

# BPA Policy 236-25

## Forms Management

### Compliance & Governance

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### 236-25.1 Purpose & Background

Forms Management is responsible for the creation, revision, cancellation, and use of forms (both paper and electronic) that have an annual usage of 100 forms or more and are used by at least two Tier 2-equivalent groups.

### 236-25.2 Policy Owner

The BPA Deputy Administrator working through the Chief Risk and Compliance Officer or his/her designee has overall responsibility for monitoring, reporting, deploying, evaluating, and proposing revisions to this policy.

### 236-25.3 Applicability

All BPA employees.

### 236-25.4 Terms & Definitions

- A. Form: The basic business tool (whether printed or electronic) for collecting and transmitting information.
- B. Electronic Form: A form whose image can be retrieved electronically to print the form or to produce an image of the form on a computer screen.
- C. Business Owner: The organization responsible for overall management of a specific form (generally the organization receiving the completed form).

### 236-25.5 Policy

BPA will conduct an effective forms management program that ensures a form satisfies a valid need, is necessary for efficient and economical operation of BPA, and assures compliance with applicable statutes, policies, regulations, and standards. BPA will standardize forms to their highest level of use.

### 236-25.6 Policy Exceptions

None

### 236-25.7 Responsibilities

- A. The BPA Forms Program Manager is responsible for:
  - 1. Controlling and coordinating all official forms required and used by BPA.
  - 2. Reviewing and analyzing any new form requiring more than 100 annual copies and involving two or more Tier 2-equivalent groups.
  - 3. Developing design standards and specifications for all BPA forms (paper and electronic).

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Author <b>C. Frost</b>	Approved by <b>Deputy Administrator- G. Delwiche</b>	Date <b>February, 12, 2015</b>
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4. Approving requirements for new and revised BPA official forms and working with the Business Owners on analysis and design of program forms.
  5. Reviewing and approving requests for reorder of existing forms.
  6. Managing supplies of stocked, hard copy forms. This includes maintaining an adequate but cost-efficient inventory of stocked, hard copy forms and distributing them to requesting organizations.
  7. Acting as liaison with DOE and other Federal agencies on all forms matters.
  8. Conducting studies and surveys to improve and standardize forms and related procedures.
- B. BPA Legal Services, upon request, shall render legal advice on matters concerning the forms management program, including providing the Privacy Act Statement and review of proposed reporting forms.
- C. Managers are responsible for the efficient and economical use of forms in their functional areas throughout BPA.

### **236-25.8 Standards & Procedures**

- A. Requesting a New Form.
1. User submits a draft copy of the new form to the Forms Program Manager.
  2. Forms Program Manager reviews request and verifies that there is no other form that would satisfy requirements. If new form is appropriate, confirms requirements and designs the form. Assigns a form number using the DOE Classification System and sends it to the appropriate Business Owner for review and approval. Upon approval by the Business Owner, the edition and approval dates are added. As appropriate, forwards form and printing specifications to Printing or loads electronic form on Change Management Server.
- B. Revising an Existing BPA Form.
1. Any user can request a change to an existing BPA form.
  2. The Forms Program Manager reviews request and, if appropriate, redesigns the form and sends draft copy to the appropriate Business Owner for review and approval. Upon approval by the Business Owner, the edition date and approval date are changed to reflect the revision date. As appropriate, forwards form and printing specifications to Printing or loads revised electronic form on Change Management Server.
- C. Ordering a Non-Stock Form.
1. Requests can be made for forms available from other agencies or sources.

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2. The Forms Program Manager reviews requests and submits paperwork to the appropriate source of supply.

D. Canceling a BPA Form.

1. The Business Owner is responsible for obsoleting a form when it is no longer needed within BPA. The Business Owner notifies Forms Management to let them know the form is no longer used. NOTE: An obsolete BPA form may be reinstated for up to two years.
2. The Forms Program Manager obsoletes the form and removes remaining hard copy, stocked inventory. The electronic version is removed from the network.

**236-25.9 Performance & Monitoring**

- A. Annually the Forms Program Manager will review BPA’s forms and the forms management program to ensure it is in compliance with applicable statues, policies, regulations, and standards, and make recommendations for possible improvement of all agency-sponsored forms.

**236-25.10 Authorities & References**

- A. DOE Order 1800.1A, Privacy Act.
- B. Paperwork Reduction Act of 1980 (Public Law 96-511).
- C. Privacy Act of 1974 (Public Law 93-579, 5 USC 552a).

**236-25.11 Review**

This BPA Policy is due for review in 2020 or earlier if necessary.

**236-25.12 Revision History**

Version	Issue Date	Description of Change
2	02/12/15	Update into new template and publish to library

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