Subpart 553.1 - General

Parent topic: Part 553 - Forms

553.101 Requirements for use of forms.

Parts 501–552 and 570 prescribe the requirements for use of GSA forms illustrated or referenced in this part. You may identify the prescription as follows:

(a) *Forms available on-line*. The list of forms available on-line in 553.370-1 identifies the basic prescription for each referenced form.

(b) *Illustrated forms*. The prescription for each illustrated form is identified by a cross-reference shown on the illustration. When a form is mentioned in more than one place in this regulation, the section referenced on the illustration is the section that contains the basic prescription.

553.102 Current editions.

You must use the current edition of the forms identified in subpart 553.3 unless otherwise authorized under this regulation.

553.170 Establishing and revising GSA Forms.

(a) GSA Order OGP 1824.1, GSA Forms Management Program Handbook, outlines requirements, responsibilities, standards, policies, and procedures for the GSA Forms Management Program, including the instruction that.

(i) If two or more GSA Services or Offices use an acquisition related GSA form, the Office of Acquisition Policy maintains the form.

(ii) If only one GSA Service or Office uses a GSA form or if the form is used for a contract type unique to one Service or Office (e.g.,construction contracts), that Service or Office is responsible for maintaining the form.

(b) To establish a new GSA Form, request changes to an existing form, or cancel an existing form, please reference the FAQs found at the GSA Forms library at https://www.gsa.gov/reference/forms.

(i) Any proposed new or revised GSA acquisition related form must be submitted to the Office of Acquisition Policy for review and concurrence.