



UNITED STATES MARINE CORPS  
MARINE AIR GROUND TASK FORCE TRAINING COMMAND  
MARINE CORPS AIR GROUND COMBAT CENTER  
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CCO 5213.9B  
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COMBAT CENTER ORDER 5213.9B

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/Portals/56/Docs/G1/Adj/instructions/DD%20form%2067%20guide.pdf>  
(d) <https://navalforms.documentservices.dla.mil/web/public/home>  
(e) <http://www.dtic.mil/whs/directives/forms/index/html>  
(f) MCO 5600.31A  
(g) SECNAV M-5214.1  
(h) SECNAV M-5210.1  
(i) SECNAVINST 5210.16

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

2. Cancellation. CCO 5213.9A.

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) Commanding Officers, Assistant Chiefs of Staff (AC/S), 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 MAGTFTC, MCAGCC FMO.

(b) Identify all forms in use and request approval for all unapproved forms. When approved, forms are posted on Naval Forms Online (NFOL) at reference (d), which is 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. Training on the use of the software is available; contact the G-1 Adjutant Office for more information. In most cases, it will be most cost-effective for the FMO to 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). The G-1 Adjutant Office is available to provide guidance as necessary.

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

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(f) 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. The Coordinator will assist sponsors as needed to identify issues and prepare the required documentation.

(g) Reports Manager. In accordance with reference (f), shall control forms that are reporting requirements and will 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. The DD Form 67 can be obtained from reference (e).

(b) Block 14

1. Provide a description of the form to answer the following questions per reference (a) Part II, para 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 reports managers within the sponsoring section before submission to the FMO. The sponsor should consider the use; retention, SSIC, and disposition of the

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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. If the directive is still pending signature, the form will not receive final approval until the directive is signed.

(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 for consistent routing and processing.

(2) Current forms may be viewed at any time on NFOL at reference (d). To see a list, use the Forms tab, select Command for the search function, then use the drop downs to select "Marine Corps" and under Activity, select "MCAGCC Twentynine Palms" to see the complete list. To search for a specific form, use the Keyword Search to open a search box and enter either the form designation or title to search. To see cancelled forms, use the above instructions and select the "View cancelled forms" option above the search box. 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 reference (d). The DD Form 67 Form Processing Action Request is available at reference (e).

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, MAGTFCT, MCAGCC, unless exempt per the references.

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

  
J. F. HARP  
Chief of Staff

Distribution: A