



Modernizing Army Forms

Impacts of Army Publication Initiatives on Forms Policy



Movement of forms from ARs to DA PAMs as procedural content is removed from ARs



Increased number of forms in PAMs



Movement of forms from ARs to PAMs as procedural content is removed from ARs



Potential for increase in new forms as content shifts and new policy vs. procedure data is parsed

← IMPACTS OF PUBS REFORM ON FORMS MANAGEMENT →



Army wide Staffing Comment Resolution Matrix | DA Form 7874

- Use of DA Form 7874 is now required for all Army wide staffing actions for publications.
- DA Form 7874 is an Excel Form to provide the best functionality for users
- Submissions of other comment resolution matrices will not be accepted
- Suggestions for improvements or revisions to the form should be submitted via DA Form 2028 to the Army Forms Manager, Tanya Johnson at tanya.j.johnson9.civ@mail.mil

ARMYWIDE—STAFFING COMMENT RESOLUTION MATRIX													
ITEM #	SOURCE (ORGANIZATION)	NAME OF REVIEWING OFFICIAL	RANK/ GRADE (O-6, GS-15, or higher only)	OFFICE SYMBOL	TELEPHONE	DATE	TYPE - Critical - - Substantive - - Administrative - See Instructions for Definitions	PAGE	PARA	LINE	COMMENT	RATIONALE	DECISION (A/R)
EXAMPLE 1	DCS, G-2	John Doe	GG-15	WOZ1AA	(123) 456-7890	02/20/20	M	7	3-1.F	35-35	Delete this paragraph	It is no longer applicable following the standup of AFC	R
EXAMPLE 2	DCS, G-2	John Doe	GG-15	WOZ1AA	(123) 456-7890	02/20/20	A	17	N/A	71-77	Insert in Glossary on line 771 - "AFC" and on line 772 "Army Futures Command"	AFC is missing from Glossary	M



SSN Policy for Forms

A glimpse into DoD level policy changes and potential impacts for the Army



SSN Usage and SSN Justification Memo Guidance

- Leadership transition and staff changes at Defense Privacy, Civil Liberties, & Transparency Division (DPCLTP) have spurred interest in reexamining current SSN and SSN justification policies
- Changes will be for DD/SF/OF forms
- Historically all DoD Services mirror the DD level policies for SSN usage on forms
- Updates to DoD Directive 5124.02 and DoDI 1000.30 are forthcoming
- APD FMD will work with RMDA-APO to provide an updated SSN Justification guide.

DATE

MEMORANDUM FOR DEFENSE PRIVACY, CIVIL LIBERTIES, AND
TRANSPARENCY DIVISION

THROUGH: RECORDS, PRIVACY, AND DECLASSIFICATION DIVISION

SUBJECT: Justification for the Use of Social Security Numbers (SSNs) in Form (Number and Name) / System Name, DITPR ID #

1. System / Form
The (system/form) is (provide an explanation of what the form or system is, what it is intended to do, and who will use the form/system for what purpose).

2. Documentation
As documented in (reference a SORN, PIA, PRA, or other applicable documentation) (system/form) is utilized to collect information from (insert who) for the purpose of (insert purpose). (If the supporting documentation is not attached with the submission package, state where the information may be found.)

3. Authorized Uses
The justification(s) for the use of the SSN in accordance with DoDI 1000.30, enclosure 2 are: Provide the number and title of each Acceptable Use applicable to the system/form and explain how each use is applicable to the system/form.

NOTE 1: Listing Acceptable Uses without explaining how they apply to the form/system will result in the Memorandum being returned to the Component with no action being taken.

NOTE 2: If collecting the SSN more than once, or collecting SSNs from multiple individuals e.g. spouse, dependents, etc.), a rationale must be provided for each instance.

1a. Migration Plan (for Acceptable Use #11 only)
Provide a Plan of Action, including milestones for the migration from/elimination of the SSN.

4. Point of Contact
For questions related to this memorandum contact (provide an appropriate POC, complete with mail and telephone).

Official's Name
Title



The Evolution of DA Forms Technology

The Future of Mobile Forms



**Not all DA Forms will be available in mobile format as they are SG Forms, Certificates or other uniquely constructed forms.*



FORMS POLICY, DESIGN, & MANAGEMENT WEBINAR

Hosted by the Army Forms Manager & the Forms Management Division



COMING FALL 2021!

- Targeting September 2021
- Beneficial for new FMOs, veteran FMOs/PCOs/Publishing SMEs and Action Officers
- Tips for smooth forms actions during publishing process
- Clarification on complex topics such as: SSN usage, new forms creation, DD67, coordination, prescribing issuances & much more!
- Info session featuring APD Illustrators offering design guidance and prepublication illustration services for DA Pubs.
- Session devoted to Army Sponsored DD Level Forms
- Insight into the lifecycle of a form.



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