

APPENDIX 7. FORMS AND REPORTS

All forms except GSA forms may be obtained by contacting the Logistics Services Branch, ASW-52. GSA forms are distributed by General Services Administration direct to the office or individual having custody of the vehicle.

1. FORMS.

CA-1, Federal Employee's Notice of Traumatic Injury and Claim for Continuation of Pay/Compensation (Par. 125)
 FAA Form 3778-3, Preventive Maintenance Inspection (Par. 137)
 FAA Form 3900-6, FAA Mishap Report (Par. 125)
 FAA Form 4650-12, Materiel Requisition/Issue/Receipt (Par. 21)
 FAA Form 4670-5, Motor Vehicle Use Record (Par. 22, 64, and 134)
 SW Form 4670-14, Certification of Performance Skill Tests for SPME (Par. 133)
 SW Form 4670-14-1, Certification of Performance Skill; Snow Vehicle Checklist (Par. 133)
 SW Form 4670-14-2, Certification of Performance Skill; Tractor, Agriculture Checklist (Par. 133)
 SW Form 4670-14-3, Certification of Performance Skill; Crane Checklist (Par. 133)
 SW Form 4670-14-4, Certification of Performance Skill; Forklift Checklist (Par. 133)
 SW Form 4670-14-6, Certification of Performance Skill; Bulldozer Checklist (Par. 133)
 SW Form 4670-14-7, Certification of Performance Skill; Grader Checklist (Par. 133)
 SW Form 4670-27, Supervisory Approval for Home-to-Work Transportation for Employee Within an Approved Category (Par. 105)
 GSA Form 312, Motor Vehicle Dispatch Record (Par. 32)
 GSA Form 494, Monthly Motor Vehicle Use Record (Par. 30)
 GSA Form 1152, Motor Vehicle Assignment Receipt (Par. 29)
 GSA Form 3478, Motor Vehicle Service Authorization (Par. 62)
 OF-26, Data Bearing Upon Scope of Employment of Motor Vehicle Operator (Par. 125)
 SF-44, Purchase Order-Invoice-Voucher (Par. 64)
 SF-91, Operator's Report of Motor Vehicle Accident (Par. 125)
 SF-91A, Investigative Report of Motor Vehicle Accident (Par. 125)
 SF-94, Statement of Witness (Par. 125)
 SF-97, The United States Government Certificate of Release of a Motor Vehicle (Par. 20 and 138)
 SF-149, U.S. Government National Credit Card (Par. 52, 72, and Chap. 8)
 SF-1164, Claim for Reimbursement for Expenditures on Official Business (Par. 47 and 85)
 SW Form 4670-24, Attachment to SF-1012, Travel Voucher (Par. 47)
 SW Form 4670-26, Request/Authorization for Operation of Motor Vehicle on Official Business (Chap. 11)

2. REPORTS.

RIS: GSA-17, Monthly Motor Vehicle Use Record, GSA Form 494, Monthly