

# 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.

**Parent topic:** [Subpart 553.1 - General](#)