



UNITED STATES MARINE CORPS
MARINE CORPS INSTALLATIONS NATION CAPITAL REGION
MARINE CORPS BASE QUANTICO
3250 CATLIN AVENUE
QUANTICO VIRGINIA 22134 5001

IN REPLY REFER TO:
MCINCR-MCBQO 5213.1D
B 013
OCT 28 2015

MARINE CORPS INSTALLATIONS NATIONAL CAPITAL REGION-MARINE CORPS BASE
QUANTICO ORDER 5213.1D

From: Commander, Marine Corps Installations National Capital
Region-Marine Corps Base Quantico
To: Distribution List
Subj: FORMS MANAGEMENT PROGRAM

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

Encl: (1) Stocking Activity Codes
(2) Forms Annual Review Template

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

2. Cancellation. MCBO 5213.1C.

3. Mission. This Order implements policy and provides guidance for managing forms throughout Marine Corps Installations National Capital Region-Marine Corps Base Quantico (MCINCR-MCBQ) and subordinate commands, in accordance with references (a) through (g).

4. Execution

a. Commander's Intent and Concept of Operations

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

(1) Commander's Intent. Per the references, MCINCR-MCBQ subordinate commands will establish a Forms Management Program.

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

b. Subordinate Element Missions

(1) G-1, Adjutant shall:

(a) Be assigned in writing Forms Management Officer (FMO), per references (a) and (b), for MCINCR-MCBQ.

(b) Maintain control and approve all MCINCR-MCBQ forms.

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

(d) Conduct subordinate command inspections as directed by the MCINCR-MCBQ Command Inspector General.

(e) Maintain a consolidated forms repository via the SharePoint site at: <https://eis.usmc.mil/sites/mcbquan/gl/adjutant>. The consolidated forms repository will be named as such under libraries.

(2) Commanding Officers of Headquarters and Service Battalion, Security Battalion and Marine Corps Air Facility shall:

(a) Appoint in writing a FMO to maintain oversight of their program.

(3) FMOs shall:

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

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

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

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

(e) Ensure that all forms are in a form-type format vice a letter format. Letters can be programmed in the computer and utilized in the form-type format.

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

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

(h) Maintain files of all current and cancelled forms in accordance with reference (d).

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

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

(k) Conduct an annual review utilizing enclosure (2) of this directive within 30 days of the anniversary date of each form listed in their active forms inventory.

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

(m) Social Security Number's (SSN's) should not normally be requested on forms. In those cases where SSN's are needed, complete the required SSN Justification Memorandum utilizing SECNAV 5213/1 form when a form requests to collect a SSN, regardless of format, per reference (e). Review and approve requests and submit to higher headquarters.

(n) Complete the required General Forms Management training through Navy Knowledge Online. Provide the certificate of completion, with a grade of 60 or above to the MCINCR-MCBQ FMO.

(o) Compile and submit the annual Headquarters Marine Corps Statistical Forms Management Report regarding the programs reduction of the SSN.

5. Administration and Logistics

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

b. Links

(1) Forms Management training is located at the Navy Knowledge Online website: [https://www.nko.navy.mil/portal/learning/home/learning opportunities](https://www.nko.navy.mil/portal/learning/home/learning_opportunities).

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

c. Forms Management Forms

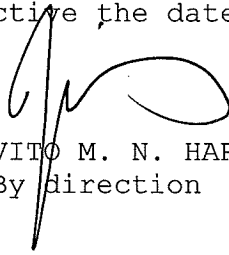
(1) Form Processing Request, DD67, Feb 2008 - completed for each form submitted.

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

6. Command and Signal

a. Command. This Order is applicable to all MCINCR-MCBQ subordinate commands and Headquarter departments.

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



VITO M. N. HARRIS
By direction

DISTRIBUTION: A

STOCKING ACTIVITY CODES

NOTE: Abbreviations shown are designed for forms control only.

ADJ	Command Adjutant
CHAP	Chaplain
FHB	Family Housing Branch
FMS	Facilities Maintenance Section
IG	Inspector General
NREA	National Resources & Environment
RECB	Recreation Branch
SAFD	Safety Division
SUP/MT	Support/Motor Transportation



UNIT LETTERHEAD

IN REPLY REFER TO:
5213
Office Code

From: Forms Management Officer, Unit
To: Forms Management Case Folder

Subj: ANNUAL REVIEW OF FORM NUMBER XXXXXXXXXXXXX

Ref: (a) SECNAV M-5213.1

Encl: (1) Five Forms Management Analysis Questions

1. Per the reference, an annual review of the form number listed above was conducted. Accordingly, the following information is provided:

Rank _____	Hourly Salary _____	X	Time spent _____	= _____
Rank _____	Hourly Salary _____	X	Time spent _____	= _____
Rank _____	Hourly Salary _____	X	Time spent _____	= _____
Rank _____	Hourly Salary _____	X	Time spent _____	= _____

2. Per the reference, the form has been reexamined, see enclosure (1) for analysis process.

3. After reviewing the form, it has been determined that ("x" appropriate selection):

- a. _____ No changes are necessary.
- b. _____ A revision is required. (attach "red inked" revised (form)
- c. _____ Form requires cancellation.

4. Point of contact for this matter is XXXXXXXXXXXXX.

SIGNATURE

Five Forms Management Analysis Questions

The need for a form can be determined by analyzing the answers to the following questions:

- Is the information required under the cognizance of the originating office?

- Is all the information requested necessary?

- How will the information be used?

- Can the information be obtained from another source?

- Is the request for information clearly stated?