



**LANGLEY
POLICY
DIRECTIVE**

**Directive: LAPD 1420.1
Effective Date: May 7, 2004
Expiration Date: December 27, 2004**

Responsible Office: Langley Management System Support Office

SUBJECT: Forms Management Program

1. REFERENCE

- a. NPD 1490.1, "NASA Printing, Duplicating, Copier, Forms, and Mail Management."
- b. NPR 1490.5, "NASA Procedures and Guidelines for Printing, Duplicating, and Copy Management."

2. SUMMARY

This directive sets forth policy and responsibilities for the Forms Management Program.

3. POLICY

The Langley Research Center (LaRC) will provide for the systematic analysis, design, and control of all forms and related procedures to ensure that such forms and procedures assure efficient and economical operations.

4. DESIGNATION AND DELEGATION OF AUTHORITY

The LaRC Forms Manager is located in the Langley Management System Support Office, and is delegated authority to manage the LaRC Forms Management Program.

5. RESPONSIBILITIES

- a. Organizations

No LaRC forms may be developed or recognized as an official LaRC form without prior approval from the Forms Manager.

- b. Library and Media Services Branch, Office of the Chief Information Officer

Process, print, and deliver approved forms to requesters or the Stockroom.

May 7, 2004

6. RECISION

LAPD 1420.1, dated March 5, 2003.

Jeremiah F. Creedon
Director