**ORDER**

U.S. DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION

WP 1330.6O
LETTER

**WESTERN-PACIFIC REGION**

12/6/93

SUBJ: WESTERN-PACIFIC REGION FORMS CATALOG AS OF DECEMBER 3, 1993

1. **PURPOSE**. This order transmits the Western-Pacific Region (WP) forms catalog.

2. **DISTRIBUTION**. This order is distributed to section level and above in the Regional Headquarters and one copy to each field office and facility in the Western-Pacific Region.

3. **CANCELLATION**. WP Order 1330.6N, Western-Pacific Region Forms Catalog, dated 2/27/90 is canceled.

4. **NEW OR REVISED FORMS**. Forms which have been completed during the cataloguing period are identified in Appendix 1 by an asterisk (*). The asterisk denotes that the form was either revised or newly issued since the issuance of the last catalog. If the form was revised, users should check for changes in form title, stocking point, or unit of issue. This information may be helpful in future ordering of forms.

5. **GENERAL**.

a. Office of Primary Responsibility (OPR) Form Reviews-Division/Office Forms Representatives. Use Appendix 2 to review forms originated in each office for continued need. Take special care to check on forms stocked by the OPR. Submit Stop Orders, FAA Form 1330-4, to AWP-42, Regional Forms Management Officer, for forms which are no longer required and can be canceled.

b. Canceled Forms Stock. No WP Forms were canceled since the last issuance of this catalog.

c. Forms Supply. The majority of WP forms are stocked in the Stock Room, AWP-52; however, there are some forms retained by the Office of Primary Responsibility (OPR). That information is given in the column identified as "Stock." Check this column before ordering forms.

Distribution: A-X-4; A-F0F-0 (1 copy each)

Initiated By: AWP-40

6. **DESCRIPTION OF CATALOG**. The catalog is composed of three appendices as follows:

(a) Appendix 1, Numeric Listing of WP Forms

(b) Appendix 2, WP Forms listed by OPR

(c) Appendix 3, Current Overprint Forms

7. **CATALOG IMPROVEMENTS**. Users are encouraged to assist in keeping the catalog information a current as possible by advising AWP-42 of any discrepancies., Catalog improvements may be submitted to AWP-42, through your Division Forms Representatives.

8. **FURTHER INFORMATION**. Further information about the forms program may be obtained in FAA Order 1330.1A, Forms Management, and WP Order 1330.9A, Regional Forms Management.

Richard G. Cambra
Manager, Financial and Management Resources Division

# APPENDIX 1
# WESTERN-PACIFIC REGION FORMS CATALOG
# NUMERICAL LISTING
# AS OF DECEMBER 3, 1993

| WP FORM NO. | DATE | FORM TITLE | OPR | UI | STOCK |
|---|---|---|---|---|---|
| | | | | | |
| 1110-002 | May-85 | WP-FSSCOM Suggestion | 540 | SH | 052 |
| 1200-001 | Apr-84 | Incoming-INT'L Participants & Visitors | 004 | SH | 004 |
| 1200-013 | Aug-83 | Honorary Air Traffic Control Specialist | 500 | CD | 052 |
| 1200-014 | Dec-83 | Aviation Education Activity Report | 005 | SH | 052 |
| 1210-006 | Dec-83 | Freedom Of Information Act Request Report | 007 | SH | 007 |
| | | | | | |
| 1320-002 | Oct-73 | Directives Route Slip | 042 | SH | 052 |
| 1330-001 | Oct-68 | Forms Register | 042 | CD | 042 |
| 1340-001 | Dec-73 | Reports Listing By Identification Symbol | 042 | SH | 042 |
| 1340-002 | Jul-85 | Reports Register | 042 | CD | 042 |
| 1350-004 | May-85 | Request Under The Freedom Of Information Act | 007 | SH | 052 |
| | | | | | |
| 1350-008 | Oct-82 | Privacy Act Information Request | 042 | SH | 052 |
| 1350-009 | Apr-89 | WP-Records Transmittal And Receipt (Detailed List) | 042 | SH | 052 |
| 1350-010 | May-85 | Consent For Release Of Personal Information | 040 | SH | 052 |
| 1350-011 | May-85 | Disclosure Of Personal Information | 042 | SH | 052 |
| 1350-012 | May-85 | Notification--Amend Of A Record Under Privacy Act | 040 | SH | 052 |
| | | | | | |
| 1350-013 | Oct-82 | Notification Of Initial Refusal To Amend A Record | 042 | SH | 052 |
| 1350-014 | Oct-82 | Notification Of Initial Refusal To Grant Access | 042 | SH | 052 |
| 1350-015 | Oct-82 | Notification-Records Made Avail. Under Compulsory | 042 | SH | 052 |
| 1360-002 | Apr-84 | Regional Administrator's Incoming Mail Summary | 001 | SH | 001 |
| 1360-006 | Dec-83 | Word Processing Document Tracking Slip | 042 | SH | 052 |
| | | | | | |

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| | WP FORM NO. | DATE | FORM TITLE | OPR | UI | STOCK |
|---|---|---|---|---|---|---|
| | | | | | | |
| | 1360-007 | Nov-83 | Daily Log Sheet | 042 | SH | 052 |
| | 1360-016 | Jun-83 | AFD, Estab. ENG'RG Branch, Alert Memo | 450 | PD | 052 |
| | 1360-017 | Aug-85 | Administrator's Hotline Item Backer | 042 | CD | 042 |
| | 1370-039 | Feb-71 | Computer Magnetic Tape Reel Number Label | 043 | SH | 043 |
| | 1370-040 | Dec-81 | Computer Magnetic Tape Data Identification Label | 043 | SH | 043 |
| | | | | | | |
| | 1370-053 | May-84 | Monthly Personnel Action Dates | 043 | SH | 043 |
| | 1370-074 | Dec-81 | External Disc Pac Label | 043 | SH | 043 |
| | 1370-076 | Nov-84 | FILE/DATA BASE Description | 043 | SE | 043 |
| | 1370-078 | Aug-86 | Data General User Authorization | 043 | SE | 052 |
| | 1370-079 | Nov-86 | Quarterly IRMP Progress Report | 423 | SH | 052 |
| | | | | | | |
| | 1380-001 | Jul-69 | Task Log | 043 | SH | 043 |
| * | 1500-001 | May-84 | Verification Of Government Travel Requests (GTRS) | 020 | SH | 052 |
| | 1500-010 | Aug-85 | Airline Ticket Request | 053 | Sh | 052 |
| * | 1500-013 | Apr-87 | MEMO:Travel Expense Voucher Suspension | 020 | SH | 052 |
| | 1500-021 | Mar-85 | Continuous Travel Record | 020 | CD | 052 |
| | | | | | | |
| | 1500-027 | Feb-82 | WP-Request For Travel Benefits | 020 | SH | 052 |
| | 1500-028 | May-83 | Travel Information On Home Leave | 020 | SH | 052 |
| | 1500-031 | Mar-85 | Transportation Request Accountability Record | 020 | SH | 052 |
| | 1500-032 | Feb-86 | Employee Address Card For Mailing All Travel Pymts | 020 | SH | 052 |
| | 1500-033 | Jul-86 | Covered Taxable Reimbursements Calculation Form | 020 | SH | 052 |
| | | | | | | |

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|---|---|---|---|---|---|
| | | | | | |
| 1520-006 | Jul-83 | Employee Data For Movement Of Household Effects | 055 | SH | 052 |
| 1520-007 | Jan-90 | Relocation Services Authorization | 052 | SH | 052 |
| 1600-026 | Apr-82 | X-RAY Inspection Report | 720 | SH | 052 |
| 1600-047 | Jul-85 | Interview Log | 710 | SH | 700 |
| 1600-048 | Jul-85 | Chain Of Custody Receipt | 710 | SH | 700 |
| | | | | | |
| 1600-051 | Jul-85 | Warnings As To Rights | 710 | SH | 700 |
| 1600-052 | Jul-85 | Statement Preamble (Employee) | 710 | SH | 700 |
| 1600-053 | Jul-85 | Statement Preamble (Witness) | 710 | SH | 052 |
| 1600-060 | Apr-82 | Review Of NACI Investigative File | 700 | SH | 700 |
| 1600-061 | Apr-82 | Securtty Clearance Transmittal | 710 | SH | 700 |
| | | | | | |
| 1600-062 | Nov-82 | Unmanned Facility Security Inspection Checklist | 710 | SH | 052 |
| 1600-063 | Jun-83 | Request For NACI | 710 | SH | 700 |
| 1600-064 | Feb-89 | Key Control Card | 405 | CD | 052 |
| 1650-001 | Sep-83 | Walk-Thru Weapons Detector Evaluatuion-Two Gun Kit | 720 | SH | 052 |
| 1650-002 | May-85 | Security Summary (RIS:ACS 1600-20) | 700 | SH | 052 |
| | | | | | |
| 1650-003 | Mar-88 | CAT III Unmanned Facility Physical Security | 710 | SH | 52 |
| 1655-001 | Aug-82 | Hazardous Materials Shipping Checklist | 711 | SH | 700 |
| 1700-006 | Jun-89 | RO Environmental Report | 050 | SE | 052 |
| 1720-004 | Apr-84 | Printing Request | 052 | SE | 052 |
| 1720-006 | Mar-85 | Contract Job Order | 052 | PD | 052 |
| | | | | | |

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| | WP FORM NO. | DATE | FORM TITLE | OPR | UI | STOCK |
|---|---|---|---|---|---|---|
| | | | | | | |
| | 1720-012 | May-85 | FAA, ADP Contract Order | 043 | SE | 043 |
| | 1720-1-1 | May-84 | Form Request | 042 | SE | 052 |
| | 1770-004 | Feb-67 | AREA BE, Incoming Number Sheet | 006 | SH | 052 |
| | 1770-013 | May-68 | Transmittal Message Number Log | 006 | SH | 052 |
| | 1770-022 | Apr-84 | Duty Officer's Situation Report | 006 | SH | 006 |
| | 1770-024 | Mar-85 | Certified Mail | 052 | SH | 052 |
| | 1770-025 | Mar-85 | Registered Mail | 052 | SH | 052 |
| | 1770-027 | Dec-86 | Priority Yellow Mail Pouch | 043 | SE | 043 |
| | 1800-027 | Jul-83 | Evaluation Follow-Up Report | 405 | SH | 405 |
| * | 1800-028 | Oct-92 | Rehost Change Proposal | 500 | SH | 500 |
| * | 1800-029 | Oct-92 | Rehost Program Technical Report | 500 | SH | 500 |
| | | | | | | |
| * | 1800-030 | Oct-92 | Rehost Hardware Discrepancy Report | 500 | SH | 500 |
| | 1880-002 | Dec-83 | Logistics Division Notes | 052 | SH | 052 |
| | 2150-002 | Sep-85 | Reply To Notice Of Proposed Certificate Action | 007 | SH | 007 |
| | 2150-009 | Sep-85 | Certified Mail-Return Receipt Requested | 007 | SH | 007 |
| | 2150-018 | Jul-87 | Enforcement Report Rough Draft Format | 250 | SE | 052 |
| | | | | | | |
| | 2500-005 | May-82 | Budget Progress On F&E Projects | 422 | SH | 052 |
| | 2500-007 | May-83 | Stmts Of Reqmts For Use-Rental &/or FAA Pool Airc. | 221 | SE | 052 |
| | 2700-007 | Nov-83 | Notice Of Misc. Obligations or Change in Oblig. | 020 | SH | 044 |
| | 2700-037 | May-83 | Draft Bill For Refunds | 020 | SH | 044 |
| * | 2700-047 | Jul-85 | Fed. Income Tax Withheld Change of Station Vouch. | 020 | SH | 052 |
| | | | | | | |

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|---|---|---|---|---|---|---|
| | | | | | | |
| * | 2700-051 | May-89 | Invoice Returned For Additional Information | 020 | SH | 044 |
| * | 2700-057 | Jul-85 | Notice Of Suspended Or Disallowed Items | 020 | SH | 044 |
| | 2700-059 | Nov-83 | Batch Control Ticket | 020 | SH | 044 |
| | 2700-060 | Oct-80 | General Accounting - Data Entry Sheet | 020 | SH | 044 |
| | 2700-062 | Jan-83 | Accounting Data Correction Notice | 020 | SH | 044 |
| | | | | | | |
| | 2700-063 | Nov-83 | F&E Labor Distribution Report | 020 | SH | 044 |
| | 2700-064 | Aug-85 | F&E Project Master | 020 | SH | 044 |
| | 2700-069 | Nov-82 | Request For Receiving Report | 020 | SH | 044 |
| | 2700-078 | Feb-83 | Request For SF-44 | 020 | SH | 052 |
| | 2700-081 | Jun-86 | Deposit Information Worksheet | 020 | SH | 052 |
| | 2700-083 | Feb-82 | Travel Claims Inventory | 020 | SH | 052 |
| | 2700-084 | Nov-87 | Employee Clearance Record | 020 | SH | 052 |
| | | | | | | |
| | 2700-085 | Mar-85 | Imprest Fund Data Entry Sheet | 020 | SH | 052 |
| | 2700-088 | Jul-86 | Operations Reimbursable Agreement Cost Recovery RP | 020 | SH | 052 |
| | 2700-097 | Nov-83 | RCS Prior Balance Form Letter | 020 | SH | 052 |
| | 2700-102 | May-84 | Travel Vouchers Sampled | 020 | Sh | 052 |
| | 2700-103 | Dec-84 | Check Cancellation Request | 020 | SH | 052 |
| | | | | | | |
| | 2700-111 | Apr-84 | Documentation Of Year-End Travel And Trans. Oblig. | 020 | SH | 052 |
| | 2700-112 | Jun-84 | Bill Of Collection | 020 | SH | 052 |
| | 2700-113 | Nov-83 | UAS Recurring Charge Master | 020 | SH | 052 |
| | 2700-114 | Nov-83 | TDY Obligation & Payment Record | 020 | SH | 052 |

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|---|---|---|---|---|---|---|
| | | | | | | |
| | 2700-115 | Nov-88 | PCS Obligation & Payment Record | 020 | SH | 052 |
| | | | | | | |
| | 2700-116 | Feb-84 | Table T-16/SSN Input Form | 020 | SH | 052 |
| | 2700-117 | Apr-84 | Validation Of Yr-End TDY Travel & Trans. Oblig. | 020 | SH | 052 |
| | 2700-118 | Jul-88 | Record Of Cash Receipts | 020 | SH | 052 |
| | 2700-119 | May-90 | AWP-26 Batch Header | 26 | SH | 26 |
| * | 2700-120 | Feb-91 | Request for Cost Center Code Update | 20 | SH | 20 |
| | | | | | | |
| | 2730-005 | Apr-83 | Employee Salary Check & W-2 Home Mailing Address | 020 | SH | 052 |
| | 2730-107 | Aug-84 | Transmittal Of FAA FM 2730-68-1, Amended T&A | 020 | SH | 052 |
| * | 2730-108 | Feb-92 | Certification Of Court Attendance | 020 | SH | 052 |
| | 2750-001 | Jan-83 | Req. For Purchase Info. (Delay in Pymt Notice) | 020 | SH | 052 |
| * | 2770-002 | Sep-90 | Imprest Fund Cash Verification | 020 | SH | 52 |
| * | 2770-003 | Feb-92 | Emergency or Partial Salary Payment Authorization | 20 | SH | 20 |
| | 3000-019 | Jan-83 | Audio/Visual Order Form | 017 | SH | 052 |
| | 3000-019-001 | Jan-83 | Audio/Visual Condition Feedback Form | 017 | SH | 052 |
| | | | | | | |
| | 3000-020 | Dec-87 | Certificate & Official Personnel Record | 010 | SE | 052 |
| | 3100-012 | Oct-83 | Documentation Of Training Progress Evaluation | 540 | SH | 052 |
| | 3120-017 | Jul-83 | ATC Qualification Training Evaluation | 520 | SH | 052 |
| | 3140-006 | Apr-85 | ON-THE-JOB Initial Indoctrination Training | 260 | SH | 052 |
| | 3140-007 | Apr-85 | Suggested Training Record (OJT) | 260 | SH | 052 |
| | | | | | | |
| | 3290-002 | Aug-83 | Special OPF Charge-Out & Tab Locator | 014 | CD | 014 |

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|---|---|---|---|---|---|
| | | | | | |
| 3290-005 | Jan-83 | Mandatory Military Documents For OPF | 014 | SH | 052 |
| 3290-016 | Oct-85 | Regulation Card For OPF | 014 | SH | 052 |
| 3290-018 | Jan-83 | Service Computation Record | 014 | SH | 052 |
| 3300-011 | Dec-88 | Probationary Or Trial Period | 014 | SH | 052 |
| | | | | | |
| 3300-021 | Dec-81 | Verification Of Applicant's Eligibility | 014 | SH | 052 |
| 3300-024 | Oct-84 | EEO Quarterly Progress Report (RIS:CR 3300.1) | 009 | SH | 052 |
| 3300-027 | Dec-81 | FAA Promotion Policies For ATC Specialist | 014 | SH | 052 |
| 3300-028 | Dec-81 | Read Inst. Before Proceeding With SF-85 | 014 | SH | 052 |
| 3330-003 | Aug-83 | Probationary Or Trial Period Report | 014 | SH | 052 |
| 3330-007 | Jan-83 | AT Employee Experience Data Form | 014 | SH | 052 |
| 3330-008 | Jan-83 | List Of Bidders-Merit Promotion Plan | 014 | SH | 052 |
| 3330-010 | Jan-83 | Selection Notification Memo | 014 | SH | 052 |
| 3330-011 | Aug-83 | Certification Of Qualified Candidates | 010 | SH | 052 |
| 3330-013 | Apr-86 | Retaining Application | 014 | SH | 052 |
| 3330-014 | Apr-86 | Acknowledging Receipt Of SF-57 | 014 | SH | 052 |
| 3330-017 | Dec-81 | Request For Transmittal Of Pre-Emp. NACI Documents | 014 | SH | 052 |
| | | | | | |
| 3330-028 | Oct-85 | Position Requirements | 014 | SH | 052 |
| 3330-031 | Aug-84 | Suppl. Experience Statement For Electronic Tech. | 014 | SH | 052 |
| 3330-033 | Apr-83 | Non-Competitive Rating For Electronic Tech. | 014 | SH | 052 |
| 3330-034 | Nov-84 | Request For Transfer (Ingrade or Downgrade) | 014 | SH | 052 |
| 3330-035 | Jan-83 | Request For Voluntary Demotion Or Reduction Rank | 014 | SH | 052 |
| | | | | | |

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|---|---|---|---|---|---|
| | | | | | |
| 3330-037 | Apr-82 | Non-Status Applicants | 014 | SH | 052 |
| 3330-045 | Apr-84 | Supplementary Experience Statement For Supv. Pos. | 014 | SH | 052 |
| 3330-051 | Nov-83 | WG-4740-0 Supplemental Form | 014 | SE | 052 |
| 3330-067 | May-83 | Application For Vacancy Announced Under MPP | 014 | SH | 052 |
| 3330-086 | Nov-83 | MPP Experience Data-Electronic Technicians | 014 | SH | 052 |
| | | | | | |
| 3330-089 | Apr-86 | Conditional Employment Agreement, Elec. Tech. | 014 | SH | 052 |
| 3330-090 | Apr-86 | Conditional Employment Agreement ET, GS-3,4,5 | 014 | SH | 052 |
| 3330-091 | Apr-86 | Conditional Employment Agreement-Gen. F&E Tech. | 014 | SH | 052 |
| 3330-092 | May-85 | Employee-Position Profile | 400 | SH | 052 |
| 3330-094 | Nov-83 | Non-Select Letter | 014 | SH | 052 |
| | | | | | |
| 3330-095 | Nov-83 | Employment Letter | 014 | SH | 052 |
| 3330-096 | Nov-83 | Conversion Of Veteran's Readjustment Appt. Empl. | 014 | SH | 052 |
| 3330-097 | Jan-83 | Conditional Selection Letter | 014 | SH | 052 |
| 3330-098 | Jan-83 | EOD Letter From Another Agency | 014 | SH | 052 |
| 3330-099 | Nov-83 | EOD Ltr-Subj To Satisfactory Completion Of Doc. | 014 | SH | 052 |
| 3330-101 | Nov-83 | MEMO: MPP Selection Instructions | 014 | SH | 052 |
| 3330-102 | Nov-83 | ATCS Interview | 014 | SH | 052 |
| | | | | | |
| 3330-103 | Mar-80 | Form Ltr-Non-Selection For FAA Position | 014 | SH | 052 |
| 3330-104 | Jan-83 | Verification Of Applicant's Physical Exam (ATCS) | 014 | CD | 052 |
| 3330-105 | Apr-83 | Non-Competitive Rating For Engineering Technician | 010 | SH | 052 |
| 3330-106 | May-83 | Statement-Place Of Actual Residence At Time Of APP | 010 | SH | 052 |

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|---|---|---|---|---|---|---|
| | | | | | | |
| | 3330-107 | Mar-84 | Facility Register Rating | 014 | SH | 052 |
| | | | | | | |
| | 3330-108 | Mar-84 | Standing Facility Register | 014 | SH | 052 |
| | 3330-109 | Mar-84 | Acceptance/Declination | 014 | SH | 052 |
| | 3330-110 | May-84 | Return Of Application Form | 014 | SH | 052 |
| | 3330-111 | Jan-86 | Employee Supplemental Qualifications Statement | 010 | SH | 052 |
| | 3330-112 | Feb-88 | Non-Competitive Rating Sheet For ET | 014 | SH | 052 |
| | | | | | | |
| | 3330-113 | Feb-88 | Non-Competitive Scoring Sheet WB-4740-0 | 014 | SH | 014 |
| | 3370-004 | Nov-83 | Special Employment Program - Exit Interview | 014 | SH | 052 |
| | 3400-003 | Nov-83 | Job Attitude /Perfm. Rating Sheet For BTS/Summer | 014 | SH | 052 |
| | 3450-001 | Jan-83 | Request For Suggestion Evaluation | 010 | SH | 052 |
| | 3450-009 | Nov-84 | Certificate Of Award (Special Awards) | 010 | SH | 052 |
| | | | | | | |
| | 3450-010 | Apr-83 | Request To Process Quality Step Increase | 010 | SH | 052 |
| | 3450-018 | Dec-82 | Recommendation For QWGI | 010 | SH | 052 |
| | 3450-019 | Dec-82 | Recommendation For SAA | 010 | SH | 052 |
| | 3450-023 | Jan-83 | Recommendation For SAA Special ACT/Service | 010 | SH | 052 |
| | 3450-024 | Apr-84 | Director's Certificate Of Achievement | 010 | SH | 052 |
| | 3450-025 | Jul-84 | WP Certificate Of Outstanding Performance | 010 | SH | 052 |
| * | 3450-026 | Jun-93 | Recommendation for On-the Spot Superior Accomplishment Aw | 520 | SH | 520 |
| | | | | | | |
| | 3500-005 | Sep-84 | Recommendation For Merit Pay Cash Award | 010 | SH | 052 |
| | 3550-003 | Apr-86 | Setting Pay Anniversary & WGI Due Dates | 014 | SH | 052 |

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|---|---|---|---|---|---|
| | | | | | |
| 3550-004 | Apr-86 | Setting WGI Due Date After "LWOP" | 014 | SH | 014 |
| 3600-002 | Apr-92 | Request To Change Work Schedule | 010 | SH | 010 |
| 3600-003 | Dec-83 | Request For Restoration Of Annual Leave | 010 | SH | 052 |
| | | | | | |
| 3800-001 | Apr-83 | Record Of Inquiry | 017 | CD | 052 |
| 3800-004 | May-83 | Record Of Retirement | 010 | CD | 052 |
| 3800-005 | Jan-89 | Employing Office Checklist Of Forms For FERS | 016 | SH | 052 |
| 3800-006 | Jan-89 | Retirement Estimate Request | 016 | SH | 052 |
| 3800-007 | Jan-89 | Employing Office Checklist Of Forms For CSRS | 016 | SH | 052 |
| | | | | | |
| 3930-003 | Jun-82 | ATC Work Sheet | 300 | SH | 300 |
| 3930-005 | Feb-83 | Combined AME Applicants & Designated AME Report | 300 | SH | 300 |
| 3930-006 | Nov-83 | Employee Multi-Health Screening | 010 | SH | 052 |
| 3930-008 | Feb-87 | FAA Authorization & Invoice For Med. Serv. AT EMP | 300 | SH | 300 |
| 3930-009 | Feb-87 | FAA Auth.& Invoice For Medical Serv. AT Applicants | 300 | SH | 300 |
| | | | | | |
| 3930-010 | Feb-87 | FAA Auth & Invoice For Med. Serv. FS EMPS/Pilots | 300 | SH | 300 |
| 3930-011 | Feb-87 | FAA Auth. & Invoice For Med. Serv FS Applicants | 300 | SH | 300 |
| 3930-012 | Feb-87 | FAA Auth & Invoice For Med. Serv. For FLT INSP.EMP | 300 | SH | 300 |
| 3930-013 | Feb-87 | FAA Auth & Invoice For Med. Serv. CAS Specialists | 300 | SH | 300 |
| 4402-012 | May-85 | SF-44 Purchase Procedures | 055 | SH | 052 |
| 4402-014 | Jul-82 | Accountability For SF-44'S | 050 | SH | 050 |
| 4433-003 | Mar-87 | SF-44 Receipt | 055 | SH | 052 |
| | | | | | |

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|---|---|---|---|---|---|
| | | | | | |
| 4433-004 | Mar-87 | Small Purchase Authority | 055 | SH | 055 |
| 4441-001 | Jul-87 | Requisition For Leased Telecommunications Services | 406 | SE | 052 |
| 4443-005 | Jun-85 | Contractor's Qualification Data Sheet | 055 | SH | 052 |
| 4443-006 | Jun-85 | Contractor's Qualification Data Sheet | 055 | SH | 055 |
| 4443-007 | May-89 | Work Order - Contractors | 055 | SH | 055 |
| | | | | | |
| 4445-001 | Jun-85 | Janitorial Services Request | 055 | SH | 052 |
| 4455-001 | Jun-85 | Letter To Contractor RE Contract Changes | 055 | SH | 055 |
| 4620-001 | Mar-85 | Equipment Maintenance & Repair Record | 052 | SH | 052 |
| 4620-003 | Aug-85 | Furniture Repair | 052 | SE | 052 |
| 4650-004 | Mar-85 | Reproduction Of Requisition Cards-Program BD-10 | 052 | SE | 052 |
| | | | | | |
| * 4650-007 | Jul-90 | Facility Equipment Record | 050 | SH | 52 |
| 4650-009 | Jul-84 | Project Change Document | 052 | SH | 052 |
| 4650-016 | May-83 | F&E Project Material Label | 450 | SH | 052 |
| 4650-017 | Feb-86 | Personal Property Data Entry Form | 050 | Sh | 052 |
| 4650-018 | Jul-88 | Purchase Order Worksheet | 052 | SH | 052 |
| | | | | | |
| 4660-015 | Mar-83 | Authority For Negotiation | 050 | SH | 050 |
| 4660-016 | Aug-82 | Monthly FAA Housing Rental Maintenance. Record | 050 | SH | 052 |
| 4660-017 | Sep-89 | Lease Modification/Supplement | 056 | SH | 056 |
| 4670-001 | Jun-86 | Warning Decal | 052 | SH | 052 |
| 4670-005 | Apr-86 | Motor Vehicle Mileage Card | 052 | CD | 052 |
| 4800-001-001 | Apr-82 | Regional Screening Of Excess Personal Property | 052 | SH | 052 |

# APPENDIX 1
# WESTERN-PACIFIC REGION FORMS CATALOG
# NUMERICAL LISTING
# AS OF DECEMBER 3, 1993

| WP FORM NO. | DATE | FORM TITLE | OPR | UI | STOCK |
|---|---|---|---|---|---|
| | | | | | |
| 4800-010 | Feb-83 | Report Of Excess Property (Inter Regional Screen) | 050 | SH | 050 |
| | | | | | |
| 4800-017 | Jan-83 | Utilization And Disposal Excess/Surplus Pers Prop. | 052 | SH | 052 |
| 4930-002 | Jul-88 | Payroll Deduction For FAA Employee In FAA Housing | 056 | SE | 056 |
| 5100-026 | Feb-84 | Informal Ltr To AWP-200 Non FAA VASI Proposed | 603 | SH | 052 |
| 5335-001 | Dec-83 | Pavement Strength Survey | 620 | SH | 052 |
| 6000-007 | Sep-82 | AF Division Engineering Notes | 430 | SH | 052 |
| | | | | | |
| 6000-015 | Oct-83 | Transfer Of F&E Equipment Material | 400 | SH | 052 |
| 6000-016 | May-88 | Weekly Progress Report | 450 | SE | 052 |
| 6030-003 | Nov-83 | AF Technical Activities Control Chart | 460 | SH | 052 |
| 6030-003-001 | Nov-82 | AF Technical Activities Control Chart | 460 | CD | 052 |
| 6030-003-009 | Nov-78 | AF Technical Activities Control Chart (ALSAF) | 460 | CD | 052 |
| | | | | | |
| 6030-007 | Mar-83 | Status Of AF Sector Programs (RIS: SM 6040-8) | 460 | SE | 052 |
| 6030-008 | Jul-84 | Request For Drafting Cartography Services | 450 | SH | 052 |
| 6030-010 | Nov-83 | Field Work Order | 450 | SH | 052 |
| 6030-011 | Jan-86 | Special Maint. Program Project Request | 423 | SH | 052 |
| 6050-001 | Apr-82 | Facility Transmitting Authorization | 406 | SH | 052 |
| | | | | | |
| 6050-002 | May-86 | Request For Allocation/Cancellation FAC. FREQ.& ID | 406 | SH | 052 |
| 6050-005 | Jun-82 | Frequency Action Notice | 506 | SH | 052 |
| 6050-008 | Aug-83 | Assignment Of Call Letters-Portable Transceivers | 406 | SH | 052 |
| 6060-009 | May-86 | Facility Transmitting Authorization (Transmittal) | 406 | SH | 052 |

**APPENDIX 1**
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**NUMERICAL LISTING**
**AS OF DECEMBER 3, 1993**

| WP FORM NO. | DATE | FORM TITLE | OPR | UI | STOCK |
|---|---|---|---|---|---|
| | | | | | |
| 6100-014 | Nov-87 | NAS Action Request (NAR) | 500 | SE | 052 |
| 6710-002 | Nov-85 | Non-Fed. NAV AID TEC. Inspection Report | 423 | SH | 052 |
| 6710-003 | Nov-85 | Non-Fed. NAV. AID Technical Inspection Report | 423 | SH | 052 |
| | | | | | |
| 6710-004 | Nov-85 | Non-Fed NAV. AID Tech Inspection Report | 423 | SH | 052 |
| 6710-005 | Nov-85 | Non-Fed NAV. AID Tech. Report (NDB) | 423 | SH | 052 |
| 6710-006 | Nov-85 | Non-Fed NAV. AID Tech. Inspection Report (Remarks) | 423 | SH | 052 |
| 6710-007 | Nov-85 | Non-Federal NAV AID Tech Insp Report VOR | 423 | SH | 052 |
| 6710-008 | Nov-85 | Non-Federal NAV AID Tech Inspection Report - DME | 423 | SH | 052 |
| | | | | | |
| 6710-009 | Nov-85 | Non-Federal NAV AID Tech Inspection Report-ILS | 423 | SH | 052 |
| 6710-010 | Nov-85 | Aircraft Accident/Incident Information Worksheet | 423 | SH | 052 |
| 6900-012 | May-88 | FMP Labor Distribution Report | 423 | SH | 052 |
| 6900-013 | May-88 | Semi-Annual Activity Report | 454 | SH | 052 |
| 7010-001 | Apr-85 | In-Flight Monitor Log | 530 | SH | 530 |
| | | | | | |
| 7031-002 | Apr-85 | Airport Operations 7-Day Survey | 500 | SH | 052 |
| 7110-017-001 | Mar-83 | Military Flight Plan (SAN FSS) | 540 | SH | 052 |
| 7110-030 | Oct-82 | Recorded Route Weather Checklist | 540 | SH | OAKFSS |
| 7110-031 | Sep-89 | Card A - Clearance Foxtrot | 532 | CD | SMOATCT |
| 7210-012 | Aug-86 | Facility/Equipment Status | 500 | SE | 052 |
| | | | | | |
| 7210-014 | Mar-85 | Traffic Count | 500 | SH | 052 |
| 7210-016-001 | Apr-85 | Personnel Log-Supervisors | 500 | SH | 052 |

# APPENDIX 1
# WESTERN-PACIFIC REGION FORMS CATALOG
# NUMERICAL LISTING
# AS OF DECEMBER 3, 1993

| WP FORM NO. | DATE | FORM TITLE | OPR | UI | STOCK |
|---|---|---|---|---|---|
| | | | | | |
| 7210-017 | Nov-82 | OAK TOWER-Asst. Mgr's Daily Worksheet | 500 | SH | OAKATCT |
| 7210-019 | Apr-85 | Personnel Sign-On Log | 500 | SH | 052 |
| 7210-022 | Apr-85 | TRACAB Strip Count | 500 | SH | 052 |
| 7210-023 | Apr-85 | Helicopter Operations | 500 | SH | 052 |
| 7210-034 | Sep-83 | Radio/Radar Trouble Ticket | 500 | BK | ZOA |
| | | | | | |
| 7210-036 | Jan-83 | Flight Plan Entry Form | 500 | SH | 052 |
| 7210-037 | Sep-83 | Ontario TRACON Traffic Count | 500 | SH | 052 |
| 7210-038 | Nov-83 | Supervisor's Daily Worksheet | 500 | SH | ONTTRAC |
| 7230-011 | Apr-85 | D.F. Alert Form | 500 | SH | 052 |
| 7230-016 | Oct-82 | Sector Identification Traffic Tabulation | 540 | PD | 052 |
| | | | | | |
| 7230-017 | Aug-85 | Log Of System Halts | 500 | SH | 052 |
| 7230-018 | Sep-85 | Circuit Outage Log (HNL) | 500 | SH | FSS |
| 7230-019 | Feb-86 | Operation Rain Check Diploma | 500 | SH | 052 |
| 7230-020 | Mar-86 | Operation Rain check Attendance Request | 500 | SH | 052 |
| 7230-021 | Mar-86 | Operation Rain Check Program Attendance Confirm. | 500 | SH | 052 |
| | | | | | |
| 7233-004 | Mar-87 | Computer Flight Plan | 500 | SH | HNLFSS |
| 7310-001 | Aug-85 | L/NOTAM-Aircraft Jettisoning Fuel | 500 | SH | 052 |
| 7930-002 | Nov-81 | NOTAM/AIRAD Issuance Form | 500 | PD | 052 |
| 7930-002-001 | Jul-85 | FAA-NOTAM Issuance Form (OAK FSS) | 500 | SH | OAKFSS |
| 7930-003 | Aug-85 | Haleakala Laser Operations (HNL) | 500 | SH | FSS |
| | | | | | |

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| WP FORM NO. | DATE | FORM TITLE | OPR | UI | STOCK |
|---|---|---|---|---|---|
| | | | | | |
| 7930-004 | Aug-85 | Pokai Bay-Yanko INTSXN-6594TH Test Group (HNL) | 500 | SH | FSS |
| 7930-005 | Aug-85 | Helemano Drop Zone-Wheeler AFB OPNS (HNL) | 500 | SH | HNLFSS |
| 7930-006 | Aug-85 | Puukapu Drop Zone-Wheeler AFB Operations (HNL) | 500 | SH | HNLFSS |
| 7930-007 | Aug-85 | Dillingham Field Paja-Sky Diver Hawaii (HNL) | 500 | SH | HNLFSS |
| 7950-001 | Feb-83 | Teleweather | 500 | SH | 052 |
| 8000-011 | May-83 | Certification Of Participation | 250 | SH | 052 |
| 8020-005 | Apr-85 | Personnel Statement -FAA | 500 | SH | 052 |
| | | | | | |
| 8020-007 | Jul-83 | Accident/Incident Violation Report Checklist | 250 | SH | 052 |
| 8020-008 | Apr-85 | Informal Incident Report | 500 | SH | 052 |
| 8030-001 | Jun-82 | General Aviation Review-Investigative Report | 250 | SH | 052 |
| 8130-004 | Sep-83 | Aircraft Operating Limitations For Ferry Permit | 250 | SH | 052 |
| 8310-004 | Dec-80 | Repair Station Evaluation Maint. Quality Insp. RPT | 250 | SH | 052 |
| | | | | | |
| 8420-002 | Jun-86 | Airman File Correction Notice | 250 | SH | 052 |
| 8420-003 | Nov-84 | Designation Of Chief Or Asst. Chief Instructor | 200 | SH | 052 |
| 8430-005 | Apr-85 | Simulator Rental Activity Card | 200 | SH | 052 |
| 8500-001 | Sep-87 | Near Vision Activity | 300 | CD | 300 |
| 8740-001 | Nov-87 | Safety Improvement Report (SIR) | 200 | SE | 052 |
| 8740-002 | Jul-88 | District Environmental Data | 200 | SH | 052 |

# APPENDIX 2
# WESTERN-PACIFIC REGION FORMS CATALOG
# BY OFFICE OF PRIMARY RESPONSIBILITY (OPR)
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| WP FORM NO. | DATE | FORM TITLE | OPR | UI | STOCK |
|---|---|---|---|---|---|
| | | | | | |
| 1360-002 | Apr-84 | Regional Administrator's Incoming Mail Summary | 001 | SH | 001 |

**APPENDIX 2**
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| WP FORM NO. | DATE | FORM TITLE | OPR | UI | STOCK |
|---|---|---|---|---|---|
| | | | | | |
| 1200-001 | Apr-84 | Incoming-INT'L Participants & Visitors | 004 | SH | 004 |
| 1200-014 | Dec-83 | Aviation Education Activity Report | 005 | SH | 052 |

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| WP FORM NO. | DATE | FORM TITLE | OPR | UI | STOCK |
|---|---|---|---|---|---|
| | | | | | |
| 1770-004 | Feb-67 | AREA BE, Incoming Number Sheet | 006 | SH | 052 |
| 1770-013 | May-68 | Transmittal Message Number Log | 006 | SH | 052 |
| 1770-022 | Apr-84 | Duty Officer's Situation Report | 006 | SH | 006 |

# APPENDIX 2
# WESTERN-PACIFIC REGION FORMS CATALOG
# BY OFFICE OF PRIMARY RESPONSIBILITY (OPR)
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| WP FORM NO. | DATE | FORM TITLE | OPR | UI | STOCK |
|---|---|---|---|---|---|
| | | | | | |
| 1210-006 | Dec-83 | Freedom Of Information Act Request Report | 007 | SH | 007 |
| 1350-004 | May-85 | Request Under The Freedom Of Information Act | 007 | SH | 052 |
| 2150-002 | Sep-85 | Reply To Notice Of Proposed Certificate Action | 007 | SH | 007 |
| 2150-009 | Sep-85 | Certified Mail-Return Receipt Requested | 007 | SH | 007 |

# APPENDIX 2
# WESTERN-PACIFIC REGION FORMS CATALOG
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| WP FORM NO. | DATE | FORM TITLE | OPR | UI | STOCK |
|---|---|---|---|---|---|
| | | | | | |
| 3300-024 | Oct-84 | EEO Quarterly Progress Report (RIS:CR 3300.1) | 009 | SH | 052 |

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# WESTERN-PACIFIC REGION FORMS CATALOG
# BY OFFICE OF PRIMARY RESPONSIBILITY (OPR)
# AS OF DECEMBER 3, 1993

| WP FORM NO. | DATE | FORM TITLE | OPR | UI | STOCK |
|---|---|---|---|---|---|
| | | | | | |
| 3000-020 | Dec-87 | Certificate & Official Personnel Record | 010 | SE | 052 |
| 3330-011 | Aug-83 | Certification Of Qualified Candidates | 010 | SH | 052 |
| 3330-105 | Apr-83 | Non-Competitive Rating For Engineering Technician | 010 | SH | 052 |
| 3330-106 | May-83 | Statement-Place Of Actual Residence At Time Of APP | 010 | SH | 052 |
| 3330-111 | Jan-86 | Employee Supplemental Qualifications Statement | 010 | SH | 052 |
| 3450-001 | Jan-83 | Request For Suggestion Evaluation | 010 | SH | 052 |
| 3450-009 | Nov-84 | Certificate Of Award (Special Awards) | 010 | SH | 052 |
| 3450-010 | Apr-83 | Request To Process Quality Step Increase | 010 | SH | 052 |
| 3450-018 | Dec-82 | Recommendation For QWGI | 010 | SH | 052 |
| 3450-019 | Dec-82 | Recommendation For SAA | 010 | SH | 052 |
| 3450-023 | Jan-83 | Recommendation For SAA Special ACT/Service | 010 | SH | 052 |
| 3450-024 | Apr-84 | Director's Certificate Of Achievement | 010 | SH | 052 |
| 3450-025 | Jul-84 | WP Certificate Of Outstanding Performance | 010 | SH | 052 |
| 3500-005 | Sep-84 | Recommendation For Merit Pay Cash Award | 010 | SH | 052 |
| * 3600-002 | Apr-92 | Work Schedule Request | 010 | SH | 010 |
| 3600-003 | Dec-83 | Request For Restoration Of Annual Leave | 010 | SH | 052 |
| 3800-004 | May-83 | Record Of Retirement | 010 | CD | 052 |
| 3930-006 | Nov-83 | Employee Multi-Health Screening | 010 | SH | 052 |
| 3290-002 | Aug-83 | Special OPF Charge-Out & Tab Locator | 014 | CD | 014 |
| 3290-005 | Jan-83 | Mandatory Military Documents For OPF | 014 | SH | 052 |
| 3290-016 | Oct-85 | Regulation Card For OPF | 014 | SH | 052 |
| 3290-018 | Jan-83 | Service Computation Record | 014 | SH | 052 |
| 3300-011 | Dec-88 | Probationary Or Trial Period | 014 | SH | 052 |
| 3300-021 | Dec-81 | Verification Of Applicant's Eligibility | 014 | SH | 052 |

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| WP FORM NO. | DATE | FORM TITLE | OPR | UI | STOCK |
|---|---|---|---|---|---|
| | | | | | |
| 3300-027 | Dec-81 | FAA Promotion Policies For ATC Specialist | 014 | SH | 052 |
| 3300-028 | Dec-81 | Read Inst. Before Proceeding With SF-85 | 014 | SH | 052 |
| 3330-003 | Aug-83 | Probationary Or Trial Period Report | 014 | SH | 052 |
| 3330-007 | Jan-83 | AT Employee Experience Data Form | 014 | SH | 052 |
| 3330-008 | Jan-83 | List Of Bidders-Merit Promotion Plan | 014 | SH | 052 |
| 3330-010 | Jan-83 | Selection Notification Memo | 014 | SH | 052 |
| 3330-013 | Apr-86 | Retaining Application | 014 | SH | 052 |
| 3330-014 | Apr-86 | Acknowledging Receipt Of SF-57 | 014 | SH | 052 |
| 3330-017 | Dec-81 | Request For Transmittal Of Pre-Emp. NACI Documents | 014 | SH | 052 |
| 3330-028 | Oct-85 | Position Requirements | 014 | SH | 052 |
| 3330-031 | Aug-84 | Suppl. Experience Statement For Electronic Tech. | 014 | SH | 052 |
| 3330-033 | Apr-83 | Non-Competitive Rating For Electronic Tech. | 014 | SH | 052 |
| 3330-034 | Nov-84 | Request For Transfer (Ingrade or Downgrade) | 014 | SH | 052 |
| 3330-035 | Jan-83 | Request For Voluntary Demotion Or Reduction Rank | 014 | SH | 052 |
| 3330-037 | Apr-82 | Non-Status Applicants | 014 | SH | 052 |
| 3330-045 | Apr-84 | Supplementary Experience Statement For Supv. Pos. | 014 | SH | 052 |
| 3330-051 | Nov-83 | WG-4740-0 Supplemental Form | 014 | SE | 052 |
| 3330-067 | May-83 | Application For Vacancy Announced Under MPP | 014 | SH | 052 |
| 3330-086 | Nov-83 | MPP Experience Data-Electronic Technicians | 014 | SH | 052 |
| 3330-089 | Apr-86 | Conditional Employment Agreement, Elec. Tech. | 014 | SH | 052 |
| 3330-090 | Apr-86 | Conditional Employment Agreement ET, GS-3,4,5 | 014 | SH | 052 |
| 3330-091 | Apr-86 | Conditional Employment Agreement-Gen. F&E Tech. | 014 | SH | 052 |
| 3330-094 | Nov-83 | Non-Select Letter | 014 | SH | 052 |
| 3330-095 | Nov-83 | Employment Letter | 014 | SH | 052 |

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| WP FORM NO. | DATE | FORM TITLE | OPR | UI | STOCK |
|---|---|---|---|---|---|
| | | | | | |
| 3330-096 | Nov-83 | Conversion Of Veteran's Readjustment Appt. Empl. | 014 | SH | 052 |
| 3330-097 | Jan-83 | Conditional Selection Letter | 014 | SH | 052 |
| 3330-098 | Jan-83 | EOD Letter From Another Agency | 014 | SH | 052 |
| 3330-099 | Nov-83 | EOD Ltr-Subj To Satisfactory Completion Of Doc. | 014 | SH | 052 |
| 3330-101 | Nov-83 | MEMO: MPP Selection Instructions | 014 | SH | 052 |
| 3330-102 | Nov-83 | ATCS Interview | 014 | SH | 052 |
| 3330-103 | Mar-80 | Form Ltr-Non-Selection For FAA Position | 014 | SH | 052 |
| 3330-104 | Jan-83 | Verification Of Applicant's Physical Exam (ATCS) | 014 | CD | 052 |
| 3330-107 | Mar-84 | Facility Register Rating | 014 | SH | 052 |
| 3330-108 | Mar-84 | Standing Facility Register | 014 | SH | 052 |
| 3330-109 | Mar-84 | Acceptance/Declination | 014 | SH | 052 |
| 3330-110 | May-84 | Return Of Application Form | 014 | SH | 052 |
| 3330-112 | Feb-88 | Non-Competitive Rating Sheet For ET | 014 | SH | 052 |
| 3330-113 | Feb-88 | Non-Competitive Scoring Sheet WB-4740-0 | 014 | SH | 014 |
| 3370-004 | Nov-83 | Special Employment Program - Exit Interview | 014 | SH | 052 |
| 3400-003 | Nov-83 | Job Attitude /Perfm. Rating Sheet For BTS/Summer | 014 | SH | 052 |
| 3550-003 | Apr-86 | Setting Pay Anniversary & WGI Due Dates | 014 | SH | 052 |
| 3550-004 | Apr-86 | Setting WGI Due Date After "LWOP" | 014 | SH | 014 |
| 3800-005 | Jan-89 | Employing Office Checklist Of Forms For FERS | 016 | SH | 052 |
| 3800-006 | Jan-89 | Retirement Estimate Request | 016 | SH | 052 |
| 3800-007 | Jan-89 | Employing Office Checklist Of Forms For CSRS | 016 | SH | 052 |
| 3000-019 | Jan-83 | Audio/Visual Order Form | 017 | SH | 052 |
| 3000-019-001 | Jan-83 | Audio/Visual Condition Feedback Form | 017 | SH | 052 |
| 3800-001 | Apr-83 | Record Of Inquiry | 017 | CD | 052 |

## APPENDIX 2
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## AS OF DECEMBER 3, 1993

| | WP FORM NO. | DATE | FORM TITLE | OPR | UI | STOCK |
|---|---|---|---|---|---|---|
| | | | | | | |
| * | 1500-001 | Nov-90 | Verification Of Government Travel Requests (GTRS) | 020 | SH | 20 |
| * | 1500-013 | Oct-90 | MEMO:Travel Expense Voucher Suspension | 020 | SH | 052 |
| | 1500-021 | Mar-85 | Continuous Travel Record | 020 | CD | 052 |
| | 1500-027 | Feb-82 | WP-Request For Travel Benefits | 020 | SH | 052 |
| | 1500-028 | May-83 | Travel Information On Home Leave | 020 | SH | 052 |
| | 1500-031 | Mar-85 | Transportation Request Accountability Record | 020 | SH | 052 |
| | 1500-032 | Feb-86 | Employee Address Card For Mailing All Travel Pymts | 020 | SH | 052 |
| | 1500-033 | Jul-86 | Covered Taxable Reimbursements Calculation Form | 020 | SH | 052 |
| | 2700-007 | Nov-83 | Notice Of Misc. Obligations or Change in Oblig. | 020 | SH | 044 |
| | 2700-037 | May-83 | Draft Bill For Refunds | 020 | SH | 044 |
| * | 2700-047 | Nov-90 | Fed. Income Tax Withheld Change of Station Vouch. | 020 | SH | 052 |
| * | 2700-051 | Nov-90 | Invoice Returned For Additional Information | 020 | SH | 044 |
| * | 2700-057 | Nov-90 | Notice Of Suspended Or Disallowed Items | 020 | SH | 044 |
| | 2700-059 | Nov-83 | Batch Control Ticket | 020 | SH | 044 |
| | 2700-060 | Oct-80 | General Accounting - Data Entry Sheet | 020 | SH | 044 |
| | 2700-062 | Jan-83 | Accounting Data Correction Notice | 020 | SH | 044 |
| | 2700-063 | Oct-85 | F&E Labor Distribution Report | 020 | SH | 044 |
| | 2700-064 | Aug-85 | F&E Project Master | 020 | SH | 044 |
| | 2700-069 | Nov-82 | Request For Receiving Report | 020 | SH | 044 |
| | 2700-078 | Feb-83 | Request For SF-44 | 020 | SH | 052 |
| | 2700-081 | Jun-86 | Deposit Information Worksheet | 020 | SH | 052 |
| | 2700-083 | Feb-82 | Travel Claims Inventory | 020 | SH | 052 |
| | 2700-084 | Nov-87 | Employee Clearance Record | 020 | SH | 052 |
| | 2700-085 | Mar-85 | Imprest Fund Data Entry Sheet | 020 | SH | 052 |

# APPENDIX 2
# WESTERN-PACIFIC REGION FORMS CATALOG
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| | WP FORM NO. | DATE | FORM TITLE | OPR | UI | STOCK |
|---|---|---|---|---|---|---|
| | | | | | | |
| | 2700-088 | Nov-89 | Operations Reimbursable Agreement Cost Recovery RP | 020 | SH | 052 |
| | 2700-097 | Nov-83 | RCS Prior Balance Form Letter | 020 | SH | 052 |
| | 2700-102 | May-84 | Travel Vouchers Sampled | 020 | Sh | 052 |
| | 2700-103 | Dec-84 | Check Cancellation Request | 020 | SH | 052 |
| | 2700-111 | Apr-84 | Documentation Of Year-End Travel And Trans. Oblig. | 020 | SH | 052 |
| | 2700-112 | Jun-84 | Bill Of Collection | 020 | SH | 052 |
| | 2700-113 | Nov-83 | UAS Recurring Charge Master | 020 | SH | 052 |
| | 2700-114 | Nov-83 | TDY Obligation & Payment Record | 020 | SH | 052 |
| | 2700-115 | Nov-88 | PCS Obligation & Payment Record | 020 | SH | 052 |
| | 2700-116 | Feb-84 | Table T-16/SSN Input Form | 020 | SH | 052 |
| | 2700-117 | Apr-84 | Validation Of Yr-End TDY Travel & Trans. Oblig. | 020 | SH | 052 |
| | 2700-118 | Jul-88 | Record Of Cash Receipts | 020 | SH | 052 |
| * | 2700-120 | Feb-91 | Request for Cost Center Code Update | 20 | SH | 20 |
| | 2730-107 | Aug-84 | Transmittal Of FAA FM 2730-68-1, Amended T&A | 020 | SH | 052 |
| * | 2730-108 | Feb-92 | Certification Of Court Attendance | 020 | SH | 052 |
| | 2750-001 | Jan-83 | Req. For Purchase Info. (Delay in Pymt Notice) | 020 | SH | 052 |
| * | 2770-002 | Sep-90 | Imprest Fund Cash Verification | 020 | SH | 52 |
| * | 2770-003 | Feb-91 | Emergency or Partial Salary Payment Authorization | 20 | SH | 20 |

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# BY OFFICE OF PRIMARY RESPONSIBILITY (OPR)
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| WP FORM NO. | DATE | FORM TITLE | OPR | UI | STOCK |
|---|---|---|---|---|---|
| | | | | | |
| 1350-010 | May-85 | Consent For Release Of Personal Information | 040 | SH | 052 |
| 1350-012 | May-85 | Notification--Amend Of A Record Under Privacy Act | 040 | SH | 052 |
| 1320-002 | Oct-73 | Directives Route Slip | 042 | SH | 052 |
| 1330-001 | Oct-68 | Forms Register | 042 | CD | 042 |
| 1340-001 | Dec-73 | Reports Listing By Identification Symbol | 042 | SH | 042 |
| 1340-002 | Jul-85 | Reports Register | 042 | CD | 042 |
| 1350-008 | Oct-82 | Privacy Act Information Request | 042 | SH | 052 |
| 1350-009 | Apr-89 | WP-Records Transmittal And Receipt (Detailed List) | 042 | SH | 052 |
| 1350-011 | May-85 | Disclosure Of Personal Information | 042 | SH | 052 |
| 1350-013 | Oct-82 | Notification Of Initial Refusal To Amend A Record | 042 | SH | 052 |
| 1350-014 | Oct-82 | Notification Of Initial Refusal To Grant Access | 042 | SH | 052 |
| 1350-015 | Oct-82 | Notification-Records Made Avail. Under Compulsory | 042 | SH | 052 |
| 1360-006 | Dec-83 | Word Processing Document Tracking Slip | 042 | SH | 052 |
| 1360-007 | Nov-83 | Daily Log Sheet | 042 | SH | 052 |
| 1360-017 | Aug-85 | Administrator's Hotline Item Backer | 042 | CD | 042 |
| 1720-1-1 | May-84 | Form Request | 042 | SE | 052 |
| 1370-039 | Feb-71 | Computer Magnetic Tape Reel Number Label | 043 | SH | 043 |
| 1370-040 | Dec-81 | Computer Magnetic Tape Data Identification Label | 043 | SH | 043 |
| 1370-053 | May-84 | Monthly Personnel Action Dates | 043 | SH | 043 |
| 1370-074 | Dec-81 | External Disc Pac Label | 043 | SH | 043 |
| 1370-076 | Nov-84 | FILE/DATA BASE Description | 043 | SE | 043 |
| 1370-078 | Aug-86 | Data General User Authorization | 043 | SE | 052 |
| 1380-001 | Jul-69 | Task Log | 043 | SH | 043 |
| 1720-012 | May-85 | FAA, ADP Contract Order | 043 | SE | 043 |

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| WP FORM NO. | DATE | FORM TITLE | OPR | UI | STOCK |
|---|---|---|---|---|---|
| | | | | | |
| 1770-027 | Dec-86 | Priority Yellow Mail Pouch | 043 | SE | 043 |

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|---|---|---|---|---|---|
| | | | | | |
| 1700-006 | Jun-89 | RO Environmental Report | 050 | SE | 052 |
| 4402-014 | Jul-82 | Accountability For SF-44'S | 050 | SH | 050 |
| 4650-007 | Jul-90 | Facility Equipment Record | 050 | SH | 52 |
| 4650-017 | Feb-86 | Personal Property Data Entry Form | 050 | Sh | 052 |
| 4660-015 | Mar-83 | Authority For Negotiation | 050 | SH | 050 |
| 4660-016 | Aug-82 | Monthly FAA Housing Rental Maintenance. Record | 050 | SH | 052 |
| 4800-010 | Feb-83 | Report Of Excess Property (Inter Regional Screen) | 050 | SH | 050 |
| 1520-007 | Jan-90 | Relocation Services Authorization | 052 | SH | 052 |
| 1720-004 | Apr-84 | Printing Request | 052 | SE | 052 |
| 1720-006 | Mar-85 | Contract Job Order | 052 | PD | 052 |
| 1770-024 | Mar-85 | Certified Mail | 052 | SH | 052 |
| 1770-025 | Mar-85 | Registered Mail | 052 | SH | 052 |
| 1880-002 | Dec-83 | Logistics Division Notes | 052 | SH | 052 |
| 4620-001 | Mar-85 | Equipment Maintenance & Repair Record | 052 | SH | 052 |
| 4620-003 | Aug-85 | Furniture Repair | 052 | SE | 052 |
| 4650-004 | Mar-85 | Reproduction Of Requisition Cards-Program BD-10 | 052 | SE | 052 |
| 4650-009 | Jul-84 | Project Change Document | 052 | SH | 052 |
| 4650-018 | Jul-88 | Purchase Order Worksheet | 052 | SH | 052 |
| 4670-001 | Jun-86 | Warning Decal | 052 | SH | 052 |
| 4670-005 | Apr-86 | Motor Vehicle Mileage Card | 052 | CD | 052 |
| 4800-001-001 | Apr-82 | Regional Screening Of Excess Personal Property | 052 | SH | 052 |
| 4800-017 | Jan-83 | Utilization And Disposal Excess/Surplus Pers Prop. | 052 | SH | 052 |
| 1500-010 | Aug-85 | Airline Ticket Request | 053 | Sh | 052 |
| 1520-006 | Jul-83 | Employee Data For Movement Of Household Effects | 055 | SH | 052 |

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|---|---|---|---|---|---|
| | | | | | |
| 4402-012 | May-85 | SF-44 Purchase Procedures | 055 | SH | 052 |
| 4433-003 | Mar-87 | SF-44 Receipt | 055 | SH | 052 |
| 4433-004 | Mar-87 | Small Purchase Authority | 055 | SH | 055 |
| 4443-005 | Jun-85 | Contractor's Qualification Data Sheet | 055 | SH | 052 |
| 4443-006 | Jun-85 | Contractor's Qualification Data Sheet | 055 | SH | 055 |
| 4443-007 | May-89 | Work Order - Contractors | 055 | SH | 055 |
| 4445-001 | Jun-85 | Janitorial Services Request | 055 | SH | 052 |
| 4455-001 | Jun-85 | Letter To Contractor RE Contract Changes | 055 | SH | 055 |
| 4660-017 | Sep-89 | Lease Modification/Supplement | 056 | SH | 056 |
| 4930-002 | Jul-88 | Payroll Deduction For FAA Employee In FAA Housing | 056 | SE | 056 |

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|---|---|---|---|---|---|
| | | | | | |
| 8420-003 | Nov-84 | Designation Of Chief Or Asst. Chief Instructor | 200 | SH | 052 |
| 8430-005 | Apr-85 | Simulator Rental Activity Card | 200 | SH | 052 |
| 8740-001 | Nov-87 | Safety Improvement Report (SIR) | 200 | SE | 052 |
| 8740-002 | Jul-88 | District Environmental Data | 200 | SH | 052 |
| 2500-007 | May-83 | Stmts Of Reqmts For Use-Rental &/or FAA Pool Airc. | 221 | SE | 052 |
| 2150-018 | Jul-87 | Enforcement Report Rough Draft Format | 250 | SE | 052 |
| 8000-011 | May-83 | Certification Of Participation | 250 | SH | 052 |
| 8020-007 | Jul-83 | Accident/Incident Violation Report Checklist | 250 | SH | 052 |
| 8030-001 | Jun-82 | General Aviation Review-Investigative Report | 250 | SH | 052 |
| 8130-004 | Sep-83 | Aircraft Operating Limitations For Ferry Permit | 250 | SH | 052 |
| 8310-004 | Dec-80 | Repair Station Evaluation Maint. Quality Insp. RPT | 250 | SH | 052 |
| 8420-002 | Jun-86 | Airman File Correction Notice | 250 | SH | 052 |
| 3140-006 | Apr-85 | ON-THE-JOB Initial Indoctrination Training | 260 | SH | 052 |
| 3140-007 | Apr-85 | Suggested Training Record (OJT) | 260 | SH | 052 |

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|---|---|---|---|---|---|
| | | | | | |
| 3930-003 | Jun-82 | ATC Work Sheet | 300 | SH | 300 |
| 3930-005 | Feb-83 | Combined AME Applicants & Designated AME Report | 300 | SH | 300 |
| 3930-008 | Feb-87 | FAA Authorization & Invoice For Med. Serv. AT EMP | 300 | SH | 300 |
| 3930-009 | Feb-87 | FAA Auth.& Invoice For Medical Serv. AT Applicants | 300 | SH | 300 |
| 3930-010 | Feb-87 | FAA Auth & Invoice For Med. Serv. FS EMPS/Pilots | 300 | SH | 300 |
| 3930-011 | Feb-87 | FAA Auth. & Invoice For Med. Serv FS Applicants | 300 | SH | 300 |
| 3930-012 | Feb-87 | FAA Auth & Invoice For Med. Serv. For FLT INSP.EMP | 300 | SH | 300 |
| 3930-013 | Feb-87 | FAA Auth & Invoice For Med. Serv. CAS Specialists | 300 | SH | 300 |
| 8500-001 | Sep-87 | Near Vision Activity | 300 | CD | 300 |

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|---|---|---|---|---|---|
| | | | | | |
| 3330-092 | May-85 | Employee-Position Profile | 400 | SH | 052 |
| * 4650-007 | Jul-90 | Facility and Equipment Record | 400 | SH | 52 |
| 6000-015 | Oct-83 | Transfer Of F&E Equipment Material | 400 | SH | 052 |
| 1600-064 | Feb-89 | Key Control Card (supersedes WE 1600-38) | 405 | CD | 052 |
| 1800-027 | Jul-83 | Evaluation Follow-Up Report | 405 | SH | 405 |
| 4441-001 | Jul-87 | Requisition For Leased Telecommunications Services | 406 | SE | 052 |
| 6050-001 | Apr-82 | Facility Transmitting Authorization | 406 | SH | 052 |
| 6050-002 | May-86 | Request For Allocation/Cancellation FAC. FREQ.& ID | 406 | SH | 052 |
| 6050-008 | Aug-83 | Assignment Of Call Letters-Portable Transceivers | 406 | SH | 052 |
| 6060-009 | May-86 | Facility Transmitting Authorization (Transmittal) | 406 | SH | 052 |
| 2500-005 | May-82 | Budget Progress On F&E Projects | 422 | SH | 052 |
| 1370-079 | Nov-86 | Quarterly IRMP Progress Report | 423 | SH | 052 |
| 6030-011 | Jan-86 | Special Maint. Program Project Request | 423 | SH | 052 |
| 6710-002 | Nov-85 | Non-Fed. NAV AID TEC. Inspection Report | 423 | SH | 052 |
| 6710-003 | Nov-85 | Non-Fed. NAV. AID Technical Inspection Report | 423 | SH | 052 |
| 6710-004 | Nov-85 | Non-Fed NAV. AID Tech Inspection Report | 423 | SH | 052 |
| 6710-005 | Nov-85 | Non-Fed NAV. AID Tech. Report (NDB) | 423 | SH | 052 |
| 6710-006 | Nov-85 | Non-Fed NAV. AID Tech. Inspection Report (Remarks) | 423 | SH | 052 |
| 6710-007 | Nov-85 | Non-Federal NAV AID Tech Insp Report VOR | 423 | SH | 052 |
| 6710-008 | Nov-85 | Non-Federal NAV AID Tech Inspection Report - DME | 423 | SH | 052 |
| 6710-009 | Nov-85 | Non-Federal NAV AID Tech Inspection Report ILS | 423 | SH | 052 |
| 6710-010 | Nov-85 | Aircraft Accident/Incident Information Worksheet | 423 | SH | 052 |
| 6900-012 | May-88 | FMP Labor Distribution Report | 423 | SH | 052 |
| 6000-007 | Sep-82 | AF Division Engineering Notes | 430 | SH | 052 |

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| | | | | | |
| 1360-016 | Jun-83 | AFD, Estab. ENG'RG Branch, Alert Memo | 450 | PD | 052 |
| 4650-016 | May-83 | F&E Project Material Label | 450 | SH | 052 |
| 6000-016 | May-88 | Weekly Progress Report | 450 | SE | 052 |
| 6030-008 | Jul-84 | Request For Drafting Cartography Services | 450 | SH | 052 |
| 6030-010 | Nov-83 | Field Work Order | 450 | SH | 052 |
| 6900-013 | May-88 | Semi-Annual Activity Report | 454 | SH | 052 |
| 6030-003 | Nov-83 | AF Technical Activities Control Chart | 460 | SH | 052 |
| 6030-003-001 | Nov-82 | AF Technical Activities Control Chart | 460 | CD | 052 |
| 6030-003-009 | Nov-78 | AF Technical Activities Control Chart (ALSAF) | 460 | CD | 052 |
| 6030-007 | Mar-83 | Status Of AF Sector Programs (RIS: SM 6040-8) | 460 | SE | 052 |

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| | | | | | |
| **FAA FORMS:** | | | | | |
| 1360-20 OP-WP-7 | May-85 | Acknowledged Receipt of FAA Form 7460-77 | 500 | SH | 500 |
| 1600-53 OP-WP-1 | Oct-82 | Bomb Threat Card | 50 | CD | 52 |
| 1720-11 OP-WP-1 | Jul-82 | Publication(s) Request | 50 | SE | 52 |
| 2800-1 OP-WP-3 | Jul-84 | GSA Address Code Verification | 52 | SH | 52 |
| 2800-1 OP-WP-4 | Feb-82 | Payroll Deduction for FAA Employees in FAA Housing | 52 | SH | 52 |
| | | | | | |
| **OF FORMS:** | | | | | |
| 347 OP-WP-1 | Oct-84 | Order for Supplies or Services | 55 | SE | 52 |
| | | | | | |
| **SF FORMS:** | | | | | |
| 2A OP-WP-1 | Jun-83 | U.S. Govt. Lease for Real Property General Provisions, Certification and Instructions | 50 | SH | 52 |
| 44 OP-WP-1 | Jul-86 | Purchase Order Invoice-Voucher | 55 | BK | 52 |
| 120 OP-WP-1 | Oct-84 | Report of Excess Personal Property - SFO | 52 | SH | 52 |
| 120 OP-WP-2 | Sep-83 | Report of Excess Personal Property - Hawaii | 52 | SH | 52 |
| 135 OP-WP-1 | Dec-87 | Records Transmittal and Receipt - Laguna Niguel, CA | 42 | SH | 52 |
| 135 OP-WP-2 | Dec-87 | Records Transmittal and Receipt - San Bruno, CA | 42 | SH | 52 |
| 1012 OP-WP-1 | Sep-86 | Travel Voucher-Relocation Income Tax (RITA) Allowance Claim | 20 | SH | 52 |
| 1081 OP-WP-1 | Apr-82 | Voucher & Schedule of Withdrawals and Credits-Central Region, ACE-23 | 20 | SH | 20 |
| 1081 OP-WP-2 | Apr-82 | Voucher & Schedule of Withdrawals and Credits - Washington Headquarters - AAA-200 | 20 | SH | 20 |

***NOTE: Overprint forms are various government forms overprinted" to save preparation time and to insure uniformity of entires.***

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| NUMBER | DATE | FORM TITLE | OPR | UI | STOCK |
|---|---|---|---|---|---|
| | | | | | |
| 1081 OP-WP-3 | Apr-82 | Voucher & Schedule of Withdrawals and Credits - Oklahoma City | 20 | SH | 20 |
| 1166 OP-WP-2 | May-82 | Voucher & Schedule of Payments | 20 | SH | 20 |
| 2809 OP-WP-1 | Nov-83 | Health Benefits Registration Form | 14 | SE | 52 |
| 2810 OP-WP-1 | Nov-83 | Notice of Change in Health Benefits Enrollment | 14 | SE | 52 |

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