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AIR STATION BULLETIN 5213

From: Commanding Officer, Marine Corps Air Station, Cherry Point
To: Distribution List

Subj: FORMS MANAGEMENT PROGRAM ANNUAL CHECKLIST

Ref: (a) SECNAV M-5213
(b) MCO 5600.31A
(c) MCIEAST-MCB CAMLEJO 5213.1
(d) ASO 5213.1C

Encl: (1) Checklist of Current MCAS Cherry Point Forms
(2) Checklist of Cancelled MCAS Cherry Point Forms

1. Purpose. To publish a listing of current and cancelled local command forms.

2. Cancellation. ASB 5213 of 15 December 2015.

3. Background. Each command and directorate shall provide for continuing analysis, review, and control of all forms sponsored by this Command to ensure they are effective and economical in serving their intended purpose.

4. Action. Commands and directorates shall regularly review their sponsored MCAS Cherry Point forms to ensure they are current and relevant. Obsolete forms will be cancelled or revised.

a. All new MCAS Cherry Point forms, and requests for changes to current forms listed in enclosure (1), must be routed through the Station Adjutant. Enclosure (2) provides a list of cancelled forms.

b. MCAS Cherry Point forms are located on Naval Forms Online at https://navalforms.documentservices.dla.mil/web/public/home.

c. Point of contact is the MCAS Cherry Point Forms Management Coordinator at 252-466-6871 or DSN 582-6871.

5. Reserve Applicability. This Bulletin is applicable to MCAS Cherry Point and its subordinate commands.

6. Cancellation Contingency. This Bulletin is cancelled upon receipt of the next consolidated checklist.

D. MYATT
By direction

DISTRIBUTION: A

DISTRIBUTION STATEMENT A: Approved for public release; distribution is unlimited.

CHECKLIST OF CURRENT MCAS CHERRY POINT FORMS

IDENTIFIER	TITLE	SPONSOR
MCASCHERPT-ADJ-5400-1	MCAS Cherry Point Routing Sheet	ADJ
MCASCHERPT-ADJ-5720-1	FOIA/Privacy Act/ Routine Use Request Form	ADJ
MCASCHERPT-POS-5112-2	Mail Clerk Sign-In Log	ADJ
MCASCHERPT-POS-5112-3	Dock Callers Sign-In Log	ADJ
MCASCHERPT-POS-5112-4	Deployed Mail Cover Sheet	ADJ
MCASCHERPT-POS-5112-5	Mail Orderly Statement of Understanding	ADJ
MCASCHERPT-POS-5112-6	Official Mail Discrepancy Sheet	ADJ
MCASCHERPT-POS-5112-7	Mail Routing Request	ADJ
MCASCHERPT-POS-5112-8	Official Mail Daily Stats	ADJ
MCASCHERPT-POS-5112-9	Key Control Log	ADJ
MCASCHERPT-CHAP-1730-1	Application for Use of Memorial Chapel/Spaces	CHAP
MCASCHERPT-CHAP-1730-2	Chaplain Request Form	CHAP
MCASCHERPT-COMPT-7300-1	Hotel/Motel Occupancy Tax Exemption	COMPT
MCASCHERPT-COMPT-7300-2	In and Around Mileage	COMPT
MCASCHERPT-COMPT-7300-3	Statement in Lieu of Actual Receipts	COMPT
MCASCHERPT-COMPT-7300-4	Requisition/Receipt for Safety Gear	COMPT
MCASCHERPT-FAC-5090-10	AST Inspection Checklist	FAC
MCASCHERPT-FAC-11200-2	Vehicle/Equipment Request	FAC
MCASCHERPT-FAC-11300-10	Energy Conservation Checklist	FAC
MCASCHERPT-FAC-5090-1	Environmental Plan of Action and Milestones (PAO&M)	FAC
MCASCHERPT-FAC-5090-12	Temporary Above Ground Storage Tank (AST) Notification	FAC
MCASCHERPT-FAC-5090-13	Product Transfer Record	FAC
MCASCHERPT-FAC-5090-14	UST Inspection Checklist	FAC
MCASCHERPT-FAC-5090-15	EAD Storage Tank Inspection Checklist	FAC
MCASCHERPT-FAC-5090-16	Individual Hazardous Waste Training Documentation	FAC
MCASCHERPT-FAC-5090-3	Request for Hazardous Waste Profile	FAC
MCASCHERPT-FAC-5090-4	Unit Hazardous Waste Inspection	FAC
MCASCHERPT-FAC-5090-6	Unit Level Environmental Audit	FAC
MCASCHERPT-FAC-5090-7	Spill Reporting Form	FAC
MCASCHERPT-FAC-5090-8	Secondary Containment Inspection Form	FAC
MCASCHERPT-FAC-5090-9	Inert Debris Salvage and Removal Form	FAC
MCASCHERPT-HHS-1070-10	HQHQRON Officer FAP Check-in Sheet	HQHQRON
MCASCHERPT-HHS-1070-11	HQHQRON HS Enlisted FAP Check-out Sheet	HQHQRON
MCASCHERPT-HHS-1070-2	HQHQRON Check In/Out Sheet	HQHQRON
MCASCHERPT-HHS-1070-3	HQHQRON Officer PCS/PCA Check-in Sheet	HQHQRON
MCASCHERPT-HHS-1070-4	HQHQRON Officer PCS/PCA Separation Check-out Sheet	HQHQRON
MCASCHERPT-HHS-1070-5	HQHQRON Officer FAP Check-Out Sheet	HQHQRON
MCASCHERPT-HHS-1070-6	HQHQRON Enlisted PCS/PCA Check-In Sheet	HQHQRON
MCASCHERPT-HHS-1070-7	HQHQRON Enlisted PCS/PCA Separation Check-Out Sheet	HQHQRON
MCASCHERPT-HHS-1070-8	Enlisted FAP Check-In sheet	HQHQRON

MCASCHERPT-HHS-1500-1	HQHQRON Training Roster	HQHQRON
MCASCHERPT-HHS-3591-1	Table 3 Qualification Scorecard	HQHQRON
MCASCHERPT-HHS-3591-2	KD Course Line Qualification Scorecard	HQHQRON
MCASCHERPT-HHS-3591-3	Table 2 Scorecard	HQHQRON
MCASCHERPT-HHS-3591-4	Combat Pistol Program Scorecard	HQHQRON
MCASCHERPT-HHS-5400-1	HQHQRON Routing Sheet	HQHQRON
MCASCHERPT-HHS-6110-1	Height/Weight Certification Letter	HQHQRON
MCASCHERPT-HHS-6110-2	Body Composition Evaluation Form	HQHQRON
MCASCHERPT-HHS-6110-3	BCP/SOU Checklist	HQHQRON
MCASCHERPT-INSP-5040-1	Inspector's Critique	INSP
MCASCHERPT-INSP-5370-2	Hotline Complaint Form	INSP
MCASCHERPT-INSP-5512-1	Application for Business Permit	INSP
MCASCHERPT-IPAC-1080-4	Join/Triennial Checklist	IPAC
MCASCHERPT-IPAC-1080-5	Member to Member Data Sheet	IPAC
MCASCHERPT-IPAC-1300-1	Permanent Change of Station Data Sheet	IPAC
MCASCHERPT-IPAC-1900-1	Separations Data Sheet	IPAC
MCASCHERPT-IPAC-1900-2	Separations Checklist	IPAC
MCASCHERPT-IPAC-5000-2	New Join Checklist	IPAC
MCASCHERPT-IPAC-5000-4	Personnel Action Request Form	IPAC
MCASCHERPT-IPAC-5000-5	Customer Service Audit Checklist	IPAC
MCASCHERPT-IPAC-7220/1	Supplemental Travel Claim Notice	IPAC
MCASCHERPT-IPAC-7220/2	TLE Worksheet	IPAC
MCASCHERPT-IPAC-7720/3	Dual POV Statement	IPAC
MCASCHERPT-IPAC-7220/4	GTR Reroute Statement	IPAC
MCASCHERPT-IPAC-7220/5	Travel Claim Checklist	IPAC
MCASCHERPT-IPAC-7220/6	Statement in Lieu of Receipts	IPAC
MCASCHERPT-IPAC-7220/7	Request for Dislocation Allowance	IPAC
MCASCHERPT-IPAC-7220/8	Advance Pay Request	IPAC
MCASCHERPT-IPAC-7220/9	Auth. for Advance Dependents' Travel or DLA	IPAC
MCASCHERPT-MCCS-5760/1	Participant's Information Point of Contact Page	MCCS
MCASCHERPT-MCCS-5760-2	Hold Harmless Agreement - Mainside Pool	MCCS
MCASCHERPT-MCCS-5760-3	Parental Permission - Mainside Pool	MCCS
MCASCHERPT-MPR-12451/1	Civilian Award Recommendation Form	MPR
MCASCHERPT-MPR-12451/2	Civilian Award Electronic Voting Form	MPR
MCASCHERPT-OPS-3440-1	Defense Support of Civil Authorities Resource Request	OPS
MCASCHERPT-OPS-3574-1	Hold Harmless Agreement	OPS
MCASCHERPT-JPAO-5727-1	Media Query	PAO
MCASCHERPT-PMO-5500-7	Authorization For Release of Information	PMO
MCASCHERPT-PMO-5500-8	Request for Local Records Check (Contractor)	PMO
MCASCHERPT-PMO-5510/1	Privately Owned Firearms Registration Form	PMO
MCASCHERPT-PWD-11000/1	Work Request Form	PWD
MCASCHERPT-PWD-11014/12	Maintenance Trouble/Service Ticket	PWD

MCASCHERPT-PWD-11320-1	Inspection Tag- Fire Sprinkler System	PWD
MCASCHERPT-PWD-4870-1	Tool Loan Receipt	PWD
MCASCHERPT-SES-11320/2	Fire & Emergency Services Hot Works Permit	SES
MCASCHERPT-SES-5300-1	Personnel and Weapons Handling Screening Form	SES
MCASCHERPT-SES-5500-1	Drill Evaluation Sheet	SES
MCASCHERPT-SES-5512-1	ID Card Confiscation Form	SES
MCASCHERPT-SES-5530-1	Gate House Inspection Checklist	SES
MCASCHERPT-SES-5560-1	Background Investigation Questionnaire	SES
MCASCHERPT-SES-5580-1	Security Awareness Reminder	SES
MCASCHERPT-SES-5580-9	Traffic Accident Information Exchange Slip	SES
MCASCHERPT-SSD-3058-1	Risk Management	SSD
MCASCHERPT-SSD-5100-4	Trench/Excavation and Entry Permit	SSD
MCASCHERPT-TISD-2070-2	Amateur Radio Authorization Form	TISD
MCASCHERPT-TISD-2070-3	Telecommunications Service Request	TISD
MCASCHERPT-TISD-2070-4	GMRS Authorization	TISD
MCASCHERPT-VMR1-1300-1	VMR-1 Check-In/Check-Out Sheet	VMR-1
MCASCHERPT-VMR1-5400-2	VMR-1 Routing Sheet	VMR-1
MCASCHERPT-VMR1-7000-1	VMR-1 TAD Request	VMR-1

CHECKLIST OF CANCELLED MCAS CHERRY POINT FORMS

IDENTIFIER	TITLE	SPONSOR
MCASCHERPT-IPAC-1080-1	MCAS Cherry Point Inbound	IPAC
MCASCHERPT-IPAC-1080-2	1st Stage Audit Checklist	IPAC
MCASCHERPT-IPAC-1080-3	2nd Stage Audit Checklist	IPAC
MCASCHERPT-IPAC-5000-1	Other Service New Join Data Sheet	IPAC
MCASCHERPT-IPAC-5000-3	New Join Data Sheet	IPAC