

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).