



DEPARTMENT OF DEFENSE
Defense Commissary Agency
Fort Lee, VA 23801-1800

DIRECTIVE

Publications and Forms Program

DeCAD 5-1
March 31, 2008

Corporate Operations Group
OPR: HQ DeCA/COG

References: See Enclosure 1

1. PURPOSE. This Directive:

- a. Replaces References (a) and (b), cancels Reference (c), and establishes Reference (d).
- b. Establishes a publications and forms program for the Defense Commissary Agency (DeCA) and prescribes a uniform publications issuance system that provides a clear distinction between the few vital policies issued by the Director, DeCA, and the guidance communicated through the use of DeCA publications and forms.
- c. Is established in compliance with Reference (e).

2. APPLICABILITY. The policy and guidance outlined in this Directive apply to all DeCA activities who prepare, manage, review, certify, approve, and use DeCA publications and forms.

3. POLICY. It is DeCA policy that:

- a. The Corporate Operations Group (COG) shall develop and maintain DeCA's Publications and Forms Program. The program governs the preparation, coordination, approval, publication, dissemination, maintenance, and internal review of DeCA issuances. A publications/forms manager (P/FM) shall be assigned to administer the program.
- b. Publications are approved DeCA Directives (DeCAD), DeCA Manuals (DeCAM), DeCA Handbooks (DeCAH), DeCA Director's Policies (DeCA DP), and DeCA Indexes (DeCAI). Forms are approved DeCA Forms (DeCAF) and DeCA Posters (DeCAP).
- c. The office of primary responsibility (OPR) is the headquarters (HQ) directorate or staff office responsible for a particular mission or function which prescribes the content of an issuance. The OPR must ensure the content conforms to the regulations of DeCA and to statutes, executive orders, and other requirements of higher authority. The OPR is responsible for determining the issuance is complete, accurate, and appropriate.

d. A DeCAF 5-1, DeCA Publication/Form Action Request, shall be submitted for all publication and form actions.

e. All proposed new, rewritten, and changed publications shall be formally coordinated as a draft and final draft to solicit the views of the HQ DeCA functional process owners/special staff group (FPO/SSG) and regional offices before signature and authentication.

f. Publications shall be considered official when signed by the approving official and authenticated by the Chief, COG, by affixing the DeCA heraldry seal on the first page of the document. Publications are permanent and remain in effect until superseded or rescinded by the OPR.

g. A DeCAD shall no longer contain an appendix referencing the Management Control Program Checklists. All references to internal controls will be documented in a DeCAM.

h. A DeCAF is an approved format used for collecting, recording, and/or extracting information when a predetermined set of data fields have been established and defined to meet a definite purpose. A DeCAP is a pre-designed and approved product used to inform, direct, motivate, or promote. The P/FM should review the DeCAP prior to printing.

i. Information technology shall be used to the maximum extent possible for the creation, distribution, and use of forms to record, store, and disseminate information entered on those forms.

j. A DeCAF shall have a prescribing DeCAD that is identified on the form. If the DeCAF does not have a prescribing DeCAD, the OPR shall submit a justification to the P/FM for review on a DeCAF 5-1, DeCA Publication/Form Action request.

k. A DeCAF must have a Privacy Act Statement when used to collect personally identifiable information (PII) directly from an individual, or when the individual discloses personal data to an official during an interview. Provisions of the Privacy Act of 1974 must be observed (References (f) through (h)), and the DeCAF must be registered with the Office of the Chief Information Officer (CIO).

l. Higher echelon forms shall be used to the maximum extent possible; for example, Department of Defense (DD), Optional Forms (OF), and Standard Forms (SF). Any form that duplicates or accomplishes the same purpose of an existing higher echelon form shall not be approved.

m. All publications and forms shall be reviewed on the 2-year anniversary of their initial publication or last coordinated revision to ensure they are necessary, current, and consistent with DeCA policy, existing law, and statutory authority with the publication being reissued, certified as current, changed, or canceled as a result. All publications certified as current shall be rewritten/revised and reissued or canceled within 6 years of their initial publication or last coordinated revision.

n. An official record copy of all approved publications and forms shall be maintained by the P/FM in accordance with Reference (i). Record sets for new, rewritten, and changed publications shall include DeCAF 30-1, Coordination/Information/Decision Paper; DeCAF 5-1, DeCA Publication/Form Action Request; review comments; references (first page); electronic copy; and the original signed document. Forms record sets shall include the DeCAF 5-1, OPR approved release, and current form. Biennial review certifications shall be filed in the official record set of each issuance.

o. Official publications shall be accessible through a DeCA Web site as identified in the publication. Forms shall be made available electronically using a Web-based application that conforms to current

technology. Bulk (printed) forms/posters shall be warehoused at the Air Force Publishing Distribution Center (AFPDC) and ordered online through the AFPDC Web site by each site's established account holder.

4. RESPONSIBILITIES. All responsible parties listed below shall conform to the guidelines described in Reference (d).

a. Chief, COG. The Chief, COG, shall:

(1) Establish, oversee, and implement a publications and forms program that is unique to DeCA, which includes establishing procedures for preparing, coordinating, approving, publishing, maintaining, filing, and distributing all DeCA issuances.

(2) Assign a P/FM to administer DeCA's official publications and forms program.

(3) Authenticate a publication has met prescribed coordination requirements. The DeCA heraldry seal shall be affixed to the first page of the publication after signature and prior to release. The content of the publication shall not be altered once authenticated, except by methods described in Reference (d).

b. P/FM. The P/FM, under the authority and direction of the Chief, COG, shall:

(1) Establish and manage DeCA's Publications and Forms Program in accordance with Reference (e).

(2) Provide guidelines for managing, administering, and implementing the Publications and Forms Program.

(3) Forward for review and coordination the draft and final draft documents of all proposed new, rewritten, and changed publications to all FPO/SSG and regional offices, with comments going to the OPR by an assigned deadline.

(4) Review and approve/disapprove all requests to create, change, cancel, or obtain exceptions to forms. Promote the use of technology to facilitate the creation, distribution, and use of forms. Develop forms that are easy to fill-in, read, transmit, process, and retrieve.

(5) Oversee and initiate the review cycles of all DeCA publications and forms.

(6) Assign and control the numbering system for publications and forms.

(7) Maintain the official internal publications and forms record sets in accordance with Reference (i). The publications record set shall be maintained separately from the forms record set and arranged in numerical order.

(8) Represent DeCA to other government agencies and non-government organizations for forms management matters, to include the Air Force Departmental Publishing Office and DoD Washington Headquarters Services Forms Management Program.

c. General Counsel (GC). GC shall:

- (1) Coordinate on all DeCA publications prior to signature.
- (2) Review the Privacy Act Statement on forms to validate the statutory authority of the statement when used to collect personal data directly from an individual, or when the individual discloses personal data to an official during an interview.

d. FPO/SSG. The FPO/SSG shall:

- (1) Initiate development, revision, and cancellation of DeCA publications and forms within their functional areas.
- (2) Review all proposed new, rewritten, and changed publications and provide written comments to the OPR identified in the e-mail notification by the assigned deadline.
- (3) Sign DeCAMs and DeCAHs within their functional area after proper coordination with all FPO/SSG and regional offices. The Chief, COG, shall authenticate the publication after signature. The official record set shall be filed with the P/FM.
- (4) Certify every 2 years to the P/FM all publications and forms within their authority are current, accurate, and necessary and revise as appropriate. All publications certified as current shall be rewritten/revised and reissued or canceled within 6 years of their initial publication or last coordinated revision. Promptly notify the P/FM to rescind or supersede publications and forms no longer current or relevant.

e. OPR. The OPR shall:

- (1) Be solely responsible for the accuracy, currency, and integrity of the contents of their publications and forms. Ensure content conforms to regulations of DeCA and to statutes, executive orders, and other requirements of higher authority.
- (2) Submit an approved DeCAF 5-1, DeCA Publication/Form Action Request, to the P/FM for all publication and form actions.
- (3) Ensure proposed publications meet all requirements, as outlined in Reference (d), to include correct formatting, grammar, spelling, and paragraph and page numbering before submitting the document to the P/FM for draft review, final review, and signature coordination.
- (4) Provide P/FM with draft and final draft comments as backup documentation for signature coordination of new, rewritten, or amended publications, as outlined in Reference (d).
- (5) Inform P/FM when transferring responsibility for a publication/form to another OPR.
- (6) Ensure each form requiring a Privacy Act Statement has been coordinated and approved by GC to validate the statutory authority of the statement when used to collect PII directly from an individual, or when the individual discloses personal data to an official during an interview.
- (7) Register the form with the CIO Office, for inventory and tracking, all forms containing PII or reporting incidents involving PII.

(8) Review and certify every 2 years to the P/FM all publications and forms within their authority are current, accurate, and necessary, and revise as appropriate. All publications certified as current shall be rewritten/revised and reissued or canceled within 6 years of their initial publication or last coordinated revision. Promptly notify the P/FM to rescind or supersede publications and forms no longer current or relevant.

(9) Ensure any references made to obsolete forms are removed from active publications.

f. FPO/SSG Administrative Support. In accordance with Reference (d), the FPO/SSG administrative support shall review and edit each proposed publication within their directorate/staff office for correct formatting, grammar, spelling, paragraph numbering, and page numbering prior to submitting the document to the P/FM for draft review, final review, and signature coordination.

g. Regional Offices and Other OPR-Identified Offices. Regional offices and other OPR-identified offices shall review all new, rewritten, and changed publications and provide written comments to the OPR identified in the notification by the assigned deadline. Review should be limited to the substantive area for which they have functional responsibility and not withhold or delay concurrence.

5. PUBLICATIONS AND FORMS.

a. The OPR shall submit an approved DeCAF 5-1, DeCA Publication/Form Action Request, to the P/FM for all publication and form actions.

b. All proposed new, rewritten, and changed publications shall be formally coordinated as a draft and final draft to solicit the views of the HQ DeCA FPO/SSG and regional offices before signature. The Chief, COG, shall authenticate the publication before posting to the identified DeCA Web site and filing in the official records.

c. A change shall amend an existing DeCA issuance. When a change is proposed, the entire publication shall be reviewed for accuracy, not just the part being changed. A published change implies the entire issuance is current as of the date of the change. *The most current change to a publication will be highlighted in red italics. Deleted text will show strikethroughs.* Previous changes will be incorporated into the body of the publication. The title page of the publication will indicate the document is amended as of the date the document is approved. The OPR will ensure changes conform to the requirements and standards described in Reference (d).

d. All publications and forms shall contain an assigned number maintained by the P/FM. If the publication is a rewrite, it bears the same series and number as the superseded publication. Posters being printed as a one-time issuance do not require a form number.

e. All publications and forms shall be reviewed on the 2-year anniversary of their initial publication or last coordinated revision to ensure they are necessary, current, and consistent with DeCA policy, existing law, and statutory authority with the publication being reissued, certified as current, changed, or canceled as a result. All publications certified as current shall be rewritten/revised and reissued or canceled within 6 years of their initial publication or last coordinated revision.

f. DeCAD. A DeCAD shall:

(1) Be signed by the Director, DeCA, or designated authority, in accordance with Reference (e). The Chief, COG, shall authenticate the publication after signature.

(2) Provide policy required or authorized by statute, the Secretary of Defense, or the DeCA Director to initiate, govern, or regulate actions or conduct by the DeCA directorates.

(3) Establish or describe policies, programs, or major activities and organizations in order to define missions, delegate authority, and assign responsibilities.

(4) Consist of eight pages or fewer; enclosures, if needed, shall not exceed an additional four pages.

(5) Only address policies and responsibilities within the scope of the subject covered. Policies are definitions of the Director's intent. Responsibilities are the functions or requirements that must be adhered to by the individuals identified. All procedures and technical guidance shall be defined in either a DeCAM or DeCAH.

g. DeCAM. A DeCAM shall:

(1) Be signed by the responsible FPO/SSG within their functional area after proper coordination with all FPO/SSG and regional offices. The Chief, COG, shall authenticate the publication after signature.

(2) Implement policy established in a DeCAD by providing detailed procedures for carrying out that policy. A DeCAM cannot cancel a DeCAD.

(3) Not repeat policy established in the DeCAD, but may elaborate on additional details of the responsibilities assigned.

(4) Detail the step-by-step business processes that are performed within a functional area. Prescribe a uniform method or delineate a specific plan of action for carrying out the policy, or provide directions or details for operating a program or activity and assign responsibilities.

(5) Document the way activities are to be performed to facilitate consistent conformance to technical and quality system requirements and to support the efficient and effective use of internal controls within DeCA's operational environment.

(6) Be specific to the organization or facility whose activities are described and assist the organization in maintaining their quality control and quality assurance processes while ensuring compliance with governmental regulations.

(7) Be written in a clear and concise manner. It will not contain excessive detail, but will be detailed enough to enable an individual with a basic background in the subject area to perform the task described unsupervised.

h. DeCAH. A DeCAH shall:

(1) Be signed by the responsible FPO/SSG within their functional area after proper coordination with all FPO/SSG and regional offices. The Chief, COG, shall authenticate the publication after signature.

(2) Implement or supplement a DeCAD or DeCAM by providing uniform procedures for management or operational systems and disseminating administrative information. A DeCAH cannot cancel a DeCAD or DeCAM.

(3) Be a concise reference document on technical aspects of a particular subject or compilation of factual data and instructional material not subject to frequent changes. Act as informational or procedural guides for programs that do not require a DeCAM.

i. DeCADP. A DeCAD DP shall:

(1) Be approved and signed by the Director to provide key guidance for how the Agency performs its critical mission. It is the Director's vehicle for communicating critical policy throughout the Agency.

(2) Consist of no more than three pages in length and contain four paragraphs: purpose, policy, responsibility, and effective date.

(3) Be reviewed annually by the OPR for relevancy and currency, and revised as appropriate. When the Director rescinds a DeCAD DP, the OPR shall notify the P/FM requesting rescission.

(4) Be reissued as directed by the new Director when there is a change of command.

j. DeCAF. DeCAF shall:

(1) Be used for the collection, recording, and/or extraction of information when a predetermined set of data fields has been established and defined to meet a definite purpose. It is an approved format for gathering and reporting data on a recurring basis in a standard, concise, and organized manner.

(2) Have a prescribing DeCAD that is identified on the form. If the DeCAF does not have a prescribing DeCAD, the OPR shall submit a justification to the P/FM for review on a DeCAF 5-1, DeCA Publication/Form Action request.

(3) Incorporate the Privacy Act Statement when forms are used to collect PII data directly from an individual or when the individual discloses personal data to an official during an interview (References (f) through (h)). The OPR shall ensure each form requiring a Privacy Act Statement has been coordinated and approved by GC to validate the statutory authority of the statement. Statements should also be checked to ensure they are legally accurate regarding the impact on the persons for not providing the requested data.

(4) Be registered with the CIO Office by the OPR for inventory and tracking in accordance with References (j) and (k) concerning PII or reporting incidents involving PII.

k. DeCAP. DeCAP shall:

(1) Be a pre-designed and approved product used to inform, direct, motivate, or promote. The P/FM should review the DeCAP prior to printing.

(2) Be assigned a form number when being stocked and ordered from AFPDC. Posters being printed as a one-time issuance do not require a form number.

(3) Bulk (printed) DeCAF/DeCAP shall be warehoused at AFPDC for reordering purposes.

Every DeCA site has an assigned account holder who is authorized to order products through the AFPDC Web site.

1. DeCAI. DeCAI shall:

(1) List all approved DeCA publications and forms/posters.

(2) Be maintained and published annually on DeCA's Internet Web site at www.commissaries.com.

6. CONVERSION OF NON-DeCA PUBLICATIONS INTO DeCA PUBLICATIONS. OPRs shall not convert non-DeCA publications to DeCA publications nor are they to include information readily available in non-DoD publications into DeCA publications.

7. RELEASIBILITY – UNLIMITED. This Directive is approved for public release and is located on DeCA's Internet Web site at www.commissaries.com.

8. EFFECTIVE DATE. By order of the Director, this Directive is effective immediately.



Bonita M. Moffett
Chief, Corporate Operations Group

Enclosure

1. References
Glossary - Acronyms

ENCLOSURE 1

REFERENCES

- (a) DeCAD 30-1, "Defense Commissary Agency Publications Program," February 2002 (hereby canceled)
- (b) DeCAD 30-5, "Forms Management Program," March 2002 (hereby canceled)
- (c) DeCAH 30-9, "Organizing and Preparing a Publication," February 2002 (hereby canceled)
- (d) DeCAM 5-1, "Organizing and Preparing DeCA Publications and Forms" (TBD, 2008 – contact the P/FM for templates and guidance, 804-734-8751)
- (e) DoD Directive 5105.55, "Defense Commissary Agency (DeCA)," March 12, 2008
- (f) Privacy Act of 1974, Public Law 93-579, as codified at 5 U.S.C. section 552a
- (g) DoD Directive 5400.11, "DoD Privacy Program," May 8, 2007
- (h) DoD Regulation 5400.11-R, "Department of Defense Privacy Program," May 14, 2007
- (i) DeCAD 5-2, "Records Management Program," August 28, 2007
- (j) DoD Memorandum, "Department of Defense (DoD) Guidance on Protecting Personally Identifiable Information (PII)," August 18, 2006
- (k) OMB M-06-19, "Reporting Incidents Involving Personally Identifiable Information and Incorporating the Cost for Security in Agency Information Technology Investments," July 12, 2006
- (l) DoD Instruction 5025.01, "DoD Directives Program," October 28, 2007
- (m) DoD Instruction 7750.07, "DoD Forms Management Program," April 20, 2007
- (n) DoD Manual 7750.7-M, "DoD Forms Management Program Procedures Manual," August 14, 1991

GLOSSARY

ACRONYMS

AFPDC	Air Force Publishing Distribution Center
CIO	Chief Information Officer
COG	Corporate Operations Group
DeCA	Defense Commissary Agency
DeCA DP	Defense Commissary Agency Director's Policy
DeCAD	Defense Commissary Agency Directive
DeCAF	Defense Commissary Agency Form
DeCAH	Defense Commissary Agency Handbook
DeCAI	Defense Commissary Agency Index
DeCAM	Defense Commissary Agency Manual
DeCAP	Defense Commissary Agency Poster
FPO/SSG	functional process owner/special staff group
GC	General Counsel
HQ	headquarters
OPR	office of primary responsibility
P/FM	publications/forms manager
PII	personally identifiable information