

U.S. DEPARTMENT OF AGRICULTURE
WASHINGTON, D.C. 20250

DEPARTMENTAL MANUAL		Number: 3020-001
SUBJECT: Departmental Forms Manual	DATE: September 16, 1991	
	OPI: Information Management Division Office of Information Resources Management	

1 PURPOSE

This manual prescribes policies, responsibilities, standards, procedures and instructions for ordering and stocking forms used Departmentwide.

This manual also incorporates the forms catalog and makes it part of the Departmental Directives System.

2 AUTHORITIES AND REFERENCES

a Federal Information Resources Management Regulation (FIRMR).

b Standard and Optional Forms Facsimile Handbook.
The General

Services Administration issues a Standard and Optional Forms Facsimile Handbook. It is a loose-leaf publication, periodically updated by GSA that includes facsimiles of current editions of all Standard and Optional Forms. The handbook can be ordered from the Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402.

3 SPECIAL INSTRUCTIONS/
CANCELLATION

a Form AD-640, Department Forms Catalog is rescinded.
DR 3020-1
and DR 3020-1 Amendment 1, Departmental Forms Management Program are rescinded.

b This manual has a new listing of forms that have been entered into the Departmental Information Locator System as new, revised or obsolete.

c This manual contains operating instructions for the Consolidated Forms and Publications Distribution Center.

d The initial distribution for this manual will be to holders of
copies the 3000 series of Departmental Directives. Additional
copies

can be ordered from the Consolidated Forms and Publications Distribution Center.

4 POLICY

- a Each USDA agency and staff office must use the most cost effective method of stocking, reproducing and ordering forms.
- b Agencies must use existing forms, Standard, Optional, and AD forms whenever they are prescribed or when their use will meet agency needs. Agencies should not create new agency forms unless there is a compelling reason to do so, and approval is received from the DFMO.
- c Each form used Departmentwide must be approved by the DFMO and supported by a directive prescribing its use.

5 ABBREVIATIONS

AD - Agriculture Department (for forms use only)
CFPD - Consolidated Forms and Publications
Distribution Center
DFMO - Departmental Forms Management Officer
DILS - Departmental Information Locator System
FMO - Forms Management Officer
OF - Optional Form
OPA - Office of Public Affairs
PPMD - Personal Property Management Division, Office
of Operations
SF - Standard Form
USDA - United States Department of Agriculture

6 DEFINITIONS

- a Accountable Form.
A negotiable document, usually bearing a preprinted control number, that is used by the Government to purchase public services or products or other items that are used for security, control, or identification purposes.
- b ADP Form.
A form designed to collect or transmit data through Automated Data Processing systems. Included are:
 - (1) Paper forms designed to collect data for computer input.
 - (2) Preprinted form layouts on continuous feed computer paper.
 - (3) Form layouts on acetate overlays used to generate formatted computer outputs.
 - (4) Programmed form layouts that are printed by computers.

c Agencies.
USDA agencies and staff offices.

d Agency Form.
A form established by a USDA agency use only
within that agency or other agencies serviced by that agency.

e Agriculture Department Form (AD).
A form originating in USDA
and used by two or more USDA agencies.

f Departmentwide Form.
A form originating in USDA or in another
Federal agency prescribed for use by two or more agencies
within USDA (includes AD, Standard, Optional, or other
Federal agency forms).

g Directive Reference.
The medium that authorized use of the
form, such as a Departmental Regulation. The reference
appears on the second line of a 2-line entry for each form.

h Electronic Form.
An arrangement of fixed data elements that
have been (1) electronically captured (scanned) or
electronically created, (2) magnetically stored (hard or
floppy disk) for use on a computer, (3) filled in on-screen
or
sent to an output device (printer), and (4) electronically
transmitted in its entirety or provided for transmission of
data entered in the form.

i Exception.
Approved changes in content, format, or printing
specifications of an existing form.

j Form.
A fixed arrangement of captioned spaces designed for
entering and extracting information or descriptive material.
Certain items such as contract stipulations, instruction
sheets, notices, tags, labels, posters, envelopes, form
letters or checklists, and ADP forms are considered forms
when
it is necessary to control them for purposes of reference,
printing, stocking, and distribution; to reproduce them in
quantity; or to use them with other forms.

k Forms Analysis.
The review of data elements, size, spacing,
construction, layout, and flow of information on a form to
assure the most effective design. It includes analyzing the
instructions that accompany the form.

l Form Design.
The art or science of developing a form for the

purpose of efficiently collecting data to fill a given function or systems need. It includes construction and layout.

- m Manual.
A permanent Directive used for technical guidance or instructions.
- n Optional Form.
A form developed by a Federal agency for use in two or more Federal agencies, and approved by GSA for nonmandatory Governmentwide use.
- o Other Federal Agency Form.
A form that originated in another Federal agency that is commonly used by USDA agencies. Typical Federal agency forms are those of the Office of Personnel Management and the General Services Administration.
- p Specially Form.
Any form that is more complex in design or construction than a single sheet. Examples include multipart carbonless sets, computerized forms, optical character recognition forms, pads, card stock, labels and tags.
- q Sponsor.
The agency responsible for issuing the form; the office promulgating or originating the use of a form.
- r Standard Form.
A form prescribed by a Federal agency and approved by GSA for mandatory Governmentwide use.

7 ORDERING FORMS

- a When ordering forms used Departmentwide, customers must use their customer ID numbers. Following are the forms that are used to order forms:
 - AD-633 - Multiuse Standard Requisitioning and Issue System Document.
 - AD-687 - Forms Action Request and Notice. (Departmental Forms and Publications)
 - AD-838-7 - Purchase Order
 - CFPDC Form 1 - Request for Forms and Publications
 - CFPDC Form 1A - Request for Forms and Publications Continuation Sheet.
 - CFPDC Form 2 - Forms Action Request and Notice (Agency Forms and Publications)
 - CFPDC Form 4 - Customer File Action Request.

SF 152 - Request for Clearance Procurement or Cancellation of Standard and Optional Forms.

b
offices

Listed below are the Standard Forms furnished to field offices by the Consolidated Forms and Publications Distribution Center. Field offices must order All other Standard Forms from GSA. Use AD-633, Multiuse Standard Requisitioning Issue System Document.

SF-8	SF-1166	SF-3106
SF-83	SF-2801	SF-3106A
SF-91A	SF-2809A	SF-3107
SF-181	SF-2810	SF-3109
SF-182	SF-2811	SF-3110
SF-1103-9	SF-2824	SF-3111

c All optional forms and the forms listed below are issued to offices in the Washington area only.

AD-582	Authorization for Restored Annual Leave
AD-778	Secretary's Memorandum - Format Guidesheet
AD-778A	Secretary's Announcement Series
AD-811	Departmental Regulation
AD-811A	Amendment to Departmental Regulation
AD-812	Departmental Manual
AD-812A	Amendment to Departmental Manual
AD-813	Departmental Notice
AD-814	Directive Format Guide
AD-875	Guidesheet for First Page Directives
AD-1030	USDA Photographic Identification Card
SF-65A	U.S. Government Messenger Envelope (4-1/8x9-1/2)
SF-65B	U.S. Government Messenger Envelope (9-3/4x12)
SF-65C	U.S. Government Messenger Envelope (12x16)

8 RESPONSIBILITIES

a Information Management Division .
The Office of Information

Resources Management has overall responsibility for the Departmentwide forms management program. The Departmental Forms Management Officer will:

- management
- (1) Develop policies, procedures, standards, and guidelines to improve the effectiveness of the USDA forms program.
 - (2) Analyze, standardize, control, and approve AD forms. This includes:
 - (a) Evaluating AD forms on the basis of their content, necessity, design, cost, estimated annual usage, continuing effectiveness, quantity, and agreement with the directive(s) containing instruction for their use.

- (b) Approving new and revised forms and controlling the assignment of form numbers and edition dates.
 - (c) Ensuring that the most effective and economical methods of reproducing and distributing forms are used, commensurate with required quantity, quality, and intended use.
 - (d) Canceling forms that the sponsors have determined are no longer needed.
 - (e) Determining Whether AD forms are accountable forms.
- (3) Establish and maintain a central historical file of AD forms that includes at a minimum:
- (a) Copies of clearance forms and supporting documentation
 - (b) Copies Of previous editions of the form
 - (c) Copies of directives or instructions (or at least pertinent portions) requiring that the forms-be used.
- (4) Use the ADP Perpetual Inventory System reports to monitor forms usage and stocking quantities.
- (5) Advise agencies on forms design and on establishing and managing effective forms management programs and systems.
- (6) Direct, coordinate, or conduct selective reviews of USDA agency forms management programs.
- (7) Coordinate with the Personal Property Management Division, Office Of Operations. on all matters relating to printing, stocking, and distribution of forms used Departmentwide.
- (8) Represent the Department in matters relating to forms management.
- (9) Coordinate forms management with other areas of information management.
- (10) Review and evaluate suggestions on all matters relevant to forms used Departmentwide.
- (11) Review and approve requests for exceptions to Standard and Optional forms.

b The Agency Forms management

- DFMO.
- (1) Issue directives establishing agency forms management programs and send a copy of these directives to the
- controlling
- (2) Establish internal controls to assure conformity with Departmental policies and standards, including adequate systems for reviewing, clearing, costing, and forms.
- (3) Notify the DFMO as soon as it is known that there is a pending change to be made on an AD form, and submit copies to the DFMO for review.
- (4) Establish and maintain a central historical file of AD forms sponsored by their agency and internal agency forms, that includes, at a minimum:
- (a) Camera copy
 - (b) Copies of clearance forms and supporting documentation
 - (c) Copies of previous editions of the form
 - (d) Copies of directives or instructions (or at least pertinent portions) requiring that the forms be used.
- monitor
- (5) Use the ADP Perpetual Inventory System reports to forms usage and stocking quantities.
- (6) Evaluate the forms management programs of subordinate offices.
- (7) Provide training and technical assistance to program managers and other agency staff members.
- (8) Coordinate forms management with other areas of information management.
- (9) Analyze proposed and existing agency forms.
- (10) Analyze, review and approve requests for exceptions to Standard, Optional and AD forms, before forwarding to the DFMO.

c Sponsors of Forms.
Sponsors of forms must ensure that all agency forms are entered into the Departmental Information Locator System. (See section 10.)

- (1) Ensure that each form they sponsor is supported by a directive prescribing its use.

- (2) Develop draft, design, and layout for the forms they sponsor.
- (3) Establish initial quantities and determine inventory levels and reorder levels for the forms they sponsor.
- (4) Develop justification statements to obtain approval for exceptions to Standard, Optional, and AD forms.

d Personal Property Management Division.
The Office of
Operations must:

- (1) Develop and maintain procedures for ordering, stocking, and distributing forms used Departmentwide.
- (2) Maintain budget and originate printing acquisition for all forms used Departmentwide.
- (3) Operate the Consolidated Forms and Publications Distribution Center for forms used Departmentwide by:
 - (a) Developing and maintaining an operating budget.
 - (b) Establishing and maintaining a perpetual inventory of all forms and publications by stock number and title.
 - (c) Determining appropriate warehouse stock locations and required warehouse space for each inventory.
 - (d) Determining the percentage of warehouse space used for each inventory, and report warehouse space usage percentages to the USDA Working Capital Fund Staff for cost share determination and billing.
 - (e) Providing and monitoring security for accountable forms stocked at the Consolidated Forms and Publications Distribution Center.

e Office of Public Affairs.
The Office of Public Affairs will
provide the following services for AD forms:

- (1) Upon request, provide or arrange for preparation of camera copy.
- (2) Notify the Personal Property Management Division of any requests to print AD forms that do not have PPMD approval.
- (3) Determine where forms should be printed and arrange for printing.
- (4) Provide advice on the most effective and economical method of printing forms.

- (5) Assure that the camera copy is returned from the printer and returned to CFPDC.
- (6) The Design Division, OPA, is responsible for approving the design of envelopes and letterhead.

9 GENERAL FORMS MANAGEMENT PRINCIPLES

a Creating New Forms.

Before creating a new form, sponsors should ask themselves the following questions:

- (1) Is the form really necessary?
- (2) Can an existing form meet this need?
- (3) Will the proposed form fit the present or anticipated procedure?
- (4) Will it improve operations?
- (5) Will it be economical to use?

If the answers to these questions justify the creation of a new form, sponsors should discuss their requirements with their FMOS, who will assist them in creating the form.

b Analyzing Proposed or Existing Forms.

FMOS will analyze proposed or existing forms to ensure that:

- (1) Requesting organizations have adequately justified the need for collecting the data and have made plans for how it will be used once collected, and how it will be disposed of when it is no longer needed.
- (2) The form serves its intended purpose.
- (3) The cost of collecting and maintaining the data does not exceed its value.
- (4) Duplication, overlap, and conflict among forms are eliminated.
- (5) All opportunities for cost-effective application of information management technology (e.g. ADP, source data automation, word processing, micrographics, electronic mail, facsimile, etc.) are considered to enhance the collection, processing, use, dissemination, and storage of data collected on forms.
- (6) The layout is logical and permits easy data entry, the construction is cost effective, and special binding

needs

such as punching, stapling, perforating, folding, and padding, are kept to a minimum.

Printing (7) Requests for colored ink are kept to a minimum.
forms in colored ink, or printing in two or more colors,
costs more than printing in the usual black.

10 DEPARTMENTAL INFORMATION LOCATOR SYSTEM

a Overview.
DILS is a management tool designed to improve
Departmental information resources management through the
establishment of information resources inventories. The
system is subdivided into six components, one of which is
forms. The forms component will contain information on all
forms used in USDA.

b Functions.
Forms Managers have the capability to store,
update, retrieve, display and print forms and related data.
From that data, DILS will provide comprehensive or selected
reports, including forms inventories. A major feature of
DILS is the keyword concept that describes the contents of a forms
record. The system can be used to identify and eliminate
duplication and overlap of forms.

11 REQUIRED STATEMENTS

Some forms are subject to regulatory controls that require the
inclusion of certain statements.
For examples:

a Forms used for claims or certification are required to
include
a declaration on the criminal penalties for deliberate
falsification. Examples of acceptable language for these
declarations are:

(1) Claim Forms: "A knowingly false claim is a criminal
offense. Title 18, U.S.C., section 1001."
(2) Forms not involving claims:
"Willful false statements on this form can be punishable
by fine or imprisonment. Title 18 U.S.C., section
1001."
or
"A willful false statement is a criminal offense. Title
18 U.S.C., section 1001."

b Forms approved by the Office of Management and Budget under
the Paperwork Reduction Act of 1980 must contain a statement
listing the burden estimate and a request for public
comments.

- c The Privacy Act of 1974 requires that individuals from whom personal information is directly solicited must be advised of the following at the time the information is requested:
- executive
- (1) The authority (whether granted by statute or by order of the President) that authorizes the solicitation of the information.
 - (2) The principal purpose or purposes for which the information is intended to be used.
 - (3) Routine uses of the information.
 - (4) Whether the disclosures of the information are mandatory or voluntary and the effects on the individual for not providing all or any part of the requested information.

Until all forms that solicit personal information from individuals have been redesigned to include the required Privacy Act information on the form itself, temporary supplemental Privacy Act statement sheets must be provided to the individual completing the form.

12 FORMS DESIGN

- a Standards.
- The General Services Administration requires that forms design be consistent throughout the Federal Government. GSA publishes handbooks that describe forms design standards, principles, and methods.
- b Sponsors of AD forms need to work with their FMO to develop an initial draft for new AD forms or for revisions to existing AD forms. These drafts must be reviewed and approved by their FMO and the DFMO before camera copy is designed.
- c To ensure cost effectiveness, eliminate legal size and oversize forms by reducing them to 8 1/2 x 11 inches whenever practical.

13 PRINTING AD FORMS

- a Printing Arrangements
- (1) FMOs must submit camera copy for all new and revised AD forms to the DFMO with an original and one copy of AD-687, Forms Action Request and Notice. No printing requisitions for new or revised AD forms will be processed without approval of the AD-687 by the DFMO.
 - (2) The DFMO will review the package, and after approval, forward the AD-687 and camera copy to the Consolidated Forms and Publication Distribution Center.

- (3) The CFPDC will prepare the appropriate printing requisitions, update files, and make storage arrangements. The CFPDC will then forward the printing requisitions and camera copy to the Office of Public Affairs, which will then forward it to the printing contractor.

b Printing Charges.

The Office of Operations generally pays for printing of AD forms. 00 is reimbursed for agency use of forms by the Department's chargeback process (Greenbook charges). In the following instances, however, the sponsoring agency will be charged:

- (1) Changes on a form after it is received by the printing contractor that result in increased costs.
- (2) Any forms stocked at locations other than the Forms Warehouse.

c Printing Exception.

Cut sheet AD forms, which when copied produce quality forms, may be reproduced locally. Printing of all other AD forms will be handled as described in section 12b.

14 STANDARD AND OPTIONAL FORMS

a General Procedure.

Subpart 201-45.
5 of the Federal

Information Resources Management Regulations establishes policy and procedures for the use of standard and Optional Forms. Any recommendations regarding these forms should be discussed with the USDA forms sponsor. If the sponsoring agency's FMO approves the recommendation, he or she will

refer

the recommendation to the DFMO who will then take action as prescribed in the subpart 201-45.5. If it is not clear which agency has responsibility for the form, refer the recommendation to the DFMO.

b Exceptions to Standard and Optional Forms.

Exceptions are

granted only when an agency can demonstrate that changing the content, format, or printing is cost effective.

- (1) Content exceptions are changes to the data elements of the form such as additions, deletions, or revisions.
- (2) Format exceptions are changes made by rearranging the data elements or changing the spacing of entries on a form without change to data elements.

- (3) Printing exceptions are changes in the printing specifications for a form (such as changes to paper, including size, and establishment of sets and margin-punched constructions) that result in no changes in content or format. To make requests for exceptions

to

Standard Forms, sponsors must submit an original and three copies of SF-152, Request for Clearance, Procurement, or Cancellation of Standard and Optional Forms; sample copies of proposed changes; and justification or supporting documents, to the FMO for signature and approval. The FMO will then forward the package to the DFMO who will review the package and, after concurrence, will forward it to GSA for final approval.

c Overprinting Standard and Optional Forms.
Agencies wishing to have Standard and Options Forms overprinted must confer with and obtain approval from their FMO, who must confer with the DFMO. The DFMO will check with GSA to be sure that there are no planned changes to the forms.

15 CHALLENGING FORMS

a When Forms Should be Challenged.
USDA personnel are encouraged to critically evaluate all forms they are required to submit or review and to recommend improvements or deletions to their FMO. The recommendation should document the reasons why the form is being challenged and include one or more of the following:

- (1) Identification of other forms that provide all or part of the information requested.
- (2) Explanation or description showing why the form is overly cumbersome.
- (3) Explanation of why information requested is not available, is available only at an unreasonable cost, or is of questionable value.
- (4) Explanation of why the form has lost validity or currency.

b How Forms Should be Challenged

(1) A user challenging an agency form should contact his/her agency FMO, who will in turn contact the sponsor. If the sponsor cannot justify the need for the form or the data, the sponsor should cancel or modify the form.

(2) A user challenging an AD form should contact his/her agency FMO, who will then contact the sponsor. If the sponsor cannot justify the need for the form or the data, the form should be eliminated or modified. If the issue cannot be resolved between FMOS, the DFMO should be contacted to resolve the issue.

Signed by:

JOHN P. KRATZKE

APPENDIX A

CONSOLIDATED FORMS AND PUBLICATIONS DISTRIBUTION CENTER

Operating instructions

I. Introduction

The Consolidated Forms and Publications Distribution Center is operated by the Property and Supply Operations Branch, Personal Property Management Division, Office of Operations, U.S. Department of Agriculture.

The following are key areas of responsibility to assist you with any service concerns that you may have with the Consolidated Forms and Publications Distribution Center (CFPDC):

Operation Area (Manager)	FTS or Area Code 301
Inventory Control/ Electronic Access	436-8450
Customer Order Processing	436-8450
Shipping/Receiving	436-8450
Quality Control/Agency Liaison	436-8450
General Manager	436-5003

The warehouse operating facilities are located at the Washington Commerce Center, 3222 Hubbard Road, Landover, Maryland 20785. Operating hours are 8:00 a.m. to 4:30 p.m., Monday through Friday, except for legal government holidays.

Hereafter, the Consolidated Forms and Publications Distribution Center will be referred to as CFPDC.

II. Purpose

The CFPDC provides inventory control, warehousing and

distribution of forms and publications for participating federal agencies and activities by mutual agreement. These summary operating instructions establish functional responsibility for control of forms and publications inventories located in the CFPDC warehouse and customer use of the CFPDC services.

Hereafter, participating federal agencies and activities will be referred to as user agencies.

III. Billing

Each user is billed monthly for their cost share of the warehouse and distribution services. This cost share is determined by the percentage of square feet a user's inventory occupies in the warehouse for agency stored forms and for their usage of AD and SF forms. In addition to the standard user's cost share, an agency's request for special handling or services will be recovered on an actual cost basis from the requesting agency. USDA's office of Finance and Management forwards the billing data to the National Finance Center in New Orleans which in turn does the actual billing. For non-USDA agencies, billings are done via the SF 1081, Transfer of Funds. Billing inquiries should be directed to the Working Capital Fund Staff on FTS or (202) 382- 1885.

IV. CFPDC Responsibility

- A. Operate the forms and publications warehousing facility.
- B. Develop and maintain an operating budget.
- C. Establish and maintain a perpetual inventory of all forms and publications by stock number and title.
- D. Determine appropriate warehouse stock locations and required warehouse space for each inventory.
- E. Determine the percentage of warehouse space used for billing purposes.
- F. Provide user agency Inventory Managers daily, monthly, quarterly, and year-end inventory statistical data provided in item VI and VII below.
- G. Provide technical assistance to user agency program personnel.

V. User Agency Responsibility

- A. Designate an Inventory Manager for control and coordination of each form and/or publication inventory stored at the CFPDC.

- with
- B. Establish initial inventories by providing the CFPDC inventory data to include: stock item number, title, edition date, construction, unit- of-issue, annual stock quantity, and reorder level for each stock item. Other statistical and historical data may be provided if compatible with CFPDC automated inventory system.
 - C. Establish customer ID codes by submitting CFPDC Form 4 for each new customer address.
 - D. In concert with CFPDC, maintain inventory stock control in accordance with items VI, VII, VIII, and IX below.

VI. Inventory and Reorder Levels

The CFPDC encourages Inventory Managers to order a one year supply for revisions and reprints of forms and publications based on the rate of issue, the length of time needed to replenish stock, and conditions peculiar to the item itself, such as seasonal usage or pending discontinuance. An estimated one-year supply should be initially ordered for new forms and publications, after which, all subsequent order quantities should be determined by the automated inventory system's economical ordering quantity (EOQ). The reorder quantity of a form or publication may also depend on such factors as availability, program usage increases/decreases, outstanding backorders, ect.

VII. Reports

The automated inventory system provides ongoing daily, monthly, and quarterly reports to Inventory Managers. The system enables Inventory Managers to query the system via

READ

ACCESS ONLY capability. This should assist staff with day-to-day stock status inquiries.

- A. Reorder Level Notices are provided when a stock item reaches its minimum stock quantity level. Inventory Managers should review the stock item with program personnel to determine if changes should be made to the item itself or to inventory levels. If no changes are necessary, a copy of the notice should be immediately returned to CFPDC with replenishment order data

included.

If changes are necessary, CFPDC Form 2 should accompany the return of the notice to CFPDC with required changes indicated.

- B. Depletion of Stock Notices are provided when stock quantities are completely exhausted. If the action required in item A above has not already been taken, it should be expedited. Stock outages create backorders which can severely effect order processing efficiency when allowed to accumulate.

- stock
- C. Receipt of Stock Notices are provided when replenishment stock is received from printers. Two copies of the item received will be attached to the Notice for the Inventory Managers inspection. The CFPDC should be immediately notified if there are any discrepancies in the printing.
 - D. Monthly Stock Status Reports are provided to Inventory Managers. These reports include a shipment summary, a stock receipt summary, a backorder summary, and a stock dispensed summary.
 - E. Quarterly Inventory Reports are provided to Inventory Managers. An analysis of these reports will provide information on fast and slow moving stock items. Non-moving stock items will be highlighted for user agency disposition action determination. This report also provides year-to-date and year-end historical information.

VIII. Stock Control

After establishment of the initial inventory at the CFPDC, the CFPDC Form 2 must be submitted to the CFPDC prior to shipping any new inventory. New stock items will be added to the appropriate inventory and a confirmation copy of CFPDC Form 2 will be returned to the user agency's Inventory Manager.

IX. Ordering

- to
- A. Electronic Ordering. User agencies are strongly urged to use electronic ordering when ordering forms and publications from the CFPDC. This method may be used if the ordering office has an appropriate computer terminal and telephone modem. The CFPDC strongly encourages the use of this method because it reduces required order turn-around time and minimizes data entry time and errors.
 - B. Mail Orders. Ordering offices must submit CFPDC Form 1 when ordering 15 line items or less. When ordering more than 15 line items, use CFPDC Form 1A (Continuation Sheet). Transfer the order number from CFPDC Form 1 to the order number space provided on CFPDC Form 1A. This method will be honored, however, the electronic method is preferred.
 - C. Seasonal or Periodic Distribution. Required distributions are negotiated and processed on an "as needed" basis. Bulk distributions should be held to a minimum. This distribution method should only be used when absolutely necessary to meet user needs. The CFPDC

operation is based on an on-demand response and bulk distribution interferes with the orderly flow of normal user orders.

X. Accountable Stock Items

A. Use. Accountable stock are those forms and other items which can be used to gain financial profit or advantage. For example, SF-1169, U.S. Government Transportation Request, is an accountable form because it can be used

by

the bearer to obtain transportation at Government expense. An agency photo ID card is an accountable form because it can be used to identify the bearer as an employee and allow the bearer access to Government buildings. When user agencies require accounting for certain controlled items, CFPDC Form 2 should be completed providing instructions on control needs.

B. Serial Number. All accountable stock items should be serially numbered to keep track of them. However, all serially numbered items are not necessarily accountable stock items.

C. Controls. The General Accounting Office requires accurate accountability for those forms and other items which are classified as accountable. Adequate controls must be followed to prevent duplication of numbers and

to

maintain integrity and security of stock.

D. Shipment of Accountable Stock Items. Shipment of accountable stock items is made only by a method of transportation which requires signature control and return receipt service or by messenger for the local Washington, D.C., metropolitan area. AD- 107A, Report

of

Transfer-Accountable Items (Printout), will accompany each accountable stock item shipment. The receiving officer must sign and return a copy of AD-107A to CFPDC.

E. Inquiries. If there are any questions about whether an inventory item should be classified as an accountable stock item, contact CFPDC.

XI. Order Turn-Around

A. Routine orders are to be shipped within four working

days

after the date of receipt of the order or order entry into the electronic ordering system. This turnaround does not include time required for mailing order or shipment delivery.

B. Rush orders are to be shipped within two working days after the date of receipt of the order or order entry into the electronic ordering system.

- C. Emergency orders should be referred to the CFPDC user Agency Liaison Representatives.

XIII. Required Forms

Copies of forms to use when doing business with the CFPDC are attached in Appendix B.

- A. AD 687 - Forms Action Request and Notice
(Departmental Forms and Publications)
- B. CFPDC Form 1 - Request for Forms and Publication
- C. CFPDC Form 1A - Request for Forms and
Publication Continuation Sheet
- D. CFPDC Form 2 - Forms Action Request and Notice
Agency Forms and Publications)
- E. CFPDC Form 4 - Customer File Action Request

Form AD-14 and AD-14A are no longer used for ordering forms from CFPDC.

Contact OIRM, IMD, on 720-8755 for the paper copy of the following images(s): Figure A-1 - Forms Action Request and Notice, AD-687; Figure A-2 - Request for Forms and Publications, CFPDC-1; Instructions for ordering materials or services direct from CFPDC; Figure A-3 - Request for Forms and Publications, CFPDC-1A; Figure A-4 - Forms Action Request and Notice, CFPDC-2; and Figure A-5 - Customer File Action Request, CFPDC-4.

Contact OIRM, IMD, on 720-8755 for a paper copy of the following images(s): Appendix B - Inventory Report, Appendix C - Subject Listing in Numerical Order, Appendix D - Forms Listing by Subject in Alphabetical Order, Appendix E - Source of Supply (Supply Codes), Appendix F - Agency Forms Manager, Appendix G - Forms Obsolete Since Printing of Previous Catalog (12/88), and Appendix H - Regional Offices GSA Map.

APPENDIX I

EXPLANATION OF COLUMN HEADINGS IN FORMS LISTING

FORM NUMBER.

This is the form identifier which appears on the first line of the 2-line entry for each form.

FORM TITLE.

The name of the form that appears on the second line of a 2-line entry for each form.

Edition Date.

The current date of the form.

The format is

MM/YY (month/year)

SPONSOR - The agency responsible for issuing the form.

SUBJ CODES - The code number assigned to the subject matter of each form.

See subject codes.

CONSTR - Construction.

The physical arrangement of the form, i.

e.

card, cut sheet, pad, set, etc.

See list of

codes for forms construction.

UNIT - The smallest quantity of the form that will be issued by the source of supply.

See list of codes for form units.

SUPPLY.

The source of supply of the form.

See list of

codes for sources of supply.

DIRECTIVE REFERENCES - The medium which authorized use of the form, such as the Departmental Regulations, etc.

This

appears on the second line of a 2-line entry for each form.

SAMPLE FORM LISTING

FORM NUMBER/	EDITION	SPONSOR	SUBJ	CONSTR	UNIT	SUPPLY
FORM TITLE	DATE	CODES	DIRECTIVE	REFERENCES		

AD-241	08/84	OP	1000	CS PD 100	OP-SE	
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APPENDIX J

CONSTRUCTION CODES

- a Book.
Sheets of the same form bound between covers.

- b Book Page.
A single sheet form bound under a cover with other identical or similar forms to make a book.

- c Book Set.
Sets of forms bound between covers.

- d Card.
A form printed on finished heavy paper stock, generally used as a visible or vertical file card, postal card, etc.

- e Construction.
The physical arrangement of the form, i.
e.
card, cut sheet, set, etc.

- f Continuous Form Paper.
A form in single, continuous sheets or sets of continuous sheets, perforated for easy separation, usually marginally punched for use in automatic data processing operations.

- g Cut Sheet.
A single sheet form, with printing on one or both sides of the sheet.

- h Decalcomania.
A notice or a decorative picture printed on specially prepared paper for transfer to wood, glass, metal, etc.

- i Emblem.
A charm, tie tack, or lapel pin which symbolizes employee length of Federal Service in terms of 10, 20, 30, 40 or 50 years.

- j Envelope.
A flat paper container used to mail letters and similar correspondence for official mailing purposes via the U.S. Postal Service or other official letter carrying service.

- k Folder.
A folded, unstitched binder, with or without prong fasteners, for filing papers.
- l Form Letter.
A letter with the same information, used for the same purpose, used repeatedly with space to fill in the addressee, or other information.
- m Label.
A piece of paper normally used to identify items or shipments; usually has an adhesive back suitable for affixing it to boxes, packages envelopes, etc.
- n Looseleaf Publication.
Can be updated by revising individual pages when necessary.
- o Multiple Page.
Two or more dissimilar pages requiring some fill-in, bound or fastened together as a single form.
- p Noncarbon Pad.
Cut sheets of the same form, usually glued together along one edge, printed on chemically treated paper not requiring carbon.
- q Noncarbon Set.
Original and one or more attached copies of the same form, printed on chemically treated paper not requiring carbon which may be completed in one operation.
- r Pamphlet.
A self-contained publication of two or more dissimilar pages bound or fastened together as a single form not requiring fill-in.
- s Set.
An original and one or more attached copies of the same form; may be completed in one operation.
- t Sheet.
A single page of more than one copy of a form joined by perforations for separating.
- u Tab Card.
A machine processible card of 99 lb. stock which is designed for specific data processing needs.
- v Tag.
A cardboard, plastic or metal marker used for the identification of specific items and affixed to the items with a string (cord) or wire.

Note: A number after the construction code represents: the number of sheets in a pad or book, the number of parts in a set, the number of parts for continuous form paper, the number of sets in a padded set or book set, the number of forms printed on a cut sheet when more than one, etc (e.g. NCS-4 = a 4-part no-carbon- required set).

APPENDIX K

UNIT OF ISSUE

- a Box.
A container used to package a specific amount of forms;
usually corrugated paper or other sturdy material.
- b Each.
A single copy of a form.
- c Hundred.
A quantity of paper in amounts of hundreds.
- d Package.
A quantity of paper in various amounts of hundreds.
- e Pad.
Cut sheets of the same form, usually glued together.
- f Padded Set.
A pad with sets of the same form bound together.
- g Unit.
The smallest quantity of the form that will be issued
by the source of supply.

Note: A number after the unit code represents: The number of sheets, sets, pads, labels, envelopes, etc., that are packaged together for distribution (e.g., PD 100, BX 50).

