



DoD INSTRUCTION 7750.07

DoD FORMS MANAGEMENT PROGRAM

Originating Component: Office of the DoD Chief Information Officer

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Reissues and Cancels: DoD Instruction 7750.07, "DoD Forms Management Program," October 10, 2014

Approved by: John B. Sherman, DoD Chief Information Officer

Purpose: In accordance with the authority in DoD Directive 5144.02, this issuance establishes policies, assigns responsibilities, and provides procedures governing the DoD Forms Management Program in accordance with Part 1320 of Title 5, Code of Federal Regulations (CFR); Part 1194 of Title 36, CFR; Part 102-194 of Title 41, CFR; Chapter 35, Subchapter I of Title 44, United States Code (U.S.C.); and Section 794d of Title 29, U.S.C.

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SECTION 1: GENERAL ISSUANCE INFORMATION

1.1. APPLICABILITY.

This issuance applies to the OSD, the Military Departments, the Office of the Chairman of the Joint Chiefs of Staff and the Joint Staff, the Combatant Commands, the Office of Inspector General of the Department of Defense, the Defense Agencies, the DoD Field Activities, and all other organizational entities within the DoD (referred to collectively in this issuance as the “DoD Components”).

1.2. POLICY.

a. DoD forms must satisfy a valid need. Information collected on a form must be essential to accomplish a mission need and necessary for the efficient and economical operation of the DoD.

b. Information technology must be used, to the maximum extent practicable, for the creation, distribution, and use of forms (including electronic forms) and to record, store and disseminate information entered on those forms. Electronic records should be the default. Continuous evaluation and modernization should be performed on information technology that enable forms management.

c. Standardized DoD forms must be used throughout the DoD to the maximum extent practicable.

d. DoD forms should not contain any outdated, insensitive, or offensive terminology, consistent with Office of Management and Budget (OMB) Directive 15.

e. The design of electronic forms must be consistent with the accessibility requirements for people with disabilities in accordance with Section 794d of Title 29, U.S.C. (referred to in this issuance as “Section 508” of the Rehabilitation Act of 1973, Public Law 93-112, September 26, 1973, as amended); Part 1194 of Title 36, CFR; DoD Manual (DoDM) 8400.01; and OMB Directive 15.

f. DoD forms intended for use by the public and related to serving the public must be available in a digital format to the greatest extent practicable in accordance with the 21st Century Integrated Digital Experience Act, Public Law 115-336 (referred to in this issuance as “21st Century IDEA”).

(1) Adopted forms are issued by a single DoD Component activity in conjunction with one or more other DoD Component activities.

(2) Prescribed forms are by a Federal agency, pursuant to its authority, and approved by the General Services Administration (GSA) for mandatory government-wide use.

SECTION 2: RESPONSIBILITIES

2.1. DOD CHIEF INFORMATION OFFICER (DOD CIO).

Consistent with DoD Instruction (DoDI) 8910.01 and in addition to the responsibilities in Paragraph 2.3., the DoD CIO:

- a. Establishes policy for the DoD Forms Management Program and monitors compliance with this issuance.
- b. Represents DoD to other government agencies on forms management policy matters.
- c. Promotes standardization of DoD (or DD) forms.
- d. Resolves conflicts that may arise regarding implementation of the DoD forms management policy.
- e. Coordinates on the publication of DoDM 7750.08 with the Director, Washington Headquarters Services (WHS).

2.2. DIRECTOR, WHS.

Under the authority, direction, and control of the Director of Administration and Management, the Director, WHS:

- a. Maintains DoDM 7750.08, consistent with this issuance, and, together with the Component sponsor of a form, ensures forms that collect personally identifiable information are safeguarded and marked as controlled unclassified information (CUI) in accordance with DoDI 5200.48.
- b. Represents DoD to other government agencies and non-government organizations on forms management operational matters, with appropriate coordination with the DoD CIO before representing the DoD for forms management policy matters.
- c. Establishes and manages the DoD Forms Management Program in accordance with DoD Directive 5110.04 and applicable DoD policy, Federal regulations, and law.
- d. Designates a DoD forms management officer (FMO) to oversee the DoD Forms Management Program.
- e. Performs the duties of the standard forms (SFs) and optional forms (OFs) liaison representative for the DoD in accordance with Section 102-194.30 of Title 41, CFR.
- f. Ensures the DoD FMO:

(1) Reviews and approves or disapproves DoD requests for the creation, revision, cancellation of, or exceptions to, SFs and OFs for compliance with this issuance and applicable Federal regulations and instructions before submission to the GSA.

(2) Reviews and approves or disapproves the creation, revision, and cancellation of DD forms, or exceptions to SFs, OFs, and DD forms, and ensures they are consistent with this issuance and in accordance with Part 102-194 of Title 41, CFR, and DoDM 7750.08. The DoD FMO does not approve Component-specific forms or exceptions to Component-specific forms, unless it is an exception to a DD form, SF, or OF.

(3) Approves or disapproves the creation and use of all electronic versions of DD forms.

(4) In conjunction with the DoD Component heads, conducts periodic reviews of DD forms to determine continued need and effectiveness, identifies opportunities for cancelling duplicate or unnecessary forms, and improves the usefulness of forms.

(5) Maintains necessary management information and a historical record for each DD form, to include retaining all editions of a form from creation to cancellation.

(6) Maintains and disposes of all records of DD forms, including electronic records, in accordance with Chapter 31 of Title 44, U.S.C., Part 102-193 of Title 41, CFR, OMB Memorandum M-19-21, and DoDI 5015.02.

2.3. OSD AND DOD COMPONENT HEADS.

The OSD and DoD Component heads:

a. Establish and implement a forms management program within their respective components in accordance with this issuance and DoDM 7750.08.

b. Designate an individual as the DoD or OSD Component FMO to represent their respective Component's interests to the DoD FMO and provide a copy of the designation memorandum to the DoD CIO and Director, WHS. The OSD FMO collaborates with the OSD Component forms points of contact (FPOCs) on OSD forms management matters in accordance with DoDM 7750.08.

c. Provide the DoD FMO with all requests to create, revise, and cancel DD forms, or obtain exceptions to DD forms, SFs, OFs or exceptions, and ensure that these requests are in accordance with this issuance; Part 102-194 of Title 41, CFR; and DoDM 7750.08. The DoD FMO provides final approval or disapproval.

d. Approve or disapprove the creation and use of all electronic versions of their component forms.

e. Ensure that a DD form has been approved for electronic use by the sponsoring DoD Component and the DoD FMO before use within a DoD Component.

f. Ensure that DoD forms do not have outdated or insensitive terminology and are in compliance with this issuance and consistent with the OMB Directive 15.

g. Ensure that DoD forms are available in a digital format in accordance with the 21st Century IDEA.

h. Ensure that DoD forms used for public information collections are advance tested before or during the comment period for the 60-day public information collection notice in accordance with the August 9, 2012 OMB Memorandum.

i. Ensure forms that collect personally identifiable information are reviewed in accordance with DoDI 5400.11 and DoD 5400.11-R, and are safeguarded and marked as CUI in accordance with DoDI 5200.48.

j. Review existing DoD forms periodically and assist the DoD FMO in the periodic review of DD forms to determine continued need and effectiveness. This includes identifying opportunities for standardizing forms, cancelling duplicate or unnecessary forms, and improving the usefulness of forms in responsible areas.

k. Maintain an inventory of approved DoD forms, identifying those that are approved for a digital format.

l. Ensure appropriate lifecycle management of DoD forms in accordance with OMB Memorandum M-13-13.

m. Use the most efficient, cost-effective methods to reproduce, store, and distribute DoD forms.

n. Develop and distribute component guidance for obtaining SFs and OFs.

o. Maintain and dispose of all records of DoD forms, including electronic records, in accordance with Chapter 31 of Title 44, U.S.C., Part 102-193 of Title 41, CFR; OMB Memorandum M-19-21; and DoDI 5015.02.

SECTION 3: DEVELOPMENT AND USE OF DOD FORMS

3.1. GENERAL.

The procedures in this section apply to the development and use of forms in the DoD, including the different types of forms (e.g., SFs, OFs, DD forms, DoD Component forms) and the different media in which forms may be available (e.g., paper, electronic).

3.2. DEVELOPMENT.

a. DoD forms must be properly designed with clear instructions and standardized data for easy processing and retrieval of information collected. DoD forms requiring approval by OMB, pursuant to the requirements of Chapter 35, Subchapter I of Title 44, U.S.C., also known as the “Paperwork Reduction Act,” must:

(1) Be written in plain language in accordance with Public Law 111-274 (also known and referred to in this issuance as the “Plain Writing Act of 2010”), and DoDI 5025.13.

(2) Display an agency disclosure statement written in plain language pursuant to Section 3512 of Title 44, U.S.C., and consistent with the Plain Writing Act of 2010.

b. DoD forms must meet the accessibility requirements of Section 508 of the Rehabilitation Act. The design of electronic forms will conform with U.S. Access Board standards to ensure accessibility for individuals with disabilities in accordance with the Revised Section 508 standards at Part 1194 of Title 36, CFR, and DoDM 8400.01.

c. DoD web forms and associated electronic content will conform to Web Content Accessibility Guidelines 2.1 as amended Level A and Level AA Success Criteria and Conformance Requirements. The design will allow people using assistive technology and other individuals with disabilities to access the information, instructions, field elements, and functionality required for completion and submission of the form in accordance with Section 508 of the Rehabilitation Act.

d. DoD forms with an information collection requiring approval from OMB will be tested in advance before or during the comment period in accordance with OMB 60-day public information collection notice in the August 9, 2012, OMB Memorandum.

e. Personally identifiable information collected electronically using DoD forms must only be acquired and maintained when relevant and necessary in accordance with DoDI 5400.11. To ensure the supporting information technology for electronic forms that are being developed and used protects and preserves the privacy of members of the public, a privacy impact assessment must be conducted in accordance with DoDI 5400.16.

f. Forms requiring personally identifiable information must be safeguarded and marked as CUI in accordance with DoDI 5200.48

g. The use of Social Security numbers within DoD forms will be reduced or eliminated whenever possible in accordance with DoDI 1000.30.

h. A Privacy Act statement or privacy advisory, to include the identification of and link to the Privacy Act systems of records notice, when applicable, must be displayed on forms that are used to collect personally identifiable information in accordance with DoDI 5400.11 and DoD 5400.11-R. When used, these statements must be written in plain language in accordance with the Plain Writing Act of 2010 and DoDI 5025.13.

i. The design of DoD forms must be consistent with the requirements in OMB Memorandum M-13-13, in that public collection forms are created to support machine-readability, open formats, and extensible metadata as determined by the office of primary responsibility.

j. To coincide with appropriately created life-cycle management of records, information will be collected on DoD forms in accordance with DoDI 5015.02.

3.3. FORMS USAGE.

a. The order of precedence for forms usage is:

(1) The SF, as approved by GSA for mandatory use government-wide, in accordance with Title 41, CFR.

(2) The OF, as approved by GSA for non-mandatory use government-wide, in accordance with Title 41, CFR.

(3) Exceptions to SFs and OFs, as approved by the prescribing Federal agency.

(4) DD forms, as approved by the WHS DoD Forms Management Office, for use within the DoD.

(5) DoD Component forms, as approved by the DoD Component, for use only within that DoD Component.

(6) DoD Adopted forms, as approved by the adopting DoD Components, for use within each adopting Component.

b. Lower-level, duplicative, or redundant forms must be consolidated into higher-level forms using the order of precedence, whenever possible.

c. The creation, revision, cancellation of, or exception to a form in any media must be initiated and authorized by the form's sponsor and approved by the appropriate FMO of the form before use.

d. Any form that duplicates or accomplishes the same purpose of an existing higher-level form will not be approved.

e. Information technology will be used to improve customer efficiency through design, standard data collection, distribution, and electronic form use.

f. Appropriate approvals and licenses for information collected from other government agencies, the public, or the DoD must be obtained and displayed on forms in accordance with Part 1320 of Title 5, CFR; and DoDI 8910.01.

g. Proper markings must be displayed on forms to prevent unauthorized disclosure. Forms containing classified information will be marked in accordance with Volumes 1-3 of DoDM 5200.01. Similarly, forms containing CUI will be marked in accordance with DoDI 5200.48.

h. Postal regulations of the United States Postal Service will be implemented in forms designed for postal mailing in accordance with DoD 4525.8-M.

GLOSSARY

G.1. ACRONYMS.

| ACRONYM | MEANING |
|----------------|--|
| CFR | Code of Federal Regulations |
| CUI | controlled unclassified information |
| DD | Department of Defense (used in conjunction with a form number) |
| DoD CIO | DoD Chief Information Officer |
| DoDI | DoD instruction |
| DoDM | DoD manual |
| FMO | forms management officer |
| FPOC | forms point of contact |
| GSA | General Services Administration |
| IDEA | Integrated Digital Experience Act |
| OF | Optional Form |
| OMB | Office of Management and Budget |
| SF | Standard Form |
| U.S.C. | United States Code |
| WHS | Washington Headquarters Services |

G.2. DEFINITIONS.

These terms and their definitions are for the purpose of this issuance.

| TERM | DEFINITION |
|------------------------------------|---|
| agency disclosure statement | An information collection notice that reports the data requirement and public reporting burden. |
| CUI | Defined in Section 2002.4 of Title 32, CFR. |

| TERM | DEFINITION |
|---------------------------|---|
| DD form | <p>A form approved by the WHS DoD Forms Management Office for use by two or more DoD Components. There are two types of DD forms:</p> <p>prescribed. Use by all DoD Components to whom the subject matter applies is mandatory.</p> <p>adopted. Use by DoD Components is optional. A form that was previously issued by a single DoD Component activity that is reissued in conjunction with one or more other DoD Component activities.</p> |
| DoD Component FMO | <p>The DoD Component's point of contact responsible for the Component's forms management program.</p> |
| DoD Component form | <p>A form approved by a DoD Component for general use only within that Component.</p> |
| DoD FMO | <p>The position responsible for managing the DoD Forms Management Program.</p> |
| electronic form | <p>An officially prescribed set of data residing in an electronic medium that is used to produce a mirror-like image (or as near to a mirror-like image as the creation software will allow) of the officially prescribed form.</p> <p>Electronic forms rely on information technology to permit electronic completion, submission, maintenance, or disclosure of information as a substitute for paper, and may include the use and acceptance of electronic signatures.</p> <p>An electronic form may contain prescribed fields for collecting data that can be integrated, managed, processed, or transmitted through an organization's information technology system.</p> |
| exceptions | <p>An approved change in the content, format, or printing specifications or the creation of an electronic version of an approved form. Exceptions may apply to all types of forms (e.g., DoD Component forms, DD forms, OFs, SFs).</p> |
| form | <p>A fixed arrangement of captioned spaces designed for entering and extracting prescribed information. Forms may be preprinted paper forms or electronic forms.</p> |

| TERM | DEFINITION |
|--|--|
| format | A guide, table, or sample that illustrates a predetermined arrangement or layout for presenting information. Most formats are largely narrative in nature and the space needed by respondents to furnish the desired information varies substantially. |
| OF | A form developed for use in two or more Federal agencies and approved by the GSA for non-mandatory use. The availability of such forms for use is normally announced by the agency that developed and sponsored the form for use. |
| OSD Component FPOC | The individual in an OSD Component responsible for coordinating or implementing the policies and procedures of the OSD Forms Management Program within their OSD Component. The OSD Component FPOC serves as liaison between their Component and the OSD FMO on all forms matters. |
| OSD FMO | The individual responsible for the OSD Forms Management Program. On behalf of the OSD Components, the OSD FMO serves as the OSD Component (i.e., OSD as a DoD Component) FMO and provides guidance and assistance to the various OSD Component FPOCs on all issues concerning forms management within OSD. |
| personally identifiable information | Defined in OMB Circular No. A-130. |
| SF | A form prescribed by a Federal agency, pursuant to its authority, and approved by the GSA for mandatory government-wide use. Such mandatory use is generally set forth in regulations of the issuing agency. |
| sponsor | An agency or component of an agency with responsibility for developing and maintaining an official form. |

REFERENCES

- Code of Federal Regulations, Title 5, Part 1320
- Code of Federal Regulations, Title 32, Part 2002.4
- Code of Federal Regulations, Title 36, Part 1194
- Code of Federal Regulations, Title 41
- DoD 4525.8-M, “DoD Official Mail Manual,” December 26, 2001, as amended
- DoD 5400.11-R, “Department of Defense Privacy Program,” May 14, 2007
- “DoD Digital Modernization Strategy, DoD Information Resource Management Strategic Plan FY19-23,” June 5, 2019
- DoD Directive 5110.04, “Washington Headquarters Services (WHS),” March 27, 2013
- DoD Directive 5144.02, “DoD Chief Information Officer (DoD CIO),” November 21, 2014, as amended
- DoD Instruction 1000.30, “Reduction of Social Security Number (SSN) Use Within DoD,” August 1, 2012, as amended
- DoD Instruction 5015.02, “DoD Records Management Program,” February 24, 2015, as amended
- DoD Instruction 5025.13, “DoD Plain Language Program,” January 23, 2020, as amended
- DoD Instruction 5200.48, “Controlled Unclassified Information (CUI),” March 6, 2020
- DoD Instruction 5400.11, “DoD Privacy and Civil Liberties Programs,” January 29, 2019, as amended
- DoD Instruction 5400.16, “DoD Privacy Impact Assessment (PIA) Guidance,” July 14, 2015, as amended
- DoD Instruction 8910.01, “Information Collection and Reporting,” May 19, 2014, as amended
- DoD Manual 5200.01, Volume 1, “DoD Information Security Program: Overview, Classification, and Declassification,” February 24, 2012, as amended
- DoD Manual 5200.01, Volume 2, “DoD Information Security Program: Marking of Information,” February 24, 2012, as amended
- DoD Manual 5200.01, Volume 3, “DoD Information Security Program: Protection of Classified Information,” February 24, 2012, as amended
- DoD Manual 7750.08 “DoD Forms Management Program Procedures,” February 25, 2020, as amended
- DoD Manual 8400.01, “Accessibility of Information and Communications Technology (ICT),” November 14, 2017
- Office of Management and Budget Circular No. A-130, “Managing Information as a Strategic Resource,” July 28, 2016
- Office of Management and Budget Memorandum M-13-13, “Open Data Policy - Managing Information as an Asset,” May 9, 2013
- Office of Management and Budget Directive 15 (revised), “Standards for Maintaining, Collecting, and Presenting Federal Data on Race and Ethnicity,” 62 Fed. Reg. 58782, 58788, October 30, 1997

Office of Management and Budget Memorandum M-19-21, “Transition of Electronic Records,”
June 28, 2019

Office of Management and Budget Memorandum, “Testing and Simplifying Federal Forms,”
August 9, 2012

Public Law 111-274, “Plain Writing Act of 2010,” October 13, 2010

Public Law 115-336, “21st Century Integrated Digital Experience Act,” December 20, 2018

United States Code, Title 29, Section 794d

United States Code, Title 44¹

World Wide Web Consortium, “Web Content Accessibility Guidelines (WCAG) 2.0,”
December 11, 2008

¹ Section 3501 et. seq. of Title 44 is also known and referred to in this issuance as “The Paperwork Reduction Act of 1995.”