

DON CIO Message: DTG: 271957Z DEC 07

SUBJECT: DEPARTMENT OF THE NAVY ZERO-BASED FORMS REVIEW//
UNCLASSIFIED//

REF/A/DOC/DODINST 7750.07/20APR2007//
REF/B/DOC/DOD 7750.7-M/AUG1991//
REF/C/DOC/SECNAVINST 5210.16/31DEC2005// REF/D/DOC/SECNAV
M5213.1/DEC2005// REF/E/DOC/DOD 5400.11-R/14MAY2007//
REF/F/DOC/SECNAVINST 5211.5E/28DEC2005//

NARR/REF A DELINEATES THE POLICY AND RESPONSIBILITIES OF THE DOD FORMS MANAGEMENT PROGRAM. REF B IMPLEMENTS POLICY AND DELINEATES SPECIFIC RESPONSIBILITIES TO DOD COMPONENT FORMS MANAGEMENT OFFICERS. REF C DELINEATES THE AUTHORITIES AND RESPONSIBILITIES OF THE DON FORMS MANAGEMENT PROGRAM. REF D IS THE PROCEDURES MANUAL FOR DON FORMS MANAGEMENT. REF E PROVIDES GUIDANCE ON SECTION 552A OF TITLE 5 UNITED STATES CODE (U.S.C.) AND THE PRIVACY ACT OF 1974. REF F DELINEATES THE POLICY, AUTHORITIES, AND RESPONSIBILITIES OF THE DEPARTMENT OF THE NAVY PRIVACY PROGRAM. REFS A, B, AND E ARE POSTED ON THE DOD ISSUANCES WEB SITE AT [HTTP://WWW.DTIC.MIL/WHs/DIRECTIVES/](http://www.dtic.mil/whs/directives/). REFS C, D, AND F ARE POSTED ON THE DON ISSUANCE WEB SITE AT [HTTP://DONI.DAPS.DLA.MIL/DEFAULT.ASPX](http://doni.daps.dla.mil/default.aspx) //

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RMKS/1. IAW REFS A AND B, THE DEPARTMENT OF THE NAVY (DON) IS REQUIRED TO CONDUCT PERIODIC REVIEWS AND INVENTORIES OF ALL DON FORMS. ACCORDINGLY, THE CHIEF OF NAVAL OPERATIONS (CNO) (DNS-5) AND THE DON FORMS MANAGEMENT BOARD ARE INITIATING A ZERO-BASED REVIEW TO IDENTIFY ALL DON FORMS, THEIR SPONSORS, AND THE DIRECTIVES REQUIRING THEM. THE REVIEW WILL ENSURE DEPARTMENTAL FORMS COMPLY WITH DEPARTMENT OF DEFENSE (DOD) AND DON STANDARDS CONTAINED IN REFS A THROUGH F.

2. THE REVIEW WILL BE CONDUCTED IN THREE PHASES. IN PHASE ONE, COMMANDS AND ACTIVITIES WILL IDENTIFY EACH OF THEIR FORMS AND REVIEW THEIR COMPLIANCE WITH FORMS AND PRIVACY ACT REQUIREMENTS (REFS A THROUGH F). DURING PHASE TWO, U.S. NAVY (USN) ECHELON II COMMANDS AND U.S. MARINE CORPS (USMC) MAJOR SUBORDINATE COMMANDS WILL COMPARE, ANALYZE, AND CONSOLIDATE THE FORMS WITHIN THEIR SUBORDINATE COMMANDS AND ACTIVITIES. UTILIZING THE RESULTS OF PHASE TWO, DURING PHASE THREE THE DON FORMS MANAGEMENT BOARD WILL CONSOLIDATE FORMS TO THE HIGHEST LEVEL, THUS REDUCING THE NUMBER OF FORMS ACROSS THE DEPARTMENT.

3. PHASE ONE WILL BEGIN WITH RECEIPT OF THIS MESSAGE AND END BY 14 JULY 2008. REPORTING PROCEDURES ARE AS FOLLOWS:

A. COMMAND AND ACTIVITY FORMS MANAGERS WILL IDENTIFY AND REVIEW EACH OF THEIR FORMS AND UPDATE THEIR FORMS HISTORY FILE AND FORMS INDEX (REF D).

B. NAVY FORMS MANAGERS, ECHELON III AND BELOW, WILL REPORT THE STATUS OF THEIR REVIEW TO THEIR COMMAND HEADQUARTERS? FORMS MANAGER EVERY SIX WEEKS. NAVY FORMS MANAGERS, ECHELON II AND ABOVE, WILL REPORT TO THE DON FORMS MANAGER EVERY TWO MONTHS.

C. MARINE CORPS MAJOR SUBORDINATE COMMANDS WILL FOLLOW GUIDANCE TO BE PROMULGATED BY THE MARINE CORPS FORMS MANAGER IN SEPARATE CORRESPONDENCE FROM HEADQUARTERS MARINE CORPS (HQMC); USMC FORMS MANAGER IS CMC ARDE AND MAY BE CONTACTED AT (703) 614-1712, DSN 224-1712 OR E-MAIL SMB.HQMC.ARDE@USMC.MIL.

D. PHASE ONE RESULTS WILL BE REPORTED VIA THE ZERO-BASED FORMS REVIEW DATABASE ON THE NEW NAVAL FORMS ONLINE ADMIN SITE [HTTPS://NAVALFORMS.DAPS.DLA.MIL/C/PORTAL/LOGIN](https://navalforms.daps.dla.mil/c/portal/login). TO OBTAIN AN ACCOUNT ON THE SITE CONTACT YOUR ECHELON II FORMS MANAGER (NAVY) OR THE USMC FORMS MANAGER. IF UNABLE TO CONTACT THE ABOVE, CONTACT THE DEPARTMENT OF THE NAVY FORMS MANAGER, DNS-51, (202)433-2835, DSN 288-2835.

4. RELEASED BY ROBERT J. CAREY, DEPARTMENT OF THE NAVY CHIEF INFORMATION OFFICER.//