



ADMINISTRATION AND
MANAGEMENT

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MEMORANDUM FOR SECRETARIES OF THE MILITARY DEPARTMENTS
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UNDER SECRETARIES OF DEFENSE
DEPUTY CHIEF MANAGEMENT OFFICER
COMMANDERS OF THE COMBATANT COMMANDS
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DIRECTOR, OPERATIONAL TEST AND EVALUATION
GENERAL COUNSEL OF THE DEPARTMENT OF DEFENSE
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DEPARTMENT OF DEFENSE CHIEF INFORMATION OFFICER
ASSISTANTS TO THE SECRETARY OF DEFENSE
DIRECTOR, ADMINISTRATION AND MANAGEMENT
DIRECTOR, NET ASSESSMENT
DIRECTORS OF THE DEFENSE AGENCIES
DIRECTORS OF THE DoD FIELD ACTIVITIES

SUBJECT: Directive-Type Memorandum (DTM) 12-004 – DoD Internal Information
Collections

References: See Attachment 1

Purpose. This DTM modifies DoD Manual (DoD) 8910.1-M (Reference (a)) to implement Secretary of Defense Memorandum (Reference (b)) regarding DoD internally generated reports. This DTM expands upon the Secretary's intent to improve efficiency by addressing all DoD internal information collections. The DTM assigns responsibilities and prescribes procedures for the approval, licensing, and tracking of DoD internal information collections; requires that costs associated with DoD internal information collections be provided for evaluation during the approval process; and establishes DoD internal information collections expiration procedures. Specifically, this DTM:

- Assigns responsibilities and prescribes procedures for the approval and licensing of DoD internal information collections including information collections imposed on the DoD by other Federal agencies (see the Glossary in this DTM for the definition of DoD internal information collection).
- Updates Reference (a) by:
 - Superseding paragraphs C1.6.4.9. and C1.6.5.9. regarding expiration procedures.

- Superseding paragraphs C4.6. through C4.10. and Figures C4.F1. through C4.F.3 regarding DoD internal information collections.
- Superseding paragraphs C5.3.4., C5.4., C5.6. through C5.9., and Figures C5.F1. and C5.F2. regarding DoD Interagency information collections.
- Superseding Chapter 7, Cost Estimating Procedures,” as it pertains to DoD internal information and DoD Interagency information collections.
- This DTM is effective upon its publication to the DoD Issuances Website; it shall be incorporated into Reference (a). This DTM shall expire effective October 24, 2012.

Applicability. This DTM applies to the OSD, the Military Departments, the Office of the Chairman of the Joint Chiefs of Staff and the Joint Staff, the Combatant Commands, the Office of the Inspector General of the Department of Defense, the Defense Agencies, the DoD Field Activities, and all other organizational entities within the DoD (hereinafter referred to collectively as the “DoD Components”).

Definitions. See Glossary.

Responsibilities. See Attachment 2.

Procedures. See Attachment 3. See Attachment 4 for expiration procedures for DoD internal information collections.

Information Collection Requirements. The submission of DoD Form (DD Form) 2936, “Request for Approval of DoD Internal Information Collection” (referred to in paragraph 2.a. of Attachment 3), the submission of DD Form 2936-1, “Request for Sponsorship Transfer of DoD Internal Information Collection” (referred to in paragraph 3.d. of Attachment 3), and cost estimate solicitations (referred to in paragraph 2.b. of Attachment 3) are exempt from licensing requirements in accordance with paragraph C4.4.4. of Reference (a).

Releasability. UNLIMITED. This DTM is approved for public release and is available on the DoD Issuances Website at <http://www.dtic.mil/whs/directives>.



Michael L. Rhodes
Director of Administration and Management

Attachments:
As stated

ATTACHMENT 1

REFERENCES

- (a) DoD Manual 8910.1-M, "Department of Defense Procedures for Management of Information Requirements," June 30, 1998
- (b) Secretary of Defense Memorandum, "Track Four Efficiency Initiative," March 14, 2011
- (c) DoD Instruction 8910.01, "Information Collection and Reporting," March 6, 2007
- (d) DoD Instruction 5545.02, "DoD Policy for Congressional Authorization and Appropriations Reporting Requirements," December 19, 2008
- (e) DoD Regulation 5400.11-R, "Department of Defense Privacy Program," May 14, 2007
- (f) DoD Directive 8500.01E, "Information Assurance (IA)," October 24, 2002
- (g) DoD Instruction 8500.2, "Information Assurance (IA) Implementation," February 6, 2003
- (h) DoD Instruction 8510.01, "DoD Information Assurance Certification and Accreditation Process (DIACAP)," November 28, 2007
- (i) DoD Instruction 5400.16, "DoD Privacy Impact Assessment (PIA) Guidance," February 12, 2009
- (j) DoD Manual 8400.01-M, "Procedures for Ensuring the Accessibility of Electronic and Information Technology (E&IT) Procured by DoD Organizations," June 3, 2011
- (k) DoD Instruction 1100.13, "Surveys of DoD Personnel," November 21, 1996
- (l) DoD Directive 3216.02, "Protection of Human Subjects and Adherence to Ethical Standards in DoD-Supported Research," March 25, 2002
- (m) Part 219 of title 32, Code of Federal Regulations
- (n) DoD Manual 7750.07-M, "DoD Forms Management Program Procedures Manual," May 14, 2008
- (o) DoD Instruction 5025.01, "DoD Directives Program," October 28, 2007
- (p) Section 3502(8) of title 44, United States Code

ATTACHMENT 2

RESPONSIBILITIES

1. DIRECTOR OF ADMINISTRATION AND MANAGEMENT (DA&M). The DA&M shall:

a. Manage, control, license, and track all DoD internal information collections.

b. Ensure that the Chief of the Directives Division, Executive Services Directorate, Washington Headquarters Services (WHS), as the DoD Internal Information Collections Officer (IICO), fulfills the responsibilities in subparagraphs 1.b.(1) through 1.b.(8) of this section. The DoD IICO shall:

(1) Organize, direct, and manage the DoD Internal Information Collections Program.

(2) Oversee the implementation of this DTM.

(3) Determine if a DoD information collection is an internal DoD information collection and whether it is exempted from licensing in accordance with paragraph C4.4. of Reference (a). Information collections that are not internal collections shall be forwarded to the appropriate DoD approving authority.

(4) License DoD internal information collections by assigning a report control symbol (RCS) to them or certify them as exempt from licensing in accordance with paragraph C4.4. in Reference (a).

(5) Develop and maintain procedures to exempt certain DoD internal information collections from the normal approval and licensing procedures. (See paragraph C4.4. in Reference (a) for DoD internal information collections eligible for exemption.)

(6) Publish and maintain a list of valid DoD internal information collections.

(7) Notify the sponsor of a DoD internal information collection 6 months prior to its expiration date so that it may be renewed, if appropriate.

(8) Develop and enforce expiration procedures for DoD internal information collections. (See Attachment 4 of this DTM for expiration procedures.)

2. HEADS OF THE OSD AND DoD COMPONENTS. The Heads of the OSD and DoD Components shall:

a. Follow the DoD Internal Information Collections Program procedures in this DTM, DoD Instruction (DoDI) 8910.01 (Reference (c)), Reference (a), and the supporting documents

published on the DoD Internal Information Collections webpage (http://www.dtic.mil/whs/directives/corres/intinfocollections/iic_home.html) when coordinating and requesting approval of DoD internal information collections.

b. Respond only to those DoD information collections that are assigned a valid RCS, are assigned a valid Office of Management and Budget (OMB) control number, are information collections that require the submission of information directly to Congress, or are clearly exempt from licensing. DoD internal information collections are exempt from licensing if they fall under one of the exemption categories listed in paragraph C4.4. of Reference (a). Public information collections are exempt from licensing if they fall under one of the exemptions listed in paragraph C3.8.2 of Reference (a). Contact the DoD IICO (dod.internal.collect@whs.mil) to clarify the validity of any DoD internal information collection.

(1) A list of valid DoD internal information collections assigned RCSs can be found at the DoD Internal Information Collections webpage.

(2) A list of valid OMB control numbers can be found at <http://www.reginfo.gov/public/do/PRAMain>. Contact the DoD Public Information Collections Officer to clarify the validity of any public information collection.

c. Derive cost estimates associated with DoD internal information collections in accordance with Reference (b) and the Cost Assessment and Program Evaluation (CAPE) methodology by using the CAPE Cost Guidance Website (<https://www.cape.osd.mil/CostGuidance/>).

d. Coordinate on proposed DoD internal information collections in accordance with the procedures established in Attachment 3 of this DTM.

e. Appoint a Component Information Management Control Officer (IMCO) in writing and provide a copy of the appointment memorandum to the DoD IICO; provide the DoD IICO a copy of any new memorandum when a change in appointment occurs. The IMCO shall:

(1) Serve as the Component technical advisor on DoD internal information collections.

(2) Review, approve, and maintain an inventory of Component internal information collections.

(3) Assist Component action officers with the submission DoD internal information collections.

(4) Review, endorse, and submit requests for DoD internal information collections to the DoD IICO for approval.

(a) Ensure all DoD internal information collections receive cost estimates in accordance with paragraph 2.d in Attachment 2 of this DTM.

(b) Ensure DoD internal information collection requests are coordinated accordance with the procedures outlined in Attachment 3 of this DTM.

(5) Maintain Component internal information collection records and, if necessary, provide copies of those records to the DoD IICO.

(6) Notify the DoD IICO when unlicensed or expired DoD internal information collection requirements are encountered.

ATTACHMENT 3

PROCEDURES

1. DoD INFORMATION COLLECTIONS. A DoD information collection is processed as either a DoD internal information collection, a DoD public information collection, or a DoD congressional information collection.

a. DoD Internal Information Collection Process. DoD internal information collections shall be approved or exempted by the DoD IICO in accordance with the procedures set forth in this attachment and Reference (a). Approved DoD internal information collections will be assigned an RCS and an expiration date or certified as an exempted DoD internal information collection as appropriate.

b. Requests by an Entity External to DoD

(1) When a DoD Component receives an information collection request from an entity outside of DoD (e.g., Federal agencies, State Governments, public organizations), the Component shall follow their own internal Component procedures. If the Component does not have any established procedures, the requesting entity shall be directed to forward the information collection request to the Head of the DoD Component for approval to collect information from the Component's employees.

(2) When an information collection request from an external entity involves more than one OSD or DoD Component, the external entity must obtain an OSD Component sponsor to serve as the official DoD sponsor of the information collection. The OSD Component sponsor shall process these requests as DoD internal information collection requests in accordance with section 2 of this attachment.

c. DoD Public Information Collection Process. Information collected by DoD from the public is a public information collection requirement and shall be processed in accordance with Chapter 3 of Reference (a). If an information collection can be considered a public and DoD internal information collection requirement, the request shall be processed in accordance with the procedures in Chapter 3 of Reference (a), and the DoD Public Information Collections Officer will advise a course of action to capture the cost burden to DoD Components.

d. Congressional Information Collection Process. Information collected that is reported directly to Congress is a congressional information collection requirement and shall be processed in accordance with DoDI 5545.02 (Reference (d)).

2. APPROVAL AND LICENSING OF DoD INTERNAL INFORMATION COLLECTIONS

a. DD Form 2936

(1) The DD Form 2936 shall be used to request approval of and to license DoD internal information collections by assigning them an RCS. Instructions for preparing a DD Form 2936 are available on the DoD Internal Information Collections webpage.

(2) All approving signatures for requesting and responding Components must be at the Senior Executive Service (SES) or equivalent level. This authority may not be delegated.

(3) Expedited or emergency approval requests must be signed by the Head or Principal Deputy of the sponsoring OSD or DoD Component and at the SES or equivalent level for responding Components. This signature authority for expedited or emergency approval cannot be delegated. See section 4 of this attachment for the procedures to request an expedited or emergency DoD internal information collection.

(4) Once the sponsor, required coordinators, and respondents have signed the DD Form 2936, the sponsoring Component's IMCO shall endorse and forward the completed form to the DoD IICO for approval and licensing at dod.internal.collect@whs.mil.

b. Cost Estimate. A cost estimate is required for all DoD internal information collections to determine if the expected benefit of the information collected is worth the cost burden of its collection. The estimated cost to compile, analyze, and promulgate a DoD internal information collection shall:

(1) Be generated using the CAPE cost guidance website in accordance with Reference (b).

(2) Be documented on the DD Form 2936. Cost estimates for the sponsoring Component and each responding Component must be obtained from the CAPE website, and shall be included on the DD Form 2936.

c. Coordination

(1) Mandatory Coordination

(a) Respondents. All respondents to a DoD internal information collection shall be given an opportunity to coordinate on the proposed DoD internal information collection.

1. DoD internal information collections not directly required by statute, law, Federal regulation or Executive Order (E.O.) must have concurrence from all respondents before they can be approved.

2. DoD internal information collections required by statute, law, Federal regulation or E.O. are not optional and may be approved without the coordination of all respondents as long as the respondents are given the opportunity to coordinate. The DoD internal information collection sponsor is responsible for providing documentation showing each

respondent was afforded an opportunity to coordinate and including an estimated cost on the DD Form 2936 for each respondent who does not provide coordination.

(b) Component Privacy Official. All DoD internal information collection requests that contain personal information on individuals shall be coordinated with the sponsoring Component's privacy official to ensure compliance with DoD Regulation 5400.11-R (Reference (e)). Coordination with the OSD or DoD Component privacy official (as appropriate) is mandatory if the DoD internal information collection is a survey (see paragraph 2.d of this attachment for special procedures for surveys).

(c) Records Management Official. All DoD internal information collection requests shall be coordinated with the sponsor's records management official as required to ensure that the appropriate records disposition schedule has been identified in accordance with the respective agency's records disposition schedule.

(d) Component Chief Information Officer (CIO). All DoD internal information collection requests for collection of information via computer systems or in electronic format shall be coordinated with the sponsoring Component's CIO to ensure that the information will be appropriately safeguarded and:

1. Collected, stored, and otherwise processed in information systems that comply with requirements for information assurance as described in DoD Directive (DoDD) 8500.01E (Reference (f)) DoDI 8500.2 (Reference (g)), DoDI 8510.01 (Reference (h)) and DoDI 5400.16 (Reference (i)).

2. Collected and provided in formats and methods that ensure accessibility in accordance with DoD 8400.01-M (Reference (j)).

(e) Director, Defense Manpower Data Center (DMDC). All surveys shall be coordinated with DMDC for review in accordance with DoDI 1100.13 (Reference (k)). DMDC should be contacted early in the development and design of the survey to ensure it meets scientific standards. DoD Components shall provide a copy of the DMDC coordination with the DD Form 2936. Paragraph 2.d of this attachment contains additional special procedures for surveys.

(f) Human Research Protection Program (HRPP) Component Program Manager. DoD internal information collections involving the gathering of information on human subjects shall be coordinated with the HRPP and comply with DoDD 3216.02 (Reference (l)) and part 219 of title 32, Code of Federal Regulations (Reference (m)).

(g) Component Forms Management Official. DoD internal information collections involving the use of a form shall be coordinated with the sponsoring Component forms manager to determine if the form should be controlled in accordance with DoD 7750.07-M (Reference (n)).

(2) DoD Internal Information Collections Prescribed in DoD Issuances. DoD internal information collections prescribed in a DoD issuance shall be coordinated with the issuance as one action. A draft DD Form 2936 with estimated costs for all respondents and sponsor shall be posted to the DoD Directives Portal when the DoD issuance is posted to the Portal for coordination in accordance with DoDI 5025.01 (Reference (o)). As applicable, coordination with the Component privacy official, sponsor's records management official, the Component CIO, Director, DMDC, the HRPP Component program manager and the Component forms manager shall be accomplished and documented on the DoD Form 2936 prior to it being posted to the Portal. The coordination provided with the issuance in accordance with Reference (o) will be used to satisfy the coordination requirements normally captured on the DoD Form 2936. Coordination of the cost estimate between the sponsor of the DoD internal information collection and the respondents is highly encouraged before posting to the Portal.

d. Special Requirements for Surveys

(1) All surveys of DoD personnel that extend outside of the sponsoring Component shall be coordinated with the OSD or DoD Component privacy official (as appropriate) and Director, DMDC as required by Reference (k).

(2) Survey instruments used to collect information from the DoD Components shall prominently display a Privacy Act Statement or Privacy Act Advisory (when applicable) and the DoD internal information collection RCS (when applicable) in the upper right-hand corner of the cover.

(3) DoD Components should consult with their Office of General Counsel before deciding to provide gifts or payments to Federal employees for providing information to ensure such gifts or payments do not violate rules against dual compensation.

(4) Focus groups are subject to the same approval procedures as other DoD internal information collections and must be conducted using written agendas, pre-approved questions, or other standard protocols.

e. Timeline for Approval, Reinstatement, or Change of a DoD Internal Information Collection. The sponsor of a DoD internal information collection will be notified with a memorandum for the record of the approval or rejection of the DoD internal information collection within 5 workdays of receipt of the completed DD 2936. The memorandum for the record will include DoD IICO's justification for the approval or rejection of the DoD internal information collection, clearance terms, the RCS, and the expiration date of the RCS.

3. MODIFICATION OR RENEWAL OF DoD INTERNAL INFORMATION COLLECTIONS

a. Changes to DoD Internal Information Collections

(1) Substantial Changes. If a DoD internal information collection has changed substantially prior to expiration, a new cost estimate must be prepared and submitted with a new

DD Form 2936. Substantial changes to a DoD internal information collection requirement may require modification of the prescribing and supporting issuances. Substantial changes include but are not limited to:

- (a) Change in frequency of collection.
- (b) Increase in cost that exceeds an adjustment for inflation.
- (c) Change in number of respondents.
- (d) Change to the content of the DoD internal information collection.

(2) Minor Changes. Minor changes to a DoD internal information collection may include the organizational name change of a sponsoring or responding Component, the correction of a misspelled word on the DoD internal information collection instrument, etc. If a DoD internal information collection requires minor changes prior to its expiration, email the changes to the DoD IICO at dod.internal.collect@whs.mil who will determine if the changes are minor and if a new DD Form 2936 is required.

b. Extensions to DoD Internal Information Collections. An extension to a DoD internal information collection may be requested for a maximum of 2 years beyond the current expiration date provided there are no substantial changes to the DoD internal information collection. See subparagraph 3.a.(1) of this attachment for a list of substantial changes. Extensions are approved by the DoD IICO and may only be granted once. Extension requests require the submission of a DD Form 2936. An extension request is not required for a DoD internal information collection in a prescribing DoD issuance when that issuance is certified as current provided there have been no substantial changes to the collection. Extensions cannot exceed the lifetime of the prescribing issuance.

c. Reinstate Expired DoD Internal Information Collections. The reinstatement of an expired DoD internal information collection and associated RCS requires the completion of a new DD Form 2936.

d. Transfer Sponsorship of DoD Internal Information Collections. A DoD internal information collection sponsor may transfer a DoD internal information collection to another Component by completing DD Form 2936-1. The transfer must be signed by the transferring Component, the receiving Component, and each Component's IMCO. The signature authority for the transferring Component and the receiving Component must be at the SES level and this authority cannot be delegated. If the DoD internal information collection is prescribed by a DoD issuance, the prescribing issuance shall be administratively updated to reflect the transfer of sponsorship in accordance with Reference (o).

e. Cancel DoD Internal Information Collections. DoD internal information collections should be discontinued whenever they have served the purpose for which they were originally intended, when the cost of production exceeds the value provided, or when continued collection of the information would violate Federal law or DoD policy. An SES level sponsor of a DoD

internal information collection may discontinue a collection by submitting the request to the DoD IICO at dod.internal.collect@whs.mil. DoD internal information collections prescribed in DoD issuances may be cancelled in one of two methods.

(1) Mandatory Changes to Prescribing DoD Issuances. If the cancelled DoD internal information collection is prescribed by a DoD issuance, the prescribing issuance must be simultaneously administratively updated in accordance with Reference (o) to remove the DoD internal information collection.

(2) Cancellation of Prescribing DoD Issuances. A DoD internal information collection prescribed by an issuance shall be cancelled when that issuance is cancelled in accordance with Reference (o). The DoD IICO shall update the corresponding listing of valid RCSs and notify the sponsoring Component IMCO of the cancelled DoD internal information collection. If the DoD internal information collection in the issuance being cancelled is still necessary, a new DD Form 2936 must be submitted to the DoD IICO for approval and licensing.

4. EXPEDITED OR EMERGENCY APPROVAL OF DoD INTERNAL INFORMATION COLLECTIONS. DoD internal information collections may be granted a temporary RCS by the DoD IICO without prior completion of the cost summaries and coordination required by the DD Form 2936. The DoD IICO will determine if a DoD internal information collection warrants expedited or emergency approval. The DoD IICO will determine the required fields of the DD Form 2936 to be completed by the sponsor of the DoD internal information collection on a case-by-case basis.

a. Insufficient planning or administrative oversight do not warrant expedited or emergency approval.

b. Expedited or emergency approval requests must meet one of the following criteria:

(1) The normal approval process will cause harm to the DoD, another Federal agency, or the public.

(2) An unanticipated event has occurred (such as a natural disaster) that requires the urgent processing and approval of a DoD internal information collection.

(3) Normal approval procedures are likely to prevent or disrupt collection of information, or cause a statutory or court-ordered deadline to be missed.

c. An expiration date of no more than 180 days from the approval date will be assigned to a DoD internal information collection approved under expedited or emergency procedures. All remaining documentation not required by the DoD IICO when expedited or emergency approval is granted must be completed and submitted to the DoD IICO prior to the expiration date of the temporary RCS or the DoD internal information collection will expire (e.g., cost summaries, coordination with respondents).

d. Requests for expedited or emergency approval must be submitted to the DoD IICO through the DoD Component's IMCO, and the DD Form 2936 must be signed by the OSD or DoD Component Head or Principal Deputy.

5. EXEMPTED DoD INTERNAL INFORMATION COLLECTIONS. DoD internal information collection requirements meeting one of the criteria in paragraph C4.4. of Reference (a) may be exempted by the DoD IICO from the formal DoD internal information collection licensing procedures in this DTM. If a DoD internal information collection does not meet one of the exemptions in paragraph C4.4. of Reference (a), then the DoD internal information collection will require the assignment of an RCS. Exempted DoD internal information collections prescribed by DoD issuances will be reviewed during the issuances approval process and the exemption will be specified in the information collection requirements paragraph of the issuance. The DoD IICO will serve as the determining authority for exempted DoD internal information collections. Contact the DoD IICO for confirmation of an exempted DoD internal information collection at dod.internal.collect@whs.mil.

ATTACHMENT 4

EXPIRATION PROCEDURES FOR DoD INTERNAL INFORMATION COLLECTIONS

1. EXPIRATION

- a. The expiration date for a DoD internal information collection shall not exceed 5 years from the date it is approved by the DoD IICO or the publication date of the prescribing DoD issuance, whichever is later.
- b. A DoD internal information collection that is also a public information collection shall expire 3 years after it is approved by OMB, unless otherwise specified by OMB.
- c. A DoD internal information collection prescribed by a DTM shall expire when the DTM expires, but cannot exceed 5 years from the publication date of the DTM.
- d. One-time DoD internal information collections shall be valid for up to 1 year and cannot be extended or revised.
- e. Emergency or expedited DoD internal information collections shall be valid for up to 180 days.

2. REVIEW CYCLE AND PROCEDURES

- a. All DoD internal information collection requirements shall be reviewed by the sponsoring Component within 6 months of their expiration date in accordance with section 3 of Attachment 2 of this DTM. If a new DD Form 2936 is not submitted and approved to renew a DoD internal information collection by its expiration date, the collection will be discontinued.
- b. When a DoD internal information collection, prescribed by a DoD issuance, has been approved for renewal by the DoD IICO, the sponsoring Component must ensure that an appropriate statement to that effect appears in the prescribing issuance in the information collection requirements paragraph in accordance with Reference (o). Guidance for composing an information collection requirements paragraph in an issuance can be found on the DoD Issuances Website (<http://www.dtic.mil/whs/directives/>).
- c. Prescribing DoD issuances and other DoD documents referencing a DoD internal information collection requirement must be updated in accordance with the revision, reinstatement, extension, transfer of sponsorship, expiration, or cancellation of the DoD internal information collection and Reference (o).
- d. If a DoD internal information collection prescribed by a DoD issuance is not renewed by its expiration date, the DA&M shall administratively remove the DoD internal information collection from the issuance in accordance with Reference (o).

3. DoD INTERNAL INFORMATION COLLECTIONS INVENTORY. A list of valid DoD internal information collections with associated expiration dates shall be published on the DoD Internal Information Collections webpage by the DoD IICO.

GLOSSARY

PART I. ABBREVIATIONS AND ACRONYMS

CAPE	Cost Assessment and Program Evaluation
CIO	Chief Information Officer
DA&M	Director of Administration and Management
DD Form	Department of Defense Form
DMDC	Defense Manpower Data Center
DoDD	DoD Directive
DoDI	DoD Instruction
DoDM	DoD Manual
DoDR	DoD Regulation
DTM	Directive-Type Memorandum
E.O.	Executive Order
HRPP	Human Research Protection Program
IICO	Internal Information Collections Officer
IMCO	Information Management Control Officer
OMB	Office of Management and Budget
RCS	report control symbol
SES	Senior Executive Service
WHS	Washington Headquarters Service

PART II. DEFINITIONS

Unless otherwise noted, these terms and their definitions are for the purpose of this DTM.

congressional information collection. An information collection whereby information is requested by and submitted to Congress. The Assistant Secretary of Defense for Legislative Affairs manages all congressional information collections in accordance with Reference (d).

DoD Component internal information collection requirements. Defined in Reference (c).

DoD internal information collection. A collection of information whereby a DoD Component collects information from one or more other DoD Components that do not fall under the

authority, direction, or control of the collecting Component (e.g., DoD Field Activities that fall under the authority of a DoD Component).

DoD public information collection. A collection of information whereby information is collected by DoD from the public. OMB licenses all public information collections. DoD procedures for preparing DoD public information collections for OMB approval can be found in Chapter 3 of Reference (a).

form. A fixed arrangement of captioned spaces designed for gathering, organizing, and transmitting prescribed information quickly and efficiently.

information system. A discrete set of information resources organized for the collection, processing, maintenance, use, sharing, dissemination, or disposition of information. (See section 3502(8) of title 44, United States Code (Reference (p))).

survey. Defined in Reference (k).