



**LANGLEY
POLICY
DIRECTIVE**

**Directive: LAPD 1420.1
Effective Date: April 16, 2013
Expiration Date: May 31, 2014**

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 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"
- b. NPR 1382.1, "NASA Privacy Procedural Requirements"
- c. NPR 1441.1 "NASA Records Retention Schedules (NRRS)"

4. APPLICABLE DOCUMENTS AND FORMS

- a. NPD 1490.1, "NASA Printing, Duplicating, and Copy 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 2804P, Minimum Interoperability Software Suite
- f. LF 2, "Forms Supplies Requisition."
- g. LF 77, "Printing & Duplicating."
- h. LF 151, "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 (Owning Organization responsible for technical accuracy and business flow of form.) shall:

(1) Identify a Point of Contact (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) Report changes of OPR information to the Forms Manager.

b. The POC/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 a benefit. No forms may be developed and recognized as an official LaRC form without prior approval from the Forms Manager.

(2) Ensure compliance with NPD 1420.1 and NPR 1382.1, to include (i) initiating 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) ensuring PII sought is covered under existing or new System of Records Notices, and (iv) ensuring appropriate measures are in place to safeguard PII, proprietary, and other sensitive information paragraph.

(3) Receive and review/approve requests for new form approval or approval of form revision.

(4) Review form(s) annually for current necessity and adequacy.

(5) Initiate cancellation of form(s) found obsolete.

(6) 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 shall:

(1) Utilize prescribed forms via the searchable Forms Index (Master List) (https://lms.larc.nasa.gov/forms_list.cfm) via the LMS web site.

- (2) Request Stockroom issue via LF 2, "Forms Supplies Requisition."
- (3) 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."

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, assignment of LaRC form number and edition date.
- (2) Verify compliance with NPD 1420.1 and NPR 1382.1, to include (i) initiating 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) ensuring PII sought is covered under existing or new System of Records Notices, and (iv) ensuring appropriate measures are in place to safeguard PII, proprietary, and other sensitive information
- (3) Manage the LaRC forms including the Forms Index.
- (4) Manage the initiation and revision of LaRC forms in such a manner as to promote economy and efficiency of operation.
- (5) 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.
- (6) Ensure the maximum use of Standard, Optional, NASA, and other Government agency forms, where applicable, rather than initiating LaRC forms.
- (7) Develop well-designed forms that will increase production, promote accuracy, and produce a smoother workflow.
- (8) Manage printing and stocking of LaRC forms.
- (9) Send notification to document manager for review of document management impacts.
- (10) Send monthly notification of new/revised/cancelled forms via @LaRC.

e. Media Services 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 requesters or the Stockroom.

- (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 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/VERIFICATION

None

8. CANCELLATION

LAPD 1420.1, dated April 1, 2005.

Original signed on file

Lesia B. Roe
Director

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