

Defense Logistics Agency Instruction



DLAI 5303
Effective December 17, 2002
Certified Current July 24, 2012
J6

Information Collections

References: Refer to [Enclosure 1](#).

1. **PURPOSE.** This Defense Logistics Agency (DLA) Instruction:

a. Establishes policy and procedures necessary to license all information collections or surveys that require responses from internal DLA, internal DOD, other Federal Agencies, or 10 or more members of the public, and to control and minimize costs and burden associated with the collection and reporting of information.

b. The successful accomplishment of information collections can be measured by burden time and response rate which provide initial measures of value of the information collections. The intentions are to minimize burden time while at the same time obtain quality information and also increase the response rate through development of a user-friendly survey.

2. **APPLICABILITY.** This Instruction applies to Headquarters (HQ) DLA, DLA Primary Level Field Activities (PLFA), and subordinate Field Activities.

3. **POLICY.** It is DLA policy to

a. Support DOD regulations (References (a) through (d)) describing the policies for the management and control of information requirements.

b. Seek out opportunities for continuous improvement in information collection activities.

4. **RESPONSIBILITIES.** Requestor of an information collection or survey must:

a. Obtain approval of an information collection or survey, either one time or recurring, that requires responses from DLA personnel only, or from other Federal Agencies; personnel outside of DLA and internal to DOD; 10 or more members of the public, e.g., contractors, vendors.

b. Coordinate initial plans with the DLA Information Management Control Officer (IMCO) in J65 to help ensure the correct approval procedure is followed

c. Renew an information collection every three years.

5. PROCEDURES. Refer to [Enclosure 2](#).

6. EFFECTIVE DATE. This Instruction is effective immediately.

Director, DLA Installation Support
December 17, 2002

Director, Information Operations
July 24, 2012

Enclosures

Enclosure 1 – References
Enclosure 2 – Procedures

ENCLOSURE 1

REFERENCES

- a. DOD Instruction (DODI) 8910.01, March 6, 2007, "Information Collection and Reporting," <http://www.dtic.mil/whs/directives/corres/pdf/891001p.pdf>.
- b. DOD Manual 8910.1-M, June 1998, "DOD Procedures for Management of Information Requirements," <http://www.dtic.mil/whs/directives/corres/pdf/891001m.pdf>.
- c. DOD Instruction (DODI) 1100.13, November 21, 1996, "Surveys of DOD Personnel," <http://www.dtic.mil/whs/directives/corres/pdf/110013p.pdf>.
- d. DOD Manual 7750.07-M, May 14, 2008, "DOD Forms Management Program Procedures Manual," <http://www.dtic.mil/whs/directives/corres/pdf/775007m.pdf>.

ENCLOSURE 2

PROCEDURES

1. Obtaining approval for information collection or survey, either one time or recurring, requiring responses from DLA personnel only, or from other Federal Agencies:

a. Requestor must coordinate initial plans with the DLA IMCO in DLA Information Operations (J6), Plans, Policy, and Assessment Management (J651) to help ensure timeliness and that the correct procedure is followed.

b. Requestor must submit a copy of the survey instrument to the DLA Privacy Officer in General Counsel (DG) for review.

c.. Requestor must have the survey reviewed by the Defense Manpower Data Center (DMDC), the experts in making surveys helpful and user-friendly.

d.. Requestor must provide to the DLA IMCO the following:

(1) DLA Forms 133, "Request for Approval of Reporting Requirement", (<http://www.dla.mil/dss/forms/fillable/DL0133.pdf>) and 133A, "Summary of Estimated Reporting Costs" (<http://www.dla.mil/dss/forms/fillable/DL0133A.pdf>). Also, if applicable, DLA Form 133B, "Electronic Media Waiver Request for DLA Reporting Requirement," <http://www.dla.mil/dss/forms/fillable/DL0133B.pdf>.

(2) Instrument of collection (form, survey, etc.).

e. The DLA IMCO will review documentation for completeness, duplication, and proper coordination.

f. The requestor must obtain the signature of the supervisor in the requesting office.

g. Upon approval, the DLA IMCO will provide an internal DLA Report Control Symbol (RCS).

h.. Requestor must annotate the DLA RCS and the expiration date in the upper right-hand corner of the survey instrument.

2. Obtaining approval for information collection or survey, either one time or recurring, requiring responses from personnel outside of DLA and internal to DOD:

a. Requestor must coordinate initial plans with the DLA IMCO to help ensure timeliness and that the correct procedure is followed.

b. Requestor must submit a copy of the survey instrument to the DLA Privacy Officer in DG for review.

c. Requestor must have the survey reviewed by DMDC, the experts in making surveys helpful and user-friendly. Requestor must send a copy of the draft survey to DMDC requesting review of the survey instrument in accordance with DODI 1100.13.

d. Requestor must provide to the DLA IMCO the following:

(1) SD Form 455, "Request for Approval of Information Collection" (http://www.dtic.mil/doctrine/education/edusurvey_sd455.pdf).

(2) Instrument of collection (form, survey, etc.).

(3) A copy of the DMDC Survey Review Memorandum

(4) The requiring/authorizing legislation or tasking memorandum.

NOTE: This is usually Executive Order 12862, "Setting Customer Service Standards" for requestor service and requestor satisfaction surveys, but can be the Clinger-Cohen Act, the Government Review Act of 1993, and others.

e. The DLA IMCO must review the documentation for completeness, duplication, and proper coordination.

f. The DLA IMCO must coordinate with Washington Headquarters Services (WHS) to help ensure all documentation is complete.

g. The DLA IMCO will forward the completed package to WHS.

h. WHS will provide a RCS and expiration date to the DLA IMCO.

i. The DLA IMCO will notify the requestor of the RCS and expiration date.

j. Requestor must annotate the RCS and the expiration date in the upper right-hand corner of the survey instrument.

3. Obtaining approval for information collection (or survey) that requires responses from 10 or more members of the public (including contractors, vendors, etc.):

a. Requestor must coordinate initial plans with the DLA IMCO to help ensure timeliness and that the correct procedure is followed.

b. Requestor must submit a copy of the survey instrument to the DLA Privacy Officer in DG for review.

c. While preparing the forms and supporting documents listed below, the requestor must prepare a notice and submit a request to WHS to publish the 60-day notice in the Federal Register.

(1) Requestor must consider comments, if any, from the 60-day notice.

(2) WHS will publish a 30-day notice in Federal Register. Requestor should submit the completed package during the 30-day notice period.

d. Requestor must provide completed package to the DLA IMCO with the following forms and supporting documents:

(1) OMB Form 83-I, "Paperwork Reduction Act Submission", (<http://www.dtic.mil/whs/directives/infomgt/forms/eforms/omb83-i.pdf>) must be submitted with DOD and public/contractors collection requests.

(2) Supporting statement.

(3) Instrument of collection (form, survey, etc.).

(4) 60-day Federal Register Notice (actual printout of notice).

(5) Copies of Authority Notice (public law, Executive Order, etc.).

- e. The DLA IMCO will review the documentation for completeness, duplication, and proper coordination.
- f. The DLA IMCO will coordinate the package with WHS to ensure accuracy before obtaining the signature of the requesting office supervisor.
- g. The requesting office supervisor must approve and sign OMB Form 83-I.
- h. The DLA IMCO will forward the package to WHS.
- i. WHS will provide the assigned OMB number and the expiration date to the DLA IMCO.
- j. The DLA IMCO will notify the requestor of the OMB number and the expiration date.
- k. Requestor must annotate the OMB number and the expiration date in the upper right-hand corner of the survey instrument.
- l. The DLA IMCO will forward the completed package to WHS.

4. Request for renewal of an information collection:

- a. Requestor must coordinate initial renewal plans with the DLA IMCO to help ensure timeliness and that the correct procedure is followed.
- b. Requestor must begin RCS renewal process 30 days in advance of expiration.
- c. Requestor must begin OMB renewal process 120 days in advance of expiration to allow time for the 60-day notice, 30-day notice, and 30-day OMB review.
- d. Requestor must not use a survey beyond the expiration date.
- e. To renew a RCS or an OMB number, the requestor must provide to the DLA IMCO the same documentation (i.e., updated) as with the original approval package.
- f. The DLA IMCO will review the documentation for completeness, duplication, and proper coordination.
- g. The DLA IMCO will coordinate the completed package for renewal with WHS.
- h. WHS will provide a new expiration date.
- i. Requestor must annotate the new expiration date on each survey instrument.