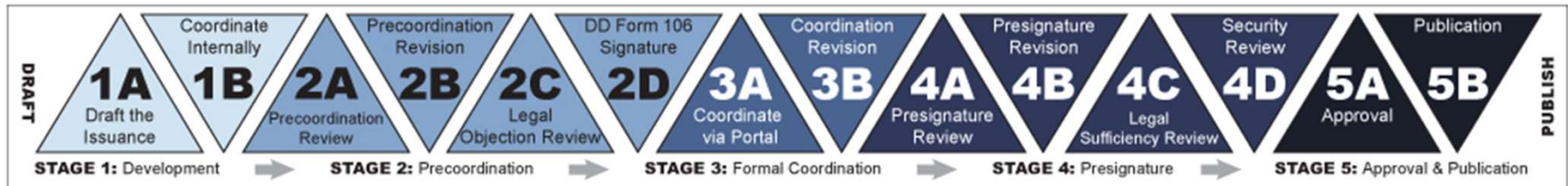




# NEW DD/SD/WHS FORMS ASSOCIATED WITH AN ISSUANCE



Action officer (AO) begins working with Forms Management Program (FMP) in the Office of Information (OIM) branch of the Directives Division to develop the draft form during Stage 1 of the issuance process. Form will be internally coordinated with the issuance (use the DD67 to complete internal coordination with Privacy and Records for the form).

Draft form formally coordinated with the issuance. AO will work directly with FMP on minor edits throughout the process.

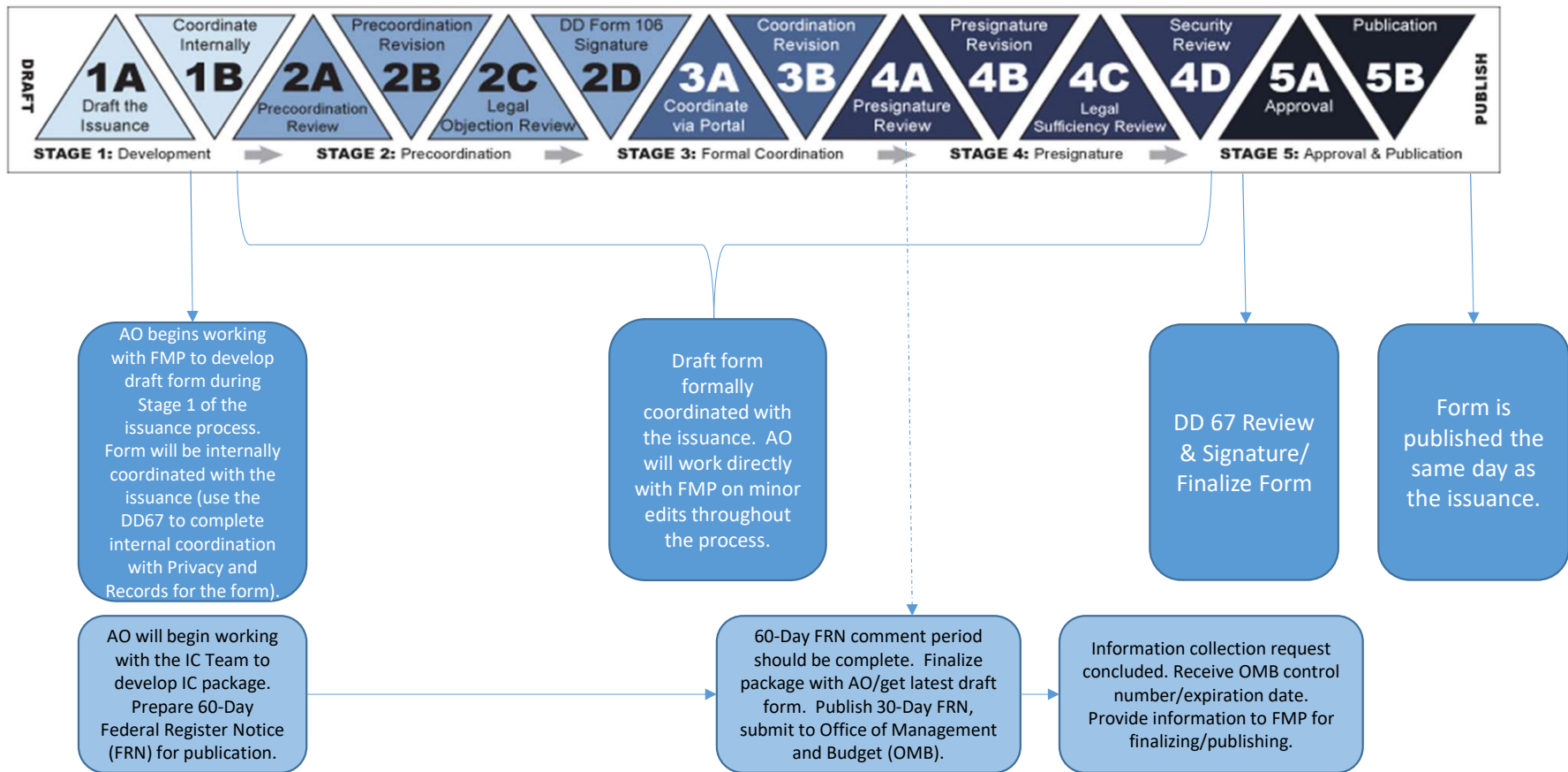
DD 67 Review & Signature/  
Finalize form

Form published the same day as the issuance.

*If the form has a Paperwork Reduction Act (PRA) requirement, the AO should also be completing the PRA process. Ideally, the issuance, form, and PRA requirements will be finalized around the same time. This alleviates the need for a hard stop.*

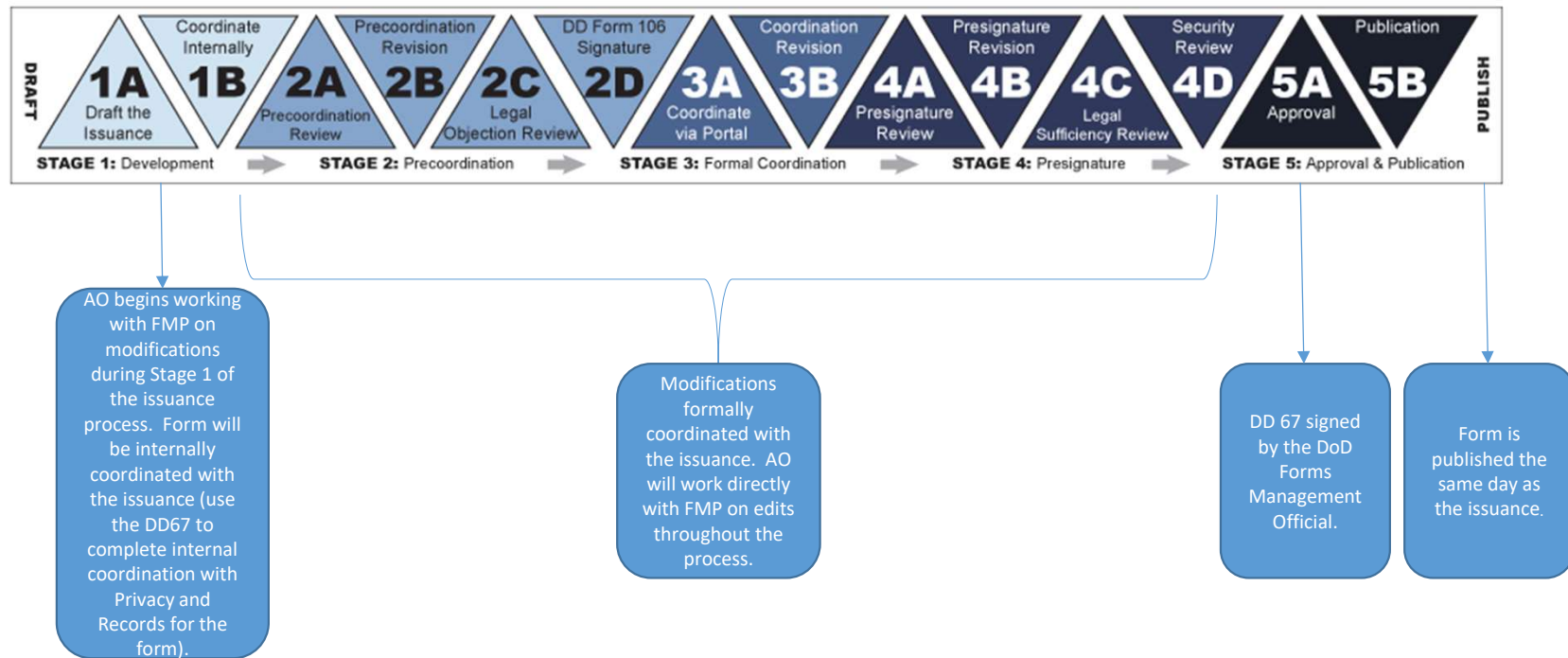


# NEW DD/SD/WHS FORMS ASSOCIATED WITH AN ISSUANCE & HAS A PRA REQUIREMENT





## EXISTING DD/SD/WHS FORMS WITH MODIFICATIONS ASSOCIATED WITH AN ISSUANCE (ISSUANCE IS BEING COORDINATED)



**Minor modifications:** Exceptions to coordinate minor modifications may be approved by the Forms Management Official.



## EXISTING FORMS WITH MODIFICATIONS ASSOCIATED WITH AN ISSUANCE (ISSUANCE IS NOT BEING COORDINATED)

- Substantial modifications require internal and external coordination via the DD 67 process. Substantial modifications include, but are not limited to:
  - Collection of sensitive information (SSN, race, ethnicity, sex, etc.)
  - Signature/approval authorities
- Requests for substantial modifications to a form associated with an issuance requires coordination with the issuance team first. Changes such as approval authorities may affect processes outlined in an issuance – this may be a substantial revision to an issuance.
- Minor modifications require internal coordination only. Minor modifications include, but are not limited to:
  - Swapping fields (design only)
  - Field choice (from a list to dropdown) Note: adding/removing options may be considered substantial
- Changes to the OMB Control Number expiration date on a form do not require coordination. However, changes to the OMB Control Number on a form associated with an issuance triggers a transfer of responsibilities and needs to be coordinated with the issuance team.