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MSTS FORMS

Form No.	Title	Unit
CMPF 10-1	Designation of Beneficiary for War Risk Benefits	pad
✓ 4061/1	Guest Meal Authorization	pad
	Monthly Activity Report	
✓ 4620/1	(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
	Civilian Marine Employee	
12115/2	Ship Record	ea
	Application for MSTS	
12110/1	Employment Afloat	ea
✓ 12110/1	Crew Change Report	ea
✓ 12110/1	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
	Military Payment Certificate	
7200/12	Exchange Record	pad
	Master's Certificate	
7230/3	Civilian Marine Payrolls	pad
	Relief Deck/Engineer	
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
	Application for Upgrade	
✓ 12410/8	Training Benefits	pad
	Civilian Marine Officer	
✓ 12430/3	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
	Post Card Application for	
76	Absentee Ballot	ea
	Certificate of Membership	
105	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
	Designation of Beneficiary (Unpaid	
1152	Compensation of Deceased Civ Employee)	ea
1165	Receipt for Cash	bk
	Recapitulation of Block Control	
1179	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

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

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OPNAV FORMS

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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

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NAVPERS FORMS

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

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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

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NAVEXOS FORMS

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

PHS - ANIMAL QUARANTINE & AGRICULTURAL FORMS

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

PANAMA CANAL ZONE FORMS

<u>Crew List for Incoming Vessels</u>	<u>ea</u>
<u>Cargo Declaration</u>	<u>ea</u>

SHIPMASTER'S FORMS

<u>Declaration - State of Hawaii</u>	<u>ea</u>
<u>Shipmaster's Bond - State of Hawaii</u>	<u>ea</u>

CUSTOMS FORMS

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I 95 A Crewman's Landing Permit ea

3231 Registration Cert. of Narcotics User ea

5129 Crew Members Declaration ea

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GSA FORMS

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135 Records Transmittal & Receipt pad

12ND GENERAL FORMS

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12ND Gen. 113 Mailing Label pd

PHILGEN

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Philgen 5840 Baggage & Currency  
Declaration & Entry Form ea