



Joint Task Force National Capital Region Medical MANUAL

NUMBER 7750.02
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J-5

SUBJECT: Forms Management Program (FMP) Manual

References: See Enclosure 1

1. PURPOSE. This Manual is published under the authority of References (a) through (e), and in accordance with References (f) and (g):

a. Implements policy, assigns responsibilities, and provides specific procedures for the management of the Joint Task Force National Capital Region Medical (JTF CapMed) FMP.

b. Describes the relationships between the JTF CapMed Forms Management Officer (FMO) and the National Capital Region (NCR) Integrated Delivery System (IDS) Forms Management Committee (FMC) for developing and maintaining a FMP for the JTF CapMed Headquarters (HQ) and the Joint Medical Treatment Facilities (MTFs) and Centers that make up the NCR IDS.

2. APPLICABILITY. This Manual applies to the JTF CapMed HQ, Walter Reed National Military Medical Center (WRNMMC), Fort Belvoir Community Hospital (FBCH) [hereafter, WRNMMC and FBCH are referred to as Joint MTFs], Joint Pathology Center (JPC), and all other Joint MTFs and Centers under operational control (OPCON) of JTF CapMed as part of the NCR IDS.

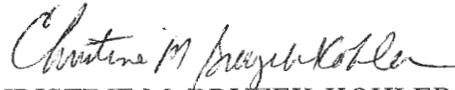
3. RESPONSIBILITIES. See Enclosure 2.

4. PROCEDURES. See Enclosures 3 through 9.

5. RELEASABILITY. UNLIMITED. This Manual is approved for public release and is available on the JTF CapMed Website at: www.capmed.mil.

6. EFFECTIVE DATE. This Manual:

- a. Is effective upon publishing to the JTF CapMed Website; and
- b. Must be reissued, cancelled, or certified current within 5 years of its publication in accordance with JTF CapMed Instruction 5025.01 (Reference (h)). If not, it will expire effective 10 years from the publication date and be removed from the JTF CapMed Website.



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Enclosures

1. References
2. Responsibilities
3. Procedures
4. Design Guidelines
5. Exceptions to Forms
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ENCLOSURE 1

REFERENCES

- (a) Deputy Secretary of Defense Memorandum, "Authorities for Joint Task Force National Capital Region Medical (JTF CapMed)," February 7, 2012
- (b) Deputy Secretary of Defense Action Memorandum, "Civilian and Military Personnel Management Structures for the Joint Task Force National Capital Region Medical," January 15, 2009
- (c) Comprehensive Master Plan for the National Capital Region Medical, April 23, 2010
- (d) Supplement to the Comprehensive Master Plan for the National Capital Region Medical, August 31, 2010
- (e) JTF CapMed Instruction 7750.01, "Joint Task Force National Capital Region Medical (JTF CapMed) Forms Management Program," July 18, 2012
- (f) DoD Instruction 7750.07, "DoD Forms Management Program," April 20, 2007
- (g) DoD 5200.1-R, "Information Security Program," January 14, 1997
- (h) JTF CapMed Instruction 5025.01, "Formats and Procedures for the Development and Publication of Issuances," March 5, 2012
- (i) DoD 7750.7-M, "DoD Forms Management Program Procedures Manual," Incorporating Change 1, August 14, 2012
- (j) DoD Directive 5400.07, "DoD Freedom of Information Act (FOIA) Program," January 2, 2008
- (k) DoD 5400.11-R, "Department of Defense Privacy Program," May 14, 2007
- (l) Public Law 104-13, "Paperwork Reduction Act of 1995," May 22, 1995
- (m) Title XVII of Public Law 105-277, "Government Paperwork Elimination Act," October 19, 1998
- (n) Public Law 106-229, "Electronic Signatures in Global and National Commerce Act of 2000," June 30, 2000
- (o) Section 794d of title 29, United States Code
- (p) JTF CapMed Directive 5105.05, "National Capital Region (NCR) Integrated Healthcare System Forms Management (FMC) Charter," July 19, 2011
- (q) Part 1320 of title 5, Code of Federal Regulations
- (r) DoD Directive 5144.1, "Assistant Secretary of Defense for Networks and Information Integration/DoD Chief Information Officer (ASD(NII/DoD CIO)," May 2, 2005
- (s) Office of the Assistant Secretary of Defense (Command, Control, Communications and Intelligence) Memorandum, "DoD Web Site Administration Policies & Procedures," November 25, 1998, including all updates through January 11, 2002¹
- (t) DoD Directive 5015.2, "DoD Records Management Program," September 4, 1998
- (u) DoD Instruction 8910.01, "Information Collection and Reporting," March 6, 2007
- (v) DoD 8910.1-M, "Department of Defense Procedures for Management of Information Requirements," June 30, 1998
- (w) DoD 5400.7-R, "DoD Freedom of Information Act Program," September 4, 1998
- (x) JTF CapMed Directive-Type Memorandum 12-005, "Freedom of Information Act (FOIA) Program," November 1, 2011 as amended

¹ Available at http://www.defenselink.mil/webmasters/policy/dod_web_policy_12071998_with_amendments_and_corrections.htm

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- (y) DoD 4525.8-M, "DoD Official Mail Manual," December 26, 2001
- (z) DoD Directive 8320.02, "Data Sharing in a Net-Centric Department of Defense," December 2, 2004
- (aa) General Services Administration Handbook, "Standard and Optional Forms Procedural Handbook," August 2001²

²Available from the Standard and Optional Forms Management Office, GSA (Forms-XR), 1800 F Street, NW, Rm. 7126, Washington, DC 20405-0002

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ENCLOSURE 2

RESPONSIBILITIES

1. COMMANDER, JTF CAPMED (CJTF). In accordance with Reference (i), CJTF will:

a. Implement a DoD Forms Management Program within the JTF CapMed HQs and the NCR IDS.

b. Designate an individual as the FMO, JTF CapMed to represent JTF CapMed interests to Washington Headquarters Service (WHS) and the Executive Services Directorate (ESD) of WHS.

c. Ensure personnel within the NCR IDS submit all requests, actions, or queries about Department of Defense (DD) Forms, Standard Forms (SF), and Optional Forms (OF) through the FMO, JTF CapMed to WHS Information Management Division (IMD).

d. Ensure that responsible officials at all levels within the NCR IDS forms management programs:

(1) Ensure that forms within their organization comply with applicable laws and regulations, including, but not limited to References (j) through (l).

(2) Promote the use of technology to facilitate the creation, distribution, and use of electronic forms; promote the use of electronic transactions and electronic signatures as required by References (m) and (n).

(3) Promote the use of technology to produce electronic forms that are accessible to DoD employees and other individuals with disabilities who need access to DoD information as required by Reference (o), commonly known as "Section 508 of the Rehabilitation Act."

(4) Promote the use of common data elements contained in forms.

(5) Ensure conversion of other Federal agency forms (e.g., General Services Administration (GSA), the Office of Personnel Management (OPM), the Department of Veterans Affairs) are reviewed and approved by the FMO, JTF CapMed and the DoD SF and OF Liaison Representative before use within the NCR IDS.

2. FMO, JTF CAPMED. The FMO, JTF CapMed will:

a. Manage the administration and oversight of the forms management program at JTF CapMed HQs and maintain oversight for the NCR IDS forms program. This includes preparation and maintenance of a forms program issuance, assigning responsibilities, and providing general program guidance that aligns and supports the IDS.

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- b. Ensure proper utilization of all higher authority (e.g., DD, SF, OF, and other Federal agency forms) used by the JTF CapMed HQs and NCR IDS. Management includes the printing, digitization, distribution, and inventory of all OF, SF, and DD forms utilized by the NCR IDS.
- c. Coordinate revision requests to higher authority forms used by the JTF CapMed HQs and NCR IDS.
- d. Coordinate exception requests to higher authority forms used by the JTF CapMed HQs and NCR IDS.
- e. Manage the inventory of all official forms used by JTF CapMed HQs and NCR IDS personnel. The inventory includes paper forms, electronic forms, and automated forms included in all JTF CapMed HQs and NCR IDS developed applications.
- f. Ensure all forms used by NCR IDS personnel have an associated issuance, requiring document, form title, form number, and form edition date.
- g. Post all approved JTF CapMed HQs and IDS approved forms to JTF CapMed intranet website.
- h. Include a database and forms index within the repository site for all JTF CapMed HQs and NCR IDS forms (electronic and/or paper).
- i. Ensure JTF CapMed HQs and NCR IDS forms are converted into electronic applications to the greatest extent possible.
- j. Ensure all JTF CapMed HQs Forms (CM) follow the guidance established in the JTF CapMed Forms Instruction (Reference (e)).
- k. Handle the administration of the JTF CapMed HQs FMP, following the guidance established in the JTF CapMed Forms Instruction (Reference (e)).
- l. Ensure all overprints to higher authority forms used in the JTF CapMed HQs and NCR IDS have an appropriate form number, title, edition date, and receive proper approval prior to their use as established in Reference (e).
- m. Ensure all exceptions to higher authority forms used in the JTF CapMed HQs and NCR IDS personnel have an appropriate form number, title, edition date, and receive proper approval prior to their use as established in the Reference (e).
- n. Ensure all JTF CapMed HQs and NCR IDS forms capturing a Social Security Number (SSN) receive proper approval, per Reference (m), and appropriate SSN approval is determined by the level of the form as discussed in Enclosure 3 of Reference (e).
- o. Maintain the SSN reporting data required by Reference (e).

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p. Assign numbers for all Joint Medical (JM) and CM forms and maintain a database of all active and retired forms.

3. INSPECTOR GENERAL (IG), JTF CAPMED. The IG, JTF CapMed shall include forms management inspections in future IG, JTF CapMed inspections. Inspections will ensure, at a minimum, the following:

a. Electronic versions of higher authority forms are not stored on local servers. Per Reference (f), DoD components shall hyperlink to higher authority forms to avoid user access to outdated and obsolete forms.

b. All forms used by JTF CapMed HQs and NCR IDS personnel have an associated requiring document, form title, form number, and form edition date.

c. All JTF CapMed HQs and NCR IDS commands maintain a forms index and form case files.

d. Report forms-related deficiencies to the JTF CapMed FMO.

4. JOINT MTF COMMANDERS AND CENTER DIRECTORS. The Joint MTF Commanders and Center Directors under OPCON of CJTF will:

a. Assign responsibilities to specific individuals to ensure accountability for the implementation and administration of the forms management programs. The assignment of program management responsibilities is at the discretion of the commanders recognizing the need for latitude in managing the subject programs to meet the specific requirements of their Joint MTF or Center in support of the NCR IDS.

b. Implement and comply with the policies and procedures of References (e), (f) and (i).

c. Designate a Joint MTF or Center FMO.

d. Support the NCR IDS FMC as chartered by CJTF (Reference (p)).

5. JOINT MTF AND CENTER FMOs. Joint MTF and Center FMOs under OPCON of CJTF will:

a. Support the NCR IDS FMC (Reference (p)), which will review, approve, or disapprove all requests to create, revise, cancel, or obtain exceptions to SF, OF, DD, or JM Forms and ensuring that these requests are consistent with this References (e), (f) and (q).

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- b. Assist the NCR IDS FMC in the periodic review of JM Forms to determine continued need and effectiveness, identify opportunities for standardizing forms, eliminate duplicate or unnecessary forms, and improve the usefulness of forms in responsible areas.
- c. Coordinate the design of all new JM Forms according to existing DoD and Federal design standards.
- d. Ensure that only forms approved by the NCR IDS FMC are used within the Joint MTFs or Centers.
- e. Publish procedures for obtaining SFs, OFs, DDs, and JMs for Joint MTFs or Centers.
- f. Administer the FMP within their Joint MTFs or Centers.
- g. Periodically review program requirements and assess compliance to ensure requirements are being executed.
- h. Ensure only JM or higher forms are used in Joint MTFs or Centers. Service specific forms required for administrative control (ADCON) support are excluded from this requirement.
- i. Ensure Joint MTF and Center network servers do not store electronic versions of higher authority forms. Per Reference (f), DoD components shall hyperlink to higher authority forms to avoid user access to outdated and obsolete forms. Exceptions may be granted by the NCR IDS FMC. Exceptions require, at a minimum, a formal plan for ensuring revised forms are updated in a timely manner.
- j. Assist the NCR IDS FMC in reducing the number of forms used within the Joint MTFs and Centers through standardization and consolidation.
- k. Review all requests for new or revised forms initiated by a department within the Joint MTFs and Centers and forward the requests to the NCR IDS FMC using the the following as a guide:
 - (1) Include all required documentation.
 - (2) Do not duplicate a higher authority form.
 - (3) Do not duplicate a previously approved form.
- l. Review frequently used Joint MTF and Center forms annually and all forms every two years to identify opportunities for standardizing, eliminating duplicate or unnecessary forms, and improving the effectiveness of forms.
- m. Ensure copies of forms are generated from the approved source of supply. No more than a 30-day supply may be maintained. Paper copies cannot be generated from a previously printed

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paper copy. All copies must be generated from the latest edition of the form available from the approved source of supply (i.e., do not make a copy of a copy).

n. Store approved electronic forms (i.e., portable document format (PDF) forms) on a local computer or storage device. However, to ensure outdated forms are not used, the form's approved source of supply must be checked every 180 days for updates.

o. Ensure all forms requiring a SSN, protected health information (PHI), or personally identifiable information (PII) complies with guidance set forth in References (e) and (r) and:

(1) Receives approval from the Privacy Act Coordinator.

(2) Has a properly formatted Privacy Act Statement.

6. NCR IDS FMC. The NCR IDS FMC (Reference (e)) will:

a. Develop a standard set of forms to be used within the NCR IDS.

b. Provide a quarterly brief to JTF CapMed FMO, or as requested by JTF CapMed designee via e-mail or in person on progress, movement (i.e., forms approved/disapproved), and/or committee business, and updates.

c. Ensure that forms (paper/electronic) used in the NCR IDS comply with this Manual and follow the formats as promulgated in Reference (f).

d. Ensure that new form requests from the Joint MTFs or Centers meet all requirements in Reference (e).

7. ALL JTF CAPMED AND NCR IDS PERSONNEL. All JTF CapMed and NCR IDS personnel shall use only NCR IDS FMC approved forms in the course of their daily duties.

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ENCLOSURE 3PROCEDURES1. GENERAL

a. Types of Forms. The type of form is determined by the scope of its intended use and is indicated by the form designation. There is a hierarchy of form types. The lowest level of forms has the narrowest scope; the highest level has the broadest. Joint MTF and Center forms are at the lowest level and are used only by the individual MTF or Center. SFs and OFs are at the highest level and are used throughout the Federal government. It is DoD forms management policy (Reference (f)) to standardize forms to their highest level of use so that the common functionality of each form is shared and the total number of different forms used within the DoD community reduced. As the scope of a form's users broadens, the form should rise to the appropriate level and the form designation should be changed to reflect its scope.

(1) SFs

(a) All Federal agencies mandate SFs for use. The Federal agency and/or department whose mission includes the function of the particular form sponsor the SF. For example, OPM sponsors the SF 52, "Request for Personnel Action." A prescribing directive, regulation, or law mandates the use of an SF (Reference (f)).

(b) SFs must be used as required. A DD Form or JM form cannot be used in place of an SF unless an exception is first obtained from the promulgating Federal agency. Procedures for obtaining exceptions are outlined in Reference (f).

(2) OF. OFs are forms developed by a Federal agency for use in two or more agencies and approved by GSA for non-mandatory government-wide use. The DoD may use a DD Form or a DoD component form in place of an OF; however, a revision to an OF must be approved by GSA before its implementation.

(3) DD Forms. DD Forms are for use by more than one DoD component. DD Forms may be adopted or prescribed. The DoD FMP Website is the single source of information for DD and SD Forms; therefore, these forms shall not be duplicated on other DoD component websites, intranets, or bulletin boards in accordance with Reference (s). A component desiring to duplicate the form shall contact the form OPR, through the appropriate FMO, to receive permission to duplicate the form. This ensures protection from inappropriate manipulation and the currency and accuracy of DD Forms.

(4) JM Forms

(a) JM Forms are used by one or more Joint MTF or Center in the NCR IDS when there are no higher level forms developed to meet an operational requirement.

(b) JM Forms are approved by the NCR IDS FMC.

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(c) No lower level of forms shall be used within the NCR IDS other than DoD Component forms required for ADCON of military service personnel.

(5) DoD Component Form

(a) DoD component forms are for use only within the given Component as indicated by the form designation. For example, Department of the Army (DA) forms are assigned a "DA" form number and are for use only within the Army.

(b) Within JTF CapMed HQs and the NCR IDS, DoD component forms shall only be used for ADCON of military service personnel.

(6) CM Forms

(a) CM Forms are approved by the JTF CapMed HQs FMO for use only within the JTF CapMed HQs.

(b) CM forms will only be developed if there are no higher level forms to meet the operational requirements of JTF CapMed HQs.

b. Forms Media. The media in which forms are available are paper or electronic; however, Reference (m) requires agencies to adopt electronic transactions of information when practicable.

c. Electronic Forms

(1) The JTF CapMed HQs and Joint MTFs and Centers shall use electronic versions of all higher level forms if the forms are available in electronic format.

(2) Users shall retain and dispose of electronic forms in accordance with Reference (t).

d. Paper Forms

(1) Paper media is used for forms having a specialized use (e.g., tags), when there are special security or integrity concerns (e.g., DD Form 2249, "DoD Building Pass Application"), and when there are unusual production costs (e.g., DD Form 2220, "DoD Registered Vehicle Decal").

(2) Users of SFs and OFs must use the existing GSA-approved constructions stocked by the GSA Federal Supply Service (FSS) unless they obtain an exception from the promulgating Federal agency. Reference (m) includes a list of forms that may not be automated or electronically generated without approval of the promulgating agency.

e. Forms Publications

(1) SFs and OFs. GSA provides a list of SFs and OFs on the GSA Forms Library Website at: <http://www.gsa.gov/portal/forms/type/SF>.

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(2) DD Forms. Defense Technical Information Center (DTIC) provides a list of DD forms on the DTIC Forms Library Website at:
<http://www.dtic.mil/whs/directives/infomgt/forms/index.htm>.

(3) DoD Component Forms. For information about DoD component forms publications, contact the appropriate DoD component FMO listed in the DoD Forms Management points of contact (POC) provided on the DoD FMP Website at:
<http://www.dtic.mil/whs/directives/infomgt/forms/index.htm>

(4) JM and CM Forms. JTF CapMed provides a list of JM and CM forms on its Website at: <https://www.jtf.intranet.capmed.mil/JTFExtranet/ApprovedIDSForms/SitePages/Home.aspx>.

2. PRESCRIBING AND CITING FORMS IN DOCUMENTS AND ISSUANCES

a. All forms must have a prescribing document or issuance. The prescribing document or issuance must be published or updated prior to or simultaneously with the approval of each new or revised form. A form must be used as prescribed. Any deviation from the prescribing document or issuance must be approved by the office of primary responsibility (OPR) through the appropriate DoD component FMO. When a form is cited in an issuance, the prescribing document or issuance shall be referenced.

b. Both prescribing documents and issuances AND issuances citing a form will:

(1) Provide the form designation, number, and title the first time the form is mentioned in the document or issuance (e.g., DD Form 67, "Form Processing Action Request"). Thereafter, only the designation and number (e.g., DD Form 67) are required unless repeating the title serves to clarify the text.

(2) State the purpose of the form, who prepares it, how to complete it, the number of copies required, and when and where to submit it. Forms completion instructions should reference item numbers, titles, etc., exactly as they appear on the form. Illustration of forms or data screens in DoD documents and issuances must have sample entries to show how they are used and a "SAMPLE" overlay.

(3) Identify the form's location on the internet (e.g.: "An electronic version of DD Form 67 is available on the DoD Forms Management Program Website at: <http://www.dtic.mil/whs/directives/infomgt/forms/formsprogram.htm>").

c. Prescribing documents and issuances will also:

(1) Explain where to submit requisitions for the form's supply if the source is other than the normal distribution system (e.g.: "SF 700 is requisitioned from the Federal Supply Service."). Explanatory information must include the complete name of the organization and the method for obtaining the form (e.g., mailing address). If the form is available electronically on another Government Website, provide the uniform resource locator.

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(2) Specify those activities or personnel authorized to requisition forms that may be subject to fraudulent use and describe the safeguards required for such forms. Include instructions for maintaining registers, receipts, and reports of loss or damage for classified, accountable, or safeguarded forms.

(3) For classified forms, explain the reason for the security classification, cite markings for downgrading, and provide declassification instructions.

3. APPLICABLE REGULATIONS. A number of public laws, DoD issuances, and DoD programs have direct impact on the JTF CapMed HQs and NCR IDS FMPs. The following must be considered in managing forms and reviewing forms processing actions:

a. DoD Information Management Program. The purpose of the DoD Information Management Program is to minimize the cost and burden of reporting requirements while ensuring that management officials are provided the exact information needed in the right place, at the right time, and in the format most useful to them for informed decision making. The DoD Information Management Program is established by References (u) and (v).

(1) Forms used as instruments to collect information from subordinate commands within the JTF CapMed HQs or NCR IDS must display the appropriate report control data and be controlled as information collection instruments.

(2) The OPR of forms used as collection instruments shall coordinate the creation or revision of these forms through the JTF CapMed FMO to the DoD Clearance Officer, WHS (ESD).

(a) DD Form 67, "Form Processing Action Request," shall be submitted to create or revise a JM form or DD Form. For changes other than the Office of Management and Budget (OMB) expiration date, the DD Form 67 must be coordinated with the JTF CapMed FMO.

(b) When the OMB expiration date is extended for an information collection for which an existing JM form or DD Form is the collection instrument and there are no other changes to the form, an OMB Notice of Action shall provide the approval to change only the OMB expiration date and edition date on the form. The OPR shall provide written notification through the JTF CapMed FMO to the DoD FMO that there is no other change to the form. The written notification allows for verification and approval of the change for one OMB approval cycle. The next cycle will require a completed DD Form 67.

(3) Display of report control information. If a form is approved as a collection instrument, the appropriate reports control information must be displayed on the finalized form. Electronic forms displaying expired reports control information may be removed from Websites, intranets, and bulletin boards until the licensing is renewed. The DoD Clearance Officer shall decide if a form is to be removed from a Website because of expired report licensing and request that the DoD FMO remove the form.

(4) There are several types of information collections. They are:

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(a) Internal information requirements

1. An internal information requirement is data or information that is systematically collected and formatted by any organizational component and transmitted to another organizational component to meet an authorized and formally-specified management information requirement.

2. If a form is to be used by JTF CapMed to collect information from subordinate commands, the information request shall be submitted to the JTF CapMed FMO for licensing and assignment of a JTF CapMed Report Control Symbol (RCS). Each DoD Component has its own internal procedures for managing and controlling internal information requirements. The respective DoD Component procedures issuances are listed in Reference (v).

(b) Interagency information collections. An interagency reporting requirement is data or information that is transmitted between Federal agencies for use in determining policy, controlling and evaluating operations and performance, making administrative determinations, or preparing other reports.

(c) Public-use information collections

1. A public-use reporting requirement is an information requirement imposed on the public. It is the obtaining or soliciting of information by an agency from 10 or more persons by means of identical questions, whether such collection of information is mandatory, voluntary, or required to obtain a benefit.

2. If a form is to be used by a Joint MTF or Center to collect information from a member of the public, the information request shall be submitted through the JTF CapMed FMO to the DoD Clearance Officer for review. The request is then forwarded to OMB who licenses the collection and assigns an OMB Control Number.

b. Privacy Program

(1) A form used to collect personal data from an individual must contain a Privacy Act Statement (PAS). The PAS provides information to the individual completing the form so that he or she can make an informed decision about whether to provide the information. Reference (k) provides guidance for the development of an appropriate PAS for a form.

(2) All proposed new or revised forms that collect personal data shall be coordinated with the NCR IDS FMC privacy POC. The DD Form 67 submitted to create or revise such a form shall provide the name, initials, office symbol, and telephone number of the coordinating NCR IDS FMC privacy POC.

(3) If it is determined that the form is subject to the Privacy Act (Reference (k)), an appropriate PAS shall be developed and displayed on the form. For information on the placement of a PAS on a form, see Enclosure 4, paragraph 2.f.(6).

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(4) If personal information is collected by a form, it must be entered into a system of records. A system of records is a group of records that are retrieved by the name of an individual or some other personal identifier and that is under the control of a DoD Component (Reference (t)). The system of records number shall be indicated on the DD Form 67 and a copy included for approval along with the justification for collecting the PII. The Defense Privacy Office publishes the system of records notice.

c. Computer Matching Program

(1) Computer matching is the computerized comparison of two or more automated systems of records, including payroll and personnel systems of records, with those of another Federal agency or non-Federal organization for the purpose of verifying benefits or entitlement. Reference (k) implements the program within the DoD.

(2) All proposed new or revised forms that are used to apply for benefits or entitlements or for payroll or personnel actions shall be coordinated on DD Form 67 with the DoD Component Privacy Act Officer.

(3) If it is determined that the information collected by the form may be subject to computer matching with other Federal agencies or non-Federal organizations, an appropriate warning shall be developed and incorporated into the form's PAS.

d. Freedom of Information Act Program. References (w) and (x) establish policy and guidelines concerning public access to Federal records. The JTF CapMed HQs and the NCR IDS are required to identify restricted information including information contained on forms.

e. United States Postal Service (USPS) Requirements

(1) Forms that are used as mailers shall be designed to meet USPS requirements and specifications. DoD 4525.8-M (Reference (y)) provides policy and procedures on DoD mail.

(2) The draft form subject to USPS specifications must incorporate USPS requirements into the design and be coordinated with a DoD Official Mail Manager. The DD Form 67 that is submitted to create or revise a DD Form or a DoD Component form shall provide the name, initials, office symbol, and telephone number of the coordinating DoD mail management official.

f. Reference (z) establishes policies and responsibilities to implement data sharing throughout the DoD and authorizes the establishment of and assigns responsibilities for DoD data administration to plan, manage, and regulate data within the Department.

(1) The need for standardizing data in the DoD has become critical with the technological advances in computer system hardware and software, communications and networking, and the interoperability requirements of DoD systems. The data structure of a standardized data element facilitates the flow of data between systems. The data definition of a standardized data element facilitates the understanding of information by the users of data.

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(2) DoD standard data elements shall be used in DD Forms and JTF CapMed HQs and NCR IDS forms. This requirement applies to all types of forms whether or not the information collected is intended for entry into a Federal Information Processing Standard. All new or revised forms shall be coordinated with the appropriate data administration POC.

(3) The DD Form 67 that is submitted to create or revise a DD Form or JTF CapMed HQs and NCR IDS form shall provide the name, initials, office symbol, and telephone number of the coordinating data administration POC.

g. Evaluating Suggestions Related to Forms. Changes in the format, content, or construction of a form may lead to improved use, effectiveness, and/or reduced costs. Suggestions for changes to forms shall be submitted in accordance with the appropriate suggestion program. Suggestions on forms shall be submitted through the respective FMO and approved at the level of the designation of the form. For example, suggestions on FM forms shall be processed and approved through the NCR FMC to the JTF CapMed FMO; suggestions on DD Forms shall be processed and approved by the DoD Component OPR; suggestions on SFs or OFs shall be processed through official DoD suggestion channels to the Executive Services Directorate Information Management Division (IMD) for subsequent submission to the promulgating agency for final review and action including providing a copy to GSA.

4. CREATION OR REVISION OF FORMS

a. SF, OF, and DD Forms

(1) For SF, OF, and DD forms, follow the procedures found in chapter three of Reference (i).

(2) A flow chart of the approval process is provided at Figure 1.

b. JM FORMS

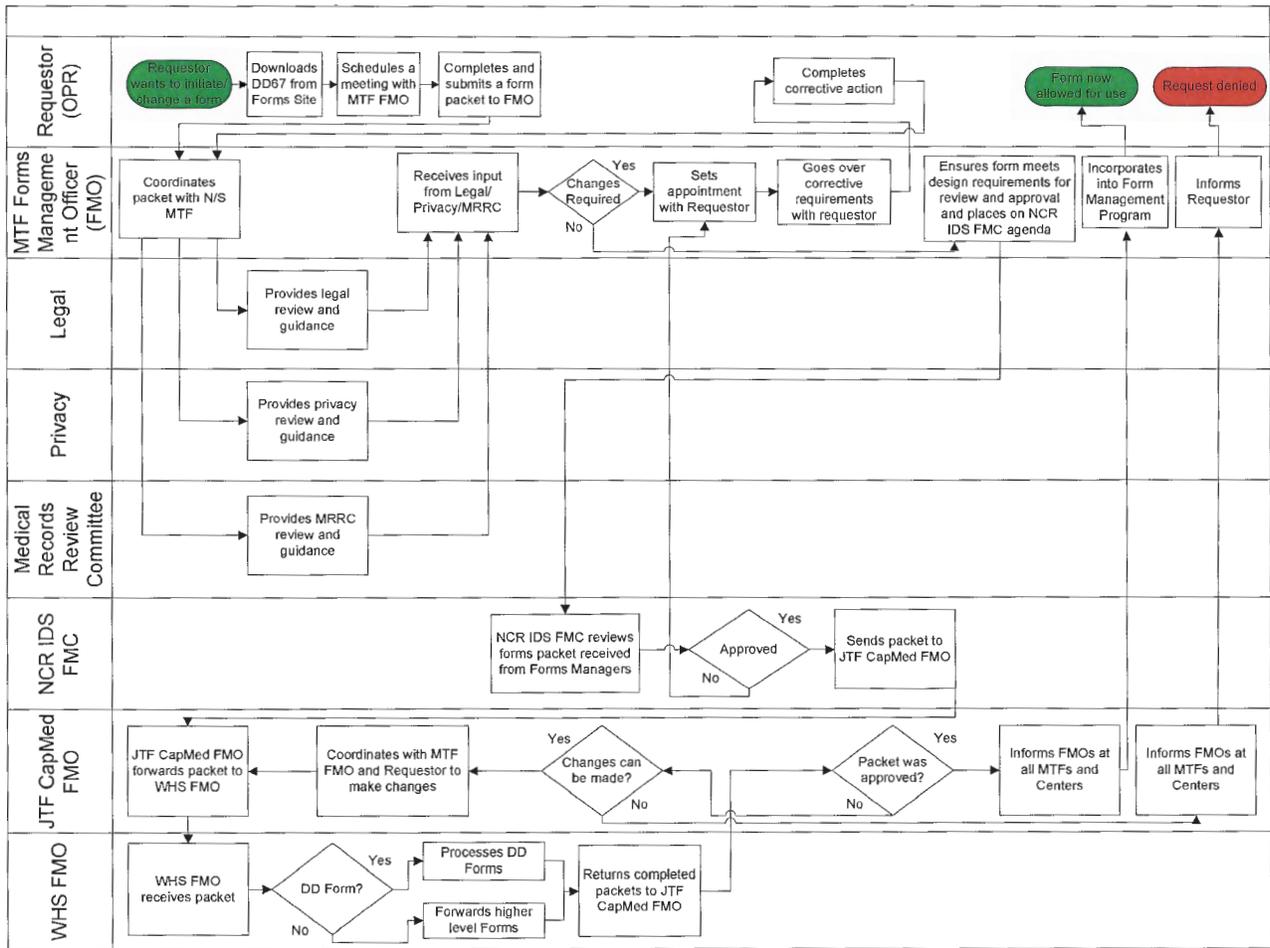
(1) General. Before a request to create a JM Form is prepared, the NCR IDS OPR or the Joint MTF or Center FMO shall research the inventory of existing forms (including SF, OF, DD, and JM Forms) to verify that an existing form cannot meet the requirement. The form OPR shall submit a request to establish or revise a JM Form through their facility FMO to the NCR IDS FMC. The NCR IDS FMC shall review the forms request package for content, design, and approval. If approved, the forms request package will be forwarded to the JTF CapMed FMO for assignment of a form JM Form number.

(2) JM Forms Request Package. The forms request package shall include:

(a) A draft of the proposed new or revised form.

(b) A listing of required data elements to be used when designing the form, if applicable.

Figure 1. Forms Management Process Flow – Creation or Modification of a Higher Level Form



(c) A DD Form 67 completed through item 19. A sample of a completed DD Form 67 is at Figure 2.

(d) A copy of or link to the prescribing document or issuance.

(e) A copy of printing specifications if mandatory.

1. Most contract printers are able to print in any construction that meets user requirements. If a JM Form OPR requires special printing or construction, the JM Form must be printed according to these mandatory printing specifications or an exception must be requested and processed through proper channels. The OPR shall consult with printing procurement specialists to develop the printing specifications.

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Figure 2. Sample Completed DD Form

FORM PROCESSING ACTION REQUEST <i>(Read instructions on back and in DoD 7750.07-M before completing this form.)</i>				1. DATE OF REQUEST (YYYYMMDD) 20080201	
2. FROM (DoD Component OPR Organization and complete mailing address) OUSD(P&R)(MPP)(Compensation) 4000 Defense Pentagon, Room 3C480 Washington, DC 20301-4000		3. THRU (DoD Component FMO Organization and complete mailing address) OUSD(P&R)(PLPM) 4000 Defense Pentagon, Room 3C938 Washington, DC 20301-4000		4. TO (Organization and complete mailing address) WHS/ESD/IMD 1155 Defense Pentagon, Room 3C842 Washington, DC 20301-1155	
5. FORM DESIGNATION AND NUMBER <i>(Leave blank if a new form)</i> DD Form 3456		6. EDITION DATE <i>(Enter only if cancelling a form)</i>	7. FORM TITLE Benefit Election Certificate - By Existing Retiree		
8. ACTION TYPE <i>(Select one)</i> Revision	9. FORM TYPE <i>(Select one)</i> Prescribed	10. SUBJECT GROUP <i>(Leave blank if a new form)</i> 1332	11. PRESCRIBING ISSUANCE(S) DoDD 1332.7		
12. FORM DISPOSITION <i>(List all forms to be replaced by proposed form)</i>			13. PROPOSED FORM DESIGN CONSIDERATIONS		
a. FORM NUMBER <i>(Enter "N/A" if none)</i> DD Form 3456	b. EDITION DATE FEB 1997	c. DISPOSITION Obsolete	a. DESIGN TYPE Fill and Submit	b. SUGGESTED SIZE 8-1/2" x 11"	c. PRINTING SPECIFICATIONS No
			d. CLASSIFIED No	e. CONTROLLED FORM No	f. DIGITAL SIGNATURE FIELD Yes, enable e-sign
			g. AVAILABILITY <i>(Select one)</i> Electronic Form - DoD Forms Mgmt. Program web site		
14. PURPOSE AND DESCRIPTION OF USE <i>(Attach continuation page if necessary.)</i> This DD Form 3456 is used as an example for the DoD Forms Management Program Manual.					
<h1>S A M P L E</h1>					
15. INTERNAL COORDINATION AND CONCURRENCE					
	(1) APPLICABLE? <i>(Yes/No)</i>	(2) REMARKS <i>(Enter applicable remarks related to coordination, and attach appropriate documentation. If space permits, enter coordinator email address here.)</i>		(3) COORDINATOR	
a. PRIVACY ACT	Yes	SORN: DMDC 23		NAME	OFFICE SYMBOL
b. POSTAL	No			Jane Doe	WHS/ESD
c. DATA ELEMENTS	Yes	Field names attached		Robert Smith	WHS/ESD
d. RECORDS MGMT	Yes	RDS: 1805-03		Mary Anne Jones	OUSD(P&R)
e. OTHER	Yes	Legal Council		Ella Harrison	WHS/ESD
f. REPORTS				George Peterson	OUSD(P&R)
RCS	Yes	RCS: DD-P&R(A)192		Mitchell Williams	WHS/ESD
OMB	Yes	OMB: 0704-1234; 20100131		Mitchell Williams	WHS/ESD
16. EXTERNAL COORDINATION AND CONCURRENCE <i>(Not required for SD, DoD Component, or Command forms. Attach continuation page if necessary.)</i>					
a. DOD COMPONENT	b. COORDINATOR				
	NAME	OFFICE SYMBOL	TELEPHONE NO. <i>(Include area code/DSN)</i>	EMAIL ADDRESS	INITIALS
Army	LTC Lawrence	ASPQ-PMP	202-325-4321	raymond.lawrence@army.mil	
Navy	Meg Harrison	Code 191C7	703-695-1234	meg.harrison@navy.mil	
Marine Corps	William Mitchell	Code 9836	703-694-5432	william.mitchell@usmc.mil	
Air Force	SMSOT Ellen Roscoe	AI/DPPM	DSN 123-4567	ellen.roscoe@tinker.af.mil	
CERTIFICATION OF DOD COMPONENT OPR AND/OR ACTION OFFICER, APPROVING OFFICIAL, AND FMO I hereby certify that all of the above coordinations have been completed as indicated.					
17. DOD COMPONENT OPR AND/OR ACTION OFFICER					
a. TYPED NAME AND TITLE Naomi Jeffery Program Analyst		b. TELEPHONE NUMBER <i>(Include area code/DSN)</i> 703-323-4545		c. SIGNATURE	
18. DOD COMPONENT APPROVING OFFICIAL			19. DOD COMPONENT OR COMMAND FORMS MANAGEMENT OFFICER		
a. DATE SIGNED (YYYYMMDD) 20080213	b. TYPED NAME, TITLE, AND SIGNATURE Wilfred C. Oxen Director		a. DATE SIGNED (YYYYMMDD) 20080213	b. TYPED NAME, TITLE, AND SIGNATURE William Wright OUSD(P&R) Forms Management Officer	
20. APPROVING FORMS MANAGEMENT OFFICER					
a. TYPED NAME		b. DATE SIGNED (YYYYMMDD)		c. SIGNATURE	

DD FORM 67, FEB 2008

PREVIOUS EDITION IS OBSOLETE.

Save Print Reset

Adobe Designer 7.0

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Figure 2. Sample Completed DD Form, Continued

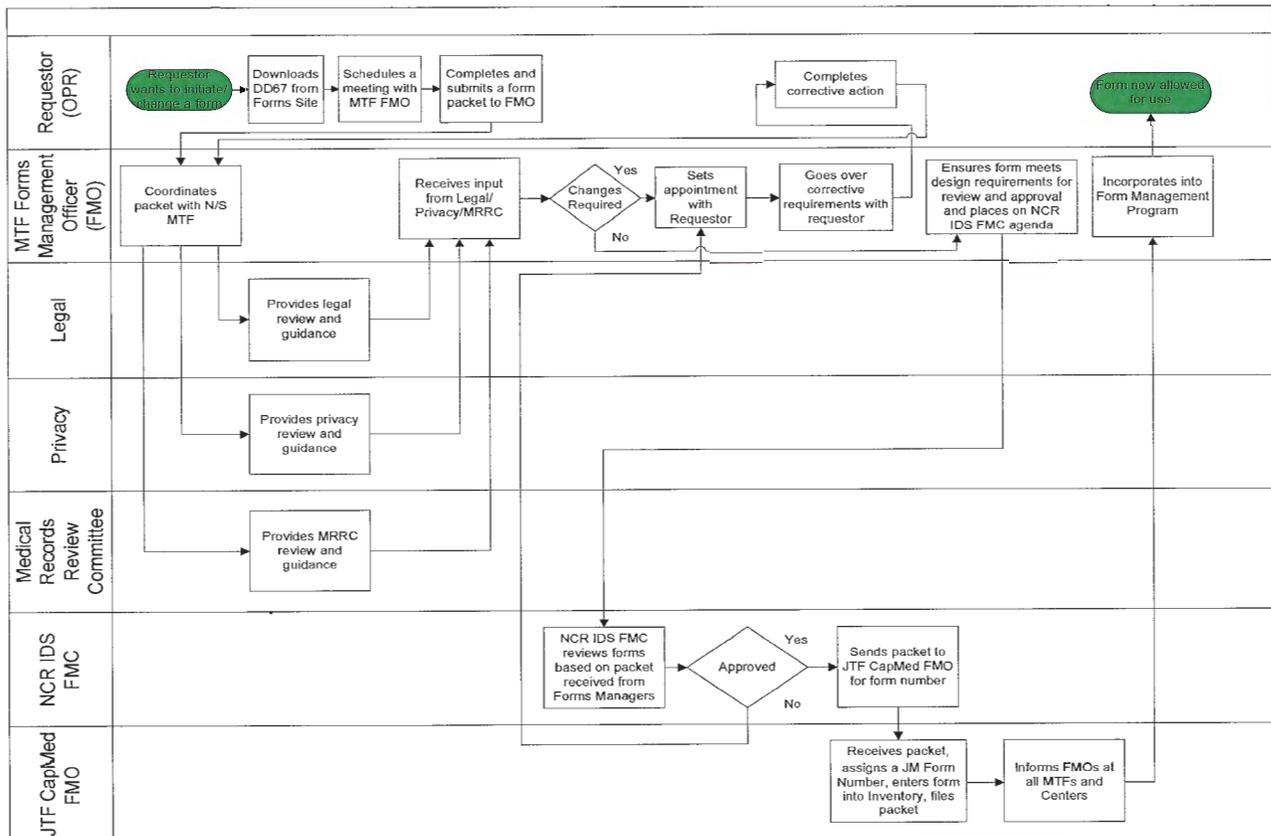
INSTRUCTIONS FOR COMPLETING DD FORM 67	
<p>1. DATE OF REQUEST. As stated.</p> <p>2. FROM. As stated.</p> <p>3. THRU. As stated.</p> <p>4. TO. As stated.</p> <p>5. FORM DESIGNATION AND NUMBER. Leave blank if new form. Enter form number if form is revised or proposed canceled, e.g. DD Form 67.</p> <p>6. EDITION DATE. As stated.</p> <p>7. FORM TITLE. Enter the title of the form exactly as it appears on the form. Do not use acronyms in the title. Do not use the word "form."</p> <p>8. ACTION TYPE. Select one: "New" - Proposed new form. "Revised" - Existing form being revised. "Cancellation" - Existing form being canceled. "Other" - Indicate whether the request is for a "Test," "Reinstatement," etc. Enter in item 14.</p> <p>9. FORM TYPE. Select one: "Prescribed" - form is prescribed for mandatory use by all DoD Components to whom the form applies in a DoD issuance. "Adopted" - form's use is optional by two or more DoD Components and is prescribed in a DoD Component issuance.</p> <p>10. SUBJECT GROUP. Leave blank if new form. Revised or proposed canceled form, enter subject group listed on the existing DD Form 67. The subject groups (major and subgroup) can be found on the DoD Issuance Web site, http://www.dtic.mil/whs/directives/index.html, the Issuance Process.</p> <p>11. PRESCRIBING ISSUANCE(S). Enter the document that prescribes the use of the form. If the form is adopted for use, enter the document number of each using Component.</p> <p>12. FORM DISPOSITION. Enter the form number and edition date of form(s) being replaced. Determine if the form(s) being replaced are used or obsolete. If "Use," indicate in item 14 how long used. If not applicable, enter "N/A" in 12.a</p> <p>13. PROPOSED FORM DESIGN CONSIDERATIONS.</p> <p>a. Design Type. Select how the form should be designed for use: "Print and Fill" - To be printed and filled in by hand and mailed for submission. "Fill and Print" - To be filled in on-line and printed for submission. "Fill and Submit" - To be filled in and submitted on-line, perhaps by e-mail. "Fill, Submit, and Process" - Part of a system or workflow. "Physical Product" - Hardcopy output possibly by commercial printer for stocking, e.g. tags, labels.</p> <p>b. Suggested Size. Enter the suggested size for the form.</p> <p>c. Printing Specifications. Enter "Yes" if the form will be designed for commercial printing and attach the printing specifications.</p> <p>d. Classified. Select the appropriate drop-down choice.</p> <p>e. Controlled. Select the appropriate drop-down choice.</p> <p>f. Digital Signature Field. If Yes is selected, the signature fields will be enabled as digital signature fields.</p>	<p>13. PROPOSED FORM DESIGN CONSIDERATIONS <i>(Continued).</i></p> <p>g. Availability. Select the availability of the form to users: - Electronic Form - DoD Forms Management Program web site - Electronic Form - Distributed by OPR, no web. - Electronic Form - Distributed by FMOs for release, no web. - Electronic Form - Other, state in item 14. - Physical Product - Stocked by using DoD Components. - Physical Product - Stocked and issued by OPR. - Physical Product - Stocked by other, state in item 14. - Controlled Form - Availability stated in item 14.</p> <p>14. PURPOSE AND DESCRIPTION OF USE. State purpose and description of use. If canceled, state reason for cancellation. Other remarks may be entered here.</p> <p>15. INTERNAL COORDINATION AND CONCURRENCE. Component coordination of Component Program Manager for each program listed. Initials/coordination can be signed with a digital signature using a DoD CAC with a DoD certificate for electronic submission or printed for handwritten initials.</p> <p>a. Privacy Act - If form collects personal identifiable information (PII), Privacy POC coordination is required. List the Systems of Records Notice Number and attach a copy. Also include a justification for collecting the PII.</p> <p>b. Postal. If form is used as a mailer or requires mail indicia, the DoD Component Postal Official coordination is required.</p> <p>c. Data Elements. If form is to be designed with specific data field names, attach list.</p> <p>d. Records Management. Coordinate with the Records Manager and enter the records disposition schedule under "Remarks".</p> <p>e. Other. If form requires coordination from an office not listed, identify here.</p> <p>f. Reports. If form is used as an instrument to collect information from subordinate commands within DoD Component, other DoD Components, from other Federal agencies, or from public, coordinate with the DoD Component Information Management Officer (MCO). Enter the RCS and/or OMB number in the Remarks column.</p> <p>16. EXTERNAL COORDINATION AND CONCURRENCE. Obtain the coordination of each DoD Component expected to use the form or currently using the form.</p> <p>17. DOD COMPONENT OPR AND/OR ACTION OFFICER. Enter the appropriate information and signature for the action officer.</p> <p>18. DOD COMPONENT APPROVING OFFICIAL. Enter the appropriate information and signature of the DoD Component Approving Official. This official must be at the Division Director level or above.</p> <p>19. DOD COMPONENT OR COMMAND FORMS MANAGEMENT OFFICER. Enter appropriate information and signature of the DoD Component or Command FMO. The FMO signature certifies the DD Form 67 is correct and complete and recommends approval.</p> <p>20. APPROVING FORMS MANAGEMENT OFFICER. Enter the appropriate information for the FMO responsible for approving the form request. Leave blank on DD and SD Forms.</p>

DD FORM 67 (BACK), FEB 2008

2. If required, the mandatory printing specifications shall be included in the request package. Mandatory printing specifications for JM Forms shall be specified in either a written format or on DD Form 843, "Requisition for Printing and Binding Service;" DD Form 844, "Requisition for Local Duplicating Service;" SF 1, "Printing and Binding Requisition to the Public Printer;" SF 1-C, "Printing and Binding Requisition for Specialty Items;" or Government Printing Office (GPO) Form 1026a, "Print Order for Marginally Punched Continuous Forms."

(3) JM Forms Request Procedures. A flow chart of the approval process is provided at Figure 3.

Figure 3. Forms Management Process Flow – Creation or Modification of a JM Form



(a) Originating OPR

1. The OPR shall submit the form request to the FMO.
2. The FMO shall review the request to determine if there is a valid need for the form, ensure the DD Form 67, and supporting documentation are complete and correct.
3. If the request is not complete, correct, or properly coordinated, the FMO shall return it to the OPR for appropriate action.

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(b) Joint MTF or Center FMO

1. Assists and provides feedback to OPR as needed
2. Seeks and receives feedback from legal and privacy offices. If changes are required, returns the package to the OPR for correction.
3. Seeks and receives approval from the Medical Records Review Committee (MRRC) before a form can be used as part of the patient medical record.
4. Adds all documentation from legal, privacy, and MRRC to the forms package.
5. If the FMO determines that the forms request package is correct and complete, the FMO shall sign and date the DD Form 67 in item 19 and forward the package to the NCR IDS FMC.

(4) NCR IDS FMC. The FMC shall:

- (a) Review the forms request package to validate the need for the form and the appropriateness of both the form and the implementing document or issuance, and to ensure the DD Form 67 and supporting documentation are complete and correct.
- (b) If the package does not provide sufficient justification for the request, or the request is not complete and properly coordinated, return the package to the FMO for the OPR to take appropriate action.
- (c) Approve the form if the package is complete and accurate.
- (d) Ensure the design of the form is in compliance with References (m) and (o) if electronically generated.
- (e) Attach a memorandum of approval to the package and forward the package to the JTF CapMed FMO for assignment of a form number and a date.

(5) FMO, JTF CapMed. The FMO, JTF CapMed shall:

- (a) Assign a form number and date to the approved form.
- (b) Notify the OPR, FMO, and FMC of the approval and provide a copy of the approving DD Form 67.
- (c) Upload the electronic version of the JM form to the JTF CapMed internet site for access by all FMOs and users.
- (d) If the form has mandatory printing specifications, provide a camera-ready copy of the approved form and the printing specifications to the using FMOs identified in block 16 of the

DD Form 67. The using Joint MTFs and Centers are responsible for printing and distributing the form.

(e) The FMO, JTF CapMed will keep an ongoing file of all completed JM Forms packages.

5. CM FORMS

a. General. Before a request to create a CM Form is prepared, the JTF CapMed OPR shall research the inventory of existing forms (including SF, OF, DD, and JM Forms) to verify that an existing form cannot meet the requirement. The form OPR shall submit a request to establish or revise a CM Form through their J-Code Focal Point (Reference (h)) to the JTF CapMed FMO. The JTF CapMed FMO shall review the forms request package for content, design, and approval. If approved, the forms request package will be assigned a CM Form number.

b. CM Forms Request Package. The CM forms request package shall include:

- (1) A draft of the proposed new or revised form.
- (2) A listing of required data elements to be used when designing the form, if applicable.
- (3) A DD Form 67 completed through item 19. A sample of a completed DD Form 67 is at Figure 2.
- (4) A copy of the prescribing document or issuance.
- (5) A copy of printing specifications if mandatory.

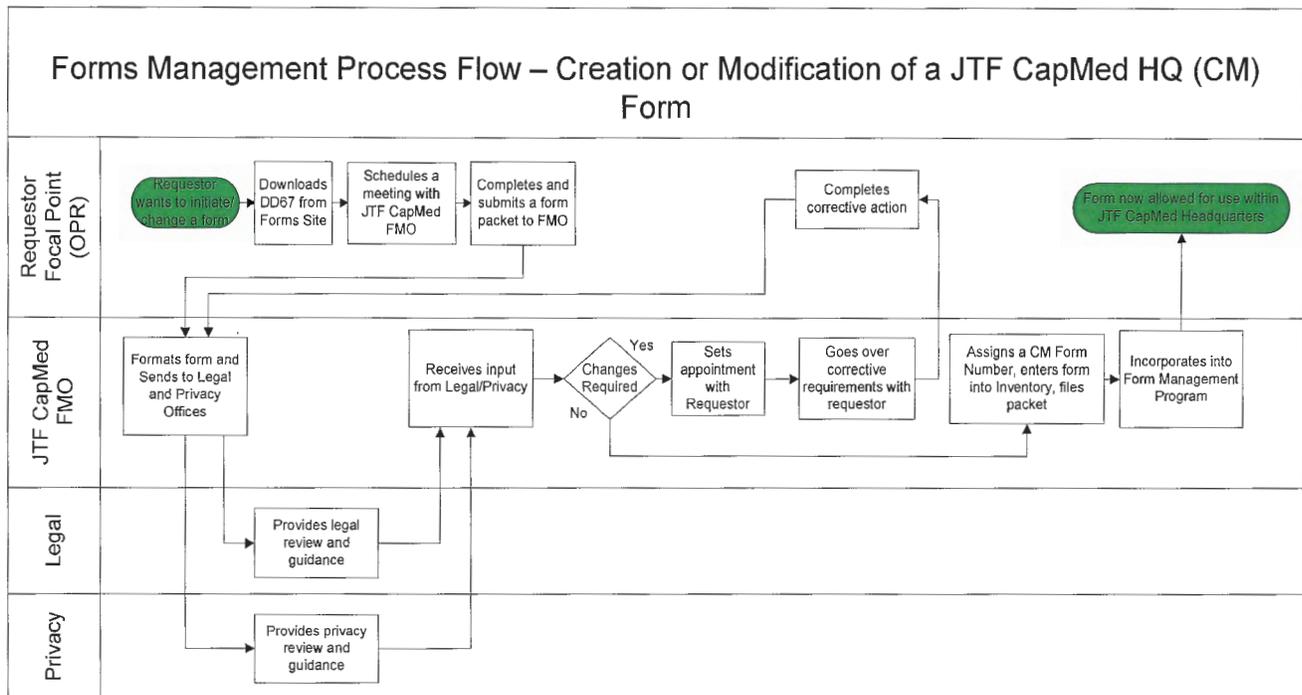
(a) Most contract printers are able to print in any construction that meets user requirements. If a CM Form OPR requires special printing or construction, the CM Form must be printed according to these mandatory printing specifications or an exception must be requested and processed through proper channels. The OPR shall consult with printing procurement specialists to develop the printing specifications.

(b) If required, the mandatory printing specifications shall be included in the request package. Mandatory printing specifications for CM Forms shall be specified in either a written format or on DD Form 843, "Requisition for Printing and Binding Service;" DD Form 844, "Requisition for Local Duplicating Service;" SF 1, "Printing and Binding Requisition to the Public Printer;" SF 1-C, "Printing and Binding Requisition for Specialty Items;" or GPO Form 1026a, "Print Order for Marginally Punched Continuous Forms."

c. CM Forms Request Procedures. A flow chart of the approval process is provided at Figure 4.

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Figure 4. Forms Management Process Flow – Creation or Modification of a CM Form

(1) Originating OPR

(a) The OPR shall submit the form request through their J-Code to the FMO, JTF CapMed.

(b) The FMO, JTF CapMed shall review the request to determine if there is a valid need for the form and to ensure the DD Form 67 and supporting documentation are complete and correct. If the form is usable throughout the NCR IDS, then direct the OPR to submit the form package for consideration as a JM Form.

(c) If the request is not complete, correct, or properly coordinated, the FMO shall return it to the OPR for appropriate action.

(2) FMO, JTF CapMed. The FMO, JTF CapMed shall:

(a) Assist and provide feedback to the OPR as needed.

(b) Seek and receive feedback from legal and privacy offices. If changes are required, return the package to the OPR for correction.

(c) Approve the form if the package is complete and accurate.

(d) Ensure the design of the form is in compliance with References (m) and (o) if electronically generated.

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- (e) Assign a form number and date to the approved form.
 - (f) Notify the OPR, FMO of the Joint MTF or Center, and FMC of the approval and provide a copy of the approving DD Form 67.
 - (g) Upload the electronic version of the JM form to the JTF CapMed internet site for access by JTF CapMed users.
 - (h) If the form has mandatory printing specifications, provide a camera-ready copy of the approved form and the printing specifications to the using J-Codes identified in block 16 of the DD Form 67. The using J-Codes are responsible for printing and distributing the form.
 - (i) The FMO, JTF CapMed shall keep an ongoing file of all completed CM Forms packages.
6. TRANSFER OF OPR. If form ownership transfers from one Joint MTF or Center to another, the gaining OPR shall prepare a memorandum to the losing OPR requesting responsibility. To complete the transfer, the losing OPR must concur in writing, through the Joint MTF FMO and IMD, to the gaining OPR.

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ENCLOSURE 4DESIGN GUIDELINES

1. GENERAL PROVISIONS. The effectiveness of a form in capturing data and distributing information is dependent on the design of the form. Forms shall be designed so they are easy to fill in, have a functional layout and a logical sequence to the information they collect, and have an overall superior visual appearance. To assist in the design of forms, the guidelines in Reference (aa) have been adopted for Federal forms design and analysis.

2. DoD DESIGN GUIDELINES. This Manual establishes specific guidelines for the design, analysis, and typography of JM and CM forms. These guidelines shall be applied to all JM and CM forms. Use the following design guidelines in preparing JM and CM forms. A waiver may be granted when a special requirement or the functional use of the form precludes the use of these standards.

a. Form Size

- (1) Forms shall be designed to 8.5 x 11 inches.
- (2) Postcard forms shall measure a minimum of 3.5 x 5 inches and a maximum of 4-1/4 x 6 inches.
- (3) Two-page forms are not required to be printed front and back unless required by the OPR.

b. Form Borders/Margins

- (1) With the exception of certificates, tags, and labels, the entire body of a form shall be enclosed in a lined border.
- (2) Use a 1.5 point or 1/48 inch solid border for all four sides.
- (3) Unless the form has special requirements, use .5 inch page margins.
- (4) Use 1 point or 1/72 inch solid lines for dividing primary sections.
- (5) Use hairline type for lines within sections.

c. Form Layout

- (1) Forms shall be designed in box style with fillable fields having upper-left captions.
- (2) Lay-out and number items in sequential order of fill-in. Numbers shall be in the upper-left corner immediately before the box caption.

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(3) Group common items together on the form. Sections may be used. If several data elements pertain to the same area, individual, etc., use a section. The section title shall be set flush-left margin.

(4) In accordance with Reference (aa), the National Archives and Records Administration (NARA) requires a separate field or block from the signature field for the signer's printed or typed name.

(5) All mailers or self-mailers must conform to current USPS regulations (e.g., forms requiring window envelopes, labels).

d. Form Font Styles

(1) Text fonts are Arial for captions and Times New Roman 10-point for fillers. (See Figure 5. for caption font size.)

(2) Use comparable italic (optional) for words, phrases, or instructions in parentheses.

Figure 5. Font Styles for Forms

Form Part	Font Size	Letter Casing
Form Title	10 point	Uppercase
Agency Disclosure Statement	8 point	Upper and lowercase
PAS	8 point	Upper and lowercase
with words AUTHORITY, PRINCIPLE PURPOSE, ROUTINE USES, and DISCLOSURE	8 point bold	Uppercase
Section Titles	8 point bold	Uppercase
Captions	8 point	Uppercase
Form Number and Edition Date	10 point bold	Uppercase
Supersession Notice	8 point	Uppercase

e. Form Title, Number, and Date

(1) Form Title. If possible, place the title at the top or top left of the form, centered, inside the border. Ensure the title is brief, specific, and meaningful. Eliminate any unnecessary words, such as "form" or "label." If the form does not have a standard margin, place the title, form number, and edition date in the most logical place.

(2) Form Number and Date on the First Page

(a) Place the form number and edition date at the bottom left margin, outside the border.

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(b) Show the form designation in full capital letters to indicate the scope of use for the form (e.g., “DD,” “JM,” or “CM”).

(c) Place the word “Form” following the form designation, followed by the form number (e.g., DD Form 67). Form numbers are assigned sequentially as new forms are created. Previously assigned form numbers are not reused.

(d) Display the edition date, which consists of the month and year the edition of the form is approved, as “MMM YYYY,” using all uppercase letters for the month and the 4-digit year (e.g., “MAR 2013”). Place it in the lower left corner immediately following the form number.

(3) Form Number and Date on the Second Page. If the form is to be printed front and back and stocked in paper, put the word “(Back)” after the edition date on the second page (e.g., “DD Form XXXX, MAR 2006 (Back)”). If form is in electronic media only, use “Page ___ of ___” on the bottom right corner of the form.

f. Suffixes Used in the Form Numbering

(1) Numeric suffixes added to the DD Form number show the form series.

(a) Add a “-1” for forms that are first in a series of related forms (e.g., DD Form XXXX-1, XXXX-2).

(b) Add a “/1” for forms that are first in a series of pages associated with a form (e.g., DD Form XXXX/1, XXXX/2).

(2) Other suffixes added to the Form number indicate the following:

(a) Add the suffix “C” for continuation sheets (e.g., DD Form 67C).

(b) Add the suffix “INST” for instruction pages included with the form.

(c) Add the suffix “S” for stock.

(d) Add the suffix “TEST” for test forms.

(e) Add the suffix “WS” for worksheet.

(3) Supersession Notice. Center the supersession notice at the bottom of the form outside the border. Standard supersession notices used on forms include:

(a) PREVIOUS EDITIONS ARE OBSOLETE.

(b) PREVIOUS EDITIONS WILL BE USED.

(c) REPLACES DA FORM 1234, WHICH IS OBSOLETE.

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(4) Software Designation. The name and the producer and/or vendor of the software used to create the electronic form are shown in the lower right corner on the first page of the form. Form users need a way to identify electronic versions of forms from printed versions or camera copies, as well as to identify the quality and accuracy of the software.

(5) Report Control Number and Expiration Date. The OMB control number and its expiration date must be displayed on forms that are used to collect information from the public. Forms that are used as instruments of collection for internal information must be designed with a block for entering the RCS number.

(a) Forms that are used to collect internal information must be designed to display the RCS in the top right corner of the form, inside the border. If there is more than one report control number, the OMB control number and its expiration date shall be in the top right corner of the form in a separate block. The block for entering the RCS number shall be placed immediately below the OMB control number block.

(b) The OMB control number and expiration date are considered part of the approved form and must be displayed as part of the official form. The RCS number is not listed on the approved form, but the block for entering the RCS number must be included. The RCS number (obtained from DD Form 67) may be overprinted before the form is distributed.

(c) An Agency Disclosure Notice (ADN) must be displayed on all forms that require an OMB control number. The notice shall be displayed across the top of the form, immediately below the form title and the OMB control number. In accordance with Reference (v), the ADN used by the DoD is as follows:

“PLEASE DO NOT RETURN YOUR FORM TO THE ORGANIZATION LISTED BELOW. RETURN COMPLETED FORM TO ...

The public reporting burden for this collection of information is estimated to average XX minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing the burden, to the Department of Defense, Washington Headquarters Services, Executive Services Directorate, Information Management Division (XXXX-XXXX). Respondents should be aware that notwithstanding any other provision of law, no person shall be subject to any penalty for failing to comply with a collection of information if it does not display a currently valid OMB control number.”

(6) PAS. If a PAS is required, it shall be displayed in one of the following ways:

(a) On the face of the form immediately below the title. If the form has an ADN, place the PAS immediately below it.

(b) On the back of the form with the notation, “Please read the Privacy Act Statement on back before completing the form,” located immediately below the title of the form.

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(c) Attached to the form as a tear-off sheet with the following notation immediately below the title of the form, "This form is subject to the Privacy Act of 1974. See separated Privacy Act Statement."

(d) On a separate sheet to be distributed with the appropriate form(s). A PAS displayed on a separate sheet is normally a lengthy or blanket PAS that is applicable to one or more forms used for the same purpose.

(7) Instructions. Placement of instructions should be consistent on the entire form.

(a) If the instructions are brief, they can be included in individual captioned boxes, in parentheses after the block/caption title.

(b) Instructions can be added using the field help or tool tips provided by electronic forms software to assist users to fill out forms quickly and accurately.

(c) If the instructions are lengthy, they can be divided into columns and placed where applicable on the form, or, when justified, they can be issued on a separate page.

(8) Abbreviations and Acronyms. Spell out abbreviations and acronyms the first time they are used and follow with the abbreviation or acronym in parentheses. After that, use only the abbreviation or acronym. Exceptions may be given; for example, for "Social Security Number," use "SSN."

(9) Using Illustrations for Graphics on a Form. The use of decorative illustrations or graphics, including official logos, is prohibited. The illustration or graphic may be used only if it serves a functional purpose.

(10) Fillable Fields

(a) Field Names. If a form has an associated database, the data elements provided by the OPR should be used. Do not start or end a field with a number. Do not use spaces or special characters, punctuation marks, or symbols.

(b) Formatting Field Names. The number of characters in a field should be fixed in accordance with established data standards (Reference (z)) or as provided by the OPR. Data fields should be consistent across all forms. Examples follow:

1. The date field should be formatted as the 4-digit year, 2-digit month, and 2-digit day, "YYYYMMDD," and an 8-character fixed field length.

2. Addresses may be created as separate items for each component (e.g., street, city, state, ZIP code). Data entry shall be database-friendly.

(c) NARA requires a separate block or field for the signer's typed name.

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(11) Testing Electronic Forms. The form designer, Joint MTF or Center FMO, and OPR shall test completed form designs before forms are released to ensure they function correctly.

(12) Accessibility. To accommodate all users, including those with disabilities, forms should be designed to be simple and usable, with meaningful captions and clear and concise instructions.

(13) Locking Final Forms. Final electronic forms are locked by the forms designer so that the information collected is in the format and sequence specified by the OPR who is the recipient of information.

3. DESIGN PROCESS. The design of a form must conform to GSA and DoD design guidelines. To ensure that these requirements are met, the OPR and FMO shall work together throughout the design process.

- a. SF and OF Forms. See Reference (i) for design procedures for SFs and OFs.
- b. DD Forms. See Reference (i) for design procedures for SFs and OFs.
- c. JM Forms

(1) Drafting the Form

(a) The form OPR shall work with the Joint MTF FMO to produce a draft of the proposed new or revised form. The draft may be a pencil sketch of the form's layout, a pen and ink annotation, a detailed e-mail explaining changes on an existing form, or other appropriate descriptive method.

(b) The Joint MTF FMO shall produce a draft version of the form. The form shall be labeled in the lower left corner as a draft with the date of the draft entered next to the form number. The draft date will change with each iteration to aid in tracking the form throughout the design and approval process. IMD shall return the draft form to the OPR for review and acceptance.

1. If the OPR makes substantial changes to the draft, the OPR shall send an e-mail detailing the changes, or a paper copy marked-up in red to the Joint MTF FMO. After changes are made, a new draft date will be assigned and the form returned to the OPR for acceptance. This process continues until the OPR has resolved all issues regarding the form design and accepts the design as final. The final signed draft is then included with the forms packet.

2. If only minor changes are required on the draft form, the OPR may accept the form with the changes noted. The OPR shall send the Joint MTF FMO either an e-mail stating the artwork is accepted with a description of the minor changes, or a marked-up form that reflects the desired changes. The OPR should write "Artwork accepted as annotated," on the mark-up, and sign and date the back of each page of the draft form. This procedure precludes the

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necessity of creating additional draft versions. This signed draft is then included with the Forms Packet.

3. If the OPR accepts the draft with no changes, the OPR shall send the Joint MTF FMO either an e-mail stating the artwork is accepted, or write "Artwork accepted," on the form and the back of each page dated and signed. This signed draft is then included with the forms packet.

(2) Form Approval and Publication

(a) After the forms packet is approved, the Joint MTF FMO forwards the packet, including the artwork, to the FMO, JTF CapMed. The FMO, JTF CapMed shall finalize the artwork and assign a form number and edition date.

(b) If the form is a printed item, the FMO, JTF CapMed shall forward camera-ready copies of the finalized form to the using Joint MTF FMOs for printing and distribution. If approved for electronic generation, IMD shall provide it to the FMO, JTF CapMed to load on the JTF CapMed FMP Website.

d. CM Forms

(1) Drafting the Form

(a) The form OPR shall work with the JTF CapMed FMO to produce a draft of the proposed new or revised form. The draft may be a pencil sketch of the form's layout, a pen and ink annotation, a detailed e-mail explaining changes on an existing form, or other appropriate descriptive method.

(b) The JTF CapMed FMO shall produce a draft version of the form. The form shall be labeled in the lower left corner as a draft with the date of the draft entered next to the form number. The draft date will change with each revised draft to aid in tracking the form throughout the design process. IMD shall return the draft form to the OPR for review and acceptance.

1. If the OPR makes substantial changes to the draft, the OPR shall send an e-mail detailing the changes, or a paper copy marked-up in red to the JTF CapMed FMO. After changes are made, a new draft date will be assigned and the form returned to the OPR for acceptance. This process continues until the OPR has resolved all issues regarding the form design and accepts the design as final. The final signed draft is then included with the forms packet.

2. If only minor changes are required on the draft form, the OPR may accept the form with the changes noted. The OPR shall send the JTF CapMed FMO either an e-mail stating the artwork is accepted with a description of the minor changes, or a marked-up form that reflects the desired changes. The OPR should write "Artwork accepted as annotated," on the mark-up, and sign and date the back of each page of the draft form. This procedure precludes the

necessity of creating additional draft versions. This signed draft is then included with the forms packet.

3. If the OPR accepts the draft with no changes, the OPR shall send the Joint MTF FMO either an e-mail stating the artwork is accepted, or write "Artwork accepted," on the form and the back of each page dated and signed. This signed draft is then included with the Forms Packet.

(2) Form Approval and Publication

(a) After the forms packet is approved, the JTF CapMed FMO shall finalize the artwork and assign a form number and edition date.

(b) If the form is a printed item, the JTF CapMed FMO shall forward camera-ready copies of the finalized form to the using OPR for printing and distribution. If approved for electronic generation, IMD shall provide it to the JTF CapMed FMO to load the information on the JTF CapMed FMP Website.

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ENCLOSURE 5EXCEPTIONS TO FORMS

1. GENERAL. Exceptions are approved deviations from the normal, prescribed usage of a form. All SFs, OFs, and DD Forms must be used as prescribed unless the user has obtained an exception to do otherwise from the promulgating Federal agency for SFs and OFs, and for DD Forms from the Joint MTF or Center FMO that is the OPR for the form. Standardized exception requests shall be made at the DoD component level.

a. Types of Exceptions. An exception may be for a change to the content, format, or printing of a form, or for the use of the content of the form in an electronic data interchange format if the form is not authorized for electronic generation.

b. Applicability of Exceptions

(1) Any Joint MTF or Center may use an approved DoD exception for SFs and OFs. An exception to a DD Form can only be used by the requesting Joint MTF or Center. WHS ESD shall maintain the inventory and records of all approved DoD exceptions and shall periodically distribute and upon request provide the inventory to the Joint MTF or Center FMOs.

(2) Approved exceptions are identified by the following statements on the first page, below or near the form number:

(a) For SFs and OFs: "DoD Exception to (form number) approved by (promulgating Federal agency) Month, Year (MMM, YYYY)."

(b) For DD Forms: "(Component to whom exception was granted) Exception to (form number) approved by WHS(ESD) Year, Month, Day (YYYYMMDD)," e.g., "Department of the Army Exception to DD Form 67 approved by WHS(ESD) 20041101."

(3) An overprint, as defined in the Glossary, does not change the information collected on a form and therefore is not an exception. If overprinting does change the content or format of a form, it is an exception, NOT an overprint, and requires exception approval. All overprints must be approved by the Joint MTF or Center FMO that is the OPR for the form. Users shall request approval through their applicable FMO. Upon approval, the user will enter following statement in the bottom right-hand corner of the overprinted form: "DoD Component overprint, YYYYMMDD" (e.g., "ASD(NII)/DoD CIO overprint, 20070208").

(4) JM and CM Forms shall be revised instead of using exceptions.

c. Content and Format Exceptions

(1) Content and format exceptions, including electronic form exceptions, become void when the affected SF, OF, or DD Form is revised or canceled by the promulgating Federal

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agency or Joint MTF or Center OPR. These exceptions also become void if there are changes to the approved exception.

(2) If an SF or OF is revised and an exception is still needed, including an electronic form exception, justification in writing shall be sent to the promulgating Federal agency within 60 workdays after the revision. The justification shall be sent through the Joint MTF or Center FMO to the DoD SF and OF Liaison Representative for forwarding to the promulgating Federal agency. If a DD Form is revised and an exception is still needed, a justification in writing shall be sent through the Joint MTF or Center FMO to IMD for forwarding to applicable FMO that is the OPR for the form.

d. Printing Exceptions

(1) Printing exceptions become void when the affected SF, OF, or DD Form is canceled or revised, or when a suitable form meeting user needs is stocked by the authorized distribution facility.

(2) When an SF or OF is revised, the existing printing exceptions may still be used if the user reconfirms the continued need for the exception and the newly revised form is not available in a usable construction. The using Joint MTFs or Centers must notify IMD, who shall notify GSA, that the exception(s) remain(s) valid and usable with the new edition of the form.

2. FORMS AUTHORIZED FOR ELECTRONIC USE

a. A form may be electronically generated without exception approval provided it has been approved for electronic generation and complies with DoD forms management policy and Reference (aa). Forms NOT approved for electronic generation may NOT be created without exception approval.

b. All generations of electronic forms in a different software or format other than the official electronic form must be approved by the Joint MTF or Center FMO that is the OPR for the form. All electronic versions of an official electronic DD Form shall be approved provided the following conditions are met:

(1) The form is authorized for electronic use without any stipulations; all electronic versions of the form are approved; and the content, format, and sequencing of the electronic version are consistent with the current approved edition.

(2) The form is authorized for electronic use with special conditions or stipulations; the special conditions or stipulations are maintained; and the content, format, and sequencing of the form are consistent with the current approved edition.

c. Joint MTF or Center FMOs shall request approval to generate a different version of an electronic form through the JTF CapMed FMO. Prior to initiating the request, the requester must ensure that the official form is approved for electronic generation. For DoD forms, the requester

should consult the DoD FMP Website, which provides an inventory of DoD forms, information pertaining to each form, and access to electronic forms. If there is not an electronic form hyperlink on the website, the form is not available online or is not approved for electronic generation. For SFs and OFs, the requester should review the section titled “What Standard and Optional Forms Cannot be Automated/Electronically Generated?” in Appendix A of Reference (aa).

d. If the form is approved for electronic generation, the requester shall contact JTF CapMed FMO to inquire whether the form has been automated by another DoD Component in the desired software, or, for SFs and OFs, has been automated by another Federal agency. If the form has been automated, the JTF CapMed FMO shall provide a copy to the requester through the Forms Management Website.

e. If the form is approved for electronic generation and has not been automated in the desired software, the requester shall seek approval to automate the form through the JTF CapMed FMO.

(1) When creating an electronic version, the DoD Component shall be responsible for ensuring compliance with References (k) and (u) by displaying the OMB Control Number, expiration date, the ADN, and the PAS on the form as appropriate.

(2) The electronic duplication of the form must replicate to the highest degree possible the contents (wording), format (layout), and sequence (arrangement) of the official form (shall be a “mirror-like image” as defined in the Glossary). ANY variation in content, format, or sequencing must be approved as a content and/or format exception to the form. The accuracy of the electronic form is the responsibility of the JTF CapMed FMO duplicating the official form. MTF FMOs must be involved in electronic transaction projects to ensure forms are properly created.

f. If the electronic version differs from the prescribed official image, the DoD Component FMO that is the OPR for the form has the right to reject it. Upon rejection, any problems regarding the acceptability of the specific electronic version shall be brought to the attention of all concerned DoD Component FMOs and/or OSD form POCs.

3. EXCEPTIONS TO SF, OF, AND DD Forms

a. Forms Exception Request Package. A forms exception request package shall include:

(1) A letter from the requesting DoD component.

(2) A draft of the proposed exception to the form including electronic and hard copies of the form.

(3) A justification statement explaining the reason for the request. The justification must state why the SF or OF cannot be used in the existing format or physical construction or why it is not economical as prescribed, and must identify proposed changes and the reasons for each.

(4) A copy of printing specifications if applicable. The requester should consult with the DoD component printing specialist to develop the necessary printing specifications.

b. Forms Exception Process

(1) The requestor shall initiate the packet described in the previous paragraph and forward it to the Joint MTF or Center FMO.

(2) The packet shall be sent through the process shown in Figure 1.

(3) The exception may be used only after approval is received through the DoD FMO.

ENCLOSURE 6

PRINTING OF FORMS

1. PRINTING AND DISTRIBUTION COSTS. Printing, stocking, and distributing forms are expensive and must be considered when analyzing forms requirements. If printing is required, DoD Component FMOs should consult with their printing procurement and distribution specialists to determine printing specifications and the most cost-effective printing and distribution solution to meet user requirements. Printing factors that should be considered include the construction, type, size, and use of the form. Distribution factors that should be considered include the number and location of distribution offices and the cost of warehousing, shipping, and handling.

2. PAPER (PHYSICAL) MEDIA REQUIREMENTS

a. If forms are available from the official DoD FMP Website in an electronic format and a Joint MTF or Center requires paper media, that Joint or Service MTF FMO shall contact the DoD component FMO regarding procedures to establish a physical product.

b. Joint and Service MTFs or Centers are responsible for printing JM Forms required for paper media. The Joint MTF FMO will inform the JTF CapMed FMO of JM Forms that are printed by the MTF.

c. All MTF FMOs are responsible for ensuring all printed forms (including higher-level forms) are the most current version available.

3. REPRODUCTION OF SFs and OFs. SFs and OFs stocked by FSS must be purchased from FSS unless otherwise authorized by GSA. If the forms are stocked by FSS, the user shall contact the FSS General Products Commodity Center at the address and telephone number below for information on prices, purchases, and local procedures for ordering:

General Services Administration – FSS
General Products Commodity Center
ATTN: 7FXM
819 Taylor Street
Fort Worth, TX 76102
Telephone: 817-978-2557

ENCLOSURE 7

SECURITY AND CONTROL OF FORMS

1. FORM SECURITY. Reference (i) provides information on safeguarding classified information. Classified forms shall be processed and stored in a manner equivalent to the highest security level of the form.

a. Blank Forms. Most blank forms are unclassified. When a blank form is classified, appropriate security procedures shall be followed in the design, printing, distribution, and stocking of the form.

b. Completed Forms. When a completed form is classified, appropriate security procedures shall be followed in the routing, distribution, and filing of the form.

2. CONTROL OF FORMS. When it is necessary to maintain control over the distribution of a form, methods of safeguarding and accounting for the form shall be employed.

a. Safeguarded Forms. These forms shall be kept in approved storage and access to the form shall be restricted to authorized individuals. Electronic forms shall be password-protected.

b. Controlling Distribution and Use of Forms

(1) Consecutive or serial numbering of forms facilitates control and accountability of form distribution and use. The printing specifications shall define the need for consecutively-numbered forms. Form control requirements may necessitate allocating exclusive blocks of serial numbers to the using DoD components.

(2) When it is essential that there not be any missing or duplicate numbers in a series of consecutively-numbered forms, the printing specifications shall stipulate that guaranteed numbering is required. Assuring the integrity of the series of a form is costly and should only be specified when necessary.

(3) For more information concerning specifically-controlled SFs and OFs, see Reference (aa).

ENCLOSURE 8

DISTRIBUTION OF FORMS

1. SFs AND OFs

a. Paper Media. GSA is responsible for printing and stocking all SFs and OFs except those authorized for local reproduction, those stocked by the sponsoring agency, and those few forms available only from the Superintendent of Documents, GPO. If the existing stock of a prior edition form is to be used, the new edition will not be available until all stock of the prior edition is depleted.

(1) All Joint MTF or Center FMOs. All Joint MTF or Center FMOs may obtain some SFs and OFs through distribution channels. Joint MTF or Center FMOs may also order SFs and OFs from the FSS supply depots. Users must identify GSA stock numbers when ordering SFs or OFs.

(2) The Public. The public may obtain SFs and OFs from the Joint MTF or Center with which they do business or that has the responsibility for the involved function.

b. Electronic Media. Electronic SFs and OFs are loaded on the GSA Forms Library Website. The Joint MTFs or Centers shall hyperlink to the GSA Forms Library Website rather than duplicating or modifying SFs and OFs on their own websites to avoid possible user access to outdated and obsolete forms.

2. DD FORMS

a. Paper Media. Unless specified otherwise, the Joint MTF or Center FMOs shall be responsible for printing and distributing the DD Forms used by their MTFs or Centers.

b. Electronic Media. Official electronic formats of DD Forms are loaded on the DoD FMP Website. All MTF or Center FMOs shall hyperlink to the DoD FMP Website rather than duplicating or modifying DD Forms on their own websites to avoid possible user access to outdated and obsolete forms. Exceptions may be requested.

3. DoD COMPONENT FORMS. Service Support units will order necessary ADCON forms through their respective DoD components.

a. Paper Media. DoD component forms shall be printed, stocked, and distributed by the DoD component. For information concerning the distribution of DoD component forms, users should contact the appropriate DoD component FMO.

b. Electronic Media. The DoD components are responsible for maintaining their DoD component forms on the Internet.

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4. JM and CM Forms

a. Paper Media. For the most part, paper forms will not be used in NCR IDS MTFs or Centers. If they are required, Joint MTF or Center FMOs will ensure forms are printed according to Enclosure 6 of this manual.

b. Electronic Media. All JM and CM Forms are available for use on the JTF CapMed Intranet site at:

<https://www.jtf.intranet.capmed.mil/JTFExtranet/ApprovedIDSForms/SitePages/Home.aspx>.

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ENCLOSURE 9

CANCELLATION OF FORMS

1. SFs AND OFs

a. Only the form OPR may cancel a SF or OF. To cancel a DoD-sponsored SF or OF the form OPR shall:

(1) Submit a completed SF 152, initialed by the DoD component FMO, through the DoD SF and OF Liaison Representative, to GSA. Include information on the disposition of the existing stock in items 25 through 28 of the SF 152 and either attach a statement providing a valid reason for cancellation or include it in block 40, "Additional Remarks," of the SF 152.

(2) Announce the cancellation and the reasons for it in the Federal Register.

b. Upon receipt of GSA approval of the cancellation, the DoD SF and OF Forms Liaison Representative shall forward a copy of the approving SF 152 to the DoD Component FMO and WHS shall place an entry about the cancellation on the DoD Forms Management Program Website.

2. DD FORMS

a. Only the DoD Component OPR may cancel a DD Form for which it is responsible. To cancel a DD Form, the OPR shall forward a completed DD Form 67 through the component FMO to IMD. The OPR, FMO, or form POC shall notify all using DoD components of the planned cancellation. The notice shall cite why the form is no longer required and any replacement for it. If all concur, the OPR, through the component FMO, shall notify IMD that all users agree on the cancellation.

b. IMD shall review the DD Form 67 and process the request for cancellation. Upon IMD approval, a signed copy of the DD Form 67 shall be forwarded to the DoD Component FMO and the using DoD Components. Cancellation information shall be loaded on the DoD FMP Website. The DoD Component FMOs shall notify the users within their components that the form has been canceled.

3. JM FORMS

a. Only the OPR may cancel a JM Form for which it is responsible. The OPR shall forward a completed DD Form 67 through their respective FMO.

b. The FMO shall notify all users of the planned cancellation. If all users concur, then the FMO will forward the packet to the NCR IDS FMC for approval.

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- c. The FMC will forward the packet to the JTF CapMed FMO.
- d. The JTF CapMed FMO will file the packet and then place a notice that that the form has been cancelled and sever the link to the form on the JTF CapMed Intranet site.

GLOSSARY

PART I. ABBREVIATIONS AND ACRONYMS

ADCON	administrative control
ADN	Agency Disclosure Notice
CJTF	Commander, Joint Task Force National Capital Region Medical
CM	JTF CapMed HQ Form
DA	Department of the Army
DD	Department of Defense Form
DTIC	Defense Technical Information Center
ESD	Executive Services Directorate
FBCH	Fort Belvoir Community Hospital
FMC	Forms Management Committee
FMO	Forms Management Officer
FMP	Forms Management Program
FSS	Federal Supply Service
GPO	Government Printing Office
GSA	General Services Administration
HQs	headquarters
IDS	Integrated Delivery System
IG	Inspector General
IMD	Information Management Division
JM	Joint Medical Form
JPC	Joint Pathology Center
JTF CapMed	Joint Task Force National Capital Region Medical
MRRC	Medical Record Review Committee
MTFs	Medical Treatment Facility/Facilities
NARA	National Archives and Records Administration
NCR	National Capital Region

OF	Optional Form
OMB	Office of Management and Budget
OPCON	operational control
OPM	Office of Personnel Management
OPR	office of primary responsibility
PAS	Privacy Act Statement
PDF	portable document format
PHI	protected health information
PII	personally identifiable information
POC	point of contact
RCS	Report Control Symbol
SF	Standard Form
SSN	Social Security Number
USPS	U.S. Postal Service
WHS	Washington Headquarters Service
WRNMMC	Walter Reed National Military Medical Center

PART II. DEFINITIONS

adopted form. A form that is optional for use by two or more DoD components and prescribed by a DoD component regulation, manual, or instruction.

approved source of supply. The source of supply for all required forms shall be outlined in the forms paragraph of the prescribing directive. *DoD forms are available from the DoD Forms Website at: <http://www.dtic.mil/whs/directives/infomgt/forms/formsprogram.htm>. SF and OF forms are available from the GSA Forms Website at: <http://www.gsa.gov/portal/forms/type/GSA>. JTF CapMed forms are available from the JTF CapMed forms SharePoint website at: <https://www.jtf.intranet.capmed.mil/JTFExtranet/ApprovedIDSForms/SitePages/Home.aspx>. JTF CapMed forms shall be migrated to the SharePoint web site throughout the implementation of this Manual.*

burden. The time, effort, or financial resources expended by persons to provide information to a Federal agency.

cancelled form. A form no longer authorized for use.

case file. A physical file folder containing, at a minimum, the following: current and previous form images, signed DoD Form 67, and the front page of all requiring documents.

collection of information. Obtaining or soliciting facts, application forms, schedules, questionnaires, reporting or record-keeping requirements, or other similar methods calling for answers to identical questions posed to, or identical reporting or record-keeping requirements imposed upon, 10 or more persons, other than agencies, instrumentalities, or employees of the U.S.; or answers to questions posed to agencies, instrumentalities, or employees of the U.S., which are to be used for general statistical purposes.

DoD form. A form approved by the WHS, ESD, for use by two or more DoD components. The form may be hard copy, soft copy (electronic), or other media (e.g., Excel spreadsheet). The use of the form is either prescribed or adopted.

DoD component form. A form approved by the DoD component for general use only within that component.

electronic form. An officially-prescribed set of data residing in an electronic medium that is used to produce a mirror-like image of the officially prescribed form (also identified as a computer-generated form). An electronic form may also contain prescribed fields for collecting data that can be integrated, managed, processed, and/or transmitted through an organization's information processing systems (also identified as a Web-based form). There are two types of electronic forms: one that is part of an automated transaction and one whose image/data elements reside on a computer. An electronic form is considered a record and must comply with References (f) and (m).

exception. A situation in which the OPR has approved a change to the content, format, or printing of an approved form; or an approval to change the content, format, or printing specifications of an approved form; or to create an electronic version of an approved form. Exceptions may apply to all types of forms (e.g., DoD component/JTF CapMed component forms, DD Forms, OFs, and SFs). Forms that are electronically generated require an exception prior to use. There are four types of exceptions:

content exception. An addition, change to, or deletion of one or more data elements displayed on a form. Examples of content exceptions include a field change or the addition of a new field to collect additional data. Content exceptions are not overprints.

electronic form exception. An electronic form exception is a request to create an electronic version of a form that the OPR has not approved for electronic generation.

format exception. A change made by altering the spacing and/or rearranging the data elements on a form without changing the data elements themselves.

printing exception. A change in the printing specifications or construction of a form, such as a change in color, paper size or type, multi-part sets, marginally punched constructions, or

alternative printing technology. The need for a printing exception applies only when a form has mandatory printing specifications.

form. A fixed arrangement of captioned spaces designed for gathering, organizing, and transmitting prescribed information quickly and efficiently. A form may be in hard copy or soft copy (electronic). A form is considered a record and must comply with References (i) and (r).

Form Management Officer (FMO). Assigned member by the commander who is responsible for managing the activity forms program.

JTF CapMed HQ FMO. Individual assigned by the CJTF responsible for administrating, implementing, and managing the forms management program within the JTF CapMed HQ.

Joint MTF or Center FMO. Individual assigned by the commander or officer-in-charge responsible for administrating, implementing, and managing the FMP within that Joint MTF or Center.

form number. The unique number assigned to a form. The number is based on DoD form numbering found in Reference (n). (i.e., JM 1012)

forms index. An electronic listing of all forms (current and cancelled) under an FMO's responsibility. The index will contain, at a minimum, the following information: form number, form title, form edition date, requiring document, cancellation document when appropriate, does form contain a SSN, does the form contain a PAS, and if the form is part of a medical or dental record.

form revision. Any changes to a previously approved form. Changes require an update to the forms edition date and must be announced via a requiring document (a change transmittal to the issuing document). When a form is revised, all approved overprints and exceptions are cancelled. New approval must be granted from the NCR IDS FMC.

form designation. The alphabetic preface to the form number. It identifies the promulgator of the form. For example, the form designation NCR indicates the form is issued by NCR.

formats. A guide, table, or sample that illustrates a predetermined arrangement or layout for presenting information. Most formats are largely narrative in nature and the space needed by respondents to furnish the desired information varies substantially.

higher authority forms. Forms established by a requiring document or issuance from an authority higher than your command.

information collection request. A written report form, application form, schedule, questionnaire, reporting, or record-keeping requirement, or other similar method, calling for the collection of information.

information requirement. Functional area expression of the need for data or information to carry out specified, authorized functions, or management purposes that require the establishment/maintenance of forms/formats, information management collection, or record-keeping systems manually or automatically.

issuing FMO. The FMO of the command responsible for a prescribing document or issuance requiring a form. (i.e., JTF CapMed is the issuing FMO for all CM forms prescribed by a JTF CapMed HQs issuances).

Joint Medical (JM) Form. A form approved by the JTF CapMed NCR IDS FMC for use within the JTF CapMed HQs and IDS.

Medical Records Review Committee. An MTF-level committee that approves or disapproves forms that are medical in nature and will be entered into the patient's medical record.

mirror-like image. A replica of an official image created by computer software that is the best exactness of the official image that the software allows. Some variants may be fonts, margins, and size of entry field.

NCR IDS Forms Management Committee. A committee co-chaired by the Joint MTFs and Centers FMOs and includes representatives from the following departments: Patient Administration, Legal, Records Management, Nursing, Surgery, Emergency Department, and Medical or Dental (i.e., Pediatrics, Obstetrics, and Dentistry). The Committee is organized to review all form-related requests (new, revision, cancellation) to ensure compliance with this Manual and all other associated prescribing documents and issuances.

non-form item. A printed product without spaces for entering information. Some non-form items are part of the forms program so they may be controlled or inventoried (e.g., identification cards, hazard stickers, etc.).

obsolete form. A form no longer in use.

office of primary responsibility. The entity (section, division, department, etc.) that determines the need for a form and initiates the actions necessary for adding a form to the inventory.

optional form (OF). Forms developed for use by two or more Federal agencies and approved by GSA for non-mandatory use. The availability of these forms is generally set forth in the regulations issued by the originating agency.

originator/sponsor. Refers to the person/code that initiates a new or revised form.

overprint. The displaying of identical entries in an appropriately captioned area or fillable field existing on a form (e.g., statements displayed in the "Remarks" field on the DD Form 1610, "Request and Authorization for Temporary Duty Travel of DoD Personnel") required by a DoD component. Adding the statements will not change the information being collected on the form.

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Overprints are not exceptions. Electronic forms that are partially completed, saved, and then reused are not overprints.

prescribing document or issuance. The written/signed communication that starts or oversees an action, conduct, or procedure. The prescribing document or issuance establishes a requirement for and prescribes the required use of a form by the organizations and individuals identified in the scope of the document or issuance, unless instructions in the document or issuance specifically state otherwise or a written waiver is granted. Prescribing issuances are often public laws or DoD or JTF CapMed Directives, Instructions, Directive-Type Memorandums, and Publications, and include materials usually issued to multiple addresses for insertion in policy, administrative, or operations manuals. News releases, catalogs, price lists, training materials, and correspondence are not included.

prescribed form. A form required to be used by a prescribing issuance. The prescribing issuance determines who is required to use the form. Only the prescribing command's FMO has the authority to change the form.

Privacy Act statement. The statement on a form that provides information to the individual completing the form so that they can make an informed decision about whether to provide the information.

public information collection. Any requirement involving submission of information collection to an agency from the public.

requiring document. See prescribing document or issuance.

sponsored form. A form issued through a prescribing issuance for use within the Command. One Command will serve as the sponsor of the form. The other Commands using the form will adopt the form. The sponsoring Command is responsible for coordinating any change to the form with the adopting FMOs.

Standard Form (SF). Forms developed for use by two or more Federal agencies and approved by the GSA for mandatory use. The availability of these forms is generally set forth in the regulations issued by the originating agency.

superseded form. A form that has been replaced by a new edition of the form.

supersession notice. A notice specifying whether the existing stock of a superseded form may be used until depleted or is obsolete.