



**LANGLEY
POLICY
DIRECTIVE**

**Directive: LAPD 1420.1S-1
Effective Date: July 15, 2019
Expiration Date: July 15, 2024**

Responsible Office: Office of Chief Information Officer

SUBJECT: Forms Management Program

1. POLICY

This directive sets forth policy and responsibilities for effectively implementing and managing the Forms Management Program. It is the policy of the Langley Research Center (LaRC) to provide for the systematic analysis, design, and control of all forms to ensure that such forms and procedures assure efficient and economical operations.

2. APPLICABILITY

This LAPD is applicable to LaRC Civil Servant Personnel and LaRC Contractor Personnel, as required in the applicable Contract Statement of Work.

3. AUTHORITY

- a. NPD 1420.1, "NASA Forms Management"
- b. NPR 1382.1, "NASA Privacy Procedural Requirements"
- c. NPR 1441.1, "NASA Records Management Program Requirements"
- d. NRRS 1441.1, "NASA Records Retention Schedules"

4. APPLICABLE DOCUMENTS AND FORMS

- a. NPD 1490.1, "NASA Printing, Duplicating, and Copying Management"
- b. LAPD 1000.1, "Langley Management System Policy Manual"
- c. LMS-CP-5907, "Forms Management"
- d. LMS-CP-5909, "Web Site Development, Deployment, Maintenance, and Removal"
- e. NASA Technical Standard 2804, Minimum Interoperability Software Suite
- f. LF 2, "Forms Supplies Requisition"
- g. LF 77, "Printing & Duplicating"
- h. NF 1, "Form Request"

- i. NASA Langley Management System (Forms Index),
https://lms.larc.nasa.gov/forms_list.cfm
- j. "Paperwork Reduction Act (PRA) of 1995, at 44 U.S.C. chapter 35; and implementing regulations at 5 CFR Part 1320"
- k. Privacy Act of 1974, as amended, at 5 U.S.C. § 552a"

5. RESPONSIBILITIES

a. The Office of Primary Responsibility (OPR) Management, the owning Organization responsible for technical accuracy and business flow of the form, shall:

- (1) Identify a form owner who is granted the authority to approve, make subsequent revisions to, and/or cancel the subject form on behalf of the owning organization via NF 1, "Form Request."
- (2) Receive, review, and approve the NF 1 request for new form development, revision, and cancellation.

b. The Form Owner shall:

- (1) Work with the Forms Manager to determine that a form will expedite processing, action, or decision making in the conduct of government business and that it will be used on a recurring basis to provide a service or benefit. No forms may be developed and recognized as official LaRC forms without prior approval from the Forms Manager.
- (2) The form owner will ensure compliance with NPD 1420.1 and NPR 1382.1, to include (i) initiation of Information Collection Requests under the PRA (often required when information is solicited from non-Federal organizations), (ii) preparation of Privacy Act notices when Social Security Numbers are requested, (iii) verification that personally identifiable information (PII) sought is covered under existing or new System of Records Notices, and (iv) verification that appropriate measures are in place to safeguard PII, proprietary, and other sensitive information.
- (3) Receive, review, edit, and approve any form changes.
- (4) Review form(s) biennially for current necessity and adequacy.
- (5) Initiate cancellation of obsolete forms.
- (6) Should the Form Owner transfer out of the owning organization, he or she must discuss a replacement with OPR management and forward the new form owner's contact information to the Forms Manager prior to departure.

c. Organizations and end users of forms shall:

- (1) Obtain prescribed forms via the searchable Forms Index (Master List) (https://lms.larc.nasa.gov/forms_list.cfm) via the LMS web site.
- (2) Request hard copies of forms located in the Stockroom via LF 2, "Forms Supplies Requisition." Use LF 77, "Printing & Duplicating," to request duplication and reprints.
- (3) Request new forms and/or revisions to existing forms in accordance with LMS-CP-5907, "Forms Management."
- (4) File and retain completed forms in accordance with NRRS 1441.1, NASA Records Retention Schedules.

d. Langley Forms Manager shall

- (1) Assist customers with the establishment of new LaRC forms and the revision of existing LaRC forms including form analysis, design, and assignment of LaRC form numbers and edition numbers.
- (2) Manage LaRC forms, including the Forms Index.
- (3) Manage the initiation and revision of LaRC forms in such a manner as to promote economy and efficiency of operation.
- (4) Provide a continuing review of all existing LaRC forms; discontinue unnecessary or obsolete forms; consolidate and standardize similar and related forms; and simplify and improve current forms.
- (5) Ensure the maximum use of Standard, Optional, NASA, and other Government agency forms, where applicable, rather than initiating LaRC forms.
- (6) Develop well-designed forms that will increase production, promote accuracy, and produce a smoother workflow.
- (7) Manage printing and stocking of LaRC forms.
- (8) Send notification to LMS Directives Management for review of document management impacts.
- (9) Ensure that the form is posted on the LMS website.

- e. Media Solutions Branch, Office of the Chief Information Officer, shall
 - (1) Monitor LF 77, "Printing & Duplicating," for forms that have not been forwarded through Form Manager.
 - (2) Process, print, and deliver approved forms to the Langley Forms Management Office.
 - (3) Forward hard copy of processed form to Forms Management for official files.
- f. Logistics Management, Center Operations Directorate, shall
 - (1) Dispense Stockroom issue per user request(s) via LF 2, "Forms Supplies Requisition."

6. DELEGATION OF AUTHORITY

The LaRC Forms Manager is located in the Information Management Branch and is the delegated authority to manage the LaRC Forms Management Program, including the Langley Forms Index. Responsible for assisting customers with the establishment of new LaRC forms and the revision of existing LaRC forms, including form analysis, design, assignment of LaRC form and edition numbers, and managing the printing and stocking of hard copies as necessary. Forms designed and used at LaRC in the conduct of Government business will be centrally controlled and maintained by the LaRC Forms Manager to ensure that existing forms remain effective and efficient and that new form needs are met in a cost-effective manner without duplication.

7. MEASUREMENTS/VERIFICATION

None

8. CANCELLATION

LAPD 1420.1, dated April 23, 2014.

Original signed on file

David E. Bowles
Center Director

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