Instructions:

Attached is the FY14 IQ reporting template for you to use to compile your ***DRAFT*** agency reports. Please fill out your draft template using this Excel workbook. No other formats will be accepted.

Please note that this <u>Excel workbook has 5 sheets</u> (Instructions plus Sections I-IV. Each sheet contains a different section that must be filled out. Sections III and IV will require you to fill out a new form for each correction request you received. We have supplied 5 repeating forms for Section III and 3 repeating forms for Section IV. If you should need more, please contact OMB for assistance. You can delete any forms you do not need.

If your agency received no correction requests in FY14 and had no outstanding requests from FY03-FY13, you need only to fill out Sections I and II of this form.

In sections III and IV you will need to fill out <u>a unique form for each correction request you</u>

Please do not post your draft reports on your webpages until OMB review is complete.

Please send all completed ***draft*** IQ reports **(DUE BY March 6, 2015)** electronically to: informationquality@omb.eop.gov.

If you should have questions or problems, please contact Dr. Margo Schwab or Dr. James Kim at OMB.
mschwab@omb.eop.gov
Phone # 202-395-5647

james_h_kim@omb.eop.gov
Phone # 202-395-3085

2014 Year-End Information Quality Report

Section I

I. Cover Sheet: Requests for Correction Received FY 2014 **(Oct 1, 2013 to Sept 30, 2014)**

Department Name: **National Aeronautics and Space Administration (NASA)**

Web page location of department information quality correspondence:_____

Agency Name	**Number of Requests Received**
NASA	**Two (2)**
TOTAL	**Two (2)**

Prepared by: OCIO / John Bosco / HQ-InfoQuality@nasa.gov / 03.06.2015

SECTION II

II. If you have received correction requests or appeals and did not provide a final response in FY03-FY12 or FY13 please list those correction requests below and provide a detailed summary in secton IV of this template.

Agency Name	Number of Outstanding Requests from FY03-FY13 that were completed in FY14 or are still incomplete		Number of Appeals Received in FY03-FY13 that were completed in FY14 or are still incomplete	
	Complete	Still Incomplete	Complete	Still Incomplete
NASA	**N/A**	**N/A**	**N/A**	**N/A**
TOTAL	**N/A**	**N/A**	**N/A**	**N/A**

Prepared by: OCIO / John Bosco / HQ-InfoQuality@nasa.gov / 03.06.2015

Left Column:

Section III. Please fill out this form for EACH Correction Request (and associated Appeal Request) Received in FY14.

Field		Value
Agency/SubAgency Receiving Correction Request		**NASA**
Agency Request Name or Number (if applicable):		**RFC: 07/06/2014 - Sheila T. Rose**
Link to Correction Request:		**URL (pending)**
Requestor Affiliation (please mark appropriate choice with an X in column B):	**X**	Private Individual
		Trade Group (.com)
		Trade Group (.org)
		Corporation
		Law Firm on behalf of:
		Individual
		.com
		.org
		Other (please describe):
Date Received:	date:	**7/6/2014**
Date Responded to (please mark column B with an X if still pending):	date:	**11/5/2014**
		Still pending
Link to Agency Response:		**URL (pending)**
Request Resolution (please mark appropriate choice with an X in column B describing how the agency handled the request):		Still Pending
		Full Correction
		Partial Correction
	X	No Correction
		Disclaimer added to information on website
		Request was handled under a different process (please describe below):
		Changes, other than those requested were made (please describe below):
Information requested to be changed is found in (mark column B with an X for all that apply):		Brochure
		Database
		Fact Sheet
		Report
		Risk Assesment
		Final Rule
		Proposed Rule
		Website
	X	Other (please describe below):
		Obituary
Has An Appeal been filed?		Yes
	X	No

If an Appeal on this request has been filed in ~~FY13~~ **FY14** please complete the rest of this form (otherwise leave blank):

Field		
Link to Appeal Request:		
Date of Appeal request:	date:	
Date Appeal Responded to (please mark column B with an X if still pending):	date:	
		Still pending
Link to Appeal Response:		
Appeal Process used (please describe mechanism used in a few sentences):		
Is there any judicial review associated with this		Yes (if yes please describe):
		No
Appeal Resolution (please mark appropriate choice with an X in column B):		Still Pending
		Full Correction
		Partial Correction
		No Correction
		Disclaimer added to information on website
		Request was handled under a different process (please describe below):
		Changes, other than those requested were made (please describe below):

Right Column:

Section III. Please fill out this form for EACH Correction Request (and associated Appeal Request) Received in FY14.

Field		Value
Agency/SubAgency Receiving Correction Request		**NASA**
Agency Request Name or Number (if applicable):		**RFC: 02/27/2014 - Ethan Suchard**
Link to Correction Request:		**URL (pending)**
Requestor Affiliation (please mark appropriate choice with an X in column B):	**X**	Private Individual
		Trade Group (.com)
		Trade Group (.org)
		Corporation
		Law Firm on behalf of:
		Individual
		.com
		.org
		Other (please describe):
Date Received:	date:	**2/27/2014**
Date Responded to (please mark column B with an X if still pending):	date:	
	X	Still pending
Link to Agency Response:		**Pending**
Request Resolution (please mark appropriate choice with an X in column B describing how the agency handled the request):	**X**	Still Pending
		Full Correction
		Partial Correction
		No Correction
		Disclaimer added to information on website
		Request was handled under a different process (please describe below):
		Changes, other than those requested were made (please describe below):
Information requested to be changed is found in (mark column B with an X for all that apply):		Brochure
		Database
		Fact Sheet
	X	Report NASA / TM-2014-213283
		Risk Assesment
		Final Rule
		Proposed Rule
		Website
	X	Other (please describe below):
		NASA / TM-2014-213283 Barrel-Shaped Asymmetrical Capacitor
Has An Appeal been filed?		Yes
	X	No

If an Appeal on this request has been filed in FY13 please complete the rest of this form (otherwise leave blank):

Field		
Link to Appeal Request:		
Date of Appeal request:	date:	
Date Appeal Responded to (please mark column B with an X if still pending):	date:	
		Still pending
Link to Appeal Response:		
Appeal Process used (please describe mechanism used in a few sentences):		
Is there any judicial review associated with this		Yes (if yes please describe):
		No
Appeal Resolution (please mark appropriate choice with an X in column B):		Still Pending
		Full Correction
		Partial Correction
		No Correction
		Disclaimer added to information on website
		Request was handled under a different process (please describe below):
		Changes, other than those requested were made (please describe below):

Agency/SubAgency Receiving Correction Request	
Agency Request Name or Number (if applicable):	
Link to Correction Request:	
Requestor Affiliation (please mark appropriate choice with an X in column B):	Private Individual
	Trade Group (.com)
	Trade Group (.org)
	Corporation
	Law Firm on behalf of:
	Individual
	.com
	.org
	Other (please describe):
Date Received:	date:
Date Responded to (please mark column B with an X if still pending):	date:
	Still pending
Link to Agency Response:	
Request Resolution (please mark appropriate choice with an X in column B):	Still Pending
	Full Correction
	Partial Correction
	No Correction
	Disclaimer added to information on website
	Request was handled under a different process (please describe below):
	Changes, other than those requested were made (please describe below):
Information requested to be changed is found in (mark column B with an X for all that apply):	Brochure
	Database
	Fact Sheet
	Report
	Risk Assesment
	Final Rule
	Proposed Rule
	Website
	Other (please describe below):
Has An Appeal been filed?	Yes
	No

If an Appeal has been filed in FY14 on an FY03-FY13 request please complete the rest of this form (otherwise leave blank):

Link to Appeal Request:	
Date of Appeal request:	date:
Date Appeal Responded to (please mark column B with an X if still pending):	date:
	Still pending
Link to Appeal Response:	
Appeal Process used (please describe mechanism used in a few sentences):	
Is there any judicial review associated with this	Yes (if yes please describe):
	No
Appeal Resolution (please mark appropriate choice with an X in column B):	Still Pending
	Full Correction
	Partial Correction
	No Correction
	Disclaimer added to information on website
	Request was handled under a different process (please describe below):
	Changes, other than those requested were made (please describe below):