



UNITED STATES MARINE CORPS
I MARINE EXPEDITIONARY FORCE HEADQUARTERS GROUP
I MARINE EXPEDITIONARY FORCE
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CAMP PENDLETON, CA 92055-5325

GruO 5213.1A
S-1

APR 2 2013

GROUP ORDER 5213.1A

From: Commanding Officer
To: Distribution List

Subj: FORMS MANAGEMENT PROGRAM

Ref: (a) MCO 5213.7C

Encl: (1) I MHG Forms Analysis and Control
(2) I MHG Approved Forms List

1. Purpose. To establish procedures and provide guidance for managing local forms produced and utilized within I Marine Expeditionary Force Headquarters Group (I MHG).

2. Cancellation. GruO 5213.1

3. Background. The reference directs all Commanders to establish a local forms management program for those forms with an annual use of 100 copies or more. This program is necessary to eliminate unnecessary forms by justifying the need, reducing operating costs, preventing and eliminating unnecessary and duplicate forms, and consolidating those forms serving like functions.

4. Information

a. Forms are defined as any document including letters, post cards, memorandums or certificates printed or otherwise reproduced with space for inserting data, descriptive material or addresses designed to structure the arrangement of information.

b. There are two basic elements to forms management:

(1) Forms analysis is the development and/or improvement of data elements and forms design. This analysis should reveal the below information:

- (a) Is the information required by the cognizance office?
- (b) Is there a need for all information requested by the form?
- (c) How will the information be used?

(d) Can the information be obtained from another source?

(e) Is the information open for misinterpretation, or could it be more simply stated?

(2) Forms control is the determination of stock levels usage, reorder points/level and conducting reviews aimed at improving or reducing forms inventory.

5. Action

a. All I MHG, Staff Officers will:

(1) Review all internal locally produced forms within their cognizance, and apply the two basic elements stated above to each form to determine those forms which are necessary, those that need to be eliminated, or those that are subject to consolidation.

(2) Submit all forms currently in use to the Forms Manager for review, consolidation and inventory control. The enclosure provides a list of all approved local forms.

(3) Submit all new local forms to the Forms Manager for review and approval prior to use utilizing enclosure (1).

b. The Forms Manager for I MHG. Accordingly, the incumbent will:

(1) Establish a Forms Management Program as outlined in the reference.

(2) Conduct a biennial review of enclosure (2).


S. M. HANSON

I MHG APPROVED FORMS LIST

<u>FORM DESCRIPTION</u>	<u>FORM SSIC #</u>	<u>ORIGINATOR</u>
I MHG/I MEF CHECK IN/OUT SHEET	I MHG 1000/1	S-1
I MHG/I MEF NEW JOIN DATA SHEET	I MHG 1000/2	S-1
I MHG/I MEF FAX COVER SHEET	I MHG 1000/3	S-1
I MHG ROUTE SHEET	I MHG 1000/4	S-1
I MHG BIENNIAL REVIEW FORMS	I MHG 1000/5	S-1
I MHG FORMS ANALYSIS AND CONTROL REQUEST	I MHG 1000/6	S-1

Enclosure (2)