1. REPORT SYMBOL	2. FREQUENCY	3. FORM # OR FORMAT	4. DATE
5. REPORT TITLE			
6. REQUIRING DIRECTIVE OR REFERENCE			
7. REFER QUESTIONS TO	8. OFFICE	9. PHONE NO.	10. ROOM NO.
11. PREPARING COMMANDS OR ACTIVITIES		12. REVIEWED *(Mo-Yr)*	
		13. REVIEWED *(Mo-Yr)*	
14. CANCELLED *(Date and Authority)*			

OPNAV 5214/5 (REV. 8-82) **REPORTS RECORD CARD**

FORM OR PUBLICATION NO. AND ISSUE OR REVISION DATE N/P	DATE	CLASSIFICATION OF ENCLOSURES
TITLE OR DESCRIPTION	NO. OF PAGES	TRIM SIZE

STOCK SPECIFICATIONS

GRADE	WEIGHT	COLOR	GRADE	WEIGHT	COLOR	GRADE	WEIGHT	COLOR

PRINTING SPECIFICATIONS

ONE SIDE	TWO SIDES	SAME	DIFFER	H TO H	H TO F	H TO L	H TO R	COLOR INK *(If not black)*	SUPERSEDES	NEW
☐	☐	☐	☐	☐	☐	☐	☐			

FRONT MARGINS	HEAD	LEFT	RIGHT	FOOT	BACK MARGINS	HEAD	LEFT	RIGHT	FOOT
☐ 3/8 HEAD CNTR L &H ☐ OTHER					☐ 3/8 HEAD CNTR L &H ☐ OTHER				

FINISHING SPECIFICATIONS

FOLDING	STD. DRILLING		NON - STANDARD DRILLING				WIRE STITCHING	
FOLD TO	2 TOP	3 LEFT	NO.	DIAMETER	C TO C	LOCATION	NO.	☐ SIDE ☐ SADDLE ☐ TOP LEFT CORNER ☐ OTHER

PERFORATING OR SCORING				PADDING				UNIT OF ISSUE	QUANTITY PER UNIT OF ISSUE	PACKAGING SPECIFICATIONS
☐ PERF	☐ SCORE	DISTANCE	FROM	SHEETS	SETS	LOCATION ☐ TOP	OTHER			

SPECIAL INSTRUCTIONS/REMARKS

KPPS PRINTING SPECIFICATIONS RECORD NAVPUS 5604/ 1 (2-79)