



DEPARTMENT OF THE NAVY
NAVAL TRAINING CENTER
2601A PAUL JONES ST
GREAT LAKES, ILLINOIS 60088-5000

NTCGLAKESINST 5213.1D
N32

FEB 16 1999

NTC GREAT LAKES (COMPLEX) INSTRUCTION 5213.1D

From: Commander, Naval Training Center, Great Lakes

Subj: FORMS MANAGEMENT

Ref: (a) CNETINST 5213.1B
(b) CNETNOTE 5213 of 13 Apr 94
(c) Forms Analysis and Design Handbook, GSA
(d) NAVSUP Publication 2002, Sec II

1. Purpose. To set forth policy, responsibilities, and procedures for the management of forms at Naval Training Center (NTC) and its component commands.

2. Cancellation. NTCGLAKESINST 5213.1C. This instruction has been substantially revised and should be reviewed in its entirety.

3. Policy. All NTC component commands will provide for an effective Forms Management Program. This program will include the systematic analysis and continuing control of all forms originated or used, as well as related procedures, to ensure their use contributes to the efficient, economical, and effective operation of the command. This policy applies to all forms used in manual, mechanical, or automated systems.

4. Objectives

a. Design forms and related procedures to ensure maximum contribution to the operation of NTC and its component commands.

b. Eliminate unnecessary and duplicate forms, consolidating those serving similar functions.

c. Produce and distribute forms.

d. Implement required procedures and policies of the management of forms, in NTC and all component commands, as specified in reference (a).

5. Action

a. Chief of Staff, NTC will:

(1) Assign forms management responsibilities to a staff member trained in the principles and techniques of forms management.

(2) Have the Forms Management Program of local component commands evaluated annually and during command inspections.

b. Commanding Officers of Component Commands shall:

(1) Designate forms management responsibilities to personnel trained in the principles and techniques of forms management.

(2) Implement and maintain an effective forms management program meeting reference (a) requirements within their commands.

c. Administrative Officer, NTC will assume overall responsibility for the administration of the Forms Management Program for NTC and will:

(1) Maintain an active Forms Management Program within NTC.

(2) Assist component activities in developing and improving forms and forms management as needed.

(3) Review all internal forms proposed for use and determine the availability of departmental or general forms for use as specified in reference (a).

(4) Ensure an annual review of forms conducted by Component activities to determine if modification, consolidation or elimination of forms is required.

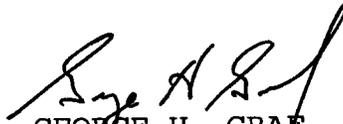
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(5) Submit a copy of the locally implementing directive for forms control procedures and subsequent revisions to CNET (Code 00111) as specified in reference (a).

(6) Maintain case files using guidelines established reference (a).

(7) Review all forms licensed for NTC use for conformance to reference (b) verifying forms not listed in references (c) or (d) which will serve the same purpose.

6. Reports and Forms. Printed Material Request (CNET-GEN 5604/1, S/N 0197-LL-NF 3-2170) may be obtained from Commanding Officer, Naval Supply Center (Code 101.3), Naval Publication, Pensacola, FL 32508-6200 by submitting completed DD Form 1348. DOD Single Line Item Requisition System Document, DD Form 1348, S/N 0102-LF-001-3490 may be obtained through Navy supply channels.



GEORGE H. GRAF
Chief of Staff, Operations
Acting

Distribution:
NTCGLAKESINST 5216.5M
List I & II (Case A)