

AGENCY REQUEST FOR ACCESS PRIVILEGES TO ROCIS ICR MODULE					
	Name	e-mail Address	Office Phone Number	IV. Privileges A, B, C in accordance with table below	Agency Code(s) for which privileges apply
I. Agency Name:					
II. PRA Roles:					
Alternate Rep for ICR Module Access Privileges					
Certifying Official Designee(s)					
Clearance Officer/POC for ROCIS Implementation					
III. PRA Staff Users:					
ICR Reviewing Officials:					
	Directions for completing this spreadsheet:				
	I. Please enter Agency name.				
	II. Please identify the individuals who fill the following roles for your Agency:				
	<u>Alternate</u> responsible for representing and coordinating additions and deletions to Agency ICR Module Access List as personnel changes dictate.				
	Certifying Official certifies that the Agency's information collections comply with 5 CFR 1320.9. Please note that the Clinger-Cohen Act specifies the "senior official" responsible for compliance and certification required by OMB's regulations implementing the Paperwork Reduction Act (5 CFR Part 1320) to be the agency's chief information officer." (See 44 USC 3506.)				
	Designee(s) delegated authority to certify on behalf of the CIO.				
	Clearance Officer in charge of day-to-day Agency PRA process and POC for ROCIS implementation.				
	III. Please list the PRA staff and ICR reviewing officials you wish to have ROCIS ICR Module access.				
	IV. Identify requested privileges A, B, and C below in Column E for each person named in II and III. List all that apply.				
	A. Authority to certify that the ICR complies with 5 CFR 1320.9 and to submit an ICR to OIRA.				
	B. Authority to create and edit (prepare) (but not certify and submit) a PRA Information Collection Request (ICR).				
	C. Authority to view-only the Agency's ICRs and to write short intra-agency review/routing notes to ICRs prior to submission of requests to OIRA. (This authority does not include authority to prepare or submit an ICR.)				
	Some considerations for assigning privileges:				
	Certifying Official and Designee(s) will be granted Privilege A, authority to certify that the ICR complies with 5 CFR 1320.9 and submit an ICR to OIRA. Unless otherwise noted by you, if one is granted Privilege A, the lesser Privileges B and C apply as well.				
	All three of the above privileges include rights to view and download Notices of Action, run reports, and perform searches.				
	ICR preparation privileges (Privilege B) should be limited to your agency's PRA professionals rather than program subject matter content contacts.				
	Privilege C is intended for those individuals who are part of your agency's ICR review process prior to submission to OIRA. Pending and concluded actions will be viewable by program subject matter content contacts at the public website, RegInfo.gov.				
	V. Please E-mail the spreadsheet to Jacqueline A. Zeiher@omb.eop.gov by 12/16/2005. Address questions to Jacke Zeiher at 202-395-4638.				