



Department of Defense INSTRUCTION

NUMBER 7750.07

October 10, 2014

DoD CIO

SUBJECT: DoD Forms Management Program

References: See Enclosure 1

1. PURPOSE. This instruction:

a. Reissues DoD Instruction (DoDI) 7750.07 (Reference (a)) in accordance with the authority in DoD Directive (DoDD) 5144.02 (Reference (b)) to establish policies, assign responsibilities, and provide procedures governing the DoD Forms Management Program in accordance with Title 41, Code of Federal Regulations (CFR) (Reference(c)), Title 44, United States Code (Reference (d)), Title 5, CFR (Reference (e)), and Title 36, CFR (Reference ((f)).

b. Authorizes development and updating of implementing guidance through DoD 7750.07-M (Reference (g)). The manual (Reference (g)) will provide the implementing procedures, criteria, rules, and terms for the DoD Forms Management Program.

2. APPLICABILITY. This instruction applies to OSD, the Military Departments, the Office of the Chairman of the Joint Chiefs of Staff and the Joint Staff, the Combatant Commands, the Office of the Inspector General of the Department of Defense, the Defense Agencies, the DoD Field Activities, and all other organizational entities within the DoD (referred to collectively in this instruction as the "DoD Components").

3. POLICY. It is DoD policy that:

a. DoD forms must satisfy a valid need. Information collected on a form must be essential to accomplish a mission need and necessary for the efficient and economical operation of the DoD.

b. DoD forms must be properly designed with clear instructions and standardized data for easy processing and retrieval of information collected. DoD forms requiring approval by the Office of Management and Budget (OMB) pursuant to the Paperwork Reduction Act requirements of chapter 35 of Reference (d) must:

(1) Be accompanied by an instruction page or a link to a set of instructions written in plain language pursuant to Public Law 111-274 (Reference (h)) and DoDI 5025.13 (Reference (i)). This policy does not apply in cases such as placards, certain tags, and labels.

(2) Display an Agency Disclosure Statement written in plain language pursuant to References (h) and (i) and the Public Protection Clause of section 3512 of Reference (d).

c. Information technology must be used, to the maximum extent possible, for the creation, distribution, and use of forms and to record, store, and disseminate information entered on those forms. Electronic records should be the default.

d. The design of electronic forms will be consistent with providing accessibility for people with disabilities in accordance with part 1194 of Reference (f) and DoD Manual (DoDM) 8400.01-M (Reference (j)). The design will allow people using assistive technology to access the information, field elements, and functionality required for completion and submission of the form.

e. Standardized DoD forms must be used throughout the DoD to the maximum extent possible.

f. The use of social security numbers within DoD forms will be reduced or eliminated wherever possible in accordance with DoDI 1000.30 (Reference (k)).

g. DoD forms requiring approval from the OMB will be advance tested before or during the comment period for the 60-day public information collection notice in accordance with OMB Memorandum (Reference (l)).

h. Personal information collected electronically using DoD forms is only acquired and maintained when necessary. To ensure the supporting information technology that is being developed and used protects and preserves the privacy of members of the public, a privacy impact assessment must be conducted in accordance with DoDI 5400.16 (Reference (m)).

i. The design of DoD forms must be consistent with the requirements in OMB Memorandum M-13-13 (Reference (n)), in that public collection forms be created to support downstream interoperability, use of machine-readable, and open formats as determined by the office of primary responsibility.

4. RESPONSIBILITIES. See Enclosure 2.

5. PROCEDURES. See Enclosure 3.

6. RELEASABILITY. **Cleared for public release**. This instruction is available on the Internet from the DoD Issuances Website at <http://www.dtic.mil/whs/directives>.

7. EFFECTIVE DATE. This instruction:

- a. Is effective October 10, 2014.
- b. Will expire effective October 10, 2024 if it hasn't been reissued or cancelled before this date in accordance with DoDI 5025.01 (Reference (o)).



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ENCLOSURE 1

REFERENCES

- (a) DoD Instruction 7750.07, "DoD Forms Management Program," April 20, 2007 (hereby cancelled)
- (b) DoD Directive 5144.02, "DoD Chief Information Officer (DoD CIO)," April 22, 2013
- (c) Title 41, Code of Federal Regulations
- (d) Title 44, United States Code
- (e) Title 5, Code of Federal Regulations
- (f) Title 36, Code of Federal Regulations
- (g) DoD 7750.07-M, "DoD Forms Management Program Procedures Manual," May 7, 2008, as amended
- (h) Public Law 111-274, "Plain Writing Act of 2010," October 13, 2010
- (i) DoD Instruction 5025.13, "DoD Plain Language Program," April 11, 2013, as amended
- (j) DoD Manual 8400.01-M, "Procedures for Ensuring the Accessibility of Electronic and Information Technology (E&IT) Procured by DoD Organizations," June 3, 2011
- (k) DoD Instruction 1000.30, "Reduction of Social Security Number (SSN) Use Within DoD," August 1, 2012
- (l) Office of Management and Budget Memorandum, "Testing and Simplifying Federal Forms," August 9, 2012
- (m) DoD Instruction 5400.16, "DoD Privacy Impact Assessment (PIA) Guidance," February 12, 2009
- (n) Office of Management and Budget Memorandum M-13-13, "Open Data Policy - Managing Information as an Asset," May 9, 2013
- (o) DoD Instruction 5025.01, "DoD Issuances Program," June 6, 2014
- (p) DoD Directive 5110.04, "Washington Headquarters Services (WHS)," March 27, 2013
- (q) DoD Directive 5015.2, "DoD Records Management Program," March 6, 2000
- (r) Administrative Instruction 86, "Office of the Secretary of Defense (OSD) Forms Management Program," March 10, 2006
- (s) DoD Directive 5400.11, "DoD Privacy Program," May 8, 2007, as amended
- (t) DoD 5400.11-R, "Department of Defense Privacy Program," May 14, 2007
- (u) DoD Instruction 8910.01, "Information Collection and Reporting," May 19, 2014
- (v) DoD Manual 5200.01, Volume 4, "DoD Information Security Program: Controlled Unclassified Information (CUI)," February 24, 2012
- (w) DoD Manual 5200.01, Volume 2, "DoD Information Security Program: Marking of Classified Information," February 24, 2012, as amended
- (x) DoD 4525.8-M, "DoD Official Mail Manual," December 26, 2001

ENCLOSURE 2

RESPONSIBILITIES

1. DoD CHIEF INFORMATION OFFICER (DoD CIO). Pursuant to Reference (b), the DoD CIO:

- a. Establishes and updates policy for the DoD Forms Management Program and monitors compliance with this instruction.
- b. Represents the DoD to other government agencies on forms management policy matters.
- c. Promotes standardization of DoD (or DD) forms.
- d. Resolves conflicts that may arise regarding implementation of the DoD forms management policy.
- e. Coordinates on the publication of Reference (g) with the Director, Washington Headquarters Services (WHS).

2. DIRECTOR, WHS. Under the authority, direction, and control of the Deputy Chief Management Officer through the Director of Administration, the Director, WHS:

- a. Maintains Reference (g) consistent with this instruction, and in accordance with Reference (o).
- b. Represents the DoD to other government agencies and non-government organizations on forms management operational matters. For forms management policy matters, coordinates with the Office of the DoD CIO before representing the DoD.
- c. Establishes and manages the DoD Forms Management Program in accordance with DoDD 5110.04 (Reference (p)) and applicable DoD policy, federal regulations, and laws. Designates a DoD Forms Management Officer (FMO) to oversee the DoD Forms Management Program.
- d. Performs the duties of the standard forms (SFs) and optional forms (OFs) liaison representative for the DoD in accordance with part 102-194 of Reference (c).
- e. Ensures the DoD FMO:
 - (1) Reviews and approves or disapproves DoD requests for the creation, revision, cancellation, or exceptions to SFs and OFs for compliance with this instruction and applicable federal regulations and instructions prior to submission to the General Services Administration (GSA).

(2) Maintains an inventory of exceptions to SFs and OFs, and makes the inventory available for use by the DoD Components.

(3) Reviews and approves or disapproves the creation, revision, and cancellation of DD forms, or exceptions to SFs and OFs, and DD forms, and ensures they are consistent with this instruction and References (c) and (g). The DoD FMO does not approve component-specific forms or exceptions to component-specific forms, unless it is an exception to a DD form, SF, or OF.

(4) Ensures all DD forms are designed in accordance to existing federal and DoD forms design standards.

(5) Approves or disapproves the creation and use of all electronic versions of DD forms.

(6) In conjunction with the DoD Components, conducts periodic reviews of DD forms to determine continued need and effectiveness, identify opportunities for cancelling duplicate or unnecessary forms, and improve the usefulness of forms.

(7) Publishes a DD Forms Inventory on the DoD Forms Management Program Website: <http://www.dtic.mil/whs/directives/infomgt/forms/index.htm>. This inventory provides a listing of current approved and cancelled DD forms.

(8) Maintains necessary management information as well as a historical record for each DD form to include retaining all editions of a form from creation to cancellation; maintains and disposes of these records including electronic records in accordance with part 102-193 of Reference (c) and DoDD 5015.2 (Reference (q)).

f. Establishes and manages the OSD Forms Management Program in accordance with Administrative Instruction 86 (Reference (r)). Designates an OSD FMO to oversee the OSD Forms Management Program and to serve as the OSD Component FMO. The OSD FMO provides guidance and assistance to the various OSD Component forms points of contact (FPOC) on all issues concerning forms management.

3. DoD COMPONENT HEADS. The DoD Component heads:

a. Establish and implement a Forms Management Program within their respective Components in accordance with this instruction and Reference (g).

b. Designate an individual as the DoD Component FMO to represent their respective Component's interests to the DoD FMO. The OSD FMO collaborates with the OSD Component FPOCs on OSD forms management matters in accordance with Reference (r).

c. Provide the DoD FMO with all requests to create, revise, and cancel DD forms, or obtain exceptions to DD forms, SFs, or OFs, and ensure that these requests are in accordance with this instruction and References (c) and (g). The DoD FMO provides final approval or disapproval.

- d. Design all DoD Component forms according to existing federal and DoD design standards.
- e. Approve or disapprove the creation and use of all electronic versions of their DoD Component forms.
- f. Ensure that a DD form has been approved for electronic use by the sponsoring DoD Component and the DoD FMO before use within a DoD Component.
- g. Ensure the design of electronic forms is consistent with providing accessibility for people with disabilities in accordance with References (f) and (j). When electronic forms are used, the form will allow people using assistive technology to access the information, field elements, and functionality required for completion and submission of the form.
- h. Ensure that DoD forms used for public information collections are advance tested before or during the comment period for the 60-day public information collection notice in accordance with Reference (l).
- i. Ensure forms that collect personal identifying information are reviewed in accordance with DoDD 5400.11 (Reference (s)) and DoD 5400.11-R (Reference (t)).
- j. Review existing DoD Component forms periodically and assist the DoD FMO in the periodic review of DD forms to determine continued need and effectiveness. Identify opportunities for standardizing forms, cancelling duplicate or unnecessary forms, and improving the usefulness of forms in responsible areas.
- k. Maintain an inventory of approved DoD Component forms, identifying those that are approved for electronic generation.
- l. Ensure appropriate lifecycle management of DoD Component forms in accordance with Reference (q).
- m. Use the most efficient, cost-effective methods to reproduce, store, and distribute DoD forms.
- n. Develop and distribute Component guidance for obtaining SFs and OFs.

4. OSD COMPONENT HEADS. In addition to performing the responsibilities in section 3 and Reference (r), each OSD Component head designates an FPOC to work with the OSD FMO on OSD forms management matters, providing liaison and assistance to the DoD FMO.

ENCLOSURE 3

PROCEDURES

1. SCOPE. The following procedures apply to the development and use of forms in the DoD, including the different types of forms (e.g., SFs, OFs, DD forms, DoD Component forms) and the different media in which forms may be available (e.g., paper, electronic).

2. GUIDELINES

a. The order of precedence for forms usage is:

(1) The SF, as approved by GSA for mandatory use government wide, in accordance with Reference (c).

(2) The OF, as approved by GSA for non-mandatory use government wide, in accordance with Reference (c).

(3) Exceptions to SFs and OFs, as approved by the prescribing federal agency.

(4) DD forms, as approved by the DoD Forms Management Office, WHS, for use within the DoD.

(5) DoD Component forms, as approved by the DoD Component, for use only within that DoD Component.

b. Lower-level, duplicative, or redundant forms must be consolidated into higher-level forms using the order of precedence, whenever possible.

c. The creation, revision, cancellation of, or exception to a form in any media must be initiated and authorized by the form's sponsor and approved by the appropriate FMO of the form before use.

d. Any form that duplicates or accomplishes the same purpose of an existing SF, DD form, or DoD Component form must not be approved.

e. Information technology will be used to improve customer efficiency through design, standard data collection, distribution, and electronic forms use.

f. Appropriate approvals and licenses for information collected from other government agencies, the public, or the DoD must be obtained and displayed on forms in compliance with part 1320 of Reference (e), and DoDI 8910.01 (Reference (u)).

g. Proper markings must be displayed on forms to prevent unauthorized disclosure of “FOR OFFICIAL USE ONLY” (FOUO) and classified information recorded on forms. Forms containing FOUO information are marked in accordance with Volume 4 of DoDM 5200.01 (Reference (v)). Forms containing classified information are marked in accordance with Volume 2 of DoDM 5200.01 (Reference (w)).

h. A Privacy Act statement or privacy advisory, to include the identification of and link to the Privacy Act systems of records notice or the privacy impact assessment, when required, must be displayed on forms that are used to collect personal information in accordance with References (s) and (t). When used, these statements must be written in plain language in accordance with References (h) and (i).

i. Postal regulations of the United States Postal Service will be implemented in forms designed for postal mailing in accordance with DoD 4525.8-M (Reference (x)).

j. The procedures listed in paragraph 2 of this enclosure do not apply in the cases in which the forms:

(1) Are used exclusively for cryptological activities.

(2) Are used only once as part of a survey.

(3) Are formats, as defined in the Glossary.

(4) Are without spaces for entering information, such as instruction sheets and bulletins, pamphlets, notices, contract clause sheets, placards, certain tags and labels, pattern letters, guide letters, and form letters. However, these items may be assigned form numbers and controlled through the DoD or Component Forms Management Program for referencing, printing inventory, and distribution.

GLOSSARY

PART I. ABBREVIATIONS AND ACRONYMS

CFR	Code of Federal Regulations
DD	Department of Defense form
DoD CIO	DoD Chief Information Officer
DoDD	DoD Directive
DoDI	DoD Instruction
DoDM	DoD Manual
ESD	Executive Services Directorate
FMO	forms management officer
FOUO	For Official Use Only
FPOC	forms point of contact
GSA	General Services Administration
OF	optional form
OMB	Office of Management and Budget
OSD FPOC	OSD Component forms point of contact
SF	standard form
WHS	Washington Headquarters Services

PART II. DEFINITIONS

These terms and their definitions are for the purposes of this instruction.

DD form. A form approved by the DoD Forms Management Office, WHS, for use by two or more DoD Components. There are two types of DD forms:

prescribed. Use by all DoD Components to whom the subject matter applies is mandatory.

adopted. Use by DoD Components is optional. Normally, forms in this category are initiated by a DoD Component in conjunction with one or more other DoD Component(s).

DoD Component FMO. The DoD Component's point of contact responsible for the Component's Forms Management Program.

DoD Component form. A form approved by a DoD Component for general use only within that Component. This includes:

command form. A form originated by a subordinate level of a DoD Component that is prescribed by regulatory publication for use by more than one office in such command.

component form. A form approved by the DoD Component FMO for use by two or more of the DoD Component's commands.

installation form. A form approved by the head of a DoD Component installation that is prescribed by regulatory publication for use by more than one office in such installation.

local form. A form approved for use only within one office of a headquarters, command, or installation and that does not have to be prescribed by regulatory publication.

DoD FMO. The position responsible for managing the DoD Forms Management Program in accordance with this instruction and Reference (p).

electronic form. An officially prescribed set of data residing in an electronic medium that is used to produce a mirror-like image or as near to a mirror-like image as the creation software will allow of the officially prescribed form. An electronic form can also be one in which prescribed fields for collecting data can be integrated, managed, processed, or transmitted through an organization's information technology system. There are two types of electronic forms: one is part of an automated transaction, and one whose image or data elements reside on a computer.

exceptions. An approval to change the content, format, or printing specifications or to create an electronic version of an approved form. Exceptions may apply to all types of forms (e.g., DoD Component forms, DD forms, OFs, SFs).

form. A fixed arrangement of captioned spaces designed for entering and extracting prescribed information. Forms may be preprinted paper forms or electronic forms.

formats. A guide, table, or sample that illustrates a predetermined arrangement or layout for presenting information. Most formats are largely narrative in nature and the space needed by respondents to furnish the desired information varies substantially.

OF. A form developed for use in two or more federal agencies and approved by the GSA for non-mandatory use. The availability of such forms for use is normally announced by the agency that developed and sponsored the form for use.

OSD Component FPOC. The individual in an OSD Component responsible for coordinating or implementing the policies and procedures of the OSD Forms Management Program within their Component. The OSD Component FPOC serves as liaison between their Component and the OSD FMO on all forms matters.

OSD FMO. The individual responsible for overseeing the OSD Forms Management Program. On behalf of the OSD Components, the OSD FMO serves as the OSD Component FMO and provides guidance and assistance to the various OSD Component FPOCs on all issues concerning forms management within OSD.

SF. A form prescribed by a federal agency, pursuant to its authority, and approved by the GSA for mandatory government-wide use. Such mandatory use is generally set forth in regulations of the issuing agency.