United States Department of Agriculture
Agricultural Marketing Service

Directive
3130.12   03/24/2008

AMS FORMS MANAGEMENT PROGRAM

I.   PURPOSE

This Directive establishes the Agricultural Marketing Service (AMS) Forms Management Program.

II.   REPLACEMENT HIGHLIGHTS

This Directive replaces AMS Directive 256.1 Forms Management Program, dated 6/4/93.

III.   AUTHORITIES

The laws that establish and define Federal forms management are addressed in Departmental Manual (DM) 3020-001, Departmental Forms Manual.

IV.   POLICY

- It is AMS policy to provide an AMS Forms Management Program that promotes an efficient and cost effective process for collecting, reviewing, creating, and approving all AMS forms. This policy provides a method of collecting information by establishing a single focal point to review and approve all forms and provide overall management of forms in AMS. For the purpose of this directive, AMS Forms include documents that are collected from or issued to the public, filed as an official record, or are centrally printed and stocked for distribution. -

V.   OBJECTIVES

The objective of the AMS Forms Management Program is to achieve maximum efficiency and economy in the development and use of forms to:

Distribution: All AMS Employees   Originating Office: AMS/S&T/ITG

A. Ensure that new and existing forms meet the needs of AMS Programs and are compliant with Department regulations;

B. Ensure that forms are designed in a standardized format, meet users' needs, and eliminate duplication;

C. Provide and maintain an electronic workflow system for the efficient electronic processing of forms within *- AMS -*; and

D. *- Maintain an accurate Forms Catalog of all current forms managed under this program. -*

VI.   FORMS CRITERIA

A. A form is a fixed arrangement of captioned spaces designed for entering and extracting information, including documents created or used on a computer.

Certain items such as instruction sheets, certificates, brochures, notices, tags, labels, and envelopes are considered forms when it is necessary to control them for purposes of reference, printing and distribution.

- No form that is collected from or issued to the public, filed as an official record, or centrally printed and stocked may be created, modified or retired without the consent of the AMS Forms Manager. However, when the program develops and/or uses a worksheet or similar temporary internal form, they do not have to notify the AMS Forms Manager. Other similar temporary internal forms may be created, modified and retired by the Program at any time. -

B. All forms will bear a prefix identification symbol, a form number, and an edition date for control purposes and to indicate that the forms have been cleared and approved by the AMS Forms Manager.

    1. Forms prescribed for general usage throughout AMS (i.e., personnel, budget) will bear the symbol "AMS."

    2. Forms developed for use by a specific Program area will bear the prefix symbol identifying the Program (i.e., "CN" for Cotton Programs, "DY" for Dairy Programs, etc.).

VII.   RESPONSIBILITIES

A. The Information Technology Group (ITG) oversees the management and operation of the AMS Forms Management Program.

B. The AMS Forms Manager has overall responsibility for the AMS Forms Management Program and will administer the program as follows:

    1. Develop and maintain effective systems for managing and operating the AMS Forms Management Program;

    2. Develop forms management standards, policies and procedures;

3. Ensure forms meet all requirements of applicable standards and regulations;

4. Provide forms analysis and design services;

5. Assign form numbers and edition dates;

6. Review and approve all forms *- under the AMS Forms Management Program;-*

7. *- Maintain a Forms Catalog of all current forms under the AMS Forms Management Program; -*;

8. Coordinate and prepare printing specifications for specialty forms and submit for printing;

9. Monitor the inventory, control and usage of forms; and

10. Maintain a central filing system for *- AMS -* forms.

C. Program and Staff Offices are responsible for:

1. Contacting the AMS Forms Manager as early as possible in the development of new or *-revising -* existing forms or for assistance in the area of forms management;

2. Providing the correct print request information to the AMS Forms Manager regarding form number, distribution instructions, printing instructions, samples, dies, Agency account number(s), or any other information that is critical for the successful completion of the forms print request; and

3. Approving the image of all forms to be printed as meeting the needs of that Program or Staff Office.

VIII. *- NEW OR EXISTING FORMS -*

A. Creating a New Form or Revising an Existing Form.

1. The *Originating Office*:

a. Drafts requirements for new or existing form. The AMS Forms Manager is available to the organizational unit to provide assistance and guidance on forms design and the development of a workflow;

b. Coordinates with *- the AMS Forms Manager to ensure that the form meets the business needs of the organization; and -*

- c. Approves the final version of the form. -

2. The *AMS Forms Manager*:

a. Meets with the originator to determine how the form will be used, by whom and how many, preferred construction, and best method to design the form;

b. Assigns the form number and edition date to the form;

c. Prepares the camera or CD copy of the form and returns it to the Originating Office for approval; and

d. Updates the AMS Forms Catalog -

B. *- <u>Printing a Form</u>. -*

 - AMS has designed an electronic workflow process that is used for print requests. This process electronically tracks each print request and automatically notifies the customer, via e-mail, about the changes in request status. -

1. The *Originating Office*:

a. Fills out an electronic AMS Print Request (located on the "AMS Forms" option of the AGNIS home page). The print *- request form, once completed, is electronically sent to the Approving Official. The Approving Official, who is designated by each Program, reviews the information and once approved is electronically sent to the AMS Forms Manager. The Approving Official is responsible for ensuring that the information is correct. -*

- b. Sends a sample of the form to the AMS Forms Manager, which will be used by the print shop as a construction sample, and if applicable, attaches customized printing and distribution instructions to the print request; -

-c. Allows adequate processing time when planning, developing, and revising forms. For simple forms such as envelopes and single page formats, allow approximately 5 weeks; for complicated forms such as color prints and booksets allow approximately 8-10 weeks; and -

-d. Incurs any additional costs for rush jobs, complex forms, requests for proofs, press inspections, etc. -

2. *- The *AMS Forms Manger*: -*

- a. Assembles the print request package that includes completed and approved print request form(s), construction sample(s), and/or camera copy(s), CD(s), negative(s), special distribution and printing instructions. The AMS Forms Manager forwards the completed print request package to the APHIS Printing Specialist. -

- C. <u>Reproducing a Form</u>**-***

- Any form under this program may be reproduced locally as long as the visual integrity and content of the form remains the same. -

IX.   OMB FORMS

Any form that the public is required to complete which includes information collection for 10 or more people must be approved by OMB. *-The Originating Office prepares the information collection package that consists of four (4) components to meet OMB's approval. The Originating Office should contact the AMS Legislative Regulatory and Review Office for instructions on completing these requirements. Once OMB approves the form, an OMB control number will be assigned. -*

X.   QUESTIONS

Direct all questions concerning forms to the Science & Technology Program, Information Technology Group, AMS Forms Manager.

Lloyd C. Day
Administrator