

## Chapter 2. RESPONSIBILITIES

- 2-1. The Assistant Secretary for Administration is responsible for the actions listed below. The Departmental Forms Management Officer, Office of Information Policies and Systems, Information Resource Management Policy and Management Division, represents the Assistant Secretary for Administration and carries out these responsibilities.
- A. Establishing and maintaining the Departmentwide Forms Management Program.
  - B. Publishing guidelines, standards, and procedures for the Department's Forms Management Program.
  - C. Providing forms control and analysis services.
  - D. Establishing forms control and recording procedures.
  - E. Ensuring the review of the need for, and content of, all Departmental forms.
  - F. Reviewing new or revised Departmental issuances in clearance to ensure that references to forms are correct.
  - G. Reviewing all requisitions for the printing of forms.
  - H. Providing a semi-annual index or catalog of all controlled forms.
  - I. Establishing procedures for the submission, development, review, approval, recording, and identification of all controlled forms.
  - J. Maintaining the Department's official forms files.
  - K. Affirmatively sponsoring a Departmental program for automating forms and forms-dependent processes.
- 2-2. Headquarters Primary Organization Heads are responsible for:
- A. Adhering to and ensuring compliance with the requirements and procedures prescribed by this Handbook.
  - B. Designating a Forms Management Liaison Officer (FMLO) for their organization (in a large organization, an FMLO may be designated for each major sub-organization at the option of the Primary Organization Head).
  - C. Determining the need for, and content of, each form initiated by their organization.
  - D. Making recommendations to aid in coordinating the forms needs and efforts of other organizations with mutual

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- E. Ensuring the review of existing forms for need and cost.
- F. Reviewing forms for accuracy of content.
- G. Maintaining records of all forms initiated by the organization.
- H. Ensuring that users and affected organizations are kept aware of the status of each form used in their organization.

2-3. Regional Administrators are responsible for:

- A. Establishing and maintaining an effective component of the Departmental Forms Management Program in their Region.
- B. Designating a Forms Management Liaison Officer for their Region.
- C. Ensuring that Regional staff establish only forms for internal Regional use (no public-use forms and no reporting forms); that Regional forms are consistent with the standards prescribed in this Handbook; and that forms prescribed by Headquarters are not altered in reproduction in their Region.
- D. Establishing and maintaining control and recordkeeping procedures for all forms developed or printed in their Region.
- E. Ensuring the review of existing Regional forms for need and cost.
- F. Ensuring efficient and economical reproduction and distribution of forms printed in their Region.
- G. Ensuring that users and affected organizations are kept aware of any changes in the status of each Regional form.

2-4. Forms Management Liaison Officers are responsible for:

- A. Implementing all the requirements prescribed in this Handbook.
- B. Reviewing all requests for forms printing within their organizations.

- C. Cooperating with the Departmental Forms Management Officer and Forms Management Liaison Officers in other organizations to further the goals of the Department's Forms Management Program.

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- D. Providing advice and assistance to originators of forms (including originators of Regional forms and those who may develop forms for consideration for Departmental implementation).
- E. Identifying themselves (name and phone number) to the Departmental Forms Management Officer upon assuming the duties of a Forms Management Liaison Officer.

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