



UNITED STATES MARINE CORPS
MARINE CORPS INSTALLATIONS EAST
PSC BOX 20005
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MCIEASTO 5213.1A
ADJ
31 JAN 2012

MARINE CORPS INSTALLATIONS EAST ORDER 5213.1A

From: Commanding General
To: Distribution List

Subj: FORMS MANAGEMENT PROGRAM

Ref: (a) SECNAV M-5213.1
(b) SECNAV M-5214.1
(c) SECNAVINST 5210.16
(d) SECNAV M-5210.1
(e) MCO 5600.36
(f) DOD INST 1000.hh, "Reduction of Use of Social Security Numbers (SSNs) in the Department of Defense"

Reports Required: I. Unit Inspection Reports (Report Control Symbol: EXEMPT Unit Inspections)
II. Annual Inspection Reports (Report Control Symbol: EXEMPT Annual Inspection)
III. Commanding General's Evaluation Report (Report Control Symbol: MCIEAST-5040.6-01)

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 5213.1.

3. Mission

a. This Order implements policy and provides guidance for managing forms at Headquarters (HQ), Marine Corps Installations East (MCIEAST) and subordinate commands, in accordance with references (a) through (f).

DISTRIBUTION STATEMENT A: Approved for public release; distribution is unlimited.

b. Summary of Revision. This Order has been revised and should be thoroughly reviewed.

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. Per references (a) through (f), HQ MCIEAST and MCIEAST subordinate commands will establish a Forms Management Program.

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

b. Subordinate Element Missions

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

(a) maintain control and approve all MCIEAST HQ forms;

(b) provide updated information/guidance to all installations within MCIEAST;

(c) conduct announced and unannounced internal Commanding General Inspection Program (CGIP) inspections utilizing the Automated Inspection Reporting System (AIRS) Checklist, 060 Marine Corps Forms Management Program; and

(d) conduct subordinate command inspections as directed by the MCIEAST Command Inspector General.

(2) MCIEAST HQ, MCIEAST Commanders, and General and Special Staff Department Heads shall: Appoint in writing a Forms Management Officer (FMO) to maintain oversight of this program.

(3) FMO shall:

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

(b) use the Adobe Design tool to create an electronically fill-able form using the design standards outlined in reference (a);

(c) submit a copy of the original form and DD67 for each form;

(d) complete a review of each form that is completed, and determine if the information requested is necessary, how the information will be used, can the information be obtained from another source, and is the request for information clearly 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 (DLA) Document Services, per reference (e). All forms must be current in the local Forms Management Program prior to printing, per reference (e).

(k) Request an account 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, utilizing the DD67 form; and

(n) complete the required Social Security Number (SSN) Justification Memorandum utilizing the SECNAV 5213/1 form when a form is requesting to collect a SSN, regardless of format, per reference (f). Review and approve requests and submit to higher headquarters.

31 JAN 2012

5. Administration and Logistics

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

b. Training Links

(1) MCIEAST Forms Management training is available for personnel with a .mil E-Mail account at:
<https://intranet.mcieast.usmc.mil/Manpower%20%20Adjutant/ADJUTANT/MCIEAST%20FORMS%20MANAGEMENT%20PROGR/Pages/default.aspx>

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

c. Forms Management Forms

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


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

(3) General Purpose Privacy Act Statement, OPNAV 5211/12, March 1992 - assists forms managers

6. Command and Signal

a. Command. This Order is applicable to MCIEAST.

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


F. P. BOTTORFF
Chief of Staff

DISTRIBUTION: A