

USNS GEN. JOHN POPE (T-AP 110)
FPO San Francisco 96601

TAP110/HLH;wr
INST 2000.1
1 Jan 1966

USNS POPE INSTRUCTION 2000.1

From: Master
To: All Deck/Relief Deck and Radio Officers
Subj: Communications Notebook; procedure for

1. Purpose. The purpose of Ship's Communications Notebook is to provide official entries for all oral ship's business communication--telephone and otherwise.

2. In Port: The Communications Notebook will be maintained at the Quarterdeck Log Desk and returned to bridge with Liberty Log Books and Quartermaster's Notebook when ship leaves berth.

a. From 0800-1700. During normal working days all official messages will be received and entered in Communications Notebook by Radio Officer on duty. He will advise the Master and/or Senior Deck Officer on board as required.

b. From 1700-0800 and on Saturdays, Sundays and Holidays. The Quarterdeck watch will receive and enter all official messages in Communications Notebook. The OOD will be responsible for notifying Master or First Officer, Engineer of the watch or Chief Engineer, as required.

3. Procedure. Procedure for receiving and making entries will include originator's name, rank and/or rate, unit to which he is attached, date and local time of receipt of message.

4. Inspection. The Chief Radio Officer or his representative will ensure adequate work day inspections of Communications Notebook and procurement of official copies of all pertinent official messages prior to ship's departure.

DISTRIBUTION LIST:

DECK OFFICERS
RELIEF DECK OFFICERS
RADIO OFFICERS
COMMUNICATIONS NOTEBOOK
DEPT. HEADS
COMILDEPT
BULLETIN BOARDS
FILE

H. L. HEINZ
H. L. HEINZ

EMK
6-13-66
CAG 7/21/66
Jim 11-25-66

USNS GEN. JOHN POPE (T-AP 110)
FPO San Francisco 96601

TAP110/HLH;rd
INST 2710.1
1 Jan 1966

USNS POPE INSTRUCTION 2710.1

From: Master
To: Ship's Complement

Subj: Personal Mail; addressing of

Ref: (a) COMSTS INSTRUCTION P3120.20

1. Purpose. To direct the attention of all persons aboard to the proper return address to be shown on mail dispatched from the ship, and to the proper method of addressing mail intended for them.

2. Action.

a. Personnel will request their correspondents to address them by full name, department, and for military personnel rank or rate will be used, with the full name of the ship, including hull number, which is a part of the name, viz: "USNS GEN. JOHN POPE (T-AP 110)". A sample follows:

Mr. JOHN W. DOE, (Dept., or military rate or
USNS GEN. JOHN POPE (T-AP 110) rank)
FPO San Francisco 96601

The Fleet Post Office requires full name of the ship, since there are many ships operating with very similar names. USE YOUR ZIP CODE, WHICH IS VERY IMPORTANT AND MAKES FASTER DELIVERY POSSIBLE.

b. All personnel will show the same information as above for their return addresses on all mail dispatched aboard ship, or mailed overseas. Return address must be complete. Army Post Offices and Fleet Post Offices overseas will not accept mail without the full name and return address of the sender, with ZIP CODE.

H. L. HEINZ
H. L. HEINZ

DISTRIBUTION:

Dept. Heads
COMILDEPT
Bulletin Boards
File

C.O.G. 7/21/66

USNS GEN. JOHN POPE (T-AP 110)
FPO San Francisco 96601

TAP110/HLH;rd
INST.3500.2
1 Jan 1966

USNS POPE INSTRUCTION 3500.2

From: Master
To: Deck Watch Officers

Subj: Signaling, Flag and Flashing Light Training

Ref: (a) H. O. No. 103, International Code of Signals

1. Purpose. All Deck Watch Officers are directed to initiate a training program in visual signaling.
2. Procedure. Correct procedure in signaling by flags and Morse or visual signaling is outlined in reference (a). A thorough study will be made of Chapters I to VI, inclusive - Appendix A to C, inclusive. All single letter signals will be memorized. Read chapters on two, three and four letter flag signals.
3. Action. All Deck Watch Officers will attain a minimum speed in receiving (visual signaling) of eight words per minute.
4. Responsibility. The First Officer will insure that this directive is carried out to the fullest.


H. L. HEINZ

DISTRIBUTION:

Dept. Heads
Deck Officers
Bulletin Boards
File

USNS GEN. JOHN POPE (T-AP 110)
FPO San Francisco 96601

TAP 110/HLH;ns
INST 4061.1
1 Jan 1966

USNS POPE INSTRUCTION 4061.1

From: Master
To: All Personnel

Subj: Meal Hours

Ref: (a) CMPT 610

1. Purpose. To inform all personnel that in accordance with reference (a), meal hours at sea and in port shall be as follows:

Breakfast.....0730 to 0830

Dinner.....1130 to 1230

Supper.....1630 to 1730

2. Attention: Attention is called to the supper hour. No personnel other than steward department personnel will be served prior to 1630. Watchstanders shall be served before day workers. All personnel will be in the messroom and order meal prior to 1730.

3. Time Limitations: Due to time limitations imposed by reference (a), it is requested that all personnel report promptly for meals. All personnel should complete their meals expediently to permit those following them time in which to eat; and to aid Messmen in their cleanup duties.


H. L. HEINZ

DISTRIBUTION:
Dept Heads
COMILDEPT
Bulletin Boards
File

C. G. 7/21/66

USNS POPE INSTRUCTION 4061.2

From: Master
To: All Personnel

Subj: Guest Meals

Ref: (a) NAVSANDA PUBLICATION 236

1. Purpose: To inform all personnel that in accordance with reference (a), guests may be furnished meals subject to the provisions noted therein. General provisions of reference (a) follow.

2. Procedure. Charge will be made for guest meals as applicable.

a. Guest on board conducting official business: The charged rate shall be one-third of the established daily ration rate for each meal provided a properly validated Guest Meal Authorization presented to the Purser.

b. The Master, First Officer, Chief Engineer, Chief Steward are authorized to grant permission for the entertainment of guests aboard ship.

c. Guests on board not conducting official business: The charge rate shall be one dollar (\$1.00) per meal, half for children under 6 years of age.

3. Responsibility: The sponsor of guests shall notify the Chief Steward as far in advance of the meal hour as possible, the number of guests to be subsisted. The Purser shall effect collection for meals.

4. Information: Failure to collect for meals furnished is tantamount to misappropriation of government property and constitutes a violation of Title 18, U.S. Code Section 641, which is punishable by fine and imprisonment or both. Collections shall be made for guest meals furnished to members of all U.S. Government departments or agencies.


H. L. HEINZ

DISTRIBUTION: C. of 7/21/66
Dept Heads
COMILDEPT
Bulletin Boards
File

USNS POPE INSTRUCTION 4235.1

From: Master
To: All Department Heads

Subj: General Stores; requisitions and issues

1. Purpose: To notify all personnel that effective this date procurement of general stores will be approved by Department Heads, First Assistant Engineer, Second Steward and the Commander or the Executive Officer, Military Department.
2. Procedure: Supplies and materials will be issued on a Stub Requisition (DD Form 1150) properly made out and signed by the using department.
3. Responsibility: As a reminder, the Department Heads are responsible for the determination of requirements for all material and when necessary should collaborate with their Officers and CFCs to determine the actual need of general stores to control excess and waste.
4. Information: It must be anticipated in the very near future that our operating budget will be reduced and steps must be taken at this time to make certain control is maintained over the issuance of general stores.


H. L. HEINZ

DISTRIBUTION: *c. 29.7/21/66*
YEO/STKPRs

USNS GEN. JOHN POPE (T-AP 110)
FPO San Francisco 96601

TAP110/HLH:ms
INST 4406.5
1 Jan 1966

USNS POPE INSTRUCTION 4406.5

From: Master
To: Ship's Department Heads and Yeoman-Storekeepers
Subj: Departmental Supply Spaces

1. Purpose. The following general security rules apply to departmental supply spaces:

- a. Supply spaces will be kept locked when not in use.
- b. Custody of keys to spaces and responsibility for security of the keys and spaces will rest with the man in charge of each space.
- c. A Key locker will be provided in the office of each department head for the stowage and security of the original of all keys to departmental supply spaces; duplicate keys assigned to custodians of locked spaces will be kept in this locker when not in use. The original key to the office key locker will be kept in the possession of the department head. The duplicate key will be passed by hand between personnel assigned as duty storekeeper.
- d. Keys to supply spaces will not be taken from the ship but will be turned in to the key locker in the office when the custodian goes ashore.
- e. Keys to subsistence storerooms will be placed in the custody of the Chief Steward, at the close of business day in port.

2. Responsibility. Department Heads will insure compliance of this instruction.


H. L. HEINZ

DISTRIBUTION:
Department Heads
Yeoman-Storekeepers
File

USNS GEN. JOHN POPE (T-AP 110)
FPO San Francisco 96601

TAP110/HLH:ms
INST 4442.1
1 Jan 1966

USNS POPE INSTRUCTION 4442.1

From: Master
To: All concerned

Subj: Accounting for and Physical Inventory of Provisions Aboard
USNS GEN. JOHN POPE (T-AP 110)

Ref: (a) NAVSANDA PUBLICATION 236

1. Purpose. To point out the necessity of and reaffirm the responsibility for thorough and proper provisions inventory procedures, as outlined in reference (a).
2. Discussion. Reference (a) provides that a quarterly physical inventory will be taken of all provisions aboard ship by the Chief Steward and a disinterested officer appointed by the Master. To prevent the misuse of provisions or the accumulation of minor errors resulting in over expenditure, it is essential that this inventory be conducted in the manner prescribed in reference (a), that it be complete and accurate, that provisions ledger totals be reconciled with the inventory, and that the copy held by the disinterested officer be compared and reconciled with the final smooth inventory. When an inventory is required a specific day, within the prescribed two-week period when provisions stocks will be at a minimum, should be selected. The disinterested officer will be appointed in writing. Also, sufficient personnel must be assigned to enable both the movement and restowage of such stores as may be necessary to assure an accurate count or weight tally of each item and expeditious completion of the inventory.
3. Action. The Chief Steward and a disinterested provisions inventory officer are directed to comply with this instruction and with procedures outlined in reference (a) whenever the provisions inventory is taken.


H. L. HEINZ

DISTRIBUTION:
Department Heads
COMILDEPT
Bulletin Boards
File

USNS GEN. JOHN POPE (T-AP 110)
San Francisco 96601

TAP110/HLH:ms
INST 4700.1
1 Jan 1966

USNS POPE INSTRUCTION 4700.1

From: Master
To: All Personnel Concerned

Subj: Office Machines; preventative maintenance of

1. Purpose. To establish a program of preventative maintenance of office machines which will increase their longevity and performance without constant repair.
2. Procedure. The following procedure shall apply in connection with maintenance of office machines which shall be accomplished by the users of the machines.
 - a. Typewriters should be cleaned thoroughly of dust and dirt and from all moving parts. When not in use, covers should be placed over all office machines, these covers may be requisitioned through the deck department.
 - b. Typewriters should be oiled frequently, but sparingly, to keep moving parts functioning freely and prevent rust and corrosion.
 - c. All parts subject to corrosion should be kept covered with a light film of oil to prevent corrosion and oxidation.
 - d. Cleaning and oiling of office machines, other than typewriters, should be carried out to the limits of the capacities of the ship's force.
3. Directive. Department heads will revise duties of personnel charged with the responsibility of operating office machines as necessary to include a daily maintenance program. Frequent inspections of office machines shall be conducted as a follow-up program by cognizant department heads and effective corrective action be made as required.


H. L. HEINZ

DISTRIBUTION: C.O.G. 7/21/66
Dept Heads
COMILDEPT
Bulletin Boards
File

USNS GEN. JOHN POPE (T-AP 110)
FPO San Francisco 96601

TAP110/HLH:mis
INST 4700.2
1 Jan 1966

USNS POPE INSTRUCTION 4700.2

From: Master
To: All Department Heads

Subj: Crew's Quarters; maintenance of

1. Purpose. To inform all personnel that edpartment heads are directed to advise all personnel who are not entitled to room service, that it is their personal responsibility to maintain the cleanliness and neatness of their quarters. This will include periodic sougceing of bulkheads, scrubbing decks, general housekeeping duties and the etowing of personal gear. This maintenance is to be accomplished on off-duty hours of personnel.
2. Responsibility. Department Heads are directed to make daily inspections of quarters under their cognizance, to ensure quarters are kept up to the standards expected by COMSTSPACAREA. New personnel will be informed of this directive upon reporting for duty.
3. Master's inspection. The Master will continue his weekly inspections as heretofore. It is expected that quarters will be kept at all times in a clean, neat and orderly manner.

H. L. Heinz
H. L. HEINZ

DISTRIBUTION:
Department Heads
COMILDEPT
Bulletin Boards
File

C.A.G. 7/21/66

USNS GEN. JOHN POPE (T-AP 110)
FPO San Francisco 96601

TAP110/HLH;ms
INST 4720.1
1 Jan 1966

USNS POPE INSTRUCTION 4720.1

From: Master
To: All Personnel

Subj: Alterations; unofficial

Ref: (a) CMPI 45

1. Purpose. To promulgate policy pertaining to unofficial alterations.
2. Definition. Unofficial alterations consists of an alteration to the ship or it's equipment without authority. Examples follow:
 - a. Drilling holes through bulkheads or removing bolts from port holes retainer rings for any purpose.
 - b. Removal of desks, secretary bureaus, or tother furniture or equipment installed aboard ship in a specified location without prior authority.
3. Directive. No alterations will be made aboard this ship without the prior authorization of the Master or higher authority.
4. Action. Offenders will be liable to disciplinary action under the provisions of reference (a).


H. L. HEINZ

DISTRIBUTION:

Dept Heads
COMILDEPT
Bulletin Boards
File

USNS GEN. JOHN POPE (T-AP 110)
FPO San Francisco 96601

TAP 110/HLH:ns
INST 4750.1
1 Jan 1966

USNS POPE INSTRUCTION 4750.1

From: Master
To: All Department Heads

Subj: Interior Paint Schedule and Drawing of Paint from Paint Locker

Ref: (a) COMSTS INST. 4750.1A

1. Purpose. To inform all personnel that in order to comply and carry out the proper color scheme aboard this vessel in accordance with reference (a), no paint will be issued without a paint chit designating the area or spaces to be painted. If any question arises as to color scheme the First Officer will be consulted for guidance.
2. Supervision. Close supervision should be maintained to make certain that paint is neatly and properly applied and to eliminate any possibility of paint on Decks throughout the vessel.


H. L. HEINZ

DISTRIBUTION:
Department Heads
COMILDEPT
Bulletin Boards
File

USNS GEN. JOHN POPE (T-AP 110)
FPO San Francisco 96601

TAP110/HLH:ms
INST 5000.1
1 Jan 1966

USNS POPE INSTRUCTION 5000.1

From: Master
To: All Ship's Company
Subj: Ship Board Regulations
Ref: (a) CMPI 750

1. Purpose. To notify all personnel that effective immediately, the following regulations as promulgated in reference (a) will govern the conduct of all ship's officers and crew. The following are prohibited:

- a. Unauthorized absence from duty stations.
- b. Discourtesy and the use of profane language.
- c. The introduction, possession or use of intoxicating beverages on board ship. (Exception: The allowable amount which may be brought on board by employees for transportation to CONUS and immediately turned over to the watch officer.)
- d. The introduction, possession, or use of narcotics or marijuana, or materials containing narcotics and hypnotic or sleep producing drugs, or instruments which are used to administer, dispense, or carry narcotics or hypnotics.
- e. The possession of lethal weapons such as firearms and ammunition, blackjacks, bludgeons, knives with spring operated blades, sheath knives, knives with blades exceeding 3 inches in length or brass knuckles.
- f. Gambling of any form with the troops, or among crew members.
- g. The possession of any gambling device such as dice, crap table, roulette wheels, etc.
- h. The unauthorized issue or sale of food to passengers or troops.
- i. The unauthorized presence or loitering in passenger areas and passages leading thereto, and troop compartments, as well as unofficial contact with passengers.
- j. Smoking in areas marked with NO SMOKING signs.

2. OBLIGATION: It is the obligation of all hands to consult the bulletin boards daily and have knowledge of current orders and directives.

DISTRIBUTION: (NORMAL)

H. L. HEINZ

dfg. 7/21/66

USNS GEN. JOHN POPE (T-AP 110)
FPO San Francisco 96601

TAP110/HLH:ms
INST 5000.2
1 Jan 1966

USNS POPE INSTRUCTION 5000.2

From: Master
To: All Ship's Company

Subj: Passenger Spaces; unauthorized presence in

1. Purpose. The attention of all hands is directed to the regulation prohibiting unauthorized presence or loitering in or near passenger quarters and troop compartments.

2. Regulation. The above regulation is further amplified as follows:

a. When passengers are embarked, all unlicensed personnel having business with the Purser will conduct such business through the crew pay window in the forward bulkhead of the Purser's Office. When business is completed return to your authorized areas.

b. All unlicensed personnel proceeding from their duty stations to their quarters will discontinue the practice of utilizing passageways and lobbies in passenger areas. Wherever feasible, they will use entrances and exits leading directly to crew areas.


H. L. HEINZ

DISTRIBUTION:
Department Heads
COMILDEPT
Bulletin Boards
File

cag 11/21/66

USNS GEN. JOHN POPE (T-AP 110)
FPO San Francisco 96601

TAP110/HLH:ms
INST 5000.3
1 Jan 1966

USNS POPE INSTRUCTION 5000.3

From: Master
To: All Ship's Company

Subj: Crew Day Room and Mess Rooms; closing of

1. Purpose. To inform personnel that the Crew Day Room and Mess Rooms will be vacated by 2300 hours daily, except for personnel going on or coming off watch.
2. Quiet About The Ship. Quiet hour is expected to be maintained aboard ship between 2300 to 0600 hours. Personnel are enjoined to vacate the subject areas by 2300 hours daily.


H. L. HEINZ

DISTRIBUTION:
Department Heads
COMILDEPT
Bulletin Boards
File

cdg 7/21/66

USNS GEN. JOHN POPE (T-AP 110)
FPO San Francisco 96601

TAP110/HLH:ms
INST 5041.1
1 Jan 1966

USNS POPE INSTRUCTION 5041.1

From: Master
To: Department Heads

Subj: Daily Inspections of Ship; procedures for

1. Procedure. Each day, (except Sundays and in port), at the completion of the daily inspections of the various parts of the ship by department heads, (or their representatives), the Bridge will be notified of its completion. The following information will be reported at this time, to be placed in the Deck Log:

- a. Type of inspection.
- b. Names of all persons in the inspection group.
- c. Time the inspection began.
- d. Time the inspection was completed.

2. Inspections. The following inspection groups will comply with paragraph 1:

- a. Sanitation and Culinary Inspection.
- b. Group Inspection of Staterooms (Passenger).
- c. Inspection of Troop Spaces (by First Officer).


H. L. HEINZ

DISTRIBUTION:
Department Heads
COMILDEPT
Bulletin Boards
File

USNS POPE INSTRUCTION 5100.1

From: Master
To: Distribution List

Subj: (1) Safety Officer; appointment of
(2) Vessel Safety Council; organization of
(3) Vessel Safety Committees; organization of

Ref: (a) COMSTS Instruction P3120.2B

1. Purpose. To inform all personnel that in compliance with reference (a), the First Officer, is designated Safety Officer of this vessel.

2. Duties. The duties of the Ship's Safety Officer will include the following:

a. Investigation of all accidents involving lost time and/or property damage. A brief statement should be logged of who was injured and how, when, and where the accident occurred, including names and addresses of any witnesses, and an estimate of the amount of damage incurred in the event of damage to property.

b. Daily vessel safety inspection. Weekly report to Master by Department Heads.

c. Recommendation and initiation of corrective action of safety deficiencies.

d. Dissemination of educational and promotional safety literature received from headquarters.

e. Publication and posting of minutes of Safety Council meeting with copy to Master for information.

3. Safety Council. The Vessel Safety Council is hereby established and will be composed of the Master, Chairman, Commanding Officer, Military Department, First Officer, Chief Engineer, Chief Steward, Purser, and Medical Officer. The Council will meet once a month during each voyage and shall:

a. Promulgate safety rules and regulations.

b. Review recommended safety suggestions.

c. Review accident reports and take corrective action to prevent recurrence.

d. Conduct daily inspections of their work area, and correct any unsafe conditions or unsafe act observed.

USNS GEN. JOHN POPE (T-AP 110)
FPO San Francisco 96601

TAP110/HLH:ns
INST 5100.1
1 Jan 1966

USNS POPE INSTRUCTION 5100.1

e. Report any item which is not immediately correctable to the Safety Officers, who will review recommendations and initiate action through the proper channels to correct the unsafe conditions noted.

f. Appoint one or more petty officers in their departments who will act as Safety Committeemen. Those men will report immediately any unsafe practices or condition to the Department Head. In this connection, Department Heads will submit the names of petty officers thus appointed at the earliest practicable date.

4. Duties and Responsibility. It is the duty and responsibility of the Council to thoroughly familiarize themselves with reference (a) in its entirety, and to adhere to the provisions of the instruction in the prosecution of the marine safety program aboard this vessel.

H. L. Heinz
H. L. HEINZ

DISTRIBUTION:

Department Heads
COMILDEPT
Medical Officer
Bulletin Boards
File

USNS POPE INSTRUCTION 5100.2

From: Master

To: Distribution List

Subj: Injury Reports; instructions governing

Ref: (a) CMPI 5100

1. Purpose. To inform all personnel that effective immediately and in consonance with provisions of reference (a), the procedures outlined herein will be followed in all cases of injuries and occupational diseases.

2. Procedure. Forms described hereunder are applicable as the circumstances of the case may require:

NAVEXOS FORM 107 Dispensary Permit

NAVEXOS FORM 108 Supervisor's Report of Accident

CA-1 Employee's Notice of Injury or Occupational Disease

CA-2 Official Superior's Report of Injury

CA-16 Request for Treatment of Injury Under the U.S. Employee's Compensation Act

CA-17 Same as Form CA-16, to be used when injury is in doubt as to cause

3. Official Superior. The designation "OFFICIAL SUPERIOR" is clarified as follows:

For the Deck Department

For the Engine Department

For the Steward Department

For the Purser Department

For the Military Department,

Passengers and Troops

FIRST OFFICER

CHIEF ENGINEER

CHIEF STEWARD

PURSER

COMMANDING OFFICER, MILITARY
DEPARTMENT

4. Information.

a. In all cases of injury or occupational disease, employee will obtain and execute, NOT LATER THAN 48 HOURS AFTER OCCURANCE, Form CA-1 in triplicate and submit this form to his OFFICIAL SUPERIOR, to be subsequently forwarded to COMSTSPAC, together with other related reports prepared by superior officer.

b. In all cases of eye, head or back injuries; in cases of occupational diseases; and in cases INVOLVING LOST TIME OF MORE THAN ONE DAY, the official superior will execute FORM CA-2 in triplicate, including statement of witnesses (if any), statement by Medical Officer on reverse of form, accompanied by NAVEXOS FORM 108 in quadruplicate, NAVEXOS FORM 107 (original) and CA-1 in triplicate. All reports will be forwarded to the Purser for mailing to proper authorities.

USNS POPE INSTRUCTION 5100.2

c. It should be noted that in all cases, other than those described in the preceding paragraph, of a MINOR Nature not involving lost time, etc., NAVEXOS FORM 108, CA-1 and NAVEXOS 107 only need be produced. When in doubt the Safety Officer should be consulted for advice on forms to be employed or procedures to be observed.

d. Commanding Officer, Military Department, will complete NAVEXOS FORM 108 in quadruplicate with the exception of Section VI of that form which is now the responsibility of this office. Department Heads will note this requirement and be guided accordingly.

e. All crew members will familiarize themselves with the provisions of this instruction, with particular reference to paragraphs 3 and 4, and will report without fail all injuries, however minor, to their OFFICIAL SUPERIOR, who will issue NAVEXOS FORM 107 for medical attention by the ship's medical officer. Failure to do so will be regarded as an act of willful neglect.

f. The Ship's Medical Officer will submit a report to the Master, showing all medical services rendered to the civilian ship's crew. Department heads are reminded that within 48 hours after occurrence, FORM CA-1, CA-2 and NAVEXOS FORM 108 must be prepared in all lost time accident cases. If not prepared within that time such reports will be considered delinquent, in which case the Safety Officer will notify the Master for appropriate action.

g. It is desired that all accident reports, civilian crew, passengers, and troops be forwarded to COMSTSPAC by the Purser.


H. L. HEINZ

DISTRIBUTION:

Department Heads
COMILDEPT
SHIP'S OFFICE
MEDICAL OFFICER
Bulletin Boards
File

USNS GEN. JOHN TOPE (T-AP 110)
FTO San Francisco 96601

TAF110:HLH;rd
INST 5100.3
1 Jan 1966

USNS TOPE INSTRUCTION 5100.3

From: Master
To: All Personnel

Subj: Men Aloft; safety precaution for

1. Purpose. To establish the necessary precautionary measures to be observed for men working aloft.

2. Directive. Whenever personnel are required to work aloft, or about radio equipment on deck, the following safety precautions shall apply:

a. The immediate supervisor of the personnel shall notify the Officer of the Deck of contemplated action.

b. The Officer of the Deck shall obtain safety clearance from the Radio Officer before permitting men to work aloft.

c. When safety clearance has been obtained, the Officer of the Deck shall hang a "MEN ALOFT" sign in the wheelhouse. The sign shall be removed upon completion of work aloft.

d. The Radio Officer will, upon request for clearance for men aloft, take such action as is necessary and affix "MEN ALOFT" signs on appropriate equipment in the radio room. The signs to be removed upon completion of work aloft.

e. The Radio Officer must be notified prior to any work on or about radio equipment on the flying bridge.


H. L. HEINZ

DISTRIBUTION:

Dept. Heads
COMILDETT
Bulletin Boards
File

copy 7/21/66

USNS POPE INSTRUCTION 5100.4

From: Master
To: All Personnel

Subj: Sight Conservation

1. Purpose. To inform all personnel that shipboard surveys have determined that the following Eye Hazardous Areas exist aboard this ship.

1. Engine Room.. Grinding Machine; Lathe
2. Deck..... Anchor Windlass
3. Other areas where hazardous eye operation are conducted.

2. Hazardous Areas. The following work aboard this ship has been determined to be hazardous to the eyes:

- a. Grinding, drilling, buffing, chipping, scaling, scraping, wirebrushing.
- b. Operating brake on anchor windlass when letting go anchor.
- c. Welding, burning, cutting, brazing or soldering.
- d. Handling freon 12 or other eye hazardous refrigerants.
- e. Handling and pouring acids and caustics; servicing electric batteries.
- f. Dumping of rubbish or garbage.
- g. Woodworking, using power tools where chips and sawdust are present.
- h. Handling of fiberglass or other fibrous materials.
- i. Spray painting.
- j. Degreasing or cleaning, involving use of compounds and solvents.
- k. Handling high vacuum electric tubes.
- l. Splicing wire.
- m. Any other operation where there is danger to the eyes from particles, liquids, gases or radiation.

3. Responsibility. The following responsibilities will apply:

a. In accordance with the need for safety, department heads will cause signs to be posted at entrance to designated areas to read: EYE HAZARDOUS AREA - PROTECTIVE EYEWEAR REQUIRED. Department heads will see that all personnel engaged in work listed in para 2 use protective eyewear.

b. Department heads will be responsible for seeing that areas where eye hazardous operations are conducted, are patrolled, fended off or screened as appropriate.

c. Safety Officer and Safety Committeeman will assist to make

USNS POPE INSTRUCTION 5100.5

From: Master
To: All Personnel

Subj: Solvents for cleaning electrical equipment and other machinery; use of

Ref: (a) COMSTS INSTRUCTION 5100.9A

1. Purpose. This Instruction specifies approved materials, prescribed by reference (a), to be used aboard ship as solvents for cleaning electrical equipment and other machinery, notes precautions to be taken when they are used, and lists solvents that are prohibited.

2. Background. A solvent must be non-toxic and non-flammable, and when used for cleaning electrical equipment, must be compatible with the insulation. The less toxic solvents are listed in paragraph 3 below, but there remains many hazards connected with their use.

3. Approved Solvents.

- a. Perchloroethylene (Tetrachlorethylene) (FED Spec)-P-191)
(Stock No. G6810-270-9982)
- b. Trichloroethylene (technical) (Fed Spec O-T-634a, Type II)
(Stock No. G6810-184-4794, G6810-184-4800)
- c. Inhibited methyl chloroform (1, 1, 1-trichloroethane) (technical)
(Fed Spec O-T-620a) (Stock Nos G6810-664-0387, G6810-664-0388)

4. Prohibited Solvents. Solvents listed below shall not be used to clean electrical equipment and other machinery aboard ship:

Carbon Tetrachloride	Carbon Tetrachloride-naptha mixtures
Stoddard solvent	DuPont Formula #49
Halofluorohydrocarbon materials	Gasoline
Kerosene	Benzine
Thinners, paint	

5. Information. The greatest hazard to use of even approved solvents is exposure to their vapors. For information on other hazards, treatment for exposure, approved precautionary measure, application of solvent effect on materials, packing and custody storage, reference (a) defines points in specific detail.

H. L. HEINZ

USNS GEN. JOHN POPE (T-AP 110)
FPO San Francisco 96601

TAP110/HLH;rd
INST. 5100.6
1 Jan 1966

USNS POPE INSTRUCTION 5100.6

From: Master
To: All Steward Department Personnel
Subj: Fire Hazard in Galley; elimination of

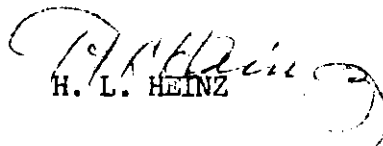
1. Purpose. To minimize the fire hazard present in filter screens range plates and griddles in the galley and insofar as possible, eliminate entirely, fire hazards throughout the ship.

2. Action.

a. All filter screens above the stove in the galley will be removed and thoroughly washed weekly. Filter holders and cowling will be inspected and cleaned of any grease.

b. All plates on ranges that are used as griddles will be lifted and thoroughly cleaned, especially the area in back of and under grease trays. This work will be done with an electrician present at all times.

3. Responsibility. The Chief Steward and Chief Engineer will insure that the accomplished action be taken as directed in paragraph 2, above.


H. L. HEINZ

DISTRIBUTION:
Dept. Heads
COMILDEPT
Bulletin Boards
File

USNS POPE INSTRUCTION 5215.1

From: Master
To: All Personnel

Subj: Ship's Instructions; establishment of

Ref: (a) SECNAV INSTRUCTION 5215.1A

1. Purpose. To set up and maintain a record of all pertinent instruction initiated by the Master pertaining to the efficient operation of this ship.

2. Directive.

a. All directives shall be issued as Instructions or Notices based on the policies and standards contained in reference (a), and on paper not more than 8 x 10½ in. in size.

b. Department Heads are directed to maintain a separate file of these Instructions and Notices and in a manner making them readily accessible for reference. Upon relief, the file is to be turned over to their successor.

c. A complete set of these Instructions and Notices will be posted in the crew and officer's bulletin boards.

d. Since these Instructions and Notices will be subject to change and revision from time to time, a periodic perusal by all personnel is directed.


H. L. HEINZ

DISTRIBUTION:
Dept Heads
COMILDEPT
Bulletin Boards
File

USNS POPE INSTRUCTION 5215.2

From: Master
To: Department Heads

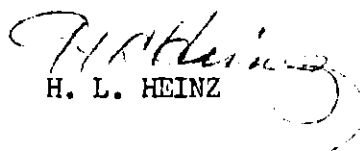
Subj: Instructions, Notices, Official Correspondence and Radio
Communications; policies and procedures for

Ref: (a) SECNAVINST 5215.1A
(b) SECNAVINST 5216.5
(c) MSTSPACINST 5216.1C
(d) MSTSPACINST 4406.1 (Orders to Supply Personnel)

1. Purpose. This instruction establishes the policies and procedures governing the preparation and issuance of Instructions, Notices, Official Correspondence, and Radio Communications by persons concerned.

2. Policy. It is the policy of this command that the Fullest objectives of the Navy Directive System be achieved by strict adherence to the format, procedures and responsibilities for the origination and preparation of subject matter as established by reference (a), (b) and (c).

3. Action. Department Heads concerned with the composition, formation and processing of Ship's Instructions, Notices, Official Correspondence for the Master's signature or signature by direction, will adhere to the instructions as promulgated by references (a), (b) and (c). Department Heads will initiate outgoing messages in a rough form. This will include addressee and precedence. This rough form will be presented to the Master for any changes deemed necessary, and his approval. The form will then be presented to the Radio Officer for transmission. Reference (d) stipulates that the Yeoman will type departmental correspondence and reports and that he will maintain in a current status departmental supply records, general files, official publications, instructions, notices, etc.


H. L. HEINZ

DISTRIBUTION:

Dept. Heads
COMILDET
Bulletin Boards
File

USNS GEN. JOHN POPE (T-AP 110)
PFO San Francisco 96601

TAP110/HLH;rd
INST 5216.1
1 Jan 1966

USNS POPE INSTRUCTION 5216.1

From: Master
To: Heads of Departments

Subj: Administration of Correspondence in USNS POPE

Ref: (a) MSTSPAC INSTRUCTION 5216.10
(b) SECNAV INST. P5210.11
(c) SECNAV INST. 5216.5

1. Purpose. To direct the attention of all Heads of Departments and others who may be concerned with the handling of official correspondence, to reference (a).

2. Action.

a. All correspondence will be prepared by the originating department, for the Master's signature, in accordance with Par. 3c of reference (a). Suitable formats, in accordance with reference (c), will be utilized, and correct file numbers will be applied in accordance with reference (b). Paper used will not be more than 8 x 10 $\frac{1}{2}$ inches in size.

b. All official correspondence from the ship will be assigned a serial number. This number will be obtained from the Purser's Office.

c. The Department Head originating the letter will initial the green copy. This green copy, along with one pink copy, will be turned over to the Purser's Office immediately after preparation of the letter, for the central correspondence files maintained by the Purser for the Master.

3. Letters will not be prepared by Department Heads addressed to the Command via the Master. On matters requiring shoreside action, they will be prepared by the Department Head, for the Master's signature, with proper authentication on the green central file copy in accordance with references (a) and (c).

4. All official outgoing correspondence will be delivered to the Purser's Office for processing and mailing.


H. L. HEINZ

DISTRIBUTION:

Dept. Heads
COMILDEPT
Bulletin Boards
File

USNS GEN. JOHN POPE (T-AP 110)
FPO San Francisco 96601

TAF110/HLH:rd
INST 5270.3
1 Jan 1966

USNS POPE INSTRUCTION 5270.3

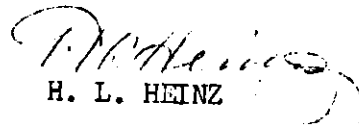
From: Master

To: All Personnel

Subj: Government Property; personal use or theft of

Ref: (a) U.S.Navy Regulations 1948, Chapter 12

1. Purpose. To establish a policy in regards to utilization of government property for personal use and for theft of government property.
2. Directive. Ship's personnel will not steal or attempt to steal any property of the U. S. Government or property of any other crew member; nor shall government property be issued, on loan or otherwise, to any private individual.
3. Action. Personnel in unauthorized possession of government property will be liable to disciplinary action by this command and/or federal authorities. Theft of government property or property of other crew members shall be subject to severe disciplinary action by this command and where applicable prosecution by local or federal authorities.


H. L. HEINZ

DISTRIBUTION:

Dept. Heads
COMILDEPT
Bulletin Boards
File