



UNITED STATES MARINE CORPS
MARINE CORPS INSTALLATIONS NATIONAL CAPITAL REGION
MARINE CORPS BASE QUANTICO
3250 CATLIN AVENUE
QUANTICO VIRGINIA 22134 5001

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OCT 28 2015

MARINE CORPS INSTALLATIONS NATIONAL CAPITAL REGION-MARINE CORPS BASE QUANTICO
BULLETIN 5213

From: Commander, Marine Corps Installations National Capital Region-Marine
Corps Base Quantico
To: Distribution List

Subj: FORMS QUARTERLY CHECKLIST

Ref: (a) MCO 5600.31A
(b) MCBO 5213.1D

Encl: (1) MCINCR-MCBQ Forms (4th Qtr CY15)

1. Situation. The references require all Commanders and staff to review their forms annually to ensure they are necessary, current, and consistent with statutory authority. Enclosure (1) is a list of the Marine Corps Installations National Capital Region-Marine Corps Base Quantico (MCINCR-MCBQ) active and cancelled forms.

2. Mission. To publish the MCINCR-MCBQ Bulletin 5213 quarterly checklist.

3. Execution

a. Each Division will ensure all forms are reviewed and updated in accordance with this Bulletin.

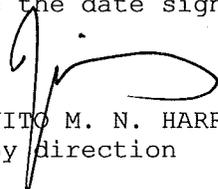
b. IAW MCINCR-MCBQO 5213.1D all forms will be reviewed annually, within 30 days of their anniversary date, by their originating activity utilizing enclosure (1) of Bulletin. Annual review forms and all supporting revision documentation will be submitted to the MCINCR-MCBQ Forms Management Officer for inclusion into the appropriate forms case file.

4. Administration and Logistics. All MCINCR-MCBQ forms can be found online at <https://eis.usmc.mil/sites/mcbquan/gl/adjutant>. If there are any questions about the validity of a form not listed in enclosure (1) contact the G-1 Adjutant at (703) 784-2153 to confirm whether it should be destroyed or added to enclosure (1).

5. Command and Signal

a. Command. This order is applicable to MCINCR-MCBQ.

b. Signal. This order is effective the date signed.


VITO M. N. HARRIS
By direction

DISTRIBUTION: A

MCINCR-MCBQ Forms (4th Qtr CY15)

Number	Title	Division	Status	Date Completed
1000/1	Commemorative U.S. Flag Raising Request Form for Lejeune Hall	ADJ	ACTIVE	10/15
1700/2	Notice of Hazard	SAFD	ACTIVE	2/96
1710/11A	Application of Membership, Medal of Honor Golf Course	RECB	ACTIVE	5/91
1730/2	Chapel Wedding Reservation Form	EF/CHAP	ACTIVE	5/12
4670/3	Operators Preventive Maintenance Checks and Services	SUP/MT	ACTIVE	9/98
4670/4	Weekly Preventive Maintenance Checks and Services #2	SUP/MT	ACTIVE	9/98
5090/1	Request for Environmental Impact Analysis	NREA	ACTIVE	9/97
5100/1	Supervisor's Mishap and Near Miss Report	SAFD	ACTIVE	9/85
5100/11	Industrial Hygiene Service Request	SAFD	ACTIVE	11/96
6280/1	Sewage Spill Response	NREA	ACTIVE	6/04
7510/1	Quantico Inspector General Hotline Complaint Form	IG	ACTIVE	1/14
11015/1	NREA-Weekly Firewood/Hunting/Fishing Permit Sales	NREA	ACTIVE	7/91
11015/1A	Firewood Permit	NREA	ACTIVE	11/96
11015/4	MCB Hunting Reservation	NREA	ACTIVE	12/89
11015/5A	Application to Hunt or Trap at MCB	NREA	ACTIVE	7/95
11015/6	Annual License to Fish Marine Corps Base Quantico	NREA	ACTIVE	4/90
11015/7	5 Day License to Fish	NREA	ACTIVE	11/93
11101/2	Housing Referral Address and Evaluation Form	FHB	ACTIVE	4/98
11240/1	Transportation Request	SUP/MT	ACTIVE	2/90
11330/7	Cross Connection Inspection	FMS	ACTIVE	9/97

Number	Title	Division	Status	Date Cancelled
1000/1	Comments Card	IPAC	CANCELLED	9/28/2015
10110/1	Food Service Technical Inspection Checklist, Section 1 Marine Corps Food Management Information System	FSB	CANCELLED	9/3/2015
10110/10	Special Meal Request	FSB	CANCELLED	9/3/2015
10110/11	PRS #1 Provide Quality Control Program	FSB	CANCELLED	9/3/2015
10110/1C	Evaluation Inspection Summary	FSB	CANCELLED	9/3/2015
10110/1D	Revised Packaged Operational Rations	FSB	CANCELLED	9/3/2015
10110/3	Food Service Technical Inspection Checklist, Section 4 Sanitation	FSB	CANCELLED	9/3/2015
10110/4	Food Service Technical Inspection Checklist, Section 5 Food Preparation and Serving	FSB	CANCELLED	9/3/2015
10110/4A	MOS Road Map	FSB	CANCELLED	9/3/2015
10110/4C	Special Meal Support	FSB	CANCELLED	9/3/2015
10110/5	Food Service Technical Inspection Checklist, Section 6 Training	FSB	CANCELLED	9/3/2015
10110/5A	Formal Schools	FSB	CANCELLED	9/3/2015
10110/5B	Disciplinary Action	FSB	CANCELLED	9/3/2015
10110/6	Food Service Technical Inspection Checklist, Section 8 Storage Receiving	FSB	CANCELLED	9/3/2015
10120/1	Uniform Alterations Authorization	LOGD	CANCELLED	10/2/2015
1070/12B	Personnel Check-In Sheet	IPAC	CANCELLED	9/28/2015
1070/13B	Personnel Check-Out Sheet	IPAC	CANCELLED	9/28/2015
1070/14	Personnel Action Request	EF/BASE	CANCELLED	9/28/2015
1070/6	Military Personnel Records	SJA	CANCELLED	10/1/2015
11015/3	Warning Notice	NREA	CANCELLED	9/30/2015
11101/1A	Rating Sheet	FHB	CANCELLED	9/29/2015
11120/1	Post Card Permit #8	CMCC	CANCELLED	10/5/2015
11262/3	Hoist Inspection Checklist	FMS	CANCELLED	10/5/2015
11262/4	Forklift Condition Inspection Record	FMS	CANCELLED	10/5/2015
11330/8	Centrifuge	FMS	CANCELLED	10/5/2015
11370/1	Daily HTHW Boiler Operations Chart Camp Barrett	FMS	CANCELLED	10/5/2015
12340/6	Emergency Notification Record	HROM	CANCELLED	9/29/2015
1330/3	Family Support	FSC	CANCELLED	10/5/2015
1500/8	SME Task Data Sheet	STB	CANCELLED	9/29/2015
1530/9	Clothing Size Form	MATB	CANCELLED	10/2/2015
1530/9A	Combined Roster, Shortage/Receipt for Clothing	MATB	CANCELLED	10/2/2015

1530/9B	Clothing Chit	MATB	CANCELLED	10/2/2015
1700/2	Notice of Hazard	SAFD	CANCELLED	10/5/2015
1710/13	Daily Chemistry Log	RECB	CANCELLED	10/5/2015
1710/16	Acquisition Form	MCCS	CANCELLED	10/5/2015
1710/20	Golf Course Cashier Worksheet	RECB	CANCELLED	10/5/2015
1710/22A	Facilities Purchase Order Worksheet	FACD	CANCELLED	10/5/2015
1754/15	Adopt-a-Family Holiday Program	FSC	CANCELLED	10/5/2015
1754/15A	Sponsorship Application	FSC	CANCELLED	10/5/2015
1754/17A	TAP Seminar Sign-In	FSC	CANCELLED	10/5/2015
2100/1	Message Action Change Request	CMCC	CANCELLED	10/5/2015
3760/2B	Airborne Early Warning	WGAC	CANCELLED	9/30/2015
4015/1	Request for Modification of Allowance	LOGD	CANCELLED	10/2/2015
4035/1	Shipping Label	LOGD	CANCELLED	10/2/2015
4050/1	Member Inspection Service	LOGD	CANCELLED	10/2/2015
4410/1	Request for Assignment/Adoption of NSN	MATB	CANCELLED	10/2/2015
4430/2	Transfer of Plant Property Class III	FMS	CANCELLED	10/5/2015
4440/3	Ammunition Inventory by MAG	MATB	CANCELLED	10/2/2015
4440/4	Ammunition Inventory Sheet	MATB	CANCELLED	10/2/2015
4440/7	MILES Usage Data	CVIC	CANCELLED	9/30/2015
4610/2	BPO/BPA Call-In Sheet	MCCS	CANCELLED	10/5/2015
4610/6	Inbound Status Cards (TMO)	LOGD	CANCELLED	10/2/2015
4631/1	Airlift Request	G-3	CANCELLED	9/30/2015
4640/1	Safe Driving Achievement Certificate	SUP/MT	CANCELLED	10/2/2015
4641/3	Crane Condition Inspection Record	SUP/MT	CANCELLED	10/2/2015
4641/4	Certification of Load Test	SUP/MT	CANCELLED	10/2/2015
4650/3	Reservation Record (TMO)	LOGD	CANCELLED	10/2/2015
4670/3	Operators Preventive Maintenance Checks and Services	SUP/MT	CANCELLED	10/5/2015
4670/4	Weekly Preventive Maintenance Checks and Services #2	SUP/MT	CANCELLED	10/5/2015
4730/3	Auto Hobby Shop Limited Technical Inspection	RECB	CANCELLED	10/5/2015
4730/4	Facilities Maintenance Confirmation Receipt	FMS	CANCELLED	10/5/2015
4730/8	Road Master Report	SUP/MT	CANCELLED	10/2/2015
5000/1	Information Outgoing Correspondence - Folder	FSB	CANCELLED	9/3/2015
5100/7	Lockout/Tagout Procedures Checklist for Energy Source Determination	SAFD	CANCELLED	10/5/2015
5216/11	Forms Information Telephone Directory	REAB	CANCELLED	9/29/2015
5216/13	Record of Conversation	P&CB	CANCELLED	10/5/2015
5216/1A	Central Files Routing Sheet	ADJ	CANCELLED	10/5/2015

5216/3	Office of the Staff Judge Advocate Routing Sheet	SJA	CANCELLED	10/1/2015
5290/6	Equipment Sub-Custody Record Card	CVIC	CANCELLED	10/1/2015
5353/5	Chronological Log (Substance Abuse Counseling Center)	FSC	CANCELLED	10/5/2015
5420/1	12 Step Meeting Journal	HRB	CANCELLED	10/5/2015
6100/14B	Certification of Appreciation (Family Service)	HRB	CANCELLED	10/5/2015
6280/2	Spill Management Information	NREA	CANCELLED	10/1/2015
7100/1	SABRS Budget Formulation Worksheet	COMP	CANCELLED	9/29/2015
7200/16	TLE Worksheet	FINBR	CANCELLED	9/29/2015
7220/4	LES Reconstruction Sheet	FINBR	CANCELLED	9/29/2015
7300/2	Accounting	EF/MAIN/TB	CANCELLED	9/29/2015
7430/1	Administrative/Pay Discrepancy Sheet	CCSS	CANCELLED	10/1/2015
7548/1	Certificate of Cash Count Cash on Hand (REA)	REAB	CANCELLED	9/29/2015