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□V/r,A#`Debra#°-õ!"O##g#□#@#D#□°sage!##`F#a#: H#@# uk,□ Viki L# IV WH#ðESÀD (US)

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□'#`#0#`Th#pKaitlin for your SA.

V/r,
Debra

-----Original Message-----

From: Halabuk, Viki L CIV WHS ESD (US)
Sent: Thursday, May 05, 2016 3:00 PM
To: Shockley, Debra O CIV OSD OUSD POLICY (US); WHS MC-ALEX ESD Mailbox OSD-JS Privacy Office
Cc: Zahrt, John W CIV OSD OUSD POLICY (US); OSD Pentagon OUSD Policy List Records Management Team
Subject: RE: Additions Needed to Fast-Track Generic Instrument

Debra,

Some suggested verbiage you may use is "The survey typically takes between 10-15 minutes (or however long you think it will take) to complete. If you have any questions you may contact (fill in the contact info)." You may also include "This survey is being conducted to improve conference material and lessons learned for future conferences. Your survey responses will be treated as confidential." The Forms Division might be able to assist with verbiage to be used for the Agency Disclosure Notice. Fred Licari or Lee Bennette should be able to assist you now that Glynda Hughes has retired.

Based on the information provided, I do not feel a Privacy Advisory or a Privacy Act Statement is necessary as you are not collecting any PII. You may want to add "Please do not include any personally identifiable information." Right before each free field text box on the survey just as a precaution. Please let me know if you have any further questions.

Thanks,
Viki H.

Viki L. Halabuk, CIPP/G
Senior Privacy Analyst
WHS/ESD
Records, Privacy and Declassification
4800 Mark Center
Alexandria, VA 22350-3100
(571) 372-0408
(571) 372-0500 (fax)

-----Original Message-----

From: Shockley, Debra O CIV OSD OUSD POLICY (US)
Sent: Thursday, May 05, 2016 10:31 AM
To: WHS MC-ALEX ESD Mailbox OSD-JS Privacy Office
Cc: Halabuk, Viki L CIV WHS ESD (US); Zahrt, John W CIV OSD OUSD POLICY (US); OSD Pentagon OUSD Policy List Records Management Team
Subject: FW: Additions Needed to Fast-Track Generic Instrument

Vicki,

Per our conversation, please see the attached documents.

Thank you very much,
Debra

-----Original Message-----

From: Zahrt, John W CIV OSD OUSD POLICY (US)
Sent: Wednesday, May 04, 2016 4:42 PM
To: Truran, James M FN (UK)
Cc: Shockley, Debra O CIV OSD OUSD POLICY (US)
Subject: FW: Additions Needed to Fast-Track Generic Instrument

Greetings James,

Attached are excellent comments from WHS for you to incorporate into the one pager. These help posture us for success in getting the approval.

Please update and send back to Debra and me. Let us know if you have any questions.

Thanks, John

-----Original Message-----

From: Chiarelli, Kaitlin M CTR (US)
Sent: Wednesday, May 04, 2016 4:19 PM
To: Zahrt, John W CIV OSD OUSD POLICY (US)
Cc: Shockley, Debra O CIV OSD OUSD POLICY (US)
Subject: RE: Additions Needed to Fast-Track Generic Instrument

Good Afternoon,

Please find OIM's edits and suggestions for improvement to your Fast Track Generic 1-Page Submission, attached here. Please let me know if you have any questions regarding our review. Thank you!

VR,

Kaitlin Chiarelli
Information Management Analyst
Office of Information Management (OIM)
DoD/WHS/ESD/Directives Division
P: 571.372.4529
Kaitlin.m.chiarelli.ctr@mail.mil

-----Original Message-----

From: Zahrt, John W CIV OSD OUSD POLICY (US)
Sent: Wednesday, May 04, 2016 10:57 AM
To: Chiarelli, Kaitlin M CTR (US)
Cc: Finke, Shelly E CIV (US); Shockley, Debra O CIV OSD OUSD POLICY (US)
Subject: RE: Additions Needed to Fast-Track Generic Instrument

Kaitlin,

Thank you for your email below which we will comply with of course.

Attached is James truran's first draft of the one pager. Debra and I need your guidance wrt his comments under PURPOSE and DESCRIPTION OF RESPONDENTS. Do they contain enough detail? E.g. should he include the names of their organizations or even list the name and title of each respondent or something in between etc?

Thanks again, John

-----Original Message-----

From: Chiarelli, Kaitlin M CTR (US)
Sent: Tuesday, May 03, 2016 2:37 PM
To: Shockley, Debra O CIV OSD OUSD POLICY (US); Zahrt, John W CIV OSD OUSD POLICY (US)

Subject: Additions Needed to Fast-Track Generic Instrument

Hello Ms. Shockley and Mr. Zahrt,

Following a conversation with our Team Lead, Mr. Frederick Licari, he has asked me to inform you that you will need to make three small changes to your collection (survey for academics) before submitting your collection instrument and Fast Track Generic Supporting Statement to OMB for approval:

- 1) You will need to add an Agency Disclosure Notice. This tells the participant how long the collection should take, who they can go to if they have questions, etc. There is standard language that your Component Forms / Privacy Office should be able to give you.
- 2) You should also run this instrument by your Privacy Office to determine whether this requires a Privacy Act Advisory. PAA are different than a Privacy Act Statement (PAS), and you would require a PAA rather than a PAS because you are not collecting PII. Your Component Privacy Office (or OSD Privacy) can make that call for you.
- 3) A placeholder for your OMB Control Number and expiration date. Again, your Component Forms Manager will know how and where to put this.

These three items should go at the top of your survey (or on a landing page if being done electronically). Either way, they should be read by the participant before they begin the survey. Please let me know if you have any questions.

VR,

Kaitlin Chiarelli
 Information Management Analyst
 Office of Information Management (OIM)
 DoD/WHS/ESD/Directives Division
 P: 571.372.4529
 Kaitlin.m.chiarelli.ctr@mail.mil

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#P#:# #5#7#1#.#3#7#2#.#4#5#2#9##
#K#a#i#t#l#i#n#.#m#.#c#h#i#a#r#e#l#l#i#.#c#t#r#@#m#a#i#l#.#m#i#l##

#-#-#-#-#0#r#i#g#i#n#a#l# #M#e#s#s#a#g#e#-#-#-#-##
#F#r#o#m#:# #Z#a#h#r#t#,# #J#o#h#n# #W# #C#I#V# #0#S#D# #0#U#S#D# #P#0#L#I#C#Y#
#(#U#S#)# ##
#S#e#n#t#:# #W#e#d#n#e#s#d#a#y#,# #M#a#y# #0#4#,# #2#0#1#6# #1#0#:#5#7# #A#M##
#T#o#:# #C#h#i#a#r#e#l#l#i#,# #K#a#i#t#l#i#n# #M# #C#T#R# #(#U#S#)##
#C#c#:# #F#i#n#k#e#,# #S#h#e#l#l#y# #E# #C#I#V# #(#U#S#)#;# #S#h#o#c#k#l#e#y#,#
#D#e#b#r#a# #0# #C#I#V# #0#S#D# #0#U#S#D# #P#0#L#I#C#Y# #(#U#S#)##
#S#u#b#j#e#c#t#:# #R#E#:# #A#d#d#i#t#i#o#n#s# #N#e#e#d#e#d# #t#o# #F#a#s#t#-
#T#r#a#c#k# #G#e#n#e#r#i#c# #I#n#s#t#r#u#m#e#n#t##

#K#a#i#t#l#i#n#,# ##

#T#h#a#n#k# #y#o#u# #f#o#r# #y#o#u#r# #e#m#a#i#l# #b#e#l#o#w# #w#h#i#c#h#
#w#e# #w#i#l#l# #c#o#m#p#l#y# #w#i#t#h# #o#f# #c#o#u#r#s#e#.# # ##

#A#t#t#a#c#h#e#d# #i#s# #J#a#m#e#s# #t#r#u#r#a#n#'s# #f#i#r#s#t# #d#r#a#f#t#
#o#f# #t#h#e# #o#n#e# #p#a#g#e#r#.# #D#e#b#r#a# #a#n#d# #I# #n#e#e#d#
#y#o#u#r# #g#u#i#d#a#n#c#e# #w#r#t# #h#i#s# #c#o#m#m#e#n#t#s# #u#n#d#e#r#
#P#U#R#P#O#S#E# #a#n#d# #D#E#S#C#R#I#P#T#I#0#N# #0#F# #R#E#S#P#0#N#D#E#N#T#S#.#
#D#o# #t#h#e#y# #c#o#n#t#a#i#n# #e#n#o#u#g#h# #d#e#t#a#i#l#?# # #E#.#g#.#
#s#h#o#u#l#d# #h#e# #i#n#c#l#u#d#e# #t#h#e# #n#a#m#e#s# #o#f# #t#h#e#i#r#
#o#r#g#a#n#i#z#a#t#i#o#n#s# #o#r# #e#v#e#n# #l#i#s#t# #t#h#e# #n#a#m#e# #a#n#d#
#t#i#t#l#e# #o#f# #e#a#c#h# #r#e#s#p#o#n#d#e#n#t# #o#r# #s#o#m#e#t#h#i#n#g#
#i#n# #b#e#t#w#e#e#n# #e#t#c#?##

#T#h#a#n#k#s# #a#g#a#i#n#,# #J#o#h#n##

#-#-#-#-#0#r#i#g#i#n#a#l# #M#e#s#s#a#g#e#-#-#-#-##
#F#r#o#m#:# #C#h#i#a#r#e#l#l#i#,# #K#a#i#t#l#i#n# #M# #C#T#R# #(#U#S#)# ##
#S#e#n#t#:# #T#u#e#s#d#a#y#,# #M#a#y# #0#3#,# #2#0#1#6# #2#:#3#7# #P#M##
#T#o#:# #S#h#o#c#k#l#e#y#,# #D#e#b#r#a# #0# #C#I#V# #0#S#D# #0#U#S#D#
#P#0#L#I#C#Y# #(#U#S#)#;# #Z#a#h#r#t#,# #J#o#h#n# #W# #C#I#V# #0#S#D# #0#U#S#D#
#P#0#L#I#C#Y# #(#U#S#)##
#S#u#b#j#e#c#t#:# #A#d#d#i#t#i#o#n#s# #N#e#e#d#e#d# #t#o# #F#a#s#t#-#T#r#a#c#k#
#G#e#n#e#r#i#c# #I#n#s#t#r#u#m#e#n#t##

#H#e#l#l#o# #M#s#.# #S#h#o#c#k#l#e#y# #a#n#d# #M#r#.# #Z#a#h#r#t#,# ##

#F#o#l#l#o#w#i#n#g# #a# #c#o#n#v#e#r#s#a#t#i#o#n# #w#i#t#h# #o#u#r# #T#e#a#m#
#L#e#a#d#,# #M#r#.# #F#r#e#d#e#r#i#c#k# #L#i#c#a#r#i#,# #h#e# #h#a#s#
#a#s#k#e#d# #m#e# #t#o# #i#n#f#o#r#m# #y#o#u# #t#h#a#t# #y#o#u# #w#i#l#l#
#n#e#e#d# #t#o# #m#a#k#e# #t#h#r#e#e# #s#m#a#l#l# #c#h#a#n#g#e#s# #t#o#
#y#o#u#r# #c#o#l#l#e#c#t#i#o#n# #(#s#u#r#v#e#y# #f#o#r# #a#c#a#d#e#m#i#c#s#)#
#b#e#f#o#r#e# #s#u#b#m#i#t#t#i#n#g# #y#o#u#r# #c#o#l#l#e#c#t#i#o#n#

#i#n#s#t#r#u#m#e#n#t# #a#n#d# #F#a#s#t# #T#r#a#c#k# #G#e#n#e#r#i#c#
#S#u#p#p#o#r#t#i#n#g# #S#t#a#t#e#m#e#n#t# #t#o# #0#M#B# #f#o#r#
#a#p#p#r#o#v#a#l#:##

#1#)# #Y#o#u# #w#i#l#l# #n#e#e#d# #t#o# #a#d#d# #a#n# #A#g#e#n#c#y#
#D#i#s#c#l#o#s#u#r#e# #N#o#t#i#c#e#.# #T#h#i#s# #t#e#l#l#s# #t#h#e#
#p#a#r#t#i#c#i#p#a#n#t# #h#o#w# #l#o#n#g# #t#h#e# #c#o#l#l#e#c#t#i#o#n#
#s#h#o#u#l#d# #t#a#k#e#,# #w#h#o# #t#h#e#y# #c#a#n# #g#o# #t#o# #i#f# #t#h#e#y#
#h#a#v#e# #q#u#e#s#t#i#o#n#s#,# #e#t#c#.# #T#h#e#r#e# #i#s# #s#t#a#n#d#a#r#d#
#l#a#n#g#u#a#g#e# #t#h#a#t# #y#o#u#r# #C#o#m#p#o#n#e#n#t# #F#o#r#m#s# #/#
#P#r#i#v#a#c#y# #0#f#f#i#c#e# #s#h#o#u#l#d# #b#e# #a#b#l#e# #t#o# #g#i#v#e#
#y#o#u#.# ##
#2#)# #Y#o#u# #s#h#o#u#l#d# #a#l#s#o# #r#u#n# #t#h#i#s# #i#n#s#t#r#u#m#e#n#t#
#b#y# #y#o#u#r# #P#r#i#v#a#c#y# #0#f#f#i#c#e# #t#o# #d#e#t#e#r#m#i#n#e#
#w#h#e#t#h#e#r# #t#h#i#s# #r#e#q#u#i#r#e#s# #a# #P#r#i#v#a#c#y# #A#c#t#
#A#d#v#i#s#o#r#y#.# #P#A#A# #a#r#e# #d#i#f#f#e#r#e#n#t# #t#h#a#n# #a#
#P#r#i#v#a#c#y# #A#c#t# #S#t#a#t#e#m#e#n#t# #(#P#A#S#)#,# #a#n#d# #y#o#u#
#w#o#u#l#d# #r#e#q#u#i#r#e# #a# #P#A#A# #r#a#t#h#e#r# #t#h#a#n# #a# #P#A#S#
#b#e#c#a#u#s#e# #y#o#u# #a#r#e# #n#o#t# #c#o#l#l#e#c#t#i#n#g# #P#I#I#.#
#Y#o#u#r# #C#o#m#p#o#n#e#n#t# #P#r#i#v#a#c#y# #0#f#f#i#c#e# #(#o#r# #0#S#D#
#P#r#i#v#a#c#y#)# #c#a#n# #m#a#k#e# #t#h#a#t# #c#a#l#l# #f#o#r# #y#o#u#.# ##
#3#)# #A# #p#l#a#c#e#h#o#l#d#e#r# #f#o#r# #y#o#u#r# #0#M#B# #C#o#n#t#r#o#l#
#N#u#m#b#e#r# #a#n#d# #e#x#p#i#r#a#t#i#o#n# #d#a#t#e#.# #A#g#a#i#n#,# #y#o#u#r#
#C#o#m#p#o#n#e#n#t# #F#o#r#m#s# #M#a#n#a#g#e#r# #w#i#l#l# #k#n#o#w# #h#o#w#
#a#n#d# #w#h#e#r#e# #t#o# #p#u#t# #t#h#i#s#.# ##

#T#h#e#s#e# #t#h#r#e#e# #i#t#e#m#s# #s#h#o#u#l#d# #g#o# #a#t# #t#h#e# #t#o#p#
#o#f# #y#o#u#r# #s#u#r#v#e#y# #(#o#r# #o#n# #a# #l#a#n#d#i#n#g# #p#a#g#e# #i#f#
#b#e#i#n#g# #d#o#n#e# #e#l#e#c#t#r#o#n#i#c#a#l#l#y#)#.# #E#i#t#h#e#r# #w#a#y#,#
#t#h#e#y# #s#h#o#u#l#d# #b#e# #r#e#a#d# #b#y# #t#h#e# #p#a#r#t#i#c#i#p#a#n#t#
#b#e#f#o#r#e# #t#h#e#y# #b#e#g#i#n# #t#h#e# #s#u#r#v#e#y#.# #P#l#e#a#s#e#
#l#e#t# #m#e# #k#n#o#w# #i#f# #y#o#u# #h#a#v#e# #a#n#y# #q#u#e#s#t#i#o#n#s#.# ##

#V#R#,##

#K#a#i#t#l#i#n# #C#h#i#a#r#e#l#l#i#
#I#n#f#o#r#m#a#t#i#o#n# #M#a#n#a#g#e#m#e#n#t# #A#n#a#l#y#s#t##
#O#f#f#i#c#e# #o#f# #I#n#f#o#r#m#a#t#i#o#n# #M#a#n#a#g#e#m#e#n#t# #(#0#I#M#)##
#D#o#D#/#W#H#S#/#E#S#D#/#D#i#r#e#c#t#i#v#e#s# #D#i#v#i#s#i#o#n##
#P#:# #5#7#1#.#3#7#2#.#4#5#2#9##
#K#a#i#t#l#i#n#.#m#.#c#h#i#a#r#e#l#l#i#.#c#t#r#@#m#a#i#l#.#m#i#l##

#####A#d#d#i#t#i#o#n#s# #N#e#e#d#e#d#
#t#o# #F#a#s#t#-#T#r#a#c#k# #G#e#n#e#r#i#c#
#I#n#s#t#r#u#m#e#n#t#####F#W#:# #A#d#d#i#t#i#o#n#s#
#N#e#e#d#e#d# #t#o# #F#a#s#t#-#T#r#a#c#k# #G#e#n#e#r#i#c#
#I#n#s#t#r#u#m#e#n#t#####<#2#0#1#F#3#E#6#2#1#F#B#F#7#8#4#E#A#F#
#8#B#3#1#E#0#6#A#1#3#5#F#C#5#E#4#B#3#D#E#@#u#g#u#n#h#u#4#g#.#e#a#s#f#.#c#s#d#.#d#
#i#s#a#.#m#i#l#>#
#<#4#E#9#1#E#7#0#C#1#B#E#C#C#0#4#4#A#C#7#B#9#7#7#F#6#6#4#9#D#8#A#1#5#6#F#5#8#D#4#
#5#@#u#m#e#c#h#p#a#h#e#.#e#a#s#f#.#c#s#d#.#d#i#s#a#.#m#i#l#>#
#<#2#0#1#F#3#E#6#2#1#F#B#F#7#8#4#E#A#F#8#B#3#1#E#0#6#A#1#3#5#F#C#5#E#4#B#7#0#D#@#
#u#g#u#n#h#u#4#g#.#e#a#s#f#.#c#s#d#.#d#i#s#a#.#m#i#l#>#
#<#4#E#9#1#E#7#0#C#1#B#E#C#C#0#4#4#A#C#7#B#9#7#7#F#6#6#4#9#D#8#A#1#5#6#F#5#9#9#B#
#B#@#u#m#e#c#h#p#a#h#e#.#e#a#s#f#.#c#s#d#.#d#i#s#a#.#m#i#l#>#
#<#C#B#D#E#6#1#A#D#D#1#0#2#8#E#4#7#A#5#2#D#5#A#D#2#7#F#C#E#F#6#8#A#4#C#7#9#8#A#0#
#2#@#u#m#e#c#h#p#a#h#f#.#e#a#s#f#.#c#s#d#.#d#i#s#a#.#m#i#l#>#
#<#6#4#2#8#B#C#C#2#2#2#3#6#6#D#4#7#B#1#6#5#A#C#1#A#6#1#A#F#7#D#8#B#3#B#7#1#2#D#5#
#1#@#u#m#e#c#h#p#a#g#z#.#e#a#s#f#.#c#s#d#.#d#i#s#a#.#m#i#l#>#####
#####<#6#4#2#8#B#C#C#2#2#2#3#6#6#D#4#7#B#1#6#5#

#S#u#b#j#e#c#t#:# #F#W#:# #A#d#d#i#t#i#o#n#s# #N#e#e#d#e#d# #t#o# #F#a#s#t#-
#T#r#a#c#k# #G#e#n#e#r#i#c# #I#n#s#t#r#u#m#e#n#t##
#D#a#t#e#:# #F#r#i#, #1#3# #M#a#y# #2#0#1#6# #1#3#:#3#8#:#1#5# #-#0#4#0#0##
#M#I#M#E#-#V#e#r#s#i#o#n#:# #1#.#0##
#M#e#s#s#a#g#e#-#I#D#:#
#<#C#B#D#E#6#1#A#D#D#1#0#2#8#E#4#7#A#5#2#D#5#A#D#2#7#F#C#E#F#6#8#A#5#1#B#8#0#5#7
#9#@#u#m#e#c#h#p#a#h#f#.#e#a#s#f#.#c#s#d#.#d#i#s#a#.#m#i#l#>##
#X#-#M#a#i#l#e#r#:# #M#i#c#r#o#s#o#f#t# #0#u#t#l#o#o#k# #1#4#.#0##
#T#h#r#e#a#d#-#I#n#d#e#x#:#
#A#d#G#l#a#r#U#A#e#G#4#7#G#P#i#C#Q#U#2#r#m#a#A#M#P#P#3#k#Z#A#A#q#I#S#0#Q#A#A#u#y
#j#G#A#A#A#L#0#u#E#A#A#k#m#3#j#A#A#A#k#b#j#r#A#B#k#J#F#H#s#A#=#=##
#C#o#n#t#e#n#t#-#L#a#n#g#u#a#g#e#:# #e#n#-#u#s##
#C#o#n#t#e#n#t#-#T#y#p#e#:# #m#u#l#t#i#p#a#r#t#/#s#i#g#n#e#d#;##
#p#r#o#t#o#c#o#l#=#"#a#p#p#l#i#c#a#t#i#o#n#/#x#-#p#k#c#s#7#-
#s#i#g#n#a#t#u#r#e#"#;##
#m#i#c#a#l#g#=#S#H#A#1#;##
#b#o#u#n#d#a#r#y#=#"#-#-#-#-
#=#_#N#e#x#t#P#a#r#t#_#0#0#0#_#0#1#A#D#_#0#1#D#1#A#D#1#C#.#B#2#1#B#C#9#3#0#"##

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7###ÿÿÿÿ#####
4#####)###ù#####ò#####7#####6#####d#####7#####"#####S#####
#####SMTP:KAITLIN.M.CHIARELLI.CTR@MAIL.MIL#####MIME-
Version: 1.0
Content-Type: multipart/signed;
 protocol="application/x-pkcs7-signature";
 micalg=SHA1;
 boundary="----=_NextPart_000_01AD_01D1AD1C.B21BC930"

This is a multipart message in MIME format.

-----=_NextPart_000_01AD_01D1AD1C.B21BC930
Content-Type: text/plain;
 charset="us-ascii"
Content-Transfer-Encoding: 7bit

Kaitlin for your SA.

V/r,
Debra

-----Original Message-----

From: Halabuk, Viki L CIV WHS ESD (US)
Sent: Thursday, May 05, 2016 3:00 PM
To: Shockley, Debra O CIV OSD OUSD POLICY (US); WHS MC-ALEX ESD Mailbox OSD-JS Privacy Office
Cc: Zahrt, John W CIV OSD OUSD POLICY (US); OSD Pentagon OUSD Policy List Records Management Team
Subject: RE: Additions Needed to Fast-Track Generic Instrument

Debra,
Some suggested verbiage you may use is "The survey typically takes between 10-15 minutes (or however long you think it will take) to complete. If you have any questions you may contact (fill in the contact info)." You may also include "This survey is being conducted to improve conference material and lessons learned for future conferences. Your survey responses will be treated as confidential." The Forms Division might be able to assist with verbiage to be used for the Agency Disclosure Notice. Fred Licari or Lee Bennette should be able to assist you now that Glynda Hughes has retired.

Based on the information provided, I do not feel a Privacy Advisory or a Privacy Act Statement is necessary as you are not collecting any PII. You may want to add "Please do not include any personally identifiable information." Right before each free field text box on the survey just as a precaution. Please let me know if you have any further questions.

Thanks,
Viki H.

Viki L. Halabuk, CIPP/G
Senior Privacy Analyst
WHS/ESD
Records, Privacy and Declassification
4800 Mark Center
Alexandria, VA 22350-3100
(571) 372-0408

(571) 372-0500 (fax)

-----Original Message-----

From: Shockley, Debra O CIV OSD OUSD POLICY (US)
Sent: Thursday, May 05, 2016 10:31 AM
To: WHS MC-ALEX ESD Mailbox OSD-JS Privacy Office
Cc: Halabuk, Viki L CIV WHS ESD (US); Zahrt, John W CIV OSD OUSD POLICY (US);
OSD Pentagon OUSD Policy List Records Management Team
Subject: FW: Additions Needed to Fast-Track Generic Instrument

Vicki,

Per our conversation, please see the attached documents.

Thank you very much,
Debra

-----Original Message-----

From: Zahrt, John W CIV OSD OUSD POLICY (US)
Sent: Wednesday, May 04, 2016 4:42 PM
To: Truran, James M FN (UK)
Cc: Shockley, Debra O CIV OSD OUSD POLICY (US)
Subject: FW: Additions Needed to Fast-Track Generic Instrument

Greetings James,

Attached are excellent comments from WHS for you to incorporate into the one pager. These help posture us for success in getting the approval.

Please update and send back to Debra and me. Let us know if you have any questions.

Thanks, John

-----Original Message-----

From: Chiarelli, Kaitlin M CTR (US)
Sent: Wednesday, May 04, 2016 4:19 PM
To: Zahrt, John W CIV OSD OUSD POLICY (US)
Cc: Shockley, Debra O CIV OSD OUSD POLICY (US)
Subject: RE: Additions Needed to Fast-Track Generic Instrument

Good Afternoon,

Please find OIM's edits and suggestions for improvement to your Fast Track Generic 1-Page Submission, attached here. Please let me know if you have any questions regarding our review. Thank you!

VR,

Kaitlin Chiarelli
Information Management Analyst
Office of Information Management (OIM)
DoD/WHS/ESD/Directives Division
P: 571.372.4529
Kaitlin.m.chiarelli.ctr@mail.mil

-----Original Message-----

From: Zahrt, John W CIV OSD OUSD POLICY (US)
Sent: Wednesday, May 04, 2016 10:57 AM
To: Chiarelli, Kaitlin M CTR (US)
Cc: Finke, Shelly E CIV (US); Shockley, Debra O CIV OSD OUSD POLICY (US)

Subject: RE: Additions Needed to Fast-Track Generic Instrument

Kaitlin,

Thank you for your email below which we will comply with of course.

Attached is James truran's first draft of the one pager. Debra and I need your guidance wrt his comments under PURPOSE and DESCRIPTION OF RESPONDENTS. Do they contain enough detail? E.g. should he include the names of their organizations or even list the name and title of each respondent or something in between etc?

Thanks again, John

-----Original Message-----

From: Chiarelli, Kaitlin M CTR (US)

Sent: Tuesday, May 03, 2016 2:37 PM

To: Shockley, Debra O CIV OSD OUSD POLICY (US); Zahrt, John W CIV OSD OUSD POLICY (US)

Subject: Additions Needed to Fast-Track Generic Instrument

Hello Ms. Shockley and Mr. Zahrt,

Following a conversation with our Team Lead, Mr. Frederick Licari, he has asked me to inform you that you will need to make three small changes to your collection (survey for academics) before submitting your collection instrument and Fast Track Generic Supporting Statement to OMB for approval:

- 1) You will need to add an Agency Disclosure Notice. This tells the participant how long the collection should take, who they can go to if they have questions, etc. There is standard language that your Component Forms / Privacy Office should be able to give you.
- 2) You should also run this instrument by your Privacy Office to determine whether this requires a Privacy Act Advisory. PAA are different than a Privacy Act Statement (PAS), and you would require a PAA rather than a PAS because you are not collecting PII. Your Component Privacy Office (or OSD Privacy) can make that call for you.
- 3) A placeholder for your OMB Control Number and expiration date. Again, your Component Forms Manager will know how and where to put this.

These three items should go at the top of your survey (or on a landing page if being done electronically). Either way, they should be read by the participant before they begin the survey. Please let me know if you have any questions.

VR,

Kaitlin Chiarelli
Information Management Analyst
Office of Information Management (OIM)
DoD/WHS/ESD/Directives Division
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Kaitlin.m.chiarelli.ctr@mail.mil

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