

**ORDER**

1330.1A

FORMS MANAGEMENT



May 9, 1973

**DEPARTMENT OF TRANSPORTATION  
FEDERAL AVIATION ADMINISTRATION**

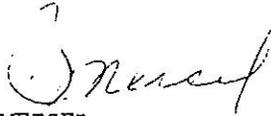
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FOREWORD

1. PURPOSE. This order gives the objectives, responsibilities, standards and procedures for managing all forms prescribed or used by the FAA.
2. DISTRIBUTION. This order is distributed to the division level in Washington and regional headquarters, and centers, to field offices and facilities; and to paperwork management officers.
3. CANCELLATION. Order 1330.1 is canceled.
4. BACKGROUND. This revision includes numerous minor changes that reflect the FAA organization shift to administration status and reorganization within FAA.



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Director of Management Systems

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## CHAPTER 1. GENERAL

1. PURPOSE. This handbook prescribes the program for managing forms used by the agency, including Standard Forms, Optional Forms, and other Government agencies' forms.
2. PROGRAM OBJECTIVES. The program ensures that forms are:
  - a. Available for use when needed, and are registered, and cataloged.
  - b. Approved for use, numbered, and adequately identified.
  - c. Discontinued and removed from use when not needed.
  - d. Well fitted to the procedures in which they are to be used, including professional analysis of purpose, content, and procedures.
  - e. Efficiently designed to meet the needs of all users and facilitate procedures.
  - f. Reproduced, distributed, and stocked efficiently and economically.
  - g. Clearly and simply described in written directives.
3. CONTROL OF FORMS. Any form that is to be reproduced or procured in any quantity for use in the agency will be controlled from its origin to its discontinuance, including any revisions thereto. One-time, experimental, and short-run forms may be given modified controls and handling, but must be reviewed. Control of a form usually requires performance of the following functions:
  - a. New and Revised Forms.
    - (1) Analysis of purpose and procedural use.
    - (2) Determination that existing forms can or cannot serve same purpose.
    - (3) Application of design standards and techniques.
    - (4) Development and preparation of physical specifications for reproduction.
    - (5) Determination of scope of users, quantities to be reproduced and where stocks will be maintained.
    - (6) Assignment of a form or identification number.
    - (7) Approval or disapproval for its reproduction and use.

b. Existing Forms in Use.

- (1) Review the purpose, procedures, and need of existing forms by the office of primary interest at least each four years to determine if their use should be continued or discontinued, or their format improved.
- (2) Review by the approving forms management officer at least annually of forms that have not been issued within the past twelve months or whose stock volume greatly exceeds demand.
- (3) Monitor the reprinting of forms for stock replenishment when "stop orders" are issued to prevent automatic replenishment.

4. FORMS-PRESCRIBING DIRECTIVES. The use of all forms will be covered by appropriate directives. The directives will usually provide instructions covering preparation, submittal, and copy distribution. For supply purposes identify forms by number, title, source of supply, FSN if applicable, unit of issue, and (for new and revised forms) estimated date available and advice if there will be an initial distribution and to what level. Superseded forms should be identified along with advice concerning disposition of stocks.

5. RESPONSIBILITIES.

a. The Director of Management Systems is assigned the following responsibilities which are carried out by an Agency Forms Management Officer located in the Systems Support Division.

- (1) Formulate and prescribe basic forms management program standards and procedures that are binding upon all organizations of the agency.
- (2) Coordinate the overall forms management program, evaluate program effectiveness, and furnish evaluation guides.
- (3) Provide technical advice and assistance to organizations responsible for forms management activities.
- (4) Originate and participate in major forms projects and systems analyses.
- (5) Plan and arrange training programs for improving agency personnel engaged in forms management activities.
- (6) Coordinate the development and issuance of catalogs of forms used in the agency.
- (7) Participate in development of the FAA Forms Catalogs.

- (8) Give final review and approval, and assign the serial suffix to form numbers, where required, to all forms created or prescribed by headquarters offices and services.
  - (9) Maintain the official files of all Washington originated forms.
  - (10) Maintain a functional file of all forms used in the agency.
  - (11) Standardize forms that are functionally similar for agencywide use.
  - (12) Represent the agency in all matters pertaining to forms management with all Government agencies and industry.
  - (13) Prepare agency reports on forms management progress and statistics.
- b. The Head of Each Office and Service is responsible for the forms management activities in his respective area, including carrying out the objectives and provisions of the forms management program. He will designate a forms officer and an alternate to assist in carrying out general responsibilities and to be specifically responsible to:
- (1) Provide technical guidance and assistance to originators of forms.
  - (2) Originate and participate in forms projects, and systems analyses including those originated by the Agency Forms Management Officer.
  - (3) Prepare required and special reports on the forms management program.
  - (4) Control all forms originated or prescribed by the office or service, except for final approval and assignment of the serial suffix to the form numbers. The four-digit functional classification code, the first part of a form number, is assigned by the forms officer.
  - (5) Coordinate the use of forms created or prescribed by other organizations of the agency with organizations of his office or service.
- c. Directors of Regions, the Aeronautical Center, and the National Aviation Facilities Experimental Center are responsible for forms management activities in their respective operational areas. (Note: The AAC Director gives forms support to all tenants.) Each director will designate a forms management officer and an alternate to assist in carrying out general responsibilities and to be specifically responsible to:

- (1) Coordinate and evaluate the forms management program, using guides furnished by the Agency Forms Management Officer.
  - (2) Provide technical guidance and assistance to originators of forms.
  - (3) Originate and participate in major forms projects, and systems analyses including those originated by the Agency Forms Management Officer.
  - (4) Provide training programs for personnel engaged in forms management activities, using GSA workshops when available.
  - (5) Issue and maintain a catalog of local forms.
  - (6) Control all local forms.
  - (7) Arrange for the designation of forms officers and alternates in local organizations where necessary to assist in the forms management program.
  - (8) Maintain the official file of all local forms originated.
  - (9) Maintain a functional file of all forms used.
  - (10) Represent the agency in all matters pertaining to forms management with all governmental and industrial agencies at the local level.
  - (11) Prepare required and special reports on the forms management program.
- d. The Director, Aeronautical Center for agency forms stocked in the FAA Depot shall:
- (1) Provide supply support for forms.
  - (2) Establish stocking and issuing procedures.
  - (3) Determine and maintain stock levels.
  - (4) Determine stock replenishment cycles, including quantities to be replenished and the initiation of procurement action.
  - (5) Develop and provide the Washington headquarters printing manager data as may be required in budgeting for the stock replenishment of FAA forms.

6. REPORTING.

- \* a. Paperwork Management Report (RIS: MS 1300-7). The organization in each region, center, office and service primarily responsible for paperwork management submits an annual report (appendix 1) to the Office of Management Systems (AMS-100). Reports are due by 20 July. Reports include program management statistics and significant accomplishments, plans and problems. Where possible, propose solutions to problems. \*
- b. Inactive and Overstocked Forms Report (RIS: MS 1330-1). To provide an annual report of inactive or overstocked FAA forms, AAC submits a letter report of depot stocked FAA forms that were not issued in the past 12 months, or that have stocks in excess of five years requirements. The report covers status as of 31 October, and is made to AMS-140 by 30 November.

7. DEFINITIONS.

- a. Form. A form is paper or other material imprinted to standardize and simplify entering or presenting information. Forms include: form letters and memorandums; work sheets; certificates; and items without fill-in spaces such as contract provisions, instruction sheets, notices, tags, labels, and posters controlled as forms for purposes of reference, printing, stocking, distribution, and use with other forms.
- b. Government Standard Form. An "SF" or "Standard Form" is prescribed by a Federal agency for mandatory use by other agencies.
- c. Government Optional Form. An "OF" or "Optional Form" is provided for optional use by one agency for other agencies.
- d. Government Agency Form. Government agency forms are prescribed for use by legislation or regulation. They include forms of the Civil Service Commission, Department of Labor, Treasury Department, National Transportation Safety Board, etc.
- e. DOT Form. DOT forms are provided by the Department of Transportation for Departmentwide use or for use by the public. The "DOT" prefix identifies a DOT form.
- f. FAA Form. FAA forms are provided by headquarters offices for agency-wide use or for use by the public. The "FAA" prefix identifies an FAA form.

- g. Regional or Center Form. These forms are prescribed by a regional office or center for use within its operational area. The prefixes CE, AC, etc., identify these forms. Some AC forms may be used agencywide or by the public if the forms implement functional responsibilities assigned to the Center.
- h. Washington Headquarters Form. Headquarters forms are prescribed by headquarters offices for general use by more than one headquarters organization. The prefix WA identifies these forms.
- i. Washington Office Form. Washington office forms are prescribed for use only within the office identified by the organization prefix of the office or service, AT, FS, etc.
- j. Internal Form. These are forms prescribed for use entirely within an agency and by other Federal agencies.
- k. Public-Use Form. These are forms used by the general public, including that portion of the public termed "designees or representatives of the Federal Aviation Administration."
- l. Continuous-Use Form. These are forms to remain in effect indefinitely.
- m. One-Time-Use Form. These are forms to be used one time only.
- n. Test Forms. These are forms designed for test prior to adoption.
- o. Overprints. These are forms overprinted to reduce preparation time or to insure uniformity of entries.
- p. Revisions to Forms. Any change in content, format, or physical make-up is a revision to a form.
- q. Reprints. Reprints are forms reprinted for the replenishment of stock. They may not be changed in content, format, or physical aspect.
- r. Office of Primary Interest (OPI). An OPI is an office or service in the Washington headquarters, and a staff or division in a center or regional headquarters. The OPI is responsible for prescribing the use of a form.
- s. Forms Distribution. Management of the supply of forms, including the determination of stock replenishment requirements, preparation and routing of requisitions, maintaining and accounting for stocks, shipment or issue, and identification and disposition of excess and obsolete stocks.

## 8. RELATED DIRECTIVES AND REFERENCES.

### a. FAA Directives

- (1) FAA Reports Management Handbook, 1340.1, relating to the approval and use of internal and public-use reporting forms.
- (2) FAA Order 1100.108B, Identification of Federal Aviation Administration.
- (3) FAA Order 1720.13, Printing, Duplicating, and Distribution Services, governing these services.
- (4) FAA Order 1700.6, FAA and DOT seals, affecting use of seals on forms.
- (5) Field Inventory Management and Replenishment Handbook, 4250.9, prescribing procedures for requisitioning items of supply from the FAA Depot.
- (6) FAA Order 0000.1F, FAA Standard Subject Classification System, providing codes for numbering forms.
- (7) FAA Order 1300.8, Department of Transportation Records Management Systems, requiring management of records creation activities.

### b. GSA Guides, serving as supplements to this handbook.

- (1) GSA Handbook, Forms Analysis, giving factors and techniques applicable to the analysis of need, purpose, and use of a form.
- (2) GSA Handbook, Forms Design, giving the basic design standards applicable to all agency forms.

### c. Other Items.

- (1) The Federal Reports Act of 1942, (5 USC, 139), relating to the approval and use of internal and public-use reporting forms.
- (2) The Federal Records Act of 1950, Section 506, (44 USC, 396), relating to the creation of records.
- (3) Printing and Binding Regulations of the Joint Committee on Printing, Title 3, General Provisions, as they affect forms characteristics and reproduction.
- (4) Code of Federal Regulations, 41 CFR 101-11, on establishing forms programs and clearance of Government Standard and Optional Forms.

- (5) Budget and Accounting Procedures Act of 1959 (Public Law 81-784, as amended), affecting financial forms and systems requiring approval by the Comptroller General of the U. S.

9.-19 RESERVED

CHAPTER 2. PROCEDURES FOR REQUESTING APPROVAL  
OF NEW, REVISED, OR REINSTATED FORMS

20. PREREQUISITES TO SUBMITTAL OF FORM FOR APPROVAL. Before submitting a request for approval to reproduce a form, or prescribe its use, the originator shall:
- a. Assure the need for the form, each item on the form, and that each copy justifies the cost generated by preparation and use.
  - b. Coordinate the need for the form and its use with actual or potential user organizations where necessary.
  - c. Contact the appropriate forms officer for assistance in checking the FAA functional forms file at headquarters, or the regional, AAC, or NAFEC functional forms file to determine whether an existing standard form, optional form, DOT form, FAA form, or other standardized form will serve the need.
21. FORMAL REQUEST FOR APPROVAL. The originator submits the following through his OPI forms officer to his forms management officer.
- a. Form Copy. This copy should be a reasonable facsimile of the finished product. It may be a hand printed or typewritten copy for direct (camera copy) reproduction, or, it may be a rough draft on which the approximate spacing measurements are indicated. (See appendix 2, pages 1 and 2.)
  - b. FAA Form 1300-5, Form and Report Approval Request. It is essential that all applicable items on the form be completed. (See appendix 2, pages 3 through 8.)
  - c. FAA Form 1330-6, Forms Distribution Request. Complete this form when users are initially provided a supply of a new or revised form. (See appendix 2, pages 9 and 10.)
  - d. Prescribing Directive. Include the directives or other instructions relating to the form. Forms used agencywide, regionwide, by more than one office or service (divisions and tenants in regions and centers), or by the public will not be reproduced unless instructions are contained in FAA directives. When forms are revised, the prescribing directives will be reviewed and updated or revised as required.
  - e. Justification for Exceptions. Include a detailed justification for any form to be used in lieu of an existing form.

22. WHEN FORM IS ALSO A REPORT. When forms are reports, as defined in Handbook 1340.1, route prescribed materials in accordance with standard procedures.

23.-29. RESERVED.

CHAPTER 3. STANDARDS AND PROCEDURES FOR INITIAL STOCKING,  
STOCK REPLENISHMENT, AND DISCONTINUING USE OF FORMS

30. DEFINITIONS.

- a. Forms Distribution Point. The activity designated to maintain operating stock levels, distribute forms, and perform supply management functions.
- b. Operating Stock Level. The quantity expected to be issued by a forms distribution point from one replenishment of stock to the next
- c. Initial Distribution. Shipment of forms, directly to users by forms distribution points, printers, or other distribution organizations without requisitioning action by receivers.
- d. Initial Stock Shipment. Shipment of forms, estimated to be required for the initial establishment of stock at a forms distribution point.
- e. Sample Copy Distribution. Delivery of samples of a new or revised form as determined by the approving forms management officer for forms management purposes.
- f. Lead Time. Total time to get a form approved, printed and at the supply source, or in the hands of its users.
  - (1) New or Revised Form must be cleared with interested offices; the form and related procedures and directives must be reviewed; the form analyzed and designed; specifications written; and requirements and distribution needs established, all before the form reaches the printer.
  - (2) Replenishment Actions and further action on new and revised forms often require such time-consuming steps as the preparation of requisitions, bidding and contracting, composition and reading of proofs, examination of paper and carbon samples, construction "dummies," printing, packaging, and transportation to destination.
  - (3) Lead Time must be estimated. It varies from several days to two months for simple cut sheet and card forms, depending on quantity, urgency, and printing source. Three or four months may be needed to obtain specialty forms such as carbon-interleaved snapout sets, marginally-punched continuous forms, sets containing reproducible masters, tab cards, etc.

31. SUPPLY OF FORMS.

- a. Designation of Forms Distribution Points. The following Forms Distribution Points are responsible for the functions indicated:
- (1) FAA Depot. Serves as the source of supply for forms used agencywide. Procedures for obtaining forms from the FAA Depot are described in 4250.9, Field Inventory Management and Replenishment Handbook and in 4250.5, Aircraft Maintenance Base Materiel Management Handbook.
  - (2) Administrative Services Function, Region and Center. Provides forms to users in the regional headquarters and centers. Serves as the source of supply for regional and center forms used by organizations within the region or center. Procedures for obtaining these forms are contained in regional and center directives.
  - (3) Office of Primary Interest, All Locations. When quantities permit, serves as the source of supply for test and one-time forms initiated by that office only. Stocks small quantities of forms used within that office only, and forms for which strict issuance control is exercised. Stocking by the OPI or by Administrative Services is determined by the forms management officer.
  - (4) DOT Headquarters Warehouse (TAD-4431) Provides forms used in the Washington headquarters, either directly or through the GSA retail store, including those used exclusively in the Washington Headquarters, but excluding those issued by offices of primary interest.
- b. Criteria for Estimating Initial Requirements.
- (1) New or revised agency forms, intended for continuous use, will be initially reproduced in quantities sufficient to establish initial operating stocks at appropriate forms distribution points, and meet the initial needs of users. If an initial distribution of a form is to be made directly to users, a supply not in excess of six months' usage will be sent. Initial stock shipments to forms distribution points will be reduced by this amount.
  - (2) If the form is a test or one-time form, quantities provided will be sufficient to meet user needs for the required period, or for an initial 12-month period if the test is to extend beyond one year. Distribution of these forms should be made directly to users; stocks, if required, ordinarily will not be maintained at distribution points other than the OPI.

- (3) Initial stock shipments to the FAA Depot will not exceed a 36 months supply. Stocks for other distribution points will vary from 6 to 12 months supply for test, one-time and overprinted forms, and from 12 to 18 months for continuous-use forms.

c. Criteria for Stock Replenishment.

- (1) Continuous-use forms will normally be reprinted in 12-month quantities based on usage experience.
- (2) One-time forms normally will not be reprinted for stock replenishment purposes.
- (3) Test forms will not be reprinted in quantities exceeding the estimated usage for the duration of the test, or exceeding a six-month supply whichever is the lesser of the two.

32. FORMS REQUESTS AND STOP ORDERS.

- a. FAA Form 1300-5, Form and Report Approval Request, is used for initial stocking of a new or revised form. (See appendix 2, page 7.)
- b. FAA Form 1330-6, Form. Distribution Request, is used to make initial distribution of forms directly to users. (See appendix 2, pages 9 and 10.)
- c. FAA Form 4250-1, Form Reprint Request for Stock Replenishment, or an appropriate printing request, is used to replenish stocks. (See appendix 3, page 1.)
- d. FAA Form 1330-4, Stop Order, is used to prevent the automatic replenishment of stocks because of pending revisions or to cancel forms. (See appendix 3, pages 3 and 4.)

33. ESTABLISHING INITIAL STOCKS OF AGENCY FORMS.

- a. Originator, in collaboration with the appropriate forms officer,
  - (1) Computes quantity to be reproduced for initial needs and stocking.
  - (2) Considers where supply will be issued and maintained.
  - (3) Enters findings on FAA Form 1300-5 for forms management officer approval.

b. Forms Management Officer.

- (1) Assures that all factors are considered so that initial quantity is adequate for issuance and stocking, and that stocks are properly located.
- (2) Forwards approved copies of the printing request to printing organization for reproduction and to forms distribution points.

c. Printing Organization. Reproduces or procures forms in quantity requested and delivers them to forms distribution points.d. Forms Distribution Point.

- (1) Issues forms on request.
- (2) Maintains adequate stock.
- (3) Establishes minimum supply levels, based on issuance experience and lead time needed to replenish stocks.

NOTE: This is an important step in supply procedures. Realistic minimum levels enable orderly replenishment and prevent premium costs and disrupted schedules.

34. NORMAL REPLENISHMENT OF STOCKS OF AGENCY FORMS.a. The FAA Depot forms distribution point shall replenish stock by submitting a printing request directly to:

- (1) The Aeronautical Center printing plant for the less complex types of forms within the printing limitation of the Aeronautical Center.
- (2) The headquarters printing manager for forms exceeding the printing limitations of the Aeronautical Center.

b. Regional and Center forms distribution points shall replenish stock as follows:

- (1) Forms stocked by the FAA Depot will be requisitioned in accordance with 4250.9.
- (2) Local forms will be obtained by submission of FAA Form 4250-1, or appropriate printing request, to their printer.
- (3) Standard Forms and Optional Forms, used within the regional or center headquarters, will be obtained by purchase from the applicable regional GSA supply depot.

- (4) Forms of other Federal agencies (DOT, GSA, Treasury Department, Civil Service Commission, etc.), used within the regional or center headquarters, will be obtained from the source of supply indicated in the directive prescribing the use of the form required.
- c. Office of Primary Interest forms distribution points shall replenish stock as follows:
- (1) Originator of form who maintains stock prepares FAA Form 4250-1, or an appropriate printing request, and sends it to his (OPI) forms officer.
  - (2) The forms officer, upon approval, sends request to the supporting printing organization.
- d. The Headquarters Warehouse shall replenish stock as follows:
- (1) Forms stocked by the FAA Depot will be requisitioned in accordance with procedures established in 4250.9.
  - (2) Requests for reprint of forms used exclusively in the Washington Headquarters will be ordered by a printing request to the headquarters printing manager.
- e. Copy of Form. A copy of the latest edition of the form to be reprinted must be attached to the FAA Form 4250-1 or appropriate printing request. No changes will be made to the latest edition.
- f. Printing Source. The printing source will reproduce and deliver the quantity of forms requested.
35. STOPPING NORMAL STOCK REPLENISHMENT ACTION. Normal stock replenishment action is stopped by an FAA Form 1330-4, Stop Order, because of a proposed revision or other factor affecting the use of a form. The instructions issued on a stop order remain in effect until they are superseded by the issuance of an FAA Form 1300-5 for a revision of the affected form, another Form 1330-4, or a memorandum from the originator, endorsed by the OPI forms officer, lifting the effect of the stop order.
- NOTE: Local procedures determine where the Form 1330-4 will be sent for review and issuance:
- a. Originator of Affected Form prepares and sends the Form 1330-4 to his forms officer (OPI) or forms management officer.
  - b. Forms Management Officer or OPI Forms Officer reviews and sends copies of the stop order to forms distribution point, printing organization, and other interested organizations as necessary.

c. Forms Distribution Point.

- (1) Immediately checks if a reprint request was recently issued for normal stock replenishment of the form affected. If issued, takes action to stop or suspend printing, and notifies the forms management officer or OPI forms officer accordingly.

NOTE: This step is important for two reasons: (1) the proposed form change may be postponed as too costly to implement because reproduction of stock could not be stopped; or (2) current issues for the form may be affected if reproduction is stopped. For either reason the forms officer will advise the stocking location of action taken regarding the affected form stocks.

- (2) Holds the stop order on file, and acts according to these instructions regarding subsequent replenishment transactions.

d. Printing Organization.

- (1) Files stop order in forms jacket as a flag for subsequent replenishment requests.
- (2) Stops or suspends any pending printing.
- (3) Notifies requesting forms distribution point of success in stopping pending printing.

36. STOCK REPLENISHMENT AFTER ISSUANCE OF A STOP ORDER.

NOTE: Local procedures determine where FAA Form 4250-1 or printing request will be sent for review and action.

- a. Forms Distribution Point prepares and sends Form 4250-1 or printing request to the forms officer (OPI) or forms management officer issuing the stop order.

b. Forms Officer (OPI) or Forms Management Officer.

- (1) Checks status of proposed change. FAA Form 1330-7, Status of Form Inquiry, may be used for this purpose. (See appendix 3, page 5.)
- (2) Promptly cancels the request or authorizes reproduction in a quantity commensurate with the timing of the proposed form changes.
- (3) Promptly returns a copy of Form 4250-1 or printing request to the originating forms distribution point as notification of action taken.

- (4) Sends copy of Form 4250-1 or printing request to printer for reproduction of form. A copy of the latest edition of the form is attached to the Form 4250-1. No changes are permitted on this copy of the form.
37. DISCONTINUING A FORM. The discontinuance of any form from use regardless of reason, except previous editions of a revised form, is accomplished by the issuance of FAA Form 1330-4, Stop Order. Procedures for issuing a stop order are the same as in paragraph 35a and b.
38. ANNUAL PURGE OF INACTIVE AND OVERSTOCKED FORMS. The appropriate forms management officer annually:
- a. Reviews forms that have not been issued within the past twelve months, or that are excessively overstocked.
  - b. Determines with the office of primary interest, whether to cancel forms or reduce stock volume. This is most easily done by circulating a copy of each form involved, with the quantity issued in the last 12 months and quantity on hand entered on it. The OPI can note on the form copy action to be taken: continue in use, discontinue, reduce stock (with recommended quantity), or other appropriate action. (FAA Form 1330-7 can also be used. See appendix 3, page 5.)
  - c. Notifies the forms distribution point and users of action to be taken.
  - d. Records volume and number of forms purged.
39. RESERVED.

## CHAPTER 4. FORMS ANALYSIS AND DESIGN STANDARDS

40. NEED FOR STANDARDS. Forms analysis and design standards insure uniform, simplified, economical, and efficient forms.
- a. General Standards. Forms standards in the GSA handbooks, Forms Analysis and Forms Design, are adopted for analyzing and designing FAA forms. Handbooks are furnished to forms officers.
  - b. Specific Standards. Mandatory specific standards applicable to agency forms are given below. These prevail over the GSA handbook standards.
41. USE OF PHRASE, UNITED STATES OF AMERICA. United States of America in the identification area of agency forms:
- a. Is required on public use forms issued to or used by foreign nationals and governments.
  - b. May be shown on internal forms used for public display such as certificates, diplomas, etc.
  - c. Will not be shown on public use forms issued to or used by only domestic citizens, commerce, or government, nor on any internal use forms except as provided in the preceding subparagraph.
  - d. When used, is always spelled in full, set in same style type equal to or larger in size than that used for the department and agency names.
42. USE OF AGENCY NAME. The agency name in the identification area of agency forms:
- a. Is required on all public-use forms and on internal-use forms used for display purposes such as certificates, licenses, diplomas, etc.
  - b. Will not be shown on internal-use forms except as provided in the preceding paragraph.
  - c. When shown is always accompanied by the name of the Department of Transportation.
43. USE OF ORGANIZATION NAMES. Organization names in the identification area of agency forms will be used as follows:
- a. FAA Forms. Organization names will not be shown on any form known as an "FAA or WA Form", except for the National Capital Airports.

b. Region or Center Forms. The name of the region or center in conjunction with the agency and Department name.

- (1) Is required on public-use forms.
- (2) May be shown on internal forms used for public display such as certificates, licenses, diplomas, etc.
- (3) Will not be shown on internal-use forms except as provided in the preceding subparagraph.
- (4) Subordinate regional or center organization names are not shown.
- (5) When used, the region or center name will be set in the same style type equal to or smaller in size than that used for the agency name.

44. FORM TITLES. Use brief, clear, descriptive titles indicative of function and purpose. Relating the form title to the function simplifies identification, cataloging, and reference. Use key word first to help index. Examples:

Membership Application and Directory  
not  
Application for Membership and Directory

Traffic Report (Airway Peak Day)  
not  
Report of Peak Day Airway Traffic

45. FORM IDENTIFICATION.

a. Prefix. The prefix identifies the origin and generally indicates scope of usage of a form.

- (1) FAA Forms. These forms originate at headquarters. They are used agencywide, and have the prefix, FAA Form.
- (2) Regional or Center Forms. These forms originate in regions or centers. They are generally used locally, and have the region or center contraction prefix, i.e. AL Form, AC Form.
- (3) Washington Headquarters Forms. These forms originate at headquarters for internal use by two or more services. They have the prefix "WA Form".

- (4) Washington Office Forms. These forms originate in a headquarters office for exclusive internal use in that office. They use the office's contraction prefix, i.e. MS Form.

b. Number.

- (1) Number each form by a four-digit numerical code identifying the function of the form. This is followed by a dash (-) and a sequential number. A separate sequence is used with each four-digit code. Take the functional number from the subject classification table in Order 0000.1C. The sequential numbers identify the 1st, 2nd, 3rd, etc. forms issued for use in a functional area. The complete number is followed by the edition date. Examples:

FAA Form 1330-1 (5-65)	WA Form 1330-1 (5-65)
FAA Form 1330-2 (6-65)	WA Form 1330-2 (6-65)
EA Form 1350-1 (7-65)	MS Form 1330-1 (7-65)
EA Form 1350-2 (8-65)	MS Form 1330-2 (8-65)

- (2) Old-series forms need not be renumbered until revised. It is not necessary to renumber them when reprinting, but they may be renumbered when reprinted if it is practical to do so.
- (3) Overprinted forms will be identified by the form number of the basic form and OP followed by the local contraction and a sequential number, i.e. OP-NA-1.

- c. Edition Date. Whenever a change is made, in content, updating of organizational titles, changing old-series form numbers to functional numbers, or physical specifications such as kind, weight, grade or color of paper, size, construction, etc., change the edition date to show the month and year of revision. Show an appropriate supersession notice also on the form to the immediate right of the edition date:
- |                               |                            |                          |
|-------------------------------|----------------------------|--------------------------|
| "SUPERSEDES PREVIOUS EDITION" | "SUPERSEDES FORM (NUMBER)" | "FORMERLY FORM (NUMBER)" |
|-------------------------------|----------------------------|--------------------------|

- d. One-time Use and Test Forms. Identify one-time or test forms by placing "OT" or "TEST" to the right of the form number. Examples:

AL Form 1320-1 OT (9-62)	CE Form 1800-1 TEST (9-62)
--------------------------	----------------------------

On test and one-time forms show an expiration date following the edition date, thus: (Use expires 7-1-65).

- e. Continuation Sheets and Variations of Forms by Construction.  
Continuation sheets of basic forms, and forms that are the same but vary in construction because of systems or other operating conditions, are distinguished by numerical suffixes to the basic form number. The suffix is separated from its base number by a point or period (.).  
Example:  
WE Form 4730-1 (1-65) Parts List  
WE Form 4730-1.1 (1-65) Parts List, continued
- FAA Form 1330-10 Forms Catalog Page (Single sheet for manual preparation)  
FAA Form 1330-10.1 Forms Catalog Page (Continuous form for mechanical preparation)
- f. Placement of Form Identification. Place form number in the lower left margin outside the border, except for visible file cards, tabulating cards, and similar forms in which space is limited by systems or equipment requirements. In such cases place the number elsewhere in a prominent place. Keep form number on form letters, certificates, and like documents inconspicuous so as not to detract from the overall appearance.
- g. Modified Forms Identification and Control. Some short-run, local-use forms with one or a few users do not need full controls with formal numbering and documentation. These forms usually come as camera copy and are usually not reprinted. The Forms Officer should see and approve all requests for such forms. Approval shown on a hot copy or duplicating request, or a modified FAA Form 1300-5, may adequately control these items. Usually no form number is assigned. If desirable, identification such as "Approved Form AT 9/72 500 copies " may be shown in place of a form number.

46. REPORT IDENTIFICATION SYMBOLS. Place the symbol for FAA, other Government Agency, and OMB approved reports in the upper right corner of the first page. Generally place the symbol in a box, forms design permitting. Where forms design does not permit standard display, place the symbol in a prominent place.

- a. FAA and Other Government Agency Reports. Example:

RIS: MS 1340-1

- b. Public-use Forms Approved by the Office of Management and Budget.  
Example:

Form Approved: OMB No. 04-R0000

47. CATALOG STOCK NUMBERS. Forms stocked in the FAA Depot require catalog stock numbers. From blocks of numbers provided by the FAA Depot, the Forms Management Officer assigns the 11-digit (Class 0052) number.
48. SEALS AND OTHER DEVICES.
- a. Agency Seal. As provided in Order 1700.6, monochrome facsimile A or B may be printed on agency forms used for display purposes, such as certificates, diplomas, licenses, credentials, etc. When used, they will be not less than one-half inch in diameter. Multi-color facsimiles are not permitted on any form without written authorization from the Director of Management Systems.
  - b. Other Identifying Seals, Marks, Logos, or Signs. These devices are not permitted on an agency form unless the use of such a device is fully justified to the Director of Management Systems and his written authorization is obtained.
49. BORDER RULES. Border rules are given in figures 10 and 11 of the GSA Forms Design Handbook.
- a. At top and bottom of form, rules are preferred but not required.
  - b. On sides, rules are not preferred unless they are essential to govern fill-in or processing of the form.

## CHAPTER 5. FORMS INFORMATION

50. OFFICIAL FORMS FILE. The forms management officer keeps this historical file for the forms he approves. Canceled files are kept forever as permanent record center files. To reduce bulk, file temporary papers loosely. Prong fasten permanent papers on the right side. Unneeded papers on early editions of revised forms may be purged as new editions are developed. Purge loose and extra papers, preferably on cancellation, or before record center transfer.

a. Contents of File.

(1) Prong-fasten to the folder in date sequence:

- (a) Approval request (such as FAA Form 1300-5).
- (b) Printing request and specifications (when required).
- (c) Essential papers that modify data on the Form 1300-5.

(2) File loose.

- (a) Final form drafts.
- (b) Ok'd printer's proofs, if any.
- (c) Extra copies of printed form.

(3) Staple the official file copy of the printed form to left side of folder at bottom.

(4) Staple stop orders to left side of folder at the top to serve as a flag for action.

b. Filing Method and Disposition.

(1) Active Forms. File by form number in an "active" file.

(2) Canceled Forms. File in a "canceled" file by form number. Retain until at least one cubic foot is acquired; then transfer to a Federal records center for permanent retention.

51. FUNCTIONAL FILE. The functional file contains a copy of each form filed by functional classification number. The file is the key to effective forms analysis. Properly organized, maintained, and used it helps provide simplified and improved paperwork operations in FAA.

a. Major Uses. The file:

(1) Provides a functional and subject reference to forms and related directives, reports, correspondence, and records in the same functional areas.

(2) Brings together all related forms in each functional area thus providing a basis for effective review and analysis to:

- (a) Eliminate unnecessary forms.

- (b) Combine and standardize similar forms which duplicate or overlap, thus aiding in the standardization of procedures and work methods.
- (c) Prevent the creation of new forms which would duplicate previously developed forms.

b. Location and Composition.

- (1) The FAA Functional Forms File. The Agency Forms Management Officer maintains the agency master functional forms file. This file contains copies of all forms and form letters used by all organizational elements of the agency, and Standard, Optional, and other Government agency forms known to be in use in FAA.
- (2) Local Functional Forms Files. The Forms Management Officer in a region, Aeronautical Center, and the National Aviation Facilities Experimental Center maintains a similar master file of copies of all forms currently in local use. Regional and center officers will also file all other active FAA forms furnished for functional file use.

c. Distribution of Sample Forms for File Maintenance. Functional forms files must be kept current. Samples for filing are provided as follows:

- (1) FAA and Other Government Agency Forms. The Agency Forms Management Officer arranges for the distribution of copies of these forms to regional and center forms management officers. Forms management officers are notified of the discontinuance of any of these forms in a "Forms Supply Catalog Supplement" (FAA Form 1330-5), described in paragraph 55.
- (2) Regional and Center Forms. Forms management officers involved send two copies of each new or revised form and a listing of discontinued forms to the Agency Forms Management Officer monthly.

52. FORM NUMBER REGISTER. Each forms management officer authorized to assign form numbers maintains a form number register for the forms he manages.

a. What the Register Shows.

- (1) Form number assigned to a form.
- (2) Dates initiated, revised, and canceled.
- (3) Form title.
- (4) Office of primary interest.

- (5) Functional classification codes if other than the form number.
- (6) Quantity printed.
- (7) Unit of issue.
- (8) Forms supersession data.
- (9) Forms distribution point (where appropriate).
- (10) Federal stock number (where applicable).
- (11) Records retirement data (where appropriate).
- (12) Records identification symbol (show in title box).

b. Card Index vs. Log. A card system (FAA Form 1330-3, Form Register, see appendix 4, page 1) instead of a log sheet is recommended for the register because of its flexibility and adaptability, and because cards of canceled forms can be filed separately from active forms.

53. FORMS CATALOGS. Catalogs are published at least annually to list current and discontinued forms and forms distribution points.

a. Publishers.

- (1) FAA Forms Supply Catalog, Class 0052, Basic Issue. The FAA Depot publishes this catalog and supplements of forms stocked by the depot.
- (2) Regional and Center Catalogs. Regional and center forms management officers publish, or arrange for publishing, these catalogs for the forms they control. A copy is sent to the Agency Forms Management Officer.
- (3) GSA Standard and Optional Forms Catalog. General Services Administration publishes this catalog.

b. Arrangement of FAA Catalogs.

- (1) Active Agency Forms. These are listed sequentially by form number, and then alphabetically by form title.
- (2) Active SF, OF, and Other Government Agency Forms. These are listed under the name of each promulgating agency by form number and then alphabetically by form title.
- (3) Discontinued Forms. These are listed sequentially by form number only.

- c. Data Listed in FAA Catalogs. The following items are required for each form listed.
- (1) Arranged by Form Number. Form number, Federal stock number (if assigned), form title, unit of issue, stocking location (if needed), and office of primary interest. The edition date is not shown.
  - (2) Arranged Alphabetically by Title. Form title and form number.
54. GSA FACSIMILE HANDBOOK OF SF AND OF FORMS. This handbook shows reduced pictures of every approved Government Standard and Optional Form. It is issued to regional and center forms management officers for reference purposes.
55. FAA FORM 1330-5, FORMS SUPPLY CATALOG SUPPLEMENT. This is a listing of new, revised, and discontinued forms. (See appendix 4, page 2.)
56. FAA FORM 1330-1, FORMS INQUIRY. This form is used for standardization and review inquiries. (See appendix 3, page 6.)
- 57.-59. RESERVED.

**APPENDIX 1. ANNUAL FORMS MANAGEMENT REPORT**  
**FIGURE 1. COMPLETED REPORT FORM, FAA FORM 1300-1**

PAPERWORK MANAGEMENT REPORT								REPORT IDENTIFICATION SYMBOL MS Form		
This report reflects the level of management effort and results of the programs for economical and efficient management required by public law, Government regulations, and DOT and FAA directives.								BEGINNING DATE	ENDING DATE	
								1 July 1971		30 June 1972
<p><b>INSTRUCTIONS:</b> The organization in each region, center, and office/service primarily responsible for forms, reports, directives, records, correspondence and mail management programs, will complete and submit this report annually to the Office of Management Systems (MS-100). Man-hours spent include only the professional and technical staff time invested at the program responsibility level. Do not include division and branch liaison time or routine services such as mailroom operations. In the few cases where paperwork management is split between two divisions, include a separate report for each division. Dollar savings should include any savings of man-hours, equipment, space, supplies, etc., attributable to program activity; consider one man-hour worth \$7.50 for conversion to dollar savings. Man-hours spent include all professional and technical time invested in all aspects of the program.</p>										
PROGRAM STATISTICS FOR REPORT PERIOD										
PROGRAM AREA	REQUESTS PROCESSED					NUMBER DISCONTINUED	NUMBER COMBINED	NUMBER IN INVENTORY (Ending)	MAN-HOURS SPENT	DOLLAR SAVINGS (\$)
	NEW ADDED TO INVENTORY	REVISIONS	REPRINTS	DISAPPROVED ITEMS	TOTAL					
FORMS	154	206	130	8	498	752	18	888	2,090	\$62,000
REPORTS	24 (1)	43 (2)		5	72	8 (5)	0	180 (4)	650	26,000
DIRECTIVES	397	145		21	563	492	9	919	2,520	1,475
RECORDS (Cubic Feet)	LAST YR END VOL	TRANSFERRED	DESTROYED	THIS YR END VOL	% CHANGE (+ or -)	EMPTY SPACE	TOTAL CAPACITY			
	14,000	1,000	4,000	14,700	+5	3,000	17,700		1,360	46,000
CORRESPONDENCE AND MAIL SYSTEMS								200	6,800	
<p><b>DIRECTIVES PROCESSING:</b> (1)Include all new orders, notices and supplements added to inventory, (2)Include all changes to orders, (3)Include orders, notices and supplements cancelled and dropped from the inventory, (4)Include orders, notices and supplements remaining in the inventory. REPORTS: Use separate set of figures for any directives processed for another region being given administrative support.</p>								TOTAL	7,310	\$142,275
<p align="center"><b>ACCOMPLISHMENTS, PLANS AND PROBLEMS BY PROGRAM</b></p> <p>Use separate paragraph for each topic. Include planned changes in staffing, program supplements, etc. Describe your planned major projects for the next 12 months.</p>										
<p><b>Forms Management:</b> Purged 752 obsolete forms. Approximately 750 sq. ft. of shelf space made available. Improved procedures resulting from forms procedural studies saved man-hours worth \$50,000 annually. Saved \$12,000 in printing, stocking, and distribution costs.</p>										
<p><b>Reports Management:</b> Published reports catalog. Conducted 22 reports automation studies. Participated in 3 reporting systems analysis studies.</p>										
<p><b>Directives Management:</b> Reviewed directives for outdated organization and procedures. Saved 205,000 printed pages by reducing pages and distribution of new directives being reviewed.</p>										
<p><b>Records Management:</b> Surveyed records and filing equipment. Removed 4660 cu. ft. of records from filing areas. Freed space equivalent to 600 cabinets worth \$36,000. Records system studies saved records processing man-hours worth \$10,000 annually.</p>										
<p><b>Correspondence and Mail Management:</b> Conducted training sessions on regional and agency correspondence procedures. Reorganized mailroom and messenger operations. Relocated the regional distribution and mail unit closer to reproduction and receiving units. This resulted in speedier processing of printed matter for mailing and a more efficient processing of incoming mail. Approximate savings in man-hours are worth \$6,800 annually.</p>										
(Continue on separate sheet and attach)										
PREPARED BY (Signature)					ROUTING SYMBOL		EXECUTIVE OFFICER (Signature)		ROUTING SYMBOL	
					AXX-60				AXX-3	

FAA FORM 1300-1 (5-72) SUPERSEDES PREVIOUS EDITION

73 A 3657

AVAILABILITY OF FORM. Unit of issue--sheet. Will be distributed annually by AMS-140 to using organizations.

APPENDIX 2. FORM COPY DRAFTS, AND FORMS REQUIRED FOR  
APPROVAL OF NEW OR REVISED FORMSFIGURE 2. FORM COPY DRAFTS

DEPARTMENT OF TRANSPORTATION FEDERAL AVIATION ADMINISTRATION		WASHINGTON, D.C. 20591
FOR OFFICIAL USE ONLY		
		
U. S. Civil Service Commission Bureau of Personnel Investigations Washington, D. C. 20415		
Attention: Division of Reimbursable Investigations		
SUBJECT:	OFFICE OR SERVICE:	
DOB:	ROUTING SYMBOL:	
POSITION:	LOCATION:	
Enclosed are Standard Forms 86 and 87 on the subject for full field investigation under Executive Order 10450.		
1.	<input type="checkbox"/>	There is no adverse security or investigative information in our files on this individual.
2.	<input type="checkbox"/>	If SII check reveals an adequate full field investigation made within the past five years and there is no break-in-service of more than a year, please return this request without further investigation with copies or summary of the reports.
3.	<input type="checkbox"/>	Enclosed are results of previous investigation.
4.	<input type="checkbox"/>	Our files contain derogatory or lead information that will be made available for your review. Location of file: _____
5.	<input type="checkbox"/>	Location of official personnel folder: _____
6.	<input type="checkbox"/>	This individual is to serve overseas, and it will be appreciated if competent witnesses are questioned as to his (and his spouse's, if married) adaptability for such service.
7.	<input type="checkbox"/>	Please furnish an advance report of national agency checks (NAC).
8.	<input type="checkbox"/>	Please schedule as a 30-day case.
9.	<input type="checkbox"/>	Remarks:
		Signature _____
		Title _____
Enclosures		
FOR OFFICIAL USE ONLY		
73 A 3657		

TYPEWRITTEN COPY PREPARED AND SUBMITTED FOR APPROVAL. IF NO CHANGE TO CONTENT IS MADE RESULTING FROM FINAL REVIEW AND APPROVAL, COPY AS SUBMITTED WILL BE USED AS CAMERA COPY.

FIGURE 2. FORM COPY DRAFTS (continued)

BASIC DATA IN SUPPORT OF CLAIM FOR FEDERAL EXCISE TAX REFUND  
APPLICABLE TO GASOLINE PURCHASED FOR NONHIGHWAY USE  
(IRS Publication No. 378 (Rev. 6-64))

Vendor's Name				Address					Purchase Date	
Bureau Voucher No.		No. Gal.	Appro./ Limit.	OPERATIONS Cost Center Prog. Distr.		F&E Project Location (8-digits) (5-digits)		Minor Obl.Cl.	Reimb. Agree. #	Purpose
1/4	4/6	3/4	4/6	3/6	3/6	5/6	5/6	4/6	4/6	14/6 13/6

4/6  
13/6  
4/6

TYPEWRITTEN COPY PREPARED AND SUBMITTED FOR APPROVAL. DEPENDING ON VARIOUS FACTORS AFFECTING USE, PHYSICAL CHARACTERISTICS, AND QUANTITY TO BE REPRODUCED, THE FORM AS SUBMITTED MAY BE USED AS CAMERA COPY OR IT MAY BE RESET IN TYPE. BECAUSE THE FORM MAY BE SET IN TYPE, SPACING SHOULD BE MARKED ON THE COPY; THIS MAY BE DONE DIRECTLY ON THE COPY USING A LIGHT BLUE NON-PHOTOGRAPHIC PENCIL, OR IT MAY BE MARKED ON THE SIDES AND TOP AND BOTTOM OF THE COPY.

← 8" →

FORM										
FLIGHT SCHEDULING										
N. No.	DATE - ETD	DATE - ETR	DESTINATION	CREW	USER	PURP	PAX.	FUEL	ACT. TIME	MT 1
INITIALS										REQUESTOR'S NAME AND TEL. NO.

1/8" 1/4" 1/4" 1/8" 1/8" 3/8" 3/8" 3/8" 1/8" 2/8" 3/8"

HAND DRAWN COPY PREPARED AND SUBMITTED FOR APPROVAL. THIS FORM WILL BE SET IN TYPE; SPACING MAY BE MARKED DIRECTLY ON THE COPY OR ALONG THE OUTSIDE EDGES OF THE COPY.

MAKE OF CAR				TAG NO	
OUT		DUE BACK		RETURNED	
Date	Time	Date	Time	Date	Time
LOANED TO					
ORGANIZATION				TEL. NO	
DESTINATION					
Form 75 (5-64) CAR LOAN RECORD (4000)					

HAND DRAWN COPY PREPARED AND SUBMITTED FOR APPROVAL.

COPY DRAWN BY HAND IS ACCEPTABLE AS CAMERA COPY FOR REPRODUCTION AND USE, PROVIDED IT IS NEATLY DRAWN, IT IS LEGIBLE, AND ITS USE IS LIMITED TO A FEW USERS WITHIN THE AGENCY ONLY.

\*

INSTRUCTIONS FOR PREPARING FAA FORM 1300-5,  
FORM AND REPORT APPROVAL REQUEST

(Item numbers and captions below correspond  
to item numbers and captions on the request form.)

**NOTE:** Copy requirements are prescribed by local supplemental directives. If you have any difficulty with completion of the request, consult your forms officer. Under name of person to contact, name the person most familiar with the request who may be contacted for additional information and who is qualified and authorized to commit the OPI in subsequent negotiations.

1. Reports Identification Symbol. If request is for an internal or public-use report form, give the current RIS symbol or OMB number for edition being approved. If unknown, leave blank for completion by the appropriate forms or reports management officer.
2. Brief Descriptive Title of Item Requested. Keep short, clear, and to the point. Describe the form's purpose and function. Avoid ambiguous wording, such as, "office record." Do not use such words as "card," "sheet," "slip," and "blank" as they refer to physical characteristics of the form rather than its function. USE KEY WORDS FIRST TO FACILITATE REFERENCE IN THE FORMS CATALOG ALPHABETICAL LISTING. For example: Printing Request--not Request for Printing.
3. Form Number. For new forms, give the four-digit functional classification code which becomes the basic part of the form number. The approving forms management officer will enter the sequential suffix and edition date, thereby completing the form number. For revised forms, enter the form number as it is shown on the existing form. Do not include the edition date.
4. Frequency (Daily, Weekly, Monthly, Annually, etc.). Specify frequency of completion if periodic; otherwise, show "as required."
5. Office of Primary Interest. Self explanatory.
6. Prescribing Directives. Show the number(s) of the directive(s) prescribing the form, i.e., Order 1330.5A, Notice 1330.1, etc., and attach a copy of the directive to the request.
7. Preparers. Give the distribution codes or routing symbols (as appropriate) of the offices that prepare the form.
8. Receivers. Give the distribution codes or routing symbols (as appropriate) of the offices that receive the form.

\*

- \* 9. Man-hours. Self explanatory.
10. Dollar Cost. Self explanatory.
11. Related Reports and Forms. Give RIS numbers of related reports and form numbers of all related forms. If unnumbered forms are related, attach copies. Give by form number and edition date every form cancelled by the approval and issuance of the requested form (including last edition of a form being revised). Indicate disposition of existing stocks of each form listed with the symbol "D" (destroy) or "U" (use until stocks are exhausted). NOTE: Usually a Stop Order, FAA Form 1330-4, is needed for each form being cancelled when it is necessary to purge forms stocks or printing jackets of cancelled forms.
12. Justification. Describe the problem which creates the need for this form. Explain how it will aid in solving the problem. Describe the specific purposes to be served by the form and the actions to be taken. Explain why it is required in the frequency proposed. Make clear any probable undesirable consequences of the lack of the data requested.
13. Estimate of Workload and Cost. Use a separate line for each level of processing. In Columns (A) & (I) specify by name, types of offices or facilities at each level which prepare or receive the form. Enter for each level, estimates of man-hours expended exclusively for preparing and using the form. Reflect in Columns (B) & (J) such work as: maintaining records, compiling data, typing, proof-reading, reviewing, reproducing, collating, mailing, etc. Enter in Columns (C) & (K) man-hours only for electric accounting machine or automatic data processing in preparation. Enter in Columns (G) & (O) total man-hours for preparers and receivers.
14. Clearances. The requesting office is responsible for obtaining all necessary clearances, such as:
- a. ADP specialist, if form is to be used in an automatic data processing system (such as, conventional tab cards or tab paper application, high-speed computer print-outs, etc.).
  - b. Other subject matter specialists or organizations, as appropriate.
15. Copy Distribution. Space has been provided in this item to list the recipients of prepared copies of the form and the purpose served.
- a. Indicate to whom each copy is sent, specifying an office name and routing symbol whenever feasible. Otherwise, show a common title, such as, Safety Officer, District Inspector, etc.

\*

- \* b. Next, give the purpose served by the distribution of each copy. Be as explicit as possible. Do not forget to provide for a worksheet when it is anticipated one will be used by most people who complete the form. The enumeration of all copy requirements will help originators in computing the estimated monthly usage and arriving at a total quantity to be ordered.
16. Records Schedule. Show the Records Schedule item number that covers the use of the new form. See Order 1350.15 for item numbers.
17. Stocking Point. Indicate where the primary stocking point will be. If the FAA Depot is chosen the forms analyst will enter the appropriate FSN number.
18. Additional Data.
- A. For Use In. Check the applicable boxes to indicate where the users are located.
- B. Paper and Size. Give the weight, kind, color, and size of paper on which the form will be printed. If the color of paper is to be other than white, explain reason for color wanted on a separate sheet and attach to the request.
- C. Print. Give the color of ink to be used for printing the form. If colored ink other than black is requested or several ink colors are requested, a memorandum justifying the colored inks must be attached to the request. Also, check whether the form will be printed face only, head to head, head to foot, or head to side; if head to side, also attach a dummy to indicate the position of printing.
- D. Ordering and Distribution Data. Standards for determining initial requirements and distribution of forms are given in chapter 3.
- ISSUE UNIT. Give one of the following abbreviations which indicates the issue unit.
- |           |               |           |            |
|-----------|---------------|-----------|------------|
| BK - Book | DP - Duplimat | RL - Roll | SE - Set   |
| BX - Box  | PD - Pad      | RM - Ream | SH - Sheet |
- REQUIRED MONTHLY. Give the average number of units of issue used monthly by all users. This item is basic for the computation of the number of units to be printed.

\*

\* Ship to I/U's for Initial Distribution, and I/U's for Stock.

- (1) When no initial distribution is to be made to users and the form is to be placed in stock at a forms distribution point only, give the routing symbol of the organization maintaining the forms distribution point under "ship to" and the quantity of the initial stock shipment. The quantity to be initially reproduced will be sufficient for both user needs and distribution point operating stock.
- (2) When supply is initially sent to one office and stock is maintained in a forms distribution point, give on one line the routing symbol of the organization under "ship to" and the quantity under "initial distribution." Give on the next line, under "ship to" the routing symbol of the forms distribution point, where the stocks are to be maintained, and the quantity under "stock."
- (3) When an initial distribution is to be made to several users and stock maintained in a forms distribution point, give on one line under "ship to" the form number of the initial distribution form, FAA Form 1330-6 and the total number of form units to be initially distributed. FAA Form 1330-6 states who will make the initial distribution. Give on the next line the routing symbol of the distribution point under "ship to" and under "stock" the number of units to be stocked for all users.

Date at Using Points. Give the date the form is expected to be available to the user. Plan ahead; request realistic dates which permit effective analysis and design, time for the printers to print or procure forms without cutting corners or using overtime, and time for transporting the forms from the printer or supply points to the users.

Total Tissue Units. This is the total number of form issue units to be printed.

E. Additional Specifications. Give necessary instructions to the printer to label packages and containers with form number, edition date, FS number (if any) and quantity in each package. Unless instructed in this space to do otherwise, the appropriate printing organization arranges for packaging and marking of packages and containers according to currently acceptable practices of the trade. Packages generally contain 500 sheets of paper and filled containers will not weight more than 50 pounds. When appropriate, wrapping expense can be avoided by specifying: "Pack loose (unwrapped) in cartons".

19. Approvals. The appropriate reviewing and approving officers sign here.

\*

FIGURE 3. COMPLETED FAA FORM 1300-5

<b>FORM AND REPORT APPROVAL REQUEST</b>		<input type="checkbox"/> New Form <input checked="" type="checkbox"/> Revised Form <input type="checkbox"/> Internal Use <input type="checkbox"/> Public Use <input checked="" type="checkbox"/> Continuation <input type="checkbox"/> Test Form <input type="checkbox"/> Other Government Agency Request <input type="checkbox"/> FAA Approved Request <input type="checkbox"/> FAA Issued Request				
OFFICE OF PRIMARY INTEREST (Division Level or Equivalent)		NAME OF PERSON TO CONTACT				
Systems Support Division		J. Westgate				
1. REPORT IDENTIFICATION SYMBOL		AMS-140				
2. TITLE		68735				
FORM AND REPORT APPROVAL REQUEST						
3. FORM No., CHART, FORMAT, ETC.	4. FREQUENCY	5. OPI ROUTING SYMB.				
FAA 1300-5 (8-72)	As required	AMS-100				
6. PRESCRIBING DIRECTIVES		1330.1 and 1340.1				
7. PREPARERS	8. RECEIVERS	9. MAN-HOURS				
WRNC	WRNC	4425				
10. DOLLAR COST		100				
11. RELATED REPORTS AND FORMS		12. SUPERSEDED FORMS				
CONTINUING REPORTS DISCONTINUED REPORTS CONTINUING FORMS SUPERSEDED FORMS FAA 1330-6 SF 83 DOT 1700-3 FAA 1330-5 (4-67)		XX				
13. JUSTIFICATION						
Revised to realign identification data for machine input for report cataloging; better identify related forms and reports; simplification for easier computation of man-hour and cost data; and inclusion of records schedule data.						
14. ESTIMATE OF ANNUAL WORKLOAD AND COST FOR ITEM REQUESTED						
<table border="1"> <tr> <th>PREPARERS</th> <th>RECEIVERS</th> </tr> <tr> <td>           Reg/Ctr Div 1 1 130 20 2600            Wash O/S 1 1 25 20 300         </td> <td>           Forms Off'rs .25 .25 155 20 775            R/C Fms Mgt .5 .5 13 200 1300            W Fms Mgt .5 .5 1 500 250         </td> </tr> </table>			PREPARERS	RECEIVERS	Reg/Ctr Div 1 1 130 20 2600 Wash O/S 1 1 25 20 300	Forms Off'rs .25 .25 155 20 775 R/C Fms Mgt .5 .5 13 200 1300 W Fms Mgt .5 .5 1 500 250
PREPARERS	RECEIVERS					
Reg/Ctr Div 1 1 130 20 2600 Wash O/S 1 1 25 20 300	Forms Off'rs .25 .25 155 20 775 R/C Fms Mgt .5 .5 13 200 1300 W Fms Mgt .5 .5 1 500 250					
15. RECORDS SCHEDULE ITEM THAT APPLIES TO REQUESTED FORM OR REPORT: 1330 (1), 1340 (1)						
16. ADDITIONAL DATA FOR FORMS (AND REPORT FORMS) ONLY						
24 Sub CW Writing White 8 10 1/2 Color of Ink: Brown Paper: SH Stock: FAA Depot, DOT/FAA Whse Date: Oct 1, 1972						
17. APPROVALS						
Systems Supporting Office: [Signature] Reports Management (Control) Office: [Signature] Date: 7/15/72, 7/20/72						

73 A 8657

AVAILABILITY OF FORM. Unit of issue--sheet. From FAA Depot for regions, and centers; FSN 0052-679-8001. From GSA Retail Store for Washington headquarters.



**FIGURE 5. COMPLETED FAA FORM 1330-6, FORM DISTRIBUTION REQUEST**  
(Initial distribution made by the printer.)

<b>FORM DISTRIBUTION REQUEST</b> (Initial Distribution) <i>(Submit with printing request)</i>	1. FSN (if any) 0052. 000-0000	2. FORM NUMBER AND EDITION DATE FAA Form 566-4.1 (3-67)	
	NOTE: Allowance for processing, printing, and shipping time has been considered →	3. ISSUE UNIT (Stk. Sct. Pad. etc.) Box of 6,000 strips	
Prepare in accordance with Forms Management Handbook, 1330.1A	4. DATE REQUIRED BY ADDRESSEES June 15, 1967		
	5. FORM TO BE DISTRIBUTED BY <input type="checkbox"/> FAA DEPOT <input type="checkbox"/> HQ. REG./CTR. SUPPLY ACTIVITY <input checked="" type="checkbox"/> OTHER (Specify) By the Printer		
6. SHIP TO			
KIND OF OFFICES AND THEIR LOCATIONS (a)	NUMBER OF EACH KIND OF PLACE WITH SAME REQUIREMENT (b)	QUANTITY TO BE ISSUED TO EACH PLACE (c) <i>(Leave Blank)</i>	TOTAL NUMBER FOR DISTRIBUTION (d)
FEDERAL AVIATION ADMINISTRATION AIR ROUTE TRAFFIC CONTROL CENTER,  Northeast Blvd. and Harris Road Nashua, N.H., 03061	1	720	720
326 E. Lorain St. Oberlin, Ohio	1	600	600
MacArthur Airport Ronkonkoma, N. Y. 11779	1	1,200	1,200
Route 7 and Route 654 Leesburg, Va	1	900	900
Airmail Field Weir-Cook Airport Indianapolis, Ind. 46211	1	800	800
<sup>1</sup> Grand Total agrees with amount shown on printing request for initial distribution.		GRAND TOTAL →	4,220
REQUESTING OFFICIAL (Signature) <i>Charles Mc Day</i>	APPROVED BY	OPI FORMS OFFICER (Signature and date) <i>E. J. ... 4/4/67</i>	
ROUTING SYMBOL AAT-330		DATE 4/1/67	FORMS MANAGEMENT OFFICER (Signature and date) <i>R. R. ... 4/10/67</i>
FAA Form 1330-6 (12-66) SUPERSEDES FAA FORM 2656		GPO 818-639	

NOTE: Complete shipping address of each recipient is required; shipping or mailing labels may also be required to be furnished for expediting deliveries.

APPENDIX 3. FORMS USED FOR REPLENISHMENT OF FORMS STOCK, FOR PREVENTING STOCK REPLENISHMENT, AND FOR DISCONTINUING A FORM

FIGURE 6. COMPLETED FAA FORM 4250-1  
FROM STOCKING POINT TO PRINTER -  
NO STOP ORDER IN EFFECT

<b>FORM REPRINT REQUEST FOR STOCK REPLENISHMENT</b>		FROM: (DISTRIBUTION POINT) Supply Room ASO-43		REQUEST DATE 4/3/67	
<b>1. FORM TO BE REPRINTED AND QUANTITATIVE DATA</b>					
FORM NO. AND, IF ASSIGNED, F.S. NO.  SO Form 3600-32	ISSUE UNIT Sh	UNITS ISSUED LAST 12 MONTHS 2,400	UNITS ON BACK ORDER	UNITS ON HAND 800	UNITS ORDERED 4,000
<b>2. NORMAL REPLENISHMENT REQUEST - NO STOP ORDER IN EFFECT</b>					
TO: ASO-48 PRINTING AND REPRODUCTION Reprint the form identified (copy attached) in the number of units ordered, and deliver to the Distribution Point indicated above.			AUTHORIZED BY <i>Henry Peters</i>		RTG. SYMBOL ASO-43
<b>3. DIVERTED REPLENISHMENT REQUEST - STOP ORDER IN EFFECT</b>					
TO: _____ FORMS OFFICER. A STOP ORDER affects normal stock replenishment action. Please review the subject form and take immediate action - <b>DO NOT DELAY</b> - regarding reprinting it for stock replenishment.					
REMARKS:					
				ACTION REQUESTED BY	
				RTG. SYMBOL	
FORMS MANAGEMENT ACTION	TO: _____ PRINTING AND REPRODUCTION and/or _____ DISTRIBUTION POINT				
	<input type="checkbox"/> Reprint quantity as ordered in 1 above <input type="checkbox"/> Reprint [redacted] units because of reasons in 'Remarks' <input type="checkbox"/> This request canceled because of reasons in 'Remarks'				
	REMARKS:				
				FORMS OFFICER	
				RTG. SYMBOL	
				DATE	
<b>4. PRINTING AND REPRODUCTION DATA</b>					
REQUISITION NUMBER		ESTIMATED SHIPPING DATE		ESTIMATED COST	

FAA Form 4250-1 (5-66) FORMERLY FAA FORM 1813 GPO 1966 O - 217 623

AVAILABILITY OF FORM. Unit of issue--pad of 100 NCR sheets. From FAA Depot-- FSN 0052-052-7000.

FIGURE 7. WITHDRAWN

**FIGURE 8. COMPLETED STOP ORDER, FAA FORM 1330-4  
ISSUED FOR PROPOSED FORM REVISION**

STOP ORDER				
SECTION I - RECOMMENDATIONS OF OFFICE OF PRIMARY INTEREST				
THRU: OPI FORMS OFFICER <i>AAC-201</i>	RTG. SYMBOL <i>AAC-46</i>	FROM: (Name of organization and routing symbol making recommendation) <i>Payroll Branch, AAC-24</i>	FORM NO. and EDITION DATE <i>AC:2700-3 (4-65)</i>	
It is recommended that normal replenishment of stocks of this form be stopped for reasons checked and explained below:				
<input type="checkbox"/> FORM IS OBSOLETE	REPLACED BY (Form number and date)	<input type="checkbox"/> USE <input type="checkbox"/> DESTROY		
<input checked="" type="checkbox"/> FORM TO BE REVISED / CONSOLIDATED	LIST FORMS TO BE INCLUDED IN CONSOLIDATION <i>None</i>	EST. DATE OF COMPLETION <i>5/15/67</i>		
<input type="checkbox"/> SPECIFICATIONS MUST BE CHANGED	SPECIFY CONTEMPLATED CHANGES			
<input type="checkbox"/> USAGE HAS/WILL BE CHANGED	INDICATE PROBABLE EFFECT ON STOCK LEVEL			
OTHER (EXPLAIN)				
DATE <i>3/15/67</i>	TITLE OF RECOMMENDING OFFICIAL <i>Chief, Payroll Branch</i>	SIGNATURE OF RECOMMENDING OFFICIAL <i>Otto Clarkson</i>		
<input checked="" type="checkbox"/> CONCUR <input type="checkbox"/> SEE REMARKS	DATE <i>3/16/67</i>	SIGNATURE OF OPI FORMS OFFICER <i>Mary Evans</i>		
REMARKS				
SECTION II - MANAGEMENT ADVICE ON STOCK REPLENISHMENT				
TO: FORMS DISTRIBUTION POINT	RTG. SYMBOL <i>AAC-434</i>	FROM: FORMS MANAGEMENT OFFICER	RTG. SYMBOL <i>AAC-46</i>	
Stop normal replenishment of stocks of this form. Take following action:				
<input checked="" type="checkbox"/> DIVERT REPLENISHMENT ACTION FROM NORMAL CHANNELS. SEND REPLENISHMENT REQUESTS TO FORMS MANAGEMENT OFFICER		RTG. SYMBOL <i>AAC-46</i>	<input type="checkbox"/> PREVENT REPLENISHMENT OF THIS FORM	
DETAILED MANAGEMENT ADVICE				
DATE STOP ORDER ISSUED <i>3/19/67</i>	SIGNATURE OF FORMS MANAGEMENT OFFICER <i>Carl Brill</i>			
COPY DISTRIBUTION (INSERT ROUTING SYMBOL UNDER DESIGNATIONS)				
Forms Management Officer <i>AAC-46</i>	OPI Forms Officer <i>AAC-20</i>	Recommending Official <i>AAC-24</i>	Forms Distribution Point <i>AAC-434</i>	Printing Organization <i>AAC-45</i>
FAA Form 1330-4 (8-66) FORMERLY FAA FORM 1-3				

AVAILABILITY OF FORM. Unit of issue--set of 5 parts. From FAA Depot FSN 0052-608-5001. From GSA Retail Store for Washington headquarters.

FIGURE 9. COMPLETED STOP ORDER, FAA FORM 1330-4  
ISSUED TO DISCONTINUE A FORM

STOP ORDER				
SECTION I - RECOMMENDATIONS OF OFFICE OF PRIMARY INTEREST				
THRU: OPI FORMS OFFICER	AMS-30	FROM: (Name of organization and routing symbol making recommendation)	Admin. Stds. Div. AMS-140	FORM NO. AND EDITION DATE FAA-1 (9-62)
TO: FORMS MANAGEMENT OFFICER	AMS-141			
It is recommended that normal replenishment of stocks of this form be stopped for reasons checked and explained below:				
<input checked="" type="checkbox"/> FORM IS OBSOLETE	REPLACED BY (FORM NUMBER AND DATE) FAA Form 1300-5 (4-67)	<input type="checkbox"/> USE <input checked="" type="checkbox"/> DESTROY		
<input type="checkbox"/> FORM TO BE REVISED / CONSOLIDATED	LIST FORMS TO BE INCLUDED IN CONSOLIDATION	EST. DATE OF COMPLETION		
<input type="checkbox"/> SPECIFICATIONS MUST BE CHANGED	SPECIFY CONTEMPLATED CHANGES			
<input type="checkbox"/> USAGE HAS/WILL BE CHANGED	INDICATE PROBABLE EFFECT ON STOCK LEVEL			
OTHER (Explain)				
DATE	TITLE OF RECOMMENDING OFFICIAL	SIGNATURE OF RECOMMENDING OFFICIAL		
3/26/67	Chief, Admin. Stds. Division	Theo. R. Smith		
<input checked="" type="checkbox"/> CONCUR <input type="checkbox"/> SEE REMARKS	DATE	SIGNATURE OF OPI FORMS OFFICER		
	3/26/67	James Bigg		
REMARKS				
SECTION II - MANAGEMENT ADVICE ON STOCK REPLENISHMENT				
TO: FORMS DISTRIBUTION POINT	AMS-486.2	FROM: FORMS MANAGEMENT OFFICER	AMS-141	
Stop normal replenishment of stocks of this form. Take following action:				
<input type="checkbox"/> DIVERT REPLENISHMENT ACTION FROM NORMAL CHANNELS. SEND REPLENISHMENT REQUESTS TO FORMS MANAGEMENT OFFICER	RTG. SYMBOL	<input checked="" type="checkbox"/> PREVENT REPLENISHMENT OF THIS FORM		
DETAILED MANAGEMENT ADVICE				
Destroy all stocks of this form on hand after the new FAA Form 1300-5 is received.				
DATE STOP ORDER ISSUED	SIGNATURE OF FORMS MANAGEMENT OFFICER			
4/4/67	R. R. Usher			
COPY DISTRIBUTION (Insert routing symbol under designations)				
Forms Management Officer	OPI Forms Officer	Recommending Official	Forms Distribution Point	Printing Organization
AMS-141	AMS-30	AMS-140	AMS-480	AMS-432
FAA Form 1330-4 (8-66) FORMERLY FAA FORM 1-3				

FIGURE 10. COMPLETED STATUS OF FORM INQUIRY, FAA FORM 1330-7

STATUS OF FORM INQUIRY					SUSPENSE DATE	
					May 1, 1967	
TO: (Office of Primary Interest)			FROM:			
AFS-12			Forms Management Officer, AMS-141			
Section I - TO BE COMPLETED BY FORMS MANAGEMENT OFFICER						
Part A	On your advice that the form identified below is to be revised, a Stop Order was issued which is still in effect. The projected revision has not been processed and stocks of the current edition require replenishment, if the form is to be continued in use. The amount on hand and the quantity proposed to be reprinted are shown below. Please complete Section II and return by the date shown. If it is necessary to reprint more than once and still retain the Stop Order, please justify in "Remarks."					
	FORM NUMBER AND EDITION DATE	REPRINT NO. AFTER STOP ORDER SUBMISSION	ISSUE UNIT	UNITS ISSUED LAST 12 MONTHS	UNITS ON HAND	UNITS PROPOSED TO BE ORDERED
	FAA Form 355 (9-62)	1	Sh	60,385	20,000	45,000
Part B	The Forms Distribution Point for the form identified below has advised that there has been little or no issuance activity for the period shown. Please review the requirements for this form, complete Section II, and return by the date shown.					
	FORM NUMBER AND EDITION DATE	ISSUE UNIT	UNITS ON HAND	ISSUANCE ACTIVITY		
				SINCE (Date)	QUANTITY	
Remarks						
DATE			SIGNATURE (For FMO)			
April 24, 1967			<i>Shirley Jones</i>			
Section II - TO BE COMPLETED BY OFFICE OF PRIMARY INTEREST						
TO: Forms Management Officer, AMS-141 (Complete all applicable item(s))			Remarks			
1a. Status of current Stop Order (Mark one)			Stop order to be retained because revision not ready for processing.			
<input type="checkbox"/> Cancel <input checked="" type="checkbox"/> Retain (Explain in "Remarks")			Based on issuance rate above and quantity on hand, the requested quantity is reduced to carry stocks up through December 1967. Revision of this form expected to be ready for issuance about November 30, 1967.			
b. Reprint request recommendation (Mark one)			* Justify other than 1st reprint in "Remarks"			
<input type="checkbox"/> Reprint proposed quantity*						
<input checked="" type="checkbox"/> Reprint 20,000 units* (Explain reason for difference in "Remarks")						
<input type="checkbox"/> Do not reprint this form (Explain in "Remarks")						
2. Requirement for form (Mark one)						
<input checked="" type="checkbox"/> To be continued in use						
<input type="checkbox"/> To be discontinued - Stop Order, FAA Form 1330-4, is attached						
SIGNATURE OF RECOMMENDING OFFICIAL			ROUTING SYMBOL	DATE		
<i>George Switzer</i>			AFS-402	4-28-67		
SIGNATURE OF FORMS OFFICER			ROUTING SYMBOL	DATE		
<i>R.E. Farber</i>			AFS-12	4/24/67		
FAA Form 1330-7 (2-67) SUPERSEDES FAA FORM 1A						

AVAILABILITY OF FORM. Unit of issue--sheet. From FAA Depot--FSN 0052-672-9000. From GSA Retail Store for Washington headquarters.

**FIGURE 11. COMPLETED FORMS INQUIRY, FAA FORM 1330-1 FOR STANDARDIZATION AND REVIEW INQUIRY**

Section I - INQUIRY			
TO: (Routing Symbol) AFS-12	FROM: (Routing Symbol) AMS-141	Signature <i>L.R. Beard</i> L.R. Beard	Date 8 Sep 69
QUESTIONED/REVIEWED FORM (Form No., Edition Date & Title) SM Form 8430-5 (6-68) and ME Form 8430-1 (12-67) "Minimum Equipment List"		<input checked="" type="checkbox"/> PROPOSED "STANDARDIZED" FORM <input type="checkbox"/> EXISTING CENTRALLY STOCKED FORM	EXISTING LOCAL FORM
		Attached	
The questioned form is similar to the attached centrally stocked form. Will you use the centrally stocked form and cancel your local form? If not, please explain why along with any recommendations which would enable its use by your organization.			
The attached proposed form has been developed to replace the form identified above which you are now using. If it were available through normal supply channels could you use it as is, canceling your local form; or, would you require changes to enable its use by your organization?			
Please review the form identified above - its purpose, need, procedures for use, and format. (See check list on reverse)		ESTIMATED ANNUAL USAGE	Quantity Issue Unit
Complete the appropriate part of Section II and return by: <u>30 October 1969</u>			
Remarks Paragraph 1350, Order 8430.5, "Air Carrier Operations Inspector's Handbook," prescribes an aircraft minimum equipment list and provides a format for affected regions. To provide for their individual requirements, five regions have issued almost identical forms, copies of two of which are attached.			
It is recommended that Flight Standards Service sponsor a depot-stocked, FAA agencywide-use form for this purpose. This will provide standardization and eliminate at least five field forms. Copies of a proposed FAA Form 8430- DRAFT are attached for your consideration.			
Please advise if AMS-141 may be of assistance.			
3 Attachments			
Section II - REPLY			
TO: (Routing Symbol) AMS-141	FROM: (Routing Symbol) AFS-12	Signature <i>R.E. Forbes</i> R.E. Forbes	Date 14 Oct 69
The STANDARDIZATION inquiry has resulted in the following: ("X" one)		The above form has been REVIEWED with the following results: ("X" one and insert date if required)	
<input type="checkbox"/> Local form will be canceled and centrally stocked form used	To be continued in use as is for reasons stated in "Remarks"		
<input type="checkbox"/> Local form will be continued in use for reasons stated in "Remarks"	To be revised to improve. Proposed date is -----	PLANNING DATE (Stop Order will be submitted when date is firm)	
<input checked="" type="checkbox"/> Proposed form is acceptable for use as is	To be consolidated with forms listed below. Estimated date is -----		
<input type="checkbox"/> Proposed form would require modification as shown on the attachment or explained in "Remarks"	Cancellation under consideration. Projected date is -----		
NOTE: State annual usage requirements when adopting a form for use.		Cancel immediately and destroy all stocks. Users of this form have been advised. This action constitutes a Stop Order.	
Remarks FAA Form 1300-5, Form and Report Approval Request, Form DOT F 1700.3, Printing Request, and FAA Form 1330-6, Form Distribution Request are attached. Estimated annual requirements and quantities for initial distribution are as shown.			
CONCURRENCES (If Required)	Name	Routing Symbol	Date
	N/A		
	N/A		
FAA Form 1330-1 (8-69) SUPERSEDES PREVIOUS EDITION		FORMS INQUIRY 78 A 3657	

AVAILABILITY OF FORM. Unit of issue--sheet. From FAA Depot--FSN 0052-687-1000. From GSA Retail Store for Washington headquarters.

APPENDIX 4. FORMS INFORMATION

FIGURE 12. A COMPLETED FORMS REGISTER, FAA FORM 1330-3

FORM NO. FAA 1330-3	F.S. NO. 0052-050-5001	U.I. AFS-180 SH	DISTRIBUTION POINT <input checked="" type="checkbox"/> FAA DEPOT <input type="checkbox"/> REG. AREA, CENTER SUPPLY ROOM <input type="checkbox"/> O.P.O. <input type="checkbox"/> FIELD OFFICE
TITLE APPLICATION AND AUTHORIZATION FOR FERRY PERMIT			
DATE INITIATED 7-68	QUANTITY REPRODUCED 97,500	FORMS SUPERSEDED FAA FORM 1779 (3-47) "U"	FORMS SUPERSEDED
DATE REV.	QTY. REPRD.	DATE REV.	QTY. REPRD.
DATE DISCONTINUED 3-69	SUPERSEDED BY FAA FORM S. 8130-6(3-69) & 7(3-69)	DATE TO F.R.C. 7/9/69	ACCESSION NO. 69-A-7617
FAA FORM 1330-3 (72-63)	FORMS REGISTER		BOX NO. 16

AVAILABILITY OF FORM. Unit of issue--sheet. From FAA Depot--FSN 0052-653-8000. From GSA Retail Store for Washington headquarters.

**FIGURE 13. COMPLETED FAA FORM 1330-5  
FORMS SUPPLY CATALOG SUPPLEMENT**

FORM NUMBER AND EDITION DATE	FORMS DISTRIBUTION POINT 1/	FORM TITLE	ISSUED BY (Form Mgmt. Office?)	PAGE 1 OF 6 PAGES COVERED 5/1/72 TO 7/1/72	PREVIOUS FORM NUMBER (D=Delete)	UNIT OF ISSUE
DOT F 1500.1 (5-72)	695-7001	Travel Order for Temporary Duty (After Stocks of FAA Form 1500-1 are Exhausted)	US-140	15 Sep 72	None	MS SE
FAA 5660-7 (4-72)	822-9000	Leased Previews - Computation of Fair Market Value and Rental	2/	3 Jun 72	3, 4, 5	ALC SH
BR 1770-5 (5-72)	480-300	Telephone Equipment Record (Special)		9 Jun 72	None	MS SH
W-2 (72)	NONSTOCK	REVISED FORMS Wage and Tax Statement - 1972		26 Aug 72	4, 5	MS SC
FAA 1300-1 (5-72)	AMS-140	Paperwork Management Report		17 May 72	None	MS SH
FAA 1770-4 (5-72)	ALC-230	Facsimile Transmission Monthly FTS Usage Report (In-product-Base Provided - Local Representation Authorized)		22 Jun 72	3, 4, 5	ALC SH
GA 7930-1 (5-72)	ACA-134, 239	REVISED AND RENUMBERED FORMS Request for Issuance or Cancellation of Notices to Airman		1 Aug 72	None	ACA PD
FAA 566-1.2 (5-68)	695-2000	DISCONTINUED ITEMS Flight Progress Strip - ATCC (Mainland) (Replaced by FAA Form 566-1.1 (12-72) when stocks are exhausted. APPLICABLE to Cleveland ATCC only)				ATC BX
FAA 1300-4 (7-69)	695-7000	Travel Order for Temporary Duty (Replaced by Form DOT F 1500-1 when stocks are exhausted)				MS SE
DOT F 1100.1 (9-70)	822-9000	CHANGE OF FORMS DISTRIBUTION POINT TO: ALC-460 FROM: AMS-530				
DOT F 1100.4 (9-70)	822-9000	Committee Record Committee Participation		25 Feb 72	None	MS SH
				25 Feb 72	None	MS SH

1/ Routing symbol where forms may be requisitioned. Depot-stocked forms are indicated by FSN (Minus Class 0032 prefix).

2/ This is a tentative subject to change without notice. Add lead time for delivery to FAA supply facility and onward distributional movement.

3/ No necessary all elements of each category are included. 1 - FAA wide, 2 - Reg./Civ. Serv., 3 - HQ, 4 - Regions, 5 - Centers, 6 - Field Offices, 7 - Special, 8 - Issue mg Headquarters only.

FAA Form 1330-5 (5-71) SUPERSEDES PREVIOUS EDITION.

73 A 3657

AVAILABILITY OF FORM. Unit of issue--sheet. From FAA Depot--FSN 0052-660-9000. From GSA Retail Store for Washington headquarters.