

# CHAPTER 54

## REPORTS

### Sec. 1.

### REPORTS FROM ALL OFFICERS IN COMMAND ON SHORE

C. N. R. 8, 11, 15, 17, 18, 24.

| Form           | Subject                                                                                             | To—                              | When                       | Copies     |
|----------------|-----------------------------------------------------------------------------------------------------|----------------------------------|----------------------------|------------|
| NAVPERS 603..  | Shipping articles, U. S. N. and U. S. N. R.....                                                     | Bureau of Naval Personnel.       | When enlistments are made. |            |
| NAVPERS 603b.  | Induction articles, U. S. N. and U. S. N. R.....                                                    | do.....                          | When inductions are made.  |            |
| NAVPERS 604..  | Agreement to extend enlistment.....                                                                 | do.....                          | When occurring.....        |            |
| NAVSANDA 444.  | Compensation for drill or equivalent instruction or duty (officers and enlisted men—Naval Reserve). | Bureau of Supplies and Accounts. | Quarterly.....             |            |
| NAVSANDA 444a. | Compensation for appropriate duty (officers and enlisted men—Naval Reserve).                        | do.....                          | do.....                    |            |
| NAVSANDA 444b. | Compensation for command (officers—Naval Reserve).                                                  | do.....                          | do.....                    |            |
| NAVSANDA 444c. | Annual Advance Payment (Class F2, Fleet Reserve).                                                   | do.....                          | Annually.....              |            |
| NAVSANDA 444d. | Change of address.....                                                                              | do.....                          | When occurring.....        |            |
| NAVSANDA 445.  | Uniform gratuity (officers—Naval Reserve).....                                                      | S&A via Bupers.....              | do.....                    |            |
| NAVSANDA 445a. | do.....                                                                                             | do.....                          | do.....                    |            |
| NAVPERS 641..  | Report of return of deserter.....                                                                   | Bureau of Naval Personnel.       | do.....                    |            |
| NAVPERS 352..  | Report of officers reported, detached, or orders received.                                          | do.....                          | do.....                    |            |
| NAVDOCKS 15    | Inventory of and receipt for furniture.....                                                         | Bureau of Yards and Docks.       | do.....                    | 1.         |
| NAVDOCKS 15b.  | Supplementary receipt of furniture in quarters.....                                                 | do.....                          | do.....                    | 1.         |
| NAVDOCKS 109.  | Report of change of occupants of quarters.....                                                      | do.....                          | do.....                    | 1.         |
| NAVPERS 684..  | Request for waiver of applicants for enlistment.....                                                | Bureau of Naval Personnel.       | do.....                    | Via BUMED. |
| NAVPERS 623..  | Report of Musicians.....                                                                            | do.....                          | Quarterly.....             | 1.         |
| Letter.....    | Annual census enlisted personnel.....                                                               | do.....                          | Annually, December 31..... | 1.         |

Sec. 1. REPORTS FROM ALL OFFICERS IN COMMAND ON SHORE—Continued

| Form                        | Subject                                                                                                                          | To—                                                                                           | When                                                                               | Copies                                                                                                                                                        |
|-----------------------------|----------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------|
| NAVPERS 660..               | Honorable discharge.....                                                                                                         | Bureau of Naval Personnel.                                                                    | Upon reenlistment within 3 months of discharge.                                    | Original, NavPers 860 to be indorsed by supply officer as to payment of enlistment allowance.                                                                 |
| NAVPERS 680..               | Fingerprint record.....                                                                                                          | do.....                                                                                       | When first enlistments are made.                                                   | 3.                                                                                                                                                            |
| Letter.....                 | Number of men furnished subsistence allowance.....                                                                               | do.....                                                                                       | Monthly (last day of month).                                                       |                                                                                                                                                               |
| NAVPERS 601, 952.           | Service record, U. S. N., U. S. N. R.....                                                                                        | do.....                                                                                       | When men are discharged, die, desert, or transfer to F. R., or retire.             |                                                                                                                                                               |
| NAVPERS 601, 952.           | Service record, U. S. N., U. S. N. R.....                                                                                        | Vessel or station to which man is transferred.                                                | Daily, or as transfer is made.                                                     | 2.                                                                                                                                                            |
| NAVPERS 110..               | Exhibition and transfer report of motion picture program.                                                                        | U. S. Navy Motion-Picture Exchange.                                                           | Upon receipt.....                                                                  |                                                                                                                                                               |
| No form or letter required. | Ship or station paper.....                                                                                                       | Bureau of Naval Personnel.                                                                    | When published.....                                                                |                                                                                                                                                               |
| Letter.....                 | Important hydrographic information concerning navigation of ships, dangerous obstructions to navigation, etc.                    | Hydrographic Office                                                                           | When occurring.....                                                                | 2.                                                                                                                                                            |
| R. P. S. 2.....             | Destruction of secret and confidential publications bearing registered numbers.                                                  | Chief of Naval Operations (R. P. S.).                                                         | do.....                                                                            |                                                                                                                                                               |
| R. P. S. 1.....             | Transfer of secret and confidential publications bearing registered numbers.                                                     | do.....                                                                                       | do.....                                                                            |                                                                                                                                                               |
| NAVSANDA 154.               | Survey request, report and expenditure.....                                                                                      | Bureau concerned.....                                                                         | do.....                                                                            | 2.                                                                                                                                                            |
| NAVDOCKS 14.                | Report of survey of furniture in quarters.....                                                                                   | Bureau of Yards and Docks.                                                                    | do.....                                                                            |                                                                                                                                                               |
| NAVPERS 622..               | Report on divers (only from stations having divers on board).                                                                    | Bureau of Naval Personnel.                                                                    | Quarterly.....                                                                     |                                                                                                                                                               |
| NAVPERS 605b.               | Report of changes (Muster roll).....                                                                                             | do.....                                                                                       | Monthly.....                                                                       | 1 to Bureau of Aeronautics from air stations.<br>1 to district commandant or appropriate air functional training command.<br>1 to C. N. O. from air stations. |
| NAVPERS 622..               | Report of enlisted personnel.....                                                                                                | do.....                                                                                       | Quarterly from shore stations beyond the seas.<br>Monthly from all other stations. |                                                                                                                                                               |
| Letter.....                 | Number of G. O.'s, C. M. O.'s, C. U. S. N. R.'s, C. U. R.'s, C. N. C. and B.'s, or other bureau or office publications required. | Major stations to bureau for office concerned; minor stations to commandant, naval districts. | When change in number is desirable.                                                |                                                                                                                                                               |

|                     |                                                                                                                         |                                           |                                                          |                                                                                                              |
|---------------------|-------------------------------------------------------------------------------------------------------------------------|-------------------------------------------|----------------------------------------------------------|--------------------------------------------------------------------------------------------------------------|
| NAVPERs 353.        | Roster of officers on board.....                                                                                        | Bureau of Naval Personnel (in duplicate). | Monthly, on first day of month.                          | 1 to district commandant or appropriate air functional training command.<br>1 to C. N. O. from air stations. |
| NAVDocks 130.       | Report on real estate acquired or leased.....                                                                           | Bureau of Yards and Docks.                | When occurring.....                                      |                                                                                                              |
| NAVDocks 115.       | Public works data, buildings.....                                                                                       | do.....                                   | When completed.....                                      |                                                                                                              |
| NAVDocks 131.       | Mooring report.....                                                                                                     | do.....                                   | When installed or changed.....                           | 1.                                                                                                           |
| NAVDocks 86.        | Report of work by contract.....                                                                                         | do.....                                   | Monthly.....                                             | 1.                                                                                                           |
| NAVDocks 124.       | Report on gasoline automobiles.....                                                                                     | do.....                                   | Semiannually.....                                        |                                                                                                              |
| NAVDocks 31.        | Report on expenditures and operations, public works.....                                                                | do.....                                   | Annually.....                                            | 1 to Y&D, 1 to Aeronautics from air stations.                                                                |
| NAVDocks 31A.       | Annual estimates for public works contracts.....                                                                        | do.....                                   | do.....                                                  | 3.                                                                                                           |
| Letter.....         | Inspection of public works and public utilities.....                                                                    | do.....                                   | do.....                                                  | To Y&D, 1 from Navy Yards, 2 from all other stations.                                                        |
| R. P. S. 3.....     | Secret and confidential publications, bearing registered numbers, issued, and destroyed (made by Issuing Offices only). | Chief of Naval Operations (R. P. S.).     | Monthly.....                                             |                                                                                                              |
| R. P. S. 4.....     | Secret and confidential publications, bearing registered numbers on hand (made by Issuing Offices only).                | do.....                                   | Quarterly.....                                           |                                                                                                              |
| NAVEXOS 99.         | Report of travel orders.....                                                                                            | Asst. Secretary of the Navy (SEOP).       | Monthly.....                                             |                                                                                                              |
| NAVEXOS 98 Revised. | Quarterly report of civil force.....                                                                                    | do.....                                   | Quarterly.....                                           |                                                                                                              |
| NAVEXOS 259A.       | Report of Injury or Occupational Disease.....                                                                           | Asst. Secretary of the Navy (SECP).       | When occurring.....                                      | 1.                                                                                                           |
| NAVEXOS 260.        | Monthly Accident Data Report.....                                                                                       | do.....                                   | Monthly.....                                             | 1.                                                                                                           |
| NAVEXOS 261.        | Quarterly Accident Cause Analysis Report.....                                                                           | do.....                                   | Quarterly.....                                           | 1.                                                                                                           |
| NAVPERs 120.        | Statement of allotment under appropriation "Welfare and Recreation, Navy."                                              | Bureau of Naval Personnel.                | do.....                                                  |                                                                                                              |
| NAVPERs 111.        | Quarterly statement of assessment for motion pictures.                                                                  | Navy Motion-Picture Exchange.             | do.....                                                  | Bureau of Naval Personnel Navy Motion-Picture Branch Exchange for ships and stations in Pacific and Asiatic. |
| NAVPERs 605.        | Muster roll, signature and forwarding sheet.....                                                                        | Bureau of Naval Personnel.                | do.....                                                  |                                                                                                              |
| NAVPERs 605a.       | Muster roll of crew.....                                                                                                | do.....                                   | do.....                                                  |                                                                                                              |
| R. P. S. 16.....    | Secret and confidential publications on hand that bear registered numbers.                                              | Chief of Naval Operations (R. P. S.).     | do.....                                                  |                                                                                                              |
| STANDARD 52.        | List of efficiency ratings.....                                                                                         | Asst. Secretary of the Navy (SECP).       | do.....                                                  |                                                                                                              |
| NAVSANDA 30.        | Transportation request and Navy meal tickets issued.                                                                    | Bureau of Supplies and Accounts.          | Semimonthly 15th and last day of month, or as completed. | 1 BuPers.                                                                                                    |

## Sec. 1 REPORTS FROM ALL OFFICERS IN COMMAND ON SHORF—Continued

| Form           | Subject                                                         | To—                 | When                                                                                                | Copies                                                                                                                                      |
|----------------|-----------------------------------------------------------------|---------------------|-----------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------|
| See Forms..... | Report on small-arms practice.....                              | Cominch.....        | Annually, not later than 10 days after the end of small-arms year (30 June).<br>When necessary..... |                                                                                                                                             |
| NAVORD 1a....  | Requisition for Bureau of Ordnance blank forms (actore).        | Bureau of Ordnance. |                                                                                                     |                                                                                                                                             |
| NAVORD 3c....  | Occasional ordnance returns.....                                | do.....             | do.....                                                                                             |                                                                                                                                             |
| NAVORD 4....   | Report of photomicrographic tests.....                          | do.....             | do.....                                                                                             |                                                                                                                                             |
| NAVORD 8a....  | Report of progress of ammunition at naval ammunition st depots. | do.....             | Weekly.....                                                                                         |                                                                                                                                             |
| NAVORD 9....   | Report of condition of naval ammunition depots.....             | do.....             | Semiannually.....                                                                                   |                                                                                                                                             |
| NAVORD 38a...  | Ordnance store card (white), disposable articles.....           | do.....             | Quarterly, and for changes.....                                                                     |                                                                                                                                             |
| NAVORD 38b...  | Ordnance store card (green), reserved or assigned articles.     | do.....             | do.....                                                                                             |                                                                                                                                             |
| NAVORD 38c...  | Ordnance store card (red), unserviceable articles.....          | do.....             | do.....                                                                                             |                                                                                                                                             |
| NAVORD 38d...  | Store card for powder.....                                      | do.....             | do.....                                                                                             |                                                                                                                                             |
| NAVORD 38e...  | Store card for powder, unserviceable powder.....                | do.....             | do.....                                                                                             |                                                                                                                                             |
| NAVORD 38f...  | Store card for powder (green), reserved.....                    | do.....             | do.....                                                                                             |                                                                                                                                             |
| NAVORD 39...   | Gun card.....                                                   | do.....             | Annually, 1 July, and when changes occur.                                                           | Original, with transferred mat' 1/2 copies, BuOrd.                                                                                          |
| NAVORD 40...   | Gun mount card.....                                             | do.....             | do.....                                                                                             | Do.                                                                                                                                         |
| NAVORD 41...   | Powder card—service ammunition.....                             | do.....             | do.....                                                                                             | Do.                                                                                                                                         |
| NAVORD 41a...  | Powder card—target practice ammunition.....                     | do.....             | do.....                                                                                             | Do.                                                                                                                                         |
| NAVORD 41b...  | Small arms ammunition.....                                      | do.....             | do.....                                                                                             | Do.                                                                                                                                         |
| NAVORD 42...   | Projectile card—service ammunition.....                         | do.....             | do.....                                                                                             | Do.                                                                                                                                         |
| NAVORD 42a...  | Projectile card—target practice ammunition.....                 | do.....             | do.....                                                                                             | Do.                                                                                                                                         |
| NAVORD 44...   | Progress report card (gun).....                                 | do.....             | Monthly.....                                                                                        |                                                                                                                                             |
| NAVORD 45...   | Progress report card (material).....                            | do.....             | do.....                                                                                             |                                                                                                                                             |
| NAVORD 51a...  | Fire-control card.....                                          | do.....             | Annually, 1 July, and for changes.                                                                  | In duplicate to BuOrd, copy with transferred instruments.                                                                                   |
| NAVORD 51b...  | Fire-control card (optical).....                                | do.....             | do.....                                                                                             | Do.                                                                                                                                         |
| NAVORD 54...   | Star gage report.....                                           | do.....             | Annually and special.....                                                                           |                                                                                                                                             |
| NAVORD 55...   | Ammunition Depot log.....                                       | do.....             | For Depot's files.....                                                                              |                                                                                                                                             |
| NAVORD 57...   | Smokeless powder test card—service ammunition.....              | do.....             | Monthly, quarterly, semi-annually and special.....                                                  | Original with transferred material; copy to BuOrd.                                                                                          |
| NAVORD 57a...  | Smokeless powder test card—target practice ammunition.          | do.....             | do.....                                                                                             | Do.                                                                                                                                         |
| NAVORD 59...   | Torpedo equipment card.....                                     | do.....             | Annually, 1 July, and for changes.                                                                  | Original and copy to Bureau of Ordnance; copies to Naval Torpedo Station, Newport, R. I., and Keyport, Wash., and the transferred material. |

| NAVORD 70    | Ordnance equipment card                                                                                          | Bureau of Ordnance | Annually, 1 July, and for changes, Quarterly, and when necessary. |
|--------------|------------------------------------------------------------------------------------------------------------------|--------------------|-------------------------------------------------------------------|
| NAVORD 106   | Mobilization plan (merchant ships) quarterly, report of progress work.                                           | do                 | do                                                                |
| NAVORD 111   | Inspection report on mounts.                                                                                     | do                 | Weekly                                                            |
| NAVORD 116   | Receipt report on gun forgings.                                                                                  | do                 | do                                                                |
| NAVORD 117   | Weekly progress report, gun forgings.                                                                            | do                 | do                                                                |
| NAVORD 118   | Weekly progress report, mounts.                                                                                  | do                 | When necessary                                                    |
| NAVORD 121   | Chemical analysis.                                                                                               | do                 | do                                                                |
| NAVORD 122   | Tests of steel castings.                                                                                         | do                 | do                                                                |
| NAVORD 123   | Monthly progress report on the manufacture of optical instruments.                                               | do                 | do                                                                |
| NAVORD 145   | Aircraft Ordnance, bomb and bomb fuze card.                                                                      | do                 | Quarterly                                                         |
| NAVORD 157   | Ordnance material replacement card.                                                                              | do                 | Annually, 1 July                                                  |
| NAVORD 163   | Mine material store card (13 sheets).                                                                            | do                 | do                                                                |
| NAVORD 176   | Reserve batteries at home yards.                                                                                 | do                 | do                                                                |
| NAVORD 184   | Monthly report on status of net material.                                                                        | do                 | Monthly                                                           |
| NAVORD 187   | Report of demolition material.                                                                                   | do                 | Annually, 1 July, and when changes occur.                         |
| NAVORD 188   | Air plant test record.                                                                                           | do                 | End of 6 years.                                                   |
| NAVORD 190   | Depth charge release gear material report.                                                                       | do                 | Annually, 1 July, and for changes.                                |
| NAVORD 191   | Depth charge material report.                                                                                    | do                 | do                                                                |
| NAVORD 272   | Report of stowage, distribution of, and available space for ammunition, explosives, and inert ordnance material. | do                 | Monthly                                                           |
| NAVORD 272-A | Report of stowage, etc., continuation sheet.                                                                     | do                 | do                                                                |
| NAVORD 199   | Smoke screen generator material store card.                                                                      | do                 | Annually, 1 July                                                  |
| NAVORD 228   | Ordnance equipment card—merchant ships.                                                                          | do                 | When changes occur.                                               |
| NAVORD 70    | Requisition on shore.                                                                                            | do                 | When necessary.                                                   |
| NAVSA 70     | Request for transfer of ordnance material (ashore).                                                              | do                 | do                                                                |
| NAVSA 221    | Monthly report of expenditures.                                                                                  | do                 | Monthly                                                           |
| NAVSA 280    | Summary of expenditures by appropriations and titles.                                                            | do                 | do                                                                |
| NAVSA 280b   | Report of overhauling of powder (100° F.).                                                                       | do                 | do                                                                |
| Letter       | Report of officers.                                                                                              | do                 | When occurring.                                                   |
| Depot Form   | Report of employees.                                                                                             | do                 | Quarterly                                                         |
| Depot Form   | Ammunition inspection report.                                                                                    | do                 | do                                                                |
| Depot Form   | Report of material received from War Department on Bureau of Ordnance requisition.                               | do                 | When occurring.                                                   |

To be submitted by shore stations having installed batteries.

Submitted by Ordnance Stations, Plants, and Depots.  
Do.

Received copy of War Dept. shipping ticket to be forwarded to BuOrd on receipt of material unless Navy used. INM-10 is form.

## Sec. 2. REPORTS FROM COMMANDANTS, NAVY YARDS AND NAVAL STATIONS

C. N. R. 6, 17, 21, 24.

[In addition to those listed under "All officers in command on shore"]

| Form           | Subject                                                                                         | To—                        | When                                                                                                             | Copies |
|----------------|-------------------------------------------------------------------------------------------------|----------------------------|------------------------------------------------------------------------------------------------------------------|--------|
| Letter         | War diary                                                                                       | Cominch.                   | Monthly                                                                                                          |        |
| Letter         | Reports of departures of ships on completion or non-completion of authorized work.              | Chief of Naval Operations. | When occurring                                                                                                   |        |
| Despatch       | Report of arrival or departure of foreign man-of-war.                                           | Secretary of the Navy.     | do                                                                                                               |        |
| NAVSHIPS 426   | Report of propellers.                                                                           | Bureau of Ships.           | When vessel is drydocked.                                                                                        | 1.     |
| NAVSHIPS 225-1 | Anchors in store                                                                                | do                         | Annually                                                                                                         |        |
| NAVSHIPS 225-2 | Chain cable in store                                                                            | do                         | do                                                                                                               |        |
| NAVSHIPS 225-3 | Chain cable appendages                                                                          | do                         | do                                                                                                               |        |
| NAVSHIPS 213   | Pulling and powerboats, change of status                                                        | do                         | When occurring                                                                                                   | 1.     |
| NAVSHIPS 226-1 | Anchors, issues and receipts                                                                    | do                         | Monthly                                                                                                          |        |
| NAVSHIPS 225-1 | Chain Cable, issues and receipts                                                                | do                         | do                                                                                                               |        |
| NAVSHIPS 225-2 | Chain appendages, issues and receipts                                                           | do                         | do                                                                                                               |        |
| NAVSHIPS 225-3 | Failure of electron power tube                                                                  | do                         | When occurring                                                                                                   | 2.     |
| NAVSHIPS 110   | Report on condition of machinery of yard craft and ships out of commission.                     | do                         | Quarterly                                                                                                        | 1.     |
| NAVSHIPS 223   | Docking and paint report on vessels docked at navy yards.                                       | do                         | When occurring                                                                                                   |        |
| Letter         | Laying keel of vessel building                                                                  | do                         | do                                                                                                               |        |
| Letter         | Proposed date of launching vessels building                                                     | do                         | do                                                                                                               |        |
| NAVSHIPS 176   | Hull report, surface vessels out of commission and district craft.                              | do                         | Submit at end of each overhaul and interim overhaul, provided six months or more have elapsed since last report. |        |
| NAVSHIPS 179   | Report of inspection hull and Construction and Repair material on submarines out of commission. | do                         | do                                                                                                               |        |
| Letter         | Launching of vessels building                                                                   | do                         | When occurring                                                                                                   | 1.     |
| Telegram       | Completion and delivery of vessels building                                                     | do                         | do                                                                                                               | 1.     |
| NAVSHIPS 213   | Power boats                                                                                     | do                         | Semiannually                                                                                                     |        |
| NAVSHIPS 214   | Pulling boats                                                                                   | do                         | do                                                                                                               |        |
| NAVSHIPS 218   | Report of material worked into ship.                                                            | do                         | Quarterly                                                                                                        | 2.     |
| Blueprint      | Booklet shop plans                                                                              | do                         | Annually (30 June)                                                                                               | 2.     |
| Letter         | Data for annual report                                                                          | do                         | do                                                                                                               |        |
| NAVDocks 91    | Report on steam generators                                                                      | Bureau of Yards and Docks. | Quarterly                                                                                                        | 1.     |

|                                                                                 |                                                                                                                            |                            |                                                                       |
|---------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------|----------------------------|-----------------------------------------------------------------------|
| <i>Supply officer and accounting officer</i>                                    |                                                                                                                            |                            |                                                                       |
| NAVSHIPS 428-1.                                                                 | Change of material.....                                                                                                    | Bureau of Ships.....       | Annually (30 June)..... 2.                                            |
| NAVSHIPS 430.                                                                   | Changes in stock engineering material in store as listed in stock of material under the cognizance of the Bureau of Ships. | do.....                    | As occurring..... 2.                                                  |
| <i>Public Works Officer</i>                                                     |                                                                                                                            |                            |                                                                       |
| NAVDocks 79.                                                                    | Report of power plant and electrical equipment.....                                                                        | Bureau of Yards and Docks. | When installed..... 1.                                                |
| NAVDocks 90.                                                                    | Report on power plant boilers.....                                                                                         | do.....                    | do..... 1.                                                            |
| NAVDocks 132.                                                                   | Changes in assignment of motor vehicles.....                                                                               | do.....                    | When occurring..... 1.                                                |
| NAVDocks 149.                                                                   | Summary of expenditures and obligations "Maintenance, Bureau of Yards and Docks".                                          | do.....                    | Monthly.....                                                          |
| NAVDocks 87.                                                                    | Progress of work, yard force.....                                                                                          | do.....                    | Completion of work..... 1.                                            |
| <i>All shore stations having torpedo storages, overhaul, or test facilities</i> |                                                                                                                            |                            |                                                                       |
| NAVORD 158...                                                                   | Personnel performing Ordnance work at navy yards and stations.                                                             | Bureau of Ordnance.        | Quarterly.....                                                        |
| NAVORD 177b...                                                                  | Data on facilities of shore stations for torpedo repairs.                                                                  | do.....                    | Upon commissioning with corrections to be submitted as changes occur. |

**Sec. 3. REPORTS FROM COMMANDANTS OF NAVAL DISTRICTS, SEVERN AND POTOMAC RIVER NAVAL COMMANDS, AIR FUNCTIONAL TRAINING COMMANDS, OUTLYING STATIONS, AND COMMANDING GENERALS, MARINE BARRACKS, QUANTICO, VA., AND PARRIS ISLAND, S. C., AND OTHER INDEPENDENT SHORE COMMANDS NOT WITHIN JURISDICTION OF NAVAL DISTRICTS**

O. N. R. 5, 24

|               |                                                 |                            |                                                                   |
|---------------|-------------------------------------------------|----------------------------|-------------------------------------------------------------------|
| NAVPERS 638.. | Distribution of enlisted personnel.....         | Bureau of Naval Personnel. | Annually, 1 Oct.....                                              |
| (Letter form) |                                                 | do.....                    | Monthly (Quarterly from naval districts beyond continental U. S.) |
| NAVPERS 625.. | Report of enlisted personnel, (summarized)..... |                            | Monthly.....                                                      |
| Letter.....   | War Diary.....                                  | Cominch.....               |                                                                   |

**Sec. 4.****REPORTS FROM COMMANDANTS OF NAVAL DISTRICTS**

C. N. R. 8, 11, 17, 24

[In addition to those listed under "All officers in command on shore"]

| Form           | Subject                                                                                                                                                              | To—                        | When                                                                                                                                | Copies |
|----------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------|-------------------------------------------------------------------------------------------------------------------------------------|--------|
| NAVSHIPS 176.. | Hull report, vessels not on Navy register but listed as district craft, vessels of the Navy loaned to States for use as nautical school ships or for other purposes. | Bureau of Ships....        | Submitted at end of each overhaul and interim overhaul, provided six months or more have elapsed since last report.                 | 1.     |
| NAVPERS 363..  | Roster of officers on board.....                                                                                                                                     | Bureau of Naval Personnel. | When occurring.....                                                                                                                 |        |
| Letter.....    | Activities radio-direction finder stations.....                                                                                                                      | Chief of Naval Operations. | do.....                                                                                                                             |        |
| Letter.....    | Summary of semiannual inspection of radio stations.                                                                                                                  | do.....                    | Semiannually.....                                                                                                                   |        |
| Letter.....    | District communications report.....                                                                                                                                  | do.....                    | When necessary.....                                                                                                                 |        |
| Letter.....    | Report of inspection and audit of Naval Communication Service funds.                                                                                                 | do.....                    | Upon detachment, discharge, transfer, or death of person in charge of N. C. S. funds; or upon request of Chief of Naval Operations. | 2.     |
| Letter.....    | Expenditures for telephone and telegraph services under Miscellaneous Expenses.                                                                                      | do.....                    | Monthly.....                                                                                                                        |        |
| NAVPERS 606e.  | Recapitulation sheet, Naval Reserve.....                                                                                                                             | Bureau of Naval Personnel. | Annually.....                                                                                                                       |        |

Reports on vessels on the Navy register assigned as district craft are to be prepared and submitted to the bureau concerned as required by the regulations for other naval vessels.

Quarterly reports on small boats assigned to district craft are to be submitted as directed by the bureau concerned.

Quarterly reports on district craft are to be submitted to the bureaus concerned in accordance with the directions of each bureau.

All movements, departures, and arrivals from one district to another, even if only of a temporary nature, are to be reported to the Office of Naval Operations. The official numbers and types designation has reference to district craft.

**Sec. 5. REPORTS FROM COMMANDING OFFICER, OR OFFICER IN CHARGE, RADIO STATIONS**

C. N. R. 24

[In addition to those listed under "All officers in command on shore"]

|               |                                                                                                                                                                |                            |                           |    |
|---------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------|---------------------------|----|
| OPNAV-CS 209. | Abstract of commercial traffic substantiated by message copies. (Report by letter when no traffic is handled, except stations not open to commercial traffic.) | Chief of Naval Operations. | Second day of each month. | 1. |
| OPNAV-CS 209. | Abstract of Government traffic involving tolls, substantiated by message copies.                                                                               | do.....                    | do.....                   | 1. |
| OPNAV-CS 235. | Statement of account.<br>(Note: Separate statement for each of above abstracts.)                                                                               | do.....                    | do.....                   | 2. |

|                |                                 |         |                                           |                                                        |
|----------------|---------------------------------|---------|-------------------------------------------|--------------------------------------------------------|
| OPNAV-CS 61... | Duplicate of R. P. voucher..... | do..... | When used.....                            | 1.                                                     |
| NAVORD 70....  | Ordnance equipment card.....    | .....   | Annually, 1 July, and when changes occur. | Original with transferred material; 2 copies to BuOrd. |

### Sec. 6. REPORTS FROM COMMANDING OFFICERS, NAVAL AND MARINE CORPS AVIATION SHORE COMMANDS AND COMMANDERS, AIRCRAFT SQUADRONS

C. N. R. 8, 10, 11, 13, 17, 18, 22, 24 [In addition to those listed under "All officers in command on shore"]

|             |                                                                                     |                                 |                                                                   |                                                           |
|-------------|-------------------------------------------------------------------------------------|---------------------------------|-------------------------------------------------------------------|-----------------------------------------------------------|
| NAVAER 333A | Aircraft Engines Report.....                                                        | Bureau of Aeronautics.          | Monthly and semiannually. (Per instructions on form).             | See instructions on form.                                 |
| NAVAER 337  | Aircraft Recommended for Striking.....                                              | Chief of Naval Operations.      | Monthly on 23d.....                                               | 2.                                                        |
| NAVAER 338  | Weekly Aircraft Receipt and Transfer Report (Reverse Side) Monthly Aircraft Report. | do.....                         | Weekly and monthly on 23d.                                        | 2.                                                        |
| NAVAER 339  | Aircraft Trouble Report.....                                                        | Bureau of Aeronautics.          | When required.....                                                | 3. (Balance as per instructions latest circular letter.)  |
| NAVAER 421  | Quarterly Pilot Flying Report.....                                                  | Chief of Naval Operations.      | Quarterly.....                                                    | 1.                                                        |
| NAVAER 422  | Property Damage Report.....                                                         | Judge Advocate General via CNO. | When damage to private property results from aircraft operations. | 2.                                                        |
| NAVAER 432  | Monthly Aircraft Flying Report.....                                                 | Chief of Naval Operations.      | Monthly.....                                                      | 1.                                                        |
| NAVAER 443A | Monthly Aerological Report (Standard observations).                                 | do.....                         | do.....                                                           | 1.                                                        |
| NAVAER 443B | Monthly Aerological Report (Hourly observations and Journal).                       | do.....                         | do.....                                                           | 1.                                                        |
| NAVAER 443C | Monthly Aerological Report (Upper Air).....                                         | do.....                         | do.....                                                           | 1.                                                        |
| NAVAER 443D | Monthly Aerological Report (Surface winds and general summary).                     | do.....                         | do.....                                                           | 1.                                                        |
| NAVAER 443A | Aerological inventory (Supplies).....                                               | do.....                         | do.....                                                           | 1.                                                        |
| NAVAER 443B | Aerological inventory (Instruments).....                                            | do.....                         | Annually.                                                         | 2.                                                        |
| NAVAER 4112 | Report of unsatisfactory or defective material.                                     | Bureau of Aeronautics.          | When occurring.....                                               | As per instructions on latest applicable circular letter. |
| NAVAER 4113 | Report of Ferrying Flight (Made by ferry pilot).....                                | Chief of Naval Operations.      | Upon completion of ferrying flight.                               | 1.                                                        |
| ACA-1.....  | Aircraft Action Report.....                                                         | Cominch.                        | When occurring.....                                               | 1.                                                        |

**Sec. 6. REPORTS FROM COMMANDING OFFICERS, NAVAL AND MARINE CORPS AVIATION  
SHORE COMMANDS AND COMMANDERS, AIRCRAFT SQUADRONS—Continued**

| Form                 | Subject                                                                                                  | To—                                               | When                                                            | Copies                                                                             |
|----------------------|----------------------------------------------------------------------------------------------------------|---------------------------------------------------|-----------------------------------------------------------------|------------------------------------------------------------------------------------|
| NAVPERS-353..        | Roster of Officers on Board.....                                                                         | Bureau of Naval Personnel.                        | Monthly.....                                                    | 1 to CNO. 1 to district commandant or appropriate air functional training command. |
| NAVPERS-625..        | Report of Enlisted Personnel.....                                                                        | do.....                                           | do.....                                                         | Do.                                                                                |
| Report.....          | Officer's Questionnaire.....                                                                             | Chief of Naval Operations.                        | Semiannually.....                                               | 1.                                                                                 |
| Letter.....          | Enlisted Questionnaire.....                                                                              | do.....                                           | When changes occur.....                                         | 1.                                                                                 |
| Letter.....          | News Items.....                                                                                          | Bureau of Aeronautics.                            | Semiannually.....                                               | 1.                                                                                 |
| Letter.....          | Malfunctioning of Catapult (including list of parts damaged if any).....                                 | do.....                                           | At discretion of CO.....                                        | 1. Copies to other bureaus concerned.                                              |
| Letter.....          | Monthly Report of Spark Plugs Overhauled.....                                                            | do.....                                           | Monthly.....                                                    | 1.                                                                                 |
| Letter.....          | Deferred Public Works List.....                                                                          | do.....                                           | Quarterly.....                                                  | 3.                                                                                 |
| NAVORD 52.....       | Service report of torpedoes returned to Naval Torpedo Station, Newport, R. I., when torpedo is expended. | Officer receiving torpedo.                        | Kept with torpedo.....                                          | 1. BuOrd.                                                                          |
| NAVORD 85.....       | Report of erratic and lost torpedoes.....                                                                | Bureau of Ordnance via official channels.         | When necessary.....                                             |                                                                                    |
| NAVORD 105.....      | Torpedo examination sheet.....                                                                           | Officer receiving torpedo and Bureau of Ordnance. | When torpedo is transferred.                                    |                                                                                    |
| NAVORD 145.....      | Aviation ordnance bomb and bomb fuze card.....                                                           | Bureau of Ordnance.                               | Quarterly, last day of each quarter.                            |                                                                                    |
| NAVORD 146.....      | Aviation ordnance bombsight, stabilizers, and stabilized bombing approach equipment card.                | do.....                                           | See Section 10E1 BuOrd Manual.                                  |                                                                                    |
| NAVORD 147.....      | Unsatisfactory or defective aviation ordnance equipment and/or ammunition.                               | do.....                                           | When occurring.....                                             |                                                                                    |
| NAVORD 148.....      | Aviation Ordnance equipment card.....                                                                    | do.....                                           | Semiannually; 1 July, 1 Jan.                                    |                                                                                    |
| NAVORD 148a.....     | do.....                                                                                                  | do.....                                           | See Section 10E1 BuOrd Manual.                                  |                                                                                    |
| NAVORD 168.....      | Bomb-sight log.....                                                                                      | do.....                                           | Kept with bombsight.                                            |                                                                                    |
| NAVORD 177b.....     | Data on facilities of shore stations for torpedo repairs.                                                | do.....                                           | Upon commissioning with corrections submitted as changes occur. |                                                                                    |
| Prescribed form..... | Report of gunnery exercises.....                                                                         | Cominch.                                          | When occurring.....                                             |                                                                                    |
| NAVDOCKS 79.....     | Report on power plant and electrical equipment.....                                                      | Bureau of Yards and Docks.                        | When installed.....                                             | 1.                                                                                 |
| NAVDOCKS 90.....     | Report on power plant boilers.....                                                                       | do.....                                           | do.....                                                         | 1.                                                                                 |
| NAVDOCKS 1.....      | Report on expenditures "Maintenance, Yards and Docks."                                                   | do.....                                           | Monthly.....                                                    | 1.                                                                                 |

|              |                                                                                   |         |                     |                      |
|--------------|-----------------------------------------------------------------------------------|---------|---------------------|----------------------|
| NAVDOCKS 132 | Changes in assignment of motor vehicles.....                                      | do..... | When occurring..... | 1.                   |
| NAVDOCKS 149 | Summary of expenditures and obligations "Maintenance, Bureau of Yards and Docks." | do..... | Monthly.....        |                      |
| NAVDOCKS 87. | Report on progress of public works by yard force.....                             | do..... | do.....             |                      |
| NAVDOCKS 91. | Report on steam generators.....                                                   | do..... | Quarterly.....      | 1 to Y&D, 1 to Aero. |
| NAVDOCKS 124 | Report on gasoline automobiles.....                                               | do..... | Semiannually.....   | Do.                  |

**Sec. 7. REPORTS FROM EACH OFFICER (NOT NAVAL AVIATORS OR STUDENT NAVAL AVIATORS) DETAILED TO DUTY INVOLVING FLYING**

C. N. R. 13, 24

| Form            | Subject                                  | To—                        | When                       | Copies |
|-----------------|------------------------------------------|----------------------------|----------------------------|--------|
| Letter (a)..... | Flying time for preceding month.....     | Bureau of Naval Personnel. | 1st day of each month..... |        |
| Letter (b)..... | Total flying time for calendar year..... | do.....                    | do.....                    |        |
| Letter (c)..... | Total flying time to date.....           | do.....                    | do.....                    |        |

**Sec. 8. REPORTS FROM COMMANDANTS AND COMMANDING OFFICERS OF NAVAL TRAINING STATIONS**

C. N. R. 18, 24

(In addition to those listed under "All officers in command on shore")

| Form                 | Subject                                                                           | To—                        | When                           | Copies                |
|----------------------|-----------------------------------------------------------------------------------|----------------------------|--------------------------------|-----------------------|
| Despatch and Letter. | Recruits available and transferred.....                                           | Bureau of Naval Personnel. | Weekly (Friday).....           | 4. Letter.            |
| NAVDOCKS 1.          | Report of expenditures under "Maintenance, Yards and Docks."                      | Bureau of Yards and Docks. | Monthly.....                   | 1.                    |
| NAVDOCKS 132.        | Changes in assignment of motor vehicles.....                                      | do.....                    | When occurring.....            | 1.                    |
| NAVDOCKS 149.        | Summary of expenditures and obligations "Maintenance, Bureau of Yards and Docks." | do.....                    | Monthly.....                   |                       |
| NAVDOCKS 87.         | Report progress of work yard force on public works allotments.                    | do.....                    | Completion of work.....        | 1.                    |
| NAVDOCKS 79.         | Report on power plant and electrical equipment.....                               | do.....                    | When installed.....            | 1.                    |
| NAVDOCKS 90.         | Report on power-plant boilers.....                                                | do.....                    | do.....                        | 1.                    |
| NAVDOCKS 100-1.      | Report on operation of power plants.....                                          | do.....                    | Monthly.....                   | 1 to YD, 1 to Bupers. |
| NAVDOCKS 91.         | Report on steam generators.....                                                   | do.....                    | Quarterly.....                 | Do.                   |
| Letter.....          | Report of service school graduates available for transfer.                        | Bureau of Naval Personnel. | Two weeks prior to graduation. | 1.                    |

# **Sec. 9. REPORTS FROM COMMANDING OFFICERS OF HOSPITALS AND MEDICAL DEPARTMENTS OF SHIPS AND STATIONS**

C. N. R. 5, 11, 20, 24

## **Sec. 9 (a).**

## **REPORTS FROM THE FLEET MEDICAL OFFICER**

| Form        | Subject                                    | To—               | When                   | Copies |
|-------------|--------------------------------------------|-------------------|------------------------|--------|
| Letter..... | General sanitary report.....               | BuMed (via CinC). | Annually (1 Jan.)..... |        |
| Letter..... | Sanitary inspections.....                  | CinC.....         | When directed.....     |        |
| Letter..... | Report of casualties.....                  | BuMed (via CinC). | When necessary.....    |        |
| Letter..... | Special report of unusual occurrences..... | CinC.....         | do.....                |        |

## **Sec. 9 (b)**

## **REPORTS FROM THE MEDICAL DEPARTMENT OF A SHIP**

|                          |                                                           |                                        |                                                                                     |  |
|--------------------------|-----------------------------------------------------------|----------------------------------------|-------------------------------------------------------------------------------------|--|
| NAVMED S.....            | Binnacle list.....                                        | Commanding officer.....                | Daily.....                                                                          |  |
| NAVMED T.....            | Morning report of sick.....                               | do.....                                | do.....                                                                             |  |
| NAVMED A.....            | Report of cases of syphilis and arsenical treatments..... | BuMed.....                             | Quarterly (Submarines excluded).                                                    |  |
| NAVMED F.....            | Abstract of patients.....                                 | do.....                                | Monthly.....                                                                        |  |
| NAVMED K-<br>Dental..... | Dental operations and treatments.....                     | do.....                                | do.....                                                                             |  |
| NAVMED<br>H. C. 4.....   | Roster report, Hospital Corps.....                        | do.....                                | Quarterly.....                                                                      |  |
| Letter.....              | Communicable diseases.....                                | do.....                                | Monthly.....                                                                        |  |
| Letter.....              | Sanitary report.....                                      | CinC.....                              | do.....                                                                             |  |
| NAVMED B.....            | Report of allotments (submarines excluded).....           | BuMed.....                             | Quarterly.....                                                                      |  |
| NAVMED P.....            | Report of operations and diagnostic examinations.....     | do.....                                | Quarterly from hospital ships; annually from all other ships (submarines excluded). |  |
| NAVMED H.....            | Medical history sheets (officers and nurses).....         | do.....                                | Annually (1 Jan.).....                                                              |  |
| NAVMED X.....            | Abstract of enlistments.....                              | do.....                                | Annually (1 Jan.) (submarines excluded).                                            |  |
| Special.....             | Sanitary report.....                                      | BuMed (via CinC).                      | Annually (1 Jan.).....                                                              |  |
| Special D.....           | Transfer of property.....                                 | BuMed (copies for officers concerned). | When necessary.....                                                                 |  |
| NAVMED F.....            | Individual statistical report.....                        | BuMed.....                             | When necessary.....                                                                 |  |
| NAVMED G.....            | Hospital ticket.....                                      | Naval hospital.....                    | do.....                                                                             |  |
| NAVMED H.....            | Health record (when closed).....                          | BuMed.....                             | do.....                                                                             |  |
| Letter.....              | Request for medical survey.....                           | S. O. P.....                           | do.....                                                                             |  |
| NAVMED M.....            | Report of medical survey.....                             | BuMed (via S. O. P).                   | do.....                                                                             |  |

|               |                                                    |                    |    |
|---------------|----------------------------------------------------|--------------------|----|
| NAV MED N     | Report of death                                    | BuMed              | do |
| NAV MED U     | Civilian medical, dental, and hospital treatment   | do                 | do |
| NAV MED Y     | Report of physical examination                     | do                 | do |
| NAV MED       | Report of physical examination for flying          | do                 | do |
| Aviat. 1.     |                                                    |                    |    |
| NAV MED H. C. | Transfer and disposition card                      | do                 | do |
| 3.            |                                                    |                    |    |
| NAV MED 4.    | Requisition for supplies from medical supply depot | do                 | do |
| NAV SANDA     | Misconduct report                                  | Commanding officer | do |
| 35-L.         |                                                    |                    |    |
| Letter        | Special epidemiological report                     | BuMed              | do |

### Sec. 9 (c). REPORTS FROM THE MEDICAL DEPARTMENT OF A HOSPITAL SHIP

[In addition to those listed in sec. 9 (b)]

|            |                                                |                                       |                     |              |
|------------|------------------------------------------------|---------------------------------------|---------------------|--------------|
| NAV MED    | Daily personnel report                         | Commanding officer                    | Daily               | 1 to Bupers. |
| H. F. 10.  |                                                |                                       |                     |              |
| NAV MED    | Daily ration memoranda                         | do                                    | do                  |              |
| H. F. 36A. |                                                |                                       |                     |              |
| NAV MED L. | Report of patients                             | BuMed                                 | Weekly              |              |
| NAV MED    | Quarterly ration return                        | do                                    | Quarterly           |              |
| H. F. 36.  |                                                |                                       |                     |              |
| Special    | Estimate of expenditures                       | do                                    | Annually, by 1 Mar. |              |
| Special    | Estimate of expenditures, advance fiscal years | do                                    | Annually, by 1 Apr. |              |
| NAV MED    | Information slip, Nurse Corps                  | do                                    | When necessary      |              |
| H. R. 45.  |                                                |                                       |                     |              |
| NAV SANDA  | Ration notice                                  | Disbursing officer carrying accounts. | do                  |              |
| 35-M.      |                                                |                                       |                     |              |

### Sec. 9 (d). REPORTS FROM THE MEDICAL DEPARTMENT OF A YARD OR STATION

[In addition to those listed in sec. 9 (b)]

| Form       | Subject                                                                                                   | To    | When                                                                                        | Copies |
|------------|-----------------------------------------------------------------------------------------------------------|-------|---------------------------------------------------------------------------------------------|--------|
| NAV MED    | Roster report, Hospital Corps                                                                             | BuMed | Monthly from all yards and stations in U. S. Quarterly when outside the continental limits. |        |
| H. C. 4.   |                                                                                                           |       |                                                                                             |        |
| Letter     | Sanitary report                                                                                           | do    | Monthly                                                                                     |        |
| Special    | Estimate of expenditures                                                                                  | do    | Annually, by 1 Mar.                                                                         |        |
| Special    | Estimate of expenditures, advance fiscal years                                                            | do    | Annually, by 1 Apr.                                                                         |        |
| NAV MED E. | Report of expenditures. (Continental shore activities only, exclusive of Alaska and 15th Naval District.) | do    | Quarterly                                                                                   |        |
| NAV MED L- | Requests for dental prostheses, from stations in continental limits only.                                 | do    | When necessary                                                                              |        |
| Dental.    |                                                                                                           |       |                                                                                             |        |
| NAV MED P  | Report of operations and diagnostic examinations                                                          | do    | Quarterly                                                                                   |        |

NOTE: Stations to which members of the Navy Nurse Corps are attached shall submit those Nurse Corps reports required from naval hospitals

# Sec. 9 (e). REPORTS FROM THE COMMANDING OFFICER OF A NAVAL HOSPITAL

[In addition to those required from "All officers in command on shore"]

| Form                | Subject                                                   | To—                  | When                                                                                              | Copies      |
|---------------------|-----------------------------------------------------------|----------------------|---------------------------------------------------------------------------------------------------|-------------|
| NAV MED H. F. 10.   | Daily personnel report.....                               | Commanding officer.  | Daily.....                                                                                        | 1 to BuPers |
| NAV MED H. F. 36A.  | Daily ration memoranda.....                               | do.....              | do.....                                                                                           |             |
| NAV MED I.          | Report of patients.....                                   | BuMed.....           | Weekly.....                                                                                       |             |
| NAV MED H. C. 4.    | Roster report, Hospital Corps.....                        | do.....              | Monthly; quarterly from hospitals beyond continental limits, except Naval Hospital, Pearl Harbor. |             |
| NAV MED A.          | Report of cases of syphilis and arsenical treatments..... | do.....              | Quarterly.....                                                                                    | 1 BuMed     |
| NAV MED B.          | Report of allotment expenditures.....                     | do.....              | Monthly.....                                                                                      |             |
| NAV MED F.          | Abstract of patients.....                                 | do.....              | do.....                                                                                           |             |
| NAV MED K-Dental.   | Dental operations and treatments.....                     | do.....              | do.....                                                                                           |             |
| SECNAV No. 69.      | Report of employees (group IVb).....                      | SecNav.....          | do.....                                                                                           |             |
| NAV MED P.          | Report of operations and diagnostic examinations.....     | BuMed.....           | Quarterly.....                                                                                    |             |
| NAV MED H. F. 36.   | Quarterly ration return.....                              | do.....              | do.....                                                                                           |             |
| Register No. 3..... | Recapitulation.....                                       | do.....              | do.....                                                                                           |             |
| Special.....        | Detail report, supernumeraries.....                       | do.....              | do.....                                                                                           |             |
| Special.....        | Summary report, supernumeraries.....                      | do.....              | do.....                                                                                           |             |
| NAVDocks 124.       | Report of motor vehicles.....                             | Bu Docks.....        | Semiannually (31 Mar., 30 Sept.)                                                                  | 1 BuMed     |
| NAV MED H.          | Medical history sheets, officers and nurses.....          | BuMed.....           | Annually (1 Jan.)                                                                                 |             |
| NAV MED X.....      | Abstract of enlistments.....                              | do.....              | do.....                                                                                           |             |
| Special.....        | Sanitary report.....                                      | do.....              | do.....                                                                                           |             |
| Special.....        | Estimate of expenditures.....                             | do.....              | Annually, by 1 Mar.                                                                               |             |
| Special.....        | Estimate of expenditures, advance fiscal years.....       | do.....              | Annually, by 1 Apr.                                                                               |             |
| Special.....        | Balance sheet.....                                        | do.....              | Annually (30 June)                                                                                |             |
| NAV MED F card.     | Individual statistical report.....                        | do.....              | When necessary                                                                                    |             |
| NAV MED H.....      | Health record (when closed).....                          | do.....              | do.....                                                                                           |             |
| NAV MED L-Dental.   | Request for dental prosthesis.....                        | do.....              | When necessary (excluding stations beyond continental limits).                                    |             |
| Letter.             | Request for medical survey.....                           | Commandant.....      | When necessary                                                                                    | do          |
| NAV MED M.          | Report of medical survey.....                             | Bu Med (via Comdt.). | do.....                                                                                           |             |
| NAV MED N.....      | Report of death.....                                      | BuMed.....           | When necessary                                                                                    | do          |
| NAV MED U.....      | Civilian medical, dental, and hospital treatment.....     | do.....              | do.....                                                                                           |             |
| NAV MED Y.....      | Report of physical examination.....                       | do.....              | do.....                                                                                           |             |
| NAV MED Aviat. 1.   | Report of physical examination for flying.....            | do.....              | do.....                                                                                           |             |

|                                          |                                                  |                                              |         |
|------------------------------------------|--------------------------------------------------|----------------------------------------------|---------|
| NAV MED<br>H. C. 3.                      | Transfer and disposition card.....               | do.....                                      | do..... |
| NAV MED 4.....                           | Requisition for supplies from medical depot..... | do.....                                      | do..... |
| Letter.....                              | Special epidemiological report.....              | do.....                                      | do..... |
| NAVSANDA<br>35-L.                        | Misconduct report.....                           | Commanding officer.....                      | do..... |
| NAVSANDA<br>35-M.                        | Ration notice.....                               | Disbursing officer<br>carrying accounts..... | do..... |
| NAVSANDA<br>154.                         | Survey of property.....                          | BuMed.....                                   | do..... |
| War Department,<br>O.Q.M.G.<br>Form 623. | Application for headstones.....                  | Quartermaster General,<br>War Dept.....      | do..... |

Sec. 10.  
C. N. R. 24

### REPORT FROM GOVERNOR OF NAVAL HOME

|                     |                    |                                             |                                     |
|---------------------|--------------------|---------------------------------------------|-------------------------------------|
| Naval Home<br>form. | Beneficiaries..... | Bureau of Naval<br>Personnel (di-<br>rect). | On entry and when<br>changes occur. |
|---------------------|--------------------|---------------------------------------------|-------------------------------------|

Sec. 11.

### REPORT FROM ACCOUNTING OFFICERS

C. N. R. 19, 24

[See Bureau of Supplies and Accounts Manual, Appendix "D"]

Sec. 12.

### REPORTS FROM SUPPLY OFFICER ASHORE

C. N. R. 19, 24

[See Bureau of Supplies and Accounts Manual, Appendix "D"]

### Sec. 13. REPORTS FROM SUPPLY OFFICER, CHRONOMETER DISTRIBUTION POOLS, AT DESIGNATED NAVY YARDS, BASES, AND SUPPLY DEPOTS

C. N. R. 22, 24

| Form           | Subject                              | To—                  | When                             | Copies |
|----------------|--------------------------------------|----------------------|----------------------------------|--------|
| NAVSHIPS 714.. | Chronometer report card.....         | Naval Observatory..  | When chronometers are<br>issued. |        |
| NAVSHIPS 706.. | Report of chronometers in stock..... | Bureau of Ships..... | When requested.....              |        |

**Sec. 14**  
C. N. R. 19

# **REPORTS FROM NAVY PURCHASING OFFICE**

[See Bureau of Supplies and Accounts Manual, Appendix "D"]

**Sec. 15**  
C. N. R. 19

# **REPORTS FROM DISBURSING OFFICERS (ASHORE)**

[See Bureau of Supplies and Accounts Manual, Appendix "D"]

**Sec. 16**  
C. N. R. 18, 24

# **REPORTS FROM OFFICERS IN CHARGE, RECRUITING STATION**

[See Instructions for Recruiting Service]

**Sec. 17**  
C. N. R. 24

# **REPORTS FROM NAVAL INSPECTORS OF MACHINERY**

[See Instructions for Superintending Constructors and Naval Inspectors of Machinery Inspection Manual]

**Sec. 18**  
C. N. R. 24

# **REPORTS FROM INSPECTORS OF NAVAL MATERIAL**

[See Instructions to Inspectors of Naval Material]

**Sec. 19**  
C. N. R. 11, 18, 24

# **REPORTS FROM ALL OFFICERS**

| Form                      | Subject                                                                      | To—                                                | When                                                                                                                           | Copies                                                  |
|---------------------------|------------------------------------------------------------------------------|----------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------|
| NAVPERs 310,<br>311, 312. | Report of fitness of officers.....                                           | Bureau of Naval<br>Personnel.                      | Ensigns, 30 June and 31<br>Dec.; all other officers,<br>31 March, or upon de-<br>tachment of officer or<br>commanding officer. | 2 to supply office<br>carrying officers' ac-<br>counts. |
| NAVPERs 300.              | Appointments, acceptance of commission—oath of<br>office.                    | .....do.....                                       | When commissioned and<br>when specifically re-<br>quired by BuPers.                                                            |                                                         |
| NAVPERs 323.              | Report of compliance with orders.....                                        | BuPers via im-<br>mediate senior, in<br>duplicate. | When occurring.....                                                                                                            | Officer carrying ac-<br>count.                          |
| NAVPERs 321.              | Report of leave of absence, by immediate senior of<br>officer granted leave. | Bureau of Naval<br>Personnel.                      | .....do.....                                                                                                                   |                                                         |
| NAVPERs 322.              | Report of address while on leave.....                                        | Bureau of Naval<br>Personnel.                      | When occurring.....                                                                                                            |                                                         |

# **Sec. 20. REPORTS FROM ALL FLAG AND COMMANDING OFFICERS AFLOAT**

C. N. R. 8, 11, 19, 24

| Letter or NAV-SHIPS 215. | Report of any important service or other matter of interest.                                                                                                                         | Cominch, through force commander if in his presence, or if on detached service, direct. In latter case force commander shall be furnished a copy. | When occurring                                                                  |                                                                                     |
|--------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|
| Letter.....              | Copies of important unexecuted orders.....                                                                                                                                           | Cominch.....                                                                                                                                      | When relieved abroad.....                                                       |                                                                                     |
| OPNAV-ONI 96.            | Barge or other boats transferred.....                                                                                                                                                | Bureau of ships.....                                                                                                                              | When occurring.....                                                             |                                                                                     |
| NAVPERS 309.             | Information, U. S. Navy Regs., Art. 879; O. N. L. 19, Chapt. IV; Monograph Index Guide 1942.                                                                                         | Chief of Naval Operations.....                                                                                                                    | As obtained.....                                                                |                                                                                     |
|                          | Officer qualifications questionnaire.....                                                                                                                                            | Bureau of Naval Personnel.....                                                                                                                    | When commissioned and whenever significant changes in qualifications occur..... |                                                                                     |
| NAVPERS 303.             | Beneficiary Slip.....                                                                                                                                                                | do.....                                                                                                                                           | Upon appointment or change in identity or address of beneficiary.....           | Retain one on board.                                                                |
| NAVPERS 903.             | Beneficiary Slip (Reserve, A-V (N)).....                                                                                                                                             | do (In dup).....                                                                                                                                  | do.....                                                                         | Do.                                                                                 |
| R. P. S. 2.....          | Destruction of secret and confidential publications bearing registered numbers (except Issuing Offices).                                                                             | Chief of Naval Operations (R. P. S.).....                                                                                                         | When occurring.....                                                             |                                                                                     |
| Letter.....              | Important hydrographic information concerning navigation of ship, dangerous obstructions to navigation, etc.                                                                         | Hydrographic Office.....                                                                                                                          | When occurring.....                                                             | Nearest lighthouse inspector in case of temporary deficiency in aids to navigation. |
| R. P. S. 1.....          | Transfer of secret and confidential publications bearing registered numbers.                                                                                                         | Chief of Naval Operations (R. P. S.).....                                                                                                         | do.....                                                                         |                                                                                     |
| OPNAV-CS 233, 234.       | Abstract of commercial traffic and also of Government traffic involving tolls collected aboard ship, substantiated by message copies (when no traffic is handled, report by letter). | do.....                                                                                                                                           | Monthly.....                                                                    |                                                                                     |
| R. P. S. 16.....         | Secret and confidential publications on hand that bear registered numbers.                                                                                                           | do (R. P. S.).....                                                                                                                                | Quarterly.....                                                                  |                                                                                     |
| OPNAVHO 698a.            | List of registered confidential charts and other registered confidential publications of Hydrographic Office.                                                                        | Hydrographic Office.....                                                                                                                          | Annually (31 Dec.) and when relieved of command.....                            |                                                                                     |
| K2.....                  | Report of casualties.....                                                                                                                                                            | 1 to Bureau of Medicine and Surgery.                                                                                                              | When occurring.....                                                             |                                                                                     |
| OPNAV-CS 235.            | Statement of account.....                                                                                                                                                            | Chief of Naval Operations.....                                                                                                                    | Second day of each month.....                                                   | 2.                                                                                  |
| OPNAV-CS 61.             | Duplicate of R. P. voucher.....                                                                                                                                                      | do.....                                                                                                                                           | When used.....                                                                  | 1.                                                                                  |

# Sec. 20. REPORTS FROM ALL FLAG AND COMMANDING OFFICERS AFLOAT—Continued

| Form          | Subject                                                              | To—                       | When                                                                                                                                                                                                              | Copies |
|---------------|----------------------------------------------------------------------|---------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|
| Letter.....   | Report of Inspection and Audit of Naval Communication Service Funds. | Chief of Naval operations | Made monthly to C. O. but forwarded only when irregularities occur or upon detachment, discharge, transfer, death, or desertion of person in charge of NCS funds; or upon request from Chief of Naval Operations. | 2.     |
| Despatch..... | Movement reports.....                                                |                           | When occurring, in accordance with communication instructions.                                                                                                                                                    |        |

## Sec. 21.

## REPORTS FROM SENIOR OFFICER PRESENT AFLOAT

C. N. R. 24.

The senior officer present of a force attached to a fleet shall submit to his commander in chief the following reports. Should the subject of the report be one of which the department should be advised without the delay incidental to transmission through the commander in chief, a duplicate shall be forwarded to the department and the commander in chief advised thereof.

1. When occurring, collision, grounding, or other casualty.
2. When occurring, report of any important service.
3. When occurring, movement reports.

## Sec. 22.

## REPORTS FROM ALL FLAG OFFICERS AFLOAT

C. N. R. 24

|                                      |                                                                                                                     |                                                                        |                                                                          |               |
|--------------------------------------|---------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------|--------------------------------------------------------------------------|---------------|
| Prescribed Forms<br>NAVPERS 353..... | Report of inspection of ships.....<br>Roster of officers on board.....                                              | Cominch.....<br>Bureau of Naval Personnel.....<br>Cominch.....         | When occurring.....<br>Monthly.....<br>Monthly (or at end of operation). | 1 to C. N. O. |
| Letter.....                          | War diary.....<br><i>Prepared by staff paymaster</i>                                                                |                                                                        |                                                                          |               |
| Letter.....                          | Report of inspection of accounts and of supply officer.....                                                         | Bureau of Supplies and accounts.....<br>Bureau of Naval Personnel..... | Quarterly and when directed.<br>Monthly.....                             | 1.            |
| NAVPERS 625.....                     | Summarized report of enlisted personnel by administrative commands charged with distribution of enlisted personnel. |                                                                        |                                                                          |               |
| Letter or Despatch.                  | Total number of passengers on board in entire command.                                                              | Bureau of Naval Personnel.                                             | Annually, 1 Oct.....                                                     |               |

**Sec. 23.**

**REPORTS FROM COMMANDER IN CHIEF**

C. N. R. 24

| Form        | Subject                               | To—                    | When                  | Copies |
|-------------|---------------------------------------|------------------------|-----------------------|--------|
| Letter..... | Report of command (see Art. 699)..... | Secretary of the Navy. | Annually, 1 July..... |        |

**Sec. 24.**

**REPORTS FROM COMMANDING OFFICERS OF ALL SHIPS**

[In addition to those listed from "All flag and commanding officers"]

C. N. R. 10, 11, 17, 18, 19, 24.

| Form                                                   | Subject                                                                                                                           | To—                                        | When                                                                                                                                  | Copies                  |
|--------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------|-------------------------|
| Letter.....                                            | Number of G. O.'s, C. M. O.'s, C. U. S. N. R.'s, C. U. R.'s, C. N. O., and B.'s, or other bureau or office publications required. | Bureau or office concerned.                | When change in number is desirable.                                                                                                   |                         |
| Form.....                                              | Ship characteristics card.....                                                                                                    | Chief of Naval Operations.<br>Cominch..... | Annually on 1 Jan. and when changes occur.<br>When occurring.....                                                                     | 1 to S. and A.          |
| Letter.....                                            | Report of full power, endurance, and smoke-prevention runs.                                                                       |                                            |                                                                                                                                       |                         |
| NAVPERS 623..                                          | Report of musicians.....                                                                                                          | Bureau of Naval Personnel.                 | Quarterly.....                                                                                                                        |                         |
| NAVSHIPS 176..                                         | Report of Hull Board (surface vessels only).....                                                                                  | Bureau of Ships.....                       | Submit at end of each overhaul and interim overhaul, provided 6 months or more have elapsed since last report.<br>When occurring..... |                         |
| Letter.....                                            | Losses of anchors or chains.....                                                                                                  | do.....                                    | do.....                                                                                                                               |                         |
| NAVSHIPS 223..                                         | Report of docking, when docked elsewhere than at navy yard.                                                                       | Bureau of Ships through SOP                | do.....                                                                                                                               |                         |
| Letter.....                                            | Changes in power-boat machinery, giving type and number of the engine, as may be applicable with Bureau registry number of hull.  | Bureau of Ships.....                       | As occurring.....                                                                                                                     | 1 to bureau concerned.  |
| NAVSHIPS 329..                                         | Radio direction finder deviation curve, after each calibration of radio direction finders.                                        | do.....                                    | After each calibration of radio direction finder.                                                                                     | 1 to home yard of ship. |
| Chart constructed with original data and computations. | Surveys of shoals, harbors, or dangers to navigation discovered or inaccurately charted.                                          | Hydrographic Office.                       | When occurring.....                                                                                                                   |                         |
| Chart showing traverse made and sounding taken.        | Investigation when in vicinity of suspected dangers, of indication of shoal water, or dangers not charted.                        | do.....                                    | do.....                                                                                                                               |                         |

Sec. 24.

REPORTS FROM COMMANDING OFFICERS OF ALL SHIPS—Continued

| From                        | Subject                                                                                          | To—                                         | When                                                                                                                     | Copies                                                                                        |
|-----------------------------|--------------------------------------------------------------------------------------------------|---------------------------------------------|--------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------|
| No form or letter required. | Ship or station paper.....                                                                       | Bureau of Naval Personnel.                  | When published.....                                                                                                      |                                                                                               |
| Letter.....                 | Report of passengers carried and authority.....                                                  | do.....                                     | When occurring.....                                                                                                      |                                                                                               |
| NAVPERS 110..               | Exhibition and transfer report of motion picture programs.....                                   | United States Navy Motion Picture Exchange. | Upon transfer.....                                                                                                       |                                                                                               |
| NAVSHIPS 1101..             | Compass record book.....                                                                         | Bureau of Ships.....                        | On going out of commission.                                                                                              |                                                                                               |
| NAVSHIPS 701..              | Ship's chronometer record.....                                                                   | Naval Observatory.                          | With chronometer.....                                                                                                    |                                                                                               |
| NAVSHIPS 701A..             | Ship's mounted chronometer watch and chronometer watch record.....                               | do.....                                     | With instrument.....                                                                                                     |                                                                                               |
| NAVSHIPS 1106, 1102..       | Compass reports for all compasses installed, with all correctors removed and after compensation. | Bureau of Ships.....                        | At first opportunity after commission, when crossing magnetic equator, and as soon after target practice as practicable. |                                                                                               |
| NAVSHIPS 1106, 1102..       | Compass reports for all compasses, with all correctors removed and after compensation.           | do.....                                     | When extensive alterations have taken place in vicinity of magnetic compasses causing changes in magnetic surroundings.  |                                                                                               |
| NAVPERS 629..               | Report on divers (only from ships having divers on board).                                       | Bureau of Naval Personnel.                  | Quarterly.....                                                                                                           | 2                                                                                             |
| NAVPERS 603..               | Shipping articles, U. S. N., and U. S. N. R.....                                                 | do.....                                     | When enlistments are made.                                                                                               |                                                                                               |
| NAVPERS 604..               | Agreement to extend enlistments.....                                                             | do.....                                     | When occurring.....                                                                                                      |                                                                                               |
| NAVPERS 641..               | Report of return of deserter.....                                                                | do.....                                     | do.....                                                                                                                  |                                                                                               |
| NAVPERS 352..               | Report of officers reported, detached or orders received.                                        | do.....                                     | do.....                                                                                                                  |                                                                                               |
| NAVPERS 684..               | Request for waiver of applicants for enlistment.....                                             | do.....                                     | do.....                                                                                                                  |                                                                                               |
| NAVPERS 605b..              | Report of changes (Muster Roll).....                                                             | do.....                                     | Upon sailing from one port for another; monthly.                                                                         |                                                                                               |
| NAVPERS 605b..              | Enlisted passengers.....                                                                         | do.....                                     | Upon sailing from one port for another; arriving at destination.                                                         |                                                                                               |
| NAVPERS 605c..              | Nonenlisted passengers (Muster Roll).....                                                        | Bureau of Naval Personnel.                  | Upon sailing; arriving at destination.                                                                                   |                                                                                               |
| NAVPERS 660..               | Honorable discharge.....                                                                         | do.....                                     | Upon enlistment within 3 months of discharge.                                                                            | Original Navpers 660 to be indorsed by supply officers as to payment of enlistment allowance. |
| NAVPERS 680..               | Fingerprint record.....                                                                          | do.....                                     | When first enlistments are made.                                                                                         |                                                                                               |

|                                                                         |                                                                                                                                       |                                                                 |                                                                                                                                       |                                                                                                                                         |
|-------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------|
| NAVPER 601,<br>902                                                      | Service records, U. S. N. and U. S. N. R.                                                                                             | do                                                              | When men are discharged, die, or desert, or when transferred to the Fleet Reserve, or retired. Daily at sea under certain conditions. | 1 copy to Bureau of Aeronautics from Fleet Air Wings. 1 copy to administrative command charged with distribution of enlisted personnel. |
| Weather Bureau forms.                                                   | Meteorological reports (see art. 1023 (2)).                                                                                           | Government Observer, Washington, D. C. or San Francisco, Calif. | Daily or when transfer is made.                                                                                                       | Keep 1 certified copy for ship's files.                                                                                                 |
| NAVPER 601,<br>902.                                                     | Service records, U.S.N., U.S.N.R.                                                                                                     | Vessel or station to which man is transferred.                  | Quarterly from ships on foreign stations. Monthly from all other ships.                                                               | Do.                                                                                                                                     |
| NAVPER 602.                                                             | Report of enlisted personnel                                                                                                          | Bureau of Naval Personnel.                                      | After 2 years or on de-commissioning. On demand (art. 997 (2) (d).)                                                                   | Keep 1 certified copy for ship's files.                                                                                                 |
| NAVSHIPS 117 (surface ships)<br>NAVSHIPS 137,<br>138, 139, 140,<br>141. | Engineering log.                                                                                                                      | Bureau of Ships                                                 | After 2 years or on de-commissioning.                                                                                                 | Do.                                                                                                                                     |
| NAVSHIPS 118.                                                           | Engineering log.                                                                                                                      | Any naval court or board.                                       | do                                                                                                                                    |                                                                                                                                         |
|                                                                         | Engineer's bell book.                                                                                                                 | Bureau of Ships                                                 | Monthly                                                                                                                               |                                                                                                                                         |
|                                                                         | Quartermaster's notebook.                                                                                                             | Buyers                                                          | When filled.                                                                                                                          |                                                                                                                                         |
| NAVPER 132.                                                             | Rough Deck Log.                                                                                                                       | do                                                              |                                                                                                                                       |                                                                                                                                         |
|                                                                         | Smooth Deck Log.                                                                                                                      | Bureau of Naval Personnel via commandant of naval district.     |                                                                                                                                       |                                                                                                                                         |
|                                                                         | Deck Log (for patrol type vessels attached to a naval district).                                                                      | Bureau of Ships                                                 |                                                                                                                                       |                                                                                                                                         |
| NAVSHIPS 113.                                                           | Steady run data.                                                                                                                      |                                                                 | For 3 years after commissioning and after full payee trials.                                                                          |                                                                                                                                         |
| Letter or NAVPER 606.                                                   | Special report of landing party under arms (other than for drill or parade purposes).                                                 | Bureau of Naval Personnel.                                      | When occurring.                                                                                                                       |                                                                                                                                         |
| Letter or NAVPER 333.                                                   | Roster of officers on board.                                                                                                          | do                                                              | Monthly, on first.                                                                                                                    |                                                                                                                                         |
| Letter.                                                                 | Priority of detachment list; officers. (By all commanding officers afloat except local defense and sea frontier craft).               | do                                                              | Quarterly.                                                                                                                            | In duplicate: 1 copy to BuAer from comdr. air squadrons.                                                                                |
| NAVSHIPS 111.                                                           | Quarterly synopsis sheet, plus special data sheets indicated therein. (Not submitted by submarine or vessel covered by NAVSHIPS 110). | Bureau of Ships                                                 | Within 15 days after end of quarter.                                                                                                  | 1 (original only).                                                                                                                      |
| NAVSHIPS 1109.                                                          | Inventory of gyrocompass equipment.                                                                                                   | do                                                              | Semiannually on 30 June and 31 Dec.                                                                                                   |                                                                                                                                         |

## Sec. 24. REPORTS FROM COMMANDING OFFICERS OF ALL SHIPS—Continued

| Form                 | Subject                                                                      | To—                        | When                                                                       | Copies                                                    |
|----------------------|------------------------------------------------------------------------------|----------------------------|----------------------------------------------------------------------------|-----------------------------------------------------------|
| NAVPER 605,<br>605a. | Muster roll                                                                  | Bureau of Naval Personnel. | Quarterly, when crew is relieved during commissioning; upon commissioning. |                                                           |
| NAVPER 120.          | Monthly Summary Engineering Performance.                                     | Cominch.                   | Quarterly                                                                  |                                                           |
| Letter.              | Quarterly statement of allotment, "Welfare and Recreation, Navy."            | Bureau of Naval Personnel. | Quarterly                                                                  |                                                           |
| Letter.              | Annual census enlisted personnel.                                            | Bureau of Ships.           | Annually, 31 Dec.                                                          | 1.                                                        |
| Prescribed form.     | Report of equalizers for Audifren Singum lte machines when proven defective. | Cominch.                   | As occurring                                                               |                                                           |
| Prescribed form.     | Annual report small arms target practice.                                    | Cominch.                   | When occurring                                                             |                                                           |
| NAVSHIPS 1107.       | Inventory of compasses                                                       | Bureau of Ships.           | Annually, or upon completion of last practice of fiscal year.              |                                                           |
| NAVSHIPS 1104.       | Deviation tables of all compasses                                            | do.                        | At first opportunity after commissioning and annually on 30 June.          | 1 copy.                                                   |
| Prescribed form.     | Tactical data, Sheets 1 and 2                                                | Cominch.                   | When changes occur.                                                        |                                                           |
| NAVSHIPS 1103.       | Inventory of navigational instruments                                        | Bureau of Ships.           | To be submitted only on request by the bureau.                             |                                                           |
|                      | <i>Prepared by gunnery officer afloat.</i>                                   |                            |                                                                            |                                                           |
| NAVORD 1.            | Requisition for Bureau of Ordnance blank forms (allot).                      | Bureau of Ordnance         | When necessary                                                             |                                                           |
| NAVORD 29.           | Gun card.                                                                    | do.                        | Annually, 1 July, and for changes.                                         | Original with transferred materials, 2 copies to BuOrd.   |
| NAVORD 40.           | Gun mount card                                                               | do.                        | do.                                                                        | Do.                                                       |
| NAVORD 41.           | Powder card—service ammunition                                               | do.                        | do.                                                                        | Do.                                                       |
| NAVORD 41a.          | Powder card—target practice ammunition                                       | do.                        | do.                                                                        | Do.                                                       |
| NAVORD 41b.          | Small arms ammunition                                                        | do.                        | do.                                                                        | Do.                                                       |
| NAVORD 42.           | Projectile card—service ammunition                                           | do.                        | do.                                                                        | Do.                                                       |
| NAVORD 42a.          | Projectile card—target practice ammunition                                   | do.                        | do.                                                                        | Do.                                                       |
| NAVORD 43a.          | Fire-control card                                                            | do.                        | do.                                                                        | In duplicate to BuOrd; copy with transferred instruments. |
| NAVORD 51b.          | Fire control card (optional)                                                 | Bu. of Ordnance            | Annually, 1 July, and for changes.                                         | In duplicate to BuOrd; copy with transferred instruments. |
| NAVORD 52.           | Service record of torpedo                                                    | Officer receiving torpedo. | Kept with torpedo.                                                         |                                                           |
| NAVORD 54.           | Star gage report.                                                            | Bu. of Ordnance            | Annually, and special                                                      |                                                           |

|                 |                                                                                                          |                                                          |                                                                       |                                                                                                               |
|-----------------|----------------------------------------------------------------------------------------------------------|----------------------------------------------------------|-----------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------|
| NAVORD 87...    | Smokeless powder test card—service ammunition.                                                           | do                                                       | Monthly, quarterly, semi-annually, and special.                       | Original with transferred material; copy to BuOrd.                                                            |
| NAVORD 87a...   | Smokeless powder test card—target practice ammunition.                                                   | do                                                       | do                                                                    | Do.                                                                                                           |
| NAVORD 69...    | Torpedo equipment.                                                                                       | Bu. Ordnance and officer receiving articles transferred. | Annually, 1 July, and for changes.                                    | 1 to BuOrd; 1 to Naval Torpedo Station, Newport, R. I., and Keyport, Washington; 1 with transferred material. |
| NAVORD 70...    | Ordnance equipment card.                                                                                 | Bu. of Ordnance.                                         | do                                                                    | Original with transferred material; 2 copies to BuOrd.                                                        |
| NAVORD 85...    | Report of errata and lost torpedoes.                                                                     | Bu. of Ordnance via official channels.                   | When necessary.                                                       | Original to BuOrd.                                                                                            |
| NAVORD 146...   | Aviation ordnance bomb and bomb fuze card.                                                               | Bu. of Ordnance.                                         | Quarterly, last day each quarter.                                     |                                                                                                               |
| NAVORD 146...   | Aviation ordnance bomb sight, stabilizers, and stabilized bombing approach equipment card.               | do                                                       | See Section 10E1 BuOrd Manual.                                        |                                                                                                               |
| NAVORD 147...   | Unsatisfactory or defective aviation ordnance equipment and/or ammunition.                               | do                                                       | When occurring.                                                       |                                                                                                               |
| NAVORD 157...   | Ordnance material replacement card.                                                                      | do                                                       | Annually, 1 July.                                                     | In duplicate.                                                                                                 |
| NAVORD 168...   | Bomb-sight log.                                                                                          | do                                                       | Kept with bombsight.                                                  |                                                                                                               |
| NAVORD 171...   | Check on errors of elevating and training gun attachments and indicators.                                | do                                                       | See form.                                                             |                                                                                                               |
| NAVORD 177a...  | Data on facilities of vessels for torpedo overhaul.                                                      | do                                                       | Upon commissioning with corrections to be submitted as changes occur. | Only for vessels having torpedo overhaul equipment.                                                           |
| NAVORD 180...   | Mine card.                                                                                               | With transferred material.                               | Annually, 1 July, and when changes occur.                             | Copy to BuOrd.                                                                                                |
| NAVORD 181...   | Depth charge card.                                                                                       | do                                                       | do                                                                    | Do.                                                                                                           |
| NAVORD 182...   | Torpedo overhauling sheet.                                                                               | do                                                       | Retained in ship's files.                                             |                                                                                                               |
| NAVORD 187...   | Report of demolition material.                                                                           | do                                                       | Annually, 1 July, and for changes.                                    |                                                                                                               |
| NAVSANDA 43...  | Requisition adfoat (not in excess).                                                                      | do                                                       | When necessary.                                                       |                                                                                                               |
| NAVSANDA 44...  | Requisition adfoat (in excess).                                                                          | do                                                       | do                                                                    |                                                                                                               |
| NAVSANDA 71...  | Receipt and expenditure invoice.                                                                         | do                                                       | When going out of commission. (See Art. 2B15 (c), Bu. Ord. Manual.)   |                                                                                                               |
| NAVSANDA 154... | Survey request, report and expenditure.                                                                  | do                                                       | When necessary.                                                       |                                                                                                               |
| Letter...       | Overheating of powder (100° F.).                                                                         | do                                                       | do                                                                    | Original to Chief of Naval Operations; copy to BuOrd.                                                         |
| Letter...       | Report of Ordnance work to be undertaken by the ship's force during a visit to a Navy Yard for overhaul. | do                                                       | do                                                                    | 1.                                                                                                            |
| NAVAER 3142...  | Arresting Gear Crash and Damage Report (Ships equipped with arresting gear only).                        | Bu. of Aeronautics.                                      | When considered desirable by C. O.                                    |                                                                                                               |
| NAVAER 3143...  | Quarterly Carrier Operation Report (Ships equipped with arresting gear only).                            | do                                                       | Quarterly if considered desirable by C. O.                            | 1.                                                                                                            |

## Sec. 25.

## REPORTS FROM SUBMARINE DIVISION COMMANDERS

C. N. R. 24

| Form          | Subject                 | To—                       | When                                                              | Copies |
|---------------|-------------------------|---------------------------|-------------------------------------------------------------------|--------|
| NAVPERS 354   | Roster of officers..... | Bureau of Naval Personnel | First day of the month.....                                       |        |
| Despatch..... | Movement reports.....   |                           | When occurring (in accordance with communication instructions). . |        |

## Sec. 26.

## REPORTS FROM COMMANDING OFFICERS OF SUBMARINES

C. N. R. 24

[In addition to those listed under Commanding officer of all ships]

|                 |                                                        |                      |                                                                                                                 |                                |
|-----------------|--------------------------------------------------------|----------------------|-----------------------------------------------------------------------------------------------------------------|--------------------------------|
| Form H-I-S..... | Report of submarine patrol.....                        | Cominch.....         | When occurring.....                                                                                             | Copies as directed by Cominch. |
| NAVSHIPS 605    | Report on electric plant data for submarines.....      | Bureau of Ships..... | On commissioning, when changes occur, and when directed.                                                        | 1.                             |
| NAVSHIPS 179    | Quarterly report inspection hull and C. & R. material. | do.....              | Submit at end of each overhaul and interim overhaul provided six months or more have elapsed since last report. |                                |
| NAVSHIPS 110b   | Engineering performance record.....                    | do.....              | Monthly                                                                                                         |                                |

## Sec. 27.

## REPORTS FROM COMMANDING OFFICER, RECEIVING SHIPS, RECEIVING BARRACKS

C. N. R. 18, 24

[In addition to those listed under Commanding officers of all ships]

|                         |                                                                      |                                 |                               |                                           |
|-------------------------|----------------------------------------------------------------------|---------------------------------|-------------------------------|-------------------------------------------|
| NAVPERS 625             | Report of men available on board.....                                | Bureau of Naval Personnel.      | Weekly.....                   | 1 to Commander Service Force Subord-comd. |
| Special form.....       | Personnel memorandum for the Surgeon General (receiving ships only). | Bureau of Medicine and Surgery. | Weekly, week ending Saturday. | 1.                                        |
| Addenda to NAVPERS 625. | Report of vacancies in crews assembling for ships fitting out.       | Bureau of Naval Personnel.      | Weekly.....                   | 1 to commandant of naval district.        |
| Addenda to NAVPERS 643. | Prisoners and detentioners.....                                      | do.....                         | do.....                       | 1.                                        |

Sec. 28.

REPORTS FROM COMMANDING OFFICER, MARINE DETACHMENT AFLOAT, VIA  
COMMANDING OFFICER

C. N. R. 24

|                      |                                                                                           |                                                                                                             |                                                 |                                                                                                         |
|----------------------|-------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------|-------------------------------------------------|---------------------------------------------------------------------------------------------------------|
| NAVMC 5.....         | Copy of reward offered.....                                                               | The Commandant and the Quartermaster, U. S. Marine Corps.                                                   | When occurring.....                             |                                                                                                         |
| NAVMC 512.....       | Memorandum of summary court-martial.....                                                  | The Commandant, U. S. Marine Corps.                                                                         | do.....                                         |                                                                                                         |
| NAVMC 512.....       | Memorandum of deck court.....                                                             | do.....                                                                                                     | do.....                                         |                                                                                                         |
| NAVMC 90.....        | Statement of account as closed for discharge or retirement.                               | Commanding Officer for Supply officer.                                                                      | do.....                                         |                                                                                                         |
| NAVMC 90.....        | Pay accounts of men who die or desert and of general court-martial prisoners transferred. | Commanding officer of ship for supply officer.                                                              | do.....                                         |                                                                                                         |
| NAVMC 541 rev.....   | Report of target practice, army course.....                                               | The Commandant, U. S. Marine Corps.                                                                         | do.....                                         |                                                                                                         |
| NAVMC 107, 107a..... | Muster roll.....                                                                          | do.....                                                                                                     | Monthly.....                                    |                                                                                                         |
| NAVMC 436.....       | Report of deposits by enlisted men.....                                                   | Paymaster of the corps through supply officer of the ship.                                                  | do.....                                         |                                                                                                         |
| NAVMC 690.....       | Report of allotments registered for marines by officers of the Supply Corps.              | Paymaster of the corps through supply officer of the ship.                                                  | Monthly.....                                    |                                                                                                         |
| NAVMC 432.....       | Third copy of pay roll of enlisted men of the Marine Corps.                               | Paymaster of the corps through the commanding officer and supply officer of ship and Supplies and Accounts. | do.....                                         |                                                                                                         |
| NAVMC 432.....       | Pay roll of enlisted men accompanied by necessary vouchers.                               | Commanding officer of ship for supply officer.                                                              | do.....                                         | 2.                                                                                                      |
| NAVMC 20.....        | Balance sheet, money value of property remaining on hand.                                 | Quartermaster of the corps.                                                                                 | Annually and at change of accountable officers. | For clothing and all other property carried on the Marine Corps property return except fuel and forage. |

| Form                                       | Subject                                                                                                                                           | To—                                                           | When                                                                                                    | Copies |
|--------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------|---------------------------------------------------------------------------------------------------------|--------|
| NAVORD 33,<br>49, 70.<br>Letter paper..... | Return of ordnance and ordnance equipment and stores, the property of the Bureau of Ordnance.<br>Certificate of balances of property on hand..... | Commanding officer for gunnery officer.<br>Quartermaster..... | Annually 1 July and when changes occur.<br>30 June and 31 Dec., also on change of accountable officers. | 1.     |

Note: Pages 745-750 are blank.