

NDCSWINST 5213.1A
02B
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NAVDENCEN SOUTHWEST INSTRUCTION 5213.1A

Subj: FORMS MANAGEMENT PROGRAM

Ref: (a) SECNAVINST 5213.10D
(b) BUMEDINST 5210.9

Encl: (1) OPNAV 5213/19 (Rev. 07-81)
(2) Request for Issue or Turn In NDCSD-4235/1 (Rev 06-88)
(3) OPNAV 5213/18 (Rev 12-81)
(4) DAPS-SD 5604/6 (Rev. 10-96)
(5) DD Form 282

1. Purpose. To outline objectives, promulgate policy, assign responsibility, and provide guidelines to ensure that the register of authorized forms within the command complies with references (a) and (b).

2. Cancellation. NAVDENCENS DIEGOINST 5313.1.

3. Objectives

a. To ensure necessary forms and procedures are developed and designed to facilitate the administrative and clinical operations of the command.

b. To ensure that all personnel keep local forms simple, practical, and up-to-date by encouraging use of technological advances and eliminating ineffective and duplicate forms.

c. To achieve the most efficient and cost effective means of production and distribution of all forms.

4. Scope. This instruction is applicable to all command clinics/departments.

5. Definitions

a. Form. Any document including letters, post cards, and memoranda, printed or otherwise, reproduced with space for filling in information, descriptive material, or addresses; or any format designed to structure the arrangement of such information.

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b. Bootleg Form. An uncontrolled form, issued without an identifying prefix or number, not designed to be compatible with any particular method of fill-in, and for which no provision for extra copies has been made. Bootleg forms are not cost effective and are unauthorized.

c. Standardized Form. One which is numbered, dated, titled, and designated in accordance with established Navy forms management criteria. Department of Defense (DoD), Navy Medical or BUMED (NAVMED), and Standard Forms (SF) are examples.

d. One-Time Form. One developed for use with a specific project, which has an established termination date.

e. Test Form. One developed to test a system or procedure prior to its permanent adoption. The use of test forms shall not exceed one year.

6. Policy

a. Initiating Forms. Branch Directors/Department Heads developing new forms must submit proposed forms through the chain of command, including appropriate command consultant, with sufficient lead time for analysis, clearance, design, printing, and stocking action. Forms shall be generic in nature, for command wide use.

b. Standardization. If standardized form already exists for a particular purpose, new forms shall not be designed to accomplish the same purpose; even though some marginal advantages may accrue from the new form. Recommendations to revise and improve a standard form may be submitted. Overlay of current form may be sufficient.

c. Alteration. No changes to design, language, or size of standardized forms may be made without the approval of the Forms Management Committee.

d. Overlaying. Overlaying standardized forms may be overlaid (locally modified) provided that such overlay is fully consistent with the purpose and intent of that form and added information furthers the purpose for which the original form was intended.

e. Identification. Forms are identified by a prefix composed of the abbreviation for the originating command in capitals (e.g., OPNAV, NAVMED, NDCSW), a standard subject identification code (SSIC), a consecutive number within each SSIC, separated by a slant (/), date of first issue or subsequent revision such as (7-90) or (Rev. 1090), and a brief title of the form. One-time or test forms shall be identified with (OT) or (TF) in capitals, following the prefix and before the edition date. The identification for forms used at this command shall be assigned by the Forms Management Committee and approved by the Commanding Officer.

f. Printing and Reproduction. Only printing, duplication, reproduction, and copying essential to conducting official command business shall be performed.

g. Copyright Restrictions. No copyright materials will be copied or reproduced without proper authority.

7. Responsibilities

a. The Director, Dental Center Administration (DDCA), assigned as Chairman; Director, Clinical Services (DCS); and the Head, Operating Management, who is assigned the collateral duty as Forms Management Officer, shall comprise the command Forms Management Committee. This committee shall:

(1) Meet as necessary to discuss forms management issues, such as redesign, development, need, accuracy, or elimination.

(2) Review and approve proposals for new or revised forms, as well as requests for overlaying on standardized forms.

(3) Review local forms currently in use on an annual basis for continued applicability.

(4) Assess command compliance with this instruction to ensure the objectives of the forms management program are being met.

b. Branch Directors/Department Heads

(1) Ensure that the most effective forms and related procedures are used or developed within their respective branch clinics/departments. Branch clinic directors and department heads are responsible for clinic/department specific forms.

(2) Before proposing a new or revised form, ensure the proposed form does not overlap or duplicate existing standardized or locally authorized forms; and prohibit the creation or use of bootleg forms.

(3) Consult with the Forms Management Officer for guidance and assistance in the development and coordination of forms.

(4) Submit new, revised or overlaid standard forms together with an OPNAV 5213/19, Request for New or Revised Form, enclosure (1), in duplicate to the Forms Management Committee via the Forms Management Officer for review and approval. The justification for the request shall include the directive, other administrative issuance or full description, which prescribes use of the form. Cross outs, handwritten entries, paste ups, etc., are not acceptable for reproduction.

(5) Requests for issue of locally originated forms will be submitted to the Supply Department using NDCSD/1 (Rev. 6-88), Request for Issue or Turn In, enclosure (2).

(6) Maintain updated NDC Supply Warehouse Catalog for ordering forms as needed.

c. Forms Management Officer

(1) Provide assistance in the development of new or revised forms and related procedures.

(2) Ensure copies of OPNAV 5213/19, enclosure (1), are on file for each form originated locally.

(3) Utilizing enclosure (3) OPNAV 5213/18, maintain a register of all locally developed forms used throughout the command to include form number, edition date, title, report control symbol (if applicable), originator, authorizing or implementing document number and type (flat sheet or specialty). Due to additions and continuous revisions, computerized database is acceptable in maintaining a file of all forms.

(4) Review printing requests for compliance with this instruction. Assign identification codes to new or revised forms, and initiate printing procurement by forwarding printing requisitions to the Comptroller for funds availability determination.

(5) Conduct annual review of all NDCSD standardized forms for continuing need, revision, elimination, etc., and make recommendations to the Forms Management Committee.

(6) Maintain liaison with local Defense Automated Printing Services (DAPS), and provide training to necessary personnel in the basic regulations, policies, and guidelines concerning the Publications and Printing Program.

(7) Review all DoD Printing Requisition/Orders, enclosure (4), and forward requisitions to the Comptroller and Head, Materiel Management Department for funding and ordering.

d. Head, Materiel Management Department

(1) Ensure local forms are maintained in the warehouse.

(2) Ensure requests for forms stocked in the Navy Supply System are submitted properly.

(3) Notify the command when new forms are stocked in the local warehouse; to include any updated standard stock numbers (SSN), and any canceled forms thereof.

(4) Prepare DAPS-SD 5604/6, Reprographics Request, enclosure (4), for submission to DAPS for all other materials required to be printed or reproduced.

e. Comptroller

(1) Review form-printing requisitions for funding availability and proper accounting data.

(2) Prepare quarterly, DD Form 282, DoD Printing Requisition/Order, enclosure (5), for submissions to DAPS for funding.

(3) Charge printing costs against department or clinic operating targets (OPTARS).

8. Forms Availability

a. Request for new or revised form, OPNAV 5213/19 (Rev. 7-81), S/N 0107-L052-1397, may be obtained from the NDC Forms Management Officer.

b. Request for issue or turn in NDCSD 4235/1 (Rev. 688) may be obtained from NDC Supply.

c. Forms register, OPNAV 5213/18 (Rev. 12-81), S/N 0107-LF-052-1390, may be obtained by ordering through NDC Supply.

d. DoD Printing requisition/order, DD Form 282 (4-71), S/N 0102-IF-002-8801, may be obtained by ordering through NDC Supply.

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Distribution:
List I, Case 1, 2

