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KRA
Corporation

Final Forms Management Report
USAID Forms Management Study

Submitted to:

The Agency for International Development

Information Resources Management Division

Contract No.: AOT-0000-C-00-312600

April 7, 1994

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A Diversified Small Business Professional and Technical Services Organization

The Agency for International Development

Information Resources Management Division

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Contract No.: AOT-0000-C-00-312600
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Appendix A. USAID Forms Inventory

Chapter 1

Introduction

1.1 Study Purpose

This document is the final report for a study intended to identify and explore issues relating to forms management within the United States Agency of International Development (USAID). It describes USAID forms management program, analyzes current practices, describes the characteristics of modern PC-based forms management packages, imparts a vision for forms management within USAID, and provides a number of recommendations for the evolution of the USAID's forms management program.

This study was undertaken on behalf of USAID's Office of Information Resources Management (FA/IRM).

1.2 Summary of Findings

USAID has had a program for production of forms using automation tools in place for several years. The primary tool used by that program was the Interleaf system, which no longer works correctly within USAID's environment. USAID has also had a more limited program for creating forms that can be filled in on-line using Word Perfect macros. USAID is seeking to adopt a newer technology with more capability has selected the Delrina PerFORM Pro product for creating forms. The few forms that have been created using this system are basically re-creations of the original form, and they continue to be printed with user form fill-in on printed paper. Current practices for production of forms are paper- and labor-intensive. Forms design work is backlogged.

USAID has also started a major program for upgrading corporate systems, introducing greater automation. Point-of-origin input for these systems is a major goal. Since these systems are the automation backbone of the Agency, they must be secure, and data integrity must be ensured. Many standard Government forms and many of USAID's forms currently created by RM serve as data collection or input forms for these systems. In the current systems, forms may serve as data collection media with a computer data entry screen serving as the input media for the corresponding computer system. Continuing this practice would clearly violate the ISP vision.

The forms management study has been conducted within the context of the USAID's ISP vision. As seen from the perspective of forms management, the vision can be stated to include:

- "Paperless" forms management—Forms are designed, filled in, routed, approved, acted upon, retained, archived, and ultimately destroyed entirely within an automated paperless environment.

- Routing should utilize the Agency's electronic mail system so that users may receive routed forms in the normal course of events, without having to access special programs. Such access will be provided from the users desktop workstation.

- Electronic approval will be the norm.

- Forms that serve as initiating vehicles for subsequent entry into Agency corporate systems (the Agency's personnel system and the accounting system are examples) will either be a part of the system or will be electronically interfaced with these systems so that data recorded on the forms does not require subsequent data entry by keying or scanning. Forms used in this manner effectively become data entry forms for these systems, with input being entered by the originators of the data.

The following are among this study's recommendations:

- It is recommended that creating forms, other than those directly related to input to corporate data systems, continue to be the responsibility of Records Management.

- It is recommended that forms that are directly related to input to corporate systems be developed by the staff developing the corporate systems. Prototypes of these forms should be reviewed by potential users and by RM. These reviews should ensure adherence to common user interface specifications, ease of use by users, and adherence to legal and regulation requirements.

- It is recommended that USAID standardize on commercially available packages that are receiving support from their vendors, including regular upgrades that provide new features and accommodate the rapidly changing computer hardware and software spectrum.

- It is recommended that a pilot study should be undertaken using FormFlow. This study should develop a limited number of forms, which exhibit a range of complexity; they should be fully automated, with all required intelligence. These forms should be deployed to a small test group. The results of this study should be used to determine whether a full Agency roll-out for a full spectrum of forms is desirable.

- These recommendations have stopped short of recommending that a package such as Delrina FormFlow be rolled out Agencywide. Nevertheless, this may be desirable. The costs are high, but recent price reductions have brought them into the reasonable level. Electronic signatures, work flow, routing, and data base interfaces are crucial to some of the applications of USAID. If they can be provided by add-ons to programming languages, then that approach should be taken.

- RM has written a revision to the Forms Management Section in the Agency Handbook. This document should complete reviewed and be issued on an interim basis.

- It is recommended that the Forms Management Section in the Agency Handbook should be reviewed in the light of electronic forms and the merging of forms and data entry screens for corporate systems. It will require considerable revision to properly implement electronically generated and distributed forms. Forms retention and disposition policies must reflect the differences in electronically generated forms. Transfer to NARA may be via an electronic media, not paper. Responsibilities of corporate systems developers and Records Management staff should be specified. A revised document should be issued.

1.3 Document Organization

This document is organized into five chapters and one appendix, as follows:

- Introduction
- Forms Management Environment
- Forms Management Packages
- ISP Vision
- Analysis and Recommendations
- USAID Forms Inventory

Chapter 2

Forms Management Environment

2.1 Background

Responsibility for forms management within USAID is centralized. The responsible branch is Record Management—M/FA/AS/ISS/RM. RM is responsible for management of forms design, acquisition, control, development, distribution, maintenance, and compliance with General Services Administration (GSA) standards. All applicable law and Federal standards must be met.

RM is responsible for developing and replacing of all Agency forms, including AID standard, special-purpose (multipart forms and those on special paper stocks), and optional forms. It does not control forms that are only used locally. Design of standard Federal forms is also not the responsibility of RM.

The RM has two principal staff members available to respond to the requirements of the entire agency. The processes employed by the staff are paper-intensive and time-consuming. They are rooted in the traditional methods of forms development and management, which are based on graphics design of paper forms. The RM staff must coordinate forms design with geographically dispersed agency users and must gain OMB approval for standardized forms. This process is complex and time-consuming.

RM has developed approximately 360 Agency forms. Agency forms are approved by RM, with the originating office clearing the final version of the form. Offices may request variations of Standard Forms (SF). RM must obtain approval form GSA for these changes. OMB approval must be obtained by RM for forms which will be used to collect information from more than 10 people outside the agency.

In addition to forms that are printed on standard 8-1/2" x 11" paper stock, RM is responsible for replication of over 121 special-purpose forms. These are forms that are printed on special paper stock. They include multipart forms with carbon backs, color code forms, E size engineering forms, and forms on special heavy card stock.

2.2 Early Automation Efforts

2.2.1 InterLeaf

In recent years, RM has had automation support supplied by forms design packages which assisted in designing the forms, but the product remained a paper form that was sent out for printing. The printed forms had to be distributed throughout the agency.

In 1987, RM acquired an automated forms design software package. This product was the InterLeaf system, which operated on a UNIX platform. Many forms (there are still 130 forms in RM's forms inventory that were developed in InterLeaf) were successfully developed, and costs for forms design were reduced. InterLeaf was used as a tool for design automation. No automation of forms fill-in or routing existed. Paper forms were

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still produced with the accompanying processes of forms warehousing and distribution.

In 1991, performance problems were experienced with the InterLeaf system. When RM personnel telephoned for assistance, the company reportedly did not respond properly to operational performance questions. Subsequently, the program became ineffective. An active software maintenance contract was not in place. When this occurred, the M/IRM technical support person assigned to assist RM discovered that, after endless time and research, the problem was not due to software/hardware, but to the lack of a maintenance agreement to cover both, and that to correct this oversight would be costly. Further, the majority of forms designed in InterLeaf needed revision due to a change in the USAID logo, office symbols, other minor alterations. All of these were beyond RM's control.

2.2.2 Macros

Even before RM began to experience problems with the InterLeaf system, Agency PC users were beginning to request localized electronic forms created as WordPerfect macros. Currently, seven (one of these is also available in PerFORM Pro) forms in the RM inventory are available as WordPerfect macros. Macros can be distributed to users and used to create and fill in a form without creating paper forms. This also eliminates using typewriters to fill in forms.

However, some problems with WordPerfect macros exist. The WordPerfect Corporation periodically issues new versions of WordPerfect. The macro facility of WordPerfect has been enhanced in some of these version upgrades. Users have experienced problems in converting macros between versions of WordPerfect. In some cases, it is necessary to completely rewrite the macros. Thus, WordPerfect macros are not a satisfactory vehicle for creating critical Agency forms.

2.2.3 New Software

Because of the inefficient performance of the InterLeaf system, a decision was made to look for a more robust forms design software product. Beginning in 1993, M/IRM assisted RM in its efforts to acquire and install a more comprehensive software product. The Delrina Corporation product PerFORM Pro Plus was selected. In February 1993, there were 13 other Government agencies listed as users of PerFORM Pro. There is a users group, and a bulletin board of standard Government forms is maintained.

RM anticipated that adopting a more robust and powerful forms design product would reduce costs for forms design. Further, if forms design was more automated and required less design time per form, it was anticipated that the backlog of forms requiring modifications or replacement would be reduced. To date only 13 forms have been designed in PerFORM Pro, but it is believed that the package will accomplish its desired objectives. It should be noted that while PerFORM Pro (now replaced by the vendor with a new product called FormFlow) is a full-featured forms management system that includes features such as electronic signature, database interfaces, and electronic routing, these features have not been utilized by RM. The PerFORM Pro software is currently being used to design forms that are then printed.

2.3 Current Support Status

Results of the PerFORM Pro Plus test efforts to date are not conclusive. The package was installed on an interim basis on a computer that did not have all of the capacity required for optimal usage. It has recently been installed on a PC procured for this purpose. The RM staff person assigned to begin utilization of the system has received some training, but feels that additional training is required in order to fully utilize the system. When she attended the class, other groups who were also attending came as a group and appeared to have more background prior to attending.

One of the desired features of PerFORM Pro, the automated forms library, has not been used to date. There is no forms intelligence built into the forms. The usage of PerFORM Pro has been restricted to creating forms that are then reproduced in paper format. Finally, the scanner has not been available, and the viability of scanning in hard-copy forms into the software designer module for electronic adaptation has not been tested.

To summarize, the test program has really only begun. It is recommended that a concentrated effort to further evaluate this product be undertaken. The product should be upgraded to Delrina's current FormFlow product.

2.4 Current Forms Inventory and Design Methods

RM maintains an inventory of forms in a dBASE database. An IRM staff member has augmented the information in this database to include an assessment of the relationship of these forms and the Agency corporate systems. The augmented data is currently contained in a Lotus 1-2-3 spreadsheet.

In order to summarize this data and include relevant information in this report, the data in the forms inventory has been transferred to a FoxPro file, which allowed sorting on various criteria. Appendix A contains the following:

- The inventory sorted by method of form design preparation
- The inventory of those forms which are considered to be related to Agency corporate systems, sorted by system
- The inventory of those forms which are not considered to be related to Agency corporate systems
- The inventory of specialty forms

Figure 2.1 summarizes the data in these tables.

The RM forms inventory covers USAID forms. Some additional forms mav be created and used locally. RM staff beliefs that the number of such forms is small. Most Federal standard forms are not included in the inventory. (The inventory includes the W-2 and SF-182 forms. These may be approved variants of the standard form.)

Figure 2.1

United State Agency for International Development

USAID Forms Summary

ITEM	NUMBER	PERCENT
Total Forms	378	
Forms That May Be Related to an ISP Area	204	54
Forms That May Not Be Related to an ISP Area	174	46
Forms That Are Specialty Forms	121	32
Forms Prepared Using (Note, some forms can be prepared in more than one way):		
DelRina PerFORM	13	3
WordPerfect Macros	7	2
Interleaf	137	36
Other, Nonautomated Procedures	229	60

Figure 2.1 CHARACTERISTICS OF USAID FORMS

The assessment, by an RM staff person, shown in the inventory of the relationship of forms to ISP area is a best judgment assessment. Many of these forms are an integral part of an ISP area; they either provide data for input to a corporate system, or they transmit output data from a corporate system. It is desired that all forms in this category be fully integrated with the corporate system. In many cases, it may not be necessary for the "form" to exactly replicate existing forms. They are only required to fulfill the function of data capture or data output transfer. Such forms may never have a paper existence. They may exist only on computer screens.

In other cases, however, there are requirements for replication of the existing form. Frequently, such replication may be approximate, but in some cases, the printed copy of a computer generated form must exactly match a printed form.

Authorization signatures are an issue with many of the forms that are components of ISP areas. Such forms may require routing for approval at multiple levels. Security and data integrity are clearly issues for all corporate systems. Hence, any method that is used to replace current forms must incorporate some functional equivalent of authorization signatures. Employees who have regular responsibility for approvals in an area will not object to periodically signing on to an application and reviewing actions which require approval. Employees who are required to occasionally approve certain actions, perhaps in several systems, should not be expected to sign onto one or more systems to see if there is something requiring their attention. For that reason, some types of approvals should be requested via the Agency's electronic mail system.

Chapter 3

Forms Management Packages

Forms design and management software packages have evolved rapidly over the past several years. There is now intense competition, which has resulted in increased functionality and price reductions. Initially, the packages were basically design and form production packages for creating masters to be used in preparing printed forms. Gradually, the packages evolved into support of on-line electronic fill-in, with the completed form being printed out. More recently, the process has evolved to complete forms management with form routing, electronic signatures, and database interfaces—"paperless" forms management. Some of the significant advances are as follows:

- Enhanced form design capability
- Import of scanned forms
- Libraries of forms are provided by vendors or by user groups
- Form fill-in component
- Intelligent forms which include error checking
- Interfaces to database systems for extracting data required on the form
- Interfaces to database systems for inserting data into the database
- Form flow and routing
- Interfaces to electronic mail systems
- Electronic signatures
- Electronic Data Interchange capabilities
- Data Integrity Security Features to prevent alteration of form content

Each of these areas is discussed in the text which follows. Forms management packages differ to the extent they incorporate these features. User requirements also differ to the extent they require these features.

Enhanced Form Design Capability—Forms design features have followed the general trend in graphics design. The forms design components of most PC-based forms packages operate in a windows environment. The graphics features are extensive, and a forms designer can achieve almost any desired effect. The forms designer can, when necessary, accurately re-create a printed form.

Import of Scanned Forms—Printed forms may be scanned and imported into the forms management system. The forms designer may then alter the form as required.

Libraries of Forms Are Provided by Vendors or by User Groups—Vendors are supplying predesigned forms. In general, these may not be useful for Government offices, because they do not conform to specific Government requirements. However, libraries of standard Government forms are being developed for some of the packages. This may be supported by the vendor or by groups of Government users.

Form Fill-In Component—Initially, forms packages provided for creation of form designs for preparation of printed forms. The next evolutionary step was providing line fill-in of forms. Thus, forms began to take on the characteristics of data entry screens, while retaining the visual appearance of forms. Usually, the filled in forms were printed out.

Intelligent Forms That Include Error Checking—Just as data entry screens provide formatting and error checking in data fields, intelligent forms can provide formatting (adding, for example, currency symbols for money or dashes for phone numbers) and error checking (for example, verifying state and country abbreviations).

Interfaces to Database Systems for Extracting Data Required on the Form—Some of the information required on a form may exist in a database. For example, data concerning an employee may be in an employee database. Entering the employee's name or identifier may trigger access to the employee database for lookup of employee related data such as title, full name, social security number, address, and phone number. Typically, forms management systems initially provide interfaces to a few databases management systems with subsequent addition of other systems. Access to databases can also be used to provide routing information for forms that require approval. For example, travel authorizations require authorization by one or more levels of supervisors. A personnel database may list supervisors and their electronic mail addresses.

Interfaces to Database Systems for Inserting Data Into the Database—Interfaces to databases for inserting data extracted from data entered on the form is not as common as extracting data from databases. However, it is an important capability. It provides the capability for electronic forms to serve as input to other systems, such as personnel and accounting systems. The form becomes an active vehicle for capturing data and entering it into Agency systems, without requiring a keying step.

Form Flow and Routing—Forms may be routed through the Agency. Routing may be rules based, with routing through levels of approval. Routing may be connected to a database that contains the names and electronic mail addresses of those responsible for approval. Approvals may be conditional. Data within the form may dictate what levels of approval are required.

Interfaces to Electronic Mail Systems—Forms management systems may include a forwarding system that routes the form to a succession of staff. The forwarding system may be an internal, full-function electronic mail system or a reduced function system that does not include full electronic mail capabilities. Forms management systems may also provide for interfaces to one or more of the major electronic mail systems. Interface to the Agency's

standard electronic mail system provides a smoother interface for system users in that forms requiring their attention are received with their regular electronic mail.

Electronic Signatures—Electronic or digital signatures provide for recording approval. This capability is frequently called electronic signature, but groups developing and approving implementation algorithms refer to digital signatures. A digital signature is not a script typeface representation of a signature, nor is it an image of a signature. Some forms may include fields which contain a script typeface representation of a signature or an image of a signature. Such fields are not, however, electronic or digital signatures.

Digital signatures are not visible to users, they are a coded representation in the form. The most common digital signatures are two key systems, in which a user has a private key and a public key. The public and private keys are related, but it is computationally unfeasible to determine the value of the private key from the public key. Public key algorithms eliminate the need to transport secret keys between communicating parties to establish a secure channel. The private key is used at the time of "signature"; the public key is available to others who must verify that the form was "signed." Using the two key public-private encryption technology facilitates signature verification and makes "forgery" more difficult. One of the systems is referred to as the RSA (Rivest, Shamir, Adleman) algorithm encryption system. The National Institute of Standards and Technology (NIST) has developed a standard for the Federal Government.

Electronic Data Interchange Capabilities—The data content of a form can be routed without routing the form itself. At the receiving end, the user, assuming that the receiver is a person, must have access to an electronic version of the form in order to view the data in form format. However, at the receiving end, the data may be inserted into another format.

Data Integrity Security Features to Prevent Alteration of Form Content—An authorizing "signature" on a form is meaningless, if the content of the form can be changed subsequent to signature without the knowledge of the individual who "signed" the form. An approval for payment requires assurance that the amount of money or the name of the payee cannot be changed. There are various mechanisms for ensuring that tampering with form content does not occur. Some systems prevent all changes; others do not prevent changes, but the system recognizes that changes have occurred.

Creating forms management applications that take full advantage of features such as those described above requires considerable effort. Staff that undertake such development efforts require training in several areas. Traditional forms designers understand graphics design, but lack experience in database management and computer application development. Conversely, computer systems application developers lack experience in graphics design and in the regulatory aspects of forms management.

3.1 Forms Management Packages Applicable to USAID

Several forms management packages have been considered as they might apply to the USAID environment. Packages that did not run on IBM compatible PCs operating under Windows 3.1 were not considered. Those discussed here do not represent an exhaustive list, but they are

leading packages considered, and they are representative of the types of available packages. The six packages considered here are as follows:

- Delrina FormFlow
- WordPerfect InForms
- JetForm
- Beyond Mail Forms Designer
- Microsoft Electronic Forms Designer
- Lotus Notes

3.1.1 Delrina FormFlow

Delrina FormFlow is a revision of PerFORM Pro. PerFORM Pro is widely used within the Federal Government. FormFlow is a major revision with a new name; it retains the characteristics that won the earlier product accolades.

Some of the features included are as follows:

- Forms Designer includes a tool palette containing a good set of tools such as those expected in a Windows-based design package.
- Electronic signature are based on the RSA algorithm.
- Data integrity and security is provided. The entire form or individual fields can be locked to ensure that, once a form has been approved, its content cannot be altered.
- Mail is enabled with interfaces to several major electronic mail systems, including Beyond, cc:Mail, Lotus Notes, and MAPI enabled systems.
- Printed output is good quality for forms that must be transferred to paper.
- Interfaces to several database systems provide for extracting data from these databases. Databases supported include ORACLE, Lotus Notes, Microsoft SQL server, dBASE IV and Paradox.
- Interfaces to several database systems provide for inserting data from the form into the database.
- A bulletin board, available to any Government Agency, contains many standard Government forms.

3.1.2 WordPerfect InForms

Within the last year, WordPerfect has introduced its forms management product. The product is new and not yet mature. It is aggressively marketed, and WordPerfect is addressing technical deficiencies. Version 1.0 is supposed to be slow in some areas, causing an overall a sluggish performance. A WordPerfect representative stated that a recent interim release improves its overall speed, particularly in some critical areas. A new version is under development that will introduce new features, as well as performance enhancements.

Some of the features included in Version 1.0 are as follows:

- WordPerfect InForms relies on WordPerfect Office to handle some functions, including work flow and forms routing. If the full work flow and routing functionality of InForms is to be used, then it is necessary to install WordPerfect Office.

- Forms Designer includes a tool palette containing a good set of tools such as those expected in a Windows-based design package.

- Electronic signatures based on the RSA algorithm are provided.

- Data integrity and security. The entire form or individual fields can be locked to ensure that, once a form has been approved, its content cannot be altered.

- Mail is enabled with interfaces to several major electronic mail systems, including all that are MAPI-based.

- Printed output is good quality for forms that must be transferred to paper.

- Interfaces to several database systems provide for extraction of data from these databases. Databases supported include SQL databases such as Oracle and Informix. Popular PC-based databases such as dBASE, Paradox and FoxPro are also supported.

- The database interfaces provide for entry of data from the form into the database.

- A number of graphic formats are supported providing for import of forms and components of forms.

- WordPerfect has established an agreement with a Washington area company that specializes in Government forms. This agreement should result in availability of Government forms, without the need to completely design them in-house. Note: forms acquired from other sources may not have built-in work flow and routing suitable to the USAID environment.

3.1.3 JetForm

JetForm is an older package that is currently undergoing revision. The new version will undoubtedly add many of the features that are not present in the older version and generally create a newer, more modern look. JetForm does have electronic signature, mail interfaces, and security features. The designer provides for design of excellent forms, and the printing capabilities are excellent. Database interfaces are weak, but the newer version should augment these capabilities. JetForm provides cross-platform compatibility for the form fill-in module. It is available for MS-DOS, Windows, UNIX, and the MacIntosh.

3.1.4 Beyond Mail

Beyond Mail has a somewhat different concept than that of the preceding packages. It does not attempt to provide for exact duplication of existing paper based forms. Rather, it provides for the creation of intelligent screens. Forms designed by Beyond Mail can only be transported on a Beyond Mail system, which is not a problem for USAID, since Beyond Mail has been bought by Banyon, the company that supplies the Agency's network.

Beyond Mail is deficient in forms design. It does not support electronic signatures. Floating point numbers are not supported, which affects the creation of currency fields.

A plug-in module from Q+E Software provides for management of popular database management systems such as DBASE IV and Paradox.

Beyond Mail can be interfaced with Lotus Notes. This is an attractive option for the Agency if Lotus Notes is to be used for groupware efforts.

Beyond Mail lacks much of the functionality required by the Agency for a full function forms management package. Its ability to interface with Lotus Notes and its close relationship with the Agency's network and mail systems are attractive.

3.1.5 Microsoft Electronic Forms Designer

Microsoft's Electronic Forms Designer is not a full-function forms design package. It is a add-on to Visual Basic, which provides some of the functions of electronic forms. It requires an experienced programmer with Visual Basic experience.

The product is designed for use with Microsoft Mail, but can work with other MAPI compliant mail systems. Connectivity to some databases, including dBASE IV, FoxPro, and Paradox, is provided. Electronic signature capabilities are not provided.

The Electronic Forms Designer is not a full service forms management package. Rather it is a set of tools for use by programmers developing systems. The pricing structure differs radically from that of the forms management packages, which are priced on a per-seat basis. One only needs to buy copies of the Electronic Forms Designer for the developers; distribution is free.

3.1.6 LOTUS Notes

Lotus Notes is not a forms management package; it is a groupware product that includes features which permit it to be used for forms. It is mentioned here because the Agency is experimenting with its use in groupware applications. Forms can be created, and they function well. They do not, however, necessarily replicate forms that have existed in printed format. Lotus Notes does provide electronic signatures. The DATALENS feature provides read access to databases, including ORACLE. Write access is not provided.

Lotus Notes goes beyond the forms management, and its cost exceeds that of forms management packages.

Chapter 4

ISP Vision

In 1992, USAID conducted a comprehensive study of its use of information management and technology. This study was lead by the Office of Information Resources Management (IRM). The study produced an Information Systems Plan (ISP). The ISP proposes solutions, which collectively constitute a "vision" for information management within the Agency. Forms management is one component of information management within USAID. Portions of the information management "vision" apply to forms management.

Applicable information management elements, which are taken directly from USAID's ISP, are as follows:

- All Agency employees will have access to the information necessary to do their work at their desktop workstation (to the extent technically feasible), including both numeric and text (documents) data.

- All Agency personnel will be served by reliable and secure communications links between A.I.D./Washington and Missions, and among Missions, for both voice and text.

- The design of a new suite of integrated corporate systems for the Agency will include the following features:

  - The business transactions of the Agency will take place electronically, with data entered only once, at the point of origin.

  - Electronic approvals of transactions will be provided in most systems.

  - Information essential for records management and audit purposes will be captured and preserved automatically.

  - All Agency developed corporate systems will conform to a standard "look and feel" in terms of screen layout, use of function keys, etc. This use of "Common User Interface (CUI)" will reduce training requirements and make it easy for staff to adapt to new automated systems.

  - Similar functions will be performed on the standardized software, regardless of organization or location.

  - Systems will be designed to provide an appropriate degree of flexibility, instead of building duplicative systems to satisfy the particular desires of individual users.

  - Standard data definitions and data structures will be developed and enforced across all systems and organizations, in order to facilitate data sharing.

- The Agency's IRM program will meet all Federal legislative and regulatory requirements.

The forms management study has been conducted within the context of the ISP vision. The vision as seen from the perspective of forms management can be stated to include the following:

- Forms are designed, filled-in, routed, approved, acted upon, retained, archived and ultimately destroyed entirely within an automated paperless environment.

- Forms will have a uniform "look and feel."

- Routing should utilize the Agency's electronic mail system so that users may receive routed forms in the normal course of events, without having to access special programs. Such access will be provided from the user's desktop workstation.

- Electronic approval will be the norm.

- Data integrity and security will be achieved. Approvals will carry the assurance that approved data will not be tampered with subsequent to approval.

- Forms that serve as initiating vehicles for subsequent entry into Agency corporate systems (the Agency personnel system and the accounting system are examples) will either be a part of the system or will be electronically interfaced with these systems so that data recorded on the forms does not require subsequent data entry by keying or scanning. Forms used in this manner effectively become data entry forms for these systems, with input being entered by the originators of the data.

- Forms which interface with Agency corporate systems must incorporate appropriate data integrity and security provisions.

- Completed forms which are initiating forms for Agency corporate systems will be "absorbed" into those systems in a manner that provides for retaining necessary information without retaining the "form." These systems should be able to "re-create" the form and its content, including electronic signature information, if required.

- Forms that are not "absorbed" into Agency corporate systems should include retention requirements and should directly enter a repository system within the Agency. This system should provide for retention, archiving, and destruction as appropriate for individual types of forms.

- All Federal legislative and regulatory requirements will be met.

Chapter 5

Analysis and Recommendations

5.1 Current Practices

RM is responsible for creating standard USAID forms. The Agency also uses standard Government forms. These forms are created outside of USAID, and RM is not involved in this process. It is believed that most, but not all, internal forms used by USAID are created by RM.

For several years, USAID has had a program in place for producing forms using automation tools. The primary tool used by that program was the Interleaf system, which no longer works correctly within USAID's environment. Consequently, USAID has sought to adopt a newer technology with more capability that will operate correctly in USAID's environment. USAID's staff selected the Delrina PerFORM Pro product for creating forms that could then be sent out for commercial printing. This product is installed on at least one workstation within RM. One person has received limited training in the operation of this system and is successfully creating forms which may then be printed.

USAID has also had a more limited program for creating forms that can be filled in on-line using WordPerfect macros These have worked well, except that they have required major updates whenever WordPerfect changes the format of macros or the key structure used in WordPerfect. Currently, most of these macros require an upgrade to the most recent version of WordPerfect used in the Agency. Work in this area is backlogged. This will be a continuing and increasing problem. WordPerfect has introduced a modified keyboard layout with WordPerfect for DOS Version 6.0. WordPerfect for Windows version 6.0 utilizes a keyboard layout that differs drastically from that used in the 6.0 DOS version. Since the Agency has standardized on the Windows environment and the WordPerfect word processor, it seems likely that an upgrade to WordPerfect for Windows will occur because the preponderance of computers in the Agency achieve a capacity that permits this upgrade.

USAID has started a major program for upgrading corporate systems, introducing greater automation. Point-of-origin input for these systems is a major goal. Since these systems are the automation backbone of the Agency, they must be secure, and data integrity must be ensured. Many standard Government forms and many of the USAID forms that are currently created by RM serve as data collection or input forms for these systems. In current systems, forms may serve as data collection media with a computer data entry screen serving as the input media for the corresponding computer system. Continuing this practice clearly violates the intent of the ISP vision.

Currently, Records Management staff are responsible for creating forms, and data processing staff are responsible for creating data entry screens for computer systems. These have been two entirely separate tasks, and the methods for accomplishing the tasks have been entirely different. If a form becomes electronic and is interfaced with a corporate system for the purpose of entering data into the system, then the electronic form serves both purposes, and it becomes a question of which group should undertake its development. In developing these electronic forms there are several kinds of considerations, including the following:

- Data integrity and security of corporate systems
- User interface
- Conformance to applicable laws and regulations

Thus there seems to be a role for both the developers of corporate systems and records management staff.

5.2 Cost Considerations

One of the elements of the ISP vision is that all Agency employees will have access to the information necessary to do their work at their desktop workstation. In the case of forms management software, this implies that every employee will have access to the forms management fill-in package. Only a few employees require access to the Designer package.

Forms that are developed with programming languages and programming language extensions do not have per-concurrent user or per-seat costs for access to form fill-in. The specialized forms management packages do have per-seat costs or, possibly, per-concurrent user costs. Per-seat cost means that a license must be purchased for every employee who will use the fill-in package.

5.2.1 Costs for FormFlow

Delrina prices FormFlow on a per-seat basis. The price has been reduced recently, presumably in response to competitive pressures. A 1,000 user pack is priced at $51,554. A sales representative from the Government sales staff stated that, for an Agency of the size of USAID, a per-seat cost of $40 could be expected. Other costs include training, server installation, future upgrades, user assistance, storage space on servers, etc. However, these costs may not differ much among competing systems.

To install Delrina FormFlow Agencywide will cost $360,000, based on the $40 per-seat estimate and 9,000 employees requiring access.

5.2.2 Costs for Beyond Mail

The Agency has been quoted prices of approximately $30 per-seat for Beyond Mail. If this price holds for 9,000 seats, then the cost of Beyond Mail would be $270,000. However, Beyond Mail does not provide high quality forms design and printing and does not provide electronic signature capability.

5.2.3 Costs for Microsoft's Electronic Forms Designer

Microsoft's Electronic Forms Designer is inexpensive. Copies for use by developers list at $395, and the developers should only need a few copies. There are no per-seat or per-concurrent user costs. Developers will probably be more comfortable using this package, but it does not provide electronic signature, and it is oriented toward interfacing with Microsoft's mail system. Developers may have trouble with mail interfaces for routing and would have to find an alternative solution for electronic signatures.

5.2.4 Costs for LOTUS Notes

Lotus Notes is not primarily a forms management product; it is a work group product. As such, it is expensive. A server copy for nine users lists at nearly $5,000. Government prices and larger volumes will reduce the costs, but it is still expensive compared to other packages.

5.2.5 Costs for Other Packages

WordPerfect InForms is designed to operate with WordPerfect Office, which would introduce yet another product into the USAID suite. Since it does not appear to offer any advantage over FormFlow, it is not further considered. Similarly, JetForm is not further considered.

5.3 System Selection

If a single system is selected by USAID for forms management, then it is recommended that the Delrina FormFlow system be selected. This recommendation is based upon the following considerations:

- The Delrina FormFlow system has reached a degree of maturity.
- Form Flow provides electronic signature for approvals, which is deemed essential.
- FormFlow provides read and write interfaces to several database management systems. An interface to ORACLE, the database management system that the Agency has selected as its standard system, is available. An interface to Lotus Notes is also available.
- FormFlow provides an interface to Beyond Mail. Beyond Mail has been purchased by Banyon, which provides the Agency's standard LAN. Availability of Beyond Mail in the Agency's suite is very likely.
- FormFlow and its predecessor product PerFORM Pro are used in many Government Agencies, providing a working community. Further, a bulletin board has been established which contains standard Government forms in FormFlow format.
- The per-seat cost of FormFlow is moderate.
- Corporate systems can be interfaced with FormFlow via databases. In this approach, a form in FormFlow would include a feature for writing the data content of the form into a database, after the form is completed and fully approved. The corporate system would then access the database to obtain the data for the transaction described by the form. The reverse process would apply for form output from a corporate system. An alternative implementation could be based on the EDI feature of FormFlow. In this implementation, FormFlow would send the data to the corporate system, and the corporate system would decipher the transaction.

- FormFlow provides individual field or full-form locking after the form has been approved. The intelligence for this operation is coded into the form design.

- Data integrity can be assured in other ways. Fields can be mandatory, they can be formatted, they can be error checked, and they can be subjected to consistency tests with respect to other data that is recorded in a database.

Word Perfect InForms also meets most of these criteria; however, it requires WordPerfect Office, which may not appear in the Agency Suite. It is also not as mature a product, and the immediate availability of standard government forms may be more limited.

JetForm is not as capable in its current release. A major upgrade will probably not offer as capable and mature a product as FormFlow.

The remaining products all either lack electronic signature capability or write access to databases or both. These deficiencies would negatively affect Agency operations.

The Agency needs to formate a policy with respect to selecting a forms management package or packages. Inaction will create further confusion.

Full system roll-out of a package such as FormFlow will be costly. It also restricts the developers of corporate systems. If the developers opt to buy rather than build a system, they may find that the systems that they want to purchase cannot be tailored to use the "standard" Agency solution to forms management. At the least, this flexibility must be allowed. Builders of corporate systems will have reasons for using screens rather than forms and will in general prefer to utilize programming language alternatives. There seems to be no reason to prevent this approach.

Corporate system developers may use a programming language extension approach, such as that provided by the Microsoft extensions to Visual Basic. They may also interface to the "standard" package that is provided, when that is appropriate.

5.4 Recommendations

In selecting software systems for creating and using electronic and nonelectronic forms, the following recommendations are made:

- It is recommended that creating forms, other than those directly related to input to corporate data systems, continue to be the responsibility of Records Management.

- It is recommended that forms that are directly related to input to corporate systems be developed by the staff developing the corporate systems. Prototypes of these forms should be reviewed by potential users and by RM. These reviews should ensure adherence to common user interface specifications, ease of use by users, and adherence to legal and regulation requirements.

- It is recommended that USAID standardize on commercially available packages that are receiving support from their vendors, including regular upgrades that provide new

features and accommodate the rapidly changing computer hardware and software spectrum.

- It is recommended that a forms management package be selected for creating forms that may require printing either before or after data fill-in. Such a package must be a full-feature package with excellent capability for creating forms that replicate printed forms and with superior print capabilities.

  USAID has already purchased the Delrina PerFORM Pro package. This package meets the requirements for printed forms. The upgrade to the new Delrina FormFlow package is recommended. This is essentially the current upgrade of PerFORM Pro.

- It is recommended that Records Management Branch staff receive additional training in creating forms using the Delrina FormFlow package. Staff from IRM should also be trained so that they can assist in addition of workflow management and routing capabilities to these forms.

- A pilot study should be undertaken using FormFlow. This study should develop a limited number of forms, exhibiting a range of complexity. They should be fully automated, with all required intelligence. These forms should be deployed to a small test group. The results of this study should be used to determine whether a full Agency roll-out for a full spectrum of forms is desirable.

- It is recommended that developers of corporate systems use development software compatible with interfacing to the corporate system. These forms must be industrial strength; their integrity is central to the integrity of the corporate system. Microsoft's Electronic Forms Designer interfaces with Visual Basic and may meet the requirements for some of the corporate systems. It does not, however, provide for electronic signatures and may not provide other features that are required.

- It is recommended that the Agency look for a program that can be utilized from programming languages for electronic signatures. It is also recommended that developers consider how they can interface forms with the Agency's Electronic Mail system for work flow and routing. If they cannot come up with suitable answers to these questions, then they may be forced to use a package such as FormFlow.

- It is recommended that the ES pilot that will interface Lotus Notes forms with Beyond Mail forms be evaluated with respect to the effectiveness of the forms, including routing and work flow issues. Lotus Notes provides electronic signature, but Beyond Mail does not. If Lotus Notes is adopted Agencywide for uses other than forms, then its use in forms management should be considered. If it is not adopted for use in other environments, then it is too expensive for Agencywide forms applications.

- These recommendations have stopped short of recommending that a package such as FormFlow be rolled out Agencywide. Nevertheless, this may be desirable. The costs are high, but recent price reductions have brought them to a reasonable level. Electronic signatures, work flow, routing, and data base interfaces are crucial to some of the applications of USAID. If they can be provided by add-ons to programming languages, then that approach should be taken.

- RM has written a revision to the Forms Management Section in the Agency Handbook. This document should be completed, reviewed, and issued on an interim basis.

- The Forms Management Section in the Agency Handbook should be reviewed in the light of electronic forms and the merging of forms and data entry screens for corporate systems. It will require considerable revision to properly implement electronically generated and distributed forms. Forms retention and disposition policies must reflect the differences in electronically generated forms. Transfer to NARA may be via an electronic media. Responsibilities of corporate systems developers and Records Management staff should be specified. A revised document should be issued.

Appendix A. USAID Forms Inventory

This Appendix contains the forms inventory sorted and selected as follows:

- The inventory sorted by method of form design preparation
- The inventory of those forms which are assessed to be related to Agency corporate systems, sorted by system
- The inventory of those forms which are not assessed to be related to Agency corporate systems
- The inventory of specialty forms

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HOW FORM IS PREPARED

HOW FORM IS PREPARED: InterLeaf

FORMS #	REQUESTING OFFICE	TITLE
1330-2	POL/PAR	PROJECT IDENTIFICATION DOCUMENT FACESHEET (PID)
1330-4	PCL/SP	PROJECT DATA SHEET (PP)
330-6	EOP	EOP ACTION REQUEST
352-3	FA/OMS	REPORTS OF ACCIDENTS OTHER THAN MOTOR VEHICLES
540-1	FA/OMS	REPORT OF MOTOR VEHICLE DATA
540-4	FA/OMS	NONEXPENDABLE PROPERTY RECONCILIATION
5-197	FA/OMS	MOTOR VEHICLE RECORD
1420-62	FA/PPE	AID CONTRACTOR EMPLOYEE PHYSICAL EXAMINATION FORM
2-2	FA/PPE	PASA - PARTICIPATING AGENCY SERVICE AGREEMENT
1420-17	FA/PPE	CONTRACTOR EMPLOYEE BIOGRAPHICAL DATA SHEET
1350-1	FA/PPE	PROJECT IMPLEMENTATION ORDER/TECHNICAL (PIO/T)
1440-3	FA/PPE	CONTRACTOR'S CERTIFICATE & AGREEMENT WITH AID
1420-36B	FA/PPE	CONTRACT WITH LOCAL FSN OR TCN FOR PS ABROAD
240-2	FA/PPE	RESOURCE SUPPORT SERVICES AGREEMENT (RSSA)
1450-4	FA/PPE	SUPPLY CERTIF'E & AGREE'T W/AID FOR COMM INV & CON
1420-36A	FA/PPE	CONTRACT WITH A US RESIDENT FOR PER.SERVICE ABROAD
11	FA/PPE	APPLICATION FOR APPROVAL COMMODITY ELIGIBILITY
7-28	FM/A/LC	AMENDMENT TO LETTER OF COMMITMENT
1130-3	FM/A/PNP	DRA DIRECT REIMBURSEMENT APPROVAL
730-11	FM/CAR	MISSION ADVICE OF CHARGE
7-226	FM/CMP	LETTER OF COMMITMENT
7-226A	FM/CMP	LETTER OF COMMITMENT (CONTINUATION SHEET)
7-27	FM/CMP	LETTER OF COMMITMENT
730-12	FM/CMP/LC	APPROPRIATION/OBLIGATION CONTROL SHEET
740-3	FM/FC	ADVICE OF BUDGET ALLOWANCE
7-236	FM/FPS	REPORT OF BILLING & COLLECTION TRANSACTIONS
430-3	FM/FPS	OVERTIME AUTHORIZATION & REPORT
7-129	FM/FSP	BILL FOR COLLECTION
760-14G	FM/P	W-2 ADDRESS TRANSMITTAL
7-158	FM/P	REQUEST FOR ADVICE OF ALLOTMENT
760-14P	FM/P	THRIFT SAVINGS PLAN ELECTION FORM
760-14Q	FM/P	THRIFT SAVINGS FUNDS DISBURSEMENTS FORM
7-7	FM/P	MISCELLANEOUS OBLIGATION REPORT
760-14D	FM/P	SF-50 TRANSMITTAL SHEET
1010-2	FVA/ASHA	APPLICATION FOR ASSISTANCE UNDER SECTION 214
1160-4	FVA/PVC	PROCUREMENT AUTHORIZATION
1550-6	FVA/PVC/IPS	VOL AG QUARTERLY REPORT OF SHIPPING ACTIVITY
1550-11	FVA/PVC/IPS	PVO PROJECT REPORT INFO ON AID SUPPORTED PVO PROJ.
1550-1	FVA/PVC/IPS	VOLUNTARY AGENCY AND CARRIER CERTIFICATE
4-243	HRDM/LER	REQ'T FOR LWOP IN CONNECT'N WITH REDUCT'N IN FORCE
330-1	HRDM/OD	DIRECT HIRE FOREIGN NAT'L EMPLOYMENT REPORT

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HOW FORM IS PREPARED

FORMS #	REQUESTING OFFICE	TITLE
7-47A	HRDM/OD	EMPL. ACCT'BLTY CLRNCE FOR SEPARATION TRANSFER
4-153	HRDM/PMES/PM	SELECTION BOARD RANKING REPORT
4-483	HRDM/PPM	REQUEST FOR EMPLOYMENT OF CONSULTANT OR EXPERT
420-4A	HRDM/PPM/PP	FOREIGN SERVICE EVALUATION PROGRAM (INSTRUCTIONS)
760-44	HRDM/PPM/PP	VOL LEAVE TRANSFER (LEAVE RECIPIENT APPLICATION)
760-46	HRDM/PPM/PP	VOL LEAVE TRANSFER (TRANSACTIONS)
760-45	HRDM/PPM/PP	VOL LEAVE TRANSFER (LEAVE DONOR APPLICATION)
4-498	HRDM/PSPE	MISCELLANEOUS DATA RAMPS FORMAT
4-366	HRDM/R	INSTRUCTIONS FOR APPOINTEES TO AID FOREIGN SERVICE
4-187	HRDM/R	COND'N GOV'G ASSIGN'T FS EMPLY POS'N IN THE US
460-7A	HRDM/SCD/CD	IDI PERFORMANCE EVALUATION REPORT
4-489	HRDM/SCD/SB	APPLICANT QUESTIONAIRE
4-174	HRDM/SCD/SB	CONDITIONS OF EMPLOYMENT FOR FSP EMPLOYED BY AID
410-14	HRDM/SCD/SB	EMPLOYMENT CONDITIONS FOR LIMITED NON-CAREER FSP
450-5	HRDM/SCD/SC	CONTINUATION OF FEHB COVERAGE ON MILITARY LEAVE
4-253	HRDM/SCD/SP	COMPLETION OF ASSIGNMENT REPORT
760-8	HRDM/SCD/SP	AUTHOIZATION FOR MAILING PAYCHECKS
4-416	HRDM/TSD	APPLICATION FOR SHORT TERM TECH. & EXEC. TRAINING
4-470	HRDM/TSD	APPLICATION FOR LANGUAGE TRAINING
3-69	FA/IRM/PE	AID DIRECTIVESS SYSTEM-REVIEW REQUEST
320-36	FA/IRM/PMA	WEEKLY ACTIVITY REPORT
630-2	FA/IRM/SDM	CLASSIFIED DOCUMENT INDEX
320-40	FA/IRM/SDM	CHANGE REQUEST FOR COMPUTER USER IDENTIFICATION
510-5	FA/IRM/TCO	TELEGRAM DISTRIBUTION REQUIREMENTS
1420-63	AS/ISS/PG	CONTRACT COST DATA SHEET
570-2	AS/ISS/PG	AID PRINTING SPECIFICATION FORM
3-184	AS/ISS/RM	FORMS PRINTING REQUEST RECORD
5-68	AS/ISS/RM	CHARGE & FOLLOW-UP OF FILES
3-252	FA/AS/ISS/D	AID DIRECTIVES SYSTEM ISSUANCE REQUEST
3-198	FA/AS/ISS/D	REPORT APPROVAL APPLICATION
5-18	FA/AS/ISS/MM	PRINTING/DISTRIBUTION REQUEST
7-62	FA/AS/ISS/MM	OVERTIME AUTHORIZATION AND REPORT (WORKSHEET)
5-51	FA/AS/ISS/MM	POUCH MAIL INVOICE/RECEIPT
3-41	FA/AS/ISS/MM	REGISTERED MATTER RECORD
5-26	FA/AS/ISS/PG	DOCUMENT PURCHASE ORDER
330-4	FA/AS/ISS/RM	PROJECT STATUS CARD
3-1	FA/AS/ISS/RM	FORMS APPROVAL REQUEST
520-2	FA/AS/ISS/RM	RECORDS INVENTORY AND DISPOSITION PLAN
5-103	FA/AS/ISS/RM	BACKING SHEET FOR CHARGE OUT FILES
330-3	FA/AS/ISS/RM	FORMS TRANSMITTAL
3-2	FA/AS/ISS/RM	AID FORM REGISTER
5-85	FA/AS/ISS/RM	TRANSMITTAL OF VITAL RECORDS TO SAFE STORAGE
3-27	FA/AS/ISS/RM	COMMUNICATION LOG
520-2A	FA/AS/ISS/RM	RECORDS INVENTORY AND DISPOSITION PLAN (CONT.)

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HOW FORM IS PREPARED

FORMS #	REQUESTING OFFICE	TITLE
5-84	FA/AS/ISS/RM	INVENTORY OF EMERGENCY OPERATING RECORDS
5-86	FA/AS/ISS/RM	INVENTORY OF RIGHTS AND INTEREST RECORDS
1560-7	OFDA	DISASTER RELIEF INFORMATION FORM
1560-9	OFDA	OPERATION LOG
810-2	XA/PI	FREEDOM OF INFORMATION ACTION CONTROL RECORD
1550-4	FHA/FFP	COMMODITY REQUEST FOR FOREIGN DISTRIBUTION
1550-12	FHA/FFP	COMMODITY REQUEST (Title III)
1330-17C	GC	PROJECT IMPLEMENTATION LETTER
760-31	GC/EPA	COURT ORDERED CHILD CARE OR ALIMONY PAYMENTS
610-26	IG/LC	SUBPOENA DUCES TECUM
950-1	IG/RM	SUMMARY TIME RECORD
6-97	IG/SEC	SECURITY ACKNOWLEDGEMENT
610-5A	IG/SEC	AUTHORIZATION TO ISSUE STATE PASS - A
620-6	IG/SEC	INCIDENT REPORT
6-9	IG/SEC/PSI	REPORT OF INVESTIGATION
1420-59	FA/OP/A	SCHEDULE FOR COMPETITIVE CONTRACTS
1420-49	FA/OP/CIMS	CONTRACT GRANT COOP AGREEMENT DATA SHEET
1010-7	FA/OP/CIMS	HOST COUNTRY CONTRACT DATA SHEET
11-83	FA/OP/COMS	ABSTRACT OF BIDS AND INSTRUCTION SHEET
11-94	FA/OP/COMS	DOCUMENT DISTRIBUTION AND SHIPPING INSTRUCTION
1420-40	FA/OP/PS/OCC	COM RELEASE ASSIGN'T OF REFUND,REBATE,CREDIT,ETC.
1450-5	FA/OP/TRANS	CARGO BOOKING CONFIRMATION
240-2A	FA/PPE	APPENDIX A BUDGET AGREEMENT (RSSA)
240-2B	FA/PPE/P	APPENDIX B RSSA CONTINUATION SHEET
282	FA/PPE/P	INVOICE-AND CONTRACT ABSTRACT
1430-2	OP/PS/OOC	MISSION ACTIVITY ADDRESS USED IN OP/PS FEDSTRIP
530-5A	AS/PP/AP	CREDIT CARD TELEPHONE ORDER LOG (CONTINUATION)
530-5	AS/PP/AP	CREDIT CARD TELEPHONE ORDER LOG
530-4	AS/PP/AP	REQUISITION TRANSMITTAL SLIP
530-6	AS/PP/AP	PETTY CASH ORDER
530-3	AS/PP/AP	CREDIT CARD PURCHASE TRANSACTION
540-8	AS/PP/PP	AID OWNED & CONTROLLED PERSONAL PROPERTY
5-73	FA/AS/PP	NONEXPEND'E PERSONAL PROPERTY DISPOSAL RECORD
1380-5	R&D/N	DEPENDENT CERTIFICATION
1380-14	R&D/N	PARTICIPANT ENGLISH LANGUAGE TESTING & TRAIN'G RPT
1382-1	R&D/OIT/RS	MEDICAL HISTORY RE-EXAM FOR FOREIGN APPLICANTS ENG
1384-1	R&D/OIT/RS	IAP66A USAGE REPORT
1381-4	R&D/OIT/RS	PARTICIPANT DATA
1381-6	R&D/OIT/RS	CONDITIONS OF TRAINING - ENGLISH VERSION
1420-50	OSDBU/MRC	AID CONSULTANT REGISTRY INFORMATION SYSTEM (ACRIS)
5-44B	FA/AS/TT	PACKERS AUTHORIZATION
5-4	FA/AS/TT	LETTER TO REQUEST TO AFFIX VISA TO PASPORT
5-8	FA/AS/TT	REQUEST AND AUTHORIZATION OF OFFICIAL TRAVEL
560-9	FA/AS/TT	TRAVEL SERVICES QUESTIONAIRE

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HOW FORM IS PREPARED

FORMS #	REQUESTING OFFICE	TITLE
560-10	FA/AS/TT	REPORT OF INVESTIGATION

HOW FORM IS PREPARED: PerFORM

3-12	ES/CCS	AUTH'N OF OFFICIAL ENTERTAINMENT EXPENSE
760-11	FM/P	LEAVE RECORD (BLANK CUT)
760-42	FM/P	REQUEST FOR ADVANCE OF PAY FOR OVERSEAS ASSIGNMENT
760-11X(a)	FM/P	LEAVE RECORD (PART-TIME)
760-11X	FM/P	LEAVE RECORD (1993)
450-3	HRDM/ADM	EMPLOYEE SUGGESTION FORM
4-512	HRDM/PSPE	SPAR-STAFFING PATTERN ACTION REQUEST
456-2	HRDM/PMES/PM	TIME-OFF AWARDS PROGRAM
456-1	HRDM/PMES/PM	ON THE SPOT CASH AWARDS PROGRAM
4-312	HRDM/PPM/PP	OVERSEAS RETURN CERTIFICATE
610-6	IG/SEC	IDENTIFICATION PASS RECORD
5-7	AS/PP/PP	SUPPLIES EQUIPMENT SERVICES REQUISITION
5-44	FA/AS/TT	LETTER OF AUTHORIZATION TO PACKERS

HOW FORM IS PREPARED: WP-Macro

1330-5	POL/CDIE	PROJECT EVALUATION SUMMARY SHEET (PART)
1120-1	POL/PAR	PROGRAM ASSISTANCE APPROVAL DOCUMENT (PAAD)
410-11	HRDM/PMES	PERFORMANCE APPRAISAL & MERIT PAY FORMS
420-4	HRDM/PPM/PP	EMPLOYEE EVALUATION REPORT (FOREIGN SERVICE)
5-52	AS/ISS/MM	EXPRESS MAIL AND COURIER SERVICES REQUEST
1370-1	FA/PPE	PROJECT IMPLEMENTATION ORDER/COMMODITIES (PIO/C)

HOW FORM IS PREPARED: NOT AUTOMATED

590-7	POL/CDIE/DI	BIBLIOGRAPHIIC DATA SHEET
1020-28	POL/CDIE/E/S	PROJECT DESIGN LOGICAL FRAMEWORK
3-131	ES/CCS	EXECUTIVE SECRETARIAT-MAIL ACTION REQUEST
430-1	AA/FA	AID BLOOD DONOR PROGRAM INFORMATION CARD
540-5	FA/OMS	DATA ELEMENT WORKSHEET FOR NONEXPENDABLE PROPERTY
5-238	FA/OMS	PARTS SLIP AND WORK REQUIRED
540-4A	FA/OMS	NONEXPENDABLE PROPERTY RECONCILIATION (PART TWO)
7-254	FA/OMS	CERTIFICATE OF CONTRACTOR PERFORMANCE
540-3	FA/OMS	VEHICLE DISPATCH ANALYSIS FORMAT
5-237	FA/OMS	MONTHLY RECORD OF AUTOMOBILE OPERATING EXPENSES
2-2A	FA/PPE	PARTICIPATING AGENCY SERVICE AGREEMENT APP. B
381-1	FA/PPE	REQ'T APPROVAL OF PARTICPAT'N IN INT'L CONFERENCES
1300-1	FA/PPE	CONTINUATION SHEET FOR PIO/T AND PA/PR
5-192	FA/PPE	NOTICE OF SIGNING AUTHORITY FOR CABLES
1415-4	FA/PPE	FINAL INSPECTION CHECKLIST

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HOW FORM IS PREPARED

FORMS #	REQUESTING OFFICE	TITLE
1415-2	FA/PPE	PREAQUISITION FIELD INSPECTION REPORT
1130-2A	FA/PPE	FINANCING REQUEST (CONT.)
1130-2	FA/PPE	FINANCING REQUEST
1130-10	FA/FM/A/LC	Stand Prov App to Bank Letters of Commitment
7-128	FM/ASD	NOTICE OF COLLECTION
7-314	FM/ASD	TIME AND ATTENDANCE FOR FOREIGN NATIONALS
710-1	FM/A/LC	ENTITY PROCESSING CODE SHEET
7-307	FM/CAR	MONTHLY ALLOTMENT JOURNAL
7-123	FM/CAR	SIGNITURE OF CERTIFYING OFFICER
730-10	FM/CAR/CA	TFS 2108 WORKSHEET
7-352	FM/CMP	RECORD OF CASH COUNT
1420-60	FM/CMP	F.M. CONTROL SHEETS FOR CONTRACTS AND GRANTS
7-126C	FM/CMP	DEFINITIONS UNDER LETTER OF COMMITMENT
780-17	FM/CMPD/DCB	ADMINISTRATIVE APPROVAL REQUEST
780-16	FM/CMPP/DCB	SOURCE/ORIGIN DATA COLLECTION WORKSHEET
770-1	FM/CONT	DELEGATION OF OBLIGATING AUTHORITY
730-1	FM/DM	ALLOTMENT LEDGER DETAIL
750-12	FM/LM	CODING SHEET FOR ADDRESSES
740-2	FM/LMD	DIRECT REIMBURSMENT AUTHORIZATION
750-2	FM/LMD	CODING SHEET FOR COLLECTION AND DISBURSINGS
750-3	FM/LMD	CODING SHEET FOR CORRECTIONS
760-14B	FM/P	BOND AUTHORIZATION TRANSMITTAL
760-14J	FM/P	MISCELLANEOUS TRANSMITTAL
760-23	FM/P	TIME SCHEDULE AND PROJECTED LEAVE CHARGES
760-14F	FM/P	TOUR, FEHBA, TAX, LEAVE & OTHER DED'TN TRANSMITTAL
7-354	FM/P	COMPUTER LEAVE ADJUSTMENT ABSTRACT
W-2	FM/P	WAGE AND TAX STATEMENT
7-49	FM/P	NOTICE OF ALLOWABLE TRAVEL/TRANSIT TIME ON LEAVE
760-14I	FM/P	ADJUSTMENTS TRANSMITTAL
760-43	FM/P	PAYROLL CHANGE SLIP
760-14K	FM/P	FINANCIAL ORGANIZATION TRANSMITTAL
760-14A	FM/P	ALLOTMENT AUTHORIZATION TRANSMITTAL
7-178	FM/P	TECHNICAL ASSISTANCE PROJECT LEDGER
730-8	FM/STF	PROJECT LEDGER
1550-3	FVA/FFP/POP	ANN'L EST. OF REQUIR'MTS TITLE II PL-480 COMMODIT.
410-13	HRDM/ADM	MEDICAL EXAMINATION NOTIFICATION
410-12	HRDM/ADM	QUALIFICATION INQUIRY
4-10	HRDM/AMS	CHECKLIST FOR FROCESSING FOREIGN SERVICE EMPLOYEES
466-7	HRDM/OD	EXTERNAL SWITCH DATA
450-4	HRDM/PMES	SUGGESTION RECORD
4-404	HRDM/PMES	RECOMMENDATION FOR A QUALITY OR MERIT INCREASE
410-10	HRDM/PMES	PERFORMANCE PLANNING & APPRAISAL RPT FOR THE SES
410-2	HRDM/PPM	REQ. FOR EMPLOYMT UNDER INTERGOVERNMENTAL ACT 1970
466-1	HRDM/PPM	CORRECT CHRONOLOGICAL DATA RECORD

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HOW FORM IS PREPARED

FORMS #	REQUESTING OFFICE	TITLE
460-2	HRDM/PPM/PMC	ANALYSIS OF POSITION REQUIREMENTS
430-4	HRDM/PPM/PMC	OVERSEAS POSITION EVALUATION FORM
410-6	HRDM/PSPE	MEDICAL CLEARANCE INFORMATION
4-501A	HRDM/PSPE	FOREIGN LANGUAGE QUALIFICATIONS
460-6	HRDM/PSPE	EMPLOYEE DATE RECORD
4-523	HRDM/PSPE	REPLACEMENT POSITION
4-501	HRDM/PSPE	LANGUAGE PROFICIENCY AND MLAT
4-497	HRDM/PSPE	PERSONAL DATA
4-88	HRDM/PSPE	INSTRUC'N FOR OBTAIN'N MED'L EXAM & INOCUL'T D.C
4-503	HRDM/PSPE	EDR PRINT REQUEST
460-11	HRDM/PSPE	PERSONNEL PROGRESS REPORT
460-10	HRDM/PSPE	EDR PRINT REVIEW DATE
450-1	HRDM/PSPE	AID/W EMERGENCY LOCATOR CARD
466-4	HRDM/PSPE	DERIVED DATA CORRECTION EMPLOYEE DATA
410-4	HRDM/PSPE	AUTHORITY FOR RELEASE OF MEDICAL INFORMATION
4-5	HRDM/PSPE	AID FOREIGN SERVICE REEMPLOYMENT RIGHTS LETTER
4-487	HRDM/R	CHECKLIST FOR INT'L DEVELOP'T INTERN CANDIDATES
4-178	HRDM/R	GEN'L INSTRUC'N TO CANDIDATES FOR OVERSEAS POS'N
4-56	HRDM/R	APPOINTMENT WORKSHEET
460-3	HRDM/SCD	INDIVIDUAL DEVELOPMENT PLAN
460-8	HRDM/SCD/CD	INDIVIDUAL IDI TRAINING RECORD
460-9	HRDM/SCD/SC	TRAINING SURVEY
4-397	HRDM/TSD	REQUEST FOR WAIVER OF LANGUAGE TRAINING IN THE US
460-17	HRDM/TSD	CERTIFICATION FOR DEPENDENT CARE/TRAINING GRANT
460-16	HRDM/TSD	APPLICATION FOR DEPENDENT CARE/TRAINING GRANT
420-8	HRDM/TSD	LONG TERM TRAINING APPLICATION
SF-182	HRDM/TSD/AST	TRAINING FORM
460-15	HRDM/TSD/PCT	REGISTRATION FORM COUNTRY STUDY MODULE
750-14	FA/IRM/PMA	STATUS OF TRAVEL ADVANCE ACCOUNT
7-257	FA/IRM/PMA	COUNTRY FINANCIAL REPORT
760-13	FA/IRM/PMA	COMPREHENSIVE LEAVE ROSTER
760-9	FA/IRM/PMA	STATEMENT OF EARNING AND LEAVE
320-32	FA/IRM/SDM	REQUEST TO MODIFY DATA BASE DECODE FILE
320-42	FA/IRM/TCO	MAGNETIC TAPE CHECKOUT FORM
750-6D	FA/IRM/TCO	CHANGE A PROJECT NUMBER
320-23	FA/IRM/TCO	COMPUTER RUN REQUEST
750-6F	FA/IRM/TCO	DELETE A FUNCTION OF FUNDS
5-250A	FA/IRM/TCO	MONTHLY WORKLOAD REPORT
7-148	FA/IRM/TCO	AID/W ADVICE OF CHARGES
/60-10	FA/IRM/TCO	TIME AND ATTENDANCE REPORT
320-41	FA/IRM/TCO	REQ'T FOR LOAN OF PORT'L TERM'L TRANSFER RESPON'TY
5-95	FA/IRM/TCO	TELEPHONE REQUEST
510-1	FA/IRM/TCO	PRECALL AUTH'N & COMMERC'L LNG DISTANCE TELE/CALLS
750-6G	FA/IRM/TCO	CHANGE A DOLLAR EQUIVALENT

1992 USAID FORMS INVENTORY/CATALOG

HOW FORM IS PREPARED

FORMS #	REQUESTING OFFICE	TITLE
510-4	FA/IRM/TCO	OUTGOING TELEGRAM OVERLAY
520-3	FA/AS/ISS/RM	Authrzt'm for Retirem't/Distruction of Microfiche
830-5	AS/ISS/MM	USER FEE POST CARD
830-4	AS/ISS/MM	COMPUTATION OF USER FEES FOR SECONDARY DISTRIBUT'N
830-3	AS/ISS/MM	PROPOSAL TO CHARGE USER FEES FOR AID PUBLICATION
5-19	AS/ISS/MM	ISS/MM MUTI-SERVICE CENTER QUICK COPY REQUEST
5-232	AS/ISS/PG	REQUEST FOR GRAPHIC SERVICES
5-45	AS/ISS/RM	NOTIFICATION OF RETIREMENT OF INACTIVE FILES
5-266	FA/AS/ISS/MM	MAIL ACCOUNTING & INFORMATION LISTING SYSTEM
5-127	FA/AS/ISS/RM	SIGNATURE TABS
5-169	FA/AS/ISS/RM	BACKING SHEET FOR US AID ACTION COMMUNICATIONS
5-127A	FA/AS/ISS/RM	CLEARANCE TABS
5-45	FA/AS/ISS/RM	NOTIFICATION OF RETIREMENT OF INACTIVE FILES
440-4	EOP	INITIAL INTERVIEW AND INFORMAL EEO COUNSELING REPO
440-6	EOP	INDIVIDUAL COMPLAINT FORM FOR EMPLOYMENT DISCRIMIN
440-5	EOP	EEO COUNSELOR REPORT
1560-8	OFDA	DISASTER RELIEF AIRGRAMS LOG
830-2	XA/P	REQUEST FOR APPROVAL: COMMUNICATIONS PRODUCT
490-4	XA/PI	ACCOUNTING FOR DISCLOSURE RECORD
570-1	XA/PI	MAILING LIST QUESTIONAIRE
1330-17	GC	LIMITED SCOPE GRANT PROJECT AGREEMENT
1330-17A	GC	PROJECT AGREEMENT AMENDMENT
1330-17B	GC	PROJECT AGREEMENT ANNEX A
1330-17D	GC	PROJECT AGREEMENT STANDARD PROVISIONS
620-5	IG/I	IG/II INTERNAL DATA
620-12	IG/I	EVIDENCE PROPERTY RECEIPT
610-25	IG/I	NOTICE OF ACTION
620-1	IG/I	IIS REPORT
620-9	IG/I	INVENTORY LIST
620-10	IG/I	EVIDENCE TAG
620-8	IG/I	CONFIDENTIAL FUND VOUCHER
620-4	IG/I	RECORDS REVIEW
620-11	IG/I	EVIDENCE LABEL
620-2	IG/I/IS	REPORT OF INTERVIEW
620-21	IG/I/IS	IIS REPORT
6-10	IG/SEC	REQUEST FOR CLEARANCE
620-7	IG/SEC	CONSENT STATEMENT
6-1	IG/SEC	REQUEST FOR SECURITY ACTION
6-75	IG/SEC	COVER RECORD SHEET
610-23	IG/SEC	NATIONAL AGENCY CHECK
2-5	IG/SEC	PARTICIPATING AGENCY CERT'N OF CANDIDATES QUAL'N
610-5	IG/SEC	APPLICATION FOR INDENTIFICATION PASS
6-102	IG/SEC	RECORD OF RELEASE OF INFORMATION
610-14	IG/SEC	AUTHORITY FOR RELEASE OF INFORMATION

1992 USAID FORMS INVENTORY/CATALOG

HOW FORM IS PREPARED

FORMS #	REQUESTING OFFICE	TITLE
6-9B	IG/SEC	REPORT OF INVESTIGATION
6-12	IG/SEC	LABELS FOR SECURITY FILES
6-85	IG/SEC	FOREIGN RESIDENCE DATA
630-3	IG/SEC/PI	LIMITED OFFICIAL USE COVER SHEET
6-9G	IG/SEC/PSI	REPORT OF INVESTIGATION
6-9O	IG/SEC/PSI	REPORT OF INVESTIGATION
6-9M	IG/SEC/PSI	REPORT OF INVESTIGATION
6-9K	IG/SEC/PSI	REPORT OF INVESTIGATION
6-9P	IG/SEC/PSI	REPORT OF INVESTIGATION
6-98	IG/SEC/PSI	SEPARATION STATEMENT
6-9Q	IG/SEC/PSI	REPORT OF INVESTIGATION
6-9E	IG/SEC/PSI	REPORT OF INVESTIGATION
6-9R	IG/SEC/PSI	REPORT OF INVESTIGATION
6-9I	IG/SEC/PSI	REPORT OF INVESTIGATION
6-9H	IG/SEC/PSI	REPORT OF INVESTIGATION
6-9T	IG/SEC/PSI	REPORT OF INVESTIGATION
6-9J	IG/SEC/PSI	REPORT OF INVESTIGATION
6-9N	IG/SEC/PSI	REPORT OF INVESTIGATION (SUMMARY OF AGENCY CHECKS)
6-36	IG/SEC/PSI	REQUEST FOR COMPLETION OF STANDARD FORM
6-9S	IG/SEC/PSI	REPORT OF INVESTIGATION
6-9A	IG/SEC/PSI	REPORT OF INVESTIGATION
6-9C	IG/SEC/PSI	REPORT OF INVESTIGATION
6-9D	IG/SEC/PSI	REPORT OF INVESTIGATION
6-9F	IG/SEC/PSI	REPORT OF INVESTIGATION
6-9L	IG/SEC/PSI	REPORT OF INVESTIGATION
370-2	LEG/AR	PROGRAM SUMMARY PARTICIPANT DATA
370-7	LEG/AR	PLANNED PROGRAM SUMMARY SHEET
370-3	LEG/AR	PROGRAM SUMMARY
3-219	LEG/CLS	CONGRESSIONAL TELEPHONE REQUEST
1420-61	FA/OP/B	IQC WORK ORDER (INCORPORATING FAR & AIDAR CLAUSES)
1130-1	FA/OP/COMS	COMMODITY PROCUREMENT INSTRUCTION
1420-56	FA/OP/TRANS	BLANKET ORDER REQUEST
2-2C	FA/PPE/P	PASA - APPENDIX A /SCOPE OF WORK
3-221	FA/PPE/P	AGENCY NOTICE US GOV'T AGENCIES PART'G AID PROG.
1450-1	OP/PS/OCC	REPORT OF VIOLATIONS MARKING REQUIREMENTS
1420-47	OP/PS/OCC	NEGOTIATED INDIRECT COST RATE AGREEMENT
530-2	AS/PP/AP	ORDER FOR SUPPLIES OR SERVICE (CONTINUATION)
530-1	AS/PP/AP	PURCHASE ORDER FOR SUPPLIES OR SERVICE
5-230	AS/PP/PP	PROPERTY SURVEY REPORT
540-6	FA/AS/PP	PERSONAL PROPERTY INVENTORY ISSUE/RETURN RECEIPT
5-236	FA/AS/PP	UER: UNSATISFACTORY EQUIPMENT REPORT
5-32	FA/AS/PP/AP	ORDER STATUS SHEET
1380-18	OIT/TS	PROGRAM ITINERARY AND TRAVEL REQUEST
1380-1	R&D/N	PROJECT IMPLEMENTATION ORDER/PARTICIPANTS (PIO/P)

1992 USAID FORMS INVENTORY/CATALOG

HOW FORM IS PREPARED

FORMS #	REQUESTING OFFICE	TITLE
1380-95	R&D/OIT/RS	PARTICIPANT TRAINING BUDGET WORKSHEET
1380-69	R&D/OIT/RS	ACADEMIC ENROLLMENT AND TERM REPORT
1381-6B	R&D/OIT/RS	CONDITIONS OF TRAINING - ARABIC VERSION
1381-6C	R&D/OIT/RS	CONDITIONS OF TRAINING - FRENCH VERSION
1382-2	R&D/OIT/RS	GUIDE TO MEDICAL FITNESS STANDARDS FOR APPLICANTS
1380-76	R&D/OIT/RS	CHECK REQUEST FOR PARTICIPANTS
1382-12	R&D/OIT/RS	ANALYSIS WORKSHEET ACADEMIC TECHNICAL COSTS
1382-5	R&D/OIT/RS	MEDICAL HISTORY RE-EXAM FOR FOREIGN APPLICANTS ARA
1382-10	R&D/OIT/RS	BUDGET ESTIMATE WKSHEET ACADEMIC OR TECHNICAL COST
1382-6	R&D/OIT/RS	GUIDE TO MEDICAL FITNESS STANDARDS FOR APPLICANTS
1382-8	R&D/OIT/RS	PROJECT TRANSMITTAL SHEET
1382-13	R&D/OIT/RS	QUARTERLY REPORT ACADEMIC PROGRAMS
1382-3	R&D/OIT/RS	MEDICAL HISTORY RE-EXAM FOR FOREIGN APPLICANTS SP
IAP-66A	R&D/OIT/RS	CERTIFICATE OF ELIGIBILTY FOR EXCHANGE VISTOR
1381-6A	R&D/OIT/RS	CONDITIONS OF TRAINING - SPANISH VERSION
1382-7	R&D/OIT/RS	MEDICAL HISTORY RE-EXAM FOR FOREIGN APPLICANTS FRE
1382-10A	R&D/OIT/RS	BUDGET ESTIMATE WORKSHEET INSTRUCTIONS
1382	R&D/OIT/RS	GUIDE TO MEDICAL FITNESS STANDARDS FOR APPLICANTS
1382-4	R&D/OIT/RS	GUIDE TO MEDICAL FITNESS STANDARDS FOR APPLICANTS
1382-11A	R&D/OIT/RT	PROPOSAL WORKSHEET: INSTRUCTIONS
1382-9	R&D/OIT/RT	TRAINING COST ANALYSIS FORMS AND INSTRUCTIONS
1382-11	R&D/OIT/RT	PROPOSAL WORKSHEET ACADEMIC OR TECHNICAL COSTS
5-258	R&D/POL/CDIE	REFERENCE MATERIAL DUE SLIP
1410-14	OSDBU	SB/MIN. BUS. ENTERPRISE PROCUREMENT REVIEW BOARD
1420-8	OSDBU/MRC	MAILING LIST APPLICATION
5-20	FA/AS/TT	VISA REQUIREMENT WORKSHEET
5-27	FA/AS/TT	DAILY WORK SCHEDULE FOR VISA CLERK
560-8	FA/AS/TT	AUTH'N FOR PICKUP & PACKAGING ONLY AIRFREIGHT SHPT
5-255A	FA/AS/TT	PASSPORT REQUEST WORKSHEET
5-248	FA/AS/TT	PASPRT AND VISA PHOTOGRAPHS REQUEST
5-205	FA/AS/TT	LETTER TRANSMITTING VISA APPLICATION TO TRAVELER
5-22	FA/AS/TT	TRANSMITTAL LETTER FOR GOVERNEMNT BILL OF LADING
710-2	FA/AS/TT	RESP AID FINANCED TRVL'RS USING INVIT'L TRVL ORDER
5-44A	FA/AS/TT	INSTRUCT'N TO PACK SHIP'T/STOR'E FO EF'T & BILL'G
560-11	FA/AS/TT	VISA REQUEST
352	FA/AS/TT	CLAIM CONTROL CARD
5-255	FA/AS/TT	PASSPORT REQUEST
5-190	FA/AS/TT/TS	INSTR'S TO CAND'E FOR AID OS POS'T TRV SSH P EF'T

1992 USAID FORMS INVENTORY/CATALOG
ISP AREA FORM IS RELATED TO

ISP AREA FORM RELATED TO: ACCTG

FORMS #	REQUESTING OFFICE	TITLE
3-12	ES/CCS	AUTH'N OF OFFICIAL ENTERTAINMENT EXPENSE
1130-2	FA/PPE	FINANCING REQUEST
11	FA/PPE	APPLICATION FOR APPROVAL COMMODITY ELIGIBILITY
7-128	FM/ASD	NOTICE OF COLLECTION
7-28	FM/A/LC	AMENDMENT TO LETTER OF COMMITMENT
1130-3	FM/A/PNP	DRA DIRECT REIMBURSEMENT APPROVAL
730-10	FM/CAR/CA	TFS 2108 WORKSHEET
7-226	FM/CMP	LETTER OF COMMITMENT
7-226A	FM/CMP	LETTER OF COMMITMENT (CONTINUATION SHEET)
7-27	FM/CMP	LETTER OF COMMITMENT
7-126C	FM/CMP	DEFINITIONS UNDER LETTER OF COMMITMENT
430-3	FM/FPS	OVERTIME AUTHORIZATION & REPORT
7-129	FM/FSP	BILL FOR COLLECTION
740-2	FM/LMD	DIRECT REIMBURSMENT AUTHORIZATION
750-2	FM/LMD	CODING SHEET FOR COLLECTION AND DISBURSINGS
760-14B	FM/P	BOND AUTHORIZATION TRANSMITTAL
760-14G	FM/P	W-2 ADDRESS TRANSMITTAL
760-23	FM/P	TIME SCHEDULE AND PROJECTED LEAVE CHARGES
760-14P	FM/P	THRIFT SAVINGS PLAN ELECTION FORM
760-14F	FM/P	TOUR, FEHBA, TAX, LEAVE & OTHER DEDTN TRANSMITTAL
W-2	FM/P	WAGE AND TAX STATEMENT
760-42	FM/P	REQUEST FOR ADVANCE OF PAY FOR OVERSEAS ASSIGNMENT
760-14I	FM/P	ADJUSTMENTS TRANSMITTAL
760-43	FM/P	PAYROLL CHANGE SLIP
760-14K	FM/P	FINANCIAL ORGANIZATION TRANSMITTAL
760-14Q	FM/P	THRIFT SAVINGS FUNDS DISBURSEMENTS FORM
7-178	FM/P	TECHNICAL ASSISTANCE PROJECT LEDGER
410-11	HRDM/PMES	PERFORMANCE APPRAISAL & MERIT PAY FORMS
4-404	HRDM/PMES	RECOMMENDATION FOR A QUALITY OR MERIT INCREASE
750-14	FA/IRM/PMA	STATUS OF TRAVEL ADVANCE ACCOUNT
750-6F	FA/IRM/TCO	DELETE A FUNCTION OF FUNDS
7-148	FA/IRM/TCO	AID/W ADVICE OF CHARGES
320-41	FA/IRM/TCO	REQ'T FOR LOAN OF PORT'L TERM'L TRANSFER RESPON'TY
510-1	FA/IRM/TCO	PRECALL AUTH'N & COMMERC'L LNG DISTANCE TELE/CALLS
750-6G	FA/IRM/TCO	CHANGE A DOLLAR EQUIVALENT
620-8	IG/I	CONFIDENTIAL FUND VOUCHER
370-3	LEG/AR	PROGRAM SUMMARY
530-5A	AS/PP/AP	CREDIT CARD TELEPHONE ORDER LOG (CONTINUATION)
530-5	AS/PP/AP	CREDIT CARD TELEPHONE ORDER LOG
1380-76	R&D/OIT/RS	CHECK REQUEST FOR PARTICIPANTS

1992 USAID FORMS INVENTORY/CATALOG
ISP AREA FORM IS RELATED TO

FORMS #	REQUESTING OFFICE	TITLE

ISP AREA FORM RELATED TO: ACCTG/BUDGT

7-307	FM/CAR	MONTHLY ALLOTMENT JOURNAL
730-11	FM/CAR	MISSION ADVICE OF CHARGE
7-352	FM/CMP	RECORD OF CASH COUNT
1420-60	FM/CMP	F.M. CONTROL SHEETS FOR CONTRACTS AND GRANTS
730-12	FM/CMP/LC	APPROPRIATION/OBLIGATION CONTROL SHEET
770-1	FM/CONT	DELEGATION OF OBLIGATING AUTHORITY
730-1	FM/DM	ALLOTMENT LEDGER DETAIL
740-3	FM/FC	ADVICE OF BUDGET ALLOWANCE
7-236	FM/FPS	REPORT OF BILLING & COLLECTION TRANSACTIONS
7-158	FM/P	REQUEST FOR ADVICE OF ALLOTMENT
760-14A	FM/P	ALLOTMENT AUTHORIZATION TRANSMITTAL
7-7	FM/P	MISCELLANEOUS OBLIGATION REPORT
730-8	FM/STF	PROJECT LEDGER
7-257	FA/IRM/PMA	COUNTRY FINANCIAL REPORT
530-6	AS/PP/AP	PETTY CASH ORDER
1380-95	R&D/OIT/RS	PARTICIPANT TRAINING BUDGET WORKSHEET
1382-12	R&D/OIT/RS	ANALYSIS WORKSHEET ACADEMIC TECHNICAL COSTS
1382-10	R&D/OIT/RS	BUDGET ESTIMATE WKSHEET ACADEMIC OR TECHNICAL COST
1382-10A	R&D/OIT/RS	BUDGET ESTIMATE WORKSHEET INSTRUCTIONS
1382-11A	R&D/OIT/RT	PROPOSAL WORKSHEET: INSTRUCTIONS
1382-9	R&D/OIT/RT	TRAINING COST ANALYSIS FORMS AND INSTRUCTIONS
1382-11	R&D/OIT/RT	PROPOSAL WORKSHEET ACADEMIC OR TECHNICAL COSTS

ISP AREA FORM RELATED TO: ACCTG/HR

7-314	FM/ASD	TIME AND ATTENDANCE FOR FOREIGN NATIONALS
760-11	FM/P	LEAVE RECORD (BLANK CUT)
760-11X(a)	FM/P	LEAVE RECORD (PART-TIME)
760-11X	FM/P	LEAVE RECORD (1993)
760-14D	FM/P	SF-50 TRANSMITTAL SHEET
760-9	FA/IRM/PMA	STATEMENT OF EARNING AND LEAVE

ISP AREA FORM RELATED TO: ACCTG/OPS

5-8	FA/AS/TT	REQUEST AND AUTHORIZATION OF OFFICIAL TRAVEL

ISP AREA FORM RELATED TO: ACCTG/PROC

1420-63	AS/ISS/PG	CONTRACT COST DATA SHEET
2-2C	FA/PPE/P	PASA - APPENDIX A /SCOPE OF WORK
530-3	AS/PP/AP	CREDIT CARD PURCHASE TRANSACTION

1992 USAID FORMS INVENTORY/CATALOG
ISP AREA FORM IS RELATED TO

ISP AREA FORM RELATED TO: HR

FORMS #	REQUESTING OFFICE	TITLE
410-13	HRDM/ADM	MEDICAL EXAMINATION NOTIFICATION
410-12	HRDM/ADM	QUALIFICATION INQUIRY
450-3	HRDM/ADM	EMPLOYEE SUGGESTION FORM
4-10	HRDM/AMS	CHECKLIST FOR FROCESSING FOREIGN SERVICE EMPLOYEES
466-7	HRDM/OD	EXTERNAL SWITCH DATA
330-1	HRDM/OD	DIRECT HIRE FOREIGN NAT'L EMPLOYMENT REPORT
7-47A	HRDM/OD	EMPL. ACCT'BLTY CLRNCE FOR SEPARATION TRANSFER
450-4	HRDM/PMES	SUGGESTION RECORD
4-153	HRDM/PMES/PM	SELECTION BOARD RANKING REPORT
410-2	HRDM/PPM	REQ. FOR EMPLOYMT UNDER INTERGOVERNMENTAL ACT 1970
466-1	HRDM/PPM	CORRECT CHRONOLOGICAL DATA RECORD
460-2	HRDM/PPM/PMC	ANALYSIS OF POSITION REQUIREMENTS
430-4	HRDM/PPM/PMC	OVERSEAS POSITION EVALUATION FORM
420-4A	HRDM/PPM/PP	FOREIGN SERVICE EVALUATION PROGRAM (INSTRUCTIONS)
420-4	HRDM/PPM/PP	EMPLOYEE EVALUATION REPORT (FOREIGN SERVICE)
410-6	HRDM/PSPE	MEDICAL CLEARANCE INFORMATION
4-501A	HRDM/PSPE	FOREIGN LANGUAGE QUALIFICATIONS
460-6	HRDM/PSPE	EMPLOYEE DATE RECORD
4-523	HRDM/PSPE	REPLACEMENT POSITION
4-501	HRDM/PSPE	LANGUAGE PROFICIENCY AND MLAT
4-497	HRDM/PSPE	PERSONAL DATA
4-88	HRDM/PSPE	INSTRUC'N FOR OBTAIN'N MED'L EXAM & INOCUL'T D.C
4-498	HRDM/PSPE	MISCELLANEOUS DATA RAMPS FORMAT
4-503	HRDM/PSPE	EDR PRINT REQUEST
460-11	HRDM/PSPE	PERSONNEL PROGRESS REPORT
460-10	HRDM/PSPE	EDR PRINT REVIEW DATE
450-1	HRDM/PSPE	AID/W EMERGENCY LOCATOR CARD
4-512	HRDM/PSPE	SPAR-STAFFING PATTERN ACTION REQUEST
466-4	HRDM/PSPE	DERIVED DATA CORRECTION EMPLOYEE DATA
410-4	HRDM/PSPE	AUTHORITY FOR RELEASE OF MEDICAL INFORMATION
4-5	HRDM/PSPE	AID FOREIGN SERVICE REEMPLOYMENT RIGHTS LETTER
4-487	HRDM/R	CHECKLIST FOR INT'L DEVELOP'T INTERN CANDIDATES
4-366	HRDM/R	INSTRUCTIONS FOR APPOINTEES TO AID FOREIGN SERVICE
4-178	HRDM/R	GEN'L INSTRUC'N TO CANDIDATES FOR OVERSEAS POS'N
4-56	HRDM/R	APPOINTMENT WORKSHEET
4-187	HRDM/R	COND'N GOV'G ASSIGN'T FS EMPLY POS'N IN THE US
460-3	HRDM/SCD	INDIVIDUAL DEVELOPMENT PLAN
460-7A	HRDM/SCD/CD	IDI PERFORMANCE EVALUATION REPORT
460-8	HRDM/SCD/CD	INDIVIDUAL IDI TRAINING RECORD
4-489	HRDM/SCD/SB	APPLICANT QUESTIONAIRE
4-174	HRDM/SCD/SB	CONDITIONS OF EMPLOYMENT FOR FSP EMPLOYED BY AID

1992 USAID FORMS INVENTORY/CATALOG
ISP AREA FORM IS RELATED TO

FORMS #	REQUESTING OFFICE	TITLE
410-14	HRDM/SCD/SB	EMPLOYMENT CONDITIONS FOR LIMITED NON-CAREER FSP
450-5	HRDM/SCD/SC	CONTINUATION OF FEHB COVERAGE ON MILITARY LEAVE
460-9	HRDM/SCD/SC	TRAINING SURVEY
4-253	HRDM/SCD/SP	COMPLETION OF ASSIGNMENT REPORT
760-8	HRDM/SCD/SP	AUTHOIZATION FOR MAILING PAYCHECKS
4-416	HRDM/TSD	APPLICATION FOR SHORT TERM TECH. & EXEC. TRAINING
4-397	HRDM/TSD	REQUEST FOR WAIVER OF LANGUAGE TRAINING IN THE US
460-17	HRDM/TSD	CERTIFICATION FOR DEPENDENT CARE/TRAINING GRANT
4-470	HRDM/TSD	APPLICATION FOR LANGUAGE TRAINING
460-16	HRDM/TSD	APPLICATION FOR DEPENDENT CARE/TRAINING GRANT
420-8	HRDM/TSD	LONG TERM TRAINING APPLICATION
SF-182	HRDM/TSD/AST	TRAINING FORM
460-15	HRDM/TSD/PCT	REGISTRATION FORM COUNTRY STUDY MODULE
456-2	HRDM/PMES/PM	TIME-OFF AWARDS PROGRAM
456-1	HRDM/PMES/PM	ON THE SPOT CASH AWARDS PROGRAM

ISP AREA FORM RELATED TO: HR/ACCTG

4-243	HRDM/LER	REQ'T FOR LWOP IN CONNECT'N WITH REDUCT'N IN FORCE
410-10	HRDM/PMES	PERFORMANCE PLANNING & APPRAISAL RPT FOR THE SES
760-44	HRDM/PPM/PP	VOL LEAVE TRANSFER (LEAVE RECIPIENT APPLICATION)
760-46	HRDM/PPM/PP	VOL LEAVE TRANSFER (TRANSACTIONS)
760-45	HRDM/PPM/PP	VOL LEAVE TRANSFER (LEAVE DONOR APPLICATION)

ISP AREA FORM RELATED TO: HR/ACCTG/PRO

4-483	HRDM/PPM	REQUEST FOR EMPLOYMENT OF CONSULTANT OR EXPERT

ISP AREA FORM RELATED TO: OPS

1550-3	FVA/FFP/POP	ANN'L EST. OF REQUIR'MTS TITLE II PL-480 COMMODIT.
1550-6	FVA/PVC/IPS	VOL AG QUARTERLY REPORT OF SHIPPING ACTIVITY
1550-11	FVA/PVC/IPS	PVO PROJECT REPORT INFO ON AID SUPPORTED PVO PROJ.
1560-7	OFDA	DISASTER RELIEF INFORMATION FORM
1560-9	OFDA	OPERATION LOG
1330-17C	GC	PROJECT IMPLEMENTATION LETTER
1384-1	R&D/OIT/RS	IAP66A USAGE REPORT

ISP AREA FORM RELATED TO: OPS/ACCTG

1010-2	FVA/ASHA	APPLICATION FOR ASSISTANCE UNDER SECTION 214

ISP AREA FORM RELATED TO: PROC

1992 USAID FORMS INVENTORY/CATALOG
ISP AREA FORM IS RELATED TO

FORMS #	REQUESTING OFFICE	TITLE
1120-1	POL/PAR	PROGRAM ASSISTANCE APPROVAL DOCUMENT (PAAD)
1330-4	POL/SP	PROJECT DATA SHEET (PP)
2-2A	FA/PPE	PARTICIPATING AGENCY SERVICE AGREEMENT APP. B
1300-1	FA/PPE	CONTINUATION SHEET FOR PIO/T AND PA/PR
1350-1	FA/PPE	PROJECT IMPLEMENTATION ORDER/TECHNICAL (PIO/T)
1440-3	FA/PPE	CONTRACTOR'S CERTIFICATE & AGREEMENT WITH AID
1420-36B	FA/PPE	CONTRACT WITH LOCAL FSN OR TCN FOR PS ABROAD
1450-4	FA/PPE	SUPPLY CERTIF'E & AGREE'T W/AID FOR COMM INV & CON
1420-36A	FA/PPE	CONTRACT WITH A US RESIDENT FOR PER.SERVICE ABROAD
1160-4	FVA/PVC	PROCUREMENT AUTHORIZATION
1550-4	FHA/FFP	COMMODITY REQUEST FOR FOREIGN DISTRIBUTION
1550-12	FHA/FFP	COMMODITY REQUEST (Title III)
370-7	LEG/AR	PLANNED PROGRAM SUMMARY SHEET
1420-59	FA/OP/A	SCHEDULE FOR COMPETITIVE CONTRACTS
1420-61	FA/OP/B	IQC WORK ORDER (INCORPORATING FAR & AIDAR CLAUSES)
1420-49	FA/OP/CIMS	CONTRACT GRANT COOP AGREEMENT DATA SHEET
1010-7	FA/OP/CIMS	HOST COUNTRY CONTRACT DATA SHEET
1130-1	FA/OP/COMS	COMMODITY PROCUREMENT INSTRUCTION
11-83	FA/OP/COMS	ABSTRACT OF BIDS AND INSTRUCTION SHEET
11-94	FA/OP/COMS	DOCUMENT DISTRIBUTION AND SHIPPING INSTRUCTION
1420-40	FA/OP/PS/OCC	COM RELEASE ASSIGN'T OF REFUND,REBATE,CREDIT,ETC.
1420-56	FA/OP/TRANS	BLANKET ORDER REQUEST
1370-1	FA/PPE	PROJECT IMPLEMENTATION ORDER/COMMODITIES (PIO/C)
240-2A	FA/PPE	APPENDIX A BUDGET AGREEMENT (RSSA)
240-2B	FA/PPE/P	APPENDIX B RSSA CONTINUATION SHEET
282	FA/PPE/P	INVOICE-AND CONTRACT ABSTRACT
1420-47	OP/PS/OCC	NEGOTIATED INDIRECT COST RATE AGREEMENT
530-4	AS/PP/AP	REQUISITION TRANSMITTAL SLIP
530-2	AS/PP/AP	ORDER FOR SUPPLIES OR SERVICE (CONTINUATION)
1380-1	R&D/N	PROJECT IMPLEMENTATION ORDER/PARTICIPANTS (PIO/P)

ISP AREA FORM RELATED TO: PROC/ACCTG

2-2	FA/PPE	PASA - PARTICIPATING AGENCY SERVICE AGREEMENT
240-2	FA/PPE	RESOURCE SUPPORT SERVICES AGREEMENT (RSSA)
1130-2A	FA/PPE	FINANCING REQUEST (CONT.)
1130-10	FA/FM/A/LC	Stand Prov App to Bank Letters of Commitment

ISP AREA FORM RELATED TO: PROC/OPS

1330-2	POL/PAR	PROJECT IDENTIFICATION DOCUMENT FACESHEET (PID)
1330-17	GC	LIMITED SCOPE GRANT PROJECT AGREEMENT
1330-17A	GC	PROJECT AGREEMENT AMENDMENT
1330-17B	GC	PROJECT AGREEMENT ANNEX A

1992 USAID FORMS INVENTORY/CATALOG
ISP AREA FORM IS RELATED TO

FORMS #	REQUESTING OFFICE	TITLE
1330-17D	GC	PROJECT AGREEMENT STANDARD PROVISIONS

ISP AREA FORM RELATED TO: PROP

540-1	FA/OMS	REPORT OF MOTOR VEHICLE DATA
540-5	FA/OMS	DATA ELEMENT WORKSHEET FOR NONEXPENDABLE PROPERTY
5-238	FA/OMS	PARTS SLIP AND WORK REQUIRED
5-197	FA/OMS	MOTOR VEHICLE RECORD
5-95	FA/IRM/TCO	TELEPHONE REQUEST
540-8	AS/PP/PP	AID OWNED & CONTROLLED PERSONAL PROPERTY
5-230	AS/PP/PP	PROPERTY SURVEY REPORT
5-73	FA/AS/PP	NONEXPEND'E PERSONAL PROPERTY DISPOSAL RECORD
540-6	FA/AS/PP	PERSONAL PROPERTY INVENTORY ISSUE/RETURN RECEIPT
5-236	FA/AS/PP	UER: UNSATISFACTORY EQUIPMENT REPORT
5-32	FA/AS/PP/AP	ORDER STATUS SHEET
5-258	R&D/POL/CDIE	REFERENCE MATERIAL DUE SLIP

ISP AREA FORM RELATED TO: PROP ?

6-12	IG/SEC	LABELS FOR SECURITY FILES

ISP AREA FORM RELATED TO: PROP ?

620-12	IG/I	EVIDENCE PROPERTY RECEIPT
620-9	IG/I	INVENTORY LIST
620-10	IG/I	EVIDENCE TAG
620-11	IG/I	EVIDENCE LABEL

ISP AREA FORM RELATED TO: PROP/ACCTG

540-4	FA/OMS	NONEXPENDABLE PROPERTY RECONCILIATION
540-4A	FA/OMS	NONEXPENDABLE PROPERTY RECONCILIATION (PART TWO)
5-237	FA/OMS	MONTHLY RECORD OF AUTOMOBILE OPERATING EXPENSES
1415-2	FA/PPE	PREAQUISITION FIELD INSPECTION REPORT

ISP AREA FORM RELATED TO: PROP/PROC

530-1	AS/PP/AP	PURCHASE ORDER FOR SUPPLIES OR SERVICE
5-7	AS/PP/PP	SUPPLIES EQUIPMENT SERVICES REQUISITION

1992 USAID FORMS INVENTORY/CATALOG
FORMS NOT RELATED TO AN ISP AREA

FORMS #	REQUESTING OFFICE	TITLE
1330-5	POL/CDIE	PROJECT EVALUATION SUMMARY SHEET (PART)
590-7	POL/CDIE/DI	BIBLIOGRAPHIIC DATA SHEET
1020-28	POL/CDIE/E/S	PROJECT DESIGN LOGICAL FRAMEWORK
330-6	EOP	EOP ACTION REQUEST
3-131	ES/CCS	EXECUTIVE SECRETARIAT-MAIL ACTION REQUEST
430-1	AA/FA	AID BLOOD DONOR PROGRAM INFORMATION CARD
352-3	FA/OMS	REPORTS OF ACCIDENTS OTHER THAN MOTOR VEHICLES
7-254	FA/OMS	CERTIFICATE OF CONTRACTOR PERFORMANCE
540-3	FA/OMS	VEHICLE DISPATCH ANALYSIS FORMAT
381-1	FA/PPE	REQ'T APPROVAL OF PARTICPAT'N IN INT'L CONFERENCES
1420-62	FA/PPE	AID CONTRACTOR EMPLOYEE PHYSICAL EXAMINATION FORM
5-192	FA/PPE	NOTICE OF SIGNING AUTHORITY FOR CABLES
1415-4	FA/PPE	FINAL INSPECTION CHECKLIST
1420-17	FA/PPE	CONTRACTOR EMPLOYEE BIOGRAPHICAL DATA SHEET
710-1	FM/A/LC	ENTITY PROCESSING CODE SHEET
7-123	FM/CAR	SIGNITURE OF CERTIFYING OFFICER
780-17	FM/CMPD/DCB	ADMINISTRATIVE APPROVAL REQUEST
780-16	FM/CMPP/DCB	SOURCE/ORIGIN DATA COLLECTION WORKSHEET
750-12	FM/LM	CODING SHEET FOR ADDRESSES
750-3	FM/LMD	CODING SHEET FOR CORRECTIONS
760-14J	FM/P	MISCELLANEOUS TRANSMITTAL
7-354	FM/P	COMPUTER LEAVE ADJUSTMENT ABSTRACT
7-49	FM/P	NOTICE OF ALLOWABLE TRAVEL/TRANSIT TIME ON LEAVE
1550-1	FVA/PVC/IPS	VOLUNTARY AGENCY AND CARRIER CERTIFICATE
4-312	HRDM/PPM/PP	OVERSEAS RETURN CERTIFICATE
3-69	FA/IRM/PE	AID DIRECTIVESS SYSTEM-REVIEW REQUEST
320-36	FA/IRM/PMA	WEEKLY ACTIVITY REPORT
760-13	FA/IRM/PMA	COMPREHENSIVE LEAVE ROSTER
630-2	FA/IRM/SDM	CLASSIFIED DOCUMENT INDEX
320-40	FA/IRM/SDM	CHANGE REQUEST FOR COMPUTER USER IDENTIFICATION
320-32	FA/IRM/SDM	REQUEST TO MODIFY DATA BASE DECODE FILE
320-42	FA/IRM/TCO	MAGNETIC TAPE CHECKOUT FORM
750-6D	FA/IRM/TCO	CHANGE A PROJECT NUMBER
320-23	FA/IRM/TCO	COMPUTER RUN REQUEST
5-250A	FA/IRM/TCO	MONTHLY WORKLOAD REPORT
510-5	FA/IRM/TCO	TELEGRAM DISTRIBUTION REQUIREMENTS
760-10	FA/IRM/TCO	TIME AND ATTENDANCE REPORT
510-1	FA/IRM/TCO	OUTGOING TELEGRAM OVERLAY
520-3	FA/AS/ISS/RM	Authrzt'm for Retirem't/Distruction of Microfiche
830-5	AS/ISS/MM	USER FEE POST CARD
5-52	AS/ISS/MM	EXPRESS MAIL AND COURIER SERVICES REQUEST
830-4	AS/ISS/MM	COMPUTATION OF USER FEES FOR SECONDARY DISTRIBUT'N
830-3	AS/ISS/MM	PROPOSAL TO CHARGE USER FEES FOR AID PUBLICATION
5-19	AS/ISS/MM	ISS/MM MUTI-SERVICE CENTER QUICK COPY REQUEST
5-232	AS/ISS/PG	REQUEST FOR GRAPHIC SERVICES

1992 USAID FORMS INVENTORY/CATALOG
FORMS NOT RELATED TO AN ISP AREA

FORMS #	REQUESTING OFFICE	TITLE
570-2	AS/ISS/PG	AID PRINTING SPECIFICATION FORM
3-184	AS/ISS/RM	FORMS PRINTING REQUEST RECORD
5-68	AS/ISS/RM	CHARGE & FOLLOW-UP OF FILES
5-45	AS/ISS/RM	NOTIFICATION OF RETIREMENT OF INACTIVE FILES
3-252	FA/AS/ISS/D	AID DIRECTIVES SYSTEM ISSUANCE REQUEST
3-198	FA/AS/ISS/D	REPORT APPROVAL APPLICATION
5-18	FA/AS/ISS/MM	PRINTING/DISTRIBUTION REQUEST
7-62	FA/AS/ISS/MM	OVERTIME AUTHORIZATION AND REPORT (WORKSHEET)
5-51	FA/AS/ISS/MM	POUCH MAIL INVOICE/RECEIPT
3-41	FA/AS/ISS/MM	REGISTERED MATTER RECORD
5-266	FA/AS/ISS/MM	MAIL ACCOUNTING & INFORMATION LISTING SYSTEM
5-26	FA/AS/ISS/PG	DOCUMENT PURCHASE ORDER
330-4	FA/AS/ISS/RM	PROJECT STATUS CARD
3-1	FA/AS/ISS/RM	FORMS APPROVAL REQUEST
520-2	FA/AS/ISS/RM	RECORDS INVENTORY AND DISPOSITION PLAN
5-103	FA/AS/ISS/RM	BACKING SHEET FOR CHARGE OUT FILES
330-3	FA/AS/ISS/RM	FORMS TRANSMITTAL
5-127	FA/AS/ISS/RM	SIGNATURE TABS
3-2	FA/AS/ISS/RM	AID FORM REGISTER
5-85	FA/AS/ISS/RM	TRANSMITTAL OF VITAL RECORDS TO SAFE STORAGE
3-27	FA/AS/ISS/RM	COMMUNICATION LOG
5-169	FA/AS/ISS/RM	BACKING SHEET FOR US AID ACTION COMMUNICATIONS
5-127A	FA/AS/ISS/RM	CLEARANCE TABS
520-2A	FA/AS/ISS/RM	RECORDS INVENTORY AND DISPOSITION PLAN (CONT.)
5-84	FA/AS/ISS/RM	INVENTORY OF EMERGENCY OPERATING RECORDS
5-86	FA/AS/ISS/RM	INVENTORY OF RIGHTS AND INTEREST RECORDS
5-45	FA/AS/ISS/RM	NOTIFICATION OF RETIREMENT OF INACTIVE FILES
440-4	EOP	INITIAL INTERVIEW AND INFORMAL EEO COUNSELING REPO
440-6	EOP	INDIVIDUAL COMPLAINT FORM FOR EMPLOYMENT DISCRIMIN
440-5	EOP	EEO COUNSELOR REPORT
1560-8	OFDA	DISASTER RELIEF AIRGRAMS LOG
830-2	XA/P	REQUEST FOR APPROVAL: COMMUNICATIONS PRODUCT
490-4	XA/PI	ACCOUNTING FOR DISCLOSURE RECORD
570-1	XA/PI	MAILING LIST QUESTIONAIRE
810-2	XA/PI	FREEDOM OF INFORMATION ACTION CONTROL RECORD
760-31	GC/EPA	COURT ORDERED CHILD CARE OR ALIMONY PAYMENTS
620-5	IG/I	IG/II INTERNAL DATA
610-25	IG/I	NOTICE OF ACTION
620-1	IG/I	IIS REPORT
620-4	IG/I	RECORDS REVIEW
620-2	IG/I/IS	REPORT OF INTERVIEW
620-21	IG/I/IS	IIS REPORT
610-26	IG/LC	SUBPOENA DUCES TECUM
950-1	IG/RM	SUMMARY TIME RECORD
6-10	IG/SEC	REQUEST FOR CLEARANCE

1992 USAID FORMS INVENTORY/CATALOG
FORMS NOT RELATED TO AN ISP AREA

FORMS #	REQUESTING OFFICE	TITLE
620-7	IG/SEC	CONSENT STATEMENT
6-97	IG/SEC	SECURITY ACKNOWLEDGEMENT
6-1	IG/SEC	REQUEST FOR SECURITY ACTION
6-75	IG/SEC	COVER RECORD SHEET
610-5A	IG/SEC	AUTHORIZATION TO ISSUE STATE PASS - A
610-23	IG/SEC	NATIONAL AGENCY CHECK
2-5	IG/SEC	PARTICIPATING AGENCY CERT'N OF CANDIDATES QUAL'N
610-5	IG/SEC	APPLICATION FOR INDENTIFICATION PASS
6-102	IG/SEC	RECORD OF RELEASE OF INFORMATION
610-14	IG/SEC	AUTHORITY FOR RELEASE OF INFORMATION
6-9B	IG/SEC	REPORT OF INVESTIGATION
620-6	IG/SEC	INCIDENT REPORT
610-6	IG/SEC	IDENTIFICATION PASS RECORD
6-85	IG/SEC	FOREIGN RESIDENCE DATA
630-3	IG/SEC/PI	LIMITED OFFICIAL USE COVER SHEET
6-9G	IG/SEC/PSI	REPORT OF INVESTIGATION
6-9O	IG/SEC/PSI	REPORT OF INVESTIGATION
6-9M	IG/SEC/PSI	REPORT OF INVESTIGATION
6-9K	IG/SEC/PSI	REPORT OF INVESTIGATION
6-9P	IG/SEC/PSI	REPORT OF INVESTIGATION
6-9	IG/SEC/PSI	REPORT OF INVESTIGATION
6-98	IG/SEC/PSI	SEPARATION STATEMENT
6-9Q	IG/SEC/PSI	REPORT OF INVESTIGATION
6-9E	IG/SEC/PSI	REPORT OF INVESTIGATION
6-9R	IG/SEC/PSI	REPORT OF INVESTIGATION
6-9I	IG/SEC/PSI	REPORT OF INVESTIGATION
6-9H	IG/SEC/PSI	REPORT OF INVESTIGATION
6-9T	IG/SEC/PSI	REPORT OF INVESTIGATION
6-9J	IG/SEC/PSI	REPORT OF INVESTIGATION
6-9N	IG/SEC/PSI	REPORT OF INVESTIGATION (SUMMARY OF AGENCY CHECKS)
6-36	IG/SEC/PSI	REQUEST FOR COMPLETION OF STANDARD FORM
6-9S	IG/SEC/PSI	REPORT OF INVESTIGATION
6-9A	IG/SEC/PSI	REPORT OF INVESTIGATION
6-9C	IG/SEC/PSI	REPORT OF INVESTIGATION
6-9D	IG/SEC/PSI	REPORT OF INVESTIGATION
6-9F	IG/SEC/PSI	REPORT OF INVESTIGATION
6-9L	IG/SEC/PSI	REPORT OF INVESTIGATION
370-2	LEG/AR	PROGRAM SUMMARY PARTICIPANT DATA
3-219	LEG/CLS	CONGRESSIONAL TELEPHONE REQUEST
1450-5	FA/OP/TRANS	CARGO BOOKING CONFIRMATION
3-221	FA/PPE/P	AGENCY NOTICE US GOV'T AGENCIES PART'G AID PROG.
1450-1	OP/PS/OCC	REPORT OF VIOLATIONS MARKING REQUIREMENTS
1430-2	OP/PS/OOC	MISSION ACTIVITY ADDRESS USED IN OP/PS FEDSTRIP
1380-18	OIT/TS	PROGRAM ITINERARY AND TRAVEL REQUEST
1380-5	R&D/N	DEPENDENT CERTIFICATION

1992 USAID FORMS INVENTORY/CATALOG
FORMS NOT RELATED TO AN ISP AREA

FORMS #	REQUESTING OFFICE	TITLE
1380-14	R&D/N	PARTICIPANT ENGLISH LANGUAGE TESTING & TRAIN'G RPT
1380-69	R&D/OIT/RS	ACADEMIC ENROLLMENT AND TERM REPORT
1382-1	R&D/OIT/RS	MEDICAL HISTORY RE-EXAM FOR FOREIGN APPLICANTS ENG
1381-6B	R&D/OIT/RS	CONDITIONS OF TRAINING - ARABIC VERSION
1381-6C	R&D/OIT/RS	CONDITIONS OF TRAINING - FRENCH VERSION
1382-2	R&D/OIT/RS	GUIDE TO MEDICAL FITNESS STANDARDS FOR APPLICANTS
1382-5	R&D/OIT/RS	MEDICAL HISTORY RE-EXAM FOR FOREIGN APPLICANTS ARA
1382-6	R&D/OIT/RS	GUIDE TO MEDICAL FITNESS STANDARDS FOR APPLICANTS
1382-8	R&D/OIT/RS	PROJECT TRANSMITTAL SHEET
1382-13	R&D/OIT/RS	QUARTERLY REPORT ACADEMIC PROGRAMS
1382-3	R&D/OIT/RS	MEDICAL HISTORY RE-EXAM FOR FOREIGN APPLICANTS SP
IAP-66A	R&D/OIT/RS	CERTIFICATE OF ELIGIBILTY FOR EXCHANGE VISTOR
1381-6A	R&D/OIT/RS	CONDITIONS OF TRAINING - SPANISH VERSION
1381-4	R&D/OIT/RS	PARTICIPANT DATA
1382-7	R&D/OIT/RS	MEDICAL HISTORY RE-EXAM FOR FOREIGN APPLICANTS FRE
1382	R&D/OIT/RS	GUIDE TO MEDICAL FITNESS STANDARDS FOR APPLICANTS
1381-6	R&D/OIT/RS	CONDITIONS OF TRAINING - ENGLISH VERSION
1382-4	R&D/OIT/RS	GUIDE TO MEDICAL FITNESS STANDARDS FOR APPLICANTS
I410-14	OSDBU	SB/MIN. BUS. ENTERPRISE PROCUREMENT REVIEW BOARD
I420-50	OSDBU/MRC	AID CONSULTANT REGISTRY INFORMATION SYSTEM (ACRIS)
I420-8	OSDBU/MRC	MAILING LIST APPLICATION
5-20	FA/AS/TT	VISA REQUIREMENT WORKSHEET
5-44B	FA/AS/TT	PACKERS AUTHORIZATION
5-44	FA/AS/TT	LETTER OF AUTHORIZATION TO PACKERS
5-27	FA/AS/TT	DAILY WORK SCHEDULE FOR VISA CLERK
560-8	FA/AS/TT	AUTH'N FOR PICKUP & PACKAGING ONLY AIRFREIGHT SHPT
5-255A	FA/AS/TT	PASSPORT REQUEST WORKSHEET
5-4	FA/AS/TT	LETTER TO REQUEST TO AFFIX VISA TO PASPORT
5-248	FA/AS/TT	PASPRT AND VISA PHOTOGRAPHS REQUEST
5-205	FA/AS/TT	LETTER TRANSMITTING VISA APPLICATION TO TRAVELER
5-22	FA/AS/TT	TRANSMITTAL LETTER FOR GOVERNEMNT BILL OF LADING
710-2	FA/AS/TT	RESP AID FINANCED TRVL'RS USING INVIT'L TRVL ORDER
5-44A	FA/AS/TT	INSTRUCT'N TO PACK SHIP'T/STOR'E FO EF'T & BILL'G
560-9	FA/AS/TT	TRAVEL SERVICES QUESTIONAIRE
560-10	FA/AS/TT	REPORT OF INVESTIGATION
560-11	FA/AS/TT	VISA REQUEST
352	FA/AS/TT	CLAIM CONTROL CARD
5-255	FA/AS/TT	PASSPORT REQUEST
5-190	FA/AS/TT/TS	INSTR'S TO CAND'E FOR AID OS POS'T TRV SSH P EF'T

1992 USAID FORMS INVENTORY/CATALOG

SPECIALITY FORMS

FORMS #	REQUESTING OFFICE	TITLE
430-1	AA/FA	AID BLOOD DONOR PROGRAM INFORMATION CARD
5-52	AS/ISS/MM	EXPRESS MAIL AND COURIER SERVICES REQUEST
5-19	AS/ISS/MM	ISS/MM MUTI-SERVICE CENTER QUICK COPY REQUEST
5-232	AS/ISS/PG	REQUEST FOR GRAPHIC SERVICES
5-45	AS/ISS/RM	NOTIFICATION OF RETIREMENT OF INACTIVE FILES
530-6	AS/PP/AP	PETTY CASH ORDER
530-3	AS/PP/AP	CREDIT CARD PURCHASE TRANSACTION
530-2	AS/PP/AP	ORDER FOR SUPPLIES OR SERVICE (CONTINUATION)
530-1	AS/PP/AP	PURCHASE ORDER FOR SUPPLIES OR SERVICE
5-7	AS/PP/PP	SUPPLIES EQUIPMENT SERVICES REQUISITION
330-6	EOP	EOP ACTION REQUEST
440-4	EOP	INITIAL INTERVIEW AND INFORMAL EEO COUNSELING REPO
3-131	ES/CCS	EXECUTIVE SECRETARIAT-MAIL ACTION REQUEST
5-18	FA/AS/ISS/MM	PRINTING/DISTRIBUTION REQUEST
5-51	FA/AS/ISS/MM	POUCH MAIL INVOICE/RECEIPT
3-41	FA/AS/ISS/MM	REGISTERED MATTER RECORD
5-26	FA/AS/ISS/PG	DOCUMENT PURCHASE ORDER
330-4	FA/AS/ISS/RM	PROJECT STATUS CARD
330-3	FA/AS/ISS/RM	FORMS TRANSMITTAL
5-127	FA/AS/ISS/RM	SIGNATURE TABS
5-85	FA/AS/ISS/RM	TRANSMITTAL OF VITAL RECORDS TO SAFE STORAGE
5-169	FA/AS/ISS/RM	BACKING SHEET FOR US AID ACTION COMMUNICATIONS
5-127A	FA/AS/ISS/RM	CLEARANCE TABS
5-84	FA/AS/ISS/RM	INVENTORY OF EMERGENCY OPERATING RECORDS
5-86	FA/AS/ISS/RM	INVENTORY OF RIGHTS AND INTEREST RECORDS
5-45	FA/AS/ISS/RM	NOTIFICATION OF RETIREMENT OF INACTIVE FILES
540-6	FA/AS/PP	PERSONAL PROPERTY INVENTORY ISSUE/RETURN RECEIPT
5-32	FA/AS/PP/AP	ORDER STATUS SHEET
5-44B	FA/AS/TT	PACKERS AUTHORIZATION
5-44	FA/AS/TT	LETTER OF AUTHORIZATION TO PACKERS
560-8	FA/AS/TT	AUTH'N FOR PICKUP & PACKAGING ONLY AIRFREIGHT SHI'T
5-8	FA/AS/TT	REQUEST AND AUTHORIZATION OF OFFICIAL TRAVEL
5-205	FA/AS/TT	LETTER TRANSMITTING VISA APPLICATION TO TRAVELER
352	FA/AS/TT	CLAIM CONTROL CARD
5-255	FA/AS/TT	PASSPORT REQUEST
320-36	FA/IRM/PMA	WEEKLY ACTIVITY REPORT
750-14	FA/IRM/PMA	STATUS OF TRAVEL ADVANCE ACCOUNT
760-13	FA/IRM/PMA	COMPREHENSIVE LEAVE ROSTER
760-9	FA/IRM/PMA	STATEMENT OF EARNING AND LEAVE
630-2	FA/IRM/SDM	CLASSIFIED DOCUMENT INDEX
320-32	FA/IRM/SDM	REQUEST TO MODIFY DATA BASE DECODE FILE
7-148	FA/IRM/TCO	AID/W ADVICE OF CHARGES
320-41	FA/IRM/TCO	REQ'T FOR LOAN OF PORT'L TERM'L TRANSFER RESPON'TY
540-4	FA/OMS	NONEXPENDABLE PROPERTY RECONCILIATION
540-4A	FA/OMS	NONEXPENDABLE PROPERTY RECONCILIATION (PART TWO)

1992 USAID FORMS INVENTORY/CATALOG

SPECIALITY FORMS

FORMS #	REQUESTING OFFICE	TITLE
5-197	FA/OMS	MOTOR VEHICLE RECORD
1420-59	FA/OP/A	SCHEDULE FOR COMPETITIVE CONTRACTS
11-83	FA/OP/COMS	ABSTRACT OF BIDS AND INSTRUCTION SHEET
1450-5	FA/OP/TRANS	CARGO BOOKING CONFIRMATION
1420-56	FA/OP/TRANS	BLANKET ORDER REQUEST
5-192	FA/PPE	NOTICE OF SIGNING AUTHORITY FOR CABLES
1415-2	FA/PPE	PREAQUISITION FIELD INSPECTION REPORT
11	FA/PPE	APPLICATION FOR APPROVAL COMMODITY ELIGIBILITY
282	FA/PPE/P	INVOICE-AND CONTRACT ABSTRACT
1550-4	FHA/FFP	COMMODITY REQUEST FOR FOREIGN DISTRIBUTION
7-128	FM/ASD	NOTICE OF COLLECTION
7-314	FM/ASD	TIME AND ATTENDANCE FOR FOREIGN NATIONALS
730-11	FM/CAR	MISSION ADVICE OF CHARGE
7-123	FM/CAR	SIGNITURE OF CERTIFYING OFFICER
730-10	FM/CAR/CA	TFS 2108 WORKSHEET
1420-60	FM/CMP	F.M. CONTROL SHEETS FOR CONTRACTS AND GRANTS
770-1	FM/CONT	DELEGATION OF OBLIGATING AUTHORITY
730-1	FM/DM	ALLOTMENT LEDGER DETAIL
740-3	FM/FC	ADVICE OF BUDGET ALLOWANCE
430-3	FM/FPS	OVERTIME AUTHORIZATION & REPORT
7-129	FM/FSP	BILL FOR COLLECTION
760-23	FM/P	TIME SCHEDULE AND PROJECTED LEAVE CHARGES
7-158	FM/P	REQUEST FOR ADVICE OF ALLOTMENT
7-354	FM/P	COMPUTER LEAVE ADJUSTMENT ABSTRACT
W-2	FM/P	WAGE AND TAX STATEMENT
7-49	FM/P	NOTICE OF ALLOWABLE TRAVEL/TRANSIT TIME ON LEAVE
760-43	FM/P	PAYROLL CHANGE SLIP
760-11X(a)	FM/P	LEAVE RECORD (PART-TIME)
760-11X	FM/P	LEAVE RECORD (1993)
7-178	FM/P	TECHNICAL ASSISTANCE PROJECT LEDGER
1550-3	FVA/FFP/POP	ANN'L EST. OF REQUIR'MTS TITLE II PL-480 COMMODIT.
1330-17	GC	LIMITED SCOPE GRANT PROJECT AGREEMENT
1330-17A	GC	PROJECT AGREEMENT AMENDMENT
1330-17B	GC	PROJECT AGREEMENT ANNEX A
1330-17C	GC	PROJECT IMPLEMENTATION LETTER
410-13	HRDM/ADM	MEDICAL EXAMINATION NOTIFICATION
4-10	HRDM/AMS	CHECKLIST FOR FROCESSING FOREIGN SERVICE EMPLOYEES
450-4	HRDM/PMES	SUGGESTION RECORD
4-153	HRDM/PMES/PM	SELECTION BOARD RANKING REPORT
460-2	HRDM/PPM/PMC	ANALYSIS OF POSITION REQUIREMENTS
410-6	HRDM/PSPE	MEDICAL CLEARANCE INFORMATION
460-6	HRDM/PSPE	EMPLOYEE DATE RECORD
4-88	HRDM/PSPE	INSTRUC'N FOR OBTAIN'N MED'L EXAM & INOCUL'T D.C
450-1	HRDM/PSPE	AID/W EMERGENCY LOCATOR CARD
4-512	HRDM/PSPE	SPAR-STAFFING PATTERN ACTION REQUEST

1992 USAID FORMS INVENTORY/CATALOG

SPECIALITY FORMS

FORMS #	REQUESTING OFFICE	TITLE
460-7A	HRDM/SCD/CD	IDI PERFORMANCE EVALUATION REPORT
460-8	HRDM/SCD/CD	INDIVIDUAL IDI TRAINING RECORD
4-253	HRDM/SCD/SP	COMPLETION OF ASSIGNMENT REPORT
460-17	HRDM/TSD	CERTIFICATION FOR DEPENDENT CARE/TRAINING GRANT
4-470	HRDM/TSD	APPLICATION FOR LANGUAGE TRAINING
460-16	HRDM/TSD	APPLICATION FOR DEPENDENT CARE/TRAINING GRANT
420-8	HRDM/TSD	LONG TERM TRAINING APPLICATION
SF-182	HRDM/TSD/AST	TRAINING FORM
460-15	HRDM/TSD/PCT	REGISTRATION FORM COUNTRY STUDY MODULE
610-25	IG/I	NOTICE OF ACTION
610-26	IG/LC	SUBPOENA DUCES TECUM
950-1	IG/RM	SUMMARY TIME RECORD
6-10	IG/SEC	REQUEST FOR CLEARANCE
6-1	IG/SEC	REQUEST FOR SECURITY ACTION
610-5A	IG/SEC	AUTHORIZATION TO ISSUE STATE PASS - A
610-23	IG/SEC	NATIONAL AGENCY CHECK
610-5	IG/SEC	APPLICATION FOR INDENTIFICATION PASS
620-6	IG/SEC	INCIDENT REPORT
6-12	IG/SEC	LABELS FOR SECURITY FILES
610-6	IG/SEC	IDENTIFICATION PASS RECORD
6-36	IG/SEC/PSI	REQUEST FOR COMPLETION OF STANDARD FORM
370-7	LEG/AR	PLANNED PROGRAM SUMMARY SHEET
3-219	LEG/CLS	CONGRESSIONAL TELEPHONE REQUEST
1380-18	OIT/TS	PROGRAM ITINERARY AND TRAVEL REQUEST
1420-50	OSDBU/MRC	AID CONSULTANT REGISTRY INFORMATION SYSTEM (ACRIS)
1380-69	R&D/OIT/RS	ACADEMIC ENROLLMENT AND TERM REPORT
1380-76	R&D/OIT/RS	CHECK REQUEST FOR PARTICIPANTS
IAP-66A	R&D/OIT/RS	CERTIFICATE OF ELIGIBILTY FOR EXCHANGE VISTOR
1381-4	R&D/OIT/RS	PARTICIPANT DATA
5-258	R&D/POL/CDIE	REFERENCE MATERIAL DUE SLIP
490-4	XA/PI	ACCOUNTING FOR DISCLOSURE RECORD
810-2	XA/PI	FREEDOM OF INFORMATION ACTION CONTROL RECORD