



DEPARTMENT OF DEFENSE
OFFICE OF DEPENDENTS SCHOOLS
2461 EISENHOWER AVENUE
ALEXANDRIA, VIRGINIA 22331-1100

EXECUTIVE SERVICES



DEPARTMENT OF DEFENSE DEPENDENTS SCHOOLS
REGULATION SYSTEM TRANSMITTAL

6510.1

SUBJECT : DS Manual 6510.1 - Change 1

INSTRUCTIONS FOR RECIPIENT'S

The following pen change to DS Manual 1050.1, "Forms Management Program," July 25, 1980, has been authorized:

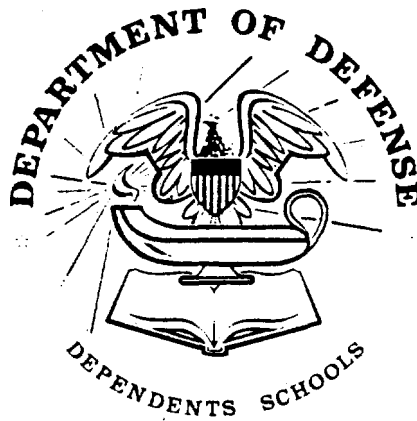
Pen Change to Regulation

Page 9, "Authority" Section: Change "E09297" to read "E09397."

A handwritten signature in cursive script, reading "Ruth Sieg", is positioned above the typed name.

Ruth Sieg
Executive Assistant

DEPARTMENT OF DEFENSE
DEPENDENTS SCHOOLS



FORMS MANAGEMENT
PROGRAM



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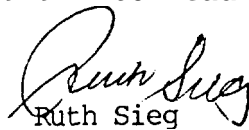
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EXECUTIVE SERVICES

DS Manual 1050.1
July 25, 1980

FOREWORD

This DS manual establishes the Department of Defense Dependents Schools (DoDDS) Forms Management Program. It establishes policies and procedures for preparing Dependents Schools (DS), alternate, and regional forms.

The primary goal of this manual is to help standardize forms and eliminate unnecessary and duplicative paperwork throughout the DoDDS system.

Anthony Cardinale
Anthony Cardinale
Director

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Reference: Department of Defense Instruction 5000.21, "Forms Management Program," December 5, 1973

A. PURPOSES AND OBJECTIVES

1. This manual establishes policies and procedures governing the Department of Defense Dependents Schools (DoDDS) Forms Management Program. This program will be consistent with DoD, National Archives (NARS), and General Services Administration (GSA) policies and guidance.
2. The objectives of the DoDDS Forms Management Program are to:
 - a. Assure the generation and use of only those forms which are necessary for efficient and economical operation of DoDDS.
 - b. Increase the usefulness of forms through proper design and clear instructions.
 - c. Achieve standardization of forms within the DoDDS system to the maximum extent practicable.
 - d. Prevent the proliferation of unnecessary and duplicative forms.
 - e. Protect the privacy of individuals covered by DoDDS forms.

B. APPLICABILITY AND SCOPE

This manual applies to all DoDDS echelons.

C. DEFINITIONS

1. Dependents Schools (DS) Form. Any standardized, numbered form used within the DoDDS system which is approved for use throughout the DoDDS system.
2. Alternate Form. A form based upon a DS form, but modified by a region for a particular purpose. The same information appears as on the DS form; however, the format and/or size are different. Alternate forms carry the same number as the DS form with an alpha character following (e.g., DS Form 1010-A, 1010-B, etc.).

3. Regional Form. A standardized, numbered form developed and used by a particular region for internal use only. If more than one region uses such a form, it should be considered for DoDDS-wide application and submitted to headquarters, DoDDS, for conversion to a DS form.

D. POLICY

1. Forms Management- Program. This program is a continuing one and will be part of the administrative structure of the DoDDS system.
2. Standardization. The DoDDS Forms Management Program contemplates standardization of forms throughout the system, whenever feasible. Thus, if a DS form exists, a region will not develop or use another form to accomplish the same purpose. The only exception to this is the use of alternate forms which will be approved to accommodate varying administrative procedures; however, all regions and schools are strongly encouraged, if possible, to amend procedures so that the standard DS form may be used.
3. Overprinting. Overprinting of DS forms is permissible when the information added furthers the purpose for which the form was designed and simplifies its processing, such as the addition of data which will remain fixed for relatively long periods of time. (This excludes "perishable" information such as names and telephone numbers of individuals.)
4. Printing, Stockage, and Distribution.
 - a. DS Forms. Initial distribution of DS forms will be made, in most cases, by the Records/Information Manager (RIM) to regional offices for distribution to the schools. A 2-year stock will normally be provided. After initial distribution, regional offices will be responsible for reprinting and stocking the form. If local facilities cannot provide the required services, a request should be made to headquarters, DoDDS, for assistance.
 - b. Alternate and Regional Forms. Printing, stockage, and distribution of these forms will be the sole responsibility of the originating region.
5. Forms Subject to the Privacy Act of 1974. In the event a form is to be used to collect personal data from individuals concerned, the applicable provisions of the Privacy Act of 1974 must be observed; that is:
 - a. If practicable, the Privacy Act Statement shall be incorporated into the body of the form immediately below the title, in such manner that the individual is informed of the following four required points before he or she begins to furnish any of the 'information requested:
 - (1) The authority (statute or Executive order) which authorizes its solicitation.
 - (2) The principal purpose or purposes for which it is to be used.

- (3) The routine uses to be made of it and the routine users.
 - (4) Whether furnishing such information is mandatory or voluntary and the effect on the individual, in either case of not supplying it. (The word "mandatory" in this context implies penalties of the law for not furnishing the information. The mere foregoing of or a reduction in a benefit because of not furnishing certain information does not make the request for such information "mandatory.") Enclosure 2 provides the standard format for Privacy Act Statements and the standard authority quotation.
- b. If it is not practicable to incorporate the Privacy Act Statement into the body of the form, it may be a tear-off sheet attached to the form or on a separate sheet, bearing the same form number to which it applies. In these cases, it is the requestor's responsibility to ensure that everyone completing the form reads the statement. The responsible Forms Management control point shall maintain a copy of the statement with the master copy of the form and provide a copy to the RIM, DoDDS.

E. RESPONSIBILITIES

1. The Director, DoDDS, is the final approval authority for all DS forms.
2. The Executive Assistant, DoDDS, is the final approval authority for all alternate forms.
3. The RIM, DoDDS, will:
 - a. Oversee the DoDDS Forms Management Program and assure that the policies set forth by DoD and DoDDS are carried out.
 - b. Assign identifying numbers and edition dates to all DS and alternate forms.
 - c. Publish periodically the "List of Approved DS and Alternate Forms."
 - d. Conduct, with the assistance and cooperation of the regional offices, such studies" and periodic reviews and take such action as may, from time-to-time, be necessary to (1) eliminate duplication in forms, issuances, and design, (2) discontinue unnecessary forms and collection of unnecessary information and data, (3) improve the usefulness of essential forms, and (4) assure the protection of personal privacy.
4. The Regional Directors will:
 - a. Have final approval authority for all regional forms.
 - b. Assure that regional forms conform to all DoD and DoDDS guidance, particularly the protection of personal privacy.

- c. Establish a Forms Management control point within their offices to:
- (1) Serve as principal point of contact on forms matters.
 - (2) Implement and oversee the DoDDS Forms Management Program within their regions.
 - (3) Review requests for approval of alternate and regional forms and new or revised forms.
 - (4) Coordinate Privacy Act Statements with the appropriate legal offices. A request can be made to headquarters, DoDDS, for approval of statements.
 - (5) Assign identifying form numbers and edition dates to regional forms, and provide copies to the RIM, headquarters, DoDDS.
 - (6) Maintain a master list of all regional forms.
 - (7) Assist the RIM, headquarters, DoDDS, in studies and periodic reviews to standardize forms, eliminate duplication in issuances and design, discontinue unnecessary forms, collection of unnecessary information and data, improve the usefulness of essential forms, and assure protection of personal rights.
 - (8) Provide for printing, stockage, and distribution of DS forms (after initial distribution by headquarters, DoDDS), alternate, and regional forms.

F. PROCEDURES

1. General. When properly designed and used, forms are an invaluable aid to management. A good form meets the following criteria: It fulfills a clear, valid need for information or it provides clear, precise information (e.g., DD Forms 1616 and 1617, Transportation Agreements); it is designed to record only essential data; and it is easy to understand and fill out. Originators should, therefore, carefully consider the following points in order to avoid the most common errors in initiating and designing forms:
 - a. Establish that the information to be obtained is essential and that a form is the most efficient device for obtaining the information.
 - b. Include only those elements of information which are absolutely essential for the purpose for which the form is designed. "Nice-to-know" items dilute the value of the essential information and cause considerable unnecessary expense by wasting the time of preparers in recording the information and the recipients in reviewing and compiling it. (The inclusion of superfluous data is probably the most widespread defect in design. The originator must exercise strict discipline to confine the form to bedrock essentials.) Keep in mind the broad range of size

and clerical support among the dependents schools; supplying certain information and data may inconvenience a large school, but burden a small one.

- c. Make it easy for respondents to understand. This can be accomplished through the use of clear self-explanatory captions only. When necessary, simple instructions (either next to the caption, on the back of the form, or in the prescribing directive/administrative instruction) should be used.

2. Administrative.

- a. DS Forms. DS Forms are developed by headquarters, DoDDS, for use by all regions. The following procedures should be followed by originators:
 - (1) Notify the RIM to see if an existing form would serve the same purpose.
 - (2) If a new form is needed, discuss the requirement with the RIM, and have a number assigned. (See enclosure 1.)
 - (3) Determine if the Privacy Act is applicable; if so, draft the statement, and coordinate with the RIM (who will obtain appropriate coordination).
 - (4) Draft the form on a typewriter.
 - (5) Coordinate the form with DoDDS divisions and regions (and outside agencies, if required).
 - (6) Obtain approval of the Director, DoDDS.
 - (7) Return to the RIM for edition date (month and year approved).
 - (8) If desired, have graphics design the approved form. (Typed forms are acceptable.)
 - (9) Bring final design to the RIM with requirements, distribution list, and coordination. Note whether or not local reproduction is authorized.
 - (10) The RIM will have the form printed and distributed.
- b. Alternate Forms. When, for specific administrative purposes, a region needs to alter the format or size (not content) of a DS form, the following steps should be taken:
 - (1) When, and if, a DS form is provided for" coordination, note the preferred methods for formatting the form with the rationale. Headquarters, DoDDS, will attempt to accommodate all regional recommendations.
 - (2) If recommendations cannot be incorporated into the DS Form, DoDDS will advise that an alternate form may be required. It is always preferable, however, that administrative procedures be adapted-to the standard form.

NUMBERING SYSTEM FOR DS FORMS*

100 Series Student Record Forms
1000 Series Executive Services Forms
2000 Series Education Division Forms
4000 Series Logistics Division Forms
5000 - 5199 Series - Teacher Application/Certification Forms
5200 - 5999 Series - Personnel Division Forms
7000 Series - Fiscal Division Form

*Alternate forms will carry the same number of the DS forms followed by an alpha character.

DoDDS Privacy Act Statement

For most forms, the following authority should be given in the Privacy Act Statement:

AUTHORITY: Title V, Sec. 301; Title X, Sec. 133; Title XX, Sees. 921 & 922; EO 9297.

PRINCIPAL PURPOSES: As determined by form.

PRINCIPAL USES: As determined by form.

MANDATORY/VOLUNTARY DISCLOSURE/EFFECT OF NON-DISCLOSURE: Voluntary. Failure to provide information may result in _____.