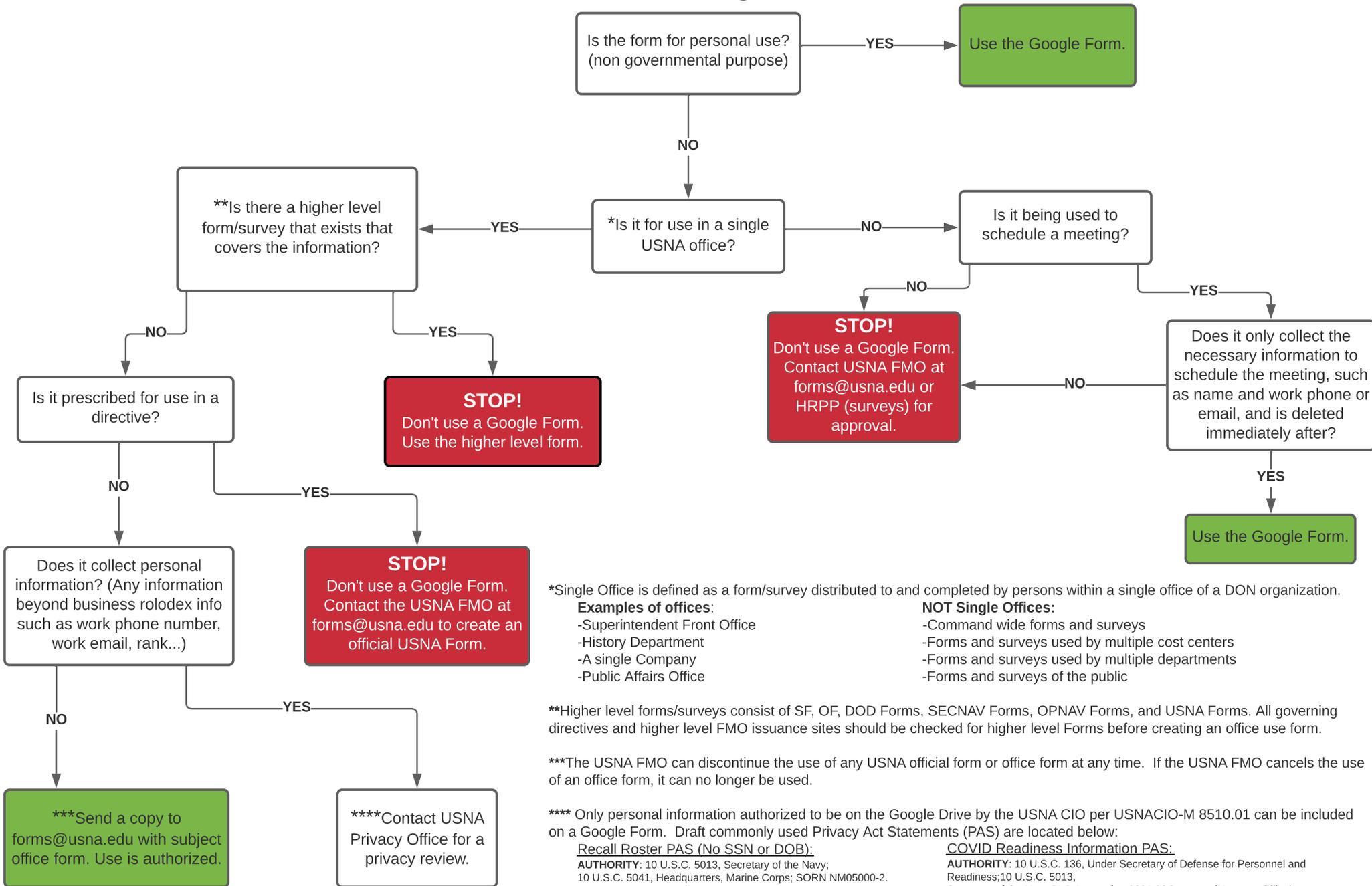


Can I use a Google Form?



*Single Office is defined as a form/survey distributed to and completed by persons within a single office of a DON organization.

Examples of offices:

- Superintendent Front Office
- History Department
- A single Company
- Public Affairs Office

NOT Single Offices:

- Command wide forms and surveys
- Forms and surveys used by multiple cost centers
- Forms and surveys used by multiple departments
- Forms and surveys of the public

**Higher level forms/surveys consist of SF, OF, DOD Forms, SECNAV Forms, OPNAV Forms, and USNA Forms. All governing directives and higher level FMO issuance sites should be checked for higher level Forms before creating an office use form.

***The USNA FMO can discontinue the use of any USNA official form or office form at any time. If the USNA FMO cancels the use of an office form, it can no longer be used.

**** Only personal information authorized to be on the Google Drive by the USNA CIO per USNACIO-M 8510.01 can be included on a Google Form. Draft commonly used Privacy Act Statements (PAS) are located below:

Recall Roster PAS (No SSN or DOB):

AUTHORITY: 10 U.S.C. 5013, Secretary of the Navy; 10 U.S.C. 5041, Headquarters, Marine Corps; SORN NM05000-2.
PURPOSE: To recall personnel.

ROUTINE USES: Information is close-hold and shared with only those with a need-to-know. Supervisory personnel will have access to information concerning their employees. Administrative/web personnel will have access for purposes of maintaining the data base.

DISCLOSURE: Mandatory for military. Mandatory for civilian employees who have been designated by their organization as "emergency personnel", voluntary for all others. However, failure to provide the requested information may result in not being contacted regarding a recall or office closure.

COVID Readiness Information PAS:

AUTHORITY: 10 U.S.C. 136, Under Secretary of Defense for Personnel and Readiness; 10 U.S.C. 5013, Secretary of the Navy; DoD Instruction 3001.02, Personnel Accountability in Conjunction with Natural or Manmade Disasters; DoD Instruction 6200.03, Public Health Emergency Management (PHEM) Within the DoD; and SORN DPR 39.

PURPOSE: To accomplish personnel accountability for USNA personnel in a Public Health Emergency or when directed by the Secretary of Defense or Navy.

ROUTINE USES: Used by supervisors and organizational leadership with a need to know to ascertain impacts to readiness of USNA and protection of the workforce and USNA environment.

DISCLOSURE: Mandatory.

Questions? Contact the USNA Forms Management Office (FMO) at forms@usna.edu