

COMSCINST 5213.10B	COG CODE N002	DATE 14 MAY 1993
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DEPARTMENT OF THE NAVY
COMMANDER MILITARY SEALIFT COMMAND
WASHINGTON NAVY YARD BLDG 210
901 M STREET SE
WASHINGTON DC 20398-5540

COMSCINST 5213.10B
N002
14 May 1993

COMSC INSTRUCTION 5213.10B

Subj: FORMS MANAGEMENT PROGRAM

Ref: (a) SECNAVINST 5213.10D
(b) Forms Analysis and Design, 1980 General Services Administration (NOTAL)

1. Purpose. To implement subject program as prescribed by reference (a).
2. Cancellation. COMSCINST 5213.10A.
3. Objectives
 - a. As established by reference (a), the objectives of forms management are:
 - (1) To ensure that appropriate forms and procedures are developed and designed to facilitate the military and business operations of the DON.
 - (2) To eliminate cost ineffective and duplicate forms through control, standardization, and consolidation.
 - (3) To ensure higher echelon forms are used whenever possible.
4. Management Assistance. Technical guidance and management assistance will be provided to the staff of COMSC and MSC subordinate commands by Director, Records Management Division (N0021) for the Forms Management Program in accordance with references (a) and (b) and this instruction.
5. Action. The following procedures will be followed at the Area and Subarea Command levels for controlling the creation and usage of forms:
 - a. Establish a Forms Management Program in accordance with reference (a).

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b. Prepare a Request for New or Revised Form (OPNAV 5213/19) to accompany rough draft of the desired form submitted to the Forms Management Office for approval. Data requirements and procedural aspects will be developed by the originator and the forms design analyst.

c. Ensure all automated forms are in compliance with established policies and procedures in reference (a).

d. Clear all forms automated, reprinted, or no longer required (cancelled) with the Forms Management Office.

e. Review, annually, all command forms to standardize, eliminate, and consolidate forms improving the effectiveness and efficiency of forms.

f. Maintain and publish, annually, a current listing (index) of all active and cancelled forms. Two copies of each index shall be furnished to COMSC (N0021).

Distribution:

COMSCINST 5000.19

List I & II (Case A, B)

SNDL 41B (MSC Area Commanders)

41C (MSC Subarea Commanders)

Copy to:

SNDL 41D3