SUMMARY OF AGREEMENTS AND RECOMMENDATIONS

OF THE

DOD ELECTRONIC FORMS WORKING GROUP

The DoD Electronic Forms Working Group was organized and convened under the authority of the Director, Administration and Management, on August 23, 1990, to review the issues of controlling and managing electronic forms and to implement a standardized electronic forms solution which would meet the needs of the total DoD community, be cost effective, provide for the integrity of DOD forms, and facilitate the electronic interchange of forms and information.

The agreements and recommendations outlined hereto represent the consensus of the designated representatives of the five Chartered members (Department of the Army, Department of the Navy, Department of the Air Force, Defense Information Systems Agency, and Defense Logistics Agency), under the chairmanship of the DoD Forms Management Officer. The representatives designated by their agencies to participate in the Electronic Forms Working Group were the Component's Forms Management Officer (FMO).

I. Problems Addressed:

End-users in all the DoD Components have relatively unrestricted access to technology which permits forms to be electronically designed or paper form copy to be electronically duplicated on an ad hoc basis.

Under these conditions, the established review processes and internal controls at all DoD levels may have been seriously compromised in the accomplishment of the following objectives of the Paperwork Reduction Act and the DoD Electronic Data Interchange Initiative. These objectives are to:

- ensure the integrity of the forms being generated and of the information being collected on the forms;

- prevent multiple duplication of a single electronic form and minimize the total DoD cost;

- encourage DoD-wide use of an open-system technology standard for electronic forms design and fill-in to permit electronic interchange of information captured on forms within DoD and between DoD and its external affiliates; and

- control unnecessary DoD expenditures for rekeying information collected on forms into database storage systems already in use within DoD.

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II. Agreements on An Approach to a Solution:

1. Identify a software package that can be purchased by all DoD components and used on standard non-proprietary hardware operating systems for use as an electronic forms management system tool.

2. Use this software in the DIOR, WHS, to design Department of Defense (DD), Secretary of Defense (SD), and those Standard Forms (SF) and Optional Forms (OF) sponsored by the DoD and authorized for electronic generation. The electronic versions will be made available to DoD Component FMOs for further internal distribution.

3. Using this standard forms design software, DoD Component FMOs are encouraged to produce and distribute electronic versions of the Component-level forms they develop, and to make further electronic distribution within their agencies.

4. The DoD FMOs will produce electronic forms in accordance with the policies and standards prescribed in DoDI 7750.7, "DoD Forms Management Program"; DoD 7750.7-M, "DoD Forms Management Program Procedures Manual"; and periodic supplemental guidance thereto. All existing approval processes for creating, revising, or cancelling DD and SD Forms, and DoD sponsored SFs and OFs, and requests for exceptions as described in the DoDI 7750.7 and DoD 7750.7-M apply; except, paper versions may be substituted with electronic diskettes to permit more efficient processing at every stage of the design and approval processes.

5. DoD FMOs will produce electronic forms in compliance with all current Federal and DoD Information Resources Management policies and procedures to ensure collected data can be exchanged with database applications on various standard non-proprietary computer systems already in existence throughout DoD. This will become increasingly more important as DoD agencies become involved with Electronic Data Interchange with the business/ commerce initiatives currently being promoted.

III. Recommendations:

1. An electronic forms technology system be established in the DIOR, WHS, and within each Electronic Forms Working Group Component Forms Management Office, at the respective Component's expense.

2. The following standards be accepted for DoD-wide use in all aspects (the creation, revision, fill-in, cancellation, distribution, storage, and printing) of electronic forms management:

a. Each Component Forms Management Officer within the DoD Electronic Forms Working Group will use the Navy Standard Desktop "Companion" Contract to acquire PerFORM Pro forms software. The specifications contained in the Navy RFP for forms software were determined to be consistent with the DoD Electronic Forms Working Group criteria for specific functional capabilities required for electronic management of the DoD Forms Program.

b. The DoD Electronic Forms Working Group will establish clear objectives, cost/benefit ratios, and performance standards for implementation of the electronic forms standardization initiative and will continue to provide general direction and advice to non-member DoD Components for this initiative.

c. The Air Force will serve as the lead Component for testing the acceptability of the standard software and SAF/AAIAI will provide technical expertise to other representatives of the DoD Electronics Forms Working Group.

d. The DIOR, WHS, will serve as the mission authority on the acceptability of the software with respect to reliability, integrity, production quality, and ease of use, and on the overall effectiveness of the electronic forms initiative in promoting the accomplishment of its missions in the DoD Forms Management Program.

Respectfully submitted,
The DoD Electronic Forms Working Group

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CONCURRENCES TO THE AGREEMENTS AND RECOMMENDATIONS

OF THE

DOD ELECTRONIC FORMS WORKING GROUP

Army

for Ronald D. Daniel

ROBERT S. MANNING
Deputy Director for Policy

7 Oct 94
(Date)

Navy

EDWARD C. WHITMAN
Deputy Assistant Secretary
of the Navy (C41/EW Space)

(Date)

Air Force

ROBERT J. McCORMICK
Administrative Assistant to the
Secretary of the Air Force

(Date)

DLA

W. DAVID KERLIN
Chief, Publishing Division

(Date)

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SARAH JANE LEAGUE
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** See 1 Nov 91 memo

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DEPARTMENT OF THE NAVY
OFFICE OF THE ASSISTANT SECRETARY
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WASHINGTON, D.C. 20350-1000

1 Nov 1991

MEMORANDUM FOR DIRECTOR, ADMINISTRATION AND MANAGEMENT, OSD

Subj: DOD ELECTRONIC FORMS STANDARDIZATION PROJECT

Ref: (a) SECDEF memo of 26 Aug 91

Encl: (1) Summary of Agreements and Recommendations of the DOD Electronic Forms Working Group

As requested by reference (a), enclosure (1) has been reviewed.

The Department of the Navy concurs in the agreements and recommendations of the DOD Electronic Forms Working Group with the understanding that future work in this area will take a broad approach, fully recognizing the interrelationships of data administration and personal computers with electronic forms management. This broad perspective may well lead to adoption of standards other than the PerFORM software recommended by the working group.

Point of contact for this matter is Ms. Alcinda Wenberg at (703) 602-2354.

Edward C. Whitman

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