

DETAILED INSPECTION CHECKLIST

FA	SC	STMT	TEXT
060			<p>MARINE CORPS FORMS MANAGEMENT PROGRAM Functional Area Manager: ARDE Point of Contact: MS. LAURIE A. SOMERS (DSN) 224-2951 (COML) (703) 614-2951 E-mail: laurie.somers@usmc.mil Date Last Revised: 15 June 2012</p>
060	01		<p>FORMS MANAGEMENT</p>
060	01	001	<p>Has the command established and maintained a local Forms Management Program? Reference SECNAVINST 5210.16, PAR 7, SECNAV M-5213.1; MCO 5600.31, PAR 4C (2)</p>
060	01	002	<p>Has the command appointed an official Forms Management Officer (FMO) to administer the Forms Management Program? Reference MCO 5600.31, PAR 4B (1)(A)</p>
060	01	003	<p>Has the FMO established and maintained desktop Standard Operating Procedures (SOP) and turn-over binder/file with current references? Reference MCO 5600.31, PAR 5A</p>
060	01	004	<p>Has the command forwarded a copy of the FMO's appointment letter to CMC (ARDE) through their chain of command? Reference MCO 5600.31, PAR 4B (1) (A)</p>
060	01	005	<p>Has the FMO registered, completed and forwarded a copy of the training certificate (with a score of 60 and above) for the General Forms Management, FMO Training Course available on the Navy Knowledge Online (NKO) Website (https://wwwa.nko.navy.mil/portal/home) to CMC (ARDE) through their chain of command? Contact your major subordinate command (MSC) FMO or e-mail CMC (ARDE) at smb.hqmc.arde@usmc.mil for instructions on how to access this training.) Reference MCO 5600.31, PAR 4</p>

- 060 01 006 Has the command FMO submitted all requests to establish or revise higher echelon forms (SF,OF, DoD, NAVMC etc.) along with a DD 67 Form Processing Action Request, a draft of the form, applicable order/directive number, With justification and all coordination to CMC (ARDE) via chain of command?
Reference
SECNAV M-5213.1, PART III, PAR 4B (1), (2) AND (3); PART IV, PAR 4A (1), (2) AND (3); PAR 4B (1), (2) AND (3)
- 060 01 007 Has the FMO received or completed a DD 67 (Form Processing Action Request) for each command/unit form submission, along with a draft of the form, applicable directive, justification and all coordination?
Reference
SECNAV M-5213.1, PART V, PAR 5A (3)
- 060 01 008 Does the command FMO ensure that forms are needed using the analysis process of answering the five questions contained in the reference?
Reference
SECNAV M-5213-1, PART II, PAR 2C (1) - (5)
- 060 01 009 Does the command FMO track each form from development to cancellation by the required method of assigning a form number following the composition of Department of the Navy/Marine Corps (DON/MC) form numbers?
Reference
SECNAV M-5213.1, PART V, PAR 6; PART II, PAR 2H
MCO 5600.31, PAR 5A
- 060 01 010 Does the command FMO maintain a database (paper or electronic) of all form numbers assigned?
Reference
SECNAV M-5213.1, PART V, PAR 5B (7); MCO 5600.31, PAR 5A
- 060 01 011 Does the command FMO maintain case folders with historical documents on all submissions to establish or revise forms? (Case folders must contain at a minimum: original copy of the form, and the completed DD 67)
Reference
SECNAV M-5213.1, PART III, PAR 4B (3), PART IV, PAR 4B(3)
AND PART V, PAR 5B (8); NAVMC DIR 5210.11E, CHAP 3
- 060 01 012 Are form case folders properly labeled per the Marine Corps' Records Management policy?
Reference
NAVMC DIR 5210.11E, CHAP 3, FIG 3-1, ENCL (1)

- 060 01 013 Has the command FMO ensured that forms do not violate the Privacy Act of 1974 and has been reviewed by command Privacy Act Officer? Has block 15a on the DD67 been completed and signed by the PA Officer?
Reference
SECNAV M-5213.1, PART V, PAR 5B (2)
- 060 01 014 Has the command FMO conducted a review of existing forms to reduce/eliminate Social Security Number (SSN) usage? Complete and maintain a copy of the SECNAV 5213.1 (SSN Reduction Review) submission with the justification and approval?
Reference
DOD MEMO SSN REDUCTION PLAN SIGNED 28 MAR 08;
DON CIO WASH DC 192101ZJUL2010; MARADMIN MSG 646/10
- 060 01 015 Has a copy of the form been provided to the Reports Manager for Information Requirements (Reports) Management Program requirements? Has block 15e on the DD67 been completed and signed by the Reports Manager?
Reference
SECNAV M-5213.1, PART V, PAR 5B (6)
- 060 01 016 Does the Information Requirements (Reports) Management Program Report Control Symbol appear on the form, top right? (If applicable)
Reference
SECNAV M-5213.1, PART V, PAR 5B (6)
- 060 01 017 Does the command FMO have access to the most effective method to design forms, either paper or electronic, utilizing the standard Marine Corps form design tool (Adobe Acrobat Professional w/Live Cycle Designer) to produce Intelligent Portable Document Format (IPDF)?
Reference
SECNAV M-5213.1, PART V, PAR 5B (3); MARADMIN 646/10
- 060 01 018 Is the command FMO following the established design standards for paper or electronic forms?
Reference
SECNAV M-5213.1, PART V, PAR 7A, 7B, 7C, 7D, AND 7E
- 060 01 019 Does the command FMO ensure that electronic forms are a "mirror image" of the existing command blank official form(s)?
Reference
SECNAV M-5213.1, PART VI, PAR 6D

- 060 01 020 Does a super-session notice, if necessary, appear on the form(s) immediately after the edition date?
Reference
SECNAV M-5213.1, PART V, PAR 7F
- 060 01 021 Does the electronic command forms have the current version of the software designation in the lower right hand corner?
Reference
SECNAV M-5213.1, PART V, PAR 7G
- 060 01 022 Are command forms "Section 508" Rehabilitation Act of 1973" compliant?
Reference
SECNAV M-5213.1, PART VI, PAR 6C
- 060 01 023 Has the command FMO established control of electronic forms according to procedures?
Reference
SECNAVINST 5210; SECNAV M-5213.1, PART VI, PAR 7;
MCO 5600.31, PAR 5A
- 060 01 024 Has the command FMO established the cost of new/revised forms (i.e., investment of work-hours, personnel cost or materials)?
Reference
SECNAV M-5213.1, PART II, 2G (1) AND (2)
- 060 01 025 Does the command FMO cancel forms after receiving notification from the originator and issuing a notice to users? Updates posted to files, database and NFOL.
Reference
SECNAV M-5213.1, PART V, PAR 5B (9)
- 060 01 026 Has the command FMO published a current and cancelled listing of all forms controlled by the Forms Management Program?
Reference
SECNAV M-5213.1, PART V, PAR 5B (9)
- 060 01 027 Does the command FMO conduct an annual review of the forms inventory with results being reported via the chain of command to CMC (ARDE)? The results are included in the command's consolidated report due every July for the DON SSN Reduction.
Reference
SECNAV M-5213.1, PART V, PAR 2.R

060 01 028 Does the command FMO approve all requests to print via Defense Logistics Agency (DLA) and maintain copies on file for each request?
Reference
MCO 5600.31, PAR 5A

060 01 029 Are all local command forms registered and form file uploaded (when available) to Naval Forms Online?
Reference
DON CIO WASH DC 192101ZJUL2010; MARADMIN MSG 646/10