



INSPECTOR GENERAL
DEPARTMENT OF DEFENSE
400 ARMY NAVY DRIVE
ARLINGTON, VIRGINIA 22202-4704

June 5, 2006

INSPECTOR GENERAL INSTRUCTION 5018.1

Subject: Forms Management Program

References:

- a. OSD Administrative Instruction No. 86, "Office of the Secretary of Defense (OSD) Forms Management Program," March 10, 2006
- b. DoD Instruction 7750.7, "DoD Forms Management Program," May 31, 1990
- c. DoD 7750.7-M, "DoD Forms Management Program Procedures Manual," August 1991

A. Purpose. To establish policy, assign responsibilities, and prescribe procedures for the OIG Forms Management Program.

B. Cancellation. This Instruction supersedes IGDINST 5018.1, *Forms Management Program*, August 8, 2003.

C. Applicability. These policies and guidance are mandatory and apply to all components of the Department of Defense Office of Inspector General (DoD OIG).

D. Policy

1. It is the OIG policy that the OIG Forms Management Program be administered in accordance with the policies and guidance specified in references a, b, and c, including all applicable DoD policies and federal regulations cited in the references.

2. Maximum use will be made of Standard Forms (SF), Optional Forms (OF), and DoD Forms (DD) in lieu of designing similar forms.

E. Responsibilities

1. The **Assistant Inspector General for Administration and Management** shall manage the OIG Forms Management Program.

2. The **Director, Administrative Logistics and Services Directorate** shall:

- a. Direct the implementation of the OIG Forms Management Program.

b. Ensure internal controls are established and reported on for the OIG Forms Management Program.

3. The **OIG Forms Manager** shall:

a. Operate and implement the Forms Management Program and manage the SF, OF, and DD programs within the OIG in compliance with references a, b, and c.

b. Provide guidance, assistance, and training to the OIG component users on all forms matters.

c. Review and ensure requests to create, revise, cancel, or obtain exceptions to OIG forms comply with this instruction and all DOD policies and Federal regulations, including the creation and use of electronic versions of the OIG forms.

d. Create forms that are easy to fill-in, read, transmit, process, and retrieve.

e. Increase the usefulness of information on forms through proper design and clear instructions.

f. Maintain management information, reference material, and historical records for the OIG forms.

g. Publish and keep current the Forms Listing on the OIG Intranet.

4. The **OIG Component Heads** shall:

a. Appoint one or more primary and alternate Component Forms Management Liaisons (CFMLs) to coordinate forms management issues with the OIG Forms Manager.

b. Ensure compliance within the component with the policy and procedures of the OIG Forms Management Program.

5. The **OIG CFMLs** shall:

a. Establish and coordinate requirements for printing, stocking, distribution, and replenishing forms with the OIG Forms Management Office (FMO).

b. Perform annual reviews of the OIG component-sponsored forms to ensure they are current and essential. Report results of the review to the OIG Forms Manager.

6. The **Proponent of the form** shall:

a. Contact the CFML and the OIG Forms Manager for guidance before developing a form.

b. Ensure forms are prescribed by a publication unless self-explanatory and update as necessary.

c. Ensure a form satisfies a valid need and is necessary for the efficient and economical operation of the OIG.

F. Procedures

1. All OIG forms will be numbered in accordance with reference c.

2. Use DD Form 67 to request the design of a new form, to revise an existing form (to include form letters), or to cancel a form. The DD Form 67 will be submitted to the OIG FMO.

3. All forms issued within the OIG will be listed on the OIG Intranet.

4. Copies of all forms will be available electronically or from a designated supply source if the form is not available in an electronic format.

5. The OIG FMO shall perform an annual review of all forms to determine relevance and economy. Results of annual reviews shall be reported to the Washington Headquarters Services in accordance with Chapter 1 of reference c.

G. Effective Date. This Instruction is effective immediately.

FOR THE INSPECTOR GENERAL:



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Administration and Management