

ALARACT 014/2024

DTG: R 082141Z MAR 24

UNCLAS

SUBJ/ALARACT 014/2024 – INFORMATION COLLECTIONS (ARMY INTERNAL SURVEYS)

THIS ALARACT MESSAGE HAS BEEN TRANSMITTED BY JSP ON BEHALF OF HQDA/OCIO

1. (U) REFERENCES:

1.A. (U) 5 CFR 1320, CONTROLLING PAPERWORK BURDENS ON THE PUBLIC (AVAILABLE AT [HTTPS://WWW.ECFR.GOV/](https://www.ecfr.gov/))

1.B. (U) DODI 8910.01, DOD IMPLEMENTATION OF THE PAPERWORK REDUCTION ACT (AVAILABLE AT [HTTPS://WWW.ESD.WHS.MIL/](https://www.esd.whs.mil/))

1.C. (U) AR 25–98, INFORMATION MANAGEMENT CONTROL REQUIREMENTS PROGRAM

2. (U) EFFECTIVE IMMEDIATELY THE ARMY WILL COMPLY WITH ADMINISTRATIVE AND REGULATORY POLICY IN REFERENCES 1.A THROUGH 1.C.

3. (U) GUIDANCE.

3.A. (U) AN INFORMATION COLLECTION (IC) IS ANY COMMUNICATION OR REPRESENTATION OF KNOWLEDGE SUCH AS FACTS, DATA, OR OPINION IN ANY MEDIUM OR FORM. INFORMATION COLLECTIONS ARE ANY WRITTEN REPORTS, APPLICATIONS (FORMS), SCHEDULES, SURVEYS (INCLUDING FOCUS GROUPS), QUESTIONNAIRES, REPORTING, OR RECORDKEEPING REQUIREMENTS IN ANY FORMAT AND COLLECTED THROUGH ANY MEDIA.

3.B. (U) A SURVEY IS A SYSTEMATIC COLLECTION OF SPECIFIC INFORMATION USING PERSONAL OR TELEPHONIC INTERVIEWS OR SELF-ADMINISTERED QUESTIONNAIRES, IN PAPER OR DIGITAL FORMAT, FROM A SAMPLE OF 10 OR MORE PERSONS. SURVEYS MAY ELICIT CHARACTERISTICS OF A GIVEN POPULATION, INCLUDING ATTITUDES, OPINIONS, BEHAVIOR, AND RELATED DEMOGRAPHIC, SOCIAL, AND ECONOMIC DATA IDENTICAL TO QUESTIONS THAT ARE TO BE USED FOR STATISTICAL COMPILATIONS FOR RESEARCH OR POLICY ASSESSMENT PURPOSES.

3.C. (U) THIS ALARACT IS APPLICABLE FOR DEPARTMENT OF THE ARMY (DA) INTERNAL SURVEYS ORIGINATING WITHIN THE DA THAT FOCUS ON DA SOLDIERS AND DA CIVILIANS ONLY.

3.D. (U) FOR GUIDANCE AND ASSISTANCE ON SURVEYS THAT COLLECT INFORMATION FROM MEMBERS OF THE PUBLIC (THAT IS, THE AUDIENCE TO BE SURVEYED IS A GOVERNMENT CONTRACTOR OR ANYONE OF DA AUTHORITY), CONTACT THE IC BRANCH VIA EMAIL AT [USARMY.BELVOIR.HQDA-CIO.MBX.INFO-COLLECTIONS@ARMY.MIL](mailto:USARMY.BELVOIR.HQDA-CIO.MBX.INFO-COLLECTIONS@ARMY.MIL).

#### 4. (U) BACKGROUND.

4.A. (U) THE U.S. ARMY ENTERPRISE SERVICES AGENCY, ARMY RECORDS MANAGEMENT DIRECTORATE (ARMD) HAS OVERSIGHT AND CONTROL OVER ARMYWIDE INFORMATION COLLECTIONS REQUIREMENTS.

4.B. (U) ARMD, INFORMATION COLLECTIONS BRANCH, INFORMATION MANAGEMENT CONTROL OFFICER (IMCO) OVERSEES THE MANAGEMENT, CONTROL, PROCESSING, AND TRACKING OF ARMY INTERNAL SURVEYS AND SERVES AS THE TECHNICAL ADVISORS TO PROGRAM MANAGERS AND ACTION OFFICERS. ARMD IS THE APPROVAL AUTHORITY FOR ARMY INTERNAL SURVEYS LEADING TO THE ISSUANCE OF THE SURVEY CONTROL NUMBER (SCN).

4.C. (U) PER REF 1C, PARA 6–2A, TO AVOID OVERBURDENING SOLDIERS AND DA CIVILIANS, ALL SURVEYS REQUIRE A FORMAL REVIEW AND DETERMINATION BY THE IC OFFICE FOR NEED, ADEQUACY, DESIGN, ECONOMY OF PREPARATION, AND USE. INFORMATION COLLECTIONS MUST BE ESSENTIAL TO MISSION REQUIREMENTS AND THE BURDEN MUST BE WORTH THE BENEFIT OF THE RESULTS OF THE COLLECTION.

5. (U) APPROVED SURVEY PLATFORMS ARE MILSURVEY AT [HTTPS://WWW.MILSUITE.MIL](https://www.milsuite.mil) AND MAX SURVEY AT [HTTPS://WWW.MAX.GOV](https://www.max.gov). COMMERCIAL PLATFORMS MUST BE APPROVED BY HEADQUARTERS DEPARTMENT OF ARMY DEPUTY CHIEF OF STAFF, G–6.

#### 6. (U) UNAUTHORIZED SURVEYS.

6.A. (U) AN UNAUTHORIZED SURVEY IS A SURVEY THAT HAS BEEN SENT TO AN OFFICIAL ARMY ADDRESS/EMAIL OR THROUGH OTHER FORMS OF COMMUNICATION AND DOES NOT HAVE A CURRENT AND APPROVED LICENSED SCN.

6.B. (U) REPORT CONTROL SYMBOL OR OMB CONTROL NUMBER. IF PERSONNEL RECEIVE AN UNAUTHORIZED SURVEY, THEY SHOULD NOTIFY THEIR CHAIN OF COMMAND AND CONTACT THE ARMD INFORMATION

COLLECTIONS BRANCH TO REQUEST FURTHER GUIDANCE AND INSTRUCTIONS.

7. (U) ANY IC REQUEST THAT INVOLVES OR INCLUDES SUBJECTS BASED ON THE CURRENT ADMINISTRATION PRIORITIES ARE LOCATED AT [HTTPS://WWW.ESD.WHS.MIL/DIRECTIVES/COLLECTIONS/RESOURCES/](https://www.esd.whs.mil/directives/collections/resources/). UNDER RESOURCES AND TOOLS CLICK ON PAPERWORK REDUCTION ACT (PRA) COVERAGE FOR MILITARY AND CIVILIAN PERSONNEL. PUBLIC SURVEYS REQUIRE A FORMAL REVIEW, PROCESSING, ASSESSMENT, AND DETERMINATION BY THE DEPARTMENT OF DEFENSE (DOD) OFFICE OF INFORMATION MANAGEMENT, WASHINGTON HEADQUARTERS SERVICE.

8. (U) ARMY SURVEY REQUIREMENTS.

8.A. (U) IN ORDER TO ADMINISTER AN ARMY SURVEY, THE FOLLOWING DOCUMENTS ARE REQUIRED (IT IS STRONGLY ENCOURAGED TO CALL OR EMAIL THE IC OFFICER PRIOR TO THE START OF A SURVEY PACKAGE):

8.A.1. (U) A COMPLETED DA FORM 7799 (REQUEST FOR APPROVAL OF INFORMATION MANAGEMENT REQUIREMENT).

8.A.2. (U) THE FINAL VERSION OF THE SURVEY QUESTIONS.

8.A.3. (U) A COST ANALYSIS, WHICH IS AN ESTIMATED ACCOUNT OF RESOURCES EXPENDED FOR THE STUDY (DOD COST GUIDANCE PORTAL LINK LOCATED AT [HTTPS://COSTGUIDANCE.OSD.MIL](https://costguidance.osd.mil)).

8.A.4. (U) ANY SUPPLEMENTAL INFORMATION (INSTITUTIONAL REVIEW BOARD, INFORMATION SECURITY, OPERATIONS SECURITY, AND PUBLIC RELEASE CLEARANCE), IF APPLICABLE.

8.B. (U) FOR ACADEMIC SURVEYS, SPONSORSHIP BY A GENERAL OFFICER AND/OR SES IS REQUIRED.

9. (U) STARTING FISCAL YEAR (FY) 2024, AN ANNUAL TASKER WAS DEVELOPED AND WILL BE RELEASED WITHIN 1 WEEK OF THIS ALARACT THAT WILL REQUEST A LIST OF ALL ARMY INTERNAL SURVEYS CONDUCTED DURING FY2023 AS WELL AS A LIST OF SURVEY TOPICS YOUR COMMAND PROPOSES TO CONDUCT DURING FY2024.

10. (U) FOR IC QUESTIONS, GUIDANCE, REVIEW, AND APPROVAL, CONTACT ARMD IMCO VIA EMAIL AT [USARMY.BELVOIR.HQDA-CIO.MBX.INFO-COLLECTIONS@ARMY.MIL](mailto:USARMY.BELVOIR.HQDA-CIO.MBX.INFO-COLLECTIONS@ARMY.MIL).

11. (U) THIS ALARACT MESSAGE EXPIRES ON 6 MARCH 2025.

ATTACHMENT:  
ARMY SURVEY EXEMPTIONS

## **6–5. Army internal survey exemptions**

The following categories of Army internal surveys are exempt from formal review and licensure:

- a.* Presidential.
- b.* Legislative branch.
- c.* Judicial branch.
- d.* OMB budgetary.
- e.* Information collected during the conduct of a Federal criminal investigation or prosecution, or during the disposition of a particular criminal matter in accordance with 44 USC 3518(c)(1).
- f.* Information collected during the conduct of a civil action to which the United States or any official or agency thereof is a party, or an administrative action or investigation involving an agency against specific individuals or entities in accordance with 44 USC.
- g.* Information collected during intelligence activities authorized pursuant to EO 12333, Section 3–5(g) as amended or successor orders, or during the conduct of cryptologic activities that are communications security activities pursuant to 44 USC.
- h.* Information collected by operationally deployed units or forces supporting a contingency operation for the purpose of directly assisting frontline operations.
- i.* Information collected during Army support of domestic and international emergency operations and incidents.
- j.* Information the DA or DOD Office of the Inspector General collected under its authority to conduct official investigations, inspections, and inquiries.
- k.* Reports of audit.
- l.* Information collected during internal review, personnel security investigations, investigation of charges, a complaint, a claim, or a violation of law or regulation, including questionable intelligence activities.
- m.* Comments, concurrence, coordination, or PIAs that are part of the routine coordination or clearance of proposed actions or publications, and recommendations or evaluations as to proposed plans, policies, procedures, organizations, missions, publications, agenda, curriculums, or courses of action.
- n.* Cost estimate solicitations, routine budget requests, independent cost estimates, or independent cost assessments that are part of routine acquisition program management, as well as all data, documents, and exhibits submitted as part of the planning, budgeting, and execution process in support of developing budgets.
- o.* Financial disclosure statements.
- p.* Nominations or recommendations for awards or positions.
- q.* Personnel records and requests for personnel records, including employment, medical, and dental records or documents.
- r.* Facts or opinions from individuals (including individuals in control groups) under treatment or clinical examination.
- s.* On-site evaluations, summaries, or assessments concerning a conference, convention, symposium, meeting, seminar, class, working group, or workshop.
- t.* Copies of previously established information collections, or records or data generated automatically that do not impose cost on responding Army organizations or other DOD components.
- u.* Surveys and focus groups where information is collected from 99 or fewer potential respondents in one calendar year, none of these potential respondents is a senior leader or member of a vulnerable population, and no sensitive questions are asked.
- v.* Examinations designed to test the aptitude, abilities, or knowledge of the persons tested and the collection of information for selection, identification, or classification in connection with such examinations.
- w.* One-time special, time urgent, high-priority data collection with minor respondent burden.
- x.* Other types of collections, as determined at the discretion of RMDA, the DA approval authority, including surveys with a very narrow programmatic focus (such as equipment surveys, customer feedback surveys, on-site training and/or course evaluations), surveys administered to select or classify individuals into occupations, and health assessments for clinical purposes.