Figure 5

RFR Process

Request Received

Determine validity of RFR. — Notify OMB → Handle outside of RFR process or notify sender that it's not an RFR.

- Determine Info Owner and Assign Case Manager
- Tracking Number is RFC # w/ 'A'.
- Create database entry.
- Notify: 1-sender of receipt; 2-IQG Community (offer to participate.)
- Post to Web site.
- Notify OMB.

Identify Congressional or "other" outside interests.

Is there conflict of interest for any panel member?

Designate replacement panel member.

Develop briefing summary & pre-brief panel members to obtain decision of whether to consider appeal.

Will RFR appeal be considered?

— yes → Information owner develops recommendation for response, w/ corrective action, if applicable. Pre-brief panel members w/ options and recommendation.

no ↓

Prepare draft "no action" response for Panel Chair to send to submitter.

RFR is closed.

Check w/ OMB for any concerns

Convene panel (in person or teleconference) to reach decision on response. Panel appoints steward for corrective action, if applicable.

Prepare draft response based on Panel decisions; obtain Panel approval of draft.

Return edits to panel for review and approval.

NOTE:
Transmission to OMB should include summary information from the IQG tracking database along with draft to be reviewed.

Quality staff submits draft response to OMB for review and approval.

OMB responds to Quality Staff with requested changes or approval. — Review requested edits. → Panel Chair and Quality Staff make changes as requested, information owner involved if warranted.

All approvals in place; Panel Chair sends response to submitter.

Final response posted to IQG Web site. All database entries completed and corrective actions noted for follow-up if necessary.

Corrective actions completed. Submitter and panel members notified.

RFR closed.