REVIEW OF U.S. NAVY FORMS

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I. SUMMARY

Purpose of this review. The purpose of this review is to identify and analyze the organizational and technical issues and errors associated with forms posted on U.S. NAVY Website and suggest steps needed to eliminate them.

Methods to analyze forms: manual vs. automatic. It would be impossible to accurately identify, analyze, and record manually technical issues and errors associated with forms posted on U.S. NAVY Website. By this reason, we developed an efficient computer algorithm which solves the problem completely automatically, step by step. As a result, we posted on our Website multiple versions of each form: (1) original version(s) (PDF Acrobat, static XFA, dynamic XFA), downloaded from U.S. NAVY Website, as is, with all legal and technical issues, (2) PDF Acrobat flat version (fillable, savable in Acrobat Reader), created automatically, by the above algorithm, along with an examination report, and (3) PDF Acrobat interactive (fillable, savable in Acrobat Reader) version of the form along with an examination report (when the original form structure is static XFA).

Organizational issues. There is no common systemic form creation approach in U.S. NAVY. As a result, each form creator is free to make strategic decisions based on creator's own preferences. Professional training provided for form creators in U.S. NAVY is obviously not adequate. U.S. NAVY form creators do not have a profound knowledge of the subject. They are not quite aware of what they are doing. As a result, they are even unable to apply their limited knowledge correctly. There is no effective technical check and control system in U.S. NAVY. As a result, there are multiple issues and errors (some of errors are repeated thousands of times). Multiple steps are needed to eliminate the above issues.

Major technical issues and clear errors on posted forms. Thousands forms are reader

extended by Acrobat 11 or earlier in violation of Acrobat EULA. Thousands forms are created using the LCD technology instead of Acrobat technology. Thousands forms are non-PDF forms despite the PDF extension. Thousands forms are non-interactive. Hundreds interactive forms remain non-fillable. Thousands fillable forms remain non-savable. Some forms are encrypted by user (open) password, and, as a result, users are not able to open these forms. Thousands forms are encrypted by owner (restrictions) password. This encryption can be eliminated in batch by anyone and is useless for U.S. NAVY forms. No form is optimized for searchability, readability, compatibility, and accessibility. There is no consistency: there are various PDF file structures (dynamic XFA, static XFA, and Acrobat PDF); some forms are reader extended, while others are not; some forms are encrypted by owner (restrictions) password, while other forms are encrypted by an user (open) password or not encrypted at all; some PDF forms are interactive, while others are flat. There are various errors in form fields, incorrect page orientations, and broken links. In this review we describe in details multiple actions needed to eliminate the above major technical issues and clear errors.

Clear technical errors and disputable issues on Website. There are significant limitations in form browsing functionality, some limitations in form searching functionality.

In this review we describe in details the above methods and an efficient computer algorithm to analyze forms, organizational issues, issues and errors on posted forms and on Website, and step-by-step actions needed to eliminate all the above issues and errors.

Feel free to contact us for any questions or help: help@USA-Federal-Forms.com

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II. METHODS TO ANALYZE FORMS: MANUAL VS. AUTOMATIC

1. Impossibility of manual analysis.

It would be impossible to accurately identify, analyze, and record manually technical issues and errors associated with forms posted on U.S. NAVY Website by the following reasons:

1. This task would require a manual analysis and recording of thousands of form pages, tens of thousands of form fields, hundreds of thousands of form and field properties.
2. In general, a single specialist is able to analyze and record no more than a few dozens of properties in an hour (depending on specialist's ability to apply his/her analytical and logical reasoning to a specific document or a set of documents). Accordingly, it could take months (if not years) for an average team of a few specialists to analyze hundreds of thousands of form properties.
3. It would be impossible to effectively check and control manually the quality of such work.
4. Such manual analysis, recording, check and control would result in thousands of errors, making all the work useless.

2. Automatic analysis.

To identify, analyze, and record technical issues and errors (associated with forms posted on U.S. NAVY Website) completely automatically, we developed an efficient computer algorithm which solves the problem by the following steps:

1. Open each form.
2. Read various properties of the opened form.
3. Identify and analyze issues and errors associated with form properties.
4. Save results.
5. If the form is encrypted, decrypt it.
6. Determine if there are fields in the opened form (that is determine if the form is interactive). If yes, read various properties of each field.
7. Identify and analyze issues and errors associated with properties of each field.
8. Save results.
9. Create a PDF Acrobat flat version of the opened form.
10. Create a report for the above PDF Acrobat flat version of form, using the results saved by steps 4 and 8.
11. Insert the above report at the beginning of the above flat version of form.
12. If the original form structure is static XFA, create a PDF Acrobat interactive version of this form.
13. Create a report for the above PDF Acrobat interactive version of form, using the results saved by steps 4 and 8.
14. Insert the report at the beginning of the PDF Acrobat interactive version of form.
15. Create a page with buttons with relevant JavaScript actions (as in FBF forms introduced in 2003 by USA-Federal-Forms.com) for the PDF Acrobat interactive version of form.
16. Insert the above page at the end of the PDF Acrobat interactive version of form.

As a result of the above automatic analysis, we posted on our Website the following versions of each form:

1. Original version of the form downloaded from U.S. NAVY Website.
2. PDF Acrobat flat version of the form created by the above algorithm, along with an examination report, and inserted at the beginning of the form.
3. If the original form structure is static XFA, we also posted PDF Acrobat interactive version of the form along with a examination report (at the beginning of the form).

III. ORGANIZATIONAL ISSUES AND STEPS TO ELIMINATE THEM.

Issue 1. There is no common systemic form creation approach in U.S. NAVY.

It looks as each form creator is free to make strategic decisions based on creator's own preferences.

The following steps are needed to establish a common systemic form creation approach (to eliminate the above issue).

1. Determine which parts of form creation process can be done automatically.

2. Create a computer algorithm to automatically perform the above parts of form creation process.
3. Create a step-by-step system to manually perform remaining parts of form creation process.
4. Create a semi-automatic step-by-step system to combine both manual and automatic parts of form creation process.
5. Teach specialists about the above semi-automatic step-by-step system.

Note. It is impossible to effectively set manually hundreds of thousands of form and field properties. It is also impossible to do this completely automatically. Some operations can be done automatically, other operations can be done only manually. Accordingly, the form creation process can be done only semi-automatically.

Issue 2. There is no effective technical check and control system in U.S. NAVY. There are multiple issues and errors. Some errors are repeated thousands of times.

The following steps are needed to establish an effective technical check and control system (to eliminate the above issue).

1. Determine how form and field properties should be set (that is to determine standards of quality).
2. Create a computer algorithm to automatically:
   • examine form and field properties based on the above standards of quality;
   • save and represent examination results;
   • correct some categories of errors;
   • create instructions for specialists to manually correct those errors that cannot be corrected automatically.

The check and control process is to run the above computer algorithm again and again until examination results show no errors.

Note. It is impossible to effectively check manually hundreds of thousands of form and field properties. It can be done only automatically by a computer algorithm. It is also impossible to completely automatically correct any error. That is the control of the form creation process cannot be done completely automatically. Some errors can be corrected automatically, other errors can be corrected only manually. Accordingly, the control of the form creation process can be done semi-automatically. Thus, while the "check" part of the process can be done only automatically, the "control" part of the process can be done only semi-automatically.

Issue 3. Professional training provided for form creators in U.S. NAVY is obviously not adequate.

U.S. NAVY form creators are usually, able to draw fields, set some of field properties, set field tab order, adjust field sizes, align fields horizontally and vertically, set document security, enable Reader Extensions.

However, U.S. NAVY form creators do not have a profound knowledge of the subject. They are

not quite aware of what they are doing. As a result, they are even unable to apply their limited knowledge correctly. For example:

1. Form creators enable Reader Extensions by Acrobat 11 or earlier in violation of Acrobat EULA because they are not aware of Acrobat EULA 500 limit.
2. Form creators use Adobe LiveCycle Designer technology instead of Acrobat technology because they are not aware of the difference.
3. Form creators create dynamic XFA, static XFA, and Acrobat PDF forms because they are not aware of the difference.
4. Form creators create non-PDF forms with PDF extension because they are not aware of the difference between PDF file structure and PDF file extension.
5. Form creators enable Reader Extensions in flat forms because they are not aware that enabled Reader Extensions prevent users from saving data typed into forms.
6. Form creators fail to optimize forms for searchability, readability, compatibility, and accessibility because they are not aware of form optimization.
7. Form creators set form and field properties incorrectly because they are not aware of the meaning of each property.
8. Form creators encrypt forms by user (open) password because they either are not aware that there are two types of passwords (open password and restrictions password), or are not aware of the difference between the two types of passwords, or just not aware how to encrypt files by owner (restrictions) password.
9. Form creators encrypt forms by owner (restrictions) password because they are not aware that such encryption can be eliminated in batch by anyone and is useless for U.S. NAVY forms.

IV. POSTED FORMS: MAJOR TECHNICAL ISSUES

Issue 1. Many forms (with PDF extension) posted on U.S. NAVY Forms Website are reader extended by Acrobat 11 or earlier in violation of EULA.

The creators of these forms enabled Reader Extensions (RE) by using Acrobat 11 or earlier -- apparently, in an unintentional violation of Adobe Acrobat EULA (End User License Agreement) 500 limit. Since the forms are posted on a government Website for the purposes to be filled out and returned to the government, each form is distributed to more than 500 recipients and the number of returned copies of each form (including hard copies) exceeds the Acrobat (11 and earlier) 500 limit. Since users of these forms get access to features enabled in violation of Acrobat EULA, the users may be in violation of Reader EULA. Due to the 500 limit, using Acrobat 11 or earlier to enable RE is not a solution for a government agency. An appropriate Adobe product is either Acrobat DC or LiveCycle RE (LCRE), which is thousands times more expensive than Acrobat (to use LCRE, IRS, for example, paid to Adobe millions of dollars). There is no 500 limit in Acrobat DC EULA. Our analysis of these forms reveals that some of the forms were reader extended prior to Acrobat DC release date (when the LCRE was the only appropriate option), but most of the forms were reader extended even after Acrobat DC release date. The creators of the forms were probably not aware of both the 500 limit of Acrobat 11 and earlier and the advantage of using Acrobat DC.

Issue 2: Many forms (with PDF extension) posted on U.S. NAVY Forms Website are non-

PDF forms, despite the PDF extension.

The creators of these forms used Adobe LiveCycle Designer (LCD) technology (instead of Acrobat technology), and thus created, apparently, unintentionally, XFA forms, which are non-PDF forms, despite the PDF extension (a file type is not the same as a file extension). At first glance, XFA forms seem no different than normal PDF Acrobat forms (Acroforms): same PDF extension, same appearance, seemingly same functionality. However, since XFA forms were created by a different technological method, they have a different structure, different functionality, and cannot be manipulated in the same way as normal PDF Acrobat forms.

There are dynamic and static XFA forms. Almost all of the XFA forms posted on U.S. NAVY Forms Website are dynamic. The dynamic XFA forms cannot be opened in Reader 6 and earlier (in some systems, Reader 7 and earlier). The static XFA forms cannot be opened in Reader 5 and earlier. Neither dynamic nor static XFA forms can be optimized for fast web viewing. Neither dynamic nor static XFA forms can be made compliant with Section 508 of the Rehabilitation Act of 1973. The data typed into form fields of a dynamic or static XFA form cannot be saved in Reader without using Reader Extensions.

In contrast, if the forms posted on U.S. NAVY Forms Website were created as normal PDF Acrobat forms, they could be open in any version of Reader, they could be saved in Reader 11 and later without using Reader Extensions, they could be optimized for fast web viewing, and they could be made compliant with Section 508 of the Rehabilitation Act of 1973.

To be manipulated in the same way as PDF forms, the XFA forms must be converted to PDF Acrobat forms. Currently, there is no effective method to convert a dynamic XFA form into a PDF Acrobat form by retaining fillable fields. It is only possible to convert a dynamic XFA form into a flatten PDF file, and then to convert the flatten PDF file into an Acrobat form by re-creating all the fillable fields from the scratch. Fortunately, a static XFA form can be converted into a PDF Acrobat form (by retaining fillable fields).

Finally, in some forms, the dynamic XFA structure may have some advantages over the Acrobat form structure (such as the ability to expand a field size or produce a new page to accommodate a longer text and the availability of image and barcode field types). Take a note that the static XFA structure does not have even these advantages and the above advantages of the dynamic XFA structure would not be usable in any of U.S. NAVY forms (because in all these forms the number of pages and the size of each field are fixed and there is neither image nor barcode field type).

Thus, for the user, the (dynamic or static) XFA structure of U.S. NAVY forms has multiple disadvantages and no advantages against the normal PDF Acrobat form structure. However, using LCD technology may expedite the process of form creation (by creating the form layout and adding form fields all at once). The creators of U.S. NAVY forms either didn't realize that the created forms were XFA forms, or didn't realize that XFA forms are non-PDF forms (despite the PDF extension), or didn't realize the disadvantages of the XFA structure for these forms, or considered these disadvantages less important than the advantage to expedite the process of form creation. Anyway, using the LCD technology to create U.S. NAVY forms was a strategic

mistake.

Issue 3: Some PDF flat forms posted on U.S. NAVY Forms Website are dynamic XFA forms, which prevents users from typing data into the forms.

It is impossible to type into a flat dynamic XFA file in any program: neither in Adobe (Acrobat) Reader, nor in Adobe Acrobat full program, nor in any third-party software. In contrast, it is possible to type into a flat PDF Acrobat file. The creators either didn't realize that the created forms are non-fillable (neither in Reader nor in any other program) or didn't realize that creating these forms as PDF Acrobat (instead of dynamic XFA) would make the forms fillable in Reader.

Issue 4: Some PDF flat forms posted on U.S. NAVY Forms Website are static XFA forms, which prevents users from typing data into the forms.

It is impossible to type into a flat static XFA file in Adobe (Acrobat) Reader. In contrast, it is possible to type into a flat PDF Acrobat file. The creators either didn't realize that the created forms are non-fillable in Reader or didn't realize that creating these forms as PDF Acrobat (instead of static XFA) would make the forms fillable in Reader. Note: While it is impossible to type into a flat static XFA file in Adobe (Acrobat) Reader, it is possible to type into a flat static XFA file in Adobe Acrobat full program and some third-party software.

Issue 5: Some PDF flat forms posted on U.S. NAVY Forms Website are reader extended, and thus non-savable in Reader.

Enabled RE allows users to save data typed into an interactive form fields, but prevents users from saving data typed into a flat (non-interactive) form. The creators didn't realize this. RE should be disabled in flat forms. Thus, enabling RE in a flat forms was exactly the opposite to what the creators needed to do.

Issue 6: Some PDF interactive forms posted on U.S. NAVY Forms Website are (dynamic or static) XFA, non-reader extended, and thus non-savable in Reader.

The data typed into (interactive) form fields of a dynamic or static XFA form cannot be saved in Reader without using Reader Extensions. In contrast, the data typed into form fields of a PDF Acrobat form can be saved in Reader 11 (and later) without using Reader Extensions. Thus, to make these interactive forms savable, the creators had two options: either to create these forms as PDF Acrobat (RE enabled or not) or to create them as XFA, RE enabled. The creators avoided a common mistake of using Acrobat 11 (or earlier) to enable RE (which would be a violation of Adobe Acrobat 500 limit), but failed to enable RE by Acrobat DC or LiveCycle RE (LCRE). The creators either didn't realize that the created forms remained not savable in Reader or didn't realize that enabling RE by Acrobat DC or LiveCycle RE (LCRE) would make the forms savable in Reader.

Issue 7: Some PDF flat forms posted on U.S. NAVY Forms Website are reader extended, and thus non-savable in Reader.

Reader Extensions allows users to save data typed into form fields and prevents users from saving data typed into a field-less form. The creators either didn't realize that the created forms are non-savable in Reader or didn't realize that disabling RE would make the forms savable in Reader.

Issue 8. The forms posted on U.S. NAVY Forms Website are not optimized for searchability, readability, compatibility, and accessibility.

It looks as form creators are not aware of PDF optimization techniques.

V. POSTED FORMS: INCONSISTENCY ISSUES.

Issue 1: Apparently, for no reason, there are PDF files with different structures (dynamic XFA, static XFA, and Acrobat PDF) among the forms posted on U.S. NAVY Forms Website.

It looks as, in U.S. NAVY, each form creator is free to determine the file structure, based on creator's own preferences. Most forms posted on U.S. NAVY Forms Website are dynamic XFA. Some forms are static XFA. Some forms are Acrobat PDF. The dynamic and static XFA forms are non-PDF forms, despite the PDF extension. Acrobat PDF is the only appropriate file structure for all U.S. NAVY forms.

Issue 2: Apparently, for no reason, some PDF forms posted on U.S. NAVY Forms Website are reader extended, some PDF forms are not.

Again, it looks as, in U.S. NAVY, each form creator is free to determine whether to enable Reader Extensions or not, based on creator's own preferences. Most PDF forms posted on U.S. NAVY Forms Website are reader extended. Some PDF forms are not. All reader extended forms are reader extended by using Acrobat 11 (in a violation of Adobe Acrobat EULA). Enabling RE is the right approach, but (as shown above), due to the 500 limit, using Acrobat 11 to enable RE is not a solution for a government agency. An appropriate Adobe product is either Acrobat DC or LiveCycle RE (LCRE).

Issue 3: Apparently, for no reason, some PDF forms posted on U.S. NAVY Forms Website are encrypted by owner (restrictions) password, while other forms are encrypted by user (open) password, or not encrypted at all.

Again, it looks as, in U.S. NAVY, each form creator is free to determine whether to encrypt a PDF form or not, and how to encrypt, based on creator's own preferences. Thousands of PDF forms posted on U.S. NAVY Forms Website are encrypted by owner (restrictions) password. Some forms are encrypted by open (user) password, and, as a result, users are not able to open these forms. Thousands of PDF forms are not encrypted at all. Thousands of forms encrypted by owner (restrictions) password have a dynamic XFA file structure. This encryption is useless by two reasons: (1) it can be easily removed in batch (without using the password) and (2) the dynamic XFA file structure automatically sets restrictions (practically, almost identical with the restrictions set by the encryption).

Issue 4: Apparently, for no reason, some PDF forms posted on U.S. NAVY Forms Website are interactive, some PDF forms are flat.

Again, it looks as, in U.S. NAVY, each form creator is free to determine whether to make a PDF form interactive or flat, based on creator's own preferences. Most PDF forms posted on U.S. NAVY Forms Website are interactive. Some PDF forms are flat. Making PDF forms interactive is the best approach. It may take just a few weeks for a small team to convert all these Acrobat PDF flat forms into Acrobat PDF interactive forms (Acroforms).

VI. POSTED FORMS: ACTIONS NEEDED TO ELIMINATE MAJOR TECHNICAL ISSUES.

1. Disable Reader Extensions enabled by Acrobat 11 or earlier in violation of Acrobat EULA.
2. Stop to use Adobe LiveCycle Designer (LCD) technology (instead of Acrobat technology). LCD technology is obviously not for U.S. NAVY forms, because in these forms, the number of pages and the size of each field are fixed and there is neither image nor barcode field type. For a form user, the (dynamic or static) XFA structure of U.S. NAVY forms has multiple disadvantages and no advantages against the normal PDF Acrobat form structure.
3. Convert static XFA forms into PDF Acrobat interactive forms (Acroforms). Fortunately, a static XFA form can be converted into a PDF Acrobat form (by retaining fillable fields).
4. Convert dynamic XFA forms into Acroforms. Currently, there is no effective method to convert a dynamic XFA form into a PDF Acrobat form by retaining fillable fields. It is only possible to convert a dynamic XFA form into a flatten PDF file, and then to convert the flatten PDF file into an Acroform by re-creating all the fillable fields from the scratch.
5. Convert all PDF Acrobat flat forms into fillable Acroforms, by creating all the fillable fields.
6. Convert all non-savable Acroforms into savable in Adobe (Acrobat) Reader.
7. Optimize all forms for searchability, readability, compatibility, and accessibility.
8. Stop practice of using user (open) password. This prevents users from opening the forms.
9. Decrypt files encrypted by owner (restrictions) password. It can be done in batch without using passwords.

VII. POSTED FORMS: CLEAR TECHNICAL ERRORS.

Error 1. Some forms posted on U.S. NAVY Forms Website have issues with form fields.

The following are just a few clear technical errors. There are more not listed here.

Some form fields allow a longer text to scroll. As a result, a part of the text becomes hidden and not printable. The form creators either checked the scroll long text boxes by mistake or just were not aware of this issue.

Some large fields created for multi-line text remain single-line.

Some needed fields are omitted. The locations of some fields are incorrect. The properties of some fields are incompatible with the information the fields are for.

Note: To fill out a PDF Acrobat flat (non-interactive) form, a user must click Tools > Fill & Sign (or Comment) > Add Text, then click anywhere on page and start typing anywhere on page. Thus, to type text into a flat form, a user must determine the location and properties of the information to be entered. In contract, to fill out a PDF Acrobat interactive form, a user must type into form fields designed by the form creator. For a form user, the availability of correctly designed fields (i.e. interactivity) designed by a form creator may be a big advantage over a Acrobat Fill & Sign (or Comment) tools, because by creating fields, the form creator relieves the form user from the task to determine the location and properties of the information to be entered. However, if a needed field is omitted, or a location or property of just one of the fields is incompatible with the information to be entered, then a form user is forced to fill out that field by hand or typewriter. Thus, for many form users, such a partially fillable form has no advantage over a non-fillable form.

Error 2. Some pages of some forms posted on U.S. NAVY Forms Website need to be rotated to be filled out.

This is a clear technical error repeated a few times.

VIII. POSTED FORMS: ACTIONS NEEDED TO ELIMINATE CLEAR TECHNICAL ERRORS.

1. Keep in mind that for many form users, a partially fillable form has no advantage over a non-fillable form.
2. Add omitted fields.
3. Correct field locations.
4. Make the properties of fields compatible with the information the fields are for.
5. Uncheck all the "scroll long text" property boxes. Scroll long text property is not for U.S. NAVY forms.
6. Check the "multi-line" property boxes for multi-line fields.
7. Uncheck the "multi-line" property boxes for single-line fields.
8. Convert check boxes into radio buttons in mutually exclusive selection questions.
9. Fix incorrectly rotated pages to allow users to fill them out.
10. Fix broken links.

IX. WEBSITE: DISPUTABLE TECHNICAL ISSUES.

Issue 1. The U.S. NAVY Forms Website has some significant limitations in form browsing functionality.

The form browsing functionality is limited to browsing form numbers by commands and by keywords. The Website has no browsing functionality directly by alphanumerical component of form number. Since the form numbers contain both alphabetical and numerical components, browsing form numbers directly by alphanumerical component is the most important browsing functionality. The Webmaster failed to realize this.

Issue 2. The U.S. NAVY Forms Website has some (insignificant) limitations in form searching functionality.

The form searching functionality is limited to searching command or keyword only. Searching other information (date, format, or prescribing publication) is not available. While searching command or keywords is the most important searching functionality, ability to search other information could be also helpful.

X. WEBSITE: ACTIONS NEEDED TO ELIMINATE DISPUTABLE TECHNICAL ISSUES.

1. Add to Website a browsing functionality to allow users to browse form numbers directly by alphanumerical component. Since the form numbers contain both alphabetical and numerical components, it is the most important browsing functionality.
2. Add form searching functionality by date, format, or prescribing publication.

Feel free to contact us for any questions or help: help@USA-Federal-Forms.com

ALL U.S. NAVY FORMS: http://www.USA-Federal-Forms.com/NAVY-Forms.html
This includes multiple versions of each form. Visit the page to check for updates.

U.S. NAVY FORMS WEBSITE: https://navalforms.documentservices.dla.mil
The U.S. NAVY Forms Website has some significant limitations in form browsing functionality.

HELPFUL ARTICLES FOR USERS OF FORMS:

Review of U.S. NAVY forms:
http://www.USA-Federal-Forms.com/NAVY-Forms-Review.html
Comparison of methods to fill out PDF forms:
http://www.USA-Federal-Forms.com/Methods-to-Fill-PDF-Forms.html
Comparison of methods to save PDF forms:
http://www.USA-Federal-Forms.com/Methods-to-Save-PDF-Forms.html

HELPFUL ONLINE CONVERSIONS OF PDF FORMS & DOCUMENTS:
http://www.USA-Federal-Forms.com/Conversions.html
Convert non-fillable PDF forms into fillable - Convert fillable PDF forms into savable - Flatten PDF forms - Encrypt PDF documents - Add stamps or watermarks to PDF documents - Add, delete, extract, split, reorder, or rotate pages in PDF documents

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