

# Directive

FGIS 3020.1

11/8/89

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## FGIS FORMS MANAGEMENT PROGRAM

### I. PURPOSE

This Directive:

- A. Establishes the Federal Grain Inspection Service (FGIS) Forms Management Program.
- B. States policy, authority, objectives, criteria, and responsibilities for the Program. (This Directive does not apply to the management of electronic or automated forms. This will be included in a future Directive.)

### II. REPLACEMENT HIGHLIGHTS

This Directive replaces FGIS Directive 256.1, dated 3/16/87.

### III. POLICY

It is Agency policy to:

- A. Achieve maximum efficiency and economy in the development and use of forms.
- B. Ensure that forms are designed in a standardized format to simplify preparation, eliminate duplication, and comply with GSA forms design standards.

### IV. AUTHORITIES

The regulations that establish, govern, and provide guidelines for the Forms Management Program are:

### V. OBJECTIVES

The Forms Management Program objectives are to:

- A. Provide a uniform forms development system to ensure that each form meets basic requirements.
- B. Provide an efficient and cost effective method of collecting information.
- C. Simplify forms preparation.

D. Establish effective controls over the inventory and distribution of forms used by the Agency.

E. Ensure that forms created at a higher level of issuance (i.e., Standard, Optional, or AD forms, in that order) are used when such forms would meet the needs of the Agency and would eliminate development of new forms.

VI.  
CRITERIA

A. All Agency forms will bear the prefix identification symbol "FGIS", form number, and edition date for control purposes, and also to indicate that the forms have been cleared and approved.

B. Cut sheet forms with usage so limited that stocking and distribution are not cost effective will bear the letter "R" after the form number to indicate the form may be reproduced by photocopy. Such forms may not be altered.

C. Certain items such as contract stipulations, instruction sheets, notices, tags, labels, posters, envelopes, form letters and checklists are considered forms when it is necessary to design the item, reproduce in quantities, and/or maintain control for the purpose of reference, printing, stocking, or distribution.

VII.  
FORMS CATALOG  
AND CHECK-  
LISTS

The FGIS Forms Catalog will be issued every 2 years. Forms Checklists will be issued semiannually to provide up-to-date information pertaining to new forms, revisions, or cancellations.

VIII.  
RESPONSIBIL-  
ITIES

A. The Administrator and Deputy Administrator, FGIS, have overall responsibility for the FGIS Forms Management Program.

B. FGIS Division Directors are authorized to approve and sign all requests for new and revised forms.

C. The Director, Resources Management Division:

1. Is authorized to approve and sign administrative, budget, and personnel forms coordinated through Forms and Reports Management Section, Information Management Branch (IMB), Administrative Services Division (ASD), Animal and Plant Health Inspection Service (APHIS).

2. Maintains communications with APHIS personnel providing forms management services to FGIS management officials and originators of Agency forms.

D. The Director, ASD, APHIS, oversees the management and operation of the FGIS Forms Management Program.

E. The Chief, IMB, ASD, APHIS, in conjunction with the Forms and Reports Management Section, IMB, ASD, has responsibility for:

1. Performing overall management and operation of the Forms Management Program.
2. Developing and maintaining effective systems which will ensure that FGIS has a viable mechanism for administering the Program.
3. Developing forms management standards, policies, and procedures; providing forms analysis and design services; monitoring the inventory control and distribution of forms used within the Agency; coordinating clearances; preparing printing specifications for specialty forms; assigning form numbers and edition dates; maintaining central files; and submitting forms for printing.
4. Issuing forms catalogs and periodic checklists showing current information regarding designated forms.

F. The FGIS Divisions and Staffs shall:

1. Coordinate proposed new forms or revisions of existing forms with all using offices within the functional area.
2. Request participation by the Forms and Reports Management Section as early as possible in the development of new or revised forms.
3. Furnish the Forms and Reports Management Section with a rough draft of the proposed new or revised form, a completed copy of APHIS Form 33, Form Action Request, and when applicable, a copy of the prescribing issuance.

IX.  
INQUIRIES

Direct inquiries to the Forms and Reports Management Section,  
IMB, ASD, APHIS.

/s/ W. Kirk Miller  
Administrator