

**Instructions:**

Attached is the FY16 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 Excel workbook has 5 sheets (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 4 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 FY16 and had no outstanding requests from FY03-FY15, you need only to fill out Sections I and II of this form.

In sections III and IV you will need to fill out a unique form for each correction request you received.

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

Please send all completed **draft** IQ reports (**DUE BY April 14, 2017**) electronically to:  
[informationquality@omb.eop.gov](mailto: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](mailto:mschwab@omb.eop.gov)  
Phone # 202-395-5647

[james\\_h\\_kim@omb.eop.gov](mailto:james_h_kim@omb.eop.gov)  
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**SECTION II**

II. If you have received correction requests or appeals and did not provide a final response in FY03-FY14 or FY15 please list those correction requests below and provide a detailed summary in section IV of this template. This should be reconciled with your IQ report from the previous fiscal year.

<u>Agency Name</u>	<b>Number of Outstanding Requests from FY03-FY15 that were completed in FY16 or are still incomplete</b>		<b>Number of Appeals Received in FY03-FY15 that were completed in FY16 or are still incomplete</b>	
	<u>Complete</u>	<u>Still Incomplete</u>	<u>Complete</u>	<u>Still Incomplete</u>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
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_____	_____	_____	_____	_____
	<b>TOTAL</b>	<u>0</u>	<u>0</u>	<u>0</u>