



REVISION: This revised directive supersedes TSA MD 200.2, *TSA Forms Management*, dated October 7, 2004.

SUMMARY OF CHANGES: Section 3, Authorities, adds authorities; Section 4, Definitions, adds and expands definitions; Section 5, Responsibilities, adds new offices/officials and expanded responsibilities for select offices, and introduces [TSA Form 222, Form Submission Checklist](#); and Section 6, Policy, extends the review and/or recertification period to two (2) years, provides Field guidance, and clarifies the term “TSA Form.”

1. **PURPOSE:** This directive provides TSA policy and procedures for preparing, submitting, reviewing, coordinating and approving DHS and TSA Forms.
2. **SCOPE:** This directive applies to all TSA organizational elements.
3. **AUTHORITIES:**
 - A. Aviation and Transportation Security Act, PL 107-71
 - B. [DHS MD 0555.2, Forms Management](#)
 - C. [DHS MD 4010.2, Section 508 Program Management Office and Electronic and Information Technology Accessibility](#)
 - D. Federal Information Quality Act , PL 106-554, Section 515
 - E. Government Paperwork Elimination Act, PL 105-277
 - F. Homeland Security Act, 6 USC
 - G. Information Quality Law, PL 106-554
 - H. Information Technology Management Reform Act (Clinger-Cohen Act), 40 USC Chapter 25, Sections 1401-1503
 - I. Paperwork Reduction Act, PL 104-13
 - J. Privacy Act (5 USC 552a) as amended
 - K. Rehabilitation Act, Section 508, 29 USC 794(d), as amended
 - L. [TSA MD 200.1, Directives Management](#)

4. DEFINITIONS:

- A. Approving Official: A TSA senior management official with authority to approve actions for a TSA program office; i.e., Assistant Administrator, their equivalents, or designees.
- B. DHS Form: A form used by two or more DHS organizational elements, including the Departmental Offices, and required by a Departmental directive or other written instructions.
- C. Edition Date: The month and year the form is created.
- D. Field: Non-Headquarters elements. (see Section 4G, Headquarters)
- E. Form: Any document that contains blank spaces to be filled with specific information. A form may be any type of document, including contracts, certificates, labels, memos, letters, envelopes, etc.
- F. Form Number: The number assigned to identify a form.
- G. Headquarters: Offices and buildings located in Arlington, Virginia or similarly situated in the Washington, D.C. metropolitan area, excluding the D.C. metropolitan airports and airport support facilities maintained or occupied by TSA.
- H. Management Directive Point-of-Contact (MD POC): An individual appointed to serve as a program office's contact for directives and forms management activities.
- I. Office of Information Management Programs (OIMP): TSA office within the Office of the Chief Administrative Officer (CAO) with assigned program and process oversight and responsibility for managing agency directives, forms and records management programs.
- J. Optional Form (OF): A form developed by a Federal agency for use in two or more agencies and approved by the GSA for non-mandatory Government-wide use.
- K. Program Office: A TSA organizational element with assigned scope and responsibility for a major TSA program function(s) and headed by an Assistant Administrator or equivalent.
- L. Program Form: A form developed for the sole internal use and collection by a program office where the information is not collected elsewhere.
- M. Revision Date: The month and year an existing form is revised.
- N. Standard Form (SF): A form prescribed by a Federal agency, pursuant to its authority, and approved by General Services Administration (GSA) for mandatory Government-wide use.
- O. TSA Form: A form developed by a TSA program office, and processed and approved through OIMP for unique agency use as denoted by its TSA Form number and edition date.

5. RESPONSIBILITIES:

- A. Approving Officials/Program Offices are responsible for:
 - (1) Designating an MD POC(s) using [TSA Form 225, MD POC Appointment](#).
 - (2) Determining the need and technical content of their proposed forms, and documenting it using TSA Form 222.
 - (3) Ensuring review and recertification of their program office forms.
- B. OCC is responsible for reviewing forms to ensure compliance with applicable statutes, regulations and policies.
- C. Office of Operational Process and Technology is responsible for reviewing and, as appropriate, testing forms to ensure appropriate technical applications are in compliance with Section 508 of the Rehabilitation Act.
- D. Office of Communications and Public Information (CPI) is responsible for:
 - (1) Maintaining stewardship and systems accountability for forms displayed on TSA's Intranet, in accordance with applicable TSA, DHS and Federal government guidelines and other relevant policies, regulations and statutes governing webpage information and uses.
 - (2) Coordinating forms content management and technical issues with OIMP, and providing related training and technical assistance.
- E. OIMP is responsible for managing the TSA Forms review and coordination process, to include:
 - (1) Establishing and managing procedures for submitting, reviewing and approving TSA Forms.
 - (2) Providing technical advice and assistance to MD POCs/program offices regarding the creation, design and management of forms.
 - (3) Serving as DHS liaison on forms management.
 - (4) Coordinating forms with technical offices as determined appropriate.
 - (5) Assigning TSA Form numbers, edition dates, revision dates, and modifying/approving TSA Form titles and formats.
 - (6) Managing the TSA Intranet's *Forms* page content and postings.
 - (7) Publishing forms notices via a TSA Broadcast or other appropriate medium.

- (8) Monitoring program offices' review and recertification of forms.
- (9) Maintaining historical files and logs on TSA Forms.

F. MD POCs are responsible for:

- (1) Notifying OIMP of their appointment as MD POC by forwarding the completed TSA Form 225 to OIMP, and notifying OIMP of any changes in their appointment status.
- (2) Completing applicable directives and forms training.
- (3) Providing OIMP with a draft copy of the form for review and approval, and a completed TSA Form 222.
- (4) Reviewing, resolving, responding to, and compiling comments, as appropriate, and concurrences/non-concurrences for directives and forms.
- (5) Coordinating and completing the submission of draft and final directives and forms and accompanying documentation.
- (6) Compiling and submitting to OIMP all final versions of directives and forms and accompanying case file documents.
- (7) Notifying OIMP when forms revisions or cancellations are necessary based on organizational or policy changes.

6. POLICY: The Forms Management program provides an efficient and cost effective method of collecting information, and providing overall management for forms by identifying OIMP as the focal point for the review, revision/modification, coordination, approval and publishing/posting of existing and proposed forms at TSA.

- A. DHS Forms and Standard Forms will be used if available.
- B. Form content must demonstrate adherence to legal and statutory authorities such as the Privacy Act and the Paperwork Reduction Act.
- C. Each form should be supported by a directive setting forth instructions for preparing, submitting, and using the form, except for self-explanatory forms used by a single organizational element.
- D. TSA Forms will be reviewed and/or recertified bi-annually (every two years).
- E. Field elements will coordinate proposed TSA Forms through their respective Headquarters program offices' MD POCs, and the Headquarters offices will determine which forms have TSA-wide/broad application before seeking further coordination and approval through OIMP.

F. Titling and issuance of TSA Forms is limited to forms managed via the forms management process and intended for TSA-wide notice, publication and/or compliance, unless otherwise excepted.

G. Programmatic forms (i.e., non-TSA Forms) will not be posted on the TSA's Intranet *Forms* page, but may be posted by the program office on their respective *Functional Areas* page.

7. PROCEDURES: Reference applicable guides, manuals, standard operating instructions and standard operating procedures, and other process directions relevant to and specific to the program and functions identified in this directive. Direct programmatic inquiries to the appropriate subordinate program office point-of-contact.

TSA forms have a standard coordination cycle of **10 business days**. Reference [TSA Forms Management Process Flowchart](#).

8. EFFECTIVE DATE AND IMPLEMENTATION: This policy is effective immediately upon signature.

APPROVAL



David R. Nicholson
Assistant Administrator for Finance and
Administration / Chief Financial Officer

3/2/06
Date

Filing Instructions: File 200.1.1
Effective Date: Date of Signature
Review Date: Two Years from Effective Date
Distribution: Assistant Administrators and equivalents, Federal Security Directors,
Business Management Offices, and Administrative Officers
Point-of-Contact: OIMP, INFOMGTPROGS@dhs.gov, 571-227-3536/1170