

PSC REQUEST FOR FORM ACTION-INSTRUCTIONS PSC-17

The PSC-17 "Request for Form Action," is to be filled out by those offices originating PSC and PHS Forms and requesting revisions, obsoletions and additions of those forms. All items on this form must be completed by originating offices unless otherwise specified. Information from the items on the form action request will be entered into the PSC Forms System database by those designated PSC, PHS Forms Management Officer / Liaison to reflect the correct status of all PSC and PHS forms. This data will be included in the PSC Forms Catalog.

Instructions for completing PSC Request for Form Action (PSC-17). Please print legibly.

Items

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| 1-10 | Fill in appropriate data |
| 11. Form
a. Agency b. Number | Indicate appropriate Agency Initials (PHS, FDA, etc.)
Enter appropriate Form Number (leave blank for new form). |
| 12. Date of Form | Indicate New or Current Date of Form |
| 13. Originating/Coordinating Office | Indicate the appropriate Standard Administrative Code for the responsible originating office |
| 14. Type of Form Action | Check appropriate block indicating the type of action to be taken-if revised indicate date revision in item 15 |
| 15. Revision Date | Indicate 'Proposed Date' of Revision |
| 16. Reason for Obsolescence | Check appropriate block if form is obsolete |
| 17. Form which Supersedes Deleted Form
a. Agency b. Number | Indicate if form is replaced by a new form |
| 18. Functional Class Code | Supplied by Agency Forms Management Officer |
| 19. Accountable Form | Check appropriate block |
| 20. Privacy Act | Check appropriate block-if yes forward to PHS and/or Agency Privacy Act Coordinator |
| 21. Privacy Act System Identifier(s) | Privacy Act Coordinator will enter all "Privacy Act System Identifier(s)" associated with this particular form-a minimum of one system and maximum of three systems can be associated with a Privacy Act Form |
| 22. Report Form
Check appropriate block | |
| 23. Public Use | Check appropriate block |
| 24. OMB Approval | Insert information if applicable |
| 25. Usage Code | Indicate usage requirements of form |
| 26. Stock Points | Indicate where form is to be stocked |
| 27. Form Construction and Size | Supplied by Agency Forms Management Officer |
| 28. Number in Set | Supplied by Agency Forms Management Officer |
| 29. Unit of Issue | Supplied by Agency Forms Management Officer |
| 30. Number in Units | Supplied by Agency Forms Management Officer |
| 31. Record Retention Code | Schedule Retention Code used for record keeping |
| 32. Title of Form | Insert short title of Form |
| 33. Justification | Fill in appropriate data |
| 34. Forms Clearance and Approval | Must be signed by appropriate Program Officials |
| 35. Signature and Date | Must be signed and dated by appropriate PHS Agency Forms Management Officers |