

# ROCIS

## TRAINING INFORMATION

This document contains information on training classes, schedules, and registration procedures. Please be sure to review the entire document carefully.

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## E.O. 12866 Regulatory Review Training

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This class covers the steps necessary to create and submit an EO 12866 Review package in ROCIS. These classes are held online via web conference.

### Topics include:

- Searching for a RIN
- Creating an EO Reg Review Package
- Accessing Your Inbox
- Uploading Documents
- Submitting and Receiving Processes
- Handling 'Open for Amendment'
- Using ROCIS Administration Functions
- Viewing the Public Web Site

### Dates and Times for EO 12866 Regulatory Review Training

- April 9, 2024, 10:00AM – 12:00PM ET
- July 17, 2024, 10:00AM – 12:00PM ET

## ROCIS Paperwork Reduction Act (PRA) Training

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This class covers the steps necessary to create and submit Information Collection Requests (ICRs) in ROCIS. These classes are held online via web conference.

### Topics Include:

- Overview of PRA Reports
- Accessing Your Inbox
- Creating a New ICR Request
- Adding Information Collections (ICs) and Information Collection Instruments (ICIs)
- Using the Burden Worksheet
- Uploading Documents
- Certifying Compliance and Submitting
- Handling 'Open For Amendment'
- Accessing OIRA Concluded Data
- Host forms and creating RCF's
- PRA.digital.gov walkthrough
- Using ROCIS Administration Functions
- Viewing the Public Website

### Dates and Times for PRA Training – ✨NEW OPTIONS!✨

**One Day Training** - (1 hr. lunch break around noon and one 10 min break in the afternoon)

- March 28, 2024, 10:00AM – 4:00PM ET
- May 15, 2024, 10:00AM – 4:00PM ET

**Two Day Training** - (One 10 min break will be given each day)

- April 16 – 17, 2024, 1:00 – 4:00PM ET each day
- June 11 – 12, 2024, 1:00 – 4:00PM ET each day

# Privacy (SORN/MA) Training

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This class covers the steps necessary to create and submit System of Records Notices (SORNs) and Matching Notices (MA) in ROCIS. These classes are held online via web conference.

## Topics include:

- Accessing ROCIS Production
- Navigating and Searching Inbox Sections
- Creating/editing a new SORN Request
- Uploading Documents
- Submitting a SORN Request
- Handling 'Open for Amendment'
- Viewing a Concluded Request
- Adding the FR Publication Data
- Using ROCIS Administrative Functions

## Dates and Times for SORN Training

- March 5, 2024, 10:00AM – 12:00PM ET
- June 24, 2024, 10:00AM – 12:00PM ET

## How to Register

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**Registrations are accepted up to 24 hours before the training session.**

1. Email training requests to [latonya.datcher@gsa.gov](mailto:latonya.datcher@gsa.gov) and cc: [jaclyn.loss@gsa.gov](mailto:jaclyn.loss@gsa.gov) and [grant.spencer@gsa.gov](mailto:grant.spencer@gsa.gov) and include the following information:
  - a. The class that you or your designee need to take.
  - b. The preferred date of training (see dates above).
    - *If the preferred class is already full, you will be notified by email and automatically waitlisted for the next available class, unless you request another session date.*
  - c. State reason for training: (New, Account Reauthorized, Retrain)
  - d. Email Address of the person attending training.
  - e. Phone Number the person attending training.

**Confirmations with class start times and other details will be sent out by email at least 5 days before the class start date, the link for training and a copy of the training slides will be sent out 24 hours before training.**

## General Information on Training

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All training will take place on Zoom.gov. A link to the training, a module user guide, and a copy of the presentation slides will be emailed to registered participants before the training.

Following along with the slides, taking notes, and listening the trainer are generally all you need to be successful. Please plan to log in at least 5 minutes before the class start time, so that you can get connected to the web conference and the class can start on time.

It is our policy not to provide ROCIS Production accounts to the Agenda/Regs and PRA Modules until users have completed the designated ROCIS module training and provided a signed security agreement. The Production ROCIS accounts for these users will be set up after training has been completed and we've received agency approval.