



**ROCIS How-To Guide for Agency Users
of the Executive Order Regulatory
Review Module
(EO Reg Review)**

August 8, 2013

Regulatory Information Service Center
(RISC)

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1. HOW TO Log Into ROCIS

If you are logging into the system, please point your browser to www.rocis.gov

Read and select the Accept Terms on the Warning Screen.

Enter your User ID (normally, your first initial and last name) and password (initially rocis123 until you change it to your personal password, as directed by the system). Select the Done button on the ROCIS Broadcast Message screen.

EO Reg Review processing is part of the Agenda/Regs module of ROCIS. You may be taken directly into the module or to a screen requesting you to choose between two or more of the ROCIS modules, depending on your ROCIS privileges. Please select 'Agenda/Regs' to use the EO Reg Review facility.

Exactly what screen you will see next depends upon the role that you have been assigned in ROCIS. If you have been given the role of Executive Order Regulatory Contact (EORC) (see Appendix A for complete list of roles), your default screen is 'Request New RIN'. Requesting a new RIN is actually an agenda function, and details on how to use this screen may be found in the Agenda User's Manual.

The screenshot shows the 'Request New RIN' interface. At the top, there's a navigation bar with 'HOME', 'ADMINISTRATION', and 'HELP'. Below that are icons for 'INBOX', 'RULES', 'AGENDA', 'SEARCH', 'AGENCY EO REVIEW', and 'REPORTS'. The main content area has a breadcrumb trail: 'Home > Agenda/Regs > Rules > Request New RIN'. The form fields are: 'Agency' (dropdown menu), 'Title (Maximum 200 characters) [200 characters remaining]' (text input), two radio button questions: 'Will this rule change the Code of Federal Regulations?' and 'Include this rule in the Unified Agenda?', 'Abstract' (text input), and 'Denotes Required Field' (checkbox). At the bottom are 'CHECK SPELLING', 'SUBMIT', and 'CANCEL' buttons. The footer text is 'Copyright 2012 GSA. All rights reserved. Build 1.1.1.C released.'

Figure 1.1: Initial Screen for EORC User

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If you have been given the role of Regulatory Review Processor (RRP), your initial screen will be the 'EO Search' screen.

Figure 1.2: Initial Screen for RRP User

Regardless of your default screen, you will be able to navigate throughout the EO Reg Review module via tabs which will be discussed in more detail later in this manual.

2. HOW TO Change Your Password

Whenever your password is set to rocis123 or your password has expired, the system will force you to change your password when you log in. On this 'Change Password' screen, you will need to enter your new password twice. Be sure that your new password conforms to all of the rules given for password formation. Click the 'Change Password' button. You will receive a confirmation message from the system indicating that your password has been changed.

Help Desk:1-866-450-5250

ROCIS.GOV UAT

Change Password

Mandatory fields marked *

New Password : *

Confirm New Password : *

Password Strength :

SAVE **CANCEL**

*Password length should be between 8 and 14 characters. Password must contain at least one alphabetic, one numeric and one special character.

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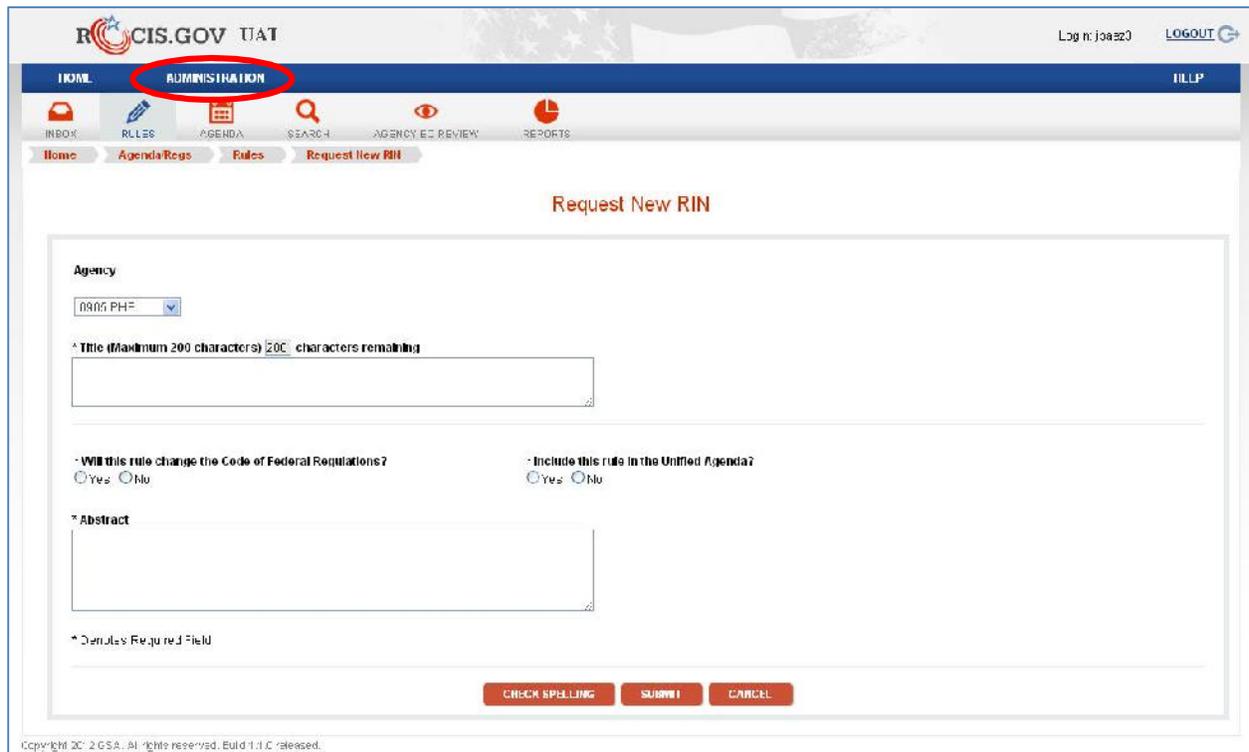


Figure 2.1: Change Password Screen for New Account

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Your ROCIS password is good for 90 days; then, it will need to be reset. About two weeks before the password expires, ROCIS will give you a warning whenever you log in that your password is expiring in XX days.

To change your password, choose 'Admin' from the tab row:



The screenshot displays the ROCIS.GOV user interface. At the top, the header includes the ROCIS.GOV logo and the text 'UAT'. On the right side of the header, it shows 'Log in: jaaaz0' and a 'LOGOUT' link. Below the header is a navigation bar with several tabs: 'HOME', 'ADMINISTRATION' (highlighted with a red circle), and 'HELP'. Underneath the navigation bar is a secondary menu with icons and labels for 'INBOX', 'RULES', 'AGENDA', 'SEARCH', 'AGENCY EO REVIEW', and 'REPORTS'. Below this is a row of buttons: 'Home', 'Agenda/Reus', 'Rules', and 'Request New RIN'. The main content area is titled 'Request New RIN' and contains a form with the following fields and options:

- Agency:** A dropdown menu currently showing 'DANG PH'.
- Title (Maximum 200 characters):** A text input field with '200 characters remaining'.
- Will this rule change the Code of Federal Regulations?** Radio buttons for 'Yes' and 'No'.
- Include this rule in the Unified Agenda?** Radio buttons for 'Yes' and 'No'.
- Abstract:** A larger text input field.
- Denotes Required Field:** A checkbox.

At the bottom of the form are three buttons: 'CHECK SPELLING', 'SUBMIT', and 'CANCEL'. A small copyright notice is visible at the bottom left of the page: 'Copyright 2012 GSA. All rights reserved. Build 1.1.1.0 released.'

Figure 2.2: Admin Tab on Tab Row Screen

This will take you to the administrative functions of ROCIS. The system will default to placing you in your 'User Profile' screen.

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From there, choose the ‘Change Password’ Option on the secondary tab row.

The screenshot shows the ROCIS Employee Administration interface. The top navigation bar includes 'HOME', 'ADMINISTRATION', and 'HELP'. The secondary navigation bar has icons for 'CHANGE PASSWORD', 'CERTIFICATION', 'EMPLOYEE ADMIN', and 'ORR EMPLOYEES AGENCIES'. The 'CHANGE PASSWORD' icon is circled in red. Below the navigation, the page title is 'ROCIS Employee Administration'. The main form contains fields for 'User ID', 'Agency', 'SubAgency', 'Role', 'Last Name', 'First Name', and 'Employee Number'. There are also search options: 'Search Range' with radio buttons for 'Users', 'Contacts', and 'Both Users and Contacts'. Below the form are 'SEARCH' and 'CREATE A NEW CONTACT' buttons. At the bottom, there is a table with columns: Agency, Name, Emp No, User ID, Phone Number, Email, Inactivate, and Locked. The table currently shows 'Showing 0 of 0 entries'.

Figure 2.3: ‘Change Password’ Tab on User Detail Screen

You will need to enter your old password, your new password (must be at least 8 characters, must have one number and one special character—like oira@1234) in both boxes as indicated. Click the ‘Change Password’ button. When you get the confirmation screen, click ‘OK’. Please do not share your password with anyone—this would be a violation of the Security Agreement that you signed and could result in the loss of your access to ROCIS.

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The screenshot shows the ROCIS.GOV UAI interface. At the top, there is a navigation bar with 'HOME' and 'ADMINISTRATION' tabs. Below this is a menu with icons for 'JOB PROFILE', 'CHANGE PASSWORD', 'RECERTIFICATION', 'EMPLOYEE LOGIN', 'ORR EMPLOYEE', and 'AGENCIES'. The 'CHANGE PASSWORD' option is highlighted. The main content area is titled 'Change Password' and contains a form with the following fields: 'Old Password: *', 'New Password: *', 'Confirm New Password: *', and 'Password Strength:'. The 'Password Strength' field shows a progress bar and the text 'Password not entered'. At the bottom of the form are two buttons: 'CHANGE PASSWORD' and 'CANCEL'. The footer of the page contains the text 'Copyright 2012 GSA. All rights reserved. P&H: 1.1.0 release'.

Figure 2.4: Change Password Screen for Expiring Password

3. HOW TO Review and Change Your User Profile

Your 'User Profile' tab is adjacent to the 'Change Password' tab on the Admin tab line (refer to figure 2.3 above). Select the User Profile tab to update your ROCIS information.

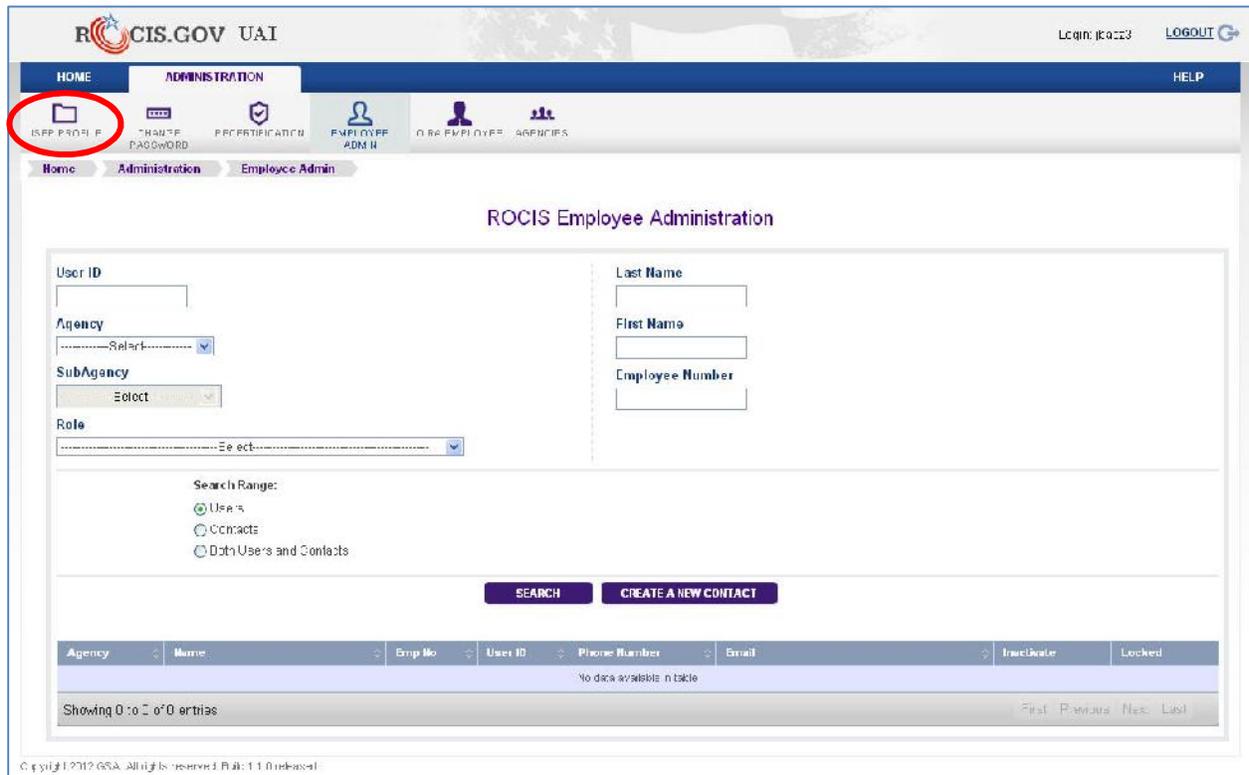


Figure 3.1: Admin Tab to Change User Profile

Upon initial entry, please verify and make appropriate changes to any information, paying particular attention to your telephone number and email. Then, be sure to save your information. The 'Save' button is located at the bottom of the screen.

Please be sure to return to the User Profile to modify your personal information, such as your phone number or email address, whenever changes occur.

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

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The screenshot displays the 'User Detail' page in the ROCIS.GOV UAT system. The page is divided into several sections:

- Navigation:** Includes 'HOME', 'ADMINISTRATION', and 'HELP' tabs. A secondary navigation bar contains icons for 'USER PROFILE', 'CHANGE PASSWORD', 'RECERTIFICATION', 'EMPLOYEE ADMIN', 'DIRA EMPLOYEE', and 'AGENCIES'. Breadcrumbs show 'Home > Administration > User Profile'.
- User Detail Header:** Displays the user's name 'Julio Baez' and agency 'HHS'.
- Personal Information:** Fields for Prefix, First Name (Julio), Middle Name, Last Name (Baez), Suffix, Title, Agency/Sub Agency (HHS), and Agency (0900 HHS).
- Account Information:** Fields for Employee Number (132770) and User Login (jbaez3).
- Communications:** Fields for Telephone (with a note: 'Telephone, TDD and Fax must contain exactly 10 digits and can be separated by (,), - or a blank. Such as 999-999-9999, (999)9999999, 999 999 9999 and 9999999999'), TDD, Fax, and E-Mail (jullo.baez@gsa.gov).
- Address:** Fields for Street Address, City, State (dropdown menu), and Zip.
- User Roles:** A section titled '* Selected Roles' with a scrollable list of roles including 'AUTHORIZED EXECUTIVE ORDER REGULATORY CONTACT(AEOR) - 0900 HHS' through '0923 T8DR'. Below the list are 'SAVE' and 'CANCEL' buttons.

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Figure 3.2: User Detail Screen

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.

4. HOW TO Use the ROCIS Employee Administration Search

The purpose of the Employee Administration Screen is to allow ROCIS users to find or identify other ROCIS users via a search capability. For instance, if you would like to look up another user's email, enter some portion of the user's name in the appropriate box. ROCIS will display any users with a matching entry for the name entered. Below is an example of a search for anyone with a last name starting with 'ba'.

The screenshot displays the 'ROCIS Employee Administration' search interface. At the top, there are navigation tabs for 'HOME', 'ADMINISTRATION', and 'HELP'. The 'ADMINISTRATION' tab is active, showing sub-tabs for 'USER PROFILE', 'CHANGE PASSWORD', 'RECERTIFICATION', 'EMPLOYEE ADMIN', 'DIRA EMPLOYEE', and 'AGENCIES'. The 'Employee Admin' sub-tab is selected.

The search form includes the following fields:

- User ID: []
- Agency: [-----Select-----]
- SubAgency: [-----Select-----]
- Role: [-----Select-----]
- Last Name: [ba]
- First Name: []
- Employee Number: []

Search Range options:

- Users
- Contacts
- Both Users and Contacts

Buttons: [SEARCH] [CREATE A NEW CONTACT] [VIEW ALL]

Agency	Name	Emp No	User ID	Phone Number	Email	Inactivate	Locked
1212 FBOC	Beake, Jon	122736	jbeake	202 326-4100 x3425	beake.jon@obgc.gov	Inactive	Locked
3245 SBA	Babcock, Lisa	127378	stbabcock	202 401-8203	lisa.babcock@sba.gov	Active	Unlocked
0900 HHS	Baez, Julio	132770	jbaez3	999 999-9999	julio.baez@gsa.gov	Active	Unlocked
8888 RISC	Baez, Julio	131432	jbaez	703 481-0888 x234	julio.baez@cyberdatainc.com	Active	Unlocked
8888 RISC	Baez, Julio	132759	jbaez2	999 999-9999	julio.baez@gsa.gov	Active	Unlocked
7774 P	Bahi, Lane	131154	lbahi	202 395-3521	lbahi@omb.eop.gov	Active	Unlocked
0900 HHS	Balthman, Franklin	131327	fbalthman	202 690-6162	frank.balthman@hhs.gov	Active	Locked
1076 BIA	Bajema, Ruth	121889	rbajema	703 735-4414	Ruth.Bajema@bia.gov	Active	Unlocked
1010 BOCM	Bajusz, Ariene	121676	abajusz	703 787-1025	Ariene.Bajusz@mms.gov	Active	Unlocked
3145 NSF	Baker, Penny C	119136	pbaker	703 292-8060 x8687	pbaker@nsf.gov	Inactive	Locked

Showing 1 to 10 of 58 entries. Page navigation: First Previous 1 2 3 4 5 Next Last

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Figure 4.1: Employee Administration Screen

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You can also search users by role. Let's assume that you are a RRP and do not have the ability to submit an EO Reg review to OIRA. You have a package that is ready to be submitted, but the person who normally submits for you is out of the office. Since you know that the role with 'submit' privileges is the EORC, you can search for other users at your agency with that role.

The screenshot shows the ROCIS Employee Administration interface. The top navigation bar includes 'HOME', 'ADMINISTRATION', and 'HELP'. The 'ADMINISTRATION' section is active, with sub-links for 'USER PROFILE', 'CHANGE PASSWORD', 'RECERTIFICATION', 'EMPLOYEE ADMIN', 'OIRA EMPLOYEE', and 'AGENCIES'. The 'Employee Admin' sub-link is selected.

The main content area is titled 'ROCIS Employee Administration'. It features a search form with the following fields:

- User ID:
- Agency:
- SubAgency:
- Role:
- Last Name:
- First Name:
- Employee Number:

Below the search form is a 'Search Range' section with radio buttons for 'Users' (selected), 'Contacts', and 'Both Users and Contacts'. There are 'SEARCH' and 'CREATE A NEW CONTACT' buttons. A 'VIEW ALL' button is located to the right of the table.

Agency	Name	Emp No	User ID	Phone Number	Email	Inactivate	Locked
0938 CMS	Cartwell, Kathleen	124522	kcartwell	202 690-5961	kathleen.cartwell@hhs.gov	Active	Unlocked
0910 FDA	Carlson, Jan	119719	skennon	301 795-7011	jan.carlson@fda.hhs.gov	Active	Unlocked
0910 FDA	Carlson, Jan	130875	jcarlson	301 795-7011	Jan.Carlson@fda.hhs.gov	Active	Unlocked
0910 FDA	Chesemore, Scott D.	120221	schesemore	301 795-9133	scott.chesemore@fda.hhs.gov	Active	Unlocked
0938 CMS	Cohen, Kenneth	124523	kcohen	301 795-7001	kenneth.cohen@fda.hhs.gov	Active	Unlocked
0938 CMS	Fultz, Trenesha	119679	tfultz	202 690-7890	tfultz-mimms@cms.hhs.gov	Active	Unlocked
0900 HHS	Galivan, John	119680	jgalivan	202 205-9165	john.galivan@hhs.gov	Active	Unlocked
0910 FDA	Helmanis, Lisa	119684	lhelmanis	301 795-9135	lisa.helmanis@fda.hhs.gov	Active	Unlocked
0910 FDA	Hyman, Darleese	115195	dhyman	301 827-0085	darleese.hyman@fda.hhs.gov	Inactive	Unlocked
0910 FDA	Johnson, Robin	112905	rjohnson	301 795-9136	robin.johnson@fda.hhs.gov	Active	Unlocked

Showing 1 to 10 of 19 entries. Navigation: First Previous 1 2 Next Last

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Figure 4.2: Search by Role

If you are the Regulatory Privileges POC for your agency, it is a good idea to periodically check the authorized users for your agency. Simply enter your agency code, select any of the agency EO Reg Review roles (see Appendix A for a complete list) from the role drop down list, and click the 'Search' button. If the resultant list reflects users who have left your agency and still have active accounts, please contact the ROCIS Help Desk at 866-450-5250 so that the accounts can be inactivated and locked. Accounts are never deleted.

5. HOW TO Recertify

Any user acquiring a ROCIS production account must execute a security agreement provided by RISC and return it to the ROCIS security officer. The ROCIS system now requires that users recertify the terms of the security agreement every year.

Approximately two weeks before your security agreement anniversary date, ROCIS will begin to remind you that you will need to recertify. The recertification tab can be found under the Admin tab.

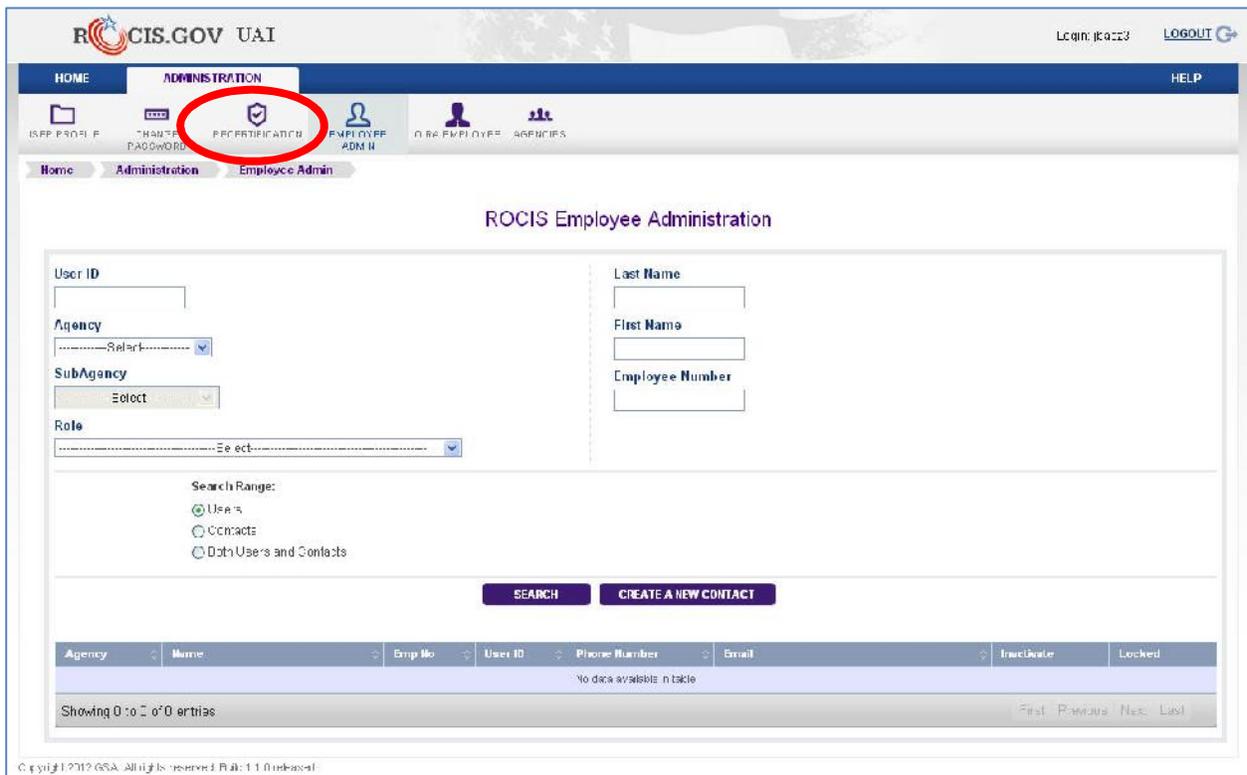


Figure 5.1: Admin Tab with Recertification Option

On the recertification screen, there is a link to the Certification Form. You must click on the link and bring up the document 'ROCIS Security Requirements for System Users'. After reviewing the document, close the document window, check the 'Confirm' box, and enter your current ROCIS password. Then click the 'Recertify' button. This will reset your certification anniversary date for another year.

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Figure 5.2: User Recertification Screen

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Figure 5.3: Recertification Confirmation Screen

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 do recertify.

When you have satisfied your ROCIS administrative functions, click on the Agenda/Regs 'Inbox' tab to return to the Created Request List Inbox for Agency users.

6. Creating an EO Reg 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' tab 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.

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The screenshot displays the 'Rule Search' interface on the ROCIS.GOV UAI website. At the top, there is a navigation bar with 'HOME', 'ADMINISTRATION', and 'HELP' links. Below this is a secondary navigation bar with icons for 'INDEX', 'RULES', 'AGENDA', 'SEARCH', 'AGENCY EO REVIEW', and 'REPORTS'. The main content area is titled 'Rule Search' and contains several search filters:

- Search Criteria:**
 - RIN:** A text input field.
 - Terms (Title and Abstract):** A text input field.
 - Agency:** A dropdown menu with '0900 HHS' selected.
 - Sub Agency:** A dropdown menu with '0905 PHS' selected.
- Search Range:**
 - Current Agenda Only
 - Current and Prior Publication
 - Specific Publication
 - A dropdown menu with '-----Select-----'.
- Priority:**
 - Economically Significant
 - Other Significant
 - Substantive, Nonsignificant
 - Routine and Frequent
 - Info./Admin./Other

A red 'SEARCH' button is located below the search criteria. The results section is divided into three columns of filters:

- Left Column:**
 - Publish in the Regulatory Plan:** Yes No
 - Major:** Yes No Undetermined
 - RFA Section 610 Review:**
 - Section 610 Review
 - Completion of a Section 610 Review
 - Rulemaking Resulting From a Section 610 Review
 - No
 - RIN Status:**
 - Future RIN
 - New RIN
 - Repeating RIN
 - Resurrected RIN
 - Transferred RIN
 - Z-RIN
 - Small Entities Affected:**
 - Yes
 - Businesses
 - Governmental Jurisdictions
 - Organizations
 - No
 - Federalism Implications:** Yes No Undetermined
 - Agency Has Prepared or Plans to Prepare Statement of Energy Effects:** Yes No Undetermined
 - International Impacts:** Yes No Not Collected
- Middle Column:**
 - Government Level Affected:**
 - Yes
 - Federal
 - Local
 - State
 - Tribal
 - No
 - Undetermined
 - Is an analysis required by the Regulatory Flexibility Act because this rulemaking is likely to have a significant impact on a substantial number of small entities?:**
 - Yes
 - Businesses
 - Governmental Jurisdictions
 - Organizations
 - No
 - Undetermined
 - Rule Stage:** A dropdown menu with '-----Select-----'.
 - Agency reported Affected Sectors using NAICS codes:** Yes No
 - Unfunded Mandates:**
 - Yes
 - State, local, or tribal governments
 - Private Sector
 - No
 - Undetermined
 - Agency has reported Compliance Cost Information:** Yes No
- Right Column:**
 - Legal Deadline:** From [] To []
 - Legal Deadline Action:** A dropdown menu with '---Select---
 - Legal Deadline Type:** A dropdown menu with '-----Select-----'
 - CFR Citation:** A text input field.
 - Legal Authority:** A text input field.
 - Timetable Action Date:** From [] To []
 - Timetable Action:** A text input field.
 - Timetable - FR Citation:** A text input field.
 - Related Agency:** A dropdown menu with '-----Select-----'
 - Relation Type:** JOINT COMMON
 - Agency Sort Value 1:** A text input field.
 - Agency Sort Value 2:** A text input field.
 - Discontinue Flag:** Yes No
 - Display in the E.Unified Agenda:** Yes No
 - Print in FR Unified Agenda:** Yes No N/A

A second red 'SEARCH' button is located at the bottom of the filter section. At the very bottom of the page, there is a copyright notice: 'Copyright 2012 GSA. All rights reserved. Build 1.1.0 released.'

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 menu with icons for 'INBOX', 'RULES', 'AGENDA', 'SEARCH', 'AGENCY EE REVIEW', and 'REPORTS'. The main content area is titled 'Rule Search - Results'. Under 'Search Criteria', there is a table with the following data:

Name	Value(s)
Agency	0875 - HHS/OP
Search Range	Current Agency Only (Publication : 2013 October)

Below the search criteria is a 'Results' section with a 'VIEW ALL' button. The results are displayed in a table with the following columns: RIN, Agency, Rule Title, and Pub ID.

<u>RIN</u>	<u>Agency</u>	<u>Rule Title</u>	<u>Pub ID</u>
JUS-ZBJV	JUS	55a	
JUS-ZBJE	JUS	Technical Assistance and Capacity Development Demonstration Grant Program for HIV/AIDS-Related Services in Highly Impacted Minority Communities	
305-ZDCX	305	State and Territorial Minority HIV/AIDS Demonstration Grant Program	
305-ZBDM	305	Nurse Regulatory Section - 2020 The Veterans Health Care Act of 1962 Recale Option	
JUS-ZBLC	JUS	Mandatory Guidelines for Federal Workplace Drug Testing Programs	
305-ZBDC	305	Announcement of Availability of Grants for Family Training Research Projects	
305-ZBFI	305	Grants for Family Training Research Projects	
305-ZBDC	305	Availability of Grants for Adolescence Family Life Demonstration Projects - 75 Million	
JUS-ZALU	JUS	Availability of Grants for Adolescence Family Life Demonstration Projects - \$1 Million	
305-ZASO	305	Construction Grant for a National Center for Primary Care	

At the bottom of the results table, it says 'Showing 1 to 10 of 109 entries'. There are also pagination controls: 'First', 'Previous', '1', '2', '3', '4', '5', 'Next', 'Last'.

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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.

The screenshot shows the ROCIS web application interface. At the top, there is a navigation bar with 'ADMINISTRATION' and 'HELP' links. Below this is a menu with 'Home', 'Rules', 'Agenda', 'Search', 'Agency EO Review', and 'Reports'. The 'Rules' menu is highlighted with a red circle and is open, showing options: 'Request New RIN', 'View Rule', 'Update Rule', 'Contact', 'Timetable', 'EO Package', 'Regulatory Plan Information', and 'History'. The main content area displays 'View Rule 0905-AH97'. It includes a header with 'RIN Created', 'RIN Modified Date', and 'Agency/Sub-Agency'. Below this is a table with columns for 'Title', 'Undetermined', 'Major', 'Legal Authority', 'Legal Description', 'Overall Description of Deadline', 'Abstract', 'Timetable', 'RFA Section 610 Review', 'Regulatory Flexibility Analysis Required', 'Government Levels Affected', 'Agency has prepared or plans to prepare Statement of Energy Effects', 'Additional Information', 'Statement of Need', 'Summary Of the Legal Basis', 'Alternatives', 'Anticipated Costs and Benefits', 'Risks', 'Affected Sectors', 'Related RINs', 'Child RIN List', 'This is a reduced paper print Agency', 'Printed in the FR Unified Agenda', and 'Contact'. The 'EO Package' option in the 'Rules' menu is highlighted in orange.

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 shows the ROCIS.GOV UAT interface. At the top, there is a navigation bar with 'HOME ADMINISTRATION HFI P' and a user profile 'ngi y jbae73 LOGOUT'. Below this is a menu with 'INDOR', 'RULES', 'AGENDA', 'SEARCH', 'AGENCY EO REVIEW', and 'REPORTS'. The 'EO Package' menu item is selected. The main content area displays the following information:

RIN Created Date:	05/20/2013	RIN Modified Date:	05/20/2013	Agency/Sub-Agency:	0905 - HHS/RIS
RIN Created By:	Amie Lamo	RIN Modified By:	Ambi_Lam	Primary Agency Contact:	NC Agency Contact
RIN Status:	New MR	Agenda Stage of Rulemaking:	No Stage	Pub ID:	201313

Below this information, the title 'EO Review Packages 0905-AH97' is displayed. A table with the following columns is shown:

Tracking #	EO Stage of Rulemaking	Status	Status Date	Conclusion Action	Conclusion Date	Assigned Designation	Designation Date
No data available in table							

At the bottom of the screen, there is a red button labeled 'CREATE EO REVIEW PACKAGE'. The footer of the page reads 'Copyright 2012 GSA. All rights reserved. Duid 1.1.3 released'.

Figure 6.4: EO Review Package Screen with ‘Create’ button

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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.

The arrows and bar on the right hand side of the screen indicate that there is more information below. The arrows can be used to scroll up and down.

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

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EO Review Package

EO Review Package was successfully created at 03/12/2013 15:18:49 PM

Unfunded Mandates

Major

Priority

Legal Authority

CFR Citation

Legal Deadline

Action	Source	Date	Description
No associated records found			

Overall Description of Deadline

Abstract

Next Timetable Action

Action Description	Action Date	FR Cite
No associated records found		

Regulatory Flexibility Analysis Required

Small Entities Affected

Government Levels Affected

Federalism

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

Designation Status

Agency Tracking Number

*** EO Stage Of Rulemaking**

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

* International Impacts? Yes No

Primary Documents	Date Uploaded	Uploaded By
No associated records found		

Paperwork Reduction Act

* Does the rule contain ICERs? 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.

EO Review Package 0905-AH97

Unfunded Mandates

Major
Undetermined

Priority

Legal Authority

CFR Citation

Legal Deadline

Action	Source	Date	Description

Overall Description of Deadline

Abstract
This proposed rule adds prostate cancer to the list of health conditions covered by the World Trade Center Health Program.

Next Timetable Action

Action Description	Action Date	FR Cite
No associated records found		

Regulatory Flexibility Analysis Required

Small Entities Affected

Government Levels Affected

Federalism

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

Designation Status

Agency Tracking Number

*** EO Stage Of Rulemaking**

ORA 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

* International Impacts? Yes No

Primary 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 6.8: EO Package Screen

7. Using Your Inbox

ROCIS provides all users with an Inbox for tracking the progress of EO Reg Review requests. The inbox is divided into four sections, each of which is discussed below. Note the tab for the inbox on the top row of tabs. Regardless of the portion of the Inbox you are in, you can sort on any column heading to organize your work space. The sort works like a toggle switch. The first time a user clicks on the column heading, the column data is sorted. Clicking the column heading a second time will result in a reversal of the sort order from the first sort.

The first section of the Inbox is the ‘unsubmitted’ list. This list reflects all of the created EO Reg review packages for any agency/sub agency that you have access to, regardless of who created them. Once an EO package is created, it will remain in the unsubmitted list until it is submitted to OIRA or deleted from ROCIS.

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 icons for 'INBOX', 'RULES', 'CALENDAR', 'SEARCH', 'AGENCY EO REVIEW', and 'REPORTS'. The 'INBOX' menu is expanded, showing options: 'Unsubmitted EO List' (highlighted with a red circle), 'Submitted EO List', 'Received EO List', and 'Completed EO List'. The main content area is titled 'Unsubmitted EO Packages' and contains a table with the following data:

Date Created	Agency/Sub	Title	Stage of Rulemaking	Designation Request	EO Review Status	EO Review Date
03/02/2004	0300-HHS/CMS	Medicare Part C Monthly Actuarial Rates and Premium Rate Beginning January 1, 2005 (CMS-4000-F)			CREATED	03/02/2004
01/01/2005	0408-HHS/CMS	Notification Procedures for Hospital Discharge (CMS-4091-F)	Proposed Rule Stage	SIGNIFICANT	UNSUBMITTED	01/01/2005
01/01/2005	0408-HHS/CMS	Extending Sunset Date for the Interim Final Regulation of Mental Health Parity (CMS-4091-F)	Interim Final Rule Stage	SIGNIFICANT	UNSUBMITTED	01/01/2005
03/07/2005	0308-HHS/CMS	State Children's Health Insurance Program, Final All States, District of Columbia, and U.S. Territories and Commonwealth of Puerto Rico (CMS-2251-A)	Final Stage	SIGNIFICANT	CREATED	03/07/2005
07/13/2005	0308-HHS/CMS	Medicare Prescription Drug Benefit; Low Income Benchmark Premium (CMS-4000-F)	Interim Final Rule Stage	SIGNIFICANT	UNSUBMITTED	06/06/2005
11/04/2007	0408-HHS/CMS	Dental Devices: Classification of Dental X-ray and X-ray Diagnostic Devices; Withdrawal of Proposed Rule	Final Stage	SIGNIFICANT	UNSUBMITTED	04/17/2008
04/21/2008	0410-HHS/CMS	Substance Abuse Treatment and Prevention Programs; Fee for Service; Treatment and Prevention Programs (CMS-4000-F)			CREATED	04/21/2008
07/22/2008	0308-HHS/CMS	Request for Information on Repealing Sections 101 through 104 of the Control of Tobacco Products Act of 2009	Final Stage	SIGNIFICANT	UNSUBMITTED	07/22/2008
09/23/2008	0901-HHS/CMS	State Long-Term Care Partnership Program; State Reciprocity Standard	Final Rule Stage	SIGNIFICANT	CREATED	09/23/2008
12/15/2008	0408-HHS/CMS	Federally-Recognized Tribes; Participation for Services Provided to Members of Public Institutions (CMS-4088-F)	Proposed Rule Stage	SIGNIFICANT	UNSUBMITTED	12/15/2008

At the bottom of the table, it says 'Showing 1 to 10 of 25 entries'. Below the table, there is a note: 'Just showing a pending EO review request (No Time Limit)'. At the very bottom, there is a copyright notice: 'Copyright 2012 USIP. All rights reserved. Build 1.7.0 released.'

Figure 7.1: ‘Unsubmitted’ Inbox List

The next section of the Inbox is the ‘Submitted List’, which you can move to by selecting the “Submitted EO List” item from the Inbox menu. This list shows EO Reg Review packages that have been submitted to OIRA, but are not yet ‘received’.

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Submissions will normally remain in the submitted box for two business days. After that, they will become automatically received, provided an OIRA desk officer does not intervene. Once the submission is received, it will be reflected in your 'Received' inbox. It will also appear on the ROCIS webpage www.reginfo.gov as a pending review.

An OIRA desk officer has the ability to override this process in two ways. While a request is in a submitted status, the desk officer can delay the request. The status will then be 'delay' (this action will be reflected in the submitted list if it occurs). The desk officer would then get in touch with your agency contact to discuss how to proceed with the review.

The desk officer can also eliminate the two day waiting period and accept the submission immediately.

The screenshot displays the ROCIS.GOV UAI interface. The navigation menu includes 'HOME', 'ADMINISTRATION', and 'HELP'. The 'Submitted EO List' link is circled in red. The main content area is titled 'Submitted EO Packages' and contains a table with the following data:

Date Submitted	Agency/Sub	Title	Stage of Rulemaking	OIRA Designation	Designation Request	EO Review Status	EO Review Status Date
07/22/2013	0935 -HHS/CMS	Part A Premiums for Calendar Year 2005 for the Uninsured Aged and for Certain Disabled Individuals Who Have Exhausted Other Employment (CMS-8022-N)	Notice Stage	ECONOMICALLY SIGNIFICANT	SIGNIFICANT	SUBMITTED	07/22/2013

Showing 1 to 1 of 1 entries

List shows a pending =0 review package: (No time limit)

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Figure 7.2: 'Submitted' Inbox List

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The third section of your Inbox is the ‘Received’ list. This list shows those requests that are currently under review at OIRA. Your request will remain in the ‘Received’ list until the review is concluded.

The screenshot shows the ROCIS.GOV UAT interface. The top navigation bar includes 'HOME', 'ADMINISTRATION', and 'HELP'. Below this is a secondary navigation bar with icons for 'INBOX', 'RULES', 'CALENDAR', 'SEARCH', 'AGENCY EO REVIEW', and 'REPORTS'. The 'INBOX' section is active, showing a list of links: 'Unsubmitted EO List', 'Submitted EO List', 'Received EO List' (highlighted with a red circle), and 'Concluded EO List'. The main content area is titled 'Received EO Packages' and contains a table of review packages. The table has columns for 'Status', 'Received', 'RIN', 'Agency/Sub', 'Title', 'Stage of Rulemaking', 'OIRA Designation', 'Designation Request', 'Extended', 'EO Review Status', and 'EO Review Status Date'. The table lists 16 entries, with the first few rows showing details for various rulemaking stages and review statuses.

Status	Received	RIN	Agency/Sub	Title	Stage of Rulemaking	OIRA Designation	Designation Request	Extended	EO Review Status	EO Review Status Date
	11/25/2011	0910-AG64	0910 HHS/FDA	Foreign Supplier Verification Program	Proposed Rule Stage		ECONOMICALLY SIGNIFICANT	✓	RECEIVED	11/28/2011
	12/01/2011	0910-AG10	0910 HHS/FDA	Current Good Manufacturing Practice and Hazard Analysis and Risk-Benefit Preventive Controls for Food for Animals	Proposed Rule Stage		ECONOMICALLY SIGNIFICANT	✓	RECEIVED	12/05/2011
	11/21/2012	0910-AG66	0910 HHS/FDA	Accreditation of Third Parties To Conduct Food Safety Audits and for Other Related Purposes	Proposed Rule Stage		SIGNIFICANT	✓	RECEIVED	11/24/2012
	11/28/2012	0970-AC50	0970 HHS/ACF	Flexibility, Efficiency, and Modernization of Child Support Enforcement Programs	Proposed Rule Stage		SIGNIFICANT		RECEIVED	11/28/2012
	02/15/2013	0970-AC56	0970 HHS/ACF	TANF Assistance and Electronic Benefits Transfer Actions	Proposed Rule Stage		SIGNIFICANT		RECEIVED	02/15/2013
	02/22/2013	0910-AG84	0910 HHS/FDA	Food Labeling, Gluten-Free Labeling of Foods	Final Rule Stage		ECONOMICALLY SIGNIFICANT		RECEIVED	02/25/2013
	04/08/2013	0910-AF97	0910 HHS/FDA	Proposed Revisions To Implement Portions of Title XI of the Medicare Prescription Drug, Improvement, and Modernization Act of 2003 and Other Changes	Proposed Rule Stage		SIGNIFICANT	✓	RECEIVED	04/10/2013
	04/09/2013	0910-AF27	0910 HHS/FDA	Infant Formula: Current Good Manufacturing Practices; Quality Control Procedures; Notification Requirements, Records and Reports; and Quality Factors	Final Rule Stage		SIGNIFICANT		RECEIVED	04/11/2013
	05/13/2013	0938-AP51	0938 HHS/CMS	Conditions of Participation (CoPs) for Community Mental Health Centers (CMHCs); CMS-3202-F	Final Rule Stage	SIGNIFICANT	SIGNIFICANT		RECEIVED	05/15/2013
	05/29/2013	0938-AR63	0938 HHS/CMS	Inpatient Psychiatric Facility Prospective Payment System—Update for Fiscal Year 2014 (CMS-1447-N)	Notice Stage		SIGNIFICANT		RECEIVED	05/29/2013

Showing 1 to 10 of 16 entries. First Previous 1 2 Next Last

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

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Figure 7.3: ‘Received’ Inbox List

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The final section of your Inbox is the 'Concluded' list. Once OIRA concludes the review, your request will automatically be transferred to your Concluded inbox, where it will remain for 30 days. After that, it will no longer be accessible through the concluded list, but it can be located through the EO Reg Review 'Search' facility.

The screenshot shows the ROCIS.GOV interface. The top navigation bar includes 'HOME', 'ADMINISTRATION', and 'HELP'. Below this is a secondary navigation bar with icons for 'INBOX', 'RULES', 'AGENCY', 'SEARCH', 'AGENCY EO REVIEW', and 'REPORTS'. A red circle highlights the 'INBOX' icon and the 'Concluded EO List' link in the dropdown menu. The main content area is titled 'Concluded EO List' and features a table with the following columns: '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 'Showing 0 of 0 entries'. A footer note states: 'This list shows EO review packages that were concluded in the last 30 days. Copyright 2012 GSA. All rights reserved. Build 1.1.0 released'.

Figure 7.4: 'Concluded' Inbox List

8. Locating an Existing EO Reg Review Package

Chapter 6 discussed how to create an EO Review package. Chapter 7 covered 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.

The screenshot shows the ROCIS.GOV UAT interface. The main content area is titled 'Unsubmitted EO Packages'. Below the title, there is a criteria filter: 'Criteria: Status=(Created, Unsubmitted)'. A table lists various EO Review packages. The first row is highlighted, and the word 'CREATED' in the 'EO Review Status' column is circled in red. The table has columns for Date Created, RIN, Agency/Sub, Title, Stage of Rulemaking, Designation Request, EO Review Status, and EO Review Status Date.

Date Created	RIN	Agency/Sub	Title	Stage of Rulemaking	Designation Request	EO Review Status	EO Review Status Date
10/12/2011	0300-21182	030111-S.PIC	Work: Trade Center Health Program; Addition of Frostbite Cancer to the List of VOT-Related Health			CREATED	07/12/2011
7/24/2013	0300-22326	0300H-S.HFSA	347B Opioid Drug Exclusion			CREATED	07/24/2013
03/05/2013	0310-21895	0310H-S.FDA	Electronic Document Agency Procedures for Handling Comments			CREATED	03/05/2013
04/02/2012	0310-22441	0310H-S.XOS	Overseas for a Nationwide Health Information Network	Notice Stage	SIGNIFICANT	UNSUBMITTED	02/05/2012
11/21/2011	0310-21100	031011-S.TDA	Medical Device Reporting: Electronic Submission Requirements	Final Rule Stage	ECONOMICALLY SIGNIFICANT	UNSUBMITTED	02/02/2012
10/21/2011	0310-22441	031011-S.TDA	Request for Comments, Data, and Information on Sodium	Notice Stage	SIGNIFICANT	UNSUBMITTED	02/27/2011
05/24/2011	0300-22605	0300H-S.XOC	Privacy Act of 1974, System of Records	Notice Stage	SIGNIFICANT	UNSUBMITTED	05/26/2011
1/28/2011	0310-21951	0310H-S.HVA	Administrative Determination of Food for Human or Animal Consumption			CREATED	04/28/2011
10/16/2010	0300-22416	0300H-S.XOC	Review and Approval Process for Waivers for State Innovation	Proposed Rule Stage	SIGNIFICANT	UNSUBMITTED	02/16/2010
10/19/2010	0300-21993	0300H-S.XCMS	Anti-Biary Surgical Centers Outpatient for Coverage Same Day Services (CMS-3217-P)	Proposed Rule Stage	SIGNIFICANT	UNSUBMITTED	04/12/2010

Showing 1 to 11 of 21 entries. First Previous 1 2 3 Next Last

List shows all pending EO review packages (1: Time Limit).

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Figure 8.1: ‘Unsubmitted’ List with EO Package Selected

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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’.

The screenshot displays the ROCIS.GOV UAI interface. At the top, there is a navigation bar with 'HOME', 'ADMINISTRATION', and 'HFI P'. Below this is a secondary navigation bar with icons for 'HOME', 'AGENDA', 'SEARCH', 'AGENCY EO REVIEW', and 'REPORTS'. The 'AGENCY EO REVIEW' menu is expanded, showing a list of options: 'EO Package', 'Contact', 'Merge Documents', 'Economic Data', and 'EO History'. The 'Contact' option is highlighted with a red circle. The main content area shows the details for 'Review Package 0905-AH97'. The title is '0905-AH97 (201313)' and the stage of rulemaking is 'World Trade Center Health Program; A'. The agency/sub agency is '0905 H-SJPE' and the submitted by is 'WTC-Related Health'. The tracking # and submitted date are also visible. Below the package details are sections for 'Unfunded Mandates', 'Major Undetermined', 'Priority', 'Legal Authority', 'CFR Citation', 'Legal Deadline', and 'Abstract'. The 'Legal Deadline' section includes a table with columns for 'Action', 'Source', 'Date', and 'Description'.

Figure 8.2: EO Package Screen with Update Tasks

9. Adding a 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 ngjy jbaez3 LOGOUT

HOME ADMINISTRATION HELP

INDEX RULES AGENDA SEARCH AGENCY EO REVIEW REPORTS

Home Agency EO Review Contact

RULE: 0905-AH97 (2013-01) Agency/Sub Agency: C90511HSP IS Tracking #: Submitted Date:
Stage of Rulemaking: World Trade Center Health Program Addition to the List of WTC Related Health-Related TRRS: Submitted By: Submitted Date:

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 Contacts() User, Jul 01 - 10:27:70

ADD EXISTING CONTACT **ADD NEW CONTACT**

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Figure 9.1: Contact Screen

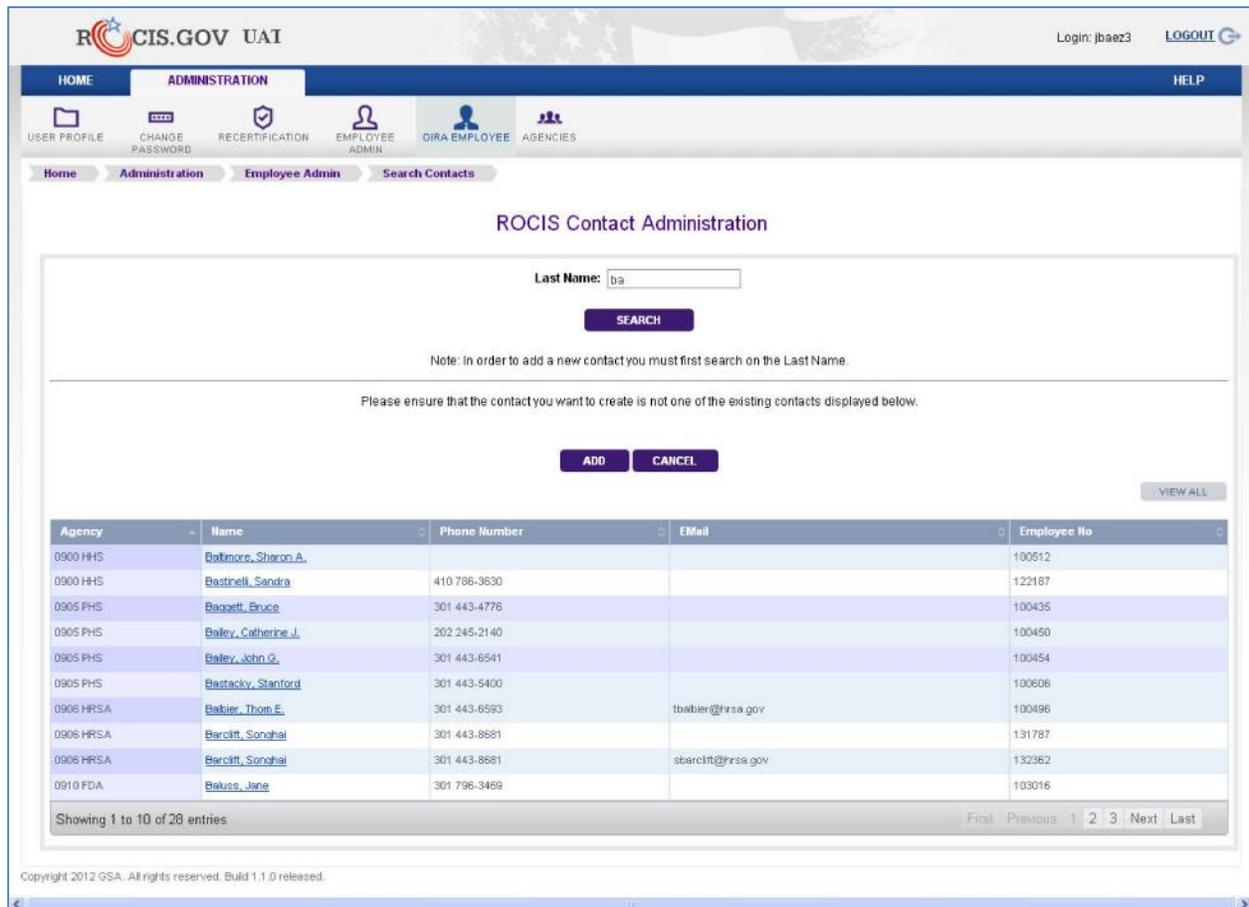
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If the name of the person you want to reference is not in the list, you will need to add the individual as a contact. To do that, select the 'Add New Contact' button.

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 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 displays the ROCIS Contact Administration web interface. At the top, there is a navigation bar with 'HOME', 'ADMINISTRATION', and 'HELP' tabs. 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 input field with 'ba' entered, a 'SEARCH' button, and a note: 'Note: In order to add a new contact you must first search on the Last Name.' Below the note is 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 lists search results with columns for Agency, Name, Phone Number, Email, and Employee No. The table shows 10 entries, with the first 10 displayed. At the bottom, there is a footer with copyright information: '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	Bastnell, Sandra	410 786-3630		122187
0905 PHS	Boggett, 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	Bahler, Thom E.	301 443-6593	tbahler@hrsa.gov	100496
0906 HRSA	Bercitt, Songhai	301 443-8681		131787
0906 HRSA	Bercitt, Songhai	301 443-8681	sbercitt@hrsa.gov	132362
0910 FDA	Bakus, Jane	301 796-3469		103016

Figure 9.2: Contact List Search Result

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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, 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' interface for an existing contact. The contact's name is Julio Baez, with employee number 132738 and title 'AGENCY'. The 'Contact Modules' section is highlighted with a red circle, showing the following options:

Contact Module	Selected	Active	Inactive
RIN Contact	<input type="checkbox"/>	<input type="radio"/>	<input type="radio"/>
EO Contact	<input checked="" type="checkbox"/>	<input checked="" type="radio"/>	<input type="radio"/>
PRC Contact	<input type="checkbox"/>	<input type="radio"/>	<input type="radio"/>
ODR Contact	<input type="checkbox"/>	<input type="radio"/>	<input type="radio"/>

At the bottom of the form, there are 'SAVE' and 'CANCEL' buttons. The footer of the page reads: 'Copyright 2012 GSA. All rights reserved. Build: 1.1.0 (released)'.

Figure 9.3: Contact 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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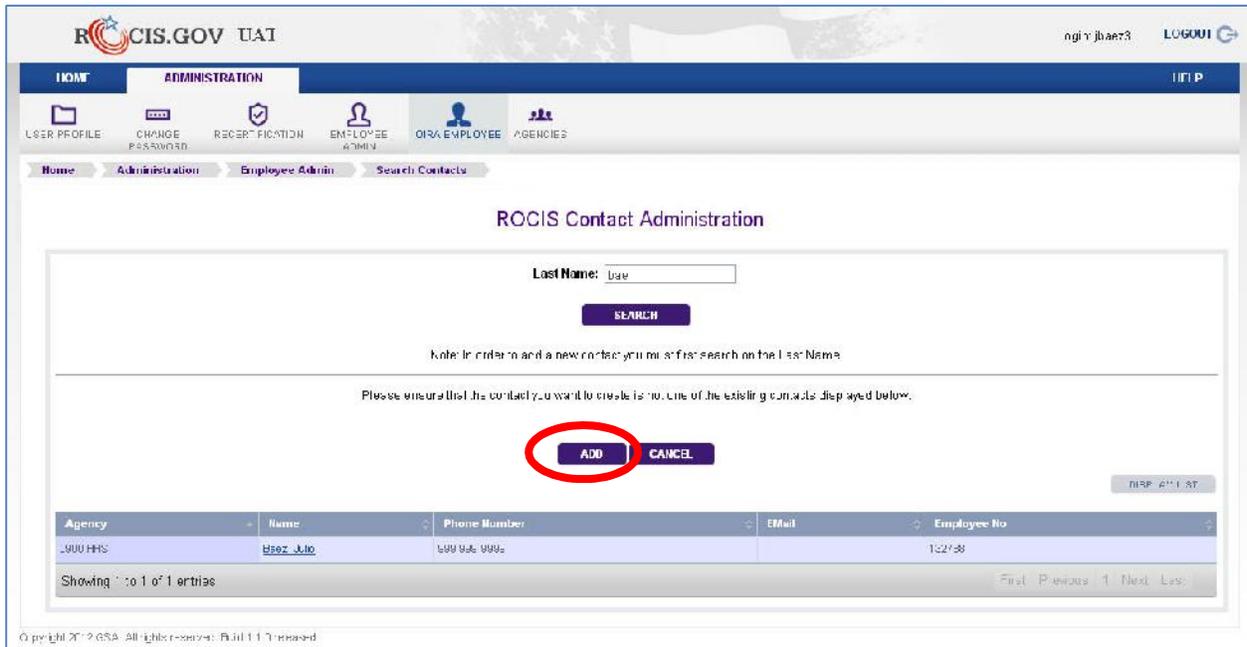


Figure 9.4: Contact Screen with 'Add' highlighted

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The screenshot shows the 'New Contact Detail' screen in the ROCIS.gov system. The page header includes the ROCIS.GOV logo and user information. The navigation bar shows 'HOME' and 'ADMINISTRATION'. The main content area is titled 'New Contact Detail' and contains a form with the following sections:

- Personal Information:** Fields for Prefix, *First Name, Middle Name, *Last Name, Suffix, Title, and Agency (with a dropdown menu).
- Address:** Fields for Street Address, City, State (with a dropdown menu), and Zip.
- Contact Modules:** A table with columns for contact type and status (Active/Inactive).
- Communications:** Fields for Telephone, TDD, Fax, and F-Mail.

Buttons for 'CREATE CONTACT' and 'CANCEL' are located at the bottom of the form. A copyright notice is visible at the bottom left of the page.

Figure 9.5: New Contact 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 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'.

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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' tab to move to the new item required for the EO review package.

The screenshot shows the 'EO Contact List 0905-AH97' 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 main content area shows the 'EO Contact List 0905-AH97' with a table of contacts. The table has columns for 'Sort Order', 'Agency', 'Name', 'Phone Number', and 'Email'. Two red circles highlight the 'Sort Order' column and the 'Remove' button. Below the table, there is a note: 'Note: Drag and drop an entry to a new location to change the order of contact list.' There is also a dropdown menu for 'Available Contact(s)' and three buttons: 'ADD EXISTING CONTACT', 'ADD NEW CONTACT', and 'SAVE ORDER'.

Sort Order	Agency	Name	Phone Number	Email	Remove
1	0900 - HHS	Ebez, Julie	999 559 9999	julie.ebez@hhs.gov	
2	0900 - HHS	Acharya, Arun	202 500-6147	arun.acharya@hhs.gov	

Figure 9.6: Completed EO Contact List

10. HOW TO Electronically Attach (Upload) EO REG Review Documents

To upload (electronically attach) the required documents, move to the 'EO Package' line of tabs and select 'Manage Documents'.

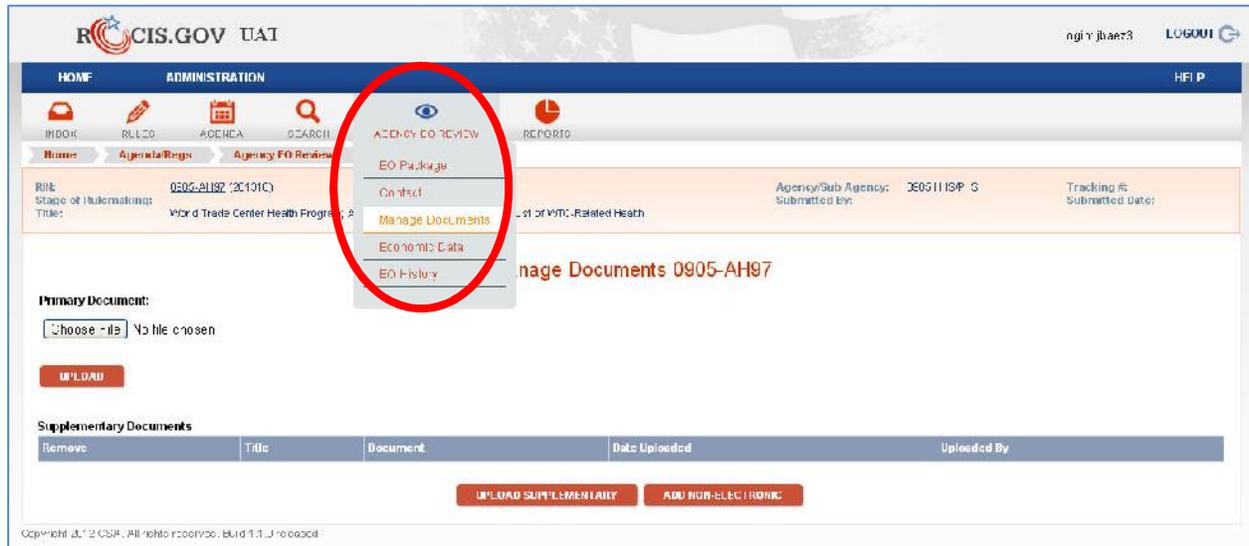


Figure 10.1: Manage Documents Screen

ROCIS How-To Guide for Agency Users of the EO Reg Review Facility Regulatory Information Service Center (RISC)

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.

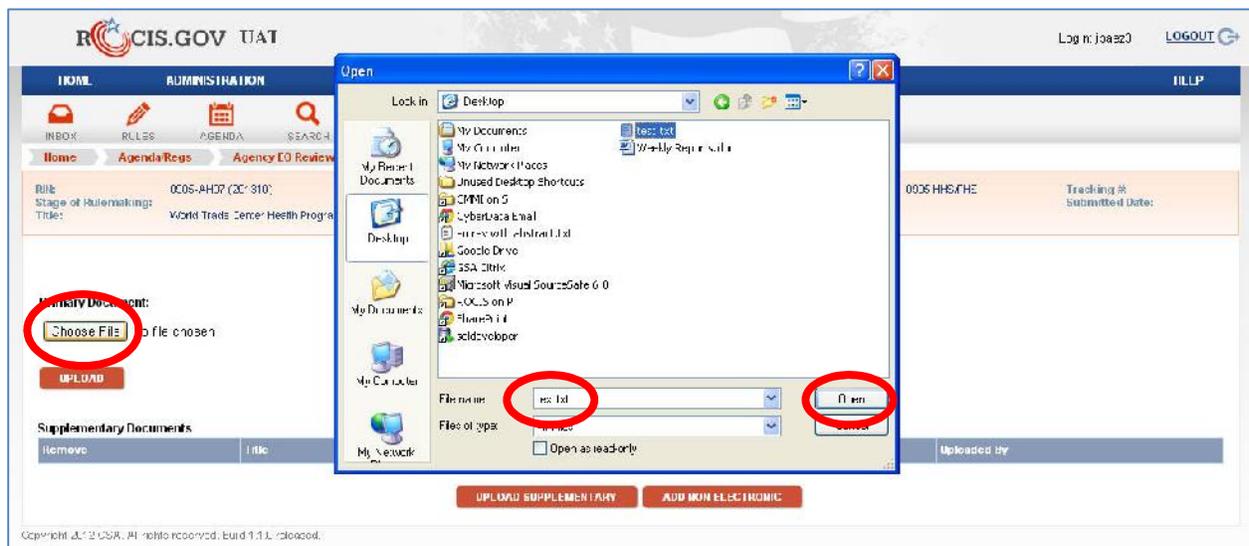


Figure 10.2: Upload Document Pop-up Screen with File Selected and Open Button

ROCIS How-To Guide for Agency Users of the EO Reg Review Facility Regulatory Information Service Center (RISC)

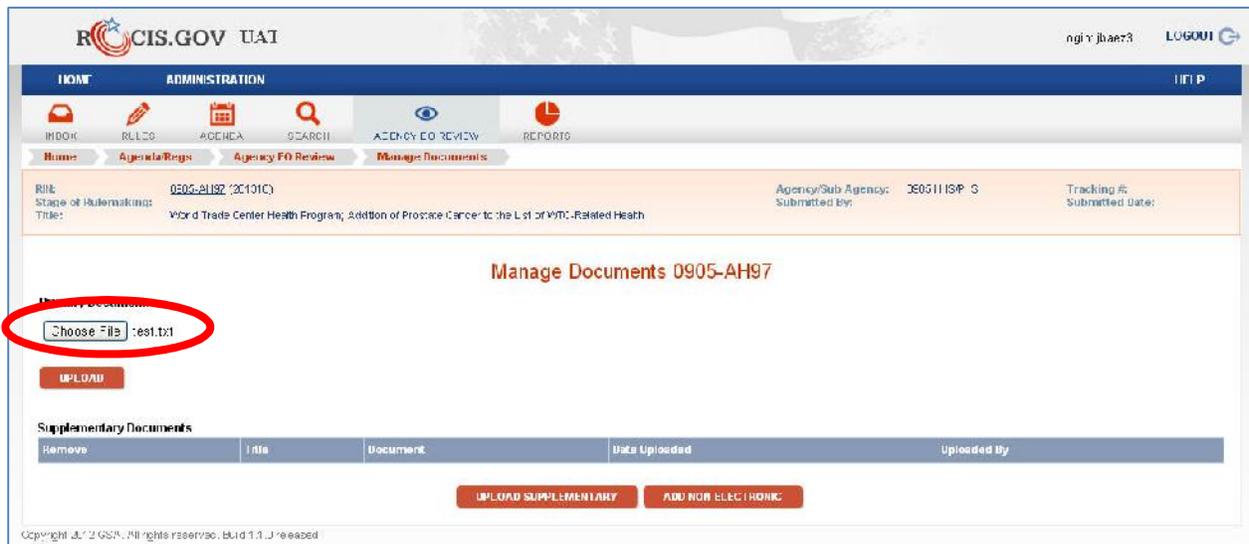


Figure 10.3: Path to Selected Document

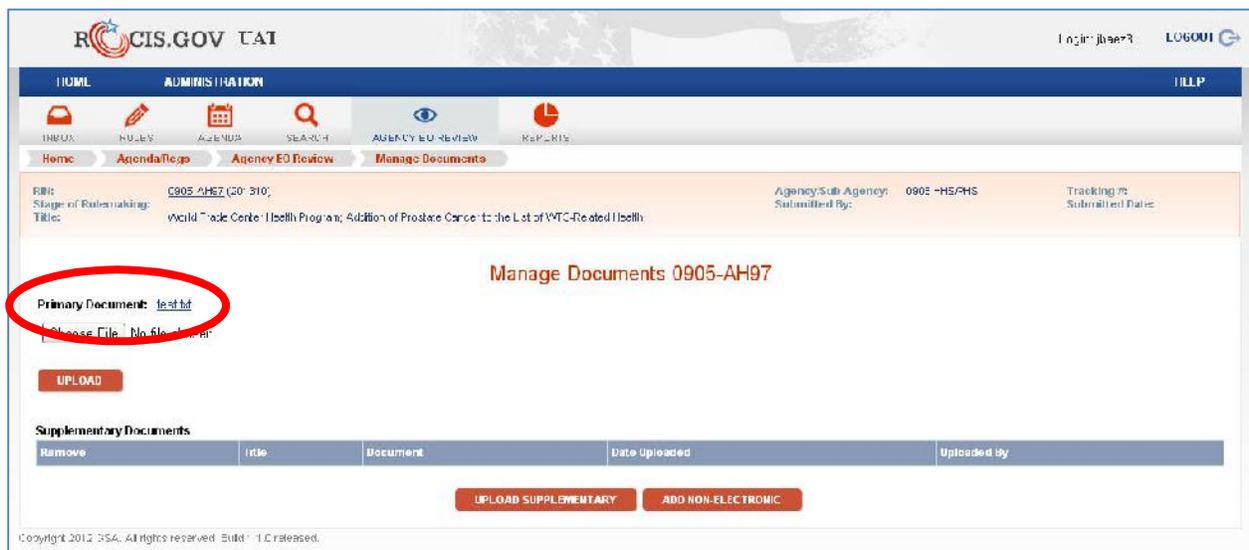


Figure 10.4: Manage Document Screen with Primary Document Uploaded

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, 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.

ROCIS How-To Guide for Agency Users of the EO Reg Review Facility Regulatory Information Service Center (RISC)

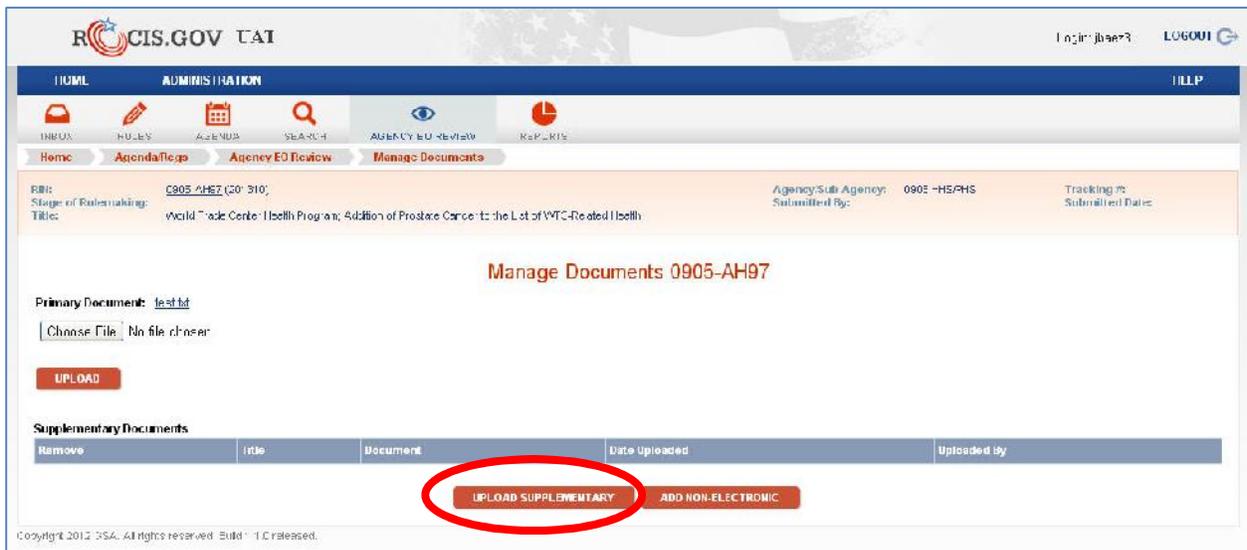


Figure 10.5: Upload Supplementary Button

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

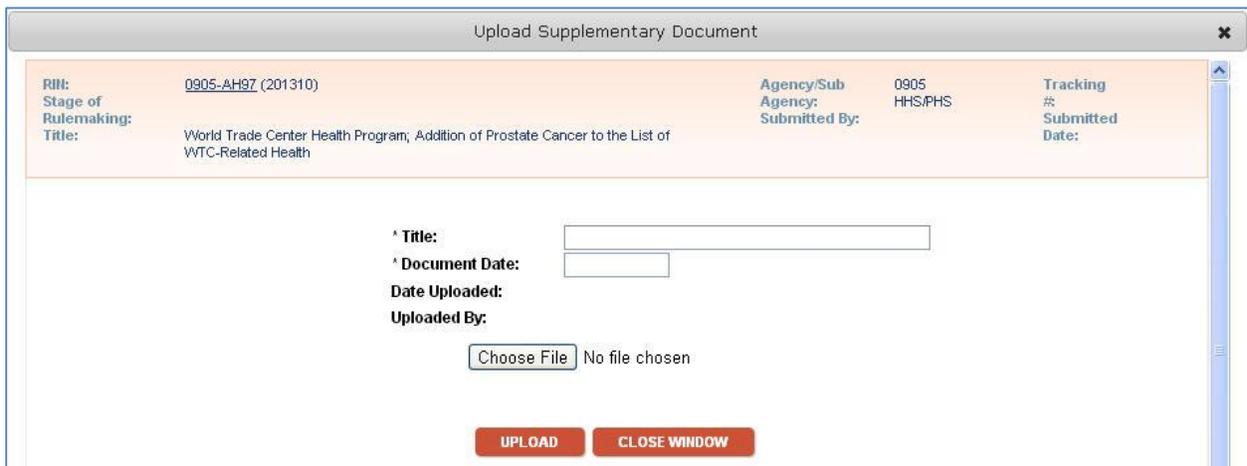


Figure 10.6: Upload Supplementary screen

ROCIS How-To Guide for Agency Users of the EO Reg Review Facility Regulatory Information Service Center (RISC)

Since there is no limit to the number of supplementary documents that may be added. Supplementary documents are never overwritten by ROCIS. If a document needs to be removed, check the box to the left of the document name, and click on the 'Remove' button.

The screenshot shows the ROCIS GOV UAT interface. The main content area is titled "Manage Documents 0905-AH97". It features a "Primary Document" section with a file upload area and an "UPLOAD" button. Below this is a table of "Supplementary Documents". The table has columns for "Remove", "Title", "Document", "Date Uploaded", and "Uploaded By". A red circle highlights the "Remove" checkbox in the first row. Below the table is a "REMOVE" button, also circled in red. At the bottom of the page are buttons for "UPLOAD SUPPLEMENTARY" and "ADD NON ELECTRONIC".

Remove	Title	Document	Date Uploaded	Uploaded By
<input type="checkbox"/>	EO User Guide Example	test.doc	08/29/13	Jane Baez

Figure 10.7: Upload Supplementary Document with Remove Button

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Regulatory Information Service Center (RISC)

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.

Cover Sheet

Document Information

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

Author(s)

First Name: Julio
Last Name: Baez
Affiliation: Program Director

Contact Information

Creator Name: Julio Baez
Agency: Department of Health and Human Services
Address 1:
Address 2:
Address 3:
City:
State:
Zip:
Phone: 999 999-9999
Fax:
E-mail: julio.baez@gsa.gov

PRINT **CLOSE WINDOW**

Figure 10.8: Cover Sheet for Non-Electronic Document

11. HOW TO Handle 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, click on the 'Economic Data' tab.

The screenshot shows the 'Agency EO Review' interface. At the top, there are navigation tabs: HOME, ADMINISTRATION, and HELP. Below these are icons for INBOX, RULES, AGENDA, SEARCH, AGENCY EO REVIEW (highlighted with a red circle), and REPORTS. The 'Agency EO Review' dropdown menu is open, showing options: EO Package, Contact, Manage Documents, Economic Data (highlighted with a red circle), and EO History. The main content area displays 'Economic Data 0905-AH97' and a table titled 'Working Version of Costs and Benefits Statement'.

Category	Primary Estimate	Low Estimate	High Estimate	Units			Notes
				Year	Dollars	Disc	
Benefits EDIT							
Annualized Monetized \$millions/year						7%	
						3%	
Annualized Quantified						7%	
						3%	
Qualitative							
Costs EDIT							
Annualized Monetized \$millions/year						7%	
						3%	
Annualized Quantified						7%	
						3%	
Qualitative							
Transfers EDIT							
Federal Annualized Monetized \$millions/year						7%	
						3%	
From/To	From:			To:			
Other Annualized Monetized \$millions/year						7%	
						3%	
From/To	From:			To:			
Effects EDIT							
State, Local, and/or Tribal Government							
Small Business							
Wages							
Growth							

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Figure 11.1: 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.

12. Adding Final Information and Submitting

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.

ROCIS.GOV UAT Login: jbaec3 LOGOUT

HOME ADMINISTRATION HELP

HOME AGENDA REGS AGENCY EO REVIEW EO Package

FILE: 0905-AH97 (201310) Agency/Sub Agency: 0905 HHS/FHS Tracking #: Submitted Date:

Title: World Trade Center Health Program, Addition of Prostate Cancer to the List of WTC-Related Health

EO Review Package 0905-AH97

Unfunded Mandates

Major
Undetermined

Priority

Legal Authority

CFR Citation

Legal Deadline

Action	Source	Date	Description
--------	--------	------	-------------

Overall Description of Deadline

Abstract

This proposed rule adds prostate cancer to the list of health conditions covered by the World Trade Center Health Program.

Next Timetable Action

Action Description	Action Date	FR Cite
No associated records found		

Regulatory Flexibility Analysis Required

Small Entities Affected

Government Levels Affected

Federalism

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

Designation Status

Agency Tracking Number: * EO Stage Of Rulemaking:

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. 111-263]? Yes No
* International Impacts? Yes No

Primary Documents	Date Uploaded	Uploaded By
test.txt	09/12/2013	JMB DHEC

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 12.1: EO Package Screen

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Regulatory Information Service Center (RISC)

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.

The 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 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.

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.

ROCIS How-To Guide for Agency Users of the EO Reg Review Facility Regulatory Information Service Center (RISC)

Agency Tracking Number: [] EO Stage Of Rulemaking: []

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
* International Impacts? Yes No

Primary Documents	Date Uploaded	Uploaded By
yes.ec	05/12/2013	Julio Baez

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 12.2: Bottom of EO Package Screen

Agency Tracking Number: [] EO Stage Of Rulemaking: Profile Stage []

OIRA Designation: [] Designation Request: NOT SIGNIFICANT []

* 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
* International Impacts? Yes No

Primary Documents	Date Uploaded	Uploaded By
tcot.txt	05/12/2013	Julio Baez

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 12.3: Completed EO Package Screen

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 Employee Administration to perform a search by agency and role.

ROCIS How-To Guide for Agency Users of the EO Reg Review Facility Regulatory Information Service Center (RISC)

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.

EO Review Package 0905-AH97

EO Review Package was successfully submitted at 07/12/2013 16:27:41 PM.

Unfunded Mandates

No

Major

Undetermined

Priority

Substantive, Non-significant

Legal Authority

CFR Citation

Legal Deadline

Action	Source	Date	Description

Overall Description of Deadline

test

Abstract

Figure 12.4: Confirmation of Submission

Submitted EO Packages

Criteria: Status=(Submitted,Delayed)

FILTER LIST VIEW ALL

Date Submitted	RUI	Agency/Sub	Title	Stage of Rulemaking	OIRA Designation	Designation Request	EO Review Status	EO Review Status Date
08/12/2013	0905-AH97	0905 -HSPHS	World Trade Center Health Program; Addition of Prostate Cancer to the List of WTC-Related Health	Priority Stage		NOT SIGNIFICANT	SUBMITTED	08/12/2013
07/02/2013	0938-AH15	0938 -HSCMS	Part A Premiums for Calendar Year 2005 for the Uninsured Aged and for Cancer-Deceased Individuals Who Have Exhausted Other Enrollment (LMS-8022-1)	Notice Stage	ECONOMICALLY SIGNIFICANT	SIGNIFICANT	SUBMITTED	07/02/2013

Showing 1 to 2 of 2 entries

First Previous 1 Next Last

List shows all pending EO review packages (40 Time Limit)

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Figure 12.5: Submitted Request List

13. The Review Process and Open/Close 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.

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	06/12/2013	1605-AH97	1605 HHS/HHS	World Trade Center Health Program: Addition of Prostate Cancer to the List of WTC-related Health	Petition Stage		NOT SIGNIFICANT		OPEN FOR AMENDMENT	08/12/2013
07/11/2013	07/02/2013	1670-AC43	1670 HHS/AOP	Performance Standards for Busway and Trolleybus Youth Guidelines	Proposed Rule Stage		SIGNIFICANT		RECEIVED	07/11/2013
08/28/2013	07/02/2013	1038-A001	1038 HHS/CME	Emergency Preparedness Requirements for Medicare and Medicaid Participating Providers and Suppliers (CMS-3176-F)	Proposed Rule Stage		ECONOMICALLY SIGNIFICANT		RECEIVED	07/02/2013
06/14/2013	06/16/2013	1610-AC88	1610 HHS/FDA	Revision of Postmarketing Reporting Requirements (Discontinuance or Interruption in Supply of Certain Products (Drug Shortages))	Proposed Rule Stage		ECONOMICALLY SIGNIFICANT		RECEIVED	06/16/2013
06/13/2013	06/10/2013	1610-AC68	1610 HHS/FDA	Over-the-Counter (OTC) Drug Review—Topical Antimicrobial Drug Products	Proposed Rule Stage		ECONOMICALLY SIGNIFICANT		RECEIVED	06/10/2013
06/17/2013	06/11/2013	1610-AC31	1610 HHS/FDA	Unique Device Identification	Final Rule Stage	ECONOMICALLY SIGNIFICANT	ECONOMICALLY SIGNIFICANT		RECEIVED	06/17/2013
06/06/2013	06/06/2013	1645-7401	1645 HHS/OCS	Request for Information Regarding Standardization in Central Health Program for Analytics	Notice Stage		SIGNIFICANT		RECEIVED	06/06/2013
06/20/2013	06/06/2013	1038-AC88	1038 HHS/CME	Emergency Preparedness Requirements for Medicare and Medicaid Participating Providers and Suppliers	Notice Stage		SIGNIFICANT		RECEIVED	06/20/2013

Figure 13.1: Received List showing EO Package 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.

ROCIS How-To Guide for Agency Users of the EO Reg Review Facility Regulatory Information Service Center (RISC)

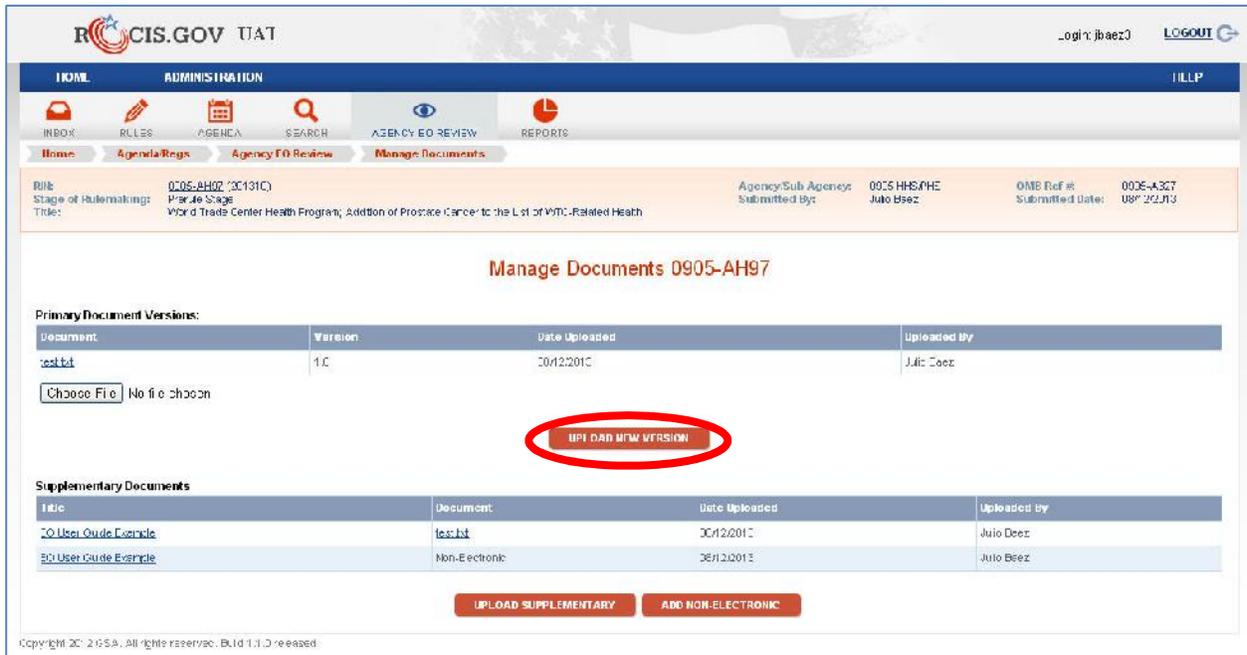


Figure 13.2: Manage Document Screen with ‘Upload New Version’ Button

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.

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.

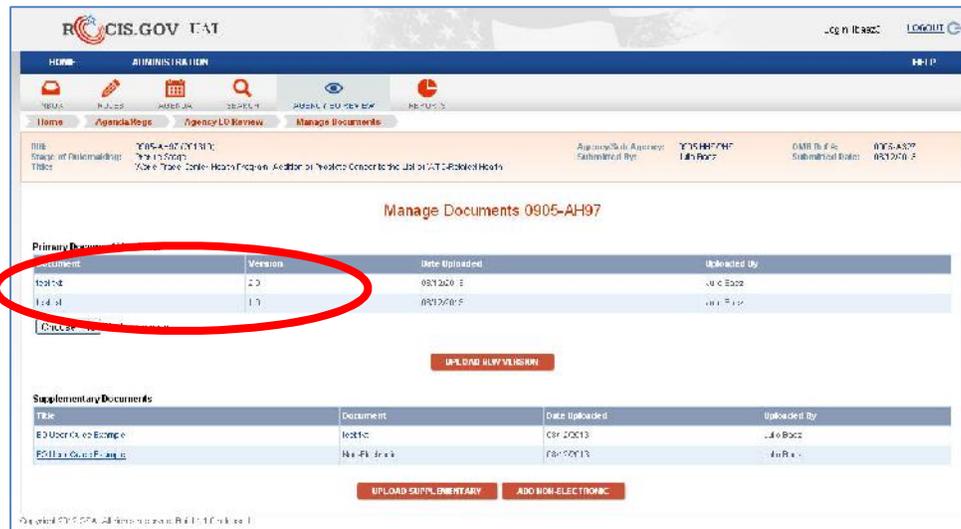


Figure 13.3: Manage Document Screen with Two Versions of Primary Document

ROCIS How-To Guide for Agency Users of the EO Reg Review Facility Regulatory Information Service Center (RISC)

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. ROCIS will indicate to the OIRA desk officer that the package has been amended.

The screenshot shows the EO Package screen with the following fields and sections:

- Agency Tracking Number** and **EO Stage Of Rulemaking** (Prerule Stage)
- OIRA Designation** and **Designation Request** (NOT SIGN F CAN)
- 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
- International Impacts? No
- Primary Documents** table:

Primary Documents	Date Uploaded	Uploaded By
test.doc	08/13/2013	Julio Baez
test.doc	08/13/2013	Julio Baez
- Paperwork Reduction Act**
 - * Does the rule contain ICRs? Yes No
 - New OMB Control Number Will Be Requested:
 - Existing OMB Numbers
- * Denotes Required Field
- Buttons:

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Figure 13.4: EO Package Screen with ‘Submit Amendment’ Button

The OIRA desk officer will subsequently close the package, and 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 Concluded Review

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.

The screenshot shows the ROCIS public website 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 EO REVIEW', and 'REPORTS'. The main content area is titled 'Concluded EO List' and features a table with the following data:

Date Concluded	Concluded Action	RIN	Agency/Sub	Title	Stage of Rulemaking	Designation	Extended	EO Review Status	EO Review Status Date
08/12/13	Consistent without Change	0455-0187	US HHS/HHS	World Trade Center Health Program Addition of Acetate Cancer to the List of WTC-Related Health	Final Stage	NOT SIGNIFICANT		CONCLUDED	

Below the table, it indicates 'Showing 1 to 1 of 1 entries' and provides navigation links: 'First', 'Previous', 'Next', 'Last'. A note at the bottom states: 'List shows EO review packages that were concluded in the last 30 days.'

Figure 14.1: List of Concluded Reviews

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. 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.**

Regs Privileges Point of Contact (RPPOC) – This person is the primary point of contact for an agency with regard to new accounts. If someone from an agency wants an account with access to the EO Reg Review module, the request must be made through the Regs Privileges Point of Contact. The RPPOC will inform the ROCIS technical team of whether the new user will be an RRP or an EORC and, if applicable, the sub agencies within the agency to which the user should have access (this applies mostly to Cabinet agencies and EPA). This role actually has no ROCIS privileges associated with it; however, most individuals in this role have an additional user role. **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 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.