

DLIS Instruction 5000.1

DLIS-RA

November 8, 2000

RECORDS/VISUAL INFORMATION/PUBLICATIONS/
FORMS PROCEDURES

A. REFERENCES

1. DLAI 5015.1, DLA Records Management Procedures and Records Schedule.
2. DLAD 5330.1, Procurement and Management of Printing, Duplicating, Publications, Forms, Micropublishing, Office Copying, and Automated Information.
3. DLAI 5330.1, Procurement and Management of Printing, Duplicating, Publications, Forms, Micropublishing, Office Copying, and Automated Information.
4. DLAM 5025.1, Publications and Forms Distribution Manual.
5. DLAR 5025.29, DLA Visual Information (VI) Activities.
6. DLSC Instruction 5000.1, Records/Visual Information/Publications/Forms Procedures, December 19, 1997, (hereby superseded).

B. PURPOSE. This instruction provides procedures for the following programs:

1. Records Management
2. Visual Information
3. Writing/Revising Publications
4. Ordering Publications/Establishing Initial Distribution
5. Forms

C. APPLICABILITY AND SCOPE. This instruction is applicable to Defense Logistics Information Service (DLIS); HQ Defense Reutilization and Marketing Service (HQ DRMS); DRMS field activities; and all other activities receiving Records/Visual Information/Publications/Forms support.

D. DEFINITIONS. Enclosures 1 thru 5 contain specific definitions/acronyms for Records Management/Visual Information/Publications/Forms programs.

E. PROCEDURES. Enclosures 1 thru 5 outline specific procedures for Records Management/Visual Information/Publications/Forms programs.

F. RESPONSIBILITIES. Enclosures 1 thru 5 outline specific responsibilities for Records Management/Visual Information/Publications/Forms programs.

DLIS Instruction 5000.1

G. EFFECTIVE DATE AND IMPLEMENTATION. This instruction is effective upon signature of the DLIS Deputy.

H. INFORMATION REQUIREMENTS. (Reserved for future use.)

BY ORDER OF THE COMMANDER

/s/
RICHARD B. MAISON
Deputy

5 Encl

1. Records Management
2. Visual Information
3. Writing/Revising Directives/Instructions
4. Ordering Publications/Establishing Initial
Distribution Requirements
5. Forms

RECORDS MANAGEMENT

REFERENCES. DLAI 5015.1, DLA Records Management Procedures And Records Schedule.

PURPOSE. To affirm policy and assign responsibilities and procedures for the preservation of official Government documentation.

SCOPE. These policies and procedures are applicable to the Defense Logistics Information Service (DLIS), HQ Defense Reutilization and Marketing Service (HQ DRMS), and all other activities receiving Records Management support.

DEFINITIONS/ACRONYMS:

ARMO	Assistant Records Management Officer
D/O	Directorate/Office
FRC	Federal Records Center
NARA	National Archives and Records Administration
RMO	Records Management Officer
WNRC	Washington National Records Center

FORMS:

DLA 1689	Files Outline
DLA 1690	File Number Recommendation
SF 135	Records Transmittal and Receipt
OF 11	Reference Request - Federal Records Center

SEE ATTACHED SAMPLES

SCAN AND MICROFILM INFORMATION:

DLIS-R	Cannon Scanner And KAR System Administrator
DLIS-R	Microfilm Operator

POINT OF CONTACT:

RMO	DSN 932-4891; FTS 552-4891 or commercial (616) 961-4891
ADDRESS	Defense Logistics Information Service
	ATTN: DLIS-RA
	74 Washington Ave N
	Battle Creek MI 49017-3084

RESPONSIBILITIES

<u>WHOSE ACTION</u>	<u>ACTION</u>
DLIS COMMANDER	1. Designates a Records Management Officer.
RMO	2. Provides classroom training for files custodians annually or as needed. Provides guidance, one-on-one, as needed.
	3. Prepares training package for printing, arranges for classroom, notifies all ARMOs and files custodians in each supported activity.
	4. Reviews files outlines annually, as received from D/O ARMO.
	5. Surveys and evaluates records in all D/Os in each supported activity, annually or as deemed necessary.
	6. Conducts studies/analyses of operational requirements and program actions/initiatives necessary for program management, to assess adequacy of records disposition or initiate recommendations.
	7. Acts as System Administrator for the Cannon Scan and KAR System, a PC-LAN-based automated retrieval program. Manages daily operations of the camera operator/index clerk.
	8. Represents serviced activities on all program matters, serving as liaison with the NARA, WNRC, FRC and HQ DLA.
	9. Initiates/maintains/reviews/revises directives as needed.
	10. Processes and submits DLA Form 1690, File Number Recommendation, to HQ DLA for categories of files not yet identified.
ARMO	1. Reviews directives for a general knowledge of records and maintains files accordingly.
	2. Acts as liaison between RMO and files custodians within D/O.
	3. Attends training as requested. Notifies RMO of training needs for custodians within D/O.
	4. Ensures files outlines for D/O are prepared correctly and in a timely manner.
	5. Prepares survey schedule for entire D/O and forwards to RMO when requested. Also provides assistance during the survey period.
	6. Initiates the DLA Form 1690 for any needs within the D/O not met in the files instruction and sends to the RMO who will process.
	7. Reviews records and transmittal form as received from files custodians within the D/O. Notifies RMO who will visit office to approve, then schedules scanning/transfer.

8. Prepares and sets-up new files annually. Purges old files.
9. Notifies the RMO of all personnel changes affecting files custodians.

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RESPONSIBILITIES cont'd

WHOSE ACTION

ACTION

- | | |
|--------------------|--|
| FILES
CUSTODIAN | <ol style="list-style-type: none"> 10. Maintains a general knowledge of the Cannon Scan and KAR System and its operating procedures in order to retrieve documents as needed. 1. Reviews directives for a general knowledge of records and maintains files accordingly. 2. Attends training as requested. Notifies ARMO of specific needs. 3. Prepares files outline annually in duplicate, in a timely manner and forwards to the ARMO. Prepares for records survey/appraisal. 4. Provides information to the ARMO for initiating file number recommendations. 5. Prepares and sets-up new files annually. Purges old files. 6. Manages the use of files supplies and equipment efficiently within D/O. 7. Notifies ARMO of all personnel changes affecting files custodians. 8. Maintains a general knowledge of the Cannon Scan and KAR System and the operating procedures in order to make retrievals as needed. |
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FILES OUTLINES

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|--------------------|---|
| FILES
CUSTODIAN | <ol style="list-style-type: none"> 1. Completes the DLA Form 1689, Files Outline, annually; submits to ARMO in a timely manner. Calendar year outlines are due to the RMO by Jan. 15 and fiscal year outlines by Oct. 15. 2. Incorporates all records from the office including working/program files maintained by employees. 3. Lists all record titles. The contents of the file drawers must coincide with the outline. Additions/deletions may be done throughout the year with pen/pencil changes. |
|--------------------|---|

4. Maintains original outline in designated folder.

RECORDS SURVEYS

- RMO
1. Surveys/appraises records in each D/O annually or as deemed necessary to ensure compliance with directives. A survey will be scheduled by the RMO or may be requested by the ARMO or files custodian.
 2. Reviews records for structure, consistency and ensures documents are maintained and disposed of according to directives.
 3. Prepares an e-mail of findings and recommended actions for the D/O overall, and sends to the ARMO and director.
 4. Conducts follow-up surveys if there are major problem areas of misuse.

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DOCUMENT RETENTION PREPARATION CANNON SCAN SYSTEM - KAR SYSTEM

WHOSE ACTION

ACTION

- ARMO/FILES
CUSTODIAN
1. Purges documents annually according to disposition instructions. Destroys documents (recycle) or prepares for scanning as follows: (If documents are not to be destroyed, provide a written justification from the originating office to the RMO before scanning begins.)
 - a. Removes all routing slips, post-in notes, hand drafted papers, etc.
 - b. Removes all staples, binder clips, paper clips, fasteners, hard binders.
 - c. Purges documents and destroys papers which are duplicates or unnecessary. If documents are torn/poor quality, tape or copy before filming.
 - d. Organizes documents within each folder. If the quantity is too much for one folder, leave the folder on top of the documents and use a rubber band.
 - e. Labels all folders with a title and file number and any other identifying information, i.e., time period, geographical location.
 - f. Places files neatly in a standard records holding box. Each box must have the accession number and box number written

in heavy black marker on the box end. Fold box top in, do not tape.

2. Prepares an SF 135, Records Transmittal and Receipt; calls the RMO for an accession number and submits form through the ARMO to the RMO.
3. Visits office to check the records and signs/approves the SF 135. Maintains one copy and returns original to ARMO/Files Custodian.
4. Places original SF 135 in box number one. Holds records (if scanning room is full) until scheduled time for scanning.

RMO

1. Arranges to have the boxes picked up if there are more than two; Delivers two or less boxes to the originating office.
2. Ensures that hard copies are destroyed after all documents have been scanned, processed, and quality checked.
3. Provides copy of scan disk to the ARMO (for maintenance) upon request. Requesting office provides disk; others will not receive the disk but will use the centralized systems when a retrieval is necessary (call the Cannon Scan KAR System Administrator).

SHIPMENTS
FEDERAL RECORDS CENTER
WASHINGTON NATIONAL RECORDS CENTER

<u>WHOSE ACTION</u>	<u>ACTION</u>
RMO	1. Ships only permanent records to WNRC (i.e., publications records sets). Other records not being scanned (i.e., hazardous contracts) will be sent to the FRC.
ARMO/FILES CUSTODIAN	2. Prepares documents in the same way as if they would be scanned except there is no need to remove staples, clips, fasteners. The retiring office must ensure that files in the box match those listed. This must not include files dated after the established cutoff date stated; the records centers will not accept these records. 3. Forwards the SF 135 to the RMO who will approve, sign, and provide local accession number.
RMO	1. Prepares an abbreviated SF 135 which will include only the primary title and one file number per form. 2. Forwards the original SF 135 and one copy to FRC. When being sent to WNRC, calls HQ DLA RMO for accession number, then forwards to WNRC.
FRC/WNRC	Completes paperwork and returns the SF 135 to the RMO.
RMO	Forwards a copy of the SF 135 to ARMO/Files Custodian to place in box one prior to shipment. This SF 135 will also contain the FRC/WNRC accession number. Write FRC/WNRC accession number on boxes.
ARMO/FILES CUSTODIAN	Places a copy of the SF 135 in box one, tapes all box tops, uses heavy black marker to place FRC/WNRC accession number and box number on each box end. Holds until contractor picks up to mail/ship.
RMO	1. Prepares and forwards a request for services (DLIS Form 1783) to have boxes picked up and delivered to the back dock to be skidded, shrink wrapped and held until shipment. 2. Boxes will be mailed by the mailroom or transportation officer, whichever is more cost effective.
FRC/WNRC	Sends a copy of the SF 135 back to the RMO when boxes are received.
RMO	Logs the FRC/WNRC accession number, location, and dates of shipment.

**RETRIEVALS
FEDERAL RECORDS CENTER
WASHINGTON NATIONAL RECORDS CENTER**

<u>WHOSE ACTION</u>	<u>ACTION</u>
ARMO/FILES CUSTODIAN	1. Contacts the RMO, via e-mail or telephone, with the accession number, box number and date needed.
RMO	2. Verifies FRC/WNRC accession number in the log. Retrieves records/boxes using the Centers Information Processing System (CIPS). When boxes are needed overnight, phone or fax the request and provide our Federal Express account number.
BACK DOCK/ MAILROOM	3. Receives boxes. Calls the RMO for room and location verification. Delivers boxes.
ARMO/FILES CUSTODIAN	4. Notifies RMO of boxes received. Notifies RMO when ready to return boxes. 5. Places a mailing label on boxes when they are ready for return to FRC/WNRC. Asks the mailroom to pick up and mail. When the volume of boxes is large (10+), contacts the RMO about shipping the boxes.

ELECTRONIC FILING/MAINTENANCE

<u>WHOSE ACTION</u>	<u>ACTION</u>
ARMO/FILES CUSTODIAN	1. Provides each employee in their D/O a list of file numbers to be used (including a brief description of records and disposition instructions) for all records in their possession (program/working files). 2. Includes on the annual files outline all records maintained by each employee. 3. Labels each disk with file number and title. Uses one disk for administrative files and a separate disk for mission-function program files. Store in jackets and storage containers that are not vulnerable to light/dust. 4. Cross references all correspondence, as needed; both hard copy and electronic, by adding a note to each file. 5. Purges files at least annually (same as for hard copy files). Downloads to a disk those files on the hard drive which must be maintained more than 1 year. 6. Contacts Information Technology Help Desk as needed for assistance.
RMO	7. Surveys/appraises electronic files throughout D/O as deemed appropriate or necessary.

SELF-INSPECTION CHECKLIST

Complete the DLA Form 1689, Files Outline, in a timely manner: FY outline is due 15 Oct; CY outline is due 15 Jan.

Does the files outline reflect working and program/project files being maintained by employees? Update the outline routinely with pen/ink changes. Check all file numbers and disposition dates making sure they are correct.

Identify file cabinet drawers with labels showing file number, title and year of at least the first item in the drawer.

Use guide cards. Label in the first position with a white label that identifies the number, title and full disposition standard.

Are all labels in the proper position? The first of each new five-digit series should be in center position, others within that same number will be in right position.

Break down subject files sufficiently for easy reference.

Label all file folders.

Bring ongoing files forward to current year files.

Destroy files in a timely manner, when eligible.

Transfer files for electronic scanning in a timely manner (annually at least). Is the accompanying SF 135, Records Transmittal and Receipt, properly completed, reviewed and approved?

Purge the documents and pack boxes with a copy of the SF 135 enclosed in box number one of each group.

Properly label floppy, CD-ROM, other disks. Maintain the disks in a protective jacket and case.

Maintain common office files on a separate disk from mission/function files.

Do ARMO/Files Custodians/employees have a knowledge of their responsibilities in adhering to HQ DLA/local filing requirements?

Do you need training/assistance? Notify the ARMO/RMO if there is a need.

**VISUAL INFORMATION
(PHOTO/GRAPHICS)**

REFERENCE. DLAR 5025.29, DLA Visual Information (VI) Activities.

PURPOSE. To affirm policy and assign responsibilities and procedures for ordering photo/graphics services through the contractor.

SCOPE. These policies and procedures are applicable to the Defense Logistics Information Service (DLIS), HQ Defense Reutilization and Marketing Service (HQ DRMS), and all other activities receiving VI support.

DEFINITIONS/ACRONYMS:

D/O	Directorate/Office
VICO	Visual Information Control Officer
COR	Contracting Officer's Representative

FORMS:

DLIS 25	Request for Visual Aids (Graphics)
DLIS 525	Request for Audiovisual/Photographic Services (Photo)
DD 1995	Request for Video Production
DD 2054	Visual Information Annual Activity Report

POINT OF CONTACT:

VICO	DSN 932-4891; FTS 552-4891 or commercial (616) 961-4891 Defense Logistics Information Service ATTN: DLIS-RA 74 Washington Ave N Battle Creek MI 49017-3084
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RESPONSIBILITIES

<u>WHOSE ACTION</u>	<u>ACTION</u>
DLIS COMMANDER	1. Designates a Visual Information Control Officer (VICO).
VICO	2. Serves as the focal point on all VI matters; attends all seminars/training regarding VI.
	3. Prepares annual report. Meets with photo/graphics department heads for required statistics.
	4. Reviews VI requests for essentiality and to ensure compliance with the contract as well as local procedures. Ensures requests are signed and approved by an authorized individual in originating D/O.
	5. Maintains signature cards and a list of all authorized users; updates list with any changes received. Distributes list and all changes to the COR and photo/graphics department heads.
	6. Reviews and approves/disapproves requests for new productions.
	7. Conducts a search of the Defense Automated Visual Information System (DAVIS) for the requested production, inquiring if the production may be available through another source.
	8. Provides title and other requested information to HQ DLA upon completion of new production.
	9. Conducts training and provides assistance as needed.
D/O	1. Designates personnel to review/approve/sign requests for VI services.
	2. Forwards a DD Form 577, Signature Card, to the VICO.
	3. Completes the required forms for photo/graphics services and forwards/handcarries the original plus four copies to the VICO or alternate VICO for approval. Forms may be sent electronically via the VICO mailbox.
	4. Deliver the approved request to the photo/graphics department.

5. Communicates with provider regarding services. Picks up items when notified of job completion.
6. Completes a DD Form 1995 for a new video production. Forwards to the VICO with an attached photo request.
7. Notifies VICO when video production is completed/received.
8. Requests assistance/training from VICO as needed.

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WRITING/REVISING DIRECTIVES/INSTRUCTIONS

REFERENCES. DLAD 5330.1, Procurement and Management of Printing, Duplicating, Publications, Forms, Micropublishing, Office Copying, and Automated Information. DLAI 5330.1, Procurement and Management of Printing, Duplicating, Publications, Forms, Micropublishing, Office Copying, and Automated Information.

PURPOSE. To establish responsibilities and procedures for writing/revising directives/instructions.

SCOPE. These procedures and responsibilities are applicable to the Defense Logistics Information Service (DLIS); HQ Defense Reutilization and Marketing Service (HQ DRMS); and all other activities receiving publications support.

DEFINITIONS/ACRONYMS:

D/Os	Directorates/Offices
DLIS	Defense Logistics Information Service
DLIS-RA	Administrative Services Division, Directorate of Planning and Resource Management
DRMOs	Defense Reutilization and Marketing Offices
HQ DRMS	HQ Defense Reutilization and Marketing Service
OPI	Office of Primary Interest

FORMS:

DLA Form 96	Request for Approval of Publication (SAMPLE ATTACHED)
DLA Form 978	Comments on Publication

INDEX. DLIS Instruction 5025.4, Index of DLIS/DRMS Publications.

POINT OF CONTACT:

DIRECTIVES
MANAGER

DSN 932-4951; FTS 552-4951 or commercial (616) 961-4951
Defense Logistics Information Service
ATTN: DLIS-RA
74 Washington Ave N
Battle Creek MI 49017-3084

RESPONSIBILITIES

WHOSE
ACTION

ACTION

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| OPI | <ol style="list-style-type: none">1. Initiates directives/instructions (including implementing publications) on subject matters within their functional area of responsibility.2. Recommends four-digit series number for new directives/instructions.3. Ensures that supersession information appears in REFERENCES paragraph in directives/instructions.4. Prepares DLA Form 96 for obtaining coordination.5. Coordinates publication with each D/O having functional interest in content.6. Sends draft of proposed directive/instruction to Directives Manager, DLIS-RA, for editing during coordination cycle.7. Resolves coordinating officials' comments and nonconcurrences prior to submitting camera ready copy to DLIS-RA.8. Maintains their D/O publications in a current status and reviews them biennially. |
| HEADS OF
DLIS/DRMS D/Os | <ol style="list-style-type: none">1. Reviews all proposed directives/instructions initiated within their functional area of responsibility.2. Certifies by signing DLA Form 96 that proposed directives/instructions are mission essential. |
| HEADS OF DLIS/
HQ DRMS D/Os/
DRMOs | <ol style="list-style-type: none">1. Indicates their concurrence by signing the appropriate block of DLA Form 96.2. Prepares comments on DLA Form 978. |
| PUBLICATIONS
MANAGER | <ol style="list-style-type: none">1. Reviews and edits proposed directives/instructions.2. Reviews four-digit series number (recommended by OPI) of each proposed publication and assigns the decimal point sequencing number.3. Returns edited directive/instruction to DLIS/DRMS OPI within 7 working days of receipt. |
| OPI | <ol style="list-style-type: none">1. Resolves coordinating officials' comments and nonconcurrences.2. Makes necessary changes. Prepares camera copy.3. Ensures incorporation of comments and concurrences properly recorded. Ensures resolution of nonconcurrences. |

4. Forwards final camera copy, DLA Form(s) 96 and Executive Summary (if required) to Directives Manager, DLIS-RA.

PUBLICATIONS
MANAGER

1. Reviews all camera copies of directives/instructions. Ensures OPI made all editorial changes.

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RESPONSIBILITIES cont'd

WHOSE
ACTION

ACTION

PUBLICATIONS
MANAGER (cont'd)

2. Hand-carries camera copy and all coordination to appropriate command (DLIS-DD/DRMS-DX) for signature.
3. Receives signed camera copy and coordination from appropriate command.
4. Loads copy of signed directive/instruction on DLIS public folders. Forwards a copy to DLIS/DRMS webmaster (as appropriate) for inclusion in the DLIS/DRMS publications web page.
5. Maintains official file for camera copy and DLA Forms 96 for all DLIS and DRMS directives/instructions.
6. Maintains a master reference file on all regulatory publications.
7. Ensures/conducts a biennial review of DLIS and DRMS publications.
8. Issues update to DLIS Instruction 5025.4, Index of DLIS/DRMS Publications, as needed.

**ORDERING PUBLICATIONS/ESTABLISHING INITIAL
DISTRIBUTION REQUIREMENTS**

REFERENCE. DLAM 5025.1, Publications and Forms Distribution Manual.

PURPOSE. To establish responsibilities and procedures for ordering publications/establishing initial distribution requirements.

SCOPE. These procedures and responsibilities are applicable to the Defense Logistics Information Service (DLIS); HQ Defense Reutilization and Marketing Service (HQ DRMS); Defense Reutilization And Marketing Offices (DRMOs); and all other activities receiving publication ordering support.

DEFINITIONS/ACRONYMS:

D/Os	Directorates/Offices
DLIS	Defense Logistics Information Service
DLIS-RA	Administrative Services Division, Directorate of Planning and Resource Management
DRMOs	Defense Reutilization and Marketing Offices
HQ DRMS	HQ Defense Reutilization and Marketing Service
OPI	Office of Primary Interest
ORC	Organizational Requirements Clerk
PAN	Publication Account Number
PRM	Publications Requirements Manager

FORMS:

DLA Form 173	Publication/Form Requirement (SAMPLE ATTACHED)
DLA Form 699	Request for Issue From Stock (SAMPLE ATTACHED)
DLA Form 118	Stock Record Card

INDEXES:

DLIS-I 5025.4	Index of DLIS/DRMS Publications
DLAI 5025.1	DLA Index of Publications
DoD 5025.I-I	DoD Directives System Annual Index

POINT OF CONTACT:

Publications Requirements Manager	DSN 932-4951; FTS 552-4951 or commercial (616) 961-4951 Defense Logistics Information Service ATTN: DLIS-RA 74 Washington Ave N Battle Creek MI 49017-3084
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RESPONSIBILITIES

<u>WHOSE ACTION</u>	<u>ACTION</u>
DLIS COMMANDER	<ol style="list-style-type: none">1. Designates a primary and alternate Publications Requirements Manager (PRM).2. Furnishes names, office symbols and telephone numbers of designated primary and alternate PRM to HQ DLA.
HEADS OF DLIS/ HQ DRMS D/Os	<ol style="list-style-type: none">1. Appoints a primary Organizational Requirements Clerk (ORC) and two alternate ORCs.2. Forwards names, office symbols and telephone numbers of appointed ORCs to the PRM, ATTN: DLIS-RA.3. Notifies the DLIS PRM of approved organizational changes.4. Provides the DLIS PRM with a copy of all General Orders issued.
ORCs	<ol style="list-style-type: none">1. Maintains current index of DLIS, DRMS and DLA publications.2. Attends ORC training.
PRM	<ol style="list-style-type: none">1. Resolves distribution problems.2. Maintains listing of primary/alternate ORCs.3. Provides changes to authorized ORCs to publication distribution personnel.4. Establishes Publications Account Numbers (PANs) for supported activities.5. Resolves discrepancies with ORCs.6. Provides ORC training.

SUBMITTING ID REQUIREMENTS USING DLA FORM 173

<u>WHOSE ACTION</u>	<u>ACTION</u>
ORC	<ol style="list-style-type: none">1. Receives ID requirements and changes from D/O personnel.2. Consolidates D/O/activity ID requirements.3. Submits written justification for requests for more than four copies of a publication.4. Prepares DLA Form(s) 173 (original and two copies) listing D/O/activity requirements.5. Signs and retains one copy of DLA Form 173.6. Forwards DLA Form 173 (original plus one copy) to PRM, ATTN: DLIS-RA.7. Receives publication(s) and a coded copy of DLA Form 173.8. Pulls and discards suspense copy of DLA Form 173.9. Forwards publication(s) to requestor.10. Maintains their D/O/activity publications requirements list.
PRM	<ol style="list-style-type: none">1. Receives/reviews all DLA Form(s) 173, submitted for completion and approval/disapproval.2. Approves/disapproves all requests for more than four copies of a publication per D/O/activity on ID quantities.3. Ensures requirements are necessary for mission/responsibilities and that quantities are adequate but not excessive.4. Resolves questions or discrepancies with ORC and adjusts entries on DLA Form 173, accordingly.5. Forwards approved DLA Form 173 to publications and forms distribution personnel.
CONTRACTOR, PUBLICATIONS AND FORMS	<ol style="list-style-type: none">1. Receives approved DLA Form 173 from PRM.2. Pulls DLA Form 118 for each publication listed on DLA Form 173.3. Posts ID requirements on DLA Form 118 by PAN.4. Fills orders for quantity listed in block 6a of the DLA Form 173 (if any).5. Signs block 14b of the DLA Form 173 indicating ID requirements have been posted.6. Forwards quantity of publications listed in block 6a and a copy of the signed DLA Form 173 to requesting activity.

**SUBMITTING INITIAL DISTRIBUTION REQUIREMENTS/
ORDERING PUBLICATIONS
USING E-MAIL**

Requestor/ORC prepares request in the following format (when using e-mail):

WORK ORDER NO.

1. REQUESTING ACTIVITY AND PAN #:
2. DATE REQUIRED:
3. DATE OF REQUEST:
4. REQUESTED BY/AUTHORIZED ORC:
5. JUSTIFICATION (if requesting more than 3 copies of any one publication)

ITEM	FUTURE QTY	COMPLETE DESCRIPTION	QTY REQUIRED NOW	CHANGES REQUIRED "X"
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Forward e-mail request to: pubs@dlis.dla.mil

ORDERING PUBLICATIONS USING DLA FORM 699

**WHOSE
ACTION**

ACTION

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| ORC | <ol style="list-style-type: none">1. Receives DLA Form 699 for extra copies of publication(s) (including walk-thru requests) from D/O/activity personnel.2. Checks applicable index for currency of publication(s) requested.3. Notifies requestor if required publication(s) have been cancelled/superseded.4. Limits number of extra copies to absolute MINIMUM number required for mission accomplishment.5. Justifies requests for more than two extra copies of any publication (including walk-thru requests).6. Approves/disapproves request. If disapproved, note reason for disapproval and return to requestor.7. Signs and forwards DLA Form 699 to publications and forms distribution personnel (if approved).8. Makes distribution of publications received to divisions/branches/sections within their D/O/activity. |
| CONTRACTOR,
PUBLICATIONS
AND FORMS | <ol style="list-style-type: none">1. Receives order.2. Pulls publication(s) requested.3. Annotates quantity filled and/or on back order on DLA Form 699.4. Initials and dates DLA Form 699.5. Forwards publications ordered and an initialed copy of DLA Form 699 to D/O/activity ORC. |

MAILING AND FAXING PUBLICATIONS ORDERS

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|-----------------------------|--|
| ORC | <ol style="list-style-type: none">1. Fills out a DLA Form 699 or DLA Form 173 for publications order.2. Sends order to DLIS-RA, 74 Washington Ave N, Battle Creek, MI 49017-3084 or FAX to: DSN 932-4088 or (616) 961-4088. |
| DLSC-RA | <ol style="list-style-type: none">1. Receives order. Forwards order to Contractor, Publications and Forms for filling. |
| CONTRACTOR,
PUBLICATIONS | <ol style="list-style-type: none">1. Receives DLA Form 173/699 to fill order. |

FORMS

REFERENCES. DLAM 5025.1, Publications and Forms Distribution Manual.
DLAD 5330.1, Procurement and Management of Printing, Duplicating, Publications, Forms, Micropublishing, Office Copying, and Automated Information.
DLAI 5330.1, Procurement and Management of Printing, Duplicating, Publications, Forms, Micropublishing, Office Copying, and Automated Information.

PURPOSE. To establish responsibilities and procedures for developing new forms, changing existing forms and ordering forms.

SCOPE. These procedures and responsibilities are applicable to the Defense Logistics Information Service (DLIS); HQ Defense Reutilization and Marketing Service (HQ DRMS); Defense Reutilization And Marketing Offices (DRMOs); and all other activities receiving publication ordering support.

DEFINITIONS/ACRONYMS:

D/Os	Directorates/Offices
DLIS	Defense Logistics Information Service
DLIS-RA	Administrative Services Division, Directorate of Planning and Resource Management
DLIS-RW	Facilities Division, Directorate of Planning and Resource Management
DRMOs	Defense Reutilization and Marketing Offices
DSIO	DLA Systems Integration Office
FLO	Forms Liaison Officer
FMO	Forms Management Officer
HQ DRMS	Headquarters Defense Reutilization and Marketing Service
OPI	Office of Primary Interest
PAN	Publication Account Number

FORMS:

DLA Form 173	Publication/Form Requirement
DLA Form 699	Request for Issue from Stock
DLA Form 1303	Issue/Receipt Document
DLA Form 1562	Printing/Reproduction -GSA Charge Account Request
DD Form 67	Form Processing Action Request

POINT OF CONTACT:

Forms Management Officer	DSN 932-4952; FTS 552-4952 or commercial (616) 961-4952 Defense Logistics Information Service ATTN: DLIS-RA 74 Washington Ave N Battle Creek MI 49017-3084
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RESPONSIBILITIES

<u>WHOSE ACTION</u>	<u>ACTION</u>
DLIS COMMANDER	<ol style="list-style-type: none">1. Designates a primary and alternate Forms Management Officer (FMO).2. Furnishes names, office symbols and telephone numbers of designated primary and alternate FMO to HQ DLA.
HEADS OF DLIS/ HQ DRMS D/Os/ DRMOs/DSIO-J	<ol style="list-style-type: none">1. Appoints a primary and two alternate Forms Liaison Officers (FLOs).2. Forwards names, office symbols and telephone numbers of appointed FLOs to the FMO, ATTN: DLIS-RA.3. Notifies the DLIS FMO of approved organizational changes.
FMO	<ol style="list-style-type: none">1. Directs and exercises technical supervision over the DLIS/DRMS/DSIO/DRMO Forms Management Program.2. Reviews proposed DLIS/DRMS/DSIO forms, together with applicable prescribing directives, and approves or disapproves such forms.3. Provides analysis, design, and camera copy service in the development of forms.4. Formulates policies and develops programs to ensure effective control and management of paper and automated forms used by DLIS, DRMS and DSIO-J.5. Maintains separate central numbering system for all DLIS/DRMS/DSIO-J forms.6. Conducts forms standardization, simplification, and elimination studies at DLIS, all organizational elements of DRMS, and DSIO-J on a continuing basis.7. Coordinates with printing, reproduction, and publications officials to assure economy and effectiveness in the procurement and supplying of blank forms for DLIS/DRMS/DSIO-J.8. Maintains indexes for DLIS and DRMS forms.9. Designs and creates forms with Form Flow using DLA standards and policies.10. Provides FLO training.11. Resolves problems with FLOs.
FLO	<ol style="list-style-type: none">1. Serves as contact point between D/O and DLIS FMO.2. Assists the DLIS FMO in forms standardization, simplification, and elimination studies as required.

3. Reviews requests generated by their D/O for proposed new/revised forms to ensure submittal of properly completed request.
4. Orders all forms for their D/O.

DLIS-RW

1. Processes forms orders.
2. Controls and reorders shelf stock of forms.

RESPONSIBILITIES cont'd

WHOSE ACTION

ACTION

CONTRACTOR,
PUBLICATIONS
AND FORMS

1. Fills orders from DLA Form 1303's.
2. Sends back order notices.
3. Fills out print order request from DLA Form 1562's.

ORDERING A FORM USING E-MAIL

WHOSE ACTION

ACTION

FLO

1. Orders forms by e-mail addressed to formsodr@dlis.dla.mil.
E-mail orders should contain the following information:
 - a. REQUESTING ACTIVITY AND PAN #:
 - b. DATE OF REQUEST:
 - c. REQUESTED BY/AUTHORIZED FLO:
 - d. FORM NUMBER
 - e. TITLE
 - f. UNIT OF ISSUE
 - g. QUANTITY
2. Retains a suspense copy of e-mail order.
3. Receives form(s) ordered.
4. Forwards forms to requestor.
5. Deletes suspense copy of e-mail order.

DLIS-RW

1. Receives e-mail order in formsodr mailbox.
2. Inputs into BOSS system.

CONTRACTOR,
PUBLICATIONS
AND FORMS

1. Receives a DLA Form 1303 to either fill the order or send notice of a back order.

ORDERING EMERGENCY FORMS BY PHONE

WHOSE ACTION

ACTION

- | | |
|--|---|
| FLO | 1. Call in order at DSN: 932-4636 or (616) 961-4636. Make sure you have your PAN #, form number, title, unit of issue and quantity. |
| DLIS-RW | 1. Receives order by phone.
2. Inputs into BOSS system and checks for back order. |
| CONTRACTOR,
PUBLICATIONS
AND FORMS | 1. Receives a DLA Form 1303 to fill order. |

MAILING AND FAXING FORMS ORDERS

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|--|---|
| FLO | 1. Fills out a DLA Form 699 for forms order.
2. Sends order to DLIS-RW, 74 Washington Ave N, Battle Creek MI 49017-3084 or FAX to:
DSN: 932-4598 or (616) 961-4598. |
| DLIS-RW | 1. Receives order and inputs into BOSS system. |
| CONTRACTOR,
PUBLICATIONS
AND FORMS | 1. Receives a DLA Form 1303 to either fill the order or send notice of a back order. |

ADDING OR REVISING A FORM

WHOSE ACTION

ACTION

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| FLO | <ol style="list-style-type: none">1. The originating office will submit a DD Form 67 (original only) with a draft of the new form or proposed revision of an existing form to FMO.2. Checks to make sure 30 days are allowed for completion.3. Signs DD Form 67 in block 17. |
| FMO | <ol style="list-style-type: none">1. Evaluates, designs and makes changes to form.2. Contacts OPI of the form for approval. |

CANCELLING A FORM

- | | |
|--|---|
| OPI | <ol style="list-style-type: none">1. Notifies the FMO by e-mail or on a survey. |
| FMO | <ol style="list-style-type: none">1. Deletes in forms register, pulls card (DLA Form 93), cancels in database (index), pulls history file, notifies DLIS-RW and contractor.2. Files in cancelled forms file. |
| DLIS-RW | <ol style="list-style-type: none">1. Cancels out of BOSS and notifies installation services contractor. |
| CONTRACTOR,
PUBLICATIONS
AND FORMS | <ol style="list-style-type: none">1. Pulls from shelf and recycles/disposes of stock.2. Creates history file. |

Readability Statistics X

Counts:

Words	4,988
Characters	29,720
Paragraphs	767
Sentences	301

Averages:

Sentences per Paragraph	0.4
Words per Sentence	16.6
Characters per Word	5.6

Readability:

Passive Sentences	0%
Flesch Reading Ease	49.5
Flesch-Kincaid Grade Level	7.9
Coleman-Liau Grade Level	66.4
Bormuth Grade Level	11.1

OK

Help

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