

## Guidance for Creating BITS Forms

Considerable data entry time can be saved by using an existing BITS form as a template for creating a new form, rather than starting each new BITS form from scratch. Refer to the table below for selecting an appropriate source form.

To create this type of form in BITS ...	Use:
<ul style="list-style-type: none"> <li>Initial CO-2 for the primary project (i.e., 5-digit project code and "000" subproject code)</li> </ul>	<ul style="list-style-type: none"> <li>A blank CO-2 form.</li> </ul>
<ul style="list-style-type: none"> <li>Initial CO-17</li> </ul>	<ul style="list-style-type: none"> <li>A blank CO-17 form</li> </ul>

To create this type of form in BITS ...	Use this form as the "Copy Form To" source form:
<ul style="list-style-type: none"> <li>Revised CO-2 for the primary project</li> </ul>	<ul style="list-style-type: none"> <li>Latest approved CO-2 for the primary project.</li> </ul>
<ul style="list-style-type: none"> <li>Initial CO-2 for a subproject (i.e., 5-digit project code and not the "000" subproject code)</li> </ul>	<ul style="list-style-type: none"> <li>Latest approved CO-2 for the primary project.</li> </ul>
<ul style="list-style-type: none"> <li>Revised CO-2 for a subproject</li> </ul>	<ul style="list-style-type: none"> <li>Latest approved CO-2 for the same subproject.</li> </ul>
<ul style="list-style-type: none"> <li>Initial CO-4</li> </ul>	<ul style="list-style-type: none"> <li>Latest approved CO-2 for specific project/subproject.</li> </ul>
<ul style="list-style-type: none"> <li>Revised CO-4</li> </ul>	<ul style="list-style-type: none"> <li>Latest approved CO-4 revision for specific project/subproject.</li> </ul>
<ul style="list-style-type: none"> <li>Initial CO-5</li> </ul>	<ul style="list-style-type: none"> <li>Latest approved CO-4 revision for specific project/subproject. <ul style="list-style-type: none"> <li>➤ If no CO-4 exists, use latest approved CO-2 for the specific project/subproject.</li> </ul> </li> </ul>
<ul style="list-style-type: none"> <li>Revised CO-5</li> </ul>	<ul style="list-style-type: none"> <li>Latest approved CO-5 revision for specific project/subproject.</li> </ul>
<ul style="list-style-type: none"> <li>Initial CO-6</li> </ul>	<ul style="list-style-type: none"> <li>Latest approved CO-5 for specific project/subproject. <ul style="list-style-type: none"> <li>➤ If no CO-5 exists, use latest approved CO-4.</li> <li>➤ If no CO-5 and no CO-4 exists, use latest approved CO-2.</li> </ul> </li> </ul>
<ul style="list-style-type: none"> <li>Revised CO-6</li> </ul>	<ul style="list-style-type: none"> <li>Latest approved CO-6 revision for specific project/subproject.</li> </ul>
<ul style="list-style-type: none"> <li>Initial CO-8</li> </ul>	<ul style="list-style-type: none"> <li>Latest approved CO-2 for specific project/subproject.</li> </ul>
<ul style="list-style-type: none"> <li>Revised CO-8</li> </ul>	<ul style="list-style-type: none"> <li>Latest approved CO-8 revision for specific project/subproject.</li> </ul>
<ul style="list-style-type: none"> <li>Initial CO-14</li> </ul>	<ul style="list-style-type: none"> <li>Latest approved CO-8 for specific project/subproject. <ul style="list-style-type: none"> <li>➤ For acquisitions, use latest approved CO-2 for specific project/subproject.</li> </ul> </li> </ul>
<ul style="list-style-type: none"> <li>Revised CO-14</li> </ul>	<ul style="list-style-type: none"> <li>Latest approved CO-14 revision for specific project/subproject.</li> </ul>
<ul style="list-style-type: none"> <li>Revised CO-17</li> </ul>	<ul style="list-style-type: none"> <li>Latest approved CO-17 revision for specific project/subproject.</li> </ul>
<ul style="list-style-type: none"> <li>Initial CO-13.3, 13.4 or 13.5</li> </ul>	<ul style="list-style-type: none"> <li>Latest related CO-17 form for specific project/subproject.</li> </ul>
<ul style="list-style-type: none"> <li>Revised CO-13.3, 13.4 or 13.5</li> </ul>	<ul style="list-style-type: none"> <li>Latest approved CO-13.3, 13.4 or 13.5 revision for specific project/subproject.</li> </ul>

**Please do not use a "BO Form" (e.g., CO-17, CO-13.3, 13.4, or 13.5) as the source document from which to create a "CO Form" (e.g., CO-2, 4, 5, 6, 8, or 14).**