

USE COMPONENT LETTER HEAD

MEMORANDUM FOR [NAME OF APPOINTED IMCO'S DIRECT SUPERVISOR OR DIVISION DIRECTOR]

SUBJECT: Appointment of Information Management Control Officer (IMCO) for [NAME OF COMPONENT]

Pursuant to paragraph 4e of Enclosure 2 of DoD Instruction 8910.01, "Information Collection and Reporting," [NAME OF APPOINTED IMCO] is hereby appointed as the IMCO for the [NAME OF COMPONENT]. IMCO responsibilities include but are not limited to:

- Serving as the Component's technical advisor and principal point of contact for public, DoD-internal, and Component-internal information collections.
- Managing, tracking, and controlling all the Component's information collections to ensure the collections are valid, necessary, and appropriately approved and licensed.
- Assisting the Component's Action Officers in the completion of necessary documentation and coordination of public, DoD-internal, and Component-internal information collections.
- Reviewing, endorsing, and submitting DoD-internal collection packages to Washington Headquarters Services (WHS)/Directives Division (DD) for approval and assignment of a Report Control Symbol (license).
- Reviewing, endorsing, and submitting public information collection packages to WHS/DD for review and submission to the Office of Management and Budget (OMB) for approval and assignment of an OMB Control Number.
- Ensuring Component sponsored information collections are valid, necessary, and appropriately approved or licensed according to DoD Manual 8910.01, DoD Information Collections Manual, Volumes 1 and 2.
- Notifying WHS/DD when unlicensed or expired information collections are identified.
- Attend IMCO training provided by WHS.

SIGNATURE OF COMPONENT HEAD

cc:
WHS/DD