



## DCMA Manual 4501-06

### Forms Management Program

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**Office of Primary Responsibility**

Corporate Governance Capability

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**Purpose:** This issuance, in accordance with the authority in DoD Directive 5105.64, "Defense Contract Management Agency (DCMA)," DoD Instruction 7750.07, "DoD Forms Management Program," and DoD Manual 7750.08, "DoD Forms Management Program (FMP) Procedures," implements policy, assigns responsibility, and provides procedures for the Forms Management Program.

## TABLE OF CONTENTS

<b>SECTION 1: GENERAL ISSUANCE INFORMATION</b> .....	3
1.1. Applicability.....	3
1.2. Policy.....	3
1.3. Internal Controls .....	3
<b>SECTION 2: RESPONSIBILITIES</b> .....	4
2.1. Corporate Governance Capability Board Manager .....	4
2.2. Chief of Staff, DCMA .....	4
2.3. Forms Management Officer.....	4
2.4. Business Capability Framework Board Managers .....	4
2.5. Component Heads.....	5
2.6. Agency Records Officer .....	5
2.7. Privacy Act Officer .....	5
2.8. Action Officers.....	5
<b>SECTION 3: GENERAL FORMS MANAGEMENT INFORMATION</b> .....	6
3.1. Overview .....	6
3.2. DCMA Forms .....	6
3.3. Unofficial Forms .....	7
3.4. Applicable Regulations and Programs .....	7
3.5. Non-DCMA Forms .....	8
<b>SECTION 4: PROCEDURES</b> .....	9
4.1. Prescribing Forms .....	9
4.2. Numbering Forms .....	9
4.3. Design Guidelines for DCMA Forms.....	10
4.4. Creation and Revision of DCMA Forms.....	10
4.5. Changes to a DCMA Form.....	11
4.6. Cancellation of a DCMA Form .....	11
4.7. DD Form 67 and Compliance Coordination .....	12
4.8. Forms Requesting Collection of Full or Truncated Social Security Number .....	12
4.9. Finalize Form Processing Action Request .....	12
4.10. Guidance for DCMA Sponsored DoD Forms .....	12
4.11. Forms Requiring Office of Management and Budget Approval.....	13
<b>GLOSSARY</b>	
G.1. Definitions.....	14
G.2. Acronyms .....	16
<b>REFERENCES</b> .....	17
<b>TABLES</b>	
Table 4-1. DCMA Forms Numbering System .....	10

## SECTION 1: GENERAL ISSUANCE INFORMATION

**1.1. APPLICABILITY.** This issuance applies to all DCMA Components.

### **1.2. POLICY.**

It is DCMA policy:

- a. To establish a Forms Management Program (FMP) with procedures to implement DoD Instruction (DoDI) 7750.07, “DoD Forms Management Program,” and DoD Manual (DoDM) 7750.08, “DoD Forms Management Program (FMP) Procedures,” requirements.
- b. To execute the procedures of this Manual in a safe, efficient, effective and ethical manner.

### **1.3. INTERNAL CONTROLS.**

The internal controls for the FMP will be managed in accordance with (IAW) DCMA Manual (DCMA-MAN) 4301-11, Volume 1, “Management Controls: Manager’s Internal Control Program.” The internal controls include:

- a. Verifying that a form has a prescribing issuance that is published or updated prior to or simultaneously with the approval of each new or revised form. A form will be used as prescribed and any deviation from the prescribing directive will be approved by the office of primary responsibility (OPR) through the Forms Management Officer (FMO).
- b. Searching current forms inventories (e.g., DCMA Form (DCMAF), DoD Form (DD Form), Standard Form (SF), Optional Form (OF), General Services Administration (GSA)) before creating a new DCMAF.
- c. Use of DD Form 67, “Form Processing Action Request,” to mitigate the risk of duplication, document the prescribing directive, and coordinate with the FMO, Agency Records Officer (ARO), and Privacy Officer. The link to DD Form 67 is found on the Resource Page for this Manual.
- d. Conducting forms inventories at least once every 3 years.

## **SECTION 2: RESPONSIBILITIES**

### **2.1. CORPORATE GOVERNANCE CAPABILITY BOARD MANAGER.**

The Corporate Governance Capability Board Manager reviews and processes requests for waivers or deviations to this Manual IAW DCMA-MAN 4501-01, “DCMA Issuances Program.”

### **2.2. CHIEF OF STAFF, DCMA.**

The Chief of Staff:

- a. Oversees and manages the FMP.
- b. Designates a FMO to administer and implement the FMP.

### **2.3. FMO.**

The FMO:

- a. Administers and implements the FMP.
- b. Is the liaison between DCMA and other Government agencies on all forms management-related matters.
- c. Is the approval authority over new and revised forms initiated within the Agency by authenticating DCMAFs with a valid form number, title, and date, and publishing to the Agency’s DCMAFs Index.
- d. Manages the records management requirements associated with this Manual.
- e. Maintains the Resource Page for this Manual.
- f. Establishes and maintains an index listing all current DCMAFs.
- g. Maintains the FMO official email address. A link to the FMO In-Box is provided on the Resource Page for this Manual.

### **2.4. BUSINESS CAPABILITY FRAMEWORK (BCF) BOARD MANAGERS.**

BCF Board Managers:

- a. Promote the use of higher level forms.
- b. Reduce or eliminate the use and collection of Social Security numbers (SSN) on forms they sponsor.

c. Assign and ensure Action Officers (AO) submit all form requests, actions, or inquiries to the FMO.

## **2.5. COMPONENT HEADS.**

Component Heads:

- a. Promote the use of higher level forms.
- b. Reduce or eliminate the use and collection of SSN on forms they sponsor.
- c. Assign and ensure AOs submit all form requests, actions, or inquiries to the FMO.

## **2.6. ARO.**

The ARO reviews and coordinates on all forms submissions for records management requirements, retention, and disposition.

## **2.7. PRIVACY ACT (PA) OFFICER.**

The PA Officer:

- a. Reviews all DCMAFs that collect personally identifiable information (PII) and provides a PA Statement (PAS).
- b. Reviews all information systems, databases, or any electronic storage devices that maintain any forms content containing PII and provides System of Records Notice (SORN).

## **2.8. AOs.**

AOs:

- a. Obtain the BCF Board Manager's or Component Head's authorization to initiate the forms coordination process.
- b. Manage the forms coordination process from development to approval by the FMO.

## **SECTION 3: GENERAL FORMS MANAGEMENT INFORMATION**

### **3.1. OVERVIEW.**

a. DCMAFs must satisfy a valid need. Information collected on a form is necessary for the efficient and economical operation of the Agency.

b. DCMAFs are properly designed with clear instructions and standardized for easy processing and retrieval of information collected.

c. DCMAFs will be written in plain language IAW Section 105 of Title 5, United States Code (U.S.C.), also known and referred to in this Manual as the “Plain Writing Act,” and DoDI 5025.13, “DoD Plain Language Program.”

d. Higher echelon forms will be utilized to the maximum extent possible; duplication of a higher level form is prohibited.

e. Information technology will be used for the creation, distribution, and use of forms to record, store, and disseminate information entered on those forms.

f. Design of electronic forms will be consistent with providing accessibility for persons with disabilities IAW Part 1194 of Title 36, Code of Federal Regulations and DoDM 8400.01, “Accessibility of Information and Communications Technology (ICT).”

g. Personal information collected is only acquired and maintained when necessary. Coordinate with the Agency’s PA Officer on all forms that contain PII to conduct a privacy impact assessment (PIA) IAW DoDI 5400.16, “DoD Privacy Impact Assessment (PIA) Guidance.”

h. The use of an SSN within DCMAFs is reduced or eliminated IAW DoDI 1000.30, “Reduction of Social Security Number (SSN) use within DoD.”

i. A form is considered a record and is to comply with all regulations cited IAW Parts 102-194 of Title 41, Code of Federal Regulations.

### **3.2. DCMAFs.**

a. Official DCMAFs:

(1) Must be approved by the FMO;

(2) Must be prescribed by an Agency Issuance (Instruction/Manual);

(3) Must be assigned a number, title, and date by the FMO;

(4) Are required for evidential information; and Are mandatory for use, if applicable.

- b. Forms that are duplicative or redundant must be consolidated.
- c. The creation, revision, cancellation, or exception to a form in any media must be initiated and authorized by the form's sponsor and approved by the FMO before use.
- d. A PAS or privacy advisory, to include the identification of and link to a PA SORN or the PIA, when required, must be displayed on forms that are used to collect PII.

### **3.3. UNOFFICIAL FORMS.**

Unofficial forms exist, serve a purpose, and are useful, but they do not meet official form requirements.

- a. Important characteristics and limitations of an unofficial form:
  - (1) Its use cannot be made mandatory outside of the Component that created it.
  - (2) It cannot be used to collect PII or to collect information from the public.
- b. Examples of unofficial forms are:
  - (1) Web page feedback forms or "Contact Us" forms. Their purpose is so generic that it is not easily differentiated from other similar forms.
  - (2) Checklists or coversheets. Serve as an aid or summarizes a package but does not collect new, unique information.
  - (3) Templates, sample letter formats, general information requests. Forms that do not have a defined set of required fields.
- c. The BCF Board Manager or Component Head will approve the use of unofficial forms for use within their respective Capability or Component.

### **3.4. APPLICABLE REGULATIONS AND PROGRAMS.**

- a. DoD Information Collection (IC) Program. Forms used as an instrument to collect information, depending on their content and purpose, may need to be submitted to the DoD IC Program as part of the clearance process before they may be used to collect information. This program ensures that ICs undertaken by a DoD agency adhere to all pertinent licensing and approval requirements. Additional guidance will be followed IAW DoDM 8910.01, Volume 1, "DoD Information Collections Manual: Procedures for DoD Internal Information Collections," and DoDM 8910.01, Volume 2, "DoD Information Collections Manual: Procedures for DoD Public Information Collections."
- b. DoD Privacy and Civil Liberties Programs are established IAW DoDI 5400.11, "DoD Privacy and Civil Liberties Program," DoD 5400.11-R, "DoD Privacy Program," and DCMA-MAN 4502-12, "Freedom of Information Act." The primary purposes of the DoD Privacy

Program is to ensure that DoD collects, uses, maintains, or disseminates PII consistent with the PA and other related authorities. A PAS or privacy advisory, to include the identification of and link to a PA SORN or the PIA, when required, must be displayed on forms that are used to collect PII. When used, the PAS must be written in plain language IAW the Plain Writing Act, and DoDI 5025.13.

c. The collection of SSN must be reduced or eliminated wherever possible. Forms collecting the SSN must properly document the authority for that use (i.e., written justification for the collection, retention, or use of the SSN is required) IAW DoDI 1000.30.

d. Completed forms are to be maintained IAW DCMA-MAN 4501-04, Volume 1, “Records and Information Management Program,” and Volume 2, “Records Retention Schedule.”

e. Proper markings must be displayed on completed forms that contain controlled unclassified information (CUI) to prevent unauthorized disclosure IAW DoDI 5200.48, “Controlled Unclassified Information (CUI)” and DCMA-MAN 3301-08, “Information Security.”

(1) For guidance on how to mark forms that contain CUI when filled in, refer to the CUI Handbook located on the Resource Page of this Manual.

(2) Additional guidance on approved CUI markings for forms can be found on the Resource Page of this manual under “Other Resources.”

### **3.5. NON-DCMAFs.**

a. Non-DCMAFs (e.g., DD, SF, OF, GSA) required by the Agency can be requisitioned from the host component/agency’s forms supply source. If the form is available on another government website, use the appropriate uniform resource locator to download the form.

b. Non-DCMAFs site Uniform Resource Locator are listed on the Resource Page of this Manual.

c. Contact the FMO for assistance with forms that are not available electronically.



## SECTION 4: PROCEDURES

### 4.1. PRESCRIBING FORMS.

All DCMAFs are required to have a prescribing document or issuance IAW DoDM 7750.08, Paragraph 4.2. The document or issuance must be published or updated before or simultaneously with the approval of each new or revised form. Any deviation from the prescribing document or issuance must be approved by the FMO through the OPR.

a. The prescribing document or issuance:

(1) Identifies and states the purpose of the form, who prepares it, how to complete it, when and where to submit it.

(2) Provides form completion instructions and must reference item numbers and titles exactly as they appear on the form. Illustration of forms or data screens in Agency issuances must have sample entries to show how they are used and a “SAMPLE” overlay.

(3) Provides the form’s location on DCMA 360 (e.g., “An electronic version of DD Form 67 is available on the Resource Page of this Manual”).

(4) Provides proper security classification and controlled unclassified information marking guidance and placement for form completion IAW DCMA-MAN 3301-08.

b. Use or approval of the form cannot take place until the prescribing document or issuance is updated and/or authenticated. In the case of an Issuance-Type Memorandum, the form expires when the Issuance-Type Memorandum expires. If the form is added to the official DCMAFs Index, it will be canceled 1 year after publication unless it is prescribed in another document or issuance.

c. If no prescribing document or issuance exists and the need is new, emerging, or has been overlooked, the OPR will submit a Memorandum For Record providing justification to the FMO for review.

### 4.2. NUMBERING FORMS.

The FMO manages the forms numbering system and assigns all form numbers. See Table 4-1 for the DCMAFs Numbering System.

a. All DCMAFs will have an official form number, title, date, and prescribing document or issuance.

b. DCMAFs must display the official form number in the format “DCMA Form ####, MMYYYY.”

c. AOs must coordinate any form re-numbering actions with updates to the corresponding prescribing issuances.

d. Multiple forms under the same program that are very similar can be numbered in a series using number suffixes (-1, -2, etc.). Test forms will use the “-T” suffix. The use of other letter suffixes (-A, -B, -C, etc.) is discontinued.

e. Legacy forms will be re-numbered as they are reviewed for updating/revision.

**Table 4-1. DCMA Forms Numbering System**

Product Acceptance and Proper Payment	2101 – 2199
Indirect Cost Control	2201 – 2299
Contractor Effectiveness	2301 – 2399
Negotiation Intelligence	2401 – 2499
Contract Maintenance	2401 – 2599
Integrating:	
Program Support	3101 – 3199
Corporate Assessment	3201 – 3299
Agency Mission Assurance	3301 – 3399
Defense Industrial Base Mission Assurance	3401 – 3499
Enabling:	
Facilities Management	4101 – 4199
Total Force	4201 – 4299
Stewardship	4301 – 4399
Information Technology Management	4401 – 4499
Corporate Governance	4501 – 4599
Safety and Occupational Health	4601 – 4699
Other ( <i>as needed</i> )	5000 –

### 4.3. DESIGN GUIDELINES FOR DCMAFS.

a. A form will be designed so that it is easy to complete and have a functional layout and logical sequence of the information being collected.

b. The design of all DCMAFs must meet DoD standards and requirements. The design, analysis and typography of all DCMAFs must conform to design guidelines for DoD Forms IAW DoDM 7750.08, Section 6.

### 4.4. CREATION AND REVISION OF DCMAFS.

Before creating or revising a DCMAF, the OPR or FMO must research existing forms inventories (e.g., DD Form, SF, OF, GSA, and DCMAF) to verify if a suitable form exists. If no current form is suitable, identify what will prescribe the form and begin the design of the form.

a. A mock-up or draft copy of a new or revised form will be prepared IAW DoDM 7750.08, Section 6, and Section 4 of this Manual.

(1) If the form collects PII, coordinate with the PA Officer to develop an appropriate PAS for the form IAW Section 552a of Title 5, U.S.C., also known and referred to in this Manual as the “Privacy Act of 1974, or Privacy Act,” DoDI 5400.11, and DoD 5400.11-R.

- (2) Coordinate with the FMO during development of the new or revised form.
- (3) If a new form, request a form number from the FMO.
- (4) If a revision, send a description of the revision to the FMO.

b. Prepare DD Form 67 and forward to the Component Head/Capability Manager to approve the form's use, case and design. If the form collects PII, endorsement from the Capability/Component/Directorate level must be obtained.

c. The completed forms package (final draft of the form and endorsed DD Form 67) will be sent to the FMO to review and ensure supporting documents are correct, complete and properly coordinated. If the package is incomplete or not accurate, the FMO will return to the OPR's AO for correction. The official FMO email address is provided on the Resource Page of this Manual.

d. The FMO will forward the package to the ARO for records management coordination.

e. Upon review and ARO coordination, the FMO will notify the OPR of the approval and provide a copy of the approved DD Form 67, and upload the final electronic version of the form to the DCMAFs Index. The Uniform Resource Locator for the DCMAFs Index is posted on the Resource Page for this Manual.

#### **4.5. CHANGES TO A DCMAF.**

In the event an existing form requires a change (i.e., form's design) and the change does not modify the underlying data structure or alter the original use of the form, then make the necessary changes.

- a. The AO will identify the change(s), confirm the requirement by checking the prescribing document/issuance, and send to the FMO.
- b. The FMO will approve the modification and finalize the action.

#### **4.6. CANCELLATION OF A DCMAF.**

a. If a DCMAF is no longer needed or is replaced by or consolidated with another form, the OPR will ensure the form's prescribing directive is revised and the AO will forward DD Form 67 through the Capability/Component/Directorate for endorsement, to the FMO requesting cancellation and final approval.

b. The FMO will coordinate with the ARO for evaluation of any potential issues with canceling the form. If there is no issue, then the action is complete.

#### **4.7. DD FORM 67 AND COMPLIANCE COORDINATION.**

All DCMAFs require coordination with the ARO and PA Officer.

a. Prior to approval, the FMO must ensure that the draft form and any supporting documentation is reviewed and coordinated with the ARO and PA Officer.

(1) Coordinate with the ARO to identify the recordkeeping requirements and retention schedule for all new or revised forms IAW DCMA-MAN 4501-04, Volumes 1 and 2.

(2) Coordinate with the PA Officer on details of the collection of PII and approve or disapprove the request for SSN collection.

b. Upon completion of the compliance review, they will complete the appropriate sections of Block 15, DD Form 67, ensuring compliance, and forward to the FMO for final approval.

#### **4.8. FORMS REQUESTING COLLECTION OF FULL OR TRUNCATED SSN.**

If it is necessary to collect a full or truncated SSN on a form, the AO will comply with policy and procedures IAW DoDI 1000.30 and DoDI 5025.13. The AO must:

a. Coordinate with the Agency's PA Officer to ensure the appropriate PAS and/or SORN is included in the form.

b. Complete a Memorandum for Record to include with the DD Form 67 providing justification for the use of a full or truncated SSN.

c. Coordinate with the ARO.

#### **4.9. FINALIZE FORM PROCESSING ACTION REQUEST.**

The DCMA FMO will:

a. Consolidate the DD Form 67, compliance coordination record, master copy of the form, and any supporting documentation into the form action processing record and file IAW DCMA-MAN 4501-04, Volume 2.

b. Update the forms inventory database and index files, and publish or remove the form to or from the online inventory as appropriate.

#### **4.10. GUIDANCE FOR DCMA SPONSORED DOD FORMS.**

Create, revise, change, cancel, or seek exceptions to DCMA Sponsored DD Forms IAW DoDM 7750.08.

**4.11. FORMS REQUIRING OFFICE OF MANAGEMENT AND BUDGET (OMB) APPROVAL.**

All forms collecting information from other DoD agencies and the public are subject to the requirements of Section 3501 of Title 44, U.S.C., also known and referred to in this Manual as the “Paperwork Reduction Act,” and DoDI 8910.01, “Information Collection and Reporting.”

- a. These forms must be coordinated through the ARO to submit and gain OMB approval.
- b. An OMB control number and expiration date must be displayed on the form.
- c. An agency disclosure notice must be displayed on all forms that require an OMB control number.
- d. OMB control number and expiration date are subject to additional guidance IAW DoDM 7750.08, Section 6, Paragraph 6.2.h.

## GLOSSARY

### G.1. DEFINITIONS.

<b>TERM</b>	<b>DEFINITION</b>
<b>AO</b>	Individual who acts on behalf of the OPR to complete a form action.
<b>Compliance Coordination</b>	The process by which a form complies with the PA of 1974, IC, and records management programs is documented. Compliance coordination must occur on all creation and revision requests. It is optional (ARO discretion) for modification and cancellation requests.
<b>DCMAF</b>	A form approved by DCMA for general use only within DCMA.
<b>DCMA Sponsored DoD Form</b>	A DD Form that is sponsored by a DCMA activity and for which DCMA has responsibility.
<b>DoD Form</b>	A form approved by the DoD FMO, Washington Headquarters Services, for use by two or more DoD Components. The form may be hard copy, soft copy (electronic), or other media (e.g., Excel spreadsheet). The forms may be prescribed or adopted. Better known as a “DD Form.”
<b>Electronic Form</b>	A form designed to be completed electronically on a computer, tablet, smart phone, or kiosk. Most electronic forms are stand-alone files but can also be part of web sites and web applications, database interfaces, and/or mobile applications. DCMA electronic forms are designed as .pdf files unless this requirement is waived by the ARO. Even forms that are not completed electronically can be electronic forms if they are available for download and can be printed using a standard printer.
<b>Form Processing Action Request</b>	<p>Official action to accomplish one of these actions:</p> <ul style="list-style-type: none"> <li>• <b>Creation.</b> The establishment of a new form. The action requires compliance.</li> <li>• <b>Modification.</b> Add administrative changes that does not add or remove any field objects or substantially change the layout or text of a current official form. Modifications do not require compliance coordination and do not result in a new form version date.</li> <li>• <b>Revision.</b> A substantial change to a current form. This action requires completion of compliance coordination and results in a new form version date.</li> </ul>

- Cancellation. The removal of a form from the official forms inventory.

<b>Form</b>	A fixed arrangement of captioned spaces designed for gathering, organizing, and transmitting prescribed information. Forms may be electronic or non-electronic.
<b>OF</b>	A form developed for use in two or more Federal agencies and approved by GSA for non-mandatory use. The availability of such a form for use is normally announced by the agency that developed and sponsored the form for use. Also known as an “Optional Form.”
<b>Unofficial Form</b>	A non-mandatory form that: <ul style="list-style-type: none"><li>• Has a purpose so generic that it cannot be easily differentiated from other similar forms (such as web page feedback forms).</li><li>• Serves as an aid but does not collect new, unique information (such as checklists or coversheets).</li><li>• Does not have a defined set of required fields (such as formats or general information requests).</li></ul>
<b>OPR</b>	The DCMA Capability/Component having primary responsibility for the overall ownership of and the prescribing issuance for a specific form.
<b>Standard Form</b>	A form prescribed by a Federal agency, pursuant to its authority, and approved by the GSA for mandatory government-wide use. Such mandatory use is generally set forth in regulations of the promulgating agency. Better known as an “SF.”
<b>Test Form</b>	An official form that has a limited scope of users and a limited period (usually 3 to 6 months but can be up to 1-year). A test form does not require a prescribing/describing document but still requires compliance coordination.

## GLOSSARY

### G.2. ACRONYMS.

ACRONYM	MEANING
ARO	Agency Records Officer
AO	Action Officer
BCF	Business Capability Framework
DCMAF	DCMA Form
DCMA-MAN	DCMA Manual
DD Form	DoD Form
DD Form 67	Form Processing Action Request
DoDI	DoD Instruction
DoDM	DoD Manual
FMO	Forms Management Officer
FMP	Forms Management Program
GSA	General Services Administration
IAW	in accordance with
IC	Information Collection
OF	Optional Form
OMB	Office of Management and Budget
OPR	Office of Primary Responsibility
PA	Privacy Act (of 1974)
PAS	Privacy Act Statement
PIA	Privacy Impact Assessment
PII	personally identifiable information
SF	Standard Form
SORN	System of Records Notice
SSN	Social Security number
U.S.C.	United States Code



## REFERENCES

- Code of Federal Regulations, Title 36  
Code of Federal Regulations, Title 41  
DCMA Manual 3301-08, “Information Security,” January 21, 2019  
DCMA Manual 4301-11, Volume 1, “Management Controls: Manager’s Internal Control Program,” June 23, 2019  
DCMA Manual 4501-01, “DCMA Issuances Program,” TBD  
DCMA Manual 4501-04, Volume 1, “Records and Information Management Program,” TBD  
DCMA Manual 4501-04, Volume 2, “Records Retention Schedule,” TBD  
DCMA Manual 4502-12, “Freedom of Information Act,” February 23, 2019  
DoD Directive 5105.64, “Defense Contract Management Agency (DCMA),” January 10, 2013  
DoD Instruction 1000.30, “Reduction of Social Security Number (SSN) use Within DoD,” August 1, 2012, as amended  
DoD Instruction 5025.13, “DoD Plain Language Program,” January 23, 2020  
DoD Instruction 5200.48, “Controlled Unclassified Information (CUI),” March 6, 2020  
DoD Instruction 5400.11, “DoD Privacy and Civil Liberties Program,” January 29, 2019  
DoD Instruction 5400.16, “DoD Privacy Impact Assessment (PIA) Guidance,” July 14, 2015  
DoD Instruction 7750.07, “DoD Forms Management Program,” October 10, 2014, as amended  
DoD Instruction 8910.01, “Information Collection and Reporting,” May 19, 2014, as amended  
DoD Manual 7750.08, “DoD Forms Management Program (FMP) Procedures,” February 25, 2020  
DoD Manual 8400.01, “Accessibility of Information and Communications Technology (ICT),” November 14, 2017  
DoD Manual 8910.01, Volume 1, “DoD Information Collections Manual: Procedures for DoD Internal Information Collections,” June 30, 2014, as amended  
DoD Manual 8910.01, Volume 2, “DoD Information Collections Manual: Procedures for DoD, Public Information Collections,” June 30, 2014, as amended  
DoD 5400.11-R, “DoD Privacy Program,” May 14, 2007  
United States Code, Title 5  
United States Code, Title 44, Section 3501, also known as the “Paperwork Reduction Act,” as amended