



UNITED STATES MARINE CORPS
MARINE AIR GROUND TASK FORCE TRAINING COMMAND
MARINE CORPS AIR GROUND COMBAT CENTER
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JUN 15 2012

COMBAT CENTER BULLETIN 5213

From: Commanding General
To: Distribution List

Subj: FORMS MANAGEMENT PROGRAM

Ref: (a) SECNAV M-5213.1
(b) MCO 5600.31
(c) <http://navalforms.daps.dla.mil>
(d) <http://www.marines.mil/unit/29palms/G-1/Pages/instruct.aspx>
(e) MARADMIN 646/10

Encl: (1) MAGTFTC, MCAGCC Forms

1. Situation. The references establish policy for managing forms, assign responsibility, and provide guidance for implementing a forms management program.

2. Cancellation. CCO 5213.1.

3. Mission. To implement policy and provide guidance for managing forms aboard the Marine Air Ground Task Force Training Command (MAGTFTC), Marine Corps Air Ground Combat Center (MCAGCC).

4. Execution

a. Commander's Intent and Concepts of Operations

(1) Commander's Intent. To establish and maintain a local forms management program in accordance with the references. Conduct periodic evaluation of local forms for effectiveness, improvement, elimination, duplication, and or consolidation, as appropriate.

(2) Concept of Operations. The objectives of the forms management program are as follows:

(a) Eliminate unnecessary forms by justifying the need for existing and proposed forms.

(b) Ensure that only approved forms are used.

(c) Increase commands efficiency by developing forms that are easy to fill in, read, transmit, process, and retrieve.

(d) Prevent and eliminate duplicate forms and consolidate those forms serving like or similar functions.

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b. Subordinate Element Missions

(1) Assistant Chiefs of Staff (AC/S), Commanding Officers, and Directors

(a) Designate a forms manager or administrator to coordinate with the forms management officer (FMO) to review requests, create, revise, or cancel forms.

(b) Identify all forms in use and request approval for all unapproved forms. See enclosure (1) for forms previously identified; forms not listed also need to be identified and approved by the FMO.

(c) Each directorate will ensure that forms created for local use are in accordance with the references. Existing forms published by higher headquarters (i.e., DD, NAVMC, SF, DoD forms) must be used if possible. The current forms design tool used by the Department of the Navy is Adobe LiveCycle Designer, which is part of Adobe Professional. Directorates should ensure that this software is available to create and edit forms in accordance with reference (a). Training in the use of the software is available; contact the FMO for more information.

(d) Coordinate the creation, revision, or cancellation of forms with the appropriate records, privacy act, and reports managers to identify all governing issuances and requirements for each form. This includes, but is not limited to, determining the need for and drafting a privacy act statement (PAS), social security number (SSN) justification, records disposition schedule, or report control symbol (RCS).

(2) Assistant Chief of Staff G-1, Adjutant

(a) Coordinate, plan, develop, and supervise the forms management program.

(b) Provide assistance on problems concerning existing forms and procedures initiated by activities of this command and those from other sources.

(c) Review all Combat Center directives and bulletins requiring the use of existing or new blank forms.

(d) Conduct a bi-annual review of local forms.

(e) Publish and distribute a bi-annual checklist of all current local forms and related procedures.

(f) Ensure all existing and newly created forms are tracked and history maintained.

(g) Privacy Act Coordinator. Will ensure compliance with the Privacy Act of 1974 and reference (e) by verifying the applicable system of records notice, PAS, and SSN justification provided for all forms. Forms and justifications not in accordance with the SSN reduction program will not be approved.

(h) Reports Manager. Will control forms that are reportable and assign the RCS.

c. Coordinating Instructions

(1) Guidance for DD Form 67 (Form Processing Action Request)

(a) Complete the following blocks: 1, 2, 5-13 (as needed), 14, and 17. Reference (d) provides an example of a DD Form 67 package. Reference (c) is where the DD Form 67 can be obtained.

(b) Provide additional information in block 14 if referenced by other blocks and answer the following questions per SECNAV M-5213.1, Part II.2.a:

1. Is the information required under the cognizance of the requesting office?

2. Is all the information requested necessary?

3. How will the information be used?

4. Can the information be obtained from another source?

5. Is the request for information clearly stated?

(c) Block 15 indicates the staffing involved in the form approval process. This should be coordinated with the records, privacy act, and reports managers within the sponsoring section before submission to the FMO. The sponsor should consider the use, retention, and disposition of the record created by the filled form and include as much information as possible with the request. The FMO will verify all items and provide guidance to the sponsor as needed.

(d) Block 17 will be signed by the office of primary responsibility (sponsor).

(e) Submit the DD Form 67 with a draft of the requested form, the SECNAV 5213/1 if applicable, and requiring directive to the FMO.

(f) The DD Form 67 will be returned for Block 18 signature at the end of the approval process. Block 18 must be signed by the AC/S, Deputy AC/S, Director or Deputy Director of the directorate to approve the use of the form. Digital signatures are preferred, but not required.

(2) Enclosure (1) is the Combat Center's identified current and cancelled forms inventory listing. All forms without the DD Form 67 documentation will be cancelled as of the cancellation date of this Bulletin.

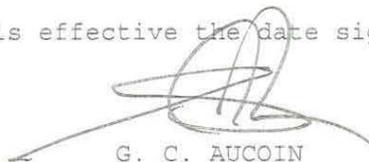
(3) A DD form 67 must be submitted for forms that require changes, cancellations, or removal from the Naval forms online website.

5. Administration and Logistics. Approved local forms issued by this Headquarters are published and distributed upon request and can be found at <http://navalforms.daps.dla.mil>.

6. Command and Signal

a. Command. This Bulletin is applicable to all special staff, directorates, and activities located aboard the Combat Center, unless exempt per the references.

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



G. C. AUCOIN
Chief of Staff

MAGTFTC MCAGCC FORMS							
FORM NO. CC _____	EDITION DATE	FORM TITLE	OPR/SPONSOR	ORIGINAL DATE	CANCELLED DATE	SSN	DD 67
1420/1	DRAFT	INDIVIDUAL PROMOTION PHOTO HEIGHT/WEIGHT VERIFICATION	COMCAM/G-3	12-10		Y	
1650/1	12-03	SPECIAL CONTRIBUTION AWARD FORM (SCAF)	HRO		11-10		
NONE	11-10	AWARD NOMINATION	HRO	11-10	10-11		
1650/3	02-12	PERSONAL INFORMATION FOR AWARD NOMINEE	ADJ	02-12			Y
1650/4	03-12	DATA SHEET	CMD	03-12			Y
1700/1	02-12	AUTHORIZATION FOR ALCOHOLIC BEVERAGE CONSUMPTION FOR MARINES AND SAILORS	MCCS	02-12			Y
1740/1	01-12	REQUEST TO CONDUCT FUNDRAISING EVENT AT MAGTFTC, MCAGCC	SJA	01-12			Y
1740/2	DRAFT	STATEMENT OF UNDERSTANDING CONCERNING COMMERCIAL SOLICITATION ABOARD THE COMBAT CENTER	SJA				Y
3100/1	10-03	EOD DAILY DUTY REPORT	G-3	10-03	11-10		
3100/3	10-03	LASER RANGE FIRING LOG (TANK)	G-3	10-03	08-10		
3100/4	04-12	LASER RANGE FIRING LOG	G-3	10-03			Y
3502/1	04-12	SURFACE DANGER ZONE (SDZ) WORKSHEET	G-3	03-12			Y
3502/2	04-12	WEAPON DANGER ZONE (WDZ) WORKSHEET	G-3	03-12			Y
3502/3	04-12	TRAINING UTILIZATION	G-3	03-12			Y
3502/4	04-12	RANGE REQUEST	G-3	03-12		Y	Y
3440/1	DRAFT	LOGISTICS SUPPORT REQUEST	G-7				
4050/1	10-03	MEMORANDUM OF UNDERSTANDING	G-4				
4050/2	10-03	MOVING APPOINTMENT	G-4		12-10		
4050/3	10-03	MOVING ESTIMATE	G-4		12-10		
4050/13	05-79	PERSONAL PROPERTY INSPECTION REPORT	G-4				
4335/1	10-03	REPORT OF CONTRACTOR SERVICES	G-4				
4440/1	10-03	REQUEST FOR LOT/SERIAL NUMBER	G-4				
4440/2	10-03	AIR CLASS V(A) INVENTORY SHEET	G-4				
4440/3	10-03	AIR CLASS V(A) INVENTORY SHEET FOR MAGS 13 AND 18	G-4		12-10		
4440/4	10-03	INVENTORY SHEET	G-4				
4450/1	10-03	STORAGE WORK ORDER	G-4				
4600/1	05-09	DELIVERY SLIP	G-4				
4600/1	10-03	DO-IT-YOURSELF (DITY) MOVE CERTIFICATE	G-4				
4600/2	10-03	TRUCK CHECKER SLIP	G-4				
4600/21	08-87	PERSONAL PROPERTY OUTBOUND FOLDER	G-4				
4600/29	12-82	PERSONAL PROPERTY CLAIM FOLDER	G-4				
4610/1	10-03	NOTIFICATION OF DELIVERY/PICK-UP	G-4				
4610/6	02-93	CARGO TALLY SHEET	G-4				
4610/9	01-89	DECEASED CASE FILE	G-4				
5000/1	02-09	MAGTFTC MCAGCC ROUTING SHEET (REV 6)	ADJ				Y
5060/1	02-12	COMBAT CENTER FLAG REQUEST	ADJ	02-12			Y
5090/1	DRAFT	REQUEST FOR ENVIRONMENTAL IMPACT REVIEW	G-4				
5100/1	10-03	LASER BRIEF	G-3				
5100/2	10-03	RANGE SAFETY OFFICER BRIEF/CHECKLIST	G-3		08-10		
5102/1	04-12	TRAINING ACCIDENT INFORMATION	G-3	03-12			Y
5102/2	04-12	OPERATIONAL RISK MANAGEMENT MATRIX	G-3	04-12			Y
NONE		MAGTFTC MCAGCC MEDEVAC FORM	G-3				
5720/1	08-10	FREEDOM OF INFORMATION ACT REQUEST	ADJ			Y	Y
5900/1	10-03	COMPTROLLER DIRECTORATE ROUTE SHEET	G-8		12-10		
7042/1	10-03	ADMINISTRATIVE ACTION REQUEST	G-8		12-10		
7042/2	10-03	COMPTROLLER STAFFING SHEET	G-8		12-10		
7203/1	10-03	TIMEKEEPING SIGNATURE AUTHORIZATION	G-8				
7230/1	10-03	ALLOTMENT REQUEST	G-8		12-10		
7302/1	10-11	MCAGCC GCPC PURCHASE REQUEST	G-4	10-11			Y
NONE		TIMESHEET MASTER	G-8			Y	
NONE		TIMESHEET OPEN 80	G-8			Y	
NONE		PAYROLL CHANGE	G-8			Y	
10110/1	DRAFT	DOCUMENTATION FOR MAN-DAY FED REPORT	FSO/G-4			Y	
11014/15	12-02	MAINTENANCE TROUBLE/SERVICE TICKET	G-4		12-10		
11101/1	10-03	FAMILY HOUSING ASSIGNMENT	G-4		12-10		
11101/2	10-03	MAGTFTC FAMILY HOUSING COMPLAINT FORM	G-4		12-10		
11101/3	10-03	FAMILY HOUSING VOUCHER AGREEMENT	G-4		12-10		
11101/15	10-03	INTENT TO VACATE	G-4		12-10		
11101/17	10-03	REQUEST FOR FENCE CONSTRUCTION PERMIT	G-4		12-10		
11101/31	04-02	UNIT CONDITION REPORT AND EQUIPMENT RECORD	G-4		12-10		
11101/38	05-92	HOUSING PRE-VACATE MAINTENANCE EVALUATION	G-4		12-10		
11101/88	07-89	TENANT'S INTENT TO VACATE	G-4		12-10		
11103/1	10-03	DISCLOSURE OF INFORMATION ON LEAD-BASED PAINT (LBP)	G-4		12-10		
11103/2	10-03	DETAILED SALES/RENTAL LISTING	G-4		12-10		
11103/3	10-03	INVENTORY CHECKLIST	G-4				
11103/4	10-03	UNIT CONDITION REPORT AND EQUIPMENT RECORD OFF-BASE HOUSING/RENTALS	G-4		12-10		
11103/5	10-03	CITATION	G-4		12-10		
11103/6	10-03	TEMPORARY VISITOR REGISTRATION	G-4		12-10		
11103/7	10-03	TEMPORARY ABSENCE FROM QUARTERS	G-4		12-10		
11103/8	10-03	RECORD OF TERMINATION	G-4		12-10		

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FORM NO. CC	EDITION DATE	FORM TITLE	OPR/SPONSOR	ORIGINAL DATE	CANCELLED DATE	SSN	DD 67
11103/9	10-03	AUTHORIZATION FOR ASSIGNMENT TO QUARTERS BY DEPENDENT SPOUSE	G-4		12-10		
11103/10	10-03	CHANGE OF PRE-VACATE OR TERMINATION	G-4		12-10		
11103/11	10-03	REQUEST TO RETAIN QUARTERS	G-4		12-10		
11103/12	10-03	PET REGISTRATION	G-4		12-10		
11103/13	02-12	BEQ CHECK-IN	G-4	02-12		Y	Y
11137/2	12-02	DAILY TIME SHEET	G-4				
11137/3	12-02	MATERIAL REQUEST	G-4				
11300/1	10-03	CERTIFIED COMMERCIAL FAMILY QUARTERS CLEANING CONTRACT	G-4		12-10		
NONE		MCAGCC DIG PERMIT APPLICATION	G-4				
11390/1	10-03	REQUEST FOR INSTALLATION OF CABLE OUTLET	G-4		12-10		
11390/2	10-03	REQUEST FOR SATELLITE DISH	G-4		12-10		
12000	05-09	AWARD NOMINATION	HRO	05-09			Y
NONE	03-10	POSITION MANAGEMENT REVIEW COMMITTEE REQUEST	G-1				
NONE		LOCAL RECORDS CHECK	HRO			Y	
12451	10-11	COMBAT CENTER CIVILIAN HONORARY AWARD NOMINATION AND APPROVAL	HRO	10-11			
NONE	12-10	WORK SCHEDULE CHANGE	G-8	10-03		Y	
NONE		PREP MARRIAGE WORKSHOPS ENROLLMENT	RMD				
NONE		CHAPEL USAGE RESERVATION REQUEST	RMD				
NONE		PROTESTANT CHAPEL USAGE RESERVATION REQUEST	RMD				
NONE		ROOM USAGE RESERVATION REQUEST	RMD				
NONE		CATHOLIC CHAPEL RELIGIOUS EDUCATION-CCD REGISTRATION	RMD				
NONE		BAPTISMAL INFORMATION	RMD				
NONE		HOLD HARMLESS AGREEMENT	RMD				
NONE		APPOINTMENT CONFIRMATION	G-4				
NONE		BILL OF LADING REGISTER	G-4				
NONE		HOLD HARMLESS AGREEMENT	G-5				
NONE		PAO/G-5 MEDIA SUPPORT REQUEST	G-5				
NONE		OBSERVATION POST CLASSIFIED ADVERTISEMENT	G-5				
NONE		HOLD HARMLESS AGREEMENT	G-3				

Enclosure (1)