

Department
of
Health & Human
Services

Forms Manual

*Prepared By:
Linda A. Gibson, Chief
Postal & Document
Management Section
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Forms Management Manual
HHS Transmittal

FORMS MANAGEMENT PROCEDURES

- I. **REASON FOR ISSUE:** This handbook establishes the procedures that implement the policies for forms management contained in the HHS Forms Management Manual.
- II. **SUMMARY OF CONTENT/MAJOR CHANGES:** This handbook describes the procedures for recommending, creating, managing, monitoring, and eliminating forms used Departmentwide. Major changes are:
- A. An instruction for the transfer of forms from one Operating Division (OPDIV) to another.
 - B. Procedures for use of electronic, preprinted, standard, optional and OPDIV forms.

CERTIFIED BY:

FORMS MANAGEMENT PROCEDURES

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FORMS MANAGEMENT PROCEDURES

I. PURPOSE

This handbook describes the procedures for recommending, creating, managing, monitoring, and eliminating paper or electronic forms used within the Department. This handbook supplements the policies and responsibilities prescribed in the HHS Forms Management Manual. Together, the handbook and the manual establish the necessary tools required to accomplish an effective Health and Human Services (HHS) Forms Management Program.

II. SCOPE

These procedures apply to all HHS.

III. GENERAL

Forms management includes development, approval, management, and evaluation of forms that may be in either paper or electronic form. Use of established forms is required instead of developing and generating forms locally in a division, department, or group. Technical support regarding the design of forms (paper or electronic) is provided by the Media Arts Branch of the Program Support Center, HHS, telephone number: (301) 443-1090.

Each HHS Operating Division (OPDIV) has a designated Forms Management Officer and/or Liaison Officer. See the intranet form site <http://forms.psc.gov> for the FMO with whom to coordinate your forms activities.

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A. Obtaining Forms.

1. Most Federal forms used within HHS may be obtained in paper format from the Personal Property Facility, 16071 Industrial Drive, Gaithersburg, MD. 20877; or the Cohen Building, 200 Independence Avenue, S.W., Washington, D.C.
2. Unlimited quantities of forms may be obtained and downloaded and printed at your workstation from the following websites:

HHS <http://forms.psc.gov/>
OPM <http://www.opm.gov/forms/index.htm>
GSA <http://www.gsa.gov/forms/forms.htm>

B. Changes to Forms. All changes made to forms should be cleared by the originating office through the agency Forms Management Officer (e.g., elimination of lines or inclusion of information, addition of spaces, etc.).

D. Clearance Procedures for Exceptions. When a standard, optional, or other agency form does not serve the Department's purpose, the Forms Management Officer assists the program official in completing the SF-152, "Request for Clearance or Cancellation of a Standard or Optional Form or Exception." This is forwarded through the appropriate FMO to the Department's FMO, who in turn will then seek the exception from the promulgating agency and will advise the requestor of the action taken.

E. Initial Distribution. The initial distribution of all new forms and the superseding revisions will be made through the Program Support Center (PSC) forms store, forms warehouse, originating office or the departments website. Electronic versions will be provided in paper and electronic media.

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F. Reproduction of Forms. The copies may be obtained through the Department's Reprographic Services Center. The form must be obtained from the agency FMO or the promulgating office to ensure the replication of the most current version. Authorized forms, including those that are not promulgated by HHS, e.g., Standard Forms, Optional Forms and other agency forms, should be reviewed by the appropriate FMO and the program office requiring the use of the form to ensure the current version prior to its reproduction.

G. Overprinting. The data included on the form may not be modified without specific prior approval from the appropriate program office having jurisdiction over the form.

H. Replenishment of Stock.

1. Requests for forms stocked and stored at the HHS forms facilities should be forwarded to the warehouse forms' coordinator for restocking of the requestors form supply. The warehouse staff will notify the FMO when their stock levels should be replenished.

2. Forms may also be obtained from the Department's Forms Distribution Website at: <http://www.forms.psc.gov/forms.htm> This site will let you have access to both our downloadable Print-on-Demand (POD) forms and the intelligent on-line fillable forms.

I. Transfers. Program officials must coordinate the transfer ownership of forms from one organization to another through their FMO's.

J. Discontinuances. Program officials will promptly report obsolete and nonessential forms to the appropriate agency FMO. The FMO is responsible for notifying the warehouse forms coordinator, who in turn will notify field facilities of any discontinuances. All forms replaced or superseded by new or revised forms will be reported to the operational components by the agency's FMO.

K. Catalog. A combined catalog of forms for all organizational elements is compiled by each agency and forwarded to the Department's FMO for final compilation

