

DRYDEN POLICY DIRECTIVE

Effective Date: 10/18/02
Expiration Date: 10/18/07

RESPONSIBLE OFFICE: FM/Facilities Maintenance & Logistics Branch

SUBJECT: Forms Management

1. POLICY

It is a policy to maintain effective and efficient management of required forms in support of NASA Dryden projects, programs and overall activities.

Definition of a Form – A form is a document with fixed arrangements of captioned spaces designated for gathering, organizing and transmitting (sharing) prescribed information quickly and efficiently.

2. APPLICABILITY

This DPD is applicable to required forms at NASA Dryden Flight Research Center.

3. REFERENCES

NPD 1490.1F, NASA Printing, Duplicating, Copier, Forms, and Mail Management

Master List of Dryden Forms

4. RESPONSIBILITY

The NASA Dryden Forms Manager is responsible for Center administration of forms management; for recommending policy, developing policy, and implementing guidelines and procedures; and for providing compliance oversight.

The Forms Manager will review and renew all forms every five years, regardless of form type.

New forms are drafted by the initiator and designed by the Forms Designer.

5. DELEGATION OF AUTHORITY

None.

6. MEASUREMENTS

- A.** Collect data annually on forms management.
- B.** Provide quarterly metrics report on forms to NASA Headquarters Forms Manager
- C.** Oversee and conduct Center self-assessments that pertain to forms management functions.

7. CANCELLATIONS

DPD 1420.1.

Kevin L. Petersen
Director