



DEPARTMENT OF THE NAVY

TRAINING SQUADRON THIRTY-ONE (VT-31)
501 BATAAN STREET SUITE B
CORPUS CHRISTI TX 78419-5249

VT31INST 5213.1D

ADMIN

05 SEP 2005

TRAINING SQUADRON THIRTY-ONE INSTRUCTION 5213.1D

Subj: FORMS CONTROL MANAGEMENT

Ref: (a) SECNAV M-5213.1

1. Purpose. To set forth policy, responsibility, and procedures for the management of forms within Training Squadron THIRTY-ONE.

2. Cancellation. VT31INST 5213.1C.

3. Background. Forms provide information for formulating policy, controlling and improving operations, and evaluating performance. A form may be essential to the effectiveness of an entire operation. Forms are costly and must be managed to ensure administrative efficiency and economy. The primary cost is in the personnel, materials, and machines required to collect, analyze, transmit, process, and maintain the data on the form. Therefore, forms must be designed to conform to the system and process that they serve, and they must adhere to government-wide design standards.

4. Policy. It is the policy of the Commanding Officer that a continuing and systematic analysis and control of all forms and related procedures contribute toward more efficient, economical, and effective operations.

5. Objectives. To eliminate unnecessary and duplicate forms and combine forms serving like or similar functions.

6. Responsibilities. The Assistant Administrative Officer shall be familiar with reference (a) and serve as Forms Control Officer. Specifically, personnel shall:

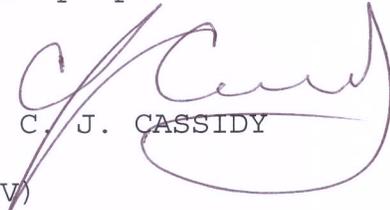
a. Provide assistance in the development and improvement of forms to serve the command.

b. Assure that higher authority and GEN forms are utilized in lieu of locally developed forms.

c. Recommend for adoption as a CNATRA-GEN any form that lends itself for use in other activities prior to issuing locally.

d. Submit to CNATRA, on a continuing basis, a sample of all forms originated or revised.

e. Prepare annually a register of current forms issued internally. As a minimum, the register shall contain: form number, type, edition date, title report control symbol (if applicable), originator's code, and authorizing document. OPNAV Form 5213/18 may be used for this purpose.



C. J. CASSIDY

Distribution: (VT31INST 5216.1V)
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