

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

TAP110/HLH;rd
INST 5330.1
1 Jan 1966

USNS POPE INSTRUCTION 5330.1

From: Master
To: All Personnel
Subj: Overtime Administration
Ref: (a) CMFI 610

1. Purpose. To inform all personnel of procedures to be followed in order to expedite computation and audit of overtime; and insure correct compensation for overtime worked.
2. Directive. Department Heads will consult with the Master prior to authorizing overtime work outside of normal or emergency operations. Personnel will work overtime only after previous authorization has been granted by their respective department head. Immediately after completion of work performed (and in no case later than 0900 hours of the day following) a written report (on form furnished by the department head) showing work description and actual time worked (NOT minimum time claimed), is to be turned over to the department head.
3. Comments. Failure to comply with the provisions of paragraph 2 above may result in loss of compensation for overtime worked and/or possible delay in payment of regular crew payroll.

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USNS GEN. JOHN POPE (T-AP 110)
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TAP 110/MLH;rd
INST 5370.1
1 Jan 1966

USNS POPE INSTRUCTION 5370.1

From: Master
To: All Personnel
Subj: Conduct and Behavior

1. Purpose. To set standards of conduct and behavior to be maintained by all personnel on board.
2. Standards. All personnel shall show in themselves a good example of subordination, zeal, sobriety, neatness and attention to duty. They shall aid to the utmost of their ability, and to the extent of their authority, in all that concerns the efficiency of the command and the making of a "Happy" ship.

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USNS GEN. JOHN ROPE (T-AP 110)
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TAP110/HLH;rd
INST 5370.2
1 Jan 1966

USNS ROPE INSTRUCTION 5370.2

From: Master
To: All Personnel

Subj: Prevention of Loss of shipboard hand tools

1. Purpose. The purpose of this order is to direct attention to the continuing need for exercise of care in the security of stowage and use of common-use hand tools to prevent their pilferage.

2. Action.

a. The practice of shipyard mechanics and others of the work force borrowing tools from ship's force is not approved.

b. Except in cases of emergency involving apparent danger of life or property, common hand tools which are property of the Government shall not be issued to mechanics or others employed by private contractors in order that they may use them to make repairs to MSTSAC ships.

c. Ship's personnel will be held financially liable for the loss of any tools assigned to them or loaned to others than members of the ship's force.

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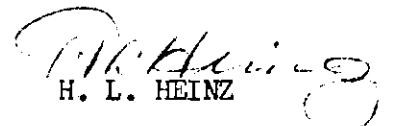
TAP110/HLH;rd
INST 5400.1
26 Nov 1965

USNS POPE INSTRUCTION 5400.1

From: Master
To: All Ship's Personnel

Subj: Assumption of Command

1. Purpose. To inform all ship's personnel that on arrival at loading berth this date, the undersigned has assumed the responsibilities of command as Master of the ship.
2. Directive. All existing orders, memorandums, letters and instructions issued by me as the prospective Master will remain in effect until cancelled by me in writing.


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TAF110/HLH;rd
INST 5500.1
1 Jan 1966

USNS POPE INSTRUCTION 5500.1

From: Master
To: Ship's Complement
Subj: Security of Ship's Missions
Ref: (a) ONAV Instruction 5510.1B

1. Responsibility. The master is directly responsible for safeguarding all classified information within his command and is responsible for instructing his personnel in security practices and procedures.
2. Objective. The object of this instruction is to establish a coordinated policy for the maintenance of the security of all information classified in the interest of national defense.
3. Basis. U.S. Navy Regulations and General Orders, Executive Orders, public laws and other legally established directives are the basis for this instruction.
4. Directive. Knowledge or possession of classified information shall be restricted to persons in possession of the necessary security clearance and on the basis of need to know. Missions assigned this ship will be of a classified nature. All hands are directed to refrain from talking or writing about these missions. What you see and hear, keep to yourself. Cameras will be used when authorized.
5. Personal Censorship. Indiscreet conversation and personal letters constitute great menaces to security. This applies especially to persons discussing ship affairs with their families or friends. It also applies to careless talk on duty in the presence of persons not authorized to have the information. Loose talk in public places and over the telephone is also most dangerous. Information imparted to unauthorized persons within or outside the ship may be repeated innocently and in ignorance of its importance until it becomes a matter of common knowledge. Foreign intelligence agents are scientifically trained to collect and to collate numerous bits of seemingly harmless information from conversation and rumors which circulate in the vicinity of our activities. Therefore, automatic personal censorship of official and unofficial conversation and letters shall be a fundamental duty of all personnel of this ship. The habit must be cultivated until it becomes routine.

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TAF110/HLH;rd
INST 5500.2
1 Jan 1966

USNS POPE INSTRUCTION 5500.2

From: Master

To: All Department Heads

Subj: Stowaways

Ref: (a) COMSTS INSTRUCTION P3120.2C

1. In accordance with reference (a), the First Officer will make up a team comprised of official personnel from all departments to conduct a search for stowaways as soon as practicable upon departure from the dock.
2. The search officials will coordinate with COMILDEPT for a search party of all troop passenger spaces.
3. A systematic and thorough search of the entire ship for unauthorized personnel will be conducted prior to departure from every port.

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USNS GEN. JOHN POPE (T-AP 110)
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TAP/HLH;rd
INST 5500.3
1 Jan 1966

USNS POPE INSTRUCTION 5500.3

From: Master
To: Ship's Company
Subj: Property Passes

1. Crew members removing personal property from the vessel will obtain a property pass from his respective department head or his duly authorized representative, prior to close of business each day.
2. Property passes will be shown to the Deck Officer, Quartermaster or Master at Arms at the gangway. Inspection of property will be made at the gangway prior to going ashore.
3. The Gangway Watch will check to ascertain that the contents of each parcel coincide with the property pass and that they contain no ship's property.
4. Under no circumstances will blank property passes be signed. All passes will be filled out and signed in ink at the time crew member requests same and presents articles to be taken ashore.

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USNS GEN. JOHN POPE (T-AF 110)
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TAF110/HLH;rd
INST 5510.1
1 Jan 1966

USNS POPE INSTRUCTION 5510.1

From: Master

To: Distribution List

Subj: Gangway Log; maintenance of

Ref: (a) MSTSPAC NOTICE 5510 (P353) 17 Dec. 1959
(b) COMSTS INSTRUCTION 3120.2C

1. Purpose. To inform all personnel that effective as of this date the use of the record book for gangway log is discontinued; a cardex file system will be instituted as a gangway log in compliance with references (a) and (b).

2. Responsibility. It will be the duty of the Quartermaster on duty at the gangway, normally to maintain these logs. However, on days of arrival and departure and at such other times when traffic at the gangway is to be extremely heavy, the First Officer, Chief Engineer and Chief Steward will delegate a crew member from his department to assist in maintaining the card index records of his respective department.

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

TAF110/MLH;rd
INST 5800.1
1 Jan 1966

USNS POPE INSTRUCTION 5800.1

From: Master
To: All Ship's Personnel

Subj: Order prohibiting gambling aboard MSTSIAC ships

1. Purpose. To direct attention of all ship's personnel to the order prohibiting gambling aboard the USNS GEN. JOHN POPE (T-AP 110).

2. Order. Gambling or the possession of "Hi-Q" dominoes, roulette wheels, dice boards, dice clothes with betting odds, lottery tickets, slot machines, poker chips marked with monetary denominations, marked cards, tops and bottoms dice shapes (shaved dice), loaded dice and any fraudulent gambling equipment are prohibited aboard this ship.

3. Authority. This order is promulgated under the authority contained in Article 1201.2, U. S. Navy Regulations.

4. Applicability. This order applies to all persons, military or civilian, assigned to or being transported in this ship.

5. Definition. Gambling is any game of chance played for stakes. The term "gambling" as used herein shall not be construed as prohibiting such games as cribbage, canasta, bridge and pinochle, providing wagers or bets are not made in connection therewith, or such games as bingo or raffles for free prizes and providing cash is not collected and distributed in connection therewith. Poker and craps are considered gambling games since they normally are played for stakes.

6. Disciplinary action:

a. Assigned Naval Personnel. Appropriate disciplinary action for violation of this order by members of the U.S. Navy assigned on board shall be taken in accordance with the Manual for Courts Martial, United States, 1951.

b. Military Passengers. Appropriate disciplinary action for violation of this order by military passengers shall be taken by officers in command of personnel concerned, in accordance with the Manual for Courts Martial, United States, 1951.

c. Civilian Passengers. Violation of this order by a civilian passenger may subject such person to disciplinary action under the Uniform Code of Military Justice. Violations shall be the subject of an official report made, via the MSTSIAC command at the port of debarkation, to the Service or Government agency sponsoring the passage of such civilian.

USNS GEN. JOHN POPE (T-AK 110)
F10 San Francisco 96601

TAF110/HLH;rd
INST 5800.1
1 Jan 1966

USNS POPE INSTRUCTION 5800.1

d. Civilian Marine Employees (USNS ships). Disciplinary action for violation of this order by civilian marine personnel shall be taken in accordance with the provisions of CMPI 45. (superseded by CMPI 750).

7. Funds Seized in Gambling Raids.

a. When the ownership of funds seized in a gambling raid is definitely established, such funds shall be returned to the individual claiming and proving ownership. A signed receipt for funds returned shall be obtained.

b. When the ownership cannot be definitely established, such funds shall be taken up by the Disbursing Officer or Purser and credited to 170969, "Unclaimed funds and abandoned property, not otherwise classified," in accordance with NAVCOM T Manual, paragraph 022302-4c. When funds are seized, the amount will be verified in the presence of witnesses and a receipt for same shall be furnished the officer making the deposit".

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TAP110/HLH;rd
INST 5802.1
1 Jan 1966

USNS POPE INSTRUCTION 5802.1

From: Master
To: Ship's Civilian Complement
Subj: Immigration Clearance; orders relating to
Ref: (a) MSTSPAC INSTRUCTION 5800.9

1. Purpose. To direct the attention of all ship civilian personnel to the mandatory requirements for clearing with U.S. Bureau of Immigration and Naturalization immediately upon arrival. (This clearing may be done at Guam, Honolulu, or San Francisco - sometimes at more than one port.) Until all crew members are cleared by the Immigration Inspector, shore liberty cannot be granted for anyone.

2. Background. On previous occasions, there has been needless delay in clearing the ship and granting liberty to the crew because of the delinquency of a few crew members. This is a violation of Ship's Order #38, - not to mention the infringement upon the liberty privileges of other crew members.

3. Action. Announcement will be made over the ship's Public Address system for the attention of all Ship's Officers and crew members as to when and where the Immigration Inspector will be available. All civilian personnel will report immediately to the designated location (usually the Crew Day room for male personnel), with their U.S. Coast Guard validated document in their hands. Heads of Departments will take action to see that all personnel on watch or performing arrival duties are relieved temporarily as soon as possible and report to the Immigration Inspector without delay.

4. No one will be permitted to go ashore until announcement has been made that the ship is cleared. The Gangway Watch will enforce this restriction. (The only exceptions - such as Plumber connecting up fresh water hoses or Deck personnel taking draft, etc. - must inform the Quartermaster in advance and must remain in sight of the Quarterdeck. Needless to say, such personnel must return aboard immediately.)

5. Dilatory tactics in connection with Immigration clearance will be considered an infraction of Ship's Order #38; and offenders must expect disciplinary action.

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TAP110/HLH;rd
INST 5840.2
1 Jan 1966

USNS POPE INSTRUCTION 5840.2

From: Master
To: All Ship's Company
Subj: Customs Declarations

1. Purpose. To inform that ship's company are cautioned of the seriousness of failing to declare items which are purchased abroad or in the Ship's Store. All items must be declared, regardless of origin or whether or not such items are to be landed. All declarations must be cleared through Customs, regardless if the merchandise is to be taken ashore or retained aboard ship.
2. Responsibility. The filing of declarations does not relieve the individual of the responsibility of securing a clearance from the Customs Inspectors. All declarations must be cleared through Customs before declared merchandise may be landed or retained aboard ship. To eliminate the possibility of a fine, it is suggested that declarations be cleared with Customs as soon as possible on arrival day. This may result in some delay in going ashore, but it will eliminate the inconvenience of endeavoring to land merchandise when Customs Inspectors are not on duty.
3. Regulations. Section 23.4c of U.S. Customs Regulations provides that the total quantity of tobacco products landed in the United States by seaman and officers of vessels, for personal use while on temporary shore leave, shall not exceed 50 cigars, 300 cigarettes, or 3 pounds of smoking tobacco, or a proportionate amount of each, during any one stay in port without payment of duty or Internal Revenue Tax.
4. Directive. Under no circumstances will foreign purchases be landed without clearance from Customs. Unless the suggestion is followed in paragraph (2) above, the individual may be forced to leave declared items aboard ship in case of emergency leave or transfer and Customs Inspectors are not on duty for purpose of granting a clearance.

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USNS GEN. JOHN HOPE (TAP-110)
From San Francisco 96601

TAP-110/HLH;rd
INST 6000.1
1 Jan 1966

USNS HOPE INSTRUCTION 6000.1

From: Master

To: All Ship's Company

Subj: Venereal Disease; the prevention and control of

Ref: (a) COMILDEPT INSTRUCTION 6222.1
(b) CMCI 750

1. Purpose. To inform all personnel that in compliance with reference (a), the following is to be noted for information and guidance for all civilian marine employees:

a. Civilian marine employees of MSTSMACARE who are found to be infected with venereal disease and who are consequently unfit to perform their official duties will be:

- (1) Given appropriate medical treatment.
- (2) Continued on duty status but detailed to duty in which they cannot endanger the health of others, or
- (3) When hospitalization is required, placed on sick leave.

b. Employees who conceal a venereal disease by failure to report for treatment will be subject to disciplinary action. When no other or other instance of misconduct or unsatisfactory service is involved, the penalty for successive occurrences of concealment of venereal disease will be in accordance with reference (b).

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USNS GEN. JOHN POLE (T-AP 110)
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TAP110/HLH;rd
INST 7410.1
1 Jan 1966

USNS POLE INSTRUCTION 7410.1

From: Master
To: All Department Heads

Subj: Time and Attendance of ship's personnel; instructions governing

Ref: (a) CMFI 630

1. Purpose. To inform personnel that to be consistent with reference (a), this command holds department heads personally liable and responsible for correct recording and reporting of time and attendance of personnel under their respective jurisdiction.

2. Action. Department heads shall make provision for the actual sighting by a responsible senior each day at 0800, or as soon thereafter as is feasible, of every officer and non-licensed man who should be present that day, to determine that each one is actually present and that no one, not previously so reported, is ill, injured, or otherwise incapacitated. All persons assigned the duty of determining the presence of personnel shall be made cognizant of the fact that making a false muster is punishable by disciplinary action.

3. Absentees. If it appears that any individual is absent without proper authorization, every practicable means shall be taken immediately to establish that the person is in fact absent; the fact shall be made a matter of official record on MSTS Form 12630 with appropriate entry on Time and Attendance Card. With exception of arrival and departure day, this information shall be submitted to the Master's Office at no later than 1000 hours daily, at sea or in port, so that further dissemination of this information can be promptly effected.

4. Responsibilities.

a. While the vessel is in port all officers and crew members will sign in and out in the gangway log, and it will be the responsibility of the Senior Deck Officer to ensure that this order is fully complied with.

b. Under the provisions of CMFI 630, department heads will take crew muster at precisely one hour prior to scheduled sailing time in outports, and in home port. Department heads will personally supervise the muster and ensure that the results are reported to this office by position code, name and designation, no later than 15 minutes following official time of expiration of shore liberty.

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

TAP110/HLH;rd
INST 7410.1
1 Jan 1966

USNS POPE INSTRUCTION 7410.1

5. Directives. It is emphasized and made unmistakably clear that this command will not tolerate any deviation from referenced regulations governing the general conduct and administration of ship's personnel, and will expect just and equitable proposals for disciplinary action in all cases of violators. Department heads shall take necessary action to promulgate instructions contained herein for the general information and guidance of subordinate personnel.

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USNS GEN. JOHN POPE (T-AF 110)
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TAF110/HLH;rd
INST 7594.1
1 Jan 1966

USNS POPE INSTRUCTION 7594.1

From: Master
To: All Deck Officers

Subj: Deck Log Extract of Cargo Worked in Port

Ref: (a) CMW 610 Hours of Work and Premium Pay

1. Purpose. The attention of all deck officers is directed to the necessity of furnishing timely information to the chief engineer and purser of cargo worked in port.

2. PROCEDURE.

a. The practice of furnishing this information verbally will be discontinued.

b. A mimeographed form will be supplied to the bridge daily, before noon, when in port, this form will be executed by the duty deck officer in duplicate, signed by him and countersigned by the first officer. The original will go to the chief engineer (and NOT to his yeoman), the duplicate will go to the purser's office.

c. The form will show, from MONDAY THROUGH FRIDAY, the date and the actual hours of cargo worked between 1700 and 2400 and 0000 and 0800, as they appear in the deck log. Separate forms will be made for each date.

d. For the purpose of log book entries, the time when cargo work commences shall be the time when stevedores board the vessel for the purpose of working cargo. The time when cargo work is finished shall be the time when the last draft of cargo is loaded or discharged. Every meal hour taken by stevedores shall be logged and such hours shall not appear on the extract.

e. The form will be executed daily, MONDAY THROUGH FRIDAY, whether cargo is being worked or not. When cargo is not being worked the form shall show the notation "No cargo work between 1700 and 2400, or 0000 and 0800", as the case may be.

f. When shoreside equipment or floating cranes are used EXCLUSIVELY for loading or discharging and ship's rigging or deck machinery is NOT used or the ship does NOT furnish power of any description for cargo operations, the form shall be executed as usual, but bear the notation in red pencil "Shoreside equipment used exclusively." The term "EXCLUSIVELY" shall apply, within the meaning of this order, when both hatches are loaded in the above manner. It shall NOT apply when one hatch employs the ship's gear and another hatch is loaded by shoreside equipment.

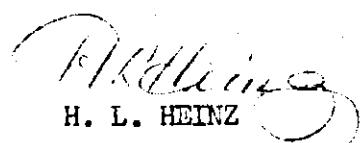
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FPO San Francisco 96601

TAP110/HLH;rd
INST 7594.1
1 Jan 1966

USNS POPE INSTRUCTION 7594.1

g. When stevedores are employed in loading stores ONLY, the term cargo work does not apply.

3. All deck officers will comply strictly with this instruction.


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DISTRIBUTION:
All Deck Officers
File

USNS GEN. JOHN FOOTE (T-AF 110)
FPO San Francisco 96601

TM110/HLH;rd
INST 9030.2
1 Jan 1966

USNS FOOTE INSTRUCTION 9030.2

From: Master
To: All Ship's Company

Subj: Maneuvering Speeds and Speed Changes from Speed of Advance

1. Procedure. The following procedure will be followed when making speed changes:

a. Whenever a speed change is necessary the Bridge will notify the Forward Engine Room which will in turn notify the After Engine Room of speed change required. This speed change may be a change in nozzles or an order for a change in RIM.

b. When vessel has reduced speed to maneuvering speed, bells will be answered as indicated on telegraph; and unless otherwise ordered by the Bridge, the RIM will be indicated on engraved tag located at Main Throttle Board.

AHEAD SPEEDS:	DEAD SLOW AHEAD	12 RPM
	SLOW AHEAD	20 RPM
	HALF AHEAD	40 RPM
	FULL AHEAD	60 RPM

ASTERN SPEEDS:	DEAD SLOW ASTERN	10 RPM
	SLOW ASTERN	15 RPM
	HALF ASTERN	30 RPM
	FULL ASTERN	45 RPM

c. Three or more rings on the telegraph, on Full Ahead or Full Astern, will indicate an emergency and maximum power is to be given.

d. Standby Engine will be given 15 minutes prior to time of departure from dock, and one half hour prior to arrival. A standby bell may be given at any time in case of emergency and if the Master or Bridge orders Main Engines and other equipment will be ready for maneuvering.

e. Time of arrival and departure will be phoned to the Forward Engine Room by the Bridge.

f. All orders received by the Forward Engine Room from the Bridge will be immediately given to the After Engine Room.

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Deck Officers
Engine Officers
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USNS GEN. JOHN PINE (T-AP 110)
FPO San Francisco 96601

TAP 110/MLH;rd
INST 9160.1
1 Jan 1966

USNS POPE INSTRUCTION 9160.1

From: Master

To: All Ship's Company

Subj: Side ports; unauthorized opening of

Ref: (a) USCG, Rules and Regulations for Passenger Vessels
CG256, Far 78.17-35 (b) (3)

1. Purpose. To establish and promulgate procedures designed to eliminate safety hazards resulting from unauthorized and premature opening of side ports and to enforce compliance with reference (a).

2. Procedure.

a. The First Officer is responsible for the ship's hull, her watertight integrity, and the proper maintenance of all fittings which ensure this integrity.

b. Under no circumstances shall any "gangway port", "cargo port" or "fuelling port", hereafter called by the common name of "sideports" be opened without the consent of the Master, First Officer or a duty watch officer as his duly authorized representative.

c. The actual opening or closing and securing of all sideports shall be the function of the Master at Arms, under the supervision of the First Officer or duty watch officer.

d. In all cases, side ports when open, whether on the dockside or offshore side, shall be fully opened against the hull and there secured; they shall never be left open at an angle.

e. In harbors where extreme tidal conditions prevail, side ports in the hull near the dockside shall be opened only after due consideration of the tidal range, and then only when camels of sufficient size are present, affording ample clearance of the ports when below the dock level. Due consideration shall be given to a possible dockside list caused by external forces such as high winds or the presence of large number of troops while mooring, which may cause the ship to lean against the pier.

f. When moored to a pier where camels are not furnished the third dock side ports shall not be opened except by special permission of the Master or First Officer.

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USNS GEN. JOHN POPE (T-AP 110)

TAP110/MLH;rd
INST 10365.1
1 Jan 1966

USNS POPE INSTRUCTION 10365.1

From: Master
To: All Department Heads

Subj: Paints and Paint Brushes; unauthorized stowage of

1. Purpose. To establish and promulgate procedures designed to eliminate current safety hazards resulting from unauthorized and improper stowage of subject materials.

2. Procedure.

a. The practice of stowing opened paint cans, thinners, oils, brushes, etc. in compartments not protected by the built-in CO₂ system and not specifically designated as "Paint Locker", will be discontinued immediately.

b. All paints, brushes, etc. issued to deck or engine personnel from their respective paint lockers or paint mixing rooms shall be in such quantities as will cover the immediate requirements for the day's work. All such materials shall be returned to the paint lockers or mixing room at the end of the day's work.

c. Under no circumstances shall any paints or thinners be issued in bulk, to be prepared, mixed and stowed in unauthorized places until a current paint job has been completed. Replenishments shall be obtained only from authorized paint mixing rooms, in all respects prepared and ready for application, and only in the needed quantity. For painting activities during night watches, department heads shall make arrangements for the issuance and return of these materials in the manner described above.

d. Commanding Officer, Military Department and Chief Steward, through designated representatives, shall draw brushes, paints, thinners, paint removers, etc. from the First Officer's paint locker in the manner prescribed in paragraphs 2 and 3 above. The practice of requisitioning these materials in bulk, to be prepared, mixed, stowed and replenished by the requisitioning activity in unauthorized spaces, will be discontinued. Paints will be issued and will be returned to the deck paint mixing room at the end of the working day. In the event the projected paint schedule extends into the night, arrangements will be made with the First Officer for the issuance and return of materials between the hours of 1700 and 0800.

e. Department heads and their subordinate supervisors will be held responsible for the implementation and strict observance of this order.

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All Dept. Heads
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USNS GEN. JOHN POPE (T-AP 110)
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TAP110/HLH;rd
INST 12230.1
1 Jan 1966

USNS POPE INSTRUCTION 12230.1

From: Master
To: All Personnel

Subj: Shipboard Training Program

Ref: (a) CMPI 230

1. Purpose. To inform all personnel that shipboard training will be conducted in accordance with reference (a).

2. Appointments. Training officers have been appointed as follows:

- a. Training Officer.....First Officer
- b. Damage Control Officer.....First Officer
- c. ABC Defense Officer.....First Assistant Engineer
- d. Education Officer.....First Officer
- e. Lifeboat Training Officer.....First Officer

3. Procedure. All ship's officers and petty officers are responsible for the continuing training of their subordinates leading to improved skills, safer practices, and greater efficiency.

a. Department Heads or their representatives will work closely with the Training Officer in scheduling classes. They will muster groups under their responsibility for instruction, attend each session, maintain order, and take and report attendance to the Training Officer.

b. A training Library is maintained by the Education Officer and all personnel are encouraged to participate in the use thereof.

c. MSTS personnel are permitted to enroll in Navy Correspondence Courses; catalogues of officer and enlisted correspondence courses are maintained by the Purser.

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USNS GEN. JOHN POPE (T-AP 110)
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TAP110/HLH:ns
INST 12410.1
1 Jan 1966

USNS POPE INSTRUCTION 12410.1

From: Master

To: All Department Heads

Subj: Training Officer; appointment of

Ref: (a) CMPI 410

1. Purpose. To inform all personnel that in accordance with reference (a), The First Officer is hereby designated Training Officer for the USNS GEN. JOHN POPE T-AP 110. Department Heads are designated Training Officers for their respective departments.

2. Duties. Because of the scope and importance of the training function, the Training Officer's position must be one of seniority and authority. This assignment will in no way relieve any other officer of his responsibilities for indoctrinating new employees, for on-the-job training of subordinates, or for active participation in emergency drills. The Ship's Training Officer will:

a. Familiarize himself with the Marine Training Program, training directives, and applicable training programs ashore.

d. Select and assign an assistant training officer for records and reports.

c. Select and assign a subordinate officer as Educational Officer to requisition, maintain, and distribute an adequate shipboard training library, training aids, and training information.

d. Promote enrollment in correspondence courses and, where practical, organize study groups.

e. Procure training films from the film library of the command ashore and arrange for their showing.

f. Coordinate and supervise all training activities aboard ship, arrange for the use of the ship's equipment for training purposes, and encourage, individual improvement.

g. Select and assign a subordinate officer for lifeboat training.

h. Provide liaison with the command ashore on training matters and assist in scheduling ship's personnel for training ashore.

3. Responsibility. All ship's officers and chief petty officers are responsible for the continued training of their subordinates leading to improved skills, safer practices, and greater efficiency. Department heads will designate officers or chief petty officers as assistant instructors; depending upon their technical knowledge, experience, interest, personality, and instructor training. For

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USNS POPE INSTRUCTION 12410.1

example, in connection with sanitation and food service training, the Chief Steward is responsible for the constant supervision and on-the-job training of food service personnel in maintenance of equipment, personal hygiene, and the stowage, preparation, and serving of food. Second Stewards (Troop), and Third Steward (Sanitation) have been assigned to passenger ships to assist in sanitation matters. The Chief Steward will also receive assistance from the Environmental Sanitation Technicians and the Medical Officer, who will inspect sanitation conditions, report deficiencies, recommend improvements, and aid in conducting sanitation training as part of the underway training program. Department heads or their representatives will muster groups under their responsibility for instruction, attend each session, maintain order, and take and report attendance to the Ship's Training Officer.

b. It is the responsibility of all crew members to participate actively and enthusiastically in all required emergency drills to ensure both the ship's and their readiness for all emergencies. All hands will attend authorized training sessions to which assigned.

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TAP110/HLH:rd
INST 12450
1 Jan 1966

USNS POPE INSTRUCTION 12450

From: Master
To: All Ship's Personnel
Subj: Incentive Awards Program
Ref: (a) CMPI 450

1. Purpose. The Incentive Awards program was established to encourage all civilian officers and employees of the Federal Government to participate in the common task of improving the efficiency and economy of Government.

2. Organization and responsibility. The Master hereby establishes an Incentive Awards Program aboard this ship.

a. The Purser has been designated Ship's Incentive Awards Officer. He is directed to familiarize himself with the Incentive Awards Program as described in reference (a), assist the Master in organizing the Program, assure adequate publicity of the Program, process beneficial suggestions, record, route and follow-up employee contributions, and investigate and evaluate suggestions.

b. The Master desires to create by word and action an atmosphere which will prove to crew personnel that their ideas, participation and performance in the Incentive Awards Program may promote economy and efficiency, and they may be rewarded by cash awards that are granted. For benefits derived by MSTS commands for a suggestion, the cash award may be \$10.00, or it may run as high as \$500.00.

3. Beneficial Suggestions. A variety of suggestions are desired. Those ideas which are of greatest value suggest improvement in methods, procedures, safety, working conditions and morale; ideas which combine procedures, methods, records and materials are highly acceptable. The devising of new tools, equipment and methods pay off in cash awards. Those ideas that eliminate unnecessary work and waste, that save money, manpower, material, time and space, and that reduce the cost of materials and services are certainly most desirable suggestions.

4. Action. All crew personnel are urged to submit beneficial suggestions and participate wholeheartedly in the Incentive Awards Program. Forms may be obtained from the Incentive Awards Officer.

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TAP110/HLH;rd
INST12594.1
1 Jan 1966

USNS POPE INSTRUCTION 12594.1

From: Master
To: Department Heads and Ship's Crew
Subj: Proper Uniforms for Officer Personnel and Chief Petty Officers
Ref: (a) CMTI 594

1. Purpose. To inform all personnel that in accordance with reverence (a) all ship's officers, chief petty officers, and other unlicensed personnel, will be required to maintain their uniform allowance up to standard at all times.

2. Regulations. The uniform standards established for officers and unlicensed personnel aboard this vessel, in accordance with reference (a), will be as follows:

a. Officer Personnel

(1) Blue Uniform - Regulation Navy type with sleeve stripes, accessories and insignia as required by reference (a).

(2) Khaki Uniform - Regulation Navy Type, khaki of lightweight tropical fabric (commonly known as suntans), accessories and insignia as required by reference (a).

(3) Khaki Working Uniform - Coat not required, khaki cotton trousers and shirt, accessories and insignia as required by reference (a).

(4) Tropical Whites - Shirt, short sleeves with shoulder boards, long trousers, shoes and socks.

b. Quartermasters and Masters-at-Arms

(1) Blue Uniform - Regulation Navy type with accessories and insignia as required by reference (a).

(2) Khaki Uniform - Regulation Navy type, khaki of lightweight tropical fabric (commonly known as suntans), accessories and insignia as required by reference (a).

(3) Khaki Working Uniform - Coat not required, khaki cotton trousers and shirts, accessories and insignia as required by reference (a).

c. All other Chief Petty Officers

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(1) Khaki Working Uniform - Coat not required, khaki cotton trousers and shirt, accessories and insignia as required by reference (a).

d. Other Unlicensed Personnel

(1) Deck and Engine personnel will wear blue shirt and dungarees with white sailor hat, black shoes and socks.

(2) Steward Personnel will wear uniforms as prescribed by Chief Steward in accordance with reference (a).

3. Quantity. The working uniform will be of sufficient quantity to keep personnel in clean working uniforms.

4. Directive. It is further directed that Department Heads screen new officers and chief petty officers prior to acceptance for duty aboard this vessel to ascertain that uniform standards are being met. Officers and chief petty officers not able to fulfill standards on uniforms as prescribed by the Master in accordance with reference (a) will not be accepted for duty aboard this vessel.

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TAP110/HLH:ns
INST 12630.1
1 Jan 1966

USNS POPE INSTRUCTION 12630.1

From: Master
To: Ship's Company

Subj: Crew Liberty; granting of

1. Purpose. To inform personnel that upon arrival in port, personnel off watch and crew members granted leave by their respective department heads, will be permitted to debark aft the ship has been cleared by port authorities and passengers have debarked.

2. Unauthorized practices. The practice of congregating at the quarter deck awaiting liberty will be discontinued immediately. Crew members will not loiter in and around the quarter deck nor will they proceed to the vicinity of the gangway until liberty has been announced over the P.A. System.

3. Discipline. Department heads are directed to disseminate this order to all hands. Gangway watches are enjoined to enforce this order.

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INST 12630.2
1 Jan 1966

USNS POPE INSTRUCTION 12630.2

From: Master
To: All Crew Members

Subj: Emergency leave because of death or illness in family, etc.

Ref: (a) CMPI 630

1. Purpose. To inform all personnel that granting of emergency leave requires that the emergency be verified by COMSTSPAC.

2. Procedure.

a. All civilian crew members of USNS ships should advise their dependents etc., that when an emergency arises which requires the presence at home of a crew member, the proper procedure is to call the Employee Relations Division, MSTSPAC, 561-6062/6309, during working hours; or call the Staff Duty Officer, 561-6405/6406 after working hours, (week-ends or after 1630). Give all the particulars of the emergency. If they reside away from San Francisco, write or wire:

Commander Military Sea Transportation Service
Fort Mason (Code P23)
San Francisco 94129

b. Upon receiving this information the Employee Relations Division will verify the emergency and notify the ship, at the same time authorize the granting of emergency leave for the employee. Cost of transportation must be borne by the individual.

c. It is emphasized that by notifying COMSTSPAC, rather than the ship, will enable the crew member to receive emergency leave with a minimum of delay.

d. Each crew member will be furnished a copy of this instruction upon request. It is strongly recommended that it be mailed to your family.

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