



Generic Fast-Track Clearances

Washington Headquarters Services
Executive Services Directorate

Office of Information Management
DoD Directives Division

A top-down view of a desk with various items: a smartphone, a laptop, a coffee cup, papers, and a tablet. The background is a light-colored surface with a subtle pattern of these items.

History of Generic & Fast Track Clearance Options

Let's travel in time back to 2010...

Marketing Overview

The following provides a high-level overview of the marketing strategy for the product. The strategy will be based on the following key objectives:

Product Category	Sales (in \$M)			
	2013	2014	2015	2016
General Sales	100.0	110.0	120.0	130.0
Health & Safety	50.0	55.0	60.0	65.0

PRA – Generic Clearances

- January 21, 2009 memo issued by the President calling for the establishment of “a system of transparency, public participation, and collaboration”
- May 28, 2010 memo from Office of Management and Budget (OMB) with subject “Paperwork Reduction Act – Generic Clearances”
- Establishes the use of generic information collections as a way of meeting obligations of the PRA while also “eliminating unnecessary burdens and delays”
- Goes on to define the generic clearance and the corresponding process for approval

New Fast-Track Process for Collecting Service Delivery Feedback Under the PRA

- June 15, 2011 memo from Office of Management and Budget (OMB) with subject “New Fast-Track Process for Collecting Service Delivery Feedback Under the Paperwork Reduction Act”
- Establishes the fast-track category of generic information collections
- Purpose is to “allow agencies to obtain timely feedback on service delivery while ensuring that the information collected is useful and minimally burdensome for the public”
- Slightly more restrictive than a standard generic collection



What's a Generic Fast-Track?

Definition of a generic clearance and parameters for fast-track collections

Generic Information Collection Definition

“A generic ICR is a request for OMB approval of a plan for conducting more than one information collection using very similar methods when (1) the need for and the overall practical utility of the data collection can be evaluated in advance, as part of the review of the proposed plan, but (2) the agency cannot determine the details of the specific individual collections until a later time.”

Generic Information Collection Definition

Three important traits:

1. Voluntary
2. Low-burden
 - *Overall burden*
 - *Total respondents*
 - *Burden per respondent*
3. Uncontroversial

Fast-Track Collection Parameters

In addition to the three traits of a generic, fast-tracks must also adhere to the following parameters:

- Collection is focused on the awareness, understanding, attitudes, preferences, or experiences of customers or stakeholders
- Simple survey or survey-like instrument
- Statistical rigor is not required to process responses
- Policy or funding decisions will not be made as a direct result of collection findings
- Results of the collection will not be published or disseminated to the public

Clearance Process

Seeking OMB approval for a generic clearance and fast-track collections



Example Scenario

Customer Satisfaction Surveys

The Department of Veterans Affairs wants to ask patients at different facilities about their satisfaction with different parts of their health care experience in order to identify early warning signs of customer dissatisfaction. They would like to be able to vary the questions asked by situation and service site as new/different services are made available to customers throughout the year.

Step 1: Generic Clearance Approval

- Prepare the generic collection package and comply with the PRA's public notice requirements
 - Supporting statement addresses the need for the generic strategy, the method of collection, the types of respondents, the estimated burden cap, and agency's intended use of the information collected
 - Publication of 60-Day Federal Register Notice
 - Publication of 30-Day Federal Register Notice
- Submit the package to OMB
- OMB approves the generic collection

Step 2: Fast-Track Collection Submission

- Develop the fast-track collection instrument
- Prepare the “one-pager” justification
- Submit the instrument and one-pager to OMB
- Receive approval for the instrument
- Expect a 5-day turn-around!
- Repeat as necessary

Step 3: Extend Clearance

- If needed, before the OMB Control Number expires you may extend the generic clearance by going through the regular extension process
- Continue to submit one-pagers for the fast-track collections corresponding with the generic clearance



Generic Clearance

0704-XXXX

Fast-Track Collection

Fast-Track Collection

Fast-Track Collection

Fast-Track Collection

A top-down view of a desk with various office items including smartphones, papers, a coffee cup, and a tablet. The background is a light, neutral color. The text is centered in the lower half of the image.

Department-Wide Generic

0704-0553



Thank you!

Office of Information Management

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