



# UNITED STATES MARINE CORPS

MARINE CORPS BASE  
PSC BOX 20004  
CAMP LEJEUNE, NORTH CAROLINA 28542-0004

BO 5213.11H  
BADJ

OCT 17 2006

BASE ORDER 5213.11H

From: Commanding Officer  
To: Distribution List

Subj: BASE FORMS MANAGEMENT PROGRAM

Ref: (a) SECNAV M-5213.1  
(b) SECNAV M-5214.1  
(c) SECNAVINST 5210.16  
(d) SECNAV 5210.1  
(e) MCIEASTO 5213.1  
(f) MCO 5213.7C  
(g) BO 5214.1G

1. Situation. This Order implements policy and provides guidance for managing local command forms at Marine Corps Base Camp Lejeune (MCBCL) and to implement the Electronic Forms Program per the references.

2. Cancellation. BO 5213.11G.

### 3. Mission

a. Summary of Revision. This Order has been completely revised and it should be reviewed in its entirety.

b. To eliminate the use of locally produced forms when there are other forms available with the same information.

c. To place Marine Corps Base, Camp Lejeune on line with the Electronic Forms Program.

d. To reduce the cost of reproducing and maintaining local forms.

### 4. Execution

a. All commanding officers, special staff officers, officers-in-charge, and designated representatives are required to:

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(1) Submit all forms to the Base Adjutant (Attn: Forms Management Officer) for approval. However, prior to submitting the form, the section requesting the new form will ensure that there are no existing similar forms made by higher headquarters, i.e., DD, NAVMC, Navy, DA, DAF, SF, or OF Forms. These will be used to prevent and eliminate unnecessary and duplicate forms.

(2) Submit a DD67 and a copy of the form.

(3) All forms in letter or question and answer format will not be approved as a MCBCL Form. These can be programmed in the computer and utilized in that format.

(4) All MCBCL Forms reproduced at the Department of Defense Printing Service will be approved by the Base Forms Management Officer prior to printing. All forms will be converted to fillable format using Adobe 7.0. When completed, all uncontrolled forms will be accessible on the Electronic Forms Program. All controlled forms will be listed on the Base website but only accessible by authorized personnel. For printing requests submit a cover letter indicating how many copies will be required and whether or not it is to be reproduced on cardboard/carbonless.

(5) Ensure that all local MCBCL forms are reviewed annually and any form no longer required is canceled.

b. Base Adjutant (Forms Management Officer) will:

(1) Provide updated information/guidance to departments within MCBCL.

(2) Review all requests for new and revised forms ensuring that they are not duplicates of senior forms.

(3) Ensure that all forms are reviewed annually.

(4) Place all uncontrolled forms that are on paper on the MCBCL web page at [https://clbmcb-www1.lejeune.usmc.mil/mcb/base\\_adjutant/Forms/FormsIndex.htm](https://clbmcb-www1.lejeune.usmc.mil/mcb/base_adjutant/Forms/FormsIndex.htm).

(5) Publish an annual Base Bulletin which contains a list of all current local forms.

(6) Maintain a file of all current approved forms and retain historical files until 10 years after cancellation.

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(7) Inform departments of training to ensure compliance with Department of the Navy Requirements for Form Creation per reference (a).

(8) Visit departments for unannounced inspections.

5. Administration and Logistics. Not Applicable.

6. Command and Signal

a. Command. This Order is applicable to the Marine Corps Base, Camp Lejeune.

b. Signal. This Order is effective the date signed.

  
W. A. MEIER  
By direction

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