

Department of the Army
Headquarters, Fort Monroe
Fort Monroe, VA 23651-6000

*FM Regulation 25-31

15 December 1995

Information Management: Publishing and Printing
FORMS MANAGEMENT PROGRAM

Summary. This regulation prescribes policies and procedures for the Forms Management Program and the electronic generation of forms.

Applicability. This regulation applies to Headquarters, Fort Monroe and supported tenant activities.

Suggested improvements. The proponent of this regulation is the Directorate of Information Management (DOIM). Send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) through channels to DOIM, ATTN: ATZG-BO-PR, Fort Monroe, VA 23651-6000. Suggested improvements may also be submitted using DA Form 1045 (Army Ideas for Excellence Program (AIEP) Proposal).

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*This regulation supersedes FM Reg 25-31, 30 August 1993.

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1. Purpose. This regulation prescribes policies, procedures, and responsibilities for the Forms Management Program.

2. References. Appendix A contains a list of required and related publications and referenced forms.

3. Explanation of abbreviations. The glossary contains abbreviations used in this regulation.

4. Responsibilities.

a. DOIM will--

(1) Exercise staff supervision over the Forms Management Program.

(2) Appoint a Forms Management Officer (FMO) in accordance with (IAW) AR 25-30, paragraph 1-20a(4).

b. FMO will--

(1) Assist staff offices in the development of forms using DA Pam 25-31 and the General Services Administration Forms Analysis and Design Manual.

(2) Conduct forms management surveys of supported activities, as required.

(3) Analyze all new and revised forms submitted for approval to ensure they are essential and fully justified.

(4) Determine method of forms reproduction and quantities to be printed, distributed, and stocked.

(5) Maintain an index of Fort Monroe forms and publish it at least annually.

(6) Maintain forms management numerical and functional files in accordance with AR 25-400-2.

(7) Conduct a forms review annually or when a reprint action is initiated to ensure all forms are essential and current.

(8) Ensure that higher echelon forms are used as much as possible in lieu of creating new command or local forms.

c. Manager, DOIM Publications Stockroom will--

(1) Establish policies and procedures for the operation of the Publications Stockroom.

(2) Operate the Publications Stockroom in accordance with IAW AR 25-30 and provide support to activities requesting forms.

(3) Maintain a 120-day supply of nonreproducible forms (e.g., DA, DD, SF, OF, TRADOC).

(4) Control the storage and issue of accountable and sensitive forms.

(5) Maintain accurate inventory records on the use of forms to avoid procuring excessive stocks.

(6) Ensure that quantities of forms ordered are consistent with expected usage.

(7) Reprint command forms when stock reaches resupply point.

(8) Participate in forms management reviews and surveys, as required.

d. Directors, Fort Monroe staff offices and tenant activities will appoint a Forms Management Coordinator (FMC). The FMC will--

(1) Provide their name, position title, location, telephone number, and E-mail address to the FMO (ATZG-BO-PR). Provide the FMO updated information as changes occur.

(2) Maintain at least a 30-day supply of their local staff office forms.

(3) Coordinate all publications which prescribe the use of forms, labels, posters, and form and guide letters with the FMO (ATZG-BO-PR) prior to printing.

(4) Coordinate their forms IAW paragraph 10, below.

(5) Submit requests for new or revised forms to the FMO IAW paragraph 11, below.

(6) Provide FMO (ATZG-BO-PR) written notification when a form is rescinded.

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(7) Participate in forms management reviews and surveys, as required (see app B).

(8) Use the guide in appendix C when conducting forms analysis and reviewing proposed forms.

5. Forms management surveys.

a. The FMO will conduct forms management surveys of supported activities, as required and provide written notification to the activity scheduled to be surveyed a minimum of one month in advance.

b. The FMO will review the FMC's program for efficiency and compliance with regulatory requirements and make recommendations for improvement.

c. The FMC will provide a copy of the completed checklist at appendix B to the FMO during the survey.

d. The FMO will provide a report to the head of the activity indicating the results of the survey. Report will list systemic strengths and weaknesses within the areas surveyed and provide recommended solutions, as appropriate.

6. Categories of forms. Forms are classified as either command or local.

a. Command forms are those which are used by more than one Fort Monroe staff office. For example, they are identified by the form number "FM Form XX."

b. Local forms are those which are used within a staff office. For example, they are identified by the form number "DRM Form XX." Local forms which are currently displaying an office symbol as a form number will be converted to the new numbering system as reprints and revisions occur. The new numbering system will reflect the directorate in which the form is prepared (e.g., DRM, DCFA, DPW) not the directorate's office symbol.

7. Locally reproducible forms. The FMO will authorize forms for local reproduction when printing, stocking, and distribution are not cost justified. The command or local form number will be assigned followed by -R to indicate the form is locally reproducible. These forms may be reproduced on self-service copiers provided no more than 25 copies per original are reproduced. Forward requests for more than 25 copies through the FMO (ATZG-BO-PR) to the Defense Printing Service using DD Form 843.

8. Electronic forms. An electronic form is one whose image is stored in magnetic, optical, video, or other type of file (e.g., CD-ROM or floppy disk) and can be retrieved electronically to print the form and/or to produce an image of the form on a computer screen. See DA Pam 25-31, paragraph 1-20, for additional information.

a. New and existing forms may be authorized for total electronic generation only if users have the equipment capable of performing this function.

b. This policy does not apply to printed forms on which the fill-in data is placed on the form by electronic means (e.g., Forms Engine or Form Flow).

c. Electronic forms require approval by the FMO (ATZG-BO-PR). Follow approval procedures in paragraph 11, below. The command or local form number will be assigned followed by -E to indicate the form is approved for electronic generation.

9. Temporary, test, and one-time forms. Forms required for temporary, test, or one-time use must be assigned a form number. Following the form number, the wording "temporary," "test," or "one-time" will be inserted. For example, "DPW Form XXX (Test)." Follow approval procedures in paragraph 11, below.

a. Temporary forms will be printed for a limited time (normally not more than 1 year) to serve a specific requirement. The form becomes obsolete when the requirement has been met.

b. Test forms will be printed for use only during the test period. The form becomes obsolete when the test is completed.

c. One-time forms will be printed to meet one-time requirements, such as a report required only once. The form becomes obsolete when the requirement has been met.

10. Coordination.

a. Forms requiring submission of personal data (e.g., social security number, home address) will be coordinated with the DOIM Privacy Act Officer (ATZG-BO-PF) using DD Form 67, block 14a. See AR 340-21 for additional information.

b. Forms or labels designed for mailing purposes will be coordinated with the DOIM Official Mail Manager (ATZG-BO-PM), using DD Form 67, block 14b. See AR 25-51 for additional information.

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c. Forms used for collecting data require clearance and assignment of an approved requirement control symbol (RCS) number. Coordinate assignment of RCSs with the Management Information Control Officer (ATZG-RM-F) using DD Form 67, block 14d. See AR 335-15 for additional information.

11. Approval. Forms management coordinators will submit requests for new or revised forms to the FMO (ATZG-BO-PR). Each request will include--

a. A draft copy of the proposed form with instructions for filling it out, if applicable.

b. A completed DD Form 67 (fig 11-1).

c. A completed DD Form 843 (Requisition for Printing and Binding Service) (fig 11-2).

d. A completed ACC Form 317 (Page Dummy) (fig 11-3).

e. A completed FM Form 348 (Fort Monroe Distribution List) (fig 11-4).

f. A copy of the form's prescribing directive, if applicable. See DA Pam 25-31, paragraph 1-9b, for additional information.

12. Stockage. The DOIM Publications Stockroom stocks command forms when there are 10 or more users. The DOIM does not stock locally reproducible forms (i.e., -R). Contact the proponent to obtain copies of -R forms and local (staff office) forms.

13. Resupply. Obtain resupply of blank forms from the DOIM Publications Stockroom by one of the following methods:

a. Submit DA Form 17 (Requisition for Publications and Blank Forms) to the DOIM (ATZG-BO-PS).

b. Forward DA Form 17-E (Requisition for Publications and Blank Forms) electronically using the Professional Office System through your directorate's administrative office.

14. Rescission. Staff offices will provide the FMO (ATZG-BO-PR) written notification when a form becomes obsolete.

FORM PROCESSING ACTION REQUEST <small>(Read Instructions in DoD 7750.7-M before completing this form)</small>		1. TYPE SUBMISSION (X one)		2. FORM DESIGNATION AND NUMBER (Leave blank if a new form)		3. DATE OF FORM (Complete only when cancelling a form)					
		NEW	OTHER (Specify)		DCFA Form 340		1 Feb 95				
4. FROM (DoD Component OPR Organization and complete mailing address) DCFA Community Recreation Br Fort Monroe, VA 23651		5. THRU (DoD Component FMO Organization and complete mailing address) DCFA Forms Management Coordinator		6. TO (Organization and complete mailing address) DOIM (ATZG-BO-PR) Forms Management Officer Bldg 183 Fort Monroe, VA 23651-6000							
7. FORM TITLE Travel Park Registration Card				8. SUPERSEDED FORMS (If applicable)							
9. PRESCRIBING DOCUMENT NUMBER (Attach copy) Not applicable		10. FUNCTIONAL CODE (Leave blank if a new form)		11. TYPE OF FORM (X one) PRESCRIBED ADOPTED		a. FORM NUMBER		b. EDITION DATE		c. DISPOSITION (X one) (1) USE (2) DO NOT USE	
						ATZG-PA 340		23 Dec 91			
12. DESIGN CONSIDERATIONS											
a. SUGGESTED SIZE (Width) (Length) 8 5		b. SPECIAL CONSTRUCTION REQUIRED? (X one) YES (If Yes, attach printing specifications) <input checked="" type="checkbox"/> NO		c. IS FORM CLASSIFIED? (X as applicable) WHEN BLANK? <input checked="" type="checkbox"/> NO WHEN FILLED IN?		d. IS FORM CONTROLLED? (X as applicable) SAFEGUARD <input checked="" type="checkbox"/> NO SERIALLY NUMBERED		e. IS FORM AUTHORIZED FOR ELECTRONIC GENERATION? (X one) YES <input checked="" type="checkbox"/> NO WITH STIPULATIONS			
13. PURPOSE AND DESCRIPTION OF USE (Attach additional sheet, if necessary) Used to register campers in "The Colonies" RV travel park.											
14. INTERNAL COORDINATION AND CONCURRENCE											
(1) COORDINATOR					(2) APPLICABLE (Yes or No)		(3) REMARKS (Enter Reports Control Number(s) and expiration date(s), if applicable)				
		NAME		INITIALS	OFFICE SYMBOL	TELEPHONE NUMBER (Include DSN / Area Code)					
a. PRIVACY ACT		Betty H. Caldwell		Bhc	ATZG-BO-PF	3144		NO			
b. POSTAL		Vivian E. Carpenter		Vec	ATZG-BO-PM	4004		NO			
c. DATA ELEMENTS		NOT APPLICABLE									
d. REPORTS											
INTERAGENCY		NOT APPLICABLE									
RCS		Paulette Pickering		PP	ATZG-RM-F	2468		NO			
OMB		NOT APPLICABLE									
15. EXTERNAL COORDINATION AND CONCURRENCE (Not required for SD, DoD Component, or Command forms)											
a. DOD COMPONENT		b. COORDINATOR				c. ESTIMATED ANNUAL USAGE		d. IF REVISION, QTY EXISTING FORMS ON HAND			
		NAME		INITIALS	OFFICE SYMBOL	TELEPHONE NUMBER (Include DSN / Area Code)					
		NOT APPLICABLE									
CERTIFICATION OF DOD COMPONENT OPR AND/OR ACTION OFFICER, APPROVING OFFICIAL, AND FMO I hereby certify that all of the above coordinations have been completed as indicated.											
16. DOD COMPONENT OPR AND/OR ACTION OFFICER											
a. TYPED NAME				b. SIGNATURE				c. TELEPHONE NO.			
IMA GOODY				<i>Ima Goody</i>				4305			
17. DOD COMPONENT APPROVING OFFICIAL						18. DOD COMPONENT AND/OR COMMAND FORMS MANAGEMENT OFFICER					
a. SIGNATURE			b. DATE SIGNED			a. SIGNATURE			b. DATE SIGNED		
NOT APPLICABLE						NOT APPLICABLE					
19. APPROVING FORMS MANAGEMENT OFFICER											
a. TYPED NAME				b. SIGNATURE				c. DATE SIGNED			
VIVIAN E. CARPENTER				<i>Vivian E. Carpenter</i>				1 Feb 95			

Job number: _____ Subject: DCFA Form 340 (Travel Park Registration Card)

H1: HQ TRADOC, Chiefs of General and Special Staff Offices and Tenants

	Sp Distr	Std Distr
Cofs.....		9
DCSSA.....		4
DCSBOB.....		20
DCSCD.....		15
DCSDOC.....		12
DCSIM.....		7
DCSRM.....		1
DCST.....		10
IRAC.....		1
Fld Elm.....		15
OCPA.....		4
Historian.....		1
SJA.....		1
IG.....		1
USAROTCCC.....		13
902d MI Gp.....		1
LAM.....		5
USAAA.....		1
PCPSA.....		6
DPS.....		1
NSWC.....		3
Flt Det.....		1
DOPC-M.....		2
FM Comp Team.....		4
F&A LO.....		2
Educ/Ctr.....		1
DECA (Comsy).....		1
JWC.....		5
Security Div.....		2

TOTAL H1: _____ 149

A: HQ Fort Monroe

	Sp Distr	Std Distr
Cdr.....		1
Exec Asst.....		1
CSM.....		1
ISO.....		1
Admin Ofc.....		1
Ret Svcs.....		1
PAC.....		1
DPW.....		17
DRM.....		6
DCFA.....	447	10
DPM.....		5
Cdr, HHC.....		1
Cdr, MP Actv.....		1
DOIM.....		10
JA.....		2
PAO.....		1
Health Clinic.....		5
Dental Clinic.....		3
Vet Actv.....		1
Chaplain.....		1
EEOO.....		2
TAO.....		1
TUSCAB.....		1
FM Din Fac.....		1
Safety Ofc.....		1
Museum.....		1
PMSO-M.....		1
DOL.....		5
SUBTOTAL:	447	83

Originator copies..... 50

H2: USA LO at HQ TRADOC

	Sp Distr	Std Distr
USMC.....		1
USARI.....		1
NSA/CSS Rep.....		1
TOTAL H2:		3

For pubs/forms use only:

DOIM (PCO).....	2
DOIM (FMO).....	3
Pubs Stkrm.....	0
Tech Lib.....	1
SUBTOTAL:	3

TOTAL A : _____ 500

G: Miscellaneous
N/A Place an X here if your distribution includes addressees not listed on this form. List them below and indicate number of copies for each.

Addressee	Qty
TOTAL G:	<u>0</u>
GRAND TOTAL:	<u>500</u>

Grand total is the sum of H1, H2, A, and G. Place this figure on DD Form 843 (Requisition for Printing and Binding Service), block 4b.

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Appendix A
References

Section I
Required Publications

AR 25-30
The Army Integrated Publishing and Printing Program

DA Pam 25-31
Forms Management, Analysis, and Design

Section II
Related Publications

AR 25-1
The Army Information Resources Management Program

AR 25-51
Official Mail and Distribution Management

AR 25-400-2
The Modern Army Recordkeeping System (MARKS)

AR 335-15
Management Information Control System

AR 340-21
The Army Privacy Program

DA Pam 25-1-1
Installation Information Services

DA Pam 25-30
Consolidated Index of Army Publications and Blank Forms

FM Pam 25-30
Consolidated Index of Publications and Blank Forms

FM Reg 25-51
Records Management Program

TRADOC Memo 25-31
Index of HQ TRADOC and Staff Office Blank Forms

TRADOC Memo 25-32
HQ TRADOC Forms Management Program

TRADOC Pam 25-2
Index of TRADOC Blank Forms

Section III
Referenced Forms

ACC Form 317
Page Dummy

DA Form 1045
Army Ideas for Excellence Program (AIEP) Proposal

DA Form 2028
Recommended Changes to Publications and Blank Forms

DD Form 67
Form Processing Action Request

DD Form 843
Requisition for Printing and Binding Service

FM Form 348
Fort Monroe Distribution List

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Appendix B
Forms Management Checklist

Instructions. This checklist will be used as part of the activity's forms management survey. The FMC will complete the following questions and provide a copy to the FMO:

B-1. Is an individual appointed in writing as the Forms Management Coordinator?

YES _____ NO _____

Comments:

B-2. Is a 30-day supply of local forms on hand?

YES _____ NO _____

Comments:

B-3. Are copies of applicable forms management directives and indexes available?

	YES	NO	N/A
AR 25-1	_____	_____	_____
AR 25-30	_____	_____	_____
FM Reg 25-51	_____	_____	_____
DA Pam 25-30	_____	_____	_____
DA Pam 25-31	_____	_____	_____
FM Pam 25-30	_____	_____	_____
TRADOC Pam 25-2	_____	_____	_____
TRADOC Memo 25-31	_____	_____	_____
TRADOC Memo 25-32	_____	_____	_____

Comments:

B-4. Are all command and local forms centrally managed by the FMC?

YES _____ NO _____

Comments:

B-5. Are all command and local forms forwarded to the FMC for review before being sent to the FMO for approval?

YES _____

NO _____

Comments:

B-6. Are any un-numbered forms being used within the organization?

YES _____

NO _____

Comments:

B-7. Does the FMC use the guidelines in DA Pam 25-51, paragraph 3-2, when reviewing a proposed form?

YES _____

NO _____

Comments:

B-8. Are requests for reprints sent through the FMC before forwarding to the FMO for approval? Is the FMC completing the "THRU" block on DD Forms 67 and 843?

YES _____

NO _____

Comments:

B-9. List the three most critical forms management problems you have encountered:

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B-10. Were the problems resolved to your satisfaction?

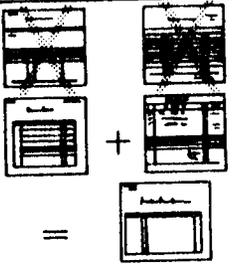
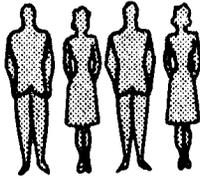
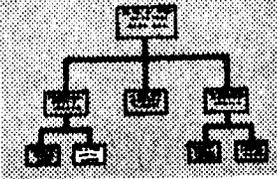
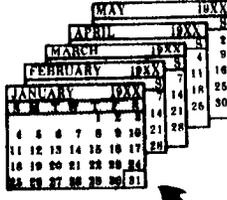
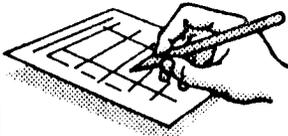
YES _____

NO _____

Comments:

B-11. Other remarks:

Appendix C
Forms Analysis Guide

ASK—TO GET THE FACTS	ASK—WHY?	ASK—TO MAKE THE IMPROVEMENTS
<p>NEED</p> <p>What do the forms in the procedure accomplish that justifies their existence?</p> <p>What other forms are related to or duplicate in whole or in part the information requested?</p> <p>What inadequacies exist in the forms in the procedure?</p>	 <p>WHY this need?</p>	<p>NEED</p> <p>Is the information needed?</p> <p>Does the cost exceed the worth?</p> <p>Is there a better source or a better way?</p> <p>Can the forms or items on the forms be—</p> <ul style="list-style-type: none"> Combined? Eliminated? Simplified or resequenced? Added?
<p>PEOPLE</p> <p>Who requires the data?</p> <p>Who enters the information?</p> <p>Who extracts the information?</p>	 <p>WHY by these people?</p>	<p>PEOPLE</p> <p>Can the work be assigned to other units or clerks to simplify the work or to combine its handling?</p> <p>Can the forms in the procedure be resequenced to simplify the entering or extracting of the information?</p>
<p>PLACE</p> <p>Where are the forms in the procedure filled-in and processed?</p> <p>Where are the forms sent?</p> <p>Where are the forms filed?</p>	 <p>WHY here?</p>	<p>PLACE</p> <p>Can the filling-in of the forms and their processing be combined with similar work done in another unit?</p> <p>Can the forms be completed in the field without the need for feeder forms or having to copy the information on another form in the office?</p> <p>Does the design of the forms aid in their filing, retrieval, storage, and disposition?</p>
<p>TIME</p> <p>When are the forms in the procedure filled-in?</p> <p>When are these forms processed?</p> <p>When are the forms filed?</p>	 <p>WHY at this time?</p>	<p>TIME</p> <p>Are the various processing steps taken in their proper order?</p> <p>Can the peak workloads be leveled off by better scheduling of the forms flow?</p> <p>Can information be requested so that it can be processed during a slack period?</p>
<p>METHOD</p> <p>How are the forms in the procedure filled-in?</p> <p>How is the information on these forms processed?</p> <p>How are these forms transmitted?</p> <p>How are the forms filed?</p>	 <p>WHY use this method?</p>	<p>METHOD</p> <p>Can the method of filling-in the forms be changed for the better?</p> <p>Can the routing or mailing methods be changed?</p> <p>Have the forms been keyed to the most efficient office equipment?</p>

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Glossary

ACC	Air Combat Command
AR	Army regulation
DA	Department of the Army
DD	Department of Defense
DOIM	Directorate of Information Management
FM	Fort Monroe
FMC	Forms Management Coordinator
FMO	Forms Management Officer
HQ	headquarters
IAW	in accordance with
OF	optional form
RCS	requirement control symbol
SF	standard form
TRADOC	United States Army Training and Doctrine Command

FOR THE COMMANDER:


JANICE C. KELLIHAN
Administrative Officer

DISTRIBUTION:

A

Copies furnished:
Cdr, TRADOC (ATIM-A)