



ROCIS HOW TO GUIDE FOR AGENCY USERS OF THE
E.O. 12866 MODULE
(REGULATORY REVIEW)

February 12, 2021

Regulatory Information Service Center (RISC)

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1. LOGGING IN/OUT

Point your browser to [the ROCIS website \(www.rocis.gov\)](http://www.rocis.gov) to login to the system. Read the For Official Use Only message and click the button to proceed.

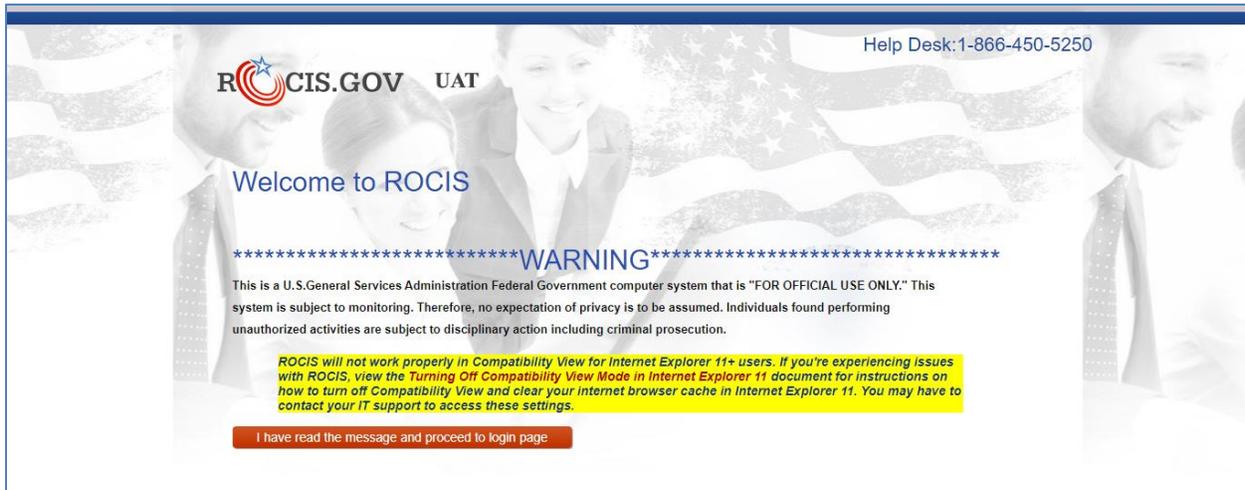


Figure 1.1: For Official Use Only Warning Screen

MAX.gov provides user identity authentication services to ROCIS including ID/password validation, 2-factor authentication and PIV/CAC card access. All ROCIS users will need a MAX.gov account to access ROCIS. If you do not have a MAX.gov account, please register at [the MAX.gov website \(https://portal.max.gov/portal/home\)](https://portal.max.gov/portal/home).

Click the Login button on the next screen to verify your identity with MAX.gov.

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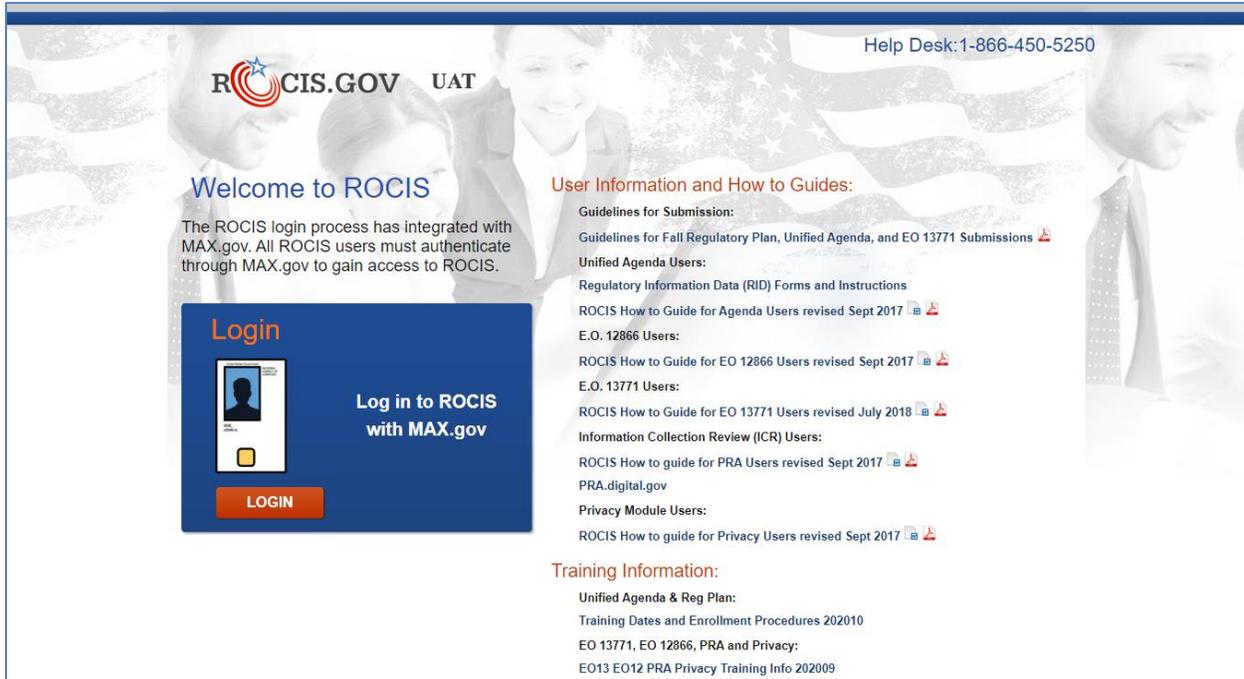


Figure 1.2: Login Screen

Logging in to MAX.gov with your PIV/CAC card satisfies the ROCIS multi-factor authentication requirement. If you login to MAX.gov with your user ID and password, you will be required to provide a second authentication factor, either using an authenticator app or via text message on your mobile device.

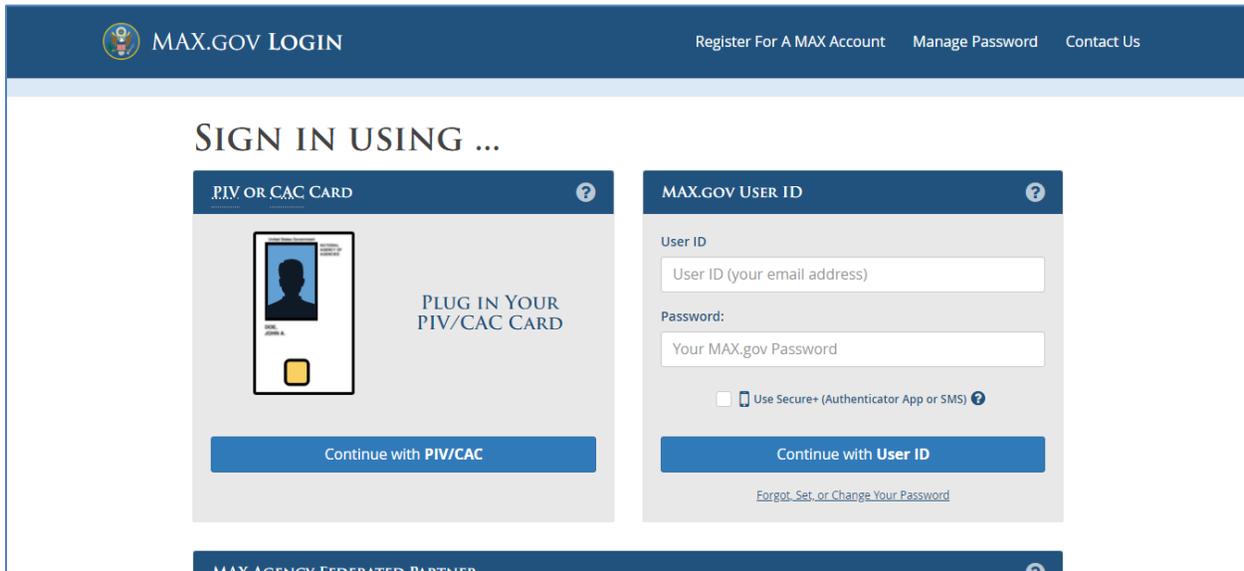


Figure 1.3: MAX.gov Login Screen

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After successfully logging in to MAX.gov, you will be redirected to ROCIS.

The EO 12866 Regulatory Review functionality is part of the Agenda/Regs module of ROCIS. Click the arrow for 'Agenda/Regs' to continue.

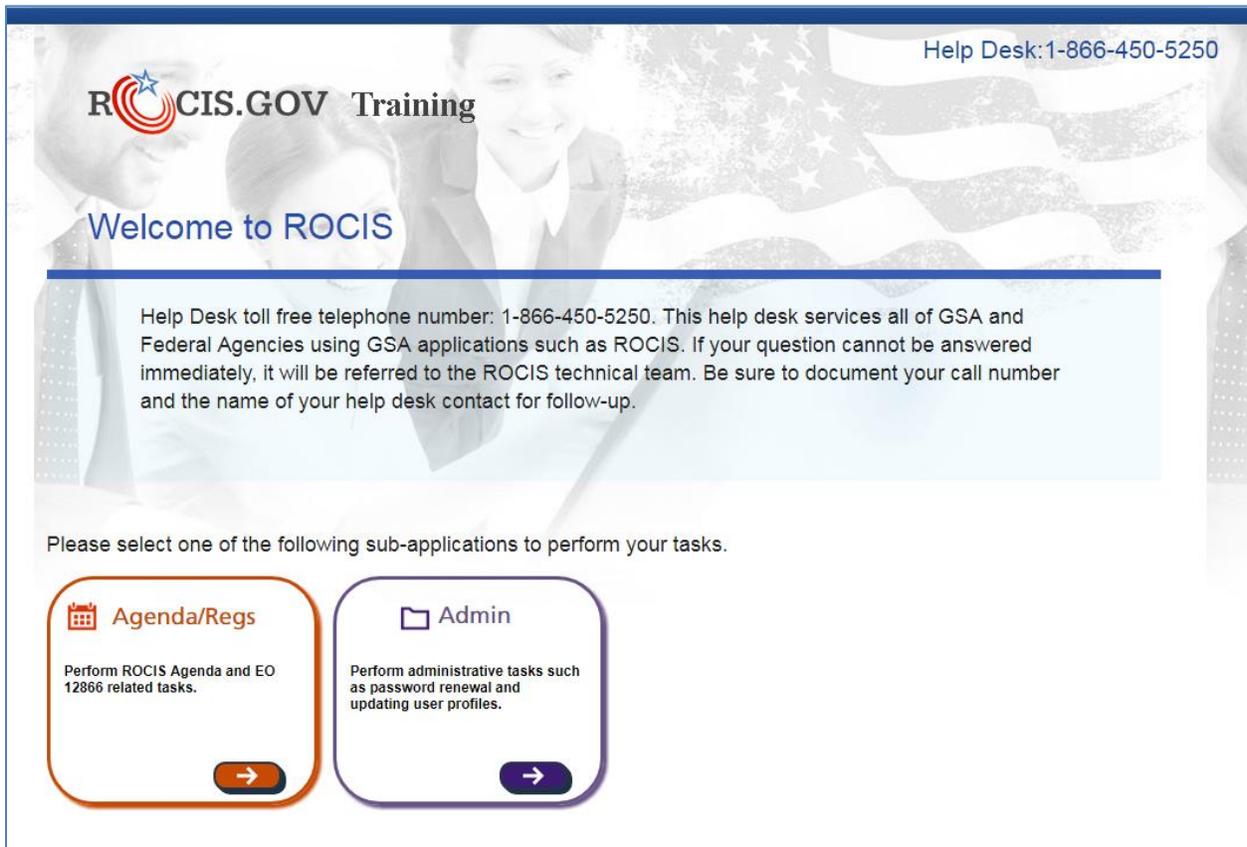


Figure 1.4: ROCIS Landing Page

Click the Logout link at the top, right corner of any ROCIS page to logout of ROCIS.

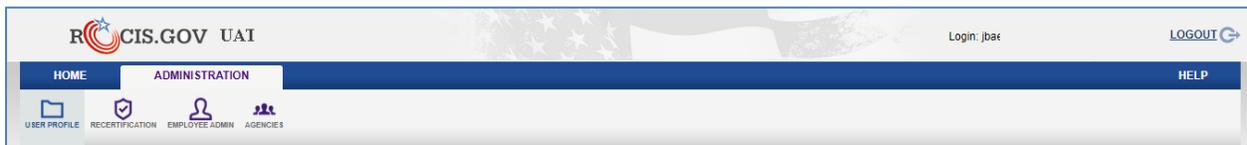


Figure 1.5: Logout Link

Logging out of ROCIS does not automatically log you out of MAX.gov. Your MAX.gov session may still be active which means that you can log back in to ROCIS without having to re-verify your identity in MAX.gov. To protect your privacy, close all browser windows when you are finished, especially if you are using a public computer. By taking these steps, you ensure the security and privacy of your agency's data in ROCIS.

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On the next screen, click the MAX Logout button to log out of MAX.gov. This will require you to log back in to MAX.gov before the next time you access ROCIS. Click the ROCIS Login button to log back in to ROCIS.

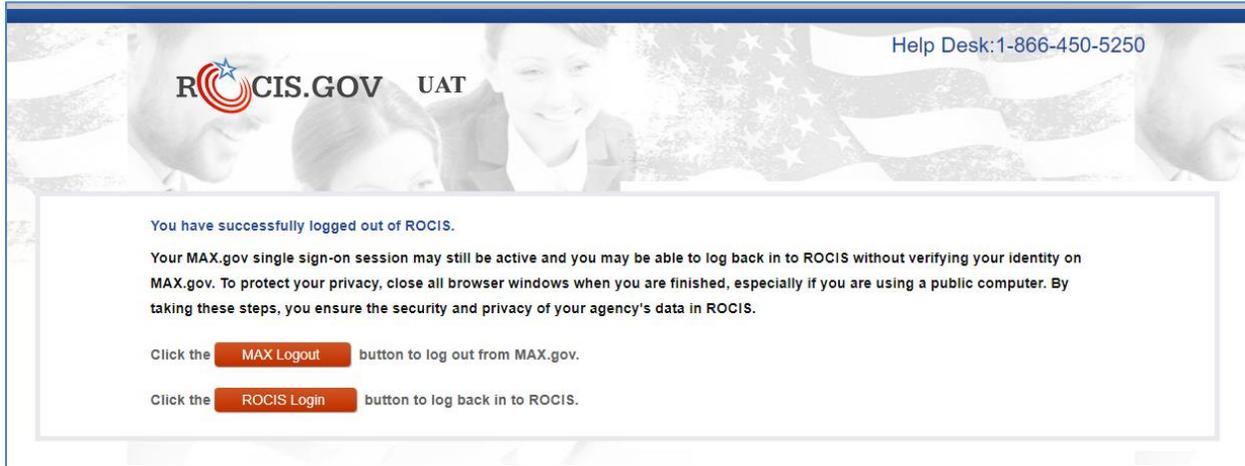


Figure 1.6: Logout Screen

2. YOUR USER PROFILE

Take a moment to review your user profile. Click the Administration tab. Then click the User Profile icon in the Administration toolbar. The User Profile page provides you a place to view and update your user information.

The screenshot shows the ROCIS.GOV UAI interface. The top navigation bar includes links for HOME, AGENDA/REGS, EO 13774, PAPERWORK REDUCTION ACT (PRA), ADMINISTRATION (circled in red), and HELP. Below this is a toolbar with icons for USER PROFILE (circled in red), CHANGE PASSWORD, RECERTIFICATION, EMPLOYEE ADMIN, OIRA EMPLOYEE, and AGENCIES. The main content area is titled 'User Detail' and contains several sections: Personal Information, Account Information, Communications, Address, and User Roles. The Personal Information section includes fields for Prefix, First Name (Sonny), Middle Name, Last Name (Day), Suffix, Title, Agency / Sub Agency (HHS), Agency (0900 HHS), and Sub Agency. The Account Information section shows Employee Number (138677), User Login (sday1), and User Encrypted Password (2kGgumglkC37A). The Communications section includes Telephone (703-491-0888), TDD, Fax, and E-Mail (sday@noemail.com). The Address section includes Street Address, City, State (Search or select), and Zip. The User Roles section shows a list of roles, including AUTHORIZED PAPERWORK CONTACT (APC) for various agencies like HHS, PHS, HRSA, PSC, FDA, HBA, IHS, AHRQ, CDC, and TSDR. At the bottom of the form are 'SAVE' and 'CANCEL' buttons.

Figure 2.1: User Profile Icon and User Detail Screen

Please verify and make appropriate changes to any information, paying particular attention to your telephone number and email. Save your information. The 'Save' button is located at the bottom of the screen.

Remember to the User Profile to modify your personal information, such as your phone number or e-mail address, whenever changes occur.

Your profile will also display the role(s) that have been assigned to your user id. A list of the agency EO Reg Review roles can be found in Appendix A.

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To leave the User Profile page, scroll to the bottom and click 'Save' (if you changed anything) or 'Cancel'. This will take you back to the ROCIS Employee Administration screen.

3. USER/CONTACT SEARCH

The purpose of the Employee Administration screen is to allow ROCIS users to find other ROCIS users via the search capability. For instance, if you would like to send another ROCIS user an e-mail, you are able to search by the user's agency, role and/or name.

The screenshot displays the 'ROCIS Employee Administration' interface. At the top, there is a navigation bar with 'HOME', 'AGENDA/REGS', and 'ADMINISTRATION' tabs. Below this is a sub-navigation bar with icons for 'USER PROFILE', 'RE-CERTIFICATION', 'EMPLOYEE ADMIN', 'OIRA EMPLOYEE', and 'AGENCIES'. The main content area is titled 'ROCIS Employee Administration' and contains a search form. The form has two columns of input fields. The left column includes: 'User ID' (text input), 'Profile Agency' (dropdown with search), 'SubAgency' (dropdown with search), 'Role' (dropdown with search), 'Assigned Role Agency' (dropdown with search), and 'Assigned Role SubAgency' (dropdown with search). The right column includes: 'Last Name' (text input), 'First Name' (text input), and 'Employee Number' (text input). Below these fields is a 'Search Range' section with three radio buttons: 'Users' (selected), 'Contacts', and 'Both Users and Contacts'. At the bottom of the form are two buttons: 'SEARCH' and 'CREATE A NEW CONTACT'. Below the form is a table with the following columns: Agency, Name, Emp No, User ID, Phone Number, Email, Inactivate, and Locked. The table is currently empty, displaying 'No data available in table' and 'Showing 0 to 0 of 0 entries'.

Figure 3.1: Employee Administration Screen

If you are the Primary Unified Agenda POC for your agency, it is a good idea to periodically check the authorized users for your agency. Simply choose the desired role (RRP, EORC and/or RPDU) and your Assigned Role Agency and click the Search button. If there are people who have left your agency and still have active accounts, please contact the Help Desk so that the accounts can be inactivated and locked.

When you have satisfied your ROCIS administrative functions, click on the Agenda/Regs tab to return to the EO 12866 module.

4. USER RECERTIFICATION

Any user acquiring a ROCIS production account must sign a security agreement provided by RISC. The ROCIS system requires that users recertify the terms of the security agreement every year.

Two weeks before your security agreement anniversary date, ROCIS will begin to remind you that you will need to recertify. The Recertification icon can be found under the Administration tab.

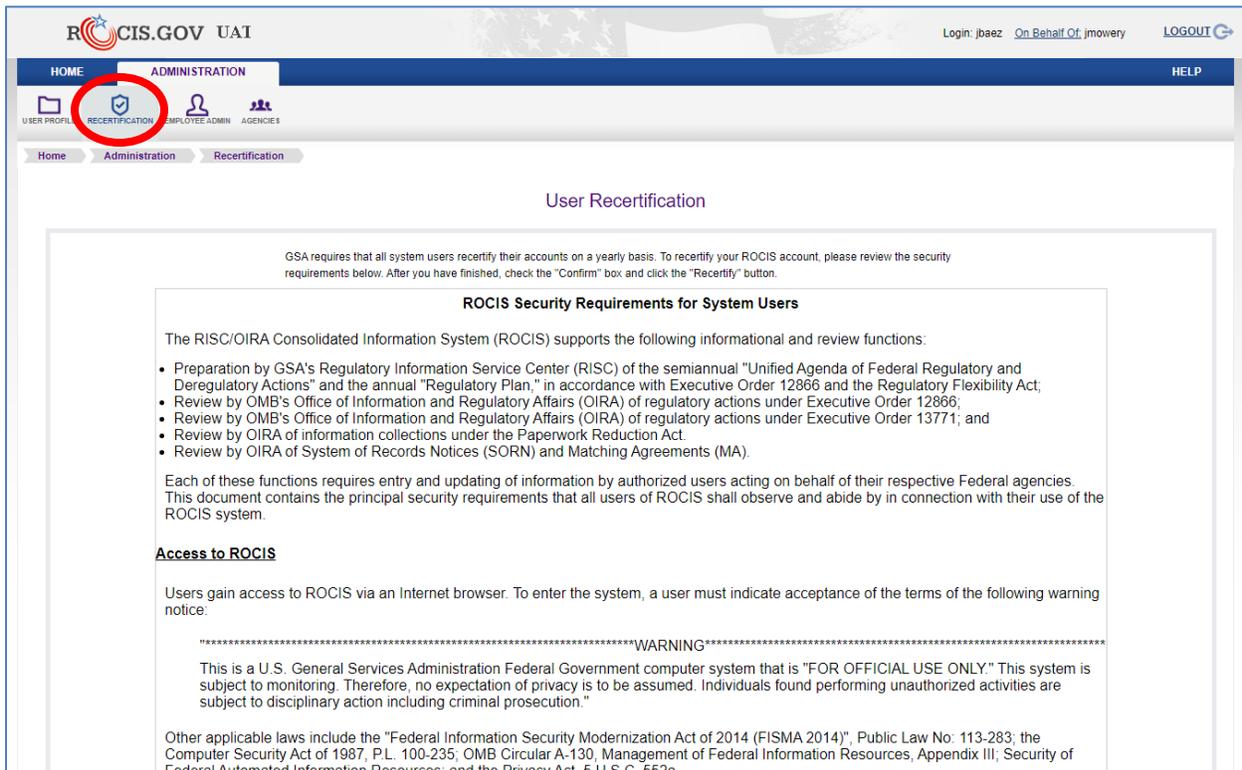


Figure 4.1: Recertification Icon in Administration Toolbar

The latest version of the ROCIS Security Agreement is displayed on the Recertification screen. After reviewing the page, check the 'Confirm' box and click the Recertify button. After successfully logging in to MAX.gov, your recertification anniversary date will be updated in ROCIS.

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have access to sensitive or proprietary information in the system.

Rules for Behavior

All authorized governmental and contractor users of ROCIS will be responsible for data protection, including maintaining the confidentiality and integrity of sensitive data from unauthorized or accidental disclosure, misuse, or alteration. Users will be held accountable for their interactions with ROCIS and its data. Compliance with these rules will be enforced through sanctions commensurate with the level of infraction. For infraction violations, disciplinary actions may include a verbal or written warning, removal of system access for a specific period of time, reassignment to other duties, or termination, depending on the severity of the violation.

General Requirements:

- Users shall be familiar with the ROCIS security and operational policies and practices and with any corresponding requirements of their agency. Users must promptly notify GSA-IT, RISC, OIRA and, if appropriate, other Federal agency security personnel, of any security incident(s) related to ROCIS.
- Users must attend ROCIS training and their agency's security instruction as required. Users must maintain an awareness of threats to the ROCIS application, server hardware, or data. Users must maintain familiarity with the functionality and proper use of ROCIS.
- ROCIS will track actions of users through audit trails. Individuals will be held accountable for their actions on the system and for any accesses made with their user names and passwords.
- Users shall not upload data into ROCIS from files created on other systems unless they have first been scanned by an antivirus protection system.
- Users shall report security incidents via procedures outlined within the GSA IT Security Procedural Guide: Incident Response, CIO-IT Security-01-02.

Use and Protection of Data:

- Users must access ROCIS only through authorized interfaces.
- Users shall not attempt to view, change, or delete data, or to perform any other actions in ROCIS, unless authorized to do so.
- Users must control access to their personal computers whenever they are logged into ROCIS. Users should terminate their connections to ROCIS immediately upon completion of their work in the system and whenever their personal computers will be unattended.

Personally Identifiable Information (PII):

- DO NOT enter any personally identifiable information (PII) into ROCIS.
- This includes data entered in ROCIS fields and the content of documents uploaded to ROCIS.
- Most ICR data entered and documents uploaded into ROCIS are displayed on Reginfo.gov (public website).

Confirm:

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Figure 4.2: User Recertification Screen (Bottom)

If you do not recertify through the process above BEFORE your anniversary date, ROCIS will automatically send you to the 'User Recertification' screen the next time you log in. If you do not recertify, you will be logged out. This process will be repeated until you complete the Recertification process.

When you have satisfied your ROCIS administrative functions, click on the Agenda/Regs tab to return to the EO 12866 module.

5. AGENCY INBOX AND THE NAVIGATION TOOLBAR

At the top of the screen is a tab for each of the ROCIS modules you have access to. Each module has its own set of tabs/icons that work like drop-down menus. Wave your mouse cursor over a tab or icon to view menu options. If no options appear, click the tab/icon to navigate to that location. These rows of tabs/icons are referred to as the Navigation Toolbar.

ROCIS provides all users with an Inbox menu for tracking the progress EO 12866 requests. The menu includes different lists, each of which is discussed below. Wave your mouse cursor over the Inbox icon in the navigation toolbar to access the various sections:

1. Unsubmitted EO List – Includes requests that have been created in ROCIS, but have not been submitted to OIRA for review. It also includes requests that were submitted and then unsubmitted in ROCIS. These requests may also be deleted from ROCIS (not reversible, cannot be recovered).
2. Submitted EO List – Includes requests that have been submitted to OIRA for review, but have not been accepted by OIRA in ROCIS. These requests may be unsubmitted which moves them back to the Unsubmitted EO List.

Submissions will normally remain in the Submitted EO List for two business days. If OIRA does not intervene, they are automatically received by ROCIS. OIRA has the ability to override this process by delaying the request or accepting the submission sooner.

3. Received EO List – Includes requests received by OIRA in ROCIS. The review starts when the request is received by OIRA. It also includes requests that have been opened for amendment by OIRA.

When the submission is received, it will appear on [the Reginfo.gov website \(www.reginfo.gov\)](http://www.reginfo.gov) as a pending review.

4. Concluded EO List – Includes requests for which OIRA has completed their review. Displays last 30 days of conclusions, by default.
5. Unpublished EO List – Includes approved requests that do not have the FR Publication Date entered in ROCIS.

Once OIRA approves the review, your Agency can publish the associated rulemaking document(s) in the Federal Register. Users with access to update the FR Publication Date for concluded EO packages (EORC and RRP users) have access to the 'Unpublished' list. This list will include approved, but not published, EO packages for RINs that have been, or will be, published in the Unified Agenda.

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The screenshot shows the ROCIS.gov UAI interface. The top navigation bar includes 'INBOX', 'RULES', 'AGENDA', 'SEARCH', 'AGENCY EO REVIEW', and 'REPORTS'. The 'INBOX' menu is circled in red, showing a list of options: 'Unsubmitted EO List', 'Submitted EO List', 'Received EO List', 'Concluded EO List', and 'Unpublished EO List'. The main content area displays the 'Unsubmitted EO Packages' list, which is a table with the following columns: Agency/Sub, Title, Stage of Rulemaking, Designation Request, EO Review Status, and EO Review Status Date. The table contains 10 entries, with the first entry being '0938-AN15' from '0938 HHS/CMS' with the title 'Part A Premiums for Calendar Year 2005 for the Uninsured Aged and for Certain Disabled Individuals Who Have Exhausted Other Entitlement (CMS-8022-N)'. The 'EO Review Status' column shows 'CREATED' for the first entry and 'UNSUBMITTED' for others. At the bottom of the table, there is a pagination control showing 'Showing 1 to 10 of 29 entries' and buttons for 'First', 'Previous', '1', '2', '3', 'Next', and 'Last'.

Agency/Sub	Title	Stage of Rulemaking	Designation Request	EO Review Status	EO Review Status Date
0938-AN15	Part A Premiums for Calendar Year 2005 for the Uninsured Aged and for Certain Disabled Individuals Who Have Exhausted Other Entitlement (CMS-8022-N)	Notice Stage	SIGNIFICANT	CREATED	09/07/2004
0938-AN85	Notification Procedures for Hospital Discharges (CMS-4105-P)	Proposed Rule Stage	SIGNIFICANT	UNSUBMITTED	04/05/2005
0938-AN80	Extending Sunset Date for the Interim Final Regulation on Mental Health Parity (CMS-4094-F3)	Interim Final Rule Stage	SIGNIFICANT	UNSUBMITTED	04/12/2005
0938-ZA17	State Children's Health Insurance Program; Final Allotments to States, the District of Columbia, and U.S. Territories and Commonwealths for Fiscal Year 2002 (CMS-2251-N)	Notice Stage	SIGNIFICANT	CREATED	06/07/2005
0938-AN98	Medicare Prescription Drug Benefit; Low Income Benchmark Premium (CMS-4068-F3)	Interim Final Rule Stage	SIGNIFICANT	UNSUBMITTED	08/08/2005
0910-ZA31	Dental Devices; Classification of Dental Amalgam and Re-classification of Dental Mercury; Withdrawal of Proposed Rule	Prerule Stage	SIGNIFICANT	UNSUBMITTED	02/01/2008
0910-AF48	Substances Prohibited From Use in Animal Food or Feed to Prevent the Transmission of Bovine Spongiform Encephalopathy			CREATED	04/21/2008
0938-ZB03	Request for Information Regarding Sections 101 through 104 of the Genetic Information Nondiscrimination Act of 2008	Prerule Stage	SIGNIFICANT	UNSUBMITTED	07/22/2008
0991-AB47	State Long-Term Care Partnership Program: State Reciprocity Standard	Final Rule Stage	SIGNIFICANT	CREATED	08/20/2008
0938-AP58	Federal Financial Participation for Services Provided to Inmates of Public Institutions (CMS-2288-P)	Proposed Rule Stage	SIGNIFICANT	UNSUBMITTED	12/19/2008

Figure 5.1: Unsubmitted EO Packages List with Inbox Menu

You can sort any list by any of the columns. The first time a user clicks on the column heading, the column data is sorted. Click it again to reverse the sort order.

Each of the lists in your Inbox has a Filter List page. Click the Filter List button on any list to view the fields that you can filter that list on. For example, you can use the Concluded EO Package Filter page to expand the Concluded EO List and display requests concluded more than 30 days ago.

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The screenshot shows the ROCIS.gov UAI interface. At the top, there is a navigation bar with 'HOME', 'AGENDA/REGS', 'ADMINISTRATION', and 'HELP'. Below this is a secondary navigation bar with icons for 'INBOX', 'RULES', 'AGENDA', 'SEARCH', 'AGENCY EO REVIEW', and 'REPORTS'. The breadcrumb trail indicates the user is in 'Home > Agenda/Regs > Inbox > Concluded EO List'. The main content area is titled 'Concluded EO List' and shows a table with columns: Date Concluded, Concluded Action, RIN, Agency/Sub, Title, Stage of Rulemaking, Designation, Extended, Review Status, and EO Review Status Date. The table is currently empty, displaying 'No data available in table'. A 'FILTER LIST' button is circled in red, and a 'VIEW ALL' button is also visible. Below the table, there are pagination controls: 'Showing 0 to 0 of 0 entries', 'First', 'Previous', 'Next', and 'Last'. A note at the bottom states: 'List shows EO review packages that were concluded in the last 30 days.' The footer contains the copyright notice: 'Copyright 2020 GSA. All rights reserved.'

Figure 5.2: Concluded EO List with Filter List Button

The screenshot shows the 'Concluded EO Package Filter' screen in the ROCIS.gov UAI interface. The navigation and breadcrumb trail are the same as in Figure 5.2. The main content area is titled 'Concluded EO Package Filter' and contains a form with the following fields: 'Date Concluded (MM/DD/YYYY)' with a text input; 'Concluded Action' with a search or select dropdown; 'RIN' with a text input; 'Agency' with a search or select dropdown; 'Sub Agency' with a search or select dropdown; 'Title' with a long text input; 'Stage of Rulemaking' with a search or select dropdown; 'Designation' with a search or select dropdown; 'Extended' with a search or select dropdown; and 'Completed in' with a search or select dropdown. A red 'SUBMIT' button is located at the bottom of the form. The footer contains the copyright notice: 'Copyright 2020 GSA. All rights reserved.'

Figure 5.3: Concluded EO Package Filter Screen

Each list is display in pages with 10 requests per page, by default. Click the View All button on any list to view all of the requests in that list on one page.

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The screenshot displays the ROCIS.gov UAI interface. At the top, there is a navigation bar with 'HOME', 'AGENDA/REGS', 'ADMINISTRATION', and 'HELP'. Below this is a secondary navigation bar with icons for 'INBOX', 'RULES', 'AGENDA', 'SEARCH', 'AGENCY EO REVIEW', and 'REPORTS'. The breadcrumb trail shows 'Home > Agenda/Regs > Inbox > Concluded EO List'. The main content area is titled 'Concluded EO List' and shows a table with columns: 'Date Concluded', 'Concluded Action', 'RIN', 'Agency/Sub', 'Title', 'Stage of Rulemaking', 'Designation', 'Extended', 'EO Review Status', and 'EO Review Status Date'. The table is currently empty, displaying 'No data available in table'. A 'VIEW ALL' button is circled in red. Below the table, there is a pagination control showing 'Showing 0 to 0 of 0 entries' and buttons for 'First', 'Previous', 'Next', and 'Last'. A note at the bottom states 'List shows EO review packages that were concluded in the last 30 days.' The footer contains 'Copyright 2020 GSA. All rights reserved.'

Figure 5.4: Concluded EO List with View All Button

6. CREATING A REGULATORY REVIEW REQUEST

To create an EO Regulatory Review package for a rule, the rule must already be in the Unified Agenda, which is another module within the ROCIS system. You can search the rules in the agenda by selecting the 'Search' icon and then choosing the 'Rule Search'.

There are many different ways to search for the rule. If you already know the Regulatory Identifying Number (RIN), simply enter it in the appropriate box. In this example, the user has selected his agency (0900) and associated sub agency (0905), so all rules in the current agenda for that sub agency will be returned in the search result.

Figure 6.1: Rule Search Screen

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The first column on the resultant screen is a link to the rule in the most recent agenda it appears in. Click on the link to review the rule information from the agenda.

NOTE: Whenever a column heading is underlined (like RIN, Agency or Rule Title in this screen shot) it can be used as a sort key. The RINs will come up in order by agency code. If you want to change the sort order, click on the column heading and the output will be reversed. Click on it again, and the sort order will be reversed again.

Normally, ROCIS displays 10 items per page. In this example, there are two pages of results. If you want to see all of the results without pagination, click 'View All' and ROCIS will create one long list with all of the items.

To select a rule, click on the RIN link.

The screenshot displays the ROCIS.gov UAT interface. At the top, there is a navigation bar with 'HOME', 'ADMINISTRATION', and 'HELP'. Below this is a secondary navigation bar with icons for 'INBOX', 'RULES', 'AGENDA', 'SEARCH', 'AGENCY ED REVIEW', and 'REPORTS'. The main content area is titled 'Rule Search - Results' and shows search criteria for Agency (0905 - HHS/PHS) and Search Range (Current Agenda Only). The results table lists 10 entries with columns for RIN, Agency, Rule Title, and Pub ID. The first entry is 0905-ZB07 with Rule Title 'Aaa'. The page also includes a 'VIEW ALL' button and pagination controls.

<u>RIN</u>	<u>Agency</u>	<u>Rule Title</u>	<u>Pub ID</u>
0905-ZB07	0905	Aaa	
0905-ZB06	0905	Technical Assistance and Capacity Development Demonstration Grant Program for HIV/AIDS-Related Services in Highly Impacted Minority Communities	
0905-ZB05	0905	State and Territorial Minority HIV/AIDS Demonstration Grant Program	
0905-ZB04	0905	Notice Regarding Section 602 of the Veterans Health Care Act of 1992 Rebate Option	
0905-ZB03	0905	Mandatory Guidelines for Federal Workplace Drug Testing Programs	
0905-ZB02	0905	Announcement of Availability of Grants for Family Planning Research Project	
0905-ZB01	0905	Grants for Family Planning Research Projects	
0905-ZB00	0905	Availability of Grants for Adolescence Family Life Demonstration Projects - 7Million	
0905-ZA99	0905	Availability of Grants for Adolescence Family Life Demonstration Projects - \$1Million	
0905-ZA98	0905	Construction Grant for a National Center for Primary Care	

Figure 6.2: Rule Search Results

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When you select a rule, ROCIS will display the 'View Rule' screen. This screen reflects information about the rule that has been generated by ROCIS (like RIN Created Date) or entered by a user.

To begin an EO Reg Review package, choose the EO Package link from the Rules menu.

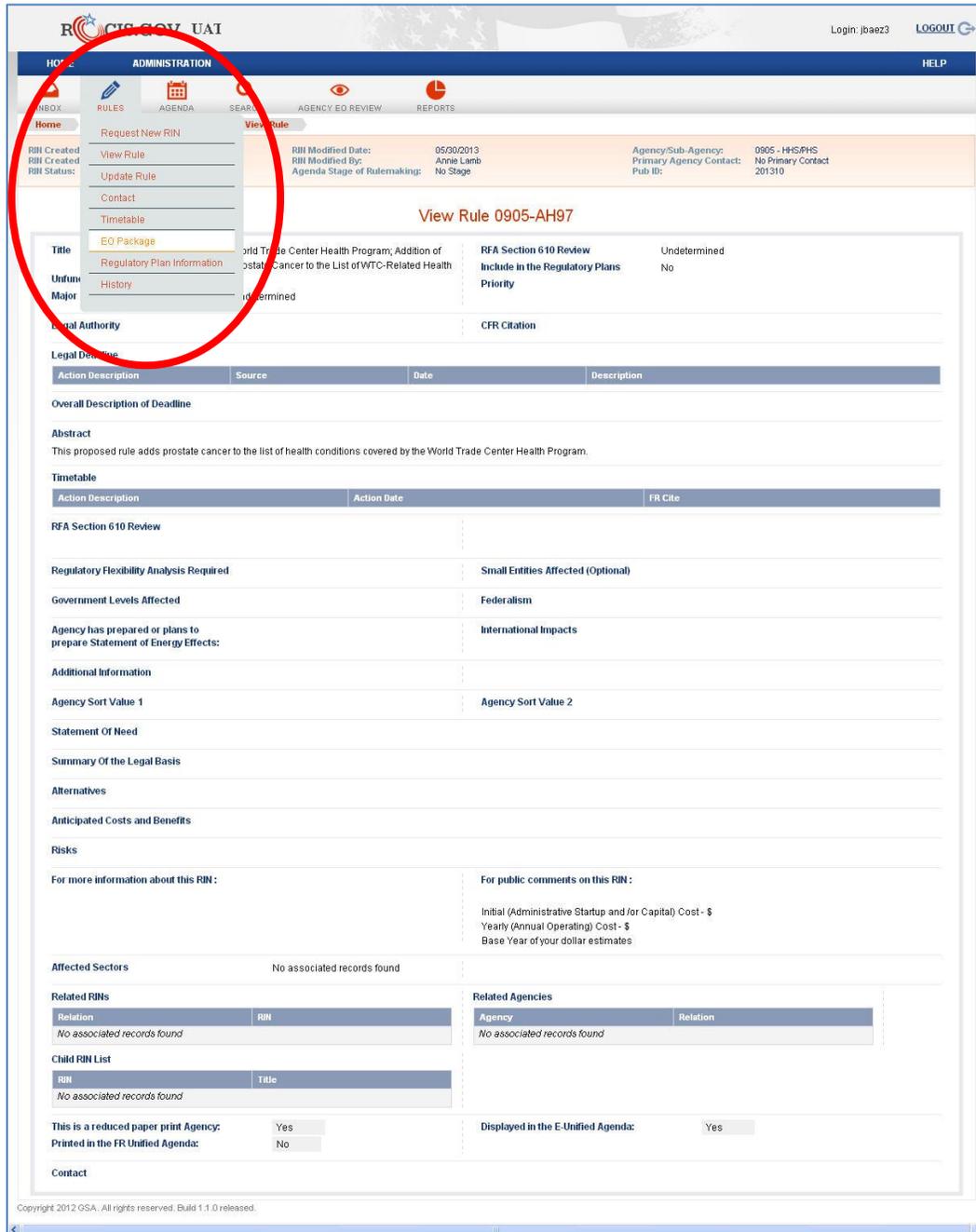


Figure 6.3: View Rule Screen

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ROCIS will navigate to the EO Review Packages screen for the rule that was selected.

There may have been other packages for this rule that were submitted to OIRA previously, and the review already concluded. These would be displayed on this screen and would have a conclusion date. If there are previously reviewed packages, you can continue.

ROCIS may also reflect an EO package here that has been submitted but is not yet concluded—it is still pending at OIRA. In that case, you should not create a new package. ROCIS will only allow one EO Review package per RIN to be pending at any given time.

In this example, there are no other packages, so the process can be continued by clicking on the 'Create EO Review Package' button.

The screenshot displays the ROCIS.GOV UAI interface. At the top, there is a navigation bar with 'HOME', 'ADMINISTRATION', and 'HELP'. Below this is a menu with 'INBOX', 'RULES', 'AGENDA', 'SEARCH', 'AGENCY EO REVIEW', and 'REPORTS'. The 'EO Package' option is highlighted in the breadcrumb trail. The main content area shows metadata for RIN 0905-AH97, including creation and modification dates, user names, and agency information. Below the metadata is a table titled 'EO Review Packages 0905-AH97' with columns for Tracking #, EO Stage of Rulemaking, Status, Status Date, Conclusion Action, Conclusion Date, Assigned Designation, and Designation Date. The table is currently empty, displaying 'No data available in table'. A red button labeled 'CREATE EO REVIEW PACKAGE' is positioned at the bottom of the table area. The footer contains the text 'Copyright 2012 GSA. All rights reserved. Build 1.1.0 released.'

Figure 6.4: EO Review Packages Screen with 'Create' Button

Once you click on 'Create EO Package', you will be presented with the EO Package screen for the rule that you selected. Most of the information needed for the package is copied from the Agenda and displayed to you in this screen.

ROCIS will save the EO package, and give you a confirmation message.

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HOME
HELP

AGENDA/REGS
PAPERWORK REDUCTION ACT (PRA)
PRIVACY
ADMINISTRATION

INBOX
OIRA INBOX
RULES
AGENDA
SEARCH
RIN UTILITIES
AGENCY EO REVIEW
OIRA EO REVIEW
REPORTS

Home
Agenda/Regs
Agency EO Review
EO Package

RIN: 0348-AB77 (201810) Agency/Sub Agency: 0348 OMB Tracking #:
 Stage of Rulemaking: Revision of Freedom of Information Act Regulations Submitted By: Submitted Date:

✔ EO Review Package was successfully created at 08/30/2018 14:56:40 PM.

EO Review Package 0348-AB77

Unfunded Mandates
No

Major
Undetermined

Priority
Substantive, Nonsignificant

Legal Authority
[5 U.S.C. 552\(a\)\(4\)\(A\)](#); [5 U.S.C. 552\(a\)\(6\)\(A\)\(i\)](#); [5 U.S.C. 552\(a\)\(6\)\(B\)\(v\)](#); [5 U.S.C. 552\(a\)\(6\)\(D\)](#); [5 U.S.C. 552\(a\)\(6\)\(E\)](#)

CFR Citation
[5 CFR 1303](#)

Legal Deadline

Action	Source	Date	Description
Final	Statutory	12/00/2016	Pub. L. 114-185, Sec 3

Overall Description of Deadline
 Pub. L. 114-185, signed into law on June 30, 2016, states at Sec. 3, "(a) IN GENERAL.—Not later than 180 days after the date of enactment of this Act, the head of each agency (as defined in section 551 of the United States Code) shall review the regulations of such agency and shall issue regulations on procedures for the disclosure of records under section 552 of title 5, United States Code, in accordance with the amendments made by section 2 [...]”

Abstract
 This proposed rule would revise OMB’s regulations found in title 5 of the Code of Federal Regulations (CFR) implementing the Freedom of Information Act (FOIA). These revisions are being proposed to implement the FOIA and incorporate the provisions of the OPEN Government Act of 2007, public law 11081 and the FOIA Improvement Act of 2016 public law 104231, as well as to streamline OMB’s FOIA regulations by structuring the text of the regulation in an order more similar to that of the Department of Justice’s (DOJ) FOIA regulation and the DOJ Office of Information Policy’s Guidance for Agency FOIA Regulations, thus promoting uniformity of FOIA regulations across agencies. Additionally, the regulations would be updated to reflect developments in the case law.

Next Timetable Action

Action Description	Action Date	FR Cite
NPRM		
NPRM Comment Period End		
Final Action		
Final Action Effective		

Regulatory Flexibility Analysis Required
Undetermined

Small Entities Affected
Businesses / Organizations

Government Levels Affected
None

Federalism
No

Agency has prepared or plans to prepare Statement of Energy Effects:
No

Designation Status

Agency Tracking Number: * EO Stage Of Rulemaking:

OIRA Designation: * Designation Request:

* Is this action related to the Tax Cuts and Jobs Act [Pub. L. 115-97]? Yes No
 1. Formally known as "An Act to provide for reconciliation pursuant to titles II and V of the concurrent resolution on the budget for fiscal year 2018"

* Is this action related to the Affordable Care Act [PPACA, P.L. 111-148 & 111-152]? Yes No

* Is this action related to the Dodd-Frank Act [Dodd-Frank Wall Street Reform and Consumer Protection Act, P.L. 111-203]? Yes No

* Does this rule require, authorize, or affect the creation, collection, use, processing, storage, maintenance, dissemination, disclosure, or disposal, by any entity, of personally identifiable information (see [OMB Circular No. A-130](#) for an explanation of this term)? Yes No

* International Impacts? Yes No

Primary Documents	Date Uploaded	Uploaded By
No associated records found		

Regulatory Impact Analysis Documents	Date Uploaded	Uploaded By
No associated records found		

Paperwork Reduction Act

* Does the rule contain ICRs? Yes No

New OMB Control Number Will Be Requested:

Existing OMB Numbers

* Denotes Required Field

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Figure 6.5: EO Review Package Screen

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Your package now exists, and is available for updates at any time. You can continue to work on it now, or you can log off of ROCIS and come back later.

The screenshot displays the 'Unsubmitted EO Packages' interface. At the top, there is a navigation bar with 'HOME', 'AGENDA/REGS', and 'ADMINISTRATION'. Below this is a sub-navigation bar with 'Home', 'Agenda/Regs', 'Inbox', and 'Unsubmitted EO List'. The main content area shows a table of packages. The first entry is highlighted in blue and has 'CREATED' circled in red in the 'EO Review Status' column. The table also includes columns for 'Date Created', 'RIN', 'Agency/Sub', 'Title', 'Stage of Rulemaking', 'Designation Request', and 'EO Review Status Date'. Below the table, there are pagination controls and a note: 'List shows all pending EO review packages (No Time Limit)'. A copyright notice 'Copyright 2015 GSA. All rights reserved.' is at the bottom.

Date Created	RIN	Agency/Sub	Title	Stage of Rulemaking	Designation Request	EO Review Status	EO Review Status Date
08/11/2017	1028-AC63	1029 DOI/OSMRE	Stream Protection Rule			CREATED	08/11/2017

Figure 6.6: Unsubmitted EO Packages List (with New EO Package)

7. LOCATING AN EXISTING REGULATORY REVIEW PACKAGE

We discussed how to create an EO Review package, your inbox and how to see a list of all unsubmitted packages. For this example, we will use the unsubmitted list to access the EO Reg Review package to be updated. To bring up the package for edit, click on the 'CREATED' in the EO Review status column. NOTE: If you click on the RIN, you will be transferred to the 'View Rule' screen.

Criteria: Status=(Created, Unsubmitted);

Date Created	RIN	Agency/Sub	Title	Stage of Rulemaking	Designation Request	EO Review Status	EO Review Status Date
08/12/2013	0905-AH97	0905 HHS/PHS	World Trade Center Health Program; Addition of Prostate Cancer to the List of WTC-Related Health			CREATED	08/12/2013
07/24/2013	0906-AA94	0906 HHS/HRSA	340B Orphan Drug Exclusion			CREATED	07/24/2013
03/05/2013	0910-AG85	0910 HHS/FDA	Electronic Docket; Agency Procedures for Handling Comments			CREATED	03/05/2013
05/10/2012	0991-ZA41	0991 HHS/IOS	Governance for a Nationwide Health Information Network	Notice Stage	SIGNIFICANT	UNSUBMITTED	
11/21/2011	0910-AF86	0910 HHS/FDA	Medical Device Reporting; Electronic Submission Requirements	Final Rule Stage	ECONOMICALLY SIGNIFICANT	UNSUBMITTED	02/08/2012
06/21/2011	0910-ZA41	0910 HHS/FDA	Request for Comments, Data, and Information on Sodium	Notice Stage	SIGNIFICANT	UNSUBMITTED	06/27/2011
05/24/2011	0920-ZA03	0920 HHS/ACDC	Privacy Act of 1974; System of Records	Notice Stage	SIGNIFICANT	UNSUBMITTED	05/26/2011
04/28/2011	0910-AG67	0910 HHS/FDA	Administrative Detention of Food for Human or Animal Consumption			CREATED	04/28/2011
09/15/2010	0950-AA16	0950 HHS/OIGIO	Review and Approval Process for Waivers for State Innovation	Proposed Rule Stage	SIGNIFICANT	UNSUBMITTED	09/15/2010
03/19/2010	0938-AP93	0938 HHS/CMS	Ambulatory Surgical Centers Conditions for Coverage: Same Day Services (CMS-3217-P)	Proposed Rule Stage	SIGNIFICANT	UNSUBMITTED	04/12/2010

Showing 1 to 10 of 25 entries

List shows all pending EO review packages (No Time Limit).

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Figure 7.1: Unsubmitted EO List Inbox

ROCIS will display the update screen for the EO package that was selected. Since most of the information was copied from the agenda, there is no data that needs to be added to this view of the package. However, the first two items below "EO Package" in the Agency EO Review menu indicate tasks that must be accomplished for all EO review packages, and the third is required if the rule is designated economically significant.

Click on the first of these items, the one labeled 'Contact'.

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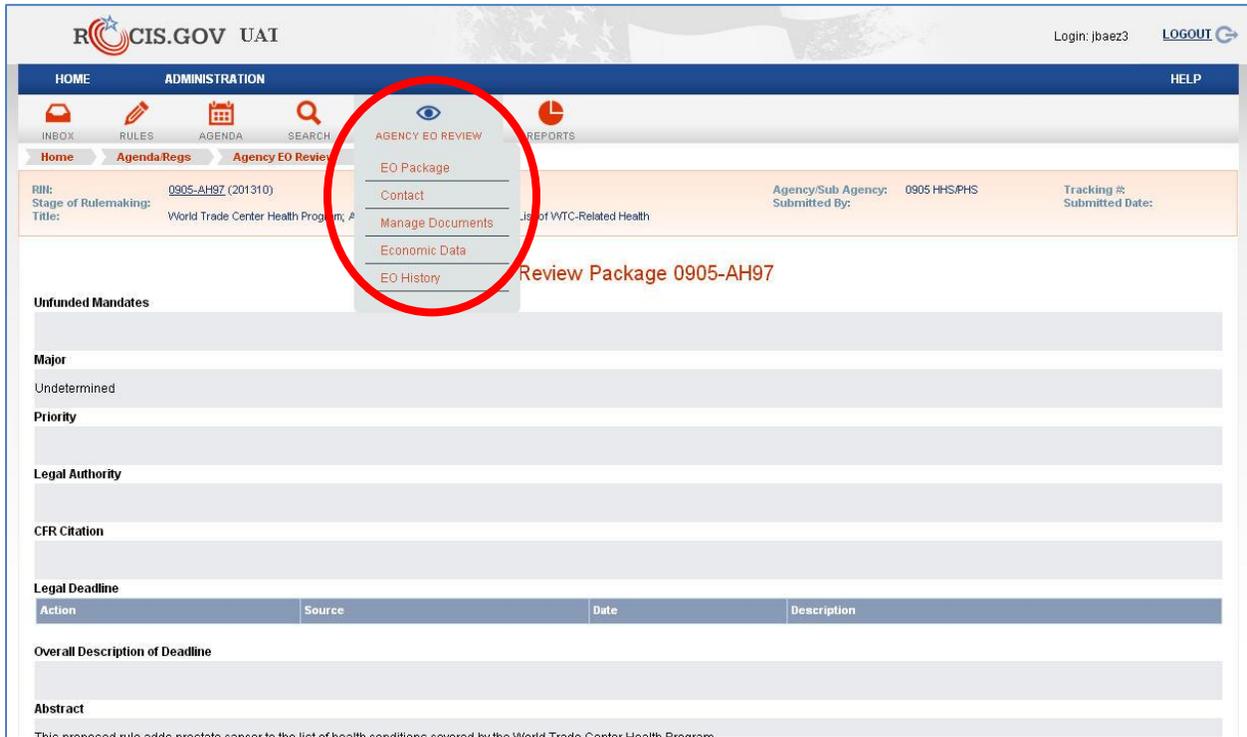


Figure 7.2: EO Review Package Screen and Agency EO Review Menu

8. ADDING AN EO CONTACT

The contact screen is displayed below. The contact that is identified for the EO Review package should be a subject matter expert who could answer any questions that the OIRA desk officer may have about the proposed rule.

Whenever ROCIS has a drop down list of values from which to choose, there is a small arrow at the end of the input box. For the list of contacts, ROCIS will display the values that the user is authorized to select from. To display the list, click on the downward arrow to the right of the contact box.

A list of contacts or users that can be selected will be displayed for you. If the name of the person that you wish to select is in the list, scroll to that name, and click the 'Add Existing Contact' button.

ROCIS.GOV UAT Login: jbaez3 LOGOUT

HOME ADMINISTRATION HELP

INBOX RULES AGENDA SEARCH AGENCY EO REVIEW REPORTS

Home AgendaReqs Agency EO Review Contact

RUI: 0905-AH97 (201310) Agency/Sub Agency: 0905 HHS/PHS Tracking #: Submitted Date:
Stage of Rulemaking: Title: World Trade Center Health Program; Addition of Prostate Cancer to the List of WTC-Related Health Submitted By:

EO Contact List 0905-AH97

Sort Order	Agency	Name	Phone Number	Email	Remove
No data available in table					

Note: Drag and drop an entry to a new location to change the order of contact list.

Available Contact(s) Baez, Julio - 132770

ADD EXISTING CONTACT **ADD NEW CONTACT**

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Figure 8.1: EO Contact List Screen

If the name of the person you want to reference is not in the list, you will need to add the individual as a contact. To do that, select the 'Add New Contact' button.

In an effort to reduce or eliminate duplicate entries, ROCIS will force a search through the administrative task 'ROCIS Contact Administration' for the name you want to add. Enter some portion of the name that you want to use, and then click on the 'Search' button (hitting enter does not cause a search to occur).

The search results will be displayed at the bottom of the screen. The persons located through this search are not limited to EO Reg Review contacts. They represent all types of ROCIS

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contacts for your agency/sub agency, including those for the agenda module, the PRA module and the SORN module.

If you see the name that you want to add as a contact, click on the name in the search result portion of the page.

The screenshot shows the ROCIS Contact Administration interface. At the top, there is a navigation bar with 'HOME', 'ADMINISTRATION', and 'HELP'. Below this is a secondary navigation bar with icons for 'USER PROFILE', 'CHANGE PASSWORD', 'RECERTIFICATION', 'EMPLOYEE ADMIN', 'DIRA EMPLOYEE', and 'AGENCIES'. The main content area is titled 'ROCIS Contact Administration' and features a search form with a 'Last Name' input field containing 'ba' and a 'SEARCH' button. Below the search form, there is a note: 'Note: In order to add a new contact you must first search on the Last Name.' and a warning: 'Please ensure that the contact you want to create is not one of the existing contacts displayed below.' There are 'ADD' and 'CANCEL' buttons, and a 'VIEW ALL' link. A table displays search results with columns for Agency, Name, Phone Number, Email, and Employee No. The table shows 10 results, with 'Julio Baez' highlighted in blue. At the bottom, there is a pagination bar showing 'Showing 1 to 10 of 28 entries' and navigation links for 'First', 'Previous', '1', '2', '3', 'Next', and 'Last'. The footer contains the text 'Copyright 2012 GSA. All rights reserved. Build 1.1.0 released.'

Agency	Name	Phone Number	Email	Employee No
0900 HHS	Baltimore, Sharon A.			100512
0900 HHS	Bastinelli, Sandra	410 788-3630		122187
0905 PHS	Baggett, Bruce	301 443-4776		100435
0905 PHS	Bailey, Catherine J.	202 245-2140		100450
0905 PHS	Bailey, John G.	301 443-6541		100454
0905 PHS	Bastacky, Stanford	301 443-5400		100606
0906 HRSA	Balbier, Thom E.	301 443-6593	tbalbier@hrsa.gov	100496
0906 HRSA	Barcliff, Sonohai	301 443-8681		131787
0906 HRSA	Barcliff, Sonohai	301 443-8681	sbarcliff@hrsa.gov	132362
0910 FDA	Beluss, Jane	301 796-3469		103016

Figure 8.2: Contact Administration Screen with Search Results

In this example, Julio Baez was selected. Julio is in ROCIS as a contact for the agenda module. That can be determined by noting the arrow next to 'RIN Contact'. The arrow and active status are not highlighted because your role does not allow you to change agenda contacts. However,

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you can make Julio a contact for the EO Reg Review process by clicking on the box next to 'EO Contact'.

The screenshot displays the 'Edit Contact Detail' screen for an existing contact. The contact's name is Julio Baez, with agency 0900 HHS. The 'Contact Modules' section is highlighted with a red circle, showing the following options:

Contact Module	Checked	Active	Inactive
RIN Contact	<input checked="" type="checkbox"/>	<input type="radio"/>	<input type="radio"/>
EO Contact	<input checked="" type="checkbox"/>	<input checked="" type="radio"/>	<input type="radio"/>
PRA Contact	<input type="checkbox"/>	<input type="radio"/>	<input type="radio"/>
OIR Contact	<input type="checkbox"/>	<input type="radio"/>	<input type="radio"/>

At the bottom of the form, there are 'SAVE' and 'CANCEL' buttons.

Figure 8.3: Edit Contact Detail Screen for Existing Contact

To make the change, scroll down to the bottom of the screen and click on the 'Save' button. After the information is saved, you will be returned to the EO Contact screen.

If the contact you wish to add is not found in the search of all existing contacts, click on the 'Add' button.

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ROCIS Contact Administration

Last Name:

Note: In order to add a new contact you must first search on the Last Name.

Please ensure that the contact you want to create is not one of the existing contacts displayed below.

Agency	Name	Phone Number	E-Mail	Employee No
0900 HHS	Baez, Julio	999 999-9999		132788

Showing 1 to 1 of 1 entries

First Previous 1 Next Last

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Figure 8.4: Contact Administration Screen

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The screenshot displays the 'New Contact Detail' form in the ROCIS system. The form is organized into several sections:

- Personal Information:** Includes fields for Prefix, First Name, Middle Name, Last Name (containing 'bae'), Suffix, Title, and Agency (a dropdown menu).
- Address:** Includes fields for Street Address, City, State (a dropdown menu), and Zip.
- Contact Modules:** A table with columns for 'This field is required' and 'Active/Inactive' status for RIN, EO, PRA, and ODR contacts.
- Communications:** Includes fields for Telephone, TDD, Fax, and E-Mail.

The form also features a navigation bar at the top with 'HOME', 'ADMINISTRATION', and 'HELP' tabs, and a user profile section with 'USER PROFILE', 'CHANGE PASSWORD', 'RECERTIFICATION', 'EMPLOYEE ADMIN', 'OIRA EMPLOYEE', and 'AGENCIES' links. The footer contains the text 'Copyright 2012 GSA. All rights reserved. Build 1.1.0 released.'

Figure 8.5: New Contact Detail Screen

The 'New Contact Detail' screen captures information about the new contact. Any data item with an asterisk in front of the tag is a required field. Although 'Email' is not required, it is highly desirable that it be entered.

The agency item has a drop down list from which the agency or sub agency for the contact can be selected. This is an important decision if you are associated with a cabinet agency (except VA) or EPA. These have an agency level code which ends with '00', and a number of sub agencies. If the contact is associated with the agency code, he will appear in the drop down list for any sub agencies that are part of that agency. If he is associated with a sub agency, he will only appear in the drop down list for that sub agency.

In this example, the user has access to both '0600', the agency code for Department of Commerce, and the sub agency '0607', the Census Bureau, so both numbers are listed in the drop down list. If the user selects '0600' as Nancy's (the new contact), agency, Nancy Smith will appear as an EO contact for any sub agency within Commerce. If she is associated with 0607, she will only be a contact for Census. If someone were to create an EO package for sub agency 0605, Nancy would not appear in the list. If Nancy was supposed to be a contact for 0605, another contact record would have to be added showing her agency as '0605'. If Nancy should be a contact for all sub agencies within Commerce, but you don't have access to '0600', please

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contact someone who does and ask that user to set up Nancy's contact record. You can use the Employee Admin search described above to find someone with access to '0600'. Click 'Create Contact' at the bottom of the screen. The new contact will be saved, and you will be returned to the 'EO Contact List' screen. All of the contacts that you have selected will be displayed. You can manipulate the order of the contacts by dragging and dropping the listed contacts to the desired sort position. You can also remove a contact by clicking on 'Remove' button.

If the contact information is complete, select the 'Manage Documents' option in the Agency EO Review menu to move to the new item required for the EO review package.

ROCIS.GOV UAI Login: jbaez3 [LOGOUT](#)

HOME ADMINISTRATION HELP

INBOX RULES AGENDA SEARCH AGENCY EO REVIEW REPORTS

Home Agenda Regs Agency EO Review Contact

RI#: 0905-AH97 (201310) Agency/Sub Agency: 0905 HHS/PHS Tracking #: Submitted Date:
Stage of Rulemaking: Submitted By:
Title: World Trade Center Health Program; Addition of Prostate Cancer to the List of WTC-Related Health

EO Contact List 0905-AH97

Sort Order	Agency	Name	Phone Number	Email	Remove
1	0900 - HHS	Baez, Julio	999 999-9999	julio.baez@gsa.gov	
2	0900 - HHS	Acharya, Arun	202 690-5147	arun.acharya@hhs.gov	

Note: Drag and drop an entry to a new location to change the order of contact list.

Available Contact(s)

[ADD EXISTING CONTACT](#) [ADD NEW CONTACT](#) [SAVE ORDER](#)

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Figure 8.6: Completed EO Contact List Screen

9. UPLOADING REGULATORY REVIEW DOCUMENTS

To upload (electronically attach) the required documents, wave your mouse over the Agency EO Review icon to expand the menu and select 'Manage Documents'.

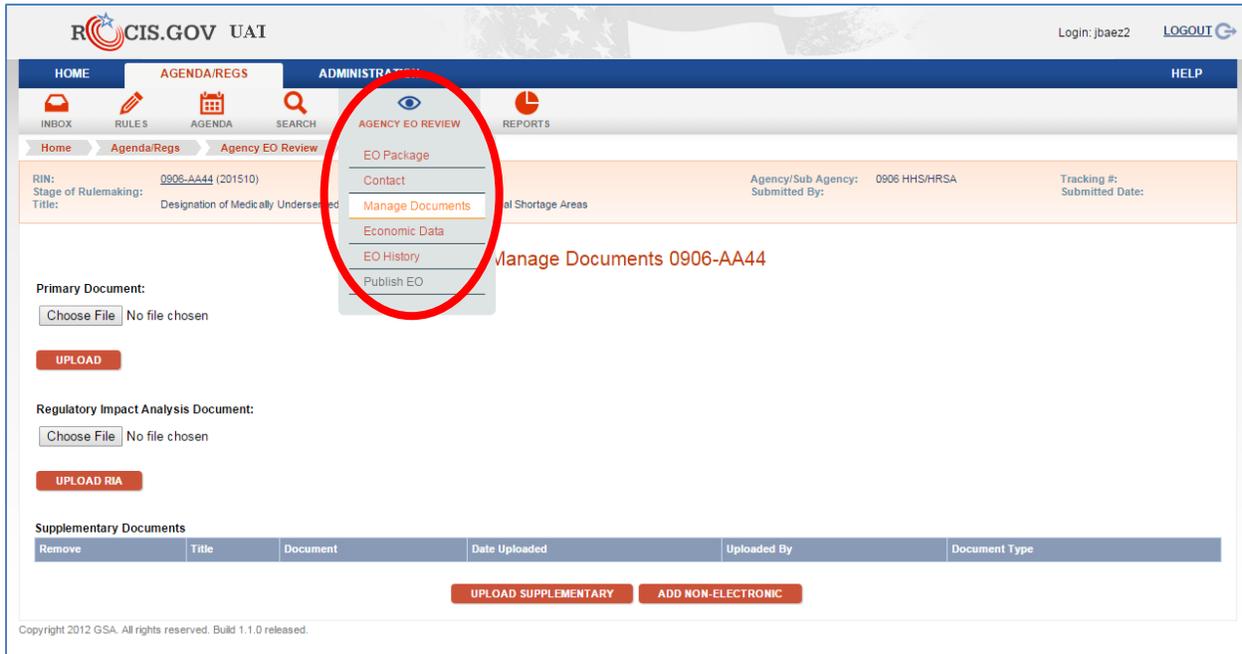


Figure 9.1: Manage Documents Screen

Every EO REG Review submission requires a rule document, which is considered the primary document for the EO package. It is often referred to as the proposed rule document, not because of the stage of rulemaking, but because it is the text being proposed by the agency.

The document to be uploaded must already be stored on your desktop in an electronic format. ROCIS will allow you to update almost any type of file. Most primary document files uploaded are either Word, Word Perfect or PDF formats. If your primary document is a Word file, insure that all final changes are accepted before the document is uploaded. There should be no comments or edits viewable in the document.

To upload a new document, click on the 'Browse' button. A new pop-up window will appear, displaying a list of files or directories for your desktop computer. Navigate through your files until the document to be uploaded is located. Click on the file name, and the name will be displayed in the 'file name' window near the bottom of the pop-up. Next, click the 'Open' button, and the path to the document will appear in the ROCIS window on the 'Manage Documents' screen. Finally, click the 'Upload' button, and ROCIS will attach the file electronically to your submission.

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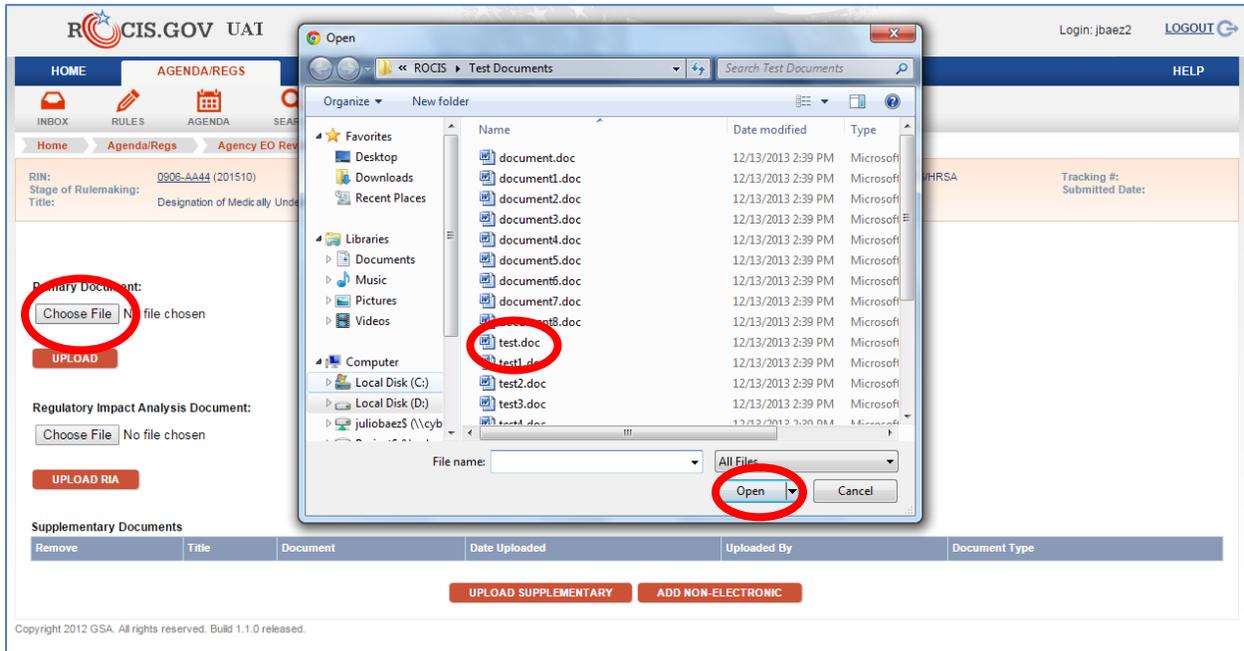


Figure 9.2: Upload Document Pop-up Screen with File Selected and Open Button

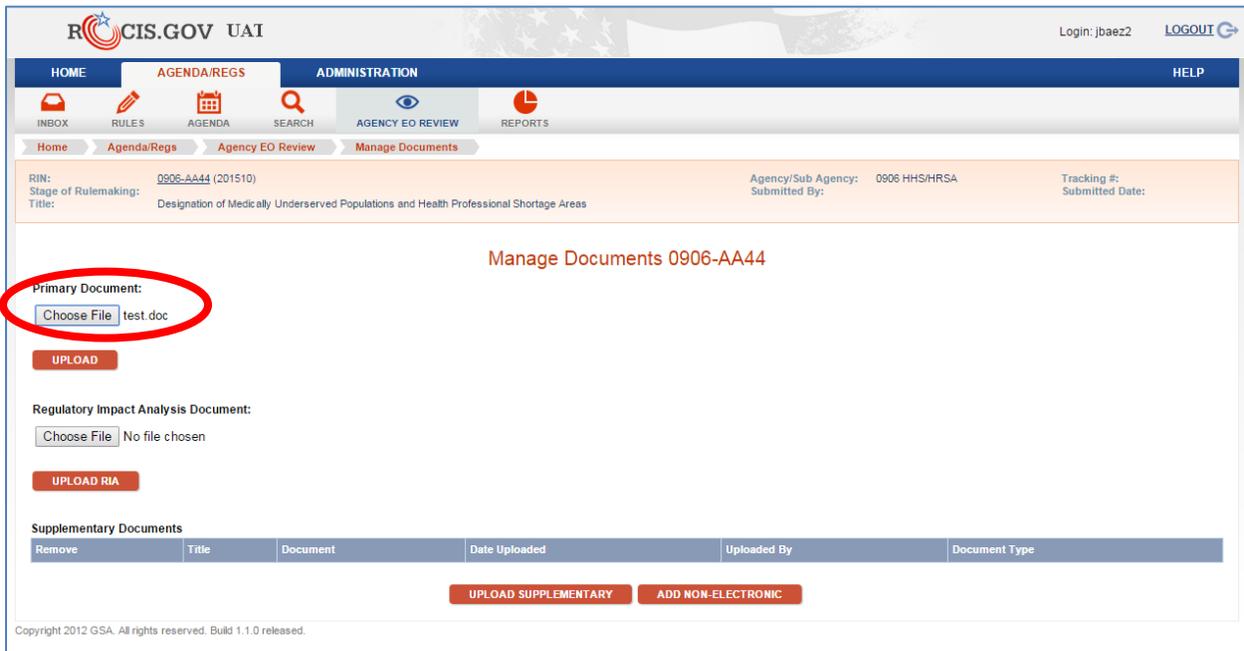


Figure 9.3: Manage Documents Screen with Path to Selected Document

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The screenshot displays the ROCIS user interface for managing documents. At the top, the header includes the ROCIS.GOV UAI logo, a user login (jbaez2), and a LOGOUT button. Below the header is a navigation menu with tabs for HOME, AGENDA/REGS, and ADMINISTRATION. The AGENDA/REGS tab is active, showing sub-menus for INBOX, RULES, AGENDA, SEARCH, AGENCY EO REVIEW, and REPORTS. The current page is titled 'Manage Documents 0906-AA44'. The main content area shows the following information:

- RIN: 0906-AA44 (201510)
- Stage of Rulemaking: Designation of Medically Underserved Populations and Health Professional Shortage Areas
- Agency/Sub Agency: 0906 HHS/HRSA
- Submitted By: [Redacted]
- Tracking #: [Redacted]
- Submitted Date: [Redacted]

The primary document section is highlighted with a red circle and shows:

- Primary Document: [test.doc](#)
- Choose File: No file chosen
- UPLOAD button

The Regulatory Impact Analysis Document section shows:

- Regulatory Impact Analysis Document:
- Choose File: No file chosen
- UPLOAD RIA button

The Supplementary Documents section includes a table with columns: Remove, Title, Document, Date Uploaded, Uploaded By, and Document Type. Below the table are two buttons: UPLOAD SUPPLEMENTARY and ADD NON-ELECTRONIC.

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Figure 9.4: Manage Document Screen with Primary Document Uploaded

If you find that you want to replace this file before the request is submitted, simply repeat the steps above. Since there can be only one primary document, any new document uploaded will replace the one that is there.

Although only the primary document is required, OIRA encourages agency users to include a separate Regulatory Impact Assessment (RIA) document with their EO packages. To upload an RIA, follow the same steps for uploading a primary document.

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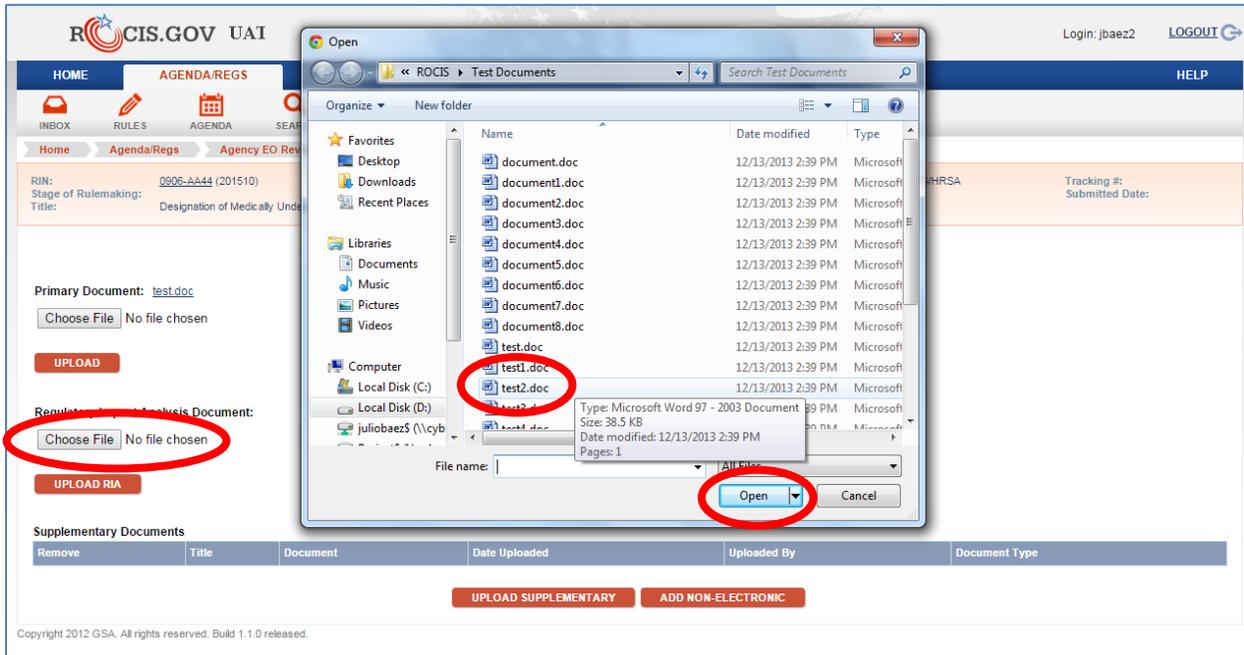


Figure 9.5: Upload Document Pop-up Screen with File Selected and Open Button

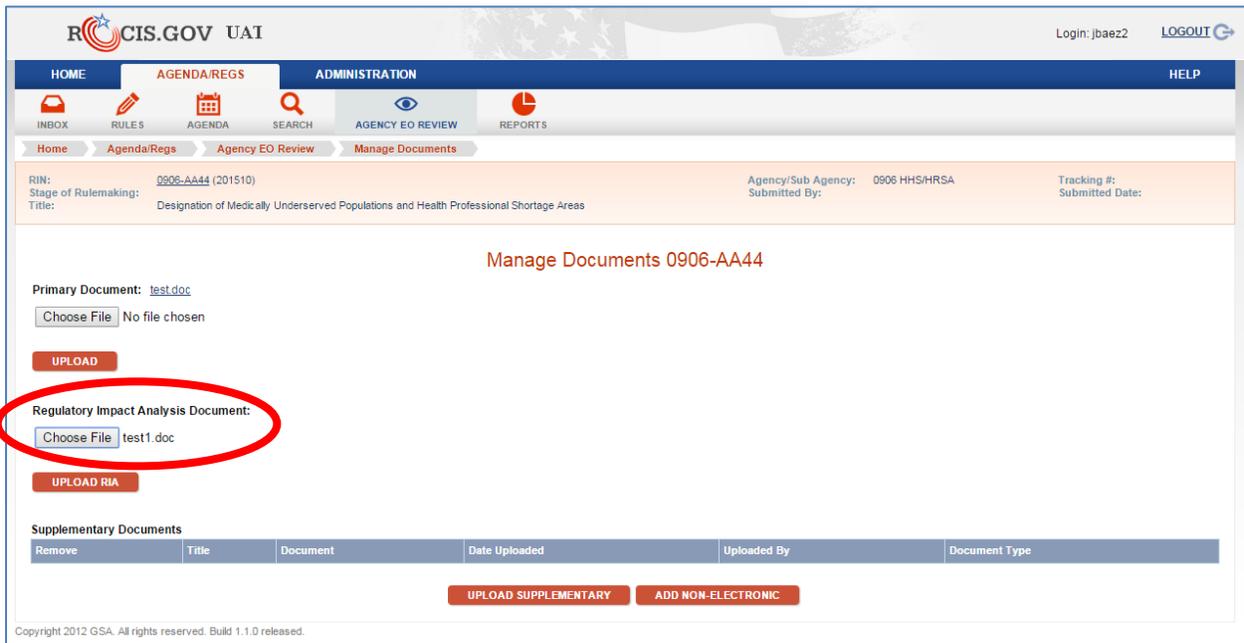


Figure 9.6: Manage Document Screen with Path to Selected Document

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The screenshot displays the ROCIS web interface. At the top, the header includes the ROCIS.GOV UAI logo, a user login 'jbaez2', and a 'LOGOUT' button. Below the header is a navigation menu with tabs for HOME, AGENDA/REGS, and ADMINISTRATION. The AGENDA/REGS tab is active, showing sub-menus for INBOX, RULES, AGENDA, SEARCH, AGENCY EO REVIEW, and REPORTS. The breadcrumb trail indicates the current location: Home > Agenda/Regs > Agency EO Review > Manage Documents.

Metadata for the document is shown in an orange box:

- RIN: 0906-AA44 (201510)
- Stage of Rulemaking: Designation of Medically Underserved Populations and Health Professional Shortage Areas
- Agency/Sub Agency: 0906 HHS/HRSA
- Submitted By: [blank]
- Tracking #: [blank]
- Submitted Date: [blank]

The main heading is 'Manage Documents 0906-AA44'. Under 'Primary Document', a file named 'test.doc' is listed with a 'Choose File' button and 'No file chosen' text. An 'UPLOAD' button is present. Below this, the 'Regulatory Impact Analysis Document' field is highlighted with a red circle; it contains a file named 'test1.doc' with a 'Choose File' button and 'No file chosen' text. 'UPLOAD RIA' and 'REMOVE RIA' buttons are located below this field.

The 'Supplementary Documents' section features a table with columns: Remove, Title, Document, Date Uploaded, Uploaded By, and Document Type. Below the table are 'UPLOAD SUPPLEMENTARY' and 'ADD NON-ELECTRONIC' buttons.

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Figure 9.7: Manage Document Screen with Primary Document Uploaded

Users may want to include other documents in the package for OIRA to consider during the review. These documents can be uploaded as supplementary documents. To upload additional documents, click on the 'Upload Supplementary' button.

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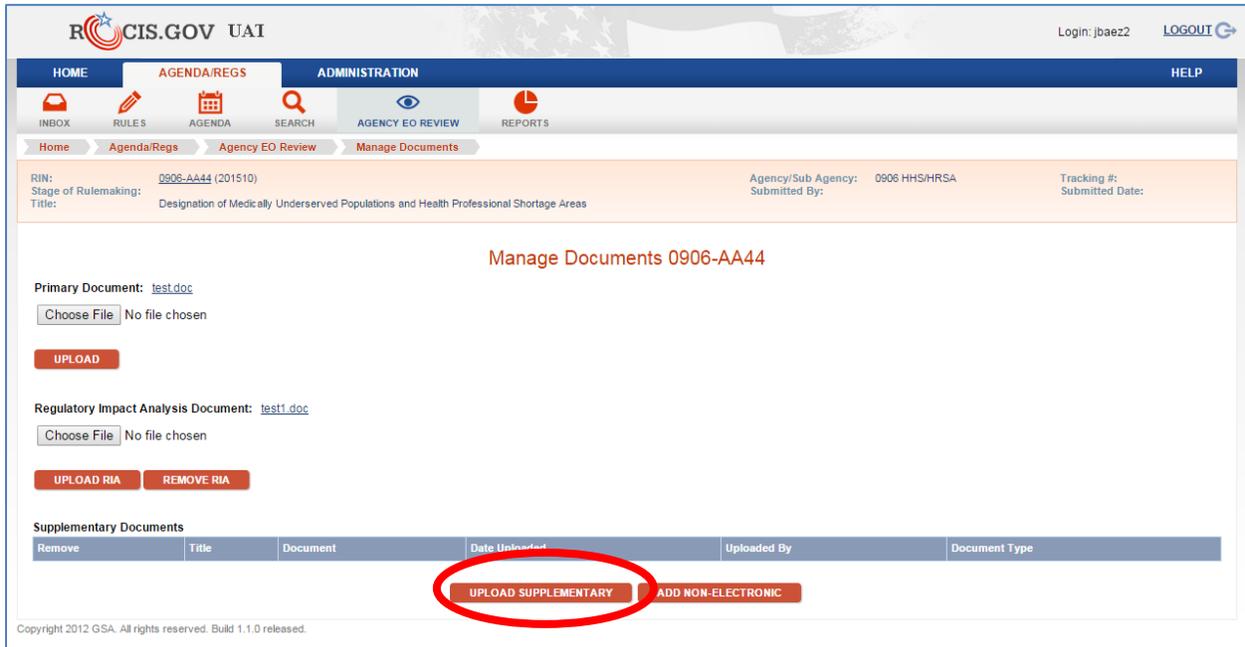


Figure 9.8: Manage Documents Screen

Since multiple supplementary documents can be uploaded, each will need to be identified with a title and document date.

After entering those two items, the process to upload the document is identical to that for a primary document. Click on the 'Browse' button to locate the document.

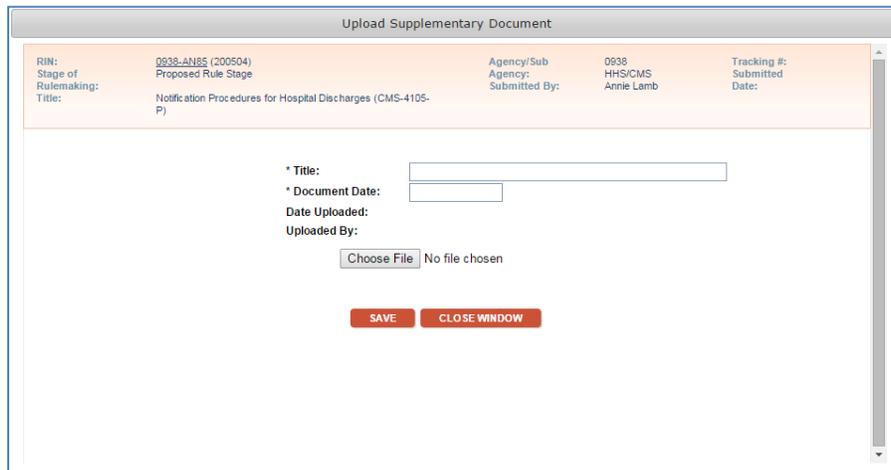


Figure 9.6: Upload Supplementary Pop-Up Screen

If a document needs to be removed, check the box to the left of the document name, and click on the 'Remove' button.

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Manage Documents 0938-AN85

Primary Document: [CMS-4105-P-master 3-29-05.pdf](#)
Choose File No file chosen
UPLOAD

Regulatory Impact Analysis Document:
Choose File No file chosen
UPLOAD RIA

Supplementary Documents

Remove	Title	Document	Date Uploaded	Uploaded By	Document Type
<input type="checkbox"/>	Test	test2.doc	07/15/2015	Julio Baez	

REMOVE

UPLOAD SUPPLEMENTARY ADD NON-ELECTRONIC

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Figure 9.7: Manage Documents Screen with Uploaded Supplementary Document

ROCIS also provides the user with the ability to provide a document to OIRA that is not in a machine readable format. However, this should be viewed as a measure of last resort, since the document will need to be hand delivered to the New Executive Office building by a government employee. The agency employee will need to call the OIRA Records Management Center at 202-395-6880 to make an appointment to drop off the document.

To create a cover sheet, click on the 'Add Non-Electronic Document' button. The cover sheet will need to be filled out and then printed. It should be attached to the document so that when the document is received at OIRA, it can be routed to the appropriate desk officer to be included with the EO package.

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Cover Sheet

Document Information

RIN :
Title: EO User Guide Example
Publication Information : Test
Created Date : 08/12/2013

Author(s)

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Last Name: Baez
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State:
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[PRINT](#) [CLOSE WINDOW](#)

Figure 9.8: Cover Sheet for Non-Electronic Documents

10. ENTERING ECONOMIC DATA

If the package you are building is for an economically significant rule, economic data will need to be included in the package before it can be submitted. To enter economic data, choose the Economic Data option in the Agency EO Review menu.

The screenshot shows the ROCIS.GOV UAI interface. The top navigation bar includes 'HOME', 'ADMINISTRATION', and 'HELP'. Below this is a secondary navigation bar with icons for 'INBOX', 'RULES', 'AGENDA', 'SEARCH', 'AGENCY EO REVIEW', and 'REPORTS'. The 'AGENCY EO REVIEW' menu is highlighted with a red circle. A dropdown menu is open under 'AGENCY EO REVIEW', listing options: 'EO Package', 'Contact', 'Manage Documents', 'Economic Data', and 'EO History'. The 'Economic Data' option is selected, and the page title is 'Economic Data 0905-AH97'. The main content area displays a 'Working Version of Costs and Benefits Statement' table with columns for Category, Primary Estimate, Low Estimate, High Estimate, Units (Year Dollars, Disc, Period Covered), and Notes. The table is divided into sections for Benefits, Costs, Transfers, and Effects, each with an 'EDIT' button. The Benefits section includes rows for Annualized Monetized (\$millions/year), Annualized Quantified, and Qualitative. The Costs section has a similar structure. The Transfers section includes Federal Annualized Monetized (\$millions/year) and Other Annualized Monetized (\$millions/year). The Effects section includes State, Local, and/or Tribal Government, Small Business, Wages, and Growth. The footer of the page reads 'Copyright 2012 GSA. All rights reserved. Build 1.1.0 released.'

Figure 10.1: Economic Data Screen

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Economic data is highly specialized, and should be supplied by an economist at your organization. If there is a problem in entering the economic data, call the ROCIS Help Desk at 866-450-5250 to ask for assistance.

11. SUBMITTING A REGULATORY REVIEW REQUEST

Now that the package has been created, the contact added, the documents uploaded and, if necessary, the economic data entered, the EO Reg Review request is almost ready to be submitted to ROCIS.

Return to the EO Package screen and scroll down to the bottom.

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HOME
HELP

INBOX
RULES
AGENDA
SEARCH
AGENCY EO REVIEW
REPORTS

Home
Agenda/Regs
Agency EO Review
EO Package

RIN: 1029-AC63 (201710) Stage of Rulemaking: Stream Protection Rule Title:	Agency/Sub Agency: 1029 DOVOSMRE Submitted By:	Tracking #: Submitted Date:
--	---	-----------------------------

EO Review Package 1029-AC63

Unfunded Mandates
No

Major
No

Priority
Other Significant

Legal Authority
[30 U.S.C. 1201 et seq.](#)

CFR Citation
30 CFR VII

Legal Deadline

Action	Source	Date	Description
None	None		

Overall Description of Deadline

Abstract
The final rule published December 20, 2016 (81 FR 93096) and became effective January 19, 2017. The final rule was nullified by a joint resolution of disapproval under the Congressional Review Act, signed by the President on February 16, 2017 (Pub. L. 115-5). This action conforms to Public Law 115-5 by changing the Code of Federal Regulations to reflect the regulations as they existed before the effective date of the final rule that was nullified under the Congressional Review Act.

Next Timetable Action

Action Description	Action Date	FR Cite
ANPRM	11/30/2009	74 FR 62664
ANPRM Comment Period End	12/30/2009	
NPRM	07/27/2015	80 FR 44436
NPRM Comment Period Extended	09/10/2015	80 FR 54590
NPRM Comment Period End	09/25/2015	
NPRM Comment Period Extended End	10/26/2015	
Final Action	12/20/2016	81 FR 83066
Final Action Effective	01/19/2017	
Final Rule, CRA Revocation	07/09/2017	

Regulatory Flexibility Analysis Required

Businesses

Small Entities Affected

Government Levels Affected

State

Federalism

No

Agency has prepared or plans to prepare Statement of Energy Effects:
Undetermined

Designation Status
SIGNIFICANT

Agency Tracking Number * EO Stage Of Rulemaking

OIRA Designation Designation Request

OIRA Designation Designation Request

* Is this action related to the Affordable Care Act [PPACA, P.L. 111-148 & 111-152]? Yes No
 * Is this action related to the Dodd-Frank Act [Dodd-Frank Wall Street Reform and Consumer Protection Act, P.L. 111-203]? Yes No
 * Does this rule require, authorize, or affect the creation, collection, use, processing, storage, maintenance, dissemination, disclosure, or disposal, by any entity, of personally identifiable information (see [OMB Circular No. A-130](#) for an explanation of this term)? Yes No
 * International Impacts? Yes No

Primary Documents	Date Uploaded	Uploaded By
No associated records found		

Regulatory Impact Analysis Documents	Date Uploaded	Uploaded By
No associated records found		

Paperwork Reduction Act

* Does the rule contain ICRs? Yes No
 New OMB Control Number Will Be Requested:
 Existing OMB Numbers

* Denotes Required Field

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Figure 11.1: EO Review Package Screen

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There are several additional items that must be entered into the request.

The first is the stage of rulemaking. Select the appropriate value from the drop down list provided by ROCIS.

Next is the Designation. Again, there is a drop down list with three options available.

Choose 'Economically Significant' if the rule will have an annual effect on the economy of \$100 million or more.

Choose 'Significant' if the rule will adversely affect in a material way the economy, a sector of the economy, a sector of the economy, productivity, competition, jobs, the environment, public health or safety, or State, local, or tribal governments or communities. Any rules that create a serious inconsistency or otherwise interfere with an action taken or planned by another agency, materially alter the budgetary impact of entitlements, grants, user fees, or loan programs or the rights and obligations of recipients thereof; or raise novel legal or policy issues arising out of legal mandates, the President's priorities, or the principles set forth in this Executive order would also be designated 'Significant'.

Choose 'Not Significant' for anything not covered above.

Indicate whether or not the rule is related to the Tax Cuts and Jobs Act [Pub. L. 115-97]¹ by selecting the appropriate option.

1. Formally known as "An Act to provide for reconciliation pursuant to titles II and V of the concurrent resolution on the budget for fiscal year 2018."

Indicate whether or not the rule is related to the [COVID-19] Pandemic Response by selecting the appropriate option.

Indicate whether or not the rule is related to the Affordable Care Act by selecting the appropriate option.

Indicate whether or not the rule is related to the Dodd-Frank Act by selecting the appropriate option.

Indicate whether or not the rule requires, authorizes, or affects the creation, collection, use, processing, storage, maintenance, dissemination, disclosure, or disposal, by any entity, of personally identifiable information by selecting the appropriate option.

Indicate whether or not the rule has international impacts.

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Before the package can be saved, the question pertaining to ICRs must be answered. ICR stands for information collection request. These are requests that are reviewed by OIRA under the Paperwork Reduction Act, and eventually assigned an OMB control number. If you know the associated OMB control numbers, or know that one or more will eventually be collected, you can answer the related questions and then save the EO package. If you do not know, simply answer 'no' to save the package, and check with a paperwork contact at your office.

To find an ICR expert at your office, use the 'Employee Administration' search described earlier, and search for someone from your agency with the role of Authorized Paperwork Contact (APC). If you do not find anyone by searching on your sub agency, try the search again using your agency code.

The screenshot displays the bottom portion of the EO Package Screen. It includes several input fields and checkboxes:

- Agency Tracking Number:** A text input field.
- EO Stage Of Rulemaking:** A dropdown menu.
- OIRA Designation:** A dropdown menu with "SIGNIFICANT" selected.
- Designation Request:** A dropdown menu.
- Checkboxes:**
 - * Is this action related to the Affordable Care Act [PPACA, P.L. 111-148 & 111-152]? Yes No
 - * Is this action related to the Dodd-Frank Act [Dodd-Frank Wall Street Reform and Consumer Protection Act, P.L. 111-203]? Yes No
 - * Does this rule require, authorize, or affect the creation, collection, use, processing, storage, maintenance, dissemination, disclosure, or disposal, by any entity, of personally identifiable information (see [OMB Circular No. A-130](#) for an explanation of this term)? Yes No
 - * International Impacts? Yes No

Below these are three tables, each with a header row and a body row:

Primary Documents	Date Uploaded	Uploaded By
No associated records found		

Regulatory Impact Analysis Documents	Date Uploaded	Uploaded By
No associated records found		

Paperwork Reduction Act
* Does the rule contain ICRs? <input type="radio"/> Yes <input checked="" type="radio"/> No
New OMB Control Number Will Be Requested: <input type="checkbox"/>
Existing OMB Numbers <input type="button" value="ADD"/>

* Denotes Required Field

At the bottom, there are four buttons: **SAVE**, **DELETE**, **SUBMIT**, and **CANCEL**.

Figure 11.2: Bottom of EO Package Screen

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The screenshot shows the bottom portion of a web form. At the top left is an 'Agency Tracking Number' input field. To its right is a dropdown menu for '* EO Stage Of Rulemaking' with 'Prerule Stage' selected. Below these are two more dropdowns: 'OIRA Designation' with 'SIGNIFICANT' selected and 'Designation Request' with 'NOT SIGNIFICANT' selected. A series of radio button questions follows: '* Is this action related to the Affordable Care Act [PPACA, P.L. 111-148 & 111-152]?' (No selected), '* Is this action related to the Dodd-Frank Act [Dodd-Frank Wall Street Reform and Consumer Protection Act, P.L. 111-203]?' (No selected), '* Does this rule require, authorize, or affect the creation, collection, use, processing, storage, maintenance, dissemination, disclosure, or disposal, by any entity, of personally identifiable information (see OMB Circular No. A-130 for an explanation of this term)?' (No selected), and '* International Impacts?' (No selected). Below these are three table sections: 'Primary Documents', 'Regulatory Impact Analysis Documents', and 'Paperwork Reduction Act'. Each table has columns for 'Date Uploaded' and 'Uploaded By', and all three show 'No associated records found'. Under the 'Paperwork Reduction Act' section, there are radio buttons for '* Does the rule contain ICRs?' (No selected), a checkbox for 'New OMB Control Number Will Be Requested:', and an 'Existing OMB Numbers' field with an 'ADD' button. At the bottom center is a note '* Denotes Required Field'. At the very bottom are four buttons: 'SAVE', 'DELETE', 'SUBMIT', and 'CANCEL'.

Figure 11.3: Bottom of EO Package Screen with Data Entered

The request is now ready to be submitted. Whether the 'Submit' button is available on your screen depends on your level of access to the EO REG Review module. If you do not have the 'Submit' button, save your request and notify an EORC at your organization that the request is ready to be submitted to OIRA. If you do not know who has EORC privileges, refer to the section on User/Contact Search to perform a search by agency and role.

If the 'Submit' button does appear on your screen, simply click it. ROCIS will reply with a confirmation message. If everything looks fine, click 'OK'. The request will immediately be submitted to OIRA, and you will be transferred to your 'Submitted Request List' where you can see the request status.

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EO Review Package 0905-AH97

EO Review Package was successfully submitted at 08/12/2013 16:27:41 PM.

Unfunded Mandates
No

Major
Undetermined

Priority
Substantive, Nonsignificant

Legal Authority

CFR Citation

Legal Deadline

Action	Source	Date	Description

Overall Description of Deadline
test

Abstract

Figure 11.4: EO Review Package Screen with Confirmation of Submission

Submitted EO Packages

Criteria: Status=(Submitted, Delayed);

Date Submitted	RIN	Agency/Sub	Title	Stage of Rulemaking	OIRA Designation	Designation Request	EO Review Status	EO Review Status Date
08/12/2013	0905-AH97	0905 HHS/PHS	World Trade Center Health Program, Addition of Prostate Cancer to the List of WTC-Related Health	Prerule Stage		NOT SIGNIFICANT	SUBMITTED	08/12/2013
07/22/2013	0938-AN15	0938 HHS/CMS	Part A Premiums for Calendar Year 2005 for the Uninsured Aged and for Certain Disabled Individuals Who Have Exhausted Other Entitlement (CMS-8022-N)	Notice Stage	ECONOMICALLY SIGNIFICANT	SIGNIFICANT	SUBMITTED	07/22/2013

Showing 1 to 2 of 2 entries

List shows all pending EO review packages (No Time Limit).

Figure 11.5: Submitted EO Packages List

12. THE REVIEW PROCESS AND OPEN FOR AMENDMENT

When the EO Package is submitted, the ROCIS system saves the agency submission (EO REG Review data and documents), and that submission record is never altered. Instead, at the same time, the system makes an exact copy of the submission and provides it to OIRA. While the EO Package is under review, OIRA may request that the agency make changes to the submission. These changes will be made to the OIRA copy of the record. In order for the agency to make changes to the OIRA version of the package, an OIRA desk officer must open the record for amendment. Such an action on the part of OIRA will show as a change of status in the 'Received' list for the agency. The status will be changed to 'Open for Amendment'. Once a package has this status, the agency can operate on the submission by clicking on the status.

Criteria: Status=(Received, Open for Amendment);

Date Submitted	Date Received	RIN	Agency/Sub	Title	Stage of Rulemaking	OIRA Designation	Designation Request	Extended	EO Status	EO Review Status Date
08/12/2013	08/12/2013	0905-AH97	0905 HHS/PHS	World Trade Center Health Program; Addition of Prostate Cancer to the List of WTC-Related Health	Prerule Stage		NOT SIGNIFICANT		OPEN FOR AMENDMENT RECEIVED	08/12/2013
07/11/2013	07/12/2013	0970-AC43	0970 HHS/ACF	Performance Standards for Runaway and Homeless Youth Grantees	Proposed Rule Stage		SIGNIFICANT		RECEIVED	07/12/2013
06/28/2013	07/02/2013	0938-AO91	0938 HHS/CMS	Emergency Preparedness Requirements for Medicare and Medicaid Participating Providers and Suppliers (CMS-3178-P)	Proposed Rule Stage		ECONOMICALLY SIGNIFICANT		RECEIVED	07/02/2013
06/14/2013	06/18/2013	0910-AG88	0910 HHS/FDA	Revision of Postmarketing Reporting Requirements Discontinuance or Interruption in Supply of Certain Products (Drug Shortages)	Proposed Rule Stage		ECONOMICALLY SIGNIFICANT		RECEIVED	06/18/2013
06/13/2013	06/15/2013	0910-AF69	0910 HHS/FDA	Over-the-Counter (OTC) Drug Review--Topical Antimicrobial Drug Products	Proposed Rule Stage		ECONOMICALLY SIGNIFICANT		RECEIVED	06/15/2013
06/07/2013	06/11/2013	0910-AG31	0910 HHS/FDA	Unique Device Identification	Final Rule Stage	ECONOMICALLY SIGNIFICANT	ECONOMICALLY SIGNIFICANT		RECEIVED	06/11/2013
06/06/2013	06/08/2013	0945-ZA01	0945 HHS/OCR	Request for Information regarding Nondiscrimination in Certain Health Programs or Activities	Notice Stage		SIGNIFICANT		RECEIVED	06/08/2013

Figure 12.1: Received EO Packages List with Open for Amendment

The OIRA desk officer will have advised what is to be changed for the submission. Normally, this will entail adding a new version of the primary document. To upload a new version of the document, go to the 'Manage Documents' screen and click the 'Upload New Version' button.

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Manage Documents 0906-AA44

Primary Document Versions:

Document	Version	Date Uploaded	Uploaded By
test1.doc	1.0	07/13/2015	Julio Baez

No file chosen

UPLOAD NEW VERSION

Regulatory Impact Analysis Document Versions:

Document	Version	Date Uploaded	Uploaded By
test1.doc	1.0	07/13/2015	Julio Baez

No file chosen

UPLOAD NEW RIA VERSION

Supplementary Documents

Title	Document	Date Uploaded	Uploaded By	Document Type
Test1	test2.doc	07/13/2015	Julio Baez	Public

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Figure 12.2: Manage Document Screen with Upload New Version Button

The upload of the new version of the primary document will be done exactly as was done for the primary document before. Browse the desktop to locate the file, open it, and then hit the 'upload' button. Follow the same steps to upload a new version of the Regulatory Impact Analysis document, as required.

The new version will NOT overwrite the existing document, as occurred when the package was in a 'create' state. Instead, a new version of the document will be added to the submission.

ROCIS How-To Guide for Agency Users of the Privacy Module Regulatory Information Service Center (RISC)

Manage Documents 0906-AA44

Primary Document Versions:

Document	Version	Date Uploaded	Uploaded By
test3.doc	2.0	07/13/2015	Julio Baez
test1.doc	1.0	07/13/2015	Julio Baez

UPLOAD NEW VERSION

Regulatory Impact Analysis Document Versions:

Document	Version	Date Uploaded	Uploaded By
test1.doc	1.0	07/13/2015	Julio Baez

UPLOAD NEW RIA VERSION

Supplementary Documents

Title	Document	Date Uploaded	Uploaded By	Document Type
Test	test2.doc	07/13/2015	Julio Baez	Public

UPLOAD SUPPLEMENTARY ADD NON-ELECTRONIC

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Figure 12.3: Manage Document Screen with Two Versions of Primary Document

Once the new version has been uploaded, return to the EO Package screen, and scroll to the bottom. There is now a new button displayed 'Submit Amendment'. Click it to submit the amendment. Notify the OIRA desk officer that the package has been amended.

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Agency Tracking Number		EO Stage Of Rulemaking	
		Final Rule Stage	
OIRA Designation		Designation Request	
		SIGNIFICANT	
Is this action related to the Affordable Care Act [PPACA, P.L. 111-148 & 111-152]? No			
Is this action related to the Dodd-Frank Act [Dodd-Frank Wall Street Reform and Consumer Protection Act, P.L. 111-203]? No			
Does this rule require, authorize, or affect the creation, collection, use, processing, storage, maintenance, dissemination, disclosure, or disposal, by any entity, of personally identifiable information (see OMB Circular No. A-130 for an explanation of this term)? Uncollected			
International Impacts? No			
Primary Documents		Date Uploaded	Uploaded By
Sea Turtle Skimmer Trawl DC18-BG45.doc		06/28/2017	Peter Robbins
Regulatory Impact Analysis Documents		Date Uploaded	Uploaded By
No associated records found			
Paperwork Reduction Act			
* Does the rule contain ICRs? <input type="radio"/> Yes <input checked="" type="radio"/> No			
New OMB Control Number Will Be Requested: <input type="checkbox"/>			
Existing OMB Numbers		<input type="button" value="ADD"/>	
* Denotes Required Field			
<input type="button" value="SAVE"/>		<input type="button" value="SUBMIT AMENDMENT"/>	
<input type="button" value="CANCEL"/>			

Figure 12.4: EO Review Package Screen with Submit Amendment Button

The OIRA desk officer may close the package, also. It will again show a status of 'Received' in the received list. Once the status is changed, the modifications made to the OIRA record will no longer be viewable by the agency. When an agency user views the submission, the user will be looking at the original version of the submission, not the modified copy 'belonging' to OIRA. That will be true until the review is concluded by OIRA. Once the review is concluded, the OIRA version of the record will become the displayed version of the review.

14. THE CONCLUSION PROCESS

When OIRA concludes review of the EO REG Review submission, ROCIS will display the submission in the agency’s Concluded Inbox for 30 days.

OIRA can conclude the review with any of a number of actions. These include:

- Reviewed without Change—the EO Package was reviewed by OIRA, and no substantive changes were necessary
- Reviewed with Change—the EO Package was reviewed by OIRA and changes were made by the agency to the submission
- Improperly Submitted—OIRA determined that the EO package was not appropriate for OIRA review
- Withdrawn—the submitting Agency asked that the EO package be withdrawn from consideration

The appropriate data on the concluded review will be displayed on the ROCIS public website www.reginfo.gov the day after the review is concluded.

Criteria: Status=(Concluded, Published);

Date Concluded	Concluded Action	RIN	Agency/Sub	Title	Stage of Rulemaking	Designation	Extended	EO Review Status	EO Review Status Date
08/12/2013	Consistent without Change	0905-AH97	0905 HHS/PHS	World Trade Center Health Program; Addition of Prostate Cancer to the List of WTC-Related Health	Prerule Stage	NOT SIGNIFICANT		CONCLUDED	

Showing 1 to 1 of 1 entries

List shows EO review packages that were concluded in the last 30 days.

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Figure 13.1: Concluded EO List Inbox

14. ENTERING THE FR PUBLICATION DATE

Once OIRA approves the review, your Agency can publish the associated rulemaking document(s) in the Federal Register. Users with EORC and/or RRP access can view approved, but not published, EO packages for RINs that have been, or will be, published in the Unified Agenda in the 'Unpublished' list. Select the desired EO package by clicking on the 'Concluded' link in the 'Unpublished' list.

Criteria: Status=(Concluded, Unpublished);

Date Concluded	Concluded Action	RIN	Agency/Sub	Title	Stage of Rulemaking	Designation	Extended	EO Review Status	EO Review Status Date
07/13/2015	Consistent without Change	0945-AA02	0945 HHS/OOCR	Nondiscrimination Under the Patient Protection and Affordable Care Act	Proposed Rule Stage	ECONOMICALLY SIGNIFICANT		CONCLUDED	
05/21/2015	Consistent with Change	0938-AS29	0938 HHS/CMS	Medicaid Managed Care, CHIP Delivered in Managed Care, and Revisions related to Third Party Liability (CMS-2380-P)	Proposed Rule Stage	ECONOMICALLY SIGNIFICANT		CONCLUDED	
05/01/2015	Consistent with Change	0938-AS60	0938 HHS/CMS	Changes to the Requirements for Part D Prescribers (CMS-6107-IFC)	Interim Final Rule Stage	SIGNIFICANT		CONCLUDED	
04/29/2015	Consistent with Change	0938-AS39	0938 HHS/CMS	FY 2016 Hospice Rate Update (CMS-1629-P)	Proposed Rule Stage	ECONOMICALLY SIGNIFICANT		CONCLUDED	
04/27/2015	Consistent with Change	0910-AF69	0910 HHS/FDA	Over-the-Counter (OTC) Drug Review--Topical Antimicrobial Drug Products	Proposed Rule Stage	ECONOMICALLY SIGNIFICANT	✓	CONCLUDED	
04/23/2015	Consistent with Change	0938-AS47	0938 HHS/CMS	FY 2016 Inpatient Psychiatric Facilities Prospective Payment System--Rate Update (CMS-1627-P)	Proposed Rule Stage	SIGNIFICANT		CONCLUDED	
04/02/2015	Consistent with Change	0910-AG69	0910 HHS/FDA	Registration of Food Facilities: Amendments to Food Facility Registration Requirements	Proposed Rule Stage	SIGNIFICANT	✓	CONCLUDED	
08/29/2014	Consistent with Change	0925-AS55	0925 HHS/NIH	Clinical Trials Registration and Results Submission	Proposed Rule Stage	SIGNIFICANT	✓	CONCLUDED	
03/07/2011	Consistent with Change	0950-AA10	0950 HHS/OCCIIO	Affordable Care Act Waiver for State Innovation; Review and Approval Process	Proposed Rule Stage	SIGNIFICANT	✓	CONCLUDED	03/07/2011
01/27/2011	Consistent with Change	0950-AA19	0950 HHS/OCCIIO	Planning and Establishment of Consumer Operated and Oriented Plan Program; Request for Comments Regarding Provisions of Consumer Operated and Oriented Plan Program	Notice Stage	SIGNIFICANT		CONCLUDED	01/27/2011

Showing 1 to 10 of 284 entries

List shows all EO review packages that are concluded and unpublished (No Time Limit).

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Figure 14.1: Unpublished EO List Inbox

Once the EO package has been opened, select the 'Publish EO' option from the Agency EO Review menu.

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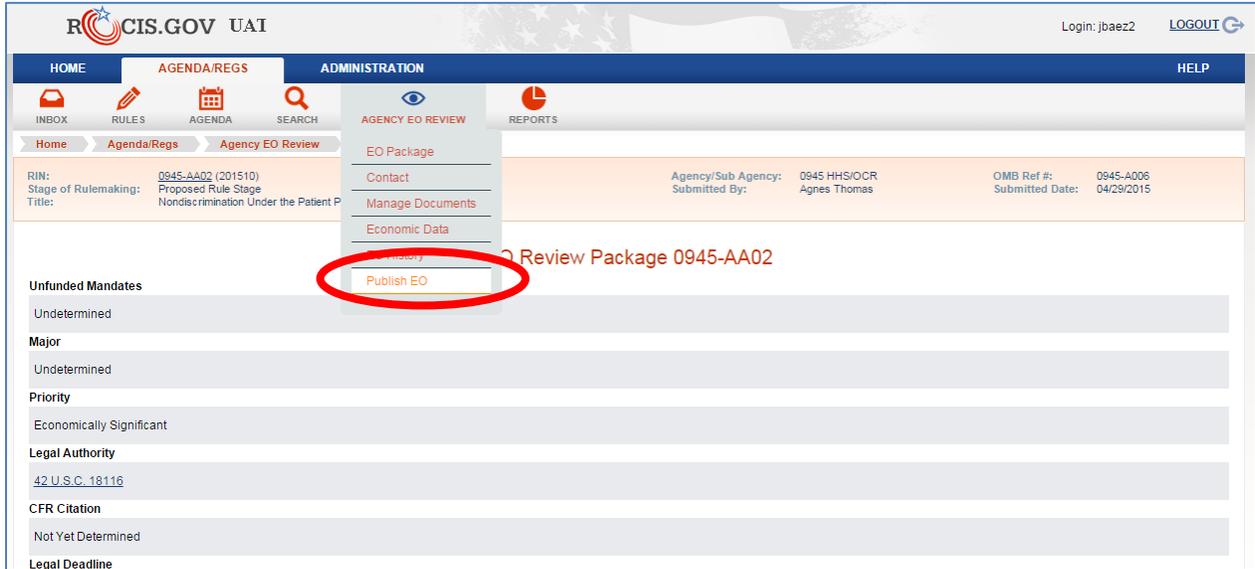


Figure 14.2: 'Publish EO' Option in Agency EO Review Menu

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On the next screen, enter the FR publication date and click the 'Save Publication Date' button.

CIS.GOV UAI Login: jbaez2 **LOGOUT**

HOME **AGENDA/REGS** **ADMINISTRATION** **HELP**

INBOX **RULES** **AGENDA** **SEARCH** **AGENCY EO REVIEW** **REPORTS**

Home > Agenda/Regs > Agency EO Review > Publish EO

RIN: 0945-AA02 (201510) Agency/Sub Agency: 0945 HHS/OCR OMB Ref #: 0945-A006
Stage of Rulemaking: Proposed Rule Stage Submitted By: Agnes Thomas Submitted Date: 04/29/2015
Title: Nondiscrimination Under the Patient Protection and Affordable Care Act

EO Review Package 0945-AA02

Abstract
This proposed rule would implement prohibitions against discrimination on the basis of race, color, national origin, sex, age, and disability as provided in section 1557 of the Affordable Care Act. Section 1557 provides protection from discrimination in health programs and activities of covered entities. This section also identifies additional forms of Federal financial assistance to which the section will apply.

Reviewers
OIRA Reviewer: Bridget Dooling Economist: Elizabeth Ashley

Primary Document: [Final 1557 NPRM to OMB 4 27 15.docx](#) Date Uploaded: 04/29/2015 Uploaded By: Agnes Thomas

Regulatory Impact Analysis Document: Date Uploaded: Uploaded By:

Reg Plan: No Date Received: 04/29/2015 Date Concluded: 07/13/2015

[Agency Submitted EO Package](#) [Agency Contact for This EO Package](#) **Date Published:** 07/13/2015

Paperwork Reduction Act
Does The Rule Contains ICRs? Yes
New OMB Control Number Will Be Requested Yes
OMB Numbers
No records found

Sign-Off History

Name	Action Date	Action	Notes (Conclusion Data)
Julio Baez	07/13/2015	Concluded	

SAVE PUBLICATION DATE

Figure 14.3: EO Review Package Screen for Concluded Review

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After the FR publication date has been saved, the EO package appears in the Concluded Request List with a status of 'Published'.

The screenshot displays the ROCIS web application interface. At the top, there is a navigation bar with 'HOME', 'AGENDA/REGS', 'ADMINISTRATION', and 'HELP'. Below this is a secondary navigation bar with icons for 'INBOX', 'RULES', 'AGENDA', 'SEARCH', 'AGENCY EO REVIEW', and 'REPORTS'. The main content area shows the 'Concluded EO List' with a search criteria of 'Status=(Concluded, Published)'. A table lists one entry with the following details:

Date Concluded	Concluded Action	RIN	Agency/Sub	Title	Stage of Rulemaking	Designation	Extended	EO Review Status	EO Review Status Date
07/13/2015	Consistent without Change	0845-AA02	0945 HHS/OCR	Nondiscrimination Under the Patient Protection and Affordable Care Act	Proposed Rule Stage	ECONOMICALLY SIGNIFICANT		PUBLISHED	07/13/2015

Below the table, it indicates 'Showing 1 to 1 of 1 entries' and 'List shows EO review packages that were concluded in the last 30 days.' The word 'PUBLISHED' in the table is circled in red.

Figure 14.4: Concluded EO List with Published EO Package

APPENDIX A: EO REG REVIEW USER ROLES

There are five agency roles within ROCIS that have privileges associated with the EO Reg Review process within ROCIS:

Regulatory Review Processor (RRP) – This individual can create and update any type of EO REG Review-related request. This user can also update the FR publication date for approved, but not published, EO packages for RINs that have been, or will be, published in the Unified Agenda. To obtain a ROCIS account, he must go through his agency’s Regs Privileges Point of Contact (see role description below) and sign a security agreement. He must also attend the EO Regulatory Review course offered by RISC.

Executive Order Regulatory Contact (EORC) – This individual can do everything that a RRP can do. He can also submit a request to OIRA for review of an EO REG Review on behalf of the agency. To obtain a ROCIS account, the EORC must go through the agency’s Regs Privileges Point of Contact (see role description below) and sign a security agreement. He is also required to attend the EO Regulatory Review course offered by RISC. **Each agency must have at least one of these.**

Authorized Regulatory Contact (ARC) – An individual with this role can update EO Reg review packages. This user can also update the FR publication date for approved, but not published, EO packages for RINs that have been, or will be, published in the Unified Agenda. This role also gives the user access to the agenda module of ROCIS.

Regulatory Data Entry Contact (RDEC) – This role allows a user to create and edit an EO Reg Review package. Additionally, it gives the user access to the agenda module of ROCIS.