

From: [Shockley, Debra O CIV OSD OUSD POLICY \(US\)](#)
To: [Obrien, Kathleen M CTR OSD OUSD POLICY \(US\)](#); [McAlduff, Benjamin David CTR WHS ESD \(US\)](#)
Cc: [OSD Pentagon OUSD Policy List Records Management Team](#); [Holly, Kelly B CIV OSD OUSD POLICY \(US\)](#); [Short, Mary V \(Vicki\) CIV WHS ESD \(US\)](#)
Subject: RE: Package Review - 0704 AAJX "Policy Pulse Survey"
Date: Tuesday, October 10, 2017 6:24:06 PM
Attachments: [DD form 2936 Request for Approval of DoD Internal Info Collection.pdf](#)

Good afternoon,

Benjamin,

I am the Information Management Officer for Policy. I've provided in email traffic next under comments where OSD/JS Privacy reviewed/coordinated on this package. In addition the attached DD Form 2936 is provided as a supporting document with signature to verify review from Policy Privacy Officer.

Ms. Short, the Senior Privacy Analyst, OSD/WHS/ESD is copied in the event there are additional questions concerning this coordination that may need to be addressed.

Thanks,
Debra Shockley
Deputy Director, Executive Secretariat, Rm 5E616
Policy Management & Operations
Office of the Under Secretary of Defense for Policy
Comm: (703) 614-0357 DSN: 224-0357
Email: debra.o.shockley.civ@mail.mil
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From: Short, Mary V (Vicki) CIV WHS ESD (US)
Sent: Tuesday, May 30, 2017 6:26 AM
To: Shockley, Debra O CIV OSD OUSD POLICY (US) <debra.o.shockley.civ@mail.mil>
Cc: Newman-Warren, Kertina M CTR OSD OUSD POLICY (US) <kertina.m.newman-warren.ctr@mail.mil>
Subject: FW: Package Review - 0704-AAJX - Policy Pulse Survey (UNCLASSIFIED)

CLASSIFICATION: UNCLASSIFIED

Debra,

OSD/JS has no privacy concerns with this update.

Vicki

Vicki Short
Senior Privacy Analyst
OSD/WHS/ESD
Records, Privacy & Declassification Division
Phone: 571-372-0444
mary.v.short.civ@mail.mil

From: Shockley, Debra O CIV OSD OUSD POLICY (US)
Sent: Friday, May 26, 2017 2:55 PM
To: Halabuk, Viki L CIV WHS ESD (US) <viki.l.halabuk.civ@mail.mil>; Short, Mary V (Vicki) CIV WHS ESD (US) <mary.v.short.civ@mail.mil>

Cc: Newman-Warren, Kertina M CTR OSD OUSD POLICY (US) <kertina.m.newman-warren.ctr@mail.mil>;
Obrien, Kathleen M CTR OSD OUSD POLICY (US) <kathleen.m.obrien22.ctr@mail.mil>
Subject: Package Review - 0704-AAJX - Policy Pulse Survey

Good afternoon Vicki,

Hope all is well.

Policy would like to refresh the coordination of this package. There have been a few edits, however the status of the package did not change the PIA, SORN, or PII collection status, will not be collected.

Viki Halabuk previous coordination in July 2016 read by : The OSD/JS Privacy has no objection to this survey. Mr. Zahrt signed where we usually sign on the DD 2936. Let me know if you need anything further.

Thanks, Debra

Debra Shockley
Deputy Director, Executive Secretariat
Policy Management & Operations
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-----Original Message-----

From: Obrien, Kathleen M CTR OSD OUSD POLICY (US)
Sent: Tuesday, October 10, 2017 11:08 AM
To: McAlduff, Benjamin David CTR WHS ESD (US) <benjamin.d.mcalduff.ctr@mail.mil>
Cc: OSD Pentagon OUSD Policy List Records Management Team <osd.pentagon.ousd-policy.list.records-management-team@mail.mil>; Holly, Kelly B CIV OSD OUSD POLICY (US) <kelly.b.holly.civ@mail.mil>
Subject: RE: Package Review - 0704 AAJX "Policy Pulse Survey"

Good morning Benjamin,

Thanks so much for your comments! We appreciate it.

A few responses:

1. 76.5 is the correct number. In section 13c, I input 76.5 and it automatically rounded up to 77. If you click on that field with your cursor, you can see that I added in 76.5. I'm not sure how to change the document's formatting to account for this.
2. I will provide a way to identify Policy COO in the signature field.
3. In terms of the collection instrument, could you provide additional information about the reasoning for coordinating with privacy? This is the first our office has heard of this requirement.

Thank you so much again!

Katie O'Brien
[CTR, Booz Allen Hamilton]

Leadership & Organizational Development Office
Office of the Under Secretary of Defense for Policy
Pentagon, 5B683
Office: (703) 614-6763
LOD Website: <https://policy.sp.pentagon.mil/missionsupport/offices/lod>

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

From: Newman-Warren, Kertina M CTR OSD OUSD POLICY (US)
Sent: Friday, October 6, 2017 9:43 AM
To: O'Brien, Kathleen M CTR OSD OUSD POLICY (US) <kathleen.m.obrien22.ctr@mail.mil>
Cc: Shockley, Debra O CIV OSD OUSD POLICY (US) <debra.o.shockley.civ@mail.mil>; OSD Pentagon OUSD Policy List Records Management Team <osd.pentagon.ousd-policy.list.records-management-team@mail.mil>
Subject: FW: Package Review - 0704 AAJX "Policy Pulse Survey"

Good Morning Katie,
Please see the message below from WHS, if you need any assistance please feel free to give us a call.

Best,

Kertina "Tina" Newman-Warren, CTR
Records Manager
E3 Federal Solutions, LLC.
OUSD(P)/PMO Executive Secretariat
Pentagon, 5E616
Direct)703-571-9253; Office)703-571-9255
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"in this office we don't do easy we make easy happen through hard work & learning"

Thank you for submitting the package for 0704-AAJX, "Policy Pulse Survey." I have completed my review of this package and have a couple of comments and questions regarding some of the package elements.

All questions and comments related to the Supporting Statement are included as comments in the attached copy. All other concerns are detailed below:

83-I

- o Total hours requested is listed as both 77 and 76.5. Which of these numbers is correct? 76.5 is the number used throughout every other document, but if 77 is the accurate number, then the math must be done to account for this.

- o The signature in Section 19 is not clearly identifiable. Please provide some way to identify the individual (in this case, Policy's COO) who signed the field.

- Mandatory Coordinators

Collection Instrument

- o Has privacy reviewed this collection? Since the collection instrument collects some demographics data which could be used to identify respondents, please upload proof of coordination with privacy on this collection to the IC System. This can be in the form of an email or memo.

Other

- o There are numerous old copies of Supporting Statements and other documents uploaded to the IC System that make reviewing this package extremely difficult. In the future, please utilize the version history feature of the IC

System when uploading documents. You can do this by checking the box "Add as a new version to existing files" when you go to upload a document, and then uploading a document with the same exact file name as the previous version. You must keep the file names the same for the feature to work.

Once all comments and requested changes are addressed, please upload the revised documents to the IC System workflow for my office's review. I have now returned the workflow back to you so that you may begin work on these revisions.

In the meantime, please let me know if you have any questions. Thank you!

VR,

Benjamin McAlduff

Information Management Analyst

Office of Information Management (OIM)

DoD/WHS/ESD/Directives Division

P: 571.372.8102

benjamin.d.mcalduff.ctr@mail.mil

https://ice.disa.mil/index.cfm?fa=card&sp=139129&s=1077&dep=*DoD