3-06/180.20 - Forms - Design and Control

The Printing Management Unit shall be responsible for the control and design of all Department forms; therefore, all new and revised forms shall be routed through this unit prior to submitting a Printing Request.

All requests for new or revised forms shall be accompanied by a sample or revised form, a written justification for the form and/or change and the name, title, phone number, and unit of assignment of the requestor. All requests shall be approved by the requestor's unit commander prior to submission to the Printing Management Unit. If a proposed new form impacts units from other divisions, approval of each impacted division chief or division director shall be obtained.