



# Department of Defense

## INSTRUCTION

NUMBER 7750.07

April 20, 2007

*Certified Current Through April 20, 2014*

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~~ASD(NII)~~DoD CIO

SUBJECT: DoD Forms Management Program

- References:
- (a) DoD Instruction 7750.7, "DoD Forms Management Program," May 31, 1990 (hereby canceled)
  - (b) DoD Directive 5144.1, "Assistant Secretary of Defense for Networks and Information Integration/DoD Chief Information Officer (ASD(NII/DoD CIO)," May 2, 2005
  - (c) Chapter 35 and section 3501 of title 44, United States Code
  - (d) Title 41, Code of Federal Regulations, Parts 102-193 and 102-194<sup>1</sup>
  - (e) through (n), see Enclosure 1

### 1. REISSUANCE AND PURPOSE

This Instruction:

1.1. Reissues Reference (a) to update policies governing the DoD Forms Management Program consistent with References (b) through (e).

1.2. Continues to authorize the publication of DoD 7750.7-M (Reference (f)).

1.3. Cancels DoD 7750.7-L (Reference (g)).

### 2. APPLICABILITY

This Instruction applies to the ~~Office of the Secretary of Defense (OSD)~~, the Military Departments, *the Office of* the Chairman of the Joint Chiefs of Staff *and the Joint Staff*, the Combatant Commands, the Office of the Inspector General of the Department of Defense, the Defense Agencies, the DoD Field Activities, and all other organizational entities within the Department of Defense (hereinafter referred to collectively as the "DoD Components").

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<sup>1</sup> This reference may be found at <http://www.gpoaccess.gov/cfr/index.html>

### 3. DEFINITIONS

Definitions for this Instruction are in Enclosure 2.

### 4. POLICY

It is DoD policy that:

4.1. DoD forms shall satisfy a valid need; information collected on a form shall be essential to accomplish a mission need and necessary for the efficient and economical operation of the Department of Defense.

4.2. DoD forms shall be properly designed with clear instructions and standardized data for easy processing and retrieval of information collected.

4.3. Information technology shall be used, to the maximum extent possible, for the creation, distribution, and use of forms and to record, store, and disseminate information entered on those forms.

4.4. Standardized forms shall be used throughout the Department of Defense to the maximum extent possible.

### 5. RESPONSIBILITIES

5.1. The ~~Assistant Secretary of Defense for Networks and Information Integration/~~DoD Chief Information Officer ~~(ASD(NII))~~(DoD CIO) shall:

5.1.1. Establish, issue, and update policies for the DoD Forms Management Program and monitor compliance with this Instruction.

5.1.2. Represent the Department of Defense to other Government agencies on forms management policy matters.

5.1.3. Promote standardization of DoD (or DD) forms.

5.1.4. Resolve conflicts that may arise regarding implementation of the DoD forms management policy.

5.1.5. Coordinate on the publication of Reference (f) with the Director, Washington Headquarters Services (WHS).

5.2. The Director, Washington Headquarters Services (WHS), under the authority, direction, and control of the Director, Administration and Management, shall:

5.2.1. Establish and manage the DoD Forms Management Program according to this Instruction, DoD Directive 5110.4 (Reference (h)), and applicable DoD policies and Federal regulations.

5.2.1.1. Develop, update, and publish Reference (f) in coordination with the ~~ASD(NH)~~ DoD CIO. The Manual shall provide the implementing procedures, criteria, rules, and terms for the DoD Forms Management Program.

5.2.1.2. Represent the Department of Defense to other Government agencies and non-Government organizations on forms management operational matters.

5.2.2. Provide guidelines for managing, administering, and implementing the DoD Forms Management Program.

5.2.3. Review and approve or disapprove all requests to create, revise, cancel, or obtain exceptions to DD Forms; ensure that these requests are consistent with this Instruction and References (d) and (f).

5.2.3.1. Design all DD Forms according to existing Federal and DoD forms design standards.

5.2.3.2. Approve or disapprove the creation and use of all electronic versions of DD Forms.

5.2.3.3. In conjunction with the DoD Components, conduct periodic reviews of DD Forms to determine continued need and effectiveness, identify opportunities for eliminating duplicate or unnecessary forms, and improve the usefulness of forms.

5.2.3.4. Publish a DD Forms Inventory on the DoD Forms Management Program Web site, <http://www.dtic.mil/whs/directives/infomgt/forms/formsprogram.htm>. This inventory provides a listing of current approved and canceled DD Forms.

5.2.4. Establish and manage the DoD Component Forms Program for OSD as described in subsection 5.3.

5.2.5. Perform the duties of the Standard Forms (SFs) and Optional Forms (OFs) Liaison Officer for the Department of Defense consistent with Part 102-194 of Reference (d). These duties shall include:

5.2.5.1. Review all requests to create, revise, cancel, or obtain exceptions to SFs and OFs for compliance with this Instruction and applicable Federal regulations and instructions before forwarding to General Services Administration (GSA).

5.2.5.2. Disapprove any form that duplicates or accomplishes the same purpose of an existing SF or DD Form.

5.2.5.3. Maintain an inventory of exceptions to SFs and OFs and make the inventory available for use by the DoD Components.

5.3. The OSD Principal Staff Assistants shall:

5.3.1. Implement and comply with the policies and procedures of this Instruction and Reference (f).

5.3.2. Designate a single point of contact to coordinate with the ~~ASD(NII)~~DoD CIO on matters concerning DoD forms management policy and with the Director, WHS, on matters concerning the DoD Forms Management Program and operations.

5.4. The Heads of DoD Components shall:

5.4.1. Implement and comply with the policies and procedures of this Instruction and Reference (f).

5.4.2. Establish and implement a DoD Forms Management Program consistent with Part 102-193 of Reference (d). Designate a Forms Management Officer (FMO) with responsibility for managing the Program to:

5.4.2.1. Review, approve, or disapprove all requests to create, revise, cancel, or obtain exceptions to DD Forms, DoD Component forms, or SFs or OFs and ensure that these requests are consistent with this Instruction and References (d) and (f).

5.4.2.2. Design all DoD Component forms according to existing DoD and Federal design standards.

5.4.2.3. Approve or disapprove the creation and use of all electronic versions of their DoD Component forms.

5.4.2.4. Ensure that a DD Form has been approved for electronic use by the sponsoring DoD Component and the DoD FMO before use within a DoD Component.

5.4.2.5. Review existing DoD Component forms periodically and assist the DoD Forms Management Office, WHS, in the periodic review of DD Forms to determine continued need and effectiveness, identify opportunities for standardizing forms, eliminate duplicate or unnecessary forms, and improve the usefulness of forms in responsible areas.

5.4.2.6. Maintain an inventory of approved DoD Component Forms, identifying those that are approved for electronic generation.

5.4.2.7. Achieve savings in reproducing, storing, and distributing DD and DoD Component Forms.

5.4.2.8. Publish procedures for obtaining SFs and OFs.

## 6. PROCEDURES

The following procedures apply to the development and use of forms in the Department of Defense, including the different types of forms (e.g., SFs, OFs, DD Forms, and DoD Component Forms) and the different media in which forms may be available (e.g., paper and/or electronic).

6.1. The order of precedence for forms usage is:

6.1.1. The SF, as approved by GSA for mandatory use government-wide, consistent with Part 102-194 of Reference (d).

6.1.2. The OF, as approved by GSA for non-mandatory use government-wide, consistent with Part 102-194 of Reference (d).

6.1.3. Exceptions to SFs and OFs, as approved by the prescribing Federal agency.

6.1.4. DD Forms, as approved by the DoD Forms Management Office, WHS, for use within the Department of Defense.

6.1.5. DoD Component Forms, as approved by the DoD Component, for use only within that DoD Component.

6.2. Lower level, duplicative, or redundant forms shall be consolidated into higher level forms using the order of precedence, whenever possible.

6.3. The creation, revision, cancellation of, or exception to a form in any media shall be initiated and authorized by the form's sponsor and approved by the appropriate FMO of the form before use.

6.4. Any form that duplicates or accomplishes the same purpose of an existing SF, DD Form, or DoD Component Form shall not be approved.

6.5. Information technology shall be used to improve customer efficiency through design, standard data collection, distribution, and electronic forms use.

6.6. Appropriate approvals and licenses for information collected from other Government agencies, the public, or the Department of Defense shall be obtained and displayed on forms in compliance with Title 5, Code of Federal Regulations, Part 1320 (Reference (i)), and DoD Instruction 8910.01 (Reference (j)).

6.7. Proper marking, consistent with DoD Directive 5400.07 (Reference (k)), shall be displayed on forms to prevent unauthorized disclosure of "FOR OFFICIAL USE ONLY" information recorded on forms.

6.8. A Privacy Act Statement shall be displayed on forms that are used to collect personal information according to DoD 5400.11-R (Reference (l)).

6.9. Postal regulations of the United States Postal Service shall be implemented in forms designed for postal mailing according to DoD 4525.8-M (Reference (m)).

6.10 The procedures listed above do not apply in the cases in which the forms:

6.10.1. Are used exclusively for cryptological activities.

6.10.2. Are used only once as part of a survey.


6.10.3. Are formats, as defined in item E2.7. of Enclosure 2.

6.10.4. Are without spaces for entering information, such as instruction sheets and bulletins, pamphlets, notices, contract clause sheets, placards, certain tags and labels, pattern letters, guide letters, and form letters. However, these items may be assigned form numbers and controlled through the Forms Management Program for referencing, printing inventory, and distribution.

*7. RELEASABILITY. UNLIMITED. This Instruction is approved for public release and is available on the Internet from the DoD Issuances Website at <http://www.dtic.mil/whs/directives>.*

**78. EFFECTIVE DATE**

This Instruction is effective immediately.

  
John G. Grimes  
Assistant Secretary of Defense  
for Networks and Information Integration/  
DoD Chief Information Officer

Enclosures - 2  
E1. References, continued  
E2. Definitions

E1. ENCLOSURE 1

REFERENCES, continued

- (e) Office of Management and Budget Circular No. A-130, "Management of Federal Information Resources," November 28, 2000.<sup>2</sup>
- (f) DoD 7750.7-M, "DoD Forms Management Program Procedures Manual," ~~August 14, 1991~~ *May 14, 2008*
- (g) DoD 7750.7-L, "Listing of Approved Department of Defense (DD) Forms," May 31, 1990 (hereby canceled), January 31, 1996
- (h) DoD Directive 5110.4, "Washington Headquarters Services (WHS)," October 19, 2001
- (i) Title 5, Code of Federal Regulations, Part 1320
- (j) DoD Instruction 8910.01, "Information Collection and Reporting," March 6, 2007
- (k) DoD Directive 5400.07, "DoD Freedom of Information Act (FOIA) Program," ~~October 28, 2005~~ *January 2, 2008*
- (l) DoD 5400.11-R, "Department of Defense Privacy Program," ~~August 31, 1983~~ *May 14, 2007*
- (m) DoD 4525.8-M, "DoD Official Mail Manual," December 26, 2001
- (n) DoD Directive 5101.1, "DoD Executive Agent," September 3, 2002

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<sup>2</sup> This document is available at: <http://www.whitehouse.gov/omb/circulars/a130/a130trans4.html>.

## E2. ENCLOSURE 2

### DEFINITIONS

E2.1. Department of Defense (DD) Form. A form approved by the DoD Forms Management Office, WHS, for use by two or more DoD Components. There are two types of DD Forms:

E2.1.1 Prescribed. Requires mandatory use by all DoD Components to whom the subject matter applies.

E2.1.2. Adopted. The use of these forms is optional by DoD Components. Normally, forms in this category are initiated by a DoD Component in conjunction with one or more other DoD Component(s).

E2.2. DoD Component Form. A form approved by a DoD Component for general use only within that Component. This includes:

E2.2.1. Component Form. A form approved by the DoD Component Forms Management Officer for use by two or more of the DoD Component's commands.

E2.2.2. Command Form. A form originated by a subordinate level of a DoD Component that is prescribed by regulatory publication for use by more than one office in such command.

E2.2.3. Installation Form. A form approved by the head of a DoD Component installation that is prescribed by regulatory publication for use by more than one office in such installation.

E2.2.4. Local Form. A form approved for use only within one office of a headquarters, command, or installation and that does not have to be prescribed by regulatory publication.

E2.3. DoD Component Forms Management Officer (FMO). The DoD Component's point of contact responsible for the Component's Forms Management Program.

E2.4. Electronic Form. An officially prescribed set of data residing in an electronic medium that is used to produce as near to a mirror-like image as the creation software will allow of the officially prescribed form. An electronic form can also be one in which prescribed fields for collecting data can be integrated, managed, processed, and/or transmitted through an organization's information technology system. There are two types of electronic forms: one is part of an automated transaction, and one whose image/data elements reside on a computer.

E2.5. Exceptions. An approval to change the content, format, or printing specifications, or to create an electronic version of an approved form. Exceptions may apply to all types of forms (e.g., DoD Component forms, DD Forms, OFs, and SFs).

E2.6. Form. A fixed arrangement of captioned spaces designed for entering and extracting prescribed information. Forms may be preprinted paper forms or electronic forms.



E2.7. Formats. A guide, table, or sample that illustrates a predetermined arrangement or layout for presenting information. Most formats are largely narrative in nature and the space needed by respondents to furnish the desired information varies substantially.

E2.8. Optional Form (OF). A form developed for use in two or more Federal agencies and approved by General Services Administration for non-mandatory use. The availability of such forms for use is normally announced by the agency that developed and sponsored the form for use.

E2.9. OSD Principal Staff Assistants (PSAs). The Under Secretaries of Defense, the Director of Defense Research and Engineering, the Assistant Secretaries of Defense, the General Counsel of the Department of Defense, the Inspector General of the Department of Defense, the Director of Operational Test and Evaluation, the Assistants to the Secretary of Defense, certain Deputy Under Secretaries of Defense, and OSD Directors or equivalents who report directly to the Secretary or Deputy of Defense.

E2.10. Standard Form (SF). A form prescribed by a Federal agency, pursuant to its authority, and approved by General Services Administration for mandatory government-wide use. Such mandatory use is generally set forth in regulations of the promulgating agency.