

December 5, 2005

MEMORANDUM FOR THE CHIEF INFORMATION OFFICERS

FROM: Donald R. Arbuckle /s/  
Deputy Administrator, Office of Information  
and Regulatory Affairs

SUBJECT: OIRA's Electronic System for PRA processing

The purpose of this e-mail is to inform you of OIRA's progress in implementing a new electronic system for processing agency information collection requests under the Paperwork Reduction Act. I also want to request your assistance in identifying agency personnel who will require access to the system.

We are developing a new system for processing PRA information collection requests. It is referred to as "ROCIS," and is a joint OMB/GSA system for use by all federal agencies. The first two modules, the Regulatory Agenda and Regulatory Review, have been implemented. We are well underway in developing the Information Collection Request (ICR) Module, which we hope to launch next summer. Attachment 1 is a more complete description of the features of the ICR Module of ROCIS.

As with the other components of ROCIS, access will be provided to you and your staff on a "need-to-do-business" basis. In accordance with the Paperwork Reduction Act and Clinger Cohen Act, Agency submissions of collections of information for OMB review, and the accompanying certification under 5 CFR 1320.9, may be made only by the agency head or the CIO, or their designee. **By Friday, December 16, 2005, please provide us with the name and contact information of each person in your agency who needs to have access to ROCIS.** We suggest that you consider carefully whom you wish to act as your designee regarding the certification of compliance with the PRA mentioned above (5 CFR 1320.9). We also need to know whom you authorize to serve as your Alternate when you need to modify the access list as staffing changes dictate. Lastly, please identify the individual in charge of your agency's PRA process and with whom you wish us to coordinate ROCIS ICR Module implementation. To record this information, we have attached the ROCIS ICR Module Request for User Access Privileges Spreadsheet for your completion and return (Attachment 2).

User Orientation and Security Sessions will be provided to those you grant access rights. We will provide more information about the times and places as we get closer to the time of implementation. We invite Agency involvement to test the segments of the module as they are coded. Testing of the Agency segment will hopefully occur early January 2006.

Thank you for your assistance. If you have any questions, please contact Ms. Jacke Zeiher at 202-395-4638. Please return your completed Privileges Spreadsheet to her at Jacqueline\_A\_Zeiher@omb.eop.gov by *Friday, December 16*.

Attachments

cc: Agency PRA Clearance Officers