

From (Program Manager)	Division/Branch	Submission Date
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To (BOP Forms Manager) Information Management Office, PIM Branch

Type of Request: _____ Form Number: _____ Translation: _____

Form Do you want form to be available on the public site BOP.GOV? _____

Title of Form:

Purpose of Form:

Program Statement Prescribing the Proposed Form:

Justification for this change or issuance:

Signature of Program Manager Responsible for this Form _____ Date _____

NOTE: Attach a sample of the proposed form to this form. The sample should be in Microsoft Word using Courier New with all margins 1/2 inch. Final design will be done in the forms management office. All BOP forms must be referred to in a directive. If there is no current directive for a form, it must be prescribed in a future directive by title and number.

CLEARANCE AND APPROVAL

This form has been reviewed and designed by IMO and is now ready for approval.

Signature of Forms Manager _____ Date _____

This form has been reviewed by me and is ready for production, distribution, and use. A prescribing Program Statement will be prepared in the future if there is not one now.

Signature of Branch Chief Responsible for Form _____ Date _____

FINAL APPROVAL

Signature of Chief, Information Management Office _____ Date _____

For Forms Management use only

Form Number Assigned	Prescribed PS Number	Type of Form
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Notes

CLEARANCE OF FORMS IN POLICY

If you are preparing a directive (Program Statement, Operations Memorandum, Technical Reference Manual, or Change Notice), and forms are involved, there are a few simple steps that must be followed:

- First, a BP-A0640, Forms Clearance and Approval, should be completed for each proposed new form or form change. A sample of the proposed form should be attached and forwarded to the Forms Manager. A WordPerfect 9 or higher file of the proposed form should also be e-mailed to the Forms Manager.
- The Forms Manager will design the form in proper format and date the form. He/she will then return the BP-A0640 to the program manager responsible for the directive along with the designed form.
- The Branch Chief for the form is then ready to sign the BP-A0640, indicating that the form is ready for production, distribution, and use. If there are changes or modifications to the designed form, it is returned to the forms manager for further design revisions with changes noted in ink.
- After the Branch Chief finally approves the form by signing the BP-A0640, it is returned to the Forms Manager for final review and for final approval by the Chief, Information Management Office.

That's it! You now have an approved Bureau of Prisons form. However, it does not become an official form until the directive prescribing it is signed by the Director and goes into effect. When the directive goes on Sally Port and BOPDOCS, the form will also go on Sally Port and BOPDOCS at the same time.

Forms are not included in directives (since they will be available on Sally Port and BOPDOCS), but they must be referenced in the directive by title and number. Example: Request for Purchase (BP-A0101).

A FORM is an instrument for the collection of information. It must have at least one (*) of the following characteristics:

- protects government rights
- commits funds or resources
- affirms or attests an action or knowledge or position/standing by staff, inmates, or other parties
- is evidential in nature, containing initials and/or signatures of the parties involved *

BOP Forms Manager - Maria Ross, Information Management Office, 400 Building, Room 3036, Telephone - (202)305-0824.