

CDF FORMS MANAGEMENT COORDINATOR

2311

(No. 3 July 1998)

- Provides information and assistance to originators in planning the preparation, reproduction, and storage of CDF forms, and in maintaining an adequate stock of forms.
- Reviews and approves all form drafts to ensure they meet requirements for design and reproduction efficiency.
- Provides guidelines to users on the identification, location, availability, and ordering of departmental forms.
- Controls the reproduction of forms and the assignment of departmental form numbers.
- Coordinates the preparation of forms masters and the procurement, storing, and inventory maintenance of departmental forms.
- Maintains a history folder for each form originated.
- Evaluates and eliminates unnecessary forms.

FORMS AND/OR FORMS SAMPLES: RETURN TO ISSUANCE HOME PAGE FOR FORMS/FORMS SAMPLES SITE LINK.

[\(see next section\)](#)

[\(see Table of Contents\)](#)