DoD ELECTRONIC FORMS DESIGN POLICY

A. REFERENCES. See DoD Electronic Forms Working Group Project Plan, September 1991

B. PURPOSE. This appendix provides the basic policy and standards for conversion of existing forms to an electronic format, development of new forms in an electronic format, and management of screen formats imbedded in information systems.

C. FORMS MANAGEMENT PROGRAM OBJECTIVES. Federal law requires a forms management program within each Federal agency for effective management of administrative processes. Forms are a vital part of procedures and systems because the data presented reflects in the efficiency and effectiveness of management decisions. The basic objectives of the program are to:

1. Coordinate the efforts and the technical skills of functional area specialists and forms analysts.

2. Provide management a source of accurate, dependable information on which to form policy, make decisions, and direct or coordinate operations.

3. Simplify and improve procedures and work methods so that daily operations are effective and economical.

4. Review all requests for new and revised forms to avoid or eliminate duplication and promote standardization.

5. Improve employee morale by providing data collection tools that are easy to understand and fill-in.

6. Standardize forms or formats for all users who share a common data collecting purpose.

7. Establish sound design specifications that are compatible with standard automated equipment that is used for printing output products.

8. Improve Information Resource Management by making information captured in electronic forms databases easily integratible with various information systems through automated accesses and/or updates.

9. Provide for DoD-wide networking of electronic forms.

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D. ELECTRONIC FORMS DESIGN POLICY.

1. The Paperwork Reduction Act of 1980 calls for the coordination and integration of ADP, telecommunications, and records management policies. All of these elements need to be present in an electronic forms system.

2. The following policies augment the DoD 7750.7-M "DoD Forms Management Program Procedures Manual," August 1991.

a. Size of the Form:

(1) When constructing an electronic version of an existing form, make it the same size.

(2) Make all new forms 8 1/2 by 11 inches or smaller, depending on use.

(3) Make postcard forms a minimum of 5 1/2 by 3 1/2 inches; or, a maximum of 6 by 4 1/2 inches.

(4) Do not make forms larger than 8 1/2 by 11 inches. They cannot be used in Federal Courts and their use is discouraged. Use of any form larger than 8 1/2 by 11 inches must be justified and approved, in writing, by the appropriate Component Forms Manager.

(5) Two-page forms are not required to be printed front and back unless required by the OPR. Forms mapped for fill-in data should not be larger than two pages.

NOTE: DOS memory limitations will not accommodate their use in GEM Filler--the form would have to be separated into more than one file. Forms consisting of more than two pages may be designed for printing to hard copy (not mapped) only.

b. Border/Margins of the Form:

(1) Use a 1.5 point or 1/48" solid border for all four sides. Draw outside border of form last.

(2) Unless the form has special construction or printing specifications, such as hole-punching, use 5/10ths (1/2 inch) for the left and right margins; and 3/6ths (1/2 inch) for the top and bottom margins. Use 1 inch margins when allowing space for hole punching.

(3) On the computer screen, design forms using the following colors for fillable and text box borders, combs, and filler lines:

NOTE: Prior to distributing forms, change all colors to black on white.

(a) Red for a fillable box.

(b) Black for a comb or text box.

(c) Blue for filler lines.

c. Layout of the Form:

(1) The basic layout of a form should be accomplished by drawing text and fillable boxes, and combs, when possible.

(2) Use the fill font CG Times (WN) 10-point, or contractor's equivalent, for fillable boxes.

(3) Use box design, upper left caption (ULC).

(4) If a typewriter or word processor is used for completing the form, use 1/6" for vertical and 1/10" for horizontal measurements.

NOTE: Typewriter alignment is CRITICAL on all forms requiring completion on a typewriter or word-processor. This is important for print-on-demand environments.

(5) Use common tabs and, if possible, no more than 6 to 8 tabs stops per form.

(6) Group common items together on the form.

(7) Lay items out in sequential order of fill-in.

(8) If possible, place signatures and approval near the bottom of the form.

(9) When desirable, use sections. If several data elements pertain to the same area, individual, etc., use a section.

(a) The title of a section should be set flush-left margin in 8-point bold Univers (WN), or comparable equivalent, in all upper case.

(b) An example of a section follows:

SECTION I - APPROVING OFFICIAL

1. Name (Last, First, Middle Initial)
2. Grade
3. Signature
4. Date Signed

(c) Within a section, items requesting an ADDRESS are to be broken down into separate data fields, such as:

1. Street
2. City
3. State
4. ZIP Code (Use 9 digits plus hyphen (10 spaces); e.g., XXXXX-XXXX).

(10) All mailers or self-mailers must conform to current U.S. Postal Service regulations.

d. Type Styles for the Form:

(1) If possible, use 7- or 8-point normal Univers (WN), or comparable equivalent, in all upper case for upper left captions.

(2) Use comparable italic (optional) or normal style and size of fonts for words or phrases enclosed in parentheses.

(3) Use 8- or 10-point type on legally-binding portions of a form.

(4) Use comparable size italic, upper or lower case, to type specific instructions in parentheses following the applicable caption or in a paragraph of text on the form.

e. Line Rule Weights of the Form:

(1) Border. Use 1.5 point or 1/48" solid lines.

(2) Lines Dividing Primary Sections. Use 1 point or 1/72" solid lines.

(3) Lines Within Sections. Use 0.5 point, 1/144", or "hairline" for lines.

f. Title, Number, and Date of the Form:

(1) Title. If possible, place the title at the top or top left of the form, centered, inside the border. Use

10-point bold Univers (WN), or comparable equivalent, in all upper case. Ensure the title is brief, specific, and meaningful. Eliminate any unnecessary words; e.g., form, label, etc.

NOTE: If the form does not have a standard margin, place the form title, number, and date in the most logical and conspicuous place.

(2) Form Number and Date. If possible, place the form number and date at the bottom of the form, near the left margin, outside the border. Use 10-point bold Univers (WN), or comparable equivalent, for the front of the form and 8-point bold Univers (WN), or the contractor's equivalent, for the back side and all subsequent pages of the form. Type the word form and the month in all upper case. Examples:

(a) Front of form:

DD FORM 1234, APR 91

(b) Back of form:

DD FORM 1234, APR 91 (BACK)

(c) If the form is a test form, in parentheses after the date of the form, enter the word "TEST" in all upper case:

DD FORM 1234, APR 91 (BACK) (TEST)

(d) To identify the electronically generated form, in parentheses after the date of the form, enter "EF" in upper case:

DD FORM 1234, APR 91 (EF)

(3) Supersession Notice. Center the supersession notice at the bottom of the form outside the border. Use 7-point Univers (WN), or comparable equivalent, in all upper case:

DD FORM 1234, APR 91 PREVIOUS EDITION(S) (IS)(ARE) OBSOLETE.

or

DD FORM 1234, APR 91 PREVIOUS EDITION(S) WILL BE USED.

(4) One-page forms that require more memory than the GEM Filler allows should have the following statement at the bottom of the form template (after the title in the form information box on the screen and in the respective index):

Use only with PerFORM PRO Filler software.

g. Control Symbol - Office of Management and Budget (OMB) Approval (see DoDD 7750.5, "Management and Control of Information Requirements," or an equivalent Departmental or agency issuance for additional guidance).

(1) Place the OMB number and expiration date in box in the top right corner, inside the border.

(2) Use 8-point Univers (WN), or the contractor's equivalent, in italics and upper and lower case. Note how the date is expressed for OMB reporting.

Form Approved
OMB No. XXXX-XXXX
Expires Mmm dd, yyyy

(3) The Agency Disclosure Notice (ADN) must appear immediately below the title of the form, unless you can justify another location on the form. Use 6- or 8-point Univers (WN), or comparable equivalent, in upper and lower case.

Public reporting burden for this collection of information is estimated to average _____ hours [or minutes] per response, including the time for reviewing instructions, searching data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to the Department of Defense, Washington Headquarters Services, Directorate for Information Operations and Reports, 1215 Jefferson Davis Highway, Suite 1204, Arlington VA 22202-4302, and to the Paperwork Reduction Project (XXXX-XXXX), Office of Management and Budget, Washington DC 20503. Please DO NOT RETURN your form to either of these addresses. Send your completed form to (address to be provided by the OPR of the form).

NOTES:

1. In the first blank space of the Agency Disclosure Notice, enter the amount of time required to complete the form; use numbers, do not spell out. In the second blank, enter the 8-digit "OMB Control Number" where "(XXXX-XXXX)" is indicated. In the last blank, enter the complete mailing address, (to include the 9-digit ZIP code) of the component or OPR of the form.

2. Although OMB provides an Agency Disclosure Notice to be used in instances when a variance exists, the DIOR, WHS, requires use of the above ADN unless use of the ADN with the variance is justified.

h. Control Symbol - Report Control Symbol (RCS) (see DoDD 7750.5, "Management and Control of Information Requirements," or an equivalent Departmental or agency issuance for additional guidance).

(1) Place the RCS box in the top right corner, inside the border.

(2) Use 8-point Univers (WN), or comparable equivalent, in italics and upper and lower case.

(3) Do not enter the RCS number on the form, use only the words, "Report Control Symbol."

(4) If both the OMB and RCS numbers are applicable, place the RCS box to the left or below the OMB box.

i. Privacy Act Statement (PAS). (See DoDD 5400.11-R. "DoD Privacy Program," for additional guidance.) Use 6- to 8-point Univers (WN), or comparable equivalent, upper and lower case to display the PAS in one of the following ways:

(1) On the face of the form, preferably immediately below the title. For example:

PRIVACY ACT STATEMENT

AUTHORITY: The authority is written in upper and lower case.
PRINCIPAL PURPOSE(S): The principal purpose(s) are written in upper and lower case. Use right margin justify (if appropriate) if any of this information exceeds one line of text. All text must be complete sentences.
ROUTINE USE(S): The routine use(s) are written in upper and lower case. Use right margin justify if any of this information exceeds one line of text. All text must be complete sentences.
DISCLOSURE: The disclosure is written in upper and lower case.

(2) On the back of the form, with the notation, "Please read Privacy Act Statement on back before completing this form.," located immediately below the title of the form. For example:

THE TITLE OF THE FORM
(Please read Privacy Act Statement on back
before completing this form.)

(3) Attached to the form as a tear-off sheet, with the following notation immediately below the title of the form, "This form is subject to the Privacy Act of 1974, see separate PAS."

(4) On a separate sheet to be distributed with the appropriate form(s). A PAS displayed on a separate sheet is normally a lengthy or "blanket" PAS that is applicable to one or more forms used for the same purpose.

(5) Issued as a separate form with the following notation below the title of the form, "This form is subject to the Privacy Act of 1974. Please obtain and read (enter respective agency form number) before completing this form."

NOTE: Prior to using the PAS as a separate form, the OPR must justify the requirement and obtain respective Agency Privacy Officer approval.

j. Completion Instructions on the Form:

(1) If the instructions are brief, include them in parentheses, using comparable size italics, upper and lower case, following the applicable caption or in a paragraph of text on the form.

(2) If the instructions are lengthy, divide them into paragraphs, columns, etc., and place them where they are applicable on the form. If necessary, use the reverse side of the form.

(3) Use 8-point Univers (WN), or comparable equivalent, upper and lower case, for paragraph, format or lengthy instructions.

(4) Use complete sentences, ensure their consistency throughout the form.

k. Abbreviations or Acronyms on the Form:

(1) Spell out the abbreviation or acronym the first time it is used and follow it with the abbreviation or acronym in parentheses. After that, use only the abbreviation or acronym.

(2) EXCEPTION: Do not spell out "Social Security Number"; use "SSN." Change "SSAN" to "SSN" during the next revision of a form.

l. Ballot Blocks on the Form. Take special care with the placement of ballot blocks. Make them large enough for the "X" the typewriter, word processor, or computer needs to place in them (recommend a minimum of 1/4" by 1/4" wide with the bottom of the box placed on the typing line).

m. Decorative Illustrations or Graphics on the Form. The use of decorative or "nice to have" illustrations or graphics, including an official logo, is prohibited. An illustration or graphics design may be used only if it serves a functional purpose.

NOTE: Decorative illustrations or shading increases time required to output the form on a printer.

n. Numbering Departmental Forms:

(1) DOS limitations restrict the form number to eight characters; e.g., DD1234-1. (Enter the form number as DD1234_1, if the software application does not accommodate use of the hyphen.)

(2) If the use of the form is similar in need to a more basic form, do not give the form a different number; instead, add the suffix "-1, -2, etc.," to the basic form number; e.g.,

DD FORM 1234 is a Purchase Order/Voucher,
DD FORM 1234-1 is a Receipt Voucher,
DD FORM 1234-2 is an Expenditure Voucher,
etc.

(3) If the form is regularly updated without the design or basic content of the form changing, do not give the form a new number each time; instead, add an alpha suffix to the form number; e.g.,

DD FORM 2219B, Registered Vehicle Expiration (Expires 1990),
DD FORM 2219C, Registered Vehicle Expiration (Expires 1991), etc.

o. Numbering an Electronic Form. The electronic file name includes a period followed by a three-digit extension (XXX). PerFORM PRO automatically adds the ".FRP" extension when the forms designer saves a file.

NOTE: Use DD1234P1, DD1234P2, etc., to number electronic forms pages that are designated as separate files.

Forms designers will change this extension to represent the type of form per the following:

.FRP	PerFORM PRO master copy form
.FRL	Form locked for distribution*
.FRU	Form unlocked for use by subordinate forms designer to use to make overprints, etc.
.FRO	Locked overprinted form*

*No one can modify a locked form, even if they have a copy of the forms designer software. All forms should be locked prior to distribution outside the IM community.

p. Designation and Numbering of Electronic Forms for Electronic Filing. Normally departmental (SF, OF, DD and AF) forms use a two-letter designation prefix. There may be exceptions; for example, "AFCOMSEC", which becomes "CSEC," "HQ AFRES" becomes "RE," etc. The number is typed with the designation in all upper case. There is no space between the letter designation and the form number. For example:

The file name for HQ AFRES Form 1111 becomes "RE1111."

NOTE: Some computers cannot accommodate use of the hyphen in the database, etc. If you experience this situation, form numbers may be written using an underscore in lieu of the hyphen, i.e., DD Form 1234_1 in lieu of DD Form 1234-1.

q. Fillable Fields:

(1) Field Name. Choose field names carefully. PerFORM PRO software provides a default name of A for the first field, B for the second, etc.; however, they are not very descriptive of the data that is entered into the field. Choose a field name that gives meaning to the user. Be aware that the dBase compatible files that store the data require only the first eight characters to be significant. Anything after the first eight characters is ignored. If the possibility exists that the user might store the data in the dBase compatible file, limit the field name to eight characters. All fields must have unique field names.

(2) Format. PerFORM PRO is able to format entered data in different ways. General format allows anything to be typed in without any formatting. If you know what the data are; i.e., date, time, check mark, numbers, etc., you should set the format accordingly to alleviate data entry errors. This reduces program overhead and file size.

(3) Field Length. Setting the field length from a variable length field to a fixed length field reduces data entry errors. Fixed length fields take up less space than variable length fields in dBase compatible files and are more portable. If you know the length of the field never changes; i.e., SSN is always nine digits without dashes and 11 digits with dashes; change the field length from "variable" to "fixed."

(4) Fill Character. During forms design, choose any fill character that allows you to design the form easily; change the fill character for all fields to spaces before distributing the form.

(5) Field Help. Because field names tend to be cryptic for the user, the forms designer should build as much help as possible into the form. OPRs must provide needed guidance on the use of each fillable field and specify the type of data that is acceptable. The OPR must provide the information for the help screens that will help the user fill in the form. Each fillable field has its own help screen and the information should be specific to that field. Practical help that includes examples should be used in lieu of a copy of the forms completion instructions in the prescribing directive.

(6) Other Settings. PerFORM PRO can do automatic calculations, allow only specific entries, provide defaults, and allow only specific formatting of the data. Use any available features that help the user to fill in the form or prevent possible errors.

r. Testing Electronic Forms. Each electronically designed form must be tested using both Windows and GEM filler software packages, before its release.

Enclosure I

PerFORM DESIGNER DEFAULT SETTINGS

Menus the forms designer will use are as follows:

FILE: Form Information **(NOTE:** This is an example.)

Designer: DIOR, WHS (Saunders)
Form Short Title: DD Form 643, Feb 92
Version: (Accepts any number or alpha entry.)
Last Date: (Computer fills in date/time form was last worked on.)
Description: (Enter title.)

VIEW

X Snap to Grid
X Show Grid
X Show Rulers
X Show Toolbox
X Show Graphics
X Show Non-Printables
X Show Traceables
X Show Returns

VIEW Preferences:

Measurement System--Inches
Grid Snap:
Horizontal -- 1/10
Vertical -- 1/6
Currency--$ Before
Save Compressed (Off)
Long Crosshairs (Optional)
Confirm Deletes (On)
Enable Undo (On)

TEXT

Font Attributes:
Font Options:
Active Printer Fonts (Off)
NOTE: Use "On" to print (before the form is stored).
Enhanced Printer Fonts (Off)
Enhanced Screen Fonts (Off)

VIEW

Fit Sides (On) for most design work.

SET TOOLBOX TEXT, FILL, AND COMB:

TEXT

Font: Univers (WN) 8-Point
Justification: Top Left
Margins: T = 0.05
L = 0.05
R = 0.05
B = 0.05
Text Spacing: Fixed, 12-Point
Orientation: Text Left

FILL

Fill Font: CG Times(WN), 10-Point
Fill Justification: Text, Left, Top

Upon completion of final design of form (prior to save or lock), create a default data file in ASCII format. Name the default data file using the electronic file name of the form.

Enclosure II

PerFORM PRO USER INSTRUCTIONS FOR FILLING IN AN ELECTRONIC FORM WITH WINDOWS

1. Turn on the machine.

2. Insert diskette into the floppy drive.

3. At the DOS prompt, type **WIN**.

4. When Program Manager is displayed, select **PerFORM PRO Filler;** double click your mouse on the "icon."

5. When the PerFORM PRO Filler is on your screen, select **FILE** from the drop down menu options.

6. From the FILE menu, select **OPEN FORM**.

7. When the **OPEN FORM** dialogue appears, select the (form) number of the form you want to fill-in. When that number appears on the **FILE** window, click the **OKAY** box on the right.

NOTES:

a. You might have to SCROLL to the form you want to fill in.

b. The title of the form you selected appears toward the top of your screen and the cursor flashes in the first box that you are allowed to fill-in.

c. If you select **VIEW** from the drop down options (located at the top of your screen) you can adjust the size of the form on your screen; i.e. real size, enlarge, fit size, or fit window.

d. If you get confused, go to **FIELD HELP** under the drop down **INFORMATION** menu (at the top of your screen), or hit F1 key. Double click on the minus (-) button (located in the top left corner of this help window) to return to the form.

8. Begin entering the date in your first fill-in box.

9. **TAB** to move to the 2nd fill-in item, the 3rd item, etc.

10. Repeat the **TAB** until the fill-in process is completed.

NOTE: Use your mouse, or **SHIFT TAB** keys (hold **SHIFT** down and press **TAB**) to return to a previous **FILL** item.

11. After the last fillable block, the **TAB** returns you to the first fill-in box. Note the flashing cursor.

12. You have successfully completed the form.

13. Open the **FILE** drop down menu (from the top of your screen) and select **PRINT**.

14. A print dialogue box appears. Select desired **PRINT** options and the number of copies you want to print. Click **OKAY**. The printer prints your completed form.

NOTE: Skip any items that you choose not to fill, by tabbing through them. For more detailed information, refer to your perFORM PRO Filler Manual.