



UNITED STATES MARINE CORPS
MARINE AIR GROUND TASK FORCE TRAINING COMMAND
MARINE CORPS AIR GROUND COMBAT CENTER
BOX 788100
TWENTYNINE PALMS, CALIFORNIA 92278-8100

CCO 5213.9A
1B

MAR 24 2015

COMBAT CENTER ORDER 5213.9A

From: Commanding General
To: Distribution List

Subj: FORMS MANAGEMENT PROGRAM

Ref: (a) SECNAV M-5213.1
(b) MARADMIN 646/10
(c) <http://www.29palms.marines.mil/Staff/G1Manpower/AdjutantOffice/Orders.aspx>
(d) <https://navalforms.documentservices.dla.mil/web/public/home>
(e) MCO 5600.31A
(f) SECNAV M-5214.1
(g) SECNAV M-5210.1
(h) SECNAVINST 5210.16

Encl: (1) MAGTFTC, MCAGCC Current Forms
(2) MAGTFTC, MCAGCC Cancelled Forms

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

2. Cancellation. CCO 5213.9.

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 of 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 the command's efficiency by developing forms that are easy to fill in, read, transmit, process, and retrieve.

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

b. Subordinate Element Missions

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

(a) Designate a forms manager or administrator to coordinate with the forms management officer (FMO) to review requests, create, revise, or cancel forms. Forms managers will complete the FMO training course available on the Navy Knowledge Online E-Learning website and provide the appointment letter and certificate to the MAGTF/TC, MCAGCC, FMO.

(b) Identify all forms in use and request approval for all unapproved forms. See enclosure (1) for current approved forms; the listing on Naval Forms Online (NFOL) will also be continuously updated. Unapproved forms are not to be used.

(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 G-1 Adjutant office for more information. For sections with few forms, the FMO will provide assistance with design.

(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).

(e) Annually review all forms and prescribing directives to identify whether updates are necessary and notify the G-1 Adjutant of the status.

(2) AC/S G-1, Adjutant

(a) As the designated FMO, 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 an annual review of local forms.

(e) Publish and distribute an annual checklist of all current and canceled local forms and related procedures.

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

(g) Privacy Act Coordinator. The Coordinator will ensure compliance with the Privacy Act of 1974 and reference (b). All forms will have the applicable System of Records Notice, PAS, and SSN justification. Forms and justifications not in accordance with the SSN reduction program will not be approved.

(h) Reports Manager. Will control forms that are reporting requirements and assign the RCS to locally sponsored reports.

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 (c) provides an example of a DD Form 67 package and more detailed guidance. Reference (d) is where the DD Form 67 can be obtained.

(b) Block 14

1. Provide a description of the form to answer the following questions per reference (a) Part II.2.(a):

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

b. Is all the information requested necessary?

c. How will the information be used?

d. Can the information be obtained from another source?

e. Is the request for information clearly stated?

f. Do not restate the questions; make sure that the description in Block 14 indicates that you have considered all these questions.

2. Give additional information if referenced by other blocks (e.g., distribution) and basic information for Block 15 items, including the Standard Subject Identification Code (SSIC) under which the form will be filed when filled and whether it is a Privacy Act system of records, whether personal information is collected from individuals, whether the form is for input to a database and who maintains the database, whether the form is a reporting requirement, whether information is collected from members of the public, etc.

3. Provide an estimated cost of using the form. Block 14 should include an estimate of how many forms will be prepared each year, and the estimated time to fill and process each one. More detailed information can be attached.

(c) Block 15 documents the staffing involved in the form approval process. This should be coordinated with the records, Privacy Act, and

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reports managers within the sponsoring section before submission to the FMO. The sponsor should consider the use; retention, SSIC, 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. If the directive is lengthy, copies of the first page and pages referring to the form can be provided in lieu of the complete directive.

(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) Enclosures (1) and (2) are the Combat Center's identified current and cancelled forms inventory listing. Enclosure (1) lists forms currently approved for use as of the date of this Order. The Order will be reviewed annually. Current forms may also be viewed at any time on NFOL. Enclosure (2) lists forms which have been cancelled. Cancelled forms are not to be used.

(3) A DD Form 67 must be submitted for forms that require changes, cancellation, or removal from the NFOL website.

5. Administration and Logistics

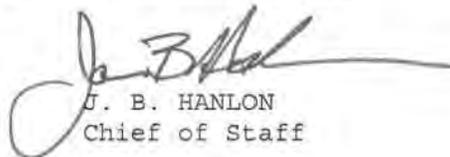
a. Approved local forms issued by this command are published and available on NFOL at <https://navalforms.documentservices.dla.mil/web/public/home>.

b. Directives issued by this Headquarters are published and distributed electronically. Electronic versions of Combat Center directives can be found at <http://www.29palms.marines.mil/Staff/G1Manpower/AdjutantOffice/Orders.aspx>.

6. Command and Signal

a. Command. This Order is applicable to all special staff, directorates, and activities located aboard the Combat Center and all units under the cognizance of the Commanding General, MAGTFTC, MCAGCC, unless exempt per the references.

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


J. B. HANLON
Chief of Staff

Distribution: A

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IDENTIFIER CC _____	EDITION DATE	FORM TITLE	ORIGINATOR	DIRECTIVE
1420/1	05-14	INDIVIDUAL PROMOTION PHOTO HEIGHT/WEIGHT VERIFICATION	G-3/COMCAM	CCO 3104.1
1601/1	10-14	COMBAT CENTER DUTY LOG	ADJ	CCO 1601.17G
1601/2	10-14	CDO CHECKLIST	ADJ	CCO 1601.17G
1601/3	10-14	CDSNCO CHECKLIST	ADJ	CCO 1601.17G
1601/4	10-14	VEHICLE CHECKLIST	ADJ	CCO 1601.17G
1601/5	10-14	REQUEST TO CHANGE ASSIGNED DUTY	ADJ	CCO 1601.17G
1630/1	10-14	WEAPONS REGISTRATION	G-7/PMO	CCO1630.6A
1650/3	02-12	PERSONAL INFORMATION FOR AWARD NOMINEE	ADJ	CCO 1650.1C
1650/4	03-12	DATA SHEET	CMD	CCO 1650.3B
1700/1	02-15	AUTHORIZATION FOR ALCOHOLIC BEVERAGE CONSUMPTION FOR MARINES AND SAILORS	MCCS	CCO 1720.1L
1740/1	07-14	REQUEST TO CONDUCT FUNDRAISING EVENT AT MAGTFTC, MCAGCC SOU CONCERNING PERSONAL COMMERCIAL SOLICITATION ABOARD	SJA	CCO 1740.5A
1740/2	09-14	MCAGCC	SJA	CCO 1740.1F
2620/1	01-15	SIPRNET CHANGE REQUEST	G-6	CCO 5230.3B
2620/2	01-15	SONIC CHANGE REQUEST	G-6	CCO 5230.3B
3100/4	04-12	LASER FIRING LOG	G-3	CCO 3500.4K
3502/1	04-12	SURFACE DANGER ZONE (SDZ) WORKSHEET	G-3	CCO 3500.4K
3502/2	04-12	WEAPON DANGER ZONE (WDZ) WORKSHEET	G-3	CCO 3500.4K
3502/3	04-12	TRAINING UTILIZATION	G-3	CCO 3500.4K
3502/4	04-12	RANGE REQUEST FORM	G-3	CCO 3500.4K
MCAGCC29P				
4600/21	08-87	PERSONAL PROPERTY OUTBOUND FOLDER	G-4	OFFICE
MCAGCC29P				
4600/28	06-91	PERSONAL PROPERTY INBOUND FOLDER	G-4	OFFICE
MCAGCC29P				
4600/29	12-82	PERSONAL PROPERTY CLAIM FOLDER	G-4	OFFICE
MCAGCC29P				
4610/9	01-89	DECEASED CASE FILE	G-4	OFFICE
5000/1	09-13	MAGTFTC, MCAGCC ROUTING SHEET	ADJ	CCO5216.9A
5050/1	08-13	COMMAND VISIT REQUEST	G-3	CCO 5050.6
5060/1	09-11	COMBAT CENTER FLAG REQUEST	ADJ	CCO 1650.1B
5090/1	10-13	REQUEST FOR ENVIRONMENTAL IMPACT REVIEW	G-4	CCO 5090.4E
5102/1	04-12	TRAINING ACCIDENT INFORMATION	G-3	CCO 3500.4K
5102/2	04-12	OPERATIONAL RISK MANAGEMENT MATRIX	G-3	CCO 3500.4K
5102/3	04-13	MEDEVAC DOCUMENTATION	G-3	CCO 5102.1B
5560/1	07-12	AUTHORIZATION TO PARK PRIVATELY OWNED VEHICLES FOR RESALE	SJA/G-7	1740.1E
5720/1	08-14	FREEDOM OF INFORMATION ACT/PRIVACY ACT REQUEST	ADJ	CCO 5720.10E
5720/2	08-14	UNSWORN DECLARATION AND SIGNATURE	ADJ	CCO 5720.10E
7302/2	07-14	COMBAT CENTER GCPC PURCHASE REQUEST	RCO	CCO 7300.1 CCO 11103.1C
11103/13	12-11	BEQ CHECK-IN	G-4	G4 BBD 11103.1
12451/2	11-14	COMBAT CENTER CIVILIAN HONORARY AWARD NOMINATION	HRO	CCBUL12451

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IDENTIFIER CC _____	EDITION DATE	FORM TITLE	ORIGINATOR	DATE REVIEWED /CANC
3100/3	10-03	LASER RANGE FIRING LOG (TANK)	G-3	00-AUG-10
3100/6	08-10	RANGE REQUEST FORM	G-3	19-Mar-12
4050/4	03-13	PERSONAL PROPERTY DELIVERY SLIP	G-4	27-Jan-14
MCAGCC29P 4440/1	10-03	REQUEST FOR LOT/SERIAL NUMBER	G-4	15-Mar-13
4440/2	10-03	AIR CLASS V(A) INVENTORY SHEET	G-4	15-Mar-13
4440/4	10-03	INVENTORY SHEET	G-4	15-Mar-13
4450/1	10-03	STORAGE WORK ORDER	G-4	15-Mar-13
MAGTFTC/MCAGCC 4600/1	05-09	DELIVERY SLIP	G-4	13-Jun-12
29P 4610/6	03-93	CARGO TALLY SHEET	G-4	15-Mar-13
MAGTFTC MCAGCC 5000/6	02-09	MAGTFTC MCAGCC ROUTING SHEET (REV 6)	ADJ	25-Jan-12
7302/1	10-11	MCAGCC GCPC PURCHASE REQUEST	G-4	15-Mar-13
MCAGCC29P 11103/3	10-03	INVENTORY CHECKLIST	G-4	15-Mar-13
MCAGCC29P 11137/2	12-02	DAILY TIME SHEET	G-4	15-Mar-13
MCAGCC29P 11137/3	12-02	MATERIAL REQUEST	G-4	15-Mar-13
MAGTFTC MCAGCC 12000	05-09	AWARD NOMINATION	HRO	15-Mar-13
12451/1	10-11	COMBAT CENTER CIVILIAN HONORARY AWARD NOMINATION AND APPROVAL	HRO	31-Jan-14
12600/1(7230)	12-10	WORK SCHEDULE CHANGE	G-8	8-Dec-10
20070/1 (5090)	02-07	REQUEST FOR ENVIRONMENTAL IMPACT REVIEW	G-4	22-Mar-12
20090/1 (5102)	08-09	MAGTFTC MCAGCC MEDEVAC FORM	G-3	30-May-12
20100/1 (1402)	NONE	INDIVIDUAL PROMOTION PHOTO HEIGHT/WEIGHT VERIFICATION	G-3	15-Mar-13
20100/2 (7230)		TIMESHEET MASTER	G-8	8-Dec-10
20100/3 (7230)		TIMESHEET OPEN 80	G-8	8-Dec-10
20100/4 (7230)		PAYROLL CHANGE	G-8	8-Dec-10
20100/6 (10110)	12-10	BY NAME ROSTER	G-4	15-Mar-13
20100/7 (11300)		MCAGCC DIG PERMIT APPLICATION	G-4	15-Mar-13
20100/8 (12312)	03-10	POSITION MANAGEMENT REVIEW COMMITTEE REQUEST	G-1	15-Mar-13
20100/9 (12330)	12-10	LOCAL RECORDS CHECK	HRO	14-Dec-10 15-Mar-10
20110/1(1730)		CHAPEL USAGE RESERVATION REQUEST	RMD	15-Mar-13
20110/2(1730)		PROTESTANT CHAPEL USAGE RESERVATION REQUEST	RMD	15-Mar-13
20110/3(1730)		ROOM USAGE RESERVATION REQUEST	RMD	15-Mar-13
20110/4(1730)		CATHOLIC CHAPEL RELIGIOUS EDUCATION-CCD REGISTRATION	RMD	15-Mar-13
20110/5(1730)		BAPTISMAL INFORMATION	RMD	15-Mar-13
20110/6(1730)		HOLD HARMLESS AGREEMENT	RMD	15-Mar-13
20120/1(7230)		CIVILIAN PAYROLL CHANGE REQUEST	G-8	12-Jun-12
20120/2 (4600)	05-12	PERSONAL PROPERTY DELIVERY SLIP	G-4	13-Mar-13
20120/3 (1752)		VICTIM ADVOCATE INCIDENT AND FEEDBACK	G-1	15-Mar-13
20120/4 (1752)		VICTIM ADVOCATE SUSTAINMENT	G-1	15-Mar-13
20120/5 (1070)		OTHER SERVICE PERSONNEL JOIN CHECKLIST	G-1	15-Mar-13
20120/6 (5220)		FMB CUSTOMER SATISFACTION SURVEY	BPO	15-Mar-13