UNITED STATES MARINE CORPS
MARINE CORPS AIR STATION
POSTAL SERVICE CENTER BOX 8003
CHERRY POINT, NORTH CAROLINA 28533-0003

ASO 5213.1C
ADJ
08 MAR 2019

AIR STATION ORDER 5213.1C

From: Commanding Officer, Marine Corps Air Station, Cherry Point
To: Distribution List

Subj: FORMS MANAGEMENT PROGRAM

Ref: (a) DoD 7750.7-M
(b) SECNAV M-5213.1
(c) SECNAVINST 5211.5E
(d) SECNAV M-5210.1
(e) MCO 5600.31

Encl: (1) Annual Review Forms Letter

1. Situation. Per the references, the Forms Management Officer (FMO) is responsible for the establishment of a program that implements procedures for the creation, modification, and cancelation of forms at Marine Corps Air Station Cherry Point (MCASCHERPT) and subordinate commands.

2. Mission. The Directives Control Point (DCP) will drive the forms management program in order to ensure forms' sponsors are informed of their requirements to maintain current forms in accordance with the references.

3. Execution

a. Commander's Intent. To ensure an effective forms management program is in place and that forms' sponsors are in compliance with the references when creating, modifying, or canceling forms.

b. Concept of Operations. All forms will be reviewed, at a minimum, annually. New forms, modifications, and cancelations will be approved by the FMO and redundant, locally generated, forms will be canceled upon discovery.

DISTRIBUTION STATEMENT A: Approved for public release; distribution is unlimited.

c. Tasks

(1) FMO

(a) Provide guidance and help with issues or questions regarding the references.

(b) Provide a copy of enclosure (1) to each sponsor by the 5th of the promulgation month, to remind that sponsor that their form is due for its annual review.

(c) Ensure all unclassified, current forms, are published in the Adjutant's webpage and hard copies maintained in the DCP files.

(d) Ensure forms created are cost effective, reducing and maintaining the printing expense to a total minimum.

(e) Ensure DCP Clerk retains canceled forms for the period described in reference (d).

(f) Ensure the list of current forms is published on the website.

(2) Forms' Sponsors

(a) Ensure that there are no existing similar forms, already in use, by others such a Department of Defense (DD Forms), Navy Marine Corps (NAVMC forms), Department of the Army (DA) Forms, Department of the Air Force (DAF) Forms, Standard Forms (SF), Optional Forms (OF), or Marine Corps Installations East (MCIEAST) Forms.

(b) Ensure all forms that may require the collection of sensitive information are approved by the Station Privacy Act Coordinator prior to submission to the FMO for final approval.

(c) Attach hard copy of the form that needs processing with DD Form 67 and route via appropriate directorate as applicable and send the electronic version via email.

(d) Request cancelation of all forms no longer required.

(e) Return enclosure (1) by the 25th of the promulgation month.

(3) Directorates and Subordinate Organizations

(a) Ensure only forms needed to complete your mission are being used or requested.

(b) Help eliminate the use of locally generated, redundant forms when there are other higher echelon forms available with the same information.

(c) Request the cancelation of all obsolete or duplicated forms.

e. Coordinating Instructions

(1) All forms' requests will be submitted using a completely filled out DD Form 67, per instructions located in Chapter 3, Figure C3.F3 of reference (a).

(2) All duplicative and unnecessary forms will not be approved.

(3) Concurrence from the Station Privacy Act Coordinator will need to be noted in the DD Form 67, if applicable.

(4) DD Form 67 will include a statement acknowledging the authenticity of the requested form to ensure no duplicates exist.

(5) Forms will be created using Adobe LiveCycle ES4 or current version.

5. Administration and Logistics. All forms will be posted on the MCAS Adjutant's webpage http://www.marines.mil/unit/mcascherrypoint/Pages/adjutant/adjutant.aspx. Hard copies for files and inventory of these will be safeguarded with the DCP clerk.

6. Command and Signal

a. Command. The Adjutant is MCASCHERPT Forms Management Officer. The DCP clerk will be located in the Manpower office.

b. Signal. This Order is effective the date signed.

P. S. LINSTROM
Executive Officer

DISTRIBUTION: A

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POSTAL SERVICE CENTER BOX 8003
CHERRY POINT, NC 28533-0003

5213
ADJ
Date

From: Commanding Officer, Marine Corps Air Station, Cherry Point
To: Sponsor

Subj: ANNUAL REVIEW OF FORMS

Ref: (a) MCO 5600.31
(b) ASO 5213.1C

1. Per the instructions contained in the references, the form listed below is forwarded for review. Use the references as necessary.

a. Form Number: MCASCHPT-XXX-X
b. Form Subject: Title
c. Date Promulgated: Date Originated

2. After review, complete the below endorsement and return this letter to the Directives Control Point Clerk, no later than (NLT) _____.

I. M. THEADJ
By direction

_____
(DATE)

FIRST ENDORSEMENT

From: Sponsor
To: Commanding Officer, Marine Corps Air Station, Cherry Point

1. A review of the above directive was conducted and the following information is submitted:

- ☐ Reviewed and current.
- ☐ Reviewed and will be revised NLT _____.
- ☐ Reviewed; request cancellation.

2. Additional Comments: _____

_____

_____ _____
Print: Rank/Last Name of Reviewing Official Signature