ORDER

U.S. DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION
MIKE MONRONEY AERONAUTICAL CENTER
OKLAHOMA CITY, OKLAHOMA

AC 1330.2K

2/3/93

SUBJ: FORMS MANAGEMENT

1. PURPOSE. This order revises and restates policy, responsibilities, and procedures for the Aeronautical Center (AC) Forms Management Program.

2. DISTRIBUTION. This order is distributed to manager and supervisor level at the Aeronautical Center, Office of Aviation System Standards (AVN), Civil Aeromedical Institute (AAM-3), National Airway Systems Engineering Division (AOS-200), Assistant Chief Counsel for the Aeronautical Center (AMC-7), Civil Aviation Security Division (AMC-700), and Center for Management Development (AMD-1); all flight inspection field offices; Performance Verification Program (ATZ-400); Regulatory Support Division (AFS-600); all OPI Forms Officers; and all Directives Management Representatives. It is of interest to all personnel involved in initiating, controlling, printing, stocking, revising, and canceling forms. Managers and supervisors should ensure that employees are aware of the policies, responsibilities, and procedures contained in this order.

3. CANCELLATION. Order AC 1330.2J, dated November 23, 1990, is canceled.

4. EFFECTIVE DATE. This order will become effective on April 1, 1993.

5. BACKGROUND. Past policy required assignment of form numbers for control of all forms reproduced or procured in any quantity for use in the agency, from their origin to their discontinuance, including any revisions. Since it is recognized that over-control can be a deterrent to a good forms management program, steps have been taken to reassess existing controls on forms used solely within an Aeronautical Center office/service or staff organization to reduce unnecessary paperwork for a form with limited use and visibility. As a result, new definitions and guidelines have been developed locally for assignment of form numbers at the Aeronautical Center. Also, continual efforts are made in the area of systems improvements. Since increased organizational empowerment is viewed as one means of improving administrative systems, Office of Primary Interest (OPI) Forms Officers responsibilities have been expanded to include the final approval process of many types of forms controlled in the AC Forms Management System.

6. EXPLANATION OF CHANGES.

a. Local forms management policy and procedures relating to review, coordination, approval, and processing of local forms have been revised.

b. The option of designating more than one OPI Forms Officer for each office/service or staff organization under the Associate Administrator for the Aeronautical Center has been deleted. Tenants with multiple divisions are not required to appoint designations for all divisions and may assign responsibility for multiple divisions to one OPI Forms Officer.

c. Requirement for the designation of an Alternate OPI Forms Officer to assume duties in the absence of the OPI Forms Officer has been added,

d. Responsibilities of forms originators and OPI Forms Officers have been clarified, expanded, and detailed.

e. Criteria for controlling forms at the Aeronautical Center has been expanded to address: (1) Forms circulated or used outside the originator's office/service/staff office or the tenant's originating division; (2) Forms used by the public; and (3) Forms that require special handling for security control measures.

f. OPI Forms Officers are delegated final approval authority for certain new and revised AC forms developed by the organizations they serve. Types of forms that will continue to be approved by the AC Forms Management Officer are also addressed.

g. New and revised definitions are added for clarification.

h. Local policy concerning the assignment of AC versus FAA form numbers is modified for tenants supported by the AC Forms Management System. Determination as to assignment of an FAA or AC form number to a new form used agencywide or by public is made on a case-by-case basis.

i. Policy for use of names and signature blocks on forms is detailed.

j. Titles, routing symbols, and organizational references have been corrected to reflect changes made during the recent reorganization of the Aeronautical Center.

7. DEFINITIONS.

a. Form. A form is any medium (including automated formats) with fill-in areas used to standardize and simplify the entering of information. Stationery, envelopes, self-mailers, and postcards are also included. Guidelines for determining if a form is to be controlled in the AC Forms Management System and related exceptions and exemptions are provided in paragraph 8 below.

b. AC Form. These forms are prescribed for use within the Aeronautical Center's operational area; for tenants, including AVN, AAM-3, AOS-200, AMC-7, AMC-700, AFS-600, and ATZ-400; and for the Center of Management Development (AMD-1). AC forms may be used agencywide or by the public.

c. FAA Form. FAA forms are prescribed for FAA headquarters' offices/services for agencywide use or for use by the public. Since AC forms may be used agencywide or by the public, efforts are made to convert existing FAA forms (for which organizations located at the Aeronautical Center are responsible) to AC forms. However, impact of such a conversion must always be a consideration.
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d. Revisions to Forms. Any change to a form (whether for renumbering, addition or deletion of a national stock number (NSN), changes in content, format, or physical makeup such as paper size or weight) is considered a revision. Procedures contained in paragraph 16 must be followed.

e. Reprints. Forms reprinted for replenishment of stock. The content, format, or physical appearance of a form may not be changed when reprinted. (Any change made to a form constitutes a revision).

f. Office of Primary Interest (OPI). The organization originating a form and responsible for its currency.

g. OPI Forms Officer. A representative designated by an Aeronautical Center director/staff manager or division/staff manager of a tenant organization to assist the Aeronautical Center Forms Management Officer (AC FMO) and act as central contact point within his/her organization for forms management matters. Tenants may determine that designations are not required for all their respective divisions and may assign responsibility for multiple divisions to one OPI Forms Officer. *

h. Distribution Point. The form's distribution point manages the supply of forms, including the determination of stock replenishment requirements, maintenance of stock, and identification and disposition of obsolete stock.

i. Exclusive-Use Form. A form normally not controlled in the AC Forms Management System, that is created for use internal to the originator's office/service/staff office or the tenant's originating division. These *

* forms are stocked at a distribution point within the organization (usually by the OPI). Exclusive-use forms may be controlled in the AC Forms Management System (by assigning a form number) when assignment of an NSN is required to manage large quantities of stock or when there is a need for security control.

j. FAA Logistics Center-Stocked Form. These forms must be assigned a form number **AND** an NSN. Stock of the form is controlled by the General Material Branch (AML-650).

k. Official Case File. The official file maintained by the Management Systems Division (AMG-400) for each form controlled in the AC Forms Management System. This includes all AC and FAA forms for which Aeronautical Center/tenant organizations and Center for Management Development are the OPI.

* 1. Forms Functional File. A file of individual folders containing form documentation such as copies of each form edition; approved or pending FAA Forms 1300-5, Form and Report Approval Request; FAA Forms 1330-4, Stop Order; AC Form 1720-1, Printing, Composition, Word Processing Request; and other printing specifications. The file is used to assist in the proper and complete review of forms and supporting documents for reprinting, revision, and cancellation actions. The OPI Forms Officer is responsible for ensuring maintenance of the folders.

m. Stop Order. Normal replenishment action is stopped by an FAA Form 1330-4, Stop Order, due to a proposed revision, expected cancellation, or other factor affecting the use of the form. The instructions issued on a Stop Order remain in effect until they are superseded by the issuance of an FAA Form 1300-5 for a revision of the affected form, another FAA Form 1330-4, or instructions from AMG-400.

n. Overprints. Forms overprinted to reduce preparation time or to ensure uniformity of entries. When preparing an overprint of a form, the basic form cannot be altered or changed except for the adding of additional information. Overprints are identified by placing "OP", the local identifier "AC", and a sequential number assigned by AMG-400, beside the form number and edition date belonging to the basic form. For example:

AC Form 1320-3 (6/92) OP-3.	The "OP-3" refers to the third overprint processed for the June 1992 edition of AC Form 1320-3

* o. Graphics. For the purposes of this order, the term graphics is used to describe written or pictorial representations used on forms, stationery, envelopes, certificates, etc. Specific Department and agency policy has been established and/or clearly outlined in Order 1730.8, FAA Graphic Standards, various agency orders related to correspondence and stationery, and U.S. Postal Service regulations. Guidance addresses such representations as the DOT signature, FAA signature, DOT mark, DOT official seal, and miscellaneous seals and logos.

p. Controlled Form. A form that meets criteria established for assignment of a form number and control in the AC Forms Management System.

8. POLICY.

a. Criteria for Controlling Forms. Forms, as defined in paragraph 7a, will be controlled by the AC Forms Management System if at least one of the following criteria is met:

(1) The document is circulated or used outside an Aeronautical Center originator's office/service/staff organization or a tenant's originating division.

(2) The document is used by the public.

(3) The document requires special handling for security control measures.

(4) The document requires assignment of an NSN for FAA Logistics Center stocking purposes.

(5) The document must adhere to current postal, graphics, or stationery standards.

b. Exceptions.

(1) Documents in any medium, including automated formats, which do not meet the definition of forms provided in paragraph 7a, but are used to standardize and simplify presenting information such as
* instruction sheets, fliers, tags, labels, etc., will be controlled by the AC Forms Management System ONLY IF one of the criteria contained in paragraphs 8a(3), (4) or (5) above are met.

(2) One-time forms will not be controlled or assigned form numbers unless they meet the criteria established in paragraphs 8a(2), (3), or (5) above.. (One-time forms should not be confused with test forms. See paragraph 14 below for test form information.)

(3) Control may be provided for a form that does not meet the criteria of a controlled form, if desired by the OPI. A request with justification should be submitted by the OPI to AMG-400, through the appropriate OPI Forms Officer, for assignment of an AC form number. Requests will be considered on a case-by-case basis.

c. Printing Uncontrolled Forms. When printing a form that is not controlled in the AC Forms Management System, the printing request must be initialed to the left of the "Date of Request" block by the OPI Forms Officer. This indicates that the form has been determined to be exempt from control by the AC Forms Management System and does not require assignment of a form number.

9. RESPONSIBILITIES.

a. The Office of Management Services (AMG) has management and technical responsibility for directing the AC Forms Management System and coordinating and controlling all forms activities for Aeronautical Center office/service and staff organizations, AMC-7, AMC-700, AAM-3, AOS-200, AVN, AMD, ATZ-400, and AFS-600, in accordance with the standards established in Order 1330.1 series, Forms Management. The Director of Management Services (AMG-1) will designate a representative within the Management Systems Division to act as the AC Forms Management Officer (AC FMO).

b. The Aeronautical Center Forms Management Officer, AMG-400, is responsible for management, control, and coordination of all forms activity at the Aeronautical Center as outlined in Order 1330.1 series and related Aeronautical Center directives.

c. Directors/staff managers and appropriate tenant levels shall appoint an OPI Forms Officer and an Alternate OPI Forms Officer to assume duties in his/her absence; and forward a copy of the designations to AMG-400, identifying their routing symbols and telephone numbers. Tenants may determine that designations are not required for all their respective divisions and may assign responsibility for multiple divisions to one OPI Forms Officer. Multiple organizations to be serviced by one OPI Forms Officer should be clearly identified in the designation letter. Changes to designations shall be provided to AMG-400 when they occur.

d. Each OPI Forms Officer shall assist the AC FMO by:

(1) Acting as central contact point within his/her organization for all forms management activities; i.e., within the organization, contact with other organizations, and contact with AMG-400.

(2) Establishing and maintaining processing controls for forms prepared by the organization and controlled by the AC Forms Management System, as needed.

(3) Developing internal policy and procedures for internal, uncontrolled forms, as necessary.

(4) Assisting forms originators within the organization in planning, developing, and coordinating forms from the draft stage to approval, printing, and stocking.

(5) Obtaining new form numbers and new NSN's (when needed) from AMG-400 for forms originators.

* (6) Reviewing all forms and supporting documentation to determine if the form meets the requirements for management, control, and maintenance in the AC Forms Management System.

(7) Ensuring that all forms originating within his/her organization conform with AC Forms Management System standards and existing management policy.

(8) Reviewing and acting as final approval authority for new and revised AC forms developed by the organizations they serve. Exception: The following shall be submitted to AMG-400 for final approval.

(a) Forms which must adhere to current postal, graphics, or stationery standards.

(b) Forms used outside Aeronautical Center organizations or outside a tenant organization.

(c) FAA forms.

(d) Certificates.

(e) Overprints.

(f) Forms used for OMB public report requirements.

(9) Acting as final approval authority for reprinting forms stocked within the organization they serve.

(10) Ensuring that a forms functional file is maintained (by the originator or OPI Forms Officer) for each current form for which their organization is responsible, consisting of background information on the form such as sample copies of all editions (revisions) of the form, all approved FAA Forms 1330-5, printing requests, Stop Orders, and other pertinent information on the related form.

e. The FAA Logistics Center (AML), through AML-650, shall manage stocking and printing of all AC and FAA forms controlled in the AC Forms Management System that are stocked in the FAA Logistics Center warehouse. The appropriate item manager in AML-650 is the final approval authority for reprinting such forms for stock replenishment.

f. Directors, managers, supervisors, and tenant equivalents are responsible for the forms management activities in his/her respective area, including carrying out the objectives and provisions provided in this order.

g. Originators of forms are responsible for coordinating the origination of proposed new and revised forms, submitting a camera-ready master of the proposed form and appropriate documentation to the OPI Forms Officer for review and subsequent approval, and ensuring that all required documents such as FAA Forms 1300-5, printing requests, etc., are filled out completely and correctly. The originator shall also be responsible for initiating Stop Orders for required actions.

10. USE OF FORM IDENTIFIERS. EDITION DATES. AND OTHER CAPTIONS. The following examples are provided as guides for properly formatting AC and FAA form numbers and related information captions. (Contact AMG-400 for guidance concerning assignment of form numbers for automated forms.)

Examples: AC Form 4650-12 TEST (9/87) (Expires 9/88) AC
Form 4650-12 (7/88)
AC Form 4650-12 (1/90) Supersedes previous edition
AC Form 1320-3 (1/91) (NSN 0052-00-445-6001)
AC Form 1320-3 (2/92) (NSN 0052-00-445-6002) Supersedes previous edition FAA Form 1360-12 (5/86)

11. USE OF NAMES AND SIGNATURE BLOCKS. An individual's name should NOT be printed in the text or signature block of a form. However, it is appropriate to use a position title. Exceptions (such as for certificates) will be approved on a case-by-case basis by the AC FMO.

12. CERTIFICATES. Overprints of FAA Form 1200-0, Formal Certificate Format - Blank Stock for Overprinting Formal Certificates for Internal Use, and FAA Form 3100-2, Certificate of Training, will normally be used at the Aeronautical Center for certificate needs. Deviations will be approved on a case-by-case basis in AMG-400. See paragraph 24 for information on ordering these forms.

13. OVERPRINTS. All overprints will be submitted to AMG-400 for approval and assignment of an overprint number. Procedures are outlined in paragraph 16. It should be noted that overprint control numbers are not included in the AC Forms Catalog.

14. TEST FORMS. Follow guidance provided in paragraph 16 below for processing a test form. To ensure assignment of a temporary test number, indicate on the FAA Form 1300-5 that the related form is to be used as a test. At the end of the test period (usually no more than 1 year), a master, a signed printing request, and an FAA Form 1300-5 will be submitted and processed IF IT IS DETERMINED THAT A PERMANENT FORM IS REQUIRED.

15. AUTOMATED FORMS. Efforts are being made locally to ensure effective utilization of state-of-the-art equipment and processes in forms management. When considering the automation of forms for which your organization is the OPI, or when recommending automation of a form for which another organization is responsible, contact AMG-400 for guidelines and procedures.

16. NEW. REVISED. REINSTATED. TEST. AND OVERPRINT FORMS. It is the responsibility of the OPI of a form to ensure its currency and continued need. All recommended changes/modifications to local forms (AC or FAA forms for which an Aeronautical Center or tenant organization is the OPI) should be submitted to the OPI of the specific form for consideration. For recommending modifications to Standard Forms (SF), Optional Forms (OF), DOT Forms, FAA Forms, etc., that are not the responsibility of a local OPI, contact AMG-400 for guidance and operating guidelines.

a. Forms originators shall:

(1) Ensure the need for the proposed form and each item on the form; that use of the form justifies the cost generated by preparation, printing, and use.

(2) Determine if an existing form is available for use by contacting the OPI Forms Officer.

(3) Request a new form number and an NSN, if needed, from the OPI Forms Officer, and prepare a camera-ready reproducible master of the proposed form, following guidance contained in paragraphs 10 through 14 above and subparagraphs 16a(3)(a) through (c) below.

(a) When a form is revised and OBSOLETE STOCK IS TO BE USED, the following applies.

1 If the form is stocked by the FAA Logistics Center, the edition date will change, reflecting the month and year the form is revised. The NSN will remain the same. For example: Change "AC Form 3110-3 (5/86) (NSN 0052-00-330-3000)" to "AC Form 3110-3 (7/89) (NSN 0052-00-330-3000)".

2 If the form is stocked by the user and not assigned an NSN, the edition date will be changed to reflect the month and year the form is revised. For example: Change "AC Form 3110-3 (5/86)" to AC Form 3110-3 (7/89)."

(b) If a form is revised and OBSOLETE STOCK IS TO BE DESTROYED, the following applies.

I If the form is stocked by the FAA Logistics Center, the edition date will be changed to reflect the month and year the form is revised; the last digit of the NSN will be increased consecutively by one numeral; and the statement "Supersedes previous edition" will be added following the edition date. For example: Change "AC Form 3110-40 (5/72) (NSN 0052-00-688-4000)" to "AC Form 3110-40 (7/89) (NSN 0052-00-688-4001) Supersedes previous edition."

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2 If the form is stocked by the user, the edition date will change, reflecting the month and year the form was revised; and the statement "Supersedes previous edition" will be added following the edition date. For example: Change "AC Form 1300-3 (4/91)" to "AC Form 1300-3 (2/92) Supersedes previous edition."

(c) If typesetting service is needed, contact the Commercial Printing and Documentation Support Branch (AMG-310) for assistance. For complex forms requiring paste ups, multiple colors, overlays, or artwork, contact the Visuals Branch (AMG-120) for assistance. AC Form 1730-13, Audio Visuals Services Request, should be used when requesting services from AMG-120. Requests for masters of all envelopes, postcards, and self-mailers which must meet U.S. Postal Service standards will be submitted to AMG-400 for evaluation/ approval. AMG-400 will identify all requirements to AMG-310 for preparation of these masters. Masters should not be altered in any way unless discussed with AMG-400.

(4) Submit the following to the OPI Forms Officer:

(a) Original of FAA Form 1300-5. See appendix 1, figure 1, for preparation instructions.

(b) A camera-ready reproducible master of the proposed form.

(c) An original and five copies of AC Form 1720-1. Initial distribution requirements and stock shall not normally exceed estimated usage for 1 year. (The user of the form, its composition, stocking arrangements, security requirements and printing costs may have a bearing on the quantities to be printed.) See appendix 1, figure 2, for additional guidance and preparation instructions.

NOTE: If the form is to be stocked in the FAA Logistics Center warehouse, add the following information block to the bottom of the printing request. A control number will be obtained by the approving official from the forms item manager, AML-651, and added to the below information block on the print request.

"Mark boxes: AML-600 Operating stock
NSN: xxxx-xx-xxxx (**assigned number)**
Form No: AC Form XXXX-XX (xx/xx) (**form number with current edition date)**
Control No: xxxxx **(assigned number)**
Note the NSN on the outside of the negative package."

b. The OPI Forms Officer shall:

(1) Review the proposed form in accordance with standards provided in this order and Orders 1330.1 series and 1340.1 series, Reports Management System.

(2) If a reports identification symbol (RIS) is required, coordinate with AMG-400 for a RIS assignment.

(3) Ensure appropriate supporting documents are included (such as FAA Form 1300-5, AC Form 1720-1, and other required printing specifications) for proper and complete documentation of information. The approving official shall ensure that only two distribution points are identified on the printing request. (Other offices must requisition the new or revised form from the stocking point (OPI or FAA Logistics Center), as appropriate.) Complete the "Distribution Block" on AC Form 1720-1 (see appendix 1, figure 2) with appropriate information as follows:

(a) For forms with NSN's assigned, notate the number of forms to be delivered to AML-600 operating stock; and the number of forms to be delivered to the approving official (OPI Forms Officer or AMG-400) along with the master and negative(s).

(b) For forms without an NSN, notate the number of forms to be delivered to the OPI stocking point; and the number of forms to be delivered to the approving official (OPI Forms Officer or AMG-400) along with the master and negative(s).

* (4) If corrections or additional information is required, return the entire package to the originator for required action.

(5) Determine the appropriate final approval authority (see paragraph 9d(8).

(a) If the form meets requirements for final approval by the OPI Forms Officer, indicate your approval in the "Forms Officer" block provided under item 19 of FAA Form 1300-5. In addition, sign "for" the Forms Management Officer to indicate final approval of the form.

(b) If the form meets the criteria for approval by the AC FMO. sign item 19 in the "Forms Officer" block and forward the entire package to AMG-400 for final approval. Following final approval, the package will be returned to the OPI Forms Officer for processing.

(6) Upon approval of the form, provide copies of the FAA Form 1300-5, printing request, and approved form to the originator and to AML-651 (if assigned an NSN). Forward the camera-ready master, the completed printing request, and other necessary printing specifications to AMG-300. Retain the original FAA Form 1300-5, a copy of the printing request, and a copy of the approved form for action following receipt of the printed form.

(7) Upon receipt of the printed forms, review samples provided for quality control purposes and adherence to requested printing specifications. If the form does not meet specifications, contact AMG-300 for correction and reprint of the form. If forms are acceptable, forward the original FAA Form 1300-5, copies of the printing request and other documentation, and 5 samples of the approved form to AMG-400 for inclusion in the official forms case file. Retain duplicate copies for the functional case file maintained by the OPI Forms Officer. Also, provide five samples of the form to the originator; and five samples of the form, negatives, and master to AML-651, if an NSN is assigned, for reprinting purposes.

17. REPRINTING FORMS.

a. If no changes to the form are involved and a Stop Order is NOT in effect, the following procedures apply.

(1) Forms Stocked by the OPI. After reviewing the form to ensure it is the latest approved edition of the form, the originating office (or distribution point) shall send an original and three copies of a signed AC Form 1720-1 (retaining a copy) with the master of the form and/or negative (or a reproducible copy of the latest edition of the form), through the organization's OPI Forms Officer, to AMG-300.

(2) Forms Stocked in the FAA Logistics Center Warehouse. All forms stocked by the FAA Logistics Center warehouse will be automatically replenished without prior approval from the appropriate OPI Forms Officer or the originating office when the minimum stock level is reached, unless a Stop Order has been issued preventing such replenishment. AML-651 forwards an AC Form 1720-1 with the master of the form and/or the negative (or a reproducible copy of the latest edition of the form) directly to AMG-300.

b. If changes are needed on the form and/or a Stop Order IS in effect, the following procedures apply.

(1) For forms stocked by the OPI. follow procedures contained in paragraph 16 above. If the revision has not been completed, the OPI Forms Officer may authorize a one-time reproduction of the existing form in a quantity to meet needs UNTIL the revised form can be made available. If authorized, the OPI Forms Officer will forward the master of the form to be printed and/or the negative (or a reproducible copy of the latest edition of the form) along with the signed printing request to AMG-300.

(2) For forms stocked in the FAA Logistics Center warehouse, upon notification by AML-651 that stock replenishment is required, AMG-400 will contact the OPI Forms Officer to determine if the form is in the process of revision. If the form is to be revised before it is reprinted, follow procedures contained in paragraph 16. If the revision has not been completed, AML-651 may authorize a one-time reproduction of the existing form in a

quantity to meet needs until the revised form can be made available. If authorized, AML-651 will forward an AC Form 1720-1 with the master of the form to be printed and/or a negative (or a reproducible copy of the latest edition of the form) to AMG-300.

18. CANCELLING A FORM. Cancellation action shall be initiated by the originating office as soon as it is determined that the form is no longer needed.

a. The originating office shall forward a complete set (five pages) of an FAA Form 1330-4 to the OPI Forms Officer, recommending cancellation action under Section 1.

b. The OPI Forms Officer reviews, signs, and forwards the Stop Order set to AMG-400.

c. AMG-400. following evaluation, performs required cancellation actions, providing copies of the Stop Order to the OPI Forms Officer, the originating office (recommending official), and the form's distribution point.

d. The form's distribution point shall take immediate action to stop reprinting of the canceled form, including the recall of any printing requests already released to AMG-300.

e. The originating office. OPI Forms Officer, and form distribution point should ensure that the related forms functional file or forms supply file and any remaining stock are destroyed.

19. TRANSFER OF OPI RESPONSIBILITIES TO ANOTHER ORGANIZATION.

a. The originating office shall recommend transfer of OPI responsibilities to another organization by use of a Speed Memo, explaining the reason(s) for the proposed transfer of OPI responsibilities.

b. The OPI Forms Officer shall review the recommendation for completeness, initial, and forward the recommendation to the proposed OPI Forms Officer. (Contact AMG-400 for the name of the appropriate OPI Forms Officer.)

c. The proposed OPI Forms Officer shall indicate concurrence/nonconcurrence in the lower part of the Reply Message portion of the Speed Memo, sign at the bottom of the form, and return the response to the existing OPI Forms Officer.

d. If concurrence is obtained for transfer of the OPI responsibilities, the existing OPI Forms Officer shall provide a copy of the concurrence to AMG-400, the form's distribution point, and the originating office recommending the transfer; and transfer the forms functional file to the new OPI Forms Officer.

e. If a nonconcurrence cannot be resolved between organizational OPI Forms Officers, the recommendation for transfer of OPI responsibility should be elevated to the AC Forms Management Officer, AMG-400, for assistance in resolution of the issue.

20. PROGRAMMING FOR PRINTING OF FORMS.

a. OPI's shall program for the following by providing yearly printing requirements when requested by AMG during the annual Call for Estimates.

(1) New, revised, and stock replenishment actions for all forms stocked by the office of primary interest, including both controlled and uncontrolled forms.

(2) Revision actions for forms for which they are responsible which are stocked in the FAA Logistics Center warehouse, if: Previous editions of the form are superseded and destroyed; or the quantity ordered exceeds the printing impressions which AML-651 would have used for normal stock replenishment. (For example, an increase in printing impressions would result if the form being revised is changed from a single-cut sheet to a two-part carbon set.)

b. AML-1 shall program for: All stock replenishment action for forms stocked in the FAA Logistics Center warehouse; and revision actions for forms stocked in the FAA Logistics Center warehouse when previous editions are used until stock is depleted and the printing impressions required do not exceed that used for normal stock replenishment actions for the form.

21. FORMS CATALOGS. The following catalogs are published at least annually.

a. FAA Supply Catalog. Class 0052. The FAA Logistics Center publishes this catalog which lists all forms stocked by the FAA Logistics Center, related titles, NSN*s, units of issue, and quantity unit pack (QUP).

b. AC Forms Catalog. AMG-400 publishes this catalog, listing all current AC forms controlled by the AC Forms Management System, related titles, edition dates, OPI's, units of issue, and related NSN"s, if applicable. It also lists all forms discontinued since the previous issuance of the catalog.

c. FAA Forms Catalog. IT Services (AIT-700) issues an agency catalog which lists all current FAA forms, their distribution points, units of issue, and OPI's. It also provides a listing of the forms discontinued since the previous issuance of the catalog.

22. FORMS PURGE. A forms purge will be conducted when the AC Forms Catalog is revised and at other times, as required, for support of the AC Forms Management System.

23. PAPERWORK MANAGEMENT SURVEYS. Forms controlled by the Aeronautical Center are evaluated during cyclic paperwork management surveys conducted by AMG-400.

24. FORMS. Order the following forms through normal FAA Logistics Center supply channels.

a. AC Form 1720-1. Printing, Composition, Word Processing Request, NSN 0052-00-562-001, unit of issue: PD.

b. FAA Form 1300-5. Form and Report Approval Request, NSN OO52-O0-679-8001, unit of issue: SH.

c. FAA Form 1330-4. Stop Order. NSN 0052-00-608-5001. unit of issue: SE.

d. AC Form 1730-13. Audio Visuals Services Request. NSN 0052-00-562-7005. unit of issue- PD.

e. FAA Form 1200-0 (7/82). Formal Certificate Format, Blank Stock for Overprinting Formal Certificates for Internal Use; NSN 0052-00-893-7000; unit of issues, SH.

f. FAA Form 3100-2(1/85) Certificate of Training; NSN 0052-00-054-0002; unit of issue, SH.



H.C. McClure
Associate Administrator for the Aeronautical Center

APPENDIX 1. SAMPLE FORMS Figure 1. Sample of

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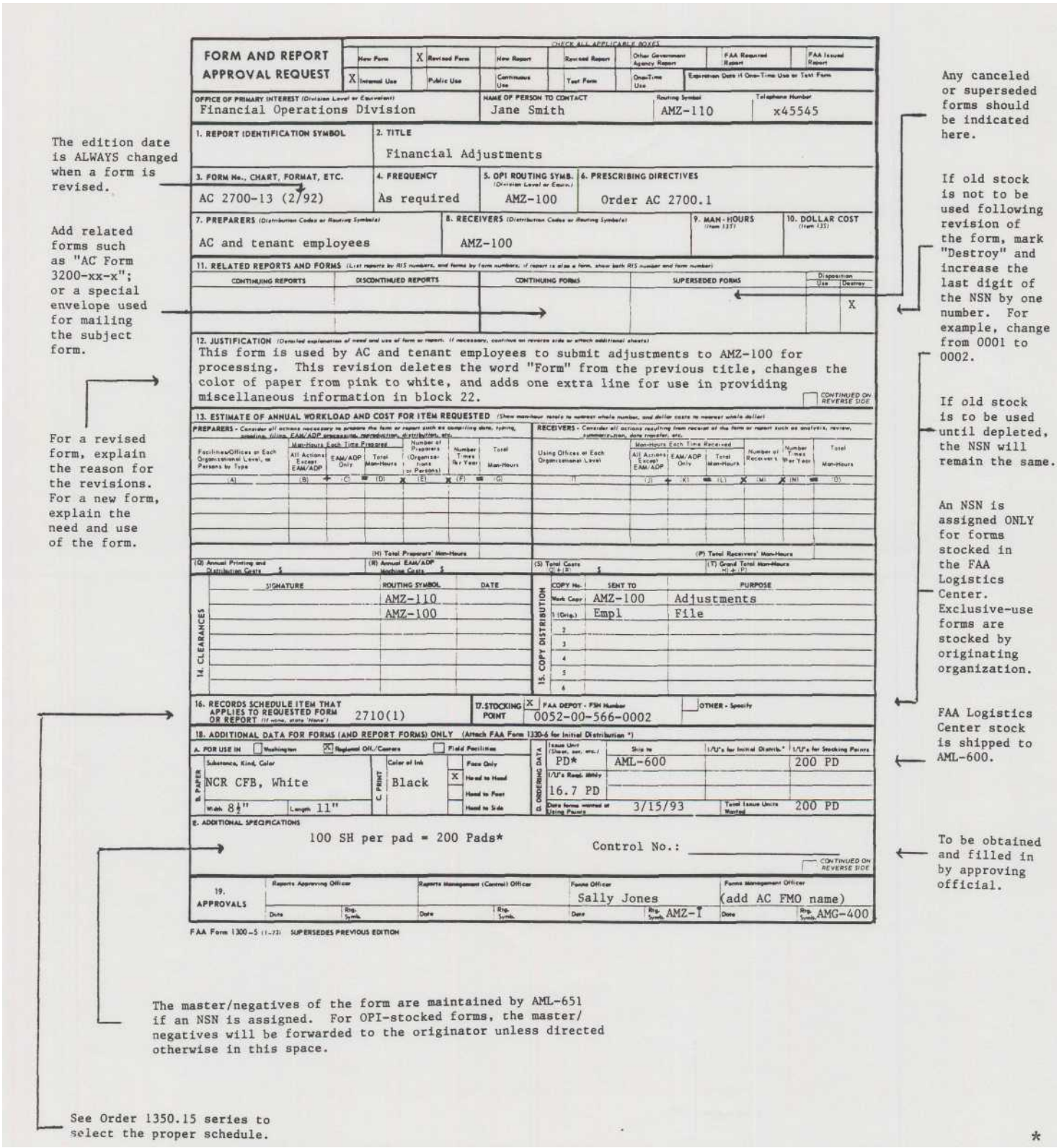
FAA Form 1300-5. Form and Report Approval Request



FORM AND REPORT APPROVAL REQUEST

CHECK ALL APPLICABLE BOXES

New Form	X	Revised Form	New Report	Revised Report	Other Government Agency Report	FAA Required Report	FAA Issued Report
X	Internal Use	Public Use	Continuous Use	Test Form	One-Time Use	Expiration Date if One-Time Use or Test Form	

OFFICE OF PRIMARY INTEREST (Division Level or Equivalent)	NAME OF PERSON TO CONTACT	Routing Symbol	Telephone Number
Financial Operations Division	Jane Smith	AMZ-110	x45545

1. REPORT IDENTIFICATION SYMBOL	2. TITLE
	Financial Adjustments

3. FORM No., CHART, FORMAT, ETC.	4. FREQUENCY	5. OPI ROUTING SYMB. (Division Level or Equiv.)	6. PRESCRIBING DIRECTIVES
AC 2700-13 (2/92)	As required	AMZ-100	Order AC 2700.1

7. PREPARERS (Distribution Codes or Routing Symbols)	8. RECEIVERS (Distribution Codes or Routing Symbols)	9. MAN-HOURS (From 13F)	10. DOLLAR COST (From 13S)
AC and tenant employees	AMZ-100		

11. RELATED REPORTS AND FORMS (List reports by RIS numbers, and forms by form numbers; if report is also a form, show both RIS number and form number)

CONTINUING REPORTS	DISCONTINUED REPORTS	CONTINUING FORMS	SUPERSEDED FORMS	Disposition Use	Disposition Destroy
					X

12. JUSTIFICATION (Detailed explanation of need and use of form or report. If necessary, continue on reverse side or attach additional sheets)

This form is used by AC and tenant employees to submit adjustments to AMZ-100 for processing. This revision deletes the word "Form" from the previous title, changes the color of paper from pink to white, and adds one extra line for use in providing miscellaneous information in block 22.

CONTINUED ON REVERSE SIDE

13. ESTIMATE OF ANNUAL WORKLOAD AND COST FOR ITEM REQUESTED (Show man-hour values to nearest whole number, and dollar costs to nearest whole dollar)

PREPARERS - Consider all actions necessary to prepare the form or report such as compiling data, typing, proofing, filing, EAM/AOP processing, reproduction, distribution, etc.

Facilities/Offices or Each Organizational Level, or Persons by Type	Man-Hours Each Time Prepared: All Actions Except EAM/AOP	EAM/AOP Only	Total Man-Hours	Number of Preparers (Organizations, Persons)	Number Times Per Year	Total Man-Hours
(A)	(B)	(C)	(D)	(E)	(F)	(G)

(H) Total Preparers' Man-Hours

RECEIVERS - Consider all actions resulting from receipt of the form or report such as analysis, review, summarization, data transfer, etc.

Using Offices or Each Organizational Level	Man-Hours Each Time Received: All Actions Except EAM/AOP	EAM/AOP Only	Total Man-Hours	Number of Receivers	Number Times Per Year	Total Man-Hours
(I)	(J)	(K)	(L)	(M)	(N)	(O)

(P) Total Receivers' Man-Hours

(Q) Annual Printing and Distribution Costs	(R) Annual EAM/AOP Machine Costs	(S) Total Costs (Q + R)	(T) Grand Total Man-Hours (H + P)
$	$	$	

14. CLEARANCES

SIGNATURE	ROUTING SYMBOL	DATE
	AMZ-110	
	AMZ-100	

15. COPY DISTRIBUTION

COPY No.	SENT TO	PURPOSE
Work Copy	AMZ-100	Adjustments
1 (Orig.)	Empl	File
2		
3		
4		
5		
6		

16. RECORDS SCHEDULE ITEM THAT APPLIES TO REQUESTED FORM OR REPORT (If none, state 'None') 2710(1)

17. STOCKING POINT: X FAA DEPOT - FSN Number 0052-00-566-0002 ; OTHER - Specify

18. ADDITIONAL DATA FOR FORMS (AND REPORT FORMS) ONLY (Attach FAA Form 1330-6 for Initial Distribution *)

A. FOR USE IN: Washington; X Regional Off./Centers; Field Facilities

B. PAPER: Substance, Kind, Color: NCR CFB, White; Width: 8½"; Length: 11"

C. PRINT: Color of Ink: Black; X Face Only; Head to Head; Head to Foot; Head to Side

D. ORDERING DATA:

Issue Unit (Sheet, set, etc.)	Ship to	1/U's for Initial Distrib.*	1/U's for Stocking Points
PD*	AML-600		200 PD
1/U's Reqd. Mthly: 16.7 PD			
Date forms wanted at Using Points: 3/15/93		Total Issue Units Wanted: 200 PD	

E. ADDITIONAL SPECIFICATIONS

100 SH per pad = 200 Pads*

Control No.: _____

CONTINUED ON REVERSE SIDE

19. APPROVALS

Reports Approving Officer	Reports Management (Control) Officer	Forms Officer	Forms Management Officer
Date / Rtg. Symb.	Date / Rtg. Symb.	Sally Jones / Date / Rtg. Symb. AMZ-1	(add AC FMO name) / Date / Rtg. Symb. AMG-400

FAA Form 1300-5 (1-73) SUPERSEDES PREVIOUS EDITION

The edition date is ALWAYS changed when a form is revised.

Add related forms such as "AC Form 3200-xx-x"; or a special envelope used for mailing the subject form.

For a revised form, explain the reason for the revisions. For a new form, explain the need and use of the form.

Any canceled or superseded forms should be indicated here.

If old stock is not to be used following revision of the form, mark "Destroy" and increase the last digit of the NSN by one number. For example, change from 0001 to 0002.

If old stock is to be used until depleted, the NSN will remain the same.

An NSN is assigned ONLY for forms stocked in the FAA Logistics Center. Exclusive-use forms are stocked by originating organization.

FAA Logistics Center stock is shipped to AML-600.

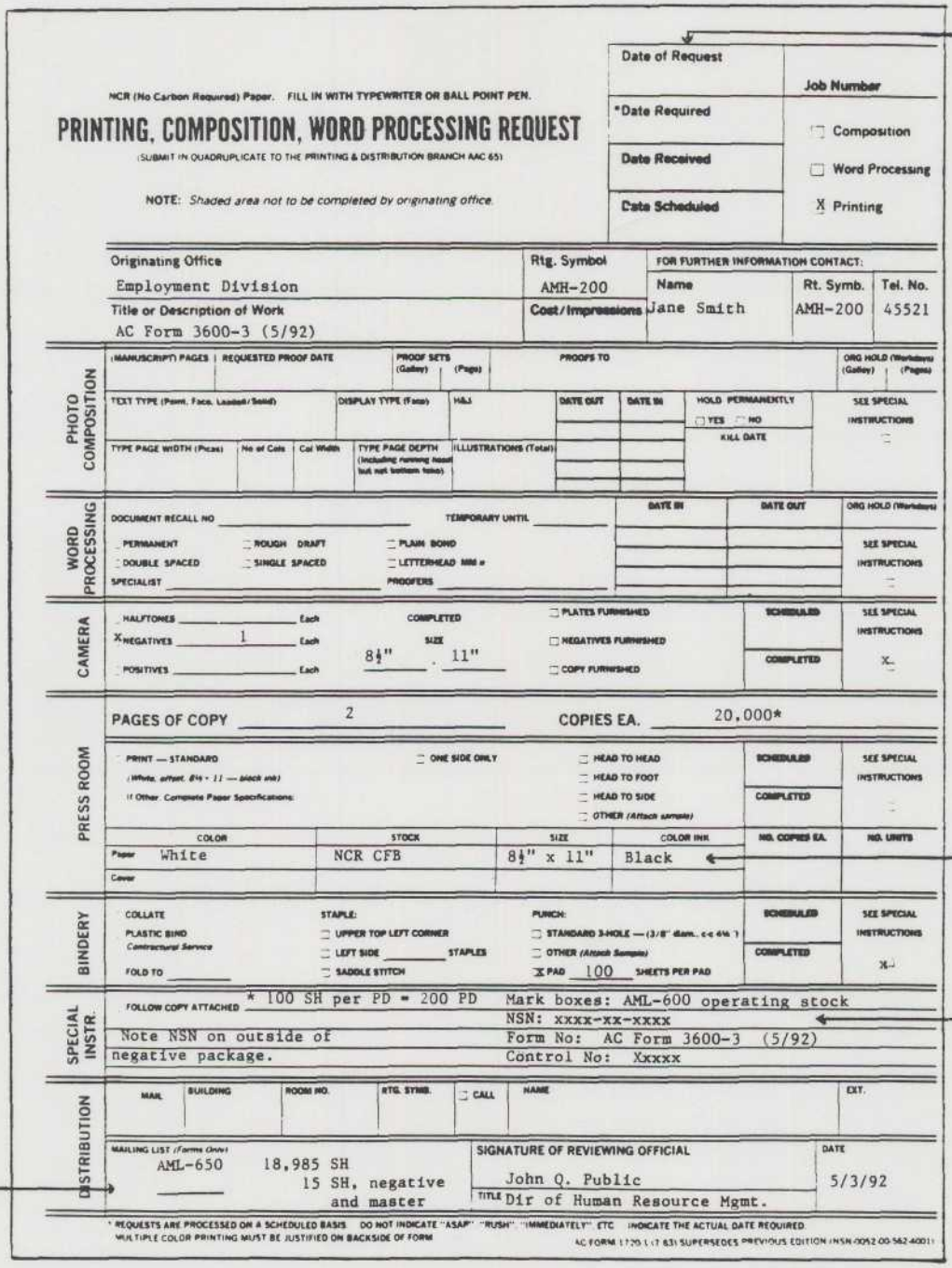
To be obtained and filled in by approving official.

The master/negatives of the form are maintained by AML-651 if an NSN is assigned. For OPI-stocked forms, the master/negatives will be forwarded to the originator unless directed otherwise in this space.

See Order 1350.15 series to select the proper schedule.

*

Figure 2. Sample of AC Form 1720-1. Printing. Composition. Word Processing Request



NCR (No Carbon Required) Paper. FILL IN WITH TYPEWRITER OR BALL POINT PEN.

PRINTING, COMPOSITION, WORD PROCESSING REQUEST

(SUBMIT IN QUADRUPLICATE TO THE PRINTING & DISTRIBUTION BRANCH AAC 65)

NOTE: *Shaded area not to be completed by originating office.*

Date of Request

Job Number

*Date Required

☐ Composition

Date Received

☐ Word Processing

Date Scheduled

X Printing

Originating Office	Rtg. Symbol	FOR FURTHER INFORMATION CONTACT:		
Employment Division	AMH-200	Name	Rt. Symb.	Tel. No.
Title or Description of Work	Cost/Impressions	Jane Smith	AMH-200	45521
AC Form 3600-3 (5/92)				

PHOTO COMPOSITION

(MANUSCRIPT) PAGES | REQUESTED PROOF DATE | PROOF SETS (Galley) (Pages) | PROOFS TO | ORG HOLD (Workdays) (Galley) (Pages)

TEXT TYPE (Point, Face, Leaded/Solid) | DISPLAY TYPE (Face) | H&J | DATE OUT | DATE IN | HOLD PERMANENTLY ☐ YES ☐ NO | SEE SPECIAL INSTRUCTIONS

TYPE PAGE WIDTH (Picas) | No. of Cols | Col Width | TYPE PAGE DEPTH (Including running head but not bottom folio) | ILLUSTRATIONS (Total) | KILL DATE

WORD PROCESSING

DOCUMENT RECALL NO _____ TEMPORARY UNTIL _____ | DATE IN | DATE OUT | ORG HOLD (Workdays)

☐ PERMANENT ☐ ROUGH DRAFT ☐ PLAIN BOND | SEE SPECIAL INSTRUCTIONS

☐ DOUBLE SPACED ☐ SINGLE SPACED ☐ LETTERHEAD Mtd #

SPECIALIST _____ PROOFERS _____

CAMERA

☐ HALFTONES _____ Each | COMPLETED | ☐ PLATES FURNISHED | SCHEDULED | SEE SPECIAL INSTRUCTIONS

X NEGATIVES 1 Each | SIZE 8½" · 11" | ☐ NEGATIVES FURNISHED | COMPLETED | X

☐ POSITIVES _____ Each | ☐ COPY FURNISHED

PRESS ROOM

PAGES OF COPY 2 COPIES EA. 20,000*

☐ PRINT — STANDARD (White, artset, 8½ × 11 — black ink) ☐ ONE SIDE ONLY ☐ HEAD TO HEAD ☐ HEAD TO FOOT ☐ HEAD TO SIDE ☐ OTHER (Attach sample) | SCHEDULED | SEE SPECIAL INSTRUCTIONS

If Other, Complete Paper Specifications: | COMPLETED

	COLOR	STOCK	SIZE	COLOR INK	NO. COPIES EA.	NO. UNITS
Paper	White	NCR CFB	8½" x 11"	Black		
Cover						

BINDERY

COLLATE | STAPLE: | PUNCH: | SCHEDULED | SEE SPECIAL INSTRUCTIONS

PLASTIC BIND (Contractural Service) ☐ UPPER TOP LEFT CORNER ☐ STANDARD 3-HOLE — (3/8" diam., c-c 4½") | COMPLETED

☐ LEFT SIDE _____ STAPLES ☐ OTHER (Attach Sample) | X

FOLD TO _____ ☐ SADDLE STITCH X PAD 100 SHEETS PER PAD

SPECIAL INSTR.

FOLLOW COPY ATTACHED * 100 SH per PD = 200 PD | Mark boxes: AML-600 operating stock

NSN: xxxx-xx-xxxx

Note NSN on outside of negative package. | Form No: AC Form 3600-3 (5/92)

Control No: Xxxxx

DISTRIBUTION

MAIL	BUILDING	ROOM NO.	RTG. SYMB.	☐ CALL	NAME	EXT.

MAILING LIST (Forms Only)

AML-650 18,985 SH

15 SH, negative and master

SIGNATURE OF REVIEWING OFFICIAL: John Q. Public

TITLE: Dir of Human Resource Mgmt.

DATE: 5/3/92

* REQUESTS ARE PROCESSED ON A SCHEDULED BASIS. DO NOT INDICATE "ASAP" "RUSH" "IMMEDIATELY" ETC. INDICATE THE ACTUAL DATE REQUIRED.
MULTIPLE COLOR PRINTING MUST BE JUSTIFIED ON BACKSIDE OF FORM

AC FORM 1720-1 (7 83) SUPERSEDES PREVIOUS EDITION (NSN-0052-00-562-4001)

To be completed by the office of the approving official at the time of final approval of the form.

Approving official will complete this portion; and receive and disseminate sample copies, masters, and negatives for revised and new forms which are stocked by the FAA Logistics Center.

Use of two colors of ink requires justification and signature on the back of the print request.

Instructions required only for FAA Logistics Center stocked forms.