

DEPARTMENT OF THE ARMY
SAVANNAH DISTRICT, CORPS OF ENGINEERS
CESAS-IM-SM P.O. BOX 889
SAVANNAH, GEORGIA 31402-0889

DISTRICT REGULATION
NO. 25-1-6

5 August 1994

Military Publication
FORMS MANAGEMENT PROGRAM

1. Purpose. To establish procedures for the Forms Management Program.

2. Applicability. This regulation applies to all elements of the Savannah District including field offices. The provisions apply to all forms, and form letters reproduced by any method. Temporary, test and one-time forms are also subject to this District Regulation

3. References.

a. AR 25-30, 28 Feb 89, Army Integrated Publishing and Printing Program, and Change 1, AR 25-30, 2 Aug 93.

b. DR 25-1-5, 24 Jan 94, District Publications Media.

4. Objectives of Forms Management. The main object of the Forms Management Program is to ensure efficient work methods, systems, and procedures involving the use forms. The program is designed to ensure that proposed forms are needed; that existing forms continue to serve District needs; that form and their related procedures are integrated; and that forms are reproduced and distributed as economically as possible.

5. Policy. The Savannah District will initiate, reproduce, distribute, store, and use the minimum number of blank forms to accomplish the mission. Creation of a form when a higher form exists is prohibited.

This regulation supersedes DR 25-1-6, dtd 1 Oct 90

6. Blank Form. A form is paper containing prepared spaces for the insertion of information. Items such as labels, tags, and routing slips which do not require uniform insertion of information are also included in this definition.

7. Responsibilities.

a. The Information Management Office, Information Support Services Branch, Records Management Section, (IM-SM) is responsible for the administration of the Forms Management Program.

b. The Forms Management Officer (FMO) in IM-SM is responsible for the approval or disapproval of all forms and form letters.

8. Forms Procedures.

a. All requests for new forms, electronically generated form, or revisions to existing forms will be submitted to IM-SM on DD Form 67, Forms Processing Action. A rough draft of the proposed form must be included with the request. Proposed forms should be coordinated with the FMO in the planning stage to avoid waste effort. Electronic generation of higher authority, (DA, DD, SF, and OF forms), must be approved by the proponent of the form. The FMO will request approval from higher authority for these forms.

b. Before submitting a request for a new form, proponents will determine if a Privacy Act Statement is required, e.g., if personal information is included. When required, the Privacy Act Statement will be printed directly on the form and DD Form 67 will show this requirement.

c. The following items on DD Form 67 will be completed as indicated:

(1) Items 1 through 14, and 16 through 26 will be completed by the person initiating the request. Item 13a will provide a concise, complete description of the form indicate the purpose and how it is to be used.

(2) Block 16 must indicate approval by the appropriate division office or branch chief before being submitted to the FMO.

d. Form will be requisitioned on DA Form 17, in duplicate, and submitted to IM-SM on or before the 10th of each month. Quantities ordered should be for a 30-day supply. Emergency requisitions submitted within the month must include a justification. List forms alphabetically by prefix and numerically within each group.

/s/
JAMES W. DELONY
LTC, Corps of Engineers
Acting Commander

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