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REPORT SYMBOL	TITLE	FORM NO. OR FORMAT	DIRECTIVE	FREQ. CODE	PREPARING ACTIVITY	SUBMIT TO	COPIES TO	COMSTS CODE
NAVSO-SASN 5420-2	Report of Interagency, International and Joint DOD Committees	NAVSO 5420/1	OPNAV 5420.27 COMSTS 5420.4	A	COMSTS Staff, 41B, 41C	COMSTS-CNO		9
OPNAV 5420-4	Changes to Advisory, Interagency, International and Joint DOD Committees	NAVSO 5420/1	OPNAV 5420.27 COMSTS 5420.4	S	COMSTS Staff, 41B, 41C	COMSTS-CNO		9
MSTS 5440-1	Designation of MSTSREP	Spdltr	COMSTS 5440.1	S	SNDL 41B, 41C	COMSTS	Via Chain of Command	1
OPNAV 5441-1	Change of Status or Assignment of Naval Ships and Crafts	Message or ltr	OPNAV 5441.2, NWIP 10-1	S	COMSTS	CNO	Director, Navy 3 Shipbuilding Scheduling Office, Phila, Pa.	
MSTS 5510-1	Loss of Protected Cargo, Classified Material, U. S. Mail	Msg, ltr	COMSTS 3120.2	S	Applicable Activity	Admin Command	COMSTS	1
OPNAV 5510-2	Report of Loss or Compromise of Classified Matter	Message or spdltr	OPNAV 5510.1	S	Any Activity Handling Navy Classified Matter	CNO	Admin Command	1
MSTS 5521-1	Employment Unsuitability Report	MSTS 5521-1	COMSTS 5521.3	S	SNDL 41B (less ELM), GULF, SEATTLE, HONO	Addressees on form		2
MSTS 5700-1	Report of Wage Developments in the Maritime Industry	Letter	COMSTS 5700.2	S	LANT & PAC	COMSTS		2

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AO 5720-1	Improving Services to the Public	Letter	SECNAV 5720.41	Q	SNDL 41A, 41B, 41C, 41D	41B, 41C, 41D to COMSTS; COMSTS to AO		1
CHINFO 5720-3	Implementation of Navy Public Affairs Plan, 1967, Quarterly	Letter	SECNAVNOTE 5720; NAVSO P-1035	Q	SNDL 41A	SECNAV (Attn: CHINFO)		OOD
CHINFO 5721-1	Report of Scheduled Speeches (other than Flag Officers)	Letter	NAVSO P-1035	S	COMSTS	CHINFO		OOD
CHINFO 5721-2	Report of Scheduled Speeches (Flag Officers)	Letter	NAVSO P-1035	S	COMSTS	CHINFO		OOD
NAVCOMPT 5740-1	Report of Payments to State and Local Governments	Letter	NAVCOMPT 5740.1	A	COMSTS, SNDL 41B, GULF	COMSTS to NAVCOMPT, 41B & GULF to COMSTS		5
NAVSO 5741-1	Surveys and Reviews Conducted by GAO	Letter	SECNAV 5741.2	S	See Oir.	CNO	NAVCOMPT	5
OPNAV 5750-1	Command Histories	Letter	OPNAV 5750.12	A	SNDL 41A	CNO		1
OPNAV 5750-2	Recent Achievements of the Navy	Letter	NAVSO P-1035	M or S	COMSTS	CHINFO		OOD
EXOS 5800-4	Quarterly Statement of Claims	Letter	JAG Manual para 2045	Q	Staff Legal Officer	JAG		7
EXOS 5821-1	Report of Delivery of Naval Personnel to Federal or Civil Authorities	Letter	Naval Supplement to Manual for Courts Martial	S	SNDL 41A, 41B, 41C, 41D, and COMILDEPT	JAG		1

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MSTS 5820-1	Stowaways Report	Message, Letter	COMSTS 3121.3	S	Masters of Tankers	COMSTS Cont. Opr.	MSTSREP (Next Port)	3
MSTS 5890-1	CORS Claims Status Report	Prescribed Format	COMSTS 5890.5	Q	LANT, PAC, GULF	COMSTS	ASD (I&L), MTMTS, Area Command MTMTS	7
DD-A(Q) 691 (5910)	Administrative Space Report, Nat. Cap. Region	NAVSO 5910/4	Effective AO NOTE 5910, (DD 5305.4)	Q	COMSTS	AO		1
MSTS 5910-1	MSTS Shore Address and Space Data	MSTS 5910-1 & Maps	COMSTS 5910.1	S	SNDL 41B, 41C, 41D	COMSTS		1
6000 - 6999 MEDICINE and DENTISTRY								
MSTS 6010-1	Voyage Medical Report	MSTS 6010-1	COMSTS 6000.1	S	Medical Officer or Medical Dept of Passenger Carrying Ships	COMSTS	Admin Command	4M
MSTS 6020-1	Report of Patient(S) to be Debarked in CONUS	Message	COMSTS 6000.1	S	Med Off or Med Dept of Passenger Ships	MSTS Activity at Port of Entry	COMSTS, Appli- cable Naval District, Army Port Commander, & ASMRO	4M
BUPERS 6100-1	Report of Physical Fitness	Letter	BUPERS 6100.2	A	SNDL 41B	BUPERS	COMSTS	4M
BUMED 6200-2	Special Epidemiological Report	Message, spdltr, ltr	BUMED 6310.4	S	MSTS Ships & Outpatient Facilities	BUMED	COMSTS	4M
BUMED 6220-2	Poliomyelitis	Letter	BUMED 6220.2	S	MSTS Ships and Out-patient Facilities	BUMED		4M

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REPORT SYMBOL	TITLE	FORM NO. OR FORMAT	DIRECTIVE	FREQ. CODE	PREPARING ACTIVITY	SUBMIT TO	COPIES TO	COMSTS CODE
BUMED 6222-5	Venerial Disease Epidemiologic Report	PHS 2936 MED 6200-2	BUMED 6310.4	S	MSTS Ships and Out-patient Facilities	BUMED		4M
BUMED 6224-5	Photofluorographic Chest Survey	NAVMED 618	MMD Art 15-90	S	LANT, PAC	BUMED (Code 71)		4M
EXOS 6260-1	Report of Serious or Critical Injury, or Death	Message, ltr	BUPERS Man. 9801-(10), COMSTS 5100.17	S	T-100 and Admin Commanders	See directive	See directive	2
BUMED 6260-2	Toxic Material Encountered	Letter	SECNAV 6270.2	S	COMSTS	BUMED (Code 7)	ONR	4M
BUMED 6300-1	Medical Services Report	NAVMED 1454	BUMED 6310.7	M	MSTS Ships & Stations with Medical Personnel	Nat. Naval Med. Center		4M
BUMED 6310-1	Inpatient Statistical Data Record	NAVMED 6310/5	BUMED 6310.7	S	MSTS Ships and Out-patient Facilities	Regional data centers: LANT NAVHOSP St. Albans, PAC NAVHOSP Oakland		4M
7000 - 7999 FINANCIAL MANAGEMENT								
EXOS 7000-5	Disbursing Services Furnished Shore & Afloat Activities	Letter	NAVCOMPT Manual Vol. 4, para. 047374	A	Disbursing Officers	NAVCOMPT	NAVFINCEN, Wash., D. C.	5
NAVCOMPT 7010-1	Report of Absence or Incapacity of an Accountable Person	Message	NAVCOMPT Manual Vol. 4, para 041540 and NIF Handbook	S	See Directive	NAVCOMPT	COMSTS	5

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COPIES TO COMSTS
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REPORT SYMBOL	TITLE	FORM NO. OR FORMAT	DIRECTIVE	FREQ. CODE	PREPARING ACTIVITY	SUBMIT TO	COMSTS CODE
MSTS 7020-2 Feeder Report for DD-COMP (Q) 743 (7020)	IBOP Transaction Budget Estimates Report (MSTS NIF only)	MSTS 7020-2	COMSTS 7020.1 (DD 7060.2)	Q	SNDL 41B, and GULF	COMSTS	5
DD-SD (Q) 818 (7020)	Quarterly Report on Overseas Travel	Letter	COMSTS 7020.2, SECNAV 7020.11	Q	SNDL 41B, 41C, 41D to COMSTS	COMSTS to NAVCOMPT	5
DD-COMP (BM) 858 (7020)	Actions Initiated to Reduce Expenditures or Increase Receipts Entering BOP	Letter	SECNAV 07020.10, OPNAV 07020.4	BM	COMSTS	CNO	5
NAVCOMPT 7030-2	Users Chargers Report	SF4	NAVCOMPT 7030.13	A	COMSTS, 41B & GULF	NAVCOMPT	5
NAVCOMPT 7030-3 Feeder Report for DD-DR&E (SA) 742	Department of the Navy Support of NASA	Prescribed Format	NAVCOMPT 7030.14 (DD 5030.18)	SA	COMSTS	NAVCOMPT	5
EXOS 7040-1	Bank Deposits for Navy Custodial Funds	Letter	NAVEXOS P-2409	M	Activities Maintaining Custodial Funds	NAVCOMPT	5

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SYMBOL	TITLE	FORM NO. OR FORMAT	DIRECTIVE	FREQ. CODE	PREPARING ACTIVITY	SUBMIT TO	COPIES TO	COMSTS CODE
MSTS 7110-1	Detail of Permanent Positions	Prescribed Format	COMSTS 7110.1	A	41B, GULF	COMSTS		5
MSTS 7110-1	Detail of Permanent Positions	SF 306	COMSTS 7110.1	A	COMSTS	NAVCOMPT		5
MSTS 7130-1	Report of M&R Expenditures and Encumbrances	MSTS 7130-1	COMSTS 4700.2, COMSTS 7130.2	M	SNDL 41B, 41C	COMSTS		4E
MSTS 7130-3	Budget Report of Overhead Expenses	MSTS 7130/3	COMSTS 7130.1	Q	SNDL 41B, 41C	COMSTS		5
MSTS 7130-6	Monthly Budget Report Abstract	MSTS 7130-6	COMSTS 7130.1	M	SNDL 41B, 41C	COMSTS		5
MSTS 7130-7	Monthly Budget Report Summary	MSTS 7130-7	COMSTS 7130.1	M	SNDL 41B, 41C	COMSTS		5
GAO-3 (7200)	Statement of Accountability	SF 1219	NAVCOMPT Manual Vol. 4, para. 047221	M	Officers Accountable for Public Funds	NAVFINCEN, Wash., D. C.		5
NAVCOMPT NDEX 7100	Printed Budget	Prescribed Format	NAVCOMPT Manual	A	COMSTS	NAVCOMPT		5
NAVCOMPT NDEX 7100	A-11 Budget & Manpower Annex	Prescribed Format	BUBUD Cir A-11, NAVCOMPT	A	COMSTS	NAVCOMPT		5
MSTS 7100-8	Budgets by Commands & COMSTS	Letter	NIF Handbook	A	COMSTS	SNDL 41B, COMSTS Funds Administrators		5
NAVCOMPT NDEX 7132	Annual Operating Budget	Prescribed Format	NAVCOMPT Manual	A	COMSTS	NAVCOMPT, DOD		5

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REPORT SYMBOL	TITLE	FORM NO. OR FORMAT	DIRECTIVE	FREQ. CODE	PREPARING ACTIVITY	SUBMIT TO	COPIES TO	COMSTS CODE
MSTS 7220-2	Reimbursable Subsistence - Enlisted	Tabular	NIF Handbook	M	LANT, PAC	COMSTS		5
NAVCOMPT NDEX 7240	NIF Public Vouchers (Travel, Other)		NAVCOMPT Manual	D,M	COMSTS	NAVFINCEN, Wash., D. C.		5
NAVCOMPT NDEX 7240	NIF Collection Vouchers	DD 1131	NAVCOMPT Manual	D	COMSTS	NAVFINCEN, Wash., D. C.		5
NAVCOMPT NDEX 7250	Schedule of Collections	NAVCOMPT 377	NAVCOMPT Manual	M	COMSTS	NAVFINCEN, Wash., D.C.		5
NAVCOMPT NDEX 7250	Schedule of Confirmed Deposits	Tabular	NAVCOMPT Manual	M	COMSTS	NAVFINCEN, Wash., D.C.		5
NAVCOMPT NDEX 7250	Schedule of Disbursements with Consolidation of Overseas Transactions	Tabular	NAVCOMPT Manual	M	COMSTS	NAVFINCEN, Wash., D.C.		5
GAO-4 (7200)	Depository Account Returns	SF 1179, 1098	NAVCOMPT Man Vol. 4 para 047351-047354	M	Officers Accountable for Public Funds	Treasury Dept		5
EXOS 7200-1	Report of Commencement or Stopping Disbursing Duty	Letter	NAVCOMPT Man Vol. 4 para 047503 & 047527	S	Disbursing Officers	NAVCOMPT		5
NAVCOMPT 7210-1	Statement of Account (Naval Communications)	NAVCOMPT 2065	DNC 26(A) COMSTS 2110.2	M	All MSTS activities concerned	NAVFINCEN, Wash., D.C.		1
EXOS 7250-1	Report of Status of Suspense Accounts	Letter	NAVCOMPT Manual Vol. 4, para. 043002	Q	Disbursing Officers	NAVCOMPT		5

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SYMBOL	TITLE	FORM NO. OR FORMAT	DIRECTIVE	FREQ. CODE	PREPARING ACTIVITY	SUBMIT TO	COPIES TO	COMSTS CODE
EXOS 7250-2	Foreign Currency Report	Local format	NAVCOMPT Manual Vol. 4, para. 047371	M	See Directive	NAVCOMPT		5
EXOS 7250-3	Schedule of Vouchers Deductions	SF 1096	NAVCOMPT Manual Vol. 4, para. 047223	S,M	Disbursing Officers	NAVFINCEN, Wash., D.C.		5
DD-SD (AR) 170 (7300)	Administrative Control of Appropriations within DOD	Letter	DD 7200.1 (SECNAV 7300.8) & NAVCOMPT Manual Vol. 3, para. 032011-3	S	COMSTS	NAVCOMPT		5
DD-COMP (M) 471 (7301)	Policies & Procedures Governing the use of the Authority of Section 3732, Revised Statute	Letter	DD 7220.8 (SECNAV 7301.7) & NAVCOMPT Manual Vol. 3, para. 032010	M	COMSTS	NAVCOMPT		5
EXOS 7302-4	Reconciliation Report (Expenditures/Collections)	NAVCOMPT 2036	NAVCOMPT Manual Vol. 3, para. 039510	M	SNDL 41A, 41B	COMSTS		5
EXOS 7303-1	Status of Allotment Report	NAVCOMPT 2025	NAVCOMPT Manual Vol. 3, para. 039503	M	SNDL 41A, 41B, GULF, Seattle	COMSTS		5
NAVCOMPT 7320-8	DOD Property Record	DD 1342	SECNAV 11016.1	S	SNDL 41A, 41B, 41C, 41D	NAVPECO	COMSTS	5
EXOS 7321-2	Reconciliation of Plant Account	NAVCOMPT 167	NAVCOMPT Manual Vol. 3, para. 036221	M	SNDL 41B, 41C	NAVREGF INCEN	COMSTS	5
EXOS 7323-6	Stores Balance Sheet - NSA	NAVCOMPT 153	NAVCOMPT Manual, BUSANDA Manual	M	SNDL 41B	NAVREGF INCEN		5

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MSTS 7300-1	Subsistence & Transportation Collections - MSTS Nucleus Ships	Format	COMSTS ltr Ser 2502M5 of 29 Nov '56	M	LANT, PAC, FE, GULF	COMSTS		5
NAVCOMPT NDEX 7301	Report on Obligations	SF 225	NAVCOMPT 7301.20	M	COMSTS	NAVCOMPT		5
NAVCOMPT NDEX 7303	Allotment/Sub Allotment Authorization	NAVCOMPT Form 372	NAVCOMPT Manual	SA	COMSTS	SNDL 41B, NFC		5
MSTS 7310-6	Cost of Operating & Maintaining Tankers	Tabular	CPFF Tanker Cost Reporting INST	M	Operators of CPFF Tankers	COMSTS		5
MSTS 7310-7	Project Ship Operating Cost Summary (per diem basis)	MSTS 7310-5	MSTS/Sponsor Agreement	M	COMSTS	Project Ship Sponsor		5
MSTS 7310-8	Project Ship Operating Cost Summary (cost basis)	MSTS 7310-4	MSTS/Sponsor Agreement	M	COMSTS	Project Ship Sponsor 5		
DD-COMP (Q) 842 (7320)	Expenses of Disposal of Personal Property and Production of Lumber and Timber Products	NAVCOMPT 2131	NAVCOMPT 7320.14	Q	SNDL 41A, 41B	NAVCOMPT		5
BUSANDA 7330-8	General Mess Operating Statement (Ration Record)	S&A 45	NAVSANDA Pub 236	M	SNDL T-100	Admin Command		4S
MSTS 7330-11	Reconciliation of Cash Account	Letter	NIF Handbook 030989	Q	SNDL 41B, 41C	COMSTS		5
DD-COMP (A) 573 (7331)	Annual Industrial Fund Financial Report	Prescribed Format	DD 7410.5 (SECNAV 7331.2), & NAVCOMPT 7331.1	A	COMSTS	NAVCOMPT		5

REPORT SYMBOL	TITLE	FORM NO. OR FORMAT	DIRECTIVE	FREQ. CODE	PREPARING ACTIVITY	SUBMIT TO	COPIES TO	COMSTS CODE
DD-COMP (Q) 574 (7331)	Quarterly Industrial Fund Financial Report	Prescribed Format	DD 7410.5 (SECNAV 7331.2), & NAVCOMPT 7331.1	Q	COMSTS	NAVCOMPT		5
DD-COMP (Q) 629 (7331)	Industrial Fund Reports on Financial Status and Program Projections	Format	DD 7410.7 (NAVCOMPT 7331.2)	Q	COMSTS	NAVCOMPT		5
DD-COMP (A) 634 (7331)	Projections of Industrial Fund Financial Status by FY Quarters	Format	DD 7410.7 (NAVCOMPT 7331.2)	A	COMSTS	NAVCOMPT		5
USCSC-3 (7410)	Register of Separation and Transfer	SF 2807	NAVCOMPT Manual Vol. 3, para. 033004-5	W, BW	Accounting & Fiscal Officers	NAVCOMPT		5
USCSC-4 (7410)	Register of Adjustments	SF 2807-1	NAVCOMPT Manual Vol. 3, para 033004-8	S	Accounting and Fiscal Officers	NAVCOMPT		5
USCSC-5 (7410)	Summary of Retirement Fund Transactions	SF 2807-2	NAVCOMPT Manual Vol. 3, para. 033004-10	A	Accounting & Fiscal Officers	NAVCOMPT		5
EXDS 7410-1	Labor Roll Summary	SF 1128 NAVCOMPT 185	NAVCOMPT Manual Vol. 3, para. 033903	S	LANT, PAC, FE & GULF	NAVCOMPT		5
EXOS 7410-2	Report of Analysis of Labor Roll Summary	NAVCOMPT 185	NAVCOMPT Manual Vol. 3, para. 033917	M	LANT, PAC, FE, & GULF	NAVCOMPT		5
EXOS 7410-4	Monthly Report of Civilian Employment by Appropri- ations	NAVSO 7410/1	NOPI 280.5	M	COMSTS, LANT, PAC, FE & GULF	NAVCOMPT		5

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REPORT SYMBOL	TITLE	FORM NO. OR FORMAT	DIRECTIVE	FREQ. CODE	PREPARING ACTIVITY	SUBMIT TO	COMSTS CODE
MSTS 7640-1	Statement of Maintenance Shop Operations	Local Form	NIF Handbook (CH 3, Sec 09)	Q	LANT, PAC	COMSTS	5
MSTS 7640-2	Balance Sheet - Part I	MSTS 7640-2	NIF Handbook (CH 3, Sec 09)	M	SNDL 41B, GULF	COMSTS	5
MSTS 7640-2A	Balance Sheet - Part II	MSTS 7640-2A	NIF Handbook (CH 3, Sec 09)	M	SNDL 41B, GULF	COMSTS	5
MSTS 7640-3	Summary Statement of Income and Expense	MSTS 7640-3	NIF Handbook (CH 3, Sec 09)	M	SNDL 41B, GULF	COMSTS	5
MSTS 7640-3A	Summary Statement of Overhead Expense	MSTS 7640-3A	NIF Handbook (CH 3, Sec 09)	M	SNDL 41B, GULF	COMSTS	5
MSTS 7640-4	Inactivation Report of MSTS Ships	Letter	NIF Handbook (0309100)	S	LANT, PAC, GULF	COMSTS	5
MSTS 7640-10	Budget and Operating Expense; Individual MSTS Nucleus Ships	MSTS 7640-10 (Machine Run)	NIF Handbook (CH 3, Sec 09)	M	LANT, PAC, FE, & GULF	COMSTS	5
MSTS 7640-11	Maintenance and Repair Costs	Local Form	NIF Handbook (CH 3, Sec 09)	Q	LANT, PAC, FE, & GULF	COMSTS	5
MSTS 7640-12	Inventory-Special Material Held for Repair or Disposal Over 6 Months Old	Local Form	NIF Handbook (CH 3, Sec 02)	Q	LANT, PAC, FE, & GULF	COMSTS	5
MSTS 7640-13	Accounts Payable/ Receivable/ Outstanding over 90 Days	Letter	NIF Handbook (CH 3, Sec 02)	M	LANT, PAC, FE, & GULF	COMSTS	5

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REPORT SYMBOL	TITLE	FORM NO. OR FORMAT	DIRECTIVE	FREQ. CODE	PREPARING ACTIVITY	SUBMIT TO	COPIES TO	COMSTS CODE
MSTS 7700-2	Financial & Statistical Report (See also DD-I&L(Q) 439 (4000))	Booklet tabular & narrative	NIF Handbook	Q	SNDL 41B, 41C	COMSTS		5
MSTS 7700-2	Financial & Statistical Report (two parts) (See also DD-I&L(Q) 439 (4000))	Booklet tabular & narrative	NIF Handbook	Q	COMSTS	SNDL 41B, 41C, 41D, CNO, DOD	See report	5
MSTS 7630-2	MSTS Financial Statement	Tabular/Narrative	NIF Handbook	M	COMSTS	NAVCOMPT, Shipper Services		5
NAVCOMPT NDEX 7700	Periodic Update for Dept Navy Force Plan & Financial Program	Tabular	NAVCOMPT Manual	M	COMSTS	NAVCOMPT		5
NAVCOMPT NDEX 7700	Balance Sheet	NAVCOMPT 379	NAVCOMPT Manual	D	COMSTS	NAVFINCEN, Wash., D.C.		5
NAVCOMPT NDEX 7700	Periodic Update for Dept Navy Program Objectives	Tabular	NAVCOMPT Manual	A	COMSTS	NAVCOMPT		5
MSTS 7700-8	RVN Sealift Digest	Tabular	None	M	COMSTS	Special DOD List		5
MSTS 7700-9	MSTS Operating Results	Memo	Verbal (M-5)	Q	COMSTS	UNSECNV		5
MSTS 7720-8	Per Diem & Special Billing Report	MSTS 4622-46 (EAM) & Proof Listing	COMSTS P7720.1	M	SNDL 41B, & GULF	COMSTS		5

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MSTS 7720-9	Passenger Lift Reports	MSTS 4621-8 (EAM) & Proof Listing	COMSTS P7720.1	M	SNDL 41B, & GULF	COMSTS		5
MSTS 7720-10	Cargo Lift Report	MSTS 4622-8 (EAM) & Proof Listing	COMSTS P7720.1	M	SNDL 41B, and GULF	COMSTS		5
MSTS 7720-11	Monthly Revenue Lift Summary Report	Prescribed Format	COMSTS P7720.1	M	SNOL 41B, and GULF	COMSTS		5
MSTS 7720-12	Petroleum Lift Report (Initial & Final Code Sheets)	MSTS 7720/12 & 12A	COMSTS P7720.1	M	SNDL 41A, 41B	COMSTS		5
MSTS 7720-23	Cargo Shipping Contract Report	MSTS 7720/20 & Listing	COMSTS P7720.1	M	SNDL 41B, and GULF	COMSTS		5
MSTS 7720-32	Weekly Controlled Ship Report	Letter	COMSTS P7720.1	W	COMSTS	OSD(I&L)		5,3
MSTS 7720-33	Cargo Shipping Agreement Report	MSTS 7720/31	COMSTS P7720.1	M	SNDL 41B, and GULF	COMSTS		5
MSTS 7720-34	Advanced Lift Report	Msg	COMSTS P7720.1	M	LANT, PAC, FE, GULF	COMSTS		5
EXOS 7810-4	Outstanding Progress Payments			M	Disbursing Officers	NAVCOMPT		5
EXOS 7820-3	Report of Status of Uninsured Deposits or Deposits Over \$15,000	Letter	COMSTS 1700.1 NAVEXOS P-2409	S	LANT, PAC, FE, GULF, 41F, 41G, 41H, T-100	NAVCOMPT		5

COMSTINST 5214.1

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REPORT
SYMBOL

TITLE

FORM NO.
OR FORMAT

DIRECTIVE

FREQ.
CODEPREPARING
ACTIVITY

SUBMIT TO

COPIES TO

COMSTS
CODE

8000 - 8999 ORDNANCE MATERIAL

NAVORD 8370-1	Report of Lost, Stolen or Recovered Government-owned small arms	Letter & S&A Form 154	NAVORD 8370.1, NAVSANDA 236, COMSTS 3120.2	S	MSTS Ships & Shore Activities having Government-owned small arms	Local Police DIO & Director Naval Intelligence, Wash., D.C.	4S
NAVMAT 8020-2	Report of Explosive Accident, Incident, Defective or Malfunctioning Ordnance	Msg	NAVORD 8025.1	S	All Ships & Stations handling, subj matter	COMNAVORD SYSCOMHQ CNO, via chain 3 of command and info addres	

9000 - 9999 SHIP DESIGN and SHIPS' MATERIAL

OPNAV 9010-2	Surface Ship Charac- teristics Card	OPNAV 9010-2	COMSTS 9010.1, COMSTS 3121.3, OPNAV 9010.8	S	SNOL T-100, T-101, T-102	COMSTS	4E
MSTS 9010-5	Ship Characteristics Record (For use in Vu-Dex Binders)	MSTS 9010-5 & Photos	COMSTS 9010.2	S	SNOL 41B	COMSTS	4E
MSTS 9030-1	Port & Voyage Abstract for Turbo-Electric Tankers	MSTS 9030-1	COMSTS 3120.3 COMSTS 3121.3	S	Masters, applicable Tankers	COMSTS	4E
BUSHIPS 9070-2	(See MSTS 4710-2)						
NAVSHIPS 9250-1	Towing Hawser Log	Letter	NAVSHIPS 9250.2	S	SNOL 41A, 41B, 41C, 41D, 41G	NAVSHIPSYSCOM COMSTS	3
MSTS 9400-1	Port & Voyage Report Engineering Data	MSTS 9400-1	COMSTS 4700.2, COMSTS 9400.1	S	SNOL T-100	COMSTS	4E

REPORT SYMBOL	TITLE	FORM NO. OR FORMAT	DIRECTIVE	FREQ. CODE	PREPARING ACTIVITY	SUBMIT TO	COPIES TO	COMSTS CODE
MSTS 9400-3	Quarterly Engineering Comparison Report	Local Form	COMSTS 9400.1, COMSTS 4700.2	Q	LANT, PAC, FE, GULF, HONO, SEATTLE	COMSTS		4E
BUSHIPS 9410-1	Condition of Main Propulsion Turbines	Letter	BUSHIPS Manual 41-174-2	S	All Steam Turbine Propelled Ships	NAVSHIP	COMSTS	4E
NAVSHIPS 9670-2	Electronic Equipment Installed on Naval Ships	NAVSHIPS 9670/9	COMSTS 9670.2, BUSHIPS 9670.85	S	SNDL T-100	COMSTS	Admin Command	4E
NAVELEX 9673-4	Shore Radiac Equipment Allowance	NAVELEX 9673/1	NAVELEX 9673.9	S	SNDL 41A, 41B	NAVELEX-SYSCOMHQ		4E
10000 - 10999 GENERAL MATERIAL								
OISPD 10462-1	ADP Program Reporting System	NAVSO 10462/4 Series	SECNAV 10462.12	S	SNDL 41A, 41B	NAVSHIPSYSCOM (AUTODIN)		8
OPNAV 10462-2	ADP Processing Software Services Performed Under Contract	Prescribed Format	OPNAV 10462.5	S	SNDL 41A, 41B	CNO	See Directive	8
11000 - 11999 FACILITIES and ACTIVITIES ASHORE								
NAVCOMPT 11010-2	Facilities Management Analysis Report	NAVCOMPT 2149	NAVCOMPT MANUAL	M,Q	COMSTS	NAVCOMPT		5
BUDOCKS 11200-3	Annual Allowance and Requirements Review, Automotive Construction and Allied Equipment	NAVDOCKS 2413, 2414, 2697	BUDOCKS 11200.12	A	SNDL 41B, 41C, 41D	NAVFACEGCOM	COMSTS	1
BUDOCKS 11200-4	Automotive/Construction Equipment Technical Control Report	NAVDOCKS 2421,22	BUDOCKS 11200.2 NAVDOCKS P-300	S	SNDL 41B, 41C, 41D	NAVFAV via-Appropriate NAVFAV Field Office		1

COMSTINST 5214.1
18 DEC 1968
REPORT
SYMBOL

SYMBOL	TITLE	FORM NO. OR FORMAT	DIRECTIVE	FREQ. CODE	PREPARING ACTIVITY	SUBMIT TO	COPIES TO	COMSTS CODE
BUDOCKS 11200-7	Transportation Equipment Utilization Summary	NAVDOCKS 2857,A	NAVDOCKS P-300	A	SNDL 41B, 41C, 41D	NAVFACENGCOM	COMSTS	1
12000 - 12999 CIVILIAN PERSONNEL								
COMM(NDEX 12000)	Civilian Migration Report for Alaska, Hawaii, and Puerto Rico	EAM	Dept. Comm., Bur. Census ltr 28 Mar 67	M	COMSTS	Bur. Census		5
MSTS 12000-2	Temporary Positions in Excess of Authorization	Letter	CMPI 512	M	LANT, PAC, FE, GULF, and HONO	COMSTS		2
OIR 12000-3	Industrial Relations Program Self-Evaluation Report	NAVEXOS 12000/3A thru 12000/3E	NCPI 250, COMSTS 12250.3	A, BI-A	SNDL 41A, 41B, 41C, 41D	COMSTS	OCMM, as applicable	2
USCSC-15 (12170)	Report of Employees to be Separated by R. I. F.	Letter	NCPI 351	S	Applicable Commands	CSC		2
MARINDEXBU 12190	Report of Marine Personal Injury, Illness	MARINDEXBU Form	COMSTS 5100.2	S	LANT, PAC, GULF	MARINDEXBU, N. Y., N. Y.		2
MSTS 12190-2	Accident Summary	Prescribed Format	CMPI 5100 COMSTS 5100.17	Q	Commands assigned Administrative Control of Ships	COMSTS		2
CONG-52 (12220)	Foreign National Working Under Contract or Agree- ment Between U. S. Govern- ment & Foreign Government	Remarks Column of NAVEXOS 695	NCPI 280	M	Applicable Overseas Activities	OCMM	COMSTS	2
EXOS 12220-5	Employee Training and Development	NAVEXOS 12410-5A-5E	NCPI 280, NCPI 410	A	MSTS Activities em- ploying CIVPERS	OCMM	COMSTS	2

18 DEC 1968

COMSTS
CODE

REPORT SYMBOL	TITLE	FORM NO. OR FORMAT	DIRECTIVE	FREQ. CODE	PREPARING ACTIVITY	SUBMIT TO	COPIES TO	COMSTS CODE
EXOS 12220-6	Monthly Report of Personnel	NAVEXOS 695	NCPI 280, COMSTS 12280.1	M	MSTS activities having ceiling control responsibilities	OCMM	COMSTS	2
EXOS 12220-11	Classification Act CIVPERS by Occupational Series Code and Grade	NAVSO 12280/3						2
EXOS 12220-12	Annual Report of Ungraded (Wage Board) Employees	NAVEXOS 4309	Periodic OIR Notice 12280 is applicable	M,A	Annual Submission of this rept. presently suspended. It has not been cancelled permanently			2
EXOS 12230-11	Trainee Status Report	NAVEXOS 4418	DCPM-TR 1, 2, and 3, AO P5000.9	S	Navy departmental activities having management training programs	OCMM		2
AO(NDEX 12273	Report on Certain GS-13, 14, and 15 positions	Letter	AO P5000.9	A	COMSTS	AO		2
DD-MP&R (Q)411 (12280)	Top Level Professional, Scientific and Executive Positions	Letter	NCPI 932, DD INST 7730.14	A	COMSTS	OCMM		2
OCMM 12280-3	Report of Number of Civilian Employees Occupying Sensitive Position	Prescribed Format	NCPI 280	A	MSTS Activities having OCMM ceiling control responsibilities	OCMM	COMSTS	2
OCMM 12280-5	Report of Classification Act Employees in Critical Category Positions	NAVEXOS 12280/3	NCPI 280	Q	MSTS Activities having ceiling control responsibilities	OCMM	COMSTS	2

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REPORT SYMBOL	TITLE	FORM NO. OR FORMAT	DIRECTIVE	FREQ. CODE	PREPARING ACTIVITY	SUBMIT TO	COPIES TO	COMSTS CODE
OCMM 12280-13	Monthly Report of Personnel	NAVSO 12280/12	NCPI 280	M	Naval activities having ceiling control responsibilities	OCMM		2
CONG-OCMM 12280-14	Report on Departmental Civilian Personnel by Organizational Unit	Format	Periodic OCMNOTE 12280	A	SNDL 41A	OCMM		2
CSC-OCMM 12280-15	Information for Annual Review of Special Rates Authorized Under 5 U.S.C. 5303	NAVSO 12280/5	OCMMNOTE 12280 of 4 June 68	A	SNDL 41A, 41B, 41C, 41D	OCMM		2
OCMM (NDEX 12304)	Employment of Retired Members of the Armed Forces	Letter	CMPI 310	S	SNDL 41B, 41C, 41D	OCMM	COMSTS	2
CSC-OCMM 12310-4	Navy Participation in Economic and Educational Opportunity Programs	NAVSO 12310/2	OCMMNOTE 12310 of 31 May 68, CMMI 280	M	MSTS activities employing CIVPERS	OCMM		2
OCMM(NDEX 12330)	Placement Assistance Program for Employees Serving Overseas	Letter	NCPI 310	M	MSTS activities employing Civpers	OCMM	COMSTS	2
DD-M(M) 602 (12350)	Installation Closings and Reductions, Summary of Civilian Personnel Actions	OCMM Form	OIRNOTE 12280 of 15 July 64	S, M	MSTS activities as appropriate	OCMM	COMSTS	2
LABOR-23 (12185)	Notice of 25 or More Separations from an Activity	Letter	NCPI 185	S	MSTS activities as appropriate	Dept of Labor	COMSTS	2

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REPORT SYMBOL	TITLE	FORM NO. OR FORMAT	DIRECTIVE	FREQ. CODE	PREPARING ACTIVITY	SUBMIT TO	COPIES TO	COMSTS CODE
MSTS 12410-4	Damage Control Training Report	Letter	CMPI 410.7-4	SA	MSTS commands assigned operational control of civil-service manned ships	COMSTS		2
MSTS 12410-5	Training and Drill Report	MSTS 12410-5	CMPI 410.7-2A	M	SNDL T-100	Admin Commands		2
OIR 12450-1 12450-2	Navy Incentive Award Program Reports	NAVEXOS 12450/7A, NAVSO 5305/1	CMPI 451	SA, A	SNDL 41A, 41B, 41C, and 41D with active programs	OCMM	COMSTS	2
OCMM 12460-1	Report on Review of Vacant Graded and Ungraded Positions	Letter	NCPI 280	SA	MSTS Activities employing CIVPERS	OCMM	AO, CPD	2
CSC-OCMM 12460-2	Quarterly Report of Women Employees GS-12 and Above	NAVSO 12280/12	Periodic OCMMNOTE 12280	Q	All activities employing Civilians	OCMM	COMSTS	2
EXOS 12510-1	Report of Civilian Position Control for Grades GS-13, GS-14, and GS-15	Letter	SECNAV 12510.1 NCPI 510	A	COMSTS	OCMM		2
OCMM 12510-4	Controlled Allowances for High Level Positions (GS-14 - GS-18)	Letter	Periodic OCMMNOTE 12000	M	COMSTS	OCMM		2
OCMM 12510-8	Annual Maintenance Review	Letter	NCPI 510.5-2, AO P5000.9	A	COMSTS	AO		2

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REPORT SYMBOL	TITLE	FORM NO. OR FORMAT	DIRECTIVE	FREQ. CODE	PREPARING ACTIVITY	SUBMIT TO	COPIES TO	COMSTS CODE
NAVSO-AO 12510-1	Report of Departmental Classification and Wage Administration	NAVSO 12510/3	AO P5000.9	M	COMSTS	AO, Navy Dept		2
MSTS 12512-1 (Feeder rpt for OONG-12)	Report of Annual Position Maintenance Review	Letter & NAVEXOS 12510/2	COMSTS 12512.1	A	SNDL 41B, 41C, 41D	COMSTS		2
OCMM 12552-1	Report of Quality Salary Increases	NAVEXOS 12552/6	NCPI 280	A	MSTS activities employing CIVPERS (as appropriate)	OCMM	COMSTS	2
STATE-1 (12590)	Foreign Post Differential Questionnaire	DPS 36	CH 800, 900 standardized Reg (State Dept) -- NCPI 591	SA	MSTS activities at foreign posts where conditions are as stated in NCPI 591	OCMM		2
STATE-4 (12590)	U. S. Citizen Civilian Employees in Foreign Countries Eligible for Free Quarters	Format	Annual Request from State Dept. to OCMM and NCPI 280	A	Overseas MSTS Activities for which a NAVEXOS 695 is submitted	OCMM		2
STATE-2 (12593)	Quarters Cost Summary Sheet	SF 1190	CH 800, 900 standardized Reg (State Dept -- NCPI 591)	SA	MSTS activities at foreign posts where conditions are as stated in NCPI 591	OCMM		2
OCMM 12713-2	Discrimination Complaint-Summary Disposition Report	NAVSO 12713/3	Periodic OCMMNOTE 12713; NCPI 713-7	S	Naval Activities Employing Civilians	OCMM		2

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REPORT SYMBOL	TITLE	FORM NO. OR FORMAT	DIRECTIVE	FREQ. CODE	PREPARING ACTIVITY	SUBMIT TO	COPIES TO	COMSTS CODE
OCMM 12721-1	Labor Negotiations Report	NAVSO 12721/1	Periodic OCMMNOTE 12721; NOPI 721	M,A	All Naval Activities Employing Civilians	OCMM	Primary Support HQ	2
OCMM 12732-3	Report of Action Following Security Charges Against an Employee	Letter	NOPI 732	S	MSTS activities employing civilians	OCMM		2
OCMM 12732-4	Report of Action Taken Following Receipt of Arrest Record	Letter	NOPI 732	S	MSTS activities employing civilians	OCMM		2
CSC-OCMM 12770-1	Annual Report on Employees Appeals Activity	Prescribed Format	Periodic OCMMNOTE 12770	A	SNDL 41A, 41B, 41C, 41D	ROCM		2
BEC-1 (12810)	Employee's Notice of Injury or Occupational Disease	CA-1	CMPI 810 & BEC Regs	S	41B, 41C, 41D, T-100	Dept of Labor via 41B or 41C		2
BEC-2 (12810)	Official Superior's Report of Injury	CA-2	CMPI 810 & BEC Regs	S	41B, 41C, 41D, T-100	Dept of Labor via 41B or 41C		2
BEC-3 (12810)	Report of Termination of Total or Partial Disability	CA-3	CMPI 810 & BEC Regs	S	41B, 41C, 41D, T-100	Dept of Labor via 41B or 41C		2
BEC-32 (12810)	Report of Hernia	CA-32	CMPI 810 & BEC Regs	S	41B, 41C, 41D, T-100	Dept of Labor via 41B or 41C		2
OCMM 12910-1	Civilian Personnel Mobilization Requirements	NAVSO 12910/1	OCMM 12280.1	A	COMSTS	OCMM		6

LIST OF MESSAGE REPORTS IDENTIFIED BY TRANSMISSION AUTHORIZATION CATEGORY

REPORT SYMBOL/NOTATION	TITLE/SUBJECT	IMPLEMENTING DIRECTIVE AND REQUESTOR	FREQ*	AUTHORIZATION CATEGORY (As determined by Encl (3))
MSTS 2730-1	Unsatisfactory Mail Service	MSTS 3121.3	S	2
OPNAV 3040-1 (MIN:ETAUTH)	Report of Significant Casualty Within the Naval Establishment	NWIP 10-1, MSTS 3120.2, CNO	S	4
MSTS 3040-1 (MIN:ETAUTH)	Casualty Report	MSTS 3121.3	S	4
MSTS 3040-3 (MIN:ETAUTH)	Accident and Casualty Report For Claim Purpose	MSTS 3121.3	S	4
MSTS 3100-3 (MIN:ETAUTH)	Harassment or Embarrassing Tactics by Soviet/Satellite Ships	MSTS 03100.2, CNO	S	4
MSTS 3110-2	Report of Acquisition and/or Transfer of Ships	MSTS 3110.2	S	5
(MIN:ETCONDL)	Sailing Delay Resulting From Crew Shortage	MSTS Msg 132135Z May 66	S	3
MSTS 3120-8 (MIN:ETCONDL)	Change in Scheduled Arrival/Departure of Cargo Ships	MSTS 3121.1	S	3
MSTS 3120-11	Report of Material Condition of Ships in RRS	MSTS 3120.8	S	2

* D-Daily
W-Weekly
M-Monthly
S-Situation

REPORT SYMBOL/NOTATION	TITLE/SUBJECT	IMPLEMENTING DIRECTIVE AND REQUESTOR	FREQ	AUTHORIZATION CATEGORY (As determined by Encl (3))
MSTS 3120-12 (MIN:ETCONDL)	Status and Operational Readiness of MSTS Civil Service-manned Ships	MSTS 3120.8	S	3
MSTS 3120-14 (MIN:ETAUTH)	Report of Performance for MSTS Chartered and GAA Ships	MSTS 3120.11, MSTS 3120.5	S	4
MSTS 3120-16A	Report of Estimated Loading Time for Voyage Chartered Ships	MSTS 3120.5, Port Representative	S	2
MSTS 3123-7	Report of Ship Schedule for Panama Canal Transit	MSTS 3120.3	S	5
MSTS 3123-8 (MIN:ETAUTH)	Tanker Prearrival Report	MSTS 3121.3	S	4
MSTS 3123-9 (MIN:ETAUTH)	Movement Report	MSTS 3123.5	S	4
OPNAV 3370-4 (MIN:ETAUTH)	Report of Discovery of Enemy Minefield	NWIP 10-1, CNO	S	4
OPNAV 3370-5 (MIN:ETAUTH)	Report of Drifting or Floating Mines	NWIP 10-1, CNO	S	4
OPNAV 3840-1 (MIN:ETAUTH)	Mine Warfare Intelli- gence Report	NWIP 10-1, CNO	S	4
MSTS 4020-3	Tanker Loading Report	SECNAV 4020.9, MSTS 3121.3	S	2
MSTS 4020-4	Tanker Discharge Report	-----do-----	S	2

REPORT SYMBOL/NOTATION	TITLE/SUBJECT	IMPLEMENTING DIRECTIVE AND REQUESTOR	FREQ	AUTHORIZATION CATEGORY (As determined by Encl (3))
MSTS 4060-1	Report of Subsistence Returns	NAVSUP 236	S	2
MSTS 4020-13 (MIN:ETCONDL)	Cargo Contamination	MSTS 3121.3	S	3
MSTS 4610-14 (MIN:ETAUTH)	Cargo and Ship Activity Report	MSTS 4610.7	D	4
MSTS 4610-26 (MIN:ETCONDL)	Availability of Opportune MSTS-operated Coastwise and Intercoastal Capacity	MSTS 4610.14, MTMTS	S	3
MSTS 4610-37	Report of Available Cargo Space	MSTS 4610.18, Port Representative	S	2
MSTS 4610-43	Cargo Status Report	MSTS Msg 132257Z Jan 66, MTMTS	W	2
MSTS 4700-5	Report of MSTS Ships Departing With Unclean Cargo Spaces	MSTS 4700.1, Port Representative	S	2
MSTS 4710-3 (MIN:ETCONDL)	Award of Repair Contract	MSTS 3121.3	S	3
MSTS 4710-5 (MIN:ETAUTH)	Emergency Repairs Overseas	MSTS 3121.3	S	4
MSTS 4710-6	Tanker Overhaul and Repair Progress Report	MSTS 3121.3	W	2
MSTS 4740-1	Report of Departure of MSTS-arranged Ocean Tow	MSTS 4740.1	S	5

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REPORT SYMBOL/NOTATION	TITLE/SUBJECT	IMPLEMENTING DIRECTIVE AND REQUESTOR	FREQ	AUTHORIZATION CATEGORY (As determined by Encl (3))
MSTS 4740-2	Report of Arrival and Final Delivery of MSTS-arranged Ocean Tow	MSTS 4740.1	S	5
MSTS 4740-3 (MIN:ETAUTH)	Salvage (when assistance at sea is required)	MSTS 3121.2	S	4
BUMED 6200-2	Special Epidemiological Report	BUMED 6310.4	S	2
MSTS 4740-4 (MIN:ETAUTH)	Salvage (when salvage assistance is provided)	MSTS 3121.3	S	4
MSTS 5820-1 (MIN:ETAUTH)	Stowaways	MSTS 3121.3	S	4
MSTS 6020-1	Report of Patients to be Debarked in CONUS	MSTS 6000.1	S	2
MSTS 7720-34	Advanced Lift Report	MSTS 7720.1	M	2
	Travel Orders in Furnishing Return Travel to Home Port for Administrative Reasons	CMPI 4650.2-5 Commander Home Port	S	2
	Authorization of Travel	CMPI 4650.3-1 Master of Ship	S	2
	Emergency Issuance of Passport	CMPI 4650.9-7 BUPERS	S	2

REPORT SYMBOL/NOTATION	TITLE/SUBJECT	IMPLEMENTING DIRECTIVE AND REQUESTOR	FREQ	AUTHORIZATION CATEGORY (As determined by Encl (3))
(MIN:ETAUTH)	Designation of Destination of Class I Repatriates	CMPI 4651.2-2 MSTS	S	4
	Payment of Wages in Arrears to Class I Repatriates	CMPI 4651.2-4 Repatriating Authority	S	2
(MIN:ETAUTH)	Determination of Destination of Class II Repatriates Employed by CONUS Commands	CMPI 4651.3-2 MSTS	S	4
(MIN:ETAUTH)	Determination of Destination of Class II Repatriates Employed by Overseas Commands	CMPI 4651.3-2 MSTS	S	4
MSTS 4650-13 (MIN:ETAUTH)	Report of Master Whenever a Civilian Marine Employee Fails to Join the Ship in any Port or is put Ashore in any Outport	CMPI 4651.4-1 Commander Home Port	S	4
(MIN:ETAUTH)	Request for advice on Itinerary of Travel Orders of Class II Repatriates	CMPI 4651.4-3 Repatriating Authority	S	4
	Request for advice on Individual's Repatriation Class	CMPI 4651.4-3 Repatriating Authority	S	2

REPORT SYMBOL/NOTATION	TITLE/SUBJECT	IMPLEMENTING DIRECTIVE AND REQUESTOR	FREQ	AUTHORIZATION CATEGORY (As determined by Encl (3))
	Advice to Home Port and Ship Regarding the Reporting of Repatriate, His Class, and Itinerary	CMPI 4651.4-4 Commander Home Port	S	2
	Advice to Home Port Regarding Action by Repatriating Authorities Enroute	CMPI 4651.4-6 Commander Home Port	S	2
	Reduction-in-Force	CMPI 351.3-6 Commander Home Port	S	2
	Resignation in an Outport While on Voyage	CMPI 352.2-3 Master of Ship	S	2
	Travel Orders in Furnishing Replace- ments to Ships Away From Home Port	CMPI 4650.2-4 Commander Home Port	S	2
EXOS 1088-1 (MIN:ETAUTH)	Dispatch Report of Death	MSTS 5100.17	S	4
OPNAV 2410-1	Report of Radio Interference	MSTS 2110.2	S	1
MSTS 4610-39 (MIN:ETCONDL)	Frustrated Cargo Report	MSTS 4610.19	W	3
OPNAV 5510-2 (MIN:ETAUTH)	Report of Loss or Compromise of Classi- fied Matter	OPNAV 5510.1	S	4

REPORT SYMBOL/NOTATION	TITLE/SUBJECT	IMPLEMENTING DIRECTIVE AND REQUESTOR	FREQ	AUTHORIZATION CATEGORY (As determined by Encl (3))
MSTS 5510-1 (MIN:ETAUTH)	Loss of Protected Cargo, Classified Material, U. S. Mail	MSTS 3120.2	S	4
EXOS 6260-1 (MIN:ETAUTH)	Report of Serious or Critical Injury, or Death	MSTS 5100.17	S	4
MSTS 4622-1	Sea-Land Containership Schedule	MSTS 4622.12	M	5
MSTS 4622-2	Failure of Sea-Land Ships to Make Port Calls as Required	MSTS 4622.12	S	5
MSTS 4360-1	Report of Strike or Work Stoppage	MSTS 4360.1	S	4
MSTS 8023-1	Ship Delay Resulting From Lack of or Improper Documentation of Ammu- nition or other Dangerous Cargo	MSTS 8023.1	S	5

CATEGORIES AND STANDARD IDENTIFICATIONS OF REPORTS
WITH RESPECT TO
ELECTRICAL TRANSMISSIONS DURING MINIMIZE

Example: MSTS 3040-1 (MIN:ETAUTH)

Authorization Category	Notation (In Parentheses)		Equivalent Narrative Identification
	By Requirer, In Directive	By Preparer, In Submission	
1. Requirer determines that submission need not involve electrical transmission under either normal or MINIMIZE communications conditions.	A negative notation is not required.		
2. Requirer may desire submission by electrical transmission under normal conditions, but decides not to authorize such transmission during MINIMIZE.			
3. Requirer authorizes submission by electrical transmission during MINIMIZE, only under specified circumstances. Preparer determines that those circumstances:	"MIN:ETCONDL"	See 3a and 3b below.	"During MINIMIZE, electrical transmission is conditional."
a. Do not exist.	See 3 above.	A negative notation is not required.	
b. Exist.		"MIN:ETAUTH"	"During
4. Requirer authorizes electrical transmission of all submissions under MINIMIZE conditions.	"MIN:ETAUTH"		MINIMIZE, electrical transmission
5. Based on special or unexpected circumstances, preparer, in the best interest of the Navy, authorizes electrical transmission during MINIMIZE where requirer has not done so	Not applicable.	"MIN:ETAUTH"	is authorized."