



UNITED STATES MARINE CORPS  
15TH MARINE EXPEDITIONARY UNIT  
BOX 555365  
CAMP PENDLETON, CALIFORNIA 92055-5365

Canc: Jul 2014

MEUBul 5213  
Adj  
8 Jul 13

MARINE EXPEDITIONARY UNIT BULLETIN 5213

From: Commanding Officer  
To: Distribution List

Subj: FORMS MANAGEMENT PROGRAM

Ref: (a) SECNAV M-5213.1  
(b) SECNAVINST 5210.16  
(c) MCO 5213.7C

Encl: (1) 15th Marine Expeditionary Unit Current Approved Forms

1. Purpose. To establish procedures and provide guidance for managing local command forms produced and used within the 15th Marine Expeditionary Unit (MEU).

2. Cancellation. Policy Letter 10-11.

3. Background. The references direct all commanders to establish a local forms management program for those forms with an annual use of 100 copies or more. This program is necessary to eliminate unnecessary forms by justifying the need, reducing operating costs, preventing and eliminating unnecessary and duplicate forms, and consolidating any forms serving similar functions.

a. Forms are defined as any document including letters, post cards, memorandums or certificates printed or otherwise reproduced with space for inserting data, descriptive material or addresses designed to structure the arrangement of information.

b. Forms Management consists of analysis, the development or improvement of data elements and forms design on proposed or existing forms; and control, the review and coordination of forms to ensure efficient response to management requirements.

4. Action

a. All forms managed under the 15th MEU Forms Management Program shall be managed in accordance with the references. Due to the expeditionary nature of this command and the fact that usage of command forms is normally under 100 annually, all 15th MEU local forms will be electronically fillable and available on the shared drive and 15th MEU Sharepoint site, eliminating the requirement to print and stock. Approved command forms are listed in the enclosure.

b. The 15th MEU Adjutant/S-1 Officer is the Forms Manager for the 15th MEU. Accordingly, he or she shall:

(1) Manage the Forms Management Program as outlined in the references.

(2) Conduct an annual review of 15th MEU Forms Management Program.

c. All 15th Marine Expeditionary Unit Staff Officers shall:

(1) Review all internal, locally produced forms under their sponsorship and apply the basic elements of analysis stated in paragraph 3a of reference (c) to each form to determine those forms which are necessary, those that need to be eliminated, or those that are subject to consolidation. Special attention will be made to ensure all internal locally produced forms meet the design standard established in reference (a).

(2) Submit all forms currently in use not listed in the enclosure to the Forms Manager for review and approval.

(3) Submit proposed revised forms to the Forms Manager if currently used forms do not meet the design standard established in part V, paragraph 7 of reference (a).

(4) Submit all future proposed new local forms to the Forms Manager for review and approval prior to use.

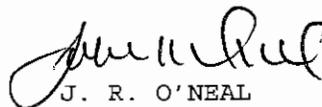
d. All proposed new forms or revised forms shall be submitted in accordance with reference (c):

(1) Prepare a draft electronic copy of the proposed form, listing the data elements in logical order. If needed, include simple instructions for completing the required information.

(2) Prepare a directive (MEU order or bulletin), or revise a current directive to inform users of the existence and requirement of the form. For all new forms, include an "availability" paragraph in the directive identifying the source and availability of the form.

(3) Submit a copy of the proposed form and a copy of the requiring directive to the 15th MEU Forms Manager.

5. Applicability. This Bulletin is applicable to all personnel permanently assigned, or temporarily attached, to the 15th MEU and is effective the date signed. Questions concerning this policy shall be addressed to the 15th MEU Forms Manager.

  
J. R. O'NEAL

DISTRIBUTION: A

08 Jul 13

## 15TH MARINE EXPEDITIONARY UNIT CURRENT APPROVED FORMS

FORM NUMBER	FORM NAME	SPONSOR	DATE EFFECTIVE
15MEU 1320/3 (Rev. 2-13)	15th MEU TAD Request Form	S-1/Supply	2/11/2013
15MEU 4400/1 (Rev. 3-13)	15th MEU Logistic Support Request	S-4	3/20/2013