

MS 890 FORMS MANAGEMENT

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ATTACHMENTS

Attachment A Submission Form for Peace Corps Forms

Attachment B Peace Corps Form Style Guidelines and Template

1.0 PURPOSE

This manual section sets out the Peace Corps' forms management policies and procedures.

2.0 AUTHORITIES

Peace Corps Act, 22 U.S.C. 2503; Paperwork Reduction Act of 1980, as amended, 44 U.S.C. Chapter 35; MS 897, Privacy Act Administration.

3.0 APPLICABILITY

This manual section applies to all Peace Corps offices and all forms created by the Peace Corps. It does not apply to Peace Corp templates or other government or private sector forms.

4.0 DEFINITIONS

4.1 A form is a document with blank spaces to be filled in with particulars.

4.2 An intra-office form is a form intended for the exclusive use of a specific office.

4.3 An inter-office form is a form intended for the use of more than one Agency office.

4.4 A public use form is a form that requests information from ten or more members of the public and must be approved by the Office of Management and Budget (OMB).

4.5 An office is any approved organizational unit within Peace Corps, regardless of whether or not the unit is denominated as an office. Each post and regional office is considered to be a separate office.

4.6 An originating office is an office that creates or revises and is responsible for a particular form.

5.0 POLICIES

5.1 It is the policy of the Peace Corps to establish a forms management process that will be efficient and effective. Forms should be easy to understand and use, appropriate for the use intended, consistent with federal law, available when and where needed, and cost efficient.

5.2 Forms must be approved and cleared as set out in this manual section before they may be printed, posted on the Internet or Intranet, or used.

5.3 To ensure that the Agency's forms are kept up-to-date, public use forms must be re-approved every three years and all other forms must be reviewed every 5 years. The originating office shall be notified by Administrative Services when a form for which it is responsible requires review. To re-approve a form, the originating office shall review the form to determine whether the form continues to be consistent with law and current Agency practice, and shall forward a signed request for re-approval to Administrative Services. Administrative Services shall inform the originating office of the re-approval.

5.4 New or revised attachments to this manual section that do not create new policies shall be approved by both the Director of the Office of Communications and the Chief Information Officer (CIO), after consultation with the other responsible offices, and clearance by the Office of the General Counsel.

5.5 It is unlawful to revise or manipulate any federal government form absent approval by the Office of General Administration Services of the Government Printing Office. Administrative Services will work with any office requesting changes to a government-wide form.

6.0 PROCEDURES

6.1 Creating or Revising a Form

6.1.1 Any office may create or revise a form.

6.1.2 The Agency's computer systems are not necessarily compatible with those used in the printing industry or with the Agency's Internet or Intranet requirements. To ensure that forms prepared for printing or posting meet the printing industry and Internet and Intranet standards and requirements, the originating office shall provide notice to the CIO for any Intranet form or the Office of Communications for any Internet form of the intent to create or revise an inter-office or public use form. The Office of the CIO and

the Office of Communications shall provide any necessary guidance on the printing industry standards to facilitate the office's efforts to create or revise a form. See Section 6.4.3.

6.2 Approval and Clearance

6.2.1 The approval and clearance requirements in this manual section do not apply to intra-office forms.

6.2.2 Approvals and clearances of inter-office and public use forms must be in writing and signed by the applicable approving official. See Attachment A, Submission Checklist for Peace Corps Forms.

6.2.3 The originating office is responsible for getting all the necessary approvals and clearances. The highest level official of an office that is listed in the Agency's organizational chart (such as, an Associate Director or Regional Director) must be apprised of any proposed forms originating from his or her office or sub-offices before the form is cleared/approved for submission to Administrative Services. See MS 122, Organization Management.

6.2.4 Inter-office and public use forms must be approved by the head of the originating office before they may be submitted to the Office of Administrative Services, the Chief Information Officer (CIO) (for an Intranet form), or the Office of Communications (for an Internet form).

6.2.5 Inter-office forms that are to be posted on the Intranet must be cleared by Administrative Services and the CIO. Inter-office forms that are to be posted on the Internet must be cleared by the Office of Communications. Inter-office forms that will be submitted for printing must be cleared by Administrative Services and the Office of Communications.

6.2.6 Public use forms must be cleared by the Office of the General Counsel, and approved by the U.S. Office of Management and Budget (OMB) before they may be used, posted on the Internet or Intranet, or submitted to the Office of Communications for printing. The originating office should consult with Administrative Services for guidance on the OMB approval process. At a minimum, an office should plan for a six-month process for obtaining an OMB approval.

6.2.7 Any inter-office or public use form must meet the approval and clearance requirements of MS 002 before it may be added as an attachment to a manual section.

6.2.8 Any form subject to the Health Insurance Portability and Accountability Act (HIPAA) or the Privacy Act must be reviewed by the Privacy/Freedom of Information Act Office and cleared by OGC before it may be used, posted on the Internet or Intranet, or approved for printing by the Printing Officer.

6.3 Administrative Services Process

6.3.1 Form Identification

Inter-office and public use forms must include appropriate identifiers. Administrative Services shall give each form its own unique form number and shall review the Agency's inventory of forms to ensure that the proposed form does not duplicate or is not inconsistent with an existing form. Administrative Services shall also ensure that public use forms include their OMB control number and expiration date.

6.3.2 Clearance

Administrative Services shall return any form needing revision or without the necessary approvals and clearances to the originating office. Once all revisions, clearances, and approvals have been made to the satisfaction of Administrative Services, Administrative Services shall return the approved form to the originating office for further action.

6.4 The Printing Process

6.4.1 Each form submitted to the Office of Communications for printing shall be accompanied with a signed printing request from the originating office and copies of all required approvals and clearances. See Attachment A. The originating office may acquire the appropriate printing order request form from the Office of Communications.

6.4.2 The Printing Officer has authority to authorize a print order. No requests to print a new or revised form shall be authorized unless the form and the printing request are accompanied by the appropriate approvals and clearances. The Office of Communications will maintain a printing schedule and will make it available to agency offices.

6.4.3 The electronic version of a form to be printed must be compatible with the applicable printing industry systems before it may be approved for printing by the Office of Communications. See Section 6.1.2. Likewise, the electronic version of a form to be posted on the Internet or Intranet must be compatible with the Agency's electronic system standards before it may be approved by the Office of Communications or the CIO. See Section 6.1.2.

6.4.4 The Printing Officer shall give prior notice to the originating office of the approximate date when an order is scheduled for delivery to the warehouse.

6.4.5 Reorders of existing forms may be authorized by the Printing Officer upon receipt of a written request from the head of the responsible office. The Printing Office shall not reorder any outdated form that has not been re-approved. See Section 5.3.

6.4.6 The Office of Communications shall work to help ensure compatibility between the Agency's electronic systems and those of the printing industry and Internet. If they determine a need for changes to the Agency's systems, they shall report their findings and make recommendations to the CIO.

6.5 Keeper of the Forms

Administrative Services shall keep an up-to-date electronic inventory of the Agency's forms.

6.6 Removal of Forms

An Agency form may not be removed from the Agency's inventory of forms without the written approval of the head of the office responsible for the form. Forms that are included as attachments to manual sections must be removed under the process set out in the Peace Corps Manual.

The originating office shall forward its request to remove a form to Administrative Services. The request shall include a signed approval from the head of the originating office for the removal of the form. Administrative Services shall remove the form from the Agency's inventory and send out an agency-wide notice of the removal. An Agency-wide notice of the removal of a form from a manual section shall be issued as a revision to the manual section, consistent with MS 002 procedures.

7.0 RESPONSIBILITIES

7.1 Originating offices

Originating offices are responsible for:

- (a) Creating or revising forms for which they are responsible;

- (b) Conducting a three or five-year review, as applicable, of forms for which they are responsible;
- (c) Getting the required approvals and clearances; and
- (d) Approving forms for submission for printing or for posting on the Agency's Internet or Intranet.

7.2 Office of Chief Information Officer (CIO)

The Office of the CIO is responsible for:

- (a) Working with the Office of Communications to ensure compatibility between the Agency's electronic systems and those of the printing industry;
- (b) Providing guidance to originating offices on the Intranet standards and requirements for forms; and
- (c) Clearing forms for posting on the Intranet. (Consult with the Intranet Manager for guidance on posting forms.)

7.3 Office of the General Counsel

OGC is responsible for the clearance of public use forms and any forms subject to the Privacy Act or the Health Insurance Portability and Accountability Act (HIPAA).

7.4 Office of Administrative Services

The Office of Administrative Services is responsible for:

- (a) Providing notice to responsible offices when their forms need a three or five-year review;
- (b) Providing guidance to originating offices on the OMB approval process for public use forms;
- (c) Assigning form identification numbers to the Agency's forms;
- (d) Reviewing the Agency's inventory of forms to ensure against duplication and inconsistency;
- (e) Ensuring that public use forms have been approved by OMB and have an assigned OMB number and expiration date;
- (f) Returning forms needing revision or without the necessary approvals or clearances to the originating offices;
- (g) Providing clearance for forms after ensuring that they have a Peace Corps identification number, are not duplicative of existing forms, and have an OMB number, if required;
- (h) Removing forms that have been approved for removal from the Agency's inventory and providing an Agency-wide notice of the removal; and
- (i) Keeping an up-to-date electronic inventory of the Agency's forms.

7.5 Office of Communications

The Office of Communications is responsible for:

- (a) Working with the CIO to ensure compatibility between the Agency's electronic systems and those of the printing industry;
- (b) Providing guidance to originating offices on printing industry standards;

- (c) Providing clearance for forms that meet the printing requirements for design and electronic compatibility; and ensuring that printing requests meet any other approval and technical requirements set out in this manual section;
- (d) Authorizing printing orders and reorders;
- (e) Providing notice to the applicable originating office when the office's order is scheduled for delivery to the warehouse; and
- (f) Clearing forms for posting on the Internet.

8.0 EFFECTIVE DATE

This manual section is effective upon issuance.