

DEPARTMENT OF THE NAVY
MILITARY SEA TRANSPORTATION SERVICE
WASHINGTON, D. C. 20390

COMSTSINST 5214.1
M-9
18 December 1968

COMSTS INSTRUCTION 5214.1

From: Commander, Military Sea Transportation Service
To: Distribution List

Subj: Consolidated list of recurring reports

Ref: (a) OPNAV Instruction 5214.1 (NOTAL)

Encl: (1) Subject List
(2) List of Message Reports Identified by Transmission Authorization Category
(3) Categories and Standard Identification of Reports With Respect to Electrical Transmissions During MINIMIZE

1. Purpose. This Instruction promulgates a consolidated list of recurring reports applicable to MSTS.

2. Cancellation. This Instruction supersedes COMSTSINST 5213.4E.

3. Information. Enclosure (1) contains a list of recurring controlled reports required by the Office of the Secretary of Defense, systems commands headquarters, bureaus and offices of the Navy Department, other Federal agencies and COMSTS. This list is compiled to comply with the requirements of reference (a) and is applicable to all segments of MSTS. It is within the purview of MSTS area commanders to publish similar lists of reports required by them from their subordinates pursuant to local directives. Enclosure (2) contains recurring message reports extracted from enclosure (1) and indicates the categories of transmission under MINIMIZE conditions for these reports. Recurring message reports exempt from reports control are also listed. Enclosure (3) defines the authorization categories and notations to be used when transmitting reports by electrical means during MINIMIZE.

4. Arrangements.

a. The listed reports are grouped by major subject classification numbers to coincide with the Navy subject classification system prescribed in SECNAV Instruction P5210.11. Within the subject grouping the reports are arranged in numerical sequence of the assigned reports symbols.

b. The frequency code column indicates the frequency of submission. The following codes apply:

D.....Daily	M.....Monthly	SA.....Semiannual
W.....Weekly	BM.....Bimonthly	A.....Annual
BW.....Biweekly	Q.....Quarterly	S.....Situation

c. Entries in the "COMSTS code" column indicate the organization segment having functional accountability of the reported information.

d. Other column headings are self-explanatory.

5. Reports Control Symbols. All approved reporting requirements are assigned a reports control symbol by the requiring command. These symbols indicate official clearance of the report as required by the Navy Reports Management Program; recurring reporting requests not having such a control symbol should be challenged.

6. Tickler File. To ensure accurate and timely submission of required periodic reports, each reports preparing activity of MSTS shall maintain a tickler file for all periodic reports required. "Recurring Reports Record" card (NAVSO Form 5213/7) shall be used for this purpose. This form is available in the Navy Supply System as cognizance "I" material and shall be requisitioned through normal supply channels.

7. Errors and Omissions. Although the data contained in enclosure (1) has been compiled with care, it is recognized that errors and omissions may exist. In order that this Instruction may be kept accurate and thus be of greatest usefulness, inform COMSTS of any errors or omissions noted.

JOHN M. ALFORD
Deputy

Distribution:
SNDL 41B (30)
41C (5)
41D (2)
41F (2)
T-100 (2)

Authenticated:

Chris S. Controwinski
CHRIS S. CONTROWINSKI
Directives Control

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REPORT SYMBOL	TITLE	FORM NO. OR FORMAT	DIRECTIVE	FREQ. CODE	PREPARING ACTIVITY	SUBMIT TO	COPIES TO	COMSTS CODE
1000 - 1999 MILITARY PERSONNEL								
BUPERS 1080-1	Personnel Diary - Active	NAVPERS 501	NMISMAN ACTIVE NAV-PERS 15642	BM	SNDL 4I	Appropriate PAMI		I
MSTS 1080-2	Monthly Report of Military Personnel	MSTS 1080-2	COMSTS 1080.1	M	4IB, 4IC, 4ID	COMSTS		I
BUPERS 1080-88	Report of Navy Military Dependents Residing Overseas	NAVPERS 2933	NMISMAN ACTIVE NAV-PERS 15642 Chap. 15	SA	All activities	Appropriate PAMI		I
BUPERS 1080-88A	Report of Authorized Navy Military Dependents By Type	Local format	BUPERS 1300.29	A	Overseas MSTS Activities	BUPERS		I
EXOS 1088-1	Dispatch Report of Death	Msg.	BUPERS Manual, Navy Regs, MMD, COMSTS 5100.17	S	SNDL 4I, T-100	SECNAV	BUPERS, BUMED, 1, NFC, Cleveland 2, COMSTS 4M	
BUPERS 1301-13	Officer Hospitalization Report	Letter	BUPERS Manual Art. C5311 BUPERS 1301.23	S	All ships and stations	BUPERS		I
INDEX (1301)	Report of the Fitness of Officers (Active Duty)	NAVPERS 310, 310A NAVPERS 792	Navy Regs. Art. 1701 BUPERS 1611.12, 1611.13	See Directive	All active duty officers	BUPERS		I
NAVPERS 1560-1	Educational Services Report	NAVPERS 1560/1	BUPERSNOTE 1560 of 31 May 68; BUPERS MANUAL	Q	All ships & stations	BUPERS		2

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REPORT SYMBOL	TITLE	FORM NO. OR FORMAT	DIRECTIVE	FREQ. CODE	PREPARING ACTIVITY	SUBMIT TO	COPIES TO	COMSTS CODE
JAG 1620-1	Injury Report	NAVJAG 486	MCM, JAG Manual	S	SNDL 41A, 41B, 41C, 41D	JAG	Via COMSTS	I
CNO(NDEX 1650)	Monthly Report of Awards	Letter	SECNAV msg 272155Z of 9/67; CNO msg of 10/67	M	COMSTS	CNO		I
OCMM 1650-1	Incentive Awards Program For Military Personnel	NAVSO 1650/3	SECNAV 1650.24	S	COMSTS	OCMM		I
JAG 1700-1	Legal Assistance Report	NAVJAG 344	SECNAV 5801.1	A	Each legal assistance office	JAG	District or staff legal officer	I
MSTS 1730-1	Chaplain's Voyage Report	Narrative	COMSTS 1730.1	S	Afloat Chaplains	SNDL 41B		I
DD-M(AR) 374 (1740)	Violation of Solicitation of Commercial Life Insurance on Military Installations	Letter	SECNAV 1740.1; DD 1344.1	S	SNDL 41A, 41B, 41C, 41D	BUPERS	COMSTS	I
BUPERS 1743-1	Statistical Report of Chaplains Activities	NAVPERS 374	BUPERS Manual, Chaplains Bulletin & COMSTS 1730.1	Q	Afloat & Area staff chaplains to COMSTS	COMSTS to BUPERS		I
BUPERS 1744-3	Motion Picture Damage Loss & Destruction Report	NAVPERS 3041, A	COMSTS 1700.1	S	Any activity damaging motion picture film	BUPERS		4S
MSTS 1745-1	Welfare & Recreation Financial Statement and Council Proceedings	MSTS 1745-1	COMSTS 1700.1	Q	SNDL 41B, 41C	COMSTS		4S

REPORT SYMBOL	TITLE	FORM NO. OR FORMAT	DIRECTIVE	FREQ. CODE	PREPARING ACTIVITY	SUBMIT TO	COPIES TO	COMSTS CODE
2000 - 2999 COMMUNICATIONS								
DCA 55-7A (2010)	Communications Operations Report Teletype Msg Traffic	DD 1438 1438-1, 2	DCA Circular 55-7A 350	M/Q	All Communications facilities listed in the ACP 117, CAN/US SUPP-1	DCA		I
NSA-438 (2200)	Encrypted Traffic Report	Letter	KAG-ID/TSEC	M	Commands with cryptographic capability	NSA		I
OPNAV 2010-2	Communications Operating Facilities Report	OPNAV 2010/1, IA, 1B, 1C	OPNAV 2010.3	A, (Q)	SNDL 41A, 41B, 41C, 41D	CNO via Area Coordinators		I
NAVCOMPT 2101-1	Abstract of Class E Messages	NAVCOMPT 2067	DNC 26(A)	M	SNDL 41A	NAVFINCEN, Wash., D. C.		I
NAVCOMPT 2101-2	U. S. Naval Communications Service Abstract	NAVCOMPT 2132	ONC 26(A); COMSTS 2110.2	M	All MSTS activities concerned	NAVFINCEN, Wash., D. C.		I
OPNAV 2140-1	Report of Class B Messages Commercially Refiled	Spdltr	DNC 26(A)	M	SNDL 41A	CNO		I
OPNAV 2400-1	Frequency Usage Report	OPNAV 2400/4	OPNAV 2400.7	Q	SNDL 41A	CNO		I
OPNAV 2410-1	Report of Radio Interference	Message or ltr	JANAP 195, COMSTS 2110.2	S	All MSTS ships and activities concerned	CNO	COMSTS	I
OPNAV 2601-1	RPS Report	See Dir.	RPS, 4F, Art. 750	See Dir.	Activities maintaining RPS	CNO		I
NAVSO 2700-1	Mail Sampling Report	Prescribed Format	Periodic AONOTE 2700	Tri-A	SNDL 41A	A0		I

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MSTS 2730-1	Unsatisfactory Mail Service	Message	COMSTS 3121.3, COMSTS 3120.2	S	T-101, T-100	T-101 to COMSTS, T-100 to mail authority		3
3000 - 3999 OPERATIONS and READINESS								
OPNAV 3040-1	Report of Significant Casualties Within the Naval Establishment	Message	NWIP 10-1, Art. 510, COMSTS 3120.2 & 3121.5	S	CO of units suffering casualties to personnel or material	CNO, COMSTS		3
MSTS 3040-1	Casualty at Sea	Priority Message	COMSTS 3121.3	S	T-101	OCA, COMSTS Contract Operator		3
MSTS 3040-3	Damage or Personal Injury Which May Result in Claim	Message	COMSTS 3121.3	S	T-101	See Instruction		3
MSTS 3100-2	Summary of Work Performed on Tankers in ROS	Letter	COMSTS 3121.3 Art. 3-3-7	S	Tankers in ROS	COMSTS		3
MSTS 3100-3	Harassing or Embarrassing Tactics by Soviet/Satellite Ships	Message or ltr	COMSTS 03100.2 CNO ltr 0496P-34 of 9 Sept 1958	S	All Ships	CNO, COMSTS, CINCLANTFLT, CINCPACFLT		3
MSTS 3110-2	Acquisition and/or Transfer of Ships	Message	COMSTS 3110.2	S	SNDL 41B, 41C, 41D	COMSTS		3
MSTS 3110-3	Monthly Summary of MSTS Chartered Ships	Tabular	COMSTS ltr M-341 of 4 Feb 1963	M	COMSTS	COMSTS STAFF	Special Distribution List	10
MSTS 3110-4	MSTS Ship Inventory	MSTS 3110-4	None	W	COMSTS	COMSTS STAFF	CNO (OP-404)	3

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MSTS 3120-4	Weekly Report of MSTS Tankers Operated	Letter	COMSTS 3121.3 Art. I-9-2	W	Contract Operators	COMSTS		3
MSTS 3120-8	Change in Scheduled Arrival or Departure of Cargo Ships	Ltr or msg	COMSTS 3121.1	S	SNDL 4IB, 4IC	COMSTS		3
MSTS 3120-11	Report of Material Condition of Ships in RRS	msg	COMSTS 3120.8	SA	SNOL 4IB, 4IC	COMSTS		3
MSTS 3120-12	Designation of RRS of Ships	msg	COMSTS 3120.8	S	SNDL 4IB, 4IC	COMSTS		3
MSTS 3120-13	Report of Tanker Turnaround Delays	Ltr	COMSTS 3121.3	S	MSTS Rep and Tanker Masters	COMSTS	Contract Operator	3
MSTS 3120-14	Report of Performance for MSTS Chartered and GAA Ships	MSTS 3120-14 and/or msg	COMSTS 3120.11	S	SNDL 4IB, 4IC, 4ID, & MSTSREPS	COMSTS		10
MSTS 3120-16	Dry Cargo Voyage Charter Laytime Statement	MSTS 3120-16	COMSTS 3120.5	S	LANT, ELM	LANT, ELM	COMSTS	10
MSTS 3120-16A	Report of Estimated Loading Time for Voyage Chartered Ships	msg	COMSTS 3120.5	S	SNDL 4IB, 4IC, (Loading Port)	SNDL 4IB, 4IC (Discharge Port)	COMSTS & Shipper Services	10
MSTS 3120-17	Weekly Schedule of MSTS Cargo Ships	Prescribed Format	COMSTS 3120.10	W	COMSTS	COMSTS STAFF	SNDL 4IB, 4IC, 3 4ID, & Special List,	
MSTS 3120-18	MSTS Tanker Fleet Schedule	Prescribed Format	COMSTS 3120.10	W	CDMSTS	COMSTS STAFF	SNDL 4IB, 4IC, 3 4ID, & Special List	

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MSTS 3120-19	Report of Violation of Oil Pollution Act	msg	COMSTS 3120.20	S	USNS Civil Service manned ships	Admin Command		3
MSTS 3120-20	Report of Stowaways	msg	COMSTS 3120.20	S	USNS Civil Service manned ships	Admin Command		1
MSTS 3123-7	Report of Ship Schedule for Panama Canal Transit	msg	COMSTS 3120.3	S	SNDL 41B, 41C, 41D, Responsible for routing	MSTS/BALBOA	Commander, Panama Sector Caribbean Sea Frontier	3
MSTS 3123-8	Tanker Prearrival Report	msg	COMSTS 3121.3 Art 1-7-1	S	Masters of Tankers	Appropriate port Activity	COMSTS, Contract Operator, Local Agent	3
MSTS 3123-9	Movement Report	MSTS 3123-9 & msg	COMSTS 3123.5 & 3121.3	S	Ships under MSTS Control		Appropriate AIG	3
MSTS 3123-10	Analysis of MSTSFE Report 3123-3 (Cargo Ship Activity)	MSTS 3123-10		W	COMSTS		DASD (I&L), SECNAV	JCS, CNO (OP-404) 3
MSTS 3130-1	Report of Assistance-at-Sea	ltr	COMSTS 3130.1, COMSTS 3121.3	S	Ships under MSTS control	COMSTS	SNDL 41B & owner/operator	3
MSTS 3171-1	Port & Terminal Information Report	MSTS 3171-1	COMSTS 3121.3	S	Masters of Tankers	COMSTS		3
MSTS 3180-1	Refueling-at-sea Report	ltr	COMSTS 3180.2; 3121.3; NWP 38(B)	S	Masters of Tankers	COMSTS	Owner-Operator	3
MSTS 3180-2	Refueling-at-sea Equipment & Material Report	MSTS 3180-2	General Specifications	S	MSTS Inspectors or Masters of Tankers	COMSTS	Owner-Operator	3

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OPNAV 3370-4	Report of Discovery of Enemy Minefield	msg	NWIP 10-1, Art. 412	S	Commands Concerned	CNO	SNDL 41A	3
OPNAV 3370-5	Report of Drifting or Floating Mines	msg/ltr	NWIP 10-1, Art. 413	S	Commands Afloat or Ashore	CNO	SNDL 41A	3
BUMED 3402-1	Biological Warfare Suspect Attack	Priority msg	BUMED 3402.1	S	All medical depts	BUMED	COMSTS	4M
BUSHIPS 3530-2	Magnetic Compass Table	NAVSHIPS 3120/4	BUSHIPS MANUAL CH 24-28(3) Degaussing Manual NAVSHIPS 250-660-34 Art. 6-152	S	T-100	T-100 retain aboard ship		4E
OPNAV 3540-1	Trial Reports	OPNAV 3540-3A, 3B, & 3C	NWIP 10-1, Art. 551	S	Trial Ship via Chain of Command to COMSTS	NAVSHIPSYS COM		4E
MSTS 3540-3	Report of Stress Computations for AO 49 Class Tankers	MSTS 3540-3	COMSTS 3121.3	(*)	SNDL T-101	COMSTS		4E
MSTS 3540-4	Report of Stress Computations for T-AOG 81 Class Tankers	MSTS 3540-4	COMSTS 3540.3	(*)	SNDL T-100E	COMSTS	SNDL 41B	4E
MSTS 3540-5	Report of Stress Computations for T-AOG 64 Tankers	MSTS 3540-5	COMSTS 3540.3 COMSTS 3121.3	(*)	SNDL T-100E	COMSTS	SNDL 41B	4E
MSTS 3540-6	Report of Stress Computations for T-AO 149-152 Class Tankers	MSTS 3540-6	COMSTS 3121.3	(*)	SNDL T-101	COMSTS		4E

* Every Third Voyage

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MSTS 3540-8	Report of Stress Computations for AOG 1 Class Tankers	MSTS 3540-8	COMSTS 3121.3	S	SNDL 41B	COMSTS		4E
OPNAV 3590-2	Naval Weather Service Award Program	Letter	OPNAV 3590.10	A	SNDL 41A, 41B	CNO		3
BUMED 3820-1	Medical Report of Ports and Adjacent Areas Visited	Letter	MMD	S	All ships having medical dept personnel assigned	BUMED		4M
OPNAV 3840-1	Mine Warfare Intelligence Report	Message, Letter	NWIP 10-1, Art. 440	S	Applicable ships and commands	CNO		3
4000 - 4999 LOGISTICS								
DD-18L(Q) 439(4000)	Report of Single Manager Operations	MSTS 7700-2 & Memo	SECNAV 4000.16 (DOD 4100.31)	Q	COMSTS	DOD	See Report	5
OPNAV 4000-5	Logistic Support Requirement System	OPNAV 4000/6 thru 4000/19	OPNAV 4000.72	See Dir.	SNDL 41A, 41B	OPNAV		6
MSTS 4020-2	Ullage Report	MSTS 4020-2	COMSTS 3121.3, COMSTS 4700.2	S	Masters of Tankers	Contract Operator	COMSTS	3
MSTS 4020-3	Tanker Loading Report	Message, Letter	COMSTS 3121.3 SECNAV 4020.9	S	MSTS Port Rep	COMSTS		3
MSTS 4020-3	Tanker/Barge/Pipeline Shipping Report	DD 250-1	COMSTS 3121.3 SECNAV 4020.9	S	Cargo Loading Activity	Masters, SNDL 41A, 41B		3

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MSTS 4020-4	Tanker Discharge Report	Message, Letter	COMSTS 3121.3 SECONAV 4020.9	S	MSTS Port Rep	COMSTS		3
MSTS 4020-7	MSTS Ocean Transportation Requirements (POL)	MSTS 4020-7	Annual letter request from COMSTS	A	Shipper Services	COMSTS		5
MSTS 4020-12	Report of Oil Spills	Letter	COMSTS 3121.3	S	Masters of Tankers	Contract Operator	COMSTS	3
MSTS 4020-13	Report of Cargo Contamination	Telephone Msg/ltr	COMSTS 3121.3	S	Masters of Tankers	Contract Operator	COMSTS, DFSC, & Cargo Owner	3
MSTS 4020-18	Tanker Voyage Report	MSTS 4020-18	COMSTS 7700.1 COMSTS 3121.3	S	Masters of Tankers	COMSTS	Contract Operator	3, 5
MSTS 4020-22	Preliminary Report of MSTS Ocean Transportation Requirements (POL)	MSTS 4020-22	Annual letter request from COMSTS	A	Shipper Services	COMSTS		5
MSTS 4060-1	Report of Subsistence Returns	Message	NAVSANDA Pub 236	S	SNDL T-100	SNDL 41B, 41C		4S
BUSANDA 4066	End of Voyage Accountability Report	NSSO SS 607	NAVSANDA Pub 236	S	SNDL T-100	SNDL 41B, 41C		4S
NAMAT 4200-2	Individual Procurement Action	DD 350	DD 4105.30 (ASPR)	S	SNDL 41A, 41B	CHNAVMAT	Via COMSTS	7
EXOS 4200-3	Monthly Procurement Summary by Purchasing Office	DD 1057	DD 4105.30 (ASPR)	M	SNDL 41A, 41B	CHNAVMAT	Via COMSTS	7

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NAVMAT 4200-5	Summary of Orders Over \$10,000 Issued Under BOA's and other Contractual Arrangements	Prescribed Format	NAVMAT 4200.37	Q	SNDL 41A	CHNAVMAT		4E, 10
COMM 13 (4295)	Synopsis of Contract Award Information	Letter	DD 4105.30 (ASPR)	S	Dept of Commerce			10, 4E
EXDS 4300-2	Operation of Defense Subcontracting Small Business Program	Narrative	ONM 4300.6	SA	COMSTS	CHNAVMAT		7
MSTS 4330-4	Ship Repair Facility Survey Report	Prescribed Format	COMSTS P4330.21	S	SNDL 41B, 41C, 41D	COMSTS		4E
MSTS 4330-22	Cargo Distribution Among Berth Operators (Shipping Agreement)	MSTS 4330-22	COMSTS 4330.1	M	SNDL 41B, 41C	COMSTS		10
NAVMAT 4330-12	Contract Redetermination Report	NAVMAT 4330/1; NAVMAT 4330.1 4330/1A; 4330/1B		Q	SNDL 41A	CHNAVMAT		7
MSTS 4335-1	Report of Husbanding Services	MSTS 4335-1	COMSTS 4335.1	S	T-100		SNDL 41B, 41C (overseas only)	3
NAVMAT 4335-3	Contractor Performance Evaluation Report	Letter	ONM 4335.8, COMSTS 4330.21	S	SNDL 41A, 41B	41B to COMSTS	COMSTS to ONM	4E

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MSTS 4335-4	Field Evaluation Report of AB&T, Contract MST-OT-35(X)	MSTS 4335-4	COMSTS 4335.3	M	MSTSO Viet Nam & Subordinate Reps	Reps to Viet Nam; Viet Nam to COMSTS	COMSTS to CNO (OP-90)	10
MSTS 4335-5	Contractor Performance Evaluation Report for Sea-Land Service, Incorporated	Spdltr	COMSTS ltr 2353 M-342 of 27 Oct 66	S	PAC	COMSTS		10
MSTS 4340-1	Confiscation of Gov't Property by Foreign Government	Letter	COMSTS 3121.3	S	Masters of Tankers	COMSTS		3
MSTS 4350-1	Report of Labor Dispute with Private Shipyard or Labor Union Officials	Letter	COMSTS P4330.21	S	LANT, PAC, GULF	COMSTS		4E
DD-M(SA) 844 (4350)	Occupational Deferment of Contractors Employees	Prescribed Formats	NAVMAT 4350.11	SA	COMSTS	CHNAVMAT		7
MSTS 4355-1	Joint Survey Report for Ship Delivery/Redelivery	MSTS 4355-1	COMSTS 4355.2	S	SNL 41B, 41C, 41D	COMSTS	41B, 41C Master, Owner	3
MSTS 4355-2	Report of Ship Delivery/Redelivery	MSTS 4355-2	COMSTS 4355.2	S	SNL 41B, 41C, 41D	COMSTS	41B, 41C Master, Owner	3
MSTS 4365-5	Report of Status of Redelivery Claims	Spdltr	COMSTS 4365.6	Q	LANT, PAC, GULF	COMSTS		10

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BUSANDA 4400-2I	Powered Materials Handling Equipment Source Data	EAM Listing	BUSANDA 4400.54	A	SNDL 41A, 41B, 41C, 41D	CHNAVMAT		4S
MSTS 4402-1	Report of Shop Stores Material Inventory (Account 1310)	Letter	COMSTS 4402.1	A	LANT	COMSTS		5
MSTS 4406-1	Subsistence Report	Letter	COMSTS 3121.3	S	Masters of Tankers	COMSTS		3
MSTS 4440-4	Inactivation Inventory of Equipage, Spare Parts and Consumables	Letter	COMSTS 4770.3	S	Designated MSTS Rep	MARAD Coast Director	See Instruction	4E
BUSHIPS 4440-4	Report of Change in Boat's Status	NAVSHIPS 4440/1	BUSHIPS Manual CH 82, Navy Regs	S	T-100	NAVSUPSYSCOM	COMSTS	4E
NAVMAT 4440-5	Material Inventory Report	Letter	NAVMAT 4440.37	A	SNDL 41A	NAVSUPSYSCOM	CHNAVMAT	4S
NAVSUP 4440-80	Report of Defective Material Obtained Through the Supply System	msg or spdtr	NAVSUP 4440.120	S	Any Activity in receipt FMSO (Code 9313) of defective items			4S
MSTS 4441-16	Allowance List Change Data	MSTS 4441-16	COMSTS 4441.7	S	SNDL T-100	SNDL 41B		4E
MSTS 4500-1	Report of Condition and Disposal Instructions for MSTS Material	MSTS 4500-1	COMSTS 4440.2	S	SNDL 41B, 41C	COMSTS		4S

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BUSANDA 4600-21	Cargo Traffic Data	Letter	BUSANDA ltr ser H11 of 19 Oct 1965	M	COMSTS	NAVSUPSYSCOM		5
CONG (NDEX 4610)	Port of New York Military Traffic Report	ADP Listing	SECNAV ltr ser 1 180-M53 of 5 Feb 1965	M	COMSTS	SECNAV (Congressman Cellar)		5
DD-(1&L) (NDEX 4610)	Report of Carriage of Dept. of Defense Cargo (Other than MSTS arranged shipments)	Letter	ASPR para. 1-1405	Q	Non-MSTS Contracting Officers	COMSTS, Consolidate to OASD (1&L)		5
DD-(1&L) (NDEX 4610)	Report of Carriage of Dept. of Defense Cargo (MSTS Arranged Shipments)	Letter	ASPR para. 1-1405	Q	COMSTS	OASD (1&L)		5
JCS-MSTS 2 (4610)	Sealift Cargo Requirements	DD 1315	OPNAV 4600.17	M	Shipper Services	COMSTS		3
JCS-MSTS 4(4610)	Summary of Sealift Requirements & Capabilities & Proposed Space Assignments -- Cargo	MSTS 4610-23	OPNAV 4600.17	M	COMSTS	Shipper Services, JCS (J-4)		3
JCS-MSTS 6(4610)	Cargo Space Utilization	Tabular		M	COMSTS	JCS (J-4)	Shipper Services	3
JCS-MSTS 9(4610)	Preliminary Annual Fiscal Year Report of MSTS Ocean Transportation Requirements -- Cargo	DD 1436	OPNAV 4600.17	A	Shipper Service	COMSTS; JCS(J-4)		5

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JCS-MSTS 10(4610)	Annual Fiscal Year Report of MSTS Ocean Transport- ation Requirements -- Cargo	DD 1436-1	OPNAV 4500.17	A	Shipper Service	COMSTS	JCS (J-4)	5
DD-NDEX 4610	Selected MSTS Cargo Lift & Requirements Data	Letter	Dir for Trans & Warehousing Policy, ASO memo of 3 Sep 65	M	COMSTS	OASD, (I&L)	CNO, SECNAV, COMSTS STAFF	3, 5
CNO-NDEX 4610	MSTS Cargo Loaded for Dis- charge in RVN, Philippines and Okinawa	Format	CNO ltr ser 953P404 of 6 Aug 1965	M	COMSTS	CNO		5
MSTS 4610-14	Cargo and Ship Activity Report	Message	COMSTS 4610.7	D	LANT, PAC, GULF	COMSTS		3
MSTS 4610-26	Availability of Opportune MSTS Operated Coastwise and Intercoastal Capacity	Message	COMSTS 4610.14	S	LANT, PAC, GULF	MTMTS	See Instruction	3
MSTS 4610-28	Schedules of Pacific Ocean Area Refrigerated Cargo	Spdtr	COMSTS 4610.22	M	PAC	COMSTS		3
MSTS 4610-36	MSTS Cargo Billing Substantiation	MSTS 4610-36	NAVCOMPT, NIF Regs	M	COMSTS	Shipper Services		5
MSTS 4610-37	Report of Available Cargo Space	Message	COMSTS 4610.18	S	See Instruction	MSTS Activity at Next Port of Call	Admin. Commander	3
MSTS 4610-38	Cargo Lifted Report	MSTS 4610-38	COMSTS 4610.19	W	MSTS Activities Delegated Cargo Booking Authority	COMSTS	Admin. Commander	3

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MSTS 4610-39	Frustrated Cargo Report	msg.; MSTS 4610-38	COMSTS 4610.19	W	MSTS Activities Delegated Cargo Booking Authority	Admin Command	COMSTS	3
MSTS 4610-42	Cargo Shipments Under GBL at Berth Term Rates	Letter	COMSTS ltr ser 200M342 of 2 Mar 65	W	LANT	COMSTS		10
MSTS 4610-43 (MTMTS T1-10)	Cargo Status Report	Message	COMSTS msg 132257Z Jan 66 COMMTMS msg 132245Z Jan 66	W	LANT, PAC, GULF, EAMTMTS, WAMTMTS	COMSTS, MTMTS		3
MSTS 4610-44	POL Dead Freight Charges	Tabular	NAVCOMPT, NIF Regs	M	COMSTS	Shipper Services		5
MSTS 4610-47	MILSTAMP Performance Evaluation Report	Letter	COMSTS ltr ser 18M32 of 2 Mar 67 (NOTAL); COMSTS ltr Ser 19M32 of 2 Mar 67 (NOTAL)	W	SNDL 41B, 41C, 41D	COMSTS		3
MSTS 4610-48	Final Lift Data	Tabular	COMSTS 7720.1	M	COMSTS	SNDL 41B		5
MSTS 4611-5	Report of GBL Shipments	Prescribed Format	COMSTS 7720.1	Q	SNDL 41B, GULF	COMSTS		5
MSTS 4616-1	Terminal Demurrage Report (POL)	Letter	SEONAV 4020.9	S	Shipper Service and MSTSREP	COMSTS	Shipper Service Accounting Activity	3
MSTS 4616-2	Statement of Ship Demurrage (dry cargo)	Letter	AR 56-15/SEONAV 4610.12/AFR 75-20	S	Terminal Operator and MSTSREP	COMSTS	HQ of Applicable Shipper Service	3

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MSTS 4616-3	Statement of Terminal Demurrage (dry cargo)	Letter	AR 56-15/SECNAV 4610.12/AFR 75-20	S	Terminal Operator and MSTS Rep	COMSTS	Hq of Applicable Shipper Services	3
MSTS 4616-4	Tanker Demurrage Reports	Tabular	NAVCOMPT, NIF Regs		COMSTS	Shipper Services		5
CNO-NDEX 4620	Time in RVN Ports for MSTS Controlled Shipping	Format	CNO ltr ser 953P404 of 6 Aug 1965	W	COMSTS	CNO		5
JCS-NDEX 4620	Cargo, PAX, POL Manifested for Discharge in Selected Areas	EAM	JCS memo of 14 Sep 65	M	COMSTS	JCS		5
MSTS 4620-1	Monthly Ship Activity Report (dry cargo & passenger)	MSTS 4620-1	COMSTS 4620.1	M	SNDL T-100	COMSTS via Chain of Command		3, 5
MSTS 4620-7	Per Diem Ocean Transpor- tation Requirements	MSTS 4620-7	COMSTS ltr 1030M5 of June 1959	SA	Shipper Services	COMSTS		5
MSTS 4620-9	Existing Ocean Transpor- tation Service Inadequate	Letter	AR 55-360/SECNAV 4620.6/AFR 75-3	S	SNDL 41A, 41B	COMSTS		3, 7
MSTS 4620-15	Far East Buildup Report	EAM	J-4 memo of 20 Dec 1965	M	COMSTS	JCS(J-4), ASD, SECNAV		5
JCS-MSTS -1(4650)	Sealift Passenger Requirements	DD 1316	OPNAV 4600.17	M	Shipper Services	COMSTS		3
JCS-MSTS -3(4650)	Summary of Sealift Require- ments & Capabilities & Proposed Assignments -- Passengers	MSTS 4650-10	OPNAV 4600.17	M	COMSTS	Shipper Services (J-4)		3

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JCS-MSTS-5(4650)	Passenger Space Utilization Report	Tabular	OPNAV 4600.17	M	COMSTS	JCS (J-4)	Shipper Services	3
JCS-MSTS-7(4650)	Preliminary Annual Fiscal Year Report of MSTS Ocean Transportation Requirements -- Passengers	DD 1437	OPNAV 4600.17	A	Shipper Services	COMSTS	JCS (J-4)	5
JCS-MSTS-8(4650)	Annual Fiscal Year Report of MSTS Ocean Transportation Requirements -- Passengers	DD 1437-1	DPNAV 4600.17	A	Shipper Services	COMSTS	JCS (J-4)	5
BUPERS INDEX 4650	Shipping Contract Passengers	Tabular	BUPERS	M	COMSTS	BUPERS		5
OIR 4650-1	Report of Dependents of Civilian Employees in Foreign Countries	Letter	SECONAV 4650.13	M	SNDL 4IB, 4IC, 4ID (overseas only)	COMSTS	OCMM	2
BUPERS 4650-3	Passengers Transported in Privately Owned U. S. Flag Ships	Format	BUPERS ltr Pers-B3a EDM-nph of 8 Mar 66	M	COMSTS	BUPERS		5
MSTS 4650-4	Trip Summary Report	MSTS 4650-4	COMSTS 4650.14	S	SUC of Passenger Carrying Ships	COMSTS		3
MSTS 4650-5	Passenger List Cover Sheet	MSTS 4650-5	SECONAV 4650.10	S	SNDL 4IB, 4IC, 4ID	COMSTS		3
MSTS 4650-9	Summary of Commercial Space Utilization	MSTS 4650-9		S	MSTS Activities Concerned with Commercial Sailings	COMSTS		3

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MSTS 4650-13	Master's Report of Failure to Join	Message or ltr	CMPI 4651.5	S	SNDL T-100	Commander Home Port	MSTS authority 2 in port	
MSTS 4650-18	MSTS Transport Schedule	MSTS 4650-18 & 18A		M	COMSTS	SNDL 41B, 41C, 41D	Shipper Service Activities	3
MSTS 4700-3	Final Cost of Ship Repairs	MSTS 4700-3	COMSTS 4700.2	S	SNDL 41B, 41C	COMSTS		4E
MSTS 4700-5	Report of MSTS Ships Departing With Unclean Cargo Spaces	Message	COMSTS 4700.1	S	SNDL 41B, 41C	Next Port of Call		3
MSTS 4710-2 (BUSHIPS 9070-2)	Docking Report	NAVSHIPS series 223-1	COMSTS 4700.2, COMSTS 3121.3, BUSHIPS Manual CH 7-8	S	SNDL 41A, 41B, Contract Operators	COMSTS		4E, 3
MSTS 4710-3	Bid Results on Tanker Repair Contracts	Message	COMSTS 3121.3	S	Contract Operators	COMSTS		4E, 3
MSTS 4710-4	MSTS Tanker Repair Departure Report	MSTS 4710-4	COMSTS 3121.3	Q,S	Contract Operators	COMSTS	Local MSTS Representative	4E
MSTS 4710-5	Emergency MSTS Tanker Repair Overseas	Message	COMSTS 3121.3	S	Contract Operators	COMSTS	Local MSTS Representative	4E, 3
MSTS 4710-6	Tanker Overhaul & Repair Progress Report	Message	COMSTS 3121.3	W	Contract Operators	Local MSTS Representative		4E, 3

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MSTS 4710-6	Tanker Overhaul & Repair Progress Report	Message	COMSTS 3121.3	W	MSTS Rep	COMSTS		4E 3
MSTS 4710-9	Report of Ship Repair & Overhaul Work Under Master Ship Repair Contract	Local Form	COMSTS 4330.21	M	SNDL 4IB, 4IC, MSTSHONO	COMSTS	NAVSHIPS	4E
MSTS 4710-11	Report of Reutilization of Reconditioned Lifeboats	Letter	COMSTS 4710.5	S	LANT & PAC	COMSTS		4E
MSTS 4710-12	Voyage Repair Request	Letter	COMSTS 3121.3	S	Contract Operators	COMSTS		3
MSTS 4710-13	Unusual Tank Repairs Required	Letter	COMSTS 3121.3	S	Contract Operators	COMSTS	MSTS Rep	3
MSTS 4720-2	TRANSALT	MSTS 4720-2, or letter	COMSTS 4700.2	S	COMSTS	SNDL 4IB, 4IC	Applicable Ships	4E
MSTS 4720-2	Report of Completed TRANSALT	MSTS 4720-2	COMSTS 4700.2	S	SNDL 4IA, 4IB	COMSTS		4E
MSTS 4720-8	Ships Undergoing Repair and/or Alteration	MSTS 4720-8	COMSTS 4720.2, 4770.1, 4770.2, 4770.3, 4700.2	W	LANT, PAC, GULF, HONO	COMSTS		4E, 3
MSTS 4730-2	Boiler Inspection Record	MSTS 4730-2	Instructions on Form	SA	SNDL T-100	COMSTS	Admin Command	4E
MSTS 4730-3	Informal Material Inspection	MSTS 4730-3	COMSTS 3121.3, COMSTS 4700.2	S	SNDL 4IB, 4IC, and MSTSREPS for Tankers	COMSTS	Masters, Contract Operator for Tankers, & Inspector's File	4E, 3

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MSTS 4730-4	Report of Material Inspection by Board of Inspection & Survey	Letter	COMSTS 5041.5	S	MSTS commands having ships assigned	COMSTS		4E
OPNAV 4730-4	Report of Material Inspection	Letter	OPNAV 4730.5	A	COMSTS	CNO		4E
MSTS 4730-7	Report of Action Taken on Deficiencies Noted in Informal Material Inspection	Letter	COMSTS 3121.3	S	Contract Operators	COMSTS		3
MSTS 4730-8	Ship's Semi-Annual Material Inspection	MSTS 4730-8	COMSTSNOTE 5211 of 24 Feb 66	SA	Master	SNDL 41B		4E
MSTS 4730-9	Equipment Deficiency Inspection Report	MSTS 4730-9	COMSTSNOTE 5211 of 24 Feb 66	S	Master	SNDL 41B		4E
MSTS 4740-1	Report of Departure of MSTS-Arranged Ocean Tow	Message or ltr	COMSTS 4740.1	S	SNDL 41B, 41C	COMSTS	MSTS Activities Along Route of Tow	3
MSTS 4740-2	Report of Arrival & Final Delivery of MSTS-Arranged Ocean Tow	Message	COMSTS 4740.1	S	SNDL 41B, 41C	COMSTS	MSTS Activity at Tow Origina-tion Port	3
MSTS 4740-3	Salvage Report	Message	COMSTS 3121.3	S	Master of Tanker or Contract Operator	Appropriate Naval Command	COMSTS, CNO Service Force Command, Contract Operator	3

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MSTS 4740-4	Assistance Rendered to Ships	Msg, ltr	COMSTS 3121.3	S	Master of Tanker	USN Supv Salvage	COMSTS, NAVSHIP, 3 Contract Operator	
NAVSHIPS 4740-5	Post Salvage Report	Letter	NAVSHIPS 4740.4	S	SNDL 41A, 41B, 41C, 41D	USN Supv Salvage	Via Chain of Command	4E
MSTS 4740-5	Monthly Summary of Tows	Letter	COMSTS 4740.1	M	SNDL 41B, 41C, 41D	COMSTS	Via Chain of Command	3
MSTS 4740-6	Report of Salvage Service Rendered	ltr	COMSTS 3120.2	S	T-100	Asst Supv of Salvage, USN	MSTS Port Rep to COMSTS, Admin Commander, local fleet commander, local sea frontier commander	3
NAVSHIPS 4770-1	Replacement Action and Status	Prescribed Format	NAVSHIPS 4770.8	SA	COMSTS	NAVSHIPS		4E
MSTS 4770-2	Inactivation Ship Schedule	Letter	COMSTS 4770.1, 4770.2, 4770.3, 4770.4, 3121.3	S	SNDL 41B, 41C, Appointed MSTSREP for Tankers	COMSTS		4E
OPNAV 4780-5	Service Craft & Boats Machine Accounting Report (SABMAR)	Prescribed Format	OPNAV 4780.5	A	COMSTS	CNO		3
NAVMAT 4800-2	Manufacturing Methods/ Tech. Project Status	Letter	NAVMAT 4800.36	S	COMSTS	NAVPECO		4E

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DD-S&L (Q) 401 (4811)	Controlled Materials Requirements	DD 614, DD 614-1	NAVMAT 4811.2, DD 4210.7	Q	COMSTS	CHNAVMAT		4E
DD-S&L (M) 156 (4832)	Allocations, Allotments & Authorized Controlled Material Orders	EXOS 3939, 3937-1, & DD 492	COMSTS 4810.4, DD 4410.1	M,Q	LANT, PAC, GULF, HONO, COMSTS Contract Operators			4E
DD-I&L(A) 799(4860)	Inventory of Commercial or Indus. Activities & Contract Support Services	EAM Cards	NAVMAT 4860.12, DD 4100.33	A	COMSTS	NAVPECO		I
DD-S&L (AR) 343 (4870)	Request for Approval to Permit Non-Defense Use of Navy-Owned IPE (Industrial Plant Equipment)	Letter	NAVMAT 4870.24, DD 4215.13	S	SNDL 41A	CHNAVMAT		4E
DD-I&L (AR) 642 (4870)	Planned Inactivation of Industrial Plant Equipment	Prescribed Format	NAVMAT 4870.23, DD 4215.18	See Dir.	SNDL 41A	NAVPECO		4E
MSTS 4870-1	NAVPECO Annual Report of Industrial Plant Equipment (by possessor)	Mach. run	NAVPECO ltr 667 of 15 Nov 66	A	NAVPECO	COMSTS for corrections, return to NAVPECO for Up-dating		5
5000 - 5999 GENERAL ADMINISTRATION and MANAGEMENT								
OPNAV 5000-1	Report of Change of Command	Letter	COMSTS 3120.2	S	Officer being relieved	Admin Command		I
MSTS 5000-2	Change of Command Report, COMILDEPT	Letter	COMSTS 3120.2	S	Officer being relieved	Admin Command		I

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MSTS 5000-3	Change of Command Report, Master	MSTS 5000-3	COMSTS 3120.2	S	Masters, USNS ships	Admin Command		I
NAVSO 5000-1	Annual Report of the Secretary of the Navy	Letter	SECONAV 5000.5, OPNAV 5000.34	A	COMSTS	CNO		I
MSTS 5000-4	Relief of Department Head	MSTS 5000-4	COMSTS 3120.2	S	T-100	Admin Command	Master	I
OPNAV 5040-1	Implementation Status Report	Letter	OPNAV 5040.7	M	All Naval Commands	NAVINSGEN		OOC
MSTS 5041-5	Annual Supply Inspection Report	MSTS 5041/5 & ltr	COMSTS 5041.5	A	Supply Off designated by SNDL 4IB, 4IC	CO and/or Masters	SNDL 4IA, 4IB 4S	
MSTS 5041-6	Ships Nominated for "Smart Ship Award"	Letter	COMSTS 5041.5	A	LANT, PAC, FE	COMSTS		OOC
MSTS 5041-7	Formal Administrative Inspection (USNS Ships)	MSTS 5041/2 (Series)	COMSTS 5041.5	A	Inspecting Officers designated	Masters	SNDL 4IA, 4IB OOC	
OIR 5100-1	Motor Vehicle Accident Summary	NAVEXOS 5100/7	NCPI 5100	Q	Each MSTS Activity Operating Motor Vehicles	OCMM	COMSTS	2
MSTS 5100-1	Safety Meeting Minutes	Letter	COMSTS 3121.3 COMSTS 5100.17	M	T-101, T-100	COMSTS, Contract Operator		3
MSTS 5100-2	Informal Safety Inspections	Letter	COMSTS 3121.3	S	MSTS Rep	COMSTS, Masters of Contract Operated Tankers		3

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EXOS 5100-3	Accident Data Report	NAVEXOS 110	NCPI 5100, CMP 5100	Q	SNDL 41A, 41B, 41C, 41D	OCMM	COMSTS	2
EXOS 5100-6	Accident Report	NAVEXOS 108	NCPI 5100, COMSTS 3120.2	S	All MSTS Ships & Shore Activities	OCMM	Via Chain of Command	2
EXOS 5100-7	Operator's Report of Motor Vehicle Accident	SF 91A	NCPI 5100, JAG 5890.2, BUDOCKS TP-TR-3 (BUDOCKS 11240.37)	S	Operator of Government Motor Vehicle	Investigator of Accident		2
DD-1&L (Q) 812 (5200)	Cost Reduction and Management Improvement Program	DD 1603, DD 1604, DD 1605	NAVSO P-2486, SECNAV 5200.17, COMSTS 5000.6	Q	SNDL 41A, 41B, 41C	CHNAVMAT	Via Chain of Command	9
EXOS 5210-1	Emergency Disposal of Records	Letter	SECNAV P5212.5	S	SNDL 41A, 41B, 41C, 41D, & COMILDEPT	AO, Via Chain of Command		1
EXOS 5210-4	Report of Records Transferred to Another Activity	Letter	SECNAV P5212.5	S	SNDL 41A, 41B, 41C, 41D, & COMILDEPT	AO, Via Chain of Command		1
AO 5212-1	Volume of Records Held	NAVSO 5212/1	SECNAV P5212.5, AONOTE 5212 of 9 May 68	BI-A	SNDL 41A, 41B, 41C, 41D	AO		9
MSTS 5212-1	Disposition of Inactivated Ship's Records	Letter	COMSTS 4770.1, 4770.2, 4770.3	S	SNDL 41A, 41B, 41C	COMSTS	See Directive	4E
MSTS 5214(T)	RVN Container Cost Reports	Letter	ASD(1&L) memo of 23 Mar 67	M	COMSTS	ASD(1&L)		5
DD-1&L (Q) 654 (5220)	Newsworthy Items for the Publication "Dept of Defense Cost Reduction Program"	Letter & photos	SECNAV 5220.8, (DD 5410.13)	Q	SNDL 41A	CHNAVMAT		7

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DD-1&L (Q) 767 (5220)	End Item and Services Procurement Report	Ltr	NAVMAT 4200.24, DD 4105.58	Q	SNDL 41A	CNO	CNO	7
OPNAV 5230-1	Project Request for Command Systems Support	Prescribed Format	OPNAV 5230.1	S	COMSTS	CNO		8
OPNAV 5230-2	5-Year Projection of ADP Analysis & Programming Support Req.'s	Prescribed Format	OPNAV 5230.1	A	COMSTS	CNO	NAVOSSACT	8
OPNAV 5230-3	Project Evaluation Report (ADP)	Prescribed Format	OPNAV 5230.1	See Dir.	COMSTS	CNO	NAVOSSACT	8
DD-M(A) 803 (5300)	Decorations & Gifts From Foreign Governments	Letter	SECNAV 1650.1	S	All Ships & Stations	BUPERS or OCMM		2
OIR 5305-1	Military Participation in Navy Incentives Program	NAVSO 5305/1	COMMNOTE 12280 of 20 July 66	A	SNDL 41A	OCMM		1
OCMM 5310-2	Position Management Program Report	Letter	SECNAV 5310.11, Sup-4	Q,A	SNDL 41A, 41B	OCMM, COMSTS	OCMM	2
OCMM 5310-3	Report on High-Grade Positions (GS-14 - GS-18)	Letter	SECNAV 12000.18	M	SNDL 41A	OCMM		2
DD-M (SA) 722 (5312)	Report on Improved Manpower Management	Letter, Format	DD 7720.8, COMSTS 5312.2, OPNAV 5312.5	SA	SNDL 41B to COMSTS	COMSTS to CNO		9

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EXOS 5312-2	Annual Report of Physically Handicapped	Letter	NCPI 460	A	All MSTS Activities Employing Civilian Personnel	OCMM	COMSTS	2
DD-M (M) 876 (5320)	Special Monthly Report on Civilian Employment	Prescribed Format	SECNAV 5320.10	M	COMSTS	OCMM		2
OPNAV 5320-2	Manpower Listing	OPNAV 5320/3, 3A	OPNAV 5320.2, COMSTS 5320.1	A	SNDL 41A, 41B, 41C, 41D	CNO	COMSTS, M-1 & 1 M-5	
OPNAV 5320-3	Civilian Substitution Program, Report of	OPNAV 5320/2	OPNAV 5320.8	M	SNDL 41A, 41B, 41C, 41D	CNO	COMSTS	2
Labor-20 (5360)	Report of Death	Telegram C. A. 3	CMPI 810 BEC Regs	S	SNDL 41A, 41B, 41C, 41D	Dept of Labor	COMSTS	2, 4M
MSTS 5370-1	Alcoholic Beverage Violation	Letter	COMSTS 3121.3 Art. 1-21-1	S	Masters of Tankers	Contract Operator Union		3
MSTS 5370-2	Narcotic Violations	Letter	COMSTS 3121.3 COMSTS 3120.2	S	Masters of Tankers or USNS Ships	Contract Operator Union or Commander, home port		3
MSTS 5400-3, IBM Run	MSTS Reserve Personnel Information Report (RPIR)	MSTS 5400-3	COMSTS letter of transmittal; COMSTS 5400.3	SA	COMSTS	NRMSTS/NCSCRG Units		1
OPNAV 5400-4	MSTS & NCSCRG Military Personnel Mobilization Requirements	MSTS 5400-6, 7	OPNAV 5400.13, OPNAV 1001.7	SA	COMSTS	CNO	BUPERS	1
NAVSO-SASN 5420-1	Report of Advisory Committees	NAVSO 5420/1	OPNAV 5420.27 COMSTS 5420.4	A	COMSTS Staff, 41B, 41C	COMSTS-CNO		9