



DEPARTMENT OF THE NAVY
NAVAL FACILITIES ENGINEERING COMMAND
1322 PATTERSON AVENUE, SE SUITE 1000
WASHINGTON NAVY YARD DC 20374-5065

IN REPLY REFER TO:

NAVFACINST 5200.35B
FAC AHS
9 January 2003

NAVFAC INSTRUCTION 5200.35B

From: Commander, Naval Facilities Engineering Command

Subj: NAVFAC FORMS PROGRAM

Ref: (a) SECNAVINST 5213.10D, Department of the Navy Forms Management Program
(b) SECNAVINST 5210.11C, Department of the Navy Standard Subject Identification Codes

1. Purpose. To set forth policy for the Naval Facilities Engineering Command (NAVFACENGCOM) governing: (a) authority; (b) control of the numbers and complexity of forms; (c) certification of necessary forms; (d) approval and assignment of numbers to proposed forms; and (e) support of forms with directives.

2. Cancellation. NAVFACINST 5200.35A of 20 June 1996 is hereby cancelled and superseded by NAVFACINST 5200.35B.

3. Definitions.

a. Forms. A fixed arrangement of captioned spaces designed for entering and extracting prescribed information.

(1) Local Forms. Forms that are developed approved and utilized within a local or limited area such as an activity, office or department.

(2) NAVFACENGCOM Standardized Forms. Forms bearing designated NAVFACENGCOM numbers that are developed, approved and utilized in conformance with prescribed standards for use over a wide area.

(3) NAVFACENGCOM Sponsored DOD Forms. Department of Defense (DOD) forms delegated for maintenance purposes to NAVFACENGCOM.

4. Policy.

a. Authority. The Director, Administrative Headquarters Services, (AHS) shall establish policy on Headquarters and field activities forms program. The AHS Director shall serve as approval authority for Headquarters forms. Approval authority is delegated to the Commanders,

Commanding Officers and Officers in Charge at the field activities to establish policy and manage their forms programs in accordance with this instruction and reference (a).

b. Control. Comply with references (a) and (b).

c. Certification of Necessary Forms. Required annual certification to Code AHS by a sponsoring code of the need to maintain an existing form shall constitute a declaration that the form provides a necessary unique medium of communications as distinct from a remnant of a previously cancelled report or an obsolete procedure.

(1) A form not certified by a sponsor with deadlines announced by Code AHS shall be automatically cancelled.

(2) Code AHS shall initiate the annual form reviews and provide form sponsors with at least two weeks to respond.

d. Approval and Assignment of Numbers to Proposed Forms. Proposed forms shall be approved by Code AHS and developed, controlled, reproduced, maintained and stocked in accordance with reference (a) and this instruction. All forms shall be given an appropriate security classification and assigned a number for identification and control from reference (b), which provides for a combination numerical and functional file that relates forms to directives. The form number assigned shall consist of the following elements:

(1) "NAVFAC" followed by the Standard Subject Identification Code (SSIC) number, a slash and a number to distinguish it from other forms relating to the same SSIC.

(2) Date of original issuance or date of revision, with month and year numbers enclosed in parenthesis. If the form is revised, "Rev" precedes the date of revision.

EXAMPLES: NAVFAC 11200/1 (8/02)
NAVFAC 10550/2 (Rev. 10/03)

5. Stocked. All NAVFAC local forms, NAVFAC Standardized Forms and NAVFAC Sponsored DOD Forms can be found on the NAVFAC Intranet site at www.navfacilitator.navfac.navy.mil.


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Distribution:
NAVFAC Intranet/Internet.