 2019. During the workshop, we discussed new processes, introduced mission partners, and provided a forum for open discussion among attendees. 

Here is a recap from Angela James, DoD Paperwork Reduction Act (PRA) Clearance and Forms Management Officer (FMO):

- All OSD/DoD Information Management Control Officers (better known as IMCOs) will upload IC requests via ROCIS (RISC and OIRA Consolidated Information System) owned and managed by the General Services Administration (GSA). They require one-day training for access. Over half of our IMCOs have attended or are scheduled to attend in CY 2019. If you still need training, please email Angela James directly at angela.n.james4.civ@mail.mil. The overall goal is to eliminate unnecessary burden on the PRA process!
- DoD still has approximately 82 EXPIRED ICs that date back to FY 2011. We will be reaching out in the near future to identify if those ICs are still "in use" or if they can be discontinued. Please contact the IC Org Box with questions or concerns.

We are facilitating "The Paperwork Reduction Act 101" webinar on 24 October 2019. This webinar is perfect for new beginners, Mission Partners, or anyone that wants to know the basics of PRA. Our webinars are open to anyone and everyone! Visit the [IC Website](#) for details.



Angela N. James
Lead, Office of Information Management

OIM IS MAKING LEMONS *into* LEMONADE

By Kira Starks (IC Analyst)



Photo courtesy of [Tastesbetterfromscratch.com](https://www.tastesbetterfromscratch.com)

As many of you have noticed, 60-Day Federal Register Notices (FRNs) for information collection requests (ICRs) expiring in 2019 have been published. The process OIM had for submitting FRNs for publication very recently and unexpectedly changed. Previously, OIM directly submitted FRNs to the Regulatory and Advisory Committee Division (housed in the Office of the Chief Management Officer, Directorate for Oversight and Compliance), who forwarded them along to the Federal Register for publication. On 1 August 2019, the Deputy Secretary of Defense Memorandum, “Delegation of Authority to Approve Documents Published in the Federal Register,” was issued revising requirements for notices. OIM can no longer submit FRNs to the Regulatory team, but instead must submit them to our delegated SES for approval and forwarding to the Regulatory team.

When the memo was released OIM quickly acted to ensure ICRs expiring in 2019 would not be affected by delays or miss compliance benchmarks. The 60-Day FRNs for all ICRs expiring in 2019 have published or will publish soon using the current approved burden estimates.

What to know:

- OIM has identified an SES to approve our notices and is working to finalize their delegation.
- Going forward there may be delays in publishing notices, so be aware of deadlines!
- Mandatory coordination is still required!
- Other DoD compliance processes and regulatory actions have been affected by this change, including Federal rule making and SORNs.

Thank you for your continued partnership and patience as OIM works to adjust our internal workflow under the new FRN submission process. If you have questions or would like a copy of the memo, please contact OIM via [our org box!](#)



**APPROVED INFORMATION COLLECTIONS
JUNE, JULY & AUGUST 2019**

OMB CONTROL NUMBER	COMPONENT	TITLE
0701-0162	Air Force	Emergency Mass Notification System
0702-0146	Army	Department of Defense Standard Tender of Freight Services
0703-0011	Navy	Academic Certification for Marine Corps Officer Candidate Program
0703-0012	Navy	Personal Information Questionnaire
0703-0074	Navy	JAG Corps Student Program or Direct Accession Application; OPNAV 1070/3 Internship/Externship Program Application; Structured Interview Questions
0704-0030	P&R	Disposition of Remains - Reimbursable Basis Request for Payment of Funeral and/or Internment Expenses
0704-0250	DFARS	Defense Federal Acquisition Regulation Supplement (DFARS) Part 242, Contract Administration and Related Clause in DFARS 252
0704-0261	TRANSCOM	Department of Defense Standard Tender of Freight Services
0704-0457	P&R	Department of Defense Education Activity (DoDEA) Research Approval Process
0704-0467	GC	Post Government Employment Advice Opinion Request
0704-0555	Policy	Security Assistance Network (SAN)
0704-0560	P&R	Family Member Travel Screening
0704-0574	DFARS	Defense Federal Acquisition Regulation Supplement (DFARS) Part 215: Only One Offer and Related Clauses at 252.215
0704-0584	NGB	Education Verification for National Guard Enlistees
0704-0585	P&R	My Career Advancement Account (MyCAA) Scholarship Program
0720-0008	P&R	TRICARE Prime Enrollment, Disenrollment, and Primary Care Manager (PCM) Change Form
0730-0012	DFAS	Trustee Report

FORMS MANAGEMENT FACTS

Section 508 of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 794d)

- Section 508 of the Rehabilitation Act requires that when Federal agencies (including DoD) develop, procure, maintain, or use electronic and information technology, they will ensure that people with disabilities, including Federal employees, have access to and use of information that is comparable to individuals without disabilities. This applies to all forms published on Websites (public and internal) throughout DoD. To achieve this requirement, we encourage Forms Managers throughout the Department to take advantage the General Services Administration (GSA) Accessibility Training. GSA courses are intended to improve your understanding of the Section 508 Law and help produce digital tools and content that conform to the revised 508 standards.



Visit <https://section508.gov/training> for available training resources. For additional information on Section 508, visit the DoD Chief Information Officer [Website](#).



FMO Quarterly Meeting

- DoD FMO meetings are now being held quarterly for collaboration of forms programs. The next meeting will be 1 October at the Mark Center. Please send proposed topics to the DoD FMO.

Instructions for Forms

- Instructions should be provided for completion of all forms according to OMB. They may be located in the prescribing issuance or on the form itself.

DoD Forms Website

- DoD Forms referenced on websites other than the official DoD Forms website should always point users directly back to the official version of the form on the official DoD forms website. This is important to prevent use of alternate and outdated versions of forms.

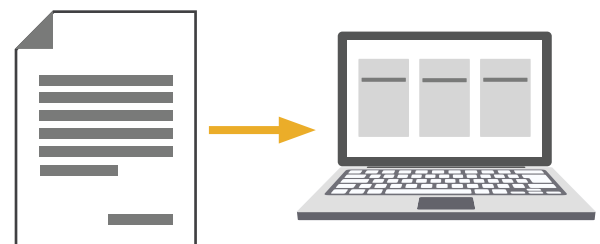
Form Improvements

- Forms team has projects to improve functionality of the forms by making PDFs more accessible, improve design, and maintain DOD forms standards. Improvements also include legal compliance, prescribing issuances tag, and creating an Excel/Access database to filter and organize information about the forms and produce valuable metrics.



21ST CENTURY IDEA

[H.R.5759](#) - 21st Century Integrated Digital Experience Act (21st Century IDEA) – The deadline for making all public facing forms digital has passed. Ensure that your *forms* are *electronically* fillable and digital signatures are enabled when authorized. Also, ensure that Section 508 compatibility requirements are met.



**PUBLISHED DD FORMS
JUNE, JULY & AUGUST 2019**

FORM NO.	TITLE	DATE	OPR
DD 285	Appointment of Military Postal Clerk, Unit Mail Clerk or Mail Orderly	8/11/2019	ARMY
DD 1502	Frozen Medical Materiel Shipment	6/21/2019	DLA
DD 1502-1	Chilled Medical Materiel Shipment	6/21/2019	DLA
DD 1502-2	Limited Unrefrigerated Medical Materiel Shipment	6/21/2019	DLA
DD 1898-K	Energy Sales Slip - Korean	7/29/2019	DLA
DD 2086	Freedom of Information (FOI) Processing Cost	8/8/2019	WHS
DD 2131	Passenger Manifest	8/19/2019	A&S
DD 2740	Based Reuse Status (Stocked and Issued by OUSD(AT&L))	7/1/2019	A&S
DD 2789	Waiver/Remission of Indebtedness Application	6/21/2019	DFAS
DD 2808	Report of Medical Examination	7/15/2019	P&R
DD 2843	Classified Material Destruction Record	7/23/2019	WHS
DD 2910	Victim Reporting Preference Statement	6/26/2019	P&R
DD 2910-1	Replacement of Lost DD Form 2910, Victim Reporting Preference Statement	6/26/2019	P&R
DD 2910-2	Retaliation Reporting Statement for Unrestricted Sexual Assault Cases	6/26/2019	P&R
DD 3044	Pre-Embarkation Certificate of Disinsection	6/20/2019	A&S

INTRODUCING...

VANESSA COLEMAN

IC Analyst

Vanessa graduated from American University with a BA in International Studies with a concentration in Identity, Race, Culture, & Gender. During college, she studied abroad in Beppu, Japan at the Asia Pacific University. Prior to joining the IC team, Vanessa worked at Starbucks and in death benefits for Serco. In her spare time, she enjoys collecting Hello Kitty items and watching Rupaul's Drag Race. As a newlywed, Vanessa loves to cook and looks forward to eventually taking a honeymoon in Japan.

HIRA ZAHEER

Forms Analyst

Hira Graduated from University of Virginia, with a BA in Urban and Environmental Planning. Prior to joining the OIM Forms team, Hira worked at a retail pharmacy as a certified technician and interned at the Albemarle County in Charlottesville as a Zoning Intern. In her spare time, Hira loves to spend time with her husky puppy and create architectural sketches.

Welcome
TO THE TEAM



We say Good bye to...

BENJAMIN MCALDUF

and ARTHUR ACKERMAN - Thank you

ED ORLOWSKI

DEFENSE HEALTH AGENCY (DHA) / FORMS MANAGEMENT OFFICER

In support of the 2017 National Defense Authorization Action, the DoD has started the transition of military medical treatment facilities (MTFs) to the DHA. When the transition is complete, 51 hospitals, 381 ambulatory care centers and occupational health clinics, and 247 dental clinics will be under DHA. The transition will include the consolidation of several hundred Service level forms and publications; each DHA publication and form will result in the cancellation of a corresponding Service level publication and form. In addition to standardizing the Service level forms and publications, forms used within the treatment facilities will also be standardized across the enterprise.

DHA will be utilizing the Joint Enterprise Licensing Agreement (JELA) initiated by the Defense Information Systems Agency (DISA).

This JELA will allow DHA to deploy the Adobe AEM suite of forms technology. The initial deployment of the Adobe AEM suite will allow DHA to develop standardized forms and workflows to internal users. The long-term goal is to open the deployment to forms completed by the public.

To lead this forms consolidation effort, DHA has established a new Forms Management Office. In addition to managing the DHA forms library, the office is collaborating with the DHA's Publication, Privacy, Records, and Information Management Control offices to ensure data capture meets these additional requirements. Serving as the DHA Forms

Management Officer is Mr. Edward Orłowski.

Mr. Orłowski started his forms career developing electronic forms in DOS for the Army as a contractor. For 8 years he led the electronic forms team at the US Postal Service.



After supporting the USPS, he spent 2 years supporting the Department of Navy Forms Manager where he learned the policy side of forms management. In 2007, he took his first civilian position, serving as the Navy Medicine Forms Manager. After five years in this role, he spent 3 years on the SF/OF forms team with GSA. Prior to joining DHA, he spent 3 years with the Office of Naval Research where he led a small team responsible for forms, records, privacy, FOIA, taskers, and correspondence.

“
The initial deployment of the Adobe AEM suite will allow DHA to develop standardized forms and workflows to internal users. The long-term goal is to open the deployment to forms completed by the public.”



ED ORLOWSKY

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WORD SEARCH



Find the following words in the puzzle.

Words are hidden and .

- | | | | |
|-------------|-------------|------------|---------------|
| AIRFORCE | DEFENSE | INTERNAL | REINSTATEMENT |
| APPROVAL | DIRECTIVES | ISSUANCE | REVIEW |
| ARMY | DISCONTINUE | MEMORANDUM | SORN |
| BURDEN | EXTENSION | NAVY | SSN |
| BUREAUCRACY | FORM | PAPERWORK | STAKEHOLDER |
| CLEARANCE | GENERIC | PRIVACY | SURVEY |
| COLLECTION | IMCO | PUBLIC | SYSTEM |
| COMPLIANCE | INFORMATION | RECORDS | VIOLATION |

