



**INSPECTOR GENERAL
DEPARTMENT OF DEFENSE
400 ARMY NAVY DRIVE
ARLINGTON, VIRGINIA 22202-2884**

March 16, 1988

INSPECTOR GENERAL INSTRUCTION 5018.1

FORMS MANAGEMENT PROGRAM

FOREWARD

This Instruction has been generated to provide the basic knowledge required for effective and efficient management of the Inspector General (IG) forms program. It will serve as the basic IG publication for the IG Proponents, forms personnel, and forms users in achieving maximum economy through effective forms management practices and techniques.

Recommended changes to this instruction and any form subject to this instruction should be forwarded through appropriate channels to the Director For Administration, ATTN: IG Forms Manager.

FOR THE INSPECTOR GENERAL:

A handwritten signature in black ink, appearing to read "Nicholas T. Lutsch".

**Nicholas T. Lutsch
Assistant Inspector General for
Administration and Information Management**

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SECTION 1. GENERAL

1.1. Purpose. To establish policy, assign responsibilities, prescribe procedures for the conduct of the Inspector General (IG) Forms Management Program, and assure that the policies promulgated by the Department of Defense (DoD), National Archives and Records Administration (NARA), General Services Administration (GSA), Federal Property Management Regulations (FPMR) and Federal Information Resources Management Regulations (FIRMR) are implemented.

1.2. References. Source documents applicable to this publication are identified in Appendix A.

1.3. Cancellation. Previous IG procedures are hereby canceled.

1.4. Applicability. The policies, procedures, guidelines, and standards outlined herein are mandatory and apply to all elements of the IG.

1.5. Definitions. The terms used herein are defined in Appendix B.

1.6. Acronyms/Abbreviations/Forms. All acronyms/abbreviations used throughout this publication, forms and/or reports prescribed are identified in Appendix C.

1.7. Policy. The IG Forms Management Program will be administered in accordance with the following policies and guidelines prescribed within the references listed in Appendix A.

a. Only those forms which are necessary for efficient and economical operation of the IG will be generated and used. Proper authorization will be obtained from a forms coordinator and the IG Forms Manager prior to developing or revising a form.

b. Existing nonessential forms and those conducive to wasteful operations will be eliminated.

c. Forms which perform similar or related functions will be consolidated and standardized. The scope of usage of each standardized form will be extended throughout the IG insofar as practicable in lieu of non standardized forms.

d. All necessary forms, together with related procedures and work methods, will be simplified, standardized, and improved to better serve the IG and its mission. Analysis and design will be in accordance with standards, guides, and principles prescribed in the references in Appendix A.

e. Efficient and economical procedures and work methods will be followed in the creation, production or procurement, storage, issuance, utilization, and disposition of forms.

f. To ensure that forms contribute in a balanced way to meet management objectives, they will be integrated with reports, procedures, systems, directives, and record keeping requirements, preferably while in their developmental stages.

g. A form must be prescribed by a publication unless it is self-explanatory. A publication makes the introduction of a form official and ensures that correct clearance procedures are followed.

h. Forms will be controlled and identified under the DoD Standard Subject Identification Codes in DoD 5025.1-M (reference (i)) and procedures prescribed in paragraph 3.2. of this instruction. Forms to be controlled are defined in Appendix B.

i. Maximum utilization will be made of Standard Forms (SF), Optional Forms (OF) and DoD Forms (DD) in lieu of devising similar forms.

- j. Use of Military Services (Army, Navy, Air Force) forms by IG will be authorized provided:
 - (1) There are no existing SF, OF, DD, or IG forms relating to the same subject.
 - (2) Adequate forms supply support arrangements can be made.
 - (3) The forms meet IG requirements without format or design changes.

- k. Overprinting of forms is permissible when the information added furthers the purpose for which the form was designed and simplifies its processing. All requirements for overprinting shall be reviewed by the IG Forms Manager prior to printing.
 - 1. Letters which are being used on a repetitive basis to correspond with activities and/or persons inside/outside of the IG, (i.e., form/guide letters), will be reviewed and assigned a number by the IG Forms Manager. The abbreviation FL (Form Letter) will be incorporated into the number. Form and guide letters as specified in GSA Records Management Handbook, "Form and Guide Letters" (reference (1)), will be generated only when it is approved to be economical.

- m. Formats and computer-generated forms shall be forwarded to the IG Forms Manager for review, control, and standardization or consolidation.

- n. All requests for replenishment of IG blank forms stock or requests for other agency forms shall be coordinated with the IG Forms Manager.

- o. Forms will be reviewed systematically and periodically to control quality and quantity, identify and solve functional and organizational problems, promote the Forms Management Program, maintain proper liaison, and obtain provable data on benefits and savings for reporting purposes. To document this review, IG Form 5018.1-2, "Report of Form/Form Letter(s) Review," will be used. (See Appendix D.)

SECTION 2. RESPONSIBILITIES

2.1. Director For Administration. The Director For Administration (DFA) through the Information and Operations Support Division (IOSD), is responsible for the IG-wide forms management policies and procedures. To accomplish this, DFA/IOSD must appoint an IG Forms Manager.

2.2. IG Forms Manager. The IG Forms Manager has responsibility for the IG Forms Management Program, and shall:

- a. Establish overall forms management policies, procedures and standards.
- b. Review all proposed new and revised IG forms and ensure higher echelon forms are used where possible.
- c. Analyze, design, research, improve uniformity and simplicity, consolidate, standardize, coordinate, and assign subject identification numbers to all forms initiated within the IG.
- d. Conduct studies, surveys, and periodic reviews to ensure proper operation and control of the IG Forms Management Program.
- e. Provide advisory and consultation services to IG personnel in developing simplified and standardized forms systems.
- f. Serve as a contact for the IG with representatives of the Office of the Secretary of Defense, Military Departments, and other government agencies on all forms management matters.
- g. Assist DoD and GSA in conducting forms management studies and periodic reviews.
- h. Serve as the office of record and maintain the official Numerical History Files and, if required, Functional Classification Files for IG forms.
- i. Publish an annual Index of IG Forms and changes to the Index as required.
- j. Review proposed publications, and evaluate suggestions and management improvement projects pertaining to procedures involving forms, and recommend concurrence or non-concurrence.
- k. Ensure each form subject to a congressional act or a management information requirement (Paperwork Reduction Reauthorization Act of 1986, Privacy Act of 1974, and so forth) has been coordinated and approved by the proper authority.
- l. Maintain a current library of reference publications, including the Federal Property Management Regulations (FPMR) and Federal Information Resources Management Regulations (FIRMR), applicable to forms management.
- m. Establish and maintain a source of supply of all forms used by the IG to fulfill assigned mission.
- n. Provide training for forms management personnel.
- o. Develop, as necessary, supplemental procedural documents to carry out the objectives of the IG Forms Management Program.

2.3. IG Proponent. Each IG Proponent shall:

- a. Appoint one or more primary and alternate points-of-contact to process requests for new and/or revised forms and to coordinate forms management issues with the IG Forms Manager. Proponents are encouraged to assign a point-of-contact at the Division level.
- b. Forward the names of Proponent points-of-contact, primary and alternate, and updates, as required, to the DFA/IOSD, IG Forms Manager.
- c. Ensure compliance with the policy, procedures and standards of the IG Forms Management Program.

2.4. Proponent Point-of-Contact (POC). The POCs shall:

- a. Coordinate requirements for new and revised forms with the IG Forms Manager.
- b. Review existing IG forms within their areas of responsibility to ensure that they are current and essential.
- c. Establish and coordinate requirements for printing, stocking, and distribution of forms with the IG Forms Manager.
- d. Coordinate requests for replenishment of blank forms stock with the IG Forms Manager. (See Appendix E.)
- e. Coordinate the efforts and technical skills of program specialists with the IG Forms Manager.
- f. Advise the Office of Primary Responsibility (OPR) to consult with the IG Forms Manager who will provide the expertise in the development of forms to support new and revised systems, policies, or reports requiring forms.
- g. Ensure that only approved forms are used.
- h. Make recommendations for the standardization and/or consolidation of forms and elimination of nonessential forms.

2.5. Office of Primary Responsibility (OPR). The OPR shall:

- a. Contact the Proponent POCs and the IG Forms Manager for guidance **before** developing a form. Consult with and request the IG Forms Manager to attend planning sessions for new programs or systems when forms will be used.
- b. Ensure forms are prescribed by a publication unless self-explanatory.
- c. Coordinate proposed forms with interested and affected offices within the IG and/or outside agencies. (See Appendix F-3, items 10 and 11.)
- e. Develop a Privacy Act Statement when required.
- f. Prepare and submit DD Forms 67 to the Forms Management Office for each new or revised form. (See Appendix F.)
- g. Update the prescribing publication if prescribed forms are revised or discontinued.
- h. Notify the Forms Management Office when a form becomes obsolete and, when applicable, identify replacements for the form.

- i. Ensure that the form conforms with the format, policy and procedures contained herein.
- j. Evaluate suggestions pertaining to forms originated by the Proponent.

SECTION 3. PROCEDURES

3.1. Requests for New or Revised Form. Use DD Form 67 (Appendix F) to request the design of a new form or revise an existing form *(to include form letters). The DD Form 67 will be prepared in accordance with the instructions on the reverse side of the form and the guidelines provided at Appendix F.

3.2. Forms Control. The forms control function enables the forms manager to keep track of each form, beginning with its development and continuing to its obsolescence.

a. All IG forms will be numbered in accordance with their functional responsibilities as defined in DoD 5025.1-M (reference (i)). The IG Forms Manager will coordinate the assignment of a form number with the OPR. The following identifications will be assigned to IG forms by the IG Forms Manager:

(1) IG Form. A form used by more than one IG Proponent.

Example: IG Form 5018.1-1

(2) IG Proponent Form. A form initiated and used by more than one office within a Proponent. The following acronyms will be used to control Proponent forms.

Example: IG/AFU Form 7050.2-1

IG/AUD
IG/APO
IG/CIPO
IG/INS
IG/INV
IG/DFA
IG/SP
IG/EUR

(3) IG Proponent Office Form. A form initiated and used within the Proponent by only one office within a Division. Further breakdown below the Division level is not allowed.

Example: IG/DFA/MSD Form 5200.1-1

(4) IG Proponent Field Office Form. A form initiated and used within a Proponent Field Office. When more than one field office under the Proponent uses the form, it shall carry an IG Proponent form number.

Example: IG/INS/WFO Form 5200.1-1

b. All forms issued within the IG will be published within the IG Forms Index.

c. Copies of all IG forms will be available in the IG Forms Manager's office.

d. Requirements for DD, SF, OF and other Government Department or Agency forms will be coordinated through the IG Forms Manager for control.

3.3. Forms Analysis and Design. The GSA Records and Information Management Handbook, "Forms Analysis and Design" (reference (j)), will serve as the IG guide for forms analysis, design and typography.

- a. OF-18, "Recurring Data Analysis Chart," will be used to analyze similar forms to simplify, consolidate, and eliminate forms.
- b. Use the following forms design guide sheets for designing forms.
 - (1) OF-13 for sizes up to 8 1/2 by 11 inches.
 - (2) OF-13A for sizes up to 11 by 17 inches.
 - (3) OF-13H for sizes up to 8 1/2 by 11 with a 33 1/3% reduction.
- c. Guidelines for basic analysis and design are provided in Appendix G.

3.4. Forms Subject to the Privacy Act of 1974. Forms which will be used to collect personal data from individuals must contain a Privacy Act Statement (PAS). The Statement enables the individual to make an informed decision whether to provide the information. DoDD 5400.11 (reference (c)), provides detailed guidance for use of the Privacy Act Statement.

- a. The OPR identifies the form as subject to the Privacy Act, develops the PAS and coordinates the draft form with the IG Privacy Act Officer.
- b. The IG Forms Manager ensures:
 - (1) Each new form contains a PAS, if required, or that a separate or blanket PAS is available.
 - (2) The PAS is displayed in the following order of precedence:
 - (a) On the face of the form, preferably below the title.
 - (b) On the reverse of the form, with the notation on the face of the form below the title, "This form is subject to the Privacy Act of 1974, see reverse."
 - (c) Attached to the form as a tear-off sheet, with the notation under the title, "This form is subject to the Privacy Act of 1974, see tear-off sheet."
 - (d) Issued as a separate form bearing the same number as the basic form. Annotation will be placed under the title of the form: "This form is subject to the Privacy Act of 1974, see separate PAS, (IG Form 00(PA))."
 - (e) Forms used as internal work tools to compile PA data will display the following statement at the top of the form, "Contains Privacy Act Data, Protect From Disclosure".

3.5. Forms Subject to the Freedom of Information Act of 1966, 5 U.S.C. 522. This Act establishes policy and guidelines concerning public access to Federal records. Agencies are required to identify restricted information, including information contained on forms under the provisions of the Act.

3.6. Reporting Forms. The types of report forms which must be controlled by the IG Forms Manager are defined in Appendix B, item (s). The OPR will obtain coordination of these forms as prescribed in DoDD 7750.5 (reference (f)).

3.7. Numerical History File and Functional File. The IG Forms Manager must establish and keep accurate, current, and in good order the following forms files:

a. **Numerical File.** The numerical file is the history file and is an important tool of the forms manager. It is referred to in processing a revision or a reprint, in conducting periodic reviews of forms, and in evaluating recommendations on the design, construction, and printing of a form. The folders are arranged in numerical sequence, according to the form designation and the number on the folder. The material in each folder should be arranged chronologically, with the most recent date on top. Each folder must contain:

- (1) An approved DD Form 67 submitted by the OPR for the form and all revisions.
- (2) The latest printing specifications.
- (3) The latest IG Form 5018.1-2 showing the status of the form.
- (4) A final draft/master or a copy of the current edition of the form showing the OPR's approval.
- (5) A copy of each printed edition of the form.

b. **Functional File.** This file will be maintained by the Forms Management Office and will be used as a management and control tool to prevent the creation of new forms that would duplicate existing forms serving the same purpose; reveal unnecessary duplications of information when two or more forms are used in a specific system or procedure; and standardize and revise existing forms and related procedures used for the same function.

3.8. Suggestions. Send suggestions pertaining to forms through OPR channels for evaluation. The office having primary responsibility for using a higher headquarters form evaluates the suggestion and submits recommendations to the OPR at the initiating headquarters. The OPR prepares the final evaluation concerning forms prescribed by that office. The OPR shall coordinate suggestions with and must send a copy of the final evaluation and suggestion file to the IG Forms Manager for record purposes. Excluded from suggestion eligibility are those that:

- a. Merely suggest that a form be developed or changed without specific proposals for improvement.
- b. Would entail a study of all forms. Procedures and associated forms are continuously reviewed on an individual basis.
- c. Suggest forms be padded, carbon-interleaved, furnished in snapout-set, or printed on both sides of the paper as a means of saving paper. Suggestions in this category will not be adopted or sent to higher headquarters for consideration. Each time a form is reprinted or revised, a thorough analysis is made to determine whether the form is being printed in the most economical manner considering its intended use.

3.9. Periodic Forms Review and Program Evaluation

a. Each form is reviewed on a periodic basis, with the most frequently used form reviewed at least annually, to decide whether the form still serves its purpose effectively and economically. Originators, processors, and users of the form may be consulted to identify problems and to recommend needed changes. This review will be document on IG Form 5018.1-2 (Appendix D).

b. A comprehensive evaluation of the forms management program will be performed at least every 3 years to ensure that it is operating effectively. If necessary, an earlier or special review may be conducted. The evaluation will cover the adequacy of program staffing, organizational placement and

structure, and forms management practices and procedures. Program evaluation may be conducted by survey and/or staff visits with IG Proponents.

3.10. Distribution, Stockage and Replenishment

- a. It is the responsibility of each Proponent's point of contact to establish and maintain a supply of blank forms necessary to meet daily operating needs.
- b. The OPR of a form is responsible for coordinating the printing, stockage, distribution, and requirements for replenishment with the IG Forms Manager.
- c. The IG Forms Manager will maintain at least 2 to 6 months stock of all blank forms used throughout the IG.
- d. Guidelines for the replenishment of blank forms from the DFA stock room are provided in Appendix F.

3.11. Overprinting

- a. The printing of names, signatures of individuals, telephone numbers, room numbers or similar data that is subject to change is not authorized. Exceptions may be granted on a case-by-case basis. Request for exceptions must be justified and supported through cost benefit analysis demonstrating savings.
- b. Overprinting on a DD, SF, OF or any other agency form is not authorized, unless prior approval has been obtained through the IG Forms Manager with the proponent.

3.12. Form Letters. All form letters will be reviewed by the IG Forms Manager for control, standardization and consolidation. The numbering system will be the same as used when numbering forms. The abbreviation FL (Form Letter) will be incorporated into the number. Guidelines for designing form letters are provided within reference (1).

3.13. ADP Systems Forms

- a. ADP systems forms will be analyzed, designed and controlled under the IG Forms Management Program.
- b. The IG Forms Manager will be invited to participate whenever a program official and an ADP specialist meet to discuss a system application involving forms.
- c. Format forms designed on word processors or microcomputers will be reviewed by the IG Forms Managers for control and standardization.

3.14. Forms Index. A listing, by number, of all current forms used throughout the IG will be published and updated periodically. This publication will be maintained by the IG Forms Manager and furnished to operating officials. The index of forms will include, as a minimum: the form number, edition date, title, prescribing regulatory publications, unit of issue, and OPR.

3.15. Forms Elimination

- a. The OPR will notify the IG Forms Manager using IG Form 5018.1-2 (Appendix D) citing any replacements for the form. If the form is prescribed by a publication, include in the remarks section of IG Form 5018.1-2 the date the prescribing publication will be rescinded or changed.

b. The IG Forms Manager will remove the form from the active section of the IG Forms Index and place it in the obsolete section.

**APPENDIX A
REFERENCES**

- a. Paperwork Reduction Reauthorization Act of 1986 (Public Law 99-500)
- b. DoD Instruction 5000.21, "Forms Management Program"
- c. DoD Directive 5400.11, "Defense Privacy Program"
- d. Freedom of Information Act of 1966, 5 U.S.C. 522
- e. DoD Directive 7740.1, "Information Resources Management Program"
- f. DoD Directive 7750.5, "Management and Control of Information Requirements"
- g. DoD Instruction 7760.3, "Requisitioning of Printing, Duplicating and Reproduction Work"
- h. DoD Manual 5000.12, "Manual for Standard Data Elements"
- i. DoD Manual 5025.1, "DoD Directives System Procedures"
- j. GSA, Records and Information Management Handbook, "Forms Analysis and Design"
- k. GSA, "Standard and Optional Forms Facsimile Handbook"
- l. GSA Records Management Handbook, "Form and Guide Letters"
- m. DoD Instruction 5330.2, "Specifications for DoD Letterheads"
- n. DoD Instruction 4525.8, "Official Mail"
- o. Federal Information Processing Standards (FIPS), National Bureau of Standards, Department of Commerce
- p. DoD Directive 5010.38, "Internal Management Control Program"

APPENDIX B DEFINITIONS OF FORMS MANAGEMENT TERMS

- a. **Accountable Forms.** Blank forms that could jeopardize OIG security or result in fraudulent financial gain or claims against the Government through unauthorized use shall be controlled, safeguarded and accounted for per their prescribing directives. They are printed with serial numbers so that each form printed, stocked, issued, transferred, lost, cancelled or destroyed can be accounted for. Not all pre-numbered forms are necessarily accountable forms.
- b. **Computer-Generated Forms.** The computer-generation of forms does not change the definition of a form, which is based upon its function; collecting, recording, and extracting information or data in a standardized order, using an arrangement of captioned spaces. The objective of forms management remains the same: to simplify and improve systems and procedures; to provide with forms; to ensure forms are essential to management, administration and operations; to ensure standardization and control of data collections; to provide quality forms that function efficiently; prevent proliferation of duplicate forms and information collection; and to provide complete forms management information. All of the possible improvements of both forms and procedures through analysis and all of the standard techniques of effective forms design apply to computer-generated forms. All computer-generated forms shall be coordinated with the IG Forms Manager for review and approval. (See par. 3.13.)
- c. **Department of Defense (DD) Forms.** Forms approved by DoD for use by two or more DoD Components.
- (1) **Prescribed.** Forms whose use is mandatory by all DoD Components to whom the subject matter applies. Normally, a form in this category is initiated or sponsored by an organizational entity of the Office of the Secretary of Defense and its use prescribed by a DoD issuance (i.e., a DoD Directive, Instruction, Manual, Regulation, etc.).
- (2) **Adopted.** Forms whose use is optional by DoD Components. Normally, forms in this category are initiated by a DoD Component in conjunction with one or more other DoD Components.
- d. **Federal Information Processing Standards (FIPS).** These are publications on managing and using computers and ADP in the Federal Government. FIPS serve to standardize data elements and representations that are used and interchanged in Federal agency data systems, and that apply to forms management.
- e. **Form.** A prescribed document preprinted with blank spaces for recording required information or data or stating a request in a uniform manner, generally for a recurring or repetitive purpose. (Certain printed items without fill-in spaces, such as contract provisions, instruction sheets, notices, tags, labels, posters, and certificates, will be considered as forms and assigned a control number.) Control numbers provide assistance for purposes of reference, printing, stocking, ordering, distribution, and use with other forms or reference materials.
- f. **Formats.** A prescribed logical sequence of presenting information or stating a request where the arrangement and layout of items is simple and flexible, thus permitting ready preparation by typewriter, and where the number of respondents is comparatively limited. A preprinted form in such instances would be both expensive and relatively ineffective. Most formats are prescribed for use in situations where the report is largely narrative in nature or where the amount of space needed by respondents to furnish the desired information varies substantially. All formats shall be coordinated with the IG Forms Manager for review and approval.
- g. **Form/Guide Letters.** Ready made letters, pre-drafted for recurring and repetitive subject. Letters which are being used on a repetitive basis to correspond with activities and/or persons inside/outside of

the IG, will be reviewed by the IG Forms Manager and have a number assigned. The abbreviation FL (Form Letter) will be incorporated into the number.

h. **Forms Analysis and Design.** Forms analysis is a multi-element investigation and evaluation of the nature of and reason for each form, its relation to other forms already in existence, the utility and effectiveness of the form as an information processing device, and the manner in which copies will, be reproduced. Forms design continues the analysis by resolving how best to arrange and present the information. Design helps to determine whether it will take 30 minutes to fill out the form or whether it will take 12 minutes to do it. (Where action officers have already "designed" their form, a cursory review by the Forms Designer/Forms Manager shall be done.) (See par. 3.3.)

i. **Forms Management Program.** A forms management program is a formal established Federal agency function that is authorized and funded to carry out forms management objectives. Program responsibilities consist of planning, controlling, directing, organizing, training, promoting, and other managerial activities in creating reproducing stocking, and distributing forms. (See par. 1.1.)

j. **IG Proponent.** The IG and all Assistant Inspectors General, Director for Administration, Director for Special Programs, and Director Regional Office - Europe. (See par. 2.3.)

k. **IG Form.** These are standardized forms developed and approved for use anywhere in IG offices. (See para. 3.2a(1).)

l. **Local Form.** A form used only within one IG Proponent, Proponent office or Proponent Field Office. All local forms shall be approved by a forms coordinator and the IG Forms Manager. Local forms will be reviewed for standardization, consolidation, and assigned a forms control number. (See Par. 3.2a(2), (3) and (4).)

m. **One-Time Form.** Forms prescribed for a one-time use in connection with a specific project with a definite termination date. The designation (OT) will appear after the form number.

n. **Office of Primary Responsibility (OPR).** The office, branch, or division within the IG that determines the need for and proposes the creation of a form. (See par. 2.5.)

o. **Optional Forms (OF).** Forms developed for use in two or more Federal Agencies and approved by GSA. The availability of such forms for use is normally announced by the agency which developed and sponsored the form.

p. **Overprinting.** Overprinting is the entry of additional information on or as a part of previously established forms to save preparation time. (See par. 3.11.)

q. **Privacy Act.** This Act safeguards individuals against an invasion of personal privacy. Forms used to collect information from individuals must contain a Privacy Act Statement citing the authority for collecting the information, the purposes for requesting it, and the penalties for not providing the information. (See para. 3.4.)

r. **Proponent Point of Contact.** Person responsible for coordinating forms management requirements of the Proponent with the IG Forms Manager. (See par. 2.4.)

s. **Report Forms.** Data or information collected for use in determining policy; planning, controlling, and evaluating operations and performance; making administrative determinations; or preparing other reports. (See DoDD 7750.5 (reference (f))). The data or information may be in narrative, statistical, graphic, or any other form and may be displayed on paper, magnetic tape, or other media. Report categories:

(1) Public Report. These are required by Federal agencies from 10 or more organizations, groups, or individuals outside the Federal Government. Public reports are subject of OMB review and clearance.

(2) Interagency Report. Forms require GSA review and clearance. used by agencies to collect data from other agencies. Interagency reports

(3) Internal Reports. An internal report is data or information that is systematically collected and formatted by one or more organizational components and transmitted to another organizational component to meet an authorized and formal specified management information requirement.

t. Secretary of Defense (SD) Form. A form approved for use within the OSD staff.

u. Standard Forms (SF). Forms prescribed by a Federal Agency, pursuant to its authority, and approved by GSA for mandatory use. Such mandatory use is generally set forth in regulations of the promulgating agency.

v. Test Forms. Forms to be used to test systems or procedures prior to possible permanent adoption; time normally will not exceed 1 year. The word (TEST) will appear after the form number.

w. Temporary Forms. Forms which the estimated period of use will not exceed 6 months. The designation (TEMP) will appear after the form number.

**APPENDIX C
ACRONYMS/ABBREVIATIONS, FORMS, REPORTS**

a. Acronyms/abbreviations

DD	Department of Defense
DFA	Director For Administration
DoD	Department of Defense
FIPS	Federal Information Processing Standards
FIRMR	Federal Information Resources Management Regulations
FL	Form Letter
FPMR	Federal Property Management Regulations
GSA	General Services Administration
IG	Office of the Inspector General
IG/AFU	Assistant Inspector General For Analysis and Follow up
IG/AUD	Assistant Inspector General For Audit
IG/APO	Assistant Inspector General for Audit Policy and Oversight
IG/CIPO	Assistant Inspector General for Criminal Investigations Policy and Oversight
IG/INS	Assistant Inspector General For Inspections
IG/INV	Assistant Inspector General For Investigations
IG/DFA	Director For Administration
IG/SP	Special Programs
IG/EUR	Regional Office, Europe
IOSD	Information and Operations Support Division
INS	Assistant Inspector General for Inspections
MSD	Management Support Division
NARA	National Archives and Records Administration
OF	Optional Form
OMB	Office of Management and Budget
OPR	Office of Primary Responsibility
OSD	Office of the Secretary of Defense
OT	One-time Form

PAR	Paragraph
PAS	Privacy Act Statement
POC	Point of contact
SD	Secretary of Defense Form
SF	Standard Form
TEST	Test Form
U.S.C.	United States Code
WFO	Washington Field Office

b. Forms

IG Form 5018.1-1	Blank Forms Request
IG Form 5018.1-2	Report of Form/Form Letters(s) Review
DD Form 67	Request For Approval of New or Revised Form
SD Form 474	Office Services Request Form
OF Form 13. A, B,	Forms Design Guide
OF Form 18	Recurring Data Analysis Chart

c. Reports

None

**APPENDIX D
REPORT OF FORM/FORM LETTER(S) REVIEW**

REPORT OF FORM/FORM LETTER(S) REVIEW			SUSPENSE DATE
TO:		FROM:	
TO:		FROM:	
INSTRUCTIONS			
<p>A review of form/form letter(s) is being conducted for the purpose of updating, consolidating, improving, or rescinding them when no longer needed.</p> <p>The form/form letter(s) listed below, for which you are the proponent, are subject to immediate review and action. Sign and return this form to the form/form letter(s) control point.</p>			
1. FORM/FORM LETTER NO.	2. PRESCRIBING DIRECTIVE	3. TITLE	4. DATE
REMARKS			
5. DATE	6. NAME AND TITLE (Official Requesting Review)	7. SIGNATURE	
STATUS OF FORM/FORM LETTER(S) (Check applicable boxes)			
A. PRESCRIBED FORM/FORM LETTER(S) ARE CURRENT AND ESSENTIAL			
B. PRESCRIBED FORM/FORM LETTER(S) REQUIRE(S) REVISION (List form/form letter(s))			
C. FORM/FORM LETTER(S) ARE CURRENT BUT PRESCRIBING DIRECTIVE HAS CHANGED (Specify new directive in "Remarks")			
D. FORM/FORM LETTER(S) ARE UNNECESSARY (List form/form letter(s))			
REMARKS			
8. DATE	10. NAME AND TITLE (Authorized Reviewer)	11. SIGNATURE	

IG Form 5018.1-2
Feb 1988

APPENDIX E REQUISITIONING BLANK FORMS

1. A list of blank forms stocked by DFA will be forwarded to the Proponent point of contact for review and annotation of the types and quantities of forms needed to support the Proponent and mission. The annotated list shall be returned to DFA for preparation of a separate IG Form 5018.1-1, "Blank Forms Request," for each form which will be requisitioned for supporting Proponent programs. Requirements for blank forms not listed in the Forms Index shall be submitted on a SD Form 474, "OSD Office Services Request Form," and forwarded to the IG Forms Manager for Processing.
2. To initiate or replenish a form requirement, the Proponent point of contact will fill in the appropriate columns of IG Form 5018.1-1 (Figure E-1), for each form needed. IG Form 5018.1-1 shall be handcarried or forwarded to the IG Forms Manager, who will return it with the stock you requested. Your request will be processed within 24 to 48 hours. After the IG Form 5018.1-1 has been prepared, it remains active until the item you have requisitioned becomes obsolete, or until you no longer require it.
3. The Proponent point of contact will review all Proponent requests for blank forms for standardization and consolidation of stockage and distribution.

PLACE LABEL, CONTAINING FORM NUMBER, TITLE AND UNIT OF ISSUE HERE				AFS		TELEPHONE	
				LOCATION (BLDG, ROOM NO.)			
				MONTHLY USAGE (ESTIMATED)			
DATE	QUANTITY			DATE	QUANTITY		
	REQUESTED	ISSUED	BACK ORDERED		REQUESTED	ISSUED	BACK ORDERED

IG Form 5000.21-1 (6-87) BLANK FORMS REQUEST

Figure E-1

4. There is space on the reverse of the form, Figure E-2, for you to record subdistribution of blank forms within your own office. Enter the office symbol for each division/branch you service and quantity of blank forms requested.
5. We recommend that you enter the quantities each office needs for a period of 2 months; total the amount; and add any amount you need and enter the amount to be requisitioned on the front of the form. When you receive your stock, make distribution as indicated here.

6. Keep requirements up to date. You should constantly review your requirements for blank forms stock with the IG Forms Manager for adequacy and economy. Never establish or continue a requirement for more copies than you need or for items you do not need.

- a. At least every 6 months reevaluate your needs.
- b. Be economy minded and reduce quantities of forms whenever you can.
- c. Don't let distribution continue unnecessarily. If a form is no longer needed, cancel the requirement for it.

SUB ACCT/ REQUIREMENT	REQUISITIONS																							
	JA	FB	MR	AP	MA	JU	JL	AU	SE	OC	NO	DE	JA	FB	MR	AP	MA	JU	JL	AU	SE	OC	NO	DE
DFA							100	100																
DFA/MSD							10	10																
DFA/ADYDAD							5	5																
DFA/FMD							5	5																
DFA/PSD							50	50																

Figure E-2

APPENDIX F
REQUEST FOR APPROVAL OF NEW OR REVISED FORM

1. New or Revised Form. All forms as defined in Appendix B shall be reviewed by the IG Forms Manager for compliance with Appendix A references.

2. Processing a Request for a New or Revised Form

a. Obtain a DD Form 67, "Request for Approval of New or Revised Form," from the IG Forms Manager, and follow the instructions contained on the reverse of the form. In addition, the following applies:

(1) The DD Form 67 will be completed by the requesting OPR and signed at the division or equivalent level to ensure awareness of the requirement and workload being imposed. A draft of the proposed form, the DD Form 67, and if applicable a copy of the implementing directive will be submitted through the IG proponent point of contact to the IG Forms Manager.

(2) Item 9 of DD Form 67 will include a complete description and purpose of the form; why it is required to collect information; and a statement indicating the reason a DD, SF, OF, or GSA form is not being utilized.

(3) Forms that impact on or are related to other IG programs/agencies will be coordinated by the OPR with the appropriate action office and reflected in items 10 and 11 of the DD Form 67.

b. The IG Forms Manager shall review the form for compliance with applicable laws and regulations noted within this publication.

c. If required, a draft of the new or revised form, pencil sketch or copy of the original artwork, will be forwarded to the OPR for review and acceptance by the IG Forms Manager.

d. After final approval, the OPR along with the IG Forms Manager will discuss stockage, distribution and coordinate the printing request through appropriate procurement channels.

e. The original DD Form 67, forms history background, original artwork and/or negative will be maintained by the IG Forms Manager.

REQUEST FOR APPROVAL OF NEW OR REVISED FORM				1. TYPE SUBMISSION (x one) a. NEW b. EXISTING FORM NUMBER (if applicable) c. REVISED d. OTHER (Specify)	
2. FROM (Organization and complete mailing address)			3. TO (Organization and complete mailing address)		
4. PROPOSED FORM TITLE			5. SUPERSEDED FORMS (if applicable)		
6. PRESCRIBING DOCUMENT NUMBER (Attach Copy)			7. FUNCTIONAL CODE		a. FORM NUMBER b. EDITION DATE c. DISPOSITION (x one) (1) USE (2) DO NOT USE
8. DESIGN CONSIDERATIONS					
a. HOW WILL FORM BE FILLED IN? (x all that apply)		b. TYPE FILE (x all that apply)	c. SECURITY CLASSIFICATION (Specify below)		d. FREQUENCY OF USE
MANUALLY TYPEWRITER AUTOMATED EQUIPMENT (Describe in item 9)		BINDER FASTENER CARD VISIBLE	(1) CLASSIFICATION WHEN BLANK (2) CLASSIFICATION WHEN FILLED IN f. SPECIAL CONSTRUCTION REQUIRED? (Yes or No) (If Yes, attach print specs)		e. SUGGESTED SIZE (width) X (length) h. IS FORM CONTROLLED? (X as applicable) (1) SAFEGUARD (2) SERIALLY NUMBERED (3) OTHER (List)
9. PURPOSE AND DESCRIPTION OF USE (Attach additional sheet, if necessary)					
10. INTERNAL COORDINATION AND CONCURRENCE (See instructions on reverse)					
		(1) COORDINATOR		(2) APPLICABLE? (Yes or No)	(3) REMARKS (Enter number and expiration date)
		NAME		OFFICE SYMBOL	PHONE NUMBER
a. PRIVACY ACT					
b. POSTAL					
c. DATA ELEMENTS					
d. REPORTS					
INTERAGENCY					
ICS					
OAS					
11. EXTERNAL COORDINATION AND CONCURRENCE (Not required for 3D forms)					
a. COMPONENT		b. COORDINATOR		c. ESTIMATED ANNUAL USAGE	d. IF REVISION, QTY EXISTING FORMS ON HAND
		NAME		OFFICE SYMBOL	PHONE NUMBER
12. PROJECT OFFICER					
a. TYPED NAME		b. SIGNATURE		c. BLDG & ROOM NO.	d. PHONE NO
13. REQUESTING OFFICE APPROVING OFFICIAL					
a. SIGNATURE		b. DATE SIGNED		14. REQUESTING COMPONENT FORMS MANAGEMENT APPROVAL	
				a. SIGNATURE	b. DATE SIGNED
15. ACTION OF APPROVING ACTIVITY FORMS MANAGEMENT OFFICE					
a. APPROVED TITLE OF FORM					
b. FORM NUMBER		c. EDITION DATE	d. TYPE FORM	e. SIGNATURE OF APPROVING OFFICIAL	f. DATE SIGNED
			PRESCRIBED ADOPTED		

DD Form 67, NOV 85

Previous editions are obsolete.

INSTRUCTIONS FOR COMPLETION OF DD FORM 67

GENERAL. These instructions govern requests for approval of new and revised DoD Component, Department of Defense (DD) and Office of the Secretary of Defense (SD) Forms, whether originating within the Office of the Secretary of Defense or DoD Component organization.

Coordination Procedure. DoD Component offices will follow procedures outlined in their DoD Component implementing regulation to DoD Instruction 5000.21, "Forms Management Program." DoD Component forms are approved at DoD Component level. Requests for approval of DD forms must be approved by OSD/WHS/DIOR. DoD Component offices submitting DD forms must coordinate their request with their organization's Forms Management Officer. OSD offices will follow the procedures outlined in Administrative Instruction 86 for the approval of SD Forms.

Item 1. Type of Submission. Indicate by placing an X in the appropriate block whether this request is for a new or revised form. If this is a revision to an existing form, enter the form prefix and number. If other than new or revised, X block d and specify.

Item 2. From. Enter the organization mailing address of the proponent/sponsoring office of the form being submitted.

Item 3. To. Enter the approving DoD Component Forms Management Office and mailing address.

Item 4. Proposed Form Title. Enter the exact title as it is to appear on the form. Do not abbreviate unless abbreviation is to appear in the title on the form. Keep brief.

Item 5. Superseded Forms. Enter the number and edition dates of all existing forms which will be replaced by the proposed form. If this is a revision or a consolidation of forms, indicate whether stocks of superseded forms may be used. If this is a new form, enter N/A.

Item 6. Prescribing Document Number. Enter the number of the document which prescribes the use of the form, whether in draft (coordination) stage or currently in force, and attach copy. This information MUST be furnished as no form will be approved until the fact that the form is or will be supported by a prescribing document is substantially established.

Item 7. Functional Code. Use DoD 5025.1-I, "DoD Directives System Quarterly Index."

Item 8. Design Considerations.

a. Indicate whether the form will be completed manually, by typewriter, and/or automated equipment.

b. If there is a special filing requirement, indicate how the form will be filed. The form will be designed accordingly. For example, if fasteners are used in filing, the form will be designed to allow space for hole punching.

c. Enter the appropriate security classification if the form is classified when filled in or when blank. If the form is unclassified, enter UNCLAS.

d. Enter the frequency of use. For example, daily, weekly, monthly, etc., as appropriate.

e. Enter 8-1/2" x 11" for regular paper size form. The General Services Administration states that forms should not be larger than 8-1/2" x 11" unless justified. Justification must be provided along with the DD Form 67 for larger forms. Postcards and self-mailers must comply with Postal Regulations governing size of mail. (Reference item 10b)

f. The construction of DD forms is generally left to the discretion of each using DoD Component. If, however, a specific construction is mandatory, attach print specifications.

g. If "yes," the data elements on this form must be coordinated with your Agency's Point of Contact for Data Elements. (Reference item 10c)

h. If form could be put to fraudulent use, but not to a degree requiring complete accountability, mark "safeguard." If the form is to be printed with serial numbers so that each form that is printed, stocked, issued, transferred, lost, canceled, or destroyed can be accounted for, mark "serially numbered." If any other type of control is used, mark "other" and list.

Item 9. Purpose and Description of Use. This is the key section of the approval action. The originator shall provide a concise but complete description of the form, to include the purpose of the form and how it is to be used.

Item 10. Internal Coordination and Concurrence. Obtain the following coordinations and concurrences of the originating DoD Component. All functional areas must be coordinated even if they do not appear to apply. If the functional area is not applicable, the coordinator shall complete item (1) (name, office symbol and phone number), enter "no" in item (2), and leave item (3) blank.

a. **Privacy Act.** Follow the procedures established in DoD 5400.11-R, "Privacy Program." If form requests social security number, home address, home phone number, or other personal information, complete item 10a(1) (Privacy Board Member's name, office symbol and phone number), enter "yes" in 10a(2), and enter the Systems of Records Number in item 10a(3), if applicable.

b. **Postal.** DoDD 4525.8, "Official Mail" applies. If form is used as any type mailer, complete item 10b(1) (Postal Representative's name, office symbol and phone number), enter "yes" in item 10b(2), and enter the type mailer (Business Reply Mail, postcard, etc. in item 10b(3)).

c. **Data Elements.** DoDD 5000.12, "Data Elements and Data Codes Standardization Procedures," applies. If form is automated and/or any type of coding is required to complete the form or to submit the data, complete item 10c(1) (Agency Point of Contact for Data Elements' name, office symbol and phone number), enter "yes" in item 10c(2), and leave 10c(3) blank.

d. **Reports.** Follow the procedures established in DoDD 5000.19, "Policies for the Management and Control of Information Requirements." If the form is to be used to obtain information from within DoD, from other Federal Agencies, and/or from the public (including contractors) complete item 10d(1) (Information Focal Point's name, office symbol and phone number), enter "yes" in 10d(2), and enter the appropriate control symbol and expiration date (if applicable) in item 10d(3) on the appropriate line.

Item 11. External Coordination and Concurrence.

a. Indicate organization or component name of each user of the form.

b. Indicate name, office symbol, and telephone number of person concurring for each user of the form.

c. Enter the estimated annual usage for each user of the proposed form.

d. Enter quantity on hand for each user of a revised form.

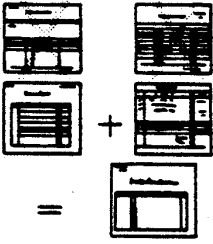
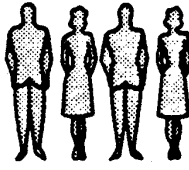
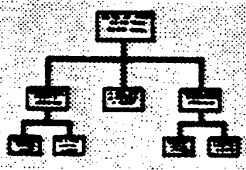
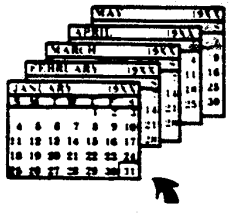

Item 12. Project Officer. Enter the name, signature, building, room number, and phone number of the project officer who should be contacted regarding any questions on the proposed form. Do NOT enter the forms manager information in this block. This should be an individual who can answer technical questions.

Item 13. Requesting Office Approving Official. Signature of official of office requesting form must be at the Division Director level for DD and SD forms.

Item 14. Requesting Component Forms Management Office. Submissions from OSD Components require coordination of their OSD Point of Contact for Forms. Submissions from Military Departments and Defense Agencies require coordination of that DoD Component's Forms Management Officer.

Item 15. Action of Approving. Activity Forms Management Office Leave blank.

**APPENDIX G
GUIDELINES FOR BASIC ANALYSIS AND DESIGN**

ASK—TO GET THE FACTS	ASK—WHY?	ASK—TO MAKE THE IMPROVEMENTS
<p align="center">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 align="center">WHY this need?</p>	<p align="center">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— Combined? Eliminated? Simplified or resequenced? Added?</p>
<p align="center">PEOPLE</p> <p>Who requires the data?</p> <p>Who enters the information?</p> <p>Who extracts the information?</p>	 <p align="center">WHY by these people?</p>	<p align="center">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 align="center">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 align="center">WHY here?</p>	<p align="center">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 align="center">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 align="center">WHY at this time?</p>	<p align="center">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 align="center">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 align="center">WHY use this method?</p>	<p align="center">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>

FORMS ANALYSIS AND DESIGN CHECKLIST

This checklist will help you review a form before releasing it for printing. The questions are worded so that an "X" in the "NO" column may indicate a need for corrective action. Not all items will apply to a single form, however. Many items will be marked in the "N/A" (not applicable) column.

PRESCRIBING DOCUMENTS	<i>Mark "X"</i>		
	YES	NO	N/A
1. Is there a document prescribing the use of the form?.....			
2. Does this document—			
a. Reference the form by number and title?.....			
b. Refer to specific items by number?.....			
c. Give instructions for procurement of the form?.....			
d. Give instructions on number of copies, frequency of submission, and address for submission?.....			
AUTHORITY			
1. Does the requesting agency have the authority to collect the information being requested on the form?.....			
2. If applicable, does the OMB, GAO, or Interagency Report Number appear in the prescribed location?.....			
3. If applicable, does the Privacy Act information appear on the form?.....			
FORM IDENTIFICATION			
1. Is the agency name included in a prominent place on the form?..			
2. Is the title of the form placed where it can readily be seen, but not interfere with the filing or other data?.....			
3. Does the title indicate the purpose and function of the form?....			
4. Do the form number, edition date, and prescribing authority appear on the form in an easy-to-see area?.....			
5. If the form has more than one page, do page number, form number, and edition date appear on each additional page?.....			

INSTRUCTIONS	Mark "X"		
	YES	NO	N/A
1. Are the instructions clear and concise?.....			
2. Do the instructions reference items by number?.....			
3. Are brief instructions for preparation of the form placed where they are readily visible, at the top, or close to the section to which they apply?.....			
4. If lengthy instructions appear on the reverse side of a form, on a separate sheet, or in a booklet, is reference made to them in the brief, general instructions?.....			
5. Are lengthy instructions printed in two columns?.....			
6. Are return address and due date included on report forms?.....			
SIZE			
1. Is the form a standard size?.....			
2. Does the size conform to the dimensions of storage and filing facilities (i.e., legal size, lettersize, etc.)?.....			
3. Has consideration been given to folding a large form to standard size to fit into standard equipment, binders, or folders?.....			
MARGINS			
1. Has gripper space been allowed for on the form?.....			
2. If a form is printed on both sides, have margins been properly specified for each side?.....			
3. Have binding margins been allowed on a form that is to be punched with holes for filing in a binder or folder?.....			
4. Is the bottom margin ample to permit use in the writing machine without slippage?.....			
TYPOGRAPHY			
1. Is the most effective typeface used on the form, and does it highlight important instructions or facts?.....			
2. Do rule weights and visual aids guide the eye, give emphasis, or attract attention?.....			
3. Is the form layout marked up for the compositor with the desired typefaces and rule weights?.....			
4. Are the lines of type in the text marked for proper leading?.....			
5. Can one-way screened rules be substituted for pen ruling?.....			

SPACING	<i>Mark "X"</i>		
	YES	NO	N/A
1. Does horizontal and vertical spacing conform to the writing method—typewritten, handwritten, or both?.....			
2. Have space requirements for each individual item been verified?...			
3. Has sufficient space been allowed for certifications, signatures, titles, and dates?.....			
4. Have various columnar arrangements been considered for using space advantageously and for reading and writing use?.....			
5. Is the form designed so that it will not be necessary for the typist to space through captions, or roll the typewriter platen up to see the caption and roll it back to make the entry?.....			
6. Does the typing start from a common left margin?.....			
7. Are vertical rules aligned to reduce tabular stops to a minimum?..			
8. Is there a provision for the overflow or continuation of information if regular spaces prove inadequate?.....			
DATA ELEMENTS			
1. Are items of requested information (including side stubs, column headings, sections, and parts) identified with a number or letter designation?.....			
2. Do these numbers and/or letters run in consecutive order—top to bottom, left to right?.....			
3. Are items grouped according to the workflow or by the types of source documents?.....			
4. Are items arranged in the same sequence as those on other forms from which data will be taken or onto which data will be transcribed?.....			
5. Have primary, secondary, and tertiary headings been used to eliminate repetition?.....			
6. Is the form arranged in an effective manner?.....			
a. Is box design the best arrangement?.....			
b. Is columnar or tabular style the best arrangement?.....			
c. Should a combination of box design and columnar or tabular arrangement be used?.....			

DATA ELEMENTS—Continued	Mark "X"		
	YES	NO	N/A
7. Can writing be reduced?.....			
a. Can items be worded so that you can use preprinted ballot boxes for answers that are simply an "X" mark?.....			
b. Have different ways of placing ballot boxes been considered to ensure the best arrangement?.....			
c. Could you use preprinted data?.....			
8. Are short, amplifying instructions included within the box wherever necessary?.....			
FILING			
1. Is filing information placed on the form so that it can be filed and found readily?.....			
2. Are the filing data and margins on the form consistent with the filing equipment or binders to be used?.....			
3. Have the use of the form and the method of filing or binding been considered in determining whether a two-sided form should be printed head to head, head to foot, or head to side?.....			
4. Has a visible file card form been designed so that the filing data will show in the visible area for current use and in a vertical file when the card is subsequently stored?.....			
TRANSMITTING AND MAILING			
1. Are "To" and "From" boxes used to make the form self-routing?..			
2. Are copies in a set of forms identified to make them self-routing?..			
3. Has a form to be mailed been designed to fit into a window envelope?.....			
4. Has a form requiring a reply been designed for return mailing in a window envelope?.....			
5. Does a self-mailer meet postal regulations, and is the address area in the correct position?.....			
6. Does the form request the respondent to provide address changes to keep the mailing list up to date?.....			
7. Is the form being mailed in the most economical manner?.....			

SPECIAL CONSIDERATIONS	<i>Mark "X"</i>		
	YES	NO	N/A
1. Have the following features been considered:			
a. Registering?			
b. Serial numbering?			
c. Perforating?			
d. Scoring?			
e. Punching?			
f. Rounding corners?			
g. Collating?			
h. Padding?			
SPECIFICATIONS			
1. Do the specifications give an accurate picture of the printing requirements?			
2. Has a printer's dummy been attached to the printing request?...			
3. Does the quantity of the form requested seem reasonable for the number of users and frequency of use?			
4. Have the correct weight, grade, and color of paper been chosen?..			
5. Is there sufficient contrast between the paper and ink to ensure readability?			
6. Has two-color printing and/or reverse printing been justified for cost?			
7. Has the proper carbon been specified where required?			
8. Are the positions and sizes of holes to be punched accurately specified?			
NOTES			