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# Listing of Approved Secretary of Defense (SD) Forms

## OSD 86-L

## July 31, 1990

DECLASSIFICATION STATEMENT A  
Approved for public release;  
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F O R E W O R D

This list is issued under the authority of Administrative Instruction 86, "OSD Forms Management Program," dated November 21, 1986, and supersedes OSD 86-L, "Listing of Approved Secretary of Defense (SD) Forms," dated January 31, 1990. Its purpose is to identify all approved Office of the Secretary of Defense (SD) forms and is divided into two parts, as follows:

Part I. Numerical Listing, is a sequential listing of currently approved SD forms and related management data, such as: edition date, proponent office, the individual Point of Contact, title, and prescribing issuance.

Part II. Canceled SD Forms, is a numerical listing of SD forms canceled within the last two years.

This list is effective immediately and mandatory for use within OSD and the DoD Field Activities as defined in the DoD "Organization and Functions Guidebook."

Please forward recommended changes to the list through the appropriate OSD Point of Contact for form matters listed on pages v-viii to:

Washington Headquarters Services  
Directorate for Information Operations and  
Reports (DIOR)  
1215 Jefferson Davis Highway, Suite 1204  
Arlington, Virginia 22202-4302

This publication may be obtained from OSD Publications, Room 3B960, the Pentagon, Washington, DC.



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## EXPLANATION OF SUFFIXES AND ACRONYMS

### SUFFIXES USED IN THE "FORM NUMBER" COLUMN

Numeric suffixes added to the SD form number show the form series:

-1 First in a series of related forms, for example, SD Form XXXX-1, XXXX-2

Other suffixes added to the SD form number indicate the following:

A	Automated
C	Continuation Sheet
S	Supplemental
TEST	Test Form
WS	Worksheet

Note: The few forms having suffixes that do not conform to the above will be phased out as these forms are revised or discontinued.

### ACRONYMS USED IN THE "POINT OF CONTACT" COLUMN

ASD	Assistant Secretary of Defense
ASD(C3I)	ASD(Command, Control, Communications and Intelligence)
ASD(FM&P)	ASD(Force Management and Personnel)
ASD(HA)	ASD(Health Affairs)
ASD(LA)	ASD(Legislative Affairs)
ASD(PA)	ASD(Public Affairs)
ASD(PA&E)	ASD(Program Analysis and Evaluation)
ASD(P&L)	ASD(Production and Logistics)
C,DOD	Comptroller, Department of Defense
DA&M	Director, Administration and Management
DDR&E	Director, Defense Research and Engineering
EXEC SEC	Executive Secretariat
GC	General Counsel
IG,DOD	Inspector General, Department of Defense

ACRONYMS USED IN THE "POINT OF CONTACT" COLUMN (Cont.)

USD(A) Under Secretary of Defense for Acquisition  
USD(P) Under Secretary of Defense for Policy

WHS Washington Headquarters Services

WHS/B&F                   WHS/Directorate for Budget and  
  Finance

WHS/C&D                   WHS/Directorate for Correspondence  
  and Directives

WHS/DIOR                   WHS/Directorate for Information  
  Operations and Reports

WHS/P&S                   WHS/Directorate for Personnel and  
  Security

WHS/RE&F                   WHS/Directorate for Real Estate  
  and Facilities

OSD POINTS OF CONTACT FOR FORM MATTERS

ASD(C3I) Col William K. O'Donnell  
ASD(Command, Control, Communications  
and Intelligence)  
Room 3E172, Pentagon  
Washington, DC 20301-3040  
695-0578

ASD(FM&P) Ms. Mary Orr  
ASD(Force Management and Personnel)  
(RM&S/PR&A)  
Room 3C980, Pentagon  
Washington, DC 20301-4000  
694-8989

ASD(HA) Ms. Kim Frazier  
ASD(Health Affairs)/MRA  
Room 3E321, Pentagon  
Washington, DC 20301-1200  
694-3242

ASD(LA) Mr. Stephen Bender  
ASD(Legislative Affairs)  
Director, R&A  
Room 3D932, Pentagon  
Washington, DC 20301-1300  
697-3782

ASD(PA) COL Robert N. Seltzer  
ASD(Public Affairs)  
Room 2E811, Pentagon  
Washington, DC 20301-1400  
697-5007

ASD(PA&E) Mrs. Eileen P. Houska  
ASD(Program Analysis and Evaluation)  
Room 2E313, Pentagon  
Washington, DC 20301-1800  
697-0395

ASD(P&L) Ms. Martha Trujillo  
ASD(Production and Logistics)  
Director, PA&A (CDC)  
Room 1B466, Pentagon  
Washington, DC 20301-8000  
695-3540

OSD POINTS OF CONTACT FOR FORM MATTERS

ASD(RA) Mr. David D. Gurganus  
ASD(Reserve Affairs)  
Room 2E520, Pentagon  
Washington, DC 20301-1500  
695-0063

ATSD(AE) Mr. Donald L. Hoffmann  
ATSD(Atomic Energy)  
(See USD(A) Point of Contact)  
697-7261

ATSD(IO) Mrs. Ann Gillenwater  
ATSD(Intelligence Oversight)  
Room 1E775, Pentagon  
Washington, DC 20301-7200  
695-9542

C,DOD Ms. Annetta White  
Comptroller, Department of Defense  
Room 3D841, Pentagon  
Washington, DC 20301  
697-8363

DA&M Ms. Judith Wiggins  
(See OSD/WHS/DIOR Point of Contact)  
746-0932

DDR&E Mr. Donald L. Hoffmann  
Director, Defense Research and Engineering  
(See USD(A) Point of Contact)  
697-7261

DOT&E Ms. Patricia McCready  
Director of Operational Test and  
Evaluation  
Room 3E318, Pentagon  
Washington, DC 20302  
695-2614

EXEC SEC Ms. Clarice Anderson  
Executive Secretariat  
(See OSD/WHS/C&D Point of Contact)  
697-8261

OSD POINTS OF CONTACT FOR FORM MATTERS

GC Ms. Elizabeth Wheeler  
Office of General Counsel  
Room 3E973, Pentagon  
697-8343

IG, DOD Mr. Clifton Williams  
Office of Inspector General, Department  
of Defense  
400 Army Navy Drive  
Arlington, Virginia 22202-1900  
693-0678

OSD/WHS/B&F Mr. Larry Murray  
Directorate for Budget and Finance, WHS  
Room 3B287, Pentagon  
Washington, DC 20301-1155  
694-0332

OSD/WHS/C&D Ms. Clarice Anderson  
Directorate for Correspondence and  
Directives, WHS  
Room 3B946, Pentagon  
Washington, DC 20301-1155  
697-8261

OSD/WHS/DIOR Ms. Judith Wiggins  
Directorate for Information Operations  
and Reports, WHS  
1215 Jefferson Davis Highway  
Suite 1204  
Arlington, Virginia 22202-4302  
746-0932

OSD/WHS/FVAO Ms. Phyllis Taylor  
Directorate for Federal Voting Assistance  
Office, WHS  
Room 1B457, Pentagon  
Washington, DC 20301-1155  
695-0663

OSD/WHS/P&S Ms. Alexis Page  
Directorate for Personnel and Security,  
WHS  
Room 3A336, Pentagon  
Washington, DC 20301-1155  
694-7044

OSD POINTS OF CONTACT FOR FORM MATTERS (Cont.)

OSD/WHS/RE&F

Mrs. Jennie Blakeney  
Directorate for Real Estate and  
Facilities, WHS  
Room 3C345, Pentagon  
Washington, DC 20301-1155  
693-3768

USD(A)

Mr. Donald L. Hoffmann  
Office of Under Secretary of Defense for  
Acquisition  
Assistant Director for Administration  
Room 3D139, Pentagon  
Washington, DC 20301-3000  
697-7261

USD(P)

Mr. Allan J. Brady  
Office of Under Secretary of Defense for  
Policy  
Room 4D825, Pentagon  
Washington, DC 20301-2000  
694-6594

PART I - LIST OF APPROVED SECRETARY OF DEFENSE (SD) FORMS

Form Number	Edition Date	Title of Form	Prescribing Issuance	Point of Contact
SD 14	880801	SECRETARY OF DEFENSE ROUTING SLIP	AI 7	WHS/C&D C. ANDERSON (202) 697-8261
SD 16	800501	SECRETARY OF DEFENSE'S CALENDAR		EXEC SEC G. ABRAHAM (202) 695-0028
SD 32-1	760101	OSD CLASSIFIED CONTROL SECTION (CCS) CONTROL AND DESTRUCTION SHEET		WHS/C&D C. ANDERSON (202) 697-8261
SD 32-2	900201	OSD PA&E CONTROL AND SIGNATURE SHEET		ASD(PA&E) E. HOUSKA (202) 697-0395
SD 37	760601	OSD REQUEST FOR NOMINATION AND POSITION DESCRIPTION OF MILITARY PERSONNEL	DODD 1315.13	WHS/P&S A. PAGE (202) 694-7044
SD 59- 1	640701	DOCUMENT CONTROL REFERENCE		ASD(PA) R. SELTZER (202) 697-5007
SD 59-12	551201	CONTROL REFERENCE	USD(P) STAFF MEMO 4	USD(P) A. BRADY (202) 694-6594
SD 106	900201	DOD DIRECTIVES SYSTEM COORDINATION AND CONTROL RECORD	DOD 5025.1-M	WHS/C&D C. ANDERSON (202) 697-8261
SD 106-1	840301	DOD DIRECTIVES SYSTEM TRANSMITTAL	DODD 5025.1 & 5025.1-M	WHS/C&D C. ANDERSON (202) 697-8261
SD 106-1C	840301	DOD DIRECTIVES SYSTEM TRANSMITTAL (CONT.)	DODD 5025.1 & DOD 5025.1-M	WHS/C&D C. ANDERSON (202) 697-8261
SD 106-2	810301	DEPARTMENT OF DEFENSE PUBLICATIONS SYSTEM CHANGE TRANSMITTAL	DODD 5025.1 & 5025.1-M	WHS/C&D C. ANDERSON (202) 697-8261
SD 106-2C	840301	DOD PUBLICATIONS SYSTEM CHANGE TRANSMITTAL (CONT.)	DODD 5025.1 & DOD 5025.1-M	WHS/C&D C. ANDERSON (202) 697-8261

## PART I - LIST OF APPROVED SECRETARY OF DEFENSE (SD) FORMS

Form Number	Edition Date	Title of Form	Prescribing Issuance	Point of Contact
SD 120	850701	OSD RECEIPT FOR CLASSIFIED MATERIAL	DOD 5200.1-R AI 26	WHS/C&D C. ANDERSON (202) 697-8261
SD 144	681001	RECORD OF LEGISLATIVE BILLS AND RESOLUTIONS		GC E. WHEELER (202) 697-8343
SD 161	900301	USD/P INTEROFFICE COORDINATION SHEET	USD/P STAFF MEMO 4	USD(P) A. BRADY (202) 694-6594
SD 161-1	900301	USD/P INTEROFFICE ROUTING SHEET	USD/P STAFF MEMO 4	USD(P) A. BRADY (202) 694-6594
SD 161-2	900301	USD/P CMD ACTION ASSIGNMENT SHEET	USD/P STAFF MEMO 4	USD(P) A. BRADY (202) 694-6594
SD 176	840301	OSD CERTIFICATE OF CLEARANCE	DOD 5200.2-R, CHAPT. VII	WHS/P&S A. PAGE (202) 694-7044
SD 180	620501	AGENCY CHECK SHEET		WHS/P&S A. PAGE (202) 694-7044
SD 188	550701	OSD REQUEST FOR AND CERTIFICATION OF DESTRUCTION OF CLASSIFIED MATERIAL	DOD 5200.1-R, AI 26	WHS/RE&F J. BLAKENEY (202) 693-3768
SD 194	540101	OSD TOP SECRET INFORMATION COVER SHEET	DOD 5200.1-R, AI 26	USD(P) A. BRADY (202) 694-6594
SD 223	831101	OSD (RESEARCH AND ENGINEERING) ACTION CONTROL SHEET		USD(A) D. HOFFMANN (202) 697-7261
SD 225	900301	OSD PERSONNEL CHECKOUT SHEET	PERSONNEL DIRECTORATE INSTRUCTION NO. 8	WHS/P&S A. PAGE (202) 694-7044
SD 227	571101	MILITARY PERSONNEL STATUS DATA		WHS/P&S A. PAGE (202) 694-7044

## PART I - LIST OF APPROVED SECRETARY OF DEFENSE (SD) FORMS

Form Number	Edition Date	Title of Form	Prescribing Issuance	Point of Contact
SD 235	810901	REQUEST FOR THE DEPOSIT AND/OR WITHDRAWAL OF DEPOSITORY RECORDS	AI 75	WHS/C&D C. ANDERSON (202) 697-8261
SD 265	550601	INDEX CARD	DOD 5025.1-M	WHS/C&D C. ANDERSON (202) 697-8261
SD 311	860201	OFFICE OF GENERAL COUNSEL, DEPARTMENT OF DEFENSE LEGISLATIVE ROUTING SLIP	DODI 5500.1 GC	E. WHEELER (202) 697-8343
SD 370	611201	GAO REPORT SUSPENSE CONTROL	DODD 7650.2 IG, DOD	C. WILLIAMS (202) 693-0678
SD 373	770901	DIRECTORATE FOR FREEDOM OF INFORMATION AND SECURITY REVIEW COORDINATION RECORD (OASD/PA)	ASD(PA)/DFO ISR CHARTER	ASD(PA) R. SELTZER (202) 697-5007
SD 376	840101	TOP SECRET CONTROL DOCUMENT		WHS/C&D C. ANDERSON (202) 697-8261
SD 381	760401	LOCATOR AND ASSIGNMENT INFORMATION DATA		USD(P) A. BRADY (202) 694-6594
SD 391	870801	SECRETARY OF DEFENSE CORRESPONDENCE ACTION REPORT	AI 7	WHS/C&D C. ANDERSON (202) 697-8261
SD 396	620701	CLASSIFIED DOCUMENT RECORD AND RECEIPT		ASD(PA) R. SELTZER (202) 697-5007
SD 397	620801	REQUEST FOR TRAVEL ACCOMMODATIONS		WHS/B&F L. MURRAY (202) 694-0332
SD 401	630101	COSMIC BRIEFING CERTIFICATE	DOD 5100.55	USD(P) A. BRADY (202) 694-6594
SD 402	871001	NOTICE OF CANCELLATION OF A DD OR SD FORM		WHS/DIOR J. WIGGINS (202) 746-0932

PART I - LIST OF APPROVED SECRETARY OF DEFENSE (SD) FORMS

Form Number	Edition Date	Title of Form	Prescribing Issuance	Point of Contact
SD 403	791101	REVIEWER'S WORKSHEET	INTERNAL SOP PURSUANT TO DODD 5230.9	ASD(PA) R. SELTZER (202) 697-5007
SD 412	640301	OSD FIREARMS PERMIT		WHS/RE&F J. BLAKENEY (202) 693-3768
SD 415	810801	THREAT AND CRANK DATA		WHS/RE&F J. BLAKENEY (202) 693-3768
SD 416	641001	DEPARTMENT OF DEFENSE SECURITY TERMINATION STATEMENT	DOD 5200.2-R	USD(P) A. BRADY (202) 694-6594
SD 419	860601	OSD REQUEST FOR CONTRACTED ADVISORY AND ASSISTANCE SERVICES (CAAS)	AI 54	ASD(P&L) M. TRUJILLO (202) 695-3540
SD 419-1	841214	OSD CONTRACT ADVISORY AND ASSISTANCE SERVICES (CAAS) EVALUATION	AI 54	USD(A) D. HOFFMANN (202) 697-7261
SD 423	651101	RECEIPT FOR CHECKS AND BONDS		WHS/P&S A. PAGE (202) 694-7044
SD 425	891001	PROGRAM ANALYSIS AND EVALUATION ROUTING SHEET		ASD(PA&E) E. HOUSKA (202) 697-0395
SD 431	670301	OSD - LEGISLATIVE AFFAIRS DOCUMENT CONTROL RECORD		ASD(LA) S. BENDER (202) 697-3782
SD 436	880501	CONDITIONS OF EMPLOYMENT FOR EXPERTS AND CONSULTANTS	AI 2	WHS/P&S A. PAGE (202) 694-7044
SD 440	820401	RESEARCH, DEVELOPMENT, TEST EVALUATION (RDT&E) PROGRAM/FUND AUTHORIZATION	DODI 7220.24	C, DOD W. FISCH (202) 697-0585
SD 440C	820401	RESEARCH, DEVELOPMENT, TEST EVALUATION (RDT&E) PROGRAM/FUND AUTHORIZATION (CONTINUATION SHEET)	DODI 7220.24	C, DOD W. FISCH (202) 697-0585

PART I - LIST OF APPROVED SECRETARY OF DEFENSE (SD) FORMS

Form Number	Edition Date	Title of Form	Prescribing Issuance	Point of Contact
SD 443	690901	SUGGESTION EVALUATION	AI 29	WHS/P&S A. PAGE (202) 694-7044
SD 455	861201	REQUEST FOR APPROVAL OF INFORMATION COLLECTION	DODD 7750.5M	WHS/DIOR J. WIGGINS (202) 746-0932
SD 456	730901	REPORT OF EXCEPTION TO NATIONAL DISCLOSURE POLICY (NDP)	DOD 5230.18-M AND DODI 5230.17	USD(P) A. BRADY (202) 694-6594
SD 459	720701	MUNITIONS CONTROL	DODI 5230.18	USD(P) A. BRADY (202) 694-6594
SD 463	730901	PROCUREMENT ANNEX DATA BASE - DECISION RECORDING FORM		C, DOD A. WHITE (202) 697-8363
SD 464	740701	FISCAL YEAR TRAINING REQUIREMENTS	DODI 1430.5 FPM-410	WHS/P&S A. PAGE (202) 694-7044
SD 465	751101	CONGRESSIONAL DATA REQUEST		C, DOD A. WHITE (202) 697-8363
SD 466	750201	FREEDOM OF INFORMATION ACTION (COVER SHEET)	DODI 5400.10	ASD(PA) R. SELTZER (202) 697-5007
SD 468	791015	UNDER SECRETARY OF DEFENSE FOR RESEARCH & ENGINEERING (USDR&E) DOCUMENT CONTROL		USD(A) D. HOFFMANN (202) 697-7261
SD 470	750901	DEFENSE ADVISOR COMMITTEE ON WOMEN IN THE SERVICE (DACOWITS) BIOGRAPHICAL FORM		ASD(FM&P) M. ORR (202) 694-8989
SD 472	801101	REQUEST INFORMATION SHEET	DODI 5400.10	ASD(PA) R. SELTZER (202) 697-5007
SD 474	760601	OSD OFFICE SERVICES REQUEST FORM		WHS/RE&F J. BLAKENEY (202) 693-3768

## PART I - LIST OF APPROVED SECRETARY OF DEFENSE (SD) FORMS

Form Number	Edition Date	Title of Form	Prescribing Issuance	Point of Contact
SD 476	761101	PRIVACY ACT REQUEST ACTION (COVER SHEET)	DODD 5400.11	ASD(PA) R. SELTZER (202) 697-5007
SD 477	840601	FUND AUTHORIZATION	DOD ACCOUNTING GUIDANCE MANUAL 7220.9-14	WHS/B&F L. MURRAY (202) 694-0332
SD 478	780601	APPRAISAL OF PERFORMANCE - WHEN ACTUALLY EMPLOYED (WAE) CLERICAL EMPLOYEES		WHS/P&S A. PAGE (202) 694-7044
SD 479	780601	WHEN ACTUALLY EMPLOYED (WAE) TIME AND ATTENDANCE REPORT		WHS/P&S A. PAGE (202) 694-7044
SD 481	860501	INDIVIDUAL DEVELOPMENT PLAN	AI 40	WHS/P&S A. PAGE (202) 694-7044
SD 483	830901	MANDATORY DECLASSIFICATION REVIEW REQUEST ACTION (COVER SHEET)	DOD 5200.1-R	ASD(PA) R. SELTZER (202) 697-5007
SD 484	790101	EQUAL EMPLOYMENT OPPORTUNITY CLASS COMPLAINT OF DISCRIMINATION - NOTIFICATION OF ACCEPTANCE	AI 21	WHS/P&S A. PAGE (202) 694-7044
SD 484-1	790101	EQUAL EMPLOYMENT OPPORTUNITY CLASS COMPLAINT OF DISCRIMINATION - NOTIFICATION OF RESOLUTION	AI 21	WHS/P&S A. PAGE (202) 694-7044
SD 484-2	790101	EQUAL EMPLOYMENT OPPORTUNITY CLASS COMPLAINT OF DISCRIMINATION - NOTIFICATION OF FINAL AGENCY DECISION	AI 21	WHS/P&S A. PAGE (202) 694-7044

PART I - LIST OF APPROVED SECRETARY OF DEFENSE (SD) FORMS

Form Number	Edition Date	Title of Form	Prescribing Issuance	Point of Contact
SD 485	790101	EQUAL EMPLOYMENT OPPORTUNITY CLASS ACTION COMPLAINT	AI 21	WHS/P&S A. PAGE (202) 694-7044
SD 487	790601	PROCUREMENT/PROGRAM/FUND APPROVAL FOR DIRECT OBLIGATION	DASD(C) MEMO DOD 7220.9-H	C, DOD W. FISCH (202) 697-0585
SD 487C	790801	PROCUREMENT/PROGRAM/FUND APPROVAL FOR DIRECT OBLIGATION (CONTINUATION SHEET)	DASD(C) MEMO DOD 7220.9-H	C, DOD W. FISCH (202) 697-0585
SD 490	880501	VISITOR REGISTER - DEFENSE PROTECTIVE SERVICE	DODD 5210.46	WHS/RE&F J. BLAKENEY (202) 693-3768
SD 505	800701	CONDITIONS GOVERNING ACCESS TO OFFICIAL RECORDS FOR HISTORICAL RESEARCH PURPOSES	AI 50	WHS/C&D C. ANDERSON (202) 697-8261
SD 506	820401	SD FORMS REVIEW		WHS/DIOR J. WIGGINS (202) 746-0932
SD 507	830301	TOP SECRET CONTROL OFFICER DESIGNATION FORM	AI 26	WHS/RE&F J. BLAKENEY (202) 693-3768
SD 508	830101	SECURITY EDUCATION BRIEFING FILM REQUEST	AI 26	WHS/RE&F J. BLAKENEY (202) 693-3768
SD 509	830501	USDRE EXTERNAL ROUTING SLIP		USD(A) D. HOFFMANN (202) 697-7261
SD 511	830701	SUSPENSE SLIP		ASD(HA) K. FRAZIER (202) 694-3242
SD 512	830801	JOB ANALYSIS FORM		WHS/P&S A. PAGE (202) 694-7044
SD 513	850801	INSPECTOR GENERAL OBSERVATION, DOD	DOD 5106.1	IG, DOD C. WILLIAMS (202) 693-0678

## PART I - LIST OF APPROVED SECRETARY OF DEFENSE (SD) FORMS

Form Number	Edition Date	Title of Form	Prescribing Issuance	Point of Contact
SD 513C	851201	DEPARTMENT OF DEFENSE INSPECTOR GENERAL OBSERVATION (CONTINUATION SHEET)	DODI 5102.1	IG, DOD C. WILLIAMS (202) 693-0678
SD 514	890401	VERIFICATION OF MAILING ADDRESS FOR DOD 5000.12-M, DOD MANUAL FOR STANDARD DATA ELEMENTS		WHS/DIOR J. WIGGINS (202) 746-0932
SD 515-3	890601	IN-HOUSE FORM DESIGN REQUEST	ICD PROCEDURES MANUAL	WHS/DIOR J. WIGGINS (202) 746-0932
SD 516	840501	ALP USER REQUEST		WHS/DIOR J. WIGGINS (202) 746-0932
SD 517	850401	VULNERABILITY ASSESSMENT	DODD 5010.38	DA&M B. RHOADES (202) 695-4281
SD 518	850801	FORM PROGRESS RECORD	DODI 5000.21	WHS/DIOR J. WIGGINS (202) 746-0932
SD 518C	850801	FORM PROGRESS RECORD CONTINUATION	DODI 5000.21	WHS/DIOR J. WIGGINS (202) 746-0932
SD 519	850401	MANAGERS WITH SIGNIFICANT IMC RESPONSIBILITIES	DODD 5010.38	DA&M B. RHOADES (202) 695-4281
SD 520	850401	DOCUMENTATION AND TESTS OF INTERNAL CONTROLS	DODD 5010.38	DA&M B. RHOADES (202) 695-4281
SD 521	850401	INTERNAL MANAGEMENT CONTROL CORRECTIVE ACTION PLAN	DODD 5010.38	DA&M B. RHOADES (202) 695-4281
SD 522A	890501	ISSUANCE ROUTING SLIP	ICD PROCEDURES MANUAL	WHS/DIOR J. WIGGINS (202) 746-0932
SD 523	850701	OFFICIAL LONG DISTANCE TELEPHONE CALL REQUEST AND AUTHORIZATION	WHS/DIOR MEMO DATED JULY 8, 1985	WHS/DIOR J. WIGGINS (202) 746-0932

PART I - LIST OF APPROVED SECRETARY OF DEFENSE (SD) FORMS

Form Number	Edition Date	Title of Form	Prescribing Issuance	Point of Contact
SD 524	850801	IG INSPECTION CONTROL LOG	DODD 5106.1	IG, DOD C. WILLIAMS (202) 693-0678
SD 525	851101	OFFICE OF THE SECRETARY OF DEFENSE IDENTIFICATION BADGE CERTIFICATE	DODD 1348.13	ASD(FM&P) M. ORR (202) 694-8989
SD 526	851101	DEFENSE INFORMATION SERVICES ACTIVITY TELEPHONE INQUIRIES		ASD(PA) R. SELTZER (202) 697-5007
SD 527	870201	OASD(C3I) ROUTING SLIP		ASD(C3I) W. O'DONNELL (202) 695-0578
SD 528	890601	REPORTS MANAGEMENT REVIEW OF DOD INTERNAL REPORTS	DEPSECDEF MEMO DTD 880304	C, DOD A. WHITE (202) 697-8363
SD 529	860501	REPORTS MANAGEMENT STEERING COMMITTEE REPORTS REVIEW - UNLICENSED DOD INTERNAL REPORTS	DASD(A) MEMO	WHS/DIOR J. WIGGINS (202) 746-0932
SD 530	860601	INDIVIDUAL WORKSHEET/APPROVAL FORM COMPUTER PROGRAM SPECIFICATION		WHS/DIOR J. WIGGINS (202) 746-0932
SD 531	860601	INDIVIDUAL WORKSHEET/APPROVAL FORM DATA BASE UPDATE/MAINTENANCE		WHS/DIOR J. WIGGINS (202) 746-0932
SD 532	861101	INVESTMENT ITEM FORECAST/AUTHORIZATION REQUEST	DS REGULATION R140.2	ASD(FM&P) M. ORR (202) 694-8989
SD 533	861201	QUALIFIED PRODUCER'S RECORD		ASD(PA) R. SELTZER (202) 697-5007
SD 534	870401	ZENITH BOW COVERSHEET	DOD 5200.1-R	USD(P) A. BRADY (202) 694-6594

## PART I - LIST OF APPROVED SECRETARY OF DEFENSE (SD) FORMS

Form Number	Edition Date	Title of Form	Prescribing Issuance	Point of Contact
SD 535	890901	DEPARTMENT OF DEFENSE DEPENDENTS SCHOOLS TRANSFER PROGRAM APPLICATION	DSR 5330.9	ASD(FM&P) M. ORR (202) 694-8989
SD 536	900301	PUBLIC INFORMATION COLLECTION CHECKLIST		WHS/DIOR J. WIGGINS (202) 746-0932
SD 537-1	890301	FREEDOM OF INFORMATION ACT REQUEST INTERIM RESPONSE	DOD 5400.7-R	ASD(PA) R. SELTZER (202) 697-5007
SD 537-2	890301	FREEDOM OF INFORMATION ACT REQUEST INTERIM RESPONSE (PERSONAL PRIVACY)	DOD 5400.7-R	ASD(PA) R. SELTZER (202) 697-5007
SD 537-3	890301	FREEDOM OF INFORMATION ACT REQUEST INTERIM RESPONSE (JUSTIFICATION NEEDED)	DOD 5400.7-R	ASD(PA) R. SELTZER (202) 697-5007
SD 538	871101	DEFENSE PROTECTIVE SERVICE ALARM INCIDENT RECORD	DODD 5210.46	WHS/RE&F J. BLAKENEY (202) 693-3768
SD 539	871101	DEFENSE PROTECTIVE SERVICE ACTIVITY LOG	DODD 5210.46	WHS/RE&F J. BLAKENEY (202) 693-3768
SD 540	871101	DEFENSE PROTECTIVE SERVICE COMPLAINANT/WITNESS STATEMENT	DODD 5210.46	WHS/RE&F J. BLAKENEY (202) 693-3768
SD 541	871101	DEFENSE PROTECTIVE SERVICE COMPLAINT RECORD	DODD 5210.46	WHS/RE&F J. BLAKENEY (202) 693-3768
SD 542	871101	DEFENSE PROTECTIVE SERVICE TRAFFIC ACCIDENT REPORT	DODD 5210.46	WHS/RE&F J. BLAKENEY (202) 693-3768
SD 543	871101	DEFENSE PROTECTIVE SERVICE RECORD OF ARPEST	DODD 5210.46	WHS/RE&F J. BLAKENEY (202) 693-3768

## PART I - LIST OF APPROVED SECRETARY OF DEFENSE (SD) FORMS

Form Number	Edition Date	Title of Form	Prescribing Issuance	Point of Contact
SD 544	871101	DEFENSE PROTECTIVE SERVICE REPORT OF OPERATING UNDER THE INFLUENCE OF INTOXICANTS OR DRUGS	DODD 5210.46	WHS/RE&F J. BLAKENEY (202) 693-3768
SD 545	871101	DEFENSE PROTECTIVE SERVICE OFFENSE/INCIDENT REPORT	DODD 5210.46	WHS/RE&F J. BLAKENEY (202) 693-3768
SD 546	871101	REQUEST FOR DEFENSE PROTECTIVE SERVICE REPORT	DODD 5210.46	WHS/RE&F J. BLAKENEY (202) 693-3768
SD 547	871101	DEFENSE PROTECTIVE SERVICE DEFENDANT/SUSPECT STATEMENT	DODD 5210.46	WHS/RE&F J. BLAKENEY (202) 693-3768
SD 548	871101	DEFENSE PROTECTIVE SERVICE YOUR RIGHTS	DODD 5210.46	WHS/RE&F J. BLAKENEY (202) 693-3768
SD 549	871101	DEFENSE PROTECTIVE SERVICE VEHICLE TOW-IN/INVENTORY RECORD	DODD 5210.46	WHS/RE&F J. BLAKENEY (202) 693-3768
SD 550	880901	DEFENSE PROTECTIVE SERVICE ARREST REPORT	DODD 5210.46	WHS/RE&F J. BLAKENEY (202) 693-3768
SD 551	871101	DEFENSE PROTECTIVE SERVICE EVIDENCE TAG	DODD 5210.46	WHS/RE&F J. BLAKENEY (202) 693-3768
SD 552	871101	DEFENSE PROTECTIVE SERVICE NATIONAL CAPITAL REGION CONTRACT GUARD PERFORMANCE REPORT	DODD 5210.46	WHS/RE&F J. BLAKENEY (202) 693-3768
SD 553	871101	DEFENSE PROTECTIVE SERVICE CONTINUATION SHEET	DODD 5210.46	WHS/RE&F J. BLAKENEY (202) 693-3768
SD 554	880201	QUARTERLY REPORT ON EXPERTS AND CONSULTANTS	AI 2	WHS/P&S A. PAGE (202) 694-7044
SD 555	880401	ATR CONTRACT GUARD PERFORMANCE REPORT	DODD 5210.46	WHS/RE&F J. BLAKENEY (202) 693-3768

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Form Number	Edition Date	Title of Form	Prescribing Issuance	Point of Contact
SD 556	880401	POST DUTY ASSIGNMENT	DODD 5210.46	WHS/RE&F J. BLAKENEY (202) 693-3768
SD 557	880401	PROTECTION REQUIREMENTS REPORT	DODD 5210.46	WHS/RE&F J. BLAKENEY (202) 693-3768
SD 558	900301	DEFENSE PROTECTIVE SERVICE EVIDENCE/PROPERTY CUSTODY DOCUMENT	DODD 5210.46	WHS/RE&F J. BLAKENEY (202) 693-3768
SD 559	880901	OSD LEASED BUILDING INSPECTION REPORT	DELEGATION OF AUTHORITY - 10/1/87	WHS/RE&F J. BLAKENEY (202) 693-3768
SD 560	881001	BUILDING SECURITY LOG	DODD 5210.46	WHS/RE&F J. BLAKENEY (202) 693-3768
SD 561	881201	USD(P) ACCOUNTABLE COMMUNICATIONS RECEIPT	USD(P) STAFF MEMO 4	USD(P) A. BRADY (202) 694-6594
SD 562	900201	OSD REQUEST FOR SERVICES	AI 56	C, DOD A. WHITE (202) 697-8363
SD 563	890501	LEASED FACILITIES DIVISION INSPECTION SCHEDULE	DELEGATION OF AUTHORITY, 10/1/87	WHS/RE&F J. BLAKENEY (202) 693-3768
SD 564	890801	OSD CLEANING INSPECTION REPORT	DELEGATION OF AUTHORITY, 10/1/89	WHS/RE&F J. BLAKENEY (202) 693-3768
SD 565	890901	DIOR DAILY ABSENTEE REPORT		WHS/DIOR J. WIGGINS (202) 746-0932
SD 566	891001	MANAGEMENT CONTROL FACILITY (MCF), REQUEST FOR	USD(A) MEMO, 890606	USD(A) D. HOFFMANN (202) 697-7261
SD 567	891001	CLEARANCE VERIFICATION RESPONSIBILITY	USD(A) MEMO, 890606	USD(A) D. HOFFMANN (202) 697-7261

## PART I - LIST OF APPROVED SECRETARY OF DEFENSE (SD) FORMS

Form Number	Edition Date	Title of Form	Prescribing Issuance	Point of Contact
SD 600	890501	DODDS STUDENT REGISTRATION	DS MANUAL 1800.1	ASD(FM&P) M. ORR (202) 694-8989
SD 604	900301	STUDENT TRANSCRIPT	DODDS MEMO DATED 900116	ASD(FM&P) M. ORR (202) 694-8989
SD 693	890501	DODDS SECONDARY SCHOOL REPORT CARD	DS MANUAL 1800.1	ASD(FM&P) M. ORR (202) 694-8989
SD 705	891101	DODDS AUDIT WORKPAPER	DSR 1080.1	ASD(FM&P) M. ORR (202) 694-8989
SD 708	891101	DODDS PUBLICATIONS INVOICE	DS MANUAL 1000.1	ASD(FM&P) M. ORR (202) 694-8989
SD 711	891201	APPROVAL OF SCHOOL ORGANIZATIONAL CHANGE, REQUEST FOR	DS AI 1320.1 MAY 26, 1983	ASD(FM&P) M. ORR (202) 694-8989
SD 717	891201	RESEARCH STUDY IDENTIFICATION INFORMATION AND AGREEMENT, DODDS APPLICATION FOR A	DS REGULATION 2071.2	ASD(FM&P) M. ORR (202) 694-8989
SD 762	891101	DODDS REQUEST FOR ITEM ADDITION TO THE DODDS CATALOG	DS MANUAL 4100.2	ASD(FM&P) M. ORR (202) 694-8989
SD 770	891001	MAINTENANCE AND REPAIR CUSTODY RECEIPT/HISTORY	DS MANUAL 4100.2	ASD(FM&P) M. ORR (202) 694-8989
SD 776	900301	SUPPLEMENTAL APPLICATION FOR EMPLOYMENT WITH DEPARTMENT OF DEFENSE OVERSEAS DEPENDENTS SCHOOLS	DODDS PAMPHLET 89-P-006	ASD(FM&P) M. ORR (202) 694-8989
SD 778	890801	PROFESSIONAL EVALUATION	DODI 1400.13	ASD(FM&P) M. ORR (202) 694-8989

PART I - LIST OF APPROVED SECRETARY OF DEFENSE (SD) FORMS

Form Number	Edition Date	Title of Form	Prescribing Issuance	Point of Contact
SD 779	890201	DODDS VOLUNTARY QUESTIONNAIRE	DS PAMPHLET 88-P-0009	ASD(FM&P) M. ORR (202) 694-8989
SD 791	891001	DODDS ACKNOWLEDGEMENT OF GRATUITOUS NATURE OF PERSONAL SERVICES	31 USC SECTION 1342	ASD(FM&P) M. ORR (202) 694-8989
SD 791-1	900201	DODDS PERFORMANCE APPRAISAL FORM NON-MERIT PAY EMPLOYEES	DS REGULATION 5430.9	ASD(FM&P) M. ORR (202) 694-8989
SD 791-2	900201	DODDS PERFORMANCE APPRAISAL FORM MERIT PAY EMPLOYEES GM 13-14-15	DS REGULATION 5430.9	ASD(FM&P) M. ORR (202) 694-8989
SD 791-3	900201	DODDS PERFORMANCE APPRAISAL CONTINUATION SHEET (MERIT AND NON-MERIT PAY)	DS REGULATION 5430.9	ASD(FM&P) M. ORR (202) 694-8989
SD 809	890101	DODDS VERIFICATION OF PROFESSIONAL EDUCATOR EMPLOYMENT FOR SALARY RATING PURPOSES	DS PAMPHLET 88-P-0009	ASD(FM&P) M. ORR (202) 694-8989

PART II - LIST OF CANCELED SECRETARY OF DEFENSE (SD) FORMS

Form Number	Edition Date	Title of Form	Cancel Date	Replacement Form
SD 7	880201	ATTENDANCE REPORT FOR CONSULTANTS AND EXPERTS, OSD	880801	DD 2525
SD 169	670701	OFFICE OF THE SECRETARY OF DEFENSE RECORDS CHARGE-OUT	900515	
SD 268	610601	PROJECT REQUEST: GRAPHICS & PRESENTATIONS BRANCH	880909	
SD 420	650701	EQUIPMENT RECORD	880909	
SD 425-1	880801	PROGRAM ANALYSIS AND EVALUATION ROUTING SHEET (CONFIDENTIAL)	891108	
SD 425-2	880801	PROGRAM ANALYSIS AND EVALUATION ROUTING SHEET (SECRET)	891108	
SD 425-3	880801	PROGRAM ANALYSIS AND EVALUATION ROUTING SHEET (TOP SECRET)	891108	
SD 515-2	850501	FORM DESIGN SERVICE BATCH REQUEST	900206	
SD 515-2C	850501	FORM DESIGN SERVICE BATCH REQUEST (CONTINUED)	900206	