



**LANGLEY
POLICY
DIRECTIVE**

**Directive: LAPD 1420.1
Effective Date: April 1, 2005
Expiration Date: May 31, 2014**

Responsible Office: Systems Management Office

SUBJECT: Forms Management Program (revalidated 3/12/2009)

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 and contractors providing form products and services to LaRC, to the extent provided in their contract(s).

3. AUTHORITY

- a. NPD 1420.1, NASA Forms Management

4. REFERENCE

- a. NPD 1490.1, "NASA Printing, Duplicating, and Copy Management."
- b. 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 2804L, Minimum Interoperability Software Suite
- f. LF 2, "Forms Supplies Requisition."
- g. LF 77, "Request for Reproduction."
- h. LF 151, "Form Request."

f. NASA Langley Management System (Forms Index),
http://lms.larc.nasa.gov/forms_list.cfm

g. Paperwork Reduction Act of 1980

h. Privacy Act of 1974

5. RESPONSIBILITIES

a. The Office of Primary Responsibility (OPR) Management (Owning Organization responsible for technical accuracy and business flow of form.)

(1) Will identify a Point of Contract (POC)/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 LF 151, "Form Request."

(2) Will report changes of OPR information to the Forms Manager.

b. The POC/Form Owner

(1) Will 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 a benefit. No forms may be developed and recognized as an official LaRC form without prior approval from the Forms Manager.

(2) Will receive and review/approve requests for new form approval or approval of form revision.

(3) Will review form(s) annually for current necessity and adequacy.

(4) Will initiate cancellation of form(s) found obsolete.

(5) Should the POC/Form Owner transfer out of the owning organization, he/she must discuss with OPR management their replacement and forward the new POC/Form Owner to the Forms Manager prior to departure.

c. Organizations and end user of forms

(1) Are responsible for utilizing prescribed forms via the searchable Forms Index (Master List) (http://lms.larc.nasa.gov/forms_list.cfm) via the LMS web site.

(2) Request Stockroom issue via LF 2, "Forms Supplies Requisition."

(3) May request a new form and/or revision to an existing form in accordance with LMS-CP-5907, "Forms Management," and LMS-CP-5909, "Web Site Development, Maintenance, and Removal."

Verify correct revision before use by checking the LMS Web site

d. Langley Forms Manager

- (1) Assist customers with the establishment of new LaRC forms and the revision of existing LaRC forms, including form analysis, design, assignment of LaRC form number and edition date.
- (2) Manage the 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 document manager for review of document management impacts.
- (9) Send monthly notification of new/revised/cancelled forms via @LaRC.

e. Media Services Branch, Office of the Chief Information Officer

- (1) Monitor LF 77, "Request for Reproduction," for forms that have not been forwarded through Form Manager.
- (2) Process, print, and deliver approved forms to requesters or the Stockroom.
- (3) Forward hard copy of processed form to Forms Management for official files.

f. Logistics Management, Center Operations Directorate

- (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 System Management Office, and is delegated authority to manage the LaRC Forms Management Program including the Forms Index (Master List). Responsible for assisting customers with the establishment of new LaRC forms and the revision of existing LaRC forms, including form analysis, design, assignment of the LaRC form number and edition date, and managing the printing and stocking (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 cost-effectively without duplication.

7. MEASUREMENTS

None

8. CANCELLATION

LAPD 1420.1, dated January 4, 2005.

Original signed on file

Roy D. Bridges, Jr.
Director

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