

GENERAL SERVICES ADMINISTRATION
Washington, DC 20405

October 19, 1995

FIRMR BULLETIN B -3
Revision 2

TO: Heads of Federal agencies

SUBJECT: Standard and Optional Forms Management Program

1. Purpose. This bulletin provides procedures for obtaining approval for new, revised, or canceled Governmentwide Standard or Optional Forms, including exceptions and electronically generated forms. It also specifies agencies' responsibilities for developing, promulgating, sponsoring, and managing Governmentwide forms through the Standard and Optional Forms Management Program.
2. Expiration date. This bulletin contains information of a continuing nature and will remain in effect until revised or canceled.
3. Contents.

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4. Related material .

- a. Budget and Accounting Act of 1921
- b. 5 Code of Federal Regulations 1320
- c. Paperwork Reduction Act of 1980
- d. Paperwork Reduction Reauthorization Act of 1986
- e. Freedom of Information Act
- f. Privacy Act of 1974
- g. FIRMR § 201 -9.202 -1
- h. FIRMR Part 201 -11
- i. FIRMR Part 201 -22
- j. FPMR Part 101-26

5. Information and assistance .

General Services Administration
Forms Management Branch (CARM)
18th and F Streets, NW
Washington, DC 20405

Telephone: FTS or commercial (202) 501 -0581 (v)

6. Definitions .

"Content exceptions" means additions or changes to or deletions of one or more data elements on a Standard or Optional Form.

"Electronically generated forms" means forms generated by FIP systems as defined in FIRMR (41 CFR) 201 -4.001.

"Exception" means promulgating or sponsoring agency's approval to change the content, format, or printing of a Standard or Optional Form.

"Format" means a guide, table, sample, or exhibit that illustrates a predetermined arrangement or layout for presenting data. A format may or may not be a form.

"Format exceptions" means changes made by altering the spacing of and/or rearranging the data elements on a Standard or Optional Form without changing the data elements themselves.

"Non-form item" means a printed product without spaces for entering information. Some non-form items have been incorporated into the Standard and Optional Form Program so that they may be controlled Governmentwide.

"Optional Form" means a form developed by a Federal agency for use in two or more agencies and approved by GSA for nonmandatory Governmentwide use.

"Overprinting" means the printing of pertinent identical entries (e.g. agency name, accounting codes) in a captioned area on a Standard or Optional Form. Overprints are not exceptions.

"Printing exceptions" means changes in the printing specifications of a Standard or Optional Form, i.e. changes to the color, size or type of paper; changes in color or type of ink; the establishment of multi-part sets and marginally punched constructions in lieu of cut sheets; and use of an alternative printing technology (e.g., electronically generated forms may require a printing exception or a format exception -- see paragraph 12g).

"Promulgating agency" means any Federal agency that develops a Standard Form as defined below and in FIRMR 41 CFR 201 -4.001 and prescribes the mandatory Governmentwide use of that form.

"Standard form" means a form prescribed by a Federal agency pursuant to its authority, and approved for mandatory Governmentwide use.

"Sponsoring agency" means any Federal agency that develops an Optional Form as defined above and in FIRMR 41 CFR 201 -4.001.

7. Acronyms.

CFR	Code of Federal Regulations
FIPS	Federal Information Processing Standard
FPMR	Federal Property Management Regulation
ICMR	Interagency Committee on Medical Records
OMB	Office of Management and Budget

8. Origin of the program . The Standard and Optional Forms Management Program was developed and initially operated by OMB in compliance with the authorities prescribed by the Budget and Accounting Act of 1921. GSA assumed responsibility for the program on May 29, 1967, through agreement with OMB. OMB assigned additional responsibilities to the Standard and Optional Forms Management Program in 5 CFR 1320, which implements the Paperwork Reduction Act of 1980 and the Paperwork Reduction Reauthorization Act of 1986.

9. Program description . The objectives of the Standard and Optional Forms Management Program are to provide for:

a. Increased productivity and economy through simplified, cost-effective practices and procedures for designing, creating, printing, electronically generating, stocking, distributing, using and managing Governmentwide Standard and Optional Forms and exceptions thereto.

b. The creation of Standard and Optional Forms based on a valid need and in compliance with applicable laws and regulations, including the Freedom of Information Act (5 U.S.C. 552), the Privacy Act of 1974 (5 U.S.C. 552a), and Federal Information Processing Standards (FIPS).

c. The elimination of unnecessary forms, regardless of media.

d. Improved Governmentwide communication and economies through coordination of the program with other interagency information resources management activities and programs.

e. Conservation of natural resources through elimination of paper forms to the maximum extent possible.

10. Agency responsibilities .

a. FIRMR requirements. FIRMR § 201 -9.202 -1 requires each agency to:

(1) Establish and issue in the FEDERAL REGISTER, Governmentwide procedures prescribing the use and availability of all Standard and Optional Forms which it promulgates or sponsors (revisions may be announced in the appropriate directive or regulatory system).

(2) Obtain GSA approval for each new, or canceled Standard and Optional Form, 60 days prior to implementation, using Standard Form 152, Request for Clearance or Cancellation of a Standard or Optional Form or Exception. Electronic generation of a Standard or Optional Form on blank paper is addressed in paragraph 12g.

(3) Provide GSA with a camera ready copy of the Standard and Optional Forms the agency promulgates or sponsors, prior to implementation, at the address shown in paragraph 5. above.

(4) Designate an agency -level Standard and Optional Forms liaison representative and alternate to coordinate all matters relating to Standard and Optional Forms. GSA is to be notified in writing of each designee's name, title, mailing address, and telephone number within 30 calendar days of the designation or redesignation. All communications concerning designees shall be forwarded to GSA at the address shown in paragraph 5. above.

(5) Annually review all Standard and Optional Forms which the agency promulgates or sponsors, including exceptions, for improvement, consolidation, or cancellation.

b. Agency actions. In carrying out their responsibilities under the Standard and Optional Forms Management Program, agencies should:

(1) Establish, issue, and implement internal procedures for compliance with the Standard and Optional Forms Management Program.

(2) Develop new and revised Standard and Optional Forms in accordance with the agency's mission, responsibilities, and authority; applicable laws and regulations; GSA forms analysis and design guidelines; and this FIRMR Bulletin.

(3) Ensure that new and revised Standard and Optional Forms and exceptions thereto do not duplicate forms already available under the Standard and Optional Forms Management Program.

(4) Prepare a justification statement for each Standard

and Optional Form developed, revised, or canceled and for each request for exception to an existing Standard or Optional Form. The justification statement should include a specific assessment of the form's use and any effects on the program which the form supports.

(5) Make maximum use of electronically generated Standard and Optional Forms.

(6) Maintain records documenting all agency Standard and Optional Forms actions.

(7) Ensure that all agency electronically generated Standard and Optional Forms conform to this FIRMR Bulletin. Standard and Optional Forms not recommended for electronic generation are listed in Attachment A.

(8) Refer to Attachment B for recommended terminology to incorporate in solicitations of automated Standard and Optional Forms.

(9) Make available for local reproduction those forms with an anticipated or actual Governmentwide annual usage of 5,000 or less. Full size illustrations of these forms should be included in the prescribing regulation or form announcement, or otherwise be made available to users, and should be clearly annotated, "AUTHORIZED FOR LOCAL REPRODUCTION."

(10) Standardize exception requests at the highest organizational level possible.

(11) Coordinate the development, revision, or cancellation of Standard and Optional Forms with user agencies.

(12) Prohibit the use of forms or exceptions which have been canceled.

(13) Prohibit the changing of edition dates once assigned by GSA.

(14) Promote economic and efficient use of electronically generated forms.

(15) Work directly with GSA/CARM to resolve Standard and Optional Forms printing problems, stock disposal problems, and approval/acceptance of printing proofs and photo prints.

(16) Coordinate with OMB on the approval of new and revised Standard and Optional Forms that are within OMB's paperwork burden clearance jurisdiction.

(17) Review, analyze, and approve or disapprove all requests for exceptions to Standard and Optional Forms promulgated or sponsored by the agency.

(18) Ensure and certify that all new or revised Standard and Optional Forms promulgated or sponsored by the agency are in conformance with applicable laws and regulations, and that the copy of the form and printing specifications are complete and correct.

11. GSA responsibilities . In carrying out its responsibilities under the Standard and Optional Forms Management Program, GSA will:

a. Promote the simplification of Governmentwide procedures and improve office productivity through encouraging the development of new and revised Standard and Optional Forms.

b. Approve or disapprove requests for new or revised Standard and Optional Forms.

c. Maintain and distribute to all agencies a current inventory of approved Standard and Optional Forms and a listing of current agency liaison representatives.

d. Promote the promulgation or sponsorship of new Standard or Optional Forms when a need is demonstrated and when it is in the best interest of the Government.

e. Issue information on current Standard and Optional Forms clearance actions.

f. Issue facsimile copies of all Standard and Optional Forms on GSA's CD-ROM.

g. Coordinate with GSA's Interagency Reports Management Program on the approval of new and revised Standard and Optional Forms that are also Interagency Reports.

12. Procedures .

a. Approval and disapproval of Standard and Optional Forms . The promulgating or sponsoring agency should:

(1) Request approval for new and revised Standard and Optional Forms by submitting one copy of each of the following to the address shown in paragraph 5. above:

(i) A Standard Form 152, Request for Clearance or Cancellation of a Standard or Optional Form or Exception.

(ii) A statement explaining the need for the new form or change and the agency's certification that the form meets all relevant statutory and/or programmatic requirements and is technically adequate. The justification should cite the prescribing law or draft regulation. Revision requests should identify and explain all changes.

(iii) The draft form. Revised forms should include highlighted changes for quick identification.

(iv) A copy of the printing specifications for forms to be printed and stocked in the Federal Supply System.

(v) A list of the names, titles, and organizations of persons with whom new or revised forms were coordinated and a summary of any major problems on which agreement could not be reached.

(vi) A list of potential user agencies and their projected annual usage.

(vii) Copies of other supporting documents as required, i.e., OMB approval notices, Interagency Report approval notices, etc..

(viii) A draft announcement of the issuance of the form as it will be published in the FEDERAL REGISTER. (Alternatively, revisions may be announced in the agency's directive or regulatory system.)

(ix) A recommendation and justification that GSA add the form number and title to the list at Attachment A, if it should not be electronically generated or locally reproduced without GSA approval.

(2) Announce that new or revised forms with an anticipated or actual Governmentwide annual use of 5,000 or less are authorized for local reproduction by user agencies.

(3) Announce the issuance of approved new or revised Standard or Optional Forms by publishing a change in the FEDERAL REGISTER. The issuance should include:

- (i) Form number, title, and purpose;
- (ii) Preparation and implementation instructions;
- (iii) Obligation for use (i.e., mandatory or optional);
- (iv) Frequency of use;
- (v) Number of copies required;
- (vi) Implementation date;
- (vii) Interagency report control number and OMB approval number and expiration date (if any);
- (viii) Approximate availability date;
- (ix) Guidance on use and disposition of present stock;
- (x) Supply source; and
- (xi) National stock number, when applicable.

If the form is to be reproduced locally, a reproducible copy of the form should be included. A copy of the published issuance should be sent to GSA at the address given in paragraph 5. above.

b. GSA approval actions . GSA has the following specific responsibilities for forms approval:

- (1) Analyze agency requests for new and revised forms to:
 - (i) Verify that the certification contains all relevant information;
 - (ii) Ensure that approval will not result in duplicate forms;
 - (iii) Ensure that the form follows GSA forms design and cost-effectiveness standards and guidelines.
- (2) For approved requests:
 - (i) Assign an edition date and a form number;
 - (ii) Notify the requesting agency and GSA's Federal Supply Service of the decision on the returned Standard Form 152; and
 - (iii) Enter the approved form in the Standard and Optional Forms Inventory; and
 - (iv) Notify all agencies of the action by issuing a Clearance Register notice.
- (3) For requests that are disapproved, notify the requesting agency of the decision on the returned Standard Form 152.

c. Cancellation of Standard and Optional Forms .

- (1) The promulgating or sponsoring agency should:
 - (i) Request cancellation of the form by submitting to GSA a Standard Form 152, a justification statement, and a draft of the proposed cancellation notice.

(ii) Notify the using agencies of the cancellation, when approved by GSA, by publishing a cancellation notice in the Federal Register. A copy of each notice should be submitted to GSA at the address given in paragraph 5. above.

(2) GSA will approve or disapprove the request and notify the promulgating or sponsoring agency and, in the case of approvals, GSA's Federal Supply Service of the decision on the returned Standard Form 152.

d. Exceptions to Standard and Optional Forms . Each agency should:

(1) Request an exception to a Standard and Optional Form only when the agency can demonstrate that the difference in the content, format, or printing specifications of the exception is cost-effective. Use of an Optional Form is non-mandatory; therefore, if an agency elects not to use an optional form, no exception is required. Electronically generated versions of Standard and Optional Forms require exception approval when they do not comply with the guidelines in paragraph 12.g. below.

(2) Establish exceptions to Standard and Optional Forms at the highest organizational level possible.

(3) Arrange for reproduction and stocking of its approved exceptions.

(4) Re-evaluate the need for previously approved exceptions when either the excepted form, its printing specifications, or the basic form is revised.

(5) Analyze and approve or disapprove all requests for exceptions to Standard and Options Forms promulgated or sponsored by the agency.

e. The exception process .

(1) Agencies should submit exception requests to the promulgating or sponsoring agency responsible for the form. The request should include three copies of Standard Form 152, the

justification statement, a copy of the form, and the printing requisition (when applicable). The justification statement should explain the reasons for the request, including why the Standard or Optional Form cannot be used in the existing format or construction or is not economical as prescribed; the proposed alterations or changes and the reasons for each; the resultant cost benefits; and an estimate of the number of the excepted forms expected to be used in one year.

(2) Exception requests will be reviewed and analyzed by the promulgator/sponsor to verify the need for the exception, the completeness of the documentation, compliance with promulgated regulations, Federal form design standards, and the goals of the Standard and Optional Forms Management Program outlined in this bulletin. The promulgating/sponsoring agency should also review the request to limit unnecessary variations of the form for economy of application and, in the case of electronic forms, for need of clearance; and work with the requesting agency to clarify all issues.

(3) The promulgating/sponsoring office shall approve or disapprove exception requests by signing the SF 152. One copy of the approval package including a signed SF 152 will be returned to the requesting agency and, for approved exceptions, a copy of the clearance package will be sent to GSA/CARM at the address in paragraph 13b, below.

(4) Agencies may electronically generate forms approved as exceptions to Standard and Optional Forms without further approval, providing there are no changes to the form.

f. Voided exceptions .

(1) Content and format exceptions (including electronic versions) become void when the affected Standard or Optional Form is revised or canceled by the promulgating agency, or when the exception is altered.

(2) Printing exceptions (including electronic versions) become void when the affected Standard or Optional Form is canceled, when a form that meets user needs is stocked by GSA's Federal Supply Service, or when the form is revised unless the exception has no content or format changes and the agency certifies in writing that there is a continued need. This certification of continued need should be received by GSA within 60 workdays of the revision of the Standard or Optional Form.

g. Electronic generation of Standard and Optional Forms .
Federal agencies may electronically generate Standard and Optional Forms without exception approval provided each form conforms to the following guidelines:

(1) Before starting an electronic forms initiative, the agency should review the "List of Standard and Optional Forms Not To Be Electronically Generated" in Attachment A. Forms listed in Attachment A may not be electronically generated without exception approval.

(2) Like a photocopy, an electronic reproduction must be complete, containing all instructions and questions which appear on the current official form. The wording and punctuation of all items, instructions, and identifying information must match exactly. No data elements may be added or deleted. The sequence and format for each item on the form must be reproduced to the highest degree possible. Each item must print on the same page in approximately the same location. However, forms printed face and back on the original may be printed on single sheets provided each page is identified with the form number, page number, and edition date. Likewise, multiple part sets may be printed as single sheets. The final form must be printed using the same dimensions (length and width) as the current edition is printed. All blocks must remain approximately the same size and lines must remain approximately the same length. Consult with the promulgating/sponsoring agency for possible variations in box and paper sizes, paper color and/or special ink and paper, and line lengths. Agencies should consult with promulgating/sponsoring agencies for guidance on whether instruction pages (normally located on the back of forms) may be omitted from the back of electronically generated forms. The electronic form should contain the software name and vendor/producer (if any) at the bottom of the face page. National Stock Numbers (NSNs), used by the Federal Supply Service to identify stock items, may be omitted from electronically generated Standard and Optional Forms.

(3) The name and producer/vendor (if any) of the software used to create the electronic form must appear on the face page below or near the form number. Form users and agencies need a way to identify electronic versions of forms from printer versions, in determining the quality and accuracy of the software, and in the overall performance of the producer/vendor.

(4) The accuracy of electronically generated Standard and Optional Forms is the responsibility of the form implementor. Revisions must be implemented properly and promptly.

(5) Information on the current version of the form can be obtained by consulting the Standard and Optional Forms Facsimile Handbook, the Inventory of Standard and Optional Forms, and the Standard and Optional Forms Management Program (GSA/CARM) personnel at GSA as indicated in paragraph 5.

(6) It is important to verify that forms produced from standard software have not been altered by the computer system. Identical software used on different system configurations can produce forms that look the same but may be slightly different.

(7) Any form with poor print quality or other defect which renders it illegible or very difficult to read will not be acceptable. Laser printers or near letter quality printers may be used to print electronic forms. Dot -matrix printers that are only capable of producing draft quality documents shall not be used for form generation, but may be used for filling in a preprinted form where appropriate.

(8) In the case where electronic versions contain unanticipated defects which are not specifically described in these guidelines, the Federal agencies (to include the Liaison Representatives in the promulgating or sponsoring agencies) have the right to reject the forms as implemented. Upon rejection, any problems regarding the acceptability of a specific electronic version of a particular Standard or Optional Form shall be brought to the attention of all concerned Federal agencies' Liaison Representatives, the vendor (if any), and the Standard and Optional Forms Management Program (GSA/CARM).

(9) Electronically generated Standard and Optional Forms that do not conform to these guidelines must be cleared as exceptions.

h. Coordination with interagency reporting approved by GSA. When an agency develops or revises a Standard or Optional Form in conjunction with an interagency reporting requirement, the agency should submit to GSA a Standard Form 360, Request for Clearance of an Interagency Reporting Requirement, in addition to other clearance documents. Such a form will need current interagency reporting clearance at the time it is approved as a Standard or Optional Form.

i. Standard and Optional Forms used for collection of information from the public or state or local governments .
Under 5 CFR 1320, Standard and Optional Forms that also require approval by OMB (44 U.S.C. 3501 -3513) because they are to be used to collect information from the public or state or local governments, or are the basis of general purpose statistics, should be submitted by the promulgating or sponsoring agency to OMB. Agencies should submit a copy of the OMB approval notice, in addition to other clearance documents, when developing, revising, canceling or requesting an exception to a Standard or Optional Form requiring OMB clearance.

j. Interagency Committee on Medical Records .

(1) The Interagency Committee on Medical Records (ICMR) is responsible for reviewing all health care related Standard Forms to ensure quality, uniformity, and adequacy of health care records of the Federal Government. The ICMR is responsible for developing new and revised medical Standard Forms and requesting cancellation of obsolete medical forms and clearance of exceptions to existing medical Standard Forms. GSA is responsible for providing assistance in the promulgation process and for serving as co -promulgator with ICMR. The operations of the ICMR are explained in FIRMR Bulletin B-5.

(2) The ICMR chairperson will initiate, sign, and submit requests for the approval of medical Standard Forms to:

General Services Administration (CARM)
18th and F Streets, NW
Washington, DC 20405.

(3) GSA/CARM is responsible for approving these requests in accordance with the procedures in this bulletin.

(4) Agencies will coordinate all matters relating to health care-related Standard and Optional Forms with the ICMR.

13. Availability of forms .

a. General procedures for procuring stocks of Standard and Optional Forms from the Federal Supply Service can be found in FPMR sections 41 CFR 101 -26.2 and 101 -26.302, Standard and Optional Forms. Agencies should also refer to local procedures for ordering centrally stocked forms. Standard Form 152 is

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authorized for local reproduction. Copies of the SF 152 are available from the address in paragraph 5 above.

b. Overprinting of forms is ordered from the following address:

General Services Administration
Supply Management Division (3FNI -CO)
Washington, DC 20406.

Telephone: FTS or commercial (703) 305-6677(v)

14. Cancellation. FIRMR Bulletin B-3, Revision 1, dated June 15, 1992, is canceled.

JOE M. THOMPSON
Commissioner
Information Technology Service

Standard and Optional Forms Not To Be Electronically Generated

The following Standard and Optional Forms may not be electronically generated unless GSA grants an exception. For possible additions to this list, contact Standard and Optional Forms Management Program personnel at the address and telephone number in paragraph 5.

<u>SF NUMBER</u>	<u>DOCUMENT TITLE</u>
SF 66	Official Personnel Folder
SF 66B	Label - Caution Personnel Records, Restricted Usage
SF 66C	Merged Records Personnel Folder
SF 66D	Employee Medical Folder
SF 76	Federal Post Card Registration and Absentee Ballot Request (FPCA)
SF 87	Fingerprint Chart
SF 87A	Fingerprint Chart (Without ORI Number)
SF 97	The United States Government Certificate to Obtain Title to a Vehicle
SF 98	Notice of Intention to Make a Service Contract and Response to Notice
SF 149	U. S. Government National Credit Card
SF 186	Federal Write-In Absentee Ballot
SF 215	Deposit Ticket
SF 215A	Deposit Ticket (IRS)
SF 215B	Deposit Ticket (Customs)
SF 215C	Deposit Ticket (EFT)
SF 215D	Deposit Ticket
SF 260A-E	Firefighter Personal Property Tag
SF 261	Crew Time Report
SF 519A	Radiologic Consultation Request/Report
SF 519B	Radiologic Consultation Request/Report
SF 521	Medical Record - Dental
SF 545	Laboratory Report Display
SF 546	Chemistry I
SF 547	Chemistry II
SF 548	Chemistry III (Urine)

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Attachment A

SF 549	Hematology
SF 550	Urinalysis
SF 551	Serology
SF 552	Parasitology
SF 553	Microbiology I
SF 554	Microbiology II
SF 555	Spinal Fluid
SF 556	Immunohematology
SF 557	Miscellaneous (Lab Form)
SF 603	Health Record - Dental
SF 603A	Health Record - Dental Continuation
SF 700	Security Container Information
SF 703	TOP SECRET Coversheet
SF 704	SECRET Coversheet
SF 705	CONFIDENTIAL Coversheet
SF 706	TOP SECRET (Label)
SF 707	SECRET (Label)
SF 708	CONFIDENTIAL (Label)
SF 709	CLASSIFIED (Label)
SF 710	UNCLASSIFIED (Label)
SF 711	DATA DESCRIPTOR (Label)
SF 712	CLASSIFIED SCI (Label)
SF 1081	Voucher and Schedule of Withdrawals and Credits
SF 1094	U. S. Tax Exemption Certificates
SF 1103	U. S. Government Bill of Lading
SF 1166 OCR	Voucher and Schedule of Payments
SF 1166A OCR	Voucher and Schedule of Payments - Memorandum
SF 1167 OCR	Voucher and Schedule of Payments (Continuation Sheet)
SF 1167A OCR	Voucher and Schedule of Payments (Continuation Sheet) - Memorandum
SF 1169	U. S. Government Transportation Request
SF 1203	U. S. Government Bill of Lading - Privately Owned Personal Property
SF 5515	Debit Voucher
SF 5515A	Debit Voucher
SF 5958	OCR Check Issue Transmittal
SF 5958A	OCR Check Issue Transmittal
OF 16	Sales Slip - Sale of Government Personal Property
OF 23	Chargeout Record
OF 24	Shelf File Chargeout Record
OF 25	Shelf File Chargeout Record
OF 55	U. S. Government Identification Card
OF 65A	U. S. Government Messenger Envelope
OF 65B	U. S. Government Messenger Envelope
OF 65C	U. S. Government Messenger Envelope
OF 70A	Fragile (Pressure Sensitive Label)

OF 71A Fragile (Adhesive-Backed Label)
OF 73 Method II Package (Label)
OF 74 Method II Package (Label)
OF 78 Caution - Magnetic Equipment (50 Feet) (Label)
OF 80 999 (Label)
OF 81 999 (Label)
OF 83 NMCS (Not Mission Capable Supply) (Label)
OF 84 NMCS (Not Mission Capable Supply) (Label)
OF 85 Fragile - Magnetic Tape (Label)
OF 86 Personal Data (Warning) (Adhesive-Backed Label)
OF 86A Personal Data (Warning) (Adhesive-Backed Label)
OF 87 Attention - Electrostatic Sensitive
Devices (Adhesive-Backed Label)
OF 87A Attention - Electrostatic Sensitive
Devices (Adhesive-Backed Label)
OF 88 Attention - Static Sensitive
Devices (Adhesive-Backed Label)
OF 95 Open - Locked (Sign)
OF 99 FAX Transmittal (Label)
OF 112 Classified Material Receipt
OF 120 Diplomatic Pouch Mail Registration
OF 124 Limited Official Use - Cover Sheet
OF 155A Immigrant Visa and Alien Registration
OF 158 General Receipt
OF 185 Outgoing Telegram (OCR)
OF 185A Outgoing Telegram (OCR) (Continuation Sheet)
OF 191 Outgoing Telegram (OCR - Overseas)
OF 191A Outgoing Telegram - Continuation Form (OCR
- Overseas)
OF 232 Unrecognized Passport/Blank Waiver Cases
OF 233 Consular Cash Receipt and Record of Fees
OF 263 Requisition for Equipment, Supplies,
Furniture, etc.
OF 274 Equipment Warranty (Label)
OF 288 Emergency Firefighter Time Report
OF 291 Emergency Vehicle Identification
OF 297 Emergency Equipment Shift Ticket
OF 302 Excess Property Inspection Certification
OF 304 Emergency Equipment Fuel and Oil Issue
OF 305 Emergency Equipment Rental Use Envelope
OF 346 U. S. Government Motor Vehicle Operator's
Identification Card
OF 363 Memorandum of Call

Terminology to Incorporate in Solicitations of Automated Standard
and Optional Forms

"Terminology to Incorporate in Solicitations of Automated Standard and Optional Forms" means that language which is used in requirements statements, incorporated in requirements documents, solicitations, and offers for acquisition of FIP resources. The following is presented only as guidelines to aid Federal Information Resources program managers and contract personnel. Each organization should fully analyze its specific needs and determine its requirements before selecting specific language for its solicitations.

1. A list of Standard and Optional Forms not to be electronically generated by the vendor's software is listed in the attachment to this document. Information on the current version of the form can be obtained by consulting the Standard and Optional Forms Facsimile Handbook, or the Inventory of Standard and Optional Forms.
2. Like a photocopy, an electronic reproduction must be complete, containing all instructions and questions which appear on the current official form. The wording and punctuation of all items, instructions, and identifying information must match exactly. No data elements may be added or deleted. The sequence and format for each item on the form must be reproduced to the highest degree possible. Each item must print on the same page in approximately the same location. However, forms printed face and back on the original may be printed on single sheets provided each page is identified with the form number, page number, and edition date. Likewise, multiple part sets may be printed as single sheets. The final form must be printed using the same dimension as the current edition is printed. All blocks must remain approximately the same size and lines must remain approximately the same length. The electronic form should contain the software name and vendor/ producer (if any) at the bottom of the face page.
3. The vendor's automated forms software shall include the capabilities to fill in fixed and variable data on the automated or electronically generated Standard and Optional Forms.
4. The maintenance clause of the electronic forms software shall include agreed upon periodic changes/maintenance to the Standard and Optional Forms to ensure the current version of the form.

5. The printer select program shall include configurations for laser printers or near letter quality printers to print electronic forms. Dot-matrix printers that are only capable of producing draft quality documents shall not be used for form generation, but may be used for filling in a preprinted form where appropriate.

6. In the case where electronic versions contain unanticipated defects, the program office reserves the right to reject electronic versions because of defects which are not specifically described in the guidelines established in paragraphs 1 and 2. Any problems regarding the acceptability of a specific electronic version of a particular Standard and Optional Form will be brought to the attention of the vendor.

7. The current working environment(s) consist of the following hardware, software and supporting network configurations:

(to be filled in by the Federal agencies)

