



US Department
of Transportation
**Maritime
Administration**

MANUAL OF ORDERS

MARITIME ADMINISTRATIVE ORDER

REVOKES

MAO 250-1, dtd.
10/22/82

NO.

250-1

EFFECTIVE DATE

April 29, 1997

SUBJECT

FORMS MANAGEMENT PROGRAM

Section 1. Purpose and Program Objectives: This order prescribes responsibilities and procedures governing the Forms Management Program of the Maritime Administration (MARAD). The major objectives of the Forms Management Program are to control and review all forms created manually or electronically; reduce costs and increase efficiencies by developing forms that are easy to fill in, read, transmit, process, and retrieve; and achieve savings and improve productivity by appropriately designing, printing, storing, and distributing forms.

Section 2. Policy: It shall be the policy of MARAD to standardize, simplify, and control the use of forms consistent with program responsibilities and management requirements. Whenever possible, Standard, Optional, or Department of Transportation (DOT) forms shall be used. Region or Academy forms shall not be devised or used when a MARAD form can be used.

Section 3. Governing Regulations and Statutory Requirements:

3.01 The Paperwork Reduction Act of 1995 requires OMB to approve all forms, questionnaires, letters, telegrams, plans, etc., intended to seek information from ten or more persons outside the Federal Government.

3.02 The Budget and Accounting Procedures Act of 1950 (64 Stat. 832; 31 U.S.C. 3511-3512) as amended, requires the Comptroller General of the United States to prescribe accounting principles, standards, and requirements.

3.03 41 CFR 101-11.1, "Agency Programs."

3.04 41 CFR 101-11.203, Standard and Optional Forms Management Program.

3.05 DOT H 1350.2, Departmental Information Resources Management Manual, Chapter 10-3, Forms Management.

3.06 DOT 1360.6, DOT Graphic Standards.

Section 4. Definitions:

Form - Any document, including letters, post cards, and memoranda, printed or otherwise reproduced with space for filling in information, descriptive material, or addresses. Certain printed items without fill-in space, such as contract provisions, instruction sheets, notices, tags, labels, and posters, may be considered as forms when it is advantageous to identify and control them as forms for purposes of reference, printing, stocking, distribution, and use with other forms.

MARAD Form Letter - A type of form designed for use as a letter or similar communication.

MARAD Form - A form prescribed by MARAD for use in Washington and in the field, or in Washington only, or in more than one Region.

Region Form - A form prescribed for use only within one Region.

Academy Form - A form prescribed for use only at the U.S. Merchant Marine Academy.

DOT Form - A form prescribed or available for use by the DOT for use by operating units or other offices of the Department.

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Standard Form - A form prescribed by a department or agency and approved by the General Services Administration (GSA) for mandatory use by other agencies; or prescribed by the Comptroller General for use in financial transactions which are uniformly handled throughout the Government.

Optional Form - A form used by one agency and approved by GSA for optional use by other agencies, in lieu of an individual agency form.

Agency Form - A form numbered in the internal series of a central agency which is prescribed or provided by that agency for use by other agencies (e.g., GSA, Treasury, OPM forms).

Public Use Form - Any type of written inquiry, including questionnaires or telegraphic requests, developed for the collection of information on identical items from ten or more persons outside the Federal Government.

Section 5. Responsibilities:

5.01 The Office of Management Services, through a Forms Control Officer designated by the Director, shall be responsible for the conduct, administration, and coordination of the MARAD Forms Management Program, and shall:

- 1 Approve the substance, design, and use of all new or revised MARAD forms.
- 2 Obtain required clearances of public use forms from OMB, and interagency report forms from GSA, where appropriate.
- 3 Periodically review existing forms for possible improvement, elimination of unnecessary or duplicate forms, and simplification through consolidation and standardization.
- 4 Maintain a control register and the official files of approved forms.
- 5 Issue an updated listing of approved forms and form letters, whenever appropriate.
- 6 Serve as a central source of information on forms; advise and assist offices in planning, development, and use of forms.

5.02 Each Region Director and the Superintendent, U.S. Merchant Marine Academy, shall designate Region and Academy Forms Control Officers, respectively, to administer and coordinate the Forms Management Program in their respective areas, consistent with the provisions of this order.

Section 6. Approval and Printing of New or Revised MARAD Forms:

6.01 MARAD Forms Initiated in Washington, D.C. Requests for approval of new or revised MARAD forms originating in Washington, D.C., shall be submitted to the Forms Control Officer, Office of Management Services, on Form MA-885, "Forms Action Request," together with two draft copies of the proposed form. If printing or duplicating work is required, submit a completed DOT F 1700.3, "Printing, Binding, Distribution, and Editorial Services Request." If graphics work is required, submit a DOT F 1710.2, "Request for Graphic and Photographic Services, Visual Information Branch." Upon approval, the Forms Control Officer shall assign an official identification number to the form (if required) and send the DOT request form and the approved draft to the appropriate Departmental office. Upon reproduction and delivery of the form, the office stocking the form shall submit two copies of the printed form to the Forms Control Officer.

6.02 MARAD Forms Initiated in the Field. Field activities initiating a MARAD (agencywide) form shall follow substantially the procedures established in this order. After field approval, the Region Director or Superintendent, U.S. Merchant Marine Academy, shall forward the form and supporting material to the Office of Management Services for final approval, printing arrangements, and stocking by headquarters or the field, as appropriate.

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6.03 Appendix I prescribes the system for assignment of form control numbers to approved forms and form letters in Washington, the Regions, and the Academy.

6.04 Maritime Administrative Order 250-2, "Reports Management Program," provides instructions governing forms which require OMB or GSA approval, pursuant to the regulations and statutes cited in section 3 of this order.

Section 7. Stocking, Requisitioning, and Replenishment of Approved Forms:


7.01 MARAD forms normally will be stocked by the Office of Management Services, in Washington. Offices should not maintain large quantities of forms which require excessive storage space. The Academy and Region offices may stock up to a 12 month supply of forms.

7.02 Forms stocked by the Office of Management Services will be available from self-service shelves in Room 8317 of the Nassif Building. Forms of other agencies, such as Standard and Optional Forms, GAO Forms, etc., not available through the GSA Customer Supply Center, shall be requisitioned on Form MA-50, "Requisition for Supplies, Equipment and Services," and submitted directly to the Office of Management Services. DOT Forms shall be requisitioned on DOT F 1320.9, Route Slip, and submitted directly to the DOT Warehouse (SVC-120). Such requisitions require no transmittal memorandum and shall include no other type of supplies and requirements.

7.03 The originating organization or the Office of Management Services, whichever is the stocking activity, shall prepare requests for replenishment (reprinting) of approved MARAD forms for stock on DOT F 1700.3, "Printing, Binding, Distribution, and Editorial Services Request." Originating organizations shall submit that form to the Forms Control Officer, who shall be responsible for obtaining clearance of the current status of the form; (i.e., whether it is valid, obsolete, or should be modified) prior to clearing the request for printing.

7.04 Using offices and the Office of Management Services should anticipate needs and allow three to six weeks for reprinting.

Section 8. Notification and Disposition of Obsolete Forms: Initiating offices shall notify the Forms Control Officer, in writing, when any MARAD form becomes obsolete or is superseded. When a MARAD form is eliminated, the Forms Control Officer shall notify using activities in writing to either remove such forms from stock or to use them until the stocks are exhausted.


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FORMS CONTROL NUMBER AND HEADING

All forms shall be headed:

U.S. DEPARTMENT OF TRANSPORTATION
MARITIME ADMINISTRATION
(Academy or Region Identification, if appropriate)

The forms control number shall appear in the lower left corner of the form, with the month and year of approval immediately next to the form number, and in parentheses, i.e., (4-97).

Official form control numbers shall be assigned to approved forms and form letters by the Forms Control Officer in Washington, the Regions, and the Merchant Marine Academy, as appropriate, using the following system:

	<u>Forms</u>	<u>Form Letters</u>
MARITIME ADMINISTRATION FORMS	MA-(No.) (Date)	MA-FL-(No.) (Date)
REGION FORMS		
North Atlantic Region	MA2-(No.) (Date)	MA-FL2-(No.) (Date)
Central Region	MA3-(No.) (Date)	MA-FL3-(No.) (Date)
Western Region	MA4-(No.) (Date)	MA-FL4-(No.) (Date)
Great Lakes Region	MA6-(No.) (Date)	MA-FL6-(No.) (Date)
South Atlantic Region	MA7-(No.) (Date)	MA-FL7-(No.) (Date)
ACADEMY FORMS		
Regimental	KP1-(No.) (Date)	KP1-FL-(No.) (Date)
Academic	KP2-(No.) (Date)	KP2-FL-(No.) (Date)
Administrative	KP3-(No.) (Date)	KP3-FL-(No.) (Date)