



DEFENSE INFORMATION SYSTEMS AGENCY

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JUL 12 2013

DISA INSTRUCTION 630-15-1*

ADMINISTRATION

Forms Management

1. **Purpose.** This Instruction prescribes policy, assigns responsibility, and provides procedures for forms management.
2. **Applicability.** This Instruction applies to DISA and all organizational entities within DISA.
3. **Authority.** This Instruction is published in accordance with the authority contained in DoD Instruction 7750.07, DoD Forms Management Program, 20 April 2007; DoD 7750.07-M, DoD Forms Management Program Procedures Manual, 7 May 2008; and Administrative Instruction 86, Office of the Secretary of Defense (OSD) Forms Management Program, 10 March 2006.
4. **Definitions.** Definitions are provided in the enclosure.
5. **Scope.** The provisions of this Instruction cover the development, use, and control of forms (electronic or paper) for recording and collecting information within DISA and between DISA and other agencies, organizations, or persons.
6. **Policy.**
 - 6.1 DISA forms shall satisfy a valid need and be necessary for the efficient and economical operation of the Agency, properly designed with clear instructions, and standardized to promote consolidation throughout the Agency.
 - 6.2 Existing forms used by higher headquarters will be utilized, when appropriate, and creation of a form for a purpose served by a higher headquarters form is prohibited.
 - 6.3 Creation, revision, and cancellation of or exception to a form within the Agency will be approved by the DISA Forms Management Officer (DFMO) located in the office of the Chief of Staff (COS).

6.4 The use of social security numbers (SSNs) within a form shall be reduced or eliminated, wherever possible. A form used to collect SSNs is subject to the standards set forth by *DoD Instruction 1000.30, Reduction of Social Security Number (SSN) Use Within DoD, 1 August 2012*. A justification for using SSNs signed by a Senior Executive Service (SES) rank individual or Flag Officer routed through the DISA Privacy Act Officer for initials to the DFMO is required.

6.5 All forms shall have a prescribing directive that must be published or updated prior to or simultaneously with the approval of each new or revised form. A form will be used as prescribed and any deviation from the prescribing directive will be approved by the Office of Primary Responsibility (OPR) through the DFMO. When a form is cited in an issuance, the prescribing directive shall be referenced.

7. Objectives. The objectives of forms management are as follows:

7.1 Establish policy and procedures for the development, use, and control of forms.

7.2 Ensure compliance with all applicable regulations and policies concerning the use of forms and the collection of information.

7.3 Ensure efficiency in information gathering through forms. (Forms containing similar data elements must be reviewed and combined, thus eliminating duplicate or unnecessary forms.)

7.4 Ensure forms are best suited for their intended purpose and the required standards of design are addressed.

7.5 Standardize and simplify electronic forms design.

7.6 Reduce storage space required for paper forms.

7.7 Increase the usefulness of information on forms through proper design and clear instructions.

8. Responsibilities.

8.1 **Chief of Staff (COS).** The COS shall oversee forms management for the Agency and designate the DFMO.

8.2 Principal Directors, Directors, Commanders, and Chiefs of Major Organizational Elements. These individuals will:

8.2.1 Ensure compliance with this Instruction and its policies.

8.2.2 Ensure personnel within their directorates submit all requests, actions, or queries about Agency forms to the DFMO.

8.2.3 Ensure completed forms containing Personally Identifiable Information (PII) and other privacy protected data are handled in accordance with all appropriate DoD policies. (Related guidance is outlined in DoD 5400.11-R, Department of Defense Privacy Program. For DISA-specific privacy issues, consult the DISA Privacy Officer.)

8.3 DISA Forms Management Officer (DFMO). The DFMO will:

8.3.1 Establish and administer policies, principles, standards, procedures, and guidelines for forms management for the Agency.

8.3.2 Exercise approval authority over new and revised forms initiated within the Agency and assign identifying DISA form numbers and edition dates to indicate approval.

8.3.3 Determine whether forms initiated within the Agency should be submitted to DoD for designation as Department of Defense (DD) forms.

8.3.4 Assist Agency organizations in applying the provisions of this Instruction.

8.3.5 Interpret forms management policies and procedures and provide technical advice and assistance, as needed.

8.3.6 Continually and systematically review all forms and related prescribing directives to ensure only essential forms and guidance pertaining to forms remain in effect.

8.3.7 Coordinate forms management actions with forms management offices of the Office of the Secretary of Defense and military departments.

8.3.8 Ensure DISA forms are designed in accordance with existing Federal and DoD forms design standards.

8.3.9 Maintain all DISA forms and DD forms for which DISA is the OPR by number, date, title, prescribing directive, and OPR.

9. **Design.** A form shall be designed so it will be easy to fill in, have a functional layout and a logical sequence of the information collected, and have an overall superior visual appearance. Efficient design of a form facilitates entry, interpretation, and transcription of data and filing.

10. **Creation and Revision.** A draft copy of a new or revised form and related documentation with a completed DD Form 67: Form Processing Action Request, will be forwarded through the initiating directorate's Deputy Director to the DFMO for processing and approval. After the DFMO approves a request for a new or revised form, a draft form is created and returned to the OPR for design approval, and, if approved, the DFMO assigns a form number. The DFMO then completes and signs the DD Form 67 for process completion, and the new or revised form is added to or updated on the DISA Forms Web site.

11. **Discontinuation.** When a form is no longer required or is replaced by or consolidated with another form, the OPR will rescind or revise the prescribing directive and will forward a DD Form 67 through their directorate's Deputy Director to the DFMO requesting cancellation. After the DD Form 67 is completely processed, the DFMO will have the form removed from the DISA Forms Web site.

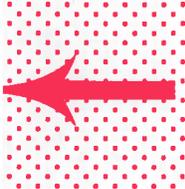
12. **Internal Reporting Forms.** A form used for collecting data within the Agency or other Federal agencies requires assignment of an approved Reports Control Symbol (RCS) number. Prior to submitting a DD Form 67 to the DFMO, the OPR must submit a request for approval of a report to the Information Management Control Officer (IMCO).

13. **Privacy Act.**

13.1 A form used to collect personal data from individuals is subject to the standards set forth in DISAI 210-225-2, Privacy Program. Before an individual furnishes requested information, a statement is required incorporating the principal purpose for which the information is to be used, routine uses to be made of the information, and authority (Federal Law or Executive Order) that authorizes solicitation of the information.

13.2 If it is determined that a DISA form requires a Privacy Act Statement, a statement shall be developed by the OPR, with assistance from the DISA Privacy Act Officer, and be displayed on the form preferably immediately below the title of the form. The DISA Privacy Act Officer will review the proposed form and coordinate on the DD Form 67 prior to submitting the request to the DFMO. If the form is a part of a new system of records subject to the Privacy Act, the procedures outlined in DISAI 210-225-2 will be followed. The form may not be used prior to publication of the new system of records in the Federal Register.

FOR THE DIRECTOR:



Frederick A. Henry

FREDERICK A. HENRY
Brigadier General, USA
Chief of Staff

1 Enclosure a/s

*This Instruction cancels DISAI 630-15-1, 22 May 2009.

OPR: COS

DISTRIBUTION: P

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DEFINITIONS

Department of Defense (DD) Form. A form approved by the Washington Headquarters Services (WHS) Executive Services Directorate (ESD) for use by two or more DoD Components. The form may be hard copy, soft copy (electronic), or other media. The use of the form is either prescribed or adopted.

DISA Form. A form approved by DISA for general use only within DISA.

Electronic Form. A form whose image is stored electronically and can be reproduced from computer memory.

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, soft copy (electronic), or other media. A form is considered a record and is to comply with all regulations cited in parts 102-193 and 102-194 of title 41, Code of Federal Regulations.

Command Form. A form approved for use only within one directorate or command. A directorate or command regulatory publication is required.

Office Form. A form approved for use only within one office of a directorate or command. A regulatory publication is not required.

Office of Primary Responsibility (OPR). The DISA component having responsibility for the overall ownership of and the prescribing document or issuance for a specific form. This office is responsible for the development, coordination, and implementation of a form with the DISA Forms Management Officer (DFMO).

Optional Form (OF). A form developed for use in two or more Federal agencies and approved by General Services Administration (GSA) for nonmandatory use. The availability of such a form for use is normally announced by the agency that developed and sponsored the form for use.

Standard Form (SF). A form prescribed by a Federal agency, pursuant to its authority, and approved by the General Services Administration (GSA) for mandatory government-wide use. Such mandatory use is generally set forth in regulations of the promulgating agency.