

# Submission Form for Peace Corps Forms

## Creation, Revision, and Re-Approval Process

**Note:** *Interoffice forms* must be cleared by Office of Administrative Services (M/AS), Office of Chief Information Officer (CIO), and Office of Communications (D/C). *Peace Corps Manual section attachments and public use forms* (forms requiring an OMB Number) must also be cleared by the Office of General Counsel (D/GC). Once the new form has been cleared, submit it and a copy of this Submission form to M/AS for filing.

**Originating Office:** \_\_\_\_\_ **POC:** \_\_\_\_\_  
(e.g., M/AS/FMD) (First Name) (MI) (Last Name) (Room No.) (Ext.)

**Form Information:** \_\_\_\_\_  
(Name of Form) (Form #)

**Purpose and Description of use:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- |                                                                 |                                            |
|-----------------------------------------------------------------|--------------------------------------------|
| <input type="checkbox"/> Not similar to other Peace Corps forms | <input type="checkbox"/> New               |
| <input type="checkbox"/> Format                                 | <input type="checkbox"/> Revise            |
| <input type="checkbox"/> PDF (Word / Excel)                     | <input type="checkbox"/> Review/Re-approve |
| <input type="checkbox"/> Savable                                | <input type="checkbox"/> Delete Form       |
| <input type="checkbox"/> Locked Word/Excel (Circle selection)   |                                            |

### Coordinating Offices (To be filled out by Agency Forms Officer)

#### Required Coordination:

- |                                                                                     |                                                            |
|-------------------------------------------------------------------------------------|------------------------------------------------------------|
| <input type="checkbox"/> Postal                                                     | <input type="checkbox"/> OMB Form                          |
| <input type="checkbox"/> Does not require OMB number                                | <input type="checkbox"/> Peace Corps Manual Section Form   |
| <input type="checkbox"/> Requires OMB number and General Counsel approval OMB-_____ | <input type="checkbox"/> Privacy Act Statement required    |
| <input type="checkbox"/> Peace Corps form number: PC- (Rev. ____/20__)              | <input type="checkbox"/> Race/Ethnicity Statement required |

### Approvals

\_\_\_\_\_  
Director of Originating Office Date

\_\_\_\_\_  
Chief Information Officer (CIO) Date

\_\_\_\_\_  
Office of Administrative Services (M/AS) Date

\_\_\_\_\_  
Office of Communications (D/C) Date

\_\_\_\_\_  
Office of Privacy Act (M/PA) Date

\_\_\_\_\_  
General Counsel (D/GC) (OMB/MS Forms) Date