



ORIGINAL
UNITED STATES MARINE CORPS
MARINE CORPS AIR STATION
BEAUFORT, SOUTH CAROLINA 29904-5001

ASO 5213.1C
ADJ
14 JUL 2009

AIR STATION ORDER 5213.1C

From: Commanding Officer
To: Distribution List

Subj: FORMS MANAGEMENT PROGRAM

Ref: (a) SECNAV M-5213.1
(b) SECNAV M-5214.1
(c) SECNAVINST 5210.16
(d) SECNAV M-5210.1
(e) MCO 5213.7C
(f) MCIEASTO 5213.1

1. Situation. Per references (a) through (f), Headquarters Marine Corps has established a Forms Management Program.

2. Cancellation. ASO 5213.1B.

3. Mission

a. This Order has been revised and should be reviewed in its entirety.

b. To implement policy and provide guidance for managing forms at Marine Corps Air Station (MCAS) Beaufort.

c. To eliminate the use of locally made forms when there are other forms available with the same information.

d. To place MCAS Beaufort online with the Marine Corps Electronic Forms System (MCEFS).

e. To reduce the cost of reproducing and maintaining local forms.

4. Execution

a. All commanding officers, department heads, and designated representatives are required to:

(1) Ensure that all existing forms are necessary to complete their mission.

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(2) Ensure that all local MCAS Beaufort forms are reviewed annually and any form not required is canceled.

(3) Ensure letter type and question and answer type forms are not submitted, they will not be approved as a MCAS Beaufort Form. These forms are programmed in the computer and utilized in that format.

(4) All MCAS Beaufort Forms must be submitted to the Adjutant's Department via the Forms Manager for approval. However, prior to submitting the form, the section requesting the new form will ensure that there are no existing similar forms created by any higher headquarters, i.e., DD Forms, NAVMC Forms, Navy Forms, DA Forms, DAF Forms, SF Forms, OF Forms, or MCIEAST Forms.

b. The Administrative Assistant in the Adjutant's Department is designated the Forms Manager and will provide updated information/guidance to MCAS Beaufort staff and will:

(1) Review all requests for new and revised forms ensuring that there are no duplicates of senior forms.

(2) When the requirement exists to establish a new form it must be shown that existing forms will not serve the purpose or cannot be modified to meet the requirement. The requestor will submit a copy of the original the form in electronic format, and a DD Form 67 for each form submitted.

(3) Forms requiring a revision, regardless of how minor, will be submitted to the Adjutant's Department (Forms Manager). Corrections to the form will be submitted using a red ink pen. If an existing form is no longer needed, the originator will need to provide the Forms Manager with a written statement validating cancellation.

(4) All forms to be printed will be submitted to the Forms Manager for approval. Submission of a cover letter indicating how many copies will be required and whether or not it is to be reproduced on abroad/carbonless. Once the approval has been given, the Forms Manager will return it to the department to send for printing. The department will submit their request and the approval letter to Document Automation & Production Services (DAPS). The Supply Department has contract

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authority with local printers and with Charleston DAPS. Payment for printing is the responsibility of the department submitting the request. The following stipulations apply:

(a) Forms that are used less than 1000 per year can be printed on a print-on-demand basis.

(b) Forms that are used more than 1000 per year or special orders will be ordered through DAPS or local printer whichever is more cost effective.

(5) Place all authorized forms that are on paper in the Electronic Forms System and ensure Section 508 compliance.

(6) Maintain a file of all current approved forms and retain historical files until 10 years after cancellation. All MCAS Beaufort local Command forms must be submitted to the Forms Manager for approval.

5. Administration and Logistics. Not applicable.

6. Command and Signal

a. Command. This Order is applicable to Marine Corps Air Station Beaufort.

b. Signal. This Order is effective the date signed.


J. R. SNIDER