

FORMS MANAGEMENT

Proponent for Inspection: DOIM
 Unit Inspected: _____
 Unit Phone No.: _____
 Inspector's Name: _____
 Unit Overall Rating: T P U

Point of Contract: _____
 Date of Inspection: _____
 Unit Phone No.: _____
 Inspector's Phone No.: _____

REFERENCES: a. AR 25-30, 15 July 2002 c. AR 340-21, 5 July 1985* e. Forms Mgt SOP, 4 December 2001
 b. AR 25-55, 1 November 1997* d. DA Pam 25-31, 31 Jul 1995 *Under Revision

STANDARDS: "T"= 90% success rate of evaluated tasks with no failed critical tasks. "P" = 70% success rate of evaluated tasks with no failed critical tasks. "U" = less than 70% success rate of evaluated tasks or one failed critical task.

INSPECTION CRITERIA:	LEVEL	GO	NO GO	REMARKS
1. Does the Forms Control Officer (FCO) have the publications required to manage the Forms Program to include Forms Management SOP, IAW FLW Forms Management SOP, paragraph 3?	BDE			
2. Are Duty Appointment orders for the Primary and Alternate FCO on file, IAW FLW Forms Management SOP, paragraph 5?	BDE			
3. Has the FCO completed the training session given by the Installation Forms Management Officer, IAW AR 25-30, paragraph 1-4?	BDE			
4. Does the FCO maintain a DA Form 4815 (Forms Control Register) IAW AR 25-30, paragraph 3-4a?	BDE			
5. Does the FCO review requests to ensure the forms are essential and current before initiating a print request IAW AR 25-30, paragraph 1-20d(1)?	BDE			
6. Is a copy of the most recent semiannual review on file, IAW DA Pam 25-30, paragraph 4-6b?	BDE			
7. Does the FCO conduct a review to ensure there is not a higher echelon form in place before requesting a local form be created, IAW DA Pam 25-30, paragraph 4-2a?	BDE			
8. CRITICAL: Does the FCO review forms for Privacy Act information and if required send thru SJA for review, IAW DA Pam 25-30, paragraph 1-17?	BDE			
9. Does the FCO have access to the internet and knowledge on how to pull down higher echelon forms in electronic format, IAW DA Pam 25-30, paragraph 1-20?	BDE			
REMARKS AND FINAL COMMENTS:				