

MS 890 Forms Management

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Responsible Office: Office of Management/Privacy Act Office; Office of Communications;
Office of the General Counsel; Office of the Chief Information

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Issuance Memo

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Attachments

Attachment A – Submission Form for Peace Corps Forms

1.0 Purpose

This Manual Section sets out the Peace Corps' forms management policies and procedures.

2.0 Authorities

Peace Corps Act, 22 U.S.C. 2503; Paperwork Reduction Act as amended, 44 U.S.C. Chapter 35

3.0 Applicability

This Manual Section applies to all Peace Corps offices and all forms created by the Peace Corps. It does not apply to other federal government or private sector forms.

4.0 Definitions

- (a) A *form* is a document with blank spaces to be filled in with particulars.

- (b) An *intra-office form* is a form intended for the exclusive use of a specific Peace Corps office.
- (c) An *inter-office form* is a form intended for use by more than one Agency office. This includes any form that collects information from a currently-serving Volunteer.
- (d) A *public-use form* is a form that collects information from ten or more members of the public. Individuals or entities other than Peace Corps staff or currently serving Peace Corps Volunteers/Trainees are considered members of the public for this purpose.
- (e) An *office* is any approved organizational unit within Peace Corps, regardless of whether or not the unit is denominated as an office. Each post and regional office is considered to be a separate office.
- (f) An *originating office* is an office that creates or revises and is responsible for a particular form.
- (g) A *relevant* or *affected office* is an office other than the originating office:
 - (1) from which information will be collected on the form;
 - (2) which will use information collected on the form; or
 - (3) whose activities are affected by information on the form.

5.0 Policies

- (a) Forms must be approved and cleared as set out in this manual section before they may be used, authorized for a print order, or posted on a Peace Corps Internet site or the Peace Corps Intranet.
- (b) An intra-office form needs approval only from the head of the office.
- (c) Inter-office and public-use forms need approvals as described in Section 6.
- (d) All new public-use forms must be approved by the Office of Management and Budget (OMB) before they may be used. Consistent with requirements of OMB, public-use forms must be re-approved every three years. OMB-approved forms may not be modified without OMB approval.
- (e) Other forms will be revised as needed. Revisions to an existing form require approvals consistent with those required for the original form.
- (f) Federal government forms (e.g., Standard Forms (SF)) may not be revised or manipulated without approval from the General Services Administration. The Privacy Act Office will work with any office requesting changes to a government-wide form.

- (g) All Peace Corps inter-office forms will be posted on the Peace Corps Intranet except where the Privacy Act Office has approved an originating office's request that a particular form be exempt from posting.

6.0 Responsibilities

6.1 Originating Offices

Originating offices are responsible for:

- (a) Creating or revising forms for which they are responsible;
- (b) Conducting required reviews of forms for which they are responsible; because of the time associated with OMB approval for public-use forms, originating offices should review such forms at least a year before the existing approval expires; and
- (c) Getting the required approvals and clearances.

6.2 Office of the General Counsel

OGC is responsible for the clearance of inter-office and public-use forms, any forms subject to the Privacy Act or the Health Insurance Portability and Accountability Act (HIPAA), and forms that will be attachments to Peace Corps Manual Sections.

6.3 The Privacy Act Office

The Privacy Act Office is responsible for:

- (a) Providing guidance to originating offices on the OMB approval process for public use forms;
- (b) Assigning form identification numbers to the Agency's forms;
- (c) Reviewing the Agency's inventory of forms to ensure against duplication and inconsistency;
- (d) Ensuring that public-use forms have been approved by OMB and have an assigned OMB number and expiration date;
- (e) Returning forms needing revision or without the necessary approvals or clearances to the originating offices;
- (f) Providing clearance for forms after ensuring that they have a Peace Corps identification number, are not duplicative of existing forms, and have an OMB number if required;
- (g) Authorizing forms to be uploaded to the Peace Corps intranet or internet
- (h) Removing forms that have been approved for removal from the Agency's inventory; and

- (i) Keeping an up-to-date electronic inventory of the Agency's forms.

6.4 Office of Communications

The Office of Communications is responsible for:

- (a) Authorizing printing orders and reorders;
- (b) Clearing public-use forms for posting on the Internet;
- (c) Providing clearance for forms that will be printed to ensure that they meet the printing requirements for design and electronic compatibility; and ensuring that printing requests meet any other approval and technical requirements set out in this manual section; and
- (d) Providing notice to the applicable originating office when the office's order is scheduled for delivery to the warehouse.

6.5 Office of Chief Information Officer

The Office of the CIO is responsible for:

- (a) Providing guidance to originating offices on for creating fillable pdf forms and on Intranet posting standards; and
- (b) Posting forms on the Intranet as requested by the Privacy Act Office.

7.0 Forms Approval Process

7.1 Creating or Revising a Form

- (a) Offices are responsible for creating their own forms. The Office of the Chief Information Officer (OCIO) will provide technical guidance on creating fillable PDF forms.
- (b) The Office of Communications will provide guidance on the printing industry standards to facilitate an office's efforts to create or revise a public-use form that will be printed.
- (c) Offices are urged (but not required) to review their non-public-use forms at least every five years.

7.2 Approval and Clearance of Inter-Office Forms

- (a) The originating office is responsible for getting all necessary approvals and clearances. The relevant A Delegate, or designee, must approve any proposed form originating from his or her office or sub-offices and get approval from all other relevant or affected offices, including the Office of the General Counsel, before the form is submitted to the Privacy Act Office.

- (b) Approvals and clearances of forms must be in writing and signed by the applicable approving official. See Attachment A, Submission Form for Peace Corps Forms.
- (c) Inter-office forms must be cleared by the Privacy Act Office.
- (d) The Privacy Act Office will submit all approved inter-office forms to the OCIO for posting on the Intranet, except where the Privacy Act Office grants a request from the head of the originating office that a particular form not be posted.

7.3 Approval and Clearance of Public-Use Forms

- (a) The originating office is responsible for getting all necessary approvals and clearances. The relevant A Delegate, or designee, must approve any proposed form originating from his or her office or sub-offices and get approval from all other relevant or affected offices, including the Office of the General Counsel, before the form is submitted to the Privacy Act Office and, where applicable, to the Office of Communications.
- (b) The originating office should consult with the Privacy Act Office and the Office of the General Counsel (OGC) for guidance on the OMB approval process. At a minimum, an office should plan for a six-month process for obtaining an OMB approval.
- (c) Public use forms must be approved by OGC, the Privacy Act Office, and the Office of Communications.
- (d) Public-use forms must be approved by OMB before they may be used, posted on the Internet or Intranet, or submitted to the Office of Communications for printing.

7.4 Required Approvals for All Forms

- (a) A form must meet the approval and clearance requirements of MS 002 before it may be added as an attachment to a manual section.
- (b) Any form collecting information subject to the Health Insurance Portability and Accountability Act (HIPAA) or the Privacy Act must be reviewed by the Privacy Act Office and cleared by OGC before it may be used, posted on the Internet or Intranet, or approved for printing by the Printing Officer.

7.5 The Privacy Act Office Process

7.5.1 Form Identification

Inter-office and public-use forms must include appropriate identifying numbers. The Privacy Act Office must give each form its own unique form number. The Privacy Act Office must also ensure that public-use forms include their proper OMB control number and expiration date.

7.5.2 Clearance

The Privacy Act Office must approve all inter-office and public use forms.

7.6 Process for Forms that Will be Printed

- (a) Each form submitted to the Office of Communications for printing must be accompanied by a signed printing request from the originating office and copies of all required approvals and clearances. See Attachment A. The originating office may acquire the appropriate printing order request form from the Office of Communications.
- (b) The Printing Officer has authority to authorize a print order. No requests to print a new or revised form may be authorized unless the form and the printing request are accompanied by the appropriate approvals and clearances. The Office of Communications will maintain a printing schedule and will make it available to agency offices.
- (c) The Printing Officer will give prior notice to the originating office of the approximate date when an order is scheduled for delivery to the warehouse.
- (d) Re-orders of existing forms may be authorized by the Printing Officer upon receipt of a written request from the relevant A Delegate, or designee. The Printing Office should not reorder any form that requires imminent re-approval. See Section 5.4.

7.7 Forms Inventory

The Privacy Act Office must keep an up-to-date electronic inventory of the Agency's forms and provide this to OCIO for posting on the Peace Corps Intranet. Inter-agency forms must be accessible on the Peace Corps Intranet, except as provided for in Section 5.7 above.

7.8 Removal of Forms

- (a) An Agency form may be removed from the Agency's inventory of forms by the Privacy Act Office based on a written approval of the relevant A Delegate, or designee. The Privacy Act Office will send out an agency-wide notice of the removal.
- (b) Forms that are included as attachments to Peace Corps Manual Sections must be removed pursuant to the process set out in Manual Section 002.

8.0 Effective Date

The effective date of this Manual Section is the date of issuance.