

## **APPENDIX B**

### **Forms and Reports**

Retention symbols assigned to reporting requirements, imposed by this instruction, pertain to completed forms. Retention symbols and definitions are listed below. If no specific retention period is specified, refer to applicable instructions for retention guidelines. Final records disposition action will follow the Department of the Navy Records Management Manual (SECNAV M-5210.1).

**NOTES: 1. Copy 2 shall be filed or disposed of at the squadron analyst's discretion. Copy 3 shall be retained by maintenance control for a minimum of 3 months after monthly reports have been received and verified, then filed.**

**2. Retained until replaced by next like inspection record.**

**3. Retained for a minimum of 6 months from the completed date.**

**4. Retain the last completed form and the most current form.**

**5. Retained for 1 month.**

**6. Documents with Action Taken Code L may be destroyed after daily verification. Subsystem Capability Impact Report (SCIR) related Visual Information System/Maintenance Action Forms (VIDS/MAF) with Action Taken Code N will be retained for a minimum of 6 months from the completed date.**

**7. Documents in support of phase or special inspections will be retained for one complete inspection cycle, or 6 months, whichever is greater. Special inspections with cycles greater than 6 months retain only those additional inspection documents for which a like inspection has not been performed during the last 6 months.**

**8. Retained in the Aircraft Discrepancy Book (ADB) as a separator for 10 subsequent flights.**

**9. For daily reports, the due dates (due back to the user) listed indicate the number of working days following the date of submission of the source forms to Spawar Systems Center Atlantic (SSCA). For monthly reports, the due dates indicate the number of working days following the end of the month.**

**10. These reports will be retained during the current month and may be destroyed after receipt and verification of the monthly reports.**

**11. Contact Measure Occupation Control Center (MOCC), Norfolk or San Diego to obtain these forms.**

**Table B-1 NAMP Forms**

<b>FORM NO./REV. DATE</b>	<b>TITLE</b>	<b>STOCK NO.</b>	<b>RETENTION (See Notes)</b>
OPNAV 4790/12 (10-16)	Quality Assurance Representative/Inspector Recommendation/Designation	(Digital)	
OPNAV 4790/21A (12-14)	Monthly Flight Summary	(Digital)	
OPNAV 4790/22A (12-14)	Inspection Record	(Digital)	
OPNAV 4790/23A (12-14)	Repair/Rework Record	(Digital)	
OPNAV 4790/24A (12-14)	Technical Directives	(Digital)	
OPNAV 4790/25A (2-15)	Miscellaneous/History	(Digital)	
OPNAV 4790/27A (12-14)	Inventory Record	(Digital)	
OPNAV 4790/28A (1-15)	Scheduled Removal Component Card	(Digital)	
OPNAV 4790/29 (1-84)	Aeronautical Equipment Service Record	0107LF0479145	
OPNAV 4790/31A (1-15)	Equipment Operating Record	(Digital)	
OPNAV 4790/34 (1-15)	Required Reading and Maintenance Information Record	(Digital)	
OPNAV 4790/36A (1-15)	Work Request Customer Service	(Digital)	
OPNAV 4790/38 (4-15)	Preflight/Daily/Turnaround/Postflight Maintenance Record	(Digital)	NOTE 2
OPNAV 4790/45 (1-15)	Document Control Form	(Digital)	NOTE 10
OPNAV 4790/51 (2-16)	SE Custody and Maintenance History Record	(Digital)	NOTE 4
OPNAV 4790/61 (8-16)	Mobile Facility Logbook and Inventory Record - Table of Contents	(Digital)	
OPNAV 4790/62 (8-16)	Mobile Facility Logbook and Inventory Record - General Instructions	(Digital)	
OPNAV 4790/63 (4-15)	Part I - MF Major Related Equipment Record Separator	(Digital)	
OPNAV 4790/64 (5-88)	Support Equipment Transaction Report	0107LF0016600	
OPNAV 4790/65 (11-16)	Phased Depot Maintenance Work Request	(Digital)	
OPNAV 4790/73 (8-16)	Mobile Facility Logbook and Inventory Record - Part II - Table of Contents	(Digital)	

**COMNAVAIRFORINST 4790.2C**  
**15 Jan 2017**

<b>FORM NO./REV. DATE</b>	<b>TITLE</b>	<b>STOCK NO.</b>	<b>RETENTION (See Notes)</b>
OPNAV 4790/73A (8-16)	Mobile Facility Logbook and Inventory Record (Digital) (Back of OPNAV 4790/73) – Part II - Instructions		
OPNAV 4790/74 (4-15)	Mobile Facility Part II - Inventory Records - (Digital) Equipment List (Separator)		
OPNAV 4790/74A (8-16)	Mobile Facility Part II - Inventory Records - (Digital) Equipment List Form		
OPNAV 4790/75 (4-15)	Mobile Facility Record of Shortages (Separator) (Digital)		
OPNAV 4790/75A (4-15)	Mobile Facility Record of Shortages Form (Digital)		
OPNAV 4790/80 (11-16)	Support Equipment Rework Request (Digital)		
OPNAV 4790/102 (1-92)	USN Aviation Support Equipment Operator' License 0107LF0129600		
OPNAV 4790/104 (4-15)	Aircraft Inventory Record Certification and Record of Transfers (Digital)		
OPNAV 4790/106A (10-16)	Assembly Service Record (Digital)		
OPNAV 4790/108 (5-16)	Support Equipment Misuse/Abuse (Digital)		
OPNAV 4790/110 (4-15)	Aircraft Inventory Record (Digital)		
OPNAV 4790/111 (4-15)	Aircraft Inventory Record (Equipment List) (Digital)		
OPNAV 4790/112 (4-15)	Aircraft Inventory Record (Shortages) (Digital)		
OPNAV 4790/113 (5-15)	Equipment History Record (EHR) Card (Digital)		
OPNAV 4790/135 (8-16)	Module Service Record (Digital)		
OPNAV 4790/136A (5-15)	Preservation/Depreservation Record (Digital)		
OPNAV 4790/139 (4-16)	NDI Certification Record (Digital)		
OPNAV 4790/140 (8-16)	NDI Technician/Operator Work Record (Digital)		
OPNAV 4790/141 (12-89)	Aircraft Inspection and Acceptance Record	0107LF0084600	<b>NOTE 8</b>
OPNAV 4790/142 (5-16)	Structural Life Limits (Digital)		
OPNAV 4790/158 (8-16)	Plane Captain Designation (Digital)		
OPNAV 4790/19 (12-70)	Aircraft Log Book (Binder)	0107-LF-770-3385	
OPNAV 4790/21 (11-69)	Monthly Flight Summary (Separator) (Digital)	0107-LF-770-3420	
OPNAV 4790/22 (8-69)	Inspection Record (Separator)	0107-LF-770-3440	

**COMNAVAIRFORINST 4790.2C**  
**15 Jan 2017**

<b>FORM NO./REV. DATE</b>	<b>TITLE</b>	<b>STOCK NO.</b>	<b>RETENTION (See Notes)</b>
OPNAV 4790/23 (1-84)	Repair/Rework Record (Separator)	0107-LF-047-9116	
OPNAV 4790/24 (8-69)	Technical Directives (Separator)	0107-LF-770-3480	
OPNAV 4790/25 (8-69)	Miscellaneous/History (Separator)	0107-LF-770-3500	
OPNAV 4790/26 (8-69)	Explosive Devices (Separator)	0107-LF-770-3520 (Digital)	
OPNAV 4790/26A (10-92)	Installed Explosive Device Record	0107-LF-014-9900 (Digital)	
OPNAV 4790/27 (1-84)	Inventory Record (Separator)	0107-LF-047-9135	
OPNAV 4790/31 (8-69)	Equipment Operating Log (Separator)	0107-LF-770-3620	
OPNAV 4790/52 (3-83)	SE Preoperational Record	0107-LF-770-5501	<a href="#">NOTE 5</a>
OPNAV 4790/58 (07-74)	Metrology Equipment and Recall Report	N/A	<a href="#">NOTE 11</a>
OPNAV 4790/60 (5-88)	VIDS/MAF	0107-LF-002-5900	<a href="#">NOTES 3, 6, 7</a>
OPNAV 4790/101 (8-93)	Parachute Record	0107-LF-016-5500	
OPNAV 4790/109 (8-81)	Department of the Navy Aircraft Inventory Record - Cover	0107-LF-013-4500	
OPNAV 4790/134 (1-84)	Supplemental Records (Separator)	0107-LF-047-9670	
OPNAV 4790/136 (1-84)	Preservation/Depreservation Record (Separator)	0107-LF-047-9680	
OPNAV 4790/137 (8-90)	Seat Survival Kit Record	0107-LF-010-6000	
OPNAV 4790/138 (8-90)	Aircrew Systems Record	0107-LF-010-6100	
OPNAV 4790/142A (3-94)	Structural Life Limits (Separator)	0107-LF-017-9900	
OPNAV 4790/157 (2-86)	ALSS Record (Separator)	0107-LF-047-9785	
OPNAV 4790/159 (8-90)	Aircrew Personal Equipment Record	0107-LF-010-6200	
OPNAV 4790/191 (4-16)	Aircraft Taxi License	(Digital)	

<b>FORM NO./REV. DATE</b>	<b>TITLE</b>	<b>STOCK NO.</b>	<b>RETENTION (See Notes)</b>
OPNAV 4790/192 (4-16)	Aircraft Engine/APU Turn-up License	(Digital)	
OPNAV 4790/193 (10-16)	Artisan Inspector Designation	(Digital)	

**Table B-2 Non-NAMP Forms**

The following forms are available in the Navy Supply System per NAVSUP Publication 2003:

**NOTE: The Navy Forms On-Line Web sites (<https://navalforms.documentservices.dla.mil> or <http://www.dtic.mil/whs/directives/forms/>) provide some forms in Portable Document Format (PDF). Forms listed as “Digital” must be downloaded from the on-line web site.**

FORM NO./REV. DATE	TITLE	STOCK NO.	RETENTION (See Notes)
DD 200 (7-09)	Financial Liability Investigation Property Loss	o0102-LF-011-9100	(Digital)
DD 250 (8-00)	Material Inspection and Receiving Report	0102-LF-986-4200	(Digital)
DD 365 (8-96)	Record of Weight and Balance Personnel	0102-LF-011-1900	(Digital)
DD 365-1 (8-96)	Chart A-Basic Weight Checklist Record	0102-LF-011-2000	(Digital)
DD 365-2 (8-96)	Form B-Aircraft Weighing Record	0102-LF-011-2300	(Digital)
DD 365-3 (8-96)	Chart C-Basic Weight and Balance Record	0102-LF-011-2400	(Digital)
DD 365-4 (8-96)	Weight and Balance Clearance Form F	0102-LF-115-1400	(Digital)
DD 1149 (1-16)	Requisition and Invoice/Shipping Document	0102-LF-017-7900	(Digital)
DD 1155 (12-01)	Order for Supplies or Services Request	0102-LF-980-7900	(Digital)
DD 1348 (7-91)	DOD Single Line Item Requisition System Document (6 pt.)	0102-LF-014-1600	(Digital)
DD 1348-1A (7-91)	DOD Single Line Item Release/Receipt Document	0102-LF-115-3800	(Digital)
DD 1423 (8-96)	Contract Data Requirements List	0102-LF-010-5400 (Digital)	
DD 1574 (10-88)	Serviceable Tag - Material	0102-LF-014-5600	
DD 1577-2 (10-66)	Unserviceable Repairable Label-Material	0102-LF-016-0000	
DD 2026 (8-14)	Oil Analysis Request	( <a href="http://www.dtic.mil/">http://www.dtic.mil/</a> )	(Digital)
DD 2332 (01-99)	Product Quality Deficiency Report Exhibit	0102-LF-007-6400	
NAVAIR 4790/3 (10-90)	Maintenance Requirements Card	0102-LF-011-0400	(Digital)
NAVAIR 13053/1 (9-74)	TD Kit Shipment Report	0102-LF-614-8311	(Digital)
NAVAIR 13920/1 (1-97)	Flight Loads/Launch/Landing Data	0102-LF-994-2300	(Digital)
NAVCOMPT 2156 (7-70)	OPTAR Document Transmittal Report	0104-LF-704-9001	(Digital)

FORM NO./REV. DATE	TITLE	STOCK NO.	RETENTION (See Notes)
NAVCOMPT 2157 (1-72)	Budget/OPTAR Report	0104-LF-705-0003	(Digital)
NAVPERS 1221/6 (3-16)	Navy Enlisted Classification Change Request	(NEC( <a href="http://www.npc.navy.mil">http://www.npc.navy.mil</a> ))	(Digital)
NAVSEA 4734/6 (3-90)	Special Calibration	0116-LF-018-5100	
NAVSEA 4734/7 (3-90)	Rejected Tag	0116-LF-009-4600	
NAVSEA 4734/8 (3-90)	Calibrated Label (1 3/8" x 1 1/8")	0116-LF-009-4700	
NAVSEA 4734/9 (3-90)	Calibrated Label (with flap)	0116-LF-009-4800	
NAVSEA 4734/10 (3-90)	Calibrated Label (7/8" x 5/8")	0116-LF-009-4900	
NAVSEA 4734/11 (3-90)	Calibrated Label (5/8" x 3/8")	0116-LF-009-5000	
NAVSEA 4734/13 (3-90)	Calibrated Refer to Report of Calibration	0116-LF-009-5200	
NAVSEA 4734/15 (3-90)	Special Calibration (2" x 3")	0116-LF-009-5400	
NAVSEA 4734/16 (3-90)	Special Calibration (7/8" x 5/8")	0116-LF-009-5500	
NAVSEA 4734/17 (3-90)	Inactive Label (1 3/8" x 1 1/8")	0116-LF-009-5600	
NAVSEA 4734/19 (3-90)	User Calibration (1 1/4" x 1 7/16")	0116-LF-009-5800	
NAVSEA 4734/20 (3-90)	Warning Cleaned for Oxygen Service	0116-LF-009-5900	
NAVSEA 4734/22 (3-90)	Calibration Standard	0116-LF-009-6100	
NAVSEA 4734/23 (3-90)	Cleaned for Oxygen Service	0116-LF-009-6200	
NAVSEA 4734/24 (3-90)	Use Counter Clockwise Only	0116-LF-009-6300	
NAVSEA 4734/25 (3-90)	Use Clockwise Only	0116-LF-009-6400	
NAVSEA 4734/26 (10-95)	Calibration Not Required (1 3/8" x 1 1/8")	0116-LF-113-5200	
NAVSEA 4734/27 (3-90)	Calibration Not Required (7/8" x 5/8")	0116-LF-009-6600	
NAVSEA 4734/28 (3-90)	Calibration Void if Seal Broken	0116-LF-009-6700	
NAVSEA 4734/29 (3-90)	Calibrated Void if Seal Broken	0116-LF-009-6800	
OPNAV 1500/39 (3-92)	Navy Training Feedback System Form	0107-LF-127-1100	(Digital)
OPNAV 3710/4 (2-84)	Naval Aircraft Flight Record	0107-LF-037-1020	NOTE 1
OPNAV 3710/7 (4-16)	NATOPS Evaluation Report	0107-LF-982-7600	(Digital)
OPNAV 4790/2K (6-75)	Ship's Maintenance Action Form (2-Kilo)	0107-LF-047-9011	
OPNAV 4790/7B (9-89)	Planned Maintenance System Feedback Report	0107-LF-007-8000	

The following forms are preprinted and automatically distributed to MEASURE OPERATION CONTROL CENTER, PO BOX 357064, NAS NORTH ISLAND, SAN DIEGO CA 92135-7076:

FORM NO./REV. DATE	TITLE
OPNAV 4790/58 (5-75)	Metrology Equipment Recall and Report (METER) Card
OPNAV 4790/58A (5-75)	Equipment Identification and Receipt Tag

The following forms may be ordered from General Services Administration (<http://www.gsa.gov/portal/getSearchResult.action>):

FORM NO./REV. DATE	TITLE	STOCK NO.
OF 346 (11-85)	U.S. Gov't Motor Vehicle Operator Identification Card	7540-00-634-3999
SF 44 (10-83)	Purchase Order/Invoice/Voucher	7540-01-152-8068
SF 95 (2-07)	Claim of Damage or Injury	7540-00-634-4046 o GSA Web Site
SF 135 (7-85)	Records Transmittal and Receipt	7540-00-634-4093 o GSA Web Site
SF 364 (2-80)	Report of Discrepancy (ROD)/Supply Discrepancy Report (SDR)	7540-00-159-4442 o GSA Web Site
SF 368 (5-11)	Product Quality Deficiency Report	7540-00-133-5541 o GSA Web Site

The following form may be ordered from the local Print on Demand System at the Navy Publications and Printing Service:

FORM NO./REV. DATE	TITLE
NAVSUP 1375 (9-80)	Allowance Change Request - Fixed

[https://www.navsup.navy.mil/navsup/ourteam/navsupwss/standard\\_acr](https://www.navsup.navy.mil/navsup/ourteam/navsupwss/standard_acr)

**Table B-3 Reports**

REPORT NO.	TITLE	FREQ	DUE DATE	RETENTION
	Aircraft Flight Summary Report	Daily or As required	5 (Note 9)	(See Notes) NOTE 3



**COMNAVAIRFORINST 4790.2C**  
**15 Jan 2017**

	Aircraft Landing Code and Mission Number (Hours) Summary	Daily or As required	5	NOTE 3
	Aircrew Flight	Daily or As required		NOTE 3
	Aircrew Flight Summary by Assy Cd	Daily or As required		NOTE 3
	Aircrew Flight Summary by SSN	Daily or As required	5	NOTE 3
	Individual Master Roster	Daily or As required	5	NOTE 3
MAINT-1	Consolidated Performance Metrics	Daily or As required	5	NOTE 3
MAINT-2	Aircraft Readiness Degradation and Utilization Summary	Daily or As required	5	NOTE 3
MAINT-3	Subsystem Capability and Impact Reporting by WUC/UNS	Daily or As required	5	NOTE 3
MAINT-4	Detailed Mission and Maintenance Data by Aircraft	Daily or As required	5	NOTE 3
MAINT-5	Maintenance Man-Hours	Daily or As required	5	NOTE 3
MAINT-6	Detailed Data Extract	Daily or As required	5	NOTE 3
N2R23800	Equipment Discrepancy Report	Daily or as required	NA	NA
N2R23900	Work Center Work Load Report	Daily or as required	NA	NA
N2R24001	Daily Production Report - Part 1	Daily or as required	NA	NA
N2R24002	Daily Production Report - Part 2	Daily or as required	NA	NA
N2S21601	***Workload Inquiry *** (Screen Display)	Daily or as required	NA	NA
N6R72300	DIFM Status Report	Daily or as required	NA	NA
N6R72600	SQD EXREP Status Report	Daily or as required	NA	NA

NA500C	Aeronautical Technical Directive Index Daily or Report	NA	NA
--------	--	----	----