

**Required Additional Information (check ROCIS in IC List for this info --- needed for OCIO staff to complete request)**

1. Line of Business: Human Resource Management
2. Subfunction: HR Strategy
3. Privacy Act System of Records: \_\_ Title: \_\_
4. Federal Registration citation information: Volume \_\_ Pg. No. \_\_
5. Number of respondents for small entities: 0
6. Percentage of respondents reporting electronically: 100%

**Please submit all instruments, instructions, correspondences (emails, letters, etc.) to respondents, and scripts as separate documents along with this request document.**

**Every instrument (survey/form) or correspondence to respondents must have the following displayed –**

**OMB Control No. 0690-0030  
Expiration Date: 07/31/2020**

**The standard PRA Notwithstanding statement informing respondents of the OMB control number's legal significance in accordance with 5 CFR 1320.5(b).**