Washington Headquarters Service

ADMINISTRATIVE INSTRUCTION

NUMBER 86
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WHS/ESD

SUBJECT: Office of the Secretary of Defense (OSD) Forms Management Program

References: (a)   Administrative Instruction No. 86, subject as above, June 2, 1993 (hereby canceled)
(b)   DoD Instruction 7750.07, "DoD Forms Management Program," ~~May 31, 1990~~ *April 20, 2007*
(c)   DoD 7750.07-M, "DoD Forms Management Program Procedures Manual," ~~August 1991~~ *May 14, 2008*
(d)   DoD Directive 5110.4, "Washington Headquarters Services (WHS)," October 19, 2001

1. REISSUANCE AND PURPOSE

This Administrative Instruction (AI):

1.1. Reissues Reference (a) to issue administrative updates for the policy guidance and procedures for:

1.1.1. Governing the OSD Forms Management Program, as required by Reference (b).

1.1.2. Processing Secretary of Defense (SD) forms sponsored by the OSD Components.

1.1.3. Processing of new and revised Department of Defense forms, Standard Forms (SFs), Optional Forms (OFs), and OSD Component-sponsored exceptions to the SFs and the OFs as outlined in References (b) and (c).

1.2. Supplements References (b) and (c) for administering the DoD Forms Management Program in OSD.

1.3. Continues to authorize the publication of the list of approved SD forms over the Internet, on the Department of Defense Forms Management Program web site, http://www.dtic.mil/whs.directives/infomgt/forms/formsprogram.htm.

2. <u>APPLICABILITY AND SCOPE</u>

This AI:

    2.1. Applies to OSD Components and other users of SD Forms serviced by the Washington Headquarters Services (WHS).

    2.2. Applies to the creation, revision, cancellation, distribution, and use of SD forms, including hardcopy and electronic forms.

    2.3. Does not apply to forms:

        2.3.1. Used exclusively for cryptological activities.

        2.3.2. Used only once as part of a survey.

        2.3.3. Using formats defined in Reference (c).

        2.3.4. That do not contain spaces for entering information; e.g., instruction sheets, bulletins, pamphlets, notices, contract clause sheets, placards, pattern letters, guide letters, and form letters.

    2.4. Encourages the assignment of a form number to the forms discussed in subparagraph 2.3. Numbering the form provides a means to control it for referencing, printing, distributing, and maintaining the inventory of forms.

3. <u>DEFINITIONS</u>

With the exception of the following, terms used in this AI are defined in Reference (c):

    3.1. OSD Component Forms Point of Contact (FPOC). The person in the OSD Component responsible for coordinating and/or implementing the policies and procedures of the OSD Forms Management Program.

    3.2. SD Form. A form approved by the OSD Forms Management Officer and authorized for use in OSD. The form is pre-numbered and bears the "SD" designation. It is created or sponsored by an office of primary responsibility in OSD and is hardcopy, electronic, or other media format. The use of the form is either prescribed or adopted.

        3.2.1. Prescribed SD Form. Prescribed by an AI for use by two or more OSD Components.

        3.2.2. Adopted SD Form. Adopted for optional use by two or more OSD Components having a common requirement. Its use is prescribed by an AI or respective OSD Component memorandum.

4. <u>POLICY</u>

Policy for the OSD Forms Management Program is defined in References (b) and (c).

5. <u>RESPONSIBILITIES</u>

    5.1. The <u>Director, WHS</u>, shall manage the OSD Forms Management Program under DoD Directive 5110.4 (Reference (d)).

    5.2. The Director, Executive Services Directorate (ESD), WHS, shall:

        5.2.1. Implement the OSD Forms Management Program according to the guidelines in Chapter 1, subparagraphs C1.4.2.1. through C1.4.2.5. of Reference (c) and this AI.

        5.2.2. Act as liaison between the OSD Components and the Office of the Assistant Secretary of Defense for Networks and Information Integration on all forms policy matters.

        5.2.3. Provide guidance and assistance to the FPOCs on all issues concerning forms management.

        5.2.4. Commit the Information Management Division (IMD), ESD, to provide forms design services for new and/or revised OSD Component Forms, within current manpower limitations.

        5.2.5. Meet the objectives of the OSD Forms Management Program to ensure responsible officials in the Program shall:

            5.2.5.1. Ensure a form satisfies a valid need and is necessary for the efficient and economical operation of OSD.

            5.2.5.2. Minimize the cost of using forms by developing forms that are easy to fill-in, read, transmit, process, and retrieve.

            5.2.5.3. Increase the usefulness of information on forms through proper design and clear instructions.

            5.2.5.4. Promote standardization and consolidation of forms; use of technology to facilitate the creation, distribution, and use of forms; and use of common definitions of information in forms.

        5.2.6. Appoint the DoD Forms Management Officer from within IMD, ESD.

    5.3. The Heads of the OSD Components shall:

        5.3.1. Ensure compliance with the OSD Forms Management Program in their respective organizations.

5.3.2. Designate an individual, in writing, to act as "the OSD Component FPOC" to represent the OSD Component interests to the DoD Forms Management Officer.

5.3.3. Submit all forms requests, actions, or queries through their respective OSD Component FPOC, to ESD, WHS.

5.4. The OSD Component FPOC, under the authority of the Head of the respective OSD Component, shall:

5.4.1. Ensure their respective OSD Component-sponsored forms are in compliance with the OSD Forms Management Program and References (b) and (c).

5.4.2. Act as liaison between the OSD Component and ESD, WHS, on all forms matters.

5.4.3. Provide guidance and assistance to the OSD Component users on all forms matters.

5.4.4. Manage their OSD Component-sponsored forms according to the guidelines in Chapter 1, subparagraph C1.4.4.1. through C1.4.4.4.13. and subparagraphs C1.4.4.5.1. through C1.4.4.5.13. of Reference (c) and this AI.

5.4.5. Arrange for the writing of printing specifications (and "prior-to-production samples") for all new and/or revised OSD Component-sponsored forms, if required.

5.4.6. Arrange for printing and stocking of all new and/or revised forms that their respective OSD Component sponsors.

5.4.7. Notify the DoD Forms Management Officer of changes in proponency of OSD Component-sponsored forms due to reorganization or other factors.

6. <u>PROCEDURES</u>

The procedures for processing SD Forms are contained in References (b) and (c).

7. *<u>RELEASABILITY</u>. UNLIMITED. This AI is approved for public release and is available on the Internet from the DoD Issuances Website at http://www.dtic.mil/whs/directives.*

~~7~~8. <u>EFFECTIVE DATE</u>

This AI is effective immediately.

Howard G. Becker
Director

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