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COMMANDER IN CHIEF
UNITED STATES PACIFIC FLEET
PEARL HARBOR, HAWAII 96860

CINCPACFLTINST 5213.5Q
(004)
23 AUG 1984

CINCPACFLT INSTRUCTION 5213.5Q

From: Commander in Chief U. S. Pacific Fleet

Subj: LIST OF RECURRING REPORTS REQUIRED BY CINCPACFLT

Ref: (a) OPNAVINST 5214.7
(b) OPNAVINST 5214.2A
(c) OPNAVINST 5600.19D

Encl: (1) List of Recurring Reports required by CINCPACFLT

*For
part visit reports
Aust
Japan*

1. Purpose. To promulgate a list of those recurring reports required by CINCPACFLT from the operating forces of the U. S. Pacific Fleet. Enclosure (1) has been revised in its entirety.

2. Cancellation. CINCPACFLTINST 5213.5P.

3. Contents. Enclosure (1) contains a list of recurring reports required by CINCPACFLT, issued in accordance with references (a) and (b). Reports not listed in enclosure (1) are cancelled. Directives listed in enclosure (1) that require reports and do not have the statement "Approved for three year period" are hereby approved for a three year period from the date of this instruction.

4. Code Explanations

a. Requiring Directives. References under the heading "Directive(s)" are to be considered as referring to the latest effective revision thereof.

b. Frequency Code Letters. The following is an interpretation of the frequency code letters used in enclosure (1):

- | | |
|-------------------|-------------------|
| W - Weekly | A - Annually |
| M - Monthly | SIT - Situational |
| Q - Quarterly | OT - Other |
| SA - Semiannually | |

c. Electrical Transmission under Communications Condition MINIMIZE. When a report is to be received during MINIMIZE conditions, the words (MIN: CONSIDERED) are written in parenthesis after the report/control symbol; for example, CINCPACFLT Report 1010-1 (MIN: CONSIDERED).

5. Reports Control Symbol. Since the symbol assigned to a report is used for its identification, all future reports submitted, as required by enclosure (1), shall bear the designated Report Symbol number listed in the "Report Symbol" column of enclosure (1). The applicable symbol number shall be inserted in the report as follows:

a. On letter reports - in parentheses after the subject, e.g., "SOAP Deficiency Funding (CPF Report 4441-4)."

b. On form reports - in the upper right corner of the first page.

c. On message/speedletter reports - as subject of message/speedletter. In cases of short reports, at the beginning of the text.

6. Action

a. Addressees shall maintain a reports control program within their commands in accordance with reference (a).

b. Addressees shall issue a single consolidated list of recurring reports required of ships and units under their administrative commands, including those published by enclosure (1) to this instruction.

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c. Addressees shall provide the Chief of Naval Operations (OP-09B17) and CINCPACFLT (Code 004) with one copy of their recurring reports instruction, issued in accordance with subparagraph 6b above.

7. Errors and Omissions. Any error or omission noted in the list contained in enclosure (1) should be brought to the attention of CINCPACFLT (Code 004).

8. Reports Reduction. CINCPACFLT supports CNO's objective to reduce burdens levied on the operating forces. CINCPACFLT therefore supports CNO policy provided by reference (c) in that:

a. Issuances are assessed by CINCPACFLT during formulation to determine their impact on fleet working hours.

b. The approval of a reporting requirement is indicated either by assigning a report control symbol or by including the authority which exempts the report from the report control symbol requirement.

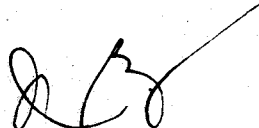
c. Reporting requirements issued by higher authority may be challenged if considered unnecessary.

d. Activities are not required to respond to a reporting requirement which is not symbolized or does not contain a statement of exemption.

e. A reporting requirement levied as a result of an action initiated or directed by higher authority bears the report control symbol of the higher authority.

f. No reporting requirement is authorized for a period exceeding three years from the date of issuance.

g. Respondents are notified when a reporting requirement is to be extended beyond the three year authorization period.



L. G. BOYD
By direction

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FKA1F Supply Systems Command Hq
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Stocked at: Headquarters, Commander in Chief
United States Pacific Fleet
Pearl Harbor, Hawaii 96860

LIST OF RECURRING REPORTS REQUIRED BY CINCPACFLT

<u>RCS</u>	<u>SUBJECT</u>	<u>FREQ</u>	<u>FORMAT</u>	<u>ORIG DIV</u>	<u>DIRECTIVE/ AUTHORITY</u>	<u>PREPARING ACTIVITIES</u>
1040-1	Golden Anchor Nomination	A	LTR	CPF 701	CPFINST 1040.1	SEE INST.
1040-2	TYCOM Quarterly Assessment	Q	MSG	CPF 701	CPFINST 1040.1	TYCOMS
1306-1	Predeployment Personnel Manning Assistance Report (PERSMAR)	SIT	MSG	CPF 701	CPFINST 1306.12E	DEPLOYED PACFLT SHIPS AND SQDS
1700-1	Child Care Facilities	Q	MSG	CPF 901	CNO ltr OP-155 of 17 NOV 82 CPF 202117Z JAN83	TYCOMS
1750-1	Family Service Center Data Collection Form	Q	LTR	CPF 901	CPFINST 1754.1	SEE INST.
2006-1	Post Deployment Cost Report	SIT	LTR	CPF 501	CPFINST 2006.1A	SEE INST.
3000-1	Combat Systems Operations Maintenance Performance Shortfalls	Q	LTR	CPF 301	CNO ltr 03/388397 of 8 JUL 83 CNO ltr 03/388567 of 5 SEP 83 CPF ltr FF1-1 3000 3544:20:23 ser 35/12946 of 21 DEC 83	COMNAVAIRPAC COMNAVSURFPAC COMSUBPAC COMNAVLOGPAC
3020-1	Numerical Count of SIOP-ESI Access (MIN: CONSIDERED)	Q	LTR/MSG	CPF 0041	CPFINST S5511.3J	FICPAC DPSCPAC TYCOMS
3020-4	Report of Plans Status	SA	LTR	CPF 601	CPFINST 3020.4D	SEE INST.
3100-4	CPF 201 Annual Review	A	LTR	CPF 301	CPF OPORD 201	FLEET COMMANDERS PAC NAVY FORCE COMMANDERS PAC TYCOMS
3128-2	<u>Port Visit Reports</u>	SIT	MSG	CPF 301	CPF OPORD 201 Appendix 16 to Annex C	PACFLT SHIPS
3430-3	Operational ELINT Report	SIT	LTR	CPF 801	CPFINST C3430.3H	PACFLT UNITS WITH ESM CAPABILITY

Enclosure (1)

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Enclosure (1)

<u>RCS</u>	<u>SUBJECT</u>	<u>FREQ</u>	<u>FORMAT</u>	<u>ORIG DIV</u>	<u>DIRECTIVE/ AUTHORITY</u>	<u>PREPARING ACTIVITIES</u>
3440-1	Disaster Preparedness Program/ List of Regional Area Naval Forces	A	LTR	CPF 601	CPFINST 3440.1	COMNAVBASE PEARL HARBOR, SEATTLE, and SAN DIEGO
3500-1	Medical Readiness Report	Q	LTR	CPF 45	CPF ltr FF1-1 3500 WPC1-0496-4 ser 45/3659 of 16 APR 84	FORCE MEDICAL OFFICER COMNAVAIRPAC COMNAVSURFPAC COMSUBPAC CG FMFPAC
3590-8	Missile Firing Exercises	SIT	MSG	CPF 301	CPFINST 3590.12C	ALL SMS SHIPS ALL SHIPS WITH POINT DEFENSE MISSILE SYSTEM ALL TACAIR SQDS
3624-1	TRIMS Data	M	LTR	CPF 301	CPFINST 3624.1A	SEE INST.
4230-1	Foreign Merchandise For Which Difficulty in Liquidation is Anticipated	SIT		CPF 41	CPFINST 4230.3C	CV, LPH, AND LHA SHIP TYPES
4440-7	Stores Account Material Management Afloat/Ship Authorized Level (SAMMA/SAL) Summary Report	Q	CPF 7000/6	CPF 41	CPFINST 4440.3E	COMNAVAIRPAC COMNAVSURFPAC CG FMFPAC COMSUBPAC PACFLT AD, AS, AR, AFS, CV, LHA, LPH, MAG, and SIMA
4700-1	Monthly IMA Performance	M	LTR	CPF 43	CPFINST 4700.6B	SEE INST.
4710-1	Report of Less Than Thorough OVHL	SIT	MSG/LTR	CPF 43	CPFINST 5440.3G Art. 4308.6	PACFLT TYCOMS
4710-2	Report of UNSAT Work	SIT	MSG/LTR	CPF 43	CPFINST 5440.3G Art. 4308.5	ALL SHIPS IN OVHL
4731-1	NOAP Maintenance Feedback Format	SIT	MSG/LTR	CPF 43	CPFINST 4731.1C	PACFLT SHIPS AND SERVICE CRAFTS

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<u>RCS</u>	<u>SUBJECT</u>	<u>FREQ</u>	<u>FORMAT</u>	<u>ORIG DIV</u>	<u>DIRECTIVE/ AUTHORITY</u>	<u>PREPARING ACTIVITIES</u>
4900-1	Foreign Training Summary Report	SIT	MSG	CPF 601	CPFINST 4900.3	ALL ACTIVITIES TRAINING FOREIGN STUDENTS UNDER FMS OR IMETP CASES BY MTT OR OJT
5040-1	Supply Management Inspection (SMI) Report	SIT	LTR	CPF 41	CPFINST 5040.9C	TYCOMS OR TYCOM DESIGNATED IUC/ ISIC
5040-2	Recurring Supply Management Inspection (SMI) Discrepancies	A	LTR	CPF 41	CPFINST 5040.9C	TYCOMS
5040-3	Report of Disbursing Review	SIT	LTR	CPF 41	CPFINST 5040.9C	TYCOMS OR TYCOM DESIGNATED IUC/ ISIC
5300-1	TYCOM Annual Equal Opportunity & Treatment Assessment	A	LTR	CPF 901	CPFINST 5300.3C	TYCOMS LESS CG FMFPAC
5300-2	OECEN Monthly Activity Report	M	LTR	CPF 901	CPFINST 5300.4B	OECENS
5300-4	Portable Urinalysis Test Kit Report	M	FORM	CPF 901	CPF MSG 160814Z JAN82	PACFLT TYCOMS COMNAVFORKOREA COMNAVFORJAPAN COMUSNAVPHIL COMNAVMARIANAS COMNAVBASE PEARL HARBOR COMNAVBASE SAN DIEGO COMNAVBASE SEATTLE
5300-5	Report of Portable Urinalysis Testing Capability and Reliability	Q	LTR	CPF 901	CNO ltr ser 1233 5 MAR 82 CPF ltr FF1-1 5355 SER 71/2327 of 26 MAR 82	COMNAVSURFPAC COMNAVAIRPAC
5300-6	Reports of Complaints of Sexual Harassment	SIT	LTR	CPF 901	CPFINST 5300.5	ALPACFLT
5350-1	Racial Incident Report (MIN: CONSIDERED)	SIT	MSG	CPF 901	CPFINST 5300.3C	ALPACFLT

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Enclosure (1)

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<u>RCS</u>	<u>SUBJECT</u>	<u>FREQ</u>	<u>FORMAT</u>	<u>ORIG DIV</u>	<u>DIRECTIVE/ AUTHORITY</u>	<u>PREPARING ACTIVITIES</u>
5350-2	0.05% BAC Pilot Program Report (MIN: CONSIDERED)	M	LTR/MSG	CPF 901	CNO ltr OP-153: KAT:ljm ser 182 of 17 FEB 84 CPF MSG 060247Z MAR 84	AIRANTISUBRON 41 FAIRECONRON 3 USS SKATE USS DIXON USS BLUEJACK USS JOHN YOUNG USS DULUTH USS BADGER USS JOSEPH STRAUSS COMFLETRAGRU PEARL HARBOR COMNUWPNTRAGRUPAC NAS BARBERS POINT NAS MIRAMAR SUBASE PEARL HARBOR PSA SAN DIEGO NAVSTA SAN DIEGO NAVSTA PEARL HARBOR NAVMAG LUALUALEI
5355-1	Substance Abuse Monthly Report	M	LTR	CPF 901	CPFINST 5355.1B	SEE INST.
5355-2	Counseling and Assistance OPS Report	Q	LTR	CPF 901	CPFINST 5355.1B	SEE INST.
5450-1	Review of Mission & Functions Instructions	A	MSG/LTR	CPF 601	CPFINST 5450.27E	SEE INST.
5510-5	Codeword/Exercise Term Annual Verification	A	LTR/MSG	CPF 301	CPFINST 5510.17C	COMTHIRDFLT COMSEVENTHFLT COMNAVAIRPAC CG FMFPAC COMCBPAC COMSUBPAC
5585-1	Military Working Dog Quarterly Report (Patrol Dog Only)	Q	FORM OPNAV 5585/5A	CPF 03T	CNO ltr ser 009/ 366078 of 9 SEP 83 CPF ltr FF1-1 5585 03181 ser 95/9633 of 13 OCT 83	COMUSFAC COMFLEACT YOKOSUKA COMFLEACT OKINAWA NAF MISAWA NAF ATSUGI NAF EL CENTRO NAS ADAK NAS AGANA GUAM NAS BARBERS POINT NAS WHIDBEY ISLAND NAS ALAMEDA NAS LEMOORE NAS FALLON NAS MIRAMAR NAS MOFFETT FIELD

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5585-1	Military Working Dog Quarterly Report (Patrol Dog Only) (Cont)	Q	OPNAV FORM 5585/5A	CPF 03T	CNO ltr ser 009/ 366078 of 9 SEP 83 CPF ltr FF1-1 5585 03181 ser 95/9633 of 13 OCT 83	NAS NORTH ISLAND NAS PT. MUGU NAVSTA SAN DIEGO NAVSTA TREASURE ISLAND NAVSTA MARE ISLAND NAVSTA LONG BEACH NAVSTA SEATTLE NAVSTA GUAM NAVSTA PEARL HARBOR NAVCAMS WESTPAC SUBASE BANGOR SUBASE SAN DIEGO NAVPHIBASE CORONADO CBC PORT HUENEME NAVSUPFORANTARCTICA DET CHRISTCHURCH COMNAVFORKOREA DET CNIC CHINHAЕ KS USS CONSTELLATION USS CARL VINSON USS KITTY HAWK
5 5585-2	Military Working Dog Quarterly Report (Other Than Patrol Dog)	Q	OPNAV FORM 5585/5B	CPF 901	CNO ltr ser 009D 366078 of 9 SEP 83 CPF ltr FF1-1 5585 03181 ser 95/9633 of 13 OCT 83	COMUSFAC COMFLEACT YOKOSUKA COMFLEACT OKINAWA NAF MISAWA NAF ATSUGI NAF EL CENTRO NAS ADAK NAS AGANA NAS BARBERS POINT NAS WHIDBEY ISLAND NAS ALAMEDA NAS LEMOORE NAS FALLON NAS MIRAMAR NAS MOFFETT FIELD NAS NORTH ISLAND NAS PT. MUGU NAVSTA SAN DIEGO NAVSTA TREASURE ISLAND NAVSTA MARE ISLAND NAVSTA LONG BEACH NAVSTA SEATTLE NAVSTA GUAM NAVSTA PEARL HARBOR NAVCAMS WESTPAC

Enclosure (1)

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<u>RCS</u>	<u>SUBJECT</u>	<u>FREQ</u>	<u>FORMAT</u>	<u>ORIG DIV</u>	<u>DIRECTIVE/ AUTHORITY</u>	<u>PREPARING ACTIVITIES</u>
5585-2	Military Working Dog Quarterly Report (Patrol Dog Only) (Cont)	Q	OPNAV FORM 5585/5B	CPF 901	CNO ltr ser 009D 366078 of 9 SEP 83 CPF ltr FF1-1 5585 03181 ser 95/9633 of 13 OCT 83	SUBASE BANGOR SUBASE SAN DIEGO NAVPHIBASE CORONADO NAVSUPFFORANTARCTICA DET CHRISTCHURCH COMNAVFORKOREA DET CNIC CHINHAE KS USS CONSTELLATION USS CARL VINSON USS KITTY HAWK
5720-2	Press Release/Public Affairs Advisory	SIT	MSG	CPF 013	CPF OPOD 201 Annex F	ALL PACFLT ACTIVITIES SUBJECT TO PRESREL/PUBLIC AFFAIRS ADVISORY REPORTING REQUIREMENTS
5773-1	TW Unit Status	W	MSG	CPF 013	CPFINST 5773.1A	ALL AFRTS AFFILIATED SHIPS WHILE DEPLOYED AND RECEIVING TW SHIPMENTS
5780-1	Unit Information Material Package	SIT	LTR	CPF 013	CPF OPOD 201 (Annex F)	ALL PACFLT ACTIVITIES SUBJECT TO UNIT INFORMATION MATERIAL PACKAGE SUBMISSION REQUIREMENTS
5860-1	Gifts from U. S. Officials to Foreign Nationals of more than Minimal Value	A	LTR	CPF 03J	CPF msg 112204Z AUG83 CNO ltr ser 09B/ 324641 of 24 JUN 83	ALL PACFLT ACTIVITIES
7042-1	Official Representation Fund (ORF) Status Report (MIN: CONSIDERED)	M	LTR/MSG	CPF 03C	CPFINST 7042.3D	COMSEVENTHFLT COMNAVSURFPAC CG FMFPAC COMNAVAIRPAC COMTHIRDFLT COMNAVFORJAPAN COMSUBPAC COMUSNAVPHIL COMTRAPAC COMNAVFORKOREA COMNAVMARIANAS COMNAVBASE PEARL HARBOR

<u>RCS</u>	<u>SUBJECT</u>	<u>FREQ</u>	<u>FORMAT</u>	<u>ORIG DIV</u>	<u>DIRECTIVE/ AUTHORITY</u>	<u>PREPARING ACTIVITIES</u>
7042-2	Obligation Data Report	M	LTR	CPF 03C	CPFINST 7042.7D	SEE INST
7100-3	Report of Fuel Purchased from Foreign or Commercial Source	SIT	SPDLTR	CPF 03C	CPFINST 7100.2D	SEE INST.
7300-1	PACFLT Productivity Report	Q	LTR	CPF 03C	CPF ltr FF1-1 ser 03C/5432 of 9 JUL 1976	COMNAVSURFPAC COMNAVLOGPAC COMNAVAIRPAC COMSUBPAC COMTHIRDFLT DPSCPAC FICPAC COMNAVBASE SUBIC BAY COMNAVBASE PEARL HARBOR COMNAVBASE GUAM COMNAVBASE SAN DIEGO OECEN PEARL HARBOR OECEN SAN DIEGO
7 7300-4	Quarterly Review of Financial Resources for Operating Target (OPTAR) Holders	Q	LTR	CPF 03C	CPF ltr FF1-1 7300 ser 03C/11558 of 10 NOV 83	COMNAVFORJAPAN COMNAVFORKOREA COMSEVENTFLT SEVENTHFLT PA REP SUBIC BAY FOSIF KAMISEYA FOSIC PAC
7300-9	Quarterly Review of Financial Resources for Operations and Maintenance Appropriations (O&MN and O&MNR)	Q	LTR	CPF 03C	CPF ltr 7300 03C/11789 of 18 NOV 83	COMSUBPAC COMNAVLOGPAC COMNAVSURFPAC COMTRAPAC COMNAVAIRPAC COMTHIRDFLT OESYSPAC COMNAVBASE GUAM COMNAVBASE SAN DIEGO FICPAC DPSCPAC COMUSFAC COMNAVBASE PEARL FAADCPAC SAN DIEGO COMNAVFORKOREA DET CNIC CHINHAE KS COMNAVBASE SEATTLE COMIDEASTFOR

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Enclosure (1)

<u>RCS</u>	<u>SUBJECT</u>	<u>FREQ</u>	<u>FORMAT</u>	<u>ORIG DIV</u>	<u>DIRECTIVE/ AUTHORITY</u>	<u>PREPARING ACTIVITIES</u>
9900-1	Environmental Monitoring for Radioactivity Associated with Naval Nuclear Powered Ships	Q	LTR	CPF 03N	CPFINST C9900.1E	COMFLEACT YOKOSUKA COMFLEACT OKINAWA NAF KADENA NAVSTA SUBIC BAY
11010-1	Review of U. S. Base Requirements Overseas	SIT	MSG	CPF 402	CPFINST 11010.11E	COMNAVFORJAPAN COMUSNAVPHIL COMNAVMARIANAS COMNAVFORKOREA
12301-1	Overseas Employment	A	LTR	CPF 701	CPFINST 12301.1	SEE INST.
12430-1	Merit Pay Performance Award Report	A	LTR/MSG	CPF 701	CPFINST 12430.1	SEE INST.
12430-2	Merit Pay Point Value Report	A	LTR/MSG	CPF 701	CPFINST 12430.1	SEE INST.
12430-3	Merit Pay Objectives Certification	A	LTR	CPF 701	CPFINST 12430.1	SEE INST.
∞ 12510-1	Delegation of Position Classification/Job Grading Authority	A	LTR	CPF 701	CPFINST 12510.1	ALL PACFLT ACTIVITIES EMPLOYING CIVILIANS
12711-1	Labor Relations Information	SIT	LTR	CPF 701	CPFINST 12711.1	SEE INST.
12720-2	Affirmative Action Plan for Handicapped Individuals Including Disabled Veterans, Status and Accomplishment Reports	SA/A	LTR	CPF 901	CPFINST 12720.2	ALL PACFLT SHORE ACTIVITIES

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