

Appendix F

COMPUTER MATCHING PROGRAMS TIMETABLE

Copies of agreements and reports/notices can be sent to congress simultaneously, allowing 40 days before initiation of match. Portrayed below are estimates of time frames for allowing the complete clearance and processing of computer matching documentation. We are assuming with these time frames that the program office has been working in advance with the Privacy Act Officer (PAO) matching agencies, etc.

FOR AGREEMENTS:		
Program Office	Clearance/Signature	Allowance Time
Prepares and submits signed agreement to DIB	DIB approves/disapproves DIB chairman signs	2-3 weeks
Forwards Agreement to other matching agency	Other matching agency's official & DIB sign	4 weeks
Sends original (signed) agreement to Privacy Act Officer (PAO)	PAO immediately submits 2 copies to Congress	40 days (before initiation of match)
Total (processing & clearance)		90 days

FOR NOTICES/REPORTS		
Program Office	Clearance/Signature	Allowance Time
Prepares and submits to PAO	1. PAO puts into clearance. (OGC, affected Program Offices, & IPS)	2 weeks
	2. PAO prepares letters to OMB and Congress and obtains A/S (Admin) signature (for sending copies of report/notice)	2 weeks
	3. PAO processes rpt/notice: a. Forwards notice for Federal Register publication. b. Sends signed A/S ltrs to OMB and Congress (with copies of report/notice).	40 days (before initiation of match)
Total (processing & clearance)		70 days

NOTE: If there is a current notice/report published which covers the specific computer matching programs, certain agreements may not require publication of a notice/report.

