



UNITED STATES MARINE CORPS  
MARINE CORPS INSTALLATIONS EAST-MARINE CORPS BASE  
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CAMP LEJEUNE NC 28542-0005

MCIEAST-MCB CAMLEJO 5213.1  
ADJ  
16 JUL 2013

MARINE CORPS INSTALLATIONS EAST-MARINE CORPS BASE CAMP LEJEUNE  
ORDER 5213.1

From: Commanding General  
To: Distribution List

Subj: FORMS MANAGEMENT PROGRAM

Ref: (a) SECNAV M-5213.1  
(b) MCO 5600.31A  
(c) MARADMIN 062-05 of 14 Feb 05  
(d) SECNAV M-5210.1  
(e) DOD Instruction 1000.30, "Reduction of Use of Social Security Numbers (SSNs) in the Department of Defense," August 1, 2012  
(f) SECNAV M-5214.1  
(g) SECNAVINST 5210.16

Reports Required: I. Unit Inspection Reports (Report Control Symbol: EXEMPT Unit Inspections)  
II. Headquarters Marine Corps Annual Social Security Reduction Report (Report Control Symbol: MCIEAST-MCB CAMLEJ-5213.1-01)

1. Situation. The Forms Management Program ensures that forms provide needed information effectively, efficiently, and economically. Information is vital to the success of any organization and provides the basis for management decisions. Specific types of data are needed to meet particular requirements and forms are a major means for providing a fast and easy method of collecting information. As information requirements change, an effective forms management program provides for improved forms and control of the proliferation of authorized forms.

2. Cancellation. MCIEASTO 5213.1A and BO 5213.11H.

3. Mission. This Order implements policy and provides guidance for managing forms at Headquarters (HQ), Marine Corps Installations East-Marine Corps Base Camp Lejeune (MCIEAST-MCB CAMLEJ) and subordinate commands, in accordance with references (a) through (g).

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4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. Per the references, MCIEAST-MCB CAMLEJ subordinate commands and HQ departments will establish a Forms Management Program.

(2) Concept of Operations. This program shall reduce administrative burden, and promote improved paperwork efficiency.

b. Subordinate Element Missions

(1) MCIEAST-MCB CAMLEJ G-1, Adjutant shall: Be assigned in writing as the Forms Management Officer (FMO), per references (a) and (b), for MCIEAST-MCB CAMLEJ and tasked specifically to:

(a) Maintain control and approve all MCIEAST-MCB CAMLEJ HQ forms.

(b) Provide updated information/guidance to all installations within MCIEAST-MCB CAMLEJ.

(c) Conduct announced and unannounced internal Commanding General Inspection Program inspections utilizing the Functional Area Checklist, 060 Marine Corps Forms Management Program.

(d) Conduct subordinate command inspections as directed by the MCIEAST-MCB CAMLEJ Command Inspector General.

(2) MCIEAST-MCB CAMLEJ HQ, MCIEAST-MCB CAMLEJ Commanders, and General and Special Staff Department Heads shall: Appoint in writing a FMO to maintain oversight of their program.

(3) FMOs shall:

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

(b) Use the Adobe Live Cycle Design tool to create an electronically fill-able form using the design standards outlined in reference (c).

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(c) For each command/unit form submission, submit a copy of the original form, DD67, applicable directive, and justification.

(d) Complete a review of each form that is completed, and determine if the information requested is necessary, how the information will be used, whether the information be obtained from another source, and if the request for information clearly is stated.

(e) Ensure that all forms are in a form-type format and not in a letter format. Letters can be programmed in the computer and utilized in that format.

(f) Control local command forms using a command unique identifier and locking the form.

(g) Ensure that all forms undergo a documented annual review.

(h) Maintain files of all current and cancelled forms.

(i) Retain historical files until five years after cancellation, per reference (d).

(j) Authorize all forms prior to printing by the Defense Logistics Agency Document Services, per reference (b). All forms must be current in the local Forms Management Program prior to printing, per reference (b).

(k) Request an account, at the command level, to Naval Forms Online through the chain of command. All forms, regardless of format, are to be uploaded to the Naval Forms Online website.

(l) Publish an annual bulletin that contains a list of all current and cancelled forms.

(m) Ensure all forms are reviewed by the Privacy Act Officer, Reports Management Officer, and the Records Management Officer, each signing the DD67 form.

(n) Complete the required Social Security Number (SSN) Justification Memorandum utilizing SECNAV 5213/1 form when a form requests to collect a SSN, regardless of format, per

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reference (e). Review and approve requests and submit to higher headquarters.

(o) Complete the required General Forms Management training through Navy Knowledge online. Provide the certificate of completion, with a grade of 60 or above, through the chain of command.

(p) Compile and submit the annual HQ Statistical Forms Management Report regarding the programs reduction of the SSN.

5. Administration and Logistics

a. Assistant Chief of Staff, G-1. Maintains overall staff cognizance over the Forms Management Program.

b. Links

(1) Forms Management training located at Navy Knowledge Online: <https://wwa.nko.navy.mil/portal/learning/home/Learningopportunities>

(2) Department of the Navy Forms website:  
<https://navalforms.documentservices.dla.mil/web/public/home>

c. Forms Management Forms

(1) Form Processing Request, DD67, Feb 2008 - completed for each form submitted.

(2) SSN Reduction Review, SECNAV 5213/1, July 2008 - completed and submitted to higher headquarters for each form that collects a SSN.

6. Command and Signal

a. Command. This Order is applicable to all MCIEAST-MCB CAMLEJ subordinate commands and HQ departments.

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



BRIAN T. PALMER  
Deputy Commander

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