Item I	Amendment 5--Amendment to revise FIRMR provisions regarding standard and optional forms management program
Item II	Amendment 6--Amendment of FIRMR Provisions to Provide for Multi-Agency Use of Contracts for Federal Information Processing (FIP) Resources
Item III	FIRMR Bulletin B-3, Revision 2--Standard and Optional Forms Management Program
Item IV	Appendix C, List of Current Issuances--Updated pages

Explanations

Item I (Amdt. 5)

Summary: This rule amends the Federal Information Resources Management Regulation (FIRMR) to simplify and clarify procedures related to the Standard and Optional Forms Management Program. Current procedures for this Program result in delays in the processing of forms requests, especially requests for exceptions to the use of standard forms. This rule streamlines these processes and allows agencies to deal directly with the responsible parties regarding the issuance and printing of these forms. The specific changes in this rule include allowing agencies to obtain approval for an exception to the use of standard forms directly from the promulgating agencies; and giving the promulgating agencies full responsibility for: certifying their proposed forms comply with applicable laws and regulations, announcing the availability of new or revised Standard forms and providing GSA with an accurate camera ready copy of the forms.

Effective Date: This rule is effective December 4, 1995

Date Filed_____ **Filed By**_____

Instead, agencies will send their exception requests directly to the agency promulgating the Standard Form.

(2) Agencies typically request to establish standard forms because of a statutory or programmatic requirement. In the past, GSA conducted research to verify a requested form was consistent with the agency's authority and would meet the agency's requirements. GSA now will accept agencies' certification that their new or revised forms requirements are legally required and technically adequate. Agencies will also be required to announce the availability of their new or revised forms in the Federal Register and provide GSA an accurate camera ready copy of the new or revised form. These changes are reflected in section 201-9.202-1 paragraphs (b)(4) and (b)(6).

(3) Several format and editorial changes are also being made to section 201-9.202-1 to reflect the new operating environment of the forms program. Also, this amendment reflects a change in the responsibility for the Standard and Optional Forms Management Program from the Center for IT Policy and Regulations Management (KAR) to the Forms Management Branch (CARM) due to the transfer of program responsibility within GSA.

Item II (Amdt. 6)

<u>Summary:</u> This document amends FIRMR provisions to: (1) provide for multi-agency use of contracts for FIP resources, and (2) address the applicability of Federal Acquisition Regulation (FAR) subpart 17.5 when one agency acquires FIP resources through another agency's contract which has been awarded pursuant to a delegation of procurement authority from GSA under 40 U.S.C. 759. The indefinite delivery/indefinite quantity (IDIQ) contracts authorized by this FIRMR change may be used as alternatives to GSA's non-mandatory schedule contracts for FIP resources. Extensive changes have been made recently to the FIP schedules program that allow agencies to place orders against schedule

Supplementary Information: (1) When one agency uses another agency's contract, statutory authority must exist for use of the contract and for a related transfer of funds. One authority is the Economy Act (31 U.S.C. 1535). If the Economy Act is used, agencies must comply with implementing provisions in FAR subpart 17.5. Agencies may use the Brooks Act (40 U.S.C. 759) as the statutory authority for Federal interagency agreements for goods and services within the scope of the Brooks Act. The Brooks Act provides GSA authority independent of the Economy Act to procure, lease or transfer FIP resources for Federal agencies. By its terms, GSA's procurement authority under the Brooks Act can be delegated to other agencies. If the Brooks Act applies, the Economy Act provisions under 31 U.S.C. 1535 do not apply. When agencies comply with the policies and procedures established in this amendment in acquiring FIP resources, they are acting under GSA's delegated Brooks Act authority. Therefore, a related transfer of funds when using contracts that are made available by GSA for use on a Governmentwide basis may be made without regard to the Economy Act. However, the timing of obligations is governed by various authorities, the terms of the appropriating act itself, legislation authorizing the appropriation, the organic or enabling legislation which prescribes a function or creates a program with the appropriated funds, statutory provisions that allow or prohibit use of appropriated funds, and general rules that have been developed through the Comptroller General and the courts.

(2) Section 201-39.1702 is added to permit agencies to make new IDIQ type contracts for commercial FIP products and services available for use by all agencies, and to clarify that FAR subpart 17.5 does not apply when agencies use another agency's contract that has been awarded pursuant to a delegation of authority from GSA under 40 U.S.C. 759.

programmatic changes indicated above.

Item IV (App. C)	Action:	This page updates the list of current FIRMR issuances. Specifically, Section C is updated to reflect the issuance of Amendments 5 and 6 and FIRMR Bulletin B-3, Rev. 2.

Filing Instructions

Items I thru IV Remove existing pages and insert revised or replacement pages in accordance with the following instructions:

In	Remove Pages	Insert pages
Part 201-9	9-1 thru 9-4	9-1 thru 9-3
Part 201-39	39-i&ii, 39-11 thru 39-16	39-i&ii, 39-11 thru 39-16
Appendix B	Bul. B-3/Rev. 1	Bul. B-3/Rev. 2
Appendix C	C-1 & C3-C4	C-1 & C3-C4

Point of Contact. Questions concerning your agency's distribution of Transmittal Circulars or the FIRMR should be directed to your agency's GPO Liaison Officer. If additional assistance is needed, please contact R. Stewart Randall, Center for IT Policy & Regulations Management, telephone, commercial or FTS (202) 501-3194 (v) or (202) 501-0657 (tdd).

Margaret Trudeau

for FRED L. SIMS
Assistant Commissioner for
Information Technology
Policy and Leadership

201-39.001 General

Subpart 201-39.1—Federal Information Resources Management Regulation (FIRMR) System

201-39.100 Scope of subpart.
201-39.101 Purpose, authority, applicability, and issuance.
201-39.101-1 Purpose.
201-39.101-2 Authority.
201-39.101-3 Applicability.
201-39.101-4 [Reserved]
201-39.101-5 Arrangement of part.
201-39.101-6 Copies.
201-39.102 Relationship of acquisition regulations.
201-39.103 [Reserved]
201-39.104 Deviations.
201-39.104-1 Deviations from the FIRMR.
201-39.104-2 Deviations from the FAR.
201-39.105 [Reserved]
201-39.106 Contracting authority and responsibilities.
201-39.106-1 General.
201-39.106-2 Policy.
201-39.106-3 Procedures.
201-39.106-4 Contract clause.

Subpart 201-39.2—Definitions of Words and Terms

201-39.200 Scope of subpart.
201-39.201 Definitions.

Subparts 201-39.3 and 201-39.4 [Reserved]

Subpart 201-39.5—[Reserved]

Subpart 201-39.6—Competition Requirements

201-39.601-1 Policy.
201-39.601-2 [Reserved]
201-39.601-3 Authority.
201-39.602 Outdated FIP equipment.
201-39.602-1 Policy.
201-39.602-2 Exception.

Subpart 201-39.7—[Reserved]

Subpart 201-39.8—Required Sources of Supplies and Services

201-39.800 Scope of subpart.
201-39.801 Ordering FIP resources from Federal Supply Schedules.
201-39.801-1 General.
201-39.801-2 Policy.
201-39.802 Purchase of telephones and services (POTS) contracts.
201-39.802-1 General.
201-39.802-2 Policies.
201-39.802-3 Procedures.
201-39.803 GSA nonmandatory schedule contracts for FIP resources.
201-39.803-1 General.
201-39.803-2 Policy.
201-39.803-3 Procedures.
201-39.804 Financial Management Systems Software (FMSS) Mandatory Multiple Award Schedule (MAS) Contracts Program.
201-39.804-1 General.
201-39.804-2 Policy.
201-39.804-3 Exceptions.
201-39.804-4 Procedures.

Subpart 201-39.9—[Reserved]

Subpart 201-39.10– Specifications, Standards, and other Purchase Descriptions

201-39.1001-2 Privacy specifications.
201-39.1001-3 Contract clause.
201-39.1002 Federal standards.
201-39.1002-1 General.
201-39.1002-2 Policy.
201-39.1002-3 Procedures.
201-39.1002-4 Solicitation provision.
201-39.1003 Specifications for outdated FIP equipment.

Subparts 201-39.11 and 201-39.12 [Reserved]

Subpart 201-39.13—Small Purchase and Other Simplified Purchase Procedures

201-39.1300 Scope of subpart.
201-39.1301 Policy.

Subpart 201-39.14—Sealed Bidding

201-39.1400 Scope of subpart.
201-39.1401 General.
201-39.1402 Price-related factors.
201-39.1402-1 Policies.
201-39.1402-2 Exception.
201-39.1403 Solicitation.
201-39.1404 Award.

Subpart 201-39.15—Contracting By Negotiation

201-39.1500 Scope of subpart.
201-39.1501 Evaluation factors.
201-39.1501-1 Policies.
201-39.1501-2 Exception.
201-39.1502 Solicitation.
201-39.1503 Award.

Subpart 201-39.16—[Reserved]

Subpart 201-39.17—Special Contracting Methods

201-39.1700 Scope of subpart.
201-39.1701 Options.
201-39.1701-1 General.
201-39.1701-6 Evaluation.
201-39.1701-7 [Reserved]
201-39.1701-8 Solicitation provision and contract clauses.
201-39.1702 Interagency Acquisitions
201-39.1702-1 Policy.
201-39.1702-2 Procedures

Subparts 201-39.18 through 201-39.32 [Reserved]

Subpart 201-39.33—Protests, Disputes, and Appeals

201-39.3300 Scope of subpart.
201-39.3301 General.
201-39.3302 Applicability.
201-39.3303 Policy.
201-39.3304 Procedures.
201-39.3304-1 Protest notice.
201-39.3304-2 GSA participation.

Subparts 201-39.34 through 201-39.43—[Reserved]

Subpart 201-39.44--Subcontracting Policies and Procedures

201-39.4400 Scope of subpart.
201-39.4401 Policy.

Subpart 201-39.45—Government Property

201-39.4500 Scope of subpart.
201-39.4501 Dedicated FIP equipment or software in FIP services contracts.
201-39.4501-1 General.
201-39.4501-2 Policy.

Subpart 201-39.46—Quality Assurance

201-39.4600 Scope of subpart.
201-39.4601 Contract clause.

Subparts 201-39.47 through 201-39.51 [Reserved]

otherwise noted, the policies and procedures of this part apply to all records, regardless of medium (i.e., paper, electronic, or other).

§ 201-9.001 General.

(a) Chapters 29 and 31 of title 44, U.S.C., require the establishment of standards and procedures to ensure efficient and effective records management by Federal agencies. The statutory goals of these standards and procedures include—

(1) Accurate and complete documentation of the policies and transactions of the Federal Government;

(2) Control of the quantity and quality of records produced by the Federal Government;

(3) Establishment and maintenance of mechanisms of control with respect to records creation in order to prevent the creation of unnecessary records and with respect to the effective and economical operations of an agency;

(4) Simplification of the activities, systems, and processes of records creation, maintenance, and use;

(5) Judicious preservation and disposal of records; and

(6) Direction of continuing attention on records from their initial creation to their final disposition, with particular emphasis on the prevention of unnecessary Federal paperwork.

(b) The law assigns records management responsibilities to the Administrator of General Services (the Administrator), the Archivist of the United States (the Archivist), and the heads of Federal agencies.

(1) The Administrator is responsible for providing guidance and assistance to Federal agencies to ensure economical and effective records management. Records management policies and guidance established by GSA are contained in FIRMR subchapter B and in FIRMR bulletins, records management handbooks, and other publications issued by GSA.

(2) The Archivist is responsible for providing guidance and assistance to Federal agencies to ensure adequate and proper documentation of the policies and transactions of the Federal Government and bulletins and handbooks issued by the National Archives and Records Administration (NARA).

(3) The heads of Federal agencies are responsible for complying with the policies and guidance provided by the Administrator and the Archivist.

Subpart 201-9.1—Agency Programs

§ 201-9.100 Scope of subpart.

This subpart prescribes policies and procedures for establishing and maintaining an agency records management program.

§ 201-9.101 General.

Section 3102 of Title 44 of the U.S.C. requires each Federal agency to establish an active and continuing records management program.

§ 201-9.102 Policy.

Each Federal agency shall establish and maintain an active, continuing program for managing agency records, commensurate with agency size, organization, mission, and recordkeeping activity.

§ 201-9.103 Procedures.

Each Federal agency shall take the following actions to establish and maintain the agency's records management program:

(a) Assign specific responsibility for the development and implementation of agencywide records management programs to an office of the agency and to a qualified records manager.

(b) Consider the guidance contained in GSA and NARA handbooks and bulletins when establishing and implementing agency records management programs.

(c) Issue a directive establishing program objectives, responsibilities, authorities, standards, guidelines, and instructions for its records management program.

(d) Apply appropriate records management practices to all records, irrespective of the medium (e.g., paper, electronic, or other) on which the record resides.

(e) Control the creation, maintenance, and use of agency records and the collection

unnecessarily;

(3) Periodically reviews all existing forms and reports (both those originated by the agency and those responded to by the agency but originated by another agency or branch of Government) to determine if they need to be improved or cancelled;

(4) Maintains its records cost effectively and in a manner that allows them to be retrieved quickly and reliably; and

(5) Keeps its mailing and copying costs to a minimum.

(f) Standardize stationery in terms of size, letterhead design, color (of originals, record copies, and envelopes), markings that are permitted on envelopes and postcards, and number of stationery styles permitted.

(g) Consider the voluntary standards contained in the Table of Standard Specifications in FIRMR Bulletin B-4, when developing agency stationery standards.

(h) Establish agency standards regarding the types of correspondence to be used in official agency communications, and the number and kind of copies required and their distribution and purpose.

(i) Strive to—

(1) Improve the quality, tone, clarity, and responsiveness of correspondence, and provide for its creation in a timely, economical, and efficient manner;

(2) Design forms that are easy to fill-in, read, transmit, process, and retrieve; and reduce forms reproduction costs;

(3) Provide agency managers with the means to convey written instructions to users and document agency policies and procedures through effective directives management;

(4) Provide agency personnel with the information needed in the right place, at the right time, and in a useful format;

(5) Eliminate unnecessary reports and design necessary reports for ease of use;

(6) Provide rapid handling and accurate delivery of mail at minimum cost; and

(7) Organize agency files (i) so that needed records can be found rapidly (ii) to ensure that records are complete and (iii) to

§ 201-9.200 Scope of subpart.

This subpart contains policies and procedures prescribed for the following GSA-managed programs:

(a) The Standard and Optional Forms Management Program.

(b) The Interagency Reports Management Program.

§ 201-9.201 General.

(a) The Standard and Optional Forms Management Program was developed and operated by OMB consistent with the authorities prescribed by the Budget and Accounting Act of 1921. GSA assumed responsibility for the program on May 29, 1967, through agreement with OMB.

(b) The Interagency Reports Management Program implements 44 U.S.C. chapters 29 and 31, recognizing OMB functions under 44 U.S.C. 3504(e) and OMB implementation under 5 CFR 1320.16.

§ 201-9.202 Governmentwide programs.

§ 201-9.202-1 Standard and Optional Forms Management Program.

(a) *General.*

(1) The Standard and Optional Forms Management Program was established to achieve Governmentwide economies and efficiencies through the development, maintenance and use of common forms.

(2) FIRMR Bulletin B-3 contains additional guidance on the Standard and Optional Forms management Program.

(b) Procedures. Each Federal agency shall—

(1) Designate an agency-level Standard and Optional Forms Liaison Representative and Alternate, and notify GSA in writing of such designees' names, titles, mailing addresses, and telephone numbers within 30 days of the designation or redesignation at the address in paragraph (b) (4) of this section;

(2) Promulgate Governmentwide Standard Forms pursuant to the agency's statutory or regulatory authority and issue in the Federal Register Governmentwide

availability, revision or cancellation of these forms;

(4) Obtain GSA approval for each new, revised or canceled Standard and Optional Form, 60 days prior to planned implementation, and certify that the forms comply with all applicable laws and regulations. Send approval requests to: General Services Administration, Forms Management Branch (CARM), Washington, DC 20405;

(5) Provide GSA with a camera ready copy of the Standard and Optional Forms the agency promulgates or sponsors prior to implementation, at the address shown in paragraph (b)(4) above;

(6) Obtain promulgator's or sponsor's approval for all exceptions to Standard and Optional Forms prior to implementation;

(7) Annually review all Standard and Optional Forms which the agency promulgates or sponsors, including exceptions, for improvement, consolidation, or cancellation;

(8) When requested by GSA and OMB, submit a summary of the Standard and Optional Forms used for collection of information covered by 5 CFR 1320;

(9) Request approval to overprint Standard and Optional Forms by contacting GSA (CARM); and

(10) Coordinate all matters concerning health care related Standard Forms through the Interagency Committee on Medical Records (ICMR). For additional information on the ICMR, contact GSA (CARM).

§ 201-9.202-2 Interagency Reports Management Program.

(a) *General.*

(1) GSA manages the Interagency Reports Management Program to ensure that interagency reports and recordkeeping requirements are based on need, are cost-effective, and comply with applicable laws and regulations.

(2) FIRMR Bulletin B-2 contains additional guidance on the Interagency Reports Management Program.

(b) *Procedures.*

interagency reports liaison representative and alternate, and notify GSA in writing of such designees' names, titles, mailing addresses, and telephone numbers within 30 days of the designation or redesignation;

(iii) Use Standard Form 360, Request to Approve an Interagency Reporting Requirement, to obtain GSA approval for each new, revised, or extended interagency report;

(iv) Attach to each Standard Form 360, a justification statement (signed by the official who requested the report) describing the need for the report;

(v) Explain how the reporting costs shown on Standard Form 360 were derived;

(vi) Make supporting documentation for cost estimates available for GSA review;

(vii) Submit to GSA and OMB (see 5 CFR part 1320) simultaneously for approval, interagency reports that collect information from Federal agencies and from either the public or State or local governments;

(viii) Notify GSA and responding agencies when an interagency report is no longer needed; and

(ix) Send requests for GSA approval and notifications regarding interagency reports to: GSA/KAA, 18th & F Streets, NW, Washington, DC 20405.

(2) This section does not apply to the following interagency reports: (However, interagency reports required by Federal agencies to respond to these reports are subject to this section.)

(i) Legislative branch reports.

(ii) Office of Management and Budget (OMB) and other Executive Office of the President reports.

(iii) Judicial branch reports required by court order or decree.

(iv) Reporting requirements for security classified information. However, interagency reporting requirements for non-sensitive or unclassified sensitive information are not exempt, even if such information is later given a security classification by the requesting agency.

procedures governing contracting for FIP resources by negotiation.

§ 201-39.1501 Evaluation factors.

§ 201-39.1501-1 Policies.

(a) In addition to the factors set forth in FAR 15.605, the contracting officer shall evaluate total cost, including the following factors:

(1) All prices for FIP resources including the basic and optional quantities, basic and optional contract periods, and optional FIP resources.

(2) Other support and in-house costs over the system life for installing, operating, and disposing, where quantifiable and when these costs may differ based on offers received.

(3) Any costs of conversion that can be stated in dollars, as well as other costs directly related to converting from installed to augmentation or replacement FIP resources. However, the costs associated with the following shall not be included:

(i) Conversion of existing software and data bases that are to be redesigned regardless of whether or not augmentation or replacement FIP resources are acquired.

(ii) Purging duplicate or obsolete software, data bases, and files.

(iii) Development of documentation for existing application software.

(iv) Improvements in management and operating procedures.

(b) When payments are expected to vary among the alternatives being considered, or where payments will be made over an extended period, agencies should adjust prices and costs to present value and apply the results in source selection. Agencies should follow the guidance in OMB Circular A-94 regarding present value calculations.

§ 201-39.1501-2 Exception.

Agencies are permitted to award on the basis of the lowest offered purchase price when—

FIP resources to be included in the contract does not exceed $300,000.

§ 201-39.1502 Solicitation.

(a) The solicitation shall state the means of evaluating all acquisition methods included in the solicitation.

(b) If a present-value adjustment is to be used, the solicitation shall state the methodology and discount rate that will be applied in the evaluation process.

§ 201-39.1503 Award.

The contracting officer shall not award a contract providing for the delivery of outdated FIP equipment unless—

(a) The agency's DSO determines that such action will be in the Government's best interest; or

(b) A determination has been made in accordance with § 201-39.602 or § 201-39.1003.

Subpart 201-39.16—[Reserved]

Subpart 201-39.17—Special Contracting Methods

§ 201-39.1700 Scope of subpart.

This subpart prescribes policies and procedures for using options and contracts available to Federal agencies for FIP resources

§ 201-39.1701 Options.

§ 201-39.1701-1 General.

The use of options may be appropriate in FIP resources acquisitions because—

(a) The FIRMR requires agencies to determine a system life for each FIP resource requirement and to evaluate costs over the system life;

(b) Funding is normally not available at the time of award for the entire system life; and

§ 201-39.1701-2 Applicability.

Except as set forth below, the policies and procedures of FAR subpart 17.2 shall apply to the acquisition of FIP resources, notwithstanding the language in FAR 17.200.

§ 201-39.1701-3 Policy.

Notwithstanding the language in FAR 17.202, a contract for FIP resources with options to extend the contract period of performance, or to acquire additional quantities or optional FIP resources may be used when—

(a) The Government has requirements for the acquisition of FIP resources extending beyond the basic contract period;

(b) Funds are not available for the entire system life, but a reasonable certainty exists that they will be available in the future; or

(c) Competition for the additional periods, quantities or optional FIP resources is impracticable once the contract is awarded.

§ 201-39.1701-4 Contracts.

Notwithstanding the language in FAR 17.204(e), the total of the basic and option periods for contracts not subject to the Service Contract Act of 1965 (41 U.S.C. 351 et seq.), as amended, may exceed 5 years (see FAR 22.10). However, statutes applicable to various classes of contracts may place additional restrictions on the length of contracts.

§ 201-39.1701-5 Documentation.

Any justifications and approvals or determinations and findings required by subpart 201-39.6 or FAR part 6 shall specify both the basic requirement and all options.

§ 201-39.1701-6 Evaluation.

Notwithstanding the language in FAR 17.206, the contracting officer shall consider all options in the award evaluation.

§ 201-39.1701-7 [Reserved]

§ 201-39.1701-8 Solicitation provision and contract clauses.

In lieu of the solicitation provisions and contract clauses prescriptions set forth in FAR 17.208, the contracting officer shall

(b) A clause substantially the same as the clause at FAR 52.217-6, Option for Increased Quantity, in the solicitation and contract; and

(c) A clause substantially the same as the clause at FAR 52.217-9, Option to Extend the Term of the Contract, in the solicitation and contract.

§ 201-39.1702 Interagency Acquisitions.

§ 201-39.1702-1 Policy.

FAR subpart 17.5 concerning interagency acquisitions does not apply when acquiring or providing FIP resources under a contract which has been awarded pursuant to a delegation of procurement authority from GSA under 40 U.S.C. 759. Agencies should cite 40 U.S.C. 759 as their contracting authority.

§ 201-39.1702-2 Procedures.

(a) Agencies are encouraged to make new indefinite-delivery/indefinite-quantity (IDIQ) contracts for commercial FIP products and services available for use by other agencies.

(1) Contracts must be awarded using full and open competition.

(2) Contract provisions should allow other Federal agencies to use the contracting agency's contract to satisfy requirements that are within the scope of products and services available under the contract until the total contract dollars are expended, subject to ordering limitations imposed by the contracting agency. At the contracting agency's discretion, other agencies may use portions of the contract not needed by the contracting agency.

(3) In addition, contract requirements for products and services may be increased up to twenty percent beyond the contracting agency's requirements in anticipation of overall greater use by the government without conducting additional studies to determine the anticipated needs of other agencies that may place orders under the contract. Use of the contract by other agencies should not be limited to the percent contract requirements are increased. Other agencies should have priority for use of the percent that the contract requirements are increased.

Subparts 201-39.18 through 201-39.32 [Reserved]

Subpart 201-39.33—Protests, Disputes, and Appeals

§ 201-39.3300 Scope of subpart.

This subpart prescribes policies and procedures applicable to protests concerning FIP resource acquisitions filed with the GSA Board of Contract Appeals (GSBCA).

§ 201-39.3301 General.

Under Public Law 98-369, as amended (40 U.S.C. 759(f)), the GSBCA is authorized to hear and decide protests by interested parties involving acquisitions of FIP resources by Federal agencies subject to section 111 of the Federal Property and Administrative Services Act of 1949, as amended (40 U.S.C. 759), including acquisitions subject to GSA delegations of procurement authority.

§ 201-39.3302 Applicability.

This subpart is applicable to all Federal agencies.

§ 201-39.3303 Policy.

All Federal agencies shall follow the GSBCA "Rules of Procedure" in 48 CFR chapter 61.

§ 201-39.3304 Procedures.

§ 201-39.3304-1 Protest notice.

Within one working day after receiving a copy of the protest, the contracting officer shall give oral or written notice of the protest to: General Services Administration, Acquisition Reviews Division (KAA), 18th and F Streets, NW., Washington, DC 20405, telephone (202) 501-1566. If the protest involves an acquisition issued under a specific acquisition delegation of procurement authority (DPA), the DPA number shall be provided to GSA with the notice.

§ 201-39.3304-2 GSA participation.

201-39.43—[Reserved]

Subpart 201-39.44—Subcontracting Policies and Procedures

§ 201-39.4400 Scope of subpart.

This subpart prescribes policies and procedures applicable when subcontracting includes FIP resources.

§ 201-39.4401 Policy.

In addition to the policies and procedures set forth in FAR 44.202-2, the contracting officer responsible for consent shall make a written determination for the file that competition was obtained for FIP resources or that the absence of competition is properly justified.

Subpart 201-39.45—Government Property

§ 201-39.4500 Scope of subpart.

This subpart prescribes policies and procedures for providing Government FIP resources to contractors.

§ 201-39.4501 Dedicated FIP equipment or software in FIP services contracts.

§ 201-39.4501-1 General.

When an offeror proposes the dedicated use of FIP equipment or software in performing a FIP service, it means that the offeror is proposing to use that resource exclusively in providing that service. When this is the case, it can sometimes be more advantageous to the Government to provide the FIP equipment or software to the offeror as Government-furnished property.

§ 201-39.4501-2 Policy.

When a solicitation requires or allows an offeror to propose the dedicated use of FIP equipment or software in performing a FIP service, the contracting officer shall ensure that the solicitation—

(a) Reserves the right for the Government to furnish the dedicated items to the offeror;

system and the dedicated items.

Subpart 201-39.46—Quality Assurance

§ 201-39.4600 Scope of subpart.

This subpart prescribes the use of a contract clause for limiting contractor liability for loss of or damage to property of the Government.

§ 201-39.4601 Contract clause.

The contracting officer shall insert the clause at § 201-39.5202-6, Warranty Exclusion and Limitation of Damages, in solicitations and contracts for FIP resources, unless the contracting officer determines that a higher degree of protection is in the best interest of the Government.

Subparts 201-39.47 through 201-39.51—[Reserved]

Subpart 201-39.52—Solicitation Provisions and Contract Clauses

§ 201-39.5200 Scope of subpart.

This subpart—

(a) Gives instructions for using provisions and clauses in solicitations and contracts for FIP resources; and

(b) Sets forth the solicitation provisions and contract clauses prescribed by this part 201-39.

§ 201-39.5201 [Reserved]

§ 201-39.5202 Texts of provisions and clauses.

§ 201-39.5202-1 FIRMR Applicability.

As prescribed in § 201-39.101-3(c), insert a clause substantially the same as the following in solicitations and contracts:

FIRMR APPLICABILITY (OCT 90 FIRMR)

This solicitation/contract requires the use or delivery of Federal information processing resources but the agency has determined that FIRMR part 201-39 does not apply based on the exception set forth in § 201-39.101-3(b) _____*

(End of clause)

As prescribed in § 201-39.1002-4, insert the following provision in the solicitation:

AVAILABILITY OF THE "FEDERAL ADP AND TELECOMMUNICATIONS STANDARDS INDEX" (OCT 90 FIRMR)

Copies of the "Federal ADP and Telecommunications Standards Index" can be purchased from the U.S. Government Printing Office, Superintendent of Documents, Washington, DC 20402.

(End of provision)

§ 201-39.5202-3 Procurement authority.

As prescribed in § 201-39.106-4, insert a clause substantially the same as the following in solicitations and contracts:

PROCUREMENT AUTHORITY (OCT 90 FIRMR)

This acquisition is being conducted under *_____delegation of GSA's exclusive procurement authority for FIP resources. The specific GSA DPA case number is_____**

(End of provision)

* Insert one of the following phrases:

(1) "the regulatory;"

(2) "a specific agency;" or

(3) "a specific acquisition.

** Insert one of the following:

(1) If the acquisition is being conducted under the regulatory delegation, insert "not applicable."

(2) If the acquisition is being conducted under a specific agency delegation or a specific acquisition delegation, insert the case number as provided in GSA's letter delegating the specific procurement authority (e.g., KAA-88-9999).

§ 201-39.5202-4 Evaluation of options - FIP resources.

As prescribed in § 201-39.1701-8(a), insert a provision substantially the same as the following in the solicitation:

EVALUATION OF OPTIONS - FIP RESOURCES (OCT 90 FIRMR)

(a) The Government will evaluate offers

will not obligate the Government to exercise the options. Offers containing any charges for failure to exercise any option will be rejected.

(b) Selection of an offer will be made on the basis of the most advantageous alternative to the Government provided that the contract prices reasonably represent the value of bona fide requirements for each fiscal year. This determination with respect to contract prices will be made after consideration of such factors as commercial or catalog prices for short-term leases, offeror system startup expenses, multiyear price protection, assured system life availability of equipment, software, and vendor support. If a determination is made that an offer does not meet these criteria, that offer cannot be accepted for award.

(End of provision)

* Insert one of the following:

(1) If a present-value adjustment is being used, indicate the location in the solicitation where any applicable discount factors and contemplated payment schedule are specified; or

(2) If a present-value adjustment is not being used, insert "Not Applicable."

§ 201-39.5202-5 Privacy or security safeguards.

As prescribed in § 201-39.1001-3, insert a clause substantially the same as the following clause in solicitations and contracts:

PRIVACY OR SECURITY SAFEGUARDS (OCT 90 FIRMR)

(a) The details of any safeguards the contractor may design or develop under this contract are the property of the Government and shall not be published or disclosed in any manner without the contracting officer's express written consent.

(b) The details of any safeguards that may be revealed to the contractor by the Government in the course of performance under this contract shall not be published or disclosed in any manner without the

sales for the purpose of carrying out a program of inspection to ensure continued efficacy and efficiency of safeguards against threats and hazards to data security, integrity, and confidentiality.

(d) If new or unanticipated threats or hazards are discovered by either the Government or the contractor, or if existing safeguards have ceased to function, the discoverer shall immediately bring the situation to the attention of the other party. Mutual agreement shall then be reached on changes or corrections to existing safeguards or institution of new safeguards, with final determination of appropriateness being made by the Government. The Government's liability is limited to an equitable adjustment of cost for such changes or corrections, and the Government shall not be liable for claims of loss of business, damage to reputation, or damages of any other kind arising from discovery of new or unanticipated threats or hazards, or any public or private disclosure thereof.

(End of clause)

§ 201-39.5202-6 Warranty exclusion and limitation of damages.

As prescribed in § 201-39.4601, insert the following clause in the solicitations and contracts.

WARRANTY EXCLUSION AND LIMITATION OF DAMAGES (OCT 90 FIRMR)

Except as expressly set forth in writing in this agreement and except for the implied warranty of merchantability, there are no warranties expressed or implied.

In no event will the contractor be liable to the Government for consequential damages as defined in the Uniform Commercial Code, section 2-715, in effect in theDistrict of Columbia as of January 1, 1973, i.e.—

Consequential damages resulting from the seller's breach include—

(a) Any loss resulting from general or particular requirements and needs of which

Subpart 201-39.33—[Reserved]

SUBJECT: Standard and Optional Forms Management Program

1. Purpose. This bulletin provides procedures for obtaining approval for new, revised, or canceled Governmentwide Standard or Optional Forms, including exceptions and electronically generated forms. It also specifies agencies' responsibilities for developing, promulgating, sponsoring, and managing Governmentwide forms through the Standard and Optional Forms Management Program.

2. Expiration date. This bulletin contains information of a continuing nature and will remain in effect until revised or canceled.

3. Contents.

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Electronically Generated.....Attachment A
Terminology to Incorporate in Solicitations
of Automated Standard and Optional Forms.....Attachment B

4. Related material.

a. Budget and Accounting Act of 1921
b. 5 Code of Federal Regulations 1320
c. Paperwork Reduction Act of 1980
d. Paperwork Reduction Reauthorization Act of 1986
e. Freedom of Information Act
f. Privacy Act of 1974
g. FIRMR § 201-9.202-1
h. FIRMR Part 201-11
i. FIRMR Part 201-22
j FPMR Part 101-26

5. Information and assistance.

General Services Administration
Forms Management Branch (CARM)
18th and F Streets, NW
Washington, DC 20405

Telephone: FTS or commercial (202) 501-0581 (v)

6. Definitions.

"Content exceptions" means additions or changes to or deletions of one or more data elements on a Standard or Optional Form.

"Electronically generated forms" means forms generated by FIP systems as defined in FIRMR (41 CFR) 201-4.001.

"Exception" means promulgating or sponsoring agency's approval to change the content, format, or printing of a Standard or Optional Form.

"Format" means a guide, table, sample, or exhibit that illustrates a predetermined arrangement or layout for presenting data. A format may or may not be a form.

entering information. Some non-form items have been incorporated into the Standard and Optional Form Program so that they may be controlled Governmentwide.

"Optional Form" means a form developed by a Federal agency for use in two or more agencies and approved by GSA for nonmandatory Governmentwide use.

"Overprinting" means the printing of pertinent identical entries (e.g. agency name, accounting codes) in a captioned area on a Standard or Optional Form. Overprints are not exceptions.

"Printing exceptions" means changes in the printing specifications of a Standard or Optional Form, i.e. changes to the color, size or type of paper; changes in color or type of ink; the establishment of multi-part sets and marginally punched constructions in lieu of cut sheets; and use of an alternative printing technology (e.g., electronically generated forms may require a printing exception or a format exception -- see paragraph 12g).

"Promulgating agency" means any Federal agency that develops a Standard Form as defined below and in FIRMR 41 CFR 201-4.001 and prescribes the mandatory Governmentwide use of that form.

"Standard form" means a form prescribed by a Federal agency pursuant to its authority, and approved for mandatory Governmentwide use.

"Sponsoring agency" means any Federal agency that develops an Optional Form as defined above and in FIRMR 41 CFR 201-4.001.

7. Acronyms.

CFR	Code of Federal Regulations
FIPS	Federal Information Processing Standard
FPMR	Federal Property Management Regulation
ICMR	Interagency Committee on Medical Records
OMB	Office of Management and Budget

Forms Management Program in 5 CFR 1320, which implements the Paperwork Reduction Act of 1980 and the Paperwork Reduction Reauthorization Act of 1986.

9. Program description. The objectives of the Standard and Optional Forms Management Program are to provide for:

a. Increased productivity and economy through simplified, cost-effective practices and procedures for designing, creating, printing, electronically generating, stocking, distributing, using and managing Governmentwide Standard and Optional Forms and exceptions thereto.

b. The creation of Standard and Optional Forms based on a valid need and in compliance with applicable laws and regulations, including the Freedom of Information Act (5 U.S.C. 552), the Privacy Act of 1974 (5 U.S.C. 552a), and Federal Information Processing Standards (FIPS).

c. The elimination of unnecessary forms, regardless of media.

d. Improved Governmentwide communication and economies through coordination of the program with other interagency information resources management activities and programs.

e. Conservation of natural resources through elimination of paper forms to the maximum extent possible.

10. Agency responsibilities.

a. FIRMR requirements. FIRMR § 201-9.202-1 requires each agency to:

(1) Establish and issue in the FEDERAL REGISTER, Governmentwide procedures prescribing the use and availability of all Standard and Optional Forms which it promulgates or sponsors (revisions may be announced in the appropriate directive or regulatory system).

paragraph 12g.

(3) Provide GSA with a camera ready copy of the Standard and Optional Forms the agency promulgates or sponsors, prior to implementation, at the address shown in paragraph 5. above.

(4) Designate an agency-level Standard and Optional Forms liaison representative and alternate to coordinate all matters relating to Standard and Optional Forms. GSA is to be notified in writing of each designee's name, title, mailing address, and telephone number within 30 calendar days of the designation or redesignation. All communications concerning designees shall be forwarded to GSA at the address shown in paragraph 5. above.

(5) Annually review all Standard and Optional Forms which the agency promulgates or sponsors, including exceptions, for improvement, consolidation, or cancellation.

b. Agency actions. In carrying out their responsibilities under the Standard and Optional Forms Management Program, agencies should:

(1) Establish, issue, and implement internal procedures for compliance with the Standard and Optional Forms Management Program.

(2) Develop new and revised Standard and Optional Forms in accordance with the agency's mission, responsibilities, and authority; applicable laws and regulations; GSA forms analysis and design guidelines; and this FIRMR Bulletin.

(3) Ensure that new and revised Standard and Optional Forms and exceptions thereto do not duplicate forms already available under the Standard and Optional Forms Management Program.

(4) Prepare a justification statement for each Standard

(5) Make maximum use of electronically generated Standard and Optional Forms.

(6) Maintain records documenting all agency Standard and Optional Forms actions.

(7) Ensure that all agency electronically generated Standard and Optional Forms conform to this FIRMR Bulletin. Standard and Optional Forms not recommended for electronic generation are listed in Attachment A.

(8) Refer to Attachment B for recommended terminology to incorporate in solicitations of automated Standard and Optional Forms.

(9) Make available for local reproduction those forms with an anticipated or actual Governmentwide annual usage of 5,000 or less. Full size illustrations of these forms should be included in the prescribing regulation or form announcement, or otherwise be made available to users, and should be clearly annotated, "AUTHORIZED FOR LOCAL REPRODUCTION."

(10) Standardize exception requests at the highest organizational level possible.

(11) Coordinate the development, revision, or cancellation of Standard and Optional Forms with user agencies.

(12) Prohibit the use of forms or exceptions which have been canceled.

(13) Prohibit the changing of edition dates once assigned by GSA.

and Optional Forms printing problems, stock disposal problems, and approval/acceptance of printing proofs and photo prints.

(16) Coordinate with OMB on the approval of new and revised Standard and Optional Forms that are within OMB's paperwork burden clearance jurisdiction.

(17) Review, analyze, and approve or disapprove all requests for exceptions to Standard and Optional Forms promulgated or sponsored by the agency.

(18) Ensure and certify that all new or revised Standard and Optional Forms promulgated or sponsored by the agency are in conformance with applicable laws and regulations, and that the copy of the form and printing specifications are complete and correct.

11. GSA responsibilities. In carrying out its responsibilities under the Standard and Optional Forms Management Program, GSA will:

a. Promote the simplification of Governmentwide procedures and improve office productivity through encouraging the development of new and revised Standard and Optional Forms.

b. Approve or disapprove requests for new or revised Standard and Optional Forms.

c. Maintain and distribute to all agencies a current inventory of approved Standard and Optional Forms and a listing of current agency liaison representatives.

d. Promote the promulgation or sponsorship of new Standard or Optional Forms when a need is demonstrated and when it is in the best interest of the Government.

g. Coordinate with GSA's Interagency Reports Management Program on the approval of new and revised Standard and Optional Forms that are also Interagency Reports.

12. Procedures.

a. Approval and disapproval of Standard and Optional Forms. The promulgating or sponsoring agency should:

(1) Request approval for new and revised Standard and Optional Forms by submitting one copy of each of the following to the address shown in paragraph 5. above:

(i) A Standard Form 152, Request for Clearance or Cancellation of a Standard or Optional Form or Exception.

(ii) A statement explaining the need for the new form or change and the agency's certification that the form meets all relevant statutory and/or programmatic requirements and is technically adequate. The justification should cite the prescribing law or draft regulation. Revision requests should identify and explain all changes.

(iii) The draft form. Revised forms should include highlighted changes for quick identification.

(iv) A copy of the printing specifications for forms to be printed and stocked in the Federal Supply System.

(v) A list of the names, titles, and organizations of persons with whom new or revised forms were coordinated and a summary of any major problems on which agreement could not be reached.

(vi) A list of potential user agencies and their projected annual usage.

(vii) Copies of other supporting documents as required, i.e., OMB approval notices, Interagency Report approval notices, etc..

add the form number and title to the list at Attachment A, if it should not be electronically generated or locally reproduced without GSA approval.

(2) Announce that new or revised forms with an anticipated or actual Governmentwide annual use of 5,000 or less are authorized for local reproduction by user agencies.

(3) Announce the issuance of approved new or revised Standard or Optional Forms by publishing a change in the FEDERAL REGISTER. The issuance should include:

(i) Form number, title, and purpose;

(ii) Preparation and implementation instructions;

(iii) Obligation for use (i.e., mandatory or optional);

(iv) Frequency of use;

(v) Number of copies required;

(vi) Implementation date;

(vii) Interagency report control number and OMB approval number and expiration date (if any);

(viii) Approximate availability date;

(ix) Guidance on use and disposition of present stock;

(x) Supply source; and

(xi) National stock number, when applicable.

(1) Analyze agency requests for new and revised forms to:

(i) Verify that the certification contains all relevant information;

(ii) Ensure that approval will not result in duplicate forms;

(iii) Ensure that the form follows GSA forms design and cost-effectiveness standards and guidelines.

(2) For approved requests:

(i) Assign an edition date and a form number;

(ii) Notify the requesting agency and GSA's Federal Supply Service of the decision on the returned Standard Form 152; and

(iii) Enter the approved form in the Standard and Optional Forms Inventory; and

(iv) Notify all agencies of the action by issuing a Clearance Register notice.

(3) For requests that are disapproved, notify the requesting agency of the decision on the returned Standard Form 152.

c. Cancellation of Standard and Optional Forms.

(1) The promulgating or sponsoring agency should:

(i) Request cancellation of the form by submitting to GSA a Standard Form 152, a justification statement, and a draft of the proposed cancellation notice.

notice in the Federal Register. A copy of each notice should be submitted to GSA at the address given in paragraph 5. above.

(2) GSA will approve or disapprove the request and notify the promulgating or sponsoring agency and, in the case of approvals, GSA's Federal Supply Service of the decision on the returned Standard Form 152.

d. Exceptions to Standard and Optional Forms. Each agency should:

(1) Request an exception to a Standard and Optional Form only when the agency can demonstrate that the difference in the content, format, or printing specifications of the exception is cost-effective. Use of an Optional Form is non-mandatory; therefore, if an agency elects not to use an optional form, no exception is required. Electronically generated versions of Standard and Optional Forms require exception approval when they do not comply with the guidelines in paragraph 12.g. below.

(2) Establish exceptions to Standard and Optional Forms at the highest organizational level possible.

(3) Arrange for reproduction and stocking of its approved exceptions.

(4) Re-evaluate the need for previously approved exceptions when either the excepted form, its printing specifications, or the basic form is revised.

(5) Analyze and approve or disapprove all requests for exceptions to Standard and Options Forms promulgated or sponsored by the agency.

e. The exception process.

(1) Agencies should submit exception requests to the promulgating or sponsoring agency responsible for the form. The request should include three copies of Standard Form 152, the

cost benefits; and an estimate of the number of the excepted forms expected to be used in one year.

(2) Exception requests will be reviewed and analyzed by the promulgator/sponsor to verify the need for the exception, the completeness of the documentation, compliance with promulgated regulations, Federal form design standards, and the goals of the Standard and Optional Forms Management Program outlined in this bulletin. The promulgating/sponsoring agency should also review the request to limit unnecessary variations of the form for economy of application and, in the case of electronic forms, for need of clearance; and work with the requesting agency to clarify all issues.

(3) The promulgating/sponsoring office shall approve or disapprove exception requests by signing the SF 152. One copy of the approval package including a signed SF 152 will be returned to the requesting agency and, for approved exceptions, a copy of the clearance package will be sent to GSA/CARM at the address in paragraph 13b, below.

(4) Agencies may electronically generate forms approved as exceptions to Standard and Optional Forms without further approval, providing there are no changes to the form.

f. Voided exceptions.

(1) Content and format exceptions (including electronic versions) become void when the affected Standard or Optional Form is revised or canceled by the promulgating agency, or when the exception is altered.

(2) Printing exceptions (including electronic versions) become void when the affected Standard or Optional Form is canceled, when a form that meets user needs is stocked by GSA's Federal Supply Service, or when the form is revised unless the exception has no content or format changes and the agency certifies in writing that there is a continued need. This certification of continued need should be received by GSA within 60 workdays of the revision of the Standard or Optional Form.

To Be Electronically Generated" in Attachment A. Forms listed in Attachment A may not be electronically generated without exception approval.

(2) Like a photocopy, an electronic reproduction must be complete, containing all instructions and questions which appear on the current official form. The wording and punctuation of all items, instructions, and identifying information must match exactly. No data elements may be added or deleted. The sequence and format for each item on the form must be reproduced to the highest degree possible. Each item must print on the same page in approximately the same location. However, forms printed face and back on the original may be printed on single sheets provided each page is identified with the form number, page number, and edition date. Likewise, multiple part sets may be printed as single sheets. The final form must be printed using the same dimensions (length and width) as the current edition is printed. All blocks must remain approximately the same size and lines must remain approximately the same length. Consult with the promulgating/sponsoring agency for possible variations in box and paper sizes, paper color and/or special ink and paper, and line lengths. Agencies should consult with promulgating/sponsoring agencies for guidance on whether instruction pages (normally located on the back of forms) may be omitted from the back of electronically generated forms. The electronic form should contain the software name and vendor/ producer (if any) at the bottom of the face page. National Stock Numbers (NSNs), used by the Federal Supply Service to identify stock items, may be omitted from electronically generated Standard and Optional Forms.

(3) The name and producer/vendor (if any) of the software used to create the electronic form must appear on the face page below or near the form number. Form users and agencies need a way to identify electronic versions of forms from printer versions, in determining the quality and accuracy of the software, and in the overall performance of the producer/vendor.

and the Standard and Optional Forms Management Program (GSA/CARM) personnel at GSA as indicated in paragraph 5.

(6) It is important to verify that forms produced from standard software have not been altered by the computer system. Identical software used on different system configurations can produce forms that look the same but may be slightly different.

(7) Any form with poor print quality or other defect which renders it illegible or very difficult to read will not be acceptable. Laser printers or near letter quality printers may be used to print electronic forms. Dot-matrix printers that are only capable of producing draft quality documents shall not be used for form generation, but may be used for filling in a preprinted form where appropriate.

(8) In the case where electronic versions contain unanticipated defects which are not specifically described in these guidelines, the Federal agencies (to include the Liaison Representatives in the promulgating or sponsoring agencies) have the right to reject the forms as implemented. Upon rejection, any problems regarding the acceptability of a specific electronic version of a particular Standard or Optional Form shall be brought to the attention of all concerned Federal agencies' Liaison Representatives, the vendor (if any), and the Standard and Optional Forms Management Program (GSA/CARM).

(9) Electronically generated Standard and Optional Forms that do not conform to these guidelines must be cleared as exceptions.

h. Coordination with interagency reporting approved by GSA. When an agency develops or revises a Standard or Optional Form in conjunction with an interagency reporting requirement, the agency should submit to GSA a Standard Form 360, Request for Clearance of an Interagency Reporting Requirement, in addition to other clearance documents. Such a form will need current interagency reporting clearance at the time it is approved as a Standard or Optional Form.

should be submitted by the promulgating or sponsoring agency to OMB. Agencies should submit a copy of the OMB approval notice, in addition to other clearance documents, when developing, revising, canceling or requesting an exception to a Standard or Optional Form requiring OMB clearance.

j. Interagency Committee on Medical Records.

(1) The Interagency Committee on Medical Records (ICMR) is responsible for reviewing all health care related Standard Forms to ensure quality, uniformity, and adequacy of health care records of the Federal Government. The ICMR is responsible for developing new and revised medical Standard Forms and requesting cancellation of obsolete medical forms and clearance of exceptions to existing medical Standard Forms. GSA is responsible for providing assistance in the promulgation process and for serving as co-promulgator with ICMR. The operations of the ICMR are explained in FIRMR Bulletin B-5.

(2) The ICMR chairperson will initiate, sign, and submit requests for the approval of medical Standard Forms to:

General Services Administration (CARM)
18th and F Streets, NW
Washington, DC 20405.

(3) GSA/CARM is responsible for approving these requests in accordance with the procedures in this bulletin.

(4) Agencies will coordinate all matters relating to health care-related Standard and Optional Forms with the ICMR.

13. Availability of forms.

a. General procedures for procuring stocks of Standard and Optional Forms from the Federal Supply Service can be found in FPMR sections 41 CFR 101-26.2 and 101-26.302, Standard and Optional Forms. Agencies should also refer to local procedures for ordering centrally stocked forms. Standard Form 152 is

Supply Management Division (3FNI-CO)
Washington, DC 20406.

Telephone: FTS or commercial (703) 305-6677(v)

14. Cancellation. FIRMR Bulletin B-3, Revision 1, dated June 15, 1992, is canceled.

JOE M. THOMPSON
Commissioner
Information Technology Service

Forms Management Program personnel at the address and telephone number in paragraph 5.

SF NUMBER	DOCUMENT TITLE
SF 66	Official Personnel Folder
SF 66B	Label - Caution Personnel Records, Restricted Usage
SF 66C	Merged Records Personnel Folder
SF 66D	Employee Medical Folder
SF 76	Federal Post Card Registration and Absentee Ballot Request (FPCA)
SF 87	Fingerprint Chart
SF 87A	Fingerprint Chart (Without ORI Number)
SF 97	The United States Government Certificate to Obtain Title to a Vehicle
SF 98	Notice of Intention to Make a Service Contract and Response to Notice
SF 149	U. S. Government National Credit Card
SF 186	Federal Write-In Absentee Ballot
SF 215	Deposit Ticket
SF 215A	Deposit Ticket (IRS)
SF 215B	Deposit Ticket (Customs)
SF 215C	Deposit Ticket (EFT)
SF 215D	Deposit Ticket
SF 260A-E	Firefighter Personal Property Tag
SF 261	Crew Time Report
SF 519A	Radiologic Consultation Request/Report
SF 519B	Radiologic Consultation Request/Report
SF 521	Medical Record - Dental
SF 545	Laboratory Report Display
SF 546	Chemistry I
SF 547	Chemistry II
SF 548	Chemistry III (Urine)

SF 556	Immunohematology
SF 557	Miscellaneous (Lab Form)
SF 603	Health Record - Dental
SF 603A	Health Record - Dental Continuation
SF 700	Security Container Information
SF 703	TOP SECRET Coversheet
SF 704	SECRET Coversheet
SF 705	CONFIDENTIAL Coversheet
SF 706	TOP SECRET (Label)
SF 707	SECRET (Label)
SF 708	CONFIDENTIAL (Label)
SF 709	CLASSIFIED (Label)
SF 710	UNCLASSIFIED (Label)
SF 711	DATA DESCRIPTOR (Label)
SF 712	CLASSIFIED SCI (Label)
SF 1081	Voucher and Schedule of Withdrawals and Credits
SF 1094	U. S. Tax Exemption Certificates
SF 1103	U. S. Government Bill of Lading
SF 1166 OCR	Voucher and Schedule of Payments
SF 1166A OCR	Voucher and Schedule of Payments - Memorandum
SF 1167 OCR	Voucher and Schedule of Payments (Continuation Sheet)
SF 1167A OCR	Voucher and Schedule of Payments (Continuation Sheet) - Memorandum
SF 1169	U. S. Government Transportation Request
SF 1203	U. S. Government Bill of Lading - Privately Owned Personal Property
SF 5515	Debit Voucher
SF 5515A	Debit Voucher
SF 5958	OCR Check Issue Transmittal
SF 5958A	OCR Check Issue Transmittal
OF 16	Sales Slip - Sale of Government Personal Property
OF 23	Chargeout Record
OF 24	Shelf File Chargeout Record
OF 25	Shelf File Chargeout Record
OF 55	U. S. Government Identification Card
OF 65A	U. S. Government Messenger Envelope
OF 65B	U. S. Government Messenger Envelope
OF 65C	U. S. Government Messenger Envelope
OF 70A	Fragile (Pressure Sensitive Label)

OF 81	999 (Label)
OF 83	NMCS (Not Mission Capable Supply) (Label)
OF 84	NMCS (Not Mission Capable Supply) (Label)
OF 85	Fragile - Magnetic Tape (Label)
OF 86	Personal Data (Warning) (Adhesive-Backed Label)
OF 86A	Personal Data (Warning) (Adhesive-Backed Label)
OF 87	Attention - Electrostatic Sensitive Devices (Adhesive-Backed Label)
OF 87A	Attention - Electrostatic Sensitive Devices (Adhesive-Backed Label)
OF 88	Attention - Static Sensitive Devices (Adhesive-Backed Label)
OF 95	Open - Locked (Sign)
OF 99	FAX Transmittal (Label)
OF 112	Classified Material Receipt
OF 120	Diplomatic Pouch Mail Registration
OF 124	Limited Official Use - Cover Sheet
OF 155A	Immigrant Visa and Alien Registration
OF 158	General Receipt
OF 185	Outgoing Telegram (OCR)
OF 185A	Outgoing Telegram (OCR) (Continuation Sheet)
OF 191	Outgoing Telegram (OCR - Overseas)
OF 191A	Outgoing Telegram - Continuation Form (OCR - Overseas)
OF 232	Unrecognized Passport/Blank Waiver Cases
OF 233	Consular Cash Receipt and Record of Fees
OF 263	Requisition for Equipment, Supplies, Furniture, etc.
OF 274	Equipment Warranty (Label)
OF 288	Emergency Firefighter Time Report
OF 291	Emergency Vehicle Identification
OF 297	Emergency Equipment Shift Ticket
OF 302	Excess Property Inspection Certification
OF 304	Emergency Equipment Fuel and Oil Issue
OF 305	Emergency Equipment Rental Use Envelope
OF 346	U. S. Government Motor Vehicle Operator's Identification Card
OF 363	Memorandum of Call

requirements statements, incorporated in requirements documents, solicitations, and offers for acquisition of FIP resources. The following is presented only as guidelines to aid Federal Information Resources program managers and contract personnel. Each organization should fully analyze its specific needs and determine its requirements before selecting specific language for its solicitations.

1. A list of Standard and Optional Forms not to be electronically generated by the vendor's software is listed in the attachment to this document. Information on the current version of the form can be obtained by consulting the Standard and Optional Forms Facsimile Handbook, or the Inventory of Standard and Optional Forms.

2. Like a photocopy, an electronic reproduction must be complete, containing all instructions and questions which appear on the current official form. The wording and punctuation of all items, instructions, and identifying information must match exactly. No data elements may be added or deleted. The sequence and format for each item on the form must be reproduced to the highest degree possible. Each item must print on the same page in approximately the same location. However, forms printed face and back on the original may be printed on single sheets provided each page is identified with the form number, page number, and edition date. Likewise, multiple part sets may be printed as single sheets. The final form must be printed using the same dimension as the current edition is printed. All blocks must remain approximately the same size and lines must remain approximately the same length. The electronic form should contain the software name and vendor/ producer (if any) at the bottom of the face page.

3. The vendor's automated forms software shall include the capabilities to fill in fixed and variable data on the automated or electronically generated Standard and Optional Forms.

4. The maintenance clause of the electronic forms software shall include agreed upon periodic changes/maintenance to the Standard and Optional Forms to ensure the current version of the form.

6. In the case where electronic versions contain unanticipated defects, the program office reserves the right to reject electronic versions because of defects which are not specifically described in the guidelines established in paragraphs 1 and 2. Any problems regarding the acceptability of a specific electronic version of a particular Standard and Optional Form will be brought to the attention of the vendor.

7. The current working environment(s) consist of the following hardware, software and supporting network configurations:

(to be filled in by the Federal agencies)

		Provisions
3	08/15/94	Amendment of FIRMR Provisions Relating to FIRMR Applicability, FIRMR Bulletins, and Present Value Analysis
4	01/19/95	Amendment of FIRMR to Remove Provisions for Using GSA Nonmandatory Schedule Contracts for FIP Resources
5	10/24/95	Amendment to Revise FIRMR Provisions Regarding the Standard and Optional Forms Management Program
6	10/27/95	Amendment of FIRMR Provisions to Provide for Mult-Agency use of Contracts for Federal Information Processing (FIP) Resources

Interim Rule Number		
1	10/15/93	Mandatory requirement for agencies to purchase energy efficient computer equipment
2	10/11/94	Revises policies regarding delegations of procurement authority from GSA for the acquisition of Federal information processing (FIP)

		of the Federal Information Resources Management Regulation
B-1	01/30/91	Electronic Records Management
B-2	01/30/91	Interagency Reports Management Program
B-3/Rev.2	10/24/95	Standard and Optional Forms Management Program
B-4	01/30/91	Selecting and Using Stationery and Related Forms
B-5	11/22/91	Interagency Committee on Medical Records
C-1	01/30/91	Sharing Telecommunications Resources
C-2	01/30/91	Disposition and Reuse of FIP Equipment
C-3/Rev.1	01/02/92	Federal ADP and Telecommunications Standards Index
C-4/Rev. 1	07/08/94	Performance and Capability Validation of FIP Systems
C-5	01/30/91	Delegation of GSA's Exclusive Procurement and Multiyear Contract Authority
C-6/Rev.1	06/01/93	Federal Information Resources Management Review Program
C-7	01/30/91	Trail Boss Program
C-8	01/30/91	Information Accessibility for employees with Disabilities
C-9/Rev. 1	08/11/93	Nonmandatory GSA Services and Assistance Programs
C-10	01/30/91	Telecommunications Accessibility for Hearing and Speech Impaired Individuals
C-11	01/30/91	Sharing of Data Processing Capacity
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C-13	01/31/91	Control of Long-distance Telephone Services
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