

MSTS FORMS

Form.No.	Title	Unit
CMPI 10-1	Designation of Beneficiary for War Risk Benefits	pad
✓ 4061/1	Guest Meal Authorization	pad
✓ 4620/1	Monthly Activity Report (Dry Cargo & Passengers)	pad
✓ 5003/3	Change of Command Report-Master	pad
✓ 5000/4	Relief of Department Head Report	pad
✓ 5330/3	M&R Overtime Authorization Request	pad
12010/3	Continuous Sea Service Record	ea
12105/2	Civilian Marine Employee Ship Record	ea
12300/1	Application for MSTS Employment Afloat	ea
✓ 12500/1	Crew Change Report	ea
✓ 12510/1	Indoctrination Check List	pad
✓ 12750/2	Disciplinary Report - Sec A	pad
✓ 12750/3	" " - Sec B-1	pad
✓ 12750/4	" " - Sec B-2	pad
✓ 12750/5	" " - Sec B-3	pad
✓ 12750/6	" " - Sec B-4	pad
✓ 12750/7	" " - Sec C	pad
✓ 12750/8	" " - Sec D	pad
✓ 12750/10	AWOL Worksheet	pad

MSTSPAC FORMS

✓ 3500-3	Readiness for Sea	ea
✓ 4205/1	Clothing Purchase Request	ea
6210/1	Quarantine Decl. - Guam	ea
✓ 6216/14	Route Slip (USNS)	pad
✓ 5330/17	Premium Pay Dispute Record	ea
✓ 5512-2	Guest Boarding Permit	ea
✓ 5512-4	Civilian Marine Crew Pass	ea
✓ 5521/7	Security Briefing Certification	ea

MSTSPAC FORMS (Cont'd)

Form No.	Title	Unit
✓ 7110/1	Ship Budget Status Report	ea
7200/4	Check/Bond Mailing Authorization	ea
7200/12	Military Payment Certificate	pad
7230/3	Exchange Record	pad
12311/3	Master's Certificate	pad
12311/3	Civilian Marine Payrolls	pad
12311/3	Relief Deck/Engineer	pad
12311/3	Officer Assignment	pad
✓ 12340/1	Change in Billet Record	pad
✓ 12340/3	Promotion Consideration Request	pad
✓ 12340/7	Notice of Adverse Decision	pad
✓ 12352/2	Exit Interview Record	pad
✓ 12410/8	Application for Upgrade	pad
✓ 12430/3	Training Benefits	ea
✓ 12460/1	Civilian Marine Officer	ea
✓ 12460/1	Performance Evaluation Record	ea
✓ 12460/1	Collateral/Other Duty Assignment	pad
✓ 12630/5	Civilian Marine Personnel Action Req.	pad
12721/1	Management/Union Discussion Report	pad

STANDARD FORMS

54	Designation of Beneficiary	ea
61	Appointment Affidavits	ea
76	Post Card Application for Absentee Ballot	ea
105	Certificate of Membership Retirement System	ea
209	Certificate of Deposit	ea
1075	Pay Receipt for Cash Payment	ea
1096	Schedule of Voucher Deductions	pad
1128	Payroll Certification & Summary	pad
1128a	" " "	pad
1152	Designation of Beneficiary (Unpaid Compensation of Deceased Civ Employee)	ea
1165	Receipt for Cash	bk
1179	Recapitulation of Block Control Level Totals of Checks Issued	pad
1180	Request for Stop Payment	ea

STANDARD FORMS (Cont'd)

Form No.	Title	Unit
1181	Request for Removal of Stop Payment	ea
1185	Schedule of Undeliverable Checks	pad
1188	Revocation of Voluntary Auth. for Allot. of Compensation (For Dues Pmt)	ea
2808	Designation of Beneficiary (Civil Service Retirement System)	ea
2809	Health Benefits Registration Form	ea

DD FORMS

116	Military Payroll Certification Sheet	pad
285	Appointment Mail Clerk Orderly	ea
1131	Cash Collection Voucher	ea
1150	Request for Issue or Turn-In	pad
1351-2	Travel Voucher or Sub-Voucher	ea

NAVCOMPT FORMS

3	Transmittal of Outstanding Vou's.	pad
185	MSTS Payroll	ea
204	Statement of Unpaid Wages	pad
379	Balance Sheet	pad
545	Allotment Authorization	ea
545-2	Allotment Stop Authorization	ea
557	Cash Receipt	pad
586	Record of Payroll Savings	ea
2021	Travel Claim (Mileage/Per Diem	ea
2114	Cash Receipt Certificate	ea

NAVSANDA FORMS

Form. No.	Title	Unit
✓ 29	Inventory of Personal Effects	pad
✓ 925	Ration Memorandum	pad
✓ 926	Daily Ration Memorandum	pad
1205	Special Item Requisition	pad

OPNAV FORMS

2700-5	Notice of Change of Address	ea
5070-11	TPL Catalog Card	ea
5070-12	Change Entry Classification	pad
5311-2	Combination Change Envelope	ea
5511-10	Record of Receipt	ea

NAVPERS FORMS

992	Application for Enrollment in Correspondence Course	ea
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C&A FORMS

1	Employees Notice of Injury	ea
2	Official Superior's Report of Injury	ea
16	Request for Treatment of Injury Under the U.S. Employee's Compensation Act	ea
17	Ditto - (when in doubt)	ea

NAVEXOS FORMS

107	Dispensary Permit	pad
108	Accident Report	pad
2305/2	Long Distance Call Authorization	pad
3989	Routine Reply, Endorsement Sheet	pad
4179	Recurring Reports Record	pad
4181	Naval Speed Letter (White)	pad
4181	" (Green)	pad
4181	" (Pink)	pad
4181	" (Yellow)	pad
12450/8	Suggestion Form	ea
12450/9D	Suggestion & Invest. Report	pd

PHS - ANIMAL QUARANTINE & AGRICULTURAL FORMS

PHS 43	Quarantine Declaration	ea
PHS 125	Master's Certificate	pad
SPQ-1A	National Quarantine Release for Pet Cats, Dogs & Monkeys	pad
HPQ-45	Hawaii Dept. of Agriculture & Conservation Baggage Declaration	pad

PANAMA CANAL ZONE FORMS

Crew List for Incoming Vessels	ea
Cargo Declaration	ea

SHIPMASTER'S FORMS

Declaration - State of Hawaii	ea
Shipmaster's Bond - State of Hawaii	ea

CUSTOMS FORMS

I 95 A	Crewman's Landing Permit	ea
3231	Registration Cert. of Narcotics User	ea
5129	Crew Members Declaration	ea

GSA FORMS

135	Records Transmittal & Receipt	pad
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12ND GENERAL FORMS

12ND Gen. 113	Mailing Label	pd
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PHILGEN

Philgen 5840	Baggage & Currency Declaration & Entry Form	ea
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