



**UNITED STATES MARINE CORPS**  
15TH MARINE EXPEDITIONARY UNIT  
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5213  
S-1  
7 Jun 11

POLICY LETTER 10-11

From: Commanding Officer, 15th Marine Expeditionary Unit  
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 Approved Forms List

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

2. 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 those forms serving like functions.

3. Information

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. There are two basic elements to forms management: (1) form analysis, and (2) form control.

(1) Forms analysis is the development and/or improvement of data elements and forms design. This analysis should reveal the below information:

(a) Is the information required by the cognizance office?

(b) Is there a need for all information requested by the form?

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(c) How will the information be used?

(d) Can the information be obtained from another source?

(e) Is the information open for misinterpretation, or could it be more simply stated?

(2) Forms control is the determination of stock levels usage, reorder points/level and conducting reviews aimed at improving or reducing forms inventory.

#### 4. Action

a. All 15th Marine Expeditionary Unit Staff Officers will:

(1) Review all internal locally produced forms within their cognizance, and apply the two basic elements stated above 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 part V, paragraph 7 of reference (a).

(2) Submit all forms currently in use to the Forms Manager for review, consolidation and inventory control. The enclosure provides a list of all approved local forms.

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

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

b. The 15th MEU S-1 Officer is the Forms Manager for the Command Element. Accordingly, he/she will:

(1) Establish a Forms Management Program as outlined in the reference.

(2) Conduct a bi-annual review of 15th MEU Forms Management Program.

  
S. D. CAMPBELL

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